

TRAINING ON RULES AND PROCEDURES FOR IMPORT, EXPORT AND CUSTOMS

| Duration | Description | Probable Resource Persons | Duration (In Minutes) |
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| Day One-23rd September, 2019 | | | |
| 09:30 - 10:00 | Registration | | 30 |
| 10:00 - 10:30 | Opening Remarks by Mr. Ali Ahmed, CEO, BFTI | | 30 |
| 10:30 – 10:45 | Break: Tea/Coffee | | 15 |
| 10:45 -12:00 | Introduction to International Trade <ul style="list-style-type: none"> • Comparative Advantage/Opportunity Cost • Other major trade terminology | Dr. M. Khairuzzaman Mozumder, Joint Secretary, Finance Division, Ministry of Finance, Government of Bangladesh | 75 |
| 12:00 -01:00 | 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) | Fatima Yasmin, Vice-Chairman, Export Promotion Bureau (EPB) | 60 |
| 01:00 -02:00 | Lunch-break | | 60 |
| 02:00 -03:00 | 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) | 60 |

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| 03:00–03:15 | Tea/Coffee-break | | 15 |
| 03:15-04:45 | 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 | Kazi Tauhida Akhter, Additional Commissioner, Dhaka Customs House. | 90 |
| Day Two-24th September, 2019 | | | |
| 10:00-11:30 | Banking Procedure/ Role of Banks in Import/Export <ul style="list-style-type: none"> • 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) • Trade Finance/Pre-shipment and Pro-shipment credit | Mr. Sarwar Hossain, Joint Director, Foreign Exchange Department, Bangladesh Bank | 90 |
| 11:30-11.45 | Tea/Coffee-break | | 15 |
| 11:45-01:00 | A practical session on Banking Procedure for Export-Import related issues in Bangladesh | Mr. Sarwar Hossain, Joint Director, Foreign Exchange Department, Bangladesh Bank | 75 |
| 01:00-02:00 | Lunch-break | | 60 |

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| 02:00-03:15 | <p>HS Classification and a Brief Description on Bangladesh Customs Tariff (1st Schedule)</p> <p>Section, Chapter, Classification Principles, Harmonised System of Coding (H.S. Code), Abbreviation and Symbols of First Schedule (Bangladesh Customs Tariff)</p> | <p>Dr. M. Khairuzzaman Mozumder, Joint Secretary, Finance Division, Ministry of Finance Building # 7, Bangladesh Secretariat, Dhaka</p> | 75 |
| 3:15-3:30 | Tea/Coffee-break | | 15 |
| 3:30-4:30 | <p>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.</p> | <p>Syed Golam Kibria, Member, Customs Policy & ICT, NBR.</p> | 60 |
| Day Three-25th September, 2019 | | | |
| 10:00-11:15 | <p>Procedures of Assessment and Other Related Matters</p> <p>Submission of Goods Declaration, Assessment issues: examination, valuation, Valuation methods for Customs Purposes, The Customs Valuation (Fixing the price of imported goods) Rules 2000, Procedures of Assessment (including provisional assessment), Calculation and</p> | <p>Dr. Mohammad Abu Yusuf, Deputy Secretary, Finance Division, Ministry of Finance.</p> | 75 |

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| | payment of duties/submission of Guarantee, Post shipment Inspection especially for export. | | |
| 11:15-11:30 | Tea/Coffee-break | | 15 |
| 11:30-01:00 | <p>A Brief on Acts Related to Customs</p> <p>The Arms Act, 1878, The General Clauses Act, 1897, The Provisional Collection of Taxes Act, 1931, The Foreign Exchange Regulation Act, 1947, The Imports and Exports (Control) Act, 1950, The Money laundering Prevention Act, 2009 etc, The Narcotics Control Act, 1990.</p> | <p>Mr. Md. Tashnimur Rahman, Additional Commissioner, Dhaka Customs House.</p> | 90 |
| 01:00-02:00 | Lunch-break | | 60 |
| 02:00-03:15 | <p>Procedures from Import Manifest submission to clearance</p> <ul style="list-style-type: none"> • Documentary check and physical examination, including duty/tax payment and/or submission of Guarantee (relating to customs, may be using a flow chart) • From EGM submission to shipment – Goods from factory to ship (using of a flow chart) | <p>Mr. Nasir Uddin, Member (NBR ex), Senior Customs and trade Facilitation Adviser, USAID BTFA</p> | 75 |
| 03:15-03:30 | Tea/Coffee-break | | 15 |
| 03:30-05:00 | <p>Automation in Customs:</p> <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 | <p>Syed Mushfequr Rahman, Commissioner, Customs, Excise & VAT (Appeal), & Project Director, VAT Online Project</p> | 90 |
| Day Four-26th September, 2019 | | | |

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| 10:00-11:15 | Bonded Warehouse: licensing and bonded goods management, offences & penalties (Section 156 of Customs Act, 1969) | Dr. Abu Nur Rashed Ahmed, PhD Additional Commissioner, Customs Bond Commissionerate, Dhaka. | 75 |
| 11:15-11:30 | Tea/Coffee-break | | |
| 11:30-01:00 | Appeal and Revision Procedure including appeal/revisions at Appellate Tribunal and HC, dispute settlement through ADR | Mr. Ali Ahmed, Chief Executive Officer, Bangladesh Foreign Trade Institute (BFTI). | 90 |
| 01:00-02:00 | Lunch-break | | |
| 02:00-03:15 | Group Exercise: Group Presentation: A brief on export-import procedure in Bangladesh | Moderated By Mr. Ali Ahmed, Chief Executive Officer, Bangladesh Foreign Trade Institute (BFTI). | 75 |
| 03:15-03:30 | Tea/Coffee-break | | 15 |
| 03:30-04:30 | Certificates Giving Session | | 60 |