

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

**FE Circular No.21**

**Date: July 18, 2018**

All Authorized Dealers (ADs) of Foreign Exchange in Bangladesh  
&  
All Bangladeshi Private Airlines operating in International Route

Dear Sirs,

**Submission of statement by Bangladeshi Private  
airlines operating in international routes.**

In exercise of the powers under Section 20(3) of the Foreign Exchange Regulation (FER) Act, 1947(as amended upto 09 September, 2015), Bangladeshi private airlines operating in international route are hereby instructed to submit monthly statement as per Annexure –LA1, LA2, LA3 and LA4 attached with this circular to Foreign Exchange Operation Department of Head Office/concerned area office of Bangladesh Bank within 15 days of the following month.

2) Bangladeshi private airlines can make disbursement in respect of bonafide transactions only out of their receipts at foreign ports and they are under the obligation of regular repatriation of the excess collection if any. They should make an application to the Foreign Exchange Operation Department, Head Office, Motijheel, Dhaka/concerned area office of Bangladesh Bank for remittance of the deficit or for meeting bonafide items of the disbursement. They are also instructed to comply with the instructions contained in Chapter-12 of Guidelines for Foreign Exchange Transactions (GFET), 2018, Vol-1 and related circulars/circular letters for booking of passage/freight.

3) The Statements should be submitted through one nominated AD bank branch only. Prior approval from Bangladesh Bank is not required for changing the nominated AD. However a statement certified by the existing nominated AD with regard to remittances made up to date is to be forwarded to the proposed new nominated AD.

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

Yours faithfully,



(Md. Enamul Karim Khan)  
Deputy General Manager  
Phone: 9530298

Enclo: as stated.

Statement showing passage and freight collections and disbursements made by overseas branch office/Agent ..... in .....during the month of .....

Instructions:

- 1. The statement should be completed in duplicate and forwarded to Foreign Exchange Operation Department at head office of Bangladesh Bank or concerned area office through the designated authorized dealer bank with whom the local airline maintains account in Bangladesh, before 15th day of the month succeeding the one to which it relates.
- 2. The statement should be submitted irrespective of whether remittance of deficit funds, if any, is intended to be applied for or not.

	No. of Tickets/ AWBs issued	Amount	
		Taka	USD
1. Passage fares			
Total of (1)...			
2. Freight			
(a) On Exports			
(b) On Imports			
(d) Excess/unaccompanied baggage			
(f) Others			
(Please specify)			
Total of (2)...			
3. Realization against credit booking during the month			
(a) Passage			
(b) Freight Exports			
(c) Freight Imports			
Total of (3)...			
4. Other receipts, if any (Please give details)			
5. Total receipts for the month (1) + (2) + (3) + (4)			
6. Less: (a) Refunds			
(i) Passage			
(ii) Freight – Exports			
(iii) Freight - Imports			
(b) Outstanding			
(i) Passage			
(ii) Freight – Exports			
(iii) Freight - Imports			
(c) Disbursements			
(give main particulars in a supplementary statement)			
Total of (6)...			
7. <u>Net</u> Surplus (+)/Deficit(-) for the month			
8. (a) Less: remittances received during the month from the branch /agent abroad			
(b) Add: remittances made during the month vide Bangladesh Bank approval No.....			
(c) Net Surplus/deficit			
(d) Add/deduct net surplus/deficit as at the close of previous month.....			
8. Net Surplus (+)/Deficit (-)as at the end of			

We hereby declare that the statements made above are true and correct to the best of our knowledge and belief.

We further declare that -

- (i) the freight and passage fare collections have been made by our branch/agent in conformity with the relevant regulations of the country of operations;
- (ii) apart from the collections/receipts mentioned against items 1, 2, 3 and 3 of this statement, no other income has been derived in .....by our branch/agent (name and address) during the said month;

We also declare and undertake that

- (v) all relevant records in support of the collections/disbursements reported in this statement are held by us and will be made available for inspection by Bangladesh Bank as and when demanded;
- (vi) discrepant amounts noticed during the scrutiny of the statement/documents or short repatriation of the entitlement will be brought to Bangladesh immediately by inward remittance in convertible foreign currency in an approved manner.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Stamp

\_\_\_\_\_  
(Signature of the Chief Executive of  
the local Airline Company in  
Bangladesh)  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

STATEMENT OF PASSAGES SOLD/TICKETS ISSUED IN BANGLADESH

Name of the Airline :

Reporting Month :

1	2	3	4	5	6	7			8	9	10
						Particulars of passport/pilgrims pass					
Serial No.	Ticket No. and date of issue	Nationality & whether resident of Bangladesh or non-resident	Date of Departure	Destination to which travelling	Route of journey	Date	No.	By whom granted	If sanction of the Bangladesh Bank obtained on Form P, quote the reference of the sanction	Amount	Remarks
1											
2											
3											
Total											

I/We declare that the passengers whose particulars are given above actually travelled on due date shown in column No. 4 and the above passages have been properly recorded in our books.

Date:

Signature and Stamp of the Airline.

Statement of Freight Collection (Export from Bangladesh)

Name of the Airline :

Reporting Month :

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No.	Master Airway Bill (MAWB) No. & Date	Port of Sailing	Port of Destination	EXP No. with Date & Bank	Product(s)	Weight	Name & Address of Consignee	Name & Address of Consignor	Freight Prepaid/ Freight Collect	Currency of Freight	Amount of Freight in Local Currency( Taka)	Amount of Freight in Foreign Currency
Total												

I/We hereby declare that to the best of our knowledge the above figures are correct and have been properly recorded in our books.

Date:

Signature and Stamp of the Airline

Statement of Freight Collection (Import to Bangladesh)

Name of the Airline :

Reporting Month :

1	2	3	4	5	6	7	8	9	10	12	13
Serial No.	Master Airway Bill (MAWB) No. & Date	Port of Sailing	Port of Destination	Product(s)	Weight	Name & Address of Consignee	Name & Address of Consignor	Freight Prepaid/ Freight Collect	Currency of Freight	Amount of Freight in Local Currency( Taka)	Amount of Freight in Foreign Currency
	Total										

I/We hereby declare that to the best of our knowledge the above figures are correct and have been properly recorded in our books.

Date:

Signature and Stamp of the Airline/Agent.