

# Process for Obtaining Export Registration Certificate (ERC)

**Short Description:** Export Registration Certificate (ERC) is mandatory for the export of any product from Bangladesh.

**Legal Basis of the Certificate:** “The Importers, Exporters and Indentors (Registration) Order, 1981

**Responsible Agency:** Chief Controller of Import & Export (CCI&E)

**Applicability:** Anyone who wants to export from Bangladesh

**Time of Submission:** Before export

**Method of Submission:** Online

**Fee:** 1,0000 BDT and 15% VAT

**Processing Time:** 3 working days

**Validity:**

## Steps to Export Registration Certificate (ERC)

**Step 1:** Login into the Chief Controller of Import & Export (CCI&E)'s [Online Licensing Module \(OLM\)](#) system

\* A new user has to first register in the system after providing Name, Mail Address, Mobile Number, Present Address, and Password.

**Step 2:** Apply for ERC selecting “ERC” option from left dashboard.

**Step 3:** Fill up the application Form accordingly. The applicant must fill out the field marked with red star (\*)

**Step 4:** Attach all the required documents

\* The documents must be color scanned

**Step 4:** Pay the required fee in online

\* Applicant can pay through Debit Card, Credit Card, Bank Account Transfer, Mobile Banking (Bkash, Nagad, Rocket, etc.)

**Step 5:** Submit the Application Form

**Step 6:** Receive the Certificate

\* The authority will notify applicant through SMS. The applicant can print the Certificate from his OLM account.

**Required Documents:**

1. Trade License

\* The address and name of the enterprise shall be updated in the Trade License and in Trade License it shall be mentioned in that the applicant is an exporter

2. E-TIN and updated tax return/receipt of tax submission

3. Certificate of Nominated Bank

4. Valid Membership Certificate form a regional Chamber of Commerce and Industry or from relevant Trade Association

5. National Identity of the applicant

6. Certificate of Incorporation and Form-12 (for limited company only)

7. Partnership Deed (for partnership company)

**Note:** In all the documents, the address must same as in Trade License

**Contact for Further Information**

Office of the Chief Controller of Imports & Exports

NSC Tower,Level-15, 62/3,Purana Palton, Dhaka-1000.

Phone: 02-9551556.

E-mail: [controller.chief@ccie.gov.bd](mailto:controller.chief@ccie.gov.bd)