

**Training Programme on
“Framework of International Trade Documents
and Processing of an Export Order”**

Date: February 4, 2011 **Venue:** EEPC India, Regional Office, Kolkata **Time:** 10:00am

The session

Managing and processing required documents in while executing export orders is a daunting task. However, having the correct information for your documents and knowing where, when, and to whom to send them speeds up the processing of individual transactions and inspires the confidence of your customers. Indeed, where letters of credit are involved, correct documentation is essential for you to receive payment. The seven hour programme is divided into two:

Pre lunch session will include:

1. Types of export remittances,
2. LC operations, types of LC,
3. Liabilities of parties to LC and
4. Important UCPDC provisions relating to discrepant documents,
5. Credit amendments,
6. Standard for verification of documents etc.

Post Lunch session will include:

1. Familiarisation with export documents like Bill of Exchange, Invoice, Bill of Lading, Airway Bill, Insurance, Certificate of Origin etc and relevant UCPDC provisions governing issuance of such documents,
2. Safeguards for non-LC documents followed by a check-list of common discrepancies found in export documents.

The programme is enclosed for your kind reference. Folders, training materials etc will be provided on the day of the programme There will be lunch and Hi-tea arrangements at the session.

Prospective Participants

- Practicing professionals in the field
- Sr. Export Executives
- All exporters
- Business Associates
- Chambers of Commerce

Participation fees

To cover a part of the administrative cost, we are charging **Rs 2000/- per participant**. The amount can be paid by cheque/DD

Payment Details

Your payment should reach us by January 28, 2010 by DD or cheque. Your cheque/DD should be drawn in favour of “**EEPC India**”

Last Date of Registration

The last date for registration is January 27, 2010. Its strictly on first come first serve basis

Cancellation

The fee is non-refundable. However, a change in nomination is possible. Please inform the change in nomination at least two days prior to the commencement of the session

**PLEASE SEND IN THE APPLICATION FORM
DULY FILLED IN AND SIGNED TO:**

Fax : 91-33-22890687 or E-mail:
eepcindiarokenq@eepcindia.net,
paulami@eepcindia.net

Facilitator

Mr. Nirmal Kumar Sengupta is an expert on Foreign Exchange Risk Management, Corporate Finance and Trade Finance. He has been a faculty at Indian Institute of Banker, Bangalore, handling sessions on Foreign Exchange & Foreign Trade and has also handled faculty assignments at Laem Thong Bank, Bangkok on Corporate Finance, Credit Risk Management & Forex Trading. He has conducted staff training at Bank of Mysore, Bangalore.

The Programme

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Date: February 4, 2011

Venue: EEPC India, Regional Office, Kolkata

Programme

Time	Session
10:00 am - 10:30 am	Registration and tea
10:30 am - 10:45 am	Welcome
10:45 am - 1:15 pm	LC operations. International trade law -- UCPDC. Case studies.
1:15 pm - 2:00 pm	Lunch
2:00 pm - 4:30 pm	Export documents- Invoice, Bill of lading, Insurance- UCPDC provisions governing such documents.
4:30 pm - 4:45 pm	Tea Break
4:45 pm - 5:15 pm	Open house

Confirmation Slip

Yes, I would like to participate at the Training Programme on "Framework of International Trade Documents and Processing of an Export Order" on February 4, 2011 at EEPC India, Kolkata

Name: _____ Designation: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Cheque/DD No: _____ Date: _____

Bank: _____ Cheque Amt: _____

Signature: _____

Company Seal _____

Please make a copy of the slip for more than 1 participant

Send it to: Ms Paulami Banerjee, EEPC INDIA, 1/1 Wood Street, Kolkata - 700 016 Ph: 033 22890673 / 74, Fax: 033 22890687, paulami@eepcindia.net