



# Understanding Documents in Trade Finance

- ◆ Understanding the function and effects of documents used in trade
  - B/L, CMR, Certificate of Origin, Quality Certificates etc.
- ◆ Avoid KYC, AML and compliance traps
- ◆ How do UCP 600, ISBP 745 & Incoterms® 2020 relate
  - Impact of selection of an Incoterms® 2020 rule on documents
  - Which documents are required for presentation under the L/C
- ◆ How to take security over the goods?
- ◆ Add value via expert customer service
  - Help to avoid cost traps – be the best partner you can.
- ◆ Insurance documents under UCP 600, ISBP745 and Incoterms® 2020

**13 November 2019**, 9.00 a.m. – 5.00 p.m.

**1040 Vienna, Austria**

Hotel Triest, Wiedner Hauptstrasse 12

**The London Institute  
of Banking & Finance**

CDCS® and CSDG® holders at-  
tending will earn 6 PDU points  
towards re-certification.

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This conference is part of a 3 days conference series – separate booking available

**Incoterms® 2020 in Contracts,  
Transport Docs and Insurance**

**Mon, Nov 11th, 2019  
Vienna, Austria**

**Incoterms® 2020  
& Letters of Credit**

**Tue, Nov 12th, 2019  
Vienna, Austria**

**ICC Austria & EBRD Case Studies  
on LCs and Bank Guarantees**

**Wed/Thur, Nov 13th+14th, 2019  
Vienna, Austria**

## Target Group

- ◆ Trade finance specialists
- ◆ Experts on L/C in banks & corporates
- ◆ Risk Managers in banks & corporates
- ◆ Sales Managers of Exporters & Importers
- ◆ Lawyers & In-house legal counsels
- ◆ Freight forwarding & logistics experts

## Background & Objectives

Understanding the function and effects of documents used in Trade Finance is essential to obtain financial security for all parties involved.

Exporters and importers are responsible for making sure that the commercial contract stipulates appropriate documents that each can reasonably be expected to provide. For example, if the contract requires that the exporter must present a document that the importer holds, trouble will certainly follow. Banks need to understand the underlying transaction to be able to assess their risk of potential losses or to eliminate the possibilities of financial crime or breach of law or violation of sanctions.

Transport documents, as one of the most important documents in Trade, not only facilitate the movement of goods but are also, in certain cases, “documents of title”, i.e. whoever holds the document is entitled to possession of the goods. They are also usually stipulated in the L/C, therefore are important for not only transportation but also provide for the ability to control the goods after dispatch as well as control over payment timelines. Therefore, precise understanding of said documents is vital.

Confidence that “the client and/or other party will always get it right” should not result in blind reliance: understanding documents, Incoterms® and contractual obligations will not only allow you to check the delivery terms for responsibilities on carriage and insurance and the passing of risk, but will also base your communication on an equal footing, so to find the best trade finance solution for everyone involved. .

This ICC Austria training aims to combine knowledge to avoid partial solutions, but to offer an integrated approach instead.

***\*Please note that the programme will be expanded with further topics and recent developments shortly. Additionally, participants are invited to submit their special questions and cases in advance to: [e.treu@icc-austria.org](mailto:e.treu@icc-austria.org)***

## Speakers

**Hugo Verschoren**, independent consultant, and owner of goVer Trading Technologies, Belgium. Previously with ING in various positions inside and outside Trade Finance. Regular training provider and frequent speaker at conferences world-wide. Member of the ICC Belgian National committee. Technical Adviser to the International Chamber of Commerce, member of the ICC Regulatory Advocacy Group, the ICC Trade Finance Register Steering Group; the ICC Financial Crime Risk & Policy Group.

**More Speakers to be announced soon.**

## Programme:

Programme:

Bill of Lading, shipped on board B/L, E Bill of Lading

FCR = Forwarders Certificate of Receipt

CMR

Bill of Exchange

3. Promissory Notes
4. Certificate of origin of goods
5. Warehouse receipt
6. Packing weight list, Packing List/Note
7. Consular invoice, commercial invoice, pro-forma invoice
8. Insurance documents, transport insurance, marine insurance
9. Certificate of Origin, Manufacturer Certificate, Inspection Certificate

Use and purpose of the documents

Documents against Cash

Documents against Acceptance

*Please note that the programme will be expanded with further topics and recent developments shortly.*

## ICC Austria - *Your Partner for International Trade and Law*

**ICC Austria assists its members in their daily legal & practical questions – please contact us:**

- Bank Guarantees, Letters of Credit, Trade Finance and contracts
- import-export contracts, Incoterms, International trade terms and conditions,
- Dispute prevention, dispute resolution and arbitration
- Prevention of corruption, commercial crime, counterfeiting, investment fraud, shipping fraud
- International negotiations in the light of cross cultural differences

## Registration Form

### ICC Austria Understanding Documents in Trade Finance

Mail or Fax to:

ICC Austria – International Chamber of Commerce  
Wiedner Hauptstrasse 57, 1040 Vienna-Austria

Mrs. Cennet Kacan  
@ E-Mail: [c.kacan@icc-austria.org](mailto:c.kacan@icc-austria.org)

Tel.: +43-1-504 83 00-3718  
Fax: +43-1-504 83 00-113718

#### Participant Information

Family Name: ..... First Name: ..... ☐ Mr. ☐ Mrs.  
 Organisation / Company: .....  
 Address: .....  
 Postal Code, City: ..... Country: .....  
 E-Mail: ..... Telephone: .....  
 Job Title / Position : .....

#### Invoice data

Organisation / Company: .....  
 VAT Number (obligatory for invoicing for European participants): .....  
 Address: .....  
 Postal Code: ..... City: .....  
 Country: .....

\* Obligatory for invoicing participants from EU member states

#### Registration – closing date 31 October 2019

	11 Nov 2019	12 Nov 2019	13 Nov 2019	13-14 Nov 2019
I want to register for:	Incoterms® 2020 in Contracts, Transport Docs and Insurance <input type="checkbox"/>	Incoterms® 2020 & Letters of Credit <input type="checkbox"/>	Understanding Documents in Trade <input type="checkbox"/>	EBRD & ICC Austria Case Studies on Documentary Credits & Bank Guarantees <input type="checkbox"/>
<b>EARLY BIRD FEE</b> registration received by 20 Sept. and payment credited by 04 Oct. 2019	<b>EUR 500,--</b> (plus 20% VAT)	<b>EUR 500,--</b> (plus 20% VAT)	<b>EUR 500,--</b> (plus 20% VAT)	<b>EUR 830,--</b> (plus 20% VAT)
<b>Regular Fee</b>	<b>EUR 610,--</b> (plus 20% VAT)	<b>EUR 610,--</b> (plus 20% VAT)	<b>EUR 610,--</b> (plus 20% VAT)	<b>EUR 1040,--</b> (plus 20% VAT)

After receiving the registration, we will send a confirmation with the invoice attached.

Please transfer the course fees – free of charges for ICC Austria – via banktransfer. **We do not accept payments by credit card.**

In exceptional cases, a payment in cash is possible on site.

**Once confirmed by ICC Austria, your registration is legally binding! The regular fee shall be paid within two weeks from receipt of invoice-  
in case of late registration verifiably before the Conference starts!**

**Visa information** (only fill in if you need a visa)

**Visa applications must be made at the Austrian embassy or consulate in your country of residence well in advance! It takes 4 - 6 weeks to get the visa – please contact your local Austrian Embassy early on.**

For visa letter please send us your passport details:

Full name .....

Passport number .....

Date of birth .....

Date of issue and expiry .....

Alternately, send us a copy of your passport.

**Hotel information**

After we receive your registration, you will get a confirmation in which you will also find a list of hotels close to the conference venue. We advise you to make your hotel reservations in one of the recommended hotels as soon as possible, as the demand in November is usually very high.

**Cancellation Policy / Data Protection**

Upon signature of this registration form the General Terms and Conditions of ICC Austria are deemed accepted; available with <https://www.icc-austria.org/en/About-us/General-terms-and-conditions/Seminars.htm>. A full refund will only be given for written cancellations received up to 20 working days before the event. Should you be unable to attend, you can nominate a colleague as replacement. I acknowledge that my data is stored electronically for registration purposes. ICC Austria will not submit my data to third parties.

☐ **I agree to receive mail notifications on latest up-dates on conferences and training sessions with similar content.**

Modification/Cancellation is possible by mail to: [icc@icc-austria.org](mailto:icc@icc-austria.org).

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Date

.....  
Signature