

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
আমদানি ও রপ্তানি প্রধান নিয়ন্ত্রকের দপ্তর
জাতীয় ক্রীড়া পরিষদ (NSC) ভবন, লেভেল-১৫
৬২/৩, পুরানা পল্টন, ঢাকা-১০০০।
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২৫৭

তারিখঃ ০৫ চৈত্র ১৪২৫
২৭ মার্চ ২০১৯

বিষয়ঃ- হাই-টেক পার্কে বিনিয়োগকারীগণকে ওয়ান স্টপ সার্ভিস প্রদান এর নিমিত্তে তথ্য প্রেরণ।
সূত্রঃ- বাংলাদেশ হাই-টেক পার্কের পত্র নং-৫৬.০২.০০০০.০০৬.১৮.২১৭ ১৯(জংশ-৩)-২৬ তারিখ ১৯ ফেব্রুয়ারি, ২০১৯ খ্রিঃ।

উপর্যুক্ত বিষয়ে সূত্রে বর্ণিত পত্রের প্রেক্ষিতে জানানো যাচ্ছে যে, বাংলাদেশ হাই-টেক পার্কে বিনিয়োগকারীগণের ওয়ান স্টপ সার্ভিস আইন-২০১৮ আইনানুসারে সেবা প্রাপ্তি সহজীকরণের নিমিত্তে এ দপ্তরের সহকারী নিয়ন্ত্রক জনাব মোঃ হাবিবুর রহমান সুমন'কে ফোকাল পয়েন্ট কর্মকর্তা হিসাবে মনোনীত করা হয়েছে। আমদানি ও রপ্তানি নিয়ন্ত্রণ অধিদপ্তরে সেবা প্রার্থীদের সেবাসমূহ সহজলভ্য করার নিমিত্তে প্রয়োজনীয় তথ্যাদি নির্ধারিত ছক মোতাবেক এতদসংশে প্রেরণ করা হলো।

২০/৩/১৯

২০-৩-১৯

উপ নিয়ন্ত্রক

আমদানি ও রপ্তানি প্রধান নিয়ন্ত্রকের দপ্তর, ঢাকা।
ফোন-৯৫৫২৩৭৩, ফ্যাক্স-৯৫৫০২১৭
dc.ho@ccie.gov.bd

ব্যবস্থাপনা পরিচালক
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়
আইসিটি টাওয়ার, আগারগাঁও,
ঢাকা-১২০৭।

Data Sheet (তথ্য ছক)

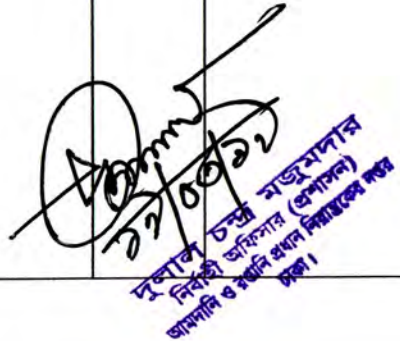
Office of the Chief controller of Imports & Exports (CCI&E)

a) One stop Service Focal Point Information:

Name : Md. Habibur Rahman Suman
 Designation : Assistant Controller
 Telephone no. : 02-9552216
 Mobile no. : 01683-162701
 E-mail : Sumonbcstradecadre@gmail.com
 Web : www.ccie.gov.bd

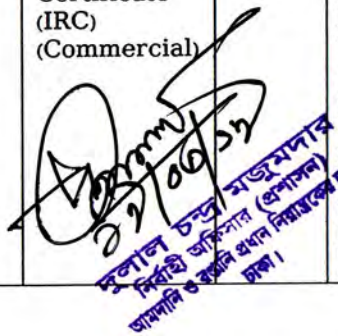
b) Service Related Information :

SL No	Description of Services	To whom it may concern/Company/Factory/Industry	List of Documents Required	Mode of Service Delivery (Online/Offline both)	Applicable Fees	Service Delivery Time (Working days)	Work Process flow
1	আমদানি পারমিট জারিকরণ Issuance of Import permit (IP)	CCI&E	Application for permit. recommendation from the concerned Ministry/Authority, copy of Project Agreement (in applicable cases), relevant original shipping documents.	Offline	Free of cost	3 days	<ol style="list-style-type: none"> 1. Application received offline along with documents. 2. Application marked by the CCI&E/Other Officers and sent to the Respective Section with Diary No. 3. The Concerned Assistant makes preliminary examination of the Application and Relevant Documents, prepares the file and submit it to the Executive Officer. 4. The Executive Officer is the designated scrutiny officer. He makes thorough examination of the application and related documents. If found ok he submits it to the Assistant Controller/Deputy Controller. 5. Assistant Controller/Deputy Controller submits the file to the Chief Controller through the Controller/Additional Chief Controller. 6. After approval, Chief Controller sends the file to the concerned section. 7. After receiving the approved file from the Chief Controller the concerned section assistant writes the IP in the printed security form and submits it to the Executive Officer for signature. 8. After signing the IP Executive Officer submits it to the Assistant Controller for counter signature.



 দুলাল চন্দ্র মজুমদার
 নির্বাহী অফিসার (আমদানি)
 আমদানি ও রপ্তানি প্রধান নিয়ন্ত্রকালয়
 ঢাকা।

						9. After counter signing the IP Assistant Controller sends it to the delivery section through the concern section assistant. 10. The applicant or his authorized representative finally receives the IP from the delivery after proper acknowledgement. (N.B. Soon the issuance of IP is going to be online.)	
2	রপ্তানি পারমিট জারিকরণ Issuance of Export permit (EP)	CCI&E	The application for permit along with recommendation of the foreign embassy/foreign ministry/EPB etc. invoice, packing list etc. Bank Guarantee in case of Export-cum-Import permits.	Offline	Free of cost	3 days	1. Application received offline along with documents. 2. Application marked by the CCI&E/Other Officers and sent to the respective section with diary No. 3. The Concerned Assistant makes preliminary examination of the application and relevant documents, prepares the file and submit it to the Executive Officer. 4. The Executive Officer is the designated scrutiny officer. He makes thorough examination of the application and related documents. If found ok he submits it to the Assistant Controller/ Deputy Controller. 5. After approval Deputy Controller sends the file to the Concerned Section. 6. After receiving the approved file from the Deputy Controller the concerned section assistant writes the EP in the printed security form and submits it to the Executive Officer for signature. 7. After signing the EP Executive Officer submits it to the Assistant Controller for counter signature. 8. After Counter signing the EP Assistant Controller sends it to the delivery section through the concern section assistant. 9. The applicant or his authorized representative finally receives the EP from the delivery after proper acknowledgement. (N.B. Soon the issuance of IP is going to be online.)
3	আমদানি নিবন্ধন সনদ(বাণিজ্যিক) Import Registration Certificate (IRC) (Commercial)	CCI&E	Filled up prescribed application form; Treasury Challan depositing Government fees, Chamber/Trade Association Membership Certificate, Trade License, TIN, Bank Solvency Certificate, Registered Partnership Deed (in case of Partnership Firm), Certificate of Incorporation, Memorandum and articles	Online & offline both	6 Slabs of registration fees for Commercial IRC. Up to 5 lakhs 5,000/- Up to 25 lakhs 10,000/- Up to 50 lakhs 18,000/-	3 days	1. Application received Online/Offline both along with documents. 2. Application marked by the Controller/join controller/ Deputy Controller/ Assistant Controller/Other Officers and sent to the Respective Section with Diary No. 3. The Concerned Assistant makes Preliminary Examination of the Application and Relevant Documents, prepares the File and submit it to the Executive Officer. 4. The Executive Officer is the designated scrutiny Officer. He makes thorough Examination of the Appellation and related Documents. If found Ok he submits it to the Assistant Controller/ Deputy Controller. 5. Assistant Controller/ Deputy Controller submits the file to the Controller.



 মূল্যায়ন চন্দ্র মজুমদার
 নির্বাহী অফিসার (আমদানি)
 আমদানি ও রপ্তানি প্রধান নিয়ন্ত্রকালয়
 ঢাকা।

			of association (in case of Limited Company).		Up to 1 crores 30,000/- Up to 5 crores 45,000/- Up to 5 crores upwards 60,000/- Tk. 1,000/- for renewal book fee. and 15% VAT on all fees .		6. After approval Controller sends the file to the concerned section. 7. After receiving the approved file from the Controller the concerned section assistant writes the IRC in the printed security form and submits it to the Executive Officer for signature. 8. After signing the IRC Executive Officer submits it to the Assistant Controller for counter signature. 9. After counter signing the IRC Assistant Controller sends it to delivery section through the concern section assistant. 10. The applicant or his authorized representative finally receives the IRC from the delivery section after proper acknowledgement slip.
4	রপ্তানি নিবন্ধন সনদ Export Registration Certificate (ERC)	CCI&E	Filled up Prescribed Application form; Treasury Challan depositing Government fees, Chamber/Trade Association Membership Certificate, Trade License, TIN, Bank Solvency Certificate, Registered Partnership Deed (in case of Partnership Firm), Certificate of Incorporation, Memorandum and articles of association (in case of Limited Company).	Online & offline both	Registration Fee for ERC 7,000/- Tk. 1,000/- for renewal book fee. and 15% VAT on all fees .	3 days	1. Application received Online/Offline both along with documents. 2. Application marked by the Controller/Joint controller/ Deputy Controller/ Assistant Controller/Other Officers and sent to the respective Section with diary No. 3. The Concerned Assistant makes Preliminary Examination of the Application and Relevant Documents, prepares the File and submit it to the Executive Officer. 4. The Executive Officer is the designated scrutiny Officer. He makes thorough Examination of the Appellation and related Documents. If found OK he submits it to the Assistant Controller/ Deputy Controller. 5. Assistant Controller/ Deputy Controller submits the file through the Controller. 6. After approval Controller sends the file to the Concerned Section. 7. After receiving the approved file from the Controller the concerned section assistant writes the ERC in the printed Security form and submits it to the Executive Officer for Signature. 8. After signing the ERC Executive Officer submits it to the Assistant Controller for Counter-Signature. 9. After Counter signing the ERC Assistant Controller Sends it to the Delivery section through the concern section assistant.




 মুন্সালিম চন্দ্র মাজুমদার
 নির্বাহী অফিসার (প্রশাসন)
 আমদানি ও রপ্তানি অফিস নিরীক্ষকের কার্যালয়।

						10. The applicant or his authorized representative finally receives the ERC from the delivery after proper acknowledgement.	
5	রপ্তানি নিবন্ধন সনদ (ইনডেন্টিং সার্ভিস) Export Registration Certificate (Indenting service)	CCI&E	Filled up prescribed application form; Treasury Challan depositing Government fees, Indenting Association Membership Certificate, Trade License, TIN, Bank Solvency Certificate, Registered Partnership Deed (in case of Partnership Firm), Certificate of Incorporation, Memorandum and articles of association (in case of Limited Company).	Online & offline both	Registration Fee for ERC 40,000/- Tk. 1,000/- for renewal book fee. and 15% VAT on all fees.	3 days	10. The applicant or his authorized representative finally receives the ERC from the delivery after proper acknowledgement. 1. Application received Online/Offline both along with documents. 2. Application marked by the Controller/join controller/ Deputy Controller/ Assistant Controller/Other Officers and sent to the Respective Section with Diary No. 3. The Concerned Assistant makes preliminary examination of the application and relevant documents, prepares the file and submit it to the Executive Officer. 4. The Executive Officer is the designated scrutiny officer. He makes thorough Examination of the Appellation and related Documents. If found OK he submits it to the Assistant Controller/ Deputy Controller. 5. Assistant Controller/ Deputy Controller submits the file to the Chief Controller through the Controller. 6. After approval Controller sends the file to the Concerned Section. 7. After receiving the approved file from the Controller the concerned section assistant writes the ERC(Indenting) in the printed Security form and submits it to the Executive Officer for Signature. 8. After signing the ERC(Indenting) Executive Officer submits it to the Assistant Controller for Counter-Signature. 9. After Counter signing the ERC(Indenting) Assistant Controller Sends it to the Delivery section through the concern section assistant. 10. The applicant or his authorized representative finally receives the ERC(Indenting) from the delivery after proper acknowledgement.
6	আমদানি নিবন্ধন সনদ (শিল্প) Import Registration Certificate (IRC) (Industrial)	CCI&E	Filled up prescribed application form along with recommendation from sponsoring authority (BIDA/BSCIC/Tat Board/Department of Textile etc.) Treasury Challan depositing Government fees, The Membership Certificate of Chamber/Trade Association, Trade License, TIN, Bank Solvency Certificate, Registered Partnership Deed (in case	Online /Offline both	6 Slabs of registration fees for industrial IRC. Up to 5 lakhs 5,000/- Up to 25 lakhs 10,000/- Up to 50 lakhs 18,000/-	3 days	1. Application received Online/ Offline both along with documents via concerned sponsoring authority (BIDA/BSCIC/Tat Board/Department of Textile etc.) 2. Application marked by the CCI&E/Other Officers and sent to the respective section with diary No. 3. The Concerned Assistant makes preliminary examination of the application and relevant documents, prepares the file and submit it to the Executive Officer. 4. The Executive Officer is the designated scrutiny officer. He makes thorough examination of the appellation and related documents. If found ok he submits it to the Assistant Controller/ Deputy Controller. 5. Assistant Controller/ Deputy Controller submits the file to the Chief Controller through the Controller/Additional Chief Controller.

স্বাক্ষরিত
নিবন্ধন
আমদানি ও রপ্তানি
সার্ভিস বিভাগ
১৫/০৬/১৯

		of Partnership Firm), Certificate of Incorporation, Memorandum and articles of association (in case of Limited Company), NOC/Certificate From Department of Environment, Fire License From the Department of Fire Service and Civil Defense.	Up to 1 crores 30,000/- Up to 5 crores 45,000/- Up to 5 crores upwards 60,000/- Tk. 1,000/- for renewal book fee. and 15% VAT on all fees.	6. After approval Chief Controller sends the file to the concerned section. 7. After receiving the approved file from the Chief Controller the concerned section assistant writes the Import Registration Certificate (Industrial IRC) in the printed security form and submits it to the Executive Officer for signature. 8. After signing the Import Registration Certificate (Industrial IRC) Executive Officer submits it to the Assistant Controller for counter signature. 9. After counter signing the Import Registration Certificate Assistant Controller sends it to the delivery section through the concerned section assistant. 10. The applicant or his authorized representative finally receives the Import Registration Certificate from the delivery after proper acknowledgement.
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 দুলাল চন্দ্র মজুমদার
 নির্বাহী অফিসার (প্রশাসন)
 আমদানি ও রপ্তানি অঞ্চল নিয়ন্ত্রকের কার্যালয়।