

Foreign Exchange Policy Department  
Bangladesh Bank  
Head Office  
Dhaka.  
www.bb.org.bd

**F.E. Circular No. 14**

**Date: March 16, 2014**

All Authorized Dealers of  
Foreign Exchange in Bangladesh

Dear Sirs,

**Amendment of EXP Form**

Please refer to paragraph 4, chapter 8 of Guidelines for Foreign Exchange Transactions-2009 (GFET), Vol-1 in terms of which a declaration against exports is required on the EXP Form as specified in Appendix 5/19.

02. In order to rationalize the existing EXP Form, it has been decided to make some pertinent amendments to it. Accordingly, appendix 5/19 of GFET shall stand amended. Authorized Dealers are advised to issue the amended EXP Form with effect from July 01, 2014.

03. All relevant instructions pertaining to issuance of EXP Form shall remain unchanged.

Please bring the amendment of EXP Form to the notice of all your concerned constituents.

Yours faithfully,



**(Md. Zakir Hossain Chowdhury)**

Deputy General Manager

Phone: 9530250

Enclosure: As stated above

**EXP FORM**

(Statutory declaration to be furnished by exporters under FE Regulation Act, 1947 before shipment of goods. An incorrect declaration constitutes offence under the said Act.)

<b>Original</b>					
(To be submitted to the Customs with duplicate, triplicate and quadruplicate duly completed and certified by the Authorized Dealers)					

EXP NO.	AD's Code				Serial Number				Serial Year	

Name and address of the Authorized Dealer \_\_\_\_\_

I/We, the undersigned hereby declare that I/we am/are the sellers/consignors of the goods described below in respect of which this declaration is made out and that the particulars given in the following items are true and that the invoice value declared in SI.No.5 in case of firm contract is full value as contracted with the buyers; and in case of consignment sale, is a fair value of the goods which are being shipped on consignment sale.

I/We do hereby undertake to repatriate full proceeds of the export within the period specified by the Bangladesh Bank in terms of FER Act.

Sl. No	Items	Particulars (to be filled in by Exporter)	Code No. (to be filled in by Authorized Dealer)			
1.	Commodity to be exported					
2.	Country of destination					
3.	Port of destination					
4.	Quantity	Unit (bales/tons/lbs. etc.)				
		Volume (Weight/number etc.)				
5.	Value	Currency				
		Incoterm Used				
		Invoice Value		FOB	Insurance	Freight
		CMT Value (if applicable)				
6.	Terms of sale (Firm Contract/LC or Consignment sale)					
7.	Name & address of importer/consignee					
8.	Name of carrying vessel					
9.	Bill of Lading/Railway Receipt/Airway Bill/Truck Receipt/Post Parcel Receipt	No.: Date:				
10.	Port of shipment/Post Office of despatch					
11.	Land Custom Post					
12.	Shipment date					
13.	Name of the Exporter (in block letter) with address					
14.	CCI&E's Registration Number of the exporter and date					
15.	Sector (Public or Private) under which the exporter falls					

Coded by .....

Checked by .....

Authorized Signature and Stamp  
of the Exporter with date

(Signature of authorized official of the bank)

### Certificate of Authorized Dealer

Certified that the above exporter(s) is/are known to us, that he/they is/are bonafide businessman/men in Bangladesh and that he/they has/have made arrangements with us for the realization of the export proceeds of the goods declared on this form within the stipulated period and that we are satisfied with the said arrangements. We have also satisfied ourselves about the bonafides of the importers/consignees abroad and their credentials etc.

\*We undertake that for export shipments on consignment sale, we shall obtain from the exporter(s) and furnish to the Bangladesh Bank a fully documented account sale certified by the consignees/Chamber of Commerce of the country of import.

\*We further undertake that in the event of non-realization or short realization of export proceeds against shipment within the stipulated period, we shall obtain from the exporter(s) and furnish to the Bangladesh Bank full explanation as to the circumstances resulting in non-realization/short realization.

\*(Strike out the portion not applicable and authenticate with initials).

Date \_\_\_\_\_

Stamp and Signature of  
Authorized Dealer

### (TO BE COMPLETED BY CUSTOMS/POST OFFICE)

1. Month in which this item is included in the Customs/Post Office Return \_\_\_\_\_
2. Value assessed by the Customs/Post Office \_\_\_\_\_
3. Shipping Bill/Airway Bill/Post Parcel Receipt No \_\_\_\_\_ Dt. \_\_\_\_\_

Seal

*Signature of Custom Officer*

Date \_\_\_\_\_

### CERTIFICATE BY AUTHORISED DEALER

(Applicable where advance payment or irrevocable or confirmed Letter of Credit is required in cover of the shipment.)

1. An irrevocable/confirmed Letter of Credit No. \_\_\_\_\_  
for \_\_\_\_\_ on \_\_\_\_\_ has been opened covering the shipment described on page No. 1.
2. Remittance for \_\_\_\_\_ has been received as per method No. \_\_\_\_\_ as indicated below on \_\_\_\_\_ and has been allocated against the shipment described on page No. 1.
  - (i) in Taka from a Non-Resident Bank A/C.
  - (ii) in Foreign Currency on \_\_\_\_\_ Amount \_\_\_\_\_  
(State Currency)

Date \_\_\_\_\_

Signature and Stamp of  
Authorized Dealer

**EXP FORM**

(Statutory declaration to be furnished by exporters under FE Regulation Act, 1947 before shipment of goods. An incorrect declaration constitutes offence under the said Act.)

<b>Duplicate</b>					
(To be returned to the Authorized Dealer within 14 days from the date of shipment along with customs certification and relative document for negotiation.)					

EXP NO.	AD's Code			Serial Number				Serial Year	

Name and address of the Authorized Dealer \_\_\_\_\_

I/We, the undersigned hereby declare that I/we am/are the sellers/consignors of the goods described below in respect of which this declaration is made out and that the particulars given in the following items are true and that the invoice value declared in SI.No.5 in case of firm contract is full value as contracted with the buyers; and in case of consignment sale, is a fair value of the goods which are being shipped on consignment sale.

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Sl. No	Items	Particulars (to be filled in by Exporter)	Code No. (to be filled in by Authorized Dealer)			
1.	Commodity to be exported					
2.	Country of destination					
3.	Port of destination					
4.	Quantity	Unit (bales/tons/lbs. etc.)				
		Volume (Weight/number etc.)				
5.	Value	Currency				
		Incoterm Used				
		Invoice Value		FOB	Insurance	Freight
		CMT Value (if applicable)				
6.	Terms of sale (Firm Contract/LC or Consignment sale)					
7.	Name & address of importer/consignee					
8.	Name of carrying vessel					
9.	Bill of Lading/Railway Receipt/Airway Bill/Truck Receipt/Post Parcel Receipt	No.: Date:				
10.	Port of shipment/Post Office of despatch					
11.	Land Custom Post					
12.	Shipment date					
13.	Name of the Exporter (in block letter) with address					
14.	CCI&E's Registration Number of the exporter and date					
15.	Sector (Public or Private) under which the exporter falls					

Coded by .....  
Checked by .....

Authorized Signature and Stamp  
of the Exporter with date

(Signature of authorized official of the bank)

### Certificate of Authorized Dealer

Certified that the above exporter(s) is/are known to us, that he/they is/are bonafide businessman/men in Bangladesh and that he/they has/have made arrangements with us for the realization of the export proceeds of the goods declared on this form within the stipulated period and that we are satisfied with the said arrangements. We have also satisfied ourselves about the bonafides of the importers/consignees abroad and their credentials etc.

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\*We further undertake that in the event of non-realization or short realization of export proceeds against shipment within the stipulated period, we shall obtain from the exporter(s) and furnish to the Bangladesh Bank full explanation as to the circumstances resulting in non-realization/short realization.

\*(Strike out the portion not applicable and authenticate with initials).

Date \_\_\_\_\_

Stamp and Signature of  
Authorized Dealer

### (TO BE COMPLETED BY CUSTOMS/POST OFFICE)

1. Month in which this item is included in the Customs/Post Office Return \_\_\_\_\_
2. Value assessed by the Customs/Post Office \_\_\_\_\_
3. Shipping Bill/Airway Bill/Post Parcel Receipt No \_\_\_\_\_ Dt. \_\_\_\_\_

Seal

*Signature of Custom Officer*

Date \_\_\_\_\_

### CERTIFICATE BY AUTHORISED DEALER

(Applicable where advance payment or irrevocable or confirmed Letter of Credit is required in cover of the shipment.)

3. An irrevocable/confirmed Letter of Credit No. \_\_\_\_\_  
for \_\_\_\_\_ on \_\_\_\_\_ has been opened covering the shipment described on page No. 1.
4. Remittance for \_\_\_\_\_ has been received as per method No. \_\_\_\_\_ as indicated below on \_\_\_\_\_ and has been allocated against the shipment described on page No. 1.  
(iii) in Taka from a Non-Resident Bank A/C.  
(iv) in Foreign Currency on \_\_\_\_\_ Amount \_\_\_\_\_  
(State Currency)

Date \_\_\_\_\_

Signature and Stamp of  
Authorized Dealer

**EXP FORM**

(Statutory declaration to be furnished by exporters under FE Regulation Act, 1947 before shipment of goods. An incorrect declaration constitutes offence under the said Act.)

<b>Triplicate</b>					
(To be returned to the Authorized Dealer)					

EXP NO.	AD's Code				Serial Number				Serial Year	

Name and address of the Authorized Dealer \_\_\_\_\_

I/We, the undersigned hereby declare that I/we am/are the sellers/consignors of the goods described below in respect of which this declaration is made out and that the particulars given in the following items are true and that the invoice value declared in SI.No.5 in case of firm contract is full value as contracted with the buyers; and in case of consignment sale, is a fair value of the goods which are being shipped on consignment sale.

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1.	Commodity to be exported					
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3.	Port of destination					
4.	Quantity	Unit (bales/tons/lbs. etc.)				
		Volume (Weight/number etc.)				
5.	Value	Currency				
		Incoterm Used				
		Invoice Value		FOB	Insurance	Freight
		CMT Value (if applicable)				
6.	Terms of sale (Firm Contract/LC or Consignment sale)					
7.	Name & address of importer/consignee					
8.	Name of carrying vessel					
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10.	Port of shipment/Post Office of despatch					
11.	Land Custom Post					
12.	Shipment date					
13.	Name of the Exporter (in block letter) with address					
14.	CCI&E's Registration Number of the exporter and date					
15.	Sector (Public or Private) under which the exporter falls					

Coded by .....  
Checked by .....

Authorized Signature and Stamp  
of the Exporter with date

(Signature of authorized official of the bank)

### Certificate of Authorized Dealer

Certified that the above exporter(s) is/are known to us, that he/they is/are bonafide businessman/men in Bangladesh and that he/they has/have made arrangements with us for the realization of the export proceeds of the goods declared on this form within the stipulated period and that we are satisfied with the said arrangements. We have also satisfied ourselves about the bonafides of the importers/consignees abroad and their credentials etc.

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\*(Strike out the portion not applicable and authenticate with initials).

Date \_\_\_\_\_

Stamp and Signature of  
Authorized Dealer

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1. Month in which this item is included in the Customs/Post Office Return \_\_\_\_\_
2. Value assessed by the Customs/Post Office \_\_\_\_\_
3. Shipping Bill/Airway Bill/Post Parcel Receipt No \_\_\_\_\_ Dt. \_\_\_\_\_

Seal

*Signature of Custom Officer*

Date \_\_\_\_\_

### CERTIFICATE BY AUTHORISED DEALER

(Applicable where advance payment or irrevocable or confirmed Letter of Credit is required in cover of the shipment.)

5. An irrevocable/confirmed Letter of Credit No. \_\_\_\_\_  
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(v) in Taka from a Non-Resident Bank A/C.  
(vi) in Foreign Currency on \_\_\_\_\_ Amount \_\_\_\_\_  
(State Currency)

Date \_\_\_\_\_

Signature and Stamp of  
Authorized Dealer

**EXP FORM**

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<b>Quadruplicate</b>					
(To be retained with the Authorized Dealer)					

EXP NO.	AD's Code				Serial Number				Serial Year	

Name and address of the Authorized Dealer \_\_\_\_\_

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14.	CCI&E's Registration Number of the exporter and date					
15.	Sector (Public or Private) under which the exporter falls					

Coded by .....

Checked by .....

Authorized Signature and Stamp  
of the Exporter with date

(Signature of authorized official of the bank)



### Certificate of Authorized Dealer

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\*(Strike out the portion not applicable and authenticate with initials).

Date \_\_\_\_\_

Stamp and Signature of  
Authorized Dealer

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2. Value assessed by the Customs/Post Office \_\_\_\_\_
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Seal

*Signature of Custom Officer*

Date \_\_\_\_\_

### CERTIFICATE BY AUTHORISED DEALER

(Applicable where advance payment or irrevocable or confirmed Letter of Credit is required in cover of the shipment.)

7. An irrevocable/confirmed Letter of Credit No. \_\_\_\_\_  
for \_\_\_\_\_ on \_\_\_\_\_ has been opened covering the shipment described on page No. 1.
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  - (vii) in Taka from a Non-Resident Bank A/C.
  - (viii) in Foreign Currency on \_\_\_\_\_ Amount \_\_\_\_\_  
(State Currency)

Date \_\_\_\_\_

Signature and Stamp of  
Authorized Dealer