

How to Import: Procedures and Documentations

Overview

This seminar discusses documentation requirements in cargo clearance; the penalties and possible unnecessary expenses. The knowledge on the basic importation procedures along with the rules and regulations will give the participants a current view of the process.

Objectives

- To gain basic understanding of the import procedures and documentation
- To anticipate problems related to imports and adapt measures to avoid unnecessary expense
- To adapt procedures to suit the particular transaction

Who Should Participate

- Importers and business owners
- Import logistics staff
- Customs Administrations students
- Any personnel interested in the importation process

Key Topics

- I. Owner of the imported articles
- II. Liability of the importer for duties
- III. Abandonment of imported articles
- IV. Types of importations
 - Prohibited Importations
 - Conditionally Free Importations

V. Guidelines in the Imposition of Surcharge/ Penalties

- Misclassification
- Undervaluation
- Misdeclaration in weight, measurement or quantity

VI. Most commonly used Incoterms

VII. Familiarization of shipping documents (Bill of Lading/Airway Bill, Commercial Invoice, Packing List)

VIII. Accreditation of importers with Bureau of Internal Revenue and Bureau of Customs

- BIR-ICC (Importer Clearance Certificate)
- Client Profile Registration System
- AMO (I-CARE) Accreditation
- Client Profile Registration System
- Once-A-Year Importation

IX. Overview of securing import permits from different government agencies through National Single Window (NSW)

X. Sample basic computation of duties and taxes

XI. Flowchart in the releasing of imported goods

- Consumption Entry
- PEZA Entry

*Note: Please bring calculator.

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Website: www.businesscoachphil.com

Time

- 9:00 am - 4:00 pm

Venue

- Unit 705-D Atlanta Centre, 31 Annapolis St., Greenhills, San Juan City, Metro Manila

Schedule

- Please check our website, or you may call any of our customer representatives.
- Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

Seminar Fee

- Php 4,000.00 per participant (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

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