

**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)

<b>Step 1:</b> Login into the Chief Controller of Import & Export (CCI&E)'s <a href="#">Online Licensing Module (OLM)</a> system.
* A new user has to first register in the system after providing Name, Mail Address, Mobile Number, Present Address, and Password.
<b>Step 2:</b> Apply for IRC selecting "IRC Commercial" option from left dashboard.
<b>Step 3:</b> Fill up the application Form accordingly. The applicant must fill out the field marked with red star (*).
<b>Step 4:</b> Attach all the required documents.
* The documents must be color scanned.
<b>Step 4:</b> Pay the required fee in online.
* Applicant can pay through Debit Card, Credit Card, Bank Account Transfer, Mobile Banking (Bkash, Nagad, Rocket, etc.).
<b>Step 5:</b> Submit the Application Form.
<b>Step 6:</b> 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

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