

## EPB Enrollment Certificate

**Description:** It is mandatory to register with the Export Promotion Bureau (EPB) to get preferential market access in applicable countries. Bangladesh is getting preferential market access under the Generalized System/Scheme of Preference (GSP) of the WTO, as well as under Regional Trade Agreements (RTAs), including Asia-Pacific Trade Agreement (APTA), SAARC Preferential Trading Arrangement (SAPTA).

To know more about the arrangements, click here: [Click](#)

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

**Responsible Agency:** Export Promotion Bureau (EPB)

**Applicability:** Anyone who wants to avail preferential market access benefits to applicable countries

**Time of Submission:** Before Export

**Method of Submission:** Online

**Fee:** BDT 2000 (Taka Two Thousand)

**Processing Time:** 7 working days

**Validity:** 5 years

## Steps to get EPB Enrollment Certificate

**Step 1:** Create an online account in EPB's [Exporter Management System](#). The information required to open an account is: organization name, email, exporter type, service office address, authorized person name and mobile number, and password.

**Step 2:** Login into the account with the email address and password and select "Application" for registration.

**Step 3:** Fill up the Application Form with the required information including TIN No, BIN No, Address, Phone No, Email address, Product HS code, etc.

**Step 4:** Submit the application Form and proceed with the payment. Online/Offline payment options are available.

**Step 5:** Assigned officer checks the application and documents, and if everything is fine, EPB issues Registration Certificate online.

## Required Documents

1. Application Form

2. Exporter's Photo
3. Trade License
4. ERC File
5. Association Certificate
6. VAT Certificate
7. TIN Certificate

**Contact for Further Information**

Export Promotion Bureau (EPB)

TCB Bhaban, 1 Karwan Bazar, Dhaka

Website: <http://www.epb.gov.bd/>