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| Bjti LogoBANGLADESH-JAPAN TRAINING INSTITUTE (BJTI)2 Days Long Exclusive Training on**L/C Management for Local and International Business** **Resource Person: Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services** |
| Date and Time: 25-26 July 2025 (Friday-Saturday), 08:45 am - 05:00 pm**Deadline for Registration: 24 July 2025 (Thursday)** |
| **Venue**: Bangladesh-Japan Training Institute, Room # 7, 7th Floor, Eastern Plaza, Sonargaon Road, Dhaka.**Registration Fees**: **BDT 7,000/-** PerParticipant **excluding VAT & TAX.** (Members of BJTI, BAAS and Organizations nominating five or more delegates will enjoy **10% discount** on course fee). The fee will cover tuition, stationery, reproduction of training material, training aids/ equipment, cost of venue, food & refreshment, certificate etc. |
| For **Registration** or additional information please call us: 01958155162, 01958155163, 02-223361413or **E-mail to:** info@bjti.org, contact.bjti@gmail.com, **Website:** [www.bjti.org](http://www.bjti.org), **logo of facebook এর চিত্র ফলাফল:**<https://www.facebook.com/bjti.info/>To confirm your registration, please fill out the registration form and pay the registration fee by **24 July 2025 (Thursday),** in favour of “Bangladesh Japan Training Institute” to **Dutch Bangla Bank Ltd**, Elephant Road Branch, Dhaka, Account Number: 1261100033403. Or, via **Bkash Pay** **(01780-364200)** (you must pay an additional amount of **BDT 140** Bkash cash out fee). |
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| **L/C Management for Local and International Business** **Introduction**The course LC Management for Procurement, Commercial and Supply Chain Professionals is designed and articulated to sharpen participant`s knowledge and skills in doing and handling Export - Import business efficiently and successfully.Step by step process and procedures have been described as participants can gather knowledge easily and implement the training result in the real life business/operations. This course is planned such a way that within a short period of time the participants can sharpen their knowledge in LC Planning LC Types, Procedure & Management, L/C financing ,Risk and Insurance Management ,LC Performance Management in International Business. Precipitants will be truly benefited just walk away from the training room and also they will get a profitable & prestigious career progression either in job or business.Export - Import business is one of the hot industries of the new millennium. Export - Import business becomes more and more rewarding, both in terms of profit and personal satisfaction.But the Export-Import field is not the sole purview of the conglomerate corporate trader, the big guys make up only about few percent of all exporters. Which means that the other major percent of exporters--the lion's share are small outfits like yours will be--when you're new, at least.In international business major and safest mode of payment is L/C. For importing, we need to open the import L/C. For export you need to receive Export L/C for successful business deal. L/C has certain rules and procedure to manage. As per Bangladesh Import policy importer must open the L/C to import the goods (exceptions applied in some cases). Either for Import L/C or export L/C, technical knowledge on L/C rules and procedure, its possible financing and necessary risk management through insurance coverage is required. Due to mismanagement of those aspects, companies may fall in deep hassle and incur huge loss in Business.If the goods you need for your business are unavailable in this country or cost less in others, then you may want to import them. Importing commercial goods into Bangladesh is a regulated activity. The Chief Controller of Import and Export authority is the government organization that enforces import regulations.**Objectives of this training:*** Explain the main concept of L/C Types, L/C Financing/C Management, and IMPORT through L/C and EXPORT through L/C, Risk and Insurance Management under Local and International business.
* It aims to provide participants foundational and advanced knowledge on how to tackle, resolve, and manage myriad complex problems and issues that confront Export-Import managers.
* The purpose of the course is to recognize the right and complete process and procedure of Export-Import Business through L/C.
* Strengthening the Capacity of the professional involves in Export-Import as they can find out GAP and minimize cost
* Export the products and services with irrevocable L/C to the right places in right time and satisfy the customer
* Import the products and services with irrevocable L/C from the right places in right time and satisfy the customer.

**Training Contents:*** Role of GDP Size and Growth in
* L/C Amendment
* Landed Cost Calculation
* Life Cycle Cost calculation
* Import without L/C
* Advantages and disadvantages of L/C
* Selection of Perfect H.S Code
* Role of Different Banks in International Business
* Procedure for Add confirmation by L/C issuing Bank on L/C
* Proforma Invoice (P/I)
* Sales Contract
* Export Cost Calculation
* Credit report collection through Bank
* Shipping documents
* Preparing the Export documents
* Negotiable & Non-negotiable documents
* Insurance cover note & policy
* Claim settlement
* Import Against Bond / Supervised Bond License System
* Import L/C Financing
* Export LC Financing
* Post Import Financing Under LTR AND LIM
* Import Against Master L/C (BACK TO BACK IMPORT)
* Customs Procedure for Import and Export
* Bill of Entry/ Export
* Discounting of Bills
* Performance Management of L/C related activities in Procurement and International sales
* Import-Export L/C check list, Export L/C Case Studies, Exercises, Video clips

International Business* Import Business Overview
* Export Business Overview
* Import Business Model
* Export Business Model
* LC Planning for International Procurement and Sales
* LC Management (What is Letter of Credit?)
* Mechanism of L/C
* Various Types of Letter of Credit
* UCPDC-600/UCP 600
* Import procedure either through L/C or without L/C
* Irrevocable L/C
* UPAS L/C
* Back to Back L/C
* Transferrable L/C
* Other types of L/C
* LC Limit Arrangement
* LC Commission and related cost of LC
* Calculation of LC related cost
* Parties involved in the L/C
* L/C work process
* Documents for L/C opening/L/C opening procedure
* LC Margin arrangement
* L/C Clauses and Practical exercise on L/C
* How to amend the L/C
* Role of Draft LC
* L/C Transmission through SWIFT

**Who will be Benefited:**The business owners or individuals are interested to start export-import business , business graduates & engineering students, professional engaged in Export, Import, Procurement, Logistics, Supply Chain, Distribution ,Shipping, Freight Forwarding ,C&F, Indenting, Agency Business, Customs, Courier ,Training, Finance & Accounts, International Trade and many more learning minded people those are involved in Private Sector, Public sector and Nonprofit organizations (NGOs)Training Methodology: Lecture & discussion, Power Point Presentation, Peer learning, Group work and presentation, Experience sharing, Role play, Buzz and simulation games, Case study exercises, Video clipLanguage: English and Bengali**Certificate of attendance will be provided**Note: Seats are limited and will be filled-in on first come first serve basis. Please find the attached file for Registration Form.**Resource Person****Mr. Md. Arif Khan****Chief consultant & Training Specialist****Sullivan Consulting and Learning Services****Md. Arif Khan** is a professional Consultant (Business, Learning & Career) of Sullivan Consulting and Learning services and Director of FMS Group (Supply Chain, Commercial & Marketing).He has **25 years** of real life working experience in different International and Local Corporate organization, UN organization and Educational Institutes. His expertise areas are on Supply Chain Management, Import-Export Management, International Trade and Business, Entrepreneurship Development, Business Development, Marketing Management, Regulatory and Corporate Affairs, Training Management, Career Management, Cross Cultural Management. Early 90’s he had started his career with Navana Industries Ltd. as Executive (Import-Export-Industries Division). Mr. Khan also worked at Apex-Adelchi Footwear Ltd., as Commercial Manager (Import-Export-Industries Division), at Integra Communications Ltd., as Head of Supply Chain and Corporate Affairs, at UNDP as Specialist (Marketing & Business Development), at AMS Group as CEO (Supply Chain, Commercial, Marketing), at INTI International University-Malaysia as Senior Faculty (Business & Marketing), at BRAC as Faculty Coordinator (Business & Enterprises).Mr. Khan is a certified Trainer of WTO/UNCTAD/ITC-Switzerland and CIPS-UK on Supply Chain Management. Mr. Khan has earned his postgraduate degrees on M. Com (Management), PGD (Industrial Management), MBA (Marketing & International Business), Int.Diploma (Purchasing and Supply Chain Management), and Switzerland. Mr. Khan is senior Trainer of DCCI Business Institute on Supply Chain Management since 2006. He is also conducting training in leading Training organizations and Institutes like Prothom Alo jobs and to others. He was awarded as Top teaching award while worked in a cross cultural environment at INTI International University –Malaysia. Mr. Khan has also conducted and facilitated several Trainings, Workshops, Seminars and Trade Fairs while worked at UNDP, INTI and BRAC.Mr. Khan has attended and completed successfully several Trainings, Trade Fairs, Workshop and Seminars in home and abroad successfully. During his work tenure he has travelled many countries and gathered practical knowledge on individual and Business Culture of diverse group of people, organization and country. He has worked with many top successful business entrepreneurs and leaders in Bangladesh and abroad. |