

BANGLADESH INSTITUTE OF MANAGEMENT
4, Sobhanbag, Mirpur Road, Dhaka-1207

**Subject: 4 days long On-line Training on
“Commercial Guide of Export-Import
Business Management”**

Dear Sir/ Madam,

It is my pleasure to let you know that an on-line Training Course on **“Commercial Guide of Export-Import Business Management”** will be held during January 15, 16, 22 & 23, 2021 in which you are humbly requested to nominate personnel from your esteemed organization.

This course brochure is enable you to select suitable nominees for attending the course.

Nomination(s) are invited as early as possible, but not later than January 14, 2021 along with the course fees **Tk. 3,000/ (ThreeThousand) only** per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,

Yours sincerely,



(Md. Aminul Islam)
Senior Management Counsellor and
Head, Productivity and Consultancy Division &
Course Coordinator
Cell: 01718-427 947;
Email: aminulmcbim@gmail.com



**HS Code, CD, SD,
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**On-Line Training on
“Commercial Guide of
Export-Import Business
Management”**

**Duration: 15, 16, 22, 23 January,
2021**

**Timing: 3.0 pm to 6.0 pm
(3 hours each day)**



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
(বিআইএম)
৪, সোবহানবাগ, মিরপুর রোড, ঢাকা-১২০৭।

On-Line Training on “Commercial Guide of Export-Import Business Management”

Training Overview:

The **Commercial Guide of Export –Import Business Management** training course is designed and articulated to sharpen participant’s knowledge and skills in doing Export –Import business efficiently and successfully in the real life business.

This course is planned such a way that within a short period of time the participants can engage them in Export –Import business. Participants will be truly benefited just walk away from the training room.

Are you searching new markets for your products or services? Exporting is one way to increase sales and growing your business and impressed your company image around the world.

Bangladesh is a labour populous country but some goods/ raw materials for huge number of products you need for your business are unavailable. Consequently, you need importing them. Importing commercial goods into Bangladesh is a regulated activity.

Export –Import business is one of the hot and exciting industries of the new millennium. Export – Import business becomes more and more rewarding, both in terms of profit, dignity and personal satisfaction.

Training Objectives:

After completing the course, participants will be able to:

- Explain the main concept of EXPORT and IMPORT business.
- Achieve foundational and advanced knowledge on how to tackle, resolve, and manage myriad of
- complex problems and issues that confront Export-Import managers.
- Recognize the right and complete process and procedure of Export-Import Business.
- Enhance Capacity of the professional involves in Export-Import as they can find out GAP and minimize cost.
- Export & Import products and services to the right places in right time with proper satisfying the customers.

Who Should Attend?

- This course is designed for business owners, individuals and graduates in business & engineering fields, professionally engaged in Export, Import, Procurement, Logistics, Supply Chain, Distribution, Shipping, Freight Forwarding, Customs, Courier, International business/Trade. The professionals from Public & Private Sectors and Nonprofit organizations (NGOs) can attend.

Course Outline:

Some important topics are mentioned below in brief:

- An overview of the Export and Import business for public & private sector managers, entrepreneurs and other interested bodies.
- Major Exportable and Imported items and prospective buying countries/ markets.
- Required legal documents /licenses necessary for operating export and import business.
- Step by step export and import procedure and selection of proper HS codes.
- Restricted items for export and import policy of Government of Bangladesh.
- Discussion on the appropriate selection of Incoterms for export and import business successfully.
- Fruitful ways of communication and Negotiation process best applicable for export-import business.
- Export Import payment system and LC Operation process.
- Discussion on C&F agent, PSI and Post Shipment Inspection and Freight Forward management.
- Review and analysis of export and import policy of the country.

Training Method:

- Lecture, Group Discussion, Case Study.
- Experience sharing, Assignment
- Video clip

Training Facilities:

Training completion certificate.

N.B: Smartphone/ Laptop/ Desktop with internet, headset with competence in using Zoom software will be required to join the training course.