

Documentation & Procedure of Import Export Business

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Date : Friday, March 22, 2013

Shift : Morning

Venue : Regional Public Administration Training Centre, 10, S.S. Khaled Road (west side to Askar Dighi), Chittagong-4000

Last Date of Registration : 19 March, 2013

Time : 9:30 am - 5:30 pm

Registration Fees : Tk. 2500.00/Participant
 Get 5% discount by paying online

[Pay Online for Registration](#)

RESOURCE PERSON



Md. Delwar Hossain Bhuiyan

Having obtained M.Sc from University of Dhaka in 1992, Mr. Bhuiyan started his career with an international trading company and worked for LG Corporation, Korea, Sumitomo Corporation, Singapore, Mitsui Corporation, Mitsubishi Corp. Japan at later stage of his life.

He attended many trainings and seminars on international business and got experience in import, export, indenting and international tender business. He participated in many international tender with PDB, REB, DESA, WASA, DGDP and Biman Bangladesh Airlines. Now he has been working in international business for about 20 years. As part of his job responsibility, he is dealing with Banks, Insurance, Inspection Co., Customs Authority, C&F agents, DCCI, BIAA, BOI, EPB and others business related organizations.

WHO CAN ATTEND

- 1) Official involved in Export, Import, Indenting and International Tender Business.
- 2) Importers, Exporters, Bankers, Shipping Agents and new Entrepreneurs.
- 3) Official engaged in Ready made Garments & Buying House.
- 4) Persons are willing to job in the International Trading Organization and Multinational companies in home and abroad.
- 5) Students are willing to learn Practical Oriented International Business.
- 6) Business Manager, Commercial Manager, Marketing Manager, Marketing Executive, and other interested suitable persons.
- 7) Educated and jobless peoples.
- 8) SME & Women Entrepreneurs.
- 9) Persons dealing with L/C & Back to Back L/C Operation.

METHODOLOGY

Exercise, PowerPoint Presentation, Question and answer session.

BOARDING

Arrangement for lunch and two tea-break would be made by the Organizer during the workshop

WORKSHOP DETAILS

Venue:
Regional Public Administration Training

Documentation & Procedure of Import Export Business

The main objective of the training program is to provide the practical knowledge to highlight the Documentation & Procedure of Import-Export Business in Bangladesh. Bangladesh is a developing country and here the main growing sectors and Industries are Garments, Pharmaceuticals, Leather, Ceramics, Plastics, Steel, Shipbuilding and many other reputable sectors and industries. All the Industries and sectors are depends on their raw materials from overseas countries and which are coming through import from all over the world. Besides, after producing the finish goods, we are also exporting to throughout the world.

So, there is a huge scope and possibility to do Export – Import Business, to earn money as well as Earning of Foreign Currency from all over the world. Educated & Jobless people must be benefited to engage them in this profession and they can play a major important role for the earning of foreign currency in Bangladesh. Besides, trainers can build up their carrier with the concept of this course.

How participants will benefit after the course

- 1) Training changes the core skills and competencies of a person. So, it makes a trainee to be equipped with some more efficient and effective to do his job perfectly.
- 2) Training has benefited us to give more knowledge for our regular works to do in an effective way and Trainers can earn money as well as Foreign Currency through the Course of Documentation & Procedure of Import-Export Business.
- 3) To improve skills of trainees on Export- Import-Indenting-International Tender related jobs effectively and independently.
- 4) Trainees will learn about International Business followed by the related documents of Banking, Commercial, Shipping, insurance and Customs.
- 5) This is a professional course and it will help the trainees to get the respective jobs in Export- Import Organization, Indenting House, and many other sectors in Bangladesh and Abroad. Trainers can also start their own Import- Export Business.

Contents of Training:

- 1) Potential Importable & Exportable items of Bangladesh
- 2) Documents required for Import & Export License
- 3) Expenses for Import- Export License
- 4) Find out the costing of Import & Export items
- 5) Major Country –wise Import & Export
- 6) Major products –wise Import & Export
- 7) Market survey for Importers & Exporters
- 8) Import facility by bank
- 9) Export Incentive
- 10) Documents required to opening the L/C
- 11) Documents required for customs clearance
- 12) Sources of Import- export documents
- 13) Required documents for Export Payment negotiation
- 14) EXP & IMP FORM
- 15) TIN Form-
- 16) TIN Certificate
- 17) IRC Form
- 18) IR Certificate
- 19) ERC Form
- 20) ER Certificate

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21) UP & UD

22) GSP Certificate

23) BOND LICENSE

24) CERTIFICATE OF ORIGIN (COO) & CERTIFICATE OF ANALYSIS (COA)

25) BILL OF EXCHANGE & BILL OF ENTRY

26) How to find out suppliers/Exporters/Importers

27) Required documents to opening the L/C

28) Required documents as per L/C terms and conditions

29) Required documents to clear & forward the Import- Export goods from the Customs Authority/ C & F Agent

30) How does Letter of Credit(L/C) Process work

31) Legend/ Steps of Import- Export procedure

32) Shipping Documents, Opening Bank, Advising Bank, Negotiating Bank, Add Confirming Bank, Reimbursement Bank, Duty draw back, Tax holiday, Credit report, Debit note, Bill of Exchange (B/E), Bill of Lading(B/L), Bill of Entry(B/E), Master L/C, Back to Back L/C, Transshipment. Part shipment, Etc.

33) Pre- shipment inspection companies in Bangladesh

34) Pre shipment & Post shipment Inspection

35) H.S Code and its Importance

36) INCOTERMS (Ex works, FOB, CFR, ----- etc.)

38) SWIFT. SRO, UD, UP, GSP, DEDO, LIM, AWB, LTR, LCA, RFI, PSI, EPB, AGM, EGM, CD, RD, SD, ATV, AIT, UCP, ASYCUDA, COO, FDD, LCL, FCL, ETA, ETD, Etc.

39) Banking, Shipping, Commercial Terms & Definitions

40) Banking, Shipping, Commercial Terms & Abbreviations

 [Request for Registration](#)

Certificates will be awarded to participants at the end of workshop
REGISTRATION DETAILS

For **Registration** or additional information please call us at **9140345, 9117179, 01811410862, 01926673098**

or E-mail at
asad@bdjobs.com or hasantareq@bdjobs.com

To confirm your registration, Please pay the registration fee by **19 March, 2013**

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Bdjobs.com Training Program in March 2013
