



30 Sessions - 90 Minutes Each

1. How to establish an export firm? How to obtain Importer Exporter Code (I.E.C.) Number? We help you in getting I.E.C. No. of your firm/company.
2. How to select export products? How to find overseas market? How to find overseas buyers? Export-Import Data Bank. Web Design & Development, Domain Name, Key Words, Static and Dynamic Website. B2B Portals. Export Correspondence.
3. Export Import Subject Introduction. Roll of World Trade Organisation (WTO). Free Trade Agreement (FTA). Advantages to exporters. India's Export of Merchandise Goods and Services.
4. H.S. Code (Harmonised Commodity Description & Coding System). ITC(HS) Classification of Export-Import Items. International Trade Advices. Glossary of International Trade.
5. Foreign Trade Policy & Handbook of Procedures. General Provisions regarding imports & exports. Import Policy (Schedule-1), Export Policy (Schedule-2).
6. Export Promotion Councils & Commodity Boards. Application for obtaining Membership-Cum-Registration Certificate (RCMC) from EPC/Commodity Board. Trade Fair & Exhibition abroad organised by Export Promotion Councils & Commodity Boards under Market Development Assistance (MDA) & Market Access Initiative (MAI) Schemes for exporters.
7. Standard Input Output Norms (SION). Advance Authorisation, Duty Free Import Authorisation (DFIA). Export Promotion Capital Goods Scheme (EPCG).
8. Status Holders (Export Houses). Service Exports from India Scheme (SEIS). Exports under the claim of Duty Drawback and Remission of Duties and Taxes on Exported Products (RoDTEP) Scheme..
9. Delivery Terms used in International Trade - INCOTERMS 2020. Rights & Obligations of Seller & Buyer under Group E, Group F, Group C & Group D of INCOTERMS 2020.
10. Delivery Terms EXW, FCA, FAS, FOB, CFR, CIF, CPT, CIP, DPU, DAP, DDP. Obligations of Seller & Buyer under respective delivery terms.
11. Export Product Costing & Pricing Methods. Export Pricing Excel Worksheet on EXW, FOB, FCA, CFR, CPT, CIF, CIP Delivery Terms. Practical Assignment on Export Pricing of all delivery terms.
12. Payment Terms in exports. Advance Payment, D.P. (Documents against payment), D.A. (Documents against acceptance), Consignment Sale, Payment on providing proof of export. Uniform Rules for Collection of Export Bill (URC 522).

13. Export Documents - Principal Commercial Documents. Invoice, Packing List, Transport Document (B/L, Air Waybill, Lorry Receipt, Courier Receipt, Post Parcel Receipt, Rail Receipt), Certificate of Origin, Bill of exchange, Insurance Policy/Certificate, Inspection & Certification Document, Shipment Advice.
14. Export Documents - Auxiliary Commercial Documents - Proforma Invoice, Shipper's letter of instructions, Intimation to Inspection Agency, Insurance Declaration Form, Application for issue of Certificate of Origin, Exporter's letter of instructions to the bank for collection of export bill. Regulatory Documents - Shipping bill, Exchange Control Declaration (EDF/SDF/SOFTEX Form), Tax Invoice under GST. Document-wise and Column-wise Guidelines for preparing Principal Commercial Export Documents.
15. Pre-shipment and Post shipment Export Credit at concessional rate of interest. FEDAI Rules for Normal Transit Period. Documents required for obtaining Export Credit from banks. Rate of interest on pre-shipment & Post-shipment export credit. Foreign Exchange Rates. Premium Quotation & Discount Quotation.
16. Packing & Labeling of export goods. Kind of Packing in exports. International Standards for packing of Hazardous Goods. Cargo Handling Marks/Symbols. Shipping Marks & Numbers.
17. Pre-shipment inspection of export goods. Inspection & Certification Agencies. Export Inspection Council of India. Health Certificate, Fumigation Treatment (ISPM-15) for Solid Wood Packaging Materials, Fumigation Certificate, Phytosanitary Certificate for Plant & Plant Products.
18. Export Import of dutiable goods by Courier. Value and Weight Limits. Export and Import of Duty Free Samples by Courier. Overview on relevant Customs Regulations.
19. Containerised Cargo. Full Container Load (FCL). Less than Container Load (LCL). Sea & Air Freight Quotations. Weight & Volume Capacity of 20' and 40' Containers. Export of goods. Factory Stuffing. Self-sealing of container by electronic seal. Export of goods on payment of IGST and Claim of Refund. Export of goods without payment of IGST under LUT (Letter of Undertaking). Procedure.



20. Export of goods. Customs Broker. Entry of goods into CFS/Port. Filing of Shipping Bill through ICEGATE. Appraisal and Examination of goods by Customs. Let Export Order. Short Shipment & Shut Out Shipment. Delivery of EGM (Export General Manifest) by Carrier. Amendment to Shipping Bill.
21. Import of goods. Delivery of IGM (Import General Manifest) by Carrier. Filing of Bill of Entry for Home Consumption or Warehousing through ICEGATE. Verification of self-assessment and examination of goods by Customs. Payment of duty, Out of Charge. The Customs Act, 1962 - Important Provisions for Appeal against assessment order, goods not cleared, warehoused or transhipped within 30 days after unloading, Procedure for sale of uncleared goods and application of sale proceeds, Period for which imported goods may remain in a warehouse, Remission of duty on lost, destroyed or abandoned goods, Confiscation of improperly imported goods, Penalty for improper importation of goods, Issue of show cause notice before confiscation of goods, Option to pay fine in lieu of confiscation. Speaking Order by AO.
22. Import duty - Basic duty, IGST, Social Welfare Surcharge, Compensation Cess, Anti-dumping duty, Safeguard duty. Calculation of duty on imported goods. Computation of freight and insurance, when actuals of each element are not known. Import Pricing Worksheet. Customs Valuation (Determination of Value of Imported Goods) Rules, 2007. NIDB (National Import Database) - Overview. Study of Case Law on misdeclaration of value and description of imported goods.
23. Foreign Exchange Management (Export of Goods & Services) Regulations 2015. Important Provisions for Direct dispatch of documents by exporter, Export Realisation Period, Extension, Participation in Trade Fair, Establishment of warehouse abroad, Reduction in invoice value, Resale to alternate buyer, Overdue Export Bills, Write off of unrealised export bills, Export Claims, GR waiver by RBI. Baggage Rules, 2016. Duty free allowances to incoming passengers. Export & Import of Foreign Currency, Indian Currency and Jewellery as baggage. Green Channel and Red Channel for customs clearance at International Air Port.
24. Carriage of goods by Sea, Air, Road/Rail. Marine Risks. Marine Insurance Policy. Institute Cargo Clauses (A), (B), (C). Institute Strikes Clauses (Cargo), Institute War Clauses (Sending by Post), Institute Cargo clauses (Air), Institute Strike Clauses (Air Cargo), Institute War Clauses (Air Cargo). Marine Insurance Policy - General Exclusion Clause, Transit Clause, Termination of Contract of Carriage Clause. Warehouse to Warehouse - All Risks Policy. Marine losses, damages and claims.

25. Commercial & Political Risks in exports. ECGC and its Credit Risks Insurance Policies. Rights and Obligations of the Policy holder under the ECGC Policy.
26. ECGC Credit Insurance Policy. Default by the buyer, Extension of time for payment, Conversion of Payment Term, Sale of goods to alternate buyer, reimport of goods, abandonment of goods at the discharge port, lodgment of claim. Recovery of dues by Debt Collection Agency. GR Waiver by RBI.
27. Letter of Credit - How it works. Parties to Letter of Credit. Confirmed Credit, Revolving Credit, Back-to-Back Credit, Deferred Payment Credit, Transferable Credit, Stand by Credit.
28. Letter of Credit - SWIFT Codes meant for Place & Expiry of Credit, Latest date of shipment, Period of presentation, Available with and by, Draft drawn on and Draft drawn at, Partial shipment, Transshipment, Description of goods, Documents required (46A), Additional Conditions (47A), Advising Bank, Confirmation Instructions etc. Case Study of Sample Letter of Credit. Common discrepancies found by the bank in the documents drawn under credit.
29. Uniform Customs & Practice for Documentary Credits. UCP 600 (2007 Revision) - Rules. Overview.
30. Letter of Credit - Discrepant documents, Notice of Discrepancies, Issuing Bank's request to applicant for waiver of discrepancies, Waiver by Applicant, Release of documents, Non-Waiver by applicant, payment not forthcoming, Return of documents. Study of two Case Law on letter of credit.



45th Batch at Rajkot (July-August, 2017)



44th Batch at Rajkot (April-May, 2017)