MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

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

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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

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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.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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