ICFTMI Institute of Certified Foreign Trade Managers of India

CFTM™

Certified Foreign Trade Manager™

[Distance Learning]

Brochure

The Institute of
Certified Foreign Trade Managers
of India

ASH, Block: O8/02, Indirapuram, Shipra Suncity,
Ghaziabad – 210 010
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1.

ABOUT ICFTMI™

1.1. ABOUT THE ICFTMI™

The Institute of Certified Foreign Trade Managers of India (Institute / ICFTMI™) is a non- profit, non-governmental educational institution. It was established by a group of qualified academicians and senior executives serving in industry with relevant practical experience. It was designed and being developed into a premier institution in India for specialized education, training and research in all areas of foreign trade. The Institute aspires to become an eminent institution of excellence and proposes to act as a nucleus for Human Resource Development through specialized educational programs.

From an academic perspective, foreign trade provides insight for the understanding of the business process and discip line. From a nation's perspective, Foreign Trade allows the nation to gain and develop a higher standard of living by trading its resources, moderating inflation and generating employment. From an enterprise's perspective, many foreign markets offer growth in terms of sales and profits and risk diversification. Foreign Trade also enables an enterprise to discover new ideas which may lead to new products and services.

The relationship between human development and the development of the economy is well documented, and investment in education and training has amply rewarded countries that set human development as a top priority.

Recognizing the everlasting importance for the foreign trade and to contribute to the human and economic development of our country , the Institute of Certified Foreign Trade Managers of India was established as a non-profit educational institution to train a new cadre of foreign trade management professionals and to upgrade the Foreign Trade Management skills of the managers and administrators. It is the aim of the ICFTMI™ to stand out as a premier Institution of its kind in the entire Third World for human resource development in this highly specialized discipline.

> *Men often become what they believe themselves to be. If I believe I cannot do something, it makes me incapable of doing it. But when I believe I can, then I acquire the ability to do it even if I didn't have it in the beginning.*
>
> *- Mahatma Gandhi*

Moreover, the expertise of Indians is recognized worldwide. With proper training, Indian leadership in foreign trade will succeed in creating a prosperous national economy as an example for the world to follow. The Institute of Certified Foreign Trade Managers of India is designed to, achieve this goal.

The Institute of Certified Foreign Trade Managers of India is committed to achieve excellence by:

- Conducting contemporary educational programs in Foreign Trade Management relevant to decision-making and problem solving in a complex international business environment.
- Promoting and developing the adoption of scientific methods in foreign trade management.
- Carrying out research and publication activities covering various economic spheres and booklets on foreign trade management.

1.2. Mission Statement of the Institute

- *To formulate and conduct educational programs, which are having global recognition and provide opportunities throughout the globe.*
- *Our student needs - especially the requirement of professional knowledge, expertise, career advancement and value for money - will be our prime concern.*
- *To ensure very high level of excellence and standards in our academic operations.*
- *To develop and maintain a dynamic and collaborative atmosphere in which our students, faculty, and staff feel challenged and cared for and build an Institute that is productive, flexible, and the best in the world.*
- *To be recognized - as an educational institution - for very high ethical values and responsiveness to the global business environment.*
- *To continue to be a force in the development of foreign trade.*

1.3 Objectives

The objectives of the Institute are:

- To develop the foreign trade management function as a powerful tool of management control in all spheres of economic activities;
- To promote and develop the adoption of scientific methods in foreign trade management;
- To develop a new breed of foreign trade participants with adequate knowledge about foreign trade concepts and techniques;
- To provide thorough knowledge about foreign trade procedures and documentation *to* the present and prospective foreign trade participants;
- To develop professional foreign trade managers and equip them fully *to* discharge their functions and fulfill the objectives of the Institute in the context of the global economy;
- To keep abreast of the latest developments in foreign trade management principles and practices, *to* incorporate such changes as essential for sustained vitality of industry and other economic activities;
- To organize seminars and conferences on subjects of professional interest in different parts of the world for professional development; and
- To carry out research and publication activities covering various economic spheres and booklets on foreign trade management.

1.4. Advisory Board

Advisory Board and Resource Persons associated with ICFTMI

The academic and administrative aspects of ICFTMI are being governed by an Advisory Board containing renowned personalities having widespread experience, exposure and expertise in the foreign trade management. Apart from the Advisory Board, the ICFTMI has empanelled resource persons, who have domain expertise in the various modules of the ICFTMI's flagship programme viz., **Chartered Foreign Trade Manager** throughout the country.

Advisory Board

1.	**Mr. Vinod Kumar Doundiyal,** President (Marketing), Stork HKB (India) plc New Delhi
2.	**CA Ravi S. Ramakrishnan,** Chief Executive Officer and Consultant, RvaluE Consulting New Delhi
3.	**CA B Seikizhar,** Kenexa Technologies Pvt. Ltd., Hyderabad
4.	**Dr Saravanan,** Associate Professor of Finance, Goa Institute of Management, Goa
5.	**Mr. Jacob Paul Turlapati,** Regional Director Stork Handelsges m.b.H., Russia
6.	**Mr. Venkatesh Prabhu,** Department of Management Consultancy, Leeds Metropolitan University, Leeds, United Kingdom

1.5 Information

For more information about the programmes and activities of the ICFTMI™ go through this entire website or write to:

The Director,
The Institute of Certified Foreign Trade Managers of India,
ASH, Block: O8/02, Indirapuram, Shipra Suncity,
Ghaziabad – 210 010
Website: www.icftmi.org
Email: info@icftmi.org

Dream, Dream, Dream
Dreams transform into thoughts
And thoughts result in action

- Dr. A P J Abdul Kalam

2
CAREER PROSPECTS IN FOREIGN TRADE

2.1 FOREIGN TRADE MANAGEMENT - CAREER FOR THE NEW WORLD ECONOMIC ORDER

The quantum of foreign trade of India and the World as contained in the tables given in this document could give you an idea about the attractive career opportunities in the field of Foreign Trade Management as Exporters, Importers, Foreign Trade Consultants to Exporters and Importers, Foreign Trade Executives with Exporters, Importers, Foreign Trade Consultants, Multi National Companies etc.

Growth in the value of world merchandise trade by region, 2004
(Billion dollars and percentage)

Exports					Imports			
Value	Annual percentage change				Value	Annual percentage change		
2004	2000-04	2003	2004		2004	2000-04	2003	2004
8907	9	17	21	World	9250	9	17	21
1324	2	5	14	North America	2013	5	8	17
276	9	13	30	South and Central America	237	4	5	27
4031	11	19	19	Europe	4140	11	20	20
3714	11	19	19	European Union (25)	3791	10	20	19
266	16	27	37	Commonwealth of Independent States (CIS)	172	21	27	30
183	15	27	35	Russian Federation	96	21	25	27
232	12	25	32	Africa	212	13	22	27
390	10	20	29	Middle East	252	12	13	27
2388	10	18	25	Asia	2224	10	19	27
593	24	35	35	China	561	26	40	36
566	4	13	20	Japan	455	5	14	19
860	7	15	24	Six East Asian traders	785	6	12	27

Source: World Trade Organisation

Growth in the value of world trade in commercial services by region, 2004

(Billion dollars and percentage)

Exports Value	Exports Annual percentage change				Imports Value	Imports Annual percentage change		
2004	2000-04	2003	2004		2004	2000-04	2003	2004
2125	9	14	18	World	2095	9	14	17
379	3	5	11	North America	335	6	9	13
56	4	9	14	South and Central America	58	1	4	14
1126	12	19	17	Europe	1025	11	19	15
1016	12	19	17	European Union (25)	954	11	19	15
33	18	16	23	Commonwealth of Independent States (CIS)	50	20	17	25
48	12	24	20	Africa	55	10	16	16
36	5	13	16	Middle East	61	7	12	20
450	10	9	27	Asia	512	8	8	25
95	7	8	25	Japan	134	4	3	22
62	20	18	34	China	72	19	19	31
191	7	5	20	Six East Asian traders	187	7	5	21

Note: It should be mentioned at the outset that there are numerous breaks in the continuity of the figures at the country and regional levels due to frequent revisions to the trade in services data. See the Technical Notes.

Source: World Trade Organisation

Export, Import and Total Trade of India (in SDR Million)

(1990-1991 to 2004-2005)

(SDR Million)

Year	Export	Import	Total Trade
1990-91	13102	17382	30484
1991-92	13173	14313	27486
1992-93	14455	17063	31518
1993-94	15894	16657	32551
1994-95	18055	19648	37703
1995-96	21070	24304	45374
1996-97	23350	27300	50650
1997-98	25674	30425	56099
1998-99	24299	31007	55306
1999-00	27072	36518	63590
2000-01	34187	38772	72959
2001-02	34712	40721	75433
2002-03	39785	46345	86130
2003-04	44663	54672	99335
2004-05	54070	73292	127362

Source: Reserve Bank of India

World exports of merchandise and commercial services, 2000-04

(Billion dollars and percentage)

	Value	Annual percentage change			
	2004	2000-04	2002	2003	2004
Merchandise	8907	9	5	17	21
Agricultural products	783	9	6	16	15
Fuels and mining products	1281	10	0	23	32
Manufactures	6570	9	5	16	20
Commercial services	2125	9	7	14	18
Transportation	500	10	4	14	23
Travel	625	7	4	10	18
Other commercial services	1000	11	10	16	16

Source: World Trade Organisation

In view of the growth and continued thrust on the foreign trade by virtually every country in the World, and particularly considering the globalization efforts of Government of India, ICFTMI™ designed and developed a unique professional programme titled Certified Foreign Trade Manager (CFTM™). This professional programme will equip students, entrepreneurs and working executives with necessary knowledge and skills to pursue successful careers in foreign trade related activities.

The international economy is undergoing a remarkable change as more and more countries are globalising their economy. With the formation of World Trade Organization, the world is becoming integrating and interdependent. The structural adjustments and globalising efforts being undertaken by various countries will lead to greater volume of foreign trade and require - trained, efficient and motivated foreign trade professionals. With the globalisation of Indian economy, India is also becoming a leading player in the foreign trade arena.

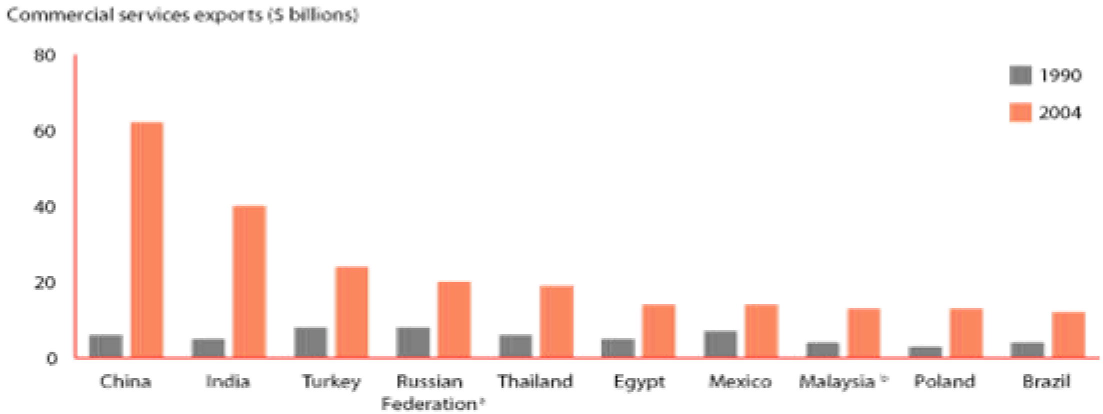
Developments in the foreign market on the one side and their impact on India's foreign trade on the other call for an increasingly professional approach to foreign trade operations. International business is no longer a simple marketing activity. It is becoming an integral part of the trade and economic linkages between different countries.

There is a growing requirement of Foreign Trade Managers due to the emphasis on foreign trade not only in India but also throughout the world. Foreign trade professionals have to be trained and motivated to deal with unique problems and strong challenges and opportunities on foreign trade front. This invariably calls for training and strengthening the management within our country.

The rapid growth of foreign trade in the world has thrown open the doors to highly rewarding opportunities to persons trained in Foreign Trade Management. As far as the job prospects are concerned, usually openings come up in the marketing, finance, documentation, shipping and packaging departments of foreign trade establishments. In view of the thrust given to exports by our Government, thousands of organizations are being promoted to deal in export trade thus creating lot of career opportunities for foreign trade executives. Imports have also been relaxed to a great extent. Import of essential industrial inputs, capital goods, consumer products (durables as well as consumables including perishables etc., are easily permitted thereby creating lot of job opportunities in the import trade front.

Without much investment, one can think of becoming an exporter. But to be successful in export business, one should be well trained on marketing, documentation etc. Moreover, the prospective exporters should know about the current policies of the Government and the incentives available for the same. It is also important to know the various types of finances available from banks and other financial institutions during procurement of goods and after the shipment of the same. The present progressive policies and the liberalized systems of the Government of India have made exporting business the most rewarding and the least investment oriented.

Top 10 developing country exporters of commercial services in 2004



The top 10 developing country exporters accounted for about 55 percent of developing country commercial service exports and 11 percent of world commercial service exports.

a. Data are for 1994 and 2004.
b. Data are for 1990 and 2003.

Source: International Monetary Fund data files and staff estimates.

Apart from the above, those who neither wish to join in other business establishments as executives nor wish to venture into export/import trade on their own can become Foreign Trade Consultants to the exporters and importers.

In brief, it is the sincere belief of the Institute that those who have a sound knowledge coupled with experience and expertise in Foreign Trade Management can look forward for the following opportunities:

- As **Foreign Traders (Exporters and Importers);**
- As **Foreign Trade Consultants (to Exporters and Importers);**
- As **Professional Employees with Foreign Traders as well as with Foreign Trade Consultants; and**
- As **Foreign Trade Professionals with Industrial Houses, Multinational Corporations and other companies whose thrust is on Foreign Trade.**

After considering all these aforesaid developments and with a noble objective of providing an opportunity for rewarding careers to our students' community and the needy, the Institute has developed a contemporary programme on Foreign Trade Management christened as **Certified Foreign Trade Manager (CFTM™)**. The CFTM™ programme has been designed to develop professionals having excellent career prospects not only within the country but also abroad. The programme equips its candidates to become successful Foreign Traders (Exporters/Importers) on their own by identifying the potential foreign trade opportunities. This state-of-the-art distance learning programme has been specifically structured to meet the growing requirements of Foreign Trade Management. In order to provide this highly rewarding programme to each and every aspiring candidate throughout our country, the Institute has structured this programme as correspondence courses without compromising on the quality of education.

Growth in the volume of world merchandise exports and production, 2000-04

(Annual percentage change)

	2000-04	2002	2003	2004
World merchandise exports	4.0	3.5	5.0	9.0
Agricultural products	3.0	3.5	3.5	3.5
Fuels and mining products	2.5	1.0	4.5	5.5
Manufactures	4.5	4.0	5.0	10.0
World merchandise production	2.0	2.5	3.5	4.0
Agriculture	2.0	1.5	2.5	3.0
Mining	2.0	0.0	3.5	4.0
Manufacturing	2.0	3.0	3.5	4.0
World GDP	2.0	1.5	2.5	3.5

Source: World Trade Organisation

2.2 SPECIAL FEATURES OF THE ICFTMI's PROGRAMME

- The ICFTMI's educational programme aims to provide the students relevant inputs to professional education, which include intelligence, creativity, field independence, memory, reaction time, self actualization, reduced stress and anxiety all at their best.
- Systematic programme aiming to develop all qualities necessary for perfection in Foreign Trade Management.
- Faculty with outstanding academic credentials and extensive practical experience in business and industry particularly in the areas of Foreign Trade Management. .
- The programme presents an opportunity to obtain a Professional Qualification by Distance Learning Mode at a reduced financial cost.
- The only Institute offering the programme with **Global Access Curriculum**™ with extensive coverage of Foreign Trade Management including Export and Import Trade procedures and documentation.
- Distance Learning Mode - therefore those who are in jobs and other careers need not leave their job/career to do the programme.
- Programme aims to enable the successful candidates to utilize their business skills throughout the world and be flexible in changing global markets.

2.3 THE METHODOLOGY: A FIRM FOUNDATION

The distance learning programs designed by ICFTMI™ are tailor-made to provide expert knowledge on all departments of Foreign Trade Management. The Institute's educational methodology includes provision of study materials/select text books, continuous assessment and comprehensive examination. The candidates are exposed to thorough study of the various aspects of Foreign Trade Management. The contents of the programme provide a firm foundation on Foreign Trade Practice and Management. Candidates are also exposed to practical business operations through the institutional training/practical placement. Even though the programme emphasize more on export trade, due importance, has been given to import trade procedures and documentation. Specialization areas such as International Marketing/International Financial Management and Supply Chain Management / Managing Multinational Corporations have also been covered in the programme.

The latest academic aids provided to the candidates, by way of printed books of world renowned publishers or study materials prepared by ICFTMI's highly qualified resource persons, will enable them to fully understand the concepts in this dynamic field.

2.4. ENDEAVOR ON PLACEMENT

The Institute believes that the CFTM programme will provide all the required basic inputs for prospective foreign trade participants by strengthening the fundamental understanding, supplemented by practical experimentation. Since the Government of India has adopted the United Nations key for export import documentation, the documentation procedure followed in India is the same to that adopted by majority of the countries in the world. This would help the candidates of these programs, with required expertise, to gain careers in abroad also. Moreover, the subjects such as international marketing management / international financial management and Supply Chain Management / Managing Multinational Corporations are universal in nature and the curriculum of CFTM programme covers the latest possible developments in all these fields that is normally expected from a candidate who has undergone the course under the methodology being adopted by ICFTMI.

It is the sincere endeavor of the Institute that the CFTM programme should be made much popular so that the trade and industry in India as well as in many other parts of the world should provide career opportunities to the successful candidates.

3

CERTIFIED FOREIGN TRADE MANAGER (CFTM™) PROGRAMME

The one year Certified Foreign Trade Manager (CFTM™) programme is a state-of-the-art course for providing necessary foundations for developing a highly competent cadre of business executives to meet the country's growing requirements of resource personnel in the field of foreign trade operations and management.

The Certified Foreign Trade Managers (CFTM™) programme aims at imparting basic professional education and training in modern management techniques for handling international business operations in a highly dynamic and competitive environment and providing detailed information relating to foreign trade procedures and documentation.

3.1 OBJECTIVES

This Certified Foreign Trade Managers (CFTM™) program specially endeavors:

- To develop the student's personality in terms of sharpening of their human, conceptual and technical skills;
- To familiarize with the nature and scope of foreign trade;
- To prepare the candidates for professional careers in the management of foreign trade operations;
- To enable the candidates to have fundamental knowledge about the interrelationship of diverse and complex tasks of international business operations, concepts, techniques, tools and procedures;
- To acquaint the candidates with the basic elements of the foreign trade procedure and documentation;
- To help the candidates develop analytical skills to identify international business opportunities to determine conditions for accessing potential markets and to take necessary steps to achieve the objectives in the context of national as well as international constraints inherent in foreign trade operations;
- To promote a scientific approach and capability among the future business executives to undertake managerial responsibilities in global business entities; and
- To provide adequate exposure to foreign trade operations through a provision of on the job training.

3.2. PROGRAM CURRICULUM

1. World Trade Organisation and Global Business Environment
2. Exim Policy: Regulatory and Institutional Framework

3. International Trade Procedures and Documentation
4. Export-Import Finance and Risk Management
5. Institutional Training / Practical Placement
6. **Elective 1:** International Marketing / International Financial Management[1]
7. **Elective 2:** Supply Chain Management / Managing Multinational Corporations

Eligibility: 1. Any graduate or equivalent.

2. Members of ICAI / ICWAI / ICSI
3. Candidates pursuing CA / ICWAI / CS
4. Candidates pursuing CFA / CFM
5. Candidates pursuing post graduate programmes such as MBA / MBE / MFC / M Com / MBM / MMM / M Sc / M A
6. Candidates who are in the final year of Degree Programmes in Engineering / Technology
7. Persons serving in:
   a. Member organizations of Federation of Indian Export Organisations of India or similar organizations abroad
   b. Any organization dealing in export/import (with IEC number) having at least three years of established track record.
   c. Export Oriented Units, Export Processing Zone Units, Free Trade Zone Units.
   d. Listed Public limited Companies whose thrust area is international business.
   e. Public Sector Undertakings having international trading divisions.
8. Persons serving in Central / State Government Ministries / Departments, autonomous bodies

Duration: One year

Program Fee: Rs. 9,000/-

3.3. PROGRAMME DESIGN AND EVALUATION SYSTEM

3.3.1. Each paper in the CFTM™ programme carries 100 marks. Out of this 50 marks allocated for Continuous Assessment and 50 marks allocated for Comprehensive Examination. The minimum marks required to pass in each paper including the Institutional Training/Practical Placement is 50%. Candidates are required to secure minimum 20 marks from the Continuous Assessment and a minimum of 20 marks in the

[1] It is advisable that the Candidates who are selecting International Marketing Management in Elective 1 to select Supply Chain Management in Elective 2. Similarly the candidates who select International Financial Management in Elective 1 are advised to select Managing Multinational Corporations in Elective 2.

Comprehensive Examination
to have a pass in each paper (i.e. other than Institutional Training / Practical Placement).

3.3.2. CONTINUOUS ASSESSMENT

Continuous Assessment marks will be awarded on the basis of five response sheets (preparing answer sheets as home assignments), which have to be submitted by the candidates in each subject. Each written paper will carry five Response Sheet Question Papers. To secure marks in the Continuous Assessment (50 marks for each written paper), the candidates are required to submit all the five Response Sheets. Question Papers for these Response Sheets will be provided by the Institute. Candidates should attempt to answer each such Response Sheet after studying the relevant subject's books/study materials / web resources etc., thoroughly. *Each Response Sheet must be prepared by the candidates in their own handwriting under simulated examination conditions.* No relaxation will be done under any circumstance for the above requirements.

The Response Sheets submitted by the candidates will be evaluated by the Faculty Members / Resource Persons of the Institute and marks will be awarded. The marks awarded will be entered in the Continuous Assessment Marks Register under intimation to the candidates concerned. The marks awarded to all the five Response Sheets submitted will be averaged to award the 50 marks meant for Continuous Assessment. If a candidate fails to submit a response sheet, it will be treated as '0' (zero) marks has been awarded to that response sheet.

Cut off dates for submitting the Response Sheets at the ICFTMI:

- For June Exams: Immediately preceding 30th April
- For December Exams: Immediately preceding 30th September

Candidates should submit the response sheets either in person at the Institute's office or by Registered Post / Speed Post only. They are advised to keep photocopies of their response sheets.

Upon successful fulfillment of the requirements of the Continuous Assessment, an Eligibility Certificate would be issued by the Institute. Serial number of such Eligibility Certificate should be invariably written in the Comprehensive Examination Application Form. No candidate would be permitted to appear in the Comprehensive Examination without the Eligibility Certificate. No relaxation would be given under any circumstances including the extension of last dates for submitting the Response Sheets.

3.3.3. COMPREHENSIVE EXAMINATION

The Comprehensive Examinations for CFTM™ programme will be held in June and December every year. Cut off dates for submitting the application forms for Comprehensive Examinations:

- For June Exams: Immediately preceding 15th May
- For December Exams: Immediately preceding 15th October

The Institute would conduct the Comprehensive Examinations in the following centers (subject to the candidates' strength of minimum fifty opting for the concerned center).

Ahmedabad	Kochi	Lucknow	Ranchi
Bangalore	Ghaziabad	Mangalore	Tiruchy
Baroda	Goa	Mumbai	Tirupathi
Bhopal	Guwahati	Mysore	Thiruvanandapuram
Bhubaneshwar	Hyderabad	Nagarkoil	Tuticorin
Bongaigoan	Jabalpur	Nagpur	Varanashi
Calcutta	Jaipur	New Delhi	Vijayawada
Chandigarh	Jamshedpur	Patna	
Chennai	Kanpur	Pondicherry	
Coimbatore	Khokima	Pune	

The Institute reserves its right to change or cancel any examination center due to administrative reasons. If sufficient number of candidates are not enrolled in the particular region, the candidates should attend the Comprehensive Examination at another center to be allotted by the Institute which will be decided after giving possible consideration to the alternative choice centers mentioned by the candidates in the examination application form and their convenience. The Institute's decision will be final and binding the candidates concerned in this regard.

- Candidates have to clear the Continuous Assessment evaluation before appearing in the Comprehensive Examination.
- Examination Fee for the programme is Rs.1000/-
- Candidates have to appear for all the written papers, when they appear for the first time in the Comprehensive Examination
- Candidates who have failed in some papers can appear for only those papers again in the subsequent examination. Examination fee per paper is Rs. 200
- Candidates willing to claim revaluation of papers can do so by remitting a revaluation fee of Rs. 200 per paper
- Candidates should attend the examinations with their Identity Card along with the Hall Ticket (to be issued by the Institute) at their respective center.

3.4: INSTITUTIONAL TRAINING / PRACTICAL PLACEMENT

The candidates of Certified Foreign Trade Manager (CFTM™) programme should undergo Institutional Training for a period of at least one month in anyone the following types of organization in order to bridge the gap between the theory and practice. It would be prudent on the part of the candidates (who are not in service) of the CFTM programme to pursue a career / training (in any one of the following types of organizations) right from day one (i.e joining the CFTM programme) till they acquire CFTM charter which will enable them to have complete understanding of the practical aspects of foreign trade management. The same would also enable them to have the best possible value addition for their Curriculum Vitae.

- Member organizations of Federation of Indian Export Organisations of India or similar organizations abroad
- Any organization dealing in export/import (with IEC number) having at least three years of established track record.
- Export Oriented Units, Export Processing Zone Units, Free Trade Zone Units.
- Listed Public limited Companies whose thrust area is international business.
- Public Sector Undertakings having international trading divisions.

The candidates are advised to approach an organization of their choice, fulfilling the above criteria, on their own. The ICFTMI™ will issue the candidates, the necessary requisition forms which they may use to get the training accommodation.

Wisdom is a weapon to ward off destruction; it is an inner fortness, which enemies cannot destroy.
Thirukkural 421

As far as this Institutional Training/Practical Placement is concerned, the candidates will be evaluated by the organization in which they had undergone the practical training. After the training period the candidates have to submit the Training Certificate and the Evaluation Form (to be provided by the Institute). Without these documents, the CFTM™ Charter will not be awarded for those who have passed in other theory papers.

The following categories of students are exempted from the requirement of **INSTITUTIONAL TRAINING / PRACTICAL PLACEMENT**:

1. Members of Members of ICAI / ICWAI / ICSI possessing Certificate of Practice [Subject to the submission of a Declaration that their area of practice is predominantly relates the activities involved in international business].
2. Persons (subject to submission of necessary proof that their area of service is relating to international business) serving in:

   i. Member organizations of Federation of Indian Export Organisations of India or similar organizations abroad
   ii. Any organization dealing in export/import (with IEC number) having at least three years of established track record.
   iii. Export Oriented Units, Export Processing Zone Units, Free Trade Zone Units.
   iv. Listed Public limited Companies whose thrust area is international business.
   v. Public Sector Undertakings having international trading divisions.

3.5. **MARKS CLASS AND GRADING**

MARKS		**CLASS**	***GRADE***
75%	and above	DISTINCTION	A+
60%	to 75%	FIRST CLASS	A
50%	to 60%	HIGH SECOND CLASS	B+

3.6. **COURSE KIT**

Upon registration, candidates would be provided with a course kit containing the following:

1. Course material / text books / reference materials
2. Response Sheet Question Papers
3. Student Identity Card

3.7 AWARD OF CFTM™ CHARTER

CFTM™ Charters (Certificates) for those who have qualified in the programme will be sent by Registered Post / Speed Post. The candidates need not pay any fee for the same.

4

MEDALS AND PRIZES

Gold and Silver Medals

Gold and Silver medals will be awarded to candidates of a particular Comprehensive Examination (with at least one hundred candidates), who clears the CFTM programme in the first attempt and secure the first and second positions (with minimum aggregate of 60% marks).

Certificate of Merit

Further, for each Comprehensive Examination of CFTM, a silver medal along with a Certificate of Merit will be awarded to the student who secures the highest mark in each of the written paper (with a minimum of 60% marks and continuous assessment and comprehensive examination marks taken together) and passes the CFTM programme in the first attempt (with at least one hundred candidates).

Best Outgoing Student

An award for the **Best Outgoing Student** containing a Gold Medal, a Silver Cup, and a Cash Prize of Rs. 25,000 in each examination (with at least one hundred candidates), will be presented to the student who completes the CFTM programme fulfilling the following criteria:

i. The student must have secured the highest marks in each paper in the concerned Examination among those who have cleared the program along with him/her (with a minimum aggregate of 60% marks).

ii. The student must have cleared all papers in the First Attempt.

5
FEE CONCESSION

5.1. Candidates belonging to the following categories are granted 20% of concession on program fee.

- Candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Communities;
- Defense Personnel, Retired Defense Personnel and their children;
- Physically challenged;
- Widows;
- University Rank Holders; and
- Sportspersons participated in State/National/International sports events.

5.2. Those claiming fee concession must also submit original certificate for the proof of their claim from competent authorities along with the application form itself.

5.3. A candidate can claim fee concession under only one of the above categories.

5.4. The Institute reserves its right to sanction the concession on the programme fee.

6

ADMISSION PROCEDURE

6.1. Candidates seeking admission for the CFTM programme are required to apply only in the Prescribed Application Form available along with admission brochure obtained from the Institute or downloadable from the website.

6.2. The admission is open throughout the year. Candidates registered before **16th of February / August** will be eligible to appear for the comprehensive examination in the immediately following December / June respectively. Time extension for registration will not be considered under any circumstances.

6.3. Candidates should use two passport size photographs, one to be affixed on the top of the Prescribed Application Form and the other to be sent with it for issuing the Identity Card by the Institute.

6.4. The Identity Card duly attested by the Director of the Institute will be sent to all the candidates along with the admission registration.

6.5. Only the photocopies of the relevant certificates for the proof of date of birth, prescribed eligibility, and a crossed demand draft for the prescribed fee drawn in favor of Institute of Chartered Foreign Trade Managers of India payable at Ghaziabad must be sent along with the duly filled up application form.

6.6. The candidates must complete an entire programme within a period of three years from the date of registration.

6.7. Candidates who have not completed the programme within the prescribed period can re - register their names by paying requisite fees and they have to undergo the curriculum prevailing at that time.

A Candidate who has submitted their registration form can withdraw from the programme, if he / she doesn't feel satisfied and get a refund equal to 50 percent of the fees paid. Institute will not ask any questions in this regard. However the refund request should be submitted before the receipt of the course ware / books / study materials from the Institute.

Curriculum vitae of candidates registered for **CFTM** programme is available on request. Please send an email to info@icftmi.org for getting such details.

7
OTHER REGULATIONS

7.1. The medium of instruction and examination will be in English.

7.2. **CANDIDATES REGISTRATION NUMBER**

The Institute will allot Candidates Registration Number to each student on admission. The candidates should mention this number in all communications to the Institute. Communications received without this number will not be entertained.

7.3. Decision of the Director of the ICFTMI™ will be final and binding the candidates concerned in all issues concerning the programme.

7.4. There must be a minimum gap of nine months between the month of registration and the month of comprehensive examination in which the candidate intends to appear.

7.5. All payments to ICFTMI should be paid only in the form of Account Payee Pay Order / Banker's Cheque / Demand Draft drawn in favour of The Institute of Certified Foreign Trade Managers of India and made payable at Ghaziabad.

7.6. **Amendments:** The rules and regulations, methodology, syllabus, comprehensive examination centers may be changed / amended from time to time at the sole discretion of the Institute of Certified Foreign Trade Managers of India. The changes so made will be hosted in the Institute's website

7.7. It may be specifically noted that neither the CFTM qualification nor the ICFTMI is recognized by University Grants Commission or All India Council for Technical Education or Distance Education Council of India or any Central and State Government Agencies in India.

7.8. All disputes are subject to Ghaziabad Jurisdiction only.

7.9. In case of any dispute between a student and ICFTMI, the liability of ICFTMI will be limited to the total fees received from the particular candidate.

8

PLACEMENT ASSISTANCE

All successful candidates of CFTM™ programme, who intend to have employment careers, are entitled to receive placement assistance from the placement network of the ICFTMI™.

The Institute will make concerted efforts to highlight the expertise of the candidates to prospective employers like exporters, importers, consultants, export oriented units, export processing zone units, free trade zone units, multinational companies, public sector undertakings, etc.,

The placement division of the ICFTMI™ will host in its website all enquiries received from these prospective employers for the benefit of the successful CFTMs. If sufficient number of successful candidates of ICFTMI™ programs (at least three hundred) are there in a particular geographical region, the institute may contemplate organizing decentralized campus placement programme (preferably in metros and/or State capitals to begin with depending upon the concentration of qualified CFTMs) so as to provide a platform for the prospective employers and CFTMs to meet and enable the Institute's successful CFTMs to get rewarding careers. However the decentralized campus placement programme will be dependent on the response of prospective employers for the same.

Apart from the above, the institute will display the list of successful candidates along with their registered addresses in the website of the Institute for the benefit of prospective employers which may enable them to meet their manpower requirements.

In all the above circumstances, the Institute will not involve in the formulation of terms and conditions of service. It should be specifically noted that the institute is not guaranteeing any jobs/careers to the prospective/successful candidates.

9

DETAILED CURRICULUM

1. Global Business Environment and World Trade Organisation

Part A. Global Business Environment

Module 1#.

- Forces of Globalization.
- Fundamentals of International Trade
- Theories of International Trade.
- The Trading Environment of International Business: Laws and Institutions.
- The Regulatory Environment of International Business.
- The Ethical and Social Responsibility Environment of International Business.

Module 2.

- The Analysis of MNEs by Countries.
- The Cultural Environment of International Business.
- Competitive Strategy and the International Business Environment.
- Designing Organizations for International Environments.
- Important Terms used in International Trade

Part B. World Trade Organisation

Module 3.

- International Trade Organisation.
- General Agreement on Tariffs and Trade (GATT)
- Multilateral Trade Negotiations
- Structure and workings of the WTO
- Most Favoured National Treatment
- National Treatment
- Special and Differential Treatment

Module 4.

- GATS
- TRIMs
- TRIPs

For indicative distribution of marks in Continuous Assessment and Comprehensive Examination

- Dispute Settlement Mechanism in WTO

Module 5.

- Impact of WTO on National Economies
- WTO and Environmental Aspects
- Anti Dumping Duties
- Opportunities and Threats under WTO
- ATC

2. Exim Policy: Regulatory and Institutional Framework

Module 1

- Business and Economic Laws
- Central Excise Rules for Exports
- 100% Export Oriented, STP/EHTP and SEZ Units
- Export/Trading/Star Trading and Super Star Trading Houses
- STP/EHTP and SEZ Units
- Agricultural Export Zones

Module 2.

- Export Promotion Agencies
- Diamond, Gem & Jewellery Export Promotion Schemes
- Duty Entitlement Pass Book Scheme
- Export Incentives: Income Tax Exemptions/Deductions
- Export Incentives: Sales Tax Exemption and Reimbursement of CST to 100% EOU
- Export Incentives Relating to Import Facilitation and Import Licenses

Module 3

- Incentives for Deemed Exports
- Incentives to Small & Medium Exporters
- Jute External Marketing Assistance
- Marketing Development Assistance (MDA) & Market Access Initiative (MAI)
- Spices Export Promotion Schemes
- Inland Transport Assistance Scheme for Export of Agricultural Products & Processed Food Items

Module 4

- Foreign Exchange Regulations & Facilities Concerning Exports
- Garment Export Entitlement Policy 2000-2004

Module 5

- New Export Policy & Procedures 2002-07

3. International Trade Procedures and Documentation

Part A. Export Trade Procedures and Documentation

Module 1

- Basic Issues in Exporting
- Registration of Exporters
- Export Business Correspondence & Sending/Exporting Samples & Exhibits
- Export Costing and Pricing
- Identifying and Contacting Prospective Buyers
- International Business Negotiation
- Processing of an Export Order & Entering into Export Contract
- Appointing Sales Agents Abroad and Role of Buyer's Agents in India
- Commercial Relations and Trade Agreements
- Counter-Trade Arrangements (Escrow Accounts)

Module 2

- Customs Clearance of Export Cargo (By Ship, Air, Road, Post and Courier)
- Declaration of Exports on GR/PP/SDF/SOFTEX Forms
- Duty Drawback on Goods Exported
- Export of Services
- Issues in Shipping the Goods
- Labelling, Marking, Packaging and Packing of Export Consignments

Module 3

- Modern Modes of Communication of Information and Interchange of Documentation
- Negotiation of Documents under Letter of Credit
- Obtaining Certificate of Origin/GSP Certificate
- Obtaining Export Credit Limit From ECGC
- Participating in Trade Fairs/Exhibitions Abroad
- Preparing/Obtaining Export Documents
- Project Exports (Exports of Turnkey Civil Construction, Consultancy and Technical Services)
- Quality Control, Preshipment Inspection and ISO-9000/BIS 14000
- Standardised Preshipment Export Documents
- Tendering Documents to the Bank for Purchase/Collection/Negotiation under Letter of Credit
- Accounting for Export Transactions

Part B. Imports Trade Procedures and Documentation

Module 4

- Liberalisation of imports and basic knowledge
- Preliminaries for starting import business
- Registration of importers
- Arranging finance for import
- Arranging letter of credit for imports
- Retirement of import documents & RBI's directives for making payment for imports
- Understanding exchange rates and protection against their adverse movement imports under special schemes for exporters

Module 5

- Imports under special schemes for exporters
- Imports for personal use
- Import of gifts
- Import of cars, automobile vehicles etc.
- Passenger baggage
- Import of gold and silver as baggage
- Import of life saving drugs, medicines and equipments
- Import of technology, drawings, designs & software etc
- Import of samples, prototypes, advertising material, price lists, tags, articles of foreign origin, theatrical equipments, pontoons, photographic films, mountaineering equipments Etc.
- Maintenance and preservation of records and registers
- Customs clearance of imported goods & payment of customs duty

4.	Export-Import Finance and Risk Management

Module 1

- Role of Banks in Export Business, FEDAI Rules and Schedule of Charges
- Exim Bank Finance
- Export Financing
- Forfaiting Finance
- Financial Assistance for Marine Products Exports
- Financial Assistance Scheme for Agricultural, Horticultural and Meat Exports

Module 2

- Risk and Uncertainty
- Essentials of Risk Management

Module 3

- Probability

- Decision Making under conditions of uncertainty

Module 4

- Risks involved in international trade
- Country Risk Analysis.
- Political Risk Analysis.
- Risk Management by Businesses

Module 5

- Enterprise Risk Management
- Cargo Insurance and Claims Procedure
- How to Avoid Foreign Exchange Risk?

5. Institutional Training / Practical Placement

6. Paper 6. Elective 1

International Marketing

Module 1

- A Conceptual Overview of International Marketing
    - Introduction to Global Marketing.
    - Global Marketing Planning.

Module 2

- The Global Marketing Environment
    - World Economic Environment.
    - Social and Cultural Environment.
    - Legal and Regulatory Environment.
    - Financial Framework and Decisions.

Module 3

- Targeting Global Markets
    - Global Marketing Information Systems and Research.
    - Global Segmentation, Targeting and Positioning.
- Formulating Global Marketing Strategy
    - Sourcing Decisions and Global Production Strategy.
    - Strategy Alternatives for Entry and Expansion
    - Setting Target Market Priorities.
    - Competitor Analysis and Competitive Strategy.
    - Co-operation Strategies and Global Strategic Partnerships.

Module 4

- The Global Marketing Mix
    - Product Decisions.
    - Pricing Decisions.
    - Channel Decisions.
    - Communications Decisions.
    - Exporting and Importing.

Module 5

- Managing and Leading the Global Marketing Effort
    - Global Direct Marketing.
    - Leading, Organizing, and Controlling the Global Marketing Effort.

Elective 1

International Financial Management

Module 1

- Financial Management in a Global Context
- Objectives of the Firm and the Impact of Risk
- The Nature and Measurement of Exposure and Risk
- The Balance of Payments
- The International Monetary System

Module 2

- The Financial Markets and Interest Rates
- The Foreign Exchange Market
- Forwards, Swaps and Interest Parity
- Currency and Interest Rate Futures
- Currency Options
- Exchange Rate Determination and Forecasting

Module 3

- Corporate Exposure Management Policy
- Hedging, Speculation, and Management of Transactions Exposure
- Management of Operating Exposure
- Management of Interest Rate Exposure FRAs, Interest Rate Caps and Floors
- Financial Swaps

Module 4

- Short-term Financial Management in a Multinational Corporation

- International Equity Investment
- Long-Term Borrowing in the Global Capital Markets

Module 5

- International Project Appraisal
- Accounting Implications of International Activities
- Tax Implications of International Activities

Paper 7 Elective 2

Supply Chain Management

Module I.

Introduction to Supply Chain Management

- Generic Type of Supply Chains
- Major Supply Chain Drivers
- Supply Chain Management

Strategic Decisions in Supply Chain Management

- Core Competencies in Supply Chains
- Strategic Supply Chain Decisions
- Customer Relationship Management Strategy
- Supplier Relationship Management Strategy
- Supply-Chain Operations Reference-model (SCOR)
- Research Constructs for Supplier Management and Customer Relations

Module 2

Source Management in Supply Chain

- Elements of Strategic Sourcing
- Development of partnership
- Inventory Management in Supply Chain
- Types of Inventory
- Supply/Demand Uncertainties
- Inventory costs
- Selective Inventory Control
- Vendor Managed Inventory Systems
- Inventory Performance Measures

Transportation Management in the Supply Chain

- Transportation Selection
- Models for Transportation and Distribution
- Third party logistics (3PL)
- Overview of Indian Infrastructure for Transportation

Module 3.

Information Technology in Supply Chain

- Typical IT Solutions such as Electronic Data Interchange (EDI), Intranet/Extranet, Data Mining/Data warehousing and Data Marts, E-commerce, E – procurement, Bar Coding Technology and Other Technologies

Information Systems In Supply Chain

- Computer Based Information Systems
- ERP and SCM covering Core Processes, Organizational Structure, Infrastructure Technology, Information System and Bull Whip Effect

Module 4.

Mathematical Modeling For Supply Chain

- Considerations in Modeling SCM Systems
- Structuring the logistic chain
- Concepts of Modeling and Overview of the Models relating to Transportation problem, Assignment Problem, Vehicle Routing Problem, Traveling Salesman Problem (TSP), Capacitated Transshipment Problem, Shortest Path Problem, Maximal Flow Problem, Goal Programming Models, Make versus buy Model, Model for Vendor Analysis, Vendor Quota Allocation Model Product Mix Model

Module 5.

Reverse Supply Chain

- Reverse Supply Chain Vs. Forward Supply Chain
- Reverse Logistics and Environmental Impact
- Environmental Friendly Supply Chain (EFSC)

Integration and Collaborative Supply Chain

- Evolution of Collaborative SCMs
- Efficient Consumer Response
- Collaboration at various levels
- Imperatives for Successful Integrative Supply Chains

Elective 2

Managing Multinational Corporations

Module 1

- A Conceptual Background to MNCs
- Strategy, Structure and System in MNCs

- Strategy and MNCs
- Modes of Entry and Strategic Alliances
- Organizational Structure of MNCs
- Control and Coordination in MNCs

Module 2

- Managing Business Function in MNCs
  - Marketing Management in MNCs
  - Operations Management in MNCs
  - Human Resource Management in MNCs
  - Financial Management in MNCs

Module 3

- Ethics and Social Responsibility in MNCs
  - Doing Business Ethically

Module 4

- Emerging Issues for MNCs
  - Challenges of Globalization
  - Towards Transnational Companies
  - Enterprise Risk Management in MNCs

Module 5

- Indian MNCs
  - Strategic Issues for Indian MNCs

ICFTMI Institute of Certified Foreign Trade Managers of India

Application Form for Registering in CFTM™ Programme[2]

Affix your recent passport size photograph duly attested by a gazetted officer

1	Name	Mr./Ms./Dr			
2	Postal Address				
		Pin code			
3	Phone				
4	Mobile				
5	Email				
6	Qualifications				
7	Details of the payment made	Demand Draft / Pay order no.	Date of issue	Drawn on	Amount Rs.
8	Details of grounds of fee concession, if availed				
9	Grounds for claiming exemption from the Institutional Training/Practical Placement				

Declaration

I hereby declare that

[2] This application form should be submitted with the self-attested proofs of Eligibility, Grounds of fee concession and Pay order /Bankers Cheque /Demand Draft for programme fee and Grounds for claiming exemption from the Institutional Training/Practical Placement.

- I have gone through the terms and conditions for the conduct of the CFTM™ programme and assure that I would abide by those terms and conditions.
- I have specifically noted that neither the CFTM qualification nor the ICFTMI is recognized by University Grants Commission or All India Council for Technical Education or Distance Education Council of India or any Central and State Government Agencies in India.
- I have noted that in case of any dispute between a student and ICFTMI, the liability of ICFTMI will be limited to the total fees received me.

Place: Signature:

Date: Name:

10

FTMs GUILD™

FTMs Guild is another endeavour of ICFTMI which is meant for appropriate knowledge flow amongst the various stakeholders in the field of foreign trade. In due course ICFTMI would start disseminating knowledge and technical and professional inputs through these pages to all those registered in this FTMs Guild. Following are eligible for membership in the FTM Guild of ICFTMI.

- Executives in the foreign trade management field
- Candidates completed the CFTM programme
- Candidates registered for CFTM programme

Benefits of becoming members in FTM Guild:

- Updations on the ICFTMI activities
- Networking
- Contribution for the academic and development endeavours of ICFTMI

Submit the following details by email to info@icftmi.org to become a member in the FTMs Guild of ICFTMI.

1	**Name**	Mr./Ms./Dr
2	**Postal Address**	
		Pin code
3	**Phone**	
4	**Mobile**	
5	**Email**	
6	**Qualifications**	

Please send the duly filled up form to ICFTMI by email at info@icftmi.org or by post to The Director, The Institute of Certified Foreign Trade Managers of India, ASH, Block: O8/02, Indirapuram, Shipra Suncity, Ghaziabad – 210 010

11
EXECUTIVE DEVELOPMENT PROGRAMMES

Organising Executive Development Programmes (EDPs) is one of the major initiatives of ICFTMI to achieve its objectives of keeping the foreign trade management professionals abreast of the latest developments in foreign trade management principles and practices, to incorporate such changes as essential for sustained vitality of industry and other economic activities.

ICFTMI conducts Open - Executive Development Programmes and In – House Executive Development Programmes to achieve this objective.

OPEN - EXECUTIVE DEVELOPMENT PROGRAMMES

Sl.No.	Theme	Number of Days (Indicative)
1.	Developments in Exim Policy	2
2.	Issues in International Trade Procedures and Documentation	2
3.	Managing Finance for Export-Import	2
4.	Tools and Techniques of Risk Management in International Trade	3
5.	Managing International Investments - Tools and Techniques of Evaluating International Investment	3
6.	Perspectives in International Working Capital Management	3
7.	Developments in Mobilising Finance in International Markets	3
8.	Supply Chain Management – Adding Value to the Organisation	2

Full details covering the programme structure, faculty, venue and dates of these programmes would be given in due course in these pages.

<u>IN – HOUSE EXECUTIVE DEVELOPMENT PROGRAMMES</u>

ICFTMI™ conducts customized executive development programmes for companies on the following topics:

1. Appreciation Programme on World Trade Organisation and Global Business Environment

2. Developments in Exim Policy

3. Issues in International Trade Procedures and Documentation

4. Managing Finance for Export-Import

5. Tools and Techniques of Risk Management in International Trade

6. Developments in International Marketing

7. Managing International Investments - Tools and Techniques of Evaluating International Investment

8. Perspectives in International Working Capital Management

9. Developments in Mobilising Finance in International Markets

10. Supply Chain Management – Adding Value to the Organisation

11. Managing Diversity

For details regarding the programme coverage, faculty, institutional charges for these programmes, please contact the Director of the Institute at:

The Director,
The Institute of Certified Foreign Trade Managers of India,
ASH, Block: O8/02, Indirapuram, Shipra Suncity,
Ghaziabad – 210 010
Web site: www.icftmi.org
Email: info@icftmi.org

12
RESOURCES §

In its endeavour to develop world -class foreign trade management professionals, the Technical Support Group at ICFTMI would study the World Wide Web and list important websites, throughout the world, containing technical materials, which the candidates of CFTM Programme and CFTMs would find professionally enriching.

Sl.No.	Description of the website	Address
1.	World Trade Organisation	www. wto.org
2.	The United Nations	www.un.org
3.	United Nations Conference on Trade and Development	www.unctad.org
4.	The World Bank	www.world bank.org
5.	The Asian Development Bank	www.adb.org
6.	The World Bank Institute	http://web.worldbank.org/WBSITE/EXTERNAL/WBI/0,,pagePK:208996~theSitePK:213799,00.html

For the latest list of resource please visit the web site of the Institute at www.icftmi.org

♣ Indicative