

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



**Export office practice**

### **The Export & Shipping Office:**

- The Export Office Role
- The Export Office Organisation & Structure
- Export Policy & Records

### **Export Customs Practice:**

- Customs & Excise Department
- Bonds, Deposits & Guarantees
- Customs Tariff
- Export Controls
- Export Documentation & Procedures
- Outward Clearance of a Vessel
- Customs Reliefs
- Duty Preference & Origin
- Community Transit
- Single Administrative Document
- TIR Carnets
- CHIEF

### **Cargo Insurance:**

- Cargo Insurance Market
- Lloyd's Agents
- Fundamental Principles of Insurance
- Cargo Insurance Policy Form & Clauses
- Cargo Insurance Rating
- Cargo Insurance Claims
- Cargo Claims Prevention
- International Transport Conventions
- International Rail Transport COTIF/CIM
- International Air Transport – Warsaw Convention

### **Credit Insurance:**

- Export Credit Insurance
- Short-Term Export Credit Insurance
- Berne Union

### **Export Documentation:**

- Air Waybill
- Bill of Exchange
- Bill of Lading
- Cargo Insurance Policy & Certificate
- Certificate of Origin
- Certificate of Shipping
- Charter Party
- Convention on the Contract for the International Carriage of Goods by Road (CMR)
- Dock Receipt
- Exchange Permit
- Export Cargo Shipping Instruction (ECSI)
- Export Invoicing
- Export Licensing
- Health Certificate
- International Convention Concerning the Carriage of Goods by Rail (CIM)
- Letters of Hypothecation
- Letters of Indemnity
- Mate's Receipt
- Packing List
- Parcel Post Receipt
- Phytosanitary (Plant health) Certificate
- Pre-Shipment Inspection Certificate

Quality Certificate  
Shipper's Letter of Instruction  
Ship's Delivery Order  
Veterinary Certificate/Health Certificate  
Weight Certificate

**Processing the Export Order:**

Contract of Affreightment – Terms of Delivery, Incoterms 1990  
Factors Determining Choice of Incoterms 1990  
Description of Incoterms 1990  
The Export Sales Contract  
Receipt of Export Order  
Processing the Export Consignment  
Presentation of Documents to the Bank – Check List  
Computerised Export Department

**Reading List**

**Main Text:**

Export Practice & Management – Alan E Branch (Chapman & Hall)

**Alternative Text and Further Reading:**

The Export Trade - Schmitthoff (Sweet & Maxwell)  
Export – H Deschampsneufs (Heinemann)