

Welcome to January's edition of the i-Bulletin newsletter for Exporters,  
We hope you had a relaxing festive break and that 2017 has started off with a bang!

Already we have been busy arranging events and new services that will assist you with your exporting needs. We have a new Chambers Letters of Credit Service, see our focus below for more info, and our 'A Basic Guide to Customs' workshop proved so popular that we have added an afternoon session, so use the link below to book your place before they go!

**UPCOMING OFFICE CLOSURE:** Due to a Chambers staff meeting, both the Southend and Colchester offices will be closed for a period of time during Friday 3<sup>rd</sup> February.

**Southend:** will close between 10.30am & 2.30pm **Colchester:** will close between 9.30am & 3.30pm

Apologies for any inconvenience this may cause.

### Export Documentation Focus

When sending in your documents by courier or post, you should indicate what service you require. We have prepared a cover sheet which you can complete and include with your documents.

[Click here](#) to download.

**Arab Documents** - It has come to our attention that some Arab consulates are rejecting documents that do not have an original signature. We advise that if your documents requires legalisation an original signature will minimise the risk of rejection.

Can we also remind you that our Southend International Trade department is now the 'hub' for our documentation processing. Please be aware that if you want to collect your documents, or have a 'while-u-wait', for the Colchester office you will need to please *phone in advance to book an appointment*.

### Export Expert Training

Our next course in February will be

#### **Incoterms & Export License Controls**

This will cover

- Incoterms 2010 in depth
- Delivery & transfer of risk
- Cost build up
- Insurance Issues
- Export Licences & the SPIRE system
- DBEIS (Department for Business, Energy & Industrial Strategy)
- ECO (Export Control Office)
- Different types of Licence
- End User Undertakings
- and more.....[Full course content](#)

Coming up in March - Finance Options Focusing on Letters of Credit

#### **Export Expert Training Programme**

## Export Trade Updates

**IRAQ:** Update [More Information](#)

**MOROCCO:** Update [More Information](#)

**OMAN:** Update [More Information](#)

**UAE:** Update [More Information](#)

**HMRC:** 16 open licenses up dated  
[More Information](#)

**PLA Services:** Directory  
[More Information](#)

**HMRC:** Latest updates  
[More Information](#)

## Monthly Focus - Letters of Credit Service

If your company doesn't have the time, resources or knowledge to handle Letters of Credit why not use our Chamber Service!

From credit checking to complete document preparation, our specialist experts will handle everything leaving you free to concentrate on other areas of your business. So rather than risking cost, delay and lost orders, contact our highly experienced documentary credit team, who check hundreds of millions of pounds worth of credits every year to solve the problems.

From pre-presentation checks to a full documentation preparation service, we cater for all your Letter of Credit needs.

Visit our [website](#) for more information

## Essex Chambers Events

[South Essex Networking Twilight](#)  
2nd February - Southend

[Incoterms & Export License Controls](#)  
7th February - Colchester Office

[A Basic Guide to Customs](#)  
20th February - Great Wakering

[Thoroughly Thurrock Networking Twilight](#)  
22nd February - Thurrock

[Doing Business in India](#)  
17th May - Great Wakering

### **SAVE THE DATE :**

[Discovering Africa - Exploring Exports 26th April](#)  
Join us at Orsett Hall to discover what Africa has to offer and explore the opportunities & export processes involved.

### **Full Events Calendar**

## Useful Webinars, Courses & Events

### **Webinars**

[5 tips to reach International customers online](#)

9th February - 2 - 3pm

[Koreas Life Sciences Market](#)

9th February - 9.30 - 10.30 am

[EU-Japan SUNSET Project: Aeronautics](#)

21st Feb - 10.30 - 11.30am

BIFA: Online courses

[More Information](#)

### **Events**

[Cross Border Trading - Barclays](#)

2nd February - London

[EEF National Manufacturing Conference](#)

22nd February - London

[COBCOE 'Future Cities' trade delegation UAE](#)

21st - 22nd March

### **Business Opportunities**

[EXPORTING IS GREAT](#)

View the latest [i-Leader](#), our quarterly International Trade publication

View the latest [e-Leader](#), our bi-monthly Business publication

View the latest [Grapevine](#), our quarterly Members Newsletter

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