

**STRUCTURED QUESTIONS (100 MARKS)**

**INSTRUCTION:** This section consists of **FIVE (5)** structures questions. Answer **FOUR (4)** questions.

**QUESTION 1**

- (a) Explain the functions of the manager in department of export office.  
(10 marks)
- (b) There are three structures in export office. List down **TWO (2)** advantages and **THREE (3)** disadvantages of every structure in export office.  
(15 marks)

**QUESTION 2**

- (a) Explain the function and example of export agencies as below:-
- i) After Sales Service agency
  - ii) Salaried Agent
  - iii) Shipbroker
  - iv) Del Credere
  - v) Customs Broker
- (10 marks)
- (b) Elaborate **FIVE (5)** importance of an export agency services in export activities.  
(15 marks)

**POLITEKNIK**  
Jabatan Pengajian Politeknik

EXAMINATION AND EVALUATION DIVISION  
DEPARTMENT OF POLYTECHNIC EDUCATION  
(MINISTRY OF HIGHER EDUCATION)

COMMERCE DEPARTMENT

FINAL EXAMINATION  
DECEMBER 2011 SESSION

**P3501: CUSTOMS PROCEDURES, DOCUMENTATION & EXPORT**

**DATE : 2 MAY 2012 (WEDNESDAY)**  
**DURATION : 2 HOURS (8.30 AM – 10.30 AM)**

---

This is a paper consisting of **FOUR (4)** pages including the front page.  
Essay (5 questions – answer 4 questions)

---

**CONFIDENTIAL**  
**DO NOT OPEN THIS QUESTION PAPER UNTIL INSTRUCTED BY THE**  
**CHIEF INVIGILATOR**

## QUESTION 5

- (a) Import and export will be done if the procedure of export runs efficiently. State **SIX (6)** procedures that exporter need to do before they export their products into new market.  
(12 marks)
- (b) Explain **THREE (3)** steps in determining the type of input product.  
(9 marks)
- (c) Open account is one of payment methods used by importers to exporters. Define open account and why the method is risky for the exporters  
(4 marks)

## QUESTION 3

- (a) State **FIVE (5)** importance of pro forma invoice to the importers.  
(5 marks)
- (b) Explain briefly about the bill of lading and its functions.  
(5 marks)
- (c) Give the function for the following bill of lading as below:-  
i) On board bill of lading  
ii) Clean bill of lading  
iii) Caused bill of lading  
iv) Straight bill of lading  
v) Third party bill of lading  
(10 marks)
- (d) What is EDI system and state the benefit of it in export process  
(5 marks)

## QUESTION 4

- (a) Explain briefly **FOUR (4)** functions of INCOTERMS existence  
(8 marks)
- (b) Describe **FOUR (4)** advantages of INCOTERMS  
(8 marks)
- (c) Define and explain briefly the following INCOTERMS:-  
i) FCA  
ii) CFR  
iii) EXW  
(9 marks)