

## **EXPORT IMPORT DOCUMENTATION AND INSURANCE**

**UNIT I:** Introduction to Exporting, Export documentation Framework – the need, documents as per requirement of a) the contract b) Govt. of India c) Importing country d) for claiming export assistance. Export Correspondence

**UNIT II:** Documents for processing export order and legal implications: Processing of an Export Order & Payment Terms, INCO Terms, Foreign Exchange Regulation Act and Introduction to FEMA, Import Procedure and Documentation, Reading and understanding an L/C. Notified and Specified goods, Prohibition on Importation and Exportation of Goods.

**UNIT III:** Central Excise Clearance: Customs Clearance of Export Cargo, Customs Clearance of Import Cargo, Role of Excise Department, customs act 1962- other acts relating to export/import - Role of Clearing and Forwarding Agents, Shipment of Export Cargo, Exports; Packaging & Tests: Mechanical tests - Climatic tests - Stretch Wrapping - Cushioning materials – Shrink packaging - packaging cost - International Care labeling code etc.

**UNIT IV:** EXIM Policy Framework: EPCG Scheme, Duty Exemption Pass Book Scheme, Export Oriented Units and Special Economic Zone, Exercise on Negotiation of Export Documents, Working of DGFT & JCCIE

**UNIT V:** Marine Insurance, Risk management in Exports & Imports, Marine insurance markets in India and abroad -- GIC and its subsidiaries; Marine Insurance Types, Claiming insurance, Cargo Insurance claims -- types of losses/expenses; salvage and sue & labor expenses; forwarding charges, extra charges; cargo claims -- surveys, documentation and procedure; standard, non-standard and ex-gratia claims. Legal aspects of insurer's recovery claims against ship-owner.

### **Text Books:**

1. " International Trade and Export Management.- Francis Cherunilam. HPH, 2004
2. " Export Marketing-Rathpr and Rathor- Himalaya Publications, New Delhi

**Reference Books:**

1. Export Management-D.C. Kapoor- Vikas Publications, New Delhi
2. How to Export, Nabhi Publications 1999
3. Czinkota, International Marketing,
4. Booklet on Export Procedures and Documentation – RBI Mumbai 1985
5. Handbook of EXIM Procedures and Documentation – Govt. of India Publication Division
6. Handbook of DGFT Publications – Ministry of Commerce, Govt. of India