

# Process for Obtaining Release Order for Importing Plants and Plants Product

**Short Description:** An importer of plant and plant products shall apply for Release Order after arrival of the consignment.

**Legal Basis of the Certificate:** Plant Quarantine Rules, 2018 (Rule 9 (1))

**Responsible Agency:** Plant Quarantine Wing (PQW) of Department of Agriculture Extension (DAE)

**Applicability:** Importer of plant and plant product

**Time of Submission:** After arrival of consignment

**Method of Submission:** Online

**Fee:** According to the Schedule-6 (Kha) of Plant Quarantine Rules, 2018, for fruits and vegetables:

- Up to 1 Ton: BDT 50 (Taka Fifty)
- Above 5kg to 1 Ton: BDT 100 (Taka Hundred) for above 5 kg to 1 ton. Taka 50 for above each 1 ton or for a portion of it

**Processing Time:** 7 working days

**Validity:** 4 months; Extension of 2 months upon application

## Steps to get Release Order from PQW

<b>Step 1:</b> Got to <a href="#">online system of PQW</a> and login into the system
<b>Step 2:</b> From the system menu bar click application and select "Release order"
<b>Step 3:</b> Fill up the Application Form with required information
<b>Step 4:</b> Attach required documents
<b>Step 5:</b> Pay the total fee through online or Bank Challan
<b>Step 6:</b> Click "Proceed" to update payment status & press OK for completing the process
<b>Step 7:</b> After inspection of product at the port, PQW issues Release Order

## Required Documents

1. Application in prescribed format
2. Import permit (IP)
3. Phytosanitary Certificate issued by exporting country

4. Copy of LC/contract, Invoice, packing list
5. E-challan of fee submission
6. Bill of lading/Airway Bill/Truck Receipt

**Contact for Further Information**

Plant Quarantine Wing

Department of Agriculture Extension

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