



# INTERNATIONAL TRADE TRAINING WORKSHOPS

Surrey and Hampshire Chambers of Commerce present a series of virtual and in-person training workshops for exporters and importers

To register for these courses, please contact Surrey or Hampshire Chamber of Commerce, depending on location.

Via Hampshire: [train@hampshirechamber.co.uk](mailto:train@hampshirechamber.co.uk)  
Via Surrey: [Hannah.Joslyn@surrey-chambers.co.uk](mailto:Hannah.Joslyn@surrey-chambers.co.uk)

## TRAINING COURSE DETAILS

### Customs Procedures & Documentation

The course will cover the role of HMRC and practicalities such as goods wholly produced in the UK, use of documentation including the EUR1, free circulation, AEO, VAT responsibilities, and the impact of Incoterms®.

**Hampshire:** 13th December  
**Venue:** Online

**Surrey:** 25th January 2023  
**Venue:** Reigate Manor

### Understanding Exports

This is an introduction to exporting and the practical considerations needed. The course covers the requirements of sales and purchase orders, an introduction to Incoterms®, packaging considerations, general compliance issues and commodity codes.

**Surrey:** 3rd November 2022  
**Venue:** Login Lounge, Camberley

**Hampshire:** 21st March 2023  
**Venue:** Online

### Import Procedures

A look at the documentation required for import and procedures, commercial considerations, the importance of PO's, calculating VAT/duty, & how to reduce import customs clearance delays.

**Hampshire:** 15th November 2022  
**Venue:** Online

**Surrey:** 7th March 2023  
**Venue:** Online

### Export Documentation

A course providing candidates with fundamental skills and knowledge to prepare and process the documents required for exporting goods overseas.

**Hampshire:** 14th December 2022  
**Venue:** Online

**Surrey:** 22nd February 2023  
**Venue:** DoubleTree by Hilton, Woking

These courses would normally cost between £250 and £350 but thanks to government funding (Strategic Development Fund) we are able to provide them to a small number of businesses free of charge. To ensure we are able to support as many businesses as possible any no shows, who have not contacted us will be invoiced for a cancellation charge of £100 plus VAT. Maximum three people per organisation per course.