



J.1 Standard Operating Procedures
For
Import/Export and Customs Clearance
6th January 2020



J.1 Procedures for Transferring Goods for Import/Export and Customs Clearance

The Unit Investors having production activities in the Economic Zones (EZs) are allowed to transfer goods from/to abroad, from one company to another within the EZ and in between two companies operating in two separate EZs, provided they comply with the rules and regulations as stipulated in the Customs Act 1969, the NBR Customs (Amendment), 2017, the NBR S.R.O. Customs Procedures 2017 and the NBR S.R.O. the Customs (Economic Zones) Procedures 2017, the Bonded Warehouse Licensing Rules 2008, and NBR S.R.O. Customs Ruling (Advance) Rules 2016. It is worth mentioning here that issuance of regulatory permission and/or approval and associated customs clearance activities are governed by the two Authorities i.e. Bangladesh Economic Zones Authority (BEZA) and The Office of the Commissioner of Customs (Bond) or any other Commissioner of Customs authorized by the National Board of Revenue (NBR) .

A. Permissions/Approvals issued by Bangladesh Economic Zones Authority (BEZA):

Before obtaining any permissions/approvals by BEZA, the Unit Investor in the EZ can have prior consultation with BEZA-OSS Centre, if necessary. Once the Unit Investor is well aware about the necessary actions, he or she can apply for such permissions/ approvals to BEZA in prescribed form following the Standard Operating Procedures (SOPs) as explained in the subsequent section. For transfer of goods, the Unit Investors shall obtain following permissions/approvals from BEZA:

- i. Import Permit (IP):**
To import raw or semi-finished products from outside Bangladesh without paying any duty and taxes against valid bond license for further processing and export.
- ii. Export Permit (EP):**
To export finished or semi-finished products outside Bangladesh against valid bond license.
- iii. Sample Permit (Import/Export) (S P):**
To import or export limited quantity of sample goods without paying any duty and tax against valid bond license.
- iv. Local Purchase/Procurement Permit (LPP):**
To procure raw or semi-finished materials from the local market outside the EZ i.e. Domestic Tariff Area without paying any taxes against valid bond license for further processing and export or domestic sale.
- v. Local Sales Permit (LSP):**
To sell or supply finished or semi-finished products to the local market i.e. Domestic Tariff Area for home consumption.
- vi. Approval of Sub-Contract: *Online Application is under development.**
To take sub-contract from sub-contractee who has bond license in EZ or to offer sub-contract to sub-contractor who has bond license in EZ.

Some of the applications for permissions /approvals can also be submitted through online (Please visit BEZA-OSS website: <https://ossbeza.org/>). Regarding the payment of the application fees, BEZA-OSS Center issues monthly invoice against individual Unit Investor by email during the first week of the next month and the Unit Investor pays such fee to BEZA nominated bank and submits receipt to BEZA.

B. Permissions authorized by the Customs Authority, National Board of Revenue (NBR):

After receiving required permissions/approvals issued by BEZA, the Unit investor operating in the EZ also needs to comply with the customs procedures and complete formalities with the relevant Customs Authorities at the ports (seaport, river port, land port and airport) and the customs offices at the EZ(*to be established in the individual EZs) to import or export goods following the Standard Operating Procedures (SOPs).

In case of import from abroad, the Clearing and Forwarding (C&F) Agent as appointed by the Unit Investors firstly submits manifest data electrically through ACYCUDA World System upon receiving the original shipping documents by the Importer's bank sent by the relevant Exporter/Seller. When the ship/aircraft /truck arrives at the seaport/airport/land port, the nominated C&F Agent then prepares and submits Bill of Entry with additional documents to the Port Authority electrically. The concerned Customs officials perform valuation and duty assessment works even if it rates zero. If there is no observation with documents and cargo, the Port Authority issues the "Gate Pass" for clearing the goods from the port. For more detailed information about formalities, please visit the website of the Customs Authority.¹

In case of export to the overseas, the customs officials within an EZ verify the submitted documents as forwarded by the BEZA-OSS Centre. If these documents are in right order and consistent with those in the delivery van, the Customs Office issues the "Gate Pass" and the goods are allowed to leave for the designated port/airport/land port. After verification of Bill of Export submitted by the C&F Agent appointed by the Exporter, the Customs Officials at the Port Authority allow the cargo to load into a vessel/aircraft. The C&F Agent then submits the Export Bill of Lading and manifest data through the respective Shipping Agent. For more detailed information about formalities, please visit the website of the Customs Authority.²

C. Definitions:

Following official jargons are important and relevant to the Customs Procedures as mentioned in the SOPs and as such, these are mentioned below:

- **Import** in relation to any Economic Zone means import from outside Bangladesh and includes goods brought into an Economic Zone from the Domestic Tariff Area or to any other Zone [Section-2(f) of Notification No. 42/Customs/199].
- **Export from an Economic Zone** means export to outside Bangladesh and includes goods supplied from a Zone to the Domestic Tariff Area or to any other Zone [Section-2(g) of Notification No. 42/Customs/199].
- **Sample** means limited quantity of goods easily identifiable and having no commercial value [Chapter Two, Export Policy Order 2015-2018].
- **Ship-back** means re-export after import of the defective raw materials through bond. In this regard vide provisions of The Customs Act, 1969 Section 168, the commissioner of customs can order re-export of such imported goods without paying customs duties like "Frustrated Cargo". If any defect is identified in raw material imported under bond and necessitates re-exporting, the permission is given accordingly [FAQ No.71 of Customs Bond Commissionerate (CBC) Website].
- **In-Bond** means entry of imported raw or semi-finished materials in the bonded warehouse [Section-2(o) of Notification No. 42/Customs/199].

¹Import Manifest data [http://www.customs.gov.bd/files/Manifest_users_guide.pdf]

Bill of Entry [http://www.bangladeshcustoms.gov.bd/procedures/p_import/123]

²Export Manifest data [http://www.customs.gov.bd/files/Manifest_users_guide.pdf]

Bill of Export [http://www.bangladeshcustoms.gov.bd/procedures/p_export/123]

- **Ex-Bond** means removal of finished and semi-finished materials in the bonded warehouse [Section-2(p) of Notification No. 42/Customs/199].
- **Inter-Bond Transfer** means, between the two bond licensed companies, the imported goods in bond facility are subject to the permission of the Customs Authority transfer from a bonded area to another bonded area outside EZ.
- **Intra-Bond Transfer** means, between the two bond licensed companies, the imported goods in bond facility are subject to the permission of the Customs Authority transfer from a bonded area to another bonded area in the same EZ.
- **Domestic Tariff Area (DTA)** means any area in Bangladesh outside the limit of a Zone [Section-2(h) of Notification No. 42/Customs/199].
- **Customs Computer System** basically indicates ACYCUDA World System, meaning a nation-wide computerized Customs system which handles manifest information, customs declarations and other accounting or transit procedures.
- **Bill of Entry/Bill of Export** means Customs declaration for imported/exported goods which is submitted by a nominated C&F Agent or importer/exporter [Section-2(c), 2(d) of Customs Act 1969].
- **C&F Agent** means a person or an organization acting as Clearing and Forwarding Agent [Section-2(a) of Customs Act 1969 / Import Policy Order 2015-2018].

D. Standard Operating Procedures (SOPs)

As described below, most common transactions are covered in accordance with classification of two types of investors: 1) Export-oriented unit investor with Bond License; 2) Domestic-oriented unit investor without Bond License. Following section explains the specific procedures of issuing BEZA concerned permissions and/or approvals and customs clearance for transfer of goods in the EZs and also the formalities for Advance Ruling System for the classification of goods:

1 Export-oriented Unit Investor with Bond license

1.1 Import from OVERSEAS	J.1-5
1.1.1 Raw-materials/Semi-finished products	J.1-5
1.1.2 Machinery, Spare parts and Construction materials	J.1-6
1.1.3 Sample goods.....	J.1-8
1.1.4 Re-import of defected goods exported.....	J.1-9
1.2. Import from Domestic Tariff Area (DTA)	J.1-10
1.2.1 Local Purchase/Procurement of raw materials.....	J.1-10
1.3. Export to OVERSEAS	J.1-12
1.3.1 Finished/Semi-finished products	J.1-12
1.3.2 Machinery, Spare parts for repair (Temporarily).....	J.1-13
1.3.3 Sample goods.....	J.1-14
1.3.4 Re-export or Ship-back of defected good imported	J.1-16
1.4. Export to Domestic Tariff Area (DTA)	J.1-17
1.4.1 Local Sales of Finished/Semi-finished products	J.1-17
1.5. Import/Export from/to Another Bond Area (Inter-Bond /Intra-Bond Transfer)	J.1-18
1.5.1 In-Bond from Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh	J.1-18
1.5.2 Ex-Bond to Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh	J.1-19
1.5.3 Take Sub-Contracting from Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh	J.1-20
1.5.4 Offer Sub-Contracting to Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh	J.1-21

2 Domestic-oriented Unit Investor without Bond license

2.1 Import from OVERSEAS	J.1-24
2.1.1 Raw-materials/Semi-finished products	J.1-24
2.1.2 Machinery, Spare parts and Construction materials	J.1-25
2.1.3 Sample goods	J.1-27
2.2. Export to OVERSEAS	J.1-28
2.2.1 Finished/Semi-finished products	J.1-28
2.2.2 Machinery, Spare parts for repair (Temporarily)	J.1-30
2.2.3 Sample goods	J.1-31

3 Other License/Approvals related to Transferring Goods

3.1 Advance Ruling System for the classification of goods	J.1-33
--	---------------

1. Export-oriented Unit Investor with Bond license

1.1 Import from OVERSEAS

1.1.1 Import of raw materials/semi-finished goods from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online application form for Import Permit (IP) issued by BEZA 2. Supporting Documents for obtaining Import Permit <ol style="list-style-type: none"> 2.1 Proforma Invoice 2.2 Commercial Invoice 2.3 Packing List 2.4 Bill of Lading(B/L) 2.5 Letter of Credit (L/C) (if necessary) 2.6 Certificate of Origin (if necessary) 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Import Permit. * No. 1-3 are submitted to Customs in EZ for entering the good into EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer executes Sales Contract/Proforma invoice with the seller and he or she then opens Letter of Credits before shipping the goods in the partner country. 2. When obtaining original shipping documents, importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Import Permit with supporting documents online. 3. After verification by BEZA, the importer/ the nominated person obtains Import Permit online. 4. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system. 5. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document). 6. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary. <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No physical inspection is required; • Yellow category: Inspection for the documentation is required; and • Red category: Physical inspection of the goods is required.

	<p>7. The C&F Agent transfers the cargo with showing the gate pass, which is issued by Customs of the Port, at the gate of the Port and goes to the gate of the designated EZ.</p> <p>8. The importer/C&F Agent submits IP with other necessary documents to Customs office in the EZ. Customs office issues the gate pass to enter the gate into EZ if there is no problem.</p> <p>9. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the designated factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No Charge (Customs)</p>
Remarks	<p>- Customs Office in EZ visits each EZ Unit Investor and conducts physical inspection for the storage and management of bonded goods on an ad hoc basis.</p>

1.1.2 Import of Machinery, Spare parts and Construction materials from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online application form for Import Permit (IP) issued by BEZA 2. Supporting documents for obtaining Import Permit <ol style="list-style-type: none"> 2.1 Packing List 2.2 Commercial Invoice 2.3 Letter of Credit (L/C) 2.4 Bill of Lading(B/L) 2.5 Proforma invoice 2.6 Certificate of Origin (if necessary) 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Import Permit. * No. 1-3 are submitted to Customs in EZ for entering the goods into EZ. *Other documents might be required in accordance with the type of cargo ***Please follow the Remarks</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer executes Sales Contract/Proforma Invoice with the seller and he or she then opens Letter of Credits before shipping the goods in the partner country. 2. When obtaining original shipping documents, importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Import Permit with supporting documents online. 3. After verification by BEZA, the importer/ the designated C&F Agent obtains Import Permit online. BEZA officials will endorse supporting documents.

	<p>4. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system.</p> <p>5. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with the supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document).</p> <p>6. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary.</p> <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No physical inspection is required; • Yellow category: Inspection for the documentation is required; and • Red category: Physical inspection of the goods is required. <p>7. The C&F Agent transfers the cargo with showing the gate pass, which is issued by Customs of the Port, at the gate of the Port and goes to the gate of the designated EZ.</p> <p>8. The importer/C&F Agents submits IP with other necessary documents to Customs office in the EZ. Customs office issues the gate pass to enter the goods into EZ if there is no problem.</p> <p>9. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the designated factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<p>- For importing Machinery and Spare parts for repairing purpose, the required documents as well as the procedure are basically the same as the procedure No.1.2 above. However, the physical inspection about the specification is required.</p> <p>- Regarding capital machineries and construction materials, all import duties, Regulatory duties, Supplementary duties and Value Added Tax are exempted[S.R.O No. 209-Law /2015/46].</p> <p>- Capital machineries that can be applied to tax exemption are defiend by NBR in related Standard Regulatory Order (S.R.O.). The relevant information is given by NBR official website.</p>

	<p>- In terms of procurement of Machinery from manufacturer, one (1) set of price quotations along with catalogues etc. needs to be additionally submitted to BEZA before importation.</p> <p>- In terms of procurement of Machinery and construction materials from reputed machinery suppliers, three (3) set of price quotations from reputed machinery suppliers needs to be additionally submitted to BEZA before importation.</p> <p>- In terms of import of Building Materials, building plan and building design are need to be submitted to BEZA before importation.</p>
--	---

1.1.3 Import Sample goods from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online application form for Sample Permit (SP) issued by BEZA 2. Supporting documents for obtaining Sample Permit <ol style="list-style-type: none"> 2.1 Commercial Invoice 2.2 Packing List 2.3 Consumption Statement (=Declaration letter by the unit investor) 2.4. Forwarding letter (if applicable) 2.5. Copy of Valid Passport (In case of importing the goods by hand) 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Sample Permit. * No. 1-3 are submitted to Customs in EZ for entering the goods into EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Sample Permit with supporting documents online. 2. After verification by BEZA, the importer/ the nominated person obtains Sample Permit online. BEZA officials will endorse supporting documents. 3. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system. 4. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with the supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document). 5. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary. <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No physical inspection is required; • Yellow category: Inspection for the documentation is required; and

	<ul style="list-style-type: none"> • Red category: Physical inspection of the goods is required. <p>6. The C&F Agent transfers the cargo with showing the gate pass, which is issued by Customs of the Port, at the gate of the Port and goes to the gate of the designated EZ.</p> <p>7. The importer/C&F Agent submits SP with other necessary documents to Customs office in the EZ. Customs office issues the gate pass to enter the goods into EZ if there is no problem.</p> <p>8. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the designated factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs)</p> <p>* If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge(Customs)</p>
Remarks	<p>- The limitation of importing Samples is different between the products.</p>

1.1.4 Re-import of defective goods exported from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online application form for Import Permit(IP) issued by BEZA 2. Supporting documents for obtaining Import Permit <ol style="list-style-type: none"> 2.1. Packing List 2.2. Commercial Invoice 2.3. Letter of Credit (L/C) 2.4 All Documents of Ship-Back 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Import Permit. * No. 1-3 are submitted to Customs in EZ for entering the goods into EZ. *Other documents might be required in accordance with the type of cargo</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Import Permit with supporting documents online. 2. After verification by BEZA, the importer/ the nominated person obtains Import Permit online. BEZA officials will endorse supporting documents. 3. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system. 4. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with the supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document).

	<p>5. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary.</p> <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No physical inspection is required; • Yellow category: Inspection for the documentation is required; and • Red category: Physical inspection of the goods is required. <p>6. The C&F Agents transfers the cargo with showing the gate pass, which is issued by Customs of the Port, at the gate of the Port and goes to the gate of the designated EZ.</p> <p>7. The importer/C&F Agent submits IP with other necessary documents to Customs office in the EZ. Customs office issues the gate pass to enter the gate in to EZ if there is no problem.</p> <p>8. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the designated factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<ul style="list-style-type: none"> - When the unit investor re-imports defected goods from the seller, the investor will enjoy the same benefits as the first imported goods. - This case should be written in the contract and Letter of Credit (L/C).

1.2 Import from Domestic Tariff Area (DTA)

1.2.1 Local Purchase/Procurement of raw materials from DTA

Required Documents	<p>1. Online Application form for Local Purchase Permit (LPP) issued by BEZA</p> <p>2. Supporting Documents for obtaining Local Purchase Permit</p> <p style="margin-left: 20px;">2.1 Commercial Invoice</p> <p style="margin-left: 20px;">2.2 Packing List</p> <p style="margin-left: 20px;">2.3 Sales Contract</p> <p style="margin-left: 20px;">2.4 Letter of Credit (L/C) (if necessary)</p> <p style="margin-left: 20px;">2.5 Prior approval from BEZA for used machinery & generator (if applicable)</p> <p>3. Delivery Challan</p> <p>4. Bill of Entry</p> <p>* No. 1-2 are submitted to BEZA online for Local Purchase Permit. * No. 1-4 are submitted to Customs in EZ for entering the goods into EZ. * Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<p>1. Importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Local Purchase Permit with supporting documents online.</p> <p>2. After verification by BEZA, the importer/ the nominated person obtains Local Purchase Permit online. BEZA determines and informs the quantity to be approved in this Local Purchase Permit.</p> <p>3. The Importer/ C&F Agent prepares Bill of Entry.</p> <p>4. When the cargo is arrived at the gate of the EZ, the Importer/ C&F Agent submits Bill of Entry with other required documents to Customs office in the EZ. Customs office also conducts the physical examination. The Customs Valuation and assessment including classification is simultaneously made even if it rates zero.</p> <p>5. Customs office in EZ issues the gate pass when satisfied.</p> <p>6. The approved cargo is able to be transferred into the designated factory when the driver/staff shows the gate pass.</p>
Time Frame	<p>1 working day (BEZA)</p> <p>1 day (Customs)</p> <p>* If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA)</p> <p>No charge (Customs)</p>
Remarks	<ul style="list-style-type: none"> - The application for Local Purchase/Procurement can be applied only by the bond licensed industries. - In case of purchasing a used Machinery, the residual life should be declared in writing less than 10 years.

1.3 Export to OVERSEAS

1.3.1 Export Finished/Semi-finished products to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application Form for Export Permit(EP) issued by BEZA 2. Supporting Documents for obtaining Export Permit <ol style="list-style-type: none"> 2.1. Commercial Invoice 2.2. Packing List 2.3. EXP form certified by Authorized Dealers (ADs) 2.4. Letter of Credit (L/C)/Purchase Order/Export Order etc. <p>* No. 1-2 are submitted to BEZA online as well as the Customs office in EZ.</p> <p>*Other documents might be required in accordance with the type of cargo</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website and fills in the application form and submits it with other required documents online. 2. BEZA official issues Export Permit if he/she does not have any observation about submitted documents. Applicant obtains Export Permit online. BEZA officials will endorse the supporting documents. 3. Exporter/C&F Agent physically prints out and submits Export Permit by BEZA with all other required documents to the Customs office in EZ. 4. The Customs office in EZ verifies the submitted documents. 5. The Customs office gives the gate pass to pass out the gate of EZ when satisfied. In case of container cargo, the cargo can be loaded into the container. 6. The cargo truck goes through the EZ by showing the gate pass and then goes to the designated Port. 7. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Customs Authority through ASYCUDA World system. *They may submit Bill of Export in the earlier stage if the documents are ready to be submitted. 8. When arriving the Port, the C&F Agent shows the gate pass with other supporting documents to the Port Authority or Private off dock. The Customs office verifies the submitted documents before the cargo allows to be loaded into a vessel/aircraft. 9. Shipping Agent issues Export B/L after the cargo is loaded into a vessel/aircraft. 10. Export general Manifest (EGM) is submitted through ASYCUDA World system after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.

Time Frame	1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required
Application Fees	Tk. 500 (BEZA) No charge (Customs)
Remarks	

1.3.2 Export Machinery, Spare parts for repair (Temporarily) to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application Form for Export Permit (EP) issued by BEZA 2. Supporting Documents for obtaining Export Permit <ol style="list-style-type: none"> 2.1. Bill of Entry when you imported 2.2. Packing List 2.3. Commercial Invoice 2.4. NOC and EXP form certified by Authorized Dealers (ADs) 2.5. Import Letter of Credit (L/C)/Sales Contract/Export Order etc. <p>* No. 1-2 are submitted to BEZA online as well as the Customs office in EZ.</p> <p>* Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website and fills in the application form and submits it with required documents online. 2. BEZA official issues Export Permit if he/she does not have any observation about submitted documents. Applicant obtains Export Permit online. BEZA officials will endorse the supporting documents. 3. Exporters/C&F Agent physically prints out and submits duly signed Export Permit by BEZA with all other required documents to the Customs office in EZ. 4. The Customs Office at EZ verifies the submitted documents. 5. The Customs office gives the gate pass to pass out the gate at EZ when satisfied. In case of container cargo, the cargo can be loaded into the container. 6. The cargo truck goes through the EZ by showing the gate pass and then goes to the designated Port. 7. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Customs Authority through ASYCUDA World system. <p>* They may submit Bill of Export in the earlier stage if the documents are ready to be submitted.</p>

	<p>8. When arriving the Port, the C&F Agent shows the gate pass with other supporting documents to the Port Authority and Private off dock. The customs officials verify the submitted documents before the cargo allows to be loaded into a vessel/aircraft.</p> <p>9. Shipping Agent issues Export B/L after the cargo is loaded into a vessel/aircraft.</p> <p>10. Export general Manifest (EGM) is submitted through ASYCUDA World system after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.</p>
Time Frame	<p>1 working day(BEZA) 1 day(Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<p>- The physical inspection is required in order to verify whether it is the identical machinery or not in the manufacturing unit.</p>

1.3.3 Export Sample goods to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application Form for Sample Permit (SP) issued by BEZA 2. Supporting documents for obtaining Sample Permit <ol style="list-style-type: none"> 2.1. Commercial Invoice 2.2. Packing List 2.3. Consumption Statement (=Declaration letter by the unit investor) 2.4. Copy of Valid Passport (In case of exporting the goods by hand) 2.5. Forwarding letter (if applicable) 3. EXP form certified by Authorized Dealers (ADs) 4.. Import Letter of Credit (L/C)/Purchase Order/Export Order etc. <p>* No. 1-2 are submitted to BEZA online for Sample Permit. * No. 1-4 are submitted to Customs office in EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website and fills in the application form and submits it with required documents online. 2. BEZA office issues Sample Permit if he/she does not have any observation about submitted documents. Applicant obtains Sample Permit online.

	<p>3. Exporters/C&F Agent physically prints out and submits duly signed Sample Permit by BEZA with all other required documents to Customs office in EZ.</p> <p>4. The Customs Official at EZ verifies the submitted documents.</p> <p>5. The Customs official gives the gate pass to pass out the gate at EZ when satisfied. In case of container cargo, the cargo can be loaded into the container.</p> <p>6. The cargo truck goes through the EZ by showing the gate pass and then goes to the designated Port.</p> <p>7. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Customs Authority through ASYCUDA World system. *They may submit Bill of Export in the earlier stage if the documents are ready to be submitted.</p> <p>8. When arriving the Port, the driver shows the gate pass with other supporting documents to the Port Authority or Private off dock. The customs officials verify the submitted documents before the cargo allows to be loaded into a vessel/aircraft.</p> <p>9. Shipping Agent issues Export B/L after the cargo is loaded into a vessel/aircraft.</p> <p>10. Export general Manifest (EGM) is submitted through ASYCUDA World system after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.</p>
Time Frame	<p>1 working day(BEZA) 1 day(Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge(Customs)</p>
Remarks	<p>- The limitation of exporting Samples is different between the products.</p>

1.3.4 Re-export or Ship-back of defected goods imported to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Export Permit(EP) issued by BEZA 2. Supporting Documents for Export Permit <ol style="list-style-type: none"> 2.1. Bill of Entry when you imported 2.2. Commercial Invoice 2.3. Packing List 2.4. Letter of Credit (L/C)/Purchase Order/Export Order etc. 3. Import related all documents 4. Deed of Consent from the Export company 5. NOC from Lien Bank 6. Undertaking of responsibility in a non-judicial stamp <p>* No. 1-3 are submitted to BEZA online for Export Permit. * No. 1-6 are submitted to the Customs office in EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website and fills in the application form and submits it with required documents online. 2. BEZA official issues Export Permit if he/she does not have any observation about submitted documents. Applicant obtains Export Permit online. BEZA officials will endorse supporting documents. 3. Exporter/C&F Agent physically prints out and submits duly signed Export Permit by BEZA with all other required documents to the Customs office in EZ. 4. The Customs Official at EZ verifies the submitted documents. 5. The Customs official gives the gate pass to pass out the gate at EZ when satisfied. In case of container cargo, the cargo can be loaded into the container. 6. The cargo truck goes through the EZ by showing the gate pass and then goes to the designated Port. 7. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Customs Authority through ASYCUDA World system. *They may submit Bill of Export in the earlier stage if the documents are ready to be submitted. 8. When arriving the Port, the driver shows the gate pass with other supporting documents to the Port Authority or Private off dock. The customs officials verify the submitted documents before the cargo allows to be loaded into a vessel/aircraft. 9. Shipping Agent issues Export B/L after the cargo is loaded into a vessel/aircraft.

	10. Export general Manifest (EGM) is submitted through ASYCUDA World system after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.
Time Frame	1 working day(BEZA) 1 day(Customs) * If the relevant documents are properly submitted and any physical inspection is not required
Application Fee	Tk. 500 (BEZA) No charge(Customs)
Remarks	- Duty tax and other taxes are exempted if the goods can be returned within 6 months.

1.4. Sale to Domestic Tariff Area (DTA) for home consumption

1.4.1 Local Sales of finished or semi-finished products to DTA for home consumption

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Local Sales Permit (LSP) issued by BEZA 2. Supporting Documents for obtaining Local Sales Permit <ol style="list-style-type: none"> 2.1. Bill of Entry when you imported raw materials 2.2. Commercial Invoice 2.3. Packing List 2.4. EXP form certified by Authorized Dealers (ADs) 2.5. TT/Letter of Credit (L/C)/Sales Contract containing export L/C number 3. Bill of Entry (IM-4) <p>* No. 1-2 are submitted to BEZA online for Local Sales Permit. * No. 1-3 are submitted to the Customs office in EZ. *Other documents might be required in accordance with the type of cargo</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website and fills in the application form and submits it with supporting documents online. 2. After verification, BEZA official issues Local Sales Permit if he/she does not have any observation about submitted documents. 3. Applicant obtains duly signed Local Sales Permit online. BEZA will endorse supporting documents. 4. Applicant also prepares Bill of Entry (IM-4). 5. Applicant submits duly signed Local Sales Permit with other supporting documents to the Customs office in the EZ.

	<p>6. The Customs Officials in the EZ verify the submitted documents. Applicant will submit Bill of Entry for paying duty tax on the imported raw materials.</p> <p>7. The Customs may require the payment of dutiable value with related import duty after verification.</p> <p>8. For paying Customs Duties, the applicant goes to the branch of Sonali Bank in each EZ, then submits Bill of Entry to the bank.</p> <p>9. The Customs officials give the gate pass for passing through the EZ.</p> <p>10. The cargo truck goes through the gate at EZ by showing the gate pass if the above procedures are completed, and then goes to the designated domestic tariff area.</p>
Time Frame	<p>2 working days (BEZA) 1 day(Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<p>- In terms of the export-oriented industries, the quantity of goods for Local Sales Permit should not exceed more than 20% of the export volume of the concerned bonded warehouse in the previous fiscal year.</p>

1.5 Import/Export from/to Another Bonded Industry or Warehouse in Bangladesh (INTER-BOND TRANSFER /INTRA-BOND TRANSFER)

1.5.1 In-Bond from Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh

Required Documents	<p>1. Online Application for Inter/Intrazone Import Permit issued by BEZA 2. A copy of all documents permitted by Customs of the delivered side</p> <p>* No. 1 is submitted to BEZA online for Inter/Intrazone Import Permit. * No. 1-2 are submitted to the Customs in the received side EZ. *Other documents might be required in accordance with the type of cargo.</p>
--------------------	--

*J.1 Import/Export and Customs Clearance
Bangladesh Economic Zones Authority (BEZA)*

Actual Procedures	<ol style="list-style-type: none"> 1. The receiving company accesses to BEZA-OSS website and submits the application for Inter/Intrazone Import Permit online. 2. After verification by BEZA, the receiving company obtains Inter/Intrazone Import Permit online. 3. The receiving company acquires a copy of all documents permitted by Customs from the delivered side, followed by physically submitting all required documents with duly signed Inter/Intrazone Import Permit to Customs office in EZ entered by the receiving company. 4. The truck driver can go through the gate of EZ after documentary examination by the Customs office. The physical inspection may be conducted if necessary.
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No Charge (Customs)</p>
Remarks	<ul style="list-style-type: none"> - In terms of INTRA-bond transfer, it is not necessary for the receiving company to obtain Customs permission since the permission of the delivered side is already granted by Customs office of the same EZ although the same procedure should be followed. - Transfer information of transferrable import raw materials has to be recorded at the company's passbook of that Customs house/station or nearest Customs house or Bond Register of the Customs Bond Commissionerate.

1.5.2 Ex-Bond to Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh

Required Documents	<ol style="list-style-type: none"> 1. Online Application for Inter/Intrazone Export Permit issued by BEZA 2. Import documents of raw materials such as: Invoice, Packing List, L/C, B/L/Airway Bill/Truck Challan Copy 3. The performed deed contract between concerned companies in non-judicial stamp (500tk.) 4. Sales Contract 5. No Objection Certificate of Lien Bank 6. Carry/Transport Undertaking by the delivering company will bear the duty and tax of the goods if any damage occurs during transferring 7. Sample of transferable raw materials of Permanent Inter Bond 8. Copy of General Bond of the raw materials delivering company 9. Copy of General Bond of the raw materials receiving company <p>* No. 1-2 are submitted to BEZA online for Inter/Intrazone Export Permit. * No. 1-9 are submitted to Customs in the delivered side EZ. *Other documents might be required in accordance with the type of cargo</p>
Actual Procedures	<ol style="list-style-type: none"> 1. The delivering company accesses to BEZA-OSS website and submits the application for Inter/Intrazone Export Permit online. 2. After verification by BEZA, the delivering company obtains Inter/Intrazone Export Permit online. 3. The delivering company can then submit all required documents to Customs office in the EZ physically. Customs officials conduct the physical inspection with screening of submitted documents. 4. Customs officials issue the gate pass and the truck driver can go to the designated factory if there is no observation with the documents and the cargo.
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge(Customs)</p>
Remarks	<ul style="list-style-type: none"> - Transfer information of transferrable import raw materials has to be recorded at the company's passbook of the Customs house/station or nearest Customs house or Bond Register of the Customs Bond Commissionerate. - Inter/Intra bond transfer is applicable between "Associated industries", which means the case of split of share between them.

1.5.3 Take Sub-Contracting from Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh

Required Documents	<p>1. Online Application for approval of Sub-Contract issued by BEZA 2. A copy of all documents permitted by Customs from the sub-contractee side</p> <p>* No. 1 is submitted to BEZA online. * No. 1-2 are submitted to Customs in sub-contractor's side EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<p>1. A sub-contractor accesses to BEZA-OSS website and submits the application for approval of Sub-Contract online.</p> <p>2. After verification by BEZA, the sub-contractor obtains Approval of Sub-Contract online.</p> <p>3. The sub-contractor acquires a copy of all documents permitted by Customs from the sub-contractee, followed by submitting all required documents with duly signed Approval of Sub-Contract to the Customs office in EZ entered by the sub-contractee.</p> <p>4. The truck driver can go through the gate of EZ after documentary examination by Customs. The physical inspection may be conducted if necessary.</p>
Time Frame	<p>3 working days (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No Charge (Customs)</p>
Remarks	<ul style="list-style-type: none"> - In terms of sub-contracting in the same EZ, it is not necessary for a Sub-contractor to obtain Customs permission since the permission of the delivered side is already granted by Customs office of the same EZ although the same procedure should be followed. - Transfer information of transferrable import raw materials has to be recorded at the company's passbook of the Customs house/station or nearest Customs house or Bond Register of the customs Bond Commissionerate.

1.5.4 Offer Sub-Contracting to Another Bonded Industry or Warehouse outside/inside EZ in Bangladesh

Required Documents	<ol style="list-style-type: none"> 1. Online Application for approval of Sub-Contract issued by BEZA 2. Import documents of raw materials/Export order 3. The performed deed contract between concerned companies in non-judicial stamp (500tk.) 4. Sales Contract 5. No Objection Certificate of Lien Bank 6. Carry/Transport Undertaking by the sub-contractee's company will bear the duty and tax of the goods if any damage occurs during transferring 7. Sample of transferable raw materials of the sub-contractee 8. Copy of General Bond of the sub-contractee's company 9. Copy of General Bond of the sub-contractor's company <p>* No. 1-2 are submitted to BEZA online for Approval of Sub-Contract. * No. 1-9 are submitted to Customs in sub-contractee's side EZ. * Other documents might be required in accordance with the type of cargo</p>
Actual Procedures	<ol style="list-style-type: none"> 1. A sub-contractee accesses to BEZA-OSS website and submits the application for approval of Sub-Contract online. 2. After verification by BEZA, the sub-contractee obtains approval of Sub-Contract online. 3. The sub-contractee can then submit all required documents with duly signed approval of Sub-Contract to Customs office in the EZ. Customs officials conducts the physical inspection with screening of submitted documents. 4. Customs office issues the gate pass and the truck driver can go to the designated factory if there is no observation with the documents and the cargo.
Time Frame	<p>3 working days (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<ul style="list-style-type: none"> - Transfer information of transferrable import raw materials has to be recorded at the company's passbook of the Customs house/station or nearest Customs house or Bond Register of the customs Bond Commissionerate. - Offering/taking Sub-Contracting is accepted only in a bond industry or warehouse.

2. Domestic-oriented Unit Investor without Bond license

2.1 Import from OVERSEAS

2.1.1 Import of Raw-materials/Semi-finished products from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Import Permit (IP) issued by BEZA 2. Supporting Documents for obtaining Import Permit <ol style="list-style-type: none"> 2.1 Proforma Invoice 2.1 Commercial Invoice 2.2 Packing List 2.3 Bill of Lading(B/L) 2.4 Letter of Credit (L/C) (if necessary) 2.5 Certificate of Origin (if necessary) 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Import Permit. * No. 1-3 are submitted to Customs in EZ for entering the goods into EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer executes Sales Contract/Proforma Invoice with the seller and he or she then opens Letter of Credits before shipping the goods in the partner country. 2. When obtaining original shipping documents, importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Import Permit with supporting documents online. 3. After verification by BEZA, the importer/ the nominated person obtains Import Permit online. BEZA officials will endorse supporting documents. 4. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system. 5. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with the supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document). 6. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary. <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No Physical inspection is required; • Yellow category: Inspection for the documentation is required; and • Red category: Physical inspection of the goods is required.

	<p>7. After the Customs Valuation, the importer deposits the appropriated amount of import duties and taxes in the designated bank and Customs office issues the release order.</p> <p>8. After the payment, the C&F Agent can transfer the cargo with showing the gate pass which is issued by Customs of the Port at the gate of the Port and goes to the gate of the designated EZ.</p> <p>9. The importer/C&F Agents submits IP and other necessary documents to Customs office in the EZ. Customs issues the gate pass to enter the gate into EZ if there is no problem.</p> <p>10. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No Charge (Customs)</p>
Remarks	

2.1.2 Import of Machinery, Spare parts and Construction materials from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Import Permit (IP) issued by BEZA 2. Supporting documents for obtaining Import Permit <ol style="list-style-type: none"> 2.1 Packing List 2.2 Commercial Invoice 2.3 Letter of Credit (L/C) 2.4 Bill of Lading(B/L) 2.5 Proforma invoice 2.6 Certificate of Origin (if necessary) 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Import Permit. * No. 1-3 are submitted to Customs in EZ for entering the goods into EZ. *Other documents might be required in accordance with the type of cargo ***Please follow Remarks</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer executes Sales Contract/Proforma invoice with the seller and he or she then opens Letter of Credits before shipping the goods in the partner country. 2. When obtaining original shipping documents, importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Import Permit with supporting documents online. 3. After verification by BEZA, the importer/ the nominated person obtains Import Permit online. BEZA will endorse the supporting documents.

	<p>4. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system.</p> <p>5. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with the supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document).</p> <p>6. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary.</p> <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No physical inspection is required; • Yellow category: Inspection for the documentation is required; and • Red category: Physical inspection of the goods is required. <p>7. 【Optional】 After the Customs Valuation, the importer deposits the appropriated amount of import duties and taxes in the designated bank and Customs office issues the release order.</p> <p>8. After the payment, the C&F Agents can transfer the cargo with showing the gate pass which is issued by Customs of the Port at the gate of the Port and goes to the gate of the designated EZ.</p> <p>9. The importer/C&F Agents submits IP and other necessary documents to Customs office in the EZ. Customs issues the gate pass to enter the gate into EZ if there is no problem.</p> <p>10. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<p>- For importing Machinery and Spare parts for repairing purpose, the required documents as well as the procedure are basically the same as mentioned above. However, the physical inspection about the specification is required.</p>

	<p>- Regarding capital machineries and construction materials, all import duties, Regulatory duties, Supplementary duties and Value Added Tax are exempted[S.R.O No. 209-Law /2015/46].</p> <p>- Capital machineries that can be applied to tax exemption are defined by NBR in related Standard Regulatory Order (S.R.O.). The relevant information is given by NBR official website.</p> <p>- In terms of procurement of Machinery from manufacturer, one (1) set of price quotations along with catalogues etc. needs to be additionally submitted to BEZA.</p> <p>- In terms of procurement of Machinery and construction materials from reputed machinery suppliers, three (3) set of price quotations from reputed machinery suppliers needs to be additionally submitted to BEZA.</p> <p>- In terms of import of Building Materials, Building Plan and Building Design are need to be submitted to BEZA before importation.</p>
--	--

2.1.3 Import Sample goods from overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Sample Permit (SP) issued by BEZA 2. Supporting documents for obtaining Sample Permit <ol style="list-style-type: none"> 2.1 Commercial Invoice 2.2 Packing List 2.3 Consumption Statement (=Declaration letter by the unit investor) 2.4. Forwarding letter (if applicable) 2.5. Copy of Valid Passport (In case of importing the goods by hand) 3. Bill of Entry with signature of Customs at the Port <p>* No. 1-2 are submitted to BEZA online for Sample Permit. * No. 1-3 are submitted to Customs in EZ for entering the goods into EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Importer/ the nominated person accesses to BEZA-OSS online website and submits the application for Sample Permit with supporting documents online. 2. After verification by BEZA, the importer/ the nominated person obtains Sample Permit online. BEZA will endorse supporting documents. 3. Shipping Agent submits IGM (Import General Manifest) to the Customs Authority via ASYCUDA World system. 4. After the cargo arrives, the importer/ the designated C&F Agent submits Bill of Entry with the supporting documents via ASYCUDA World system. Bill of Entry should be prepared by the specific format, which is SAD (Single Administrative Document). 5. Customs officer in the port checks whether the submitted documents are completed or not, and, if they are satisfied, approves and returns Bill of

	<p>Entry with Customs signature to Importer/C&F Agent. Customs valuation is simultaneously made in the Port (even if it rates zero). The Customs Authority may make physical inspection if necessary.</p> <p>The clearance procedure of cargo is changed according to its category as below:</p> <ul style="list-style-type: none"> • Green category: No physical inspection is required; • Yellow category: Inspection for the documentation is required; and • Red category: Physical inspection of the goods is required. <p>6. The C&F Agent transfers the cargo with showing the gate pass, which is issued by Customs of the Port, at the gate of the Port and goes to the gate of the designated EZ.</p> <p>7. The importer/C&F Agent submits SP with other necessary documents to Customs office in the EZ. Customs office issues the gate pass to enter the gate into EZ if there is no problem.</p> <p>8. The driver/staff in an industrial unit shows the gate pass at the gate of the designated EZ when arriving at the designated EZ. Customs in the EZ may inspect the cargo if necessary. If there is no observation of the documents and cargo, the driver can go to the designated factory.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge(Customs)</p>
Remarks	<p>- The limitation of importing Samples is different between the products.</p>

2.2 Export to OVERSEAS

2.2.1 Export Finished/Semi-finished products to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Export Permit (EP) issued by BEZA 2. Supporting Documents for obtaining Export Permit <ol style="list-style-type: none"> 2.1. Commercial Invoice 2.2. Packing List 2.3. EXP form certified by Authorized Dealers (ADs) 2.4. Letter of Credit (L/C)/Purchase Order/Export Order etc. <p>* No. 1-2 are submitted to BEZA online for Export Permit. * No. 1-3 are submitted to Customs in EZ after Export Permit. *Other documents might be required in accordance with the type of cargo</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website, fills in and submits the application form for Export Permit with supporting documents online.

	<p>2. BEZA official issues Export Permit if he/she does not have any observation regarding required documents. Applicant obtains Export Permit online. BEZA officials will endorse the supporting documents.</p> <p>3. Exporters/C&F Agents physically print out and submit duly signed Export Permit from BEZA with all other required documents to Customs office in EZ.</p> <p>4. The Customs officials give the gate pass to pass out the gate at EZ when satisfied. In case of container cargo, the cargo can be loaded into the container.</p> <p>5. The cargo truck goes through the EZ after showing the gate pass and then goes to the designated Port.</p> <p>6. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Port Authority through ASYCUDA World system. *They may submit Bill of Export in the earlier stage if the documents are ready to be submitted.</p> <p>7. When arriving the Port, the driver shows the gate pass with other supporting documents to the Port Authority or Private off dock. The customs officials verify the submitted documents, then allow to be loaded into a vessel/aircraft.</p> <p>8. Shipping Agent issues Export B/L after the cargo is loaded into a vessel/aircraft.</p> <p>9. Export general Manifest (EGM) is submitted through Customs Computer System after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.</p>
Time Frame	<p>1 working day (BEZA) 1 day (Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fees	<p>Tk. 500 (BEZA) No charge (Customs)</p>
Remarks	<p>- Duty Drawback is the refund of duties and taxes paid on inputs/raw materials used for the manufacture of exported goods and services (Section 13 of The Value Added Tax Act, 1991 and Section 37 of The Customs Act, 1969). This rule is applicable for those who do not have bond license. Get more information: [http://www.bangladeshcustoms.gov.bd/trade_info/duty_drawback_ti]</p>

2.2.2 Export Machinery, Spare parts for repair (temporarily) to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Export Permit (EP) issued by BEZA 2. Supporting Documents for obtaining Export Permit <ol style="list-style-type: none"> 2.1. Bill of Entry when you imported 2.2. Packing List 2.3. Commercial Invoice 2.4. NOC and EXP form certified by Authorized Dealers (ADs) 2.5. Import Letter of Credit (L/C)/Sales Contract/Export Order etc. <p>* No. 1-2 are submitted to BEZA online for Export Permit as well as the Customs office in EZ.</p> <p>* Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website, fills in and submits the application form for Export Permit with supporting documents online. 2. BEZA official issues Export Permit if he/she does not have any observation regarding required documents. Applicant obtains Export Permit online. BEZA will endorse the supporting documents. 3. Exporters/C&F Agents physically print out and submit duly signed Export Permit from BEZA with all other required documents to Customs office in EZ. 4. The Customs Officials at EZ verify the submitted documents. 5. The Customs officials give the gate pass to pass out the gate at EZ when satisfied. In case of container cargo, the cargo can be loaded into the container. 6. The cargo truck goes through the EZ after showing the gate pass and then goes to the designated Port. 7. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Port Authority through ASYCUDA World system. *They may submit Bill of Export in the earlier stage if the documents are ready to be submitted. 8. When arriving the Port, the driver shows the gate pass with other supporting documents to the Port Authority or Private off dock. The customs officials verify the submitted documents, then allow to be loaded into a vessel/aircraft. 9. Shipping Agents issue Export B/L after the cargo is loaded into a vessel/aircraft.

	10. Export general Manifest (EGM) is submitted through Customs Computer System after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.
Time Frame	1 working day(BEZA) 1 day(Customs) * If the relevant documents are properly submitted and any physical inspection is not required
Application Fee	Tk. 500 (BEZA) No charge (Customs)
Remarks	<ul style="list-style-type: none"> - The physical inspection is required in order to verify whether it is the identical machinery or not in the manufacturing unit. - Duty Drawback is the refund of duties and taxes paid on inputs/raw materials used for the manufacture of exported goods and services (Section 13 of The Value Added Tax Act, 1991 and Section 37 of The Customs Act, 1969). This rule is applicable for those who do not have bond license. Get more information: [http://www.bangladeshcustoms.gov.bd/trade_info/duty_drawback_ti]

2.2.3 Export Sample goods to overseas

Required Documents	<ol style="list-style-type: none"> 1. Online Application form for Sample Permit (SP) issued by BEZA 2. Supporting documents for obtaining Sample Permit <ol style="list-style-type: none"> 2.1. Commercial Invoice 2.2. Packing List 2.3. Consumption Statement (=Declaration letter by the unit investor) 2.4. Copy of Valid Passport (In case of exporting the goods by hand) 2.5. Forwarding letter (if applicable) 3. EXP form certified by Authorized Dealers (ADs) 4. Import Letter of Credit (L/C)/Purchase Order/Export Order etc. <p>* No. 1-2 are submitted to BEZA online for Sample Permit. * No. 1-4 are submitted to the Customs office in EZ. *Other documents might be required in accordance with the type of cargo.</p>
Actual Procedures	<ol style="list-style-type: none"> 1. Exporter/Applicant accesses to BEZA OSS website and fills in the application form for Sample Permit and submits it with supporting documents online. 2. BEZA office issues Sample Permit if he/she does not have any observation about submitted documents. Applicant obtains Sample Permit online. BEZA officials will endorse the supporting documents.

	<p>3. Exporters/Applicant physically prints out and submits duly signed Sample Permit by BEZA with all other required documents to Customs office in EZ.</p> <p>4. The Customs Official at EZ verifies the submitted documents.</p> <p>5. The Customs official gives the gate pass to pass out the gate at EZ when satisfied. In case of container cargo, the cargo can be loaded into the container.</p> <p>6. The cargo truck goes through the EZ by showing the gate pass and then goes to the designated Port.</p> <p>7. Exporter/ C&F Agent submits the export declaration (=Bill of Export/Shipping Bill) and other required documents to the Port Authority through ASYCUDA World system. *They may submit Bill of Export in the earlier stage if the documents are ready to be submitted.</p> <p>8. When arriving the Port, the driver shows the gate pass with other supporting documents to the Port Authority or Private off dock. The customs officials verify the submitted documents before the cargo allows to be loaded into a vessel/aircraft.</p> <p>9. Shipping Agent issues Export B/L after the cargo is loaded into a vessel/aircraft.</p> <p>10. Export general Manifest (EGM) is submitted through ASYCUDA World system after Export B/L is verified and the cargo loaded into vessel/aircraft at the Port/Airport/Boarder by Master of Vessel for representative.</p>
Time Frame	<p>1 working day(BEZA) 1 day(Customs) * If the relevant documents are properly submitted and any physical inspection is not required</p>
Application Fee	<p>Tk. 500 (BEZA) No charge(Customs)</p>
Remarks	<p>- The limitation of exporting Samples is different between the products.</p>

3. Other License/Approvals related to Transferring Goods

3.1 Advance Ruling System for the classification of goods

Required Documents	<ol style="list-style-type: none"> 1. Application Form 2. Photocopy of National ID card/passport/birth certificate (in case of individual) of the applicant 3. If the application is submitted by someone nominated by the applicant, a certificate must be enclosed with the certificate to that effect. 4. Letter of Credit or Contract Note and Proforma Invoice or Purchase Order (where applicable) 5. Documents explaining other characteristics or conditions of the goods (if available) 6. Information/literature on the structure of the composition/structure of the goods (where applicable) 7. Information/literature on the technical specification of the goods (where applicable) 8. Brochure/literature of the goods (where applicable) 9. Illustrated picture, sketch, digital photo, flow chart etc. of the goods (where applicable) 10. Proof/document of original form or nature of the goods, (such as, powder form, solid form or watered solution) 11. Products Specification Sheet (in case product related information is mentioned in a foreign language other than English, it must be translated into Bangla or English) 12. Product sample (where applicable) 13. A description of product related information which is intended to be kept confidential (where applicable)
Actual Procedures	<p>Advance ruling system is currently available only for classification of goods.</p> <ol style="list-style-type: none"> 1. Applicants fill in application form and submit it with other supporting documents to the Customs by either directly or through mail, courier or e-mail/fax. 2. Customs officials scrutinize all submitted documents. They may seek the opinions of any third party or/and specialists etc. and call the applicant for verbal statement. 3. Customs informs applicants about notification of classification of the goods, or, if it is not possible, informs applicants mentioning reasons for not approving. The results will be given through an electronic media in case of approval.
Time Frame	<p>Screening : 7-15 working days</p> <p>Notification : 15 working days</p>
Application Fee	<p>Tk. 2,000 for each form</p> <p>*A non-refundable pay order/bank draft</p>
Remarks	<ul style="list-style-type: none"> - In Import-Export related cases application for Advance Ruling must be submitted within 60 working days before submission of Bill of Entry/Bill of Export. - Any Advance Ruling remains effective for 18 months from the date it is issued, unless otherwise affected by changes in law, rules or

	<p>government decisions.</p> <ul style="list-style-type: none">- Customs publishes all Advance Rulings for public information and to this effect, establish a database of the said Ruling. - All attached documents must be submitted in A-4 size paper. - When you would like to know the detailed information on Advance ruling system, please go to Bangladesh Customs website at [http://www.bangladeshcustoms.gov.bd/legislation/advance_ruling]
--	--

List of Forms

Form No.	Name
FORM-TG-01	Online Application for Import Permit
FORM-TG-02	Online Application for Local Purchase Permit
FORM-TG-03	Online Application for Export Permit
FORM-TG-04	Online Application for Local Sales Permit
FORM-TG-05-A	Online Application for Sample Import Permit
FORM-TG-05-B	Online Application for Sample Export Permit
FORM-TG-06	Application for Approval of Sub-Contract (Inter Offer or Take) 【 Online Application is Under Process. 】
FORM-TG-07	Application for Approval of Sub-Contract (Intra Offer or Take) 【 Online Application is Under Process. 】
FORM-AR-01	Advance Ruling Application form for Advance Classification of Goods



BEZA::Bangladesh Economic Zones Authority
Application for Import Permit

Application for Import Permit

Tracking no.: Date of Submission: 01.01.201X Current Status: Current Desk:

General Information

Import Permit (IP) No.:

Applicant Name :

Import Permit Type :

Type of Zone :

Undertaking No. :

Invoice/Vendor Reference No.

B/L, A/W Bill, T.C No. :

Name of the Shipper :

Source Country :

Carrier Type :

Name of Economic Zone :

Undertaking Date :

Invoice/Vendor Ref. Date :

CPT value:

Import from / Port of loading :

Port of destination :

Import Materials & L/C Information Group

Import Material Details

Type of material :

Material description :

Unit of Quantity :

Material Image :

HS Code :

CPT Value:

Quantity :

Variance :

TT / P.O/ SC/ CM / L/C Information

L/C No. :

Issuing Bank :

Issue Date :

L/C value:

Type :

Required Documents for attachment

No	Required Attachments	Attached PDF file
1	invoice	
2	Certificate of Origin	
3	Packing List	
4	BL	
5	Proforma invoice	
6	Others	



BEZA::Bangladesh Economic Zones Authority
Application for Local Purchase Permit

Application for Local Purchase Permit

Tracking no. : LPP-01Jul2018000000 Date of Submission: 01.07.2018 Current Status : Approved and sent to custom Current Desk : Customs Officers

General Information

Applicant Name : Purchase Permit Type :
Type of Carrier :
Undertaking No.: Undertaking Date :
Invoice/Cash Memo. No. : Invoice/Cash Memo. Date :
Source Zone :
Consignee Name : Consignee Address :
Remarks :

Purchase Details & L/C Information

Purchase Details

Product description : Value :
HS Code : Quantity :
Unit of Quantity :
Mateail Image :  Variance :

Required Documents for attachment

No.	Required Attachments	Attached PDF file
1	Copy of Sales Contract	beza_5b388b94d256d7.79772098.pdf
2	Copy of packing list	beza_5b388d3e2d7634.64461800.pdf
3	Others	beza_5b388d7a8681b7.65703553.pdf



BEZA::Bangladesh Economic Zones Authority
Application for Export Permit

Application for Export permit

Tracking no. : Date of Submission: 01.01.201X Current Status: Current Desk:

General Information

Applicant Name :	Name of the Applicant	Type of Carrier :	N/A
Export Permit Type :	N/A	Name of Developer :	
Economic Zone :		Undertaking Date :	
Undertaking No.:		Invoice/Vendor Reference	
Invoice/Vendor Reference		Date :	
No. :		Invoice Value (CFR Value):	USD
CM Value :	USD	Place of load :	
Port of destination :	N/A	Destination Zone :	Select One
Destination Country :	Select One	Consignee Address :	
Consignee Name :			
Remarks :			

Export Details & L/C Information Group

Export Details

Product description:	CFR Value
HS Code:	Unit of Quantity:
Quantity:	Variance:
Material Image:	

TT / P.O/ SC/ CM / L/C Information

SC No.:	SC Value:		
Issuing Bank :	N/A	Issue Date :	XX-Jan--0001
Type :	Select One	Expiry Date :	XX-Jan--0001

Required Documents for attachment

No.	Required Attachment	Attached PDF file
1	Copy of Invoice	
2	Copy of Packing List	
3	Copy of EXP form	
4	Copy of Sales Contract	
5	Copy of L/C and B/L	

The goods specified in the invoice(s) are eligible for exemption for the whole of the customs duty, sales tax etc. vide S.R.O No-LAW/2015/46/Customs dated July 1 2015 issued by the internal Resources Division, Ministry of Finance, Dhaka

THIS PERMIT IS VALID FOR 30 (THIRTY) DAYS FROM THE DATE OF ISSUE

THIS IS COMPUTER GENERATED PERMIT, SO SIGNATURE IS NOT REQUIRED



BEZA::Bangladesh Economic Zones Authority
 Application for Local Sales Permit

Application for Local Sales Permit


Tracking no. : LSP-03Dec2017000000 Date of Submission: 03.12.2017 Current Status : Submitted Current Desk : RD1

General Information

Applicant Name :
 Local Sales Permit Type : Type of Carrier :
 Undertaking No.: Undertaking Date :
 Invoice/Vendor Reference No. : Invoice/Vendor Reference Date :
 Buyer Name : Buyer Address :

Local Materials & Sales Details

Sales Details

Type of material : HS Code : -----
 Material description : Unit of Quantity :
 Quantity : Unit Price :
 FoB Value :
 Material Image :  Variance :

Required Documents for attachment

No.	Required Attachments	Attached PDF file
1	Challan	beza_5a23c4207a3cb3.65519160.pdf
2	Invoice	beza_5a23c4319a5bc4.89409987.pdf



BEZA::Bangladesh Economic Zones Authority
Application for Sample Import Permit

Application for Sample Import Permit

Tracking no. : SPI-13jul2019000000 Date of Submission: 13.07.2019 Current Status : Approved and sent to custom Current Desk : Customs Officers

General Information

Economic Zone : Company Name :
Source Country : Process Charge :
Port of destination : Seller/Shipper Name :
Import from / Port of loading : Seller/Shipper Address Line One :
Seller/Shipper Address Line Two :
Invoice No : Invoice Date :
Type of Carrier :

Remarks :

Product Information

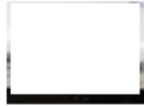
1. Product Details

Product Description : HS Code :
Sample Quantity: Sample Value:
Unit of Quantity : Material Image : 

2. Product Details

Product Description : HS Code :
Sample Quantity: Sample Value:
Unit of Quantity : Material Image : 

3. Product Details

Product Description :	HS Code :
Sample Quantity:	Sample Value:
Unit of Quantity :	Material Image : 

Required Documents for attachment

No.	Required Attachments	Attached PDF file
1	Packing List	
2	Consumption Statement	
3	Forwarding Letter	

Sample Permit Form: Export

Basic Information

Economic Zone Name:*

Auto

Source Country:

Select One

Port of Destination:

Select One

Buyer Name:*

Invoice No:

Carrier Type : *

Select One
Select One
By Air
By Road
By Sea
By Hand Carry

Company Name:*

Auto

Process Charge(Currency):*

USD =

USD Value =

Buyer Address:*

Address Line One

Address Line Two

Invoice Date:

Calendar

Name of the person carrying

Passport No:

Issue Date:

Expire Date:

Place of Issue:

Remarks:

Maximum Input 1000 Character

Product Information

Description*

HS Code

HS Product

Unit of Quantity*

Dozen
Gram
Kelvin
Box
Pieces
Ton
KGs
Joule

Sample Quantity*

Sample Value*

Sample Image*

Browse

Supporting Documents (Attachments)

Supporting Documents Type

- Invoice*
- Packing List*
- Consumption Statement*
- Copy of Valid Passport
- Forwarding Letter

Attach Related Supporting Documents

- Browse...
- Browse...
- Browse...
- Browse...
- Browse...

FORM-TG-06 **[Online Application is Under Process.]**

Approval of Sub-Contract (Inter Offer or Take)

General Information

Sub-contract Permit Type*

Zone*

Company Name of Sub-Contractor/Sub-Contractee *

Type of Sub-Contract*

Date of Completion*

Sub-Contractor/Contractee Zone*

Sub-Contractor/Contractee Enterprise*

Processing Charge (Currency)*

<input type="text" value="USD"/>	=	<input type="text" value="0"/>
----------------------------------	---	--------------------------------

USD Value

=

0

Comments

Bond License No.

Bond License Expire Date

Master LC/PO/SC no.*

Master LC/PO/SC Quantity*

Master LC/PO/SC Issue Date*

Master LC/PO/SC Expire Date*

Sub-contract Category*

Description of Items to be produced by Sub-Contractor

Product Type*

Product Name*

Rate *

Quantity *

Unit of quantity *

Total value *

Raw Materials & Related Accessories

Raw Materials Description *

Quantity *

Unit of Quantity *

#Supporting Documents Type

Attach Related Supporting Documents (*.pdf) (file size max. 1mb)

Others

Browse...Browse your file

Prepare Application

Save Application as Draft

FORM-TG-07 **[Online Application is Under Process.]**

Approval of Sub-Contract (Intra Offer or Take)

General Information

Sub-contract Permit Type*

Zone*

Company Name of Sub-Contractor/Sub-Contractee *

Type of Sub-Contract*

Date of Completion*

Sub-Contractor/Sub-Contractee Zone*

Sub-Contractor/Sub-Contractee Enterprise*

Processing Charge (Currency)*

<input type="text" value="USD"/>	=	<input type="text" value="0"/>
----------------------------------	---	--------------------------------

USD Value

=

0

Comments

Bond License No.

Bond License Expire Date

Master LC/PO/SC no.*

Master LC/PO/SC Quality*

Master LC/PO/SC Issue Date*

Master LC/PO/SC Expire Date*

Expire Date of Agreement*

Sub-contract Category*

Description of Items to be produced by Sub-Contractor

Product Type*

Product Name*

Rate *

Quantity *

Unit of quantity *

Total value *

Raw Materials & Related Accessories

Raw Materials Description *

Quantity *

Unit of Quantity *

#Supporting Documents Type Attach Related Supporting Documents (*.pdf) (file size max. 1mb)

Others

Browse...Browse your file

Prepare Application

Save Application as Draft

FORM-AR-01

Form

Advance Ruling Application form for Advance Classification of Goods (Rule 7(1) refers)

<p>You will need about 30 minutes to fill out this form. Please read the instructions at the last page before filling out the form. You will require to furnish following information while filling out the form: (A) Catalogue/brochure of goods (B) Detailed description or specification or data of the goods (C) Ingredients or chemical composition of the goods (D) Production process (E) Other characteristics or condition, if any.</p> <p>Taka 2000 to be paid for each form. One application will be applicable for the classification of one type of goods only. The Advance Ruling will be applicable for use inside Bangladesh only. The form duly filled out with all necessary documents attached therewith must be submitted to Advance Ruling Unit (through physical submission/ mail/ courier/ e-mail/ fax)</p>	
For Official Use Only	
Advance Ruling Application No.:	Date of accepting the application:
Receipt No.:	Date of payment of fees:
Section-1: Particulars of the Applicant	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> Importer</div> <div style="text-align: center;"><input type="checkbox"/> Exporter</div> <div style="text-align: center;"><input type="checkbox"/> Others</div> </div>	
Name of Firm/Company/Person	Business Identification No. (BIN), when appropriate
Address of Firm/Company/Person	
Contact Person:	Designation:
NID/Passport/Birth Certificate Number (for person)	E-mail
Telephone Number (including Mobile No.)	Fax No.
Section-2: Detailed Description of the Goods	
Generic, Commercial and Usual name of Goods	Brand/Model No.
Country of Origin	Art No., Part No.
Manufacturer	
Field of use of the Goods under consideration	
Form/nature in which the goods under consideration will be imported	

Composition of the Goods	
Technical Specification of the goods	
Details of the manufacturing process of goods (applicable for foods and beverages)	
Name of Goods being imported or exported (if known)	
Particulars of Exporter or Distributor organization (where appropriate) (A) Name: (B) Address: (C) E-mail (D) Web Address:	
Name of the Customs Station through which the goods under consideration will be imported or exported.	
Name of the bank giving Lien or Letter of Credit (LC) or Contract Note, and Proforma Invoice or Purchase Order No. (where applicable)	
The chemical or material composition etc. of the goods	
Are the goods being imported/exported for the first time? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is "No", please mention the previously used H.S. Code	
Did you receive any Ruling on the subject before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please mention the Ruling Number	Whether the IDM (Illustrative Descriptive Material) is attached with the application <input type="checkbox"/> Yes <input type="checkbox"/> No
Whether sample of Goods attached with the application or not <input type="checkbox"/> Yes <input type="checkbox"/> No	
Section-3: Opinion of Applicant (attach loose paper sheet if space is found inadequate)	
Demanded H.S. Code:	
Section-4: Payment of Fees	
Payment Mode: <input type="checkbox"/> Demand Draft	<input type="checkbox"/> Pay order
Demand Draft/Pay Order No.	
Section-5: Whether applicant intends to give verbal statement	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section-6: Whether applicant wants to maintain commercial confidentiality or confidentiality of any commercial or financial information	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Note: Please make a mention of the confidential information in a separate sheet of paper)	
Section-7: Declaration	
(1) No case has been filed against me in legal court on this subject	
(2) I hereby declare that the information given in this form is correct and true.	
Name:	Signature:
Date:	