

Process for Obtaining Release Order for Importing Plants and Plants Product

Short Description: An importer of plant and plant products shall apply for Release Order after arrival of the consignment.

Legal Basis of the Certificate: Plant Quarantine Rules, 2018 (Rule 9 (1))

Responsible Agency: Plant Quarantine Wing (PQW) of Department of Agriculture Extension (DAE)

Applicability: Importer of plant and plant product

Time of Submission: After arrival of consignment

Method of Submission: Online

Fee: According to the Schedule-6 (Kha) of Plant Quarantine Rules, 2018, for fruits and vegetables:

- Up to 1 Ton: BDT 50 (Taka Fifty)
- Above 5kg to 1 Ton: BDT 100 (Taka Hundred) for above 5 kg to 1 ton. Taka 50 for above each 1 ton or for a portion of it

Processing Time: 7 working days

Validity: 4 months; Extension of 2 months upon application

Steps to get Release Order from PQW

Step 1: Got to online system of PQW and login into the system
Step 2: From the system menu bar click application and select "Release order"
Step 3: Fill up the Application Form with required information
Step 4: Attach required documents
Step 5: Pay the total fee through online or Bank Challan
Step 6: Click "Proceed" to update payment status & press OK for completing the process
Step 7: After inspection of product at the port, PQW issues Release Order

Required Documents

1. Application in prescribed format
2. Import permit (IP)
3. Phytosanitary Certificate issued by exporting country

4. Copy of LC/contract, Invoice, packing list
5. E-challan of fee submission
6. Bill of lading/Airway Bill/Truck Receipt

Contact for Further Information

Plant Quarantine Wing

Department of Agriculture Extension

Khamarbari, Dhaka-1215