

Singapore Institute of Materials Management

PERFORM LETTER OF CREDIT & IMPORT/EXPORT OPERATIONS

(LC-IE-OPS) *With Funding -For Sporean / PR only*

(Previous course: International Trade & Shipping Procedures- ITSP)

- ❑ **Course Objective**
To help participants to acquire the knowledge of the international trade and shipping operations.
- ❑ **Who Should Attend?**
Supply Chain Executives, Logistics Officer, Logistics Executives, Logistics Analyst, Distribution Officers, Materials Handlers, Logistics Supervisors, Logistics Managers
- ❑ **Entry Requirement**
Participants should pass secondary school education. Those who do not meet the entry requirement may be considered on a case-by-case basis.
- ❑ **LC-IE-OPS Program Coverage**
The **LC-IE-OPS** course consists of 5 sessions, total 16 training hours.
Course duration: 1 month

FUNDING Link for Sporeans & PR only: <https://tinyurl.com/r5xdn223>

Content of course

Topic 1

- Nature of International Business and Trading
- Nature and Purpose of Documentary Credit

Topic 2

- Types of Credit – Revocable and Irrevocable Credit
- Banking Practice for Documentary Credit Forms

Topic 3

- Extract of Uniform Customs and Practice for Letter of Credits (LC)
- Compiling with the LC Terms

Topic 4

- LC Negotiations
- Ensuring of Accurate LC Documentations

Topic 5

- Dealing with Discrepancies
- Finance of Overseas Trade

Topic 6

- Maritime Fraud
- Bank LC Transaction

Content of course

Topic 7

- Introduction to International Trade
- Shipping Terms/Trade Documents
- Method of Payments/Settlements

Topic 8

- Uniform Rules for Collection
- Documentary Credits/Cargo Insurance/Regulations on Carriage of Goods
- Import Procedures/Export Procedures

Topic 9

- Documentation Requirements (Bill of Lading, B/L Types, Guarantees)
- Introduction to Carnet/C.O./GST
- Tradenet and GST/Customs Procedure

Topic 10

- Air Transport and Procedures
- Changi Airport Terminal Clearance System
- Sea Transport and Procedures (FCL, LCL, Freight Station)

Topic 11

- Purpose of Incoterms
- Common Incoterms used (Ex-Work, FCA, FAS, FOB, CIF, CFR)

☐ **Course Fees**

A: Course Fees for INDIVIDUAL Payment more than 40 years old

Course	Full Fee	Funding >40 yrs old	Nett Fee	CM Fee	Total Fee	SFC-\$1K Nett payt
LC-IE-OPS	\$550	\$400	\$150	\$60	\$210	\$0

CM Fee = Course Materials fee **SFC**= SkillsFuture Credit (Personal=\$500/\$1K)

Above apply to Spore citizens only.

B: Course Fees for INDIVIDUAL Payment less than 40 years old and PR

Course	Full Fee	Funding <40 yrs old	Nett Fee	CM Fee	Total Fee	SFC-\$1K Nett payt
LC-IE-OPS	\$550	\$272	\$278	\$60	\$338	\$0

CM Fee = Course Materials fee **SFC**= SkillsFuture Credit (Personal=\$500/\$1K)

C: Course Fees for SME (Company Sponsored)

Course	Full Fee	Funding for SMEs	Nett Fee	Course Materials Fee	Total Fee
LC-IE-OPS	\$550	\$400	\$150	\$60	\$210

For MNC sponsored application, contact SIMM at <tel:66531233>/ WApp:98184211

D: Company absenteeism payroll funding: Company can apply for absenteeism payroll funding between **\$50 to \$128** ([conditions apply](#))

F: Course Fees for Foreigners

Course	Full Fee	Funding	Nett Fee	Course Materials Fee	Total Fee
LC-IE-OPS	\$550	0	\$550	\$60	\$610

❑ **Registration Process**

Registration: On a first-come-first-served basis. Reservations made by telephone or email will only be confirmed upon receipt of registration form and fee.

1. Check your Skills Future Credit amount: <https://tinyurl.com/r5s4k2xh>
2. Contact Mr Lee (WApp 98184211)
3. Sign up [LINK](#) below Perform Letter of Credit-Import/Export Operations:

<https://forms.gle/onyXxygAefER1RL6A>

❑ **Refund of Fees / Cancellation**

Notice of withdrawal must be given according to the terms stated in the Terms and Conditions for enrolment. SIMM reserves the right to **cancel/postpone** the course due to unforeseen circumstances.

❑ **Award of Certificate**

To achieve the certificate awarded by SSG/WSQ, candidates must submit all the assignments and pass the theory assessment with a total score of 50 or higher and attend at least 75% of the sessions.

❑ **Inquiries**

Email: info@simm.org.sg

Tel: 66531233 **Website:** www.simm.org.sg

WhatsApp: [+6598184211](https://wa.me/6598184211)

Corporate Office / Training Venue:

9 Ah Hood Road #04-06 EASM Building Singapore 329975

Directions to SIMM ([Google map](#))
<https://goo.gl/maps/P76kqiXKFkxn5tMh8>





SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS

STATEMENT OF ATTAINMENT

is awarded to

[Redacted Name]

ID No: [Redacted ID]

for successful attainment of the following
industry approved competencies

LOG-FFO-2008-1.1 Import and Export Documentation Administration

at SINGAPORE INSTITUTE OF MATERIALS MANAGEMENT

05 Jul 2021



Ong Tze Chin, Chief Executive
SkillsFuture Singapore Agency

Cert No. 9100000490798

The training and assessment of the abovementioned learner are accredited
in accordance with the Singapore Workforce Skills Qualifications System.
This WSQ programme is aligned to the Skills Framework.

www.ssg.gov.sg
For verification of this certificate, please visit
https://www.myskillsfuture.gov.sg/verify_eCert.html

SKILLSfuture SG

BF_SQA_001



Singapore Institute of Materials Management

This is to certify that

[Redacted Name]

has completed the **Certificate in Letter of Credit & Import/Export Operations** course

from xx/xx/ 2019 to xx/xx/xx 2019.

Issued Date: xx/xx/ 2020.



President

Director for Professional Development