



**Tentative Training Program  
on  
Rules and Procedures for Import and Export**

**Rationale:**

Trade requires a proper understanding of Import, Export, Customs procedures and documentation for running a smooth business, especially in sector-specific trades like- RMG, agricultural products, fisheries, leather, pharmaceuticals, and ICT as different sectors have to follow different rules and procedures. Trade communities often face impediments, delays and additional costs due to their lack of adequate and precise knowledge about sector-specific import, export procedures, customs and banking provisions necessary for the clearance and shipment of consignments. Appropriate use and submission of all trade documents is essential for the successful completion of export and import activities. The training has been designed in such a way that would save time value of money in international trade and reduce the cost of business.

**Objectives:**

This BFTI training program is designed to provide a comprehensive understanding of sector-specific import/export documentation, banking formalities and customs regulations and procedures to the benefit of business and C&F agents/ Freight Forwarders. The participants in this training program will be able to learn the existing procedures and policies related to export-import, banking regulations, and how to deal with import-export business both at domestic and international levels, including customs formalities involved from arrival of ships to clearance of goods. Experts from Ministries, NBR, Bangladesh Bank, and BFTI will conduct the course sessions. The training will be highly interactive and a certificate will be awarded on completion of the course.

<i>Training Details</i>	
<b>Organizing Institution</b>	Bangladesh Foreign Trade Institute (BFTI)
<b>Date</b>	December 18-21 and 24, 2023
<b>Time</b>	10:00 AM - 05:00 PM
<b>Venue</b>	Academic Block, BFTI, TCB Bhaban (5 <sup>th</sup> Floor), 1 Karwan Bazar, Dhaka-1215, Bangladesh
<b>Training Fee</b>	<b>Tk. 25,000 Taka (Per Person, excluding VAT &amp; Tax).</b> It will cover food, bag, training materials, etc.
<b>Targeted Participants</b>	Officials from the Ministries, its attached Department/Offices, Business Associations and Chambers, Financial Institutions, Importers and exporters, Business Promotion Council, C&F Agents, Foreign Mission based in Bangladesh and others.
<b>Course Coordinator</b>	Mr. Rashedul Kabir, Research Manager (Academic Affairs), BFTI

	Cell Phone: +8801721-662284 Email: kabir.bfti@gmail.com
<b>Assistant Coordinator</b>	Sultan Mahmud, Research Associate (Knowledge Sharing, Course Design and Plastic, IT, Jute Sector), BFTI Cell Phone: +8801924-323396 Email: <a href="mailto:smsultan.bfti@gmail.com">smsultan.bfti@gmail.com</a>  Mahfuza Khanom (Administrative Officer), BFTI Cell Phone: +8801911-505292 Email: <a href="mailto:info@bfti.org.bd">info@bfti.org.bd</a> or <a href="mailto:shapla4791@gmail.com">shapla4791@gmail.com</a>

**Tentative Training Schedule of Rules and Procedures for Import and Export**

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
<b>Day One (December 18, 2023)</b>		
<b>09:30 - 10:00 AM</b>	<b>Registration</b>	
<b>10:00 - 10:40 AM</b>	<p><b><u>Opening Session</u></b></p> <p>Welcome Remarks: <b>Mr. Md. Obaidul Azam</b>, Director, BFTI.</p> <p>Chief Guest: <b>Mr. Tapan Kanti Ghosh</b>, Senior Secretary, Ministry of Commerce, Government of the People's Republic of Bangladesh.</p> <p>Chairperson: <b>Dr. Md. Jafar Uddin</b>, Chief Executive Officer, BFTI. (Former Senior Secretary, Ministry of Commerce)</p>	
<b>10:40 – 11.00 AM</b>	<b>Tea/Coffee-break</b>	
<b>11:00 AM -12:30 PM</b>	<p><b>Session-1: Procedures of Assessment for Duties and Other Related Matters</b></p> <ul style="list-style-type: none"> <li>• Valuation methods for Customs Purposes,</li> <li>• The Customs Valuation (Fixing the price of imported goods),</li> <li>• Procedures of Assessment (including provisional assessment),</li> <li>• Calculation and payment of duties/submission of Guarantee,</li> <li>• Post-shipment Inspection especially for export.</li> </ul>	<b>Mr. Khaled Mohammad Abu Hossain</b> , Commissioner, Customs Excise & VAT
<b>12:30 – 01:30 PM</b>	<b>Lunch-break</b>	

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
<b>01:30 -03:00 PM</b>	<p><b>Session-2: Import Export Clearance Process</b></p> <p><i>Part A- Manifest submission and Assessment</i></p> <ul style="list-style-type: none"> <li>• <i>Manifest, Bill of Entry &amp; Assessments</i></li> </ul> <p><i>Part B- Appraisal</i></p> <ul style="list-style-type: none"> <li>• <i>Documentary check and physical examination, including duty/tax payment and/or submission of Guarantee (relating to customs, may use a flow chart)</i></li> <li>• <i>Clearance</i></li> <li>• <i>From EGM submission to shipment –Goods from factory to ship (using of a flow chart)</i></li> </ul>	<p><b>Mr. Khaled Mohammad Abu Hossain,</b> <i>Commissioner, Customs Excise &amp; VAT</i></p>
<b>03:00 -03:15 PM</b>	<b>Tea/Coffee-break</b>	
<b>03:15 -04:45 PM</b>	<p><b>Session-3: Bonded Warehouse:</b></p> <ul style="list-style-type: none"> <li>• <i>Licensing and bonded goods management,</i></li> <li>• <i>Offences &amp; penalties (Section 156 of Customs Act, 1969)</i></li> </ul>	<p><b>Mr. Khaled Mohammad Abu Hossain,</b> <i>Commissioner, Customs Excise &amp; VAT</i></p>
<b>Day Two (December 19, 2023)</b>		
<b>10:00 -11:15 AM</b>	<b>Session-4: Macroeconomic Outlook of Bangladesh</b>	<p><b>Mr. Md. Abdur Rahim Khan,</b> <i>Additional Secretary (Export Wing), Ministry of Commerce</i></p>
<b>11:15 -11.30 AM</b>	<b>Tea/Coffee-break</b>	
<b>11:30 AM -01:00 PM</b>	<b>Session-5: Overview of International Trade: Challenges and Opportunities</b>	<p><b>Dr. Md. Jafar Uddin,</b> <i>Chief Executive Officer, BFTI (Former Senior Secretary, Ministry of Commerce)</i></p>
<b>01:00-02:00 PM</b>	<b>Lunch-break</b>	
<b>02:00 -03:15 PM</b>	<b>Session-6: Strategies for Export Diversification</b>	<p><b>Mr. Md. Obaidul Azam,</b> <i>Director, BFTI (Former Additional Secretary)</i></p>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
<b>3:15 - 3:30 PM</b>	<b><i>Tea/Coffee-break</i></b>	
<b>3:30 -4:45 PM</b>	<b><i>Session-7: The Role and Responsibilities of CCI&amp;E</i></b> <ul style="list-style-type: none"> <li>• <i>Issuance of Import Registration Certificate (IRC)</i></li> <li>• <i>Issuance of Export Registration Certificate (ERC).</i></li> <li>• <i>Issuance of Indenting Registration Certificate (RC)</i></li> <li>• <i>Issuance of Import &amp; Export Permit</i></li> <li>• <i>Issuance of permit involved in national &amp; international trade fair etc.</i></li> </ul>	<b><i>Nandan Kumar Banik</i></b> <i>Additional Chief Controller (Current Charge)</i> <i>Office of the Chief Controller of Imports &amp; Exports</i>
<b><i>Day Three (December 20, 2023)</i></b>		
<b>10:00 -11:30 AM</b>	<b><i>Session-8: Banking Procedures/ Role of Banks in Import/Export</i></b> <ul style="list-style-type: none"> <li>• <i>L/C Opening Bank, Lien Bank, Function of Lien Bank, Trust Receipt (TR) loan, Negotiable and non-negotiable documents, Bank endorsement on B/L, Export L/C, BBLC, Proceed Realisation Certification (PRC), Utilization Declaration (UD), Utilization Permission (UP)</i></li> <li>• <i>Trade Finance/Pre-shipment and Pro-shipment credit</i></li> </ul>	<b><i>Ms. Shagufta Iqbal</i></b> <i>Joint Director Foreign Exchange Policy Department Bangladesh Bank</i>
<b>11:30 -11:45 AM</b>	<b><i>Tea/Coffee-break</i></b>	
<b>11:45 AM -01:00 PM</b>	<b><i>Session-9: A practical session on Banking Procedures for Export-Import related issues in Bangladesh</i></b>	<b><i>Ms. Shagufta Iqbal</i></b> <i>Joint Director Foreign Exchange Policy Department Bangladesh Bank</i>
<b>01:00 -02:00 PM</b>	<b><i>Lunch-break</i></b>	
<b>02:00 - 03:15 PM</b>	<b><i>Session-9: Overall Export-Import Procedures and Documentation</i></b> <ul style="list-style-type: none"> <li>• <i>Export Import Procedures in Bangladesh</i></li> </ul>	<b><i>Md. Lutfor Rahman</i></b> <i>Former Member National Board of Revenue (NBR)</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
	<ul style="list-style-type: none"> <li>• <i>Import Documents: IRC, Declaration (Bill of Entry), Purchase Order, Pro-forma Invoice /Invoice, Letter of Credit (L/C)/BBLC, Bill of Lading/Airway Bill/Truck Receipt</i></li> <li>• <i>Export Documents: Sales Contract, Bill of Lading form for Export/Airway Bill, Insurance/Insurance Cover Note, Export Form</i></li> </ul>	
<b>03:15 - 03:30 PM</b>	<b>Tea/Coffee-break</b>	
<b>03:30 -04:45 PM</b>	<b>Session-10: Roles and Responsibilities of Stakeholders Related to Customs Clearance, Importer, Exporter, C&amp;F Agent and Shipping Agents, Port, BSTI, Atomic Energy Commission (Radiation Test), Plant Quarantine Department.</b>	<b>Md. Lutfor Rahman</b> <i>Former Member National Board of Revenue (NBR)</i>
<b>Day Four (December 21, 2023)</b>		
<b>10:00 -11:15 AM</b>	<b>Session-11: Export and Import Scenario of Bangladesh</b> <ul style="list-style-type: none"> <li>• <i>Export and Import trend over the years, Sector-wise export performance, Potential export and import items</i></li> <li>• <i>Role of Export Promotion Bureau (EPB)</i></li> </ul>	<b>Mr. A.H.M. Ahsan,</b> <i>Vice chairman, Export Promotion Bureau (EPB).</i>
<b>11:15 -11:30 AM</b>	<b>Tea/Coffee-break</b>	
<b>11:30 AM-01:00 PM</b>	<b>Session-13: Automation in Customs:</b> <ul style="list-style-type: none"> <li>• <i>ASYCUDA World, its features and possible benefits, Customs computer system and Customs Website</i></li> <li>• <i>National Single Window (NSW)</i></li> <li>• <i>National Enquiry Point</i></li> <li>• <i>Authorized Economic Operators</i></li> </ul>	<b>Mr. Khondaker Muhammad Aminur Rahman,</b> <i>Former Member, (Customs, Export, Bond &amp; IT) National Board of Revenue (NBR).</i>
<b>01:00 -02:00 PM</b>	<b>Lunch-break</b>	
<b>02:00 - 03:15 PM</b>	<b>Session-14: Import Policy Order</b>	<b>Mr. A.H.M Shafiquzzaman,</b>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
	<ul style="list-style-type: none"> <li><i>Explanation of Existing Import Policy Order</i></li> </ul>	<i>Director General (Additional Secretary), Directorate of National Consumers' Right Protection</i>
<i>03:15 - 03:30 PM</i>	<i>Tea/Coffee-break</i>	
<b><i>Day Five (December 24, 2023)</i></b>		
<i>09:00 - 10:00 AM</i>	<p><b><i>Session-15: HS Classification and a Brief Description of Bangladesh Customs Tariff (1st Schedule)</i></b></p> <p><i>Section, Chapter, Classification Principles, Harmonized System of Coding (H.S. Code), Abbreviation and Symbols of First Schedule (Bangladesh Customs Tariff)</i></p>	<b><i>Md. Firoj Uddin Ahmed,</i></b> <i>Deputy Secretary (FTA-2) (FTA Wing), Ministry of Commerce, Government of the People's Republic of Bangladesh.</i>
<i>10:00 AM -11:30 PM</i>	<b><i>Session-16: Open Session on Banking Issues related to Export and Import</i></b>	<b><i>Md. Abdul Jabber</i></b> <i>Managing Director &amp; CEO</i> <i>Janata Bank Limited</i>
<i>11:30 - 11:45 AM</i>	<i>Tea/Coffee-break</i>	
<i>11:45 AM -01:15 PM</i>	<b><i>Session-17: Open Session on Customs Duty and VAT</i></b>	<b><i>Md. Abdul Kafi</i></b> <i>Chief Executive Officer,</i> <i>The VAT Solutions</i> <i>(Former Commissioner, Customs &amp; VAT of NBR)</i>
<i>01:15 - 02:15 PM</i>	<i>Lunch-break</i>	
<i>02:15 - 04:15 PM</i>	<p><b><u><i>Closing Session and Certificates Giving Ceremony</i></u></b></p> <p><i>Speech by: Mr. Md. Obaidul Azam,</i> <i>Director, BFTI</i></p> <p><i>Chief Guest: Mr. Tipu Munshi, MP,</i> <i>Hon'ble Minister,</i> <i>Ministry of Commerce,</i> <i>Government of the People's Republic of Bangladesh.</i></p> <p><i>Chairperson: Dr. Md. Jafar Uddin,</i> <i>Chief Executive Officer, BFTI.</i> <i>(Former Senior Secretary, Ministry of Commerce)</i></p>	

\*Note: The date, time, guests, and resource persons may change subject to their availability