

# Process for Registration as Exporter of Horticultural Product

**Short Description:** A plant and plant products exporter has to register himself as an exporter of horticultural products with Plant Quarantine Wing (PQW) of Department of Agriculture Extension (DAE)

**Legal Basis of the Certificate:** N/A

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

**Applicability:** Anyone who wants to export horticultural products from Bangladesh to European Union (EU)

**Time of Submission:** Before export

**Method of Submission:** Offline

**Fee:** Free of charge

**Processing Time:** At least 7 days is required to provide the certificate. The committee sits once a month to approve applications. If there are many applications, the committee sits two/three times a month.

**Validity:** Lifetime

## Steps to Register as Exporter of Horticultural Products

**Step 1:** Applicant collects Application Form physically from Plant Quarantine Wing (PQW) of Department of Agriculture Extension (DAE)

**Step 2:** Applicant submits Application Form with required documents to PQW.

**Step 3:** If the Application Form is duly filled in and attached documents are valid, the PQW issues the certificate.

## Required Documents

1. Application form
2. Export registration certificate
3. Contract farming agreement
4. Trade license
5. Vat certificate
6. E-TIN certificate

**Contact for Further Information**

Plant Quarantine Wing

Department of Agriculture Extension

Khamarbari, Dhaka-1215