

COURSE OUTLINE

LC Management for Commercial & Supply Chain Professionals

Session 01 — LC Fundamentals & LC Analysis

- Introduction to Letter of Credit (LC)
- Importance & role of LC in International Trade
- Types of LC — Sight, Usance, Irrevocable, Transferable, Back-to-Back etc.
- LC Opening Process & Role of Banks
- Understanding Applicant, Beneficiary, Issuing & Advising Bank
- How to Read & Analyse an LC
- Key LC Terms & Conditions:
 - LC Amount & Tolerance
 - Shipment & Expiry Date
 - Port of Loading/Discharge
 - Incoterms
 - Partial Shipment & Transshipment
 - Required Documents
 - Presentation Period
 - LC Amendment — Process & Practical Issues
 - **Practical LC Checking Exercise**

Session 02 — Shipment, Documentation, Discrepancy & Payment

- Shipment Process under LC
- Important Shipping & Commercial Documents
- Commercial Invoice, Packing List, B/L, COO, Insurance & other LC-required documents
- Document Presentation & Bank Examination
- Common LC Discrepancies
- How to Identify & Resolve Discrepancies
- Payment Settlement — Sight & Usance
- LC-related Bank Charges
- Import-Export Banking Documents
- LC Management for Commercial, Supply Chain & Procurement Professionals

Trainer

Irfan Ul Haque

Executive Director: FPO Worldwide, USA

Director: H3 International (Buying House)

Former Senior Commercial Manager: Savoy Ice Cream Factory Ltd.

Masters in International Trade & Business (DU)

MBA, BBA – Accounting | LLB – NU

12+ Years Experience in Import-Export Business