

# Export Cum Import Procedures

– are simplified now



National Board Revenue, Bangladesh

জাতীয় রাজস্ব বোর্ড, বাংলাদেশ



আমদানি ও রপ্তানি  
প্রধান নিয়ন্ত্রকের দপ্তর



Researched & Compiled  
by  
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## What is Export-cum-Import procedures?

Sending out capital machineries and spares to foreign manufacturing countries for repair and maintenance is a common phenomenon across all industrial manufacturing sectors in Bangladesh.

Export-cum-Import is defined as “sending of machinery/ equipment/cylinder for repair/re-filling/ maintenance etc, to another country, Export-cum-Import Permit/Permission is to be taken from the Import Controlling Authority upon submission of the bank guarantee of equivalent value of the goods” as per section (14 (10)) of the Import Policy Order (IPO)-2012-15.

## Why Export-cum-Import?

01

Industries those have imported for their initial stage offactory set up may go for Export-cum-Import if their capital machineries are found defective.

02

Already established factories while importing machineries for their day to day operation or expansion of their factories may find imported machineries/spares defective.

03

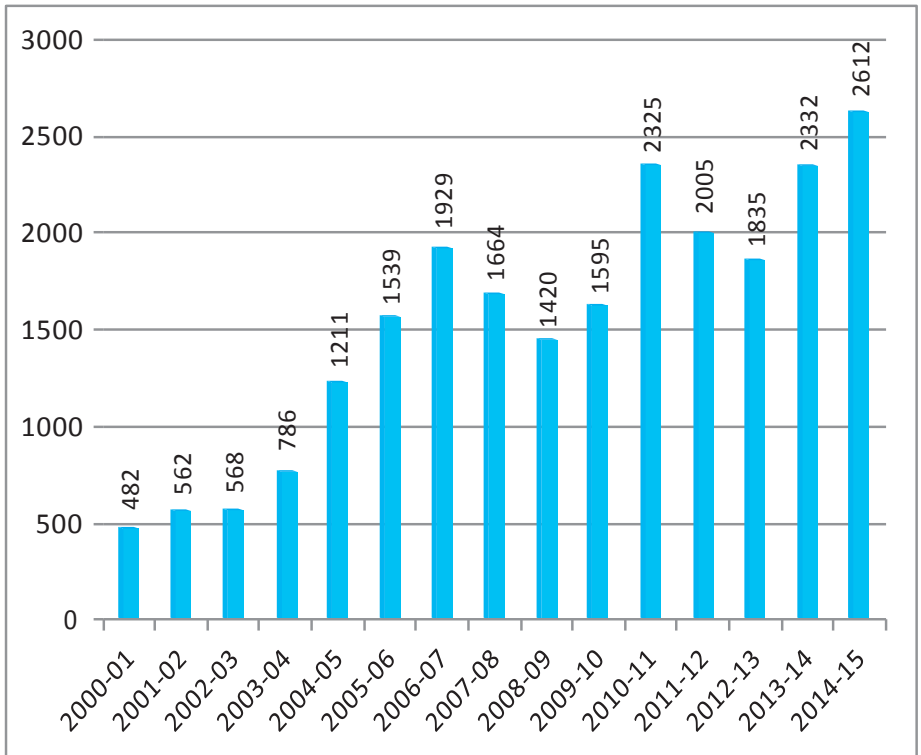
Machineries can also be imported for re-export which are meant to be used for trade fairs and exhibition.

04

Sometimes factories rent heavy machineries from abroad and they may need some replacement if some of the parts or machineries are found defective.

N.B: Import policy 2015-18 will be announced soon, simplification of process is proposed in the policy.

## Import of Capital Machinery in Bangladesh (in USD million)



[Source: Bangladesh Bank]

Approximately 400 consignments of Capital Machineries and 2500 consignments of spares are imported in a month in a country of whom about 2-3% machineries needs export-cum import permission.

The National Board of Revenue, Chief Controller of Imports and Exports (CCI&E) of Ministry of Commerce along with other government organizations are involved in the process.



## Name and Services of the Engaged Authorities in Export-cum-Import:

Sl	Name of the Organizations/Authorities	Service Delivered
1.	Banks/ADs	Provides Bank guaranty
2.	BOI/BSCIC/ Department of Textile	Provides Shuparishnama for Industrial importer
3.	Bangladesh Bank	No Objection Certificate (NOC) (In the new import policy it has been eliminated)
4.	Port authority (NBR)	Bill of Lading, Bill of Entry
5.	Foreign company	Commercial Invoice
6.	CCI&E (Ministry of Commerce)	Provides permission for Export-cum-Import and provides permission for reimbursement of the bank guaranty.
7.	Customs (NBR)	Calculates Duties/levies/Service Charges
8.	C&F Agent (NBR)	Facilitates Export/Import to release goods from the ports.

## Current Procedure of Export-cum-Import

1

Firm or importer identifies the problem of defective machinery or parts

Firm or Importer prepares Application along with defective machineries/parts invoice, packing list and its import documents.

3

Firm contacts its nominated Bank for making bank Guarantee by the bank with all formalities.

5

Firm submits an Application to the CCI&E along with all required documents to import Machineries/Parts (if applicable). Information (Form) of Bond is to be submitted along with the Application in case of Govt. Department/Corporation/Authorities.

Upon submission of Application with all necessary documents is found correct, the Chief Controller of Imports & Exports issues an Export Cum Import Permit in favor of applicants.

7

After obtaining the Export Cum Import Permit from the CCI&E, the Firm sends the consignment to the foreign firm for repairing through Customs Authority of Bangladesh by fulfilling all formalities.

9

Foreign firm receives the consignment for repairing and informs accordingly the Bangladeshi Exporter Firm by mail/fax/any other correspondent.

11

Being repaired by the foreign firm the same consignment is to be sent to the Bangladeshi Exporter Firm. The Bangladeshi firm imports the repaired Machineries of Parts through by Air or Sea.

After obtaining the shipping documents, the Bangladeshi Firm prepares Bill of Entry by C&F Agent.

All shipping documents need to be submitted to the Custom Authority for clearance of the concerned consignment related with Export Permit cum Import Permit.

After clearance of the consignment, Bangladeshi Firm submits an Application for the reimbursement of the Bank Guarantee with all clearing documents of the goods.

Upon submission of Application to the Chief Controller of Imports & Exports, it is to check the relevant shipping documents and, CCI&E releases the Bank Guarantee (if all found correct).

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## Documents Required by CCI&E

- Application to CCI&E (In a Letterhead)
- L/C in case of imported goods
- Commercial Invoice in case of imported goods
- Packing list in case of imported goods
- Bill of Lading in case of imported goods
- Bill of Entry in case of imported goods
- Letter of Authenticity by the firm (If necessary)
- Other correspondences between exporters and foreigners about exported goods
- Export Invoice and Packing list
- Bank guarantee of BDT 300/- on Non-Judicial Stamp by the exporter's nominated bank

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