

Customs Import Document Processing

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1 Introduction

This doc contain abbreviation related to cnf work

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2 Abbreviation

- UNCTAD=UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
- ASYCUDA=AUTOMATED SYSTEM FOR CUSTOM DATA
- PI=PROFORMA INVOICE
- LCA=LETTER OF CREDIT AUTHORIZATION
- LC=LETTER OF CREDIT
- CI=COMERCIAL INVOICE
- BL=BILL OF LADING
- IRC=IMPORT REGISTRATION CERTIFICATE
- BE=BILL OF ENTRY
- CO=COUNTRY OF ORIGIN
- CRF=CLEAN REPORT OF FINDINGS

- BIN=BUSINESS IDENTIFICATION NUMBER
- TIN=TAX IDENTIFICATION NUMBER
- AIN=AGENT IDENTIFICATION NUMBER
- IM=IMPORT
- IGM=IMPORT GENERAL MANIFEST
- CPC=CUSTOM PROCESSING CODE
- HS=HARMONIZED SYSTEM
- CFR=COST AND FREIGHT
- FOB=FREE ON BOARD
- LCL=LOWEST CONTAINER LOAD
- FCL=FULL CONTAINER LOAD

- CD=Customs Duty
- RD=Regulatory Duty
- SD=Supplementary Duty
- VAT=Value Added Tax
- AIT=Adnvaned Income Tax
- AT=Adnvane Tax
- ATV=Adnvane Trade Tax

3 Required Documents

1. Letter Of Credit Authorization(LCA)
2. Letter Of Credit(LC)
3. Proforma Invoice/Indent
4. Insurance Cover Note/Policy
5. Country Of Origin Certificate
6. Packing List
7. Invoice
8. Bill Of Lading(BL)
9. Clean Report Of Findings(CRF) (if applicable)
10. Others(If applicable)

4 Assesment Section

4.1 Section-1

1. H.S Code(0101.10.00-2403.99.00)
2. Item category: Foods
3. Item list
 - Rice
 - Wheat
 - Edible Oil
 - Sugar
 - Dal
 - Biscuit

- Milk Powder
- Baby food
- Food for animals
- Betel nut
- Fish
- Spice
- Chocolate

4. Conditions and required documents

- Radioactivity cert.
- Quarantine cert.
- Formalin cert.
- BSTI cert.

4.2 Section-2

1. H.S Code(2501.00.10-2942.00.00)

2. Item category:

3. Item list

- Cement Clinker, Marbel Chips, Marbel Blocks
- Caustic Soda, Disodium Carbonate, Calcium Carbonate, Hydrngen Peroxide,
- Liquid Paraffin, Lubricating Oil, By Products of Petroleum
- Gas Cylinder
- Carbon buck, Fuller Earth, China Clay Ground Rock Phosphate
- Sodium Chloride, Magnesium Sulphate, Zinc Sulphate, Boron
- Coal, Coal Rock, Hard Coke
- Acid
- Explosives
- Alcohol, Ether, Ketone
- Xylene, Toluene,

4. Conditions and required documents

- Sodium chloride importable only for industrial use by actual industry with import rights according to mushok-7,8 and poshok.
- All lubricating oil and other by products of petroleum except liquid paraffin are importable by Bangladesh petroleum corporation
- For gas cylinder a noc from explosives directorate
- For ground rock phosphate a noc from agricultural ministry
- For acid a noc from home ministry and a license from district dc.
- For explosives a permission granted letter from chief inspector of explosives of ministry of power energy and mineral resource development
- Methanol/Ethanol importable for industrial use by actual industry with import rights.

4.3 Section-3

1. H.S Code(2501.00.10-2942.00.00)

2. Item category:

3. Item list

- Cement Clinker, Marbel Chips, Marbel Blocks
- Caustic Soda, Disodium Carbonate, Calcium Carbonate, Hydrngen Peroxide,
- Liquid Paraffin, Lubricating Oil, By Products of Petroleum
- Gas Cylinder
- Carbon buck, Fuller Earth, China Clay,
- Sodium Chloride, Magnesium Sulphate, Zinc Sulphate, Boron
- Coal, Coal Rock, Hard Coke
- Acid
- Explosives
- Alcohol, Ether, Ketone
- Xylene, Toluene,

5 Document Processing

1. PI(Proforma Invoice)
2. LCA (Letter Of Credit Authorization) Open

Info in LCA

- (a) Bank name

Types of LCA

- Industrial Importer
 - (a) Industrial Bond/Into Bond
 - cpc: 7100/000
see IM
 - (b) Industrial Garments Bond
 - cpc: 7200/100,etc
see IM
 - Back to back LC
 - i. Export LC
 - ii. Import LC
 - (c) Industrial Cash
 - cpc: 4000/401,404,173,661,220,etc
see IM
- Comercial Importer
 - cpc: 4000/000
see IM

3. LC (Letter Of Credit)
0888-21-02-0072/21-06-21

Info in LC

- (a) Bank name

4. Invoice

Info in Invoice

- (a) Bank name
- (b) Exporter name
- (c) Importer name
 - Address
 - BIN (BUSINESS IDENTIFICATION NUMBER)
 - TIN (TAX IDENTIFICATION NUMBER)
 - IRC (IMPORT REGISTRATION CERTIFICATE)
 - BIDA
- (d) Description of goods
- (e) Quantity
- (f) Price
- (g) H.S Code

5. Packing List

Info in Packing List

- (a) Bank name
- (b) Exporter name
- (c) Importer name
 - Address
 - BIN (BUSINESS IDENTIFICATION NUMBER)
 - TIN (TAX IDENTIFICATION NUMBER)
 - IRC (IMPORT REGISTRATION CERTIFICATE)

- BIDA

- (d) Description of goods
- (e) Quantity
- (f) H.S Code
- (g) Net Weight
- (h) Gross Weight
- (i) CBM (Measured)

6. CO (Country Of Origin)

Info in CO

- (a) Bank name
- (b) Exporter name
- (c) Importer name
 - Address
 - BIN (BUSINESS IDENTIFICATION NUMBER)
 - TIN (TAX IDENTIFICATION NUMBER)
 - IRC (IMPORT REGISTRATION CERTIFICATE)
 - BIDA
- (d) Description of goods
- (e) Quantity
- (f) Net Weight
- (g) Gross Weight
- (h) CBM (Measured)
- (i) Price
- (j) H.S Code
- (k) Country of origin

7. BL (BILL OF LADING)

Info in BL

- (a) Bank name
- (b) Exporter name
- (c) Importer name
 - Address
 - BIN (BUSINESS IDENTIFICATION NUMBER)
 - TIN (TAX IDENTIFICATION NUMBER)
 - IRC (IMPORT REGISTRATION CERTIFICATE)
 - BIDA
- (d) Description of goods
- (e) Quantity
- (f) H.S Code
- (g) Container Load
 - i. LCL (Lowest Container Load)
 - ii. FCL (Full Container Load)
 - CFR (COST AND FREIGHT) Value
 - Invoice Value
 - Freight Value (Paid By Exporter)
 - Insurance Value
 - FOB (FREE ON BOARD) Value
 - Invoice Value
 - Freight Value (Paid By Importer)
 - Insurance Value
- (h) Container Delivery Method
 - i. CY to CY (CY: Container Yard)
 - ii. CY to CFS (CFS: Container Freight Station, Shed)

- (i) Mainline name
- (j) Freight forwarder name
- (k) Vessel name
- (l) Port Of Loading
- (m) Port Of Unloading
- (n) Net Weight
- (o) Gross Weight
- (p) Container No.

Types Of Container

- Normal
- Freezer
- Opentop

Sizes Of Container

- 20 ft
- 40 ft
- 40 hc ft i,e 45 ft
- (q) Package Declaration
- (r) Ship On Board
 - i. Shipping Date
 - ii. Issue Date

6 Delivery Order

1. Orgnaogram

- (a) Commissioner
- (b) Additional Commissioner (ADC)
- (c) Joint Commissioner (JC)
- (d) Deputy Commissioner (DC)
- (e) Assistant Commissioner (JC)
- (f) Assistant Commissioner (JC)
- (g) RO
- (h) ARO
- (i) MLS
- (j) Peon

2. After Assesment

- (a) Invoice (Signed copy)
- (b) Packing List (Signed copy)
- (c) Bill Of Entry (Signed copy)
 - Mainline
 - Forwarding
- (d) Assesment Notice (Signed copy)
- (e) Bill Of Lading (Photocopy for mainline)
- (f) Bill Of Lading (Original for forwarding)
 - BL must be verified by bank before collecting delivery order.

3. C- Number

Types Of C-Assesment

- YELLOW
 - Assesment
- RED
 - 100 % examine
 - request for yellow
 - if request for yellow is granted it will be green

7 Outpass

1. BL Photocopy (always)
2. Invoice Original (always)
3. Packing List Original (always)
4. Country Of Origin Original (always)
5. If there is balance in LC
 - LCA Photocopy
 - PI Photocopy
 - LC Photocopy
6. Insurance Photocopy
7. Bill Of Entry Photocopy
8. Examine report (If applicable)
9. SRO benefit (If taken) and related docs
10. BIN photocopy
11. VAT photocopy
12. CERTIFICATE photocopy

8 On Chasis Delivery

Conditions Of On Chasis Delivery

1. Appropriate Assesment
2. Duty Payment
3. Must Be An Industrial Importer
4. Invoice
5. Packing List
6. LCA Photocopy
7. Bill Of Entry Photocopy
8. Assesment Notice Duty Payment Photocopy
9. Risk Bond
10. Shipping NOC
 - If self cnf NOC can be acquired by bank guarantee
 - If commercial cnf NOC can be acquired by combined promise from cnf & cnf association

9 CPC

9.1 CPC 4000/000

Conditions of this CPC

1. All tax and duty applied

9.2 CPC 4000/220(SRO-113)

- CD 1%
- No other duty

Conditions of this CPC

1. IRC holder
2. VAT return

9.3 CPC 4000/401(SRO-114)

- CD 10%
- If CD 25% SD will be decreased
- If SD 60% SD will be 0

Conditions of this CPC

1. VAT free
2. HS code in mushok

9.4 CPC 4000/409(SRO-114)

- Conditions will be added

Conditions of this CPC

1. VAT free
2. HS code in mushok

9.5 CPC 4000/661

- CD full
- VAT 0
- AT 0
- AIT 0
- RD 0.83

9.6 CPC 4000/157

Retail parts of garments, textile, and other export oriented industry

- CD 0%

Conditions of this CPC

1. Importer must have to be a BGME or BKME or other export import and business related organizations member
2. Membership certificate
3. Importer must have to give an undertaking that imported goods will only be used in importers own factory

9.7 CPC 4000/289

Paper

9.8 CPC 4000/000/173

Conditions of this CPC

1. Both have to pay AT
2. Only industry can take this cpc
3. cpc 4000/173 AT will be returned for industry

9.9 CPC 4000/401/409

Conditions of this CPC

1. SRO-114 can be taken
2. cpc 4000/401 10%+vat
3. cpc 4000/409 10%+vat free

9.10 CPC 4000/220

Capital Machinery

Conditions of this CPC

1. Importer must have to be a 100% export oriented industry

9.11 CPC 4000/120

Conditions of this CPC

1. Importer must have to be a commercial importer.

10 ASYCUDA FillUP

IGM Check

- Go to BL Quarry Sheet
- Enter office code
- Enter BL ref code
- Click search
- Copy IGM

11 Random Notes

1. For garments C/O is N/A, but must mention made by country.
2. All goods must be imported under insurance. i.e insurance copy is necessary