



# PHILIPPINE MULTIMODAL TRANSPORT AND LOGISTICS ASSOCIATION INC.

(formerly Aircargo Forwarders of the Philippines, Inc.-AFPI)

Rm. 225, Bldg. B, Sky Freight Bldg., Ninoy Aquino Ave., Brgy. Sto. Nino, Parañaque City

Tel. No. 852-7180/853-2724 / Fax No. : 853-0549

Email Address: [training@pmtlai.com](mailto:training@pmtlai.com)

## BASIC INTERNATIONAL AIR CARGO FORWARDING

**Course Dates** : October 3-7, 2022  
**Time** : 9:00AM – 4:00PM  
**Course Fee/Participant** : Php 8,400.00 (Members)  
Php 9,700.00 (Non – Member)  
**Instructors** : Mr. Marlon Velasco

PLEASE ATTACHED A RECENT 1X1 PICTURE

### COURSE DESCRIPTION:

This course aims to provide Cargo Forwarders the basic concept of air forwarding operations and the skills essential to effective performance.

### COURSE CONTENT:

- Rule / Guidelines on the acceptance of air shipments,
- Shipper/operator responsibilities and meaning of INCOTERMS,
- Airline arrangements for the carriage and handling of special cargo,
- Coding and decoding of cities / and the IATA conference areas,
- Systems Timetable and restrictions by country,
- Packaging of special cargo and documentation,
- Calculation of Weight Charge applying GCR, CCR, SCR,
- Valuation Charge and completion of the air waybill.

### ASSESSMENT METHOD:

- Questions & activities / exercises – Classroom-based Training

For reservations, kindly fill out the form below and Email it to [training@pmtlai.com](mailto:training@pmtlai.com) or via FAX at **8853-0549**.  
For further inquiries, please feel free to call us at **8853-2724 / 0950-5693936 (Ms. Andie)**.

Thank you.

## REGISTRATION FORM

**Course** : Basic International Air Forwarding  
**Company** : \_\_\_\_\_  
**Company Address** : \_\_\_\_\_  
**Telephone Number/s:** \_\_\_\_\_ **FAX :** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Email :** \_\_\_\_\_

### FOR PMTLAI USE ONLY

Received By: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_  
OR NO. : \_\_\_\_\_  
SOA No.: \_\_\_\_\_

**NAME OF PARTICIPANT** (Use another form for additional participant)

**POSITION/FUNCTION:**

1. \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I acknowledge the Terms and Conditions for Registration printed at the back of this form and confirm that the participant/s listed above will attend the course as scheduled.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME



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FORM F-010B2012 (REV 02/11/19) TEL No. : 852-7180/853-2724 / Fax No. : 853-0549  
Email Address: [training@pmtlai.com](mailto:training@pmtlai.com)

## Training Agreement

**COURSE TITLE: Basic International Air Cargo Forwarding**

**October 3-7, 2022**

A reservation fee equivalent to twenty percent (20%) of the total cost of the Training for PMTLAI members and fifty percent (50%) for non-members shall be payable to **PHILIPPINE MULTIMODAL TRANSPORT AND LOGISTICS ASSOCIATION, INC.**, upon submission of the Registration forms for the particular training. The reservation fee shall be non-refundable but transferable to other training courses within the year. The remaining balance of the total cost of the Training shall be payable to PMTLAI not later than Day 1 of the actual Training. In the case of client's onsite training, the total training costs should be paid to PMTLAI at least three (3) days prior to the first day of training. Cancellation of enrollment, if any, shall be done three (3) working days prior the training otherwise the reservation fee shall be forfeited in favor of PMTLAI.

1. Substitution of Participants shall be allowed provided the change is done at any time prior to the start of the course.
2. Participants are allowed absences not exceeding 20% of the total number of training hours. Otherwise, they will not be allowed to continue the training. Participants shall be responsible for subjects missed during their absence from the course. The Trainer will determine if a Participant may still continue taking the remaining subjects when a vital subject is missed.
3. PMTLAI NEITHER ACCEPTS ANY RESPONSIBILITY, NOR WARRANTS, NOR GUARANTEES THAT THE PARTICIPANT WHO COMPLETES THE COURSE IN WHICH THE PARTICIPANT IS ENROLLED, WILL ACHIEVE COMPETENCE OR REACH ANY REQUIRED DEGREE OF PROFICIENCY OR WILL BE ABLE TO SUCCESSFULLY PASS EXAMINATIONS NECESSARY TO OBTAIN ANY LICENSE, CERTIFICATE OR RATING ISSUED BY THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES. FURTHERMORE, PMTLAI SHALL NOT BE LIABLE FOR REFUSAL BY THE GOVERNMENT OF THE PHILIPPINES AND / OR ANY OTHER ORGANIZATION TO GRANT CERTIFICATION FOR THE PARTICIPANT OR HIS COMPANY AS A RESULT OF THE PARTICIPANT'S FAILURE TO MEET THEREQUIREMENTS OF THE COURSE.
4. Participant who failed in a rated training program will not be issued any certificate of training completion or attendance.
5. PMTLAI may immediately terminate the participation of any Participant who commits acts detrimental to the health, safety and welfare of PMTLAI's personnel and other participants or clients, or exhibits improper decorum or behavior as solely determined by PMTLAI.
6. PMTLAI shall have the right without any liability to terminate Training Agreement for justifiable reason at any time by giving the Participant at least two (2) days prior written notice. In the case of absences due to accidents or medical reasons, the participant shall be accepted to the same course within the same year and upon presentation of a medical clearance from his/her office.
7. In the exercise of PMTLAI's rights under Paragraphs 5 and 6 above, PMTLAI shall exert its best efforts to allow the Participant to complete the training or course but shall not be obligated to let the Participant continue with the PMTLAI course from the date the notice of termination from the course is issued to him.
8. Any and all documentation, material, exercises or handouts furnished by PMTLAI to the Participants are proprietary to PMTLAI and shall be for the sole and exclusive use of the Participants. Participants undertake to preserve and maintain as confidential such proprietary information, and not to copy, disclose, reproduce or make available such proprietary information to third parties without the prior written consent of PMTLAI. In case of termination of the Training Agreement pursuant to Paragraphs 4, 5 and 8 hereof, the Participant shall surrender such documentation, material, exercises or handouts immediately to PMTLAI.
9. PMTLAI shall not in any way be responsible or be held for any delay or failure to conduct the PMTLAI course due to force majeure causes, nor is it liable for cost and expenses incurred by the Participant or his company, as well as attorney's fees due to, or arising out of, or in connection with or in consequence of the performance or non-performance of PMTLAI's obligation to conduct the PMTLAI course, except such as may be caused by the gross negligence or willful misconduct of PMTLAI, its directors, officers, trainers, employees, agents or representatives.

**CONFORME:**

PRINTED NAME & SIGNATURE: \_\_\_\_\_

COMPANY / POSITION TITLE : \_\_\_\_\_

DATE SIGNED : \_\_\_\_\_



**PHILIPPINE MULTIMODAL TRANSPORT AND LOGISTICS ASSOCIATION INC.**  
Training and Development Center