N.B: These customs clearance procedures are only applicable for organisations already approved by the Government of Bangladesh 1) to operate in Bangladesh; and 2) to import goods from abroad into the country. Please also note that registration of organisations in Bangladesh and registration of organisations to work in Cox’s Bazar areas, is a matter for individual organisations, the appropriate ministry, and Inter Sector Coordination Group (ISCG).

The following information is only regarding the practical administrative requirements for the standard clearance of specific goods.

**Supporting Documents Required for Import of Goods for Chittagong port/airport**

*Information received from Clearing and Forwarding Agent*

Lead time for Custom clearance in Chittagong airport is 1-2days, for Chittagong port it is 3 days (2 days in customs and 1 day at the Chittagong port). There is no need that any of the documents including AWB/BoL is sent prior to flight/sea vessel arrival.

**FOR FOOD AND NON FOOD ITEMS**

1. Original AWB/BoL
2. Invoice with total value
3. Packing list with quantity, volume and weight (need to match AWB/BoL)
4. Health and Radioactivity certificate for food item
5. Exemption certificate from National Bureau of Revenue
6. Exemption certificate from MODMR.
7. Letter for direct delivery from the cargo and waiver for emergency Humanitarian aid.
8. Authorization letter to clear consignment to designated CC agent

**FOR VEHICLES**

1. Original Bill of Lading.
2. Original Invoice
3. Original Car condition report/ packing list
4. Original Country of Origin
5. Pro-forma Invoice
6. Insurance cover note,
7. Transit Insurance / Comprehensive Insurance
8. Agency registration
9. NBR permission to import the car.
10. Exemption Certificate.

Below stated info must be clearly marked in the Bill of Lading:
- Chassis number
- Engine number
- Make and model of the car
- Cylinder capacity (CC of the vehicle)
- Year of Manufacturing
- Vehicle value