FMM INSTITUTE SELANGOR
Centre for Professional Development

LETTERS OF CREDIT (LC)

OBJECTIVES

- To understand the various types of Letters of Credit trough illustrations, diagrams and various examples and scenarios.
- To be familiar with the terminologies such as force majeure, financial sanction, political sanction, embargoes which challenge the fundamentals of Letters of Credit.
- To be able to take steps upon receipt of force majeure notice.
- To know the effect of sanction clauses affecting Letters of Credit and banks.
- To understand the various verdicts given by courts which handles imports and exports and Letters of Credit due to sanction clauses in Letters of Credit.

COURSE CONTENT

- Definition of Letter of Credit (LC), Payment terms / methods of settlement in international trade
- LC by SWIFT, LC application & Beneficiary checklist, Availability of LC & Parties involved in LC transaction
- Normal Irrevocable Letter of Credit (LC), Unconfirmed LC , Confirmed LC & Red Clause LC.
- Transferable LC, Back-to-Back LC, Standby LC, Assignment of Proceeds & Shipping Guarantee (SG)
- Export documents pertaining to LC – Invoice, draft, Bill of Lading, certificate of origin etc.
- Discrepancies, Exporters' alternatives/ measures to be taken on discrepancies.

ADMINISTRATIVE DETAILS

Date : November 5 - 6, 2025
Time: 9.00am – 5.00pm
Venue: Level 2, FMM Selangor & Kuala Lumpur Branch
No 8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor.
Fees : FMM Members – RM 1,350.00 per participant
Non-Members – RM 1,560.00 per participant
(inclusive of 8% service tax)
(Fees include course materials, Meals and Certificate of Attendance)

TRAINER PROFILE

Puan Sharifah Mariam holds a Bachelor of Arts (Economics) degree from University of Malaya. She has more than 20 years of experience in the banking line specialising in International Trade Finance, Loan Processing, Credit and Financial Analysis and General Banking Operations. She has undergone extensive practical training in Credit and Financial Analysis (CCP – Certified Credit Professional) and International Trade Financing at Institute Bank-Bank Malaysia (IBBM), Banque Nationale De Paris, Singapore and various inhouse training programmes at the bank. Being a former Bank Manager, a regular trainer and proficient in the English Language, Puan Sharifah has good communication skills which gives her added advantage in conducting and presenting the training programmes. She has attended numerous workshops namely "Effective Communication & Business Writing Skills" by Sharon Bakar in year 2000, "Better Grammar for Business Writing" by Dr. Ng Keat Siew in year 2005, and "Tourism English" in year 2007 under the Ministry of Tourism.

WHO SHOULD ATTEND

Account Executives, Finance Executives, personnel involved in importing, manufacturing, exporting, shipping, freight forwarding, and trading concerns. Entrepreneurs

For further inquiries please contact :

Siti Nazihah /Azrini
FMM Institute Selangor & Kuala Lumpur Branch
Tel: 03-55692950 / 4171 / 4471 Fax: 03-55694346
Email: siti_nazihah@fmm.org.my / azrini@fmm.org.my
Visit us at: www.fmm.edu.my / www.fmm.org.my

Get **10% DISCOUNT** if you send 3 or more participants for the same programme!

REGISTRATION FORM

LETTERS OF CREDIT (LC)

November 5 - 6, 2025 (Wednesday - Thursday) FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | **COID: (475427W_SELANGOR)**
Email: siti_nazihah@fmm.org.my/ azrini@fmm.org.my
Tel: 03-5569 2950/4471/4171

Please register the following participant(s) for the above programme:

1. Name Designation Email

Nationality IC/Passport No.

2. Name Designation Email

Nationality IC / Passport No.

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- ☐ We will be claiming from HRD Corp and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- ☐ We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No 5-62106-64719-2

Submitted by:

Name: Designation:

Email: Company:

FMM Membership No. : My Corporate Identity No.:

Company Address:

Tel No.: Fax No.: Date: