

CERTIFICATE COURSE IN IMPORT AND EXPORT PROCEDURES

TRAINING PROSPECTUS 2023



**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, EDB is the organization responsible for the development and promotion of exports of Sri Lanka.

Vision

Position Sri Lanka as a Prominent Export Hub for Innovative Products & Services.

Mission

Enable export competitiveness through Innovation Entrepreneurship & Global Integration.

As the national body responsible for the development and promotion of exports of Sri Lanka, EDB provides exporters with a viable overseas market-environment by active participation in trade negotiations and relevant follow-up activities, implementation of supply development programmes including packaging development in order to assist exporters and potential exporters to improve and increase the competitive quality of their exports, formulating and implementing integrated product development and market development programmes, implementing export development programmes for small and medium enterprises (SMEs) in order to increase the awareness of the export potential of the SME sector and to encourage and assist SMEs to export, providing up to date information on markets, products, regulations, international and international trade statistics through online access to international databases, in-house trade publications and audiovisual support and promotional material, assisting the export sector to achieve trade efficiency by helping them to resolve their problems/constraints in association with related agencies, assisting in the improvement of export support services in coordination with other service providers, working with international trade promotion organizations as well as other local trade support organizations in assisting exporters and potential exporters in the development of business opportunities in the world market and implementing training and awareness programmes for exporters, potential exporters and related personnel, with the objective of helping them to acquire and enhance their knowledge on entry requirements as well as value added products/services.

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 network with industrialists and other stakeholders to understand 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 related areas of the export Industry. Individuals who have completed the G.C.E. Advanced Level Examination with sufficient knowledge in English Language are encouraged to apply for this course. Higher Diploma (minimum 12 months) completed in a well-known Educational Institution will be considered for selection.

RESOURCE PERSONS

Resource personnel for this training program comprises of experts drawn from outside reputed and relevant organizations and the senior officers of EDB.

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

MODE OF CONDUCT

Lectures will be carried out using online, offline or hybrid mode. The coordinator will provide necessary details before the course commences.

If the lectures are held physically,

Venue

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

CERTIFICATE COURSE IN IMPORT AND EXPORT PROCEDURES

For Whom

For entrepreneurs and other stakeholders seeking to enhance their knowledge on Import and Export procedures and 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

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 and under announcements page which will also indicate details of course commencement.

The maximum number of participants selected for one course is 55. Therefore, individuals are advised to send their Applications early. If the Applicant is unable to join, he/she may join for the succeeding batch, with prior notification to the course coordinator at EDB.

Registration for the Certificate Course on Import and Export Procedures will commence prior to ten (10) working days to the commencement of the training programme. Applications should be submitted to,

Ms. Achini Weerawardhane
Acting Director/ Trade Facilitation & Trade Information Division
Sri Lanka Export Development Board
Trade Facilitation & Trade Information Division
No. 42, Nawam Mawatha
Colombo 02

Telephone: +94-11-230-0678 (Direct)
+94-11-230-0705/11 (General) Ext. 318
E-mail: achini@edb.gov.lk
Web: www.srilankabusiness.com

Course Coordinator: Ms. Chathuri Pathmaperuma
Export Promotion Officer/ Trade Facilitation and Trade Information
Division
Telephone: +94-11-230-0705/11 (General) Ext. 322
E-mail: chathu@edb.gov.lk
Web: www.srilankabusiness.com

Application for the Certificate Course should 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#certificate-course-in-import-and-export-procedures> or sent to the above email address prior to the closing date mentioned in the Advertisement. Selections will be carried out after reviewing the application and a notification by email will be given to those who are selected for the course.

Instructions for the payment – Notified participants

The full payment must be paid before commencement of the lectures. Duration to make the payment will be informed by the Course Coordinator. 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 confirmation of receipt of payment.

Mode of Payment

The Course fee is Rs. 30,000/= per individual participant and must be paid in full before course commencement. This could be made either through our online payment system or deposited to the EDB Account No. 0000306605, BOC Bank, Lake View Branch, Colombo 02 or by cheque drawn in favor of the “SRI LANKA EXPORT DEVELOPMENT BOARD”.

Selected participants must send a scanned copy of the bank slip/online bank transfer confirmation/receipt to chathu@edb.gov.lk after making the payment.

The payment can also directly be made through our online payment system. The applicants who opt to make the payment via EDB online payment gateway, a link will be sent for the payment with additional details. Kindly note that in addition to the course fee, a bank service charge of 4.5% will be charged.

Cancellation

For any cancellation before course commencement, the participant/organization shall inform EDB in writing or communicate via email not less than three (03) working days from the scheduled training date.

The request for cancellation of payment will not be accepted, once the sessions have commenced and participant has joined in for the session.

Attendance

The participant must maintain 80% of attendance for the course.

The attendance for each online lecture will be monitored by the Acting Director/ TF & TI Division. 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

A written test will be held after completing the lecture sessions. Guideline will be sent via email to all eligible participants four days (04) prior to the test with other required details.

To participate for the Examination it is imperative for a participant to obtain minimum 70% of the attendance through the lecture sessions.

In order to pass the test a student must obtain minimum 50% of the total marks allocated for each paper.

Successful candidates will be notified in 2.5 months after the test by the course coordinator.

If a participant is unable to sit for the test, he/she can join with the following batch and re-sit after communicating with the course coordinator.

Certificate

The Certificate will be awarded by 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 of certificates.

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. The visit will be arranged on a weekday and would be a full day field visit (08.00 a.m. – 06.00 p.m.). Meals and transportation will be provided by EDB.

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 (only accepted until two successive batches from the batch he/she has enrolled) to cover the lecture sessions. No additional fee will be charged. However, the participant must provide a letter to Acting Director/ TF & TI requesting to change the batch and to get registered with the new batch.