

## Office of the chief controller of Imports and Exports

### Required Documents for IRC

#### ❖ Import Registration Certificate (IRC)

- 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)
- IRC Slap

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

#### ❖ Rate of registration & renewal fees:

Type of Certificate	Class	Threshold of annual import	Initial registration fee	Renewal fee	Rate of penalty
IRC	1 <sup>st</sup>	5 Lac	5,000 Tk.	3,000 Tk.	1 <sup>st</sup> year 500 Tk.
	2 <sup>nd</sup>	25 Lac	10,000 Tk.	6,000 Tk.	2 <sup>nd</sup> year 1,000 Tk.
	3 <sup>rd</sup>	50 Lac	18,000 Tk.	10,000 Tk.	3 <sup>rd</sup> year 2,000 Tk.
	4 <sup>th</sup>	1 Crore	30,000 Tk.	15,000 Tk.	And above 3 years
	5 <sup>th</sup>	5 Crore	45,000 Tk.	22,000 Tk.	penalty will 2 time
	6 <sup>th</sup>	Above 5 Crore	60,000 Tk.	30,000 Tk.	higher than previous year

✓ Renewal Book fee 1,000 Tk.

✓ Renewal last date September

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

**de tempête Limited**

#### Contact

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