

## **Niesbud**

**National Institute for Entrepreneurship & Small Business Development**

**A-23, Sector 62, NOIDA- 201 309 (U.P.) Phone 0120- 2403051-54, Fax 012—240 3057**

**Mobile: 09873 46 55 20. / 09873 249 429.**

**E.mail: [singh.niesbud@gmail.com](mailto:singh.niesbud@gmail.com) Website: [www.niesbud.nic.in](http://www.niesbud.nic.in)**

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**Ref MDP/Export/HPS**

**Dated January 15, 2012**

### **Sub: M D P on Export –Import Procedures &Documentation**

**Dear Sir,**

National Institute for Entrepreneurship & Small Business Development (NIESBUD) is the apex institute functioning under Ministry of Micro, Small & Medium Enterprises, Government of India for developing entrepreneurship and small business through Training, Research, Consultancy etc. The mission of NIESBUD is to inculcate entrepreneurial culture in the country for a strong MSME sector.

#### **Main Objectives:**

- To promote and develop entrepreneurial environment through Training, Research & Consultancy with an ultimate objective to promote setting up small businesses in the Country
- To mentor/guide/assist organizations, both Governmental & Non-Governmental in developing and promoting entrepreneurship & self employment in the country.
- To coordinate and collaborate with other organizations in undertaking training and research activities
- Providing consultancy and mentoring services to MSMEs

**To quote the vision of honorable commerce Minister Shri Anand Sharma that " India export can easily achieve target of US\$ 500 Billion by 2014 from the present export of 245 Billion". As per Commerce Secretary India's exports have registered a growth of over 45% in 1st quarter ( April-June 2011 )**

Niesbud is organizing Four Management Development Program on Export-Import Procedures & Documentation in the month of Jan/Feb. 2012 at Noida Campus from as details given :

**Duration:**

1. One week full day. ( Monday to Saturday ) 10.15 A.M. to 5.15 P.M.
2. Only Sunday ( Total Six Sunday batch). 10.30. A.M. to 5.30 P.M.
3. Two weeks Half days ( 2 to 5 P.M. , Monday to Saturday )
3. Three months ( Two hours on alternate day. 11 to 1 P.M. )

**Fee:**

**Non- Residential Rs. 10,000/-, Residential Rs. 1200/- per day extra.**

(Fee includes study material, kit, Lunch, Tea & Coffee. (Dinner & breakfast for residential participants)

**Limited 25 seats. Admission on FCFS.**

**NIESBUD certificate will be awarded.**

**How to Apply:**

Pl. complete the attached registration form & enclosed the D.D / Cheque( favour of Niesbud, Noida ) of the prescribed fee & post to us. You may email the details to reserve your seat. For further details you may contact:

1. Ms. Divya Agerwal – Program Co-ordinator—099 711 0 88 69
2. Prof. H P Singh- Program Director & Core Faculty – 09873 46 5520/ 09873 249 429

E. Mail: [singh.niesbud@gmail.com](mailto:singh.niesbud@gmail.com)

Website: [www.niesbud.nic.in](http://www.niesbud.nic.in)

The growing complexities of international trade, globalization of the markets, internet and stiff competition require every entrepreneur to have a thorough knowledge of the theory and practice of international trade. Keeping in view the major problems one faces either as a beginner or as a trainer with respect to locating foreign market, product sourcing, pricing, payment, financing procedures and documentation, buyer search, export promotion etc. The programme explains all that you wanted to know about exports. In short, the course not only helps the beginner to enter exports but also impart in depth knowledge to trainer to handle various aspect of export-import trade.

The programme combines theory with practice in simple way making the overall subject easy to understand. The course is specially designed for students, working executives, entrepreneurs and trainers.

Export trade is not difficult but complex. Chapter wise chapter study not only minimizes the complex nature of this trade but will also boost your confidence to enter in this trade.

**The curriculum of the M D P on Export Procedures & Documentation is divided into five inter related Module ( in addition to study visit, case study, project work & class room exercises as follows :-**

#### **Module One**

- ❖ Overview of Foreign Trade Policy **2009-14**
- ❖ International Environment, WTO, ICC, ITC, EU, NAFTA, SAFTA, SARRC..
- ❖ Govt. benefits to Exporter ( Duty Draw Back , Advance Licence )
- ❖ Motivation to Export
- ❖ Domestic V/s International Trade.
- ❖ **Formation of Export firm ( IEC )**
- ❖ Regn. With Sales Tax , Excise, & Service Tax
- ❖ Membership of Export Promotion Council
- ❖ Institutional support to Export
- ❖ **Selection of Product & Product Sourcing**
- ❖ Trading V/s Manufacturing.
- ❖ Cross Country Culture

#### **Module Two**

- ❖ **Locating Foreign Markets.**
- ❖ **Communication in Foreign Trade**
- ❖ Company Profile
- ❖ Regulation to send Free Sample
- ❖ Role of International Chamber of Commerce
- ❖ **Incoterms 2010 ( FOB, C&F, C I F,.....DDP**
- ❖ **Terms of Payments in Foreign Trade**
- ❖ Advance Payment, D/A, D/P, Consignment basis

### Module Three

- ❖ Terms of Payments in Foreign Trade ( Contd )
- ❖ **Letter of Credit ( L/c ) Type of L/c.**
- ❖ Role of Website & Internet Marketing
- ❖ **E-Commerce**

### Module Four

- ❖ **Export Finance, Pre & Post shipment loan & Documentation**
- ❖ **FEMA ( Role of R B I ) & role of GR/SDF**
- ❖ **Packaging & Packing, Labeling, Environment Regulation**
- ❖ **International Channel of distribution**
- ❖ Logistics of Air, Sea, Road Transportation
- ❖ Export Credit Gurantee Corporation ( **ECGC** ) Payment Insurance
- ❖ Module Five
- ❖ **Export Pricing & Profit in Export Trade ?**
- ❖ Custom Clearance , Air Way Bill, Bill of Lading (B/L ) , Shipping Bill
- ❖ Export Documentation, Proforma / Commercial Invoice, Packing List, Chamber of Commerce certificate, GSP, Bank Certificate.
- ❖ **Documents for Custom,**
- ❖ Documents for Bank/ Payment
- ❖ Documents for Buyer
- ❖ Documents for claiming Govt. Benefits

### Module Six

- ❖ **Import Procedures, Import Duties Assessment & Custom Clearance.**
- ❖ **Export Promotion**
- ❖ Trade Fair Participation
- ❖ Foreign Visit
- ❖ **Order through Buying Houses/ Agent**
- ❖ Preparing Documents under L/c ( **Exercise** )
- ❖ **How to process an Export Order.**
- ❖ Valedictory & Certificate distribution.

### **Benefits of the Course**

1. You can start your own export trade.
2. Getting job in export organization will be easy.
3. You can guide/ impart your knowledge & understanding to others as a trainer.

