

বিজিএ/কাস/২০২৩/২৯০

১০ ডিসেম্বর, ২০২৩

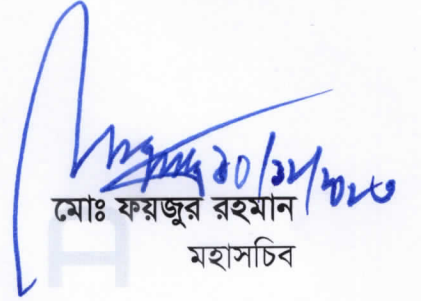
সম্মানিত সকল সদস্যের জন্য

বিষয়ঃ বাংলাদেশ ফরেন ট্রেড ইনস্টিটিউট (বিএফটিআই) আয়োজিত পাঁচ দিন ব্যাপি আমদানি ও রপ্তানির সম্পর্কিত প্রশিক্ষণ কর্মশালায় অংশ গ্রহণ প্রসঙ্গে।

সম্মানিত সদস্যদের সদয় অবগতির জন্য জানানো যাচ্ছে যে, বাংলাদেশ ফরেন ট্রেড ইনস্টিটিউট (বিএফটিআই) এর উদ্যোগে আমদানি-রপ্তানি সংক্রান্ত প্রশিক্ষণ কর্মশালার আয়োজন করা হয়েছে।

এ সংক্রান্ত বিস্তারিত বিবরণ আপনাদের প্রয়োজনীয় কার্যক্রমের জন্য এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তিঃ বর্ণনামতে।



মোঃ ফয়জুর রহমান
মহাসচিব

BANGLADESH GARMENT MANUFACTURERS & EXPORTERS ASSOCIATION

বাংলাদেশ পোশাক প্রস্তুতকারক ও রপ্তানীকারক সমিতি

• বাংলাদেশ তৈরি •



No. BFTI/KSCD&PITJ/Training (Import-Export)/63.01/2023/2082-36 November 22, 2023

Subject: Five-day-long Intensive Training on 'Rules and Procedures for Import and Export'.

Dear Sir,

Greetings from Bangladesh Foreign Trade Institute (BFTI).

You may be aware that BFTI is a think tank on international trade established under the Ministry of Commerce (MoC) with a view to working for both the public and the private sector in the field of trade and business. As a think tank, BFTI aims at facilitating and promoting the country's trade through research, policy advocacy, training and education. The Institute is governed by a high-level Board of Directors consisting of 16 members, equally represented by the government and the private sectors. The Board is chaired by the Hon'ble Minister, Ministry of Commerce, Government of the People's Republic of Bangladesh. The major mandates of the Institute include: providing policy support to the public and the private sectors, particularly trade bodies and associations on the high impact existing and emerging trade-related issues; building trade-related capacity through research, training and academic programs and creating a platform for consultation between policymakers and business leaders.

We are pleased to inform you that BFTI will organize a 5-day-long intensive training program on 'Rules and Procedures for Import and Export' during 18-21 December 2023 and on 24 December 2023 at Academic Block, BFTI, TCB Bhaban (5th Floor), 1 Karwan Bazar, Dhaka-1215 from 10:00 am to 5:00 pm each day.

The aforementioned training program aims to provide a comprehensive understanding of import and export procedures, documentation, banking formalities, and customs regulations related to domestic and international trade. Experts from Ministries, National Board of Revenue (NBR), Bangladesh Bank, Export Promotion Bureau (EPB) and reputed academicians will conduct the sessions of this course. The training program will be highly interactive and a certificate will be awarded on completion of the course.

Shafiq
for info

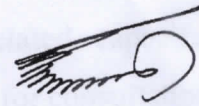
10/17/2023

Training Schedule and Registration Details:

Training Period: December 18-21 and 24, 2023
Training Fee: Taka 25,000 (Per Person, excluding VAT & Tax). It will cover food, bag, training materials, etc.
Payment Mode: By cash or A/C payee cheque or Pay order in favour of Bangladesh Foreign Trade Institute (BFTI).
Contact Address: TCB Bhaban (5th Floor), 1, Karwan Bazar, Dhaka-1215.

You are requested to kindly send the names of the participants from your esteemed organisation by December 12, 2023. Nomination may be sent by postal or e-mail to, info@bfti.org.bd or shapla4791@gmail.com. For any inquiry regarding registration for this training and payment, your good office may contact Ms. Mahfuza Khanam Shapla (Administrative Officer, BFTI), over the phone at +8801911-505292. The tentative training schedule is attached herewith for your kind consideration. A maximum of 25 participants will be allowed to participate in the training course on a 'first come first served' basis. Measures for health safety will be followed during the training period.

Sincerely Yours,



Dr. Md. Jafar Uddin
Chief Executive Officer
(Former Senior Secretary,
Ministry of Commerce)
Mobile no.: 01729-070922
Email ID: ceo@bfti.org.bd

President,
Bangladesh Garment Manufacturers and Exporters Association (BGMEA)

Enclosure: Training Module.

**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 trades 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. The training has been designed in such a way that would save time value of money in international trade and reduce the cost of business.

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	December <u>18-21</u> and 24, 2023
Time	10:00 AM - 05:00 PM
Venue	Academic Block, BFTI, TCB Bhaban (5 th Floor), 1 Karwan Bazar, Dhaka-1215, Bangladesh
Training Fee	Tk. <u>25,000</u> Taka (Per Person, excluding VAT & Tax). It will cover food, bag, training materials, etc.
Targeted Participants	Officials from the Ministries, its attached Department/Offices, Business Associations and Chambers, Financial Institutions, Importers and exporters, Business Promotion Council, C&F Agents, Foreign Mission based in Bangladesh and others.
Course Coordinator	Mr. Rashedul Kabir, Research Manager (Academic Affairs), BFTI

	Cell Phone: +8801721-662284 Email: kabir.bfti@gmail.com
Assistant Coordinator	Sultan Mahmud, Research Associate (Knowledge Sharing, Course Design and Plastic, IT, Jute Sector, BFTI) Cell Phone: +8801924-323396 Email: smsultan.bfti@gmail.com Mahfuza Khanom (Administrative Officer, BFTI) Cell Phone: +8801911-505292 Email: info@bfti.org.bd or shapla4791@gmail.com

Tentative Training Schedule of Rules and Procedures for Import and Export

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
<i>Day One (December 18, 2023)</i>		
<i>09:30 - 10:00 AM</i>	<i>Registration</i>	
<i>10:00 - 10:40 AM</i>	<i>Opening Session</i> <i>Welcome Remarks: Mr. Md. Obaidul Azam, Director, BFTI.</i> <i>Chief Guest: Mr. Tapan Kanti Ghosh, Senior Secretary, Ministry of Commerce, Government of the People's Republic of Bangladesh.</i> <i>Chairperson: Dr. Md. Jafar Uddin, Chief Executive Officer, BFTI. (Former Senior Secretary, Ministry of Commerce)</i>	
<i>10:40 - 11:00 AM</i>	<i>Tea/Coffee-break</i>	
<i>11:00 AM - 12:30 PM</i>	<i>Session-1: Export and Import Scenario of Bangladesh</i> <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>12:30 - 01:30 PM</i>	<i>Lunch-break</i>	
<i>01:30 - 03:00 PM</i>	<i>Session-2: Automation in Customs:</i>	<i>Mr. Khondaker Muhammad Aminur Rahman, Former Member,</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
	<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>Authorized Economic Operators</i>	<i>(Customs, Export, Bond & IT) National Board of Revenue (NBR).</i>
<i>03:00 - 03:15 PM</i>	<i>Tea/Coffee-break</i>	
<i>03:15 - 04:45 PM</i>	<i>Session-3: Import Policy Order</i> <ul style="list-style-type: none"> • <i>Explanation of Existing Import Policy Order</i> 	<i>Mr. Md. Ruhul Amin,</i> <i>Additional Secretary, IIT Wing</i> <i>Ministry of Commerce,</i> <i>Government of the People's</i> <i>Republic of Bangladesh.</i>
<i>Day Two (December 19, 2023)</i>		
<i>10:00 - 11:15 AM</i>	<i>Session-4: Macroeconomic Outlook of Bangladesh</i>	<i>Mr. Md. Abdur Rahim Khan,</i> <i>Additional Secretary (Export</i> <i>Wing),</i> <i>Ministry of Commerce</i>
<i>11:15 - 11:30 AM</i>	<i>Tea/Coffee-break</i>	
<i>11:30 AM - 01:00 PM</i>	<i>Session-5: Overview of International Trade: Challenges and Opportunities</i>	<i>Dr. Md. Jafar Uddin,</i> <i>Chief</i> <i>Executive Officer, BFTI</i> <i>(Former Senior Secretary,</i> <i>Ministry of Commerce)</i>
<i>01:00- 02:00 PM</i>	<i>Lunch-break</i>	
<i>02:00 - 03:15 PM</i>	<i>Session-6: Strategies for Export Diversification</i>	<i>Mr. Md. Obaidul Azam,</i> <i>Director,</i> <i>BFTI</i> <i>(Former Additional Secretary)</i>
<i>3:15 - 3:30 PM</i>	<i>Tea/Coffee-break</i>	
<i>3:30 - 5:00 PM</i>	<i>Session-7: The Role and Responsibilities of CCI&E</i> <ul style="list-style-type: none"> • <i>Issuance of Import Registration Certificate (IRC)</i> • <i>Issuance of Export Registration Certificate (ERC).</i> 	<i>Mr. Nandan Kumar Banik</i> <i>Additional Chief Controller</i> <i>(Current Charge)</i> <i>Office of the Chief Controller</i> <i>of Imports & Exports</i>

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
	<ul style="list-style-type: none"> • Issuance of Indenting Registration Certificate (RC) • Issuance of Import & Export Permit • Issuance of permit involved in national & international trade fair etc. 	
Day Three (December 20, 2023)		
10:00 - 11:30 AM	Session-8: Banking Procedures/ 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), Utilization Declaration (UD), Utilization Permission (UP) • Trade Finance/Pre-shipment and Pro-shipment credit 	Ms. Shagufta Iqbal Joint Director Foreign Exchange Policy Department Bangladesh Bank
11:30 - 11:45 AM	Tea/Coffee-break	
11:45 AM - 01:15 PM	Session-9: A practical session on Banking Procedures for Export-Import related issues in Bangladesh	Ms. Shagufta Iqbal Joint Director Foreign Exchange Policy Department Bangladesh Bank
01:15 - 02:15 PM	Lunch-break	
02:15 - 03:30 PM	Session-10: Overall Export-Import Procedures and Documentation <ul style="list-style-type: none"> • 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, Insurance/Insurance Cover Note, Export Form 	Md. Lutfor Rahman Former Member National Board of Revenue (NBR)

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
03:30 - 03:45 PM	Tea/Coffee-break	
03:45 - 05:00 PM	Session-11: 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.	Md. Lutfor Rahman Former Member National Board of Revenue (NBR)
Day Four (December 21, 2023)		
10:00 - 11:30 AM	Session-12: Procedures of Assessment for Duties and Other Related Matters <ul style="list-style-type: none"> • 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, Commissioner, Customs Excise & VAT
11:30 - 11:45 AM	Tea/Coffee-break	
11:45 - 01:15 PM	Session-13: Import Export Clearance Process Part A- Manifest submission and Assessment <ul style="list-style-type: none"> • Manifest, Bill of Entry & Assessments Part B- Appraisal <ul style="list-style-type: none"> • 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, Commissioner, Customs Excise & VAT
01:15 - 02:15 PM	Lunch-break	
02:15 - 03:45 PM	Session-14: Bonded Warehouse: <ul style="list-style-type: none"> • Licensing and bonded goods management, Offences & penalties (Section 156 of Customs Act, 1969)	Mr. Khaled Mohammad Abu Hossain, Commissioner, Customs Excise & VAT

<i>Duration</i>	<i>Topic</i>	<i>Resource Persons</i>
<i>03:45 - 04:00 PM</i>	<i>Tea/Coffee</i>	
Day Five (December 24, 2023)		
<i>10:00 - 11:15 AM</i>	<i>Session-15: HS Classification and a Brief Description of Bangladesh Customs Tariff (1st Schedule) Section, Chapter, Classification Principles, Harmonized System of Coding (H.S. Code), Abbreviation and Symbols of First Schedule (Bangladesh Customs Tariff)</i>	<i>Mr. Noor Md. Mahbubul Haq, Additional Secretary, FTA Wing, Ministry of Commerce, Government of the People's Republic of Bangladesh.</i>
<i>11:15 - 11:30 AM</i>	<i>Tea/Coffee-break</i>	
<i>11:30 AM - 01:00 PM</i>	<i>Session-16: Open Session on Banking Issues related to Export and Import</i>	<i>Mr. Mizanur Rahman General Manager, Treasury & Foreign Trade Division, Head Office Janata Bank PLC.</i>
<i>01:00 - 02:00 PM</i>	<i>Lunch-break</i>	
<i>02:00 - 03:30 PM</i>	<i>Session-17: Open Session on Customs Duty and VAT</i>	<i>Md. Abdul Kafi Chief Executive Officer, The VAT Solutions (Former Commissioner, Customs & VAT of NBR)</i>
<i>03:30 - 04:30 PM</i>	<u>Closing Session and Certificates Giving Ceremony</u> <i>Speech by: Mr. Md. Obaidul Azam, Director, BFTI</i> <i>Chief Guest: Mr. Tipu Munshi, MP, Hon'ble Minister, Ministry of Commerce, Government of the People's Republic of Bangladesh.</i> <i>Chairperson: Dr. Md. Jafar Uddin, Chief Executive Officer, BFTI. (Former Senior Secretary, Ministry of Commerce)</i>	

*Note: The date, time, guests and resource persons may change subject to their availability