



One Day Training Program on Export-Import Procedures and Documentation

DATE : 9thJanuary 2026, Friday

Venue: NITRA, Ghaziabad

PROGRAM OBJECTIVE

- To enhance the knowledge and skills of the participants to understand overall perspective of the international business environment

PARTICIPANT PROFILE

- Export Manager
- Documentation Executive
- Sea Freight Coordinator
- Logistics Coordinator
- Freight Forwarder
- Export/Import Compliance Officer
- Merchandiser/Assistant Merchandiser

PROGRAM CONTENT

- Introduction to Export and Import Procedure
- Export and Import Documentation
- International Trade Laws and Regulations
- Steps Involved in the Processing of an Export Order
- Examination and Confirmation of Order
- Manufacturing or Procuring Goods
- Clearance from Central Excise
- Port Formalities and Customs Clearance
- Dispatch of Shipment
- Advice to the Importer

- Export-Import Finance and Payment Mechanisms
- Customs Procedures and Freight Forwarding

PROGRAM OUTCOMES

- The program will enable the participants to acquire knowledge of all important procedures and documentation formalities related to export and import

LAST DATE FOR REGISTRATION

- 3rd January 2026

FEE/PARTICIPANT

- Rs. 2,000/-+ 18% GST