



The 2014 “Annual Letter of Credit MasterClass” conducted by Gary Collyer, Managing Director of Collyer Consulting Global Ltd (5th Year)

Date: 7 and 8 April 2014

Location: Al Wasl Ballroom, Dusit Thani Hotel
133 Sheikh Zayed Road, Dubai, UAE

Registration fee: First 2 delegates £280.00 each, thereafter £250.00 each (same rate for 5th year running)

Who should attend: This workshop is designed for all levels of Banking, Corporate and Logistics personnel that are involved with the handling of documentary credits. This event will continue to build on the principles and issues covered in the 2010 - 2013 Letter of Credit MasterClass events.

Workshop objectives: To provide delegates with an essential understanding of all aspects of documentary credit handling with a view to enhancing their knowledge and expertise in this field. Hear and discuss the latest trends in documentary credit usage, handling and processing.

Payment information: Payment is to be made in full by **20 March 2014** and as follows (without any deduction for bank charges in the delegate's country or UK):

Bank:	Barclays Bank Plc, 1 High Street, Canvey Island, Essex, UK
Sort Code:	20-70-93
Account Name:	Collyer Consulting Global Ltd
Account Number:	03027082
IBAN Account Number:	GB20BARC20709303027082
SWIFT BIC:	BARCGB22

(Please note new payment details)

Any registration(s) made after 20 March 2014 will be subject to availability and payment being received prior to 30 March 2014.

Cancellation policy: There is a £80.00 administration fee for cancellations received after the date of registration and prior to 20 March 2014. Cancellations after this date cannot be reimbursed, but substitutions may be made at any time. In the event that Collyer Consulting Global Ltd is required to cancel the event, for any reason, a full refund of the registration fee will be made. Collyer Consulting Global Ltd will not, under any circumstance, be responsible for any travel, hotel or associated costs incurred by the delegate(s). Delegates are responsible for obtaining any visa for entry to the UAE.

Hotel reservation details: For those delegates requiring hotel accommodation, the Dusit Thani is offering Deluxe rooms at a daily rate of AED700 inclusive of 10% service charge and 10% municipality fees. This rate also includes breakfast. Reservations are to be made directly with the hotel by completing the registration form available on our website and emailing it to groupreservations.dtdu@dusit.com

See page 5 of this document for further details regarding reservations at the Dusit Thani Hotel.

There are also a number of other hotels in close vicinity to the event. Please note that Collyer Consulting Global Ltd will make no hotel reservations, this is the sole responsibility of each delegate.



Registration details: When registering and making payment please complete the details below (in **CAPITALS**) and scan and send to Collyer Consulting Global Ltd at the following email addresses:
gary@collyerconsulting.com **and** gcollyer626@btinternet.com

Please reserve ____ place(s) for the “**2014 Annual Letter of Credit MasterClass**”. Details are as follows:

Delegate 1

Title (Mr/Mrs/Ms/Miss/Other)

Surname

First Name

Position

Bank/Company Name

Department

Email

Delegate 3

Title (Mr/Mrs/Ms/Miss/Other)

Surname

First Name

Position

Bank/Company Name

Department

Email

Delegate 2

Title (Mr/Mrs/Ms/Miss/Other)

Surname

First Name

Position

Bank/Company Name

Department

Email

Delegate 4

Title (Mr/Mrs/Ms/Miss/Other)

Surname

First Name

Position

Bank/Company Name

Department

Email

For any additional delegates, please provide details on a separate sheet, then scan and forward to the above email addresses. Registrations will be subject to availability at the time of receipt and an invoice will be forwarded at that time. Confirmation of registration(s) will be sent by email upon receipt of payment in full.

PRELIMINARY AGENDA (Updated 4 February 2014)

Monday 7 April 2014

Registration with tea/coffee and pastries 08:15 – 09:15

Morning Session 09:15 – 12:30

Network Break 10:30 – 11:00

Introduction, latest information relating to Letters of Credit and burning issues:

- Overview of the ICC Opinions approved since the 2013 Letter of Credit MasterClass
- ICC Update

Incoterms 2010

- What they mean to an importer and an exporter
- What they mean to a bank when referenced in a documentary credit

Document preparation and examination

- Multimodal Transport Documents
- Bills of Lading
- Insurance Documents

Standby LCs

- Whether to use ISP98 or UCP 600?
- Whether to use a standby or a guarantee?
- Rules that are particular to ISP98
- Drafting a standby

Lunch Break 12:30 – 13:30

Afternoon Session 13:30 – 17:15

Network Break 15:00 – 15:30

Avoiding the pitfalls

- Dissecting the structure of a documentary credit
- What are the common pitfalls with issuance, amendments, advising, confirmation
- A bank and beneficiary review of a documentary credit to determine workability
- The impact of different wording on the preparation and examination of documents

UCP 600 group work

Tuesday 8 April 2014

Pre-session with tea/coffee and pastries 08:15 – 09:00

Morning Session 09:00 – 12:30

Network Break 10:30 – 11:00

Applying ISBP in practice

- In 2013 we looked at the changes in ISBP
- In 2014, we look at the correct application of ISBP.
- What are the more obscure practices described in ISBP 745
- What ISBP does not cover

Group work on ISBP

What happens when there is more than one?

- more than one confirming bank, expiry date, refusal notice, amount, beneficiary, etc.
- A look at the impact of 20 instances where “more than one” can create an issue under a documentary credit

Lunch Break 12:30 – 13:30

Afternoon Session 13:30 – 17:00

Network Break 15:00 – 15:30

Case Study

Bank Payment Obligation

- How does it actually work?
- What messages and data are matched
- What kind of services can banks offer to importers/exporters
- The BPO as an alternative to a domestic documentary credit
- Overview of the Uniform Rules for Bank Payment Obligations

Question and Answer session

- Answers to your burning questions and issues

Submit your questions in advance or during the MasterClass. All questions will remain anonymous as to the issuer.

Presentation of Certificates will be made at the end of this session.

14 PDU's have been awarded to this event towards CDCS re-certification.

Hotel Booking Arrangements (as advised by Dusit Thani Hotel)

Guaranteed Reservations

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by the individual guests. Hotel will not hold any reservations unless secured by one of the above methods. A process on credit card authorization will be sent for your perusal as soon you have chosen this option.

Check in/Check Out Times

Hotel check-in time is 14:00hrs. Guests arriving prior to 14:00hrs will be accommodated as rooms become available. Hotel can store luggage during any check-in time.

Hotel check-out time is 12:00noon. Arrangements can be made for late check-out. There may be a minimal charge for this service which is as follows: 50% of the contracted rate for up to 18:00hrs departure and 100% for over 1800hrs departure.

Transportation:

The Dusit Thani Hotel offers private transfers to and from Dubai International Airport Terminals 1 and 3 at a charge of AED 250 inclusive of taxes per car/way for a maximum of 2 guests. Rates may change without prior notice.

AHLAN Welcome Services are available at prevailing rates. Terms and conditions will apply.

Cut-off Date (Guestrooms)

Reservations by attendees must be received by 17 March 2014. After this date, the hotel will release any unreserved rooms for general sale, and determine whether it can accept reservations based on a space and rate available basis at Collyer Consulting Global Ltd group rate after this date.

Any cancellation or no show of guest rooms from the final rooming list will be charged from the credit card authorization form of the guest.

Accommodation Cancellation

In case the rooms are cancelled after the booking done in the system, the hotel must be notified in writing and the below cancellation policy applies and the credit cards of the guests will be charged accordingly.

- 45 days before the scheduled date will be subject to a cancellation fee in the amount of 50% of the total room nights will be charged.
- If cancelled between 30 days and 15 days prior to the arrival date the amount of 75% of the total room nights will be charged.

- If cancelled within 15 days of the arrival the full amount of the total room will be charged. Any deposits paid are included in the overall cancellation penalty.

No show charge A “no show” charge of full amount at above rate will be charged by the hotel in case the room reservation becomes a no show by the guest.