



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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Ref. No.: SIERD/T-191A/2025
Date: 08.09.2025

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 Training Program On
"Letter of Credit Procedures & Art of Price Negotiations"
Date: 9th October 2025**

Sir/Madam,

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

Our Institute has been organizing premier training programmes on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources in Government, Semi-Government organisations and Autonomous Bodies 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.

WHO SHOULD ATTEND -:

This programme is specially designed for import/export managers, business development executives, finance managers, executives, entrepreneurs and any staff who wants to know more about the in-depth of Letter of Credit are encourage to attend, will be benefited in this online program.

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:-

09.10.2025: Thursday (10AM to 05:00PM)

BREAK:-

(i.) 11:15 AM to 11:30 AM, (ii.) 01:00 PM to 02:00 PM & (iii.) 03:15 PM to 03:30 PM

COURSE OUTLINE:-

- Introduction to BANKING INSTRUMENTS
- Letter of Credit (LC) & Reasons for using LC
- Basic forms of LC
- Procedure for Opening LC
- Payment Through Letter of Credit.
- Essential Elements of LC.
- Documents to be Provided by The Seller.
- Extension of LC..
- Introduction about negotiations
- Negotiations in public procurement: Possibility and Limitations
- Negotiation Strategies, Tactics & Styles
- Types of Negotiators
- Seven Steps to Negotiating Successfully.

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 06.10.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

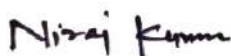
NOMINATION: -

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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