

# Frequently Asked Questions (FAQs) for the Export-Import of Plants and Plant Products in Bangladesh

## Export Facilities/ Incentives for Export of Plant and Plant Products by the Government of Bangladesh

### **Q1. What type of facilities currently the government is providing to promote and facilitate the Plant and Plant Products export from Bangladesh?**

Answer:

- Reduced/subsidized rate of airfare to export plant and plant products.
- Withdrawal of royalty in case of export through foreign air cargo.
- Credit facilities without collateral.
- Joint-venture facilities for the setup of small and medium-sized firms.

### **Q2. What is an Export Incentive?**

Answer:

Export incentives, in the form of cash, are provided by the government to support and encourage businesses to export certain selected types of goods or services from Bangladesh.

### **Q3. What is the rate of cash incentives for the Plant and Plant-based product export from Bangladesh in FY 2022-23?**

Answer:

- Agriculture (Fresh Vegetables and Fruits) and Agro-processed products: 20%
- Potatoes export: 20%
- Export of aromatic Rice: 15%
- Vegetable and grain seed export : 20%
- Locally produced tea export: 4%

### **Q4. Which Plant and Plant-based products are considered as the Highest Prioritized Sector in Export Policy 2021-24 in Bangladesh?**

Answer: Agricultural products (Fresh Vegetables), Agro-processed Products, Fresh Fruits and Cut Flowers.

**Q5. Which Plant and Plant-based products are considered as the Special Development Sectors in Export Policy 2021-24 in Bangladesh?**

Answer: Cashew Nut (Fresh and Processed)

**Q6. As the Highest Prioritized Sector and Special Development Sectors which facilities will provide to the entrepreneurs of the Plant and Plant-based products?**

Answer:

- Reduced and simplified credit facilities.
- Reduced and simplified export credit facilities.
- Priority/privilege on Airlines booking.
- Assisting in the production and marketing of Plant and Plant-based products.
- Assisting in exploring foreign markets and going global.

**Q7. Which Plant and Plant-based products have been banned for export for 2021-24?**

Answer:

- Rice (Except aromatic rice and government to government level exported rice).
- Jute Seeds.
- Onions, Garlic and Ginger.
- All kinds of Dal (except processed).

**Q8. Which plant and plant-based products can be exported with condition/permission?**

Answer:

- Aromatic Rice
- Split mung beans (moong dal)
- Raw Jute.

## ***Import Policy Order 2021-24***

### ***Q9. Is mentioning the Country of Origin mandatory for the import of goods to Bangladesh?***

Answer: Yes. According to the Import Policy Order 2021-24, in all cases of import, "country of origin" must be mentioned clearly on the goods, package, or container of such goods.

### ***Q10. What is LCA Form?***

Answer: "L/C Authorization Form (LCA)" means the form prescribed for authorization to open L/C. LCA form is required to open an L/C at any commercial Bank to operate the export or import activities.

### ***Q11. What is the price limit for importing perishable items using the Teknaf and other lands Customs Stations?***

Answer: For each consignment of perishable items, a maximum of USD 50,000 (Fifty Thousand) valued goods can be imported using Teknaf Customs Station. For other lands Customs Stations, the import limit of a maximum of USD 10,000.00 (Ten Thousand) valued goods are allowed. However, essential food items can be imported irrespective of price limits.

### ***Q12. What is the Maximum Limit for Importing Plant and Plant-Based Products from Myanmar?***

**Answer:** An importer can import rice under the public sector to a maximum of 2 (two) million US dollars in a single consignment without LC. However, the maximum limit of import of rice, pulse, maize, bean, ginger, garlic, soybean oil, palm oil and onion from Myanmar is of the value 50,000 (fifty thousand) US dollars in a single consignment.

### ***Q13. What is a Letter of Credit (LC)?***

**Answer:** Letter of credit, or "credit letter," also known as a documentary credit or banker's commercial credit, or letter of undertaking, is a letter from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. If the buyer cannot make a payment on the purchase, the bank will need to cover the purchase's total or remaining amount.

While the importer is the applicant of the LC, the exporter is the beneficiary. The principle followed in this case is that the issuing bank will make the payment based solely on the documents presented and when it matches with the terms and conditions of the LC.

***Q14. What are the required documents for opening Letter of Credit (LC)?***

Answer: The required documents to open a Letter of Credit (LC) are as follows:

1. Letter of Credit (LC) application form signed by the importer.
2. Indents/ Proforma Invoice/ Purchase Agreement.
3. Insurance Cover Note.
4. Membership certificate of Chamber of Commerce or relevant Association.
5. Valid Import Registration Certificate (IRC).
6. Income Tax Return Certificate or deceleration of Income Tax Payment (3 copies).
7. Tax Identification Number Certificate.
8. Attested photocopy of the sanction letter from the administrative Ministry or Division or authority by the public sector.

***Q.15. Is Import Registration Certificate (IRC) required for all sectors?***

**Answer:** Import Registration Certificate (IRC) shall not be required for importers of the public sector.

***Q16. What are the payment procedures for the initial fees and renewal fees of IRC?***

**Answer:** The importer needs to deposit the requisite fees of the relevant financial year to the nominated bank via treasury challan and collect and submit the received copy of the treasury challan to the CCI&E office.

***Q17. What are the testing documents required for the import of food products?***

**Answer:** When importing food products from any country, it is mandatory to submit the radioactivity test report provided by the relevant authority of the exporting country along with the shipping documents. This report should mention the level of cesium-137 per kilogram found in the shipping condition of the imported products in the radioactivity test. Additionally, an appropriate certificate stating that the food items are suitable for human consumption will also be required.

**Q 18. What are the requirements for potato seed import?**

According to Import Policy Order 2021-2024, Potato seeds (classifiable under HS Heading 07.01) may be imported in accordance with the following provisions, such as-

- (a) The LC shall be opened subject to obtaining the import permit issued by the Plant Quarantine Authority for import of potato seeds;
- (b) The importer shall submit the Phytosanitary Certificate issued by the government agency of the potato seed exporting country to the office of the Plant Quarantine Authority along with the documents relating to export; and
- (c) Before the release of imported potato seeds from the Customs Authority, its quarantine certificate must be obtained from the Plant Quarantine Authority.

**Q 19. What are the requirements for rice seed import?**

According to Import Policy Order 2021-2024, rice seeds (classifiable under HS Code No.1006.10 of HS Heading No.10.06) shall be importable subject to the following conditions, such as:-

- (a) The LC shall be opened subject to obtaining the import permit issued by the Plant Quarantine Authority for import of rice;
- (b) The importer shall submit, along with import documents the Quarantine Certificate issued by the competent authority of the exporting country and a Phytosanitary Certificate issued by the government agency of rice seed exporting country.
- (c) In the case of import of hybrid rice seeds, it has to be mentioned in the phytosanitary certificate that seed has been purified with hot water treatment and with approved pesticides;
- (d) Before the release of imported rice seeds from the Customs Authority, its quarantine certificate has to be obtained from the Plant Quarantine Authority.

**Q 20. Does the public sector need clearance for import of plant and plant products?**

Yes. According to Import Policy Order 2021-2024, all Ministries or Departments may import goods without import licence or permit against specific allocation given to them by the Government. However, clearance certificate must be taken from the Plant Quarantine Wing, Department of Agricultural Extension.

**Q 21. What are the specific conditions about the radioactive level on the Letter of credit/Purchase order must be mentioned?**

**Answer:** The following conditions must be mentioned on the LC/Purchase Order:

- The level of radioactive of the consignment mustn't be more than 50 bq of Cs-137 per kilogram;
- The radioactive report mentioning the level and the general certificate mentioning fit for human consumption from the competent authority or designated by the govt must be submitted;
- If the level of radioactive found is higher than the permitted level from the report of the Bangladesh Atomic Energy Commission (BAEC), the exporter/support is bound to take back the consignment at their own expense.

**Q22. What are the standard certification requirements for the import of vegetables and fruit juices?**

**Answer:** The vegetables and fruit juices must obtain BDS 513:2013 standard certificate from the BSTI.

**Q23. What are the standard certification requirements for the import of Sauce (Fruits or Vegetables)?**

**Answer:** The imported vegetables and fruit sauce must obtain BDS 512:2007 standard certificate from the BSTI.

## Export-related Requirements of Plant and Plant-based Products

**Q24. What are the Phyto-sanitary requirements for the Export of Plant and Plant-based products (Fresh Vegetables) in the European Market?**

**Answer:** The product is free from Fruit Fly (Particularly, Bactocera Dorsalis) and free from Thrips (Particularly Palmi) and must be mentioned in the Phytosanitary Certificate (PC).

**Q 25. What are the requirements for exporting Plant and Plant-based products (Fresh Vegetables) in Middle East Markets?**

**Answer:** Phytosanitary Certificate (PC) and good packaging and fresh products.

**Q26. What are the Phyto-sanitary requirements for the Export of Plant and Plant-based products (lemon,Citrus)) in the European Market?**

**Answer:** Phytosanitary Certificate (PC) mentioning the products is free from Canker, Citrus Black Spot, and washed with Sodium OrthoPhenyl Phenate. Besides, the Certificate need to mention that the products are collected from pest and fly-free zone.

***Q27. What are the Phyto-sanitary requirements for the Export of Plant and Plant-based products (Fruits,Mango) in the European Market?***

**Answer:** The product should be fruit fly-free, particularly Bactrocera Dorsalis free, Pulp weevil free and stone weevil free. The product should be treated with a Hot Water Treatment/Vapour Heat Treatment before packaging. Besides, the Phytosanitary Certificate (PC) is mandatory.

***Q 28. What are the export requirements of Plant and Plant-based products (Fruits, Mango) in the European Market (Super Market)?***

**Answer:** The product should be fruit fly-free, particularly Bactrocera Dorsalis free, Pulp weevil free and stone weevil free. The product should be treated with a Hot Water Treatment/Vapour Heat Treatment before packaging. Besides, the Phytosanitary Certificate (PC) is mandatory. In addition, the test report of Maximum Residue Limits is mandatory.

***Q 29. What are the export requirements of Plant and Plant-based products [Fruits (Jackfruit), Litchi, Lotkon (Baccaurea motleyana)]?***

**Answer:** Free from pests, Phytosanitary Certificate and good packing condition.

***Q 30. What are the export requirements of Plant and Plant-based products (Potatoes) in Russia?***

**Answer:** The certificate shall mention Potatoes are free from Brown Rot, Cyst Nematode, and Potato Tuber Moth. It is mandatory to inform Russia about the fulfilment of these conditions before export.

***Q 31. What are the export requirements of Plant and Plant-based products (Potatoes) in Middle East Markets, Vietnam, Malaysia, Sri Lanka, and Singapore?***

**Answer:** Potatoes should be fresh, pest-free and well-packed along with the Phyto Sanitary Certificate.

***Q 32. What are the export requirements of Plant and Plant-based products (Rice) in the USA, Canada, Middle East Markets and the EU?***

**Answer:** Rice is free from Khapra Beetle and it must be mentioned in the Phyto Sanitary Certificate.

## Import-related Requirements of Plant and Plant-based Products

**Q33. What are the Import requirements of Plant and Plant-based products (Rice, Corn, Wheat) from India, Pakistan, Vietnam, Thailand, Australia, Canada, USA, Russia, Brazil, Argentina, Uruguay, Ukraine etc.?**

**Answer:** Rice is Free from Granary Weevil (*Sitophilus granarius*) and other live pests, which must be mentioned in the Phyto Sanitary Certificate. Fumigation if needed.

**Q34. What are the Import requirements of Plant and Plant-based products (Citrus fruits, Oranges, Malta etc.) from China, Argentina, Brazil, Egypt, India, Pakistan Australia, USA?**

**Answer:**

- Must have the Import Permit;
- Following conditions must be mentioned in Phyto Sanitary Certificate and maintained practically:
  - Pre-shipment cold treatment at 0°C or below for 10 days; 0.55°C or below for 11 days; 1.1°C or below for 12 days plus in-transit refrigeration against Mediterranean fruit fly; and 0°C or below for 13 days; 0.55°C or below for 14 days; 1.1°C or below for 18 days plus in-transit refrigeration against Queensland fruit fly;
  - Free from Citrus black spot (CBS)
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**Q 35. What are the Import requirements of Plant and Plant-based products (Apple) from China, Argentina, Brazil, Egypt, India, Pakistan, Bhutan, Australia, USA?**

**Answer:**

- Must have the Import Permit;
- Products are free from fruit-fly, free from pests must be mentioned in Phyto Sanitary Certificate;
- Transported via. cold treated container.



**Q 36. What are the Import requirements of Plant and Plant-based products (Fruits, such as Mango, Grapes, Dragon fruit, Asian Pears etc.) imported from India, Pakistan, Egypt, Thailand, Indonesia, Vietnam and Malaysia?**

**Answer:**

**Mango:**

- The product should be fruit fly free, particularly Bactrocera Dorsalis free, Pulp weevil free and stone weevil free and mentioned in Phyto Sanitary Certificate.

**Grapes, Dragon Fruit:**

- Products must be free from Fruit Fly and Mealy bugs and must be mentioned in the Phyto Sanitary Certificate.

**Other Fruits:**

- Products must be free from Fruit Fly, Mealy bugs, Thrips and other insects must be mentioned in the Phyto Sanitary Certificate.

**Q 37 . What are the Import requirements of Plant and Plant-based products (Cotton) from North America, Ukraine, India, Pakistan, Egypt, Uzbekistan, Zimbabwe, Western Hampshire?**

**Answer:**

**Western Hampshire:**

- Mandatory Fumigation;
- Free from pest and insects must be mentioned in the Phyto Sanitary Certificate

**Other Countries:**

- Free from pest and insects must be mentioned in the Phyto Sanitary Certificate

**Q 38. What are the Import requirements of Plant and Plant-based products (Fresh Vegetables: Tomatoes, Carrots, and Green Chili etc ) from India, Thailand, China and other countries?**

**Answer:** Products must be free from Black spots, mosaic virus, and Root-knot nematode and must be mentioned in the Phyto Sanitary Certificate.

**Q 39. What is Import Permit or Import Registration Certificate (IRC)?**

**Answer:** The Import Registration Certificate (IRC) is a registration certificate provided by the Chief Controller of Imports and Exports (CCI&E; <http://www.ccie.gov.bd/>) to the Industrial and commercial and private importers who wish to import products from foreign countries.

**Q 40. Does the Import Registration Certificate (IRC) mandatory to import products in Bangladesh?**

**Answer:** According to the Import Policy Order 2021-24, other than personal consumption, the Import Registration Certificate (IRC) is mandatory for the importation of any kind of goods.

**Q41. What are the Required Documents for Import Registration Certificate (IRC)?**

**Answer:**

The following documents are necessary to obtain the Import Registration Certificate (IRC) from CCI&E:

1. Filled Application form.
2. Attested copy of the Trade License.
3. Attested copy of related Chamber of Commerce or Trade Association Certificate.
4. Bank Solvency Certificate/
5. E-Tax Identification Certificate.
6. One copy Passport size photograph of the Applicant.
7. Attested copy of National Identification Card/ Passport of the Applicant.
8. Attested copy of the Memorandum and Articles of the Association and Certificate of Incorporation for limited company.
9. Attested copy of the Registered Share Agreement for Shared Partnership business.
10. Original Copy of the Treasury Challan (Fee).

**Q 42. What is Export Permit or Export Registration Certificate (ERC)?**

**Answer:**

An export Registration Certificate or ERC is a mandatory requirement for business entities for the export of any kind of goods or products from Bangladesh.

**Q43. Who provides the Export Registration Certificate (ERC)?**

**Answer:**

The office of the Chief Controller of Imports & Exports (CCI&E) is the sole authority to provide the Export Registration Certificate (ERC) to interested business entities who want to export products from Bangladesh.

**Q44. What are the Required Documents to Obtain an Export Registration Certificate (ERC)?**

**Answer:**

Following documents are necessary to obtain the Export Registration Certificate (ERC) from CCI&E:

1. Filled Application form
2. Attested copy of the Trade License
3. Attested copy of related Chamber of Commerce or Trade Association Certificate;
4. Bank Solvency Certificate;
5. E-Tax Identification Certificate;
6. One copy Passport size photograph of the Applicant;
7. Attested copy of National Identification Card/ Passport of the Applicant;
8. Attested copy of the Memorandum and Articles of the Association and Certificate of Incorporation for limited company;
9. Attested copy of the Registered Share Agreement for Shared Partnership business
10. Original Copy of the Treasury Challan (Fee)
11. If a partnership business: Partnership Deed (certified attested copy)
12. If a limited company: (certified attested copies)
  - Certificate of Incorporation
  - Articles of Association
  - Memorandum of Association

**Q45. What is the fee for Export Registration Certificate (ERC)?**

**Answer:**

The initial fee for ERC is Tk. 11,500 (Including VAT) with an annual renewal fee of TK Tk. 8,050 (Including VAT).

**Chamber of Commerce or Association**

**Q46. What is the Chamber of Commerce Membership Certificate?**

**Answer:** The Chamber of Commerce Membership Certificate is the document or Certificate the Chamber of Commerce or Trade Association provides to their valid members. Anyone can get the list of Chamber of Commerce from the Export Promotion Bureau or Director of Trade Organizations, Ministry of Commerce.

**Q 47. Why do the importers need Chamber/Association Certificate?**

**Answer:** According to the Import Policy Order 2021-24 the importers need to be a member of a government-registered Chamber of Commerce or related trade Association to be able to import or export their products.

**Q 48. What are the associate fees for obtaining the Chamber Membership Certificate?**

**Answer:**

The fees for the Chamber Membership Certificate vary from Chamber to Chamber and the nature of Membership. For Example, the fee for General Membership of the Dhaka Chamber of Commerce and Industry (DCCI) is TK 29,350.00, and for Associate Membership, the fee is TK 23,150.00 only. For the Metropolitan Chamber of Commerce and Industry, Dhaka (MCCI), the fees for a) Ordinary member is Tk 40,000/-, and b) Associate member is Tk 30,000/-

**Q 49. What are the required documents to obtain the Chamber Certificate?**

**Answer:**

The interested exporter or importer can obtain the Membership from any govt. approved and registered Chamber of Commerce. The process and requirements to obtain the

Membership Certificate from any Chamber of Commerce or Association are similar. For example, documents required for Dhaka Chamber of Commerce and Industry (DCCI) Membership are as follows:

1. Signed DCCI Membership Application Form (original)
2. Pay-order for DCCI Membership (original)
3. Trade Licence (an attested copy)
4. E-TIN Certificate (an attested copy)
5. Bank Solvency Certificate (an attested copy)
6. National Identification Card (NID) (an attested copy)
7. Passport size Photograph (original)
8. Visiting Card of the company director (original)

**For Partnership Company**

9. Deed of Partnership (an attested copy)

***Q 50. How long it takes to obtain the chamber/association certificate?***

**Answer:** The time to obtain the Association/Chamber membership may vary from Chamber to Chamber. For most of the Chambers, the new member has to be approved by the Chamber Board Meeting, held once a month. Depending on the time of application for the membership, it takes around 30 to 90 days to get the approval and this time varies from Chamber to Chamber.

***Q51. Which sector association representing the Plant and Plant-Based products exporters in Bangladesh?***

**Answer:** Bangladesh Fruits, Vegetables & Allied Products Exporter's Association (BFVAPEA), located at 28/4/2023 Toyenbee Circular Road (5th floor) Suite # 11-12, Motijheel C/A, representing the fresh plant and plant-based products exporters in Bangladesh.

Bangladesh Agro-Processors Association (BAPA) (<https://bapabd.org/>) representing the Agro-processed food exporters in Bangladesh.

**Q52. What are the documents required for Bangladesh Fruits, Vegetables & Allied Products Exporter's Association (BFVAPEA) Membership?**

**Answer:**

The following documents are required to obtain the BFVAPEA Membership Certificate:

1. Signed BFVAPEA Membership Application Form (original)
2. Pay-order for BFVAPEA Membership (original)
3. Trade Licence (an attested copy)
4. Export Registration Certificate (an attested copy)
5. E-TIN Certificate (an attested copy)
6. VAT Certificate (an attested copy)
7. Bank Solvency Certificate (an attested copy)
8. Sales Contract (an attested copy)
9. Photo (2 attested copies)

For Bangladeshi Citizen

1. National Identification Card (NID) (Simple copy + an attested copy)

For Foreign Nationals

1. Passport for Foreign Nationals (an attested copy)

For Limited Company

1. Memorandum and Article of Association (an attested copy)

**Q53. Why do you need the BFVPEA Membership Certificate?**

**Answer:**

According to import policy order 2021-24, importers need to get the Membership Certificate from the sector-related chamber, which is BFVPEA for the export of Plant and Plant-based products (Fresh Vegetables and Fruits). Besides, the exporters need the Country-of-Origin Certificate for Customs Clearance, which needs to be collected from the related association/chamber.

***Q54. What is the fee for obtaining the Bangladesh Fruits, Vegetables & Allied Products Exporter's Association (BFVAPEA) Membership Certificate?***

**Answer:**

The fee to obtain the BFVAPEA Membership Certificate is 10,000 BDT (inclusive of first year's fee). The membership renewal fee is 3,000 BDT for each year.

***Q55. How long it will take to get the BFVPEA Membership Certificate?***

**Answer:**

Generally, 15 to 30 days is required for the approval of the BFVPEA membership.

***Q56. What is a Country-of-Origin Certificate?***

**Answer:**

A Certificate of Origin or Declaration of Origin or Country of Origin is a document, used in international trade which attests that the product listed therein is produced in a certain country or territory.

***Q57. Is mentioning the Country of Origin mandatory to export of Plant and Plant-based products from Bangladesh?***

**Answer:**

It is mandatory to have the Country-of-Origin Certificate from the relevant Chamber of Association or Trade Body to get Customs Clearance.

## **Plant Quarantine Wing and Department of Agriculture Extension**

***Q58. What are Sanitary and Phyto-Sanitary Measures in international trade?***

**Answer:** Sanitary and Phytosanitary measures can take many forms, such as requiring products to come from a disease-free area, an inspection of products, specific treatment or processing of products, and setting maximum allowable levels of pesticide residues or permitted use of only certain additives in food. Sanitary (human and animal health) and Phytosanitary (plant health) measures apply to domestically produced food or local animal and plant products, as well as to products coming from other countries (WTO SPS Measures Agreement).

Sanitary or phytosanitary measures include all relevant laws, decrees, regulations, requirements and procedures including, inter alia, end product criteria; processes and production methods; testing, inspection, certification and approval procedures; quarantine treatments including relevant requirements associated with the transport of animals or plants, or with the materials necessary for their survival during transport; provisions on relevant statistical methods, sampling procedures and methods of risk assessment; and packaging and labelling requirements directly related to food safety.<sup>1</sup>

***Q59. Who provides the Phyto-Sanitary Certificate in Bangladesh?***

**Answer:** The Plant Quarantine Wing, Department of Agricultural Extension is the sole authority to provide Phyto-Sanitary Certificate (PC) in Bangladesh.

***Q60. Are Phytosanitary Certificates (PC) mandatory?***

**Answer:** According to the Article 19(2) and 18 of Plant Quarantine Act 2011 and Rule 9 of Plant Quarantine Rules 2018, the Phytosanitary (PC) Certificate is mandatory for the Plant and Plant-based products' export and Import.

***Q61. What is Pest-free Certificate and who provides it?***

**Answer:** The Pest-free Certificate is supposed to be provided by the authorized officer of the National Plant Protection Authority subject to pest risk analysis. However, in some cases local Agriculture Officers issue certificates that may provide some information about absence of particular pest in some plant products. They do it after the physical inspection of the products before transportation for export.

***Q62. What is contract farming?***

**Answer:** The contract farming is a pre-harvesting agreement, between farmers (producers) and buyers wherein both agree on the terms and conditions for the production and marketing of farm products. The agreement usually illustrates the minimum price to be paid to the farmer while the buyer receives the guarantee about the quantity and quality of a certain amount of product. Generally, the agreement also includes detailed information on production process and inputs along with technical guidance from the buyer.<sup>2</sup>

***Q63. Why Contract Farming is necessary to export Plant and Plant-based product?***

**Answer:**

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<sup>1</sup> Agreement on the Application of Sanitary and Phytosanitary Measures

<sup>2</sup> <https://www.fao.org/in-action/contract-farming/background/what-is-contract-farming/en/>



Contract farming is mandatory to export of Plant and Plant-based products from Bangladesh to some major foreign markets, such as European Union.

***Q64. What is Horticulture Products Exporters Registration Certificate?***

**Answer:** To export the Plant and Plant-based products from Bangladesh, the exporter needs to be registered to the Plant Quarantine Wing, Department of Agricultural Extension as the Horticulture Products Exporter and collect the Horticulture Products Exporters Registration Certificate.

***Q65. What are the associate cost to obtain the Horticulture Products Exporters Registration Certificate?***

**Answer:** The Horticulture Products Exporters Registration Certificate is free of cost.

***Q66. What are the required documents to obtain the Horticultural Products Exporter Registration?***

**Answer:** The following documents are required to be submitted along with the Application Form for obtaining Horticultural Products Exporter Registration:

1. National ID of the applicant.
2. Export Registration Certificate (ERC). (attested copy)
3. Vegetable/Fruit Production Contract. (attested copy)
4. Trade Licence. (attested copy)
5. VAT Registration Certificate (BIN Number). (attested copy)
6. E-TIN Certificate. (attested copy)
7. BFVAPEA Membership Certificate. (attested copy)

### ***Export Promotion Bureau (EPB) Enrolment Certificate***

***Q67. What is Export Promotion Bureau (EPB) Enrolment Certificate?***

**Answer:** To export the Plant and Plant-based products from Bangladesh, the exporters need to be enrolled at Export Promotion Bureau (EPB) as a registered Plant and Plant-based product exporters.

**Q68. What is the fee for the EPB Enrolment Certificate**

**Answer:** The fee for the (EPB) Enrolment Certificate is TK 2,000.00. Exporter can pay the fee in any scheduled bank in Bangladesh and collect the pay-order in favor of Export Promotion Bureau and submit it to the EPB office.

**Q69. What are the required documents to obtain the EPB Enrolment Certificate?**

**Answer:** The list of required documents to obtain EPB Enrolment Certificate is as follows:

1. Application Letter for EPB Enrolment Certificate (original; the name of the exporter and the address of the firm/company should be written both in Bengali and English;
2. Pay-order for EPB Enrollment Certificate (original)
3. Export Registration Certificate (an attested copy)
4. BFVAPEA Membership Certificate (an attested copy)
5. Trade Licence (an attested copy)
6. E-TIN Certificate ( an attested copy)
7. Passport size Photo (2 attested copies)
8. VAT Certificate (an attested copy)

## Customs Clearance Procedure and Formalities

***Q70. Who are the Customs Clearing and Forwarding (C&F) Agents, and what is their role in the customs clearing process?***

***Answer:***

Clearing and forwarding (C&F) agents are the agents approved by the Bangladesh Customs to conduct and complete the export & import-related customs clearance formalities, coordinating with the carrier and taking care of all shipping and delivery-related activities.

Exporters or importers can communicate with any C&F agent authorized by Customs authority and a member of Dhaka Customs Agents Association (DCAA) to complete their export or import-related customs formalities via Shahjalal International Airport, Dhaka. To perform the customs formalities via Chittagong port, export or importers need to contact with any C&F agents authorized by Customs authority and the member of the Chittagong Customs Clearing and Forwarding Agents Association.

***Q71. What are the required documents to sign contract with the C&F agents?***

***Answer:*** The list of required documents is as follows:

1. Authorization Certificate for C&F Agent (original)
2. Commercial Invoice (an attested copy)
3. Declaration Form (original)
4. Export Permission (ExP) Form (an attested copy); ExP Form is provided by the bank where the exporter maintains his/her account.
5. Sales Contract (an attested copy)
6. VAT Certificate (an attested copy)
7. Phytosanitary Certificate (original)
8. Packing List (original)

**Q72. What is the Procedure of Completing Customs Clearance for the export of Plant and Plant-based products?**

**Answer:** The procedure of completing custom clearance for the export of Plant and Plant-based products is as follows:

1. Submission of Bill of Export
2. Initial Examination
3. Obtaining Airway Bill/Bill of Lading and the Gate Pass
4. Physical Examination of Products Cartons by Customs
5. Scanning the Cartons.
6. Return of Approved Shipping Bill.
7. Ship the Products of Cartons.

**Q73. What is Shipping Bill?**

**Answer:** The shipping bill is an essential document issued by the Bangladesh Customs Authority after the exporter applies to acquire this bill. This bill is the mandatory required document to complete the customs clearance, load the goods, and claim duty drawbacks.

**Q74. What are the required documents to obtain the Shipping bill?**

**Answer:** The required documents are as follows:

1. Export L/C or T/T or Purchase order or LCA; if there is no export L/C, Export Contract or Purchase Order or Export Guarantee approved by the negotiating bank.
2. Commercial invoice containing detailed description of goods and signed by the exporter.
3. Packing list containing quantity, weight and packing information.
4. EXP form certified by Authorized Dealers (ADs) to ensure the realization of export proceeds.
5. Certificate of Origin of export goods (issued by EPB or Chamber of Commerce and Industry).
6. VAT registration certificate.

7. Taxpayer Identification Number (TIN) issued by Income Tax Department under the NBR.
8. Export Registration Certificate.
9. Phytosanitary certificate as per the requirement of the country of export (issued by the Plant Quarantine Wing of the DAE).

***Q75. What is Gate Pass, and why is Gate Pass necessary?***

**Answer:** The exporter has to show the airway bill number and the space confirmation number to obtain the gate pass from the gate of Cargo village. A Gate pass is essential for the exporter or his agent to enter the Cargo Village with their consignments.

***Q 76. What is the process of getting the final approval from Customs?***

**Answer:** The first step is to submit all the required documents to the Office of the Revenue Officer of the Customs house. After checking all documents, the Revenue Officer assigns an Assistant Revenue Officer to examine the goods.

The second step is to get the assessment report: The Assistant Revenue Officer will physically examine the goods and provide an assessment report.

The third step is to get the final assessment report: The assessment report needs to be submitted to the Office of Assistant Commissioner, Customs, and if the report and required documents fulfill the conditions, the final assessment report is provided by the Customs house.

***Q 77. What are the required documents of getting final approval of Customs?***

**Answer:** The list of required documents is as follows:

For Initial Assessment:

1. Declaration Form (original + an attested copy)
2. Shipping Bill (Assessed Copy) (original)
3. Phytosanitary Certificate (original)
4. Export Permission (ExP) Form (original); ExP Form is provided by the bank where the exporter maintains his/her account.
5. Commercial Invoice (original)
6. Packing List (original)
7. Airways Bill (original)

8. Sales Contract (original)

For Final Assessment Report

1. Final Examination Report (original)

### ***Airways Bills and Space Confirmation***

***Q 78. What is the Procedure for Space Reservation in Airways?***

**Answer:** The exporter can export their Plant and Plant-based products via Bangladesh Biman or other commercial airways. To export via Bangladesh Biman, the exporter of Plant and Plant-based Products can get the subsidized fare rate to export their product (Export Policy Order 2021-24). The exporter needs to reserve the space on Biman Bangladesh airways in advance. The exporter has to be a member of the Bangladesh Fruits, Vegetables and Allied Products Exporter's Association (BFVAPEA) to be able to send his cargo by Bangladesh Biman. The exporters inform the Association over the phone about their consignment. The Association makes a list of exporters and the size/weight of each consignment and sends it to Bangladesh Biman. Based on their request and depending on space availability, Biman Bangladesh allocates space and confirms the reservation.

***Q79. What is the procedure to obtain and pay the airways bills?***

**Answer:** If the Export gets the space confirmation of Biman Bangladesh through the recommendation from BFVAPEA, the exporter needs to pay the bills at the Accounts Section of the Biman Bangladesh, located at the Cargo Village area of the Dhaka Customs house. If the exporter would like to export their plant and plant-based products other than Biman Bangladesh, they need to collect the airways bills from the office of respected airlines via paying necessary airfare.

## Export-Import Related Certification

### **Q80. What is Global G.A.P?**

**Answer:** It is a brand which provides smart farm assurance solutions. It was developed by FoodPLUS GmbH in Cologne, Germany, in collaboration with producer producers, retailers, and other stakeholders from across the food industry. GLOBAL G.A.P provides solutions for standards for safe, socially and environmentally responsible farming practices. Integrated Farm Assurance (IFA) is the most widely used GLOBALG.A.P standard, which is applicable for fruits, vegetables, aquaculture, floriculture, livestock, and more. (Source: Global GAP)<sup>3</sup>

### **Q81. What is SA8000?**

**Answer:** It is a standard and certification system for adhering to the highest social standards. It certifies that the business is conducted in a way that is fair and decent for workers and the business maintains the highest social standards. The standard and certification system was first created by SAI in 1997. The standard follows internationally recognized standards of decent work, including Universal Declaration of Human rights, ILO conventions, and national laws. (Source: SA International)<sup>4</sup>

### **Q82. What is ISO 14001?**

**Answer:**

ISO 14001 establishes a structure for a company or organization to follow in order to establish an effective environmental management system. It provides standard for environmental management system. It provides guidelines and requirements for companies those want to manage their environmental responsibilities. Other standards in the family focus on specific approaches such as audits, communications, labelling and life cycle analysis, as well as environmental challenges such as climate change. (Source: International Organization for Standardization (ISO))<sup>5</sup>

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<sup>3</sup> [https://www.globalgap.org/uk\\_en/who-we-are/about-us/](https://www.globalgap.org/uk_en/who-we-are/about-us/)

<sup>4</sup> <https://sa-intl.org/programs/sa8000/>

<sup>5</sup> <https://www.iso.org/about-us.html>

### **Q83. What is Fairtrade?**

**Answer:**

It is a certification system which certifies that set of standards are met in the production and supply of a product or ingredient. It demonstrates to the customers and employees that specific social, economic and environmental standards are met in the production and supply of a product. Fairtrade means workers' rights, safer working environment, and fairer pay for farmers and workers. (Source: Fairtrade<sup>6</sup>)

### **Q84. What is Organic Certification?**

**Answer:**

Organic Certification is a process that certifies organic food producers as well as other organic agricultural goods. Any business directly involved in food production, including seed suppliers, farmers, food processors, retailers, and restaurants, can be certified. Organic certification enables a farm or processing facility to sell, label, and market their products as organic.

### **Q 5. What is Organic Agriculture?**

**Answer:**

'Organic agriculture is a holistic production management system which promotes and enhances agro-ecosystem health, including biodiversity, biological cycles, and soil biological activity. It emphasises the use of management practices in preference to the use of off-farm inputs, taking into account that regional conditions require locally and mechanical methods, as opposed to using synthetic materials, to fulfil any specific function within the system.'" (FAO/WHO Codex Alimentarius Commission, 1999).

Organic Agriculture combines tradition, innovation, and science to benefit the shared environment and promote fair relationships and good quality of life for all involved. (Source: IFOAM General Assembly, 2008<sup>7</sup>)

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<sup>6</sup> <https://www.fairtrade.org.uk/what-is-fairtrade/>

<sup>7</sup> <https://www.ifoam.bio/why-organic/organic-landmarks/definition-organic>



**Q86. What are the Maximum Residue Levels of Pesticides?**

**Answer:** A maximum residue level (MRL) is the highest level of pesticide residue that is legally tolerated in or on food or feed when pesticides are applied correctly (Source: Good Agricultural Practice (GAP)<sup>8</sup>.

**Q87. What is Product Traceability?**

**Answer:**

Traceability or product tracing is defined by the Codex Alimentarius Commission as “the ability to follow the movement of a food through specified stage(s) of production, processing and distribution”. Traceability within food control systems is applied as a tool to control food hazards, provide reliable product information and guarantee product authenticity.<sup>9</sup>

**Q 88. What is ISO 22000?**

**Answer:**

ISO 22000 is an internationally recognized standard that combines the ISO9001 approach to food safety management and HACCP to ensure food safety at all levels. The standard maps out how an organization can demonstrate its ability to control safety hazards to ensure that food is safe. Any organization can use ISO 22000 within the food supply chain. (Source: International Organization for Standardization (ISO))

**Q 89. What is BRC Globalization Standard?**

**Answer:** BRC Global Standard for Food Safety was developed by food industry experts and is detailed enough to address the many complexities of the food and beverage industry. Developed with input from the industry, it provides a framework to manage product safety, integrity, legality and quality, and the operational controls for these criteria in the food and food ingredient manufacturing, processing and packing industry. (Source: BRCGS<sup>10</sup>)

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<sup>8</sup> <https://www.fao.org/fao-who-codexalimentarius/codex-texts/maximum-residue-limits/en/>

<sup>9</sup> <https://www.fao.org/food-safety/food-control-systems/supply-chains-and-consumers/traceability-and-recalls/en/>

<sup>10</sup> <https://www.brcgs.com/our-standards/food-safety/>

## Export-Import Related Necessary Information and Requirements

### ***Q90. What is Labelling Requirements?***

#### ***Answer:***

Labelling enables product identification. It is a part of branding that provides detailed information about the product. It's a subset of packaging that focuses on conveying the brand, product, and industry-related information to the customer through the product. The labelling requirements mean the descriptions, text, design, symbol, logo, instructions and suggestions for usage etc., of the packed products must be labelled clearly on the package.

### ***Q91. What is a Packing list?***

A packing list is a document used in international trade. It provides the exporter, international freight forwarder, and ultimate consignee with information about the shipment, including how it is packed, the dimensions and weight of each package, and the marks and numbers that are noted on the outer side of the boxes (Source: Freight right).<sup>11</sup>

### ***Q92. What is a purchase contract?***

**Answer:** The Purchase Contract, also known as a sales contract, is a legal document that establishes the parameters of the sale of goods between a buyer and a seller. In the case of export-import, the contract is established between the exporter and importer, mentioning the defined conditions that must be met during import and export.

### ***Q93. What is Price Quotation?***

#### ***Answer:***

The Price Quotation is a written commercial document, usually an exporter sends to the importer the fixed price of the products, and the importer is willing to source/import from the exporter. It helps in building customer relationships through greater transparency, openness and trust. The contents of the quotation should include the following-

- Quotation number, date of issue and validity period.
- Total cost and break up price of each component.
- Applicable terms and conditions.

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<sup>11</sup> <https://www.freightright.com/kb/packing-list#:~:text=A%20packing%20list%20is%20a,the%20outside%20of%20the%20boxes.>

- Business details including the name and address and contact details.
- Date by which the order must be made.
- Incidental costs, if any.

**Q 94. What is Pro Forma Invoice?**

**Answer:** A pro forma invoice is a preliminary bill or estimated invoice used to request payment from the committed buyer for goods or services before they are supplied.

It typically contains a date of issue, a description of what's being sold, and the total amount of the sale, as well as any taxes or fees that may be incurred. A proforma invoice looks very similar to an invoice, however the difference between the two lies with the flexibility in terms that are changeable in proforma invoice. This document does not have a unique and sequential invoice number. It must be labelled as proforma. Usually, a proforma invoice is issued after the customer makes commitment to the purchase, but the final details of the sale are yet to be confirmed. proforma invoice templates generally include:

- The date of issue.
- Contact details for both the buyer and the seller.
- Details of the goods or services, and their agreed prices.
- VAT and other applicable taxes.
- Shipping costs, if any.
- The total amount due.

**Q95. Who are the Freight Forwarders?**

**Answer:** The freight forwarders are an expert group of agents or a company who work on behalf of the exporter or importer for the transport facilitation of the export or import items. This agent generally takes responsibility for consignments until they reach their destinations. They often also act as custom broker and undertake customs and other clearance formalities on behalf of the shipper.

**Q96. What is a Bill of lading?**

**Answer:** Bill of lading (BOL) is one of the most important documents in the shipping process. A Bill of Lading (BL or BoL) is a legal document that is issued to a shipper by a carrier and it includes the description of type, quantity, and destination of the goods being carried. It establishes an agreement between a shipper and a transportation company for

the transportation of goods. A completed BOL legally shows that the carrier has received the freight as described and is obligated to deliver that freight in good condition to the consignee.

***Q97. What is Export Declaration?***

Answer: An Export Declaration is a statement made by the exporter, owner of the goods, or their agent. Generally, the Declaration states the description of the goods and information on the export transaction.

***Q98. What is Inland Carrier?***

An Inland Carrier is generally the medium of transportation, usually a Truck, Lorry, Covered Van, Cargo Train or Cargo Vessel to carry the export items from the factory gate to the export port. For import, the carrier carries the products from the port of import to the factory gate or address of the importer.

***Q 99. What is an Invoice or Commercial Invoice?***

Answer: An invoice or commercial invoice is a required document for the export and import clearance process. It is a time-stamped commercial document that itemizes and records a buyer and seller transaction. If goods or services are purchased on credit, the invoice usually specifies the terms and conditions of the deal and provides information on the available payment methods. It is sometimes used for foreign exchange purposes. In the buyer country, it is the document that is used by their customs officials to assess import duties and taxes.

***Q100. What is an Insurance Certificate for Export or Import Shipment?***

An insurance company or broker issues a Certificate of Insurance (COI). In the case of export or import shipments, an Insurance Certificate certifies that the exporter or the importer has bought an insurance policy for cargo on board. During the transportation of the goods, any accident could increase the liability, and significant losses may occur. Therefore, an exporter or importer can minimize losses due to unseen causes or conditions by purchasing insurance coverage. A standard COI lists the policyholder's name, policy effective date, the type of coverage, policy limits, and other essential policy details.

### **Q101. What are Airway bills?**

An air waybill (AWB) is also known as a consignment note, dispatch note or waybill. It is a contract between the shipper and the carrier. It provides detailed information about the shipment and allow it to be tracked. The bill has multiple copies where the first three are original and the remaining ones are copies. It also acts as proof of receipt by the airline. It is issued by an air cargo carrier as a legal proof that all goods mentioned in the shipping bill have been received.

### **Q102. What is Dock Receipt?**

#### **Answer:**

A dock receipt is a document that certifies the receipt of goods by the international carrier at the port of departure. It is designed to provide the exporter with proof of delivery of the cargo to the international carrier in good condition.

### **Q103. What is Trade License?**

#### **Answer:**

A trade license is a legal permission document, mandatory for all persons and companies to operate any kind of business. It is issued by the local government of respective areas. The Trade License can be obtained from either City Corporation, Pourasabha, or Union Parishad, where the person is interested to perform business or trade. If a business entity has more than one place of business, it must obtain Trade License from each local government. It is issued for one year and must be renewed annually. Obtaining Trade License requires payment of prescribed government fees that usually depends on the types of business.

### **Q104. What is E-TIN**

#### **Answer:**

Registration is a must for individual taxpayer, Hindu Joint Family, partnership firm, association of individuals and artificial persons made by income tax law who have yearly income above the limit prescribed by the National Board of Revenue. The e-TIN is the latest digital form of registration of taxpayers. The electronic Taxpayer's Identification Number (e-TIN) is twelve-digit number provided by the National Board of Revenue (NBR). The e-TIN can be obtained through online registration using the [www.incometax.gov.bd](http://www.incometax.gov.bd) portal.



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