

Foreign Exchange Operation Department
Bangladesh Bank
Head Office
Dhaka.
www.bb.org.bd.

FEOD Circular Letter No-1

Date: November 28, 2018

All Authorized Dealers of
Foreign Exchange in Bangladesh.

Dear Sir,

Generating of "Information of freight brought by freight forwarder against FOB (or similar term) export" by using Bangladesh Bank Online Inward Remittance Monitoring System.

Please refer to Paragraph-2A (iii) of Chapter-10, Paragraph- 4A(a) of Chapter-17 and Appendix-5/96 of the Guidelines for Foreign Exchange Transactions(GFET), 2018 (Volume-1) regarding issuance of certificate of inward remittance against FOB(or similar term) export.

02. Now it has been decided that ADs shall generate "Information of freight brought by freight forwarders against FOB (or similar term) export (to be termed as Form FF)" using Bangladesh Bank Online Inward Remittance Monitoring System (as per attached manual) instead of issuing encashment certificate in favor of concerned freight forwarder.

03.Freight forwarders shall provide 'Form FF' to the concerned airlines/shipping companies in support of freight charges recovered from the overseas importer through their counterpart freight forwarders abroad.

04. In this regard, Airlines/Shipping Companies shall collect 'Form FF' from the concerned freight forwarders in support of freight charges and submit the same to the designated AD while remitting their surplus earnings to their Head Office/ Principal abroad.

05. Other instructions contained in Paragraph-2A (iii) of Chapter-10, Paragraph-4A of Chapter-17 of the Guidelines for Foreign Exchange Transactions (GFET), 2018 (Volume-1) shall remain unchanged.

ADs are advised to bring the above instructions effective immediately, to the notice of all concerned constituents.

Yours Faithfully



(Md. Shakhawat Hossain)
Deputy General Manager
Phone: 9530478

User Manual
for
Inward Remittance Monitoring System
Disbursement Acknowledgement



Prepared by
IT Operation and Communication Department
Bangladesh Bank

Introduction

This manual contains instructions about how to give input to Encashment and Disbursement Detail Form using Inward Remittance Monitoring System.

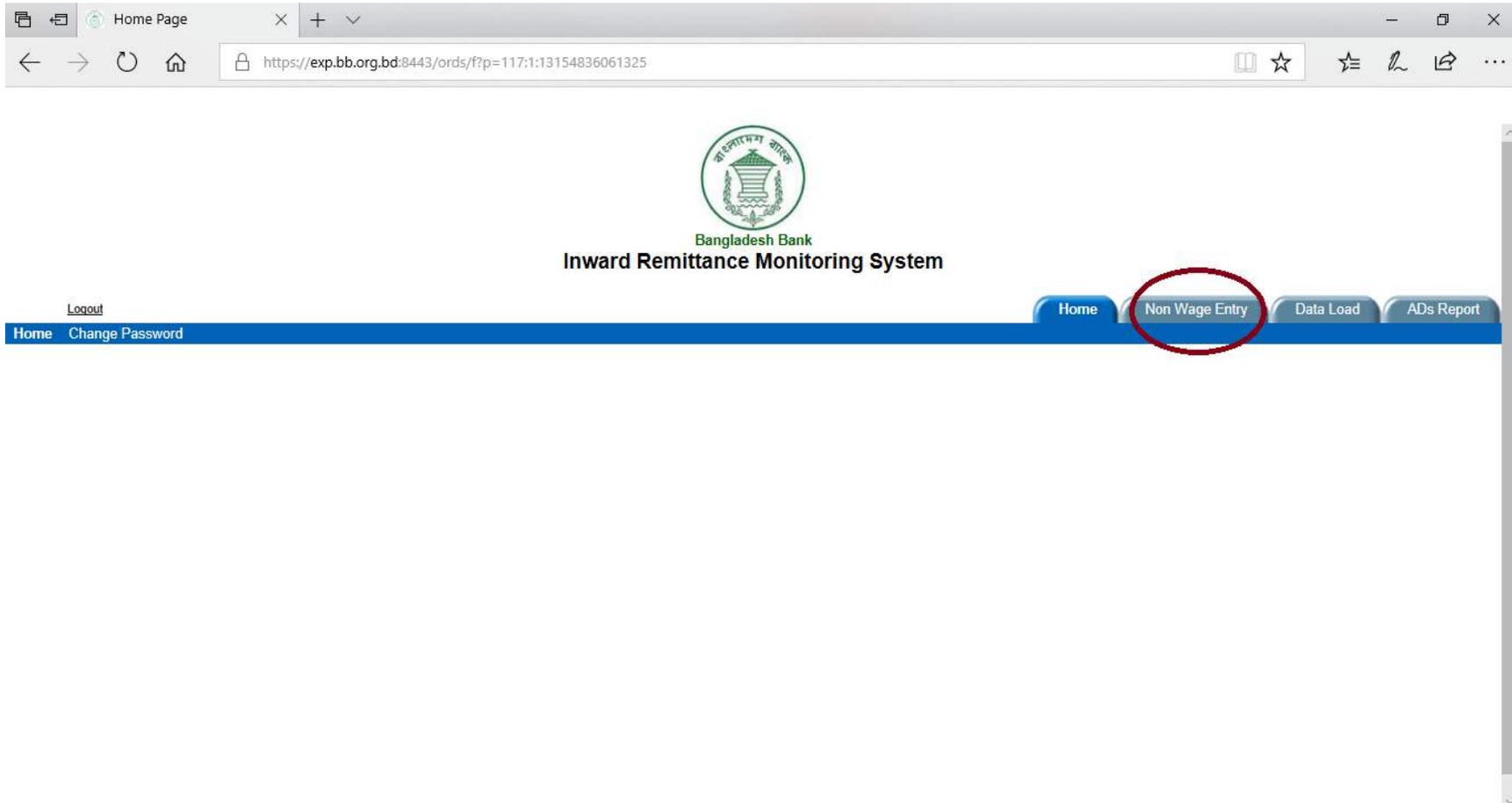
Prerequisite

You will need to follow the below mentioned things to use Online Inward Remittance Monitoring System:

1. Must be expert in fundamental usage of computer (Typing, OS, MS Word, Email, Browsing Internet etc.)
2. A laptop or desktop computer. Laptop will be better for places where power failure occurs frequently.
3. A good Internet connection. Multiple internet modems must be purchased from different mobile operators.
4. Operating System (OS): Windows 7 or more/ Linux/Mac OS. Desktop or Laptop OS can only be used. Mobile OS like Android, iphone/ipad OS etc cannot be used.
5. An internet browsing software e.g. Mozilla Firefox, Internet Explorer, Google Chrome etc. Two years older version of said browser software may cause unexpected result.
6. Login ID or User ID provided from Bangladesh Bank for Inward Remittance Monitoring System.

At First Login to **“Inward Remittance Monitoring System”**

Now Click on **“Non Wage Entry”** Tab



Now click on **“Encashment”** Menu

Logout

Inward Remittance (Entry) Search Entry (To Edit) Search Entry with ID Audit Trail for Non Wage **Encashment** Home Non Wage Entry Data Load ADs Report

Inword Remittance Without Wage Earner's Cancel Create

Country: AFGHANISTAN
Currency: ACU DOLLAR
FC Amount:
Receive Date:
Edit Option: Not Updated
Purpose Code:
Description/Purpose:
Outward Reference (TM ID):
Bank Reference:
Cancel Yes/No?: Don't Cancel
Remitter Address:
Remitter Nationality:
Remitter Bank:
Applicant:
Address of Beneficiary:
Payment Date:
Remarks/Cancel Cause:

Now click on link **“Create Encashment”**



Inward Remittance Monitoring System

[Logout](#)

[Inward Remittance \(Entry\)](#) [Search Entry \(To Edit\)](#) [Search Entry with ID](#) [Audit Trail for Non Wage](#) [Encashment](#)

User Manual

✓ User manual is available here

Encashment List

- ▶ [FF Encashment Report](#)
- ▶ [Create Encashment](#)
- ▶ [Audit Trail for WGER_FF_ENCASH_AUDIT](#)
- ▶ [Audit Trail for WGER_FF_DISBURSEMENT](#)

After clicking on the link “**Create Encashment**”, the Encashment Form will be shown:

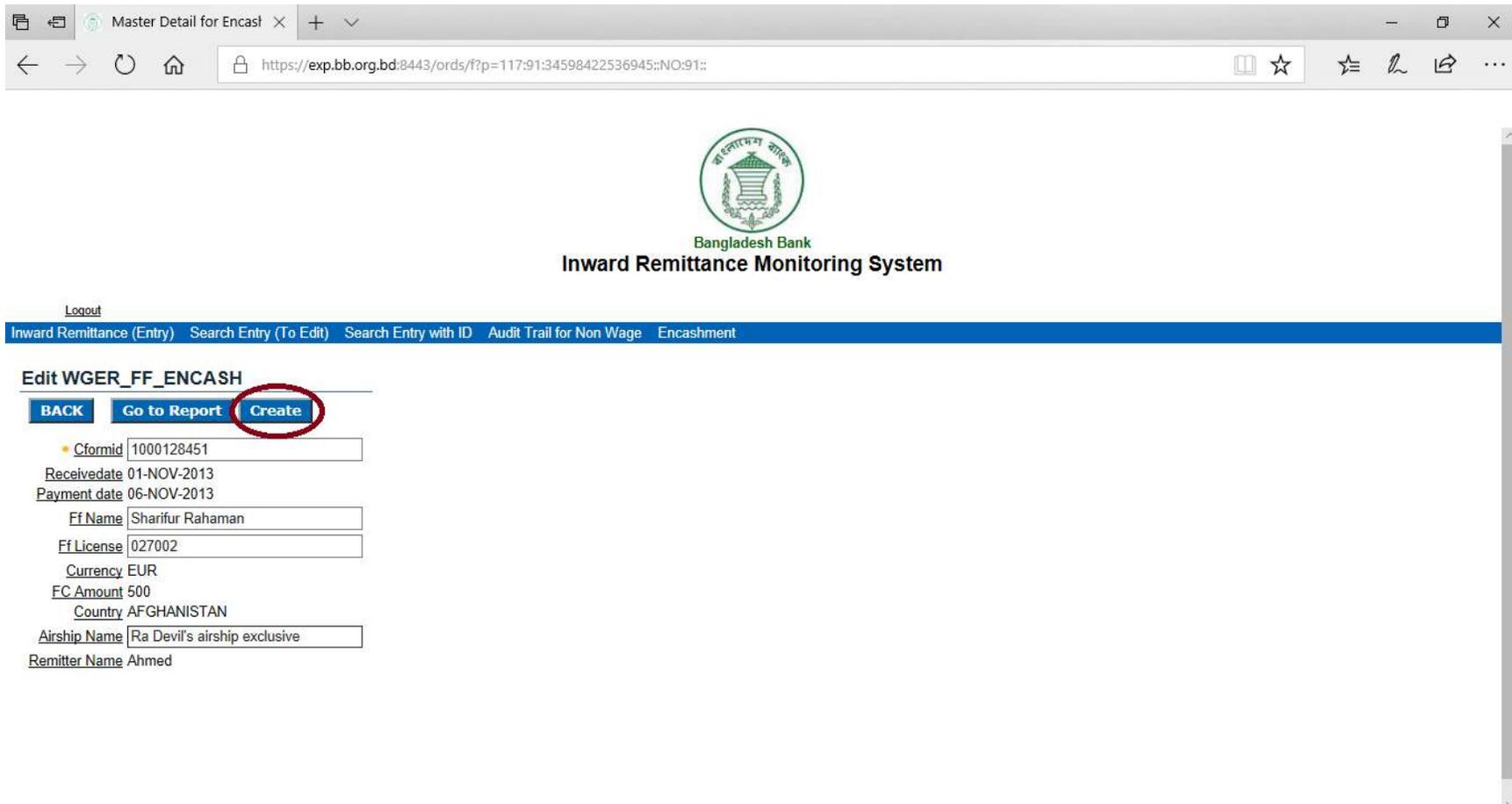
The screenshot shows a web browser window with the URL <https://exp.bb.org.bd:8443/ords/f?p=117:91:34598422536945::NO:91::>. The page features the Bangladesh Bank logo and the title "Inward Remittance Monitoring System". A navigation bar includes "Logout" and menu items: "Inward Remittance (Entry)", "Search Entry (To Edit)", "Search Entry with ID", "Audit Trail for Non Wage", and "Encashment". The main content area is titled "Edit WGER_FF_ENCASH" and contains several input fields and buttons:

- Buttons: **BACK**, **Go to Report**, **Create**
- Fields: **Cformid** (with a dropdown arrow), **Receivedate**, **Payment date**, **Ff Name**, **Ff License**, **Currency**, **FC Amount**, **Country**, **Airship Name**, **Remitter Name**

Now fill up with the desired CformId in the **“Encashment”** Form. After typing CformId, corresponding Received Date, Payment Date, Currency, FC Amount, Country, Remitter Name will be shown automatically like below:

Master Detail for Encas...
https://exp.bb.org.bd:8443/ords/ff?p=117:91:34598422536945::NO:91:
Bangladesh Bank
Inward Remittance Monitoring System
Logout
Inward Remittance (Entry) Search Entry (To Edit) Search Entry with ID Audit Trail for Non Wage Encashment
Edit WGER_FF_ENCASH
BACK Go to Report Create
Cformid 1000128451
Receivedate 01-NOV-2013
Payment date 06-NOV-2013
Ff Name
Ff License
Currency EUR
FC Amount 500
Country AFGHANISTAN
Airship Name
Remitter Name Ahmed

After typing all the field values, click **“Create”** button.



Master Detail for Encasl x + v

https://exp.bb.org.bd:8443/ords/f?p=117:91:34598422536945::NO:91::


Bangladesh Bank
Inward Remittance Monitoring System

[Logout](#)

[Inward Remittance \(Entry\)](#) [Search Entry \(To Edit\)](#) [Search Entry with ID](#) [Audit Trail for Non Wage](#) [Encashment](#)

Edit WGER_FF_ENCASH

[BACK](#) [Go to Report](#) [Create](#)

* **Cformid** 1000128451

Receivedate 01-NOV-2013

Payment date 06-NOV-2013

Ff Name Sharifur Rahaman

Ff License 027002

Currency EUR

FC Amount 500

Country AFGHANISTAN

Airship Name Ra Devil's airship exclusive

Remitter Name Ahmed

After clicking **“Create”** button, value will be inserted.

Logout

Inward Remittance (Entry) Search Entry (To Edit) Search Entry with ID Audit Trail for Non Wage Encashment

FF Encash ID 00002554201800009

Edit WGER_FF_ENCASH

BACK **Delete** **Apply Changes** **Go to Report** **Refresh**

Cformid 1000128451

Receivedate 01-NOV-2013

Payment date 06-NOV-2013

Ff Name Sharifur Rahaman

Ff License 027002

Currency EUR

FC Amount 500

Country AFGHANISTAN

Airship Name Ra Devil's airship exclusive

Remitter Name Ahmed

WGER_FF_DISBURSEMENT Detail

Create

No data found.

Now, to give input in “Disbursement Detail” Form, click “Create” button

Logout

Inward Remittance (Entry) Search Entry (To Edit) Search Entry with ID Audit Trail for Non Wage Encashment

Edit WGER_FF_ENCASH

BACK Delete Apply Changes Go to Report Refresh

Cformid 1000128451

Receivedate 01-NOV-2013

Payment date 06-NOV-2013

Ff Name Sharifur Rahaman

Ff License 027002

Currency EUR

FC Amount 500

Country AFGHANISTAN

Airship Name Ra Devil's airship exclusive

Remitter Name Ahmed

WGER_FF_DISBURSEMENT Detail

Create

No data found.

Now, Fill up the field in the “Disbursement Detail” Form, then click “Create” button

Logout

Inward Remittance (Entry) Search Entry (To Edit) Search Entry with ID Audit Trail for Non Wage Encashment

Edit WGER_FF_DISBURSEMENT

Ff Enca Sq D 61

• Mawbno	21734569638
Mawb Date	01-Jan-2018
• Hawbno	12734874289
• Freight Amount Fc	50
• Freight Amount Bdt	4185
Comission Amount Fc	10
Reporting Month	Mar 2018

After Clicking “**Create**” button, Data will be saved and shown like below:

The screenshot shows a web browser window with the URL https://exp.bb.org.bd:8443/ords/f?p=117:91:4664975184599:::;&success_msg=Action%20Processed.%2F5BE24DF12E80B5271AC3656FE867DA1F%2F. The page title is "Master Detail for Encas".

At the top center, there is the Bangladesh Bank logo and the text "Bangladesh Bank Inward Remittance Monitoring System".

Below the logo, there is a navigation bar with the following links: [Logout](#), [Inward Remittance \(Entry\)](#), [Search Entry \(To Edit\)](#), [Search Entry with ID](#), [Audit Trail for Non Wage](#), and [Encashment](#).

A green message box displays "Action Processed." with a close button (X).

The main content area is titled "Edit WGER_FF_ENCASH" and contains several buttons: [BACK](#), [Delete](#), [Apply Changes](#), [Go to Report](#), [Refresh](#), and [Print PDF](#).

Below the buttons, there are several form fields with their values:

- Cformid**: 1000128451
- Receivedate**: 01-NOV-2013
- Payment date**: 06-NOV-2013
- Ff Name**: Sharifur Rahaman
- Ff License**: 027002
- Currency**: EUR
- FC Amount**: 500
- Country**: AFGHANISTAN
- Airship Name**: Ra Devil's airship exclusive
- Remitter Name**: Ahmed

Below the form fields, there is a section titled "WGER_FF_DISBURSEMENT Detail" with a [Create](#) button.

A table displays the disbursement details:

Edit	Ff Enca Sq	Mawbno	Mawb Date	Hawbno	Freight Amount Fc	Freight Amount Bdt	Comission Amount Fc	Reporting Month
	61	21734569638	01-JAN-2018	12734874289	50	4185	10	Mar 2018

At the bottom right of the table, there is a small text "1 - 1".

To insert more data, again Click **“Create”** button, then fill up all the fields in **“Disbursement Detail”** Form and finally Click **“Create”** button as previous one to save that data.


 Bangladesh Bank
Inward Remittance Monitoring System

Logout

[Inward Remittance \(Entry\)](#) [Search Entry \(To Edit\)](#) [Search Entry with ID](#) [Audit Trail for Non Wage](#) [Encashment](#)

Action Processed.

Edit WGER_FF_ENCASH

[BACK](#) [Delete](#) [Apply Changes](#) [Go to Report](#) [Refresh](#) [Print PDF](#)

* Cformid

Receivedate

Payment date

Ff Name

Ff License

Currency

FC Amount

Country

Airship Name

Remitter Name

WGER_FF_DISBURSEMENT Detail

[Create](#)

Edit	Ff Enca Sq	Mawbno	Mawb Date	Hawbno	Freight Amount Fc	Freight Amount Bdt	Comission Amount Fc	Reporting Month
	61	21734569638	01-JAN-2018	12734874289	50	4185	10	Mar 2018
	61	21734569639	01-FEB-2018	12734874829	100	8370	15	Apr 2018

1 - 2

To print data, Click **“Print PDF”** button:

Logout

Inward Remittance (Entry) Search Entry (To Edit) Search Entry with ID Audit Trail for Non Wage Encashment

Edit WGER_FF_ENCASH

[BACK](#)
[Delete](#)
[Apply Changes](#)
[Go to Report](#)
[Refresh](#)
[Print PDF](#)

Cformid

Receivedate 01-NOV-2013
 Payment date 06-NOV-2013
 Ff Name
 Ff License
 Currency EUR
 FC Amount 500
 Country AFGHANISTAN
 Airship Name
 Remitter Name Ahmed

WGER_FF_DISBURSEMENT Detail

[Create](#)

Edit	Ff Enca Sq	Mawbno	Mawb Date	Hawbno	Freight Amount Fc	Freight Amount Bdt	Comission Amount Fc	Reporting Month
	61	21734569638	01-JAN-2018	12734874289	50	4185	10	Mar 2018
	61	21734569639	01-FEB-2018	12734874829	100	8370	15	Apr 2018

1 - 2