

Office of the chief controller of Imports and Exports

Required Documents for ERC

❖ Export Registration Certificate (ERC)

- Updated Trade Licence
- Membership Certificate from any Association
- Main Copy of Treasury Challan
- Bank Solvency Certificate
- Passport size photo of MD/Owner of organization /Managing partners
- Updated TIN and NID of MD/Owner of organization /Managing partners
- Company TIN (if Limited)
- Certificate of Incorporation, MOA & AOA and Form xii (if Limited)
- Partnership Deed (if Partnership Business)

Others information for registration & renewal as follows:

Type of deposit amount	Code
Registration & Renewal fees	1-1731-0001-1801
VAT	1-1133-0010-0311

✓ For all govt. fees 15% VAT is applicable

Type of Certificate	Initial registration fee	Renewal fee	Rate of penalty
ERC	7,000 Tk.	5,000 Tk.	1 st year 500 Tk. 2 nd year 1,000 Tk. 3 rd year 1,500 Tk. And above 3 years penalty will 2 time higher than previous year

✓ Renewal Book fee 1,000 Tk.

✓ Renewal last date September

** All fees as per CCIE on 13, May 2019

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