

CERTIFICATE COURSE IN IMPORT AND EXPORT PROCEDURES

TRAINING PROSPECTUS 2025



**TRADE FACILITATION & TRADE INFORMATION DIVISION
SRI LANKA EXPORT DEVELOPMENT BOARD**

GENERAL INFORMATION

As the Apex body responsible for the development and promotion of exports, Sri Lanka Export Development Board (SLEDB) was established in 1979 under the Export Development Act No. 40 with the guidance of the United Nations Conference on Development of Trade & Tariffs (UNCTAD) and the International Trade Center (ITC)

EDB conducts five key roles namely policy Adviser, Monitor, Promoter, Facilitator and Knowledge Provider, enabling smooth functioning and execution of overall activities. Out of the aforementioned fundamental roles, being a knowledge provider not only enables the exporter to gather valuable information on the procedures involved but also provides a holistic picture on International Trade, challenges, trends and opportunities with a way forward to become successful as an exporter.

Vision

Position Sri Lanka as a Prominent Export Hub for exclusive Products & Services

Mission

Enabling Sri Lanka's Exports globally competitive through Strategic involvement

EDB has taken necessary measures to implement supply development programs such as packaging development to enhance the quality of the exports, formulate integrated market development and product development programs, implement export development programs targeting SMEs, providing up to date information on diverse markets, value added products, rules and regulations, trade statistics, in-house trade publications etc. and resolving exporter issues liaising with relevant private and public sector Organizations, collaborating with international trade promotion organizations and other local trade support organizations to assist exporters and potential exporters to develop global business opportunities.

TRAINING PROGRAM DESCRIPTION

EDB provides training on Import and Export Procedures for individuals who need to enhance their knowledge on operations in cargo clearance, freight forwarding and shipping as well as skill development. It provides an ideal opportunity for the participants to network with industrialists and other stakeholders to understand matters of mutual interest to them.

This has been designed for the benefit of the Middle & Junior Managers, Executives, University Students and other individuals who have an interest in related areas of the export Industry. Individuals who have completed the G.C.E. Advanced Level Examination or having minimum 2 years of work experience with the completion of G.C.E. Ordinary Level Examination with sufficient knowledge in English Language are encouraged to apply for this course. Diploma completed in an Institution registered under the Tertiary and Vocational Education Commission will also be considered for selection.

RESOURCE PERSONS

Resource personnel for this training program comprises of experts drawn from outside reputed and relevant organizations and the senior officers of EDB.

We also monitor feedback from course participants and lecturers to bring out the high quality of instruction that is expected of the program.

MODE OF CONDUCT

Lectures will be carried out using online, offline or hybrid mode. The coordinator will provide necessary details before the course commences.

If the lectures are held physically,

Venue

Sri Lanka Export Development Board, No: 42, Nawam Mawatha, Colombo 02.

CERTIFICATE COURSE IN IMPORT AND EXPORT PROCEDURES

For Whom

For entrepreneurs and other stakeholders seeking to enhance their knowledge on Import and Export procedures and operations in cargo clearance, freight forwarding and shipping.

Course Content

Introduction to Export Procedures & Certification
Export Market Landscape and Trends
Customs Import, Export, Bonds Procedures & Documentation
Port Procedures & Documentation
Air Cargo Procedures
BOI Procedures
Banking Procedures in related to International Trade
Freight Forwarding & Transportation
Quality Controls on Export & Import
Cargo Insurance
Other requirements in International Trade

REGISTRATION POLICY AND PROCEDURES

Registration of Participants

Registration of participants will be on a first-come-first-served basis. Programme details are available in SRI LANKA EXPORT DEVELOPMENT BOARD website and under announcements page which will also indicate details of course commencement.

The maximum number of participants selected for one course is 75. Therefore, individuals are advised to send their Applications early. If the Applicant is unable to join, he/she may join for the succeeding batch, with prior notification to the course coordinator at EDB.

Registration for the Certificate Course on Import and Export Procedures will commence prior to ten (10) working days to the commencement of the training programme. Applications should be submitted to,

Ms. Achini Weerawardhane
Deputy Director/ Trade Facilitation & Trade Information Division
Sri Lanka Export Development Board
Trade Facilitation & Trade Information Division
No. 42, Nawam Mawatha
Colombo 02

Telephone: +94-11-230-0678 (Direct)
+94-11-230-0705/11 (General) Ext. 318
E-mail: achini@edb.gov.lk
Web: www.srilankabusiness.com

Course Coordinator: Ms. Chathuri Pathmaperuma
Assistant Director/ Trade Facilitation and Trade Information Division
Telephone: +94-11-230-0705/11 (General) Ext. 322
E-mail: chathu@edb.gov.lk
Web: www.srilankabusiness.com

Application for the Certificate Course should be submitted to the above address by filling the application forms, available in the EDB website under Training Programs <https://www.srilankabusiness.com/edb/training-programs.html#certificate-course-in-import-and-export-procedures> or sent to the above email address prior to the closing date mentioned in the Advertisement. Selections will be carried out after reviewing the application and a notification by email will be given to those who are selected for the course.

Instructions for the payment – Notified participants

The full payment must be paid before commencement of the lectures. Duration to make the payment will be informed by the Course Coordinator. If the participant is unable to make the payment on or before the final date provided, he/she will not be included to the training program. A receipt will be issued by the Finance Division of EDB as confirmation of receipt of payment.

Mode of Payment

The Course fee is Rs. 30,000/= per individual participant and must be paid in full before course commencement. This could be made either through our online payment system or deposited to the EDB Account No. 0000306605, BOC Bank, Lake View Branch, Colombo 02 or by cheque drawn in favor of the “SRI LANKA EXPORT DEVELOPMENT BOARD”.

Selected participants must send a scanned copy of the bank slip/online bank transfer confirmation/receipt to chathu@edb.gov.lk after making the payment.

The payment can also directly be made through our online payment system. The applicants who opt to make the payment via EDB online payment gateway, a link will be sent for the payment with additional details. Please note that in addition to the course fee, a bank service charge of 4.5% will have to be borne by the participant.

Cancellation

For any cancellation before course commencement, the participant/organization shall inform EDB in writing or communicate via email not less than three (03) working days from the scheduled training date.

The request for cancellation of payment will not be accepted, once the sessions have commenced and participant has joined in for the session.

Attendance

The participant should maintain 80% of attendance for the course.

The attendance for each online lecture will be monitored by the Acting Director/ TF & TI Division. All are advised to strictly adhere to online etiquette rules. The participant may engage aptly with the lecturer and ask questions if he/she has any subject related matter to clarify.

Examination Procedure

The Examination Procedure will be carried out in two parts through the Learning Management System (LMS). The participants must complete the short quizzes available in the portal for each week within the duration of the entire program as well as the individual Assignment. Guidelines to complete the quizzes, the assignment and participant Index numbers will be provided by the course coordinator with other pertinent details four weeks (04) prior to the submission date.

To complete the above Examination procedure, it is imperative for a participant to obtain minimum 70% of the attendance through the lecture sessions. If the participant is unable to join

for more than 2 days due to an unavoidable situation(s), they are required to provide valid reasons for not attending the classes over two days with certificate of evidence. This should be presented to EDB for consideration. The final decision to allow the participant to complete the program will be decided by the Training Committee on a case by case basis.

In order to pass the test a student must obtain minimum 50% of the total marks through the examination procedure.

Successful candidates will be notified in 2 months after the test by the course coordinator.

If a participant is unable to sit for the test, he/she can join with the following batch and re-sit after communicating with the course coordinator.

Certificate

The Certificate will be awarded by EDB to all eligible participants.

Certificates will be issued one month after the results are released. The course coordinator will notify the participants the date of collection of certificates.

Learning Management System (LMS)

For participants to easily access the lecture materials, timetable, obtain updates regarding lectures and lecture recordings an LMS was created through EDB. Lecture materials will be uploaded to this LMS.

The participants will be given a separate username and password to access this site upon registration and are advised to go through and refer the documents available within the LMS prior to the course commencement date.

Field Visit

Details of the field visit will be informed to all participants by the fifth week of the course. The visit will be arranged on a weekday and would be a full day field visit (08.00 a.m. – 06.00 p.m.). Meals and transportation will be provided by EDB.

Prior to the field visit, a set of guidelines will be provided. Every participant must strictly adhere to these guidelines.

Transition from one Batch to another Batch

If a participant is unable to continue with the registered batch, then he/she can join for a future batch (only accepted until two successive batches from the batch he/she has enrolled) to cover the lecture sessions. No additional fee will be charged. However, the participant must provide a request either by email or through a letter to change the batch and to get registered with the new batch.