



# Master Class

# LETTERS OF CREDIT

## AN IN-DEPTH UNDERSTANDING

(32 years running since 1994)

2026 - Crystal Crown Hotel Petaling Jaya			
May 18 & 19	July 13 & 14	Sept 21 & 22	Nov 2 & 3
9.00am to 5.00pm			

### INTRODUCTION

The Letter of Credit is one of the oldest bank payment instruments. It plays an immense and un-substitutable role in international trade. If used properly, it significantly reduces or even diminishes some of the major risks that parties face in foreign trade. It serves as a “compromise” between the conflicting interests of the exporter and the importer. It allows the contracting parties to gain balance assurances.

### Course Contents

#### DAY 1 (9.00am – 5.00pm)

#### 1. INTERNATIONAL TRADE

- Overview of the 4 main methods of payment in international trade:
  - Open Account
  - Advance Payment
  - Documentary Collection (DP vs DA)
  - Letter of Credit

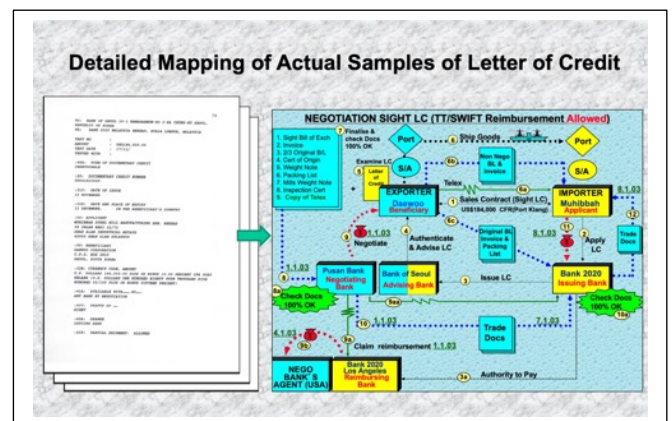
#### 2. TRADE FINANCE FACILITIES OFFERED BY BANKS – AN OVERVIEW

#### 3. INCOTERMS 2020

- Overview of international trade terms
- A pictorial illustration of FOB, CFR and CIF
- How Incoterms will affect Export Sales Documentation

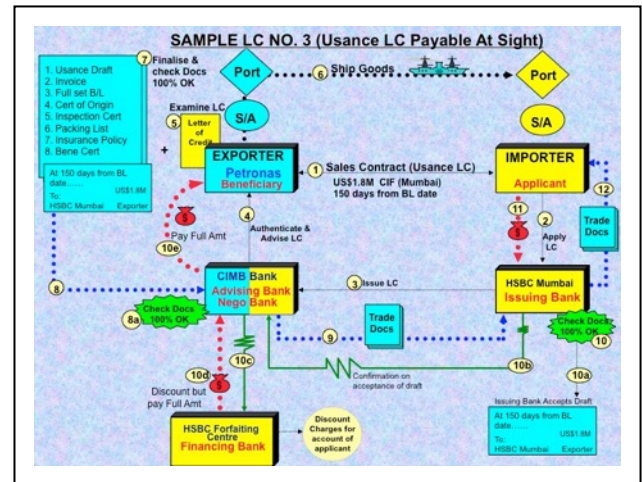
#### 4. TRADE DOCUMENTATION FOR EXPORT & IMPORT

- Commercial Documents vs Financial Documents
- Sight & Usance Bill of Exchange – Its concept and how it works
- Ocean Bill of Lading, Charter Party Bill of Lading, Sea WayBill & Multi-Modal Transport Document – An Overview



## 5. DETAILED ANALYSIS OF VARIOUS STRUCTURE OF LC

- Flowchart of a Sight Negotiation LC – Swift Reimbursement Allowed
- Flowchart of a Sight Negotiation LC – Swift Reimbursement Not Allowed
- Flowchart of a Usance Negotiation LC
- Flowchart of a **UPAS** (Usance Payable At Sight) LC
- Flowchart of a Local LC
- Flowchart of a Sight CONFIRMED LC



## 6. EXPLORING THE TERMS & CONDITIONS WITHIN THE LC

- Dates of Issue, Shipment, Latest Presentation & Expiry
- Presentation Period & Place of Expiry
- Negotiation, Acceptance, Sight Payment & Deferred Payment LC

### Day 2 (9.00am – 5.00pm)

## 7. ANALYSING UNFAVOURABLE & DANGEROUS CLAUSES IN LC

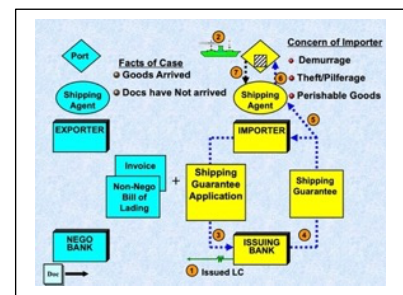
- Clunker Clauses
- Non-Operative Clauses
- Clauses that puts the Seller at risks

## 8. MANAGING NEGOTIATION & DISCREPANCIES IN LC

- How do banks check documents in LC transactions?
- How to manage and minimize discrepancies in LC?
- Understand Article 14 & 16 UCP600 in managing discrepancies
- Telex Negotiation
- Detailed checklist for exporter

## 9. SHIPPING GUARANTEE IN LC TRANSACTIONS

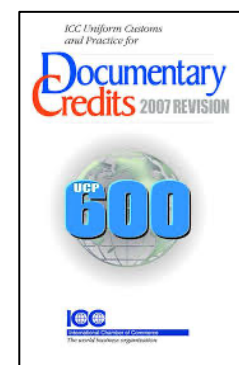
- Concept and how it can affect the exporter and what are the safeguards
- Alternatives to using Shipping Guarantee.



## 10. POINTERS IN OPENING A LETTER OF CREDIT

- Completing the L/C application form
- Terms and Descriptions to avoid
- How to avoid hidden cost and charges
- Amendments to a L/C
- Detriments, terms, conditions and restrictions

## 11. APPLICATION OF UCP600 and ISBP IN LETTERS OF CREDIT TRANSACTIONS



**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 specialising in international trade.. 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 how LC works 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.

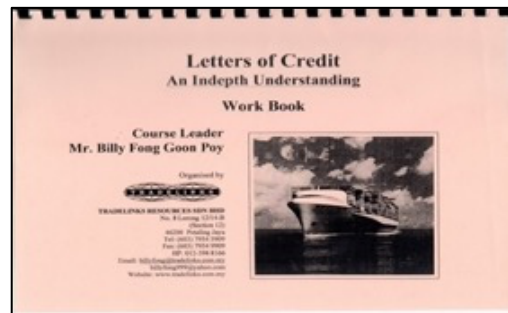
**FEES:**

**Within Malaysia**

**RM2,100 (Service Tax 8% to be added)** per participant (Including handouts & course materials,). Team discount of RM100-00 each if you register as a group of 3 or more. E-Certificate of Attendance will be awarded upon completion of training.

HRD Corp SBL-KHAS Claimable  
(Training Program No. **10001616336**)

- Please follow HRD Corporation instructions on training grant applications



**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](mailto: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.



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Call or whatsapp **Sook Ling** at 012-398 8166

**Tel: 03-7931 2026**

**Fax: 03-7954 9909**

# REGISTRATION FORM

2026 - Crystal Crown Hotel Petaling Jaya			
May 18 & 19	July 13 & 14	Sept 21 & 22	Nov 2 & 3
Please select the above training slot with a tick ✓			

## Master Class

### LETTERS OF CREDIT – AN IN-DEPTH UNDERSTANDING

Fax This Registration to **03-7954 9909** or Email to: [training@tradelinks.com.my](mailto:training@tradelinks.com.my)

<b>Details of Participants</b>			
Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Email	H/P
Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Email	H/P
Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Email	H/P
Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Email	H/P
Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Email	H/P
<b>Company Details</b>			
Name of Contact Person: <input type="checkbox"/> Mr <input type="checkbox"/> Ms		Job Title:	
Name of Company:			
Address:			
Email:		H/P:	
Tel:		Fax No:	
Utilisation of HRD Corp Training Grant: <input type="checkbox"/> Yes <input type="checkbox"/> No.			



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