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|  | **INTERNATIONAL TRADE CENTRE**  **EXPORT DOCUMENTATION / UNDERSTANDING EXPORT** | **Hull & Humber Chamber Logo 600.png** |  |
| **Tuesday, 21st May 2024** |  |
| This one day course provides delegates with the necessary skills and knowledge to prepare and process documents encountered when exporting goods overseas, including to the EU. It is fully supported with user friendly notes to ensure they can operate effectively in the workplace.  **COURSE PROGRAMME:** | |
| Clear understanding of all documents required in the export process | |
| Understand the key pieces of information required for each document | |
| Country specific requirements and information | |
| Documents required for temporary movements | |
| Preference documents | |
| Contract of carriage and freight documentation | |
| Marine Insurance | |
| HMRC obligations | |
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| **COURSE OUTCOME:** | |
| At the end of the programme delegates will have received training to ensure they can confidently deal with export documents within their organisation, ensuring both legal compliance and cost effectiveness for all of their exports. | |
| **WHO SHOULD ATTEND?**  This course is suitable for all involved in export administration, export sales and freight moving. Newcomers and experienced staff needing a refresher programme on current requirements will benefit greatly from this programme. | |
| **This course is accredited by the British Chambers of Commerce and upon completion of 2 multiple-choice assessments, delegates will receive a BCC accredited certificate, subject to a pass mark of 50%, plus two credits towards the Foundation Award in International Trade. You will need to achieve 6 credits to be awarded with the Foundation Award, a nationally recognised qualification.**  For further information or to book on to this course, please [click here](https://www.hull-humber-chamber.co.uk/events/export-documentation-understanding-export-online) or contact Karina Taylor at [k.taylor@hull-humber-chamber.co.uk](mailto:k.taylor@hull-humber-chamber.co.uk) | |
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| **Course Booking Information** | |
| **VENUE:** Online | |
| **DATE:** Tuesday, 21st May 2024 | |
| **TIME:** 9.30am – 4.00pm | |
| **COST:** £250.00 + vat (HHCC Members) £300.00 + vat (non-HHCC Members) | |
| Payment to be made in advance either by cheque or credit card. Credit card payments and bookings can be made by [clicking here](https://www.hull-humber-chamber.co.uk/events/export-documentation-understanding-export-online/event-bookings/new). Cheques to be made payable to the Hull & Humber Chamber of Commerce.  Please note that cancellations less than 14 days before the date of the course are non-refundable. | |
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| **INTERNATIONAL TRADE CENTRE**  **IN PARTNERSHIP WITH** | |
| **I:\Logos\AAGLogo2023.png** | |
| Hull & Humber Chamber of Commerce  34 – 38 Beverley Road, Hull, HU3 1YE, United Kingdom  Tel: +44 (0) 1482 324976 Fax: +44 (0) 1482 213962  Email: itc@hull-humber-chamber.co.uk  Web: www.hull-humber-chamber.co.uk | |
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