



**Undergraduate programmes**

**Syllabus**

## Export Administration 2

**Module Code: EA201**  
**Credits: 20**  
**IMM GSM: Year Level: 2**  
**NQF Level: 6**  
**Nature: Core**  
**Status: Undergraduate**

### Module Specific Outcome/s

Understand of the functions of an export division.

Understand and benefit from organisations which provide export support services.

Understand the purpose of and correctly complete and submit export-related documents.

Understand the fundamentals of marine insurance and effectively apply practical measures to spread risks relating to international trade.

### Description of Units

Units	Description	Learning Outcomes
1	Structure, role and function of an export division	List the primary functions of the company's export division. Discuss the different tasks performed in the export division. Explain the various stages in the export order process with special reference to the documentation, the people and the evaluation and control procedures involved.
2	The roles of various export service organisations	Discuss the ways in which at least eight different export service organisations can assist the exporter.
3	Functions and completion of export documents	List the main characteristics of export documentation. Discuss the outcomes of inaccurate or incomplete export documents. Name the different categories of documents used in export trade. Give examples of currency codes used in international transactions. Explain the purpose of the pro-forma invoice, forwarder's instruction, shipping instruction, bank instruction, packing declaration and the information to be given in each.. Explain the term 'transhipment'
4	Fundamental transport and insurance documents	List the functions of and items included in a bill of lading. Discuss the characteristics and purpose of the different bills of lading. List other essential documents used in export trade. Differentiate between a combined consignment note and truck label, a freight transit order and a container terminal order.
5	Other essential export documents	Discuss the purpose and features of various customs and harbour documents. Explain the purpose of the exchange documents F178 and Form N.E.P. and other documents relating to payment. Give examples of documents required by the foreign customs authorities and indicate the circumstances in which they are necessary. Outline the documentary sequence for FCL cargo and breakbulk cargo, respectively, from an inland centre in South Africa to an overseas destination.
6	Fundamentals of marine insurance	Discuss the purpose of marine insurance. Differentiate between marine underwriters and brokers. Discuss the main activities of Lloyd's of London. Explain various insurance terms relevant to marine insurance. Differentiate between express and implied warranties.
7	Marine insurance policies, risks and claims	Differentiate between facultative and open insurance policies. Name and discuss the main components and clauses of a marine policy. Differentiate between the insurance cover provided under Institute Cargo Clauses (A), (B) and (C), respectively. Describe the circumstances in which Institute Trade and Institute Commodity Clauses are required. Differentiate between total loss and partial loss in the context of marine insurance claims. Explain what is meant by General Average, General Average losses, General Average contributions and General Average sacrifices Outline insurance claims procedures.