

Level (Low/Mid/ Senior/High)	From Assistant level to officer level		
Duration (in Days)	One and half day		
Target Audience	Those who are working in trade finance or newly transferred to trade finance department or who have interest to learn about trade finance department		
Program delivery	Lecture		
	Discussion/interaction		
Date, Venue & Time	4 <sup>th</sup> (3pm to 6pm)& 5 <sup>th</sup> (9:30am to 5pm) Dec, 2015, Hotel Siddhartha Cottage, Butwal.		
Facilitator/s	Mr. Ram Raj Upadhyay Nepal investment Bank Ltd. Regional manager, Bhairahawa, Nepal.		

## **Course Outline**

Time	Details	
3:00pm to 3:15pm	Introduction	
Session 1 3:15 to 4:30 pm	International Trade Mechanism Mode of Payments Advance Payment Cash Against Document (CAD) Letter of Credit Telex transfer for Import Documents Against Payment (DAP and DAA) Open account Types of Letters of Credit Definition of L/C Parties to a Letter of Credit L/C mechanism/structure and Diagram	
15 mins	Tea Break	
Session II 4:45pm to 6:00pm	Risk & responsibilities of the parties involved in L/C Responsibility of Applicant Responsibility of Beneficiary Responsibility of LC issuing Bank Responsibility of Advising and Negotiating Bank Responsibility of reimbursing bank	
End of the day		

Time	Details		
9:30am to 9:45am	Introduction		
Session 1			
9:45am to 11:00am	NRB Regulations Major circulars		
15 mins	Tea Break		
Session II	Case studies for LC application and NRB regulations		
11:15am to 12:45 am			
Lunch Break (45 minutes)			
Session III			
1:30pm to 3:00pm	Letter of Credit and its application Some terms and condition of L/C Definition of Transshipment Definition of Partial Shipment Payment terms Define INCOTERMS and Mostly used delivery terms		
15 mins	Tea Break		
Session IV 3:15pm 5:30pm	Documents under LC Document checking under LC Discrepancy (meaning and example) Original documents Copy documents		
	Contingent facilities Contingent liabilities (L/C and Guarantee) Case studies for LC application and NRB regulations Exchange risk Mitigation of Risks		

Terms and Conditions

Fee/ Charges :

1. Cancellation/ withdrawal of participants must be done 24 hours prior to start of the program. If participant does not attend the program without cancellation, full charge shall be levied to the client.

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