

Tentative Training Program on Rules and Procedures for Import and Export

Rationales:

Trade requires a proper understanding of import, export, customs procedures and documentation for running a smooth business, especially in sector-specific trade 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.

This training program has been designed with a view to saving time value of money in international trade and reduce the cost of business.

One of the major mandates of the Bangladesh Foreign Trade Institute (BFTI) is to build trade-related capacity through research & training. Realizing the importance, BFTI is going to organize the specialized training program for public and private sector officials, entrepreneurs and businessmen engaged in trade and investment.

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>	
Organizing Institution	Bangladesh Foreign Trade Institute (BFTI)
Date	October 26-28, 2026
Time	9:30 am to 4:00 pm
Venue	BFTI Academic Block, TCB Bhaban (5 th Floor), 1, Karwan Bazar, Dhaka
Course Fee	Taka 12,500 (Per Person, excluding VAT & Tax) (Including whole training foods & snacks and all training materials, writing pad, bag, slides, certificates, etc.)
Course Duration	3-days
Resource Persons	Expert from the Ministry of Commerce, EPB, CCI&E, NBR, Bangladesh Bank, Academia, and BFTI
Course Adviser	Dr. Mostafa Abid Khan, Chief Executive Officer, Bangladesh Foreign Trade Institute (BFTI)
Course Director	Mr. Ahsanul Islam, Joint Director, BFTI
Course Coordinator	Mr. Rashedul Kabir, Research Fellow (Academic Affairs), BFTI
Deputy Coordinator	Mr. Sultan Mahmud, Research Manager, BFTI
Contact Person	Ms. Mahfuza Rahman Shapla, Administrative Officer, BFTI Phone: +8801911-505292

Tentative Training Schedule of Rules and Procedures for Import and Export

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
<i>Day One (October 26, 2026)</i>		
<i>09:00 am - 09:30 am</i>	<i>Registration</i>	
<i>09:30 am - 9.45 am</i>	<i>Opening Session</i> <i>Welcome Remark: Mr. Rashedul Kabir,</i> <i>Research Fellow (Academic Affairs), Bangladesh Foreign Trade Institute (BFTI)</i> <i>Chairperson: Dr. Mostafa Abid Khan</i> <i>Chief Executive Office, Bangladesh Foreign Trade Institute (BFTI)</i>	
<i>9.45 am - 10.00 am</i>	<i>Tea/Coffee-break</i>	
<i>10.00 am - 11.30 pm</i>	<i>Session-1: Trade Policy Tools of Bangladesh: Acts and Responsible Authority</i>	<i>Dr. Mostafa Abid Khan</i> <i>Chief Executive Officer, BFTI</i>
<i>11.30 am - 1.00 pm</i>	<i>Session-2: Overview of Import Policy Order 2026-29</i> <i>General Provisions on Imports</i> <i>Special Provisions on Imports</i> <i>Regulations for Imports in the Commercial Sector</i> <i>(Export & Imports control Act, 1950)</i>	<i>Mr. Subrata Kumer Dey (TBC)</i> <i>Joint Secretary, IIT Wing</i> <i>Ministry of Commerce</i>
<i>1.00 pm - 2.00 pm</i>	<i>Lunch-break & prayer</i>	
<i>2.00 pm - 3.30 pm</i>	<i>Session-3: The Role and Responsibilities of CCI&E</i> <i>Procedures of IRC, ERC, and RC</i> <i>Issuance of Import & Export Permit</i> <i>Issuance of permit involved in national& international trade fair etc.</i>	<i>TBC</i> <i>Office of the Chief Controller of Imports & Exports</i>

Duration	Topic	Resource Persons
Day Two (October 27, 2026)		
9.15 am - 10.45 am	Session-4: Overview of Export Policy 2024-27 and the Role and Responsibilities of EPB <u>Overview of Export Policy 2024-27</u> - Stages of the Export Process - Regulation of Product Export - General Incentives for Export-Oriented Industries - LDC graduation and Export Diversification <u>Role and Responsibilities of EPB</u> - Rules of Origin - Registered Exporter (Rex) System Registration - Product and Market Diversification - Licensing and Application Procedures - Market Access Facilities	Mr. Mohammad Hassan Arif (TBC) Vice Chairman and Chief Executive, Export Promotion Bureau (EPB)
10.45 am - 11.00 am	Tea/Coffee-break	
11.00 am - 12.30 pm	Session-5: Procedures of Assessment of Duties and Other Related Matters - HS Classification and Valuation methods for Customs Purposes, - The Customs Valuation (Fixing the price of imported goods), - Procedures of Assessment (including provisional assessment), Calculation and payment of duties/submission of Guarantee, Post-shipment Inspection especially for export.	Mr. Khaled Mohammad Abu Hossain (TBC) Commissioner, Customs Excise & VAT, NBR
12.30 pm - 1.30 pm	Lunch-break & prayer	
1.30 pm - 3.00 pm	Session-6: Overall Export-Import Procedures and Documentation Part A- Export Import Procedures 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 Part B- Manifest submission and Assessment - Manifest, Bill of Entry & Assessments Part C- Appraisal - Documentary check and physical examination, including duty/tax payment and/or submission of Guarantee (relating to customs, may use a flow chart) - Clearance From EGM submission to shipment –Goods from factory to ship (using of a flow chart)	Mr. Khaled Mohammad Abu Hossain (TBC) Commissioner, Customs Excise & VAT, NBR

Duration	Topic	Resource Persons
3.00 pm - 4.30 pm	Session-7: Banking Procedures/ Role of Banks in Import/Export - LC Opening Bank, Lien Bank, Function of Lien Bank, Trust Receipt (TR) loan, Negotiable and non-negotiable documents, Bank endorsement on B/L, Export LC, BBLC, Proceed Realisation Certification (PRC), Utilization Declaration (UD), Utilization Permission (UP) - Trade Finance/Pre-shipment and Pro-shipment credit	Mr. Mohammad Rafiqul Islam (TBC) Former Deputy Managing Director & Chief Operating Officer, Standard Bank Limited
Duration	Topic	Resource Persons
Day Three (October 28, 2026)		
9.30 am - 11.00 am	Session-8: Reporting of Export and Import through Online Foreign Exchange Transactions Monitoring System of Bangladesh Bank	Bangladesh Bank (TBC)
11.00 am – 11.15 pm	Tea/Coffee-break	
11.15 am – 12.45 pm	Session-9: 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.	Mr. Tareq Hasan (TBC) First Secretary (Customs: Policy and ICT)
12.45 pm - 1.45 pm	Lunch-break & prayer	
1.45 pm- 3.15 pm	Session-10: Bonded Warehouse and Automation in Customs - Overview of Bonded Warehouse - Licensing and bonded goods management, Offences & penalties (Section 156 of Customs Act, 1969) - ASYCUDA World, its features and possible benefits, Customs computer system and Customs Website - National Single Window (NSW) - National Enquiry Point - Authorized Economic Operators	Dr. Abdul Mannan Shikder (TBC) Former Member (Grade-1) (VAT), NBR
3.15 pm - 3.30 pm	Tea/Coffee-break	
3.30 pm - 4.00 pm	<u>Closing Session and Certificates Giving Ceremony</u> Chief Guest: Mr. Md Ataur Rahman Khan ndc (TBC) Secretary, Ministry of Commerce Chairperson: Dr. Mostafa Abid Khan Chief Executive Officer, Bangladesh Foreign Trade Institute (BFTI)	
*Note: The date, time, guests and resource persons may change subject to their availability		