

CONNECT. INFLUENCE. SUPPORT.

EXPORT DOCUMENTS TRAINING COURSE

Tuesday 21 May 2019, 9.00am - 4.30pm

London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London EC4R 1AP

Description

Poor understanding of international trade procedures often costs time and money and can even result in heavy fines. Over 65% of companies attend training courses because of issues with export documents compliance. This export documents course explains all the key requirements when shipping products globally. The content is updated to keep up with the latest industry developments. Key elements of the course can be easily implemented into most business systems, increasing the chances of reducing costs and increasing sales.

Trainer

Jeff Lewis, MBA BSc MIEx, Resultz Ltd

Jeff Lewis has worked at all levels of business across a wide range of industries, both within the UK and internationally. Since 2004, Jeff has worked as an independent export adviser and as an approved international trainer for the Institute of Export, chambers of commerce and other independent training organisations delivering public and inhouse courses on all aspects of international trade.

As well as a BSc in Electronics, Jeff has an MBA from Manchester Business School, one of the highest rated business schools in Europe with an international reputation for top-rated teaching and research. Here Jeff specialised in global sales and marketing strategies.

Jeff's involvement in professional organisations and activities includes membership of the Institute of Export, for whom he is a course tutor on their advanced certificate in international marketing. He is also a tutor on the new international foundation degree from the Institute of Export which is run in conjunction with Anglia Ruskin University in Cambridge. Jeff is a committee member of the North West Branch of the Institute of Export.

Key objectives

Following this course, delegates will not only be able to complete documents correctly to enable smooth contracts and prompt payment but will also understand what they are doing and why. This will guarantee that each shipment is done in the most cost-effective and efficient manner.

Who should attend?

The course is ideally suited for all who need to understand the documentation, as well as staff actively engaged in the movement of goods, including supervisors, accounts and warehouse staff. This course is suitable for all companies, from individuals and small businesses new to exporting to large corporations and experienced business people who may need to keep up with industry changes.

What is included?

The delegate pack includes course hand-outs and a certificate. The fee includes lunch and refreshments.

Contents

This course delivers the complete export business package in all its different aspects, covering the following topics:

- WTO Trade
- Exporters' Responsibilities
- Customs Declarations Process and Compliance
- Commercial Invoice
- Packing List
- Shipping Documentation
- Modes of Transport
- Product Classification
- EUR1 and ATR
- Arab Certificate of Origin
- EC Certificate of Origin
- Rules of Origin
- Incoterms 2010

During the course, live online examples are used to explain export procedures and how to complete export documentation. The course will also highlight commercial implications and why it is so important to understand these processes which will contribute towards successful and efficient global business.

INTERNATIONAL BUSINESS TRAINING COURSES 2019

TO REGISTER – EXPORT DOCUMENTS TRAINING COURSE

S9002

Please complete the booking form in **BLOCK CAPITALS** and return to:

Gwen Laryea, LCCI, 33 Queen Street, London EC4R 1AP or scan/email back to us at E: glaryea@londonchamber.co.uk

Tuesday 21 May 2019

Patron Member; Premier Plus Member	£354.00 (Inclusive of VAT)	_____place(s)
Patron Member; Premier Plus Member - additional attendee	£300.00 (inclusive of VAT)	_____place(s)
Local Member; Non-member	£414.00 (Inclusive of VAT)	_____place(s)
Local Member; Non-Member - additional attendee	£354.00 (inclusive of VAT)	_____place(s)

If you are unsure of your membership status, please contact the Member Relationship Team (MRT) on T: +44 (0)20 7203 1713 or E: membersupport@londonchamber.co.uk.

Cheques should be made payable to London Chamber of Commerce and Industry. Alternatively, please complete your credit card details below. All bookings must be made in writing using the application form and full payment to secure your place. Please note we do not invoice. All cancellations must be made in writing. Cancellations received four weeks prior to the event date will be given a full refund. All cancellations after that date will be subject to the loss of the full fee. We are unable to transfer bookings to future events. Named substitutes are welcome at any time and must be made in writing. Courses will only take place if the minimum number is met. I have read and agree to the terms and conditions above.

Signature _____ Date / /

I attach payment for _____ place(s) in the sum of £ _____ MasterCard/Maestro/Visa/Visa Debit/Visa Electron/JCB/Amex (Please circle as appropriate)

Card no _____ Card security code (last three or four digits on the signature strip)

Start date / Exp date / Issue number (maestro only) _____ Name of card-holder

Card-holder / Billing address _____

Postcode _____ Signature _____ Date / /

Please note: Payment will only be taken once the appointment is confirmed. Seven days' written notice of cancellation is required for a full refund.

ABOUT YOU AND YOUR COMPANY

Title _____ First name _____ Surname _____

Your job title _____ Company name _____

Company address _____ Postcode _____

Email _____ Website _____ Tel _____

Description of business _____

Please describe your interest in this Export Documents event

How did you hear about this event?

LCCI newsletter _____ Other (please specify) _____

PRIVACY AND DATA PROTECTION

We are committed to protecting and respecting your rights to privacy and data protection. We will use the information we collect about you in accordance with the reasons stated when we collect it and to inform you of our activities. The information supplied by you will be held on LCCI databases and we will take reasonable measures to safeguard its confidentiality, integrity and availability. Our Privacy Policy sets out how the Chamber collects, uses, shares and retains all personally identifiable information.

TICK the box(es) if you would like:

Your name, job title, company and business activity displayed on the printed and electronic guest lists for this event

Your full contact details shared with external sponsor(s), partner(s) and host(s) for this event who may contact you about their services (sponsors, partners and hosts are listed on the event marketing collateral, guest list and website)