



INTRODUCTION

After successful completion of mandatory system of pre-shipment inspection, the Government of Bangladesh has introduced an optional pre-shipment inspection programme effective from 1st June 2014. This means that in Importers in Bangladesh can still use the PSI service and complete an Inspection Order Form (IOF) or Inspection Information Form (IIF) prior to their goods being shipped by their overseas Exporter.

The National Board of Revenue in Bangladesh has withdrawn geographical restrictions on applications for optional PSI meaning that importers can choose the services of any PSI company. Intertek is now able to offer inspection services for Bangladesh importers from all countries around the world. Importers should obtain the blank Inspection Order Form or Inspection Information Form from their nominated Bank. Importers should return their completed forms to Intertek through their respective Banks.

The Intertek office in Dhaka will make the necessary arrangements with their overseas Intertek offices for inspection prior to export.

The value and quality of the goods will be verified and approved and the shipment quantity checked before the goods leave the port of export. Intertek will issue CRFs (Clean Reports of Findings) from the country from where the goods are being shipped to facilitate clearance by the Bangladesh Customs Authority.

Importers will be able to obtain the blank IOF or IIF from the Intertek website, <http://www.intertek.com/government/pre-shipment-inspection-for-exports-to-bangladesh/> or directly from the Intertek offices in Dhaka, Chittagong and Khulna. Importers need to return their completed IOF or IIF to the Intertek office in **Dhaka**.

The Intertek office in Dhaka will make the necessary arrangements with their overseas Intertek offices for inspection prior to shipment. Intertek is at the disposal of all Importers and other economic agents in order to provide whatever additional clarifications may be required.

Advantages of Pre-Shipment Inspection by Intertek

- An Intertek inspection programme creates the confidence among traders that shipments comply with the specifications agreed between the exporter and buyer. This service includes documentary checking which facilitates fault-free international business and reduces delay.
- HS classification and assessing the value of imports is an important part of the customs procedure. Intertek's expertise in HS code classification and customs valuation helps importers and exporters in determining these factors.
- Intertek's highly qualified export consultants are ready to assist traders to resolve any technical issues to help expedite the Customs clearance process.
- Bangladesh consumers demand safe, good-quality products and Intertek's robust pre-shipment inspection process ensures that both products and suppliers meet importer expectations. Container sealing helps to strengthen the security of the goods while in transit.
- With our global presence in over 100 countries, Intertek is able to act as your representative in the country of export to protect your interests. Our PSI programme checks the quantity and quality of goods against Letters of Credit and Invoices so both supplier and importer can have confidence in the shipment.
- Intertek uses state-of-the-art IT and communication systems to ensure that information is rapidly transmitted to our offices around the world giving you fast access to inspection reports and the ability to resolve any problems quickly to minimise shipment delays.
- Intertek is recognized by more than 30 accreditation bodies around the world and is an active member of International Federation of Inspection Agencies (IFIA)

Intertek are best placed to work with importers and their suppliers, wherever they are based, to help them benefit from the smoother Customs clearance that PSI gives.

**FREQUENTLY ASKED QUESTIONS****a. How do I start the process?**

Blank copies of the Inspection Order Form (IOF) or Inspection Information Form (IIF) are available in Appendix A or from the L/C Issuing Bank in Bangladesh. You should complete and return them to the same bank with a copy of the proforma invoice, purchase order, or the like and letter of credit (obligatory for each consignment), giving full details of the goods to be imported along with their individual unit prices (showing FOB & freight charges).

The Importer must nominate Intertek when opening the Letter of Credit. The Letter of Credit shall contain the following statement:

"Pre-Shipment inspection for quality, quantity, description, classification and price should be carried out by Intertek. The final invoice and packing list should be endorsed by the same company with the number and date of issuance of the CRF"

A copy of the Letter of Credit, IOF and other documents shall be sent by the bank to the local office of Intertek. If the information contained in any of the three documents, (L/C, Proforma invoice, IOF) is incorrect or incomplete, Intertek will request correction by communicating with Importer and the L/C issuing Bank. The importer will normally be responsible for meeting the cost of the inspection services except in cases where the exporter is under an obligation due to his non actions or negligence. Details of exact fees payable will be provided at the time of your contact with your nearest Intertek office. (Please see next page for fees and related provisions.)

Please Note: the Proforma invoice must contain an invoice number and date of issuance, the names of the importer and exporter, and detailed quantity and description of goods including brand names.

b. What happens if Intertek find an error in my documents?

If we find an error that prevents us from completing the inspection services we will contact the importer and the L/C opening bank within 24 hours to resolve the situation.

c. Can Intertek inspect consignments shipped from all over the world?

Yes, Intertek can conduct inspections in any part of the world except those countries restricted under Regulatory requirement.

d. Are any goods exempt from PSI?

There are still restrictions on a few goods for optional PSI. However, anyone may contact Intertek Customer Services by email, info.dhaka.gs@intertek.com or call + 88 01730709863 for further information on this.

e. Are any goods prohibited or restricted from PSI?

Yes, there are certain items which shall meet special requirements of import as per the Import Policy Order applicable in Bangladesh. A copy of the Import Policy Order is available at website of the Ministry of Commerce in Bangladesh, <http://www.mincom.gov.bd/Polices.php>.

f. Who pays the inspection fees?

The importer will be responsible for meeting the cost of the inspection services. Details of exact fees payable will be provided at the time of your contact with your nearest Intertek office.

g. When will the fees can be collected from the Importer?

Intertek will collect the fees once a request for inspection is received. Inspection fees differs due to the inspection at different location. There are categories depending on Blocks as shown in Appendix C for fees purposes only.

h. How do I calculate my inspection fee?

At the first stage, Importers are required to pay fees in advance on the basis of total L/C value. When CRF is issued the charge will be finalised and adjusted according to the CIF price of the goods inspected. For any further details, Intertek Customer Services is at your service.

If any inspection fails due to non-cooperation of the exporter, the exporter will be responsible for the cost of re-inspection and other related fees, when applicable.

i. Do we have to pay fees for partial shipment?

Yes, if several partials are planned then a minimum charge will be applicable. However, the importer needs to ensure that partial shipments are allowed on the Letter of Credit.

j. How is pre-shipment inspection organised?

Upon receipt of the IOF or IIF and supporting documents from the Importer via the bank, the Intertek office in Bangladesh will verify the documentation and organize the inspection in the country of supply.

The Intertek office located nearest to the named Exporter, will contact them to arrange inspection. Complete lists of



our regional Intertek offices are provided in Appendix B.

Contact with the Exporter will be made via our RFI (Request for Information) letter and must be responded to promptly.

Three(3) working days' advance notice are necessary to arrange the inspection. Intertek will carry out pricing and coding after the inspection has taken place.

We recommend that the Exporter's final documents be sent to the Customer Service Centre as soon as they are available.

Where the inspection findings are satisfactory, Intertek will certify and return the Exporter's final invoice and packing list. The original and copies of the Clean Report of Findings will be sent to Bangladesh Customs via the Liaison Office in Dhaka.

k. What do I do after obtaining the Clean Report of Findings?

The original Clean Report of Findings will be sent to the relevant Customs House and a copy of the report will be sent to your L/C issuing Bank from Intertek Bangladesh.

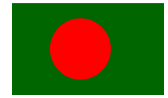
l. What will happen if my goods arrive without having been inspected?

The Customs Authority in Bangladesh is entitled to carry out post-landing inspection and the goods will be assessed on the basis of their inspection report in Bangladesh

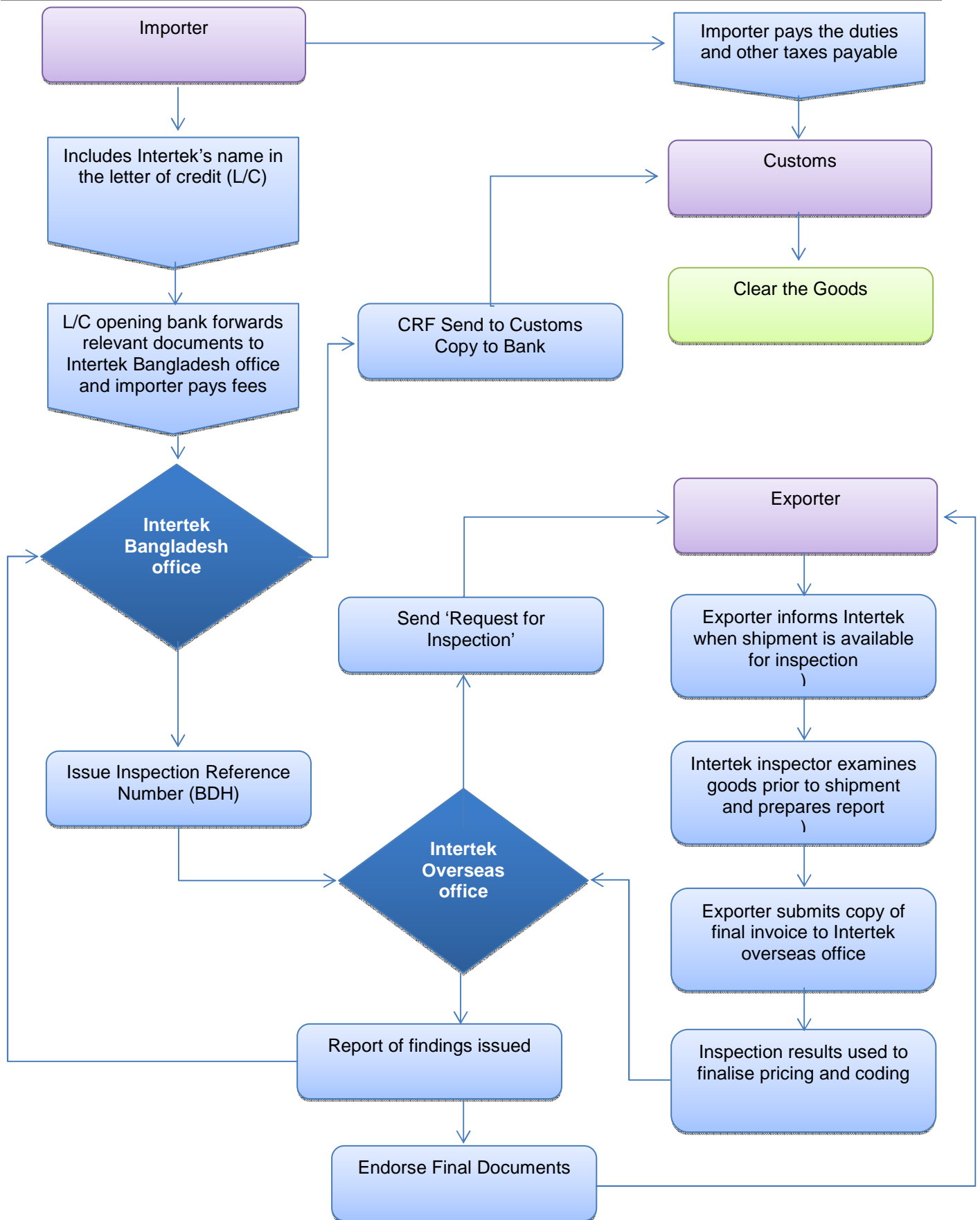
m. What happens if problems are discovered with the consignment during the inspection process?

If discrepancies are detected, either during the physical inspection of the goods or during the documentary review, and cannot be corrected, Intertek will liaise with the importer about the discrepancies and issue a Non-Negotiable Report of Findings (NNRF), if applicable. An NNRF leads the Customs Authority to examine the goods to ensure the correct nature of the consignment.

If the discrepancy can be corrected, the NNRF can be cancelled and replaced with the Clean Report of Findings.



PROCESS FLOW CHART





TIMELINE FOR CRF ISSUANCE

Delivery of the Inspection Order and Proforma from Liaison Office to Issuing Office	Within 1 working day
For Issuing Offices to arrange a physical Inspection after notification from Exporter.	Within 3 working days
Issuance of CRF	Within 5 working days after receiving of correct final documents from exporter
Re-issue of CRF	Within 10 working days from the issue date and prior to submission of Bill of Entry

FEES

Inspection fees will be USD 175 for the L/C value worth USD 5000 or less.
Inspection fees will be USD 250 for the L/C value worth USD 5000 or Government approved fees as under chart whichever is applicable.

A chart on the Block wise fees is shown below. Block are shown in **Appendix C**

Block Name	PSI Fee (CIF%)
A	0.10%
B	0.145%
C	0.275%
D	0.350%
E	0.550%

Additional USD 25 for sealing the container of the consignment.
However, the charge will be finalized and adjusted according to the CIF price reported of the goods inspected.

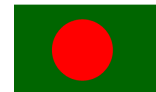
APPENDIX

Appendix A	:	Inspection Order Form (IOF) or Inspection Information Form (IIF)
Appendix B	:	Intertek Country Offices and their Contact Details
Appendix C	:	Block Country List

CONTACT US

Intertek Bangladesh Limited

Hasney Tower (7th Floor)
3/A Kawran Bazar
Dhaka 1215
Bangladesh
Tel: 880 2 9129439, 8126716
Fax: 880 2 912 8540, 9130060
E-mail: info.dhaka.gs@intertek.com
Office Manager : M.Azadul Islam



Appendix A

Name of the inspection company

BLOCK:

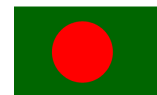
FOR INSPECTION COMPANY'S USE ONLY	
Ref. No.	
DATE	
ISSUING OFFICE	

PRE-SHIPMENT INSPECTION INFORMATION FORM

IMPORTER :		
ADDRESS :		
TIN No. :		VAT REG. No. :
CONTACT NAME :		FAX No. :
PHONE :		E-MAIL :
EXPORTER :		
ADDRESS :		
CONTACT NAME :		FAX No. :
PHONE :		E-MAIL :
L/C NUMBER :		ISSUE DATE :
L/C ISSUING BANK :		
CONTACT NAME :		FAX No. :
COUNTRY OF ORIGIN:		COUNTRY OF SUPPLY:
PORT OF LOADING :		PORT OF DISCHARGE :

Bank Authorized Person's Signature & Seal		
L/C VERIFICATION RESULT –INSPECTION COMPANY'S USE ONLY		
<input type="checkbox"/> YES:	<input type="checkbox"/> NO:	
AUTHENTICATION BY BANK FOR L/C VERIFICATION		
<u>TIN & VAT VERIFICATION RESULT</u>		
TIN No. :	VERIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO
VAT REG. No. :	VERIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF THE VERIFIER		

IMPORTER'S SIGNATURE & SEAL



Appendix B

Intertek Office Contact Details

<p>Argentina (IO) Intertek International Ltd. Cerrito 1136 – Piso 2 (C1010AAX) Buenos Aires República Argentina Manager: Enrique Mastroscello T: +5411 5217 9487 F: +5411 5217 9481 Info.buenosaires.gs@intertek.com</p>	<p>Brazil Office Intertek do Brasil Inspeções Ltda Av. Miguel Estéfano, 203 – Saúde 04301-010 – São Paulo – SP – Brasil Manager: Marcos Gobbi T: +55 11 5015 4255 F: +55 11 5015 4200 Info.saopaulo.gs@intertek.com</p>	<p>Chile Office Intertek Caleb Brett Chile SA La Concepcion 81 Of. 905 7500010 Providencia Santiago Chile GTS Coordinator: Myriam Avila T: +56 2 236 8123 F: +56 2 236 4793 Info.santiago.gs@intertek.com</p>	<p>China Shanghai (IO) Intertek Testing Services Ltd. 16th Floor, Fangdi Mansion No. 201 NanQian Road (North) Lujiazui Finance & Trade Zone Pudong, Shanghai, China 200120 Manager: Wang Liqin T: +86 21 6887 9250 F: +86 21 5840 1622/1674 Info.shanghai.gs@intertek.com</p>
<p>China Guangzhou (IO) Intertek Testing Services Shenzhen Ltd. GZ GDD Branch E401, E501, E601, E701, E801, No.7-2, Caipin Road Guangzhou Science City GETDD Guangzhou China 510663 Manager: Jasmine Lin T: + 86 20 3210 2358/2000 Mob: + 86 181 2238 2221 F: +86 20 3220 6081 info.guangzhou.gs@intertek.com</p>	<p>China Ningbo Office (CSC) Intertek Commodities 5F East No.6 Building Lingyun Industry Park, No.1177 Lingyun Road, Ningbo National Hi-Tech Zone, Ningbo, China Post Code: 315000 Contact: Albert Zhang T: +86 (0574) 8818 3650 Mob:+86 1886 8678262 F:+86 (0574) 88183657 info.ningbo.gs@intertek.com</p>	<p>China Qingdao Office (CSC) Intertek Government & Trade Services 26 Keyuanjingyi Road, Qingdao, Shandong, China 266100 Contact: Sarah Duan T:+86 532 8099 3267 Mob:+86 1895 4269191 F:+86 532 8099 3737 Info.qingdao.gs@intertek.com</p>	<p>Colombia Office Intertek Testing Services Ltd Calle 97 No. 19 A 57 Bogota-Colombia PBX + 571 6108458 Manager: Andres Arteaga T: +571 314 462 1921 (mobile) T: +571 745 0840 ext 0863 F: +571 745 0840 Info.bogota.gs@intertek.com</p>
<p>France (IO) Intertek International SARL ZAC EcoParc 2 27400 Heudebouville France Manager: Leila Senouoa T: +33 2 3263 3165 F: +33 23263 3169 Info.paris.gs@intertek.com</p>	<p>Germany (CSO) Intertek Caleb Brett Germany GmbH Sachsentor 1 D-21029 Hamburg, Germany Manager: Irina Baerenwald T: +49 40 513275-0 F: +49 40 513275-55 info.hamburg@intertek.com</p>	<p>Hong Kong (IO) Intertek Testing Services Hong Kong Ltd 5B Garment Centre 576 Castle Peak Road, Kowloon Hong Kong General Manager: Shirley Li T: +852 2310 9923 F: + 852 2370 2284 Info.hongkong.gs@intertek.com</p>	<p>India (IO) Intertek India Private Ltd 401 Everest House, 4th Fl 6 Suren Road, Andheri (East) Mumbai – 400093 India Manager: Sridhar Raghavan T: +91 22 6693 4848 F: +91 22 6693 4800 Info.mumbai.gs@intertek.com</p>
<p>Italy (IO) Intertek Italy Spa Via Aldo Moro 47 I-20060 Gessate Milano Italy Manager: Fabio de Stefani T: +39 02 9538 3833 F: +39 02 9538 3832 Info.milan.gs@intertek.com</p>	<p>Japan (IO) Intertek Testing Services (Japan) KK COI Eitai Building, 2-31-1 Eitai Koto-Ku, Tokyo 135-0034 Japan Manager: Katsumi Murakami T: +81 3 5245 0650 F: +81 3 5245 0471 Info.tokyo.gs@intertek.com</p>	<p>Kenya (IO) Intertek International Ltd House of Vanguard, 4th fl PO Box 696, 00621 Chiromo Rd, Opp Consolata Church Westlands, Nairobi, Kenya Manager IO: Victor Mbithi T: +254 20 444 9132/3/6 F: +254 20 444 9212 Info.nairobi.gs@intertek.com</p>	<p>Korea (IO) Intertek Testing Services Korea Rm 603, 6th Fl, Ace Techno Tower V #197-22 Guro-3 Dong, Guro-Gu Seoul 152-766 Korea Manager: Monica Kim T: +82 2 775 5255 F: +82 2 775 5266 Info.seoul.gs@intertek.com</p>
<p>Mexico (IO) Intertek International Ltd Poniente 134 No. 660 Col. Industrial Vallejo Del. Azcapotzalco México, DF, CP 02300 Manager: Rosa Marquez T. + 52 (55) 5998-0900 and 52 (55) 5357 3625 F: +52 55 5358 5710 Info.mexicocity.gs@intertek.com</p>	<p>Singapore (IO) Intertek Testing Services (Singapore) Ltd 5 Pereira Road #04-01 Asiawide Industrial Building Singapore, 368025 Manager: Serene Chan T: +65 6 285 7557 F: +65 6 382 8662 Info.singapore.gs@intertek.com</p>	<p>Spain (IO) Intertek Ibérica Spain SAU Alda, Recalde 27, 5^o 48009 Bilbao Spain Manager: Nerea de Miguel T: +34 94 611 3565 F: +34 94 435 6600 Info.spain@intertek.com Govtserv.bilbao@intertek.com</p>	<p>South Africa (IO) Intertek International Ltd Van Dyk Secure Business Park Unit 96G Corner Van Dyk & Brakpan Roads Boksburg Industrial East Boksburg East Gauteng, South Africa Manager: Cobus Alberts T: +27 11 9144044 F: +27 11 9144217 Info.johannesburg.gs@intertek.com</p>
<p>Taiwan (CSC) Intertek Testing Services Ltd 8F, No.423, Ruiguang Road, Neihu District, Taipei 11492, Taiwan Supervisor: Serina Lu Direct Line: +886 2 6602 2796 T: +886 2 6602 2888 (ext. 796) F: +886 2 6602 2889 Mob: +886 972 953 797 gsapac.twn.info@intertek.com</p>	<p>Thailand (CSC) Intertek Testing Services (Thailand) Ltd Univest Complex No. 546, 4th Fl., Ratchadapisek Road, Chankasem Chatuchak, Bangkok 10900, Thailand Contact: Suthee Kongsirivong Manager: Serene Chan T: +662 938 1990 ext 201 F: +662 9381923 Mob: +668 9004 2003 info.thailand.gs@intertek.com</p>	<p>United Arab Emirates (IO) Intertek International Ltd Dubai Branch Government and Trade Services Middle East. Millennium Plaza Tower, 14th & 15th Floors. Sheikh Zayed Road P.O. Box 26290, Dubai, U.A.E. Manager: Husny Saeed Tel: +971 (4) 3178777 Fax: +971 (4) 3316883 Info.dubai.gs@intertek.com</p>	<p>United Kingdom (IO) Intertek International Ltd. Academy Place, 1-9 Brook Street Brentwood Essex CM14 5NQ England Manager: Natalie Schultz Tel: +44 1277 223 255/400 Fax: +44 1277 220 127/296 Info.brentwood.gs@intertek.com</p>



BANGLADESH



Exporter and Importer Guidelines

May 2014

Intertek Office Contact Details

USA Miami (IO)

Intertek International Inc.
8600 NW 17th Street, Suite 100,
Miami, FL 33126.

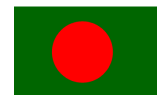
USA

Tel: +1 305 513 3000

Fax: +1 305 513 3001

Manager: Francisco Ibern

Info.miami.gs@intertek.com



Appendix C

Block Country List for Inspection fees purposes only

Block A

SI.No.	Country
1.	India

Block B

SI.No.	Country
1.	China
2.	Thailand
3.	Korea (N & S)
4.	Philippines
5.	Cambodia

Block C

SI No.	Country	SI No.	Country	SI No.	Country
1	Pakistan	14	Kuwait	27	Uzbekistan
2	Nepal	15	Lebanon	28	Azerbaijan
3	Bhutan	16	Oman	29	Tajikistan
4	Sri Lanka	17	Qatar	30	Tunisia
5	Maldives	18	Saudi Arabia	31	Morocco
6	Myanmar	19	Syria	32	Sudan
7	Afghanistan	20	U.A.E	33	Algeria
8	Indonesia	21	Egypt	34	Libya
9	Malaysia	22	Ethiopia	35	Yemen
10	Singapore	23	Nigeria	36	Turkmenistan
11	Iraq	24	Kenya	37	Brunei
12	Iran	25	Ghana	38	Tanzania
13	Jordan	26	Bahrain	39	Albania

Block D

SI.No.	Country	SI.No.	Country
1	Japan	7	Solomon Islands
2	Hong Kong	8	Fiji
3	Vietnam	9	Kiribati
4	Taiwan	10	Vanuatu
5	Australia	11	Papua N.G.
6	New Zealand		

Block E

SI.No.	Country	SI.No.	Country	SI No	Country
1	Canada	16	France	31	Chile
2	U.S.A	17	Ireland	32	Mexico
3	South Africa	18	Sweden	33	Peru
4	Seychelles	19	Other European Countries	34	Uruguay
5	Zimbabwe	20	Czech Republic	35	Venezuela, and
6	Norway	21	Estonia	36	Countries in the rest of the world which are not included in the other Blocks.
7	Turkey	22	Lithuania		
8	UK	23	Latvia		
9	Italy	24	Poland		
10	Netherlands	25	Romania		
11	Belgium	26	Russia		
12	Switzerland	27	Slovenia		
13	Germany	28	Ukraine		
14	Denmark	29	Argentina		
15	Spain	30	Brazil		