

14 hours **ZOOM & PHYSICAL**  
Program



**HRD awards**  
**2022**

**TRAINING  
PROVIDER**

# **MASTERING MALAYSIAN IMPORT, EXPORT, CUSTOMS DOCUMENTATION & PROCEDURES**



**HYBRID TRAINING**

**13&14 April 2026 (Mon & Tue)**



**Remote Online Training (Zoom) &  
Dorsett Grand Subang Hotel,  
Selangor (Physical)**

**\*\* Choose either Zoom OR Physical Session**

## **OVERVIEW**

Knowledge of import and export procedures is a key part of the supply chain process. Various types of documentations are involved in export & import activities. It is therefore important to understand the role of each document and its requirements in international trade. Exporter/Importer are also required to comply the documentary requirement of exporter /importer and his country. The Royal Malaysian Customs is the government agency that is responsible for nation's indirect tax policy and plays an important role in trade and industry. Irregular documents create problems and result into delay in delivery of the goods. Incoterms are authoritative rules for determining how costs and risks are allocated to the parties and can significantly reduce misunderstandings among traders, thereby minimize trade disputes and litigation. This training is to alert and highlight the shipping, customs legislation and procedures to the parties who involve in importation and exportation of goods. The course will suit both beginners and those who have more than a basic understanding of import & export regulations.

## **WORKSHOP METHODOLOGY**

- Lectures
- Presentation
- Group discussions/ interactions
- Case studies

## **OBJECTIVES**

1. To enhance participants knowledge & skills on the Import & Export Procedures.
2. Develop Participants knowledge on documentation, Custom Ruling, Facilities & Enforcement.
3. To help participants understand the responsibilities of the Seller & Buyer under Incoterms.
4. To assist participant's understand Sales/ Purchase Contracts, Cargo Insurance & Packing Regulations for Shipping

## **WHO SHOULD ATTEND**

1. Logistics, Sales, Procurement, Planning Managers
2. Logistics, Sales, Procurement, Planning Executives/ Officers/ Supervisors
3. Logistics, Sales, Procurement, Planning Team Leaders and Clerical staff

## **CONTACT US**

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## COURSE CONTENT

<b>Day 1: Workshop Outline</b>	<b>Module 1: International Trade</b> 1.1 Issues in International Trade 1.2 Shipping Risk 1.3 Contract & Cargo Insurance
	<b>Module 2: Shipping Documentation &amp; Procedures</b> 2.1 Shipping Documentations 2.2 Letter of Credit 2.3 Import & Export Procedures
	<b>Module 3: Customs Ruling</b> 3.1 Import & Export Control/Prohibitions 3.2 Import License 3.3 SST, Import, Export, Excise Duties & Vehicle Levy
<b>Day 2: Workshop Outline</b>	<b>Module 4: Group work &amp; Case studies</b>
	<b>Module 5: Customs Facilities &amp; Enforcement</b> 5.1 Bonded Warehouse 5.2 LMW & Free Zones 5.3 Duty Drawback & Refund 5.4 Temporary import & ATA Carnet 5.5 Free Trade Agreements 5.6 Approved Economic Operator 5.7 Offences
	<b>Module 6: Incoterms 2020 Overview</b> 6.1 Incoterms Details 6.2 Incoterms Quick Reference Chart 6.3 Incoterms, PO & Invoice
	<b>Module 7: Group work &amp; Case studies</b>