



C. U. SHAH UNIVERSITY – WADHWAN CITY



FACULTY OF MANAGEMENT STUDIES

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

SEMESTER V (FIVE)

CODE 4MS05EIP1

Name of Subject Export-Import Procedures

Teaching & Evaluation Scheme

Teaching Hours / Week				Evaluation Scheme (Marks)		
Th	Tu	P	Total	Sessional Exam	University Exam	Total
04	0	0	04	30	70	100

Objective

- The basic objective of this subject is to provide necessary foundations for acquiring knowledge and skill for procedure of Import & Export.

Prerequisite

- Basic Working Knowledge of Export and Import & its terminologies.

Course outline

Sr. No.	Course Contents	Number of Hours
1	<p>Role of Foreign Trade and Import – Export in Indian Economy India</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overview of Import Trade in India and Export potential from India <p>Categories of Export</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physical – Direct & Indirect <input type="checkbox"/> Deemed Exports <input type="checkbox"/> Merchant & Manufacturer Exports <p>Preliminaries for starting Import Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Selecting the Commodities <input type="checkbox"/> Selecting the overseas Supplier <input type="checkbox"/> Capabilities and creditworthiness of overseas supplier <input type="checkbox"/> Role of Overseas suppliers’ agents in India <input type="checkbox"/> Finalising the Terms of Import <input type="checkbox"/> Mode of Pricing and INCO Terms <input type="checkbox"/> Mode of Settlement of Payment <input type="checkbox"/> Currency of Invoicing <p>Preliminaries for starting Export Business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Choosing Appropriate Mode of Operations <input type="checkbox"/> Naming the Business <input type="checkbox"/> Selecting the Products <input type="checkbox"/> Making Effective Business Correspondence <input type="checkbox"/> Selecting the overseas Markets <input type="checkbox"/> Selecting the prospective overseas Buyers <input type="checkbox"/> Selecting Channel of Distribution <input type="checkbox"/> Negotiating with Prospective Overseas Buyers <input type="checkbox"/> Processing an Export Order <input type="checkbox"/> Entering into Export Contract <input type="checkbox"/> Export Pricing and Costing <input type="checkbox"/> Understanding Risk in International Trade 	12

2	<p>Registration of Importers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for Grant of IEC Number <input type="checkbox"/> Process of Online and off-line Application <input type="checkbox"/> Getting IEC No. <p>Registration of Exporters</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration with Director General of Foreign Trade (DGFT) for obtaining Importer-Exporter Code Number) <input type="checkbox"/> Registration with Export Promotion Councils / Commodity Board/Authorities <input type="checkbox"/> Central Excise (BCMC changed to RCMC) <input type="checkbox"/> Registration with VAT Authorities <input type="checkbox"/> Registration with Central Excise Authorities <input type="checkbox"/> Obtaining Permanent Account Number (PAN) 	12
3	<p>Import Policy and Licencing Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Categories of Importers <input type="checkbox"/> Special Schemes for Import <input type="checkbox"/> Obtaining an Export Licence <input type="checkbox"/> Application for Grant of Import Licence for certain categories <input type="checkbox"/> Territorial Jurisdiction of Import Licensing Authorities <input type="checkbox"/> Licencing Period, Conditions and Validity of Import Licence <p>Export Policy and Licencing Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Export free unless regulated <input type="checkbox"/> Obtaining an Export Licence <input type="checkbox"/> Application for Export Licence/Permission/Certificate <input type="checkbox"/> Appointing of Overseas Agent <input type="checkbox"/> Export of Items under State Trading Regime <input type="checkbox"/> Government role in Export – Quality Control, Inspection, certification etc. <input type="checkbox"/> Labelling, Packaging, Packing and Marking Goods for Export <input type="checkbox"/> Shipping and Customs Clearance of Goods 	12
4	<p>Excise Procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration <input type="checkbox"/> Assessment of Duty <input type="checkbox"/> Manner of payment of duty <input type="checkbox"/> Maintenance of records <input type="checkbox"/> Central Excise Invoice <input type="checkbox"/> Return of Duty Paid Goods <input type="checkbox"/> Self Sealing of Export Consignment <input type="checkbox"/> Rebate on duty of export of goods <input type="checkbox"/> Export without payment of duty <input type="checkbox"/> Cenvat Credit <input type="checkbox"/> Refund of Cenvat Credit in respect of Exports 	12
5	<p>Arranging Finance for Import</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bank Finance <input type="checkbox"/> Post Import Finance <input type="checkbox"/> Financing from Exim Bank <input type="checkbox"/> Finance through trade credit from Abroad <input type="checkbox"/> Bank Guarantee <input type="checkbox"/> Letter of Credit <p>Arranging Finance for Export</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preshipment Finance <input type="checkbox"/> Post Shipment Finance in Indian Rupees <input type="checkbox"/> Rate of Interest <input type="checkbox"/> External Commercial Borrowings <input type="checkbox"/> Exim Bank Finance <input type="checkbox"/> Bank Guarantee and Letter of Credit 	12
Total Hours		60

Learning Outcomes

Theoretical Outcome

Student will learn the various procedures and documentation related to Import and Export.

Practical Outcome

Students will acquire the skills to deal with the Import and Export functions and tasks

Teaching – Learning Methodology

- Lectures
- Assignments
- Guest Lectures

RecommendedBooks

1. **'How to Import'**, *Nabhikumar Jain*, Nabhi Publication, New Delhi
2. **'How to Export'**, *Nabhikumar Jain*, Nabhi Publication, New Delhi
3. **'New Import Export Policy'**, *Nabhi Publication*, Nabhi Publication, New Delhi