



# Bangladesh Trade Portal (BTP): User Guide

## **Bangladesh Trade Portal (BTP)**

*Supported by International Finance Corporation (IFC),  
World Bank Group*

**Ministry of Commerce  
Bangladesh Secretariat, Dhaka – 1000**

## About Bangladesh Trade Portal

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Bangladesh Trade Portal (BTP) is an official source of all regulatory information relevant to traders who wish to move goods and merchandise across the borders of Bangladesh. The objective of the BTP is to make all regulatory trade related information and other information useful to Bangladeshi importers and exporters easily and readily available in a single integrated website. Ministry of Commerce (MoC) of Bangladesh Government has established the Portal in order to improve the predictability and transparency of the country's trading laws and processes.

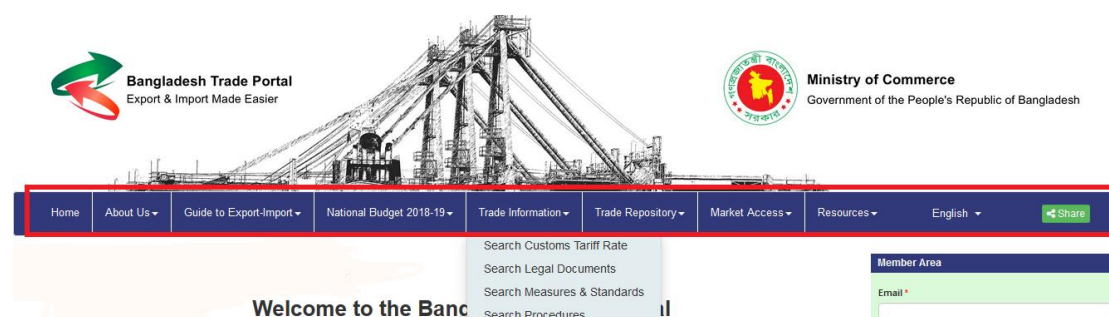
Trade Portal ensures that businesses have easy access to relevant information and helps them be compliant. It also helps reduce the cost of complying with trade procedures. By bringing together relevant government Ministries and Departments it serves as a critical stepping-stone towards greater trade facilitation.

## Navigating the Trade Portal

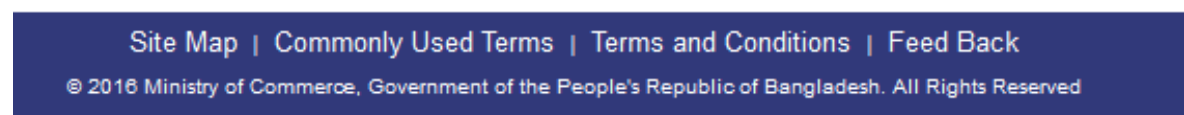
The Trade Portal is easy to navigate. Menu options are clearly displayed.

The following menus are available:

- Under the top banner (the Main Menu)

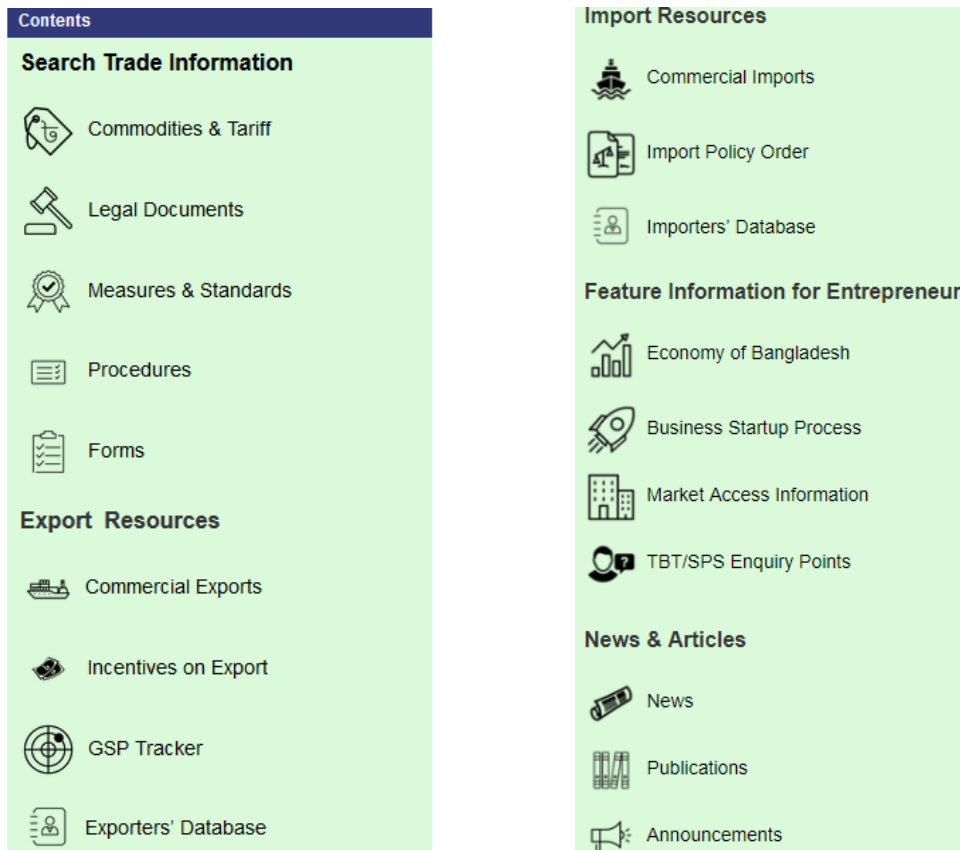


- At the bottom of the page (the Bottom Menu)



Simply click on each option to navigate to the required page. These options are always available on every page of the website.

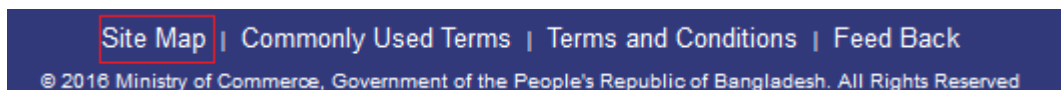
- Down the right hand side of the portal page (the Side Menu)



Throughout the Trade Portal you will find hyperlinks to other places on the web portal or to external websites. These are highlighted in blue and underlined. Click on these links to navigate to the related topic. If the link points to an external website, this will open in a separate web page.

## Using shortcuts to navigate the Trade Portal

If you want to go straight to a specific website page, select the Site Map option on the Bottom Menu.



### Site Map

Click on the links below to navigate directly to the topic of your choice.

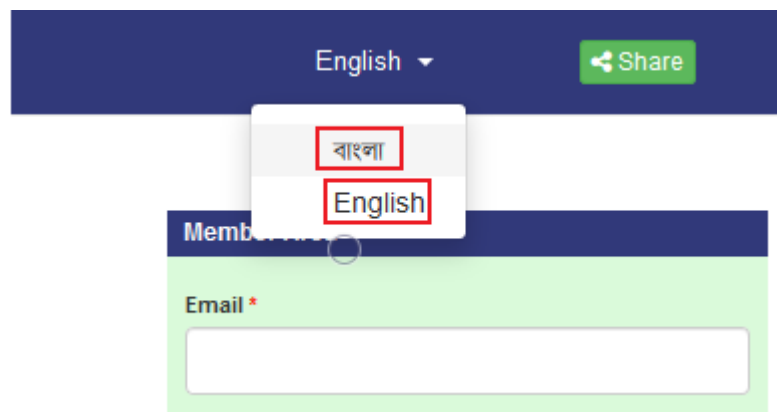
#### CORE PAGES:

- [Home](#)
- [Member Services](#)
- [About Us](#)
- [Guide to Import/Export](#)
- [Imports](#)
- [Exports](#)
- [SPS/TBT Enquiry Points](#)

The hierarchy of pages in the web portal is presented graphically and you can click directly on the link to the page you require.

## Languages

There is an English and a Bengali version of the Trade Portal. Wherever you are in the web portal, you will see, under the Main Menu on the right hand side, an option with small flag to switch to the other language version. Clicking on that option will take you to the same page of the other version.



## Searching for information in the entire Trade Portal

A search facility (Search this site) is available from every page of the web portal on the Side Menu. You can type any key word, part word or combination of words to search the entire contents of this web portal. The results of the search will be displayed in a list and you will be able to click on each search result to hyperlink to the related topic. The search results are categorized as Legal & SRO Documents, Forms, Procedures and measures available in the web portal.



If you want to search for more than one keyword you must separate them with a comma. If you want to search for a phrase or a specific combination of keywords you must enclose the words in quotation marks.

For example, if you enter the words: tea, coffee in the search box the system will look for all the documents where the words or part-words tea OR coffee appear. If, however, you search for "tea and coffee", the system will look for that specific

combination of words. On every page you can search for specific words, phrases or combinations of words by typing Ctrl+F and entering in the words required in the search box. The system will highlight the words found in the entire page.

## Announcements

The latest announcements are displayed on the Home page. You can see a full list of announcements by clicking on More >> or by clicking on the Announcements option on the Side Menu. On the Announcements Page you have the option of searching for specific announcements by keyword, by category and by range of dates.

### Latest Announcements



 **Amendment in Importers, Exporters and Indentors (Registration) Order, 1981**  
Amendment in Importers, Exporters and Indentors (Registration) Order, 1981...[Read](#)

 **Export subsidy against export of Active Pharmaceuticals Ingredients (API)**  
Export subsidy against the export of Active Pharmaceuticals Ingredients (API)...[Read](#)

 **Office of the Chief Controller of Imports & Exports: Notice Regarding Renewal of Import and Export Registration Certificate**  
Notice Regarding Renewal of Import and Export Registration Certificate ...[Read](#)

[More >>](#)



**News & Articles**

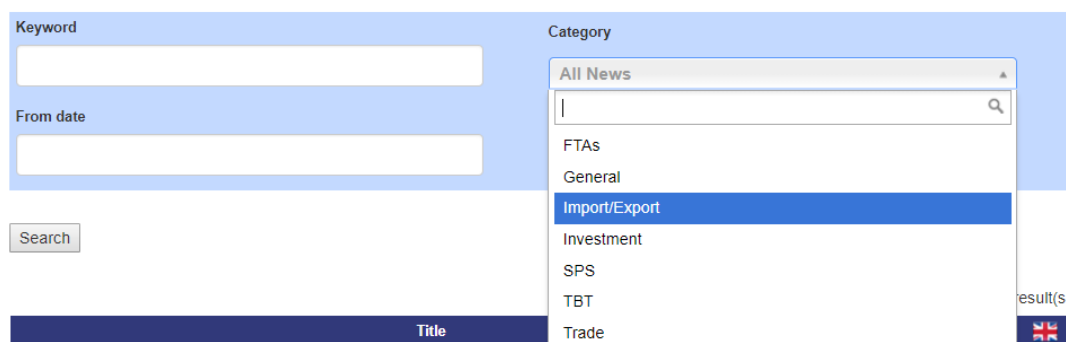
-  News
-  Publications
-  **Announcements**
-  Useful Links

If you want to search by category, use the pull-down menu to choose the required category. Click on the required item to see more information about that announcement or on the PDF symbol to download it. The announcement will be downloaded as a PDF file in a new window and you can either print it or save it to your computer by right-clicking on it. The results of the search will be displayed in a list. Click on the required item to expand it.

## News

The latest news items are displayed on the Home page. You can see a full list of news items by clicking on More >> or by clicking on the News option on the Side Menu. On the News Page you have the option of searching for specific news items by keyword, by category and by range of dates.

### Search All News



**Keyword**

**From date**

**Category**

- All News
- FTAs
- General
- Import/Export**
- Investment
- SPS
- TBT
- Trade

result(s).

**Title**

If you want to search by category, use the pull-down menu to choose the required category. Click on the required item to see more information about that news or on

the PDF symbol to download it. The news will be downloaded as a PDF file in a new window and you can either print it or save it to your computer by right-clicking on it.

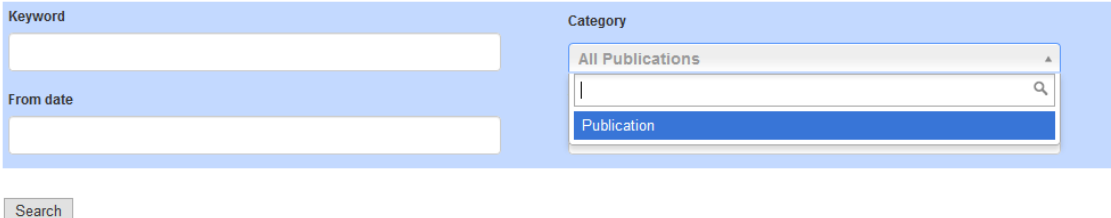
The results of the search will be displayed in a list. Click on the required item to expand it.

## Publications

The Publications Page allows you to look for on-line publications (e.g. newsletters, bulletins, brochures, etc.).

You have the option of searching for specific publications by keyword, by category and by range of dates.

## Search All Publications



If you want to search by category use the pull-down menu to choose the required category.

The results of the search will be displayed in a list. Click on the required item to see more information about that publication or on the PDF symbol to download it. The publication will be downloaded as a PDF file in a new window and you can either print it or save it to your computer by right-clicking on it.

## Searching for legal, SROs documents

The website contains a full catalogue of all the legal texts relevant to trade. These could be laws, legal papers, SROs, regulations or other instruments that carry the force of law.

You can search for specific legal texts by selecting the **Legal, SROs Documents** menu on the Home Page and Side Menu.



On this page you have the option of searching for specific legal texts by keyword, by category (e.g. imports, exports, SPS, etc.), by type (e.g. law, SRO, decision, etc.), by the agency responsible for administering that legal instrument and by range of dates. If

you want to search by category, type and/or agency use the pull-down menus to choose the required options.

## Search Legal Documents

The results of the search will be displayed in a list. Click on the required item to expand it to see the full text or click on the PDF symbol to download a PDF copy. If you choose to download a PDF file this will be opened in a new window and you can either print it or save it to your computer by right-clicking on it.

## Searching for Commodity related information

The website contains the full Harmonized Code (HS) classification of commodities used in Bangladesh. By using the Commodity Search facility in the Side Menu you can look up the tariff/s applicable to each commodity, any specific measures applicable to that commodity (e.g. SPS, Technical Standards) and what special procedure, if any, is required to import or export that commodity. The commodity classification conforms with the World Customs Organization (WCO) which is structured as follows:

Heading				
Chapter	Sub-Chapter	Sub-Heading	Code	Description
XX				Chapter Description
XX	XX			Sub-Chapter Description
XX	XX	XX		Sub-Heading Description
XX	XX	XX	XX	Commodity Description

On the Commodity Search page, you can look up a commodity by HS Code or by entering a key word or combination of key words or by both. Use the pull-down menu to select the type of search you require.

Enter commodity HSCODE or Description \*

HSCODE  
 Description

[List all](#)

If you want to search by HS Code please enter 2 (Chapter), 4 (Sub-chapter), 6 (Sub-heading) or 8 (Commodity Code) digits

If you use the keyword search facility, enter the words you require. The system will search for those words in the description of each chapter, sub-chapter, sub-heading and commodity code. The system will search both for whole words and part words. For example, if you search for the word 'tea', the system will return the following results:

0902 – Tea whether or not flavoured

1503 – Lard stearin, lard oil, oleostearin,

[Home](#) » [Commodity Search](#) » [Code List](#)

Enter commodity HSCODE or Description \*

HSCODE

Description

Tea

[List all](#)

If you want to search by HS Code please enter 2 (Chapter), 4 (Sub-chapter), 6 (Sub-heading) or 8 (Commodity Code) digits

Displaying 1-50 of 50 result(s).

HS Code	Description
0306	Crustaceans, whether in shell or not, live, fresh, chilled, frozen, dried, salted or in brine; smoked crustaceans, whether in shell or not, whether or not cooked before or during the smoking process; crustaceans, in shell, cooked by steaming or by boiling in w
0408	Birds' eggs, not in shell, and egg yolks, fresh, dried, cooked by steaming or by boiling in water, moulded, frozen or otherwise preserved whether or not containing added sugar or other sweetening matter.
0710	Vegetables (uncooked or cooked by steaming or boiling in water), frozen.
0811	Fruit and nuts, uncooked or cooked by steaming or boiling in water, frozen, whether or not containing added sugar or other sweetening matter.
09	Chapter 9 - Coffee, tea, maté and spices
0902	Tea, whether or not flavoured.
090210	- Green tea (not fermented) in immediate packings of a content not exceeding 3 kg
09021000	- Green tea (not fermented) in immediate packings of a content not exceeding 3 kg
090220	- Other green tea (not fermented)
09022000	- Other green tea (not fermented)
090230	- Black tea (fermented) and partly fermented tea, in immediate packings of a content not exceeding 3 kg

If you want to search for more than one keyword, you must separate the words with a comma, e.g. 'tea, coffee' will return:

0901 – Coffee whether or not roasted ...

0902 – Tea whether or not flavoured

If you use the HSCODE search facility, you may search for a commodity by the full 8-digit HS code, if you know it, by entering it into the search box. This will display the full information for that commodity code, if found.

[Home](#) » [Search Commodity](#) » [Code List](#)

Enter commodity HSCODE or Description \*

HSCODE

Description

28051200

[List all](#)

If you want to search by HS Code please enter 2 (Chapter), 4 (Sub-chapter), 6 (Sub-heading) or 8 (Commodity Code) digits

280512 -- Calcium

[28051200 -- Calcium](#)



Alternatively, you can enter 2 digits (chapter), 4 digits (sub-chapter) or 6 digits (sub-heading) in the search box. The system will display all the codes below the combination of digits you have entered. For example, if you entered the digits '0101', the system will return:

0101 – Live horses, asses, mules and hinnies

+ 010110 – Pure-bred breeding animals

+ 010190 - Other

You can then click on the '+' symbol to expand each sub-heading to show all the commodity codes under that item. For example if you click on the + symbol for '010190', the system will further show:

0101 – Live horses, asses, mules and hinnies

+ 010110 – Pure-bred breeding animals

+ 010190 – Other

- HSCODE
- Description

[List all](#)

If you want to search by HS Code please enter 2 (Chapter), 4 (Sub-chapter), 6 (Sub-heading) or 8 (Commodity Code) digits

010190 - Other

01019000 - Other

You can then select the specific commodity you require by clicking on it. When you have selected a commodity the system will display all the information related to that commodity.

**Chapter**

01 Chapter 1 - Live animals

**Sub Chapter**

0101 Live horses, asses, mules and hinnies.

**Sub Heading**

010190 - Other

**Code**

01019000 - Other

**Tariff**

Displaying 1-8 of 8 result(s).

Country Group	Group Description	Activity	Tariff Rate	Unit	Valid From	Valid To
CD	Customs Duty	Import	5	u	01-07-2017	30-06-2018
SD	Supplementary Duty	Import	0	u	01-07-2017	30-06-2018
VAT	Value Added Tax	Import	0	u	01-07-2017	30-06-2018
AIT	Advance Income Tax	Import	5	u	01-07-2017	30-06-2018
RD	Regulatory Duty	Import	0	u	01-07-2017	30-06-2018
ATV	Advance Trade VAT	Import	0	u	01-07-2017	30-06-2018
TTI	TTI	Import	10	u	01-07-2017	30-06-2018
EXD	Export Duty	Export	0	u	01-07-2017	30-06-2018

If there are any special measures the system will display these measures with a cross-reference to the implementing legal instrument. You can click on the legal instrument cross-reference to view the full legal text.

If there are any special procedures applicable to the commodity, the system will display a list of these procedures. By clicking on the item on the list, you will be able to view the full procedure. You have the options of:

Viewing the full procedure together with the specific forms required to fulfill the procedure. Viewing the full procedure together with a list of all the other commodities that that procedure applies to

The procedure will be displayed as a graphic flowchart detailing every step required to discharge the procedure.

Country Group	Group Description	Activity	Tariff Rate	Unit	Valid From	Valid To
CD	Customs Duty	Import	10	kg	01-07-2017	30-06-2018
SD	Supplementary Duty	Import	0	kg	01-07-2017	30-06-2018
VAT	Value Added Tax	Import	15	kg	01-07-2017	30-06-2018
AIT	Advance Income Tax	Import	5	kg	01-07-2017	30-06-2018
RD	Regulatory Duty	Import	0	kg	01-07-2017	30-06-2018
ATV	Advance Trade VAT	Import	4	kg	01-07-2017	30-06-2018
TTI	TTI	Import	37.0735	kg	01-07-2017	30-06-2018
EXD	Export Duty	Export	0	kg	01-07-2017	30-06-2018

## Measures

Name	Type	Agency	Description	Comments	Law	Validity
Required approval for Import of Explosives	Approval	Department of Explosives	(1) (a) Import of explosives including Trinitrotoluene (TNT) classifiable under H.S. Heading No. 29.04 and all items including explosives classifiable under H.S. Heading No. 36.01 to 36.04 shall not be allowed without prior approval of the Chief Inspector of Explosives of the Ministry of Power, Energy & Mineral Resources. (b) Combustible solid matter, oxidizing matter, poisonous matter: Import of combustible solid matter, oxidizing matter, poisonous matter including Sulphur classifiable under H.S. Heading No. 25.03 & 28.02, Phosphorus classifiable under H.S. Heading No. 28.04, Potassium Chlorate classifiable under H.S. Heading No. 28.29, Potassium Nitrate, Barium Nitrate, Sodium Nitrate and Aluminium Nitrate classifiable under H.S. Heading 28.34, Aluminium (powder) classifiable under HS heading No.28.05, Arsenic Sulphide and Calcium Carbide classifiable under HS heading No.28.30 shall not be allowed without prior approval of the Chief Inspector of Explosives.	Required approval for Import of Explosives	Import Policy Order 2015-18	30-06-2018

## Procedures

Name	Description	Category	View Procedure Detail with Relevant Forms
Calcium Carbide Import License	Calcium Carbide Import License	Department of Explosive	<a href="#">View</a>

## Searching for Procedures

If you want to find out what procedures are applicable in order to discharge various legal obligations in relation to trade, you can use the search facility by clicking on the **Procedures** option on the Side Menu.

On this page you have the option of searching for specific legal procedures by keyword or by category (e.g. import, export, transit, etc.). If you want to search by category, use the pull-down menu to choose the required option.

## Search Procedures

**Keyword**

**Category**

All Types

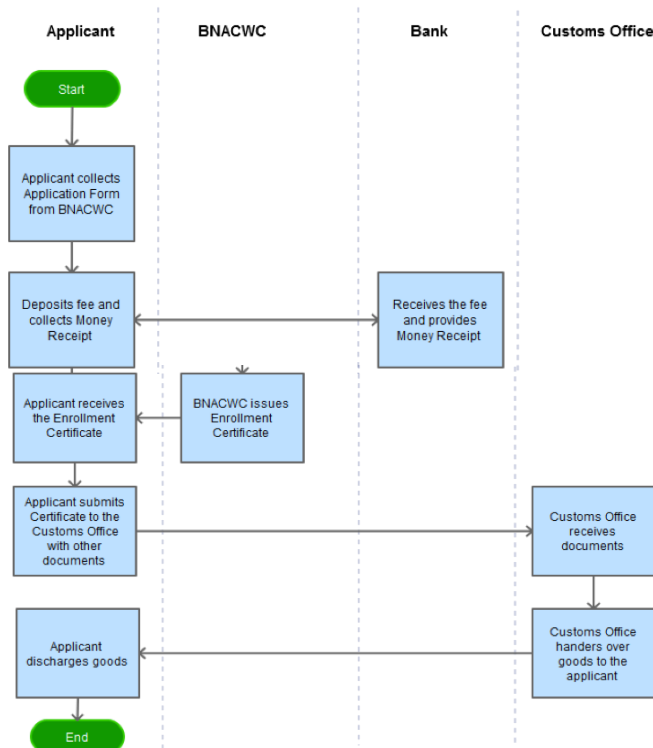
- Bangladesh Atomic Energy Commission (BAEC)
- Bangladesh Atomic Energy Regulatory Authority (BAIRA)
- Bangladesh Bank (BB)
- Bangladesh Frozen Foods Exporters Association (BFFEA)
- Bangladesh Garment

Procedure Name	Summary
<a href="#">Raw Jute Export License</a>	Raw Jute Export License
<a href="#">Export Promotion Bureau Registration for Non-Textile Organization</a>	Export Promotion Bureau Registration for Non-Textile Organ
<a href="#">Import Registration Certificate (IRC)</a>	Import Registration Certificate (IRC)
<a href="#">Chemical Product Import (Enrollment) Procedure</a>	Chemical Product Import (Enrollment) Procedure
<a href="#">Registration Certificate of Patent</a>	Registration Certificate of Patent
<a href="#">Jute Goods Export License</a>	Jute Goods Export License
<a href="#">Trade License (For Commercial Firms)</a>	Trade License (For Commercial Firms)
<a href="#">Trade License (For Manufacturing Firms)</a>	Trade License (For Manufacturing Firms)
<a href="#">Industrial Export Registration Certificate (ERC-Industrial)</a>	Industrial Export Registration Certificate (ERC-Industrial)
<a href="#">Industrial Import Registration Certificate (IRC - Industrial)</a>	Industrial Import Registration Certificate (IRC - Industrial)

The results of the search will be displayed in a list. Click on the required item to expand it to see the full procedure. You have the options of:

- Viewing the full procedure together with the specific forms required to fulfill the procedure.
- Viewing the full procedure together with a list of all the commodities that the procedure applies to.

The procedure will be displayed as a graphic flowchart detailing every step required to discharge the procedure.



## Searching for Forms

If you want to find out in what procedures or for what commodities a specific form is used for, you can use the search facility by clicking on the **Forms** menu on the Side Menu. On this page you have the option of searching for specific forms by keyword, by category (e.g. import, export, etc.), by agency responsible for issuing or processing the form or by range of dates of validity of the form. If you want to search by category or agency, use the pull-down menus to choose the required option.


## Search Forms

The results of the search will be displayed in a list. Click on the required item to expand it to see full information about that form or download it by clicking on the PDF icon.

When you click on the item to expand it, the system will display full information about the form together with a list of the procedures in which that form is used. You can expand each procedure in the list by clicking on either of the following options:

- Viewing the forms together with full procedures required to fulfill the procedure.
- Viewing the forms together with a list of all the commodities that procedure applies to.

## View Forms

<b>Title</b>	Bond License Application Form
<b>Description</b>	This form is required to apply for the Bond License. Bond License is issued and maintained by Bonded Warehouse Licensing Rules, 2008. The form will be submitted to the Customs Bond Commissionerate Office. Click the PDF mark to view or download the Form
<b>Category</b>	Customs
<b>Issued By</b>	Bangladesh Customs
<b>Created Date</b>	09-10-2017
<b>Updated Date</b>	09-10-2017
	<a href="#">Download</a> 

This form is used in the following procedures/s

Procedure Name	Summary	View Procedure Detail with Relevant Forms
Bonded Warehouse License	Bonded Warehouse License	<a href="#">View</a>

## Searching for Measures, Standards, Requirements

A measure is a prohibition, restriction or special requirement applicable to the import or export of certain commodities. Typically these will be related to sanitary/Phytosanitary requirements (covered by the WTO SPS Agreement) or requirements to conform to certain technical standards (covered by the WTO TBT Agreement).

If you want to find out what measures or standards are currently in force and which commodities they apply to, you can use the search facility by clicking on the **Measures, Standards, Requirements** menu on the Side Menu.

On this page you have the option of searching for specific measures, standards by keyword, by category (e.g. import, export, etc.), by agency responsible for issuing or processing the form or by range of dates of validity of the form. If you want to search by category or agency, use the pull-down menus to choose the required option.

Keyword

Agency

All agencies ▼

Measures type

All Types

- Approval
- Certificate Requirement
- Compulsory Membership Required
- Finance Measures
- Food Items
- General (all products)
- General Technical Standard
- Health Certificate

Validity From

Validity To

Displaying 1-10 of 231 result(s).

Enforced By	Type	Validity From	Validity To
Bank	Finance Measures	15-02-2016	30-06-2018
mmmerce	Prohibition	15-02-2016	30-06-2018

The results of the search will be displayed in a list. Click on the required item to expand it to see full information about that Measures.

When you click on the item to expand it, the system will display full information about the form together with a list of the procedures and commodities in which that Measure is connected.

## View Measure

<b>Name</b>	Certificate required for Gas Cylinder or Gas Container
<b>Description</b>	Gas Cylinder or Gas Container shall be importable with clearance certificate from the Directorate of Explosives. Gas in cylinder (H.S. Heading No.27.05 and all H.S. Code classifiable under it) shall be importable only with the clearance certificate from the Chief Inspector of Explosives.
<b>Comments</b>	Certificate required for Gas Cylinder or Gas Container
<b>Validity From</b>	15-02-2016
<b>Validity To</b>	30-06-2018
<b>Reference</b>	
<b>Technical Code</b>	
<b>Agency</b>	Department of Explosives
<b>Created Date</b>	2015-08-25 13:32:04
<b>Updated Date</b>	2018-03-31 01:15:38
<b>Status</b>	Active
<b>Measure Type</b>	Certificate Requirement
<b>Legal/Regulation</b>	Import Policy Order 2015-18
<b>Un Code</b>	

### Procedures

Displaying 1-1 of 1 result(s).

Procedure Name	Description	Category	View Procedure Detail with Relevant Forms
<a href="#">Gas Cylinder Import License</a>	Gas Cylinder Import License	Department of Explosive	<a href="#">View</a>

This measure applies to commodity/s

Displaying 1-1 of 1 result(s).

HS Code	Description
<a href="#">27050000</a>	Coal gas, water gas, producer gas and similar gases, other than petroleum gases and other gaseous hydrocarbons

## How to contact us

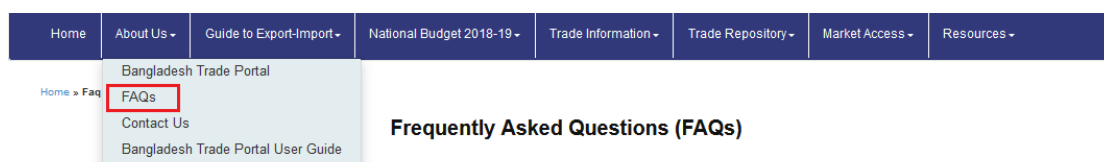
If you want to submit a query to us, you can use the contact form on the **Contact Us** page by filling in the required fields or you can send an email directly to the email address.

The screenshot shows the Bangladesh Trade Portal website. The top navigation bar includes links for Home, About Us, Guide to Export-Import, National Budget 2018-19, Trade Information, Trade Repository, Market Access, and Resources. A 'Share' button is located in the top right corner. A dropdown menu is open over the 'Contact Us' link, showing options for Bangladesh Trade Portal, FAQs, Contact Us (highlighted with a red box), and Bangladesh Trade Portal User Guide. The main content area features a contact form with the following fields: Your Name, Your Email (marked with an asterisk), and Your Company / Organisation. Below the form, there is a note: 'If you cannot find what you require in this website please feel free to contact us through completion and submission of the form below. Please however, check the FAQ page to see if your questions has already been answered. We will endeavour to answer your enquiry as speedily as possible or route it to the competent authority. To help us in this task, please complete the form as fully as possible. Fields with \* are required.' To the right of the form is a 'Member Area' sidebar with fields for Email and Password (both marked with an asterisk), a 'Verification Code' field, and a 'Remember me' checkbox. There are also links for 'Login', 'Register', and 'Forgot Password'.

After you have filled in the query fields you must enter the verification code as displayed on the screen. The code is case sensitive. This is in order to prevent unauthorized spam mail generated by computer programs or robots.

## FAQs

On the FAQ page you will be able to see a list of the most frequently asked questions. Here you will find the most frequently asked questions with regards the Bangladesh Trade Portal and its content.



Here you will find the most frequently asked questions with regards the Bangladesh Trade Portal and its content. If you do not find an answer to your question below, please let us know by clicking on the [Contact Us](#) link and completing the form provided.

**Q: Can I obtain the information on market background, business partnership and list of import-export Company in Bangladesh by searching into Bangladesh Trade Portal?**

Bangladesh Trade Portal provides information regarding the laws, regulations, tariff information and procedures for importing and exporting in Bangladesh.

If you would like to have information about potential business partnerships, list of Export-Import company or opportunities we recommend that you contact the [FBCCI](#), [Export Promotion Bureau \(EPB\)](#) or [Board of Investment \(BoI\)](#). On their website you will find information about business opportunities in Bangladesh and contact details.

## How to send us your Feedback

We would appreciate it if, from time to time, you could give us your feedback about this web portal. The feedback helps us constantly improve the service we can provide to you. If you would like to send us a feedback please fill in the form on the Feedback page and tick or enter all the required fields.

## Feed Back

If you have any comments or suggestions relating to this Portal or its Content we will be pleased to hear from you. To contact us please complete the fields below message in the message box. Your message will be forwarded to the Ministry of Commerce for attention.

Name \*

  
Email \*  
Country \*

--- Please select ---

After you have filled in the fields on the form you must enter the verification code as displayed on the screen. The code is case sensitive. This is in order to prevent unauthorized spam mail generated by computer programs or robots.

## How to download and print documents

Throughout the website you have the option of downloading documents or some of the content you are viewing. If you see the PDF symbol you can click on it and the document will appear in a new window. You can then either print it or save it to your computer by using the normal browser commands. Sometimes a document or content can be downloaded by clicking on a hyperlink.

In order to download documents, you must have the latest version of **Adobe Reader** installed. You can get the latest version of Adobe Reader by [clicking here](#).