

**PENANG FREIGHT FORWARDERS ASSOCIATION***Persatuan Wakil-Wakil Penhantaran Kargo Pulau Pinang***PSMB Registration No: 2266**

## INCOTERMS 2010

**HRDF – SBL CLAIMABLE**  
**LET US HELP YOU TO CLAIM!**

## ~ From the Perspectives of Freight Forwarding

***1-DAY COURSE on 3<sup>rd</sup> July 2018 (Tuesday)***

### **Introduction**

International sales where the buyer and the seller deal with each other from a distance through verbal and written communications can lead to misunderstandings and disputes because of different interpretation of the terms used in the sales contract.

In order to avoid such situations, which hinder the smooth flow of international trade, the International Chamber of Commerce (ICC) has evolved standardized trade terms known as the "Incoterms" (International rules for the interpretations of trade terms).

These terms deal with delivery conditions between the buyer and seller, and their main purpose is to apportion the costs and risks of the transport movement and related operations between the two parties. In an international sales contract it is necessary for the seller and the buyer to clearly determine what elements of costs would be included in the price quoted by the seller. Either the buyer or the seller must bear the cost of transport from the seller's point of origin to the buyer's point of destination. The Incoterms are not international rules applicable to the sales contract. They become operative only when the parties to the contract agree to apply them.

This module will provide you with the necessary information relating to the various Incoterms and the obligations of seller / buyer under different terms.

### **Why does the Freight Forwarder Need to Learn about Incoterms**

- So he can advise his client (buyer or seller) on the division of costs, risks and responsibilities between the buyer and seller.
- Put in another way the terms determines at what points the seller has fulfilled his obligations so that the goods in a legal sense could be said to have been delivered to the buyer.

## Module Objectives

On completion of this module you should be able to:

1. State what Incoterms are.
2. Understand the relationship between Incoterms and the Contract of Carriage.
3. Appreciate the needs for a freight forwarder to know the various Incoterms
4. Understand the heightened concern of security-related allocated obligation.
5. Know the meaning of the different Incoterms and the responsibilities of the buyer / seller for each term.
6. Appreciate the relationship between Incoterms and insurance.

## Course Contents

1. Objectives
2. Introduction
3. How to use the Incoterms 2010
4. Classification of Incoterms 2010
5. Variants of Incoterms Rules
6. Explanation of Terms Used
7. Obligations of Seller and Buyer
8. International Shipment Flow and Transportation Charges
9. Rules for Any Mode or Modes of Transport
10. Rules for Sea and Inland Waterway Transport
11. Summary of Incoterms 2010 Rules
12. Case Study

## Who Should Attend

- ✓ Sales and marketing personnel who prepare quotation
- ✓ Freight forwarding customer service supervisor and executive
- ✓ Freight forwarding operations supervisor and executive
- ✓ Warehouse and distribution supervisor and executive
- ✓ Purchasing personnel

## Profile of Trainer – Mr. KC Wong

Mr. KC Wong presently is the trainer of Federation of Malaysian Freight Forwarders and adjunct lecturer (Industry) of Malaysia University of Science and Technology (MUST).

Mr. KC Wong was the Education and Training Chairman of Penang Freight Forwarders Association (PFFA) from 2007 to 2009. He has been elected by the PFFA members as the Airfreight Board Member (year 2005 -2007 and 2007 – 2009) and Executive Council Member for year 2007 – 2009.

He has been in the airlines cargo and airfreight forwarding industry with multi-national companies for over two decades with 10 years in senior managerial position. He possesses



solid and extensive experience in the airfreight operations besides having good hands-on experience in the sales and marketing.

Mr. KC Wong is the certified trainer by Human Resources Development Council, Ministry of Human Resources, Malaysia; FIATA (International Federation of Freight Forwarders Associations); UNESCAP (United Nations, Economic and Social Commission for Asia and the Pacific); UNCTAD (United Nations Conference on Trade and Development); Cathay Pacific Airways Corporation and also the branch level 1 trainer in his corporate employment. He has been actively involved in the in-house training programmes for the staff. He has developed effective management and good leadership skills and trained up successors and staff of his corporate employment. His 10 years involvement in senior management level of airfreight forwarding industry has enable him to unleash effective skills in mentoring and coaching of his staff.

Mr. KC Wong attended courses on Cargo Services, IATA Dangerous Goods Regulations Basic and Refresher Course, Air Waybill and Regulations, B747 Freighter Loading and Load Sheet, Cargo Operations and Claim Handling, Incoterms 2000 and other programmes on Training Skills, Customer Retention Management Skills, Negotiation Skills, Effective Communication Skills, Leadership Skills and etc. He has great passionate in people development and enjoys ideas sharing and reading.

### ADMINISTRATIVE DETAILS FOR WORKSHOP

**Duration** : 1 day  
**Date** : 3<sup>rd</sup> July 2018 [Tuesday]  
**Time** : 8.30 am – 5.00 pm  
**Venue** : To be advised!

### PAYMENTS: ALL HRDF CLAIMABLE

- PFFA MEMBER'S FEE : RM700.00 per pax (3 and above)
- PFFA MEMBER'S FEE : RM800.00
- NON-MEMBER'S FEE : RM900.00
- NON-MEMBER'S FEE : RM800.00 per pax (3 and above))

### Refund & Cancellation

**We offer a flexible refund & cancellation upon receiving your request in writing or by email.**

- **7 days up to event date – 100% refundable less RM300.00 processing fees**
- **24 hours before event date – 50% refundable less RM300.00 processing fees**
- **Less than 24 hours no refundable**
- **Suitable participant substitution may be requested in writing or by email.**

**Cheque Payments** : Made payable to: **Penang Freight Forwarders Association**

**Direct Bank Transfer** :

- Bank : **Maybank, 1-1-28, i-Avenue, Bayan Lepas, Penang**
- Account No. : **007134215354**
- Swift Code : **MBBEMYKL**
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**PFFA TRAINING CENTRE LIAISON OFFICER:** Ms AH Lim and Ms Jennifer

Tel : **604 - 2290154**

Fax : **604 - 2290153**

Email : **pffacentre@gmail.com**

Address : PFFA Training Centre, 29-3, Lintang Batu Maung 1, Batu Maung,  
11960 Bayan Lepas. Penang.

**Penang Freight Forwarders Association Secretariat:**

Block A, Unit 9, MAS Air Cargo Complex,  
Penang International Airport, Jalan Garuda, 11900, Penang