

## Detailed Course Outline for Export-Import Management and Opening LC & Documentation

**Course Duration: 02 Days [06 Hours/Day]**

<b>A. EXPORT - IMPORT MANAGEMENT</b>				
Day	Time	Session	Contents	
<b>DAY-01</b>	10.00 - 10.45	1	<b>A.</b>	An overview on International Trade, Payment and Finance
	Refreshment			
	11.00 - 12.00	2	<b>B.</b>	Basic Concept on Regulations:
			<b>i.</b>	Domestic: FERA, GFET, Export-Import Policy
	12.00 - 13.00	3	<b>ii.</b>	International: UCPDC, UCP, URC, URR, INCOTERM
	Lunch Break & Prayer Time			
	13.45 - 14.45	4	<b>C.</b>	Import Management
			<b>i.</b>	Concerned Authorities, Types of Import and Importer
			<b>ii.</b>	Details about different terminology of Import
			<b>iii.</b>	Issuance and Renewal Procedures of IRC
	Refreshment			
	15.00 - 16.00	5	<b>iv.</b>	Details about different types of Letter of Credit (LC)
		<b>v.</b>	Methods and Instruments of Payment	
16.00 - 17.15	6	<b>vi.</b>	Time Duration of LC opening, Shipment, Payment	
		<b>vii.</b>	Source of Finance for Settlement of Import Bill	
Review of the Session (Day-01)				
<b>B. OPENING LC &amp; DOCUMENTATION</b>				
<b>DAY-02</b>	10.00 - 10.45	1	<b>D.</b>	Export Management
			<b>i.</b>	Concerned Authorities, Types of Exporter
			<b>ii.</b>	Details about different terminology of Export
	Refreshment			
	11.00 - 12.00	2	<b>iii.</b>	Issuance and Renewal Procedures of ERC
			<b>iv.</b>	Details about different types of Export LC
			<b>v.</b>	Methodology of Scrutinizing Export Documents
	12.00 - 13.00	3	<b>vi.</b>	Details about Bill Payment, Discount and Purchase
			<b>vii.</b>	Time frame of Shipment, Collection of Export Proceeds
			<b>viii.</b>	Methods of different Export Finance for Exporters
	Lunch Break & Prayer Time			
	<b>DAY-02</b>	13.45 - 14.45	4	<b>E.</b>
			<b>i.</b>	Discussion about the steps and procedures for opening different type of Import LC
			<b>ii.</b>	Discussion about the cancellation of LC
Refreshment				
15.00 - 16.00		5	<b>F.</b>	Documentation of Letter of Credit
			<b>i.</b>	Discussion about the documentation for opening different type of Import LC
16.00 - 17.15	6	<b>ii.</b>	Discussion about the delivery and endorsement of the shipping documents in respect of Export LC	
Review of the Session (Day-02) & Assessment				