

# Import & Export Practice & Documents

By Olivia Chan



## Introduction

When it comes to import and export, documentation is key. The "**Import and Export Procedures & Documentation**" workshop is designed to help you understand the effectiveness of such procedures to deal successfully with banks, freight forwarders, custom brokers and foreign customers. Find out how to use the necessary documents to obtain the greatest cost benefit for your company and timely execution of your order.

On completion of this one-day workshop, participants will gain confidence in dealing with difficult export and import situations, be able to reduce export and import transaction costs by targeting and eliminating common problems, as well as gain a wealth of practical and helpful tips to save valuable time and resources.

## Course Contents

### **Import-Export Practice**

Seven risks of exporting and importing

Risk management for export-import – examples of solutions

### **Commercial Documents and sequence of events in import export transactions**

\* Proforma invoice or sales confirmation \* Purchase Order \* Commercial invoice \* Consular invoice  
\* Packing list \* Certificate of origin \* Health certificate \* Pre-shipment inspection certificates \*  
Quality certificate \* Weight certificate \* Shipping advice \* Dangerous cargo declaration \* Other  
export documents \* ATA Carnet form \*

### **Shipping Commercial Documents**

\* Overview of bill of lading \* Ocean bill of lading \* Combined transport or port-to-port bill of  
lading \* Container bill of lading \* Through bill of lading \* Sea waybill \* Short form bill of lading  
\* Charter Party Bills of Lading

### **Air Freight: Commercial**

\* Overview of Air Transport Document \* Difference between air waybill & house airway bill  
\* What is a master air waybill?

### **Insurance: Marine & Cargo**

\* Overview of importance of insurance in I&E \* Insurance policy & cover note \* Insurance policy vs  
insurance certificate \* Institute Cargo Clauses A, B, C \* Amount of insurance coverage \* Liability  
of carriers and coverage of insurance

## Who Should Attend

All Exporters, Importers, Freight Forwarders, Banks, Lawyers, Insurance Specialists and all those involved in International Trade or Purchasing.

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## About The Trainer – Mrs. Olivia Chan

OLIVIA CHAN, Fellow of the Chartered Institute of Bankers and a MBA graduate in Finance from University of Leeds, is a seasoned documentary credit specialist of over 30 years. She joined Natwest Group in 1977 and was with this Group for about 20 years and her last position was Manager of its Trade Finance Unit. She is a Certified Documentary Credit Specialist, a qualification jointly issued by the Chartered Institute of Bankers (UK) and the International Financial Services Association (USA) and endorsed by the International Chamber of Commerce based in Paris, France. Olivia also served as a Treasury Manager with a Singapore based top research and development organisation from 1997 to 2002.

### EDUCATIONAL BACKGROUND

- MBA (Finance) / University of Leeds / Leeds, United Kingdom / 2000
- Fellow of Chartered Institute of Bankers/ London, United Kingdom / 1981
- Certified Documentary Credit Specialist/Chartered Institute of Bankers (UK) and International Financial Services Association (USA) endorsed by the International Chamber of Commerce in Paris in 2000