

# Understanding Delivery Rules using Incoterms & Sales of Goods Act and Customs & Shipping Documentation

**14 HOURS ZOOM & PHYSICAL PROGRAM**



**HYBRID TRAINING**  
**14 & 15 Oct 2026 (Wed & Thu)**



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

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

## INTRODUCTION

In order to handle proper sales and purchase contract, we must understand the rule and law of delivery.

By attending this program, you will able to choose the right Incoterms for international and domestic delivery and also be aware of the law that oversees the domestic sales and delivery condition.

## LEARNING OBJECTIVES

By the end of the four sessions, participants will able to:-

1. Understand the purpose of Incoterms in trade
2. Acquired the understanding of the rules of Incoterms
3. Understand the benefit and risk associated with the Incoterms learned
4. Develop ability to choose the proper Incoterms for delivery
5. Understand the risk mitigation process in selling or buying
6. Understand basic Letter of Credit and Documentary Collection payment method
7. Understand the risk and benefit of Letter of Credit and Documentary collection
8. Understand Customs Rule for import, export and transshipment

## TARGET AUDIENCE

Key participants which are encourage to attend this program will be those involved in procurement or purchasing, logistics, shipping, sales, warehousing and finance.

## MODE OF LEARNING & DURATION

Mode of learning is through presentation by the trainer with notes to be provided before the training proper. Brainstorming session and a short case study will be introduced and 20 questions test to be answered after the training and submitted during training.

## COURSE CONTENT

### **Module 1 Incoterms Basic Principles and Cargo Insurance (2 hour)**

- Evolution of Incoterms
- Cargo title – rights of seller and buyers
- Principle and Purpose of Incoterms
- Benefit of Incoterms
- Incoterms for multi modal transport
- Incoterms for Sea and waterway
- Buyer and Seller Responsibilities
- Costs to consider when choosing Incoterms
- Limitation of Incoterms
- Packaging rule
- Cargo Insurance

### **Module 2 Understanding EXW, FCA, FOB and FAS Incoterms (2 hours)**

- Benefit and Risk with these Incoterms
- Rule of EXW
- Rule of FCA
- Rule of FOB
- Rule of FAS
- Key differences of the Incoterms
- Case study

### **Module 3 Understanding CIF, CFR, CIP and CPT (2 hours)**

- Benefit and Risk with these Incoterms
- Rule of CIF and CFR
- Rule of CIP and CPT
- Key differences of the Incoterms
- Case study

### **Module 4 Understanding DAP, DPU and DDP (2 hours)**

- Benefit and Risk with these Incoterms
- Rule of DAP
- Rule of new Incoterms DPU
- Rule of DDP
- Key differences of the Incoterms
- Case study

### **Module 5 – Sales of Goods Act for Malaysia (2 hour)**

- Key element of Sales of Good Act
- Risk and Ownership
- Buyer and Seller rights
- Difference between Incoterms versus SOGA
- Incorporating SOGA and Incoterms in Purchase and Sales Order agreement
- Examples of mistakes made by Purchaser and Sales in order execution

### **Module 6 Understanding Shipping documentation (2 hours)**

- Customs form used in Malaysia
- Customs law and rules on import, export and transshipment
- Bills of Lading
- Free Trade Agreement
- Certificate of Origin
- Quiz