LONDON COMMERCE CHAMBER

CONNECT. INFLUENCE. SUPPORT.

INTERNATIONAL BUSINESS TRAINING COURSES 2015

TRAINING COURSES TO HELP YOU AND YOUR BUSINESS

Tuesday 23 June 2015 – Export Documents

Tuesday 30 June 2015 - Export Services

Monday 21 September 2015 - International VAT

Export Documents

Tuesday 23 June 2015, 9.00am - 4.30pm London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London EC4R IAP

Tuesday 17 November 2015, 9.00am - 4.30pm Etc. venue Marble Arch, 86 Edgware Road, London W2 2EA

This one day course explains all the key documentation requirements when shipping products globally. Ideal for all levels from new to experienced exporters, the course content is constantly updated to ensure key elements can be easily implemented into most business systems, to ensure a more effective export process.

Export Services

Tuesday 30 June 2015, 9.00am - 4.30pm London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London EC4R I AP

This new one day course addresses the issues of exporting services. The course highlights legal, operational and commercial implications and why it is so important to understand these processes to help develop a successful and profitable global business.

This course is CPD Accredited and attendees awards 10 CPD points on completion.

Tuesday 17 November 2015 – Export Documents Tuesday 1 December 2015 – Letters of Credit

Letters of Credit

Tuesday I December 2015, 9.00am - 4.30pm Etc. venue Marble Arch, 86 Edgware Road, London W2 2EA

A one day practical workshop aimed at exporting companies which regularly receive or handle Letters of Credit (L/Cs). The session will help companies to negotiate the most favourable terms to be incorporated within L/Cs, as well as to reduce the risks and costs associated with presenting discrepant documents to the bank.

VAT on International Transactions

Monday 21 September 2015, 9.00am - 4.30pm

London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London EC4R IAP

This course gives those dealing with VAT at an international level the chance to gain further insight into the often confusing subject of VAT and cross-border transactions. The course will lead to more efficient handling of international VAT within your organisation, reducing the risks of fines and penalties.

In-house Training

If you are seeking to train a number of staff and would prefer a bespoke course held at your premises, we can arrange for our trainers to come to you. Our trainers are experts in international trade, so they can offer courses in a wide range of subjects.

TO REGISTER

Please complete the booking form in BLOCK CAPITALS and email back to:

E: mzanfrini@londonchamber.co.uk or book online at londonchamber.co.uk/international For more information, contact Marta Zanfrini, International Business Executive, T: +44 (0)20 7203 1822, F: +44 (0)20 7203 1812, E: mzanfrini@londonchamber.co.uk

Export Documents Tuesday 23 June 2015 (S5006)					
£354.00	place(s)				
£414.00	place(s)				
Export Services Tuesday 30 June 2015 (S5018)					
£354.00	place(s)				
£414.00	place(s)				
International VAT Monday 21 September 2015 (S5007)					
£354.00	place(s)				
£414.00	place(s)				
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Export Documents Tuesday 17 November 2015 (S5008)					
Premier Plus Member	£354.00	place(s)			
Local Member, Non-Member	£414.00	place(s)			
Letters of Credit Tuesday December 2015 (S5009)					
Premier Plus Member	£354.00	place(s)			
Local Member, Non-Member	£414.00	place(s)			

Cheques should be made payable to London Chamber of Commerce and Industry.

Alternatively, please complete your credit card details below. All bookings must be made in writing using the application form and full payment to secure your place. Please note we do not invoice. All cancellations must be made in writing. Cancellations received four weeks prior to the event date will be given a full refund. All cancellations after that date will be subject to the loss of the full fee. We are unable to transfer bookings to future events. Named substitutes are welcome at any time and must be made in writing. Courses will only take place if the minimum number is met. The minimum number of delegates per course is five.

I have read and agree to the terms and conditions above.

Signature			Date	/	/	/
l attach payment for	place(s) in the sum of £	MasterCard/Maestro/Visa/Visa Debit/Visa	a Electron/JCB/Amex (Please circl	e as ap	prop	priate)
Card no		Card security code (last three d	or four digits on the signature strip)			
Start date / Ex	p date / Issue Number (m	aestro only) Name of card-ho	lder			
Card-holder / Billing addre	ess					
	Postcode	Signature	Date	. /	,	/

ABOUT YOU AND YOUR COMPANY

Title	First name		Surname		
Your job title		Company name			
Company address				Postcode	
Email		Tel		Fax	
Number of employees	:: Descrip	ption of business:			
Turnover: £		Trading since:			
Please indicate if you h	ave any requirements e.g. a	access, dietary or information in an	alternative format:		

PRIVACY AND DATA PROTECTION

We are committed to protecting your privacy and will only use the information we collect about you in accordance with the reasons stated when we collect the information. The information supplied by you will be held on the database by LCCI and used to notify you of future events and services.

If you do NOT want your information to be used for the following purposes, please put a CROSS in the box(es) provided: You will be added to LCCI's international trade mailing list