



## **NIESBUD**

**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**

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

**Subject: M D P on Export –Import Procedures & Documentation.  
Curriculum for Weekdays + Weekend Programme.**

### **106<sup>th</sup> Batch**

**Weekday + Weekend (Tuesday to Sunday)  
February 20 - 25, 2018**

**Dear Sir,**

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 honourable Commerce:  
Minister: “Indian Export can easily achieve target of  
US\$ 500 Billion by 2020 from the Present export of 314  
Billion”.**

NIESBUD is organizing 6 days Management Development Programme for working & Non-working executives on Export-Import Procedure & Documentation at Noida Campus. Details follow:  
Duration:

**1. Weekday + Weekend Programme:**

**February 20 - 25, 2018**

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

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

**DISCOUNT RS. 1000/-**

**If you confirm the admission by 16 of February, 2018**

**Total 15 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:**

Pl. complete the attached registration form & enclose the D.D / Bank transfer (Favor 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 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 into exports, but also impart in depth knowledge to the trainer for handling various aspect 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, but it is complex. Chapter wise study not only minimizes the complex nature of this trade but also boosts your confidence to enter in 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 )**
- **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-Part-1**
- **Advance Payment, D/A, D/P, Consignment basis**

## **Module Three**

- **Terms of Payments in Foreign Trade**
- **Letter of Credit ( L/c )**
- **Types of Letter of Credit**
- **Role of Website & Internet Marketing**
- **Study Visit/ Country Presentation**

## **Module Four**

**Export Finance, Pre & Post shipment loan & Documentation**

- **FEMA ( Role of R B I ) & role of EDF**
- **Packaging & Packing, Labeling, Environment Regulation**
- **International Channel of distribution**
- **Logistics of Air, Sea, Road Transportation**
- **Export Credit Guarantee Corporation ( ECGC ) Payment Assurance**

## **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**
- **Documents for Buyer**

**Documents for claiming Govt. Benefits.**

## **Module Six**

**Export Promotion**

- **Trade Fair Participatin.**
- **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 Export- Import Programme**

**After attending the Programme with full attention :**

- 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**

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

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**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 / Husband Name: .....
3. Mother Name : .....
4. Educational Qualification : .....
5. Address : .....
6. Gender : Female/Male..... Nationality  
.....
7. Cast : 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 : **106<sup>th</sup>**
12. Programm Duration : **February 20 to 25, 2018** Place : **Noida Campus**
13. Fee Details : Cash / D.D/ Bank Transfer :
14. Trainee's Objective : Self Employment / Wage Employment

**Programme Coordinator & Date**

**Applicant**

**Signature & Date**

**Remark :**

## 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 are 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 atert	09873249429
10	PAN No.	AAATN4936E

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

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