



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Telefax No. 011- 49066483
Website: www.sierd.in

Ref. No.: SIERD/T-191/2025
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To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Online Interactive Live Training Program On
"Understanding Import/Export Documentation and Procedures"
Date: 13th & 14th August 2025**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training program.

INTRODUCTION:-

This training is designed to equip participants with a comprehensive understanding of the essential documentation, regulatory frameworks, and logistical procedures involved in trade. By the end of the program, participants will gain practical insights into managing end-to-end import/export operations effectively, while ensuring compliance with global trade standards.

WHO SHOULD ATTEND -:

Professionals new to trade and logistics, Import/export executives and shipping coordinators, Finance, procurement, and compliance personnel seeking to understand trade documentation, Students or trainees pursuing a career in supply chain and Senior & Middle level Officers, Managers from Central & State Govt. Department, Ministries, Boards, Corporations, Cooperative, PSU, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private sectors.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive and live basis online. Individual questions/doubts and their clarifications would be encouraged.

DATE & TIMING:-

13.08.2025: Wednesday (10AM to 01:00PM)

14.08.2025: Thursday (10AM to 01:00PM)

COURSE OUTLINE:-

- Overview of Trade Framework
- Roles of key stakeholders (importers, exporters, freight forwarders, customs authorities)
- Trade compliance and regulatory requirements
- Import Procedures and Documentation
- Commercial Invoice, Packing List
- Bill of Lading (B/L), Certificate of Origin (COO) and Letter of Credit (L/C) and other payment instruments
- Export Documentation and Shipping Coordination
- Incoterms, Customs Clearance and Duties
- Calculation and payment of customs duties
- Clearance procedures and managing delays

FEE:-

INR 5000 + 18% GST = INR 5900/- Per participant online training program. Fees includes training material (soft copy), participant's certificate etc.

FEE WAIVER:- For 4 nominations the fee for 5th nomination will be waived.

LAST DATE: - Last Date of Accepting nominations is 11.08.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

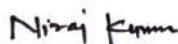
NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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New Delhi - 110046, Mob. No.9958014267

Telefax No. 011- 49066483

E-mail: sierd@rediffmail.com / info@sierd.in