



# INCOTERMS® 2020 – HOW IT WORKS IN YOUR IMPORT/EXPORT TRANSACTIONS

(HRD Corp Programme Number : 10001140548)

## COURSE MODULES

- Overview of INCOTERMS® 2020 Rules
- INCOTERMS® 2020 – Rules for any mode of transport
- INCOTERMS® 2020 – Rules for sea and inland waterway transport
- Strategizing INCOTERMS selection
- Relationship of Methods of Payment with INCOTERMS



The aftermath of COVID-19 impacts on everyone, and many businesses will not be as usual. We cannot go back to the old ways of doing things. In this aspect, importers and exporters have to step-up their understanding of **INCOTERMS 2020** to protect their sales and payment.

Is the consideration of **INCOTERMS** in your sales negotiation a random choice? When goods arrive and payment is received, **INCOTERMS** is merely a cost factor. In times of uncertainty, are you concerned about the risks of non-delivery and non-payment?

This 1-day course is designed to help frontline and support staff who are sellers and buyers understand the fundamentals of **INCOTERMS® 2020** to negotiate for an **INCOTERMS** suitable for the nature of the transaction.

## COURSE OBJECTIVES

Participants will be able to enhance their knowledge and skills in:

1. Understanding INCOTERMS® 2020 and its effect on the terms of sale.
2. Examining the costs, responsibilities and rights associated for buyers and sellers
3. Choosing and applying the applicable INCOTERMS under different transport mode
4. Negotiating and protecting their payment terms

## WHO SHOULD ATTEND?

Executives and Managers in the Marketing, Purchasing, Operations, Transport, Logistics, Finance /Accounts and Import/Export documentation Departments are encouraged to attend.

## TRAINER PROFILE : Ms Nancy Ong Chen Gan

**Qualifications:-** *MBA (Strathclyde, U.K.), Dip. In Banking (U.K.), TESOL (Australia).*

### EXPERIENCE

Nancy pursued her passion to teach after leaving her career in banking of 30 years. Fifteen years on and she has successfully conducted workshops and trained many people in trade financing and credit management.

She has worked in management positions in branches and later at head office of OCBC Bank where she headed Treasury Operations before her retirement. Her vast knowledge and experience in banking are the keys to the success of her training and workshops. With a clear understanding of the business environment she is able to help bridge the gap in the industry of trade financial instruments and the associated financial risk for participants to gain the skills necessary to apply in their area of work. Participants are able to recognise the risk when using these financial instruments.





**REGISTRATION FORM (HRD Corp Claimable)**  
**INCOTERMS® 2020 – HOW IT WORKS IN YOUR**  
**IMPORT/EXPORT TRANSACTIONS**

(HRD Corp Programme Number : 10001140548)



**PAYMENT DETAILS : Cheque / Direct Credit**  
 Bank & Cheque No. Amount :

**PARTICIPANTS' DETAILS**

Participant 1 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal  
 YES / NO

Participant 2 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal  
 YES / NO

Participant 3 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal  
 YES / NO

**ORGANISATION DETAILS**

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :



Please make payment to :  
**WANFAH PROSPER PLT**  
 ACCOUNTS NUMBER : 3812930508  
 BANK : Public Islamic Bank Berhad

**FEE PAYABLE PER PARTICIPANT :**

Normal Price : **RM1,318**  
 Early Bird (15 days before event) : **RM1,178**  
 Group Fee (>2 participants) : **RM1,038**  
 Fee includes course materials, lunch and 2 tea breaks per day.  
 Claiming HRDF Levy? YES / NO

Date and Venue : \_\_\_\_\_

(Pls check our website

<https://wanfahprosper.com/latest-events/> )

Contact : Cik Nor / Puan Nasifah / Mr. Tan / Puan Suhaila

Tel : +60351663399 / +60104403399

WhatsApp : +60162634929

Email : [sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)

**CANCELLATION / TRANSFER**

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

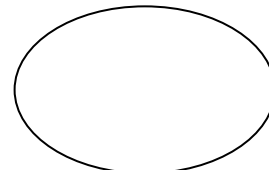
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

**DATA PROTECTION**

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

**DISCLAIMER**

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp