

# **CHENNAI MANAGEMENT ACADEMY**

No.4/17, Valayapathy Street, N.H.3, **MARAIMALAI NAGAR** – 603 209.

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**LIVE ONLINE WORKSHOP (WEBINAR)**

**ON**

## **LETTER OF CREDIT MECHANISM, UCP 600 AND INCOTERMS 2020**

**DATE: APRIL 15 & 16, 2026 (Wednesday & Thursday)**

**TIMINGS: 10.00 A.M. to 1.00 P.M.**

**(Webinar ID/ Password will be sent on receipt of program fees)**

### **ABOUT THE ACADEMY**

We, The **Chennai Management Academy** focus on professional development and skill building of your workforce. Our customized, value oriented programmes, enable the executives to perform better and reach positions of greater responsibility.

**Chennai Management Academy** offers **Open House** as well as **In-house training courses** on wide range of topics catering to the growing needs of training industry.

The Chennai Management Academy's training activities are guided by Senior Faculty members viz. Mr. S. Ramachandran, (Ex. BHEL & Ex. Hindustan Motors), Mr. K. Rajasekaran, Ex. Senior Banker, Mr. N. Swayambhu, SCM Consultant, Mr. Mohan R. Lavi, Practicing Chartered Accountant etc.

The Academy is administered by Mr. **N. Govindarajan**, Formerly, Head (Training & Facilitation), **Management Study Centre**, (Blue Dot Corporate Solutions Private Limited), Chennai.

### **ABOUT THIS PROGRAMME**

Traders and manufacturers engaged in international business of import and export have to deal with Letter of Credit (referred to as L/C) as a means of securing payment. Various documents like Bill of Lading, Certificate of Origin and Insurance Policy are called for under L/C.

**Unless the exporter submits the documents properly and strictly in conformity with the L/C obtaining payment will become difficult.**

As L/C is issued subject to a set of rules called **UCPDC** (Uniform Customs and Practices for Documentary Credit) comprehensive understanding of various Articles under UCPDC (UCP 600) becomes essential for importers and exporters who deal with L/C.

Understanding the impact of each INCOTERM and understanding the responsibility to be taken by the seller and buyer under each term of delivery like FOB or CIF is very important.

# **PROGRAMME COVERAGE**

## **Day 1 - LETTER OF CREDIT MECHANISM (3 hours)**

1. **Meaning and Concept of Letter of Credit (with examples)**
2. **Bank's Norms and Regulatory Guidelines of RBI**
  - Security / Margin/ Commission for opening L/C
  - Obtaining Report on Supplier
3. **How L/C Mechanism works and its process**
  - Specimen copy of LC in SWIFT format
  - Role of Issuing Bank / Advising Bank
  - Liabilities of Confirming Bank / Negotiating Bank
4. **Various Documents to be submitted under L/C**
  - Invoice / Bill of Lading
  - Airway Bill
  - Certificate of Origin / Insurance Policy
5. **Negotiation of Bills (under L/C) with banks**
  - Scrutiny of Documents by Negotiating Bank
  - Omissions / Discrepancies noticed by banks
6. **Precautions to be taken by Importer and Exporter**
  - Perusal of L/C by exporter to rule out onerous/impractical clauses
  - Important clauses/ documents to be included in L/C by importer
7. **Understanding Important Articles under UCPDC (UCP 600)**
  - Clauses relating to Invoice / Bill of Lading / Airway Bill
  - Clauses relating to Insurance Policy/ Certificate of Origin
  - Clauses relating to time limit for submission and scrutiny of documents
8. **Understanding Important Clauses under ISBP**
9. **Various Types of L/C:**
  - Irrevocable/ Transferable / Back-to-Back LC
  - Revolving / Red clause / Stand-by LC

## Day 2 - INCOTERMS 2020 (3 hours)

Understanding various Incoterms – 2020 (International Commercial terms):

(With Examples under each of the following terms)

- EXW – Ex Works
- FCA - Free Carrier
- FAS – Free Alongside Ship
- FOB – Free on Board
- CFR – Cost and Freight
- CIF - Cost, Insurance and Freight
- CPT – Carriage Paid To
- CIP – Carriage and Insurance Paid To
- DAP – Delivered at Place
- DPU – Delivered at Place Unloaded
- DDP – Delivered Duty Paid

Important Points which will be covered:

- Costs to be borne by exporter and importer respectively
- When and where does delivery take place as per Incoterm
- When does the RISK pass from exporter (seller) to importer (buyer)
- Incoterms to be used for CONTAINER exports – Precautions to be taken

### MEDIUM OF INSTRUCTION

English

### FACULTY

**Mr. K. RAJASEKARAN**

- ❖ **A senior banker with over two decades of experience in Banking and Export-Import procedures**, he has held Senior Positions in both Public Sector and Private Banks. He is well versed in Trade Finance and Foreign Exchange.
- ❖ **He has handled sessions on Export Finance and EXIM procedures for FEDAI at Ahmedabad.** He has conducted training sessions on 'Export/Import Documentation and Procedures', 'Letter of Credit Transactions', 'Finance for Non-Finance Executives', 'Export Finance' etc. at various locations like Chennai, Bangalore, Ahmedabad, Hyderabad, Delhi and Coimbatore.
- ❖ He has also conducted in-house programs for companies like Hitachi Electronics, NTPC, Jindal Steel and Titan Precision Equipments on topics like Export Import Procedures, LC and INCO TERMS and Finance for Non-Finance Executives.
- ❖ **He is a regular Visiting Faculty at Ahmedabad Management Association.** He is a well-known faculty and resource person for renowned institutions like XIME Bangalore, Christ University Bangalore, ITM University, Gwalior besides Ahmedabad Management Association, Ahmedabad.

## **SELECT LIST OF OUR TOP CLIENTS**

MRF Limited	Sundram Fasteners Limited
Hindustan Aeronautics Limited	Bharat Electronics Limited
Mahindra Aerostructures Pvt. Limited	Toyota Kirloskar Auto Parts Pvt. Limited
Carborundum Universal Limited	EFD Induction Private Limited
Aurangabad Electricals Limited	Rane Group of Companies
The Ramco Cements Limited	The India Cements Limited
Balmer Lawrie - Van Leer Limited	Reitzel India Private Limited
MECON Limited	Chennai Petroleum Corporation Limited
TVS Motor Company Limited	Dynamics Technologies Limited
Dalmia Cement (B) Limited	BEML Limited
India Nippon Electricals Limited	Vasudha Chemicals Private Limited
ABICOR BINZEL PRODUCTION (India) Private Limited	SMRC Automotive Products India Pvt. Ltd.
YASKAWA India Private Limited	Freudenberg Performance Materials India Pvt. Ltd.
Kalyani Maxion Wheels Private Limited	Linamar India Private Limited
Sandvik Minind and Rock Technology India Private Limited	Aichelin Unitherm Heat Treatment Systems India Pvt. Ltd.
Luk Plastcon Ltd.	Garware Hi-Tech Films Limited
AAM India Manufacturing	DelVal Flow Controls Private Limited
Automotive Axles Limited	Manipal Technologies Limited
Kirloskar Ebara Pumps Limited	BHEL-GE Gas Turbine Services Pvt Ltd.
SNF India Pvt. Ltd.	Bharatiya Reserve Bank Note Mudran (P) Ltd.
Locuz Enterprise Solutions Ltd.	Carl Zeiss India (Bangalore) Pvt. Ltd.
Sance Laboratories Pvt. Ltd.	Usha Martin Limited
Chemplast Sanmar Limited	Caterpillar India Private Limited
CMA CGM Global Business Services (India) Private Limited	e-Zest Digital Solutions Pvt Ltd
Dana India Technical Centre Pvt . Ltd.	Sony India Software Centre Private Limited

### **COURSE FEE**

**Rs.4,500/- per participant**

**Volume Discount for Nominations:** When you nominate **3 or more than Three participants** for this programme, can avail **15% discount** on total course fee.

### **REGISTRATION TERMS AND CONDITIONS**

Please note that the training programme will be conducted using the Zoom App. Platform. While login with Zoom App, following points may be deemed mandatory for company's / participant's consideration, before the registration process.

- 1. Only the participant's who have been specifically named (Registered for the programme) should login during the programmes and none else.**
- 2. Participants are requested as mandatory, to mention **his / her name** as **User Name**.**
- 3. Each and every participant is required to attend the webinar separately and Group participation are normally not permissible.**
- 4. Participants are not permitted to attend the webinar in the Conference Room / Board Room, unless and otherwise, pre-information and consent from Chennai Management Academy is approved.**

**5. Participants are requested to kindly keep the video in "Switch on mode" throughout the sessions. It is mandatory.**

### **REGISTRATION OF NOMINATION**

We request you to provide following details for registration:

1. Name of the company with address:
2. Name of the participant(s) with designation:
3. Contact details of participants (Mobile No. & E-Mail I.D.) and HR / Nominating officers (Mobile No. & E-Mail I.D.):

### **Bank details for making NEFT / RTGS payment:**

Account Holder's Name	<b>CHENNAI MANAGEMENT ACADEMY</b>
Beneficiary Bank Name	<b>CENTRAL BANK OF INDIA</b>
Beneficiary Bank Branch	<b>MARAIMALAI NAGAR, TN</b>
Beneficiary Bank Address	M. M. D. A. OFFICE BUILDING, 1 <sup>ST</sup> FLOOR, N.H.1, MARAIMALAI NAGAR – 603 209, DISTRICT CHENGALPATTU, TAMIL NADU, INDIA.
Bank Account No.	<b>3669367388</b>
Type of Account	CURRENT ACCOUNT
IFS code of Bank Branch	<b>RTGS IFSC: CBIN0281742</b> <b>NEFT IFSC: CBIN0281742</b>
MICR CODE NO.	600016035
PAN	<b>AFQPG8051E</b>

Cheque should be drawn in favour of '**Chennai Management Academy**' payable at Chennai.

**Please note that as our organization's turnover is within the threshold limit of GST registration, hence, we are not registered under GST.**

In case there are any changes in nominations, additions or cancellations, the Academy should be informed at least three days before the commencement of the programme.

**Our address for communication is given below:**

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