

BFTI Training Programme
Rules and Procedures for Import, Export and Customs

Training Description:

Trade requires proper understanding of Import, Export, Customs procedures and documentation for running smooth business, especially in sector-specific trades like- agro, fisheries, leather, medicinal plants, ICT as different sectors follow different procedures. Trade communities often face hassles, delay and extra costs due to their inadequate and inaccurate 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.

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 procedure and policies related to export-import, banking regulations, how to handle 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
Date	9, 10, 11, 12 March, 2020
Time	9:30 am - 05:00 pm
Venue	BFTI Conference Room, TCB Bhaban (5 th Floor), 1, Karwan Bazar, Dhaka, Bangladesh
Training Fee	8000 Taka (Including whole training foods & snacks and all training materials by folder, writing pad, bag, slides, certificates etc.)
Target Audience	Officials from the Ministries, its attached Department/Offices, Business Associations and Chambers, Importers & Exporters, Business Promotion Council, C&F Agents, Private Sectors and others
Course Co-ordinator	Farhan Mashuk (Research Officer) Mahin Afrose (Research Officer)

Training Schedule of Rules and Procedures for Import, Export and Customs

<i>Duration</i>	<i>Description</i>	<i>Resource Persons</i>	<i>Duration (In Minutes)</i>
Day One-9th March, 2020			
09:30 - 10:00	Registration		30
10:00 - 10:15	Opening Remarks and Introduction of the participants, conducted by Mr. Ali Ahmed, CEO, Bangladesh Foreign Trade Institute (BFTI)		40
10:15 –10:30	Tea/Coffee-break		20
10:30 -12:00	Current and possible trade opportunities for Bangladesh <ul style="list-style-type: none"> • Existing regional agreements • Benefit from the current agreements • Potential trading bloc/partner. 	Ms. Sharifa Khan, Additional Secretary, FTA Wing, Ministry of commerce, Government of Bangladesh	90
12:00- 01:30	Lunch-break		90
01:30 -03:00	Export and Import Scenario of Bangladesh <ul style="list-style-type: none"> • Export and Import trend over the years, Sector-wise export performance, Potential export and import items • Role of Export Promotion Bureau (EPB) 	Ms. Fatima Yasmin, Vice-Chairman, Export Promotion Bureau (EPB).	90
03:00-03:15	Tea/Coffee-break		15

03:15 -04:30	Policies Relating to Import and Export <ul style="list-style-type: none"> Explanation of Existing Import Policy Order, Explanation of Existing Export Policy 	Mr. Pranesh Ranjan Sutradhar, Chief Controller, Office of the Chief Controller of Imports & Exports (CCI&E).	75
Day Two-10th March, 2020			
10:00-11:15	Overall Export-Import Procedure and Documentation <ul style="list-style-type: none"> Export Import Procedure in Bangladesh 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 Export Documents: Sales Contract, Bill of Lading form for Export/Airway Bill, Insurance/Insurance Cover Note, Export Form 	Mr. A.K.M. Nurul Huda Azad, First Secretary (Customs Exemptions & Project Facilities), National Board of Revenue (NBR).	75
11:30-11.45	Tea/Coffee-break		15
11:45-01:00	A practical session on overall Export-Import procedure and documentation in Bangladesh	Mr. A.K.M. Nurul Huda Azad, First Secretary (Customs Exemptions & Project Facilities), National Board of Revenue (NBR).	75
01:00-02:00	Lunch-break		60

02:00-03:15	<i>HS Classification and a Brief Description on Bangladesh Customs Tariff (1st Schedule)</i> <i>Section, Chapter, Classification Principles, Harmonised System of Coding (H.S. Code), Abbreviation and Symbols of First Schedule (Bangladesh Customs Tariff)</i>	<i>Dr. M. Khairuzzaman Mozumder,</i> <i>Joint Secretary,</i> <i>Finance Division, Ministry of Finance,</i> <i>Government of Bangladesh</i>	75
3:15-3:30	<i>Tea/Coffee-break</i>		15
3:30-4:45	<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>	<i>Mr. Md. Raich Uddin Khan,</i> <i>First Secretary</i> <i>(Customs International Trade & Agreement),</i> <i>National Board of Revenue (NBR).</i>	75

Day Three-11th March, 2020

10:00-11:15	<i>Banking Procedure/ Role of Banks in Import/Export</i> <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> 	<i>Mr. Sarwar Hossain,</i> <i>Deputy General Manager,</i> <i>Department of Foreign Exchange Inspection,</i> <i>Bangladesh Bank</i>	75
11:15-11:30	<i>Tea/Coffee-break</i>		15

11:30-01:00	<i>A practical session on Banking Procedure for Export-Import related issues in Bangladesh</i>	<i>Mr. Sarwar Hossain, Deputy General Manager, Department of Foreign Exchange Inspection, Bangladesh Bank</i>	90
01:00-02:00	<i>Lunch-break</i>		60
02:00- 03:15	<i>Procedures of Assessment and Other Related Matters</i> <ul style="list-style-type: none"> • <i>Submission of Goods Declaration,</i> • <i>Assessment issues: examination, valuation,</i> • <i>Valuation methods for Customs Purposes,</i> • <i>The Customs Valuation (Fixing the price of imported goods) Rules 2000,</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. Mustafizur Rahman, Deputy Secretary, Bangladesh Economic Zones Authority (BEZA).</i>	75
03:15-03:30	<i>Tea/Coffee-break</i>		15
03:30-04:45	<i>Procedures from Import Manifest submission to clearance</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 be using a flow chart)</i> 	<i>Mr. Nasir Uddin, Member (NBR ex), Senior Customs and trade Facilitation, National Board of Revenue (NBR).</i>	75

	<ul style="list-style-type: none"> From EGM submission to shipment –Goods from factory to ship (using of a flow chart) 		
Day Four-12th March, 2020			
10:00-11:15	<i>Appeal and Revision Procedure including appeal/revisions at Appellate Tribunal and HC, dispute settlement through ADR</i>	Dr. Mohammad Abu Yusuf, <i>Deputy Secretary, Finance Division, Ministry of Finance.</i>	75
11:15-11:30	Tea/Coffee-break		
11:30-01:00	Automation in Customs: <ul style="list-style-type: none"> ASYCUDA World, its features and possible benefits, Customs computer system and Customs Website National Single Window (NSW) National Enquiry Point Authorised Economic Operators 	Mr. Syed Mushfequr Rahman, <i>Commissioner, Customs, Excise & VAT (Appeal), & Project Director, VAT Online Project</i>	90
01:00-02:00	Lunch-break		
02:00-03:15	Bonded Warehouse: <ul style="list-style-type: none"> Licensing and bonded goods management, Offences & penalties (Section 156 of Customs Act, 1969) 	Dr. Abu Nur Rashed Ahmed, PhD <i>Additional Commissioner, Customs Bond Commissionerate, Dhaka.</i>	75
03:15-03:30	Tea/Coffee-break		15
03:30-04:30	Closing Session and Certificates Giving Ceremony	By Dr. Md. Jafar Uddin, <i>Secretary, Ministry of Commerce, Government of Bangladesh.</i>	60