



Centre for Entrepreneurial Excellence

DCCI Business Institute

DBI/STC/Inv/2020/11

February 23, 2020

Subject: Invitation to attend or nominate participants in the Training Course on “Understanding L/C Procedures for Export & Import Operation”, (20-21 March, 2020; 10:00 a.m. to 05.30 p.m.)

Dear Sir/Madam

I have the pleasure to inform you that **DCCI Business Institute (DBI)** is going to organize a Training Course on: “Understanding L/C Procedures for Export & Import Operation”, during 20-21 March, 2020. Letter of Credit or L/C is an indispensable document in international business. It is widely heard of and commonly used in export and import of goods & services. A little carelessness about this document on the part of the company concerned may lead to a good deal of casualties for their business and sufferings thereby may be enormous. Adequate knowledge about the technicalities of this important document is a safeguard for the business.

Training Course on: Understanding L/C Procedures for Export & Import Operation

Date & Duration: 20-21 March, 2020 (10:00 a.m. to 05.30 p.m.);

Venue: DBI, Dhaka Chamber Building (11th Floor), 65-66 Motijheel C/A, Dhaka-1000.

Objective: On successful completion of the training course, participants are expected to be quite conversant in: the design, content and function of letter of credit (L/C) as it relates to export & import operations; the terms and conditions of the L/C and preparation of documents required by the terms & conditions of L/C for presentation to bank for payment.

Course Contents: Letter of Credit Operation & Settlement Mechanism; Different types of L/Cs and Obligations of Different parties involved in L/C; Advising & Confirming Export L/Cs, Back to Back L/C & Exercise on Back-to Back L/C; Transport documentation; Bill of Exchange, UCPDC-600; Invoice & Other Documents; International Trade Policy and Procedures, Inco-terms; Scrutiny Lodgment, Retirement of Import Bills; Pre-shipment & Post-shipment Export Financing under L/C; Negotiation of Export documents, **Test of learning through group presentation.**

Who Can Attend: Exporters/Importers/Indenters/Suppliers/Manufacturers and Bank officers, preferably having one year's experience in International Trade/ Foreign Exchange Division of Commercial Banks and others interested.

Facilitator of the course: Highly reputed, qualified, well-trained and experienced Resource Persons, having ample theoretical and practical knowledge in the related areas, from home and abroad, with current information, are invited to conduct the training course.

Registration: The intending participants may collect Registration Form from DCCI Business Institute (DBI) or download copy from www.dcci-dbi.edu.bd. Participants belonging to the target group will be registered on payment of requisite fees by Pay Order (PO)/Demand Draft (DD) or in Cash in favour of **Dhaka Chamber of Commerce & Industry** or pay with cost of payment through **bKash, Wallet number 01766018659** (Payment process: dial *247# and select option 3.Payment).

Registration Fees: Tk. 5,500/- (This includes cost of lunch, tea, snacks, course materials & certificate).

Discount :10% for (one option applicable): (i) DCCI Members; (ii) Women participants; (iii) Students (pursuing his/her undergraduation & post graduation); (iv) Three (3) or more participants from one organization for same course; (v) Early bird package (payment 5 days before registration deadline); and 15% corporate discount for 10 (ten) or more participants from the same organization to one programme.

Registration Deadline: 19 March, 2020. Seats are limited. First Come First Served basis.

We would appreciate if you would kindly nominate concerned official(s) of your esteemed organization for the Training Course. For further information, please contact DBI, Tel: 9552562 Ext. 137, 124 & 123; **Mobile: 01718972656, 01913-745062 & 01766-018659;** E-mail: dbi@dhakachamber.com & tamanna@dhakachamber.com.

Best regards

Md. Joynal Abdin
Executive Director, DBI

P.T.O

Class Schedule of Understanding L/C Procedures for Export & Import Operation

Date	Time	Session and Topic	Resource Person
20.03.20 Friday	10:00 a.m. – 11:30 a.m.	Letter of Credit Operation & Settlement Mechanism; Different types of L/Cs and Obligations of Different parties involved in L/C; Advising & Confirming Export L/Cs, Back to Back L/C & Exercise on Back-to Back L/C; Transport documentation; Bill of Exchange,	Mr. Md. Omar Faruk Khan CDCS Executive Vice President Head of Branch Islami Bank Bangladesh Ltd. Experience- 31 years
	11:30 a.m. – 11:40 a.m.	Tea & Networking Break	
	11:40 a.m.– 01:10 p.m.	Continuation	Do
	01:10 p.m. – 02:00 p.m.	Lunch & Prayer Break	
	02:00 p.m. – 03:30 p.m.	Continuation	Do
	03:30 p.m – 03:45 p.m	Tea & Networking Break	
	03:45 p.m. – 05:30 p.m.	Continuation	Do
21.03.20 Saturday	10:00 a.m. – 11:30 a.m.	UCPDC-600; Invoice & Other Documents; International Trade Policy and Procedures, Incoterms; Scrutiny Lodgment, Retirement of Import Bills; Pre-shipment & Post-shipment Export Financing under L/C; Negotiation of Export documents; Test of learning through group presentation.	Mr. Md. Azhar Ali Miah M.Com, DU (1972), Diploma in Banking, Former Executive Vice President, Bank Asia Ltd. Experience- 35 years
	11:30 a.m. – 11:40 a.m.	Tea & Networking Break	
	11:40 a.m.– 01:10 p.m.	Continuation	Do
	01:10 p.m. – 02:00 p.m.	Lunch & Prayer Break	
	02:00 p.m. – 03:30 p.m.	Continuation	Do
	03:30 p.m – 03:45 p.m	Tea & Networking Break	
	03:45 p.m. – 05:30 p.m.	Continuation	Do
	05:30 p.m.	Certificate Awarding Ceremony	

N. B. : Resource Person(s) may be changed due to unavoidable circumstances.

Tamanna Sultana
Course Coordinator

Md. Joynal Abdin
Executive Director, DBI

Venue: DCCI Business Institute (DBI), Dhaka Chamber Building (11th Floor), 65-66, Motijheel C/A, Dhaka- 1000, Phone: 9552562 (Hunting) Ext. 281 & 123, Fax: 9560830, E-mail: dbi@dhakachamber.com, tamanna@dhakachamber.com, Web site: www.dcci-dbi.edu.bd