

Process for Obtaining Permission from MoC for Exporting Conditional Export Items

Description: Permission from Ministry of Commerce (MoC) is required to export products that are listed as conditional export item in Export Policy 2021-24

Responsible Agency: Ministry of Commerce (MoC)

Applicability: Anyone who wants to export products that are listed as conditional export item in Export Policy 2021-24

Time of Submission: Before export

Method of Submission: Manual

Fee: Free of charge

Validity:

Processing Time: 15 working days

Steps To get export permit

Step 1: Apply in prescribed [Application Form](#)

Step 2: Attach required documents

Step 3: Submit Application Form with required documents to Ministry of Commerce

Step 4: Collect the permit, if accepted by Ministry

Required Documents

1. Trade License
2. Export Registration Certificate (ERC)
3. Updated Tax Certificate
4. Vat Certificate
5. Sales Contract
6. Related export documents (If available)
7. Copy of National Identification (If applied by any person)

Contact for Further Information

Ministry of Commerce

Building No. 3, Bangladesh Secretariat, Dhaka

Phone: +88-02-55101006

Fax: +88 02 9540213

Email: secy@mincom.gov.bd

