



Industries Commissionerate,
Government of Gujarat
**GoG-AMA Centre for
International Trade**



**Programme on
EXPORT DOCUMENTATION & PROCEDURES
(Practical Aspect of Preparing Export Documentation - a Hands on Experiences)**

At Rajkot : **The Hotel Grand Regency, Dhebar Road, RAJKOT**
Saturday, December 10, 2016 - 9.30 a.m. to 5.00 p.m.

At Vadodara : **Hotel Yuvraj, Nr. Central Bus Stand, VADODARA**
Saturday, December 17, 2016 - 9.30 a.m. to 5.00 p.m.

Documentation is the engine of exports in global trade. Documentation facilitates the safe & right movement of Cargo, transfer of title, processing of payment and Customs Clearance. Without documentation, the shipment is at a standstill; (it is like a Ball Point pen without refill). Even with the continuing advances in technology, documentation is still playing a greater role in international business. Documentation is required by all parties involved in global trade. The entire Workshop is divided in (4) Sessions.

- Session I** : Theoretical aspects of stages in documentation & shipping. Pre-shipment Stage; Shipment Stage & Post-shipment stage.
- Session II** : Regulatory & Commercial documents linked to foreign trade policy & incentives therein.
- Session III** : Practical aspects of Pre-shipment documents. (Including filling up of documents by participants).
- Session IV** : Practical aspects of Post-shipment documents. (Including filling up of documents by participants).

In this workshop each document will be explained in detail and participants will be involved in preparing the documents correctly.

Faculty : **Mr. Shailendra Binju**, Export Import Consultant

Fee : Concessional fee of ₹800 per participant per venue. Fees include course fee, cost of reading materials, lunch and refreshments.

Programme on Export Documentation & Procedures **AT RAJKOT : December 10, 2016**
At VADODARA : December 17, 2016

Registration Form:

Please fill-in and return this form along with participation fee to:
Ahmedabad Management Association, AMA Complex, Dr. Vikram Sarabhai Marg,
Ahmedabad 380 015, Phone: 079-26308601-6 • Mobile: 9537407187
E-mail: ama@amaindia.org • Website: www.amaindia.org
Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s)	Position
1.	
2.	
Organisation:	
Address:	
Pin Code:	
Phone:	Mobile:
E-mail: <input style="width: 100%;" type="text"/>	