

EXPORT DOCUMENTATION AND PROCEDURE

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Export procedure

- The Term “export”
- Consists of several commercial & regulatory formalities
- Formalities are very complex & time consuming
- It should be ensured that all the formalities are done & documentations are prepared & filed with appropriate authority.



Pre – Shipment Stage

- 1. Approaching Foreign Buyer**
- 2. Inquiry and offer**
- 3. Confirmation of order**
- 4. Opening Letter of Credit**
- 5. Arrangement of pre - shipment Finance**
- 6. Production or procurement of goods**
- 7. Packing and Marking**
- 8. Pre shipment Inspection**
- 9. Obtaining Insurance Cover**
- 10. Appointment of C & F Agent**



Shipment Stage

1. **Reservation of Shipping Space**
 2. **Container Stuffing**
 3. **Arrangement of Internal Transportation up to Port of Shipment**
 4. **Preparation & Processing of Shipping Documents**
 5. **Custom Clearance**
 6. **Obtaining Carting Order from the port Trust Authority**
 7. **Custom Examination & Issue of Let Export order**
 8. **Obtaining Let Ship Order from the custom preventive officer**
 9. **Obtaining Mate's Receipt & Bill of Lading**
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Post - Shipment Stage

- 1. Submission of Document by the C & F Agents to Exporters**
- 2. Shipment Advice to Importer**
- 3. Presentation of Documents to Bank for Negotiation**
- 4. Dispatch of Documents**
- 5. Acceptance of Bill of Exchange**
- 6. Letter of Indemnity**
- 7. Realization of Export Proceeds**
- 8. Processing of GR Form**
- 9. Realization of Export Incentives**



Marine Insurance

❑ Perils of Sea Includes:-

1. Sinking of Ship
2. Damage to the ship and cargo due to dashing of the waves
3. Dashing of the ships on the rocks
4. Fire or explosion on the ship
5. Spoilage of cargo due to sea water



Types Marine Insurance

1. Time Policy
2. Voyage Policy
3. Mixed Policy
4. Valued Policy
5. Unvalued Policy
6. Fleet Policy
7. Floating Policy
8. Specific cover Policy
9. Open cover Policy

