

# **CERTIFICATE COURSE IN IMPORT AND EXPORT PROCEDURES**

**TRAINING PROSPECTUS 2021/22**



**TRADE FACILITATION & TRADE INFORMATION DIVISION  
SRI LANKA EXPORT DEVELOPMENT BOARD**

## **GENERAL INFORMATION**

Sri Lanka Export Development Board (SLEDB) is Sri Lanka's premier organization for the development and promotion of exports, established in 1979 under the [Sri Lanka Export Development Act No. 40](#), under the influence and guidance of the International Trade Center (ITC) and the United Nations Conference on Development of Trade & Tariffs (UNCTAD).

Established as the executive body of the Export Development Council of Ministers headed by the President of Sri Lanka, SLEDB is the organization responsible for the development and promotion of exports of Sri Lanka.

The goal of SLEDB is to provide assistance and create opportunities for Sri Lankan exporters and industries to expand their business internationally, thereby increasing export sales and employment prospects in the region. To meet this objective, we offer consultative services to small- and mid-sized businesses located throughout Sri Lanka and sponsors and co-sponsors educational seminars and training programs designed for exporters and potential exporters in the region. These training programs are integral components in the system and enlighten Exporters on Export and related cross bound trade.

## **TRAINING PROGRAM DESCRIPTION**

EDB provides training on Import and Export Procedures for individuals who need to enhance their knowledge on operations in cargo clearance, freight forwarding and shipping as well as skill development. It provides an ideal opportunity for the participants to meet personnel from Industry, and to understand the matters of mutual interest to them.

This has been designed for the benefit of the Middle & Junior Managers, Executives, University Students and other individuals who have an interest in the aforementioned subject. To apply for the course the individual must have completed the G.C.E. Advanced Level Examination along with a minimum C pass for English Language or a minimum 12 months Higher Diploma completed in a well-known Educational Institution.

### **RESOURCE PERSONS**

Resource personnel for this training program comprises of EDB Officers with the services of experts drawn from outside organizations.

We also monitor feedback from course participants to bring out the high quality of instruction that is expected of the programme.

### **MODE OF CONDUCT**

Due to the prevailing pandemic situation the lectures will be carried out through the Zoom platform (online) until such time it is possible for EDB to conduct physical lectures. This will be based on the prevailing situation within the country as well as the control measures and regulations imposed by the Government and the Ministry of Health with regard to Covid-19. The lecture coordinator will provide necessary details before the lectures commence.

As and when the physical lecture sessions are to be held, the venue details are as follows;

#### **Venue**

Sri Lanka Export Development Board, (5th Floor), No: 42, Navam Mawatha, Colombo 02.

# **CERTIFICATE COURSE IN IMPORT AND EXPORT PROCEDURES**

## **For Whom**

For persons engaged in cargo clearance and freight forwarding who want to enhance their knowledge of operations in cargo clearance, freight forwarding and shipping.

## **Course Content**

Introduction to Export Procedures & Certification

Introduction to Import Procedures

Customs Import, Export, Bonds Procedures & Documentation

Port Procedures & Documentation

Air Cargo Procedures

BOI Procedures

Banking Procedures in related to International Trade

Freight Forwarding & Transportation

Quality Controls on Export & Import

Cargo Insurance

Other requirements in International Trade

The tentative time schedules are available in page 8-9 of the Training Prospectus.

# REGISTRATION POLICY AND PROCEDURES

## Registration of Participants

Registration of participants will be on a first-come-first-served basis. Programme details are available in SRI LANKA EXPORT DEVELOPMENT BOARD website <https://www.srilankabusiness.com/edb/training-programs.html> and under announcements <https://www.srilankabusiness.com/announcements/> which will also indicate regarding the course commencement.

The maximum number of participants selected for one course is 40. Therefore, Applicants are advised to send their Applications early. If the Applicant is unable to join, he/she may join for the succeeding batch.

Registration for the Certificate Course on Import and Export Procedures will be carried out fifteen (15) working days prior to the commencement of the training programme to:

Director/ Trade Facilitation & Trade Information Division

Sri Lanka Export Development Board

Trade Facilitation & Trade Information Division

No. 42, Nawam Mawatha

Colombo 02

Course Coordinator: Ms. Chathuri Pathmaperuma

Telephone: +94-11-230-2072 (Direct)

+94-11-230-0705/11 (General) Ext. 322

E-mail: [chathu@edb.gov.lk](mailto:chathu@edb.gov.lk)

Web: [www.srilankabusiness.com](http://www.srilankabusiness.com)

Application for the Certificate Course needs can be submitted to the above address by filling the application forms, available in the EDB website under Training Programs <https://www.srilankabusiness.com/edb/training-programs.html> or emailed to the aforementioned email address at least two months prior to the commencement date. Selections are done after reviewing the Application and are communicated for registration.

## **Confirmation**

Confirmations and enrollment for the course will be communicated by the Course Coordinator.

## **Payment**

The full payment must be paid before the lectures commence. The duration to make the payment will be informed by the Course Coordinator. Payment should only be carried out on or before the closing date. If the Participant is unable to make the payment on or before the final date provided, he/she will not be included to the training program. A receipt will be issued by the Finance Division of EDB as a confirmation of the payment.

## **Mode of Payment**

The Course fee is Rs. 20,000/ This could be made either through our online payment system or deposited to the Bank (Please handover the original bank slip with your application to the undersigned) or by cheque drawn in favor of the “SRI LANKA EXPORT DEVELOPMENT BOARD”. The Bank Account details will be sent to selected participants by the Course Coordinator.

**It is imperative to send the scanned copy of your bank slip to [chathu@edb.gov.lk](mailto:chathu@edb.gov.lk) after making the payment.**

The payment can also directly be made through our online payment system. If the Applicant opts for this method a link will be sent for the payment with additional details. In addition to the course fee, a bank service charge of 4.5% will be charged.

## **Cancellation**

For any cancellation before registration, the participant/organization shall inform the EDB in writing or communicated via email not less than seven (07) working days from the scheduled training date.

Cancellation made by participant/organization is not accepted for the Certificate Course on Import/Export Procedures after registration and payment will not be refunded.

## **Attendance**

It is mandatory for the participant to maintain 80% of attendance for the course.

The attendance for each online lecture will be monitored through EDB. All are advised to strictly adhere to online etiquette rules. The participant may engage aptly with the lecturer and ask questions if he/she has any subject related matter to clarify.

## **Examination**

The Examination will be held after completing the lecture sessions. An Exam Guideline will be sent via email to all eligible participants fourteen days (14) prior to the Examination with other required details. Participants are requested to send their confirmation for the examination at least three days (03) prior to the Examination date.

To participate for the Examination it is imperative for a participant to obtain minimum 80% of the attendance through the lecture sessions.

In order to pass the exam a student must obtain minimum 50% of the total marks allocated.

The exam marks will be released 3 months after the date of Examination. The results will be sent by the Course Coordinator.

If a participant is unable to sit for the Exam, he/she can join with the following batch and re-sit for the exam, provided that the above requirements are complied with.

## **Certificate**

The Certificate will be awarded through EDB to all eligible participants.

Certificates will be issued one month after the results are released. The course coordinator will notify the participants the date of collection.

## **Learning Management System (LMS)**

For participants to easily access the lecture materials, timetable, obtain updates regarding lectures and lecture recordings an LMS was created through EDB. Lecture materials will be uploaded to this LMS.

The participants will be given a separate username and password to access this site upon registration and are advised to go through and refer the documents available within the LMS prior to the course commencement date.

## **Field Visit**

Details of the field Visit will be informed to all participants by the third week of the course. This will be carried out subject to the prevailing pandemic situation in Sri Lanka during the considered time period, health regulations imposed by the Government as well as the response from relevant Organizations. This will be arranged on a weekday and would be a full day field visit (08.00 a.m. – 06.00 p.m.). Breakfast, Lunch and transportation will be provided by the EDB.

If the participant is unable to attend, they must inform the course coordinator by the fourth week of the course.

One week prior to the field visit, a set of guidelines will be provided. Every participant must strictly adhere to these guidelines.

## **Transition from one Batch to another Batch**

If a participant is unable to continue with the registered batch, then he/she can join for a future batch to cover the lecture sessions. No additional fee will be charged. However, the participant must provide a letter to EDB requesting to change the batch and to get registered with the new batch.



**Import and Export Procedures Certificate Course Tentative Time Schedule  
(English Medium)**

<b>Batch No.</b>	<b>Duration</b>	<b>Time</b>
156	24.04.2021	09.00 a.m. – 12.30 p.m.
	08.05.2021	09.00 a.m. - 03.00 p.m.
	15.05.2021	09.00 a.m. - 03.30 p.m.
	22.05.2021	09.00 a.m. - 03.00 p.m.
	29.05.2021	09.00 a.m. - 03.30 p.m.
	05.06.2021	09.00 a.m. - 03.30 p.m.
	12.06.2021	Examination
157	26.06.2021	09.00 a.m. - 03.00 p.m.
	03.07.2021	09.00 a.m. - 03.30 p.m.
	10.07.2021	09.00 a.m. - 03.30 p.m.
	17.07.2021	09.00 a.m. - 01.00 p.m.
	24.07.2021	09.00 a.m. - 03.00 p.m.
	31.07.2021	09.00 a.m. - 03.30 p.m.
	07.08.2021	Examination
158	30.10.2021	09.00 a.m. - 03.00 p.m.
	06.11.2021	09.00 a.m. - 03.30 p.m.
	13.11.2021	09.00 a.m. - 03.30 p.m.
	20.11.2021	09.00 a.m. - 01.00 p.m.
	27.11.2021	09.00 a.m. - 03.00 p.m.
	04.12.2021	09.00 a.m. - 03.30 p.m.
	11.12.2021	Examination
159	29.01.2022	09.00 a.m. - 03.00 p.m.
	05.02.2022	09.00 a.m. - 03.30 p.m.
	12.02.2022	09.00 a.m. - 03.30 p.m.

	19.02.2022	09.00 a.m. - 01.00 p.m.
	26.02.2022	09.00 a.m. - 03.00 p.m.
	05.03.2022	09.00 a.m. - 03.30 p.m.
	19.03.2022	Examination
160	23.04.2022	09.00 a.m. – 12.30 p.m.
	30.04.2022	09.00 a.m. - 03.00 p.m.
	07.05.2022	09.00 a.m. - 03.30 p.m.
	14.05.2022	09.00 a.m. - 03.00 p.m.
	21.05.2022	09.00 a.m. - 03.30 p.m.
	28.05.2022	09.00 a.m. - 03.30 p.m.
	11.06.2022	Examination