Process for Declaring Export in EXP Form (Online)

Short Description: All export from Bangladesh shall be declared on the EXP Form

Legal Basis of the Certificate: [Guidelines for Foreign Exchange Transactions (GFET), 2018 Vol 1, Para.4, Sec.I, Chapter 8](); [Bangladesh Bank FE Circular No. 17 dated 23 April 2019]()

Responsible Agency: Bangladesh Bank

Applicability: Anyone who wants to export from Bangladesh

Time of Submission: Before Export

Method of Submission: Online

Fee: Free of charge

Validity: 14 days from the date of shipment of goods from Bangladesh

Steps to declare export on EXP Form

Step 1: Go to Bangladesh Bank's [Online Export Monitoring System]() and log into system using the ID and password provided by exporter's Bank.
* A new user has to apply to his Bank for new ID and password of Bangladesh Bank's [Online Export Monitoring System]()
Step 2: From the opened window, select Transaction -> Issue Exp. A new window with EXP Form will open.
Step 3: Fill up the application Form with required information.
The fields in the Application Form includes LC/Contract No., Terms of sale, currency, Exporter Registration No., BIN number in LC/contract, HS code, incoterms, invoice No., Invoice amount, FoB amount, port of shipment, sector, assigned signatory, among others.
Step 4: After filing the Form, click "create". A new window will open with EXP number.
Step 5: To print EXP, click on the Print EXP module (Home -> Print EXP). A page for printing EXP will appear. Insert correct AD code, EXP serial, and then select EXP year and click on Search button. The printing option for EXP Form will appear.

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