MAWA EVENTS

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

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

UNDERSTANDING LETTER OF CREDIT - DOCUMENTATION & PROCEDURE

"Master the Essentials of Letters of Credit: Documentation, Procedures, and Risk Management."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

This comprehensive course provides participants with an in-depth understanding of Letters of Credit (LC), a critical instrument in international trade finance. The program covers LC types, key documentation requirements, procedures for issuance and negotiation, and how to manage risks associated with LC transactions effectively.

Objectives

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

- Understand the purpose and types of Letters of Credit in trade finance
- Navigate the LC application, issuance, and negotiation processes
- Prepare and review essential LC-related documentation accurately
- Identify and mitigate risks associated with LC transactions
- Comply with international rules such as UCP 600 and ISBP

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Why Attend

- Gain practical skills in handling Letters of Credit for import-export transactions
- Avoid costly errors and discrepancies in LC documentation
- Enhance confidence in negotiating and processing LC transactions
- Stay updated with international banking regulations and best practices

Target Audience

- Trade finance professionals
- Importers and exporters
- Bankers and credit officers
- Logistics and supply chain managers
- Legal and compliance officers involved in trade transactions

Individual Benefits

- Master LC documentation and procedural workflows
- Minimize risks of payment delays and disputes
- Improve trade transaction efficiency and compliance
- Boost professional competence in trade finance operations

Organizational Benefits

- Streamlined LC processing and reduced operational risks
- Improved compliance with international trade finance regulations
- Enhanced relationship management with banks and trading partners
- Increased business confidence and growth in international trade

Instructional Methodology

- Expert-led lectures and regulatory updates
- Case studies of LC transactions and discrepancy resolution
- Hands-on workshops on document preparation and review
- Group discussions and scenario-based problem solving

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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 Letters of Credit

- Module 1 (07:30 – 09:30): Overview of Trade Finance and Role of LC
- Module 2 (09:45 – 11:15): Types of Letters of Credit and Their Uses
- Module 3 (11:30 – 01:00): Parties Involved in LC Transactions
- Module 4 (02:00 – 03:30): International Rules Governing LCs – UCP 600 & ISBP

Day 2: LC Application and Issuance Procedures

- Module 1 (07:30 – 09:30): Application Process and Bank’s Role
- Module 2 (09:45 – 11:15): Drafting and Reviewing LC Terms and Conditions
- Module 3 (11:30 – 01:00): Amendments and Advising Procedures
- Module 4 (02:00 – 03:30): Case Studies on Issuance Challenges

Day 3: Documentation under Letter of Credit

- Module 1 (07:30 – 09:30): Essential Documents: Invoices, Bills of Lading, Certificates
- Module 2 (09:45 – 11:15): Documentary Compliance and Discrepancy Handling
- Module 3 (11:30 – 01:00): Preparing, Presenting, and Examining Documents
- Module 4 (02:00 – 03:30): Workshops on Document Checking and Error Prevention

Day 4: Negotiation, Payment, and Risk Management

- Module 1 (07:30 – 09:30): Negotiation and Payment Procedures
- Module 2 (09:45 – 11:15): Types of Payment under LC (Sight, Usance, Deferred)
- Module 3 (11:30 – 01:00): Managing Risks in LC Transactions
- Module 4 (02:00 – 03:30): Dispute Resolution and Recovery Strategies

Day 5: Practical Applications and Emerging Trends

- Module 1 (07:30 – 09:30): Case Studies: Real-World LC Transactions
- Module 2 (09:45 – 11:15): Electronic Letters of Credit and Digital Innovations
- Module 3 (11:30 – 01:00): Workshops: Drafting, Reviewing, and Presenting LCs
- Module 4 (02:00 – 03:30): Final Assessment, Q&A, and Certification

Certification

Participants will receive a Certificate of Completion in Understanding Letters of Credit – Documentation & Procedure, validating their expertise in managing LC transactions in international trade.

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.

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

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