



PERSATUAN PENGHANTAR FRET JOHOR (JOHOR FREIGHT FORWARDERS ASSOCIATION)

12th Oct 2010

To Whom it May Concern,

Re : **2 days UNESCAP Foundation Course In Freight Forwarding.**

INTRODUCTION

" Ignorance of a fact is a stepping stone to knowledge". In order to remain competitive in a global economy, we must ALWAYS enhance our knowledge to be effective and efficient.

Johor Freight Forwarders Association (JOFFA) will be organising the last two courses with the approval from MIDA under the Services Sector Capacity Development Fund. This Course is FREE OF CHARGE. You only pay Admin/Registration fee to JOFFA.

2. Admin/Registration fee :-

Member : RM 300.00 Per participant

Non Member : RM 450.00 Per participant

Payment must be made payable to **Johor Freight Forwarders Association** (JOFFA) upon registration. Payment is non-refundable but replacement is allowed.

As the seats are limited, you are advised to register early to avoid disappointment.

3. **Course date : 11th & 12th Dec 2010 (Sat & Sun)**

4. This Course is NON HRDF claimable.

* Closing date : 26 November 2010

* Assessment Test : 11 December 2010

5. The following will be provided.

* Course Note

* Seminar Bag & Pen

* 2 Tea breaks & Lunch

6. Course contents in accordance to UNESCAP module.

(a) Understand the scope of Freight Forwarding Services.

(b) Evolving Role of Freight Forwarders

(c) Overview of Malaysian Ports and its function.

(d) Introduction to Free Zone



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- (e) Understand the Importance of Sea Transport Chain
- (f) Carriers Liability relating to Goods.
- (g) How to plan and execute an EXPORT sea shipment by sea.
- (h) How to plan and execute an IMPORT sea shipment.
- (i) Incoterms
- (j) Documentary Credit Transaction
- (k) Dangerous Goods (DGR Cargo) by Sea.
- (l) Assessment Test

7. Federation of Malaysian Freight Forwarders (FMFF) will issue certificate to those who have completed the Course and passed the assessment test.

Attached herewith the Registration form for your information and necessary action.

Warmest Regards,

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Toon Teng Fatt
President

UNESCAP Foundation Course in Freight Forwarding

TIME - TABLE

Duration	Topic	Time allocated	Lecturer
Saturday (04/12/10)	1. Understand The Importance of Sea Transport.	9.00am - 10.00am	En. Nikita Saad Putra
	2. Carriers Liability relating to Goods.	10.00am - 11.00am	
	3. How to plan and execute an IMPORT and EXPORT shipments.	Tea Break	Mr. Victor Francis Beins
		11.30am - 12.30pm	
		Lunch Break	
		1.30pm - 2.30	
5. Overview of Malaysian Ports and its function.	2.30pm - 3.30pm	En. Mokri	
6. Introduction to Free Zone.	3.30pm - 4.30pm		
Tea Break			
Sunday (5/12/10)	1. Understand the scope of Freight Forwarding.	9.00am - 10.00am	En. Salim
	2. Evolving role of Freight Forwarder.	10.00am - 11.00am	
	3. Dangerous Goods (DGR Cargo) by sea.	Tea Break	Mr. Shangkar
		11.30am - 12.30pm	
		12.30pm - 1.30pm	
		Lunch Break	
5. Assessment Test.	2.00pm - 3.00pm		



**PERSATUAN PENGHANTAR FRET JOHOR
(JOHOR FREIGHT FORWARDERS ASSOCIATION)**

No. 71, Jalan Jaya Mas 1,
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Tel : 07-5125900 / 1
Fax : 07-5125902
Email : joffa@tm.net.my

Registration Form – 5th INTAKE

2 Days UNESCAP Foundation Course in Freight Forwarding

1. Name of Company :
2. Address :
3. Tel No. : 4. Fax No. :
5. Email :
6. Course Date : **11th & 12th Dec 2010 (Sat - Sun)**

No	Name of Participant According I/C	Designation	NRIC	H/P NO
1.				
2.				
3.				
4.				

* **Registration/Admin fee per participant is Members : RM 300.00**
Non Members : RM 450.00

* Enclosed herewith our cheque for RM _____ being Registration / Administration fee payable to **Johor Freight Forwarders Association** for _____ participants. You may also pay **cash** directly to JOFFA.

* Two tea-breaks, Lunch, Seminar bag, notes and pen will be provided.

You may bank in the cheque to Joffa's Account :-

Name : Alliance Bank, Johor Bahru.
A/C No. : 010190010008053

Please fax the Registration Form to JOFFA Secretariat to confirm your registration for the course.

This course is **NON – HRDF** claimable.

 Signature
 Name :
 Status :
 Date :

Company Stamp