Master Class

Incoterms® 2020

The Language of Domestic & International Trade

(33 years running)

2026 - Crystal Crown Hotel Petaling Jaya				
Apr 13 & 14	**June 15 & 16**	**Sept 7 & 8**	**Oct 12 & 13**	**Dec 7 & 8**
9.00am to 5.00pm				

INTRODUCTION

The International Chamber of Commerce (ICC) has launched Incoterms 2020, the newest edition of the renowned trade terms for the sale of goods. The new rules become **effective from 1 January 2020**.

The Incoterms® rules are an essential part of the daily language of international trade. They have been used in millions of sales contracts to help exporters and importers avoid costly misunderstandings by clarifying the tasks, costs and risks involved in the delivery of goods from sellers to buyers. The 11 Incoterms 2020 rules are:

EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP

Exporters, Importers, Bankers and Insurers, Freight Forwarders and Carriers need to be aware of the **new changes** in **Incoterms 2020** which provides more certainty and clarity to business and traders everywhere.

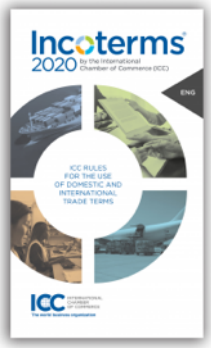
Incoterms 2020 now includes more detailed explanatory notes with enhanced graphics to illustrate the responsibilities of importers and exporters for each of the Incoterms 2020 rules.

Incoterms 2020 contain six significant changes from Incoterms 2010 viz:

1. The **FCA rule** now contains an additional element relating to bills of lading
2. Costs are now consistently listed in A9 (Seller's Obligations) and B9 (Buyer's Obligations), providing a "**one-stop list of costs**" for each rule.
3. **Different levels of insurance coverage** in CIF and CIP.
4. Arrangement for carriage with **own means of transport** in FCA, DAP, DPU and DDP.
5. DAT (Delivered At Terminal) has now been renamed **DPU (Delivered At Place Unloaded)**
6. An express allocation of **security-related obligations** within carriage obligations and cost.

OBJECTIVES OF MASTER CLASS

At the end of the master class, participants will be able to learn



1. Purpose and scope of Incoterms
2. The harmonisation of incoterms with methods of payment
3. Tasks, costs and risks of the seller and buyer
4. The significance of the point and place of delivery
5. Case studies on how fraudsters use the weaknesses in some of the Incoterms and the procedural flow in the movement of goods to deceive the sellers and the buyers
6. Wrong and correct usage of Incoterms
7. How to choose the right Incoterms.
8. Insurance Issues with Incoterms
9. Other Case studies on Incoterms

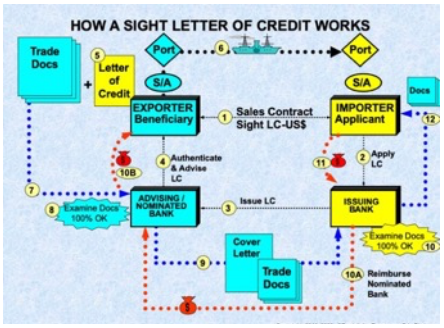
WHAT MAKES OUR MASTER CLASS SPECIAL?

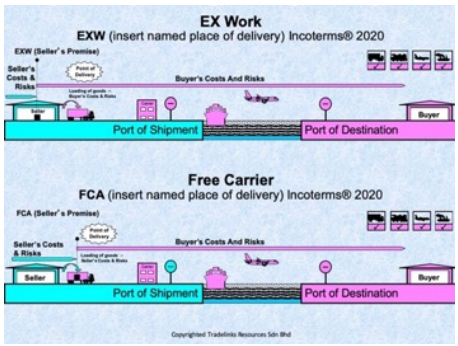
Participants will receive a detailed workbook containing step by step, easy to understand extensive graphics and diagrams illustrated by our very experienced trainer, **Mr. Billy Fong** who had been teaching Incoterms since 1992. He explains in-depth each of the 11 Incoterm rules on its definition, practical usage and risks supported by real life case-studies collected over the many years.Participants will also each receive a copy of the new Incoterms 2020 book, wall chart and pocket cards published by the International Chamber of Commerce.

COURSE OUTLINE

DAY ONE (9.00am – 5.00pm)

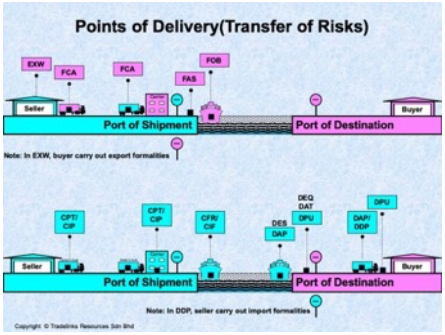
1. **Overview of Methods of Payment in International Trade –** How these should harmonized with the 11 Incoterms rules.
2. **Introduction to Incoterms 2020**
   - History of the development of Incoterms
   - What important matters are covered by the new Incoterms 2020 and the main changes to Incoterms 2010?
   - The **new classification** under the new Incoterms 2020
3. **EXW (EX Works)** – A detailed pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery - Division of Cost and Risk
   - Case study & Practical Usage
4. **FCA (Free Carrier)** – A detailed pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery – Division of Costs and Risks
   - Case study & Practical Usage
   - Comparison with EXW – similarities & differences
5. **FAS (Free Alongside Ship)** – A pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery – Division of Costs and Risks
6. **FOB (Free On Board)** – A detailed pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery – Division of Costs and Risks
   - Case study & Practical Usage
7. **CFR (Cost And Freight)** – A pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery – Division of Costs and Risks
   - Case study & Practical Usage
8. **CIF (Cost Insurance And Freight)** – A pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery – Division of Costs and Risks
   - Case study & Practical Usage





DAY TWO (9.00am – 5.00pm)

9. **CPT (Carriage Paid To)** – A pictorial presentation
   - Responsibilities of Seller & Buyer
   - Point of Delivery – Division of Costs and Risks
   - Case Study & Practical Usage
   - Comparision with CFR – differences and similarities
10. **CIP (Carriage Insurance Paid)** – A pictorial presentation
    - Responsibilities of Seller & Buyer
    - Point of Delivery – Division of Costs and Risks
    - Case study & Practical Usage
11. **DAP (Delivered At Place)** – A pictorial presentation
    - Comparison with DAF, DES and DDU
    - Responsibilities of Seller & Buyer
    - Point of Delivery – Division of Costs and Risks
    - Case study & Practical Usage
    - Comparison with CPT
12. **DPU (Delivered At Place Unloaded)** – A pictorial presentation
    - Comparison with DEQ & DAT (Incoterms 2000 & 2010)
    - Responsibilities of Seller & Buyer
    - Point of Delivery – Division of Costs and Risks
    - Case study & Practical Usage
13. **DDP (Delivered Duty Paid)** – A pictorial presentation
    - Responsibilities of Seller & Buyer
    - Point of Delivery – Division of Costs and Risks
    - Case study & Practical Usage
    - Comparison with EXW
14. Modified Incoterms – What are the risks involved.
15. How to use and choose Incoterms for domestic and international trade.
16. Insurance issues and recommendations in Incoterms



TRAINER: Mr. Billy Fong Goon Poy ACIB

"Excellent...Innovative...Very knowledgeable...Effective in his teaching methodology". These are some of the many positive comments from participants.

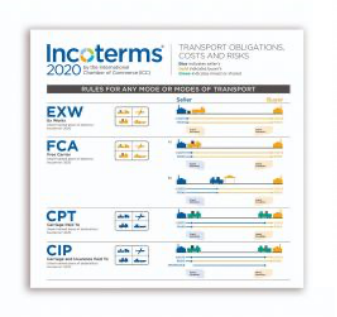
Billy Fong, is a HRD Corp accredited trainer . He was formerly the head of the Trade Finance Faculty of the staff training Centre of a major international bank in Malaysia. He set up Tradelinks Resources in 1994 to conduct training on Letters of Credit, Incoterms and other trade finance topics for the public. He is an Associate Member of the Chartered Institute of Banker (UK) and holds a Diploma in Training Management from the Institute of Training & Development (ITD) UK.

Billy Fong's unique method of training using diagrams and colouring, videos and case studies to explain each of the complex 11 Incoterms rules has made learning enjoyable fun and easy to understand and remember.

Over the last 30+ years, thousands of personnel who are involved in international trade in Malaysia, Singapore, Brunei, Thailand and the Middle East had attended and benefited from Billy Fong's courses on International Trade.

FEES:

RM2,100 per participant (Including handouts, course materials, lunch break). **SST at 8% to be added**. Team discount of RM100-00 each if as a group of 3 or more. Each participant will also receive a free copy of Incoterms 2020 book (Cost about RM900 if purchased as a single from ICC).
Attendance will be awarded upon completion of training.



HRD Corp SBL-KHAS Claimable
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- Please follow HRD Corporation instructions on training grant applications

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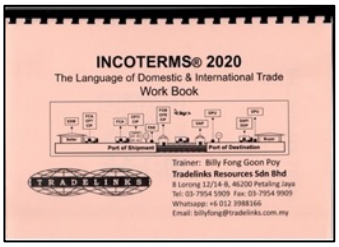

Payments Can Be Made Online Via:

Bank: CIMB Bank
Account No: 80-0341561-1
Account Name: Tradelinks Resources Sdn Bhd
Fax bank-in-slip to 03-7954 9909
Email bank-in-slip to training@tradelinks.com.my

Disclaimer:
Tradelinks Resources Sdn Bhd reserves the right to postpone or change venue or cancel the course or make any other changes to the programme in the event of unavoidable circumstances.

TRADELINKS RESOURCES SDN BHD
(Company No. 543128-K)
No. 8 Lorong 12/14-B, 46200 Petaling Jaya, Selangor
Register online: www.tradelinks.com.my
Email: training@tradelinks.com.my or billyfong999@gmail.com
Call or whatsapp **Sook Ling** at 012-398 8166
03-7931 2026
Fax: 03-7954 9909

REGISTRATION FORM

2026 - Crystal Crown Hotel Petaling Jaya				
Apr 13 & 14	**June 15 & 16**	**Sept 7 & 8**	**Oct 12 & 13**	**Dec 7 & 8**
Please select the above training slot with a **tick √**				

REGISTRATION FORM

Incoterms® 2020

The Language of Domestic and International Trade

Email to: **training@tradelinks.com.my**

Details of Participants			
. Name:	☐ Mr ☐ Ms	Email:	H/P
Name:	☐ Mr ☐ Ms	Email:	H/P
Name:	☐ Mr ☐ Ms	Email:	H/P
Name:	☐ Mr ☐ Ms	Email:	H/P
Name:	☐ Mr ☐ Ms	Email:	H/P

Company Details	
Name of Contact Person: ☐ Mr ☐ Ms	Job Title:
Name of Company:	
Address:	
Email:	H/P:
Tel:	Fax No:
Utilisation of HRD Corp Training Grant: ☐ Yes ☐ No.	

TRADELINKS RESOURCES SDN BHD

(Company No. 543128-K)

No. 8 Lorong 12/14-B, 46200 Petaling Jaya, Selangor

Register online: www.tradelinks.com.my

Email: training@tradelinks.com.my or billyfong999@gmail.com

Call or whatsapp: **Sook Ling** at 012-3988166

Tel: 03-7931 2026

Fax: 03-7954 9909