

# Customs Clearance Process for Importing Animal and Animal Product

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## [Description](#)

Bangladesh Customs under the National Board of Revenue is responsible for the Customs clearance process of imported goods. The procedure includes submission Bill of Entry in the Customs online system, documentary checks, importability assessment, physical inspection (for selected consignment), duty-tax assessment, duty-tax payment, etc. After duty-tax payment, the importer releases the goods from the port by completing the necessary port clearance procedure. Department of Livestock Services (DLS), as the regulatory agency, issues Licence, No Objection Certificate (NOC), Veterinary Health Certificate, Quarantine Certificate for importing animal and animal products depending on the product category. All these documents are checked by Customs and the goods are released.

## [Fees and Charges](#)

- Document processing fee: BDT 30.00 per Bill of Entry (Customs).
- Other applicable fees and charges are realized by the concerned port authority.

## [Detailed Procedure of Customs Clearance](#)

**Step 1:** Shipping agent/Freight Forwarder/Airlines submits Import General Manifest (IGM) online into the ASYCUDA World system.

**Step 2:** Customs approves the manifest.

**Step 3:** C&F agent submits Bill of Entry (B/E) to the ASYCUDA World System.

**Step 4:** C&F agent submits printed Bill of Entry (B/E) along with the following documents:

1. Authorization Letter to the C&F agent issued by the importer
2. VAT/BIN Certificate
3. Bank-endorsed Letter of Credit (Customs copy)
4. Bank-endorsed Pro-forma Invoice
5. Bank-endorsed Commercial Invoice
6. Value Declaration Form
7. Bank-endorsed Packing List
8. Detailed Packing List
9. Bank-endorsed original copy of Waybill (Bill of Lading/Airway Bill/Truck Receipt/Rail Receipt)
10. Insurance Cover Note
11. Country of Origin Certificate
12. Bill of Entry datasheet signed by the C&F agent
13. Import License issued by DLS
14. Veterinary Health Certificate issued by the competent authority of the exporting country (for live animal and animal products other than food)
15. NOC for pet animal
16. Health Certificate issued by the exporting country (for animal originated food)
17. NOC by DLS (for animal feed and feed ingredients and Day-Old Chick)
18. Avian Influenza Free Certificate issued by the exporting country (can also be mentioned in the Veterinary Health Certificate)
19. NOC by Department of Forest (Only applicable to Pet Bird)
20. Import Licence from Forest Department (only if the animal is wild or the product is originated from wild animal)

**Step 5:** Customs checks all the documents and forwards for physical examination (if the consignment is selected for physical examination based on risk assessment).

- For importing certain animal feed and feed ingredients, products are tested for chloramphenicol, nitrofurantoin and harmful antibiotics at government approved labs.

**Step 6:** Customs (if selected) and the Department of Livestock Services conduct physical examination (if applicable). C&F agent coordinates the examination schedule.

**Step 7:** Customs issues a physical examination report (if an examination is conducted), receives test report from lab (if applicable) and DLS issues a Quarantine/Health Certificate (if applicable).

**Step 8:** Customs assesses duties and taxes and issues Assessment Notice online and keep the print version in file/folder.

**Step 9:** (*Applicable only for sea cargo; for others directly Step 10*): C&F agent collects Delivery Order (DO) from the shipping agent/freight forwarder.

**Step 10:** Importer pays the duties and taxes through the e-payment system to the authorized bank as per the Assessment Notice.

**Step 11:** Customs issues Release Order online.

**Step 12:** Importer pays Port fees & charges.

**Step 13:** Goods are released from the Port.

### Concerned Legislation

- [Customs Act, 2023](#)
- [Prescribed Bill of Entry and Bill of Export Form Order, 2001](#)
- [Import Policy Order 2021-2024](#)
- [Speedy Disposal of Perishable Goods Rules, 2021](#)
- [Animal and Animal Product Quarantine Act, 2005](#)
- Fish Feed and Animal Feed Act, 2010
- [Animal Feed Rules, 2013](#)
- Day-Old Chick Import Policy

### Duty & Tax Benefits for *de minimis* Consignment

Subject to the provisions laid down in the Customs (*de minimis*) Rules, 2019, non-commercial import consignment valued up to BDT 2000 (two thousand taka only) and also the duties & taxes not being more than BDT 2000 (two thousand taka only) can be imported without payment of any Customs Duty, and other duties and taxes.