

SUCCESSFUL IMPORTING AND EXPORTING

COURSE DATE

12 - 14 December 2012

COURSE DURATION

3 days – 08:30 to 16:30 daily

COURSE FEES

R10 570 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- > Dynamic & knowledgeable facilitators
- > A quality folder, notepad & pen
- > Training file & CD
- > High quality training venue
- > Parking
- > A course attendance certificate
- > Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

There is a lot more to international trade than placing an order! For your company to thrive in the growing global economy and reap the benefits of the lucrative international trade arena, you or your staff need to gain the skills and knowledge to enter the marketplace both quickly and economically. Behind the glitter lies a maze of complicated regulations and ever increasing competition. In order to assist businesses to gain the necessary skills and knowledge to operate successfully, AstroTech is running a training course on "Successful Importing & Exporting". The course includes the following key topics:

- > The Importing and Exporting Process
 - > Import and Export Requirements
 - > International Trade Terminology
 - > Government Regulations
 - > Tips for Importers and Exporters!
 - > International Banking and Foreign Exchange
 - > Shipping Methods
 - > Pre-shipment Inspection Procedures
 - > Payment Terms and the Letter of Credit
 - > Documentary Letters of Credit
 - > Costing for Export Requirements
 - > Cultural issues when Exporting
 - > Developing an Export Plan
 - > Desk and Field research for Exporting
 - > Ensuring that you have a good Export Strategy
 - > Registering as an Exporter
 - > Freight Forwarders and their Roles
 - > The International Freight Forwarder
 - > Export Quotations
 - > Pro-forma Invoices
 - > International Purchase Orders
 - > Customers documentation and Procedures
 - > The Harmonised Tariff System
 - > Exporting to Africa and Internationally
 - > Transport and Harbour documents
 - > Exchange Control documents and Import documents
 - > Incoterms® 2010
 - > The Role of Customers and Import Control
 - > Custom Tariffs, Import Duty and Bills of Entry
 - > VAT and it's application in Transport costs
 - > The Local Clearing Agent
 - > Value for Duty Purposes
 - > Customs and Import Control
 - > Customs Clearance and Delivery
 - > Breakbulk, FCL & LCL Shipments
 - > Cargo Release after Customs Clearance
 - > Rebates, Drawbacks and Refunds
 - > Claims relating to Undelivered or Damaged Cargo
- ... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Export and Import managers and staff
- Shipping managers and staff
- Sales managers operating in International markets
- Forwarding representatives and sales staff
- Buyers and procurement managers
- Anyone else with an interest in import and/or exporting

★ OUTCOMES

After attending this course attendees should:

- Understand the complete Import and Export Process
- Ensure that you have a workable Import/Export plan and strategy
- Ensure awareness of the many factors involved when Exporting and Importing
- Understand the documentation requirements for Exporting and Importing
- Network with other professionals with a similar interest

★ TAKE HOME TOOLS

- Training file & CD
- A quality folder, notepad & pen
- Telephonic support relating to course content

★ SETA ACCREDITATION

AstroTech Training's Accreditation Number with the Services SETA is: **3852**.

Companies making use of our training services can claim back the relevant percentage of their Skills Development Levies in accordance with the Skills Development Levies Act.

★ THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.

Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers AstroTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.



★ BBBEE COMPLIANCE

AstroTech Training is BBBEE Level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through AstroTech Training can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.



★ TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

➤ CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at training@astrotechtraining.co.za For cancellations received more than one week prior to the course:

0% cancellation fee will apply.

For cancellations received less than ONE WEEK prior to the course:

50% cancellation fee will apply.

For cancellations received within 24 hours of the course:

100% cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

➤ POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full-working days prior to the course commencement. Should we not receive written confirmation within this period; the postponement will be subject to an additional fee of R 1,430 (excl VAT) per delegate. All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

➤ ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

➤ PRESENTERS

Should it be necessary, AstroTech reserves the right to substitute the presenter.

➤ COMMUNICATION

When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.

➤ DISCLAIMER

AstroTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

Fax to 011 582 3201 or E-mail training@astrotechtraining.co.za

SALES CONTRACT

COURSE NAME: **Successful Importing and Exporting**

COURSE DATE: **12 - 14 December 2012**

COURSE CODE: **SIEX 20121212**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED

> DELEGATE DETAILS [Please print clearly]

1 First Name and Surname

Position

E-mail

Cell No.

2 First Name and Surname

Position

E-mail

Cell No.

Special Dietary Needs

Qty. of Kosher Qty. of Halaal Other _____

Special Needs (e.g. wheelchair)

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

> COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name

Department/Division

Postal Address

Postal Code

Company VAT Registration No.

Telephone No.

Fax No.

> INVOICE DETAILS

Invoice Contact Person

Telephone No.

E-mail

Purchase Order No (if applicable)

Do you require separate invoices for each delegate? YES NO

NB: Please include your AstroTech invoice number as a reference on your deposit when making payment.

> AUTHORISATION

Name

Position

Telephone No.

E-mail

Fees

Surcharge per Halaal meal

Surcharge per Kosher meal

R10 570.00 (excl. VAT) per delegate

R 80.00 (excl. VAT) per person per day

R 205.00 (excl. VAT) per person per day

Signature

Date / /

A 5% discount is applicable for all registrations received two weeks prior to course commencement (28 November 2012). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Tarryn on 0861 ASTROTECH/011 582 3222.

If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of AstroTech's terms and conditions.

