

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

FE Circular Letter No. 11

Date: April 18, 2022

Head offices/principal offices of all
Authorized Dealers in Bangladesh

Dear Sirs,

Reporting requirement of shipment information against export of goods from Bangladesh

Attention of Authorized Dealer (ADs) is invited to FE Circular No. 17, dated April 23, 2019 regarding electronic option to submit EXP Form. Paragraph 2 ibid outlines operational procedures for electronic option to submit EXP Form by exporters. Exporters are required to report/submit transport/shipping information in Bangladesh Bank online reporting portal immediately on completion of shipment of goods from Bangladesh. Within 14 days from the date of shipment of goods from Bangladesh, exporters need to submit a signed hardcopy of the electronically submitted EXP Form together with Bill of Export duly certified by the customs authority and relevant shipping documents covering export of goods to ADs.

02. It is observed that reporting requirement of shipment information as per paragraph 2(a) of FE Circular No. 17/2019 is not followed in significant cases. In this context, ADs are advised to follow up with exporters so that they can report shipment information immediately on completion of shipment of goods. In case of non-reporting, ADs shall complete the reporting formalities on receipt of documents from exporters within 14 days from the date of shipment as per stipulation of paragraph 2(c) of the said circular.

ADs are advised to bring the contents of this circular letter to the notice of their customers concerned.

Yours faithfully,



(Kazi Rafiqul Hassan)
General Manager
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