

2nd Training Programme
on
Rules and Procedures for Import and Export

Rationales:

Trade requires proper understanding of Import, Export, Customs procedures and documentation for running smooth business, especially in sector-specific trades like- RMG, agro, fisheries, leather, pharmaceuticals, ICT as different sectors have to follow different rules and procedures. Trade communities often face impediments, delay and additional costs due to their lack of adequate and precise knowledge about sector -specific import, export procedures, customs and banking provisions necessary for clearance and shipment of consignments. Appropriate use and submission of all the trade documents is essential for 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 cost of business.

Objectives:

This BFTI training programme is designed to provide 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 programme will learn about the existing procedures and policies related to export-import, banking regulations, 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 Ministry/NBR/Customs/Bangladesh Bank/BFTI will conduct course sessions. The training will be highly interactive and a certificate will be issued on completion of the course.

<i>Training Details</i>	
Organising Institution	Bangladesh Foreign Trade Institute (BFTI)
Date	09 February to 17 February 2022
Time	10:00 am - 05:00 pm
Venue	BFTI Conference Room, TCB Bhaban (5 th Floor), 1, Karwan Bazar, Dhaka, Bangladesh
Training Fee	15,000 Taka (Including foods & snacks during training and all training materials: folder, writing pad, bag, slides, certificates etc.)
Targeted Participants	Officials from the Ministries, its attached Department/Offices, Business Associations and Chambers, Financial Institutions, Importers & Exporters, Business Promotion

	Council, C&F Agents, Foreign Mission based in Bangladesh and others.
Course Coordinator	Mahin Afrose (Senior Research Officer) Mahfuza Khanom (Administrative Officer)

Training Schedule of Rules and Procedures for Import and Export

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
<i>Day One (09 February, Wednesday)</i>			
<i>09:30 - 10:00</i>	<i>Registration</i>		<i>30</i>
<i>10:00 - 10:40</i>	<p><u>Opening Session</u> <i>Welcome Remarks: Mr. Md. Obaidul Azam, Director, BFTI.</i></p> <p><i>Chief Guest: Mr. Md. Tofazzel Hossain Miah, Senior Secretary, Prime Minister's office.</i></p> <p><i>Special Guest: Mr. Md. Jashim Uddin, President, FBCCI.</i></p> <p><i>Chairperson: Dr. Md. Jafar Uddin, Chief Executive Officer, BFTI.</i></p>		<i>40</i>
<i>10:40- 11.00</i>	<i>Tea/Coffee-break</i>		<i>20</i>
<i>11:00 -12:30</i>	<i>Macroeconomic Outlook of Bangladesh</i>	<i>Dr. M. Khairuzzaman Mozumder, Additional Secretary, Finance Division, Ministry of Finance, Government of the People's Republic of Bangladesh.</i>	<i>90</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
<i>12:30- 01:30</i>	<i>Lunch-break</i>		<i>60</i>
<i>01:30 -03:00</i>	<i>Overview of International Trade: Challenges and Opportunities</i>	<i>Dr. Md. Jafar Uddin, Chief Executive Officer, BFTI</i>	<i>90</i>
<i>03:00-03:15</i>	<i>Tea/Coffee-break</i>		<i>15</i>
<i>03:15 -04:45</i>	<p><i>Export and Import Scenario of Bangladesh</i></p> <ul style="list-style-type: none"> • <i>Export and Import trend over the years, Sector-wise export performance, Potential export and import items</i> • <i>Role of Export Promotion Bureau (EPB)</i> 	<i>Mr. A.H.M. Ahsan, Vice chairman, Export Promotion Bureau (EPB).</i>	<i>90</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
Day Two (10 February, Thursday)			
10:00-11:15	<i>Procedures of Assessment for Duties and Other Related Matters</i> <ul style="list-style-type: none"> • <i>Valuation methods for Customs Purposes,</i> • <i>The Customs Valuation (Fixing the price of imported goods),</i> • <i>Procedures of Assessment (including provisional assessment),</i> • <i>Calculation and payment of duties/submission of Guarantee,</i> • <i>Post-shipment Inspection especially for export.</i> 	<i>Mr. Khaled Mohammad Abu Hossain,</i> <i>Additional Commissioner,</i> <i>Customs Bond Commissionerate,</i> <i>Dhaka.</i>	75
11:15-11:30	<i>Tea/Coffee-break</i>		15
11:30-01:00	<i>Import Export Clearance Process</i> <i>Part A- Manifest submission and Assessment</i> <ul style="list-style-type: none"> • <i>Manifest, Bill of Entry & Assessments</i> <i>Part B- Appraisal</i> <ul style="list-style-type: none"> • <i>Documentary check and physical examination, including duty/tax payment and/or submission of Guarantee (relating to customs, may use a flow chart)</i> • <i>Clearance</i> • <i>From EGM submission to shipment –Goods from factory to ship (using of a flow chart)</i> 	<i>Mr. Khaled Mohammad Abu Hossain,</i> <i>Additional Commissioner,</i> <i>Customs Bond Commissionerate,</i> <i>Dhaka.</i>	90
01:00-02:00	<i>Lunch-break</i>		60

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
<i>02:00-03:15</i>	<p><i>The Role and Responsibilities of CCI&E</i></p> <ul style="list-style-type: none"> • <i>Issuance of Import Registration Certificate (IRC)</i> • <i>Issuance of Export Registration Certificate (ERC).</i> • <i>Issuance of Indenting Registration Certificate (RC)</i> • <i>Issuance of Import & Export Permit</i> • <i>Issuance of permit involved in national & international trade fair etc.</i> 	<p><i>Mr. Awlad Hossain,</i> <i>Controller,</i> <i>Office of the Chief</i> <i>Controller of Imports &</i> <i>Exports (CCI&E).</i></p>	<i>75</i>
<i>3:15-3:30</i>	<i>Tea/Coffee-break</i>		<i>15</i>
<i>3:30-4:45</i>	<i>Strategies for Export Diversification</i>	<p><i>Mr. Md. Obaidul Azam,</i> <i>Director,</i> <i>Bangladesh Foreign</i> <i>Trade Institute</i></p>	<i>75</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
Day Three (13 February, Sunday)			
10:00-11:30	Banking Procedures/ Role of Banks in Import/Export <ul style="list-style-type: none"> • <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), Utilisation Declaration (UD), Utilisation Permission (UP)</i> • <i>Trade Finance/Pre-shipment and Pro-shipment credit</i> 	Mr. Md. Harun-Ar-Rashid, <i>Deputy General Manager, Foreign Exchange Policy Department, Bangladesh Bank</i>	90
11:30-11:45	Tea/Coffee-break		15
11:45-01:00	A practical session on Banking Procedures for Export-Import related issues in Bangladesh	Mr. Md. Harun-Ar-Rashid, <i>Deputy General Manager, Foreign Exchange Policy Department, Bangladesh Bank</i>	75
01:00-02:00	Lunch-break		60
02:00- 03:15	Overall Export-Import Procedures and Documentation <ul style="list-style-type: none"> • <i>Export Import Procedures in Bangladesh</i> • <i>Import Documents: IRC, Declaration (Bill of Entry), Purchase Order, Pro-forma Invoice /Invoice, Letter of Credit (L/C)/BBLC, Bill of</i> 	Mr. Syed Golam Kibria, <i>Member, (Customs Policy and ICT), National Board of Revenue (NBR).</i>	75

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
	<p><i>Lading/Airway Bill/Truck Receipt</i></p> <ul style="list-style-type: none"> <i>Export Documents: Sales Contract, Bill of Lading form for Export/Airway Bill, Insurance/Insurance Cover Note, Export Form</i> 		
<i>03:15-03:30</i>	<i>Tea/Coffee-break</i>		<i>15</i>
<i>03:30-04:45</i>	<p><i>Roles and Responsibilities of Stakeholders Related to Customs Clearance, Importer, Exporter, C&F Agent and Shipping Agents, Port, BSTI, Atomic Energy Commission (Radiation Test), Plant Quarantine Department.</i></p>	<p><i>Mr. Syed Golam Kibria, Member, (Customs Policy and ICT), National Board of Revenue (NBR).</i></p>	<i>75</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
Day Four (14 February, Monday)			
10:00-11:15	Bonded Warehouse: <ul style="list-style-type: none"> • <i>Licensing and bonded goods management,</i> • <i>Offences & penalties (Section 156 of Customs Act, 1969)</i> 	Mr. Khaled Mohammad Abu Hossain, <i>Additional Commissioner, Customs Bond Commissionerate, Dhaka.</i>	75
11:15-11:30	Tea/Coffee-break		15
11:30-01:00	Automation in Customs: <ul style="list-style-type: none"> • <i>ASYCUDA World, its features and possible benefits, Customs computer system and Customs Website</i> • <i>National Single Window (NSW)</i> • <i>National Enquiry Point</i> • <i>Authorised Economic Operators</i> 	Mr. Khondaker Muhammad Aminur Rahman, <i>Member, (Customs, Export, Bond & IT) National Board of Revenue (NBR).</i>	90
01:00-02:00	Lunch-break		60
02:00-03:15	Import Policy Order <ul style="list-style-type: none"> • <i>Explanation of Existing Import Policy Order</i> 	Mr. A.H.M Shafiquzzaman, <i>Additional Secretary (IIT), Ministry of Commerce, Government of Bangladesh.</i>	75
03:15-03:30	Tea/Coffee-break		15
03:30-04:45	HS Classification and a Brief Description on Bangladesh Customs Tariff (1st Schedule) <i>Section, Chapter, Classification Principles, Harmonised System of Coding (H.S. Code), Abbreviation and Symbols of First Schedule (Bangladesh Customs Tariff)</i>	Mr. Noor Md. Mahbubul Haq, <i>Additional Secretary (FTA Wing), Ministry of Commerce, Government of the People's Republic of Bangladesh.</i>	75

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
Day Five (15 February, Tuesday)			
<i>Practical session (Attachment at a Commercial Bank)</i>			
Day Six (16 February, Wednesday)			
<i>Practical session (Attachment at NBR/Custom House)</i>			
Day Seven (17 February, Thursday)			
10:00-11:30	Open	Mr. Mohammad Muslim Chowdhury, <i>Comptroller and Auditor General of Bangladesh.</i>	90
11:30-11:45	Tea/Coffee-break		15
11:45-01:15	Open	Mr. Md. Ataur Rahman Prodhan, <i>CEO & Managing Director, Sonali Bank Limited.</i>	90
01:15-02:15	Lunch-break		60
02:15-04:15	<p><u>Closing Session and Certificates Giving Ceremony</u> <i>Speech: 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, Government of the People's Republic of Bangladesh.</i></p> <p><i>Special Guest: Mr. Tapan Kanti Ghosh,</i> <i>Senior Secretary, 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></p>		120