

Singapore Institute of Materials Management

CERTIFICATE IN LETTER OF CREDIT ADMINISTRATION (LCA)

Course Title : Certificate in Letter of Credit Administration

Course Reference No : CRS-N-0032620

Mode of training : part time, classroom based

Course Objectives

This course aims to assist shipping clerks in understanding the relevant technical terms and the process in preparing letter of credit.

Who Should Attend

Shipping Clerks; Clerks in Trading Company and Import/Export Company; Freight Forwarding Company; Manufacturing Company and newly appointed warehouse personnel as well as those who wish to embark on a career in related industries.

Entry Requirement

Participants should possess three GCE 'O' levels. Those who do not meet the entry requirement may be considered on a case-by-case basis.

LCA Program Coverage

The LCA course consists of 7 sessions with total 18 hours of classroom training hours and 3 hours written examination.

Session 1

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

Session 2

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

Session 3

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

Session 4

- LC Negotiations
- Ensuring of Accurate LC Documentations

Session 5

- Dealing with Discrepancies
- Finance of Overseas Trade

Session 6

- Maritime Fraud
- Bank LC Transaction

Session 7 - Written Exam

Award of Certificate

To achieve the award of Certificate in letter of Credit Administration, candidates must submit all assignments and pass the examination with a total score of 50 or higher, and attend at least 75% of the sessions.

Note : only the top 5% of the whole cohort will be awarded exam grade 'Distinction'

Administrative Details

Course Duration: 21 Hours (7 Sessions)

Course Fee: \$420.00

Application Fee: \$80.00 , non-transferable and non- refundable

Membership: Participants must be members of SIMM

Individual Membership Fee :

Entrance Fee : **S\$ 50.00**

Annual Subscription Fee:

S\$ 36.00 (January to December)

S\$ 18.00 (July to December)

Membership annual subscription are payable in advance on admission and thereafter annually on the 1st January each year but not later than 31st March each year. New members who joined after 1st July will pay half the subscription rate for the year.

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

Registration Deadline: 2 weeks before course commences

Training Venue: SIMM @ 9 Ah Hood Road EASB Building Singapore 329975

Payment of Fees

Payment must be made 2 weeks before course commencement date. Cheque must be crossed and made payable to "Singapore Institute of Materials Management" with the title of the course and name of the participant(s) written on the back of the cheque.

Refund of Fees

Notice of withdrawal must be given according to the terms stated in the Terms and Conditions for enrolment.

Cancellation

SIMM reserves the right to cancel/postpone the course due to unforeseen circumstances.

□ **Enquiries**

For more information, please contact SIMM:

Person in-charge: Francis Er
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Corporate Office:

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