



**N I E S B U D**

**The National Institute for Entrepreneurship & Small Business Development  
(Ministry of Skill Development & Entrepreneurship, Govt. of India)**

**A-23, Sector- 62, NOIDA- 201 309 (U.P.) Phone 0120- 401 7006, Fax 0120—240 3057**

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

**E.mail: singh.niesbud@gmail.com . Website: www.niesbud.nic.in**

**Ref MDP/Export/HP / September / 2018-19**

**Is Organising a  
M D P on Export –Import Procedures & Documentation.**

**Curriculum for Weekend + Weekday Programme.**

## **108<sup>th</sup> Batch (18<sup>th</sup> – 23<sup>th</sup> September, 2018)**

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

**To quote the vision of our honorable Commerce Minister:**

**“Indian Export can easily achieve target of US\$ 500 Billion by 2020 from  
the present export of 314 Billion”.**

**NIESBUD is organizing 5 days Management Development Programme for working & Non-working executives on Export-Import Procedure & Documentation at its Noida Campus. Details follow:**

**Duration:**

**1. Weekend + Weekdays Batch:  
(18<sup>th</sup> – 23<sup>th</sup> September, 2018)**

**Time: 10 am A.M. to 6 pm (5 Sessions of 90 minutes each)**

**FEE**

**Total Fee Rs. 19,000 (Non- Residential)/- (Fee Includes kit, Study material, Classroom Training, Tea and Lunch,)  
- GST -18 % extra**

**Discount Rs. 1000/- on fee if admission is confirmed by 15<sup>th</sup> Sept, 2018.**

**Total 20 Seats: Admission on F C F S.**

**Niesbud e-certificate will be awarded. It can be verified at  
[www.niesbudtraining.org](http://www.niesbudtraining.org)**

**How to Apply:**

Please complete the attached registration form & enclose the D.D / Bank transfer (Favour of Niesbud, Noida ) of the prescribed fee & post to us. You may email your details to reserve your seat with 50% part payment.

For further details you may contact:

- 1. Mr. Kuldeep Kukreti– Programme Co-ordinator—9953981416 / 09873 465520**
- 2. Mr. H. P Singh- Programme Director & Core Faculty – 09873 249 429 / 0120 401 7006**

**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 markets, 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 into exports, but also imparts in depth knowledge to the trainee for handling various aspects of export-import trade.

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

Export trade though not difficult, is a bit complex. Chapter wise study not only minimizes the complex nature of this trade, but also boosts your confidence to enter this trade.

The curriculum of the M D P on Export Procedure & Documentation is divided into six inter related Modules ( in addition to study visit, case study, project work & class room exercises ) as follows :

### **-Module One**

- Overview of Foreign Trade Policy 2015-20
- International Environment, WTO, ICC, ITC, EU, NAFTA, SAFTA, SARRC..
- Govt. benefits to Exporter ( Duty Draw Back , Advance Licence )
- Licensing, Jt. Venture, Takeover, Merger & Acquisition, FDI & FI, Franchising.
- Motivation to Export
- Domestic V/s International Trade.
- Formation of Export firm ( IEC )
- Impact of G S T on Export- Import Trade

- **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( ICC )**
- **Incoterms 2010 ( FOB, C&F, C I F,.....DDP )**
- **Terms of Payments in Foreign Trade-Part-1**
- **Advance Payment, D/A, D/P, Consignment basis**

## **Module Three**

- **Terms of Payment in Foreign Trade-Part -II**
- **Letter of Credit ( L/c )**
- **Types of Letter of Credit & its implications**
- **UCPDC-600**
- **Study Visit/ Country Presentation**

## Module Four

- **Export Finance**

- **Pre & Post shipment loan**
- **Hedging & Forward Contract**
- **Foreign Currency Risk Management**
  
- **FEMA ( Role of R B I ) & role of EDF**

- **Obligations under FEMA Act**

- **Packaging & Packing, Labeling, Environment Regulation**
- **International Channel of distribution**
- **Logistics of Air, Sea, Road Transportation**
- **Export Credit Guarantee Corporation ( ECGC ) Payment Assurance**
- **Govt. Schemes for Exporters**

## Module Five

- **Export Cost & Pricing----Profit ?**
- **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 for Payment purpose**
  
- **Documents for Buyers**
  
- **Documents for claiming Govt. Benefits.**

## Module Six

- **Export Promotion**
- **Trade Fair Participation.**
- **Role of Website & Internet Marketing**
- **International Chamber of Commerce**
- **Promotion in Int'l periodicals**
- **Order through Buying Houses/ Agent**
- **Preparing Documents under L/c ( Exercise )**
- **How to process an Export Order. Valedictory**
- **Import Procedure, Duty Assessments & Import Custom Clearance**

### Benefits of The Export- Import Programme

After attending the Programme with full concentration:

1. You can start your own Export- Import Business.
2. Chances to get job in Export- Import Company/ Department will increase.
3. You can represent foreign buyers.
4. International knowledge will help to enhance your Domestic business.

Thanks

H P Singh/ Kuldeep

NIESBUD , A-23, Sect- 62, Noida -201 309.U.P.

www.niesbud.nic.in, [singh.niesbud@gmail.com](mailto:singh.niesbud@gmail.com)

09873 46 55 20 / 09873249 429 , 0120 401 7006

**THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)**

A-23, SECTOR 62, Institutional Area, NOIDA- 201301 (U.P.)

Application/ Registration Form –



2 Photo

**M D P On Export – Procedure Documentation & Int'l Entrepreneurship**

Director, NIESBUD, Noida

**( PI. FILL THE FORM IN CAPITAL LETTERS )**

1. Name Mr / Mrs/ Miss : ..... Date of Birth
2. Father's / Husband's Name: .....
3. Mother's Name : .....
4. Educational Qualification/s : .....
5. Address : .....
6. Gender : Female/Male..... Nationality .....
7. Caste : General/ SC/ST/OBC/Minority/ Other
8. Telephone/Mobile No : .....
9. Identity Proof : Voter ID Card/Ration Card/ Passport/DL/ Pan Card/  
Bank No / BPL Card/ UID/Similar Document  
**One of the above mentioned documents is mandatory.**
10. E-mail ( Pl. write in capital letter only ) .....
11. Programme Code **EXIM** Batch : **108<sup>th</sup>**
12. Programme Duration : **18 - 23 Sept, 2018** Place : **Noida Campus**
13. Fee Details : Cash / D.D/ Bank Transfer :
14. Trainee's Objective : Self Employment / Wage Employment

**Programme Coordinator & Date**

**Applicant's Signature & Date**

**Remarks :**

## Bank Details- Niesbud; for the purpose of payment transfer.

S.N.	Particulars	Details
1	Name & Address of the Beneficiary	NIESBUD
2	Account Number of the Beneficiary	09312011002654 . Saving A/c.
3	Name & Address of the Bank Branch ( Where payment is to be sent )	Oriental Bank of Commerce, B-31, Sector -62, Noida – 201301.U.P. India
4	Branch Name / code No.	0931
5	M I C R Code of the Branch	110022092
6	IFSC Code of the Bank branch for RTGS mode	ORBC 0100931
7	IFSC Code of the Bank branch for NEFT mode	ORBC 0100931
8	E.mail id of the Beneficiary	Singh.niesbud@gmail.com
9	Mobile Number for SMS alert	09873249429
10	PAN No.	AAATN4936E

For online payment through Debit Card/Credit Credit, please check below link:

<http://niesbudelearning.net/EL/registration.aspx>