

Process for Obtaining Import Registration Certificate

Description: An Import Registration Certificate (IRC) is a compulsory certificate for an importer to import. It serves several essential functions. Firstly, it ensures that importers comply with the various laws and regulations governing imports within a specific country. Secondly, it is instrumental in collecting statistical data on the types and quantities of goods being imported, aiding governments in economic planning and trade policy formulation. IRC is needed as a required document for almost every steps of import.

Legal Basis of the Certificate: Import policy 2021-2024; Imports and Exports (Control) Act, 1950 (Act No. XXXIX of 1950).

Responsible Agency: Office of Chief Controller of Imports and Exports

Applicability: Anyone who wants to export from Bangladesh

Time of Submission: Before export

Method of Submission: Online

Fee:

Category	Value Ceiling of annual import	Initial Registration fees	IRC renewal fees in Bangladesh
i.	Tk. 5,00,000	Tk. 5,000	Tk. 3,000
ii.	Tk. 25,00,000	Tk. 10,000	Tk. 6,000
iii.	Tk. 50,00,000	Tk. 24,000	Tk. 10,000
iv.	Tk. 1,00,00,000	Tk. 40,000	Tk. 15,000
v.	Tk. 5,00,00,000	Tk. 50,000	Tk. 22,000
vi.	Tk. 20,00,00,000	Tk. 60,000	Tk. 24,000
vii.	Tk. 50,00,00,000	Tk. 70,000	Tk. 28,000
viii.	Above Tk. 100,00,00,000	Tk. 80,000	Tk. 32,000

Processing Time: 3 working days

Validity: 1-5 years (Applicant has the freedom to choose this)

Steps to get Export Registration Certificate from Bangladesh

Step 1: Log in / register into [CCI&E - OLM \(ccie.gov.bd\)](http://ccie.gov.bd)

Step 2: Select IRC from Dashboard

Step 3: Fill up required form and upload necessary documents

Step 4: Submit upon completion, a tracking number will be provided

Step 5: Pay desired fee using internet banking

Step 6: Relevant authority will issue IRC upon verifying documents and information's

Step 7: Applicant will receive IRC via email/ website

Required Documents

- NID
- Tax Identification Number (eTIN)
- Picture
- Passport - Managing Director (If, 100% foreign equity limited company)
- BIDA Registration Certificate (If, 100% foreign equity limited company)
- Bank Encasement Certificate (If, 100% foreign equity limited company)
- Copy of valid Trade License (Must be mention Import as a business category)
- Tax Acknowledgement Slip/ Income Tax Certificate
- VAT Registration Certificate
- Bank Solvency Certificate
- Copy of membership certificate from local Chamber of Commerce and Industry or relevant Trade Association
- Original copy of Treasury Callan (Now, Online Payment)
- If a partnership business: Partnership Deed (certified attested copy)
- If a limited company, certified attested copies of the following should be submitted-
 1. Certificate of Incorporation
 2. Articles of Association
 3. Memorandum of Association

(To facilitate verification of the submitted documents, applicants are requested to submit the original documents as well. The original copies of the documents will be returned at the completion of the process).

Contact for Further Information

Office of the Chief Controller of Imports & Exports

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