



MJ HAYWARD ASSOCIATES LIMITED

Export and Import Risk Training

Essential Export Resources

We are often told by clients that they have difficulty in locating tangible support which will help to develop export markets and / or meet international trade regulatory requirements. With this in mind, this article focuses on providing you with our

Top 6 Essential Export Resources:

1. **UK Trade & Investment** (www.uktradeinvest.gov.uk): government organization assisting UK companies to develop export business worldwide. They have representation in all major markets and have a range of schemes (some partly or fully government funded) to help you research new markets, meet and check out new buyers etc. The website contains thousands of pages of useful country information and it is free to register. Your local **Chamber of Commerce** will have access to regionally or sector based UKTI advisers who will be happy to help further.
2. **Export Guides**. The two most commonly used are:
 - i. **Croners Reference Book for Exporters** (http://www.croner.co.uk/productDetails/category/managing_org/international_trade/product/Reference_Book_for_Exporters) and
 - ii. **Tates Export Guide** (http://www.tatefreightforms.co.uk/export_guide_2.asp).

Taking out a subscription to one of these guides will enable you to keep abreast of country regulations and associated documentation at a glance.

3. **SITPRO** is a trade facilitation agency providing assistance for international traders in the form of guides, templates and checklists (www.sitpro.org.uk). You may be familiar with SITPRO aligned documents such as export invoices, certificates of origin, transport documents etc, the templates for which were drawn up by this organization.
4. **INCOTERMS 2000**. Every export sales, purchasing or shipping department should have a copy of the full **ICC publication 560** in order that you can familiarise yourself with the most common **international delivery terms** applicable to your contracts. Each term clearly states the risks and costs to be borne by seller and buyer and where delivery is deemed to be effected and responsibility ends / begins. The publication is available from the ICC Bookshop (www.iccbookshop.com), at a cost of £55.00. A wall chart graphically illustrating each INCOTERM can also be purchased from the ICC Bookshop as above (approx £15).
5. **B.I.F.A.** The British International Freight Association (www.bifa.org) is the leading UK body representing the UK international freight services industry. The website contains a directory of members, helping you to find a freight forwarder who will provide the range of services appropriate to your needs.
6. **HM Revenue & Customs (HMRC)** have a range of excellent resources for exporters and importers to ensure that you are equipped with the tools and knowledge to meet international trade regulatory requirements. The **'Tariff'** provides information in three volumes relating to tariff requirements, codes, duties and associated documentation. Further information can be obtained from:
http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true&_pageLabel=pageImport_Home

For further information or to discuss booking a cost effective in-house course

Please contact us by email: info@mjayward.co.uk

Or call us free on: **0800 043 4052**

www.mjayward.co.uk