

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