

Import / Export Documentation & Shipping Procedures



Face to face
Instructor-Led Training

HRD Corp registered training program ID: 1000159702



Global Trade Made Simple!



09 & 10 FEB 2026
(MON & TUE)



9:00 AM
5:00 PM



Jazz Hotel,
Penang



Register Now!



www.progresslink.com.my

"Master the Art of Import & Export"



Course Overview

In today's globalised economy, efficient import and export processes are crucial for businesses engaged in international trade. Companies must navigate a complex landscape of regulations, documentation requirements, shipping procedures, and compliance standards to ensure the smooth movement of goods across borders. Failure to meet these requirements can result in costly delays, fines, or legal implications, making it essential for professionals in the industry to have a thorough understanding of the necessary documentation and procedures.

This course provides participants with comprehensive knowledge of import and export documentation, shipping procedures, and regulatory compliance. It is designed to equip logistics, procurement, supply chain, and trade professionals with the skills needed to effectively manage international shipments while ensuring adherence to global trade regulations. The program will cover key topics such as the purpose and functions of various shipping documents, customs clearance procedures, Incoterms, international trade regulations, and risk management strategies in global trade.

By participating in this two days program, attendees will gain practical insights into how to prepare and process key documents such as commercial invoices, packing lists, bills of lading, certificates of origin, and letters of credit. The course will also explore the roles of different stakeholders, including customs authorities, freight forwarders, shipping agents, and financial institutions, in facilitating the smooth execution of trade transactions.

Through real-world case studies, interactive discussions, and hands-on exercises, participants will develop a deeper understanding of best practices for managing import and export processes efficiently. Whether new to international trade or looking to enhance expertise, this course will provide valuable knowledge and practical tools to optimise the organisation's import/export operations while ensuring regulatory compliance and minimising risks.



Learning Outcomes

By the end of this workshop, participants will be able to:

- ✓ Understand the principles, significance, and fundamental concepts of import and export in international trade.
- ✓ Identify major trade facilitation organisations, including customs authorities, shipping lines, freight forwarders, and financial institutions.
- ✓ Recognise common global trade challenges such as regulatory compliance, tariffs, and logistics issues.
- ✓ Navigate the end-to-end process of importing and exporting goods, including customs clearance, freight forwarding, and shipment tracking.
- ✓ Gain knowledge of Malaysian customs procedures, regulations, and legal provisions.
- ✓ Understand and utilize Incoterms to determine responsibilities, risks, and cost allocations between buyers and sellers.
- ✓ Understand key shipping documentation, permits, trade agreements, duties, and tax obligations.
- ✓ Accurately prepare and manage essential shipping documents to ensure compliance with global trade regulations.
- ✓ Select appropriate shipping methods (air, sea, or land) based on cost, urgency, and regulatory requirements.
- ✓ Work effectively with freight forwarders, customs brokers, and carriers to ensure efficient transportation of goods.
- ✓ Analyse the cost implications of duties, taxes, tariffs, and other charges in international trade.
- ✓ Apply best practices to minimise delays, reduce penalties, and ensure full compliance with trade laws and regulations.
- ✓ Identify potential risks in international trade, such as payment risks, shipment delays, and regulatory non-compliance.
- ✓ Implement risk mitigation strategies, including insurance coverage, proper documentation, and contract terms.



Course Benefits

This course helps businesses enhance compliance, reduce costs, and streamline import/export operations. It minimizes legal risks, optimises logistics, strengthens supplier relationships, and improves trade efficiency. By equipping employees with essential skills, businesses can expand globally, increase profitability, and gain a competitive edge in international trade.

Who Should Attend?

This program is highly recommended for shipping executives, logistics coordinators, procurement officers, supply chain managers, sales managers, and trade compliance specialists who are directly involved in import and export operations. It is also beneficial for finance and legal professionals responsible for trade documentation and regulatory compliance.

Training Methodology

This workshop employs a dynamic, learner-centered approach that blends theory with hands-on practice. Using a mix of interactive lectures, real-world case studies, and collaborative group activities, participants will engage in role-playing scenarios, problem-solving simulations, and peer discussions to reinforce key concepts.

Training Duration

Full 2 days training (9:00 am-5:00 pm)

HRD Corp Registered Program ID Nos

1000159702

Public Program Course Fee

Single Registration – RM 1,480.00 nett per participant

Group Registration – RM 1100.00 nett per participant
(For 4 participants or more from the same organization)

(The fee covers training materials, lunch, coffee/tea, snacks, supplementary notes, a detailed training report with assessment and a Certificate of Completion)

Scan
for more
information



In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY
TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.



PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)

Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,
10470 Tanjung Tokong, Penang, Malaysia.

Tel : +6 04- 297 6881 Fax : +6 04- 297 6882

Email: sales@progresslink.com.my

Website: www.progresslink.com.my

COURSE MODULE

DAY ONE - FOUNDATIONS OF IMPORT & EXPORT OPERATIONS

INTRODUCTION TO GLOBAL TRADE & SHIPPING OPERATIONS

- Overview of Import & Export Operations
- The Role of Shipping & Logistics Personnel in Trade
- Interrelationship with Service Providers (Freight Forwarders, Customs Brokers, etc.)
- Key Challenges in Shipping Documentation & Compliance

IMPORT PROCEDURES AND DOCUMENTATION

- Import Procedures & Documentation
- Key Considerations Before Importing
- Purchase Documentation & Contract Terms
- Step-by-Step Import Process & Required Documents
- Customs Import Documentation & Clearance Procedures
- Import Controls, Licenses, and Compliance Requirements

EXPORT PROCEDURES AND DOCUMENTATION

- Key Considerations Before Exporting
- Sales Documentation & Contractual Obligations
- Step-by-Step Export Process & Required Documents
- Customs Export Documentation & Clearance Procedures
- Export Controls, Licenses, and Compliance Requirements

MASTERING INCOTERMS 2020 IN INTERNATIONAL TRADE

- Introduction & Evolution of Incoterms
- Overview of Incoterm Classifications & Applications
- The Critical Role of Incoterms in Global Trade
- Practical Application in Sales & Purchase Contracts

COURSE MODULE

DAY TWO - ADVANCED TRADE COMPLIANCE & LOGISTICS OPTIMISATION

CUSTOMS PROCEDURES & REGULATORY COMPLIANCE

- Overview of Malaysia's Customs Department & Procedures
- Import/Export Flow & Documentation Requirements
- Customs Tariff & Product Classification
- Understanding Duties, Taxes, and Trade Compliance
- Import & Export Permits, Licenses & Regulatory Controls
- Malaysia's Free Trade Agreements & Their Benefits
- Temporary Import/Export (ATA Carnet) & Special Schemes
- Customs Information System and Facilitation
- Customs Payments and Procedures – Bank Guarantee, General Bond, Pay Under Protest and Refunds.
- Common Customs Queries & How to Address Them

FREE ZONE FACILITATIONS & BONDED WAREHOUSING

- Introduction to Free Industrial Zones (FIZ) & Free Commercial Zones (FCZ)
- Types of Licensed Bonded Warehouses (LMW) & Manufacturing Warehouses
- Movement of Goods Within Free Zones & Documentation Requirements
- Transshipment/Transit Procedures
- Advantages & Disadvantages of Free Zone Facilities

SELECTING & MANAGING LOGISTICS SERVICE PROVIDERS

- Understanding the Role of Shipping Liners & Carriers
- Working with Freight Forwarders & Custom Brokers/Agents
- Selecting the Right Transportation & Haulage Solutions
- Cost & Efficiency Considerations in Logistics Service Selection

COURSE SUMMARY, PRACTICAL APPLICATION & REVIEW

- Risk Assessment in Documentation & Shipping Procedures
- Developing a Compliance Manual & Documentation Checklist
- Open Q&A Session: Addressing Practical Challenges & Solutions

PROGRESS LINK

REGISTRATION FORM

IMPORT/ EXPORT DOCUMENTATION & SHIPPING PROCEDURES

09th & 10th FEBRUARY 2026 (MON & TUE)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: IMPORT/ EXPORT DOCUMENTATION & SHIPPING PROCEDURES

Venue: JAZZ HOTEL, PENANG

Date: 09th & 10th FEB 2026 (MON & TUE)

Registration (Please tick (✓) accordingly)

Single registration (1 x participant) = RM1,480.00 2 x participants = RM2,960.00 3 x participants = RM4440.00

Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants _____ x RM 1,110.00 per pax = Total RM _____

Payment Method (Please tick (✓) accordingly)

Claim under HRD Corp Claimable Courses scheme (Program ID:1000159702- Remote Online Training - Public)

Enclosed cheque nos. _____ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 (please email us the bank-in slip)

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

Tel No.: _____ Mobile No: _____ Fax No.: _____

Signature: _____

Date: _____

Company Stamp

Terms & Conditions:-

Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 – 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

2. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

3. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

4. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

5. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

(If there are more participants, please attach a separate list)