

IMPORT AND EXPORT REGULATIONS, PROCEDURES AND DOCUMENTATION

“Mastering Trade Compliance and Documentation for Smooth and Profitable International Transactions”

Schedule

Date	Venue	Fees (Face-to-Face)
21 - 23 Apr 2026	Dubai, UAE	USD 2495 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

The global trade environment is governed by complex regulations, detailed documentation, and a wide range of compliance requirements. For businesses involved in importing and exporting goods, understanding these elements is crucial for avoiding costly delays, fines, and disputes.

This 3-day bilingual (English & Arabic) training program equips professionals with a comprehensive understanding of customs regulations, documentation requirements, INCOTERMS®, tariff classifications, trade finance, and import/export control processes. Practical workshops ensure participants can confidently manage international shipments and related compliance.

Objectives

By the end of this course, participants will be able to:

- Understand the key regulatory frameworks governing import and export operations
- Prepare and interpret all required shipping, customs, and financial documentation
- Apply INCOTERMS® rules to international sales and transport contracts
- Comply with import/export restrictions, licensing, and trade compliance standards
- Minimize delays and disputes by ensuring accurate paperwork and declarations

Why Attend

- Protect your organization from regulatory non-compliance and financial penalties
- Learn how to prepare correct and complete import/export documentation
- Improve coordination between procurement, logistics, and customs agents
- Reduce shipping errors, hold-ups, and demurrage costs
- Stay updated on evolving international trade procedures

Target Audience

This program is designed for:

- Import/export officers, trade compliance managers, and logistics professionals
- Procurement and supply chain staff handling cross-border transactions
- Freight forwarders, customs clearance agents, and shipping coordinators
- Finance, documentation, and sales personnel involved in global trade
- Business owners expanding into international markets

Individual Benefits

Key competencies that will be developed include:

- Document preparation and verification for international shipments
- Application of correct INCOTERMS® for shipping contracts
- Trade risk mitigation through accurate documentation and compliance
- Understanding of customs tariffs, HS codes, and duties
- Improved collaboration with forwarders, banks, and authorities

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced shipment delays, penalties, and rejected declarations
- Accurate and consistent trade documentation and compliance practices
- Faster and more efficient customs clearance processes
- Better alignment of logistics, procurement, and finance functions
- Strengthened internal control and audit readiness in trade operations

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Overview of trade regulations, customs laws, and INCOTERMS®
- Case Studies - Import/export issues, disputes, and clearance delays
- Workshops - Prepare real shipping documents and customs declarations
- Peer Exchange - Experiences with customs, freight, and banks
- Tools - Templates for invoices, packing lists, COOs, bills of lading, and LC docs

Course Outline

Training Hours: 07:30 AM - 03:30 PM Daily Format: 3-4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

Day 1: Global Trade Compliance & Regulatory Framework

- Module 1: Overview of International Trade Regulations (07:30 - 09:30) • WTO, customs authorities, free trade zones • Import/export control regimes and sanctions
- Module 2: Import/Export Process Flow and Stakeholders (09:45 - 11:15) • Flow of goods, documents, and payments • Roles of forwarders, customs brokers, and inspectors
- Module 3: Workshop - Mapping Your Trade Process (11:30 - 01:00) • Identify risks and bottlenecks in documentation

Day 2: Documentation and INCOTERMS®

- Module 4: Trade Documentation Essentials (07:30 - 09:30) • Commercial invoice, packing list, certificate of origin, bill of lading • Insurance certificates and inspection reports
- Module 5: INCOTERMS® 2020 - Selecting the Right Term (09:45 - 11:15) • Responsibilities, costs, and risks for buyer and seller • Common documentation requirements under each term
- Module 6: Workshop - Prepare a Full Shipping Document Set (11:30 - 01:00) • Practice filling in actual trade forms

Day 3: Customs, Finance, and Risk Management

- Module 7: Customs Clearance and Harmonized Tariff System (07:30 - 09:30) • HS codes, classification, duties, and valuation • Temporary imports and re-exports
- Module 8: Letters of Credit and Trade Finance Documentation (09:45 - 11:15) • UCP 600 rules, LC documents, and payment risks • Common errors and how to avoid discrepancies
- Module 9: Workshop - LC Document Review and Error Check (11:30 - 01:00) • Analyze sample LC documentation sets

Certification

Participants will receive a Certificate of Completion in Import and Export Regulations, Procedures and Documentation, validating their ability to manage global trade compliance and prepare accurate, complete trade documentation in both English and Arabic.

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