

Foreign Exchange Investment Department
Bangladesh Bank
Head Office
Dhaka.
Bangladesh Bank Website: www.bangladeshbank.org.bd

FEID Circular Letter No. 02/2013

Date: 14 February, 2013

Head Offices/Principal Offices of
All Authorized Dealers in Bangladesh

Dear Sirs,

**Submission of Quarterly Commission Earned Statement by Permitted
Local Agent Individuals/Organizations under Section 18A of Foreign Exchange
Regulation Act, 1947 in Revised Annexure-Ka.**

As per instructions given in the FEID Circular Letter No. 02/2010 dated 23/11/2010, information about earned and repatriated commission of permitted local agent individuals and organizations under Section 18A of the Foreign Exchange Regulation Act, 1947 needs to be submitted in Annexure-Ka when applying for renewal of permission or inclusion of new principal(s) of the aforementioned local agents.

As of now the new format of the above mentioned 'Annexure-Ka' is circulated with partial modification. The new format of earned and repatriated commission statement 'Annexure-Ka' should be submitted when applying for renewal of permission or inclusion of new principal(s) of local agent individuals and organizations from now onwards.

All other instructions stated in FEID Circular Letter No. 02/2010 dated 23/11/2010 will remain unchanged.

Please acknowledge receipt.

Yours faithfully,
Sd/-
(Jagannath Chandra Ghosh)
Deputy General Manager
Phone: 9530151

Name and Address of Authorized Dealer (AD) Bank & Branch:.....

**STATEMENT OF COMMISSION/FEE/SERVICE CHARGE EARNED AND REPATRIATED BY LOCAL AGENT
AS PER CONTRACT/AGREEMENT MADE WITH THEIR FOREIGN PRINCIPAL(S).**

Name and Address of the Agent:.....

No. and Date of Permission Letter Issued by FEID:.....

Reporting Quarter:.....

(Figure in BDT/FCY)

1	2	3	4	5	6	7
Name of the Foreign Principal(s)	Amount of Earned Commission/Fee/Service Charge in the Reporting Quarter	Amount of Earned Total Accumulated Commission/Fee/Service Charge from the Beginning to the Last Quarter as Per Contract/Agreement	Amount of Repatriated Total Accumulated Commission/Fee/Service Charge from the Beginning to the Last Quarter	Amount of Total Accumulated Outstanding Commission/Fee/Service Charge from the Beginning to the Last Quarter	Time Period (Quarter) of Outstanding Commission/Fee/Service Charge Earned	Reasons for Non-Repatriation of Outstanding Commission/Fee/Service Charge
1.						
2.						
3.						
4.						
5.						
Total=						

* This certificate must be enclosed in above mentioned format by the AD Bank at the time of submitting application of renewal of permission and inclusion of new principal(s).

* This statement must be filled up and submitted by the bank officials themselves with the information got from the database stored in the AD Bank.

* The detailed break-up of outstanding commission/fee/service charge mentioned in column 6 & 7 can be enumerated in separate pages along with time period if necessary.

* Quarter means March, June, September and December.

Signature of the Concerned Officer of the AD Bank with Date:.....

Name:.....

Designation:.....

Seal:.....