

Internship Report
On
Clearing & forwarding procedures
Performed at M-Exim Enterprise

Prepared By
Ashikur Rahman
ID No: 161-14-659
Program: MBA
Major: Finance



Daffodil International University

Date of Submission: 15th December, 2019

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On

Clearing & forwarding procedures

Performed at M-Exim Enterprise

Prepared For
Professor Dr. Md. Abul Hossain
Coordinator (MBA Program)
Faculty of Business & Entrepreneurship
Daffodil International University (Uttara Campus)

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Letter of Transmittal

December 15, 2019

Professor Dr. Md. Abul Hossain
Coordinator (MBA Program)
Faculty of Business & Entrepreneurship
Daffodil International University (Uttara Campus)

Subject: Submission of Internship Report on “C & F Procedure” – A Study on M-Exim Enterprise.”

Dear Sir,

With great pleasure, here I submit my internship report on **“C & F Procedure – A Study on M-Exim Enterprise”** that you have approved & assigned as a compulsory requirement of MBA course. I have tried my level best to bring out the original scenario of M-Exim Enterprise With full of effectiveness & efficiency.

I have really learned a lot and have gained valuable experience and knowledge while collecting information for the report. It was certainly a great opportunity for me to work on this real life project to actualize my theoretical knowledge of this course in the practical area and some more which is out of this course.

I hope that this project paper has been to your expectation, if you come across any question or queries regarding these cases, it will be my pleasure to clarify your questions.

Sincerely,



(Ashikur Rahman)

ID: 161-14-659

Program: MBA

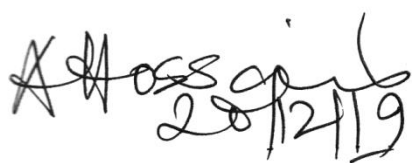
Major: Finance

Certificate of Approval

I am enormously pleased to certify that **Ashikur Rahman** is a student of the Department of Business Administration, 43rd Batch, ID No: 161-14-659, Daffodil International University have been completed his Internship Program under my supervision. He has completed his Internship Report is “**C & F Procedures**” – **A Study on M-Exim Enterprise**”. He explored the subject matter reviewed all the relevant literatures and examined the necessary sources for collecting relevant information.

I therefore certify and convinced to allow **Ashikur Rahman**, to submit his report as I am pleased to declare that this report is solely completed under my supervision and has not been submitted elsewhere previously to any other institution.

I wish him every success in his life.



(Professor Dr. Md. Abul Hossain)

Coordinator (MBA Program)

Faculty of Business & Entrepreneurship

Daffodil International University (Uttara Campus)

Acknowledgment

First of all I would like to express my gratitude to almighty God for his blessings that help me to complete this report. This internship Report has been prepared on the basis of four months successful completion of Internship program at M-Exim Enterprise, Gh-131, Progati Sarani, Middle Badda, Badda, Dhaka-1212.with the help of the company.

I would like to express my profound gratitude to my supervisor Professor Dr. Md. Abul Hossain Department of Business Administration, for his cooperation in a discipline manner & providing the best effort for preparing this report. I would like to thank my internship supervisor & my honorable teacher for giving me the opportunity to work on such a tremendously topic. Without his help it was quite difficult for me to complete this report successfully in time.

I am also grateful to the HRD of M-Exim Enterprise for offering me the Internship training. My special thanks to the **Muhammad Shahid Mozahar Hossain, General Manager** for his great cooperation who has given me the practical knowledge about the clearing and forwarding procedure.

At last, I express my deepest gratitude to all those who contributed directly or indirectly to bring this report to this final format, because I would never have been able to achieve this by myself.

Finally, I want to give thanks to the authority of M-Exim Enterprise and my graduating university, Daffodil International University to provide me with the platform to do this type of study.



(Ashikur Rahman)

ID: 161-14-659

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Preface

This internship report on “Clearing and forwarding Companies” A Case Study on M-Exim Enterprise, Dhaka is a terminal formality of the internship program for the degree of Master of Business Administration Program under the Department of Business Administration of Daffodil International University, Bangladesh, which is a business oriented professional degree. This report has prepared as per academic requirement after the successful completion of three months long internship training received at “M-Exim Enterprise”, with the view to familiarizing the students with the practical implementations of the theatrical knowledge gathered through class room lectures and going through books.

It is my pleasure and great privilege to submit my report entitled ““ Clearing and Forwarding Companies : A Case Study on M-Exim Enterprise, Dhaka” As the presenter of this report, I have tried my level best to get together as much information as possible to enrich the report while working at Accounts and finance Department, Audit Department of M-Exim Enterprise. I believe that it was a fascinating experience to work in the Accounts and Finance & Audit sector and it has enriched both my knowledge and experience.

However, after all this, as a human being, I believe everyone is not beyond limitation. There might have problems regarding lack and limitation in some aspects and also some minor mistake such as syntax error or typing mistake or lack of information. Please pardon me for that mistake and clarify these of my further information on those matters.



(Ashikur Rahman)

ID: 161-14-659

Program: MBA

Major: Finance

Abstract

M-Exim enterprise already has a broad network across the boundaries. Their necessary connections provide them a cutting edge in the market. M-Exim Enterprise Clearing and Forwarding Agency are committed to give high & timely performance of the tasks. The company has been marching forward showcasing immense potential for development. As a part of my post-graduation program, I have complicated my internship in this organization. Throughout the period of my internship, I had been working clearing and forwarding department.

Internship is must fulfill academic requirement. This internship report is based on practical experience at M-Exim enterprise. This internship report contains several parts. In the first part of this report contains some descriptions about M-Exim enterprise, origin of the study, objectives of the study, and limitations of the study. The next part is about the company. Here, history and background of the company. Their corporate mission, vision and values, operations, services, objectives and management structure. Then I described the cleaning and forwarding procedures, Objectives, Functions of Clearing and Forwarding Agents, Standard Trading Conditions under clearing and forwarding agents, Rights, duties and responsibilities of the forwarder as an agent, Environment of C&F activities in relation with intervening parties, Roles in International trade, types of services, about warehouse, types of goods storage in warehouse, types of services and operation, Shipping documents and their usage, Safe Transport Operations, UN model regulations.

During my internship time at M-Exim enterprise I have found some lacking. It is to be mentioned that this is from my point of view. I have also pointed out some recommendations which I believe to be the best from my point of view. At the conducting part I have focused the overall facts of this report.

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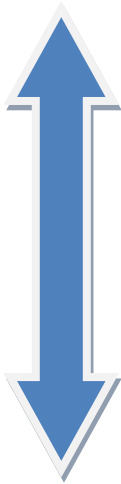
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Abbreviation

RMG	: Ready Made Garments.
BTB L/C	: Back to Back Letter of Credit.
L/C	: Letter of Credit.
GSP	: Generalized System of Preferences.
CO	: Certificate of Origin.
IRC	: Import Registration Certificate.
ERC	: Export Registration Certificate.
EXP	: Export Permission Form.
IMP	: Import Permission Form.
B/L	: Bill of Lading.
TIN	: Tax Identification Number.
P I	: Performa Invoice.
C I	: Commercial Invoice.
P/L	: Packing List.
C &F	: Clearing & Forwarding.
C &F	: Cost & Freight.
FOB	: Free on Board.
LCA	: Letter of Credit Authorization Form.
EPZ	: Export Processing Zone.
BB	: Bangladesh Bank.

Chapter 1

Introduction



❖ Introduction
❖ Origin of the report
❖ Objectives of the report
❖ Scope of the study
❖ Methodology of the study
❖ Limitation of the study

1.1 Introduction:

Internship could be a partial demand of post-graduation. It offers a good chance for any student to induce some tremendous and good concepts concerning the sensible field. It's additionally a difficult expertise to arrange situation Report that will increase intellectual skills as an economical graduate. Clearing and Forwarding sector have emerged because the most significant player of our economy by providing an ardent surrounding for career development therefore it had been my premier objective since the terribly starting of Master in business program to accomplish situation during this style of financial organization.

A develop Clearing and forwarding sector plays a significant role for export-import service a rustic. It's currently providing their Clearing and forwarding service with ton of sector. I'm terribly glad for obtaining the chance to accomplish my sensible coaching within the Asian nation clearing and forwarding line of export-import services supplier. The situation program was carried on the coaching division. The forwarding and overall system of Asian nation. Asian nation clearing and forwarding the author of this report gained sensible data concerning the performance appraisal system of the workers of on a report titled **"Clearing and Forwarding Services of Export-Import - A Case Study on M-Exim Enterprise"**.

1.2 Origin of the Report:

The report has been ready as a fulfilment of the partial demand of the berth program as approved by Finance department at Daffodil international University. The first goal of the berth prospectus is to supply on the work coverage to the coed and a chance for transaction of theoretical conceptions in reality scenario. Students are placed in enterprise, organization, analysis establishments in addition as development comes. The program covers associate in nursing overall amount approximate sixteen weeks of structure attachment, with report windup work.

1.3 Objectives of the study:

- i. To know the concept Clearing and Forwarding company
- ii. To know about customs procedure & documentation
- iii. To analyze the Clearing and Forwarding procedures of M-Exim Enterprise.
- iv. To find out problems.
- v. To give proper recommendations.

1.4 Scope of the study:

The study offers Maine a large exposure of like trade awareness, company, competitions, market position, and client expectation. Market position demands in freight forwarding.

What this trends and their application and additionally scope of improvement in it? It additionally offers me deep understanding of the supplying trade regarding each domestic further more as foreign market.

1.5 Methodology of the study:

Every report is prepared by following a concrete methodology. The success of the report depends on the followed methodology in the major portion. For achieving the precise objectives of the study, information were collected from each primary and secondary sources.

The sources of data are as follows:

(a) Primary data

Primary data collected from clearing and forwarding business. In addition, in some cases information also collected employees those who are doing working in clearing and forwarding Department.

- i. Direct discussion with the several officer of the departments.
- ii. Head-on talk with the staffs.
- iii. Observation of the activities of marketing department.

(b)Secondary data

The organization a part of the report is principally supported secondary knowledge. These data were gathered from different types of documents, reports, service rules, and other garment industries

- i. Various records of the Clearing and Forwarding line.
- ii. Browsing Internet
Different publications regarding Clearing and Forwarding Business.
- iii. Different types of brochures.
- iv. Personal files of the employees
- v. www.customs.gov.bd.

1.6. Limitations of the Study

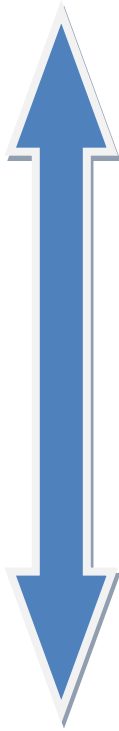
Limitation refers the difficulties I actually have to face for finishing this report and what I couldn't protect this information.

- i. To continue this report it requires a big deal in time.
- ii. It requires lot of assistance from all level officers and staffs but as a garments sector Business everybody are unit thus busy in doing their various duties.
- iii. Its needs to proper support & guideline from respective superior to make this Effective report.
- iv. In many cases the relevant authorities are not aware about internship report & they are unwillingness to provide data due to confidentiality.
- v. Web site of the organization wasn't up to date to gather valuable information.
- vi. It is tough to form data primary based a fashionable report in a very short fundamental quantity.
- vii. Few officers typically felt disturbed, as they were busy in work.
- viii. This report is organized by in short period of time.

Due to the lack of experience, there is a chance of having some mistake in the report though the best effort has applied to avoid any kind of mistake.

Chapter 2

Overview of the company



❖ Profile of M-Exim Enterprise
❖ Vision
❖ Mission and Value
❖ Operations
❖ Services
❖ Objectives of services
❖ About Us
❖ Company Organogram

2.1 Profile of M- Exim Enterprise

M-Exim Enterprise Clearing and forwarding agent is a longtime Bangladesh customs certified company. Located in national capital, Chittagong, specializing in customs clearing and forwarding agent. Their operating philosophy is to confirm that our client forever comes initial. They aim to be become your business partner, get to grasp your product wants and wishes and desires. So provide skilled recommendation and solutions to any or all your export needs and import needs. They kindly invite you to contact US for a no obligation quote once your next ought to export/import a number of your valuable payload, their economical, friendly on-line casino slots team are going to be delighted to listen to from you and be of service. They're going to answer all of your freight clearing queries.

Welcome to the profound world of M-Exim enterprise clearing and forwarding agency. They feel in introducing themselves as a number one customers forwarding company from Bangladesh. The corporate is wide far-farmed for its un-comparable customs clearing services, in nowadays dynamic & chop-chop growing world, M-Exim enterprise clearing and forwarding agency offers world category customs clearance services for its wide unfold purchasers.

Established within the year of 2006. M-Exim enterprise agency has been making worth for purchasers by rendering unequalled services. The M.D of the corporate Md. Gulam Mustafa has profound information and experience within the field. Underneath his kind supervising. The corporate holds associate desirable position within the inside of custom clearing and forwarding suppliers.

They have a board network across the boundaries. Their necessary connection give them a leading edge within the market. Here, at M-Exim enterprise clearing and forwarding agency. They're committed to high & timely performance of the tasks. The corporate has been walk forward showcasing huge potential development. Last however not the smallest amount, their main aim is client's most satisfaction and that they work assiduously to realize a similar.

General Information

Name of the Organization	M-Exim Enterprise
Year of Establishment	2006
Legal Aspect of the Organization	A Private Company
Company Address	H-01, R-04, Suit-3/C,Badda link Road,(GhudaraGhat),Gulshan-1, Dhaka. 1212
Telephone	02-9858190
Fax	02-8963203
E-mail	meximcnf@gmail.com

Contact Person:

01	Md.Gulam Mustafa (Managing Director)
02	Tanvir Ahmed (Sajib) General Manager HR & Admin

2.2 Vision:

It to become the foremost most-well liked one stop organization through the availability of final shipping solutions through long run relationship, to be the simplest, adorable, reliable clearing agents in Bangladesh for quick clearing and forwarding of card and merchandise through competitive rates and expertness.

2.3 Mission and Value:

M-Exim enterprise clearing and forwarding agency's mission is to produce quality and effective business through its gifted and economical employees. The organizations is additionally committed to giving valued recommendation to purchasers on shipping schedules, import export connected problems in addition as follows up and expedite clients load-Exim enterprise aim to high the business and become one amongst the foremost most-well liked clearing and forwarding corporations in people's republic in Bangladesh.

2.4 Operations:

Import – Customer Service / Documentation:

- i. A foreign partner sends the pre –alert of cargo details alongside copies of the Bills of shipment.
- ii. Check if contents of Master B/L as per specimen and house Bill of partners and raise them to correct identical.
- iii. Check with linear agent on ETA of vessel and inform the recipient/ custom land agent.
- iv. Give in to chief and House B/L to the delivery line for filing the apparent. at intervals forty eight hours before the arrival of the vessel
- v. Obtain import general manifest no. (IGM) and line no. form the shipping line and expire identical to the custom, land agent at intervals twenty four hours receipt of identical from the shipping line.

- vi. Issue consignment arrival notice seminal fluid freight invoice to the consignee/CHA at intervals forty eight hoursbefore the arrival of the vessel
- vii. Inform shipping line to maneuver the containers to the selected off dock CFS once checking with the CHA if needed.
- viii. Collect freight and alternative native charges where applicable and fork up identical to accounts departments for payment.
- ix. To issue unleash order to custom land agent once assortment of punctually discharged original house Bill of shipment with all relevant endorsements like bank, if bank is concerned, recipient and custom land agent once assortment of relevant charges.

Export – Client Service / Documentation:

- i. Accept ratio of inquiry from overseas buddies if appropriate.
- ii. Check with native shipping company’s/Break bulk operator/Consolidator and talk over ocean freight.
- iii. If business finalized, acquire routing order from the overseas agent comprising of shipper details/recipient data.
- iv. Advise shipper via phone regarding being appointed to handle the cargo and check on consignment readiness.

2.5 Services:

The Company offers a personalized service, with the right combination of cost and transit time to accommodate their client's objectives.Small enough to supply quality service, giant enough to fulfill your desires. Below are some of the services performed by M-Exim Enterprise:

Table: 1

	Ocean Freight		Value Added Service
1	Competitive Rates	1	Air-Sea, Sea-Air Shipments
2	Full Container Load (FCL)	2	Insurance (Ocean/Air)

3	Less Than Container Load (LCL)	3	Export Packing
4	Inland Trucking		
5	Out Ports Operation		
6	Consolidation		
7	Door to Door Service		
	Air Freight		Logistic Service
1	Competitive Rates	1	Inland Transportation to Airport or Seaport of Choice
2	Locally Managed Space Allocation	2	Warehouse and Distribution
3	Closely Managed Cargo Handling	3	Logistics Solutions
4	Consolidation		

M-Exim enterprise is based in a custom built warehouse and they feel proud on providing a personal and professional service, which is second to none. Additionally, they are able to offer very competitive rates for the movement of freight to any destination worldwide by Air or Sea.

2.6 Objectives of services:

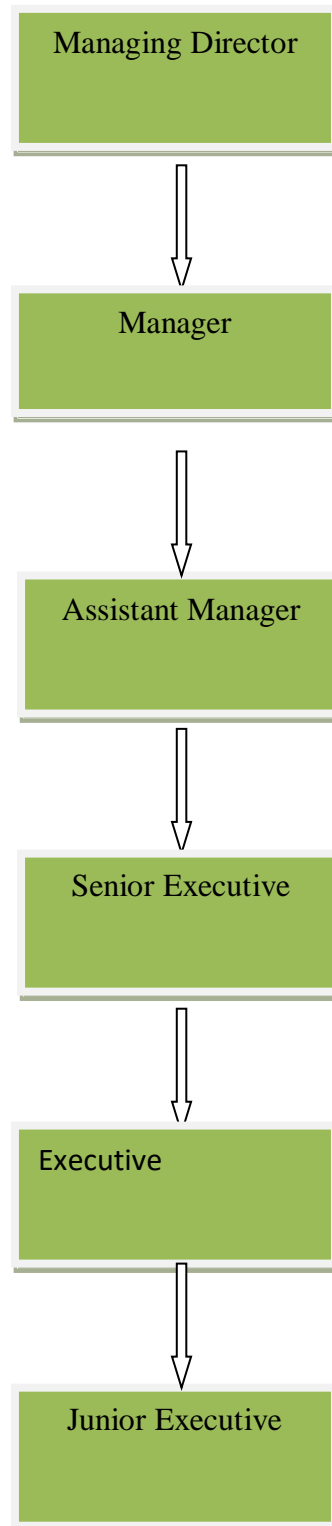
Clearing and Forwarding agency delivers complete bundle solutions for import and export operation objectives:

- i. Timely delivery of goods and packaged from source to destination ports.
- ii. Skilled team of professionals who are well versed with industry norms and standards
- iii. Faster processing of tasks and quick custom clearance procedure
- iv. Handling of small packages to large shipments with intense care
- v. A complete package of cargo services including sea, air and land transport

2.7 About us:

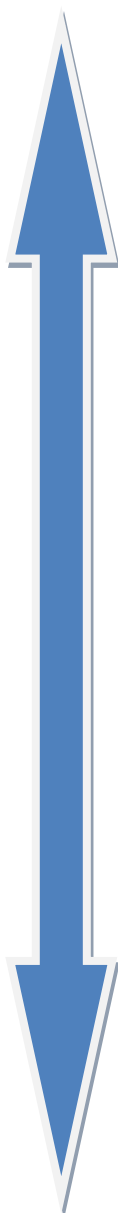
With the rise in trade between Africa nation, BRICS countries and therefore the world at giant decision the requirement for customs clearance of loading within the several countries and therefore the requirement to appoint a globally connected clearing and forwarding company with an impeccable an impeccable name. We tend to thus aim for excellence in fulfilling the promise and developing unchallenged confidence with our purchasers. We offer easy accessibility for our purchasers and nice visibility for potential purchasers.

2.8 Company Organogram:



Chapter 3

Cleaning and Forwarding Procedures



❖ Introduction
❖ Objectives
❖ Functions of Clearing and Forwarding Agents
❖ Standard Trading Situations under clearing and forwarding agents
❖ Rights, Duties and Responsibilities of the forwarder as an agent
❖ Environment of C & F activities in relation with intervening parties
❖ Roles in International trade
❖ Types of services
❖ Definition of Warehousing
❖ Types of goods stored in warehouses
❖ Types of goods stored in warehouses
❖ Shipping documents and their usage
❖ Safe Transport Operations
❖ UN model regulations

3.1 Introduction:

When a business concern desires to import product from another country or export product to a different country loads of legal formalities square measure to be completed before causing product or receiving product. It's here that the bourgeois takes the assistance of clearing and forwarding agents. They act on behalf of the bourgeois and exporter to finfish all formalities needed for clearing and dispatch of the products. Just in case of imports, they take delivery of the products from the ports and therefore the customer's authority and send it by rail/road to the place of bourgeois. Just in case of exports, they complete all the formalities of loading the products on the ship and people concerning customer Clarence, if any. Their help helps the exporters and importers everywhere the country to with success wear down international trade. Originally a commission agent performing on importer/exporter Behalf Routine tasks e.g. loading, unloading, customs brokerage, storage, native transport services.

Prof Alan Branch define, "An entity/company accountable for enterprise export/import merchandise arrangements on clients/shippers behalf at a harbor, landing field then on. At harbor it'd embrace assortment for freight, assortment and supplying bills of freight, notification of arrival and loading of products, customs, import & export documentation, certificates of cargo, arrangement sorting of merchandise, cold storage, storage, transport and destination together with close to continent, merchandise or injury surveys, Lloyd's/marine agents surveys and it's additionally termed as forwarding agent.

3.2 Objectives:

- i. Establish the scope of clearing and forwarding, the sector atmosphere as well as right, duties and responsibilities of a freight forward.
- ii. Define usage grave, export documents and associated terms in relevance C & F operations aspects of international trade.
- iii. Appreciate the legal context/implication of varied documents employed in import-export and their sources.
- iv. Demonstrate ability to perform consolidations and arrange intermodal journeys for containerized and traditional payload.

- v. Demonstrate public knowledge on the handling and classification of dangerous payload underneath varied transport modes.
- vi. Appreciate outcomes of the international conventions and their application.
- vii. Establish procedures with reference to clearance a forwarding payload in international trade.
- viii. Appreciate the essence of reposition, packaging and packing of goods. Apply relevant conversion units and formulas within the computations of freight rates.
- ix. Define and illustrate the constituents of freight rates underneath completely different transport modes.
- x. Apply the information in their work.

3.3 Functions of Clearing and Forwarding Agents

Involving to Imports

- (a) Handling distribution from the ports.
 - (b) Prepare and submit bill of entity.
 - (c) Disbursement of cargo charges.
 - (d) Handling custom clearance payment of exports dues
- Shipping goods by way.
- (f) Giving guidance papers to the foreign buyer.
 - (g) Giving guidance papers to the shipper.

Involving to Exports

- (a) Gaining custom permission
- (b) Gaining freight order
- (c) Submit shipping bill
- (d) Disbursement of dock dues.
- (e) Receiving mate's receipt.

3.4 Standard Trading Situations under Clearing and Forwarding Agents:

Usually develop in accordance with the industrial apply or system prevailing in every country. In some countries they're supported the FIATA model based in 1926. One of the essential suggests that of rising and maintaining skilled standards of the forwarding trade. Although conditions vary from country to country, a forwarder is predicted to:

- a) Take due care of products entrusted to him.
- b) Suits directions of his client in matters.

Relating to their transportation, avoid committing himself to any firm date of delivery at destination and has typically right to lien and detention over the products within in event of customers failure to buy his duties associated with the task concerning those explicit goods as per contract.

3.5 Rights, Duties and Responsibilities of the Forwarder as an Agent

As agent forwarding generally accepts liability of:

- i) Own fault and his employees/servants.
- ii) Routing to the wrong destination.
- iii) Errors during customs operations.
- iv) Delivery of goods contrary to instructions.

3.6 Environment of C & F Activities in Relation with Intervening Parties

Internal atmosphere

- i) Internal Environment: associate degree mixture of all within factors that influence the operations and performance of the organization from inside
- ii) Part of the interior Environment;
 - a) Organizational charters and tips
 - b) Limited Resources
 - c) Organizational Rules

- d) Constraints obligatory by higher-level managers, customs and culture

External atmosphere

- i) External Environment: The unnatural that square measure obligatory form outside the organization and square measure usually on the far side the management of the organization
- ii) Intervening Parties
 - a) Government and alternative public authorities
 - b) Private parties

3.7 Roles in International trade

- i. Provides strategic solutions of long distance product sourcing and movement
- ii. Provides capabilities interfaced across a spread of various transport modes
- iii. Offers provide chain management solutions
- iv. Delivery and customs clearance
- v. Load handling and distribution management
- vi. Entomb modal transport services
- vii. Consultancy/advisory services on international trade
- viii. Mega forwarders have more and more increased their role by adapting to dynamic word supply scene and investment heavily in data technology and quality trained committed employees.

3.8 Types of Services

1. **Fundamental Services:** A service that's the first purpose of the dealings.
2. **Complementary Services:** Complementary services that ar purified as a corollary to the safe of perceptible product.

3.9 Definition of Warehousing

The storage associated care of products in an atmosphere wherever they maintain their utility till such time that they're removed ether for process, storage elsewhere, sale or finish use. The importance of deposit lies in its functions and therefore the processes it permits. These

include: Handling, Stock column, Documentation, Product intermixture, Consolidation, Fumigation, Customs clearance, review and verification.

3.10 Types of goods stored in warehouses

There are many types of store in warehouse for care of goods. This includes:

- i) **Decay able goods:** These need specific management of temperature and alternative parts of the atmosphere e.g. Vegetable and fruits, adhesive films, a number of the plastics, medicines, wine and spirits.
- ii) **Non-Perishable or dry goods:** product whose conditions stay unchanged over long periods of your time e.g. Cereals, General merchandise, chemicals, machinery etc.

3.11 Warehousing/storage types and operations

There are many types of storage .Mainly four types of storage use for warehouse: These are:

- i. **Open yard storage / stock yard storage**
- ii. **Covered or shed storage**
- iii. **Specialized Storage**
- iv. **Bonded Storage**
 - i) **Open yard storage/stock yard storage:** chiefly won't to store product that area unit for the most part unaffected by the weather in some instances, waterproofing perhaps necessary e.g. Canvas covering giant stacks. It's appropriate for: containers (ICDS), motorcars, Timber (humidity has to be controlled), Build shipment e.g. coal
 - ii) **Lined or shed storage:** product area unit keep in utterly designed or part lined warehouse buildings. Factors thought-about within the stacking of products on the warehouse floor: sorts of packing, Stack heights and pointers, Aisle ways that and safely house laws, Access points, Cargo compatibility, Pillars and different structures within the warehouse, regulations regarding numerous commodities e.g.

iii) **Specialized Storage:** There are a unit many sorts of specialize storage. These area unit given below:

iii.i) **Bulk Storage:** Involves the storage of products in bulk type the storage units area unit particularly designed structures unit to permit for the preservation of the products whereas in storage. Created from 2 classes namely.

a) **Dry bulk storage:** For storage of dry bulk cargoes like cereals, fertilizer.

b) **Liquid bulk storage:** From storage of liquid bulk cargoes like vegetable oils and fossil oil merchandise.

iii.ii) **Cold Storage:** sort of storage wherever temperatures area unit regulated to assist management shipment deterioration. The method is achievement by: cooling, chilling, chilling Involves terribly high capital for installation, insulation and power generation.

iii.iii) **Hazardous shipment storage:** This can be entirely for storage of venturesome product main classes of venturesome cargoes embody Flammables, Explosives, Corrosives, Poisons, radioactive materials oxidizers. These classes area unit divided into numerous categories and sub-classes area unit divided into numerous categories and sub-classes area unit the handling and storage is ruled by the (IMDG) international maritime dangerous product code.

iii.iv) **Fulfillment storage:** sort of storage that relates to the storage of products that have terribly quick turns and area unit of low volumes. Warehouse deals directly with the client Involves advanced paper flow.

iii.v) **Home product reposting:** specialized sort of warehousing that preponderantly deals with used cargoes. Serves chiefly a removal operate and there's no modification of title.

iv) **Secured Storage:** Ordinarily, is secured reposting, relates to shipment keep below customs bond unfinished of payment of duties and different taxes. Storage Economy for accomplishment of economy in storage most utilization of house is crucial. House occupied and height (Volume) forms the idea for valuation.

3.12 Shipping documents and their usage

i. **Regular shipping order:** A shipping order generally is shipped in conjunction with a cargo or products so the person receiving them will verify that documents properly reflects the things that they really received.

ii. **Bills of lading:** A bill of cargo, in its simplest type, could be a receipt. The document states that the carrier has received the cargo and contains data concerning the shipper and also the receiver. The square measure many alternate names and abbreviation for the term “Bill of Lading.”

Common Types of Bill ladings Forms:

- a. **House Bill of cargo:** A bill of cargo issued by freight forwarder or NVOCC (Non vessel operational companies) is named HBL house bill of lading. Once when receiving freight from shipper when necessary customs formalities, the freight forwarder releases house bill of cargo HBL to the shipper.
- b. **Master Bills of cargo:** The freight forwarder once receiving product from shipper, re-book identical wares to the main carriers UN agency square measure vessel house owners. The most carriers, once wares received, problem of bill loading to whom the wares set aside with him. This often referrers to as MBL (Master bill of loading).
- c. **Straight Bill of Lading:** this is often generally used once shipping to a client. The straight Bill of merchandise is for shipping things that have already been got.
- d. **To Order Bill of Lading:** Used for shipments once payment isn't created ahead. This will be shipping to 1 of your distributors or a client on terms
- e. **Clean Bill of Lading:** A Clean Bill of Lading is simply a BOL that the shipping carrier has to sign off on saying that when the packages were loaded they were in good condition. If the packages are damaged or the cargo is marred in some way (rusted metal, stained paperetc.), they will need issue a "Soiled Bill of Landing" or a "Foul Bill of Landing."
- f. **Ocean Bill of Lading:** Ocean Bills of Lading allows the shipper to transport the cargo overseas, nationally or internationally.

- g. **Direct Bill of Lading:** Use a Direct Bill of Lading when you know the same vessel that picked up the cargo will deliver it to its final destination.
- h. **Through Bill of Cargo:** Throughbills of shipment are a touch a lot of complicated than most BOLs. It permits for the shipping carrier to pass the product through many completely different modes of transportation or many different distribution centers. This bill of lading has to embody a draft of lading or an ocean bill of lading counting on its final destination.
- i. **Combined Transport Bill of Lading:** This is a type of Through Bill of Lading that involves a minimum of two different modes of transport, land or ocean. The modes of transportation may be something's from freight boat to air.
- j. **Shipped On Board Bill of Lading:** A Shipped On board Bill of Lading is issued when the cargo arrives at the port in good, expected condition from the shipping carrier and is then loaded onto the ship for transport overseas.

iii.(a)**Shipper's Declaration of Dangerous Goods:**Dangerous goods declaration documents prepared by a consignor or shipper to certify that the dangerous goods being transported have been packed, label and declared in accordance with the standard international shipping regulations.

There square measure totally different rules in situ for all different modes of transport and in each country. Ultimately, for all modes of transport –ocean, air, rail, road, and landlocked water ways in which –the United Nations Committee of consultants on the Transport of Dangerous product and alternative organizations, which incorporates the International transportation Association, have assigned one in all 9 categories to any or all dangerous or unsafe substance so as to assist build the safe transportation of dangerous product potential. The nine categories of dangerous product likes:

- a) **Exclusive:** Exclusive square measure classified as dangerous product as a result of they're capable of manufacturing unsafe amounts of warmth, light, sound gas, or smoke.
- b) **Gases:** the category or gases includes compressed gases, liquefied gases, aerosols, and more. Gases square measure dangerous as a result of they create a significant risk as potential asphyxiates and since of their flammability.
- c) **Combustible Liquids:** Flammable liquids square measure volatile and square measure volatile and square measure capable of giving off a combustible vapor.

- d) **Combustible Solids:** Flammable solids square measure extremely flammable and may even cause hearth through friction. They're definitely capable of inflicting serious harm.
 - e) **Oxidizing Substance:** Substances which might yield chemical element square measure classified as dangerous product as a result of, though not essentially flammable in themselves, they'll contribute to the combustion of alternative unsafe substances.
 - f) **Harmful And infectious Substances:** Toxic substances square measure classified for having the ability to cause serious injury or death to humans if engulfed, inhaled, or by contact with skin, Infectious substances square measure classified for holding pathogens, together with microorganism, viruses, parasites or alternative agents which might cause sickness in humans or animals upon contact.
 - g) **Hot Materials:** Radioactive materials square measure outlined as any substance that contains atoms that square measure subject to decay.
 - h) **Corrosives:** Corrosive substance react with chemicals to break or destroy material, like living tissue, upon contact.
 - i) **Miscellaneous Dangerous Goods:** Miscellaneous Dangerous product square measure substance that gift a danger not coated by alternative categories. Consistent with the U.N this category includes environmentally unsafe substances, elevated temperature substances. Their team of consultants will give skilled service associated with dangerous product, together with stuff transportation, training, reposting, repacking, compliance, consultation, checklists, documents, and more. Their services square measure designed for quickness and potency.
- iii.(b) **Hazard warning signs:** Every type of hazard warning signs, hazard labels marking on packages and placard on payload transport units.
- v. **Documentations:** Transport document containing all data concerning the harmful product shipper's declaration, instrumentality or vehicle packing certificate and Emergency response data.

3.13 Safe Transport Operations

M-Exim enterprise concern regarding their safe transport operation initial. They're victimization all instrumentation's for safety as like fireplace conclusion equipment, explosion proof electrical installation, Miscellaneous extra technical needs, Emergency response instrumentation, Specific coaching of personal and private protecting instrumentation.

3.14 UN model regulations

- i. Develop by international organization economic and social council – committee of consultants on the transport of dangerous product
- ii. Self-addressed to governments and international organizations involved with rules for dangerous product
- iii. Not applicable for bulk transport of dangerous product in ships
- iv. Basic theme of provisions permitting uniform development of dangerous product rules for assorted modes of transport
- v. Contribution to worldwide harmonization of transport rules.

Chapter 4

Findings, Recommendations and Conclusion



❖ Findings
❖ Recommendations
❖ Conclusion

4.1 Findings

While working on M-Exim enterprise, I have attained a newer kind Experience. After collection and every information I actually have some findings. These findings completely my personal view to research works.

- i. M-Exim enterprise has established its loyal employees. Among every and each worker have a lots f loyal promptness with higher relationship.
- ii. Awareness level about M-Exim enterprise among the existing customers is high.
- iii. Gratificationlevel of present customers is acceptable but for the long run scenarios a lot changes and efforts have to be compelled to be taken.
- iv. Location of M-Exim enterprise is good as targeted customers.
- v. There is almost 50% retention of customers visited the store before as per the analysis.
- vi. Well awareness M-Exim enterprise in customers.

4.2 Recommendations

I have the practical experience in M-Exim enterprise for only 4 months. M-Exim enterprise already has a board network across the boundaries. Their necessary connections offer them an innovative within the market. M-Exim enterprise clearing and forwarding agency they're committed to relinquish high & timely performance of the tasks. The enterprise has been walking forward showcasing huge potential for development. But in the compound business environment and diversified business world these services cannot meet customer needs. Today, customer classes are vibrant it is difficult to keep the customers without better management system and improve services. In this regard, following specific recommendations are forwarded for the development of M-Exim enterprise. From the Internship I found some new techniques that are applicable for improvements.

1. Company should establish support office for internal support.
2. Company should start some sales promotional activities for better attraction in customer's memory.
3. Company should focus on the transportation services.
4. Company should increase marketing executive team.
5. It should concentrate on advertisement.
6. Above are often done by increasing its experience network additionally by rising quality of services at a competitive worth.
7. Last but not least should focus on slowly to big customers so that it can expand the size of business and can create Brand name in market for itself.

4.3 Conclusion

The clearing and forwarding agents are primarily the transportation consultants UN agency hold immense data associated to the particular rank of the import and export business. It's additionally well knowledgeable of the principles and rules that manage it. The manager is additionally well acquainted with and absolutely understands all the very important rules and rules appropriate for the procedure of international clearance and forwarding. It might be extremely wise use a decent clearance and forwarding agent for shipping of product from several nations. Here could be a list of a number of the foremost very important tasks handled associate degreed professionally gifted by acknowledged clearance and freight agent: Formation of an invoice for international shipping, creating necessary arrangements for the opportune pickup and competent delivery reports, Agreement and organization of customs for developing storage processes. As shortly because the freight is handed over to the forwarder, the client will simply believe the agent. This can be additionally the rationale that clearing and forwarding agents are currently obtaining vast orders in mass from a spread of plausible organizations. The most important object of a clearance associate degreed forwarding agent is to gift a hundred percent declaration for secure and acceptable unleash of consignment in spite of weather or different conditions that will be an obstacle for such services. The internship program has provided me with the opportunity to gain hands-on experience that was not possible to achieve in the classroom. My internship report helps me to develop essential skills and increased my confidence level, communication skill. It was a great pleasure to work with the supervisor and executive officers.

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