MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

MANAGING DOCUMENTARY CREDITS: IMPORT & EXPORT PROCEDURES

"Mastering Letters of Credit, Trade Compliance, and Risk Mitigation in International Trade"

Schedule

Date	Venue	Fees (Face-to-Face)
23 – 27 Nov 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Documentary credits, especially Letters of Credit (LCs), are crucial instruments in international trade, ensuring that both importers and exporters meet their contractual and financial obligations. However, improper handling of trade documentation can lead to costly disputes, delays, and non-payment.

This practical and comprehensive course equips trade professionals with the skills to manage import and export transactions involving documentary credits effectively. Participants will gain in-depth knowledge of UCP 600, Incoterms®, compliance requirements, risk management strategies, and documentation accuracy to ensure smooth cross-border trade operations.

Objectives

By the end of this course, participants will be able to:

- Understand the mechanics, roles, and structure of documentary credits and LCs
- Apply UCP 600 and ISBP 745 standards to reduce discrepancies and risks
- Accurately prepare, review, and present trade documentation
- Navigate Incoterms® and their implications for trade finance and risk allocation
- Identify red flags in trade compliance, fraud, and sanctions

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Why Attend

- Master documentary credit processes from both buyer and seller perspectives
- Minimize delays, discrepancies, and rejections in LC transactions
- Strengthen negotiation skills with banks and trading partners
- Ensure compliance with international trade and banking regulations
- Enhance your organization’s efficiency in global trade transactions

Target Audience

This program is designed for:

- Trade finance officers and documentary credit professionals
- Import/export managers and logistics coordinators
- Finance and treasury professionals handling cross-border transactions
- Commercial, legal, and compliance teams in trading companies
- Banking professionals involved in LC issuance and checking

Individual Benefits

Key competencies that will be developed include:

- Expertise in documentary credit lifecycle management
- Skills in documentation preparation and scrutiny under UCP 600
- Knowledge of Incoterms® and their impact on delivery and payment risk
- Ability to detect potential fraud and non-compliance in trade transactions
- Confidence in negotiating terms and resolving LC disputes

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved accuracy and speed in processing trade finance documents
- Reduced financial risk and exposure to international trade disputes
- Stronger compliance posture with banks and global regulations
- Enhanced coordination between sales, finance, and logistics teams
- Greater customer and supplier satisfaction through seamless transactions

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – International trade rules, LC mechanics, and compliance frameworks
- Case Studies – Analysis of real-world LC disputes and documentary errors
- Workshops – Hands-on exercises in preparing, checking, and correcting documents
- Peer Exchange – Discussion on trade challenges, banking practices, and best practices
- Tools – LC templates, UCP/ISBP checklists, document trackers, and compliance logs

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to International Trade and Documentary Credits

- Module 1: Trade Finance Instruments Overview (07:30 – 09:30) • Open account, advance payment, collection, and LC methods
- Module 2: Role of Documentary Credits in Import & Export (09:45 – 11:15) • Functions, stakeholders, benefits, and limitations
- Module 3: Workshop – Structuring a Letter of Credit (11:30 – 01:00) • Prepare LC clauses aligned with contract terms
- Module 4: Peer Exchange – Documentary Credit Challenges (02:00 – 03:30) • Sharing field experiences with LC usage

Day 2: UCP 600 and Documentary Requirements

- Module 5: Understanding UCP 600 Rules (07:30 – 09:30) • Articles, key definitions, roles of banks and beneficiaries
- Module 6: ISBP 745 Guidelines for Document Examination (09:45 – 11:15) • Document types and compliance requirements
- Module 7: Workshop – Scrutiny of Documents Under UCP 600 (11:30 – 01:00) • Check for compliance, detect discrepancies

Module 8: Case Study – Rejected LC Presentation (02:00 – 03:30) • Analyze root causes and resolution

Day 3: Incoterms® and Contractual Considerations

- Module 9: Incoterms® 2020 in LC Transactions (07:30 – 09:30) • Risk, cost, and responsibility transfer points
- Module 10: LC Clauses and Contract Alignment (09:45 – 11:15) • Consistent terms across sales, insurance, and logistics documents
- Module 11: Workshop – Drafting and Reviewing Trade Contracts (11:30 – 01:00) • Match contractual terms to LC conditions
- Module 12: Peer Exchange – Commercial Terms Misalignment (02:00 – 03:30) • Discuss implications of poorly structured LCs

Day 4: Compliance, Fraud Prevention, and Bank Interaction

- Module 13: Trade-Based Money Laundering and Sanctions (07:30 – 09:30) • Compliance checks and regulatory alerts
- Module 14: Red Flags in Documentary Credit Fraud (09:45 – 11:15) • Fraud typologies and detection techniques
- Module 15: Workshop – Risk Review Checklist for Trade Docs (11:30 – 01:00) • Build a compliance review framework
- Module 16: Case Study – Bank Dispute Over Documentation (02:00 – 03:30) • Negotiating with banks and handling disputes

Day 5: Operational Excellence and Final Review

- Module 17: Coordinating Trade Transactions Internally (07:30 – 09:30) • Bridging procurement, logistics, finance, and legal
- Module 18: Performance Metrics and LC Tracking Tools (09:45 – 11:15) • Timeliness, accuracy, dispute resolution rates
- Module 19: Final Project – Documentary Credit Lifecycle Simulation (11:30 – 01:00) • Apply all skills in a simulated trade transaction
- Module 20: Wrap-Up, Feedback, and Certification (02:00 – 03:30) • Course summary and certificate distribution

Certification

Participants will receive a Certificate of Completion in Managing Documentary Credits: Import & Export Procedures, confirming their expertise in managing documentary credit transactions, reducing trade risks, and ensuring international compliance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

Follow us: **Facebook** **Twitter** **YouTube** **LinkedIn** **Instagram**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.