

## Foreign Exchange Investment Department

Bangladesh Bank

Head Office

Dhaka.

Website : [www.bb.org.bd](http://www.bb.org.bd)

FEID Circular Letter No. 05/2013

Date: 03 April, 2013

Head Offices/Principal Offices of  
All Authorized Dealers (ADs) in Bangladesh

Dear Sirs,

### **Submission of application along with other documents through online for having permission under Section 18A of Foreign Exchange Regulation (FER) Act, 1947.**

Pursuant to Section 18A of the FER Act, 1947, every Bangladeshi individual or organization needs to take general or special permission from Bangladesh Bank to act as a local agent in the trading or commercial transactions or as a technical or management adviser on behalf of any person or organization not registered in Bangladesh. In order to obtain permission under the aforesaid Section, necessary steps have been taken for the submission of application along with other documents in Bangladesh Bank through online. Hence, the following decisions shall come into force with immediate effect:

(1) In conformity with the instructions given in App. 6/3 of Guidelines for Foreign Exchange Transactions (Vol.-1), 2009; FEID Circular Letter No. 02/2010 and 02/2013 dated 23/11/2010 and 14/02/2013 respectively, the applicant has to submit his application along with relevant documents to AD bank.

(2) After submitting above-mentioned documents by the applicant, AD bank shall have to scan all relevant documents including their own application in accordance with the format as stated in Annexure-1 of FEID Circular Letter No. 01/2013 dated 28/01/2013, and save those scanned copies in PDF format in a specific folder. Thereafter, browsing the Bangladesh Bank's website ([www.bb.org.bd](http://www.bb.org.bd)) the AD bank has to go into 'E-service' menu under 'Service' menu, then clicking Online Agent Information Management System they will have to provide their user ID and password to enter into the system. After log in, they need to input the required information and send those to Bangladesh Bank by following specific method. To get a complete idea and necessary help, a user manual (Executive User Manual v0.1) is attached herewith in Annexure-1. Furthermore, user ID and password for every AD bank will be supplied by IT Operation and Communication Department of Bangladesh Bank; so necessary contacts to be made with them.

(3) Internet Explorer (version 8 or upgrade) or Mozilla Firefox (version 12 or upgrade) could be used as internet browsing software.

(4) If any inconsistency/discrepancy is found in the submitted documents to Bangladesh Bank through online, the respective application will be rejected by mentioning specific reason(s). After receiving the rejected application, the AD bank will take necessary steps to rectify the mentioned inconsistency/discrepancy, and resubmit the corrected one to Bangladesh Bank.

(5) If the application submitted through online is found perfect, it shall be accepted by Bangladesh Bank. When an application is accepted by Bangladesh Bank; permission number, file number and other necessary information given in favor of local agent (applicant) will be conveyed to the AD bank immediately, which will be considered as Bangladesh Bank permission. After that, all foreign exchanges repatriated from foreign principal(s) can be encashed to local agent's bank account and other activities can also be accomplished. Besides, if the submitted application is found perfect, a formal permission letter will be issued and sent to AD bank through conventional postal service.

P.T.O.

(6) Besides the aforesaid online submission of application and other documents for obtaining permission to work as local agent, the conventional system of submitting necessary documents in hardcopy to Bangladesh Bank, shall remain effective up to 1 (one) year from the date of this circular, i.e. up to 02/04/2014. During this 1 (one) year period, application along with other documents submitted only in hardcopy will not be accepted. After the expiry of this 1 (one) year period, no application in hardcopy will be accepted; all applications along with other documents have to be sent exclusively through online.

(7) For obtaining permission to act as local agent, the provisions mentioned in articles (kha) & (gha) of FEID Circular Letter No. 01/2013 dated 28/01/2013 about transmitting electronic copy of AD bank's forwarding letter only; providing ad-hoc permission through online and repelling that ad-hoc permission will remain unchanged.

(8) All the above-mentioned provisions shall also be applicable for other area offices of Bangladesh Bank.

(9) The following email address may be contacted to get clarification on any point of this circular or for any information:

[gm.feid@bb.org.bd](mailto:gm.feid@bb.org.bd)

Furthermore, in case of emergence of any problem related to IT and software; to get clarification on any point or for any information, the ADs may contact to the following email addresses:

[imtiaaz.kabir@bb.org.bd](mailto:imtiaaz.kabir@bb.org.bd)

[amirul.islam2203@bb.org.bd](mailto:amirul.islam2203@bb.org.bd)

ADs are advised to play active role in implementing the decisions stated above and bring those to the notice of all concerned. In this context, concerned ADs shall be brought under punitive/disciplinary action if any kind of business function including export-import is hampered or if any complaint regarding customer harassment is proved due to their negligence/slackness.

Please acknowledge receipt.

Yours faithfully,

Sd/-

(Nurun Nahar)

Deputy General Manager

Phone: 951260

FEID – Online Agent Information Management System

**Executive User Manual v0.1**

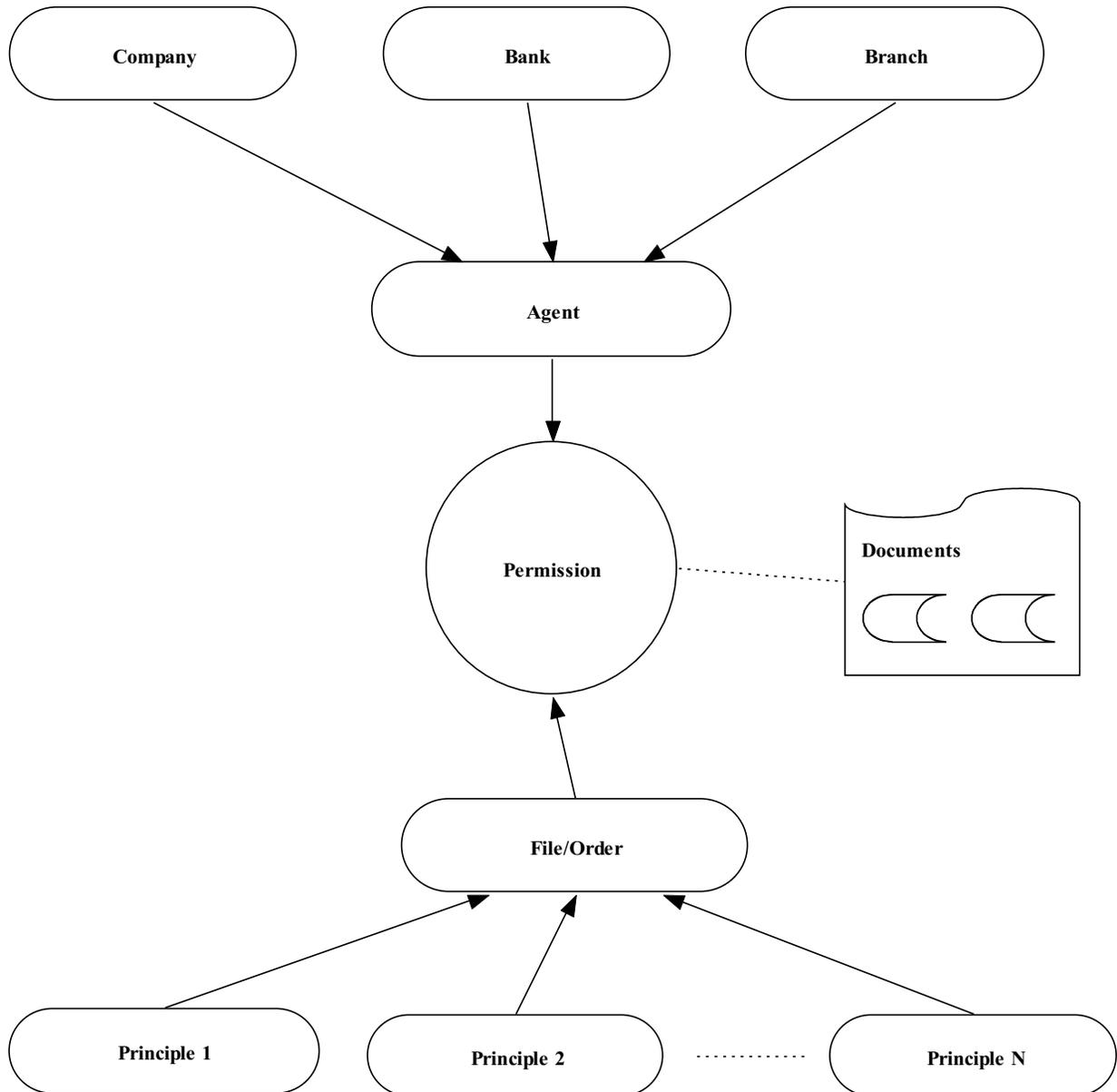


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## 1. Introduction

1.1. FEID-Online Agent Information Management System (OAIMS) is developed to manage the online application of various agents along with their principles and to automate the internal application processing system of FEID. The business process of this software system is depicted below:



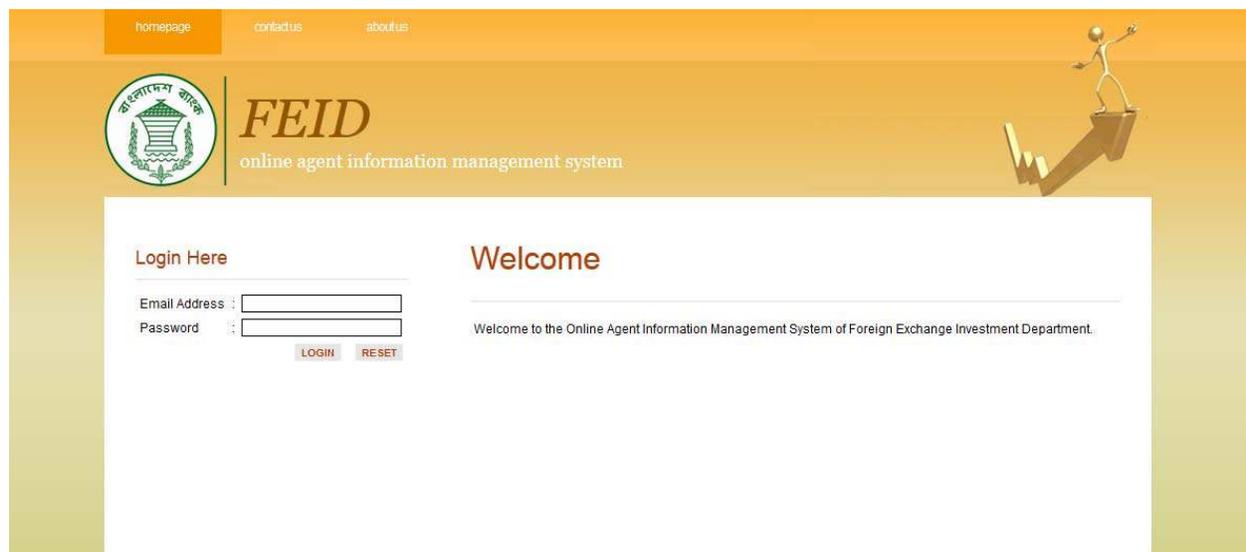
The picture above shows the fundamental relationship among strong entities. The creation of permission depends on some data of agent and its associated documents. To submit a

permission one have to create an agent first (if it's a new company) then the principals it want to be associated with (if the principals are also new) and finally some documents to validate the business.

1.2. The link of FEID-OAIMS is hosted on Bangladesh Bank web site [www.bb.org.bd](http://www.bb.org.bd). To go to FEID-OAIMS browse Bangladesh Bank web site then click on to *Services* menu item and click *E-Services* next click *Online Agent Information Management System*



After click Online Agent Information Management System you will find the following web page



## 2. Agent Information Manager

2.1. An agent could be created in the system through agent information manager.

The screenshot displays the FEID (online agent information management system) interface. At the top, there is a navigation bar with links for homepage, profile, contactus, aboutus, and logout. The main header features the FEID logo and the text "FEID online agent information management system". A decorative graphic of a stick figure climbing a bar chart is visible in the top right corner.

The main content area is divided into several sections:

- Welcome:** Displays the user's role as "Temp Executive" with the status "[ Status - Executive User ]".
- Core Navigation:** Includes a link for "Principal Permission Manager".
- Operational Navigation:** Includes a link for "Agent Information Manager", which is circled in green, and a link for "Principal Information Manager".

On the right side, there is a search form for agents with the following fields:

- Agent Name:
- Agent Type:
- Ownership Type:
- Ownership Nature:
- From Create Date:
- To Create Date:

Buttons for "Search" and "Reset" are located below the date fields. A breadcrumb trail at the top of the search area reads "Home Page > [ Agent Information Manager ]".

But before creation it's a good practice to view whether someone else have already created it. List of agents could be seen from the search screen.

Welcome

Temp Executive  
[ Status - Executive User ]

Core Navigation

Principal Permission Manager

Operational Navigation

Agent Information Manager

Principal Information Manager

Home Page > [ Agent Information Manager ]

Agent Name :  Agent Type :

Ownership Type :  Ownership Nature :

From Create Date :  To Create Date :

Results 1 - 2 of about 2 for Total Available(s)

Agent Name	Other Info	Action
Test Buying Agent 1 (Buying Agent)	Ownership Type: Sole proprietorship Firm Ownership Nature: Local Agent Address: test Phone: 3373 Create Date: 24th March, 2013 at 05:44:53 AM	
Test Buying Agent (Buying Agent)	Ownership Type: Sole proprietorship Firm Ownership Nature: Local Agent Address: Test Agent, Created by ITCOD Phone: 3373 Create Date: 24th March, 2013 at 05:13:43 AM	

2.2. If the desired agent is not present in the list you can forward towards the creation process by clicking the add new () button.

Welcome

Temp Executive  
[ Status - Executive User ]

Core Navigation

Principal Permission Manager

Home Page > [ Agent Information Manager ]

Agent Name :  Agent Type :

Ownership Type :  Ownership Nature :

From Create Date :  To Create Date :



In the creation screens fields preceded with (\*) marks are mandatory. At any time you can move backward of your action sequence by using back sequence links.

Welcome

Temp Executive  
[ Status - Executive User ]

Core Navigation

Principal Permission Manager

Operational Navigation

Agent Information Manager

Principal Information Manager

Home Page   Agent Information Manager > [ Adding New ]

\* Agent Name :

\* TIN Number :

Vat Registration Number :

\* Trade License Number :

\* Agent Address :

\* Phone :

Fax :

Email Address :

[Comma Separated Addresses]

\* Agent Type :

\* Ownership Type :

\* Ownership Nature :

Back Sequence

Mandatory Fields

2.3. You can also view details of an agent from view (🔍) link of the list.

Principal Permission Manager

Operational Navigation

Agent Information Manager

Principal Information Manager

Results 1 - 2 of about 2 for Total Available(s)

Agent Name	Other Info	Actions
Test Buying Agent 1 (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> test <b>Phone:</b> 3373 <b>Create Date:</b> 24th March, 2013 at 05:44:53 AM	🔍
Test Buying Agent (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> Test Agent, Created by ITCOD <b>Phone:</b> 3373 <b>Create Date:</b> 24th March, 2013 at 05:13:43 AM	🔍

2.4. From view of screen information of an agent could be printed in pdf format using print (  ) link.

Home Page > Agent Information Manager > [ Viewing Details ]



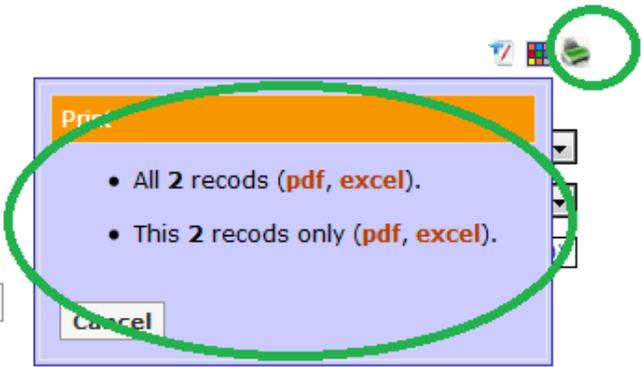
Agent Name :	Test Buying Agent 1
Tin Number :	12345678
Vat Registration Number :	n/a
Trade License Number :	7654
Agent Address :	test
Phone :	3373
Fax :	n/a
Email Address :	n/a
Agent Type :	Buying Agent
Ownership Type :	Sole proprietorship Firm
Ownership Nature :	Local

Listed information can also be printed in pdf format or exported in excel file using respective page's print (  ) link.

Agent Name :

Ownership Type :

From Create Date :



Print

- All 2 records (pdf, excel).
- This 2 records only (pdf, excel).

Results 1 - 2 of about 2 for Total Available(s)

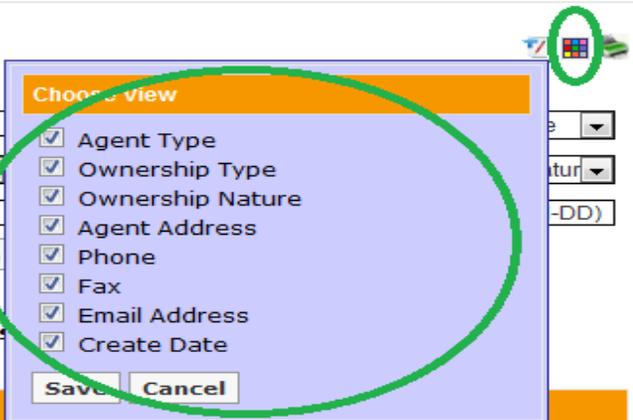
Agent Name	Other Info	Action
Test Buying Agent 1 (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> test <b>Phone:</b> 3373 <b>Create Date:</b> 24th March, 2013 at 05:44:53 AM	
Test Buying Agent (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> Test Agent, Created by ITCOD	

Also you can customize the headers of excel file using respective page's customize () link.

Agent Name :

Ownership Type :

From Create Date :



Choose view

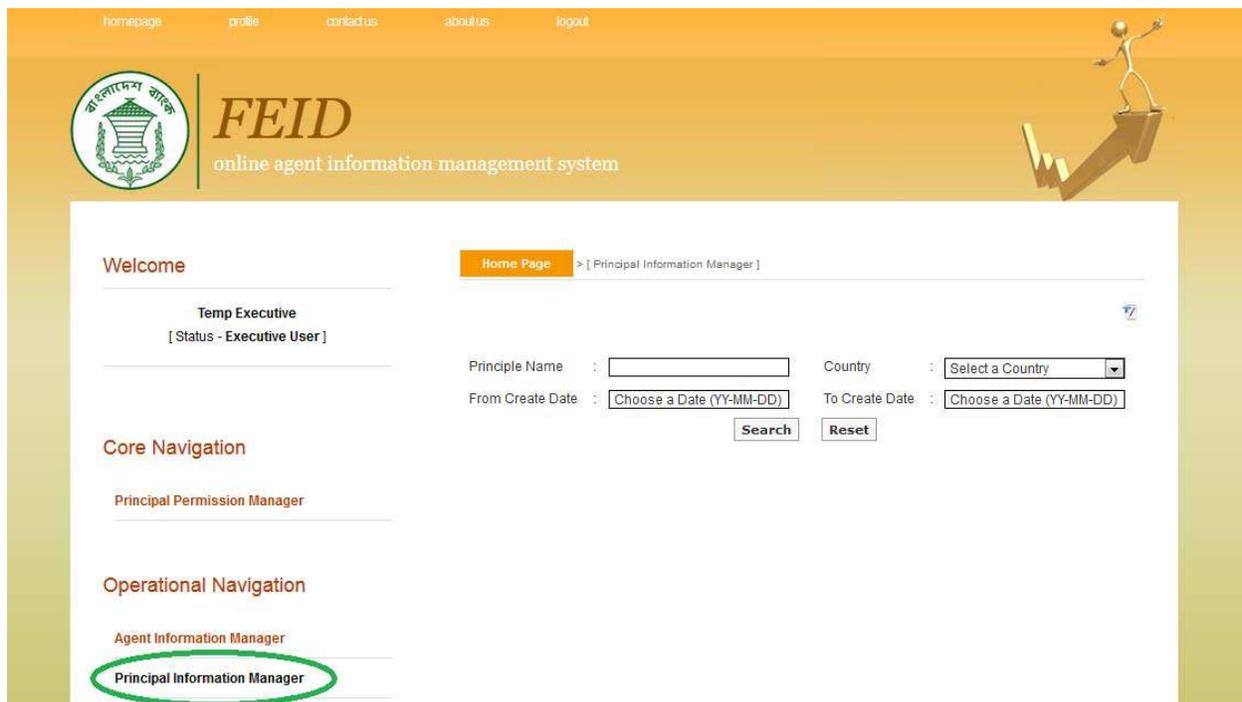
- Agent Type
- Ownership Type
- Ownership Nature
- Agent Address
- Phone
- Fax
- Email Address
- Create Date

Results 1 - 2 of about 2 for Total Available(s)

Agent Name	Other Info	Action
Test Buying Agent 1 (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> test <b>Phone:</b> 3373	

### 3. Principal Information Manager

3.1. A principal information could be added in the system using principal information manager.



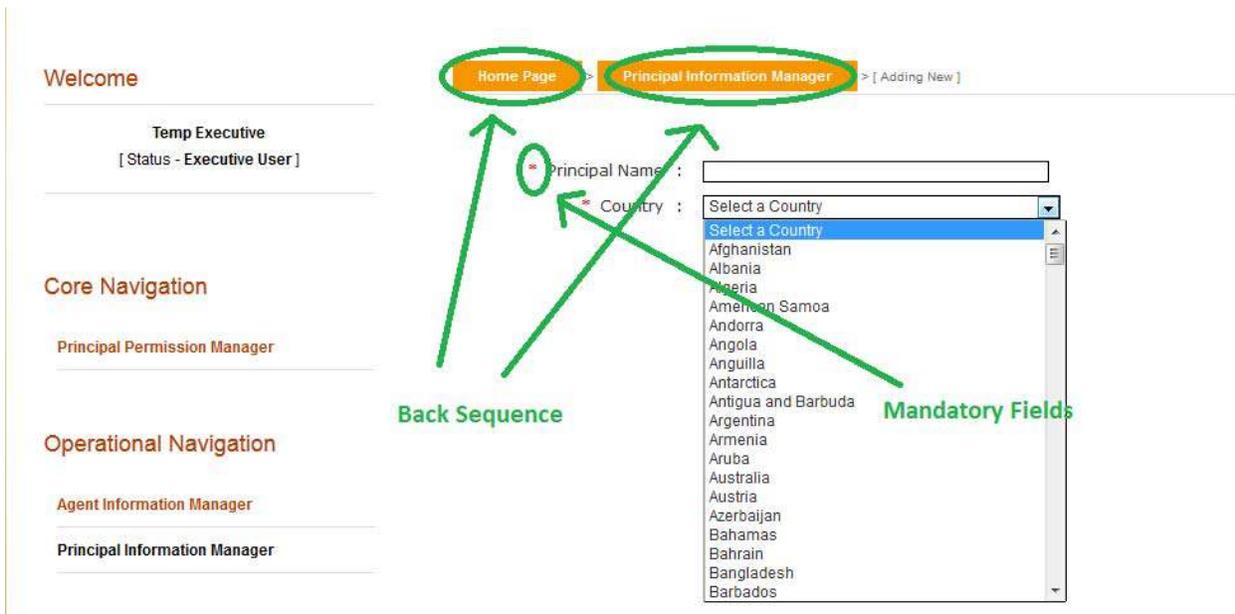
But before creation it's a good practice to view whether someone else have already created it. List of principals could be seen from the search screen.



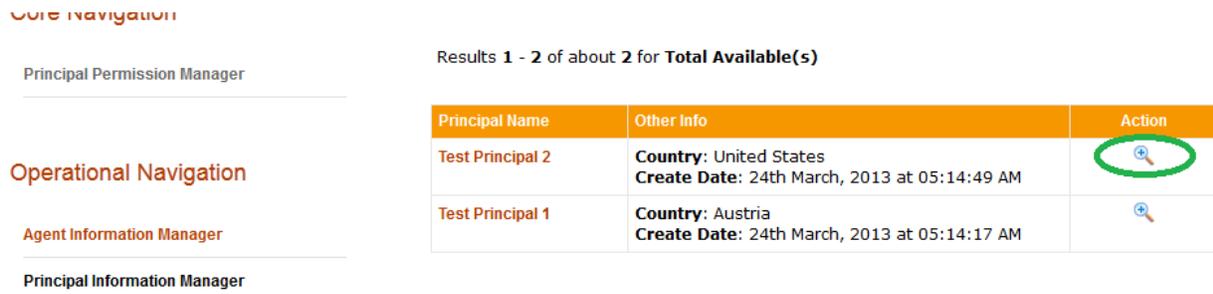
3.2. If the desired principal is not present in the list you can forward toward the creation process by clicking the add new (  ) button.



In the creation screens fields preceded with (\*) marks are mandatory. At any time you can move backward of your action sequence by using back sequence links.



3.3. You can also view details of a principal from view (  ) link of the list.



3.4. From view of screen information of a principal could be printed in pdf format using print (  ) link.

Home Page > Principal Information Manager > [ Viewing Details ]



Principal Name : Test Principal 2  
Country : United States

Listed information can also be printed in pdf format or exported in excel file using respective page's print (  ) link.

Home Page > [ Principal Information Manager ]

Principle Name :   
From Create Date :

Results **1 - 2** of about **2** for **Total Available(s)**

**Print**

- All **2** recods (**pdf, excel**).
- This **2** recods only (**pdf, excel**).

Principal Name	Other Info	Action
Test Principal 2	<b>Country:</b> United States <b>Create Date:</b> 24th March, 2013 at 05:14:49 AM	
Test Principal 1	<b>Country:</b> Austria <b>Create Date:</b> 24th March, 2013 at 05:14:17 AM	

## 4. Principal Permission Manager

4.1. The association of an agent with its principals could be created in the system through principal permission manager.

homepage profile contactus aboutus logout

 **FEID**  
online agent information management system

Welcome

Home Page > [ Principal Permission Manager ]

Temp Executive  
[Status - Executive User]

Core Navigation

Principal Permission Manager

Operational Navigation

Agent Information Manager

Principal Information Manager

Agent Type : Select Agent Type

Agent Name :

Permission Act : Select a Permission Act

Principle Name :

Ownership Type : Select a Ownership Type

Permission From : Choose a Date (YY-MM-DD)

Validity From : Choose a Date (YY-MM-DD)

From Create Date : Choose a Date (YY-MM-DD)

Status : Select a Status

Permission Type : Select a Permission Type

Principle's Country : Select a Country

Ownership Nature : Select a Ownership Natur

Permission To : Choose a Date (YY-MM-DD)

Validity To : Choose a Date (YY-MM-DD)

To Create Date : Choose a Date (YY-MM-DD)

Search Reset

4.2. The association process begins from the add new (  ) button.

Home Page > [ Principal Permission Manager ]



Agent Type : Select Agent Type

Agent Name :

Permission Act : Select a Permission Act

Principle Name :

Ownership Type : Select a Ownership Type

From Create Date : Choose a Date (YY-MM-DD)

Status : Select a Status

Permission Type : Select a Permission Type

Principle's Country : Select a Country

Ownership Nature : Select a Ownership Natur

Permission To : Choose a Date (YY-MM-DD)

Validity To : Choose a Date (YY-MM-DD)

To Create Date : Choose a Date (YY-MM-DD)

Search Reset

Home Page > [ Principal Permission Manager ]

Agent Type : Select Agent Type

Agent Name :

Permission Act : Select a Permission Act

Principle Name :

Ownership Type : Select a Ownership Type

From Create Date : Choose a Date (YY-MM-DD) To Create Date :

**Select Map**

Permission Act : Select a Permission Act

Permission Type : Select a Permission Type

Agent Name : Select an Agent

Filter:

- A Company (BGD)
- Test Buying Agent (BGD)
- Test Buying Agent 1 (BGD)

Agents, those exists / created under agent information manager should be available here. The unavailability of a target agent means it doesn't exist in agent information manager.

There are different mandatory document requirements for different types of permission based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), agent type (buying / indenting etc). The type of agent is usually associated with agent name as during the time of creation, agent type is declared within.

After selection of necessary information you can proceed towards creation of permission. According to permission act, permission type, company type and ownership type there will be a list of mandatory documents that should be uploaded.

Agent Name : Test Buying Agent  
 Agent Address : Test Agent, Created by ITCOD  
 Phone : 3373  
 Fax : n/a  
 Email : n/a  
 Permission Act : **18A**  
 Permission Type : **New Permission**  
 Company Type : **Buying Agent**  
 Ownership Type : **Sole proprietorship Firm**  
 \* Principal Name :

**\* Mandatory Documents (Upload PDF <= 1MB)**

SL	Name	Uploader
1	Agreement with the Foreign Principal(s)	<input type="text"/> <input type="button" value="Browse..."/>
2	Application of the Client	<input type="text"/> <input type="button" value="Browse..."/>
3	Bank Solvency Certificate	<input type="text"/> <input type="button" value="Browse..."/>
4	Duly Filled Annexure-2 Form	<input type="text"/> <input type="button" value="Browse..."/>
5	TIN / Income Tax Certificate	<input type="text"/> <input type="button" value="Browse..."/>
6	Upto Date Trade Licence	<input type="text"/> <input type="button" value="Browse..."/>

Principal names could be selected from the dropdown list. Please note only principals those exist / created under principal permission manager will be available here. The unavailability of a target principal means it doesn't exist under principal permission manager. In the creation screens fields preceded with (\*) marks are mandatory.

Agent Name : Test Buying Agent  
 Agent Address : Test Agent, Created by ITCOD  
 Phone : 3373  
 Fax : n/a  
 Email : n/a  
 Permission Act : **18A**  
 Permission Type : **New Permission**  
 Company Type : **Buying Agent**

Ownership Type : **Sole proprietorship firm**

\* Principal Name :

Select a Principle

Filter: Enter keywords

- AS Company (AFG)
- Test Principal 1 (AUT)
- Test Principal 2 (USA)

SL	Name
1	Agreement with the Foreign Pr
2	Application of the Client
3	Bank Solvency Certificate

By clicking the create button at the bottom of the form the form could be saved.

SL	Name	Uploader
1	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>  

Please note the application will not be submitted to Bangladesh Bank until someone submits it using the submit button. The saved applications should show a comment at the top of the form with the date of creation.

Saved on 24th March, 2013

Agent Name : A Company

Agent Address : Mirpur, Dhaka

Phone : 9815925

Fax : n/a

Email : n/a

Permission Act : **18A**

Permission Type : **Renewal of Permission**

Company Type : **Buying Agent**

Ownership Type : **Sole proprietorship Firm**

Principals :

SL	Name (Country Code)
1	Test Principal 1(AUT)

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <i>Mandatory 1.pdf ( 80 KB )</i>
2	Application of the Client <i>Mandatory 2.pdf ( 80 KB )</i>
3	Comission Statement (FEID Cir Letter No 2 Date 23/11/2012) <i>Mandatory 3.pdf ( 80 KB )</i>
4	Copy of Bangladesh Bank Permission Letter <i>Mandatory 4.pdf ( 80 KB )</i>
5	Upto Date Trade Licence <i>Mandatory 5.pdf ( 80 KB )</i>

Submit

The submitted application should show relevant comment at the top of form and there will be no further process button on the page for submitted applications

Submitted on 24th March, 2013

Agent Name : A Company

Agent Address : Mirpur, Dhaka

Phone : 9815925

Fax : n/a

Email : n/a

Permission Act : **18A**

Permission Type : **Renewal of Permission**

Company Type : **Buying Agent**

Ownership Type : **Sole proprietorship Firm**

Principals :

SL	Name (Country Code)
1	Test Principal 1(AUT)

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <a href="#">Mandatory 1.pdf ( 80 KB )</a>
2	Application of the Client <a href="#">Mandatory 2.pdf ( 80 KB )</a>
3	Comission Statement (FEID Cir Letter No 2 Date 23/11/2012) <a href="#">Mandatory 3.pdf ( 80 KB )</a>
4	Copy of Bangladesh Bank Permission Letter <a href="#">Mandatory 4.pdf ( 80 KB )</a>
5	Upto Date Trade Licence <a href="#">Mandatory 5.pdf ( 80 KB )</a>

**4.3.** From the initial page one can search for different permissions using various criteria or a mix of them. In the result list there will be a summary of existing record with their status. You can delete the rejected and saved applications only.



Agent Type	: <input type="text" value="Select Agent Type"/>		
Agent Name	: <input type="text"/>	Status	: <input type="text" value="Select a Status"/>
Permission Act	: <input type="text" value="Select a Permission Act"/>	Permission Type	: <input type="text" value="Select a Permission Type"/>
Principle Name	: <input type="text"/>	Principle's Country	: <input type="text" value="Select a Country"/>
Ownership Type	: <input type="text" value="Select a Ownership Type"/>	Ownership Nature	: <input type="text" value="Select a Ownership Natur"/>
From Create Date	: <input type="text" value="2013-01-01"/>	To Create Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
		<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Results **1 - 13** of about **13** for **Total Available(s)**

Agent Name	Agent info	Action
<b>A Company (BGD)</b> (Buying Agent)	<b>Status:</b> Rejected <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> Renewal of Permission <b>Principal Name:</b> Test Principal 1 (AUT) <b>Create Date:</b> 24th March, 2013	 
<b>Test Buying Agent 1 (BGD)</b> (Buying Agent)	<b>Status:</b> Submitted <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> New Permission <b>Principal Name:</b> Test Principal 2 (USA) <b>Create Date:</b> 24th March, 2013	
<b>Test Buying Agent 1 (BGD)</b> (Buying Agent)	<b>Status:</b> Submitted <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> New Permission	

**4.4.** You can also view details of an agent from view () link of the list. The active applications are applications that are approved and hence will show file number, permission number, permission start and end date etc.

	<b>Permission Type:</b> New Permission <b>Principal Name:</b> Test Principal 1 (AUT) <b>Create Date:</b> 24th March, 2013	
<b>A Company (BGD)</b> (Buying Agent)	<b>Status:</b> Active <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> New Permission <b>Principal Name:</b> AS Company (AFG) <b>Permission Start Date:</b> 27th February, 2013 <b>Permission End Date:</b> 1st February, 2099 <b>Create Date:</b> 27th February, 2013	
<b>A Company (BGD)</b> (Buying Agent)	<b>Status:</b> Rejected <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A	

**Active**

Agent Name : A Company

Agent Address : Mirpur, Dhaka

Phone : 9815925

Fax : n/a

Email : n/a

Permission Act : **18A**Permission Type : **New Permission**Company Type : **Buying Agent**Ownership Type : **Sole proprietorship Firm**

Principals :

SL	Name (Country Code)
1	AS Company(AFG)

File Number : **123456**Permission Number : **123456**Permission Date : **27th February, 2013**

Permission Details : ok

Permission Start Date : **27th February, 2013**Permission End Date : **1st February, 2099**

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <b>Mandatory 1.pdf ( 80 KB )</b>
2	Application of the Client <b>Mandatory 2.pdf ( 80 KB )</b>
3	Bank Solvency Certificate

The rejected applications will show the rejection details.

[Home Page](#)

>

[Principal Permission Manager](#)

>

[ Viewing Details ]

Rejected on 24th March, 2013

Agent Name : A Company

Agent Address : Mirpur, Dhaka

Phone : 9815925

Fax : n/a

Email : n/a

Permission Act : **18A**

Permission Type : **Renewal of Permission**

Company Type : **Buying Agent**

Ownership Type : **Sole proprietorship Firm**

Principals :

SL	Name (Country Code)
1	Test Principal 1(AUT)

Details : **Trade License is not available**

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <a href="#">Mandatory 1.pdf ( 80 KB )</a>
2	Application of the Client <a href="#">Mandatory 2.pdf ( 80 KB )</a>
3	Comission Statement (FEID Cir Letter No 2 Date 23/11/2012) <a href="#">Mandatory 3.pdf ( 80 KB )</a>
4	Copy of Bangladesh Bank Permission Letter <a href="#">Mandatory 4.pdf ( 80 KB )</a>
5	Upto Date Trade Licence <a href="#">Mandatory 5.pdf ( 80 KB )</a>

4.5 Listed information could be printed in pdf format or exported in excel file using respective page's print () link.

Home Page > [ Principal Permission Manager ]

Agent Type : Select Agent Type

Agent Name :

Permission Act : Select a Permission Act

Principle Name :

Ownership Type : Select a Ownership Type

From Create Date : 2013-01-01 To Create Date : Choose a Date (YY-MM-DD)

**Print**

- All 5 recods (pdf, excel).
- This 5 recods only (pdf, excel).

Results 1 - 5 of about 5 for Total Available(s)

Agent Name	Other Info	Action
<a href="#">A Company (BGD)</a> (Buying Agent)	<b>Status:</b> Active <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A	

Also you can customize the headers of excel file using respective page's customize () link.

Home Page > [ Principal Permission Manager ]

Agent Type : Select Agent Type

Agent Name :

Permission Act : Select a Permission Act

Principle Name :

Ownership Type : Select a Ownership Type

From Create Date : 2013-01-01

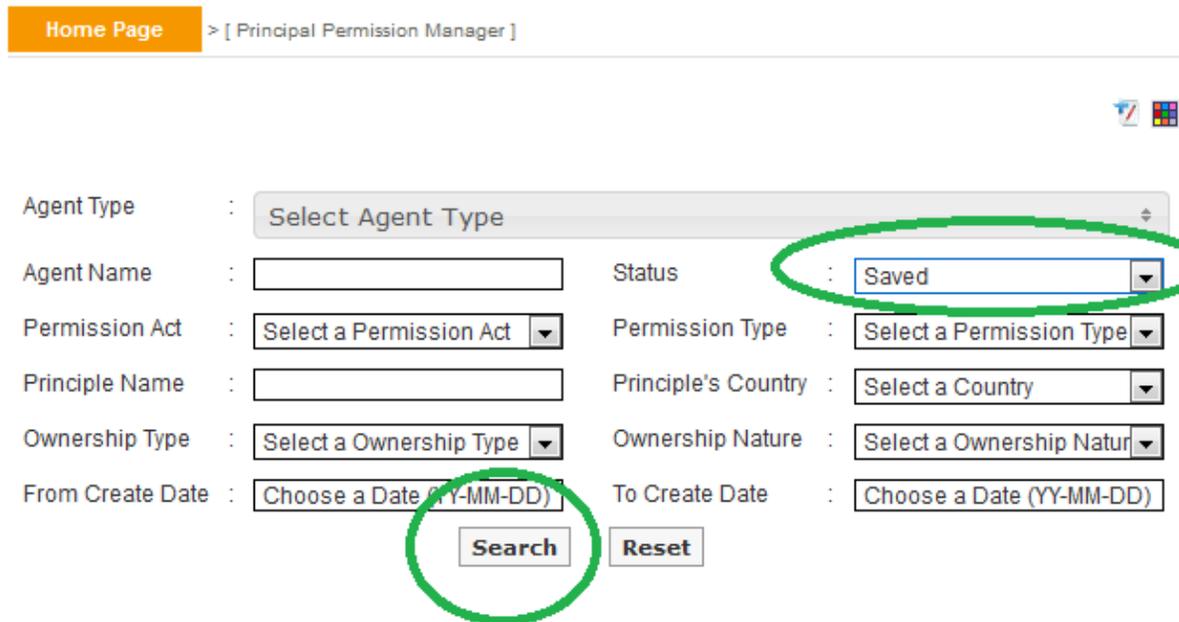
**Choose View**

- Agent Type
- Ownership Type
- Ownership Nature
- Permission Act Type
- Permission Type
- Principal Name

## 5. Frequently Asked Questions

### 5.1. I have saved my applications to submit them later. How can I retrieve them and submit?

From the search pane of Principal Permission Manager you can find the saved application by searching with Status = 'Saved'.



Home Page > [ Principal Permission Manager ]

Agent Type : Select Agent Type

Agent Name :  Status : Saved

Permission Act : Select a Permission Act Permission Type : Select a Permission Type

Principle Name :  Principle's Country : Select a Country

Ownership Type : Select a Ownership Type Ownership Nature : Select a Ownership Natur

From Create Date : Choose a Date (YY-MM-DD) To Create Date : Choose a Date (YY-MM-DD)

### 5.2. How can I view / list the approved and rejected applications?

From the search pane of Principal Permission Manager you can find the approved and rejected applications by searching with Status = 'Active' and Status = 'Rejected Respectfully'.

### 5.3. How can I list approved applications for Buying Agent?

By choosing combination of different search criteria's you can find a list of desired permissions. For example to find approved applications for Buying Agents search with Agent Type = 'Buying Agent' and Status = 'Active'.