

BOOK NOW for one of ITRISA's popular import / export training courses !

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EXPORT / IMPORT TRAINING SCHEDULE : JANUARY - JUNE 2012 (Public Courses)

Enquiries : E-mail info@itrisa.co.za or tel. 011 807 5317 or fax. 011 807 5321

I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY

(See page 4 for courses for importers & the import service industry)

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><u>Getting Ready for Exports (1 day)</u></p> <p>A broad overview of the export process for the beginner: early considerations, the export sequence, customs issues, transportation, commonly used Incoterms®, payment methods, export assistance programmes and the export service industry.</p>	<p>Thurs 19th January & Fri 8th June</p>	<p>Fri 23rd March</p>	<p>Wed 1st February & Fri 4th May</p>	<p>Tues 13th March</p>
<p><u>Complete Export Administration Course (*5 days/3 modules)</u> <i>*Offered as a continuous 5-day course OR as 3 separate modules</i></p> <p>1. <u>Delivering Goods Internationally & Costing for Exports Course (2 days)</u></p> <p>Covers the export sequence, the handling of export enquiries, transportation, Incoterms® 2010, export costing and marine insurance.</p>	<p>Mon 23rd - Tues 24th January & Mon 16th - Tues 17th April</p>	<p>Wed 11th - Thurs 12th January & Mon 28th - Tues 29th May</p>	<p>Thurs 2nd - Fri 3rd February & Mon 7th - Tues 8th May</p>	<p>Wed 14th - Thurs 15th March</p>
<p>2. <u>Customs Procedures for Exports Course (1 day)</u></p> <p>Covers the structure of the Harmonised System of Classification, ordinary customs procedures for export, the export of samples, the SA Customs Act, the SA Tariff Book, duty refunds, rebates and drawbacks, rebate stores and bonded warehouses.</p>	<p>Wed 25th January & Wed 18th April</p>	<p>Fri 13th January & Wed 30th May</p>	<p>Mon 6th February & Wed 9th May</p>	<p>Fri 16th March</p>
<p>3. <u>International Risk Management & Payment Procedures for Exports Course (2 days)</u></p> <p>Covers financial risk elements, international payment methods, factors influencing choice of payment method, foreign exchange aspects, VAT & exports, and export credit insurance.</p>	<p>Thurs 26th - Fri 27th January & Thurs 19th - Fri 20th April</p>	<p>Mon 16th - Tues 17th January & Thurs 31st May - Fri 1st June</p>	<p>Tues 7th - Wed 8th February & Thurs 10th - Fri 11th May</p>	<p>Mon 19th - Tues 20th March</p>

I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY contd				
Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><u>Practical Costing and Quoting for Exports (1 day)</u></p> <p>A case study-based workshop providing delegates with practical skills in export costing (according to the ICC's Incoterms®) and the preparation of export quotations and proforma invoices.</p>	Tues 28th February	*Date on request	*Date on request	*Date on request
<p><u>Export Documentation Workshop (3 days)</u></p> <p>Case study-based, covering all the documents (instruction, customs, transport, commercial, etc.) used in effecting the export of a consignment by road, rail, air, sea or multimodal transport and receipt of payment under a documentary credit (L/C).</p>	Wed 29th Feb - Fri 2nd March	*Date on request	*Date on request	*Date on request
<p><u>VAT and Exports (1/2 day) (09h00 – 13h00)</u></p> <p>(*Price: R1 105 per person + VAT)</p> <p>Designed to ensure that you do not fall foul of the taxman, this briefing covers the South African VAT Act as it pertains to exports and the VAT Incentive scheme: zero rating vs standard rating, salient interpretation notes, direct vs indirect exports, timelines and documentary requirements. Delegates are given practical examples of documents that are not VAT-compliant and are required to identify reasons for non-compliance.</p>	Fri 20th January & Fri 13th April	Thurs 26th April	Fri 17th February & Wed 27th June	*Date on request
<p><u>Understanding Letters of Credit (1 day)</u></p> <p>A practical, case study-based workshop, covering different forms (irrevocable, and irrevocable and confirmed) and types (transferable, back-to-back, revolving, red clause, standby) of documentary credit (L/C) and their application. Attention is paid to the differences between the UCP 600 and 500, i.e. their effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	Thurs 12th April & Wed 6th June	Tues 24th April	Wed 15th February	Thurs 17th May
<p><u>The Correct Usage of Incoterms® 2010 (1 day)</u></p> <p>Covering the impact of the ICC's much anticipated 'Incoterms® 2010' on import/export costing, transaction risk evaluation, and party (seller and buyer) obligations pertaining to consignment delivery. Apart from the withdrawal of four of the old Incoterms® and the introduction of two new terms, this latest Incoterms® revision (which became effective on 1 January 2011) also institutes changes to continuing terms such as FOB, CFR and CIF.</p>	Tues 10th April	Thurs 22nd March	Thurs 3rd May	Wed 16th May

I. FOR EXPORTERS & the EXPORT SERVICE INDUSTRY contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><u>Product Classification Workshop (1 day)</u> <i>(Bring your copy of Schedule 1 of the SA Customs Tariff with you!)</i></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often results in lower clearance costs. This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	*Date on request	*Date on request	*Date on request	*Date on request
<p><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used, the application requirements, the role of Customs vis-à-vis ITAC in their administration, and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	Wed 11 th April	Wed 25 th April	Mon 25 th June	*Date on request
<p><u>How to Access Government Incentive and Other Assistance Programmes (1 day)</u></p> <p>The government both directly and indirectly (via other organisations) offers a number of incentives and other forms of assistance to companies (primarily SMEs and BEE) to both improve their competitiveness and assist in the development of export markets. This one-day programme covers some of the government offerings currently available (Enterprise Investment Programme, Critical Infrastructure Programme, Motor Industry Development Programme and its 2013 replacement, Productive Asset Allowance and the Export Marketing and Investment Assistance Scheme) and how to access them.</p>	*Date on request	*Date on request	*Date on request	*Date on request

II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><u>Getting Ready for Imports (1 day)</u></p> <p>A broad overview of the import process for the beginner: early considerations, the import sequence, customs issues, the indent, transportation, commonly used Incoterms®, payment methods, and the import service industry.</p>	<p>Mon 27th February & Thurs 7th June</p>	<p>Mon 23rd April</p>	<p>Tues 31st January & Tues 26th June</p>	<p>Fri 18th May</p>
<p><u>Complete Import Administration Course (*5 days/3 modules)</u></p> <p><i>* Offered as a continuous 5-day programme OR as 3 separate modules</i></p> <p>1. <u>Organising International Transportation and Costing for Import (2 days)</u></p> <p>Covers the import sequence, transportation, the structuring of import enquiries, Incoterms® 2010, import costing and marine insurance.</p>	<p>Mon 5th - Tues 6th March & Mon 11th - Tues 12th June</p>	<p>Mon 26th - Tues 27th March</p>	<p>Mon 20th - Tues 21st February & Mon 18th - Tues 19th June</p>	<p>Mon 21st - Tues 22nd May</p>
<p>2. <u>Import Customs Procedures (2 days)</u></p> <p>Covers customs registration procedures; the structure of the Harmonised System; the SA Customs Tariff and Schedules; ordinary customs procedures for import; duty refunds, rebates and drawbacks; bonded warehouses; and the handling of samples.</p>	<p>Wed 7th - Thurs 8th March & Wed 13th - Thurs 14th June</p>	<p>Wed 28th - Thurs 29th March</p>	<p>Wed 22nd - Thur 23rd February & Wed 20th - Thurs 21st June</p>	<p>Wed 23rd - Thurs 24th May</p>
<p>3. <u>Payment Methods for Imports (1 day)</u></p> <p>Covers different international payment methods and their associated risks, payment documents, UCP 600 and URC 522, the workings of the foreign exchange market and different types of foreign exchange transaction.</p>	<p>Fri 9th March & Fri 15th June</p>	<p>Fri 30th March</p>	<p>Fri 24th February & Fri 22nd June</p>	<p>Fri 25th May</p>
<p><u>Import Costing Workshop (1 day)</u></p> <p>A case study-based workshop providing delegates with practical skills in accurately costing an import consignment to the point at which it has been delivered, customs cleared, at the importer's premises. Delegates will be provided with a simple Excel software programme to assist them with the task in the workplace.</p>	<p><i>*Date on request</i></p>	<p><i>*Date on request</i></p>	<p><i>*Date on request</i></p>	<p><i>*Date on request</i></p>

II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><u>Import Documentation Workshop (3 days)</u></p> <p>Covering all the documents (instruction, customs, transport, etc.) used in effecting the import of a consignment by air, sea or multimodal transport; dealing with receipt of discrepant cargo, and the releasing of payment for goods. This workshop is heavily case study-based with delegates expected to accurately complete the documents required to effect final delivery in different circumstances.</p>	*Date on request	*Date on request	*Date on request	Mon 2 nd - Wed 4 th April
<p><u>Product Classification Workshop (1 day)</u> <i>(Bring your copy of Schedule 1 of the SA Customs Tariff with you!)</i></p> <p>Correct product classification can prevent delays in the customs clearance of goods and, where duties are payable, often results in lower clearance costs. This workshop takes delegates step-by-step through the HS classification process as prescribed by the World Customs Organisation and the SA Customs and Excise Act, providing many examples and practical exercises to ensure that when they leave, delegates are familiar with the process.</p>	*Date on request	*Date on request	*Date on request	*Date on request
<p><u>Customs Valuation and the Calculation of Duties (1 day)</u></p> <p>All individuals likely to be directly involved in importing, or the import clearance process, will benefit from this practical workshop. Covering the South African valuation process in detail (including regulations relating to the customs valuation of containerised goods as per the Revenue Laws Amendment Act 60 of 2008), the programme includes the various means by which duties are calculated in South Africa and incorporates a number of practical exercises to consolidate delegates' understanding of the various procedures involved.</p>	*Date on request	*Date on request	*Date on request	*Date on request
<p><u>Claiming Duty Refunds, Drawbacks and Rebates (1 day)</u></p> <p>Covering all forms of rebates (industrial, miscellaneous and export), drawbacks (both permanent and temporary) and refunds (miscellaneous and export), this one-day workshop explores the circumstances in which each is used, the application requirements, the role of Customs vis-à-vis ITAC in their administration, and the documentary procedures and calculations for each. It concludes with a practical case study exercise.</p>	Wed 11 th April	Wed 25 th April	Mon 25 th June	*Date on request

II. FOR IMPORTERS & the IMPORT SERVICE INDUSTRY contd

Course/Workshop title	Johannesburg	Durban	Cape Town	Port Elizabeth
<p><u>Understanding Letters of Credit (1 day)</u></p> <p>A practical, case study-based workshop, covering different forms (irrevocable; and irrevocable and confirmed) and types (transferable, back-to-back, revolving, red clause, standby) of documentary credit (L/C) and their application. Attention is paid to the differences between the UCP 600 and 500, i.e. their effect on the use of documentation, while examples of simple to complex L/Cs, and their specific requirements, are explored.</p>	<p>Thurs 12th April & Wed 6th June</p>	<p>Tues 24th April</p>	<p>Wed 15th February</p>	<p>Thurs 17th May</p>
<p><u>The Correct Usage of Incoterms® 2010 (1 day)</u></p> <p>Covering the impact of the ICC's much anticipated 'Incoterms® 2010' on import/export costing, transaction risk evaluation, and party (seller and buyer) obligations pertaining to consignment delivery. Apart from the withdrawal of four of the old Incoterms® and the introduction of two new terms, this latest Incoterms® revision (which became effective on 1 January 2011) also institutes changes to continuing terms such as FOB, CFR and CIF.</p>	<p>Tues 10th April</p>	<p>Thurs 22nd March</p>	<p>Thurs 3rd May</p>	<p>Wed 16th May</p>

FEES

Standard fee for full-day course/workshop: R1 950 + VAT = R2 223 per person per day (inclusive of refreshments, all support documentation, assessment and certification). **If more than 1 delegate** books on a particular course/workshop from the same company, **each additional delegate will be entitled to a 10% discount**, i.e. will pay R1 755 + VAT = R2 000 per person per day.

See BOOKING FORM attached.

For more information, contact ITRISA on: e-mail: info@itrisa.co.za or tel: 011 807 5317 or fax: 011 807 5321

(Bookings must be confirmed via proof of payment at least five working days prior to the commencement of a course. Only bookings accompanied by full payment will be accepted thereafter. Bookings for which payment has not been made by the due date will be deemed to have been cancelled by the booking party.)

NOTE: No course will run unless a minimum of six delegates have made confirmed bookings at least five days prior to the commencement date of the course. It is therefore important to **book well in advance** to avoid the disappointment of a course having to be cancelled due to insufficient numbers.

Looking for an alternative to public short courses? ITRISA also offers the following specialised services:

- **customised, industry-specific training** on a wide range of export/import subjects
- a comprehensive **distance learning programme in international trade** which leads to **nationally and internationally accredited qualifications**
- **consultations** to both public and private sector organisations on international trade and education matters.