

Import / Export Documentation & Shipping Procedures

HRD Corp registered training program ID: 10001679532

Global Trade Made Simple!



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Course Overview

As cross-border trade becomes more regulated, digitised, and time-sensitive, organisations can no longer treat import/export documentation and shipping procedures as routine administrative work. In Malaysia, businesses operate under tighter customs controls, MyCIEDS submission requirements, closer scrutiny of prohibited, controlled, and permit-regulated goods, and greater attention to origin documentation, trade agreement compliance, strategic trade controls, and sanctions-related screening. Errors in HS Code selection, product classification, permit checking, or shipping instructions can affect duties, taxes, tariff claims, customs clearance, cargo release, and overall shipment cost. Even small mistakes may result in customs queries, rejected declarations, shipment delays, cargo holds, extra charges, denied tariff benefits, and financial loss.

This programme helps participants manage import and export documentation with greater confidence, accuracy, and control in daily operations. It takes a practical approach by showing how documents are used throughout the shipment process, from order confirmation, shipment planning, and cargo booking to customs preparation, cargo release, and final delivery. Participants will better understand how commercial, shipping support, and transport documents work together, and how stronger coordination with forwarders, carriers, suppliers, customers, customs brokers, and internal teams can reduce delays, extra costs, and shipment disruption. The programme also strengthens practical understanding of Incoterms® 2020 to support clearer cost allocation, risk transfer, and responsibilities between buyers and sellers.

In addition, the programme broadens operational awareness of related areas that affect shipment execution, including free zone facilities, bonded warehousing, trade agreement benefits, Rules of Origin, OGA requirements, STA-related concerns, sanctions-related screening, special cargo, temporary imports, and insurance for cargo loss, damage, and claims. Overall, the programme is intended to strengthen shipment control, improve compliance awareness, reduce operational and financial risk, and support smoother, more reliable import/export execution in the Malaysian business environment.



Learning Outcomes

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

- ✓ Explain the end-to-end import and export shipment process and the roles of the key parties involved.
- ✓ Understand how documentation supports cargo movement, shipment control, customs clearance, and delivery.
- ✓ Recognise the key commercial, shipping support, and transport documents used in daily operations.
- ✓ Identify common documentation errors that may lead to customs issues, booking problems, delays, or extra cost.
- ✓ Apply Incoterms® 2020 in determining responsibilities, cost allocation, risk transfer, and shipment arrangements.
- ✓ Understand the importance of HS Codes and product classification in duties, taxes, permits, and customs processing.
- ✓ Explain the practical use of free zones, bonded warehouses, and customs-controlled facilities in shipment operations.
- ✓ Understand permit, OGA, trade agreement, origin, STA, and sanctions-related compliance requirements in cross-border trade.
- ✓ Recognise the documentation and control requirements for special cargo and non-routine shipments, including temporary imports and ATA Carnet.
- ✓ Understand the role of insurance in managing cargo loss, damage, claims, and related financial risk.
- ✓ Strengthen shipment coordination and document control to support smoother, more compliant, and cost-effective import/export operations.



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

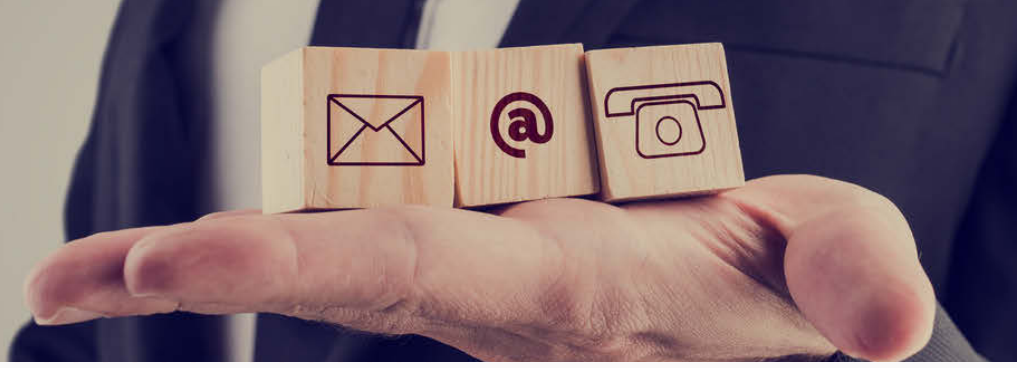
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Public Program Course Fee

Single Registration – RM 1,250.00 nett per participant

Group Registration – RM 950.00 nett per participant
(For 4 participants or more from the same organization)

(The fee covers training materials, supplementary notes, a detailed training report with assessment and a Certificate of Completion)



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

1) OVERVIEW OF END-TO-END IMPORT AND EXPORT PROCESS IN PRACTICE

- Overview of Import & Export full shipment cycle
- Roles and interrelationship of importer, exporter, supplier, buyer, freight forwarder, customs broker, carrier, warehouse, and transporter
- How documents flow alongside the physical movement of cargo
- Key control points that affect shipment timing, clearance, and delivery

2) KEY TRADE AND SHIPPING DOCUMENTS IN DAILY OPERATIONS

- Commercial and shipping support documents: Commercial Invoice, Packing List, Purchase Order, Sales Order, and Delivery Order
- Transport and shipment execution documents: Bill of Lading, Air Waybill, Shipping Instruction, Arrival Notice, and other related transport documents
- Purpose and practical use of each document in actual shipment handling
- Common documentation errors that lead to customs issues, booking problems, and cargo delays

3) APPLYING INCOTERMS® 2020 IN SHIPMENT DECISIONS

- Understanding buyer-seller responsibilities in actual trade transactions
- How Incoterms® 2020 affect cost allocation, transfer of risk, and shipping arrangements
- Common misunderstandings between sales, procurement, finance, and logistics teams
- Using Incoterms correctly to avoid disputes, cost confusion, and delivery issues

4) CUSTOMS DOCUMENTATION, HS CODES, AND PRODUCT CLASSIFICATION

- Basic understanding of HS Codes and product classification
- Common issues arising from wrong or inconsistent product classification
- How classification affects duties, taxes, permits, and customs processing
- Good practices in document checking before customs submission

5) FREE ZONE FACILITIES, BONDED WAREHOUSING, AND CARGO MOVEMENT

- Overview of Free Industrial Zones (FIZ), Free Commercial Zones (FCZ), Licensed Warehouses, and Licensed Manufacturing Warehouses (LMW)
- How facilities are used to support import, storage, manufacturing, consolidation, re-export, and distribution activities
- Movement of goods between Principal Customs Area, free zones, bonded facilities.
- Commercial and operational benefits, limitations, compliance responsibilities, and common mistakes that may caused customs issues, additional cost, delays.

COURSE MODULE

DAY TWO - ADVANCED TRADE COMPLIANCE & LOGISTICS OPTIMISATION

6) PROHIBITED GOODS, IMPORT / EXPORT PERMITS, OGA, TRADE AGREEMENTS

- Difference between prohibited, controlled and permit-regulated goods.
- Import/export permits, licences, approvals, or OGA clearances are requirements before cargo movement
- Understanding types of trade agreements affect shipment planning, preferential tariff claims, and document preparation
- Awareness of Rules of Origin, Proof of Origin, and Preferential Certificates of Origin when claiming FTA benefits
- STA requirements, including strategic items, end-use, end-user, and restricted destination considerations
- Developing awareness of sanctions-related screening and restricted-party concerns that may affect banking, cargo acceptance, or cross-border transactions
- Identifying common compliance gaps that may lead to shipment delays, rejected declarations, denied tariff benefits, penalties, or cargo holds.

7) HANDLING SPECIAL CARGO AND NON-ROUTINE SHIPMENT REQUIREMENTS

- Project cargo and oversized or heavy-lift shipment considerations
- Dangerous goods and special handling requirements
- Exhibition goods, professional equipment, commercial samples, and time-sensitive cargo
- Temporary importation and ATA Carnet
- Additional documentation, approvals, and coordination needed for non-routine shipments
- Common risks and control points in handling special cargo movements

8) INSURANCE, CARGO LOSS AND DAMAGE, AND CLAIMS

- Role of insurance in protecting cargo during transit against loss, damage, and related financial risk
- Basic understanding of coverage, exclusions, insured value, and claims requirements
- Coordination with insurers, carriers, forwarders, and service providers during claims situations
- Practical awareness of how insurance supports better risk management and reduces financial exposure

PROGRESS LINK

REGISTRATION FORM

IMPORT/ EXPORT DOCUMENTATION & SHIPPING PROCEDURES

24 & 25 JUNE 2026 (WED & THU)

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: REMOTE ONLINE TRAINING

Date: 24 & 25 JUNE 2026

Registration (Please tick (✓) accordingly)

Single registration (1 x participant) = RM1,250.00 2 x participants = RM2,500.00 3 x participants = RM3,750.00

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

No. of participants _____ x RM 950.00 per pax = Total RM _____

Payment Method (Please tick (✓) accordingly)

Claim under HRD Corp Claimable Courses scheme (Program ID:10001679532- 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)