



Ministry of Micro, Small and Medium Enterprises,  
Government of India

**MSME**  
MICRO, SMALL & MEDIUM ENTERPRISES  
सूक्ष्म, लघु एवं मध्यम उद्यम



ISO 9001 : 2008  
ISO: 14001:2004

## **MSME TECHNOLOGY DEVELOPMENT CENTRE (CDGI)**

### **MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES, GOVT. OF INDIA**

- A1/1, Industrial Area, Jalesar Road, Firozabad 283203, Uttar Pradesh
- [www.cdgiindia.net](http://www.cdgiindia.net)

### **Export-Import Management & Documentation**

#### **About Export & Import Documentation:**

Documentation plays a vital role in international marketing as it facilitates the smooth flow of physical goods and payments thereof across national frontiers. Documentation is, however, complex as the number of documents to be filled in is large, so also is the number of concerned authorities to whom the relevant documents are to be submitted.

#### **Benefits of the Programme :**

This Programme has been designed to enhance the understanding of operational details and intricacies of all commercial, regulatory, incentives/benefits, transport, financial/banking aspects of documents & procedures required by both exporters and importers while executing International Trade Transactions. The curriculum is divided into two days. The programme not only imparts an in-depth knowledge about export - import procedures & documentation but also helps the beginner to enter into international trade.

#### **BENEFITS OF EXPORT IMPORT PROGRAMME.**

1. You can start your own Export- Import Business.
2. Export generates huge Employment opportunities.
3. You can represent foreign buyers
4. Exporter to access the best technologies available and best products and services in the world.
5. Candidates can get better Job options.

**Topics to be covered:**

DAY	SESSION NO.	PARTICULARS OF SESSION
1	1	Significance and Introduction to Exports
1	2	How to setup your own export-import company, Registrations to be done
1	3	How to get root map and prepare Business Plan through hand-holding support
1	4	How to Prepare Business/ sales contract & process export order, sending samples
1	5	How to price your products for Exports, What is Harmonize Code System (HS Code) for export Company?
1	6	Methods of payments , Process flow for negotiation of L/C
1	7	Risk management in International Trade
2	8	Documentation used in India for export/ import, Stage wise process flow
2	9	Role of banks & Bank finance for execution of Export Order
2	10	Foreign Trade Policy & Government incentives for exporters, Anti- Dumping Duties and Laws
2	11	Role of Trade Agreements- FTA, RTA
2	12	Impact of GST on Exports
2	13	How to search for Buyers / Suppliers and product for business in International Market
2	14	Question Answer Session

Date- 07 & 08 May, 2022 (2 Days) Time: 5pm to 8.30pm

Course Fee: Rs. 2500/-

**Please find below bank details**

**PAYMENT TO BE MADE ONLY IN CDGI ACCOUNT**

**Online (NEFT) Transfer to M/o MSME Technology Development Centre CDGI**

**Account Name: Centre for the Development of Glass Industry**

**Bank: Axis bank ltd**

**A/c No. 672010100020712**

**IFSC Code: UTIB0000672**

**Pls send screenshot of payment details for seat confirmation**

**FOR MORE DETAILS PLEASE CONTACT:**

**Mobile: +91- 9971875996, 9953920498**

**Website: [www.cdgiindia.net](http://www.cdgiindia.net)**