

CONNECT. INFLUENCE. SUPPORT.

LETTERS OF CREDIT TRAINING COURSE

Tuesday 19 March 2019

London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London EC4R 1AP

Description

A one day practical workshop aimed at exporting companies who regularly receive or handle Letters of Credit (L/Cs). The session will assist companies to negotiate the most favourable terms for L/Cs, as well as helping them to reduce the risks and costs associated with presenting documents to the bank.

Trainer

Mark Hayward, MIEEx (CITA)

Mark Hayward is an experienced provider of training to companies from a wide range of industry sectors who are concerned with the financial risks and costs associated with trading internationally. Mark has 36 years' experience in international trade, much of which was gained in a career in international banking. His roles included senior positions in trade operations and corporate relationship banking, providing consultancy, sales support and training to bank clients of all sizes from SMEs to large multinationals.

Mark is Managing Director of MJ Hayward Associates Ltd, which was established in 2007 and specialises in the delivery of training programmes and support services aimed at internationally trading companies, with a particular focus on letters of credit, trade finance, Incoterms ® 2010 training and export/import procedures and documentation.

Clients include companies from the aerospace, pharmaceutical and healthcare, energy, environmental (waste management/recycling), engineering and automotive sectors.

Key objectives

On completing the course, delegates will know how to select the best terms of payment and how best to achieve them. They will also be aware of the cost and cash flow implications of different methods of payment.

Who should attend?

The course is suitable for everybody involved in handling L/Cs i.e. export sales, project teams, export managers, administrators, finance teams, shipping and customer services personnel.

Contents

- Methods of Payment - The 'Risk Ladder'
- Collections and Bills of Exchange
- What is an L/C?
- How L/Cs work
- Understanding the jargon – L/C terms and expressions
- Role of the banks
- How to request a workable L/C from your customer
- Confirmed L/Cs – why use them and what are the cost implications?
- Using L/Cs to reduce Days Sales Outstanding (DSOs)
- Bank charges – calculating and minimising the costs
- The rules – UCP 600 and ISBP
- L/C examples and exercises
- Techniques for preparing and presenting documents to the bank
- Common problems and how to avoid them
- Discrepancies – what to do if things go wrong
- Hints and tips for dealing with the banks
- Document checking exercise

Included

Delegate pack includes course hand-outs and certificate. The fee includes lunch and refreshments.

For more information please contact

Zuzana Brutenicova, International Business Manager; T: +44 (0)20 7203 1823,
E: zbrutenicova@londonchamber.co.uk

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INTERNATIONAL BUSINESS TRAINING COURSES 2019

TO REGISTER – LETTERS OF CREDIT TRAINING COURSE

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Please complete the booking form in **BLOCK CAPITALS** and email/post to:

Gwen Laryea, London Chamber of Commerce and Industry, 33 Queen Street, London EC4R 1AP.
Contact details T: +44 (0)20 7203 1840; E: glaryea@londonchamber.co.uk

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Patron Member; Premier Plus Member	£354.00 (inclusive of VAT)	_____place(s)
Patron Member; Premier Plus Member - additional attendee	£300.00 (inclusive of VAT)	_____place(s)
Local Member; Non-Member	£414.00 (inclusive of VAT)	_____place(s)
Local Member; Non-Member - additional attendee	£354.00 (inclusive of VAT)	_____place(s)

If you are unsure of your membership status, please contact the Member Relationship Team (MRT):

T: +44 (0)20 7203 1713 or E: membersupport@londonchamber.co.uk

Cheques should be made payable to London Chamber of Commerce and Industry. Alternatively, please complete your credit card details below. All bookings must be made in writing using the application form and full payment to secure your place. Please note we do not invoice. All cancellations must be made in writing. Cancellations received four weeks prior to the event date will be given a full refund. All cancellations after that date will be subject to the loss of the full fee. We are unable to transfer bookings to future events. Named substitutes are welcome at any time and must be made in writing. Courses will only take place if the minimum number is met.

I have read and agree to the terms and conditions above.

Signature _____ Date / / _____

I attach payment for _____ place(s) in the sum of £ _____ MasterCard/Maestro/Visa/Visa Debit/Visa Electron/JCB/Amex (Please circle as appropriate)

Card no _____ Card security code (last three or four digits on the signature strip) _____

Start date / Exp date / Issue number (maestro only) _____ Name of card-holder _____

Card-holder / Billing address _____

Postcode _____ Signature _____ Date / / _____

ABOUT YOU AND YOUR COMPANY

Title _____ First name _____ Surname _____

Your job title _____ Company name _____

Company address _____ Postcode _____

Email _____ Website _____ Tel _____

Description of business: _____

Number of employees _____ Turnover: £ _____ Trading since: _____

Please indicate if you have any requirements e.g. access, dietary or information in an alternative format:

PRIVACY AND DATA PROTECTION

We are committed to protecting and respecting your rights to privacy and data protection. We will use the information we collect about you in accordance with the reasons stated when we collect it and to inform you of our activities. The information supplied by you will be held on LCCI's databases and we will take reasonable measures to safeguard its confidentiality, integrity and availability. Our Privacy Policy sets out how LCCI collects, uses, shares and retains all personally identifiable information.

TICK the box(es) if you would like:

Your name, job title, company and business activity displayed on the printed and electronic guest lists for this event

Your full contact details shared with external sponsor(s), partner(s) and host(s) for this event who may contact you about their services (sponsors, partners and hosts are listed on the event marketing collateral, guest list and website)