

How to become an Exporter:

To be an exporter, Export Registration Certificate (ERC) needs to be collected from Chief Controller of Imports & Exports (CCI&E) by submitting the following documents to CCI&E:

- Application Form prescribed by CCI&E
- Valid Trade License issued by City Corporation/Pourashava/Union Parishad/ Joint Venture Agreement (For local and Foreign Partner Joint venture investment)
- Electronic Tax Identification Number (ETIN)/Updated Income Tax Certificate/ Up to date Income Tax Return Submission Acknowledgement Receipt
- NID or passport copy of applicant
- Bank Certificate from Authorized Bank
- Membership Certificate of relevant Chamber or trade organizations
- Registration Fee and Value Added Tax Fee (Both have to be deposited in a Separate Specific Treasury Code) with Treasury Challan (List of fees are attached).

In order to receive ERC on eventing service, in addition to above mentioned documents, membership certificate from ‘Bangladesh Eventing Agents’ and ‘Agency Agreement’ is required. For more information and online application, this site can be visited: <https://olm.ccie.gov.bd/faq>

Then the business agency can go for exporting.

Steps in Export/ Export Process:

The process starts with proper planning and researching the market. The exporter need to find the proper goods, buyer, product related rules and regulation of the destined country, price negotiation, communication with buyer, transportation rules and fair, incoterms, and banking procedures. The steps are as follows:

- Collection of Export Registration Certificate (ERC) from CCI&E
- Arranging formal sales offer with buyer (Proforma Invoice)
- Receiving Letter of Credit from buyer’s Issuing Bank

- Negotiation with Authorizing bank for Export Finance
- Production of goods and services
- Quality control, quality assurance and completing required test and inspection to collect necessary certificate as per buyer's requirements and importing country's specific requirements like, Pre-shipment inspection, Health Certificate, Sanitary and Phyto-sanitary Certificate, Quarantine Certificate, Veterinary Certificate, Radiation Certificate,
- Country of Origin Certificate, Rules of Origin Certificate (For preferential tariff)
- Negotiation with Freight Forwarding Agent, Shipping Agent, Clearing and Forwarding Agent (C&F) and other transport agent
- Preparation of Bill of Export/Shipping Bill and submit documents to Customs Station
- Shipment of Goods at Free on Board (FOB) basis
- Send Export documents to Issuing Bank (Buyer's Bank)
- Repatriation of sales proceeds
- Collection of Profit Realization Certificate (PRC) from authorizing bank

Flow chart of export procedures

