

Import Registration Certificate (IRC)

Description: Import Registration Certificate (IRC) is mandatory for the import of any product into 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 import into Bangladesh

Time of Submission: Before import

Method of Submission: Online

Fee:

Category	Value Ceiling of annual import (in BDT)	Registration fees
i.	5,00,000 (for up to lac)	Tk. 5,000
ii.	5,00,001-25,00,000	Tk. 10,000
iii.	25,00,001-50,00,000	Tk. 24,000
iv.	50,00,001-1,00,000,00	Tk. 40,000
v.	1,00,000,01-5,00,00,000	Tk. 50,000
vi.	5,00,00,001-20,00,00,000	Tk. 60,000
vii.	20,00,00,001-50,00,00,000	Tk. 70,000
viii.	50,00,00,001-100,00,00,000 or above	Tk. 80,000

Processing Time: 3 working days

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

Steps to get Import Registration Certificate (IRC)

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 IRC selecting "IRC Commercial" 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 updated Form-12 (for limited company only)

7. Partnership Deed (for partnership company)

Note: In all the documents, the address must same as mentioned 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