

# FIQC License for Fish and Fish Product Export

**Description:** An FIQC license is a permit or authorization issued by Department of Fisheries to individuals or businesses involved in the industry. This license allows them to engage in activities related to the grading, processing, handling, distribution and export of fish and fish products while adhering to established quality and safety standards. Every fish exporter must obtain a FIQC license to export fish. There are three categories of FIQC license: License for Packer, Non-Packer and Processing Plant. Among these, packer license is mostly used as it fulfills the export requirements of most destinations.

**Legal Basis of the Certificate:** FIQC Act 2020, Sec. 8.

**Responsible Agency:** Fish Inspection and Quality Control, Department of Fisheries

**Applicability:** Anyone who wants to export **fish and fish products** from Bangladesh to any country

**Time of Submission:** Before export

**Method of Submission:** Offline

**Fee:**

Application fee BDT 500, Copy of agreement on stamp paper BDT 300 (Non packer)

**License fee:**

- BDT 5000 (non-Packer)
- BDT 4000 (Packer)
- BDT 20,000 (Processing Plant)

**Processing Time:** 3-7 working days

**Validity:** 3 years

## Steps to get FIQC license for Fish and Fish Product Export

**Step 1:** Apply to FIQC stations (Dhaka, Khulna, Chattogram)/ sub stations (Jessore, Benapole) on suggested form, with necessary documents

**Step 2:** Pay the desired fee to bank and submit the challan. For fee, code :1-0000-1854; for vat, code :1-1133-0010-0311

**Step 3:** FIQC forms an inspection team

**Step 4:** Inspection team conducts inspection on packing house/processing plant according to inspection protocol (Documentary Verification, Full Evaluation, Routine inspections, Specific inspection activities (Pre -shipment inspections))

**Step 5:** If every aspect of inspection protocol is satisfactory, FIQC issues license

## Required Documents (non-Packer)

- Trade License

- Export Registration Certificate (ERC)
- One Copy Photo, One Copy NID of Applicant
- Main copy of Agreement with Packing Center, on Stamp paper
- Packing House Rent Receipt
- Application Fee Challan
- License Fee Challan
- 15% Vat Challan Copy of Application and License Fee

### **Required Documents (Processing Plant)**

- Trade License
- Export Registration Certificate (ERC)
- One Copy NID of All Shareholders
- NOC From the Local Department of Environment, where the plant is to be established
- Application Fee Challan
- Code:1-4431-0000-1854
- License Fee Challan
- License Renewal Fee Challan (as applicable) ,
- 15% Vat Challan Copy of Application and License Fee
- Final Architectural Plan
- Membership Certificate from Local Metropolitan Chamber of Commerce and Industries
- NOC from local Union Porishod
- Certificate of incorporation
- Name, Designation, Address of Shareholder and Board of Director
- List of Machinery & equipment; Imported and local
- Registration with Bangladesh Investment Development Authority
- NID & TIN of owner and all shareholders
- Drawing, Layout plans, HACCP Plan
- Water source and quality test report
- Memorandum of Incorporation (Joint Stock Companies)
- Income Tax Certificate
- Fire License
- Pest control operation report
- Membership of Association

### **Contact for Further Information**

Fish Inspection and Quality Control Department

Department of Fisheries

Dhaka