

বৈদেশিক মুদ্রা বিনিয়োগ বিভাগ

বাংলাদেশ ব্যাংক

প্রধান কার্যালয়

ঢাকা।

বাংলাদেশ ব্যাংক ওয়েবসাইটঃ [www.bb.org.bd](http://www.bb.org.bd)

১৬ আষাঢ় ১৪২১ বঙ্গাব্দ।

এফইআইডি সার্কুলার পত্র নং : ০৪/২০১৪

তারিখঃ-----

৩০ জুন ২০১৪ খ্রিস্টাব্দ।

সকল অনুমোদিত ডিলার ব্যাংকের  
প্রধান কার্যালয়/প্রিন্সিপাল অফিস।

প্রিয় মহোদয়,

**বৈদেশিক মুদ্রা নিয়ন্ত্রণ আইন, ১৯৪৭ এর ১৮বি ধারার আওতায় অনুমোদন গ্রহণ  
ও নবায়ন সংক্রান্ত আবেদনপত্রসহ অন্যান্য দলিলাদি অন-লাইনে দাখিল প্রসঙ্গে।**

বাংলাদেশে নিবন্ধিত নয় এমন প্রতিষ্ঠান কর্তৃক বাংলাদেশে শাখা/লিয়াজেঁ অফিস বা অন্য কোনো ব্যবসায়িক অবস্থান (business place) স্থাপনের জন্য বৈদেশিক মুদ্রা নিয়ন্ত্রণ আইন, ১৯৪৭ এর ১৮বি ধারার আওতায় বাংলাদেশ ব্যাংক হতে সাধারণ বা বিশেষ পূর্বানুমোদন গ্রহণ করতে হয়। এক্ষেত্রে উক্ত অনুমোদন গ্রহণের উদ্দেশ্যে আবেদনপত্র ও অন্যান্য দলিলাদি অন-লাইনে বাংলাদেশ ব্যাংকে দাখিলের ব্যবস্থা গ্রহণ করা হয়েছে। এ লক্ষ্যে নিম্নোক্ত সিদ্ধান্তগুলো অবিলম্বে কার্যকর হবেঃ

(১) অত্র কার্যালয় হতে অনুমোদন গ্রহণের উদ্দেশ্যে Guidelines for Foreign Exchange Transactions (Vol.-1), 2009 এর App. 6/3 এবং অত্র বিভাগের ২৩/১১/২০১০ তারিখের সার্কুলার পত্র নং-০২/২০১০ এ বর্ণিত নির্দেশনা অনুযায়ী প্রাসঙ্গিক দলিলাদিসহ আবেদনপত্র সংশ্লিষ্ট আবেদনকারী প্রতিষ্ঠানের উপযুক্ত কর্মকর্তার স্বাক্ষরে অনুমোদিত ডিলার ব্যাংকে দাখিল করতে হবে।

(২) অত্র বিভাগের ২০/০৩/২০১৩ তারিখের এফইআইডি সার্কুলার পত্র নং-০৪/২০১৩ এর সংযোজনী-১ এ উল্লিখিত format অনুযায়ী প্রস্তুতকৃত ফরোয়ার্ডিংসহ আবেদনকারী প্রতিষ্ঠানের সকল দলিলাদি অনুমোদিত ডিলার ব্যাংক কর্তৃক অত্র বিভাগের ০৩/০৪/২০১৩ তারিখের এফইআইডি সার্কুলার পত্র নং-০৫/২০১৩ এ উল্লিখিত পদ্ধতি অনুসারে অন-লাইনে বাংলাদেশ ব্যাংকে প্রেরণ করতে হবে। আবেদনপত্র ও অন্যান্য দলিলাদি প্রেরণের বিষয়টি অবগতি ও প্রয়োজনীয় সহায়তার জন্য একটি **User Manual v0.4** এতদসঙ্গে সংযুক্ত করা হলো (সংযোজনী-১)।

প্রসঙ্গতঃ ১৯৪৭ সালের বৈদেশিক মুদ্রা নিয়ন্ত্রণ আইনের ১৮এ ধারার আওতায় অনুমোদন গ্রহণের লক্ষ্যে অন-লাইনে আবেদনপত্র/অন্যান্য দলিলাদি দাখিলের জন্য ইতোপূর্বে অনুমোদিত ডিলার ব্যাংকের অনুকূলে সরবরাহকৃত User ID ও Password টি আলোচ্য ১৮বি অনুমোদনের ক্ষেত্রেও ব্যবহারযোগ্য হবে এবং এক্ষেত্রে নতুন কোনো User ID ও Password গ্রহণের আবশ্যিকতা নেই।

(৩) বৈদেশিক মুদ্রা নিয়ন্ত্রণ আইন, ১৯৪৭ এর ১৮বি ধারার আওতায় অনুমতিপ্রাপ্ত অনিবাসী প্রতিষ্ঠানের শাখা/লিয়াজেঁ অফিস বা অন্য ব্যবসায়িক অবস্থানে (business place) কর্মরত অনিবাসী নাগরিকগণকে উল্লিখিত আইনের ১৮এ ধারার আওতায় অনুমোদন গ্রহণের ক্ষেত্রে প্রচলিত পদ্ধতিতে শুধুমাত্র হার্ডকপিতে আবেদনপত্র ও অন্যান্য দলিলাদি প্রেরণ করতে হবে অর্থাৎ এক্ষেত্রে অন-লাইনে আবেদনপত্র ও অন্যান্য দলিলাদি দাখিলের নির্দেশনাটি প্রযোজ্য হবে না।

(৪) অনিবাসী প্রতিষ্ঠানের বাংলাদেশস্থ শাখা/লিয়াজেঁ অফিস স্থাপনের অনুমোদন প্রদানের লক্ষ্যে বাংলাদেশ ব্যাংকে অন-লাইনে আবেদনপত্র প্রেরণের উপর্যুক্ত পদ্ধতির পাশাপাশি হার্ডকপিতে আবেদনপত্র প্রেরণের প্রচলিত বিধান সার্কুলারপত্র জারীর পর হতে আগামী ০২/১০/২০১৪ তারিখ পর্যন্ত বলবৎ থাকবে। উক্ত সময়ে শুধুমাত্র হার্ডকপিতে আবেদনপত্র ও অন্যান্য দলিলাদি প্রেরণ করা হলে তা গ্রহণযোগ্য হবে না। উক্ত সময় অতিবাহিত হওয়ার পর হার্ডকপিতে আর কোনো আবেদনপত্র গ্রহণ করা হবে না; যাবতীয় আবেদনপত্র ও অন্যান্য দলিলাদি শুধুমাত্র অন-লাইনে প্রেরণ করতে হবে।

অঃ পৃঃ দ্রঃ

(৫) অত্র বিভাগের ২০/০৩/২০১৩ তারিখের এফইআইডি সার্কুলার পত্র নং-০৪/২০১৩ এর ২ ও ৪ নং অনুচ্ছেদদ্বয়ে উল্লিখিত অনিবাসী প্রতিষ্ঠানের বাংলাদেশস্থ শাখা/লিয়াজেঁ অফিস বা অন্য কোনো ব্যবসায়িক অবস্থান (business place) স্থাপনের জন্য অনুমোদিত ডিলার ব্যাংক শাখা কর্তৃক শুধুমাত্র ফরোয়ার্ডিং পত্রের ইলেক্ট্রনিক কপি প্রেরণ; ই-মেইলে অস্থায়ী অনুমোদন প্রদান এবং উক্ত অস্থায়ী অনুমোদন বাতিলকরণ সংক্রান্ত বিধানাবলী যথারীতি অব্যাহত থাকবে।

(৬) উপর্যুক্ত বিধানাবলী বাংলাদেশ ব্যাংকের অন্যান্য আঞ্চলিক অফিসসমূহের ক্ষেত্রেও প্রযোজ্য হবে।

(৭) অত্র সার্কুলারপত্রের বিষয়ে কোনো কিছু স্পষ্টীকরণ প্রয়োজন হলে অথবা কোনো তথ্য প্রয়োজন হলে নিম্নোক্ত ই-মেইল ঠিকানায় যোগাযোগ করা যেতে পারেঃ

[gm.feid@bb.org.bd](mailto:gm.feid@bb.org.bd)

এছাড়া, সফটওয়্যার বা আইটি সংক্রান্ত কোনো সমস্যার উদ্ভব হলে; কোনো কিছু স্পষ্টীকরণ প্রয়োজন হলে অথবা কোনো তথ্য প্রয়োজন হলে নিম্নোক্ত ই-মেইল ঠিকানায় যোগাযোগ করা যেতে পারেঃ

[imtiaaz.kabir@bb.org.bd](mailto:imtiaaz.kabir@bb.org.bd)

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উল্লিখিত সিদ্ধান্তসমূহ দ্রুত বাস্তবায়নে সক্রিয় ভূমিকা গ্রহণসহ সংশ্লিষ্ট সকল গ্রাহককে অবহিত করার জন্য অনুমোদিত ডিলার ব্যাংক শাখাগুলোকে পরামর্শ দেয়া যাচ্ছে। এক্ষেত্রে অনুমোদিত ডিলার ব্যাংকের কোনো গাফিলতি/শৈথিল্যের কারণে আমদানী-রপ্তানীসহ অন্যান্য ব্যবসায়িক কার্যক্রমে বিঘ্ন ঘটলে কিংবা এতদসংক্রান্ত বিষয়ে গ্রাহক হারানির অভিযোগ প্রমাণিত হলে সংশ্লিষ্ট ব্যাংকের বিরুদ্ধে আইনানুগ ব্যবস্থা গ্রহণ করা হবে।

অনুগ্রহপূর্বক প্রাপ্তি স্বীকার করবেন।

আপনাদের বিশ্বস্ত,

স্বা/ঃ

(নুরুল নাহার)

উপ-মহাব্যবস্থাপক

ফোনঃ ৯৫৩০৪৮৮

# FEID – Online Agent Information Management System

## Executive User Manual v0.4



IT Operation & Communication Department

## **Preface**

The Executive User Manual v0.4 is the immediate version of v0.1. There are no other release in between. The fact is that though there are many internal changes and adjustments are done, the executive user interface viewpoint doesn't effected that much and hence we didn't produce any immediate release of the manual in between. But this release has gone through some major modification (such as addition of 18B interface) which will appear as new inclusion for users. For the convenience of reader chapters in this manual are subdivided into three groups. Group one consists of Chapter 2, 3, 5, 8; Group two consists of Chapter 6, 9; and Group three consists of Chapter 4, 7, 10. By reading only one chapter from each group one can envision the overall functionality of the whole system.

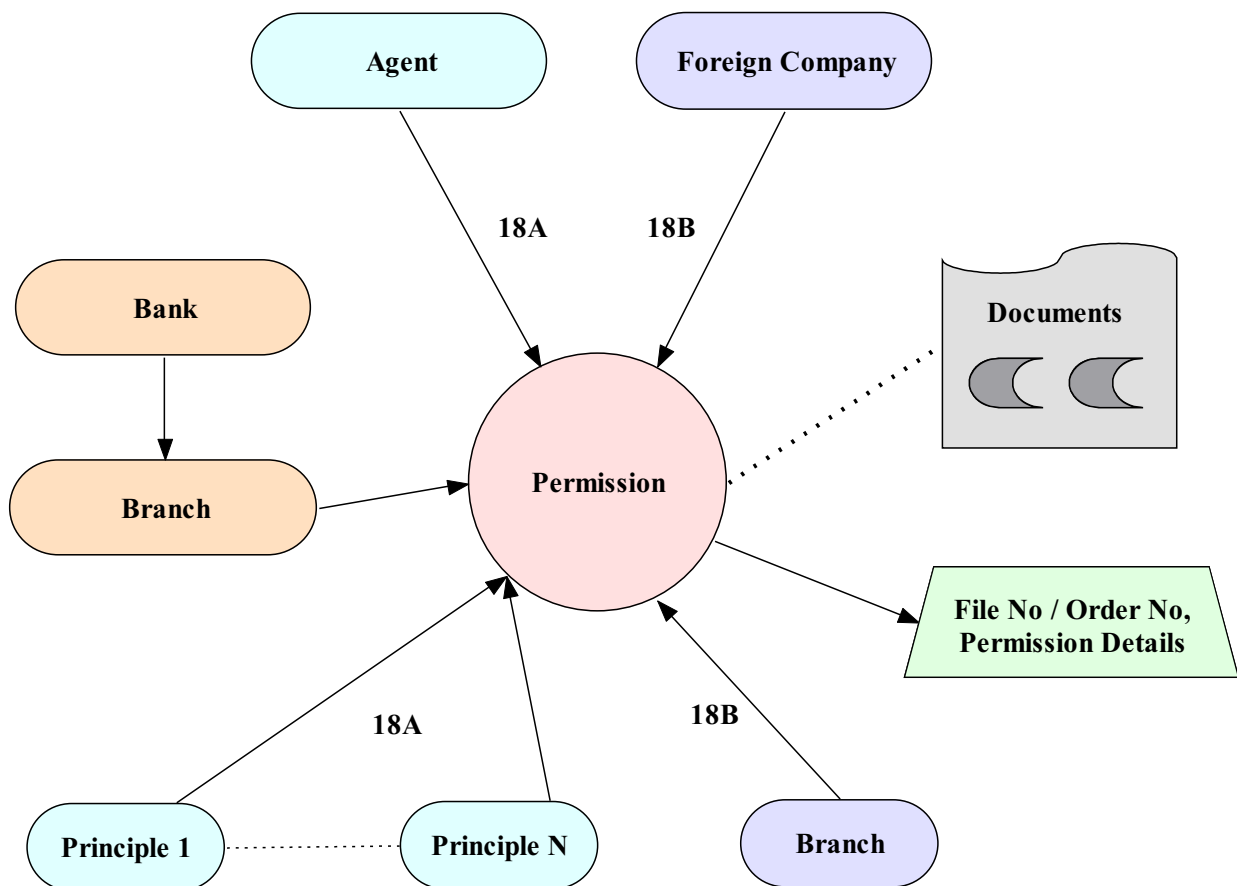
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## 1. Introduction

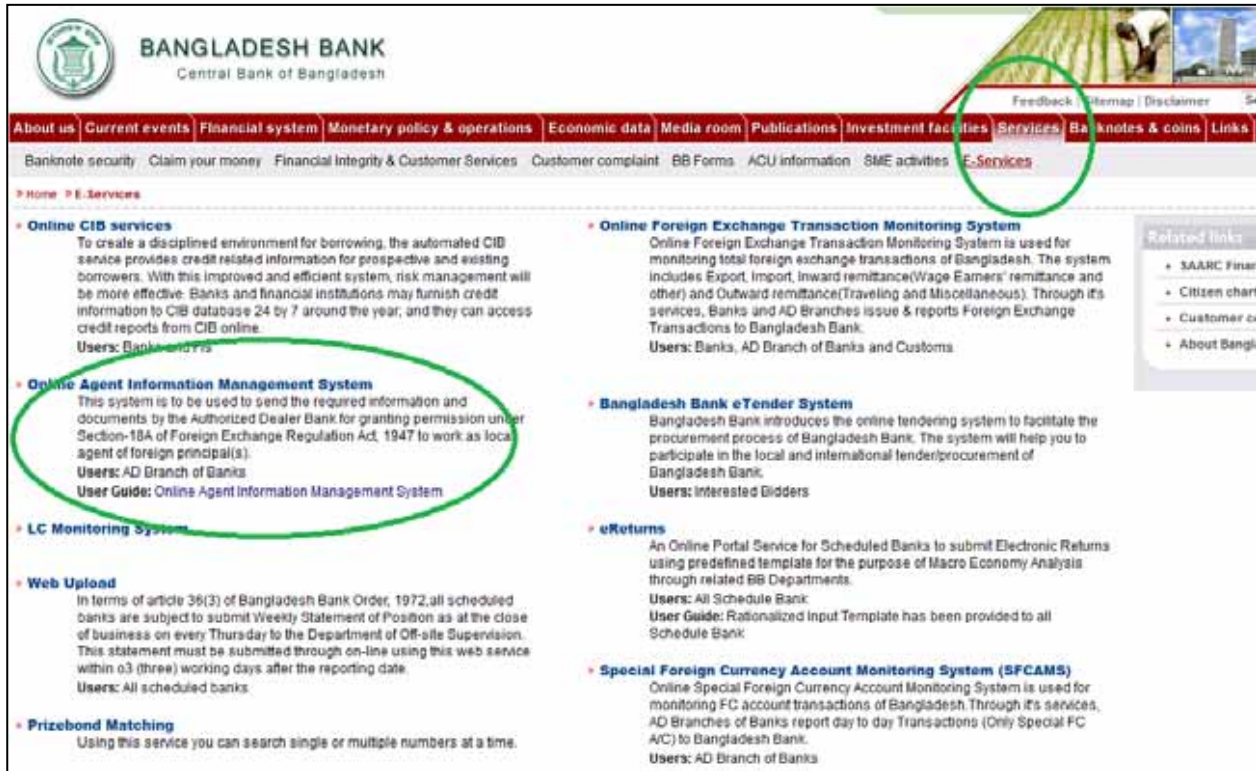
**1.1.** FEID-Online Agent Information Management System (OAIMS) is developed to manage the online applications of various agents and foreign companies along with their principles and local branch offices respectively. The system also automates the internal application processing system of FEID. The business process of this software system is depicted below:



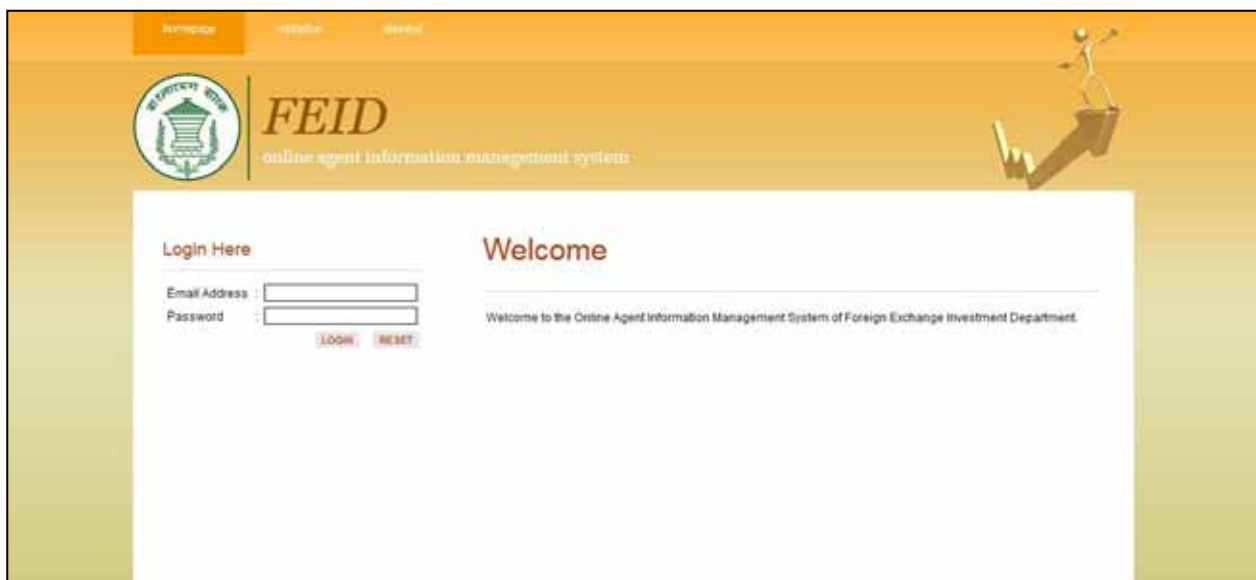
The picture above shows the fundamental relationship among strong entities. The creation of application depends on some data of agent or foreign companies and its associated documents. To submit an application one have to create an agent / home office first (if it's a new company) then the principals / local branches it want to be associated with (if the principals / branches are also new) and finally some documents to validate the business.

# 1. Introduction

1.2. The link of FEID-OAIMS is hosted on Bangladesh Bank web site [www.bb.org.bd](http://www.bb.org.bd). To go to FEID-OAIMS browse Bangladesh Bank web site then click on to *Services* menu item and click *E-Services*, finally click *Online Agent Information Management System*



After clicking Online Agent Information Management System following web page will appear:





## 1. Introduction

1.3. After using Email Address, Password field and then by pressing LOGIN button, user will be able to Sign In the system. Executive users will get a summary of his branch in the home page.

Welcome **Temp Executive** from Motijheel C/A Branch, Test Bank Ltd. Using this Online Agent Information Management System you can manage information and applications of agents with their investment records from your desk and also can perform your official tasks in a convenient way. This will save your valuable time and also will faster processing of applications.

Thank you for using this system

**Number of Companies Permitted in Motijheel C/A Branch, Test Bank Ltd**

Company Type Name	Number
Indenting Agent	9
Buying Agent	3
Courier Service Agent	11
Total	23

**Permission Summary of Motijheel C/A Branch, Test Bank Ltd**

Act Type	Active	Saved	Submitted	Rejected
18A	9	7	11	3
18B, AIRLINES	2	0	1	1
18B, OTHERS	1	0	2	0

**Agent Wise Permission Summary of Motijheel C/A Branch, Test Bank Ltd**

Agent Name	Act Type	Active	Saved	Submitted	Rejected
Buying Agent	18A	8	7	3	2
Indenting Agent	18A	1	0	1	1
Courier Service Agent	18A	0	0	7	0
Airlines Home Office	18B, AIRLINES	2	0	1	1
Other Home Office	18B, OTHERS	1	0	2	0

## 1. Introduction

Here the first table is showing the number of companies that are permitted by Bangladesh Bank and operating under the Motijheel C/A Branch of Test Bank Ltd.

<b>Welcome</b>
<b>Temp Executive</b> [ Status - Executive User ]
<b>18A Permission</b>
<b>Agent Information Manager</b>
<b>Principal Information Manager</b>
<b>Principal Permission Manager</b>
<b>18B Permission</b>
<b>Airlines Office Information Manager</b>
<b>Airlines Branch Information Manager</b>
<b>Airlines Branch Permission Manager</b>
<b>Other Office Information Manager</b>
<b>Other Branch Information Manager</b>
<b>Other Branch Permission Manager</b>

Please note the numbers presented in second and third table, are the summary in terms of the number of principals / branch offices, not the number of agents / home offices.

For example the first row of second table meaning that there are 9 active, 7 saved, 11 submitted and 3 rejected principals in the Motijheel C/A Branch of Test Bank Ltd that are used by different agents to get permission with.

And first row of second table meaning that there are 8 active, 7 saved, 3 submitted and 2 rejected principals in the Motijheel C/A Branch of Test Bank Ltd that are used by different buying agents to get permission with.

The figure on the left showing the left menu of executive user. From v0.4 we have incorporated two sets of menu items. One for 18A Permission and another of 18B Permission.

18A Permission menu is currently designed to deal with every type of 18A related permissions except Foreign Expatriate\*.

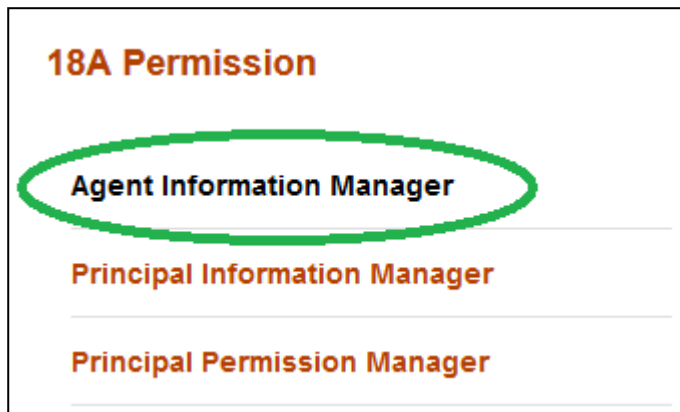
18B Permission menu is designed to deal with permissions of Airlines and all Other types of foreign companies.

Details of the submenu items under 18A and 18B are provided in the following chapters.

\* The application procedure and operation of Foreign Expatriate currently kept out of the scope of v0.4, hopefully we will incorporate it in next version.

## 2. Agent Information Manager

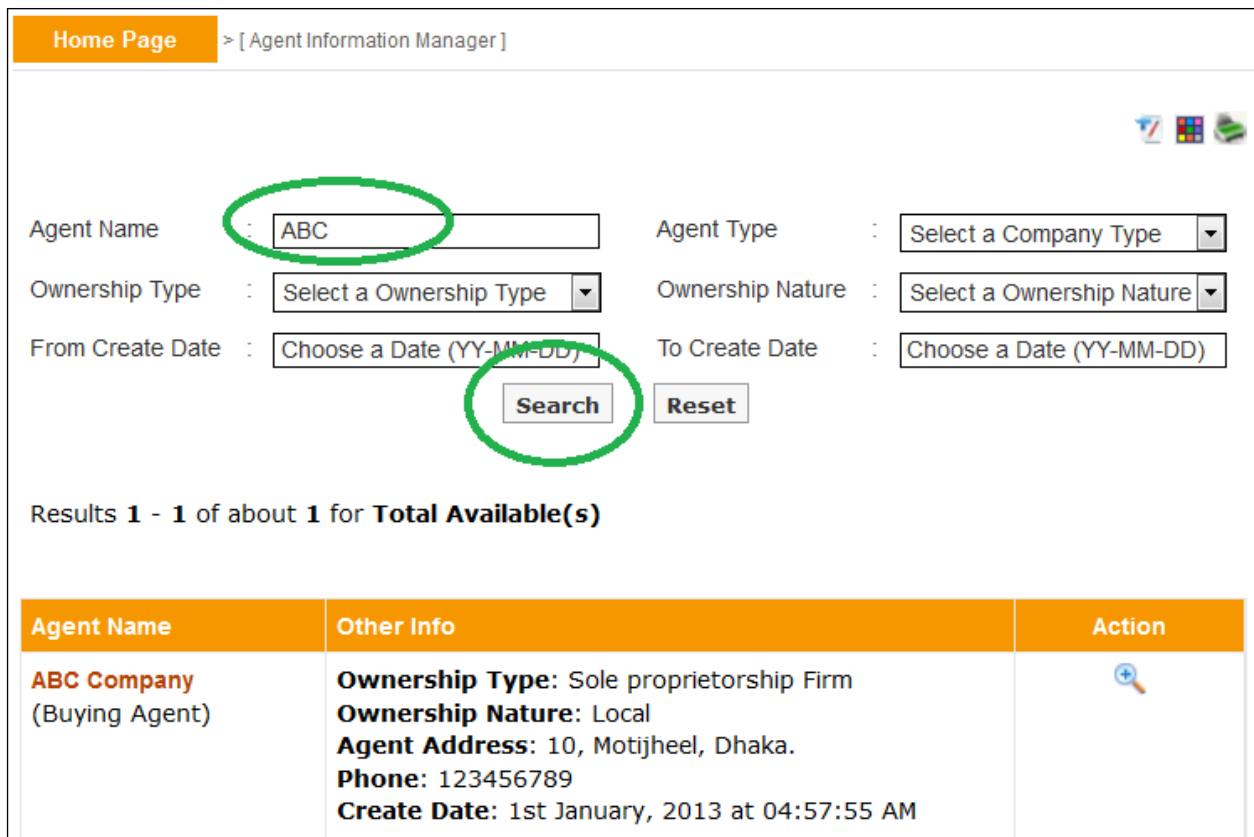
2.1. The submenu item Agent Information Manager is designed to manage information of companies that want to get permission under FERA 18A act. Using this menu an executive user can list previously created agents and create new agents if necessary.




An agent can be created in the system by using add new (🔍) button of Agent Information Manager.

Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system.**


List of agents can be found from the search box. Please note the output of search is listed in the descending order of create date.

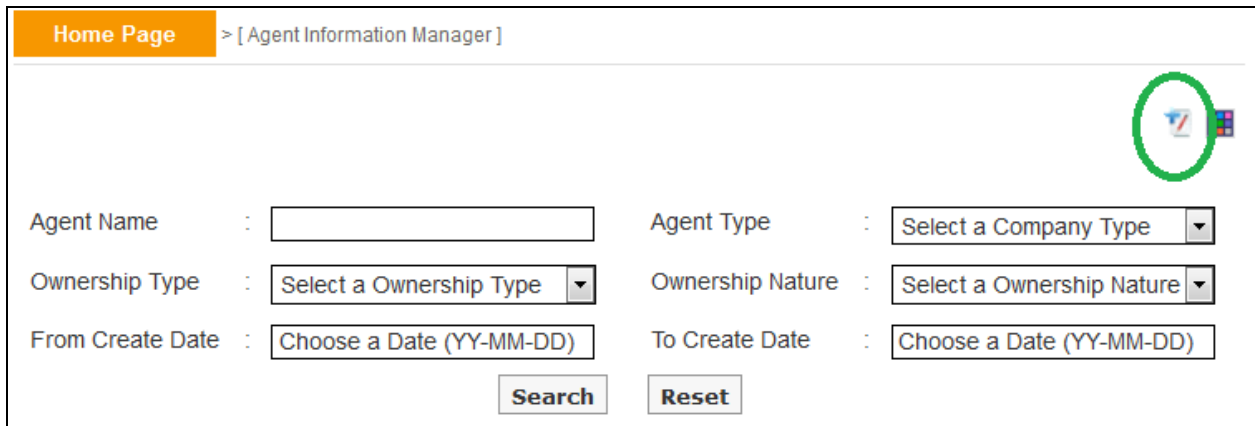


The screenshot shows the 'Agent Information Manager' search interface. It includes a breadcrumb 'Home Page > [Agent Information Manager]', a search bar with 'ABC' entered, and several dropdown menus for 'Agent Type', 'Ownership Type', 'Ownership Nature', 'From Create Date', and 'To Create Date'. A green oval highlights the search bar and the 'Search' button. Below the search filters, it shows 'Results 1 - 1 of about 1 for Total Available(s)'. A table displays the search results for 'ABC Company'.

Agent Name	Other Info	Action
<b>ABC Company</b> (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> 10, Motijheel, Dhaka. <b>Phone:</b> 123456789 <b>Create Date:</b> 1st January, 2013 at 04:57:55 AM	

## 2. Agent Information Manager

2.2. If the desired agent is not present in the list then one can create it by clicking the add new (  ) button.



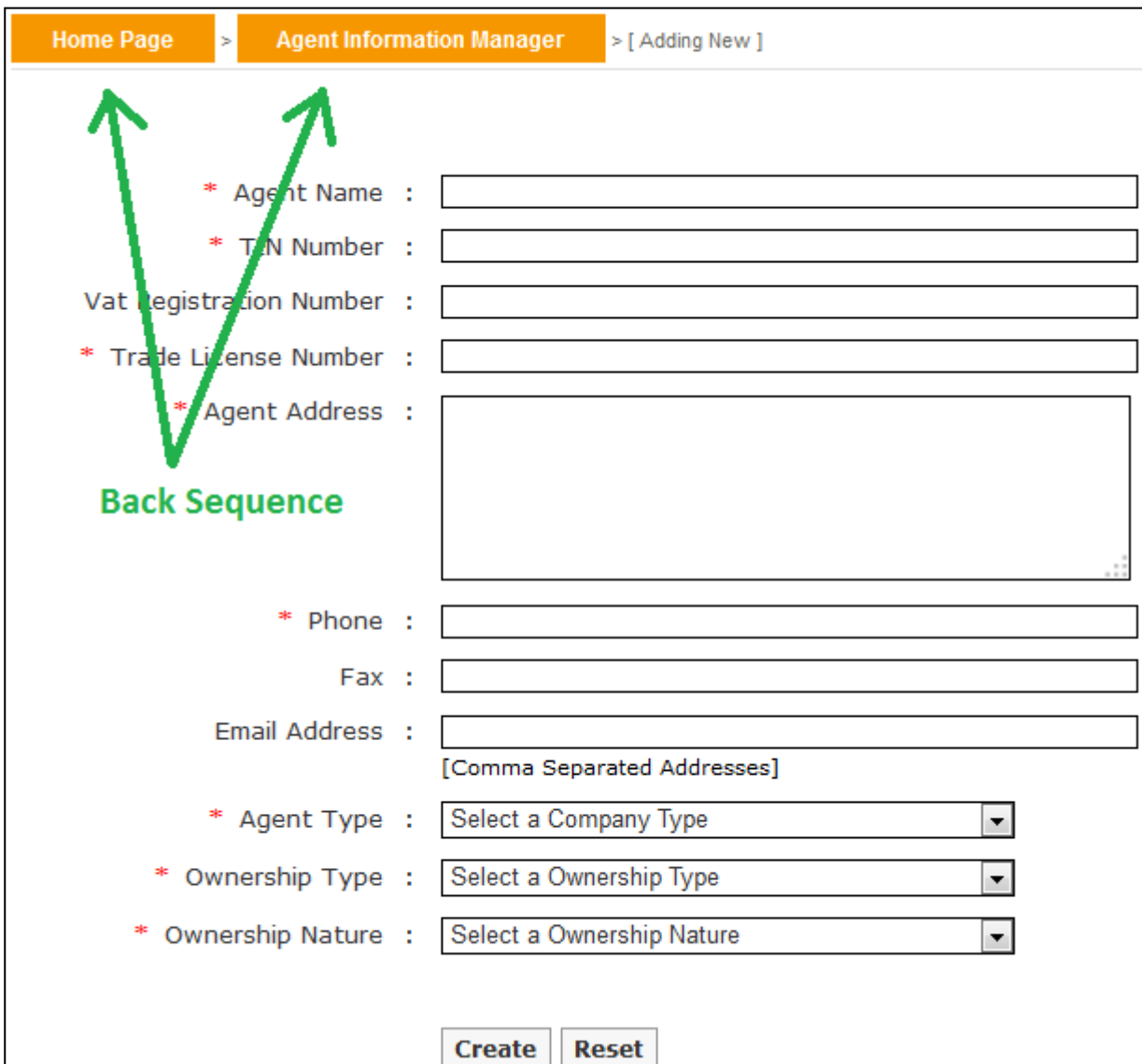
Home Page > [ Agent Information Manager ]

Agent Name :  Agent Type : Select a Company Type

Ownership Type : Select a Ownership Type Ownership Nature : Select a Ownership Nature

From Create Date : Choose a Date (YY-MM-DD) To Create Date : Choose a Date (YY-MM-DD)

In the creation screen fields preceded with (\*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links.



Home Page > Agent Information Manager > [ Adding New ]

\* Agent Name :

\* TIN Number :

Vat Registration Number :

\* Trade License Number :

\* Agent Address :

\* Phone :

Fax :

Email Address :


[Comma Separated Addresses]

\* Agent Type : Select a Company Type

\* Ownership Type : Select a Ownership Type


\* Ownership Nature : Select a Ownership Nature

## 2. Agent Information Manager


2.3. Details of an agent can be seen from view () link of the list.

Results **1 - 2** of about **2** for **Total Available(s)**

Agent Name	Other Info	Action
<b>A Company</b> (Indenting Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Agent Address:</b> Mirpur, Dhaka <b>Phone:</b> 9815925 <b>Create Date:</b> 25th February, 2013 at 05:43:28 AM	
<b>ABC Company</b> (Buying Agent)	<b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local	

2.4. From view screen, information of an agent can be printed in pdf format using print () link.

Home Page > Agent Information Manager > [ Viewing Details ]




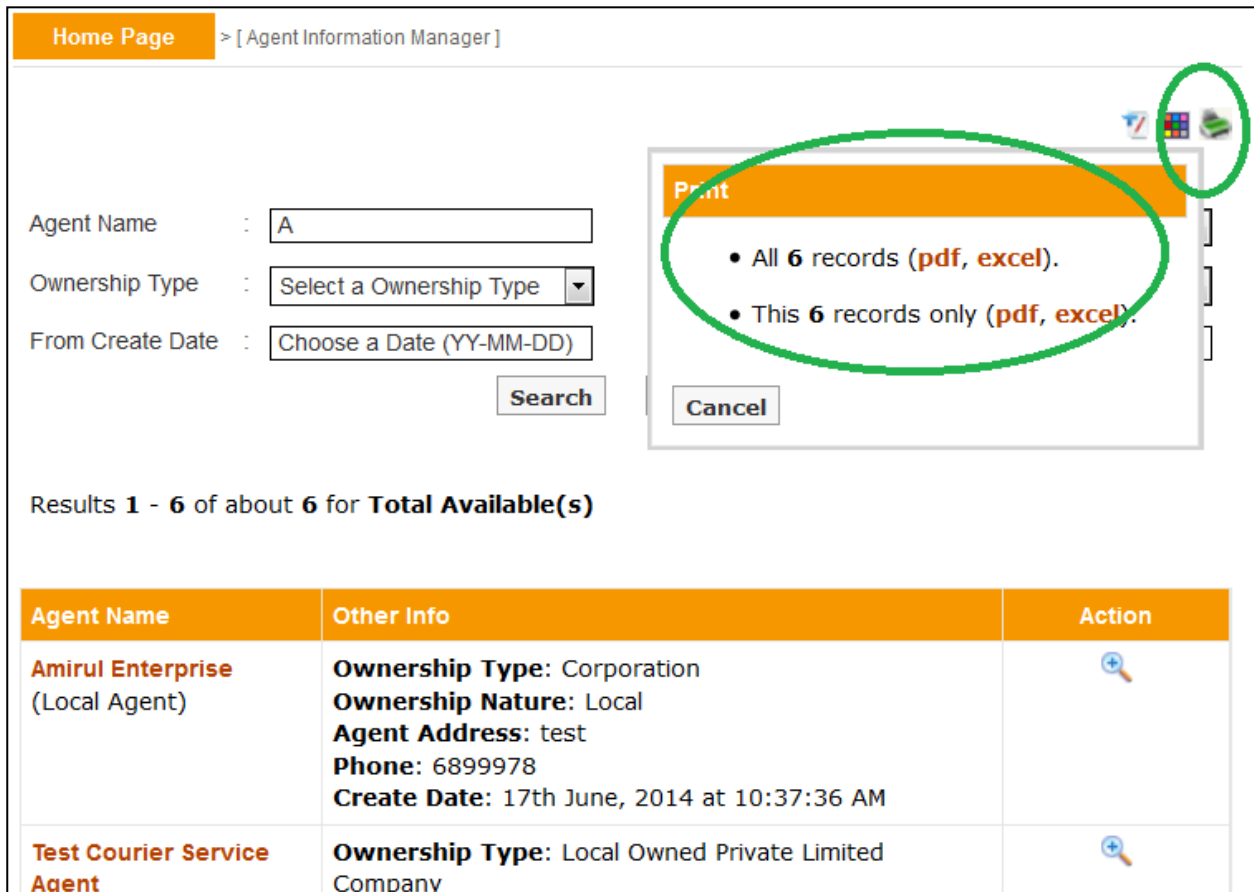
Agent Name : ABC Company  
 TIN Number : n/a  
 Vat Registration Number : n/a  
 Trade License Number : n/a  
 Agent Address : 10, Motijheel, Dhaka.  
 Phone : 123456789  
 Fax : n/a  
 Email Address : n/a  
 Agent Type : Buying Agent  
 Ownership Type : Sole proprietorship Firm  
 Ownership Nature : Local

Principal(s) Under :

S/L	Principal Name	Bank Name	Start Date	End Date
1	ABC Electronics (USA)	Test Bank Ltd	2013-01-01	2053-01-01
2	QWE Clothing (AFG)	Test Bank Ltd	2013-01-01	2053-01-01

## 2. Agent Information Manager

Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.





The screenshot shows the 'Agent Information Manager' interface. At the top, there is a breadcrumb trail: 'Home Page > [ Agent Information Manager ]'. Below this, there is a search form with the following fields:

- Agent Name :
- Ownership Type :
- From Create Date :

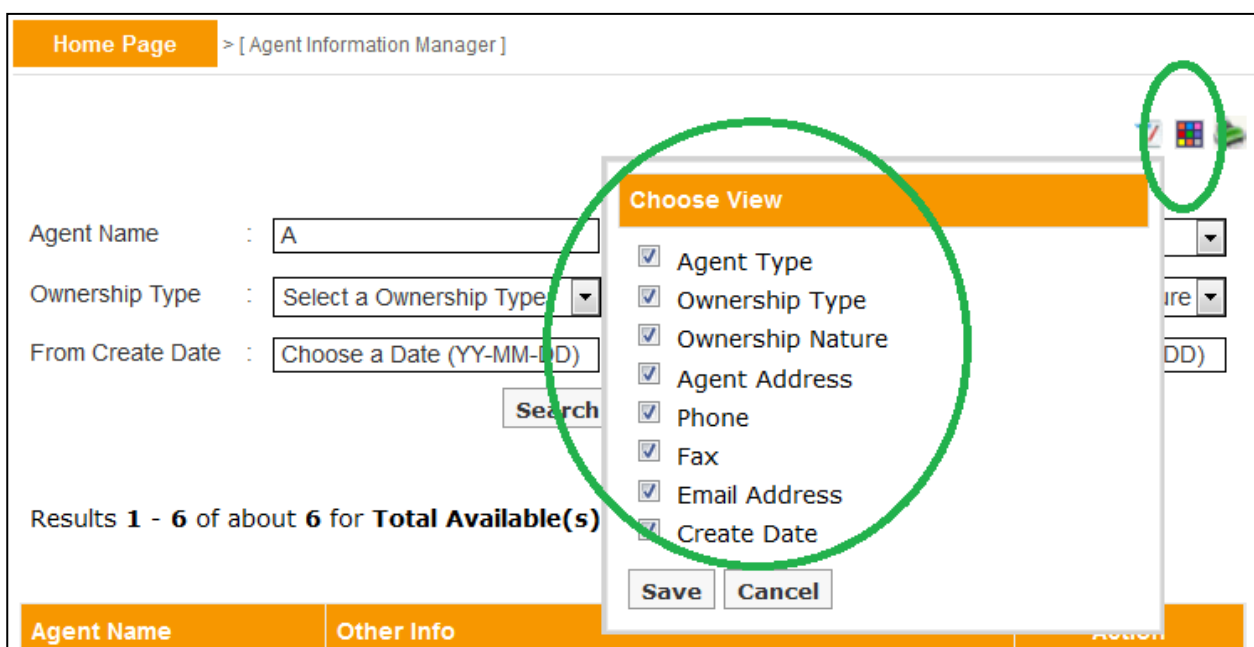
A 'Search' button is located below the search form. To the right, a 'Print' dialog box is open, showing two options:

- All 6 records (pdf, excel).
- This 6 records only (pdf, excel).

A 'Cancel' button is at the bottom of the print dialog. Below the search form, the results are displayed as 'Results 1 - 6 of about 6 for Total Available(s)'. The results are shown in a table with three columns: 'Agent Name', 'Other Info', and 'Action'.

Agent Name	Other Info	Action
<b>Amirul Enterprise</b> (Local Agent)	<b>Ownership Type:</b> Corporation <b>Ownership Nature:</b> Local <b>Agent Address:</b> test <b>Phone:</b> 6899978 <b>Create Date:</b> 17th June, 2014 at 10:37:36 AM	
<b>Test Courier Service Agent</b>	<b>Ownership Type:</b> Local Owned Private Limited Company	

A user can customize the headers of excel file using respective page's customize () link.



The screenshot shows the 'Agent Information Manager' interface. At the top, there is a breadcrumb trail: 'Home Page > [ Agent Information Manager ]'. Below this, there is a search form with the following fields:

- Agent Name :
- Ownership Type :
- From Create Date :

A 'Search' button is located below the search form. To the right, a 'Choose View' dialog box is open, showing a list of fields with checkboxes:

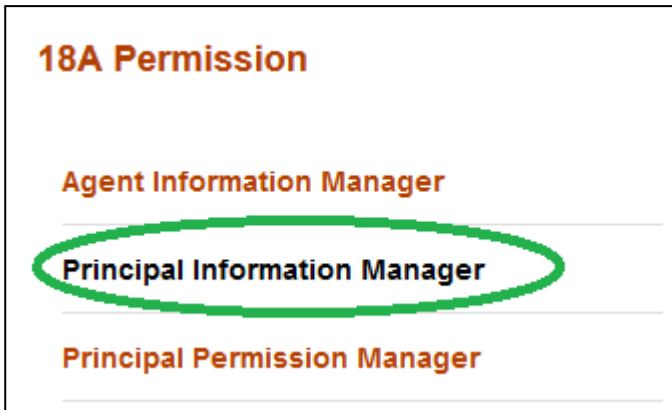
- Agent Type
- Ownership Type
- Ownership Nature
- Agent Address
- Phone
- Fax
- Email Address
- Create Date


'Save' and 'Cancel' buttons are at the bottom of the dialog. Below the search form, the results are displayed as 'Results 1 - 6 of about 6 for Total Available(s)'. The results are shown in a table with three columns: 'Agent Name', 'Other Info', and 'Action'.

Agent Name	Other Info	Action
------------	------------	--------

### 3. Principal Information Manager

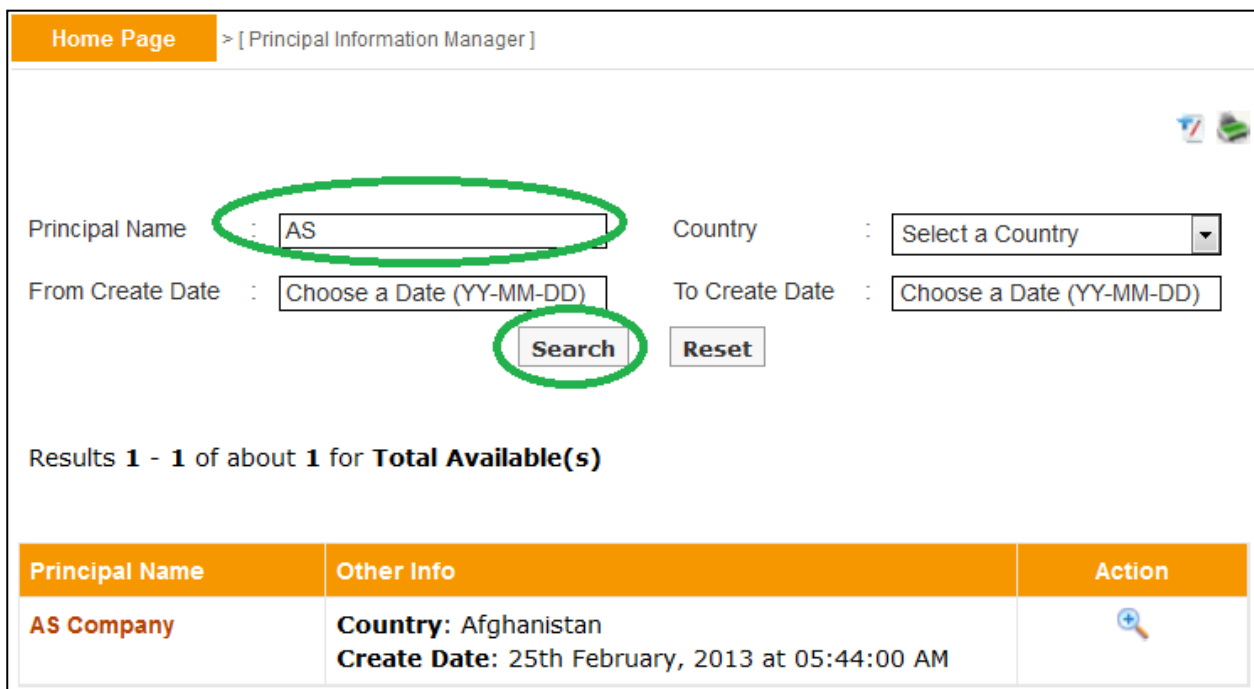
3.1. Principals information can be managed in the system using Principal Information Manager sub menu item under 18A Permission menu.



A principal can be created in the system by using add new (  ) button of Principal Information Manager.

Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system.**


List of principals can be found from the search box. Please note the output of search is listed in the descending order of create date.

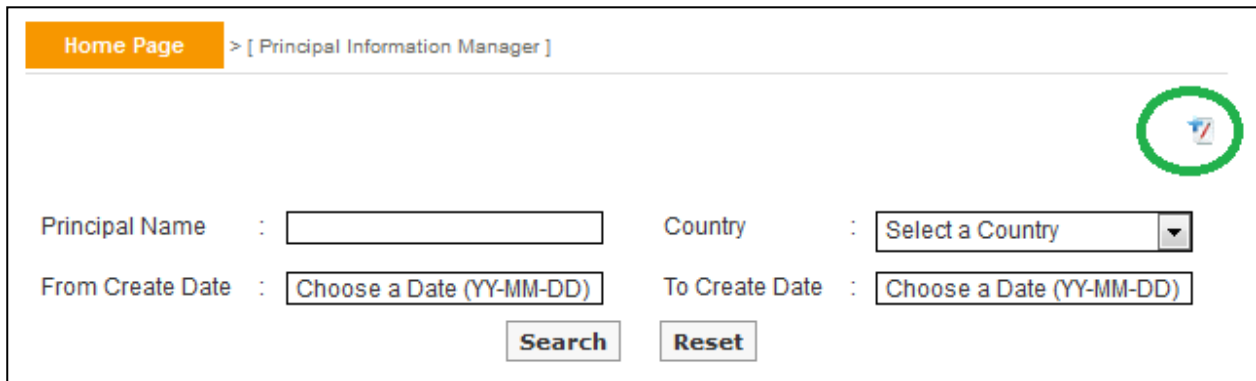


The screenshot shows the search interface for the Principal Information Manager. It includes a breadcrumb "Home Page > [ Principal Information Manager ]", search filters for "Principal Name" (with "AS" entered), "Country" (dropdown), "From Create Date", and "To Create Date". A "Search" button and a "Reset" button are present. Below the filters, it shows "Results 1 - 1 of about 1 for Total Available(s)". A table displays the search results:

Principal Name	Other Info	Action
AS Company	<b>Country:</b> Afghanistan <b>Create Date:</b> 25th February, 2013 at 05:44:00 AM	

### 3. Principal Information Manager

3.2. If the desired principal is not present in the list then one can forward towards the creation process by clicking the add new (  ) button.

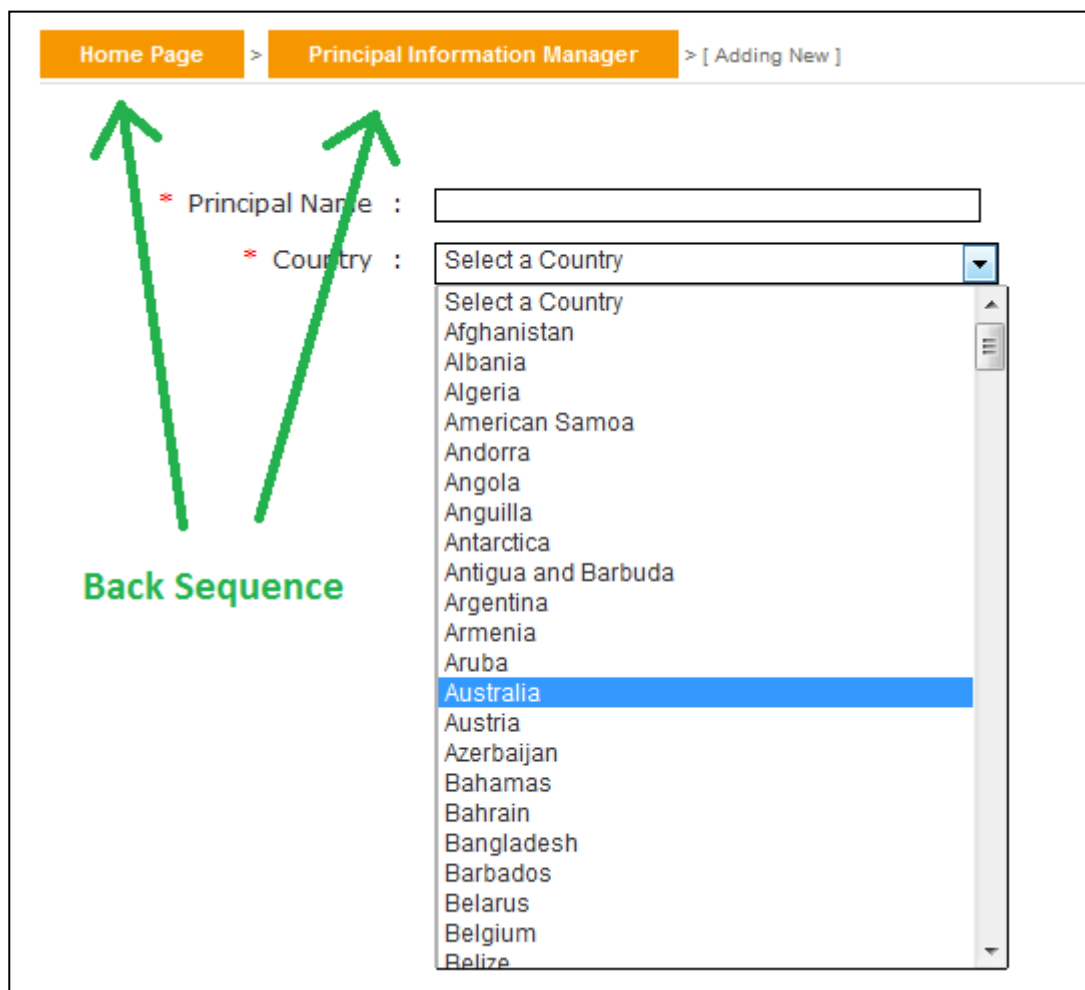


Home Page > [ Principal Information Manager ]

Principal Name :  Country :

From Create Date :  To Create Date :

In the creation screen fields preceded with (\*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links.



Home Page > Principal Information Manager > [ Adding New ]

\* Principal Name :

\* Country :


Select a Country

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia**
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize


Back Sequence



### 3. Principal Information Manager


3.3. Details of a principal can be seen from view () link of the list.

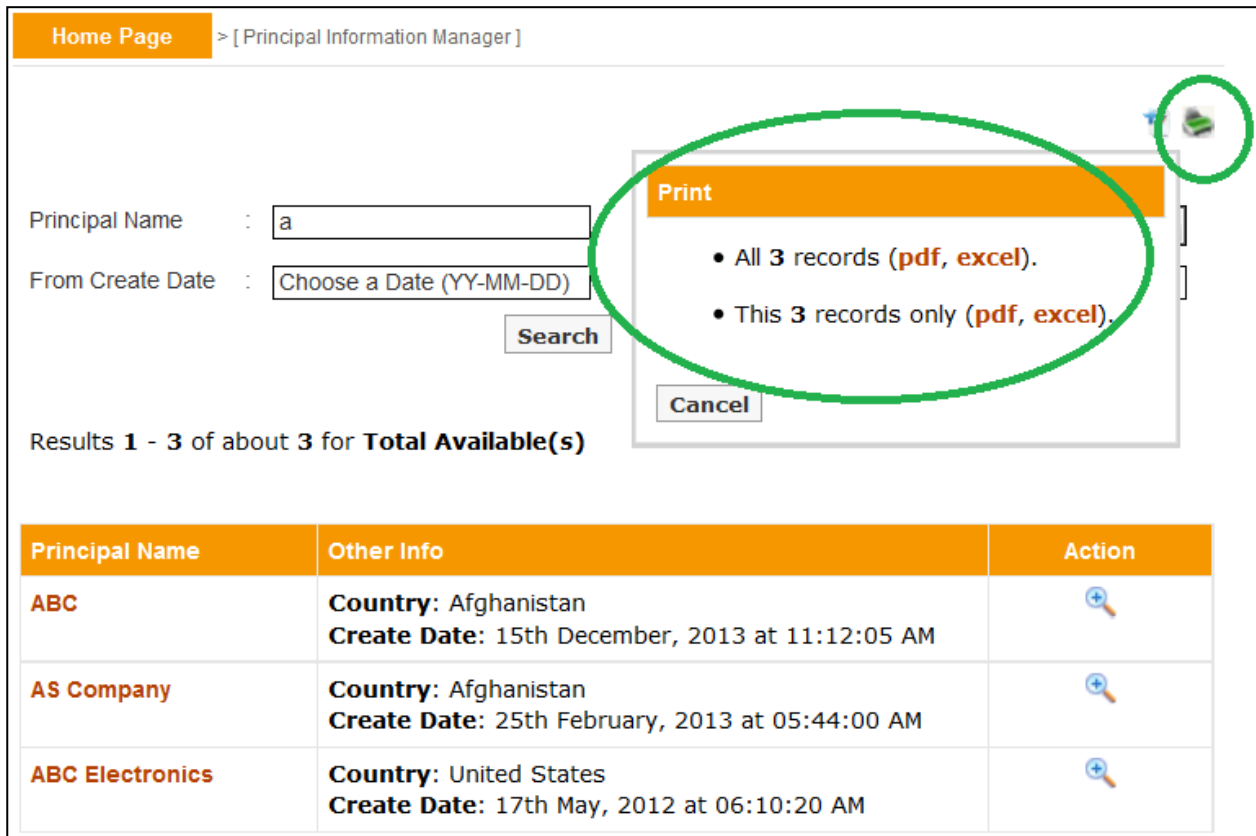
Results 1 - 3 of about 3 for <b>Total Available(s)</b>		
Principal Name	Other Info	Action
QWE Clothing	<b>Country:</b> Afghanistan <b>Create Date:</b> 1st January, 2013 at 04:58:39 AM	
ABC Electronics	<b>Country:</b> United States <b>Create Date:</b> 17th May, 2012 at 06:10:20 AM	
XYZ Clothing Inc	<b>Country:</b> United Kingdom <b>Create Date:</b> 17th May, 2012 at 06:10:02 AM	

3.4. From view screen, information of a principal can be printed in pdf format using print () link.




Home Page		Principal Information Manager		[ Viewing Details ]	
Principal Name : ABC Electronics					
Country : United States					
Agent(s) Under :					
S/L	Agent Name	Bank Name	Start Date	End Date	
1	5ive Exporteis Ltd.	ANZ Grindlays Bank	2011-05-01	2047-05-01	
2	5ive Exporteis Ltd.	Al-Arafa Islami Bank Ltd.	2012-06-01	2081-06-30	
3	5ive Exporteis Ltd.	Al-Arafa Islami Bank Ltd.	2012-06-01	2088-07-01	
4	M/S- S Tex International	AB Bank Ltd.	2012-10-14	2012-10-31	
5	M/S- S Tex International	Uttara Bank Limited	2013-01-15	2042-01-31	
6	3 STN Int. Trade (BD)	Uttara Bank Limited	2013-01-01	2065-01-31	
7	ABC Company	Uttara Bank Limited	2013-01-01	2053-01-01	

### 3. Principal Information Manager

Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.

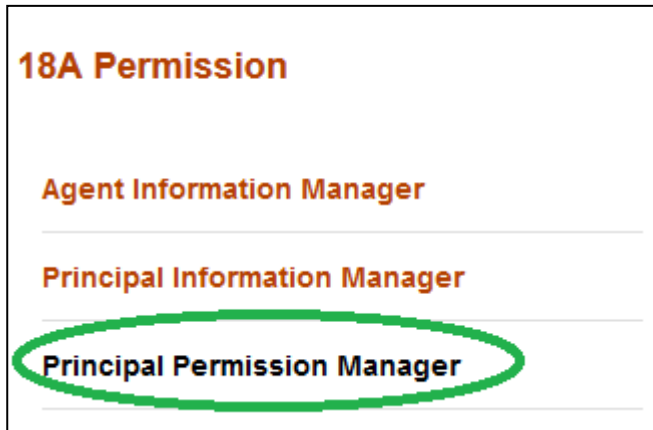


The screenshot shows the 'Principal Information Manager' interface. At the top, there is a breadcrumb trail: 'Home Page > [ Principal Information Manager ]'. Below this, there are search filters: 'Principal Name' with a text input containing 'a', and 'From Create Date' with a date picker set to 'Choose a Date (YY-MM-DD)'. A 'Search' button is located below the filters. Below the search area, it says 'Results 1 - 3 of about 3 for Total Available(s)'. A table displays the search results with three rows. A 'Print' dialog box is overlaid on the right side of the table, containing two options: 'All 3 records (pdf, excel)' and 'This 3 records only (pdf, excel)'. A 'Cancel' button is at the bottom of the dialog. A green circle highlights the print icon in the top right corner of the page, and another green circle highlights the 'Print' dialog box.

Principal Name	Other Info	Action
<b>ABC</b>	<b>Country:</b> Afghanistan <b>Create Date:</b> 15th December, 2013 at 11:12:05 AM	
<b>AS Company</b>	<b>Country:</b> Afghanistan <b>Create Date:</b> 25th February, 2013 at 05:44:00 AM	
<b>ABC Electronics</b>	<b>Country:</b> United States <b>Create Date:</b> 17th May, 2012 at 06:10:20 AM	

## 4. Principal Permission Manager

4.1. The Principal Permission Manager submenu, under 18A Permission menu is designed to facilitate and manage online application of agents, according to FERA 18A act.



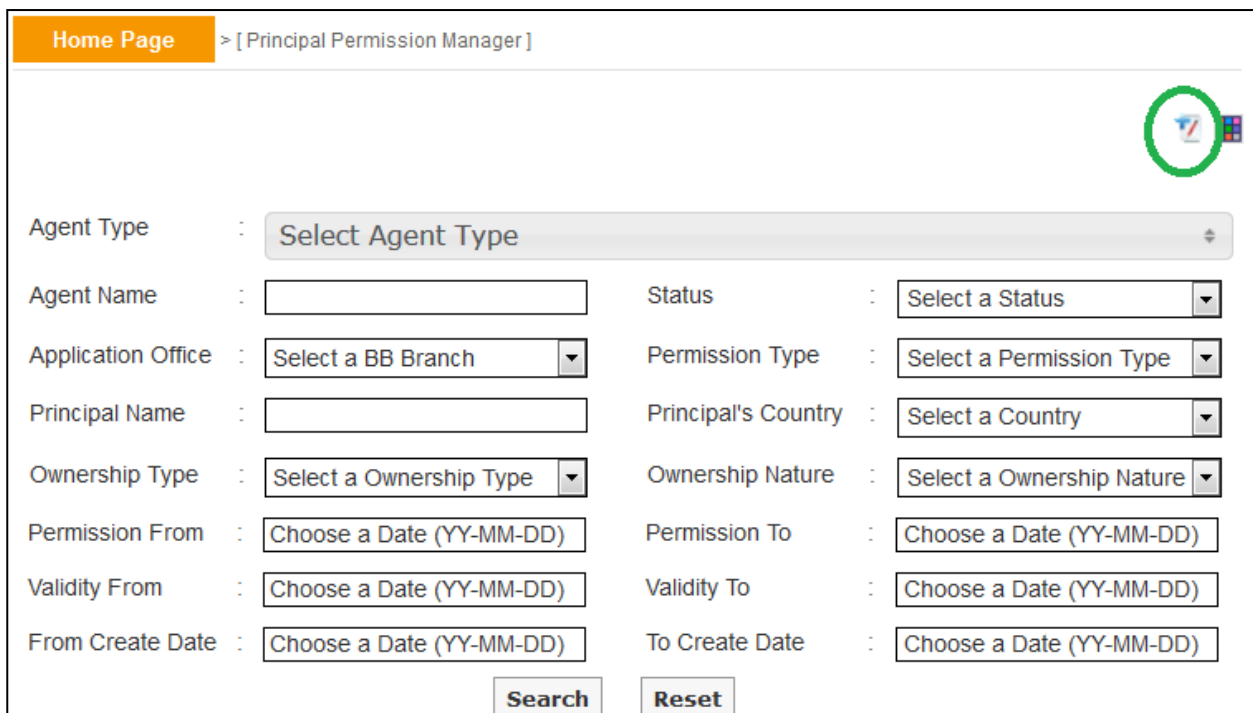
From this submenu, on behalf of agents Banker's can apply for permission by associating an agent with some principals and uploading the necessary documents in pdf format.

Any numbers of agents or principals can be created in the system by using Agent Information Manager or Principal Information Manager. But those companies will not be treated as

permitted entities under FERA 18A act, until or unless their applications are being submitted with valid documents through Principal Permission Manager submenu and are activated.

Any agent that have an Active existence under this submenu will be treated as permitted by Bangladesh Bank under FERA 18A. Details of Active, Submitted, Saved and Rejected status were discussed in subsequent sections.

4.2. The application process begins from the add new (  ) button.

A screenshot of the "Principal Permission Manager" application form. The breadcrumb path is "Home Page > [ Principal Permission Manager ]". The form contains the following fields:

- Agent Type: Select Agent Type (dropdown)
- Agent Name: Text input
- Application Office: Select a BB Branch (dropdown)
- Principal Name: Text input
- Ownership Type: Select a Ownership Type (dropdown)
- Ownership Nature: Select a Ownership Nature (dropdown)
- Permission From: Choose a Date (YY-MM-DD) (date picker)
- Permission To: Choose a Date (YY-MM-DD) (date picker)
- Validity From: Choose a Date (YY-MM-DD) (date picker)
- Validity To: Choose a Date (YY-MM-DD) (date picker)
- From Create Date: Choose a Date (YY-MM-DD) (date picker)
- To Create Date: Choose a Date (YY-MM-DD) (date picker)

At the bottom, there are "Search" and "Reset" buttons. A green circle highlights an "add new" icon in the top right corner of the form area.

#### 4. Principal Permission Manager

At the beginning of the process the user has to select a map. There are different mandatory document requirements for different types of application based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), agent type (buying / indenting etc). The type of agent and its ownership type are usually associated with agent name (during the time of creation, agent type and ownership type were declared within).

The screenshot shows a web form titled "Select Map". It contains the following elements:

- Permission Act :** 18A
- Permission Type :** Select a Permission Type (dropdown menu)
- Agent Name :** Select an Agent (dropdown menu)
- Buttons:** Proceed (circled in green), Cancel, and Reset.
- Filter:** Enter keywords (input field)
- Agent List:** A list of agents is displayed below the Agent Name dropdown, including:
  - M/S- S Tex International (Dhaka, BGD - Buying Agent)
  - A Company (BGD - Indenting Agent)
  - ABC Company (BGD - Buying Agent)
  - Amirul Enterprise (BGD - Local Agent)
  - Test Courier Service Agent (BGD - Courier Service Agent)

**Please note, agents those exists / created under Agent Information Manager should be available in the dropdown list. The unavailability of a target agent means it doesn't exist under Agent Information Manager and hence should be created in the Agent Information Manager first.**

After selection of necessary information one can proceed towards the creation of application by pressing Proceed button. According to permission act, permission type, company type and ownership type there will be a list of mandatory documents that should be uploaded.

## 4. Principal Permission Manager

Home Page > Principal Permission Manager > [ Adding New ]

Agent Name : Test Courier Service Agent  
 Agent Address : Motijhed, Dhaka-1000  
 Phone : 9876543  
 Fax : n/a  
 Email : testcargo@gmail.com

Permission Act : **18A**  
 Permission Type : **New Permission**  
 Company Type : **Courier Service Agent**  
 Ownership Type : **Local Owned Private Limited Company**

\* Principal Name :

\* Application Office :



**\* Mandatory Documents (Upload PDF <= 2MB)**

SL	Name	Uploader
1	Agreement with the Foreign Principal(s)	<input type="button" value="Browse..."/> No file selected.
2	Application of the Client	<input type="button" value="Browse..."/> No file selected.
3	Artides of Association	<input type="button" value="Browse..."/> No file selected.
4	Bank Solvency Certificate	<input type="button" value="Browse..."/> No file selected.
5	Certificate about commission Repatriation	<input type="button" value="Browse..."/> No file selected.
6	Certificate of Incorporation	<input type="button" value="Browse..."/> No file selected.
7	Duly Filled Annexure-2 Form	<input type="button" value="Browse..."/> No file selected.
8	TIN / Income Tax Certificate	<input type="button" value="Browse..."/> No file selected.
9	Up-to-date Export Registration Certificate	<input type="button" value="Browse..."/> No file selected.
10	Up-to-date Import Registration Certificate	<input type="button" value="Browse..."/> No file selected.
11	Upto Date Trade Licence	<input type="button" value="Browse..."/> No file selected.
12	Vat Registration Certificate	<input type="button" value="Browse..."/> No file selected.

**Optional Documents (Upload PDF <= 2MB)**

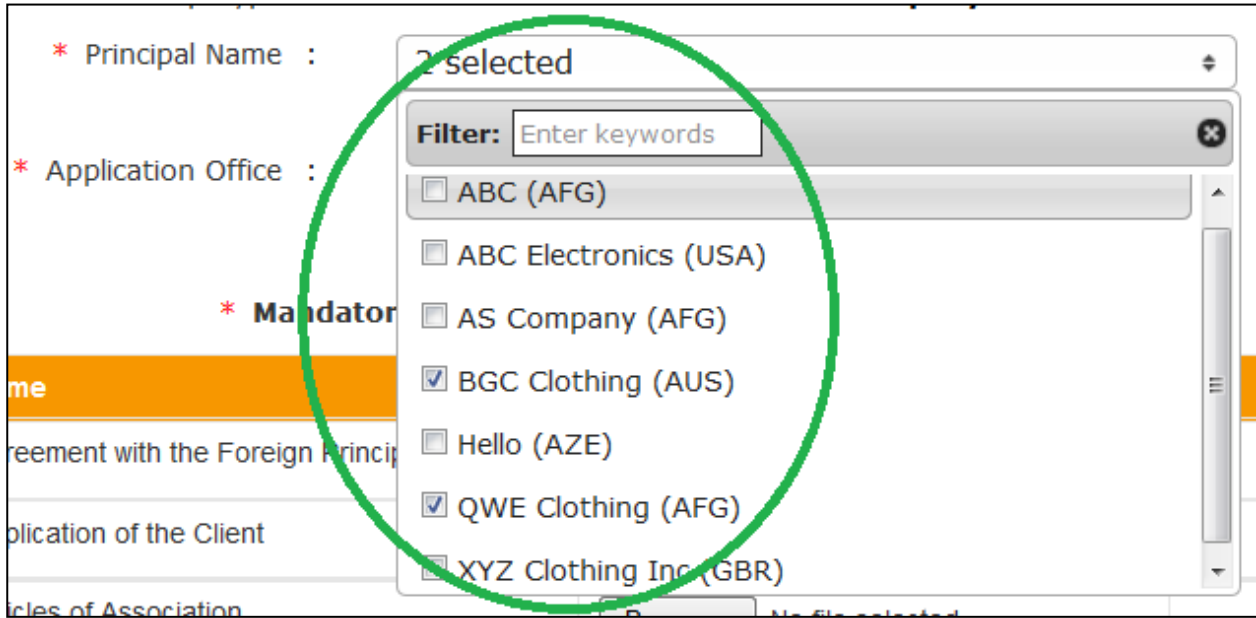
SL	Name	Uploader
1	Up to Date Work Permit for Foreign National(s)	<input type="button" value="Browse..."/> No file selected.

**Other Documents (if any) (Upload PDF <= 2MB)**

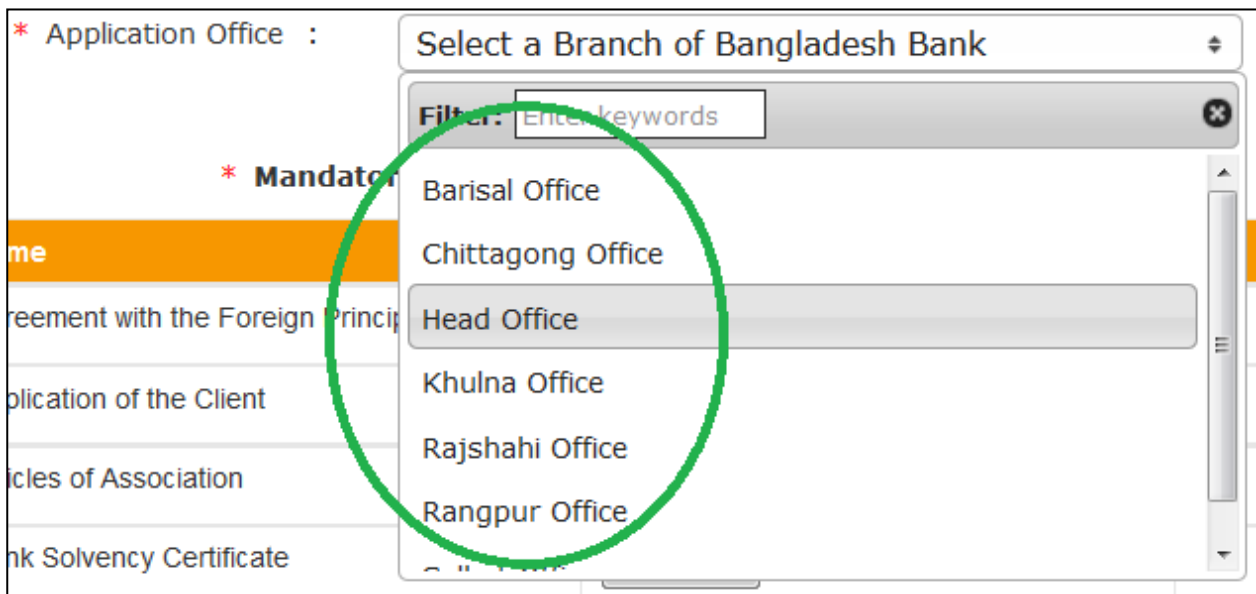
SL	Name	Uploader
1	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.  

#### 4. Principal Permission Manager

In creation page principal names can be selected from the dropdown list. Multiple principals can be checked and added here under a single agent. **Please note only principals those exist / created under Principal Information Manager will be available here. The unavailability of a target principal means it doesn't exist under Principal Information Manager and hence should be created in the Principal Information Manager first.**



From the Application Office drop down list, the nearest Bangladesh Bank branch can be selected in which the AD Branch of Bank wants to submit application (usually the selection of Bangladesh Bank branch should be based on the address of the Agent in trade license). In the creation screens fields preceded with (\*) marks are mandatory.



#### 4. Principal Permission Manager



After selection of Principals, Application Office and careful attachment of documents, by clicking the create button at the bottom of the form, the application can be saved.

<b>* Mandatory Documents (Upload PDF &lt;= 2MB)</b>			
SL	Name	Uploader	
1	Agreement with the Foreign Principal(s)	<input type="button" value="Browse..."/> No file selected.	
2	Application of the Client	<input type="button" value="Browse..."/> No file selected.	
3	Copy of Bangladesh Bank Permission Letter	<input type="button" value="Browse..."/> No file selected.	
4	Up-to-date Export Registration Certificate	<input type="button" value="Browse..."/> No file selected.	
5	Up-to-date Import Registration Certificate	<input type="button" value="Browse..."/> No file selected.	
6	Upto Date Trade Licence	<input type="button" value="Browse..."/> No file selected.	

**Optional Documents (Upload PDF <= 2MB)**

SL	Name	Uploader	
1	Up to Date Work Permit for Foreign National(s)	<input type="button" value="Browse..."/> No file selected.	

**Other Documents (if any) (Upload PDF <= 2MB)**

SL	Name	Uploader	
1	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	 

Please note the application will not be submitted to Bangladesh Bank until someone submits it using the submit button. The saved applications will show a comment at the top of the form with the date of creation.

## 4. Principal Permission Manager

Home Page > Principal Permission Manager > [ Viewing Details ]

Saved on 22nd June, 2014

Agent Name : Test Courier Service Agent  
Agent Address : Motijheel, Dhaka-1000  
Phone : 9876543  
Fax : n/a  
Email : testcargo@gmail.com  
Permission Act : **18A**  
Permission Type : **Inclusion of Principal**  
Company Type : **Courier Service Agent**  
Ownership Type : **Local Owned Private Limited Company**  
Application Office : Bangladesh Bank, Head Office

Principals :

SL	Name (Country Code)
1	ABC Electronics(USA)
2	BGC Clothing(AUS)

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <a href="#">chen2008performance.pdf</a> ( 1,400 KB )
2	Application of the Client <a href="#">fg-sensornetze-2007.pdf</a> ( 131 KB )
3	Copy of Bangladesh Bank Permission Letter <a href="#">381-sec-19-2013.pdf</a> ( 205 KB )
4	Up-to-date Export Registration Certificate <a href="#">finalccnasecuritya.pdf</a> ( 552 KB )
5	Up-to-date Import Registration Certificate <a href="#">420(11-11-13).pdf</a> ( 240 KB )
6	Upto Date Trade Licence <a href="#">finalccnasecurityb.pdf</a> ( 425 KB )

Submit



## 4. Principal Permission Manager

The submitted application will show relevant comment at the top of form and there will be no further process button on the page for submitted applications.

[Home Page](#) > [Principal Permission Manager](#) > [ Viewing Details ]

**Submitted on 22nd June, 2014**

Agent Name : Test Courier Service Agent  
Agent Address : Motijheel, Dhaka-1000  
Phone : 9876543  
Fax : n/a  
Email : testcargo@gmail.com

Permission Act : **18A**  
Permission Type : **Inclusion of Principal**  
Company Type : **Courier Service Agent**  
Ownership Type : **Local Owned Private Limited Company**  
Application Office : Bangladesh Bank, Head Office

Principals :

SL	Name (Country Code)
1	ABC Electronics(USA)
2	BGC Clothing(AUS)

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <a href="#">chen2008performance.pdf</a> ( 1,400 KB )
2	Application of the Client <a href="#">fg-sensornetze-2007.pdf</a> ( 131 KB )
3	Copy of Bangladesh Bank Permission Letter <a href="#">381-sec-19-2013.pdf</a> ( 205 KB )
4	Up-to-date Export Registration Certificate <a href="#">finalccnasecuritya.pdf</a> ( 552 KB )
5	Up-to-date Import Registration Certificate <a href="#">420(11-11-13).pdf</a> ( 240 KB )
6	Upto Date Trade Licence <a href="#">finalccnasecurityb.pdf</a> ( 425 KB )

## 4. Principal Permission Manager

4.3. From the search page one can search for different applications (Active, Saved, Submitted and Rejected) using various criteria or a mix of them. Please note the output of search is listed in the descending order of create date. In the result list there will be a summary of existing record with their status. An executive user can only delete the rejected and saved applications.

Home Page
> [ Principal Permission Manager ]

Agent Type :

Agent Name :

Application Office :

Principal Name :

Ownership Type :

Permission From :

Validity From :

From Create Date :

Status :

Permission Type :

Principal's Country :

Ownership Nature :

Permission To :








Validity To :

To Create Date :

Results **1 - 32** of about **32** for **Total Available(s)**

Agent Name	Other Info	Action
<p><b>Test Courier Service Agent (BGD)</b> (Courier Service Agent)</p>	<p><b>Status:</b> Submitted</p> <p><b>Application Office:</b> Bangladesh Bank, Head Office</p> <p><b>Ownership Type:</b> Local Owned Private Limited Company</p> <p><b>Ownership Nature:</b> Local</p> <p><b>Permission Act Type:</b> 18A</p> <p><b>Permission Type:</b> Inclusion of Principal</p> <p><b>Principal Name:</b> BGC Clothing (AUS)</p> <p><b>Create Date:</b> 22nd June, 2014</p>	

#### 4. Principal Permission Manager

<b>M/S- S Tex International (Dhaka, BGD)</b> (Buying Agent)	<b>Status:</b> Submitted <b>Application Office:</b> Bangladesh Bank, Head Office <b>Ownership Type:</b> Local Owned Private Limited Company <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> Ship Handling Permission <b>Principal Name:</b> AS Company (AFG) <b>Create Date:</b> 5th May, 2013	
<b>ABC Company (BGD)</b> (Buying Agent)	<b>Status:</b> Saved <b>Application Office:</b> Bangladesh Bank, Head Office <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> Renewal of Permission <b>Principal Name:</b> ABC Electronics (USA) <b>Create Date:</b> 25th April, 2013	  
<b>A Company (BGD)</b> (Buying Agent)	<b>Status:</b> Active <b>Application Office:</b> Bangladesh Bank, Head Office <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> New Permission <b>Principal Name:</b> AS Company (AFG) <b>Permission Start Date:</b> 27th February, 2013 <b>Permission End Date:</b> 1st February, 2099 <b>Create Date:</b> 27th February, 2013	
<b>A Company (BGD)</b> (Buying Agent)	<b>Status:</b> Rejected <b>Application Office:</b> Bangladesh Bank, Head Office <b>Ownership Type:</b> Sole proprietorship Firm <b>Ownership Nature:</b> Local <b>Permission Act Type:</b> 18A <b>Permission Type:</b> New Permission <b>Principal Name:</b> AS Company (AFG) <b>Create Date:</b> 27th February, 2013	 

Process button for saved applications.

View button

4.4. Details of an application can be viewed from view (🔍) link of the list. The active applications are applications that are approved and hence will show file number, permission number, permission start and end date etc. From view screen, information of an agent can be printed in pdf format using print (🖨️) link.

## 4. Principal Permission Manager

Home Page > Principal Permission Manager > [ Viewing Details ]

**Active**

Agent Name : ABC Company  
Agent Address : 10, Motijhed, Dhaka.  
Phone : 123456789  
Fax : n/a  
Email : n/a  
Permission Act : **18A**  
Permission Type : **New Permission**  
Company Type : **Buying Agent**  
Ownership Type : **Sole proprietorship Firm**  
Application Office : Bangladesh Bank, Head Office

Principals :

SL	Name (Country Code)
1	ABC Electronics(USA)
2	QWE Clothing(AFG)

File Number : **123456**  
Permission Number : **789456**  
Permission Date : **1st January, 2013**  
Permission Details : n/a  
Permission Start Date : **1st January, 2013**  
Permission End Date : **1st January, 2053**

Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) <b>Mandatory 1.pdf (80 KB)</b>
2	Application of the Client <b>Mandatory 2.pdf (80 KB)</b>
3	Bank Solvency Certificate <b>Mandatory 3.pdf (80 KB)</b>
4	Duly Filled Annexure-2 Form <b>Mandatory 1.pdf (80 KB)</b>
5	TIN/ Income Tax Certificate <b>Mandatory 2.pdf (80 KB)</b>
6	Upto Date Trade Licence <b>Mandatory 3.pdf (80 KB)</b>
7	Up to Date Work Permit for Foreign National(s) <b>Optional 1.pdf (79 KB)</b>
8	Other Doc 1 <b>Other 1.pdf (79 KB)</b>

#### 4. Principal Permission Manager

The rejected applications will show the rejection details and by re-uploading all necessary documents they can be re-submitted.

Home Page > Principal Permission Manager > [ Mewing Details ]

Rejected on 27th February, 2013

Agent Name : A Company  
Agent Address : Mirpur, Dhaka  
Phone : 9815925  
Fax : n/a  
Email : n/a  
Permission Act : **18A**  
Permission Type : **New Permission**  
Company Type : **Indenting Agent**  
Ownership Type : **Sole proprietorship Firm**  
Application Office : Bangladesh Bank, Head Office

Principals :

SL	Name (Country Code)
1	AS Company(AFG)


Details : **Trade License is not available**

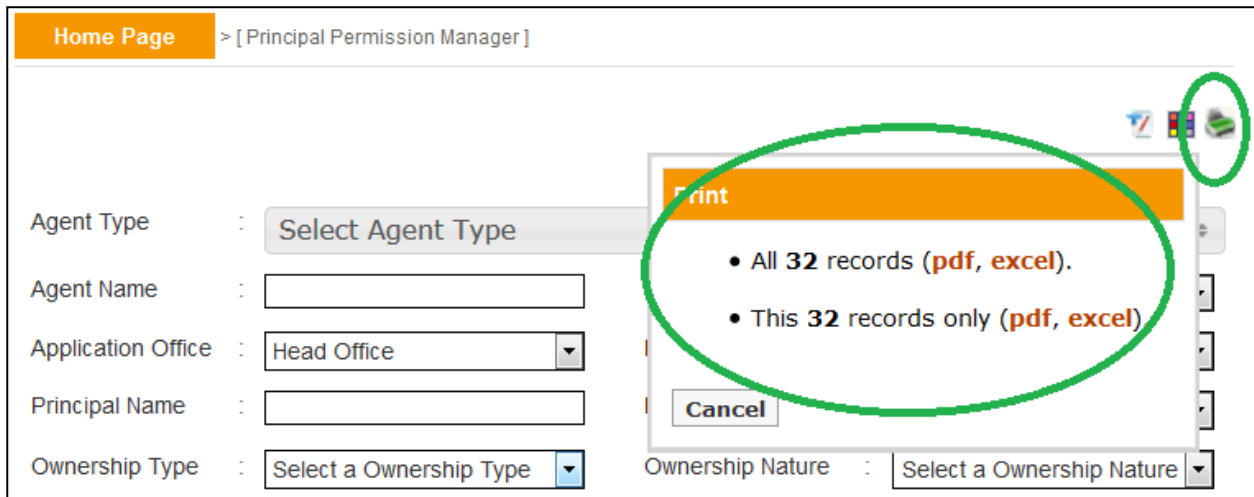
Documents :

SL	Document Name
1	Agreement with the Foreign Principal(s) Mandatory 1.pdf ( 80 KB )
2	Application of the Client Mandatory 2.pdf ( 80 KB )
3	Bank Solvency Certificate Mandatory 3.pdf ( 80 KB )
4	Duly Filled Annexure-2 Form Other 1.pdf ( 79 KB )
5	TIN / Income Tax Certificate Other 2.pdf ( 79 KB )
6	Upto Date Trade Licence zyyz.pdf ( 77 KB )
7	Up to Date Work Permit for Foreign National(s) Optional 1.pdf ( 79 KB )

Re-Submit

## 4. Principal Permission Manager

4.5. Listed information can be printed in pdf format or exported in excel file using respective page's print () link.



Home Page > [ Principal Permission Manager ]

Agent Type : Select Agent Type

Agent Name :

Application Office : Head Office

Principal Name :


Ownership Type : Select a Ownership Type

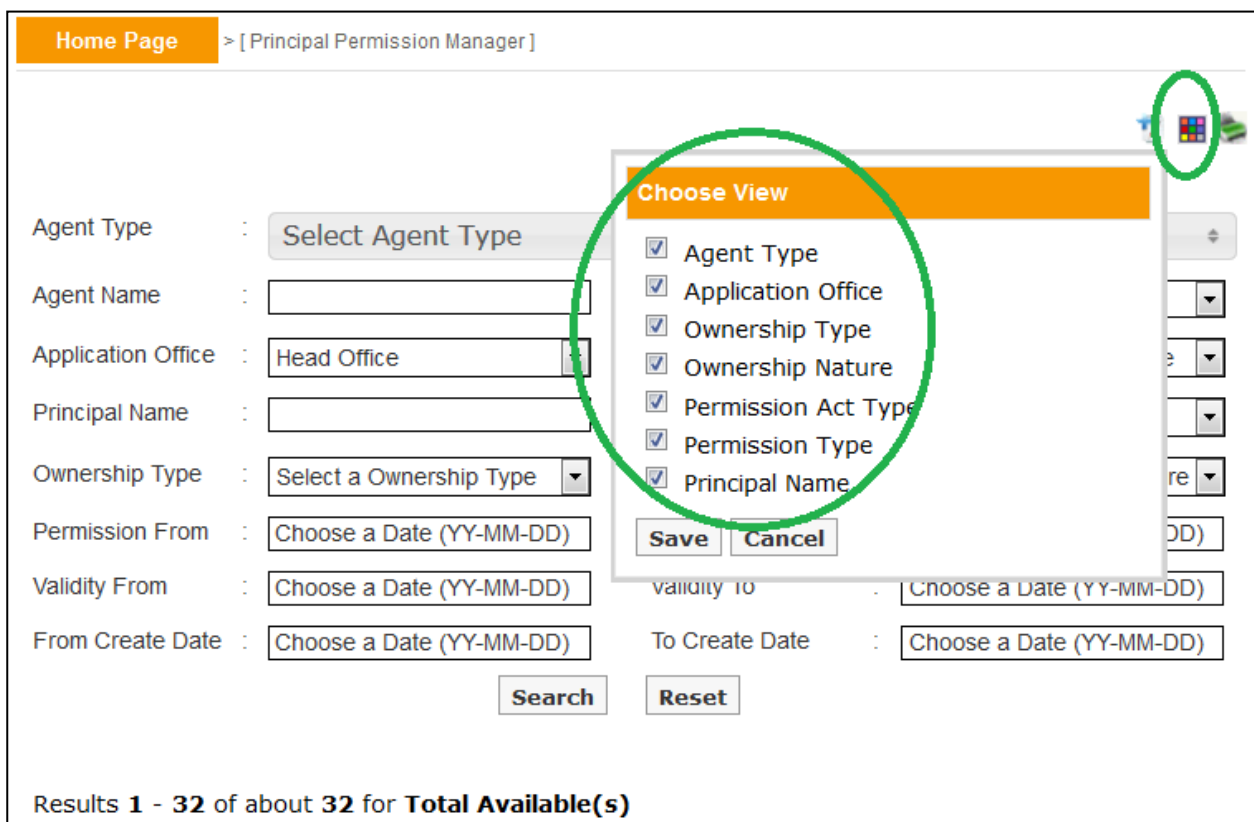
Ownership Nature : Select a Ownership Nature

**Print**

- All 32 records (pdf, excel).
- This 32 records only (pdf, excel)

Cancel

Also the headers of excel file and information on listed output can be customized using respective page's customize () link.



Home Page > [ Principal Permission Manager ]

Agent Type : Select Agent Type

Agent Name :

Application Office : Head Office

Principal Name :

Ownership Type : Select a Ownership Type

Permission From : Choose a Date (YY-MM-DD)

Validity From : Choose a Date (YY-MM-DD)

From Create Date : Choose a Date (YY-MM-DD)

Search

**Choose View**

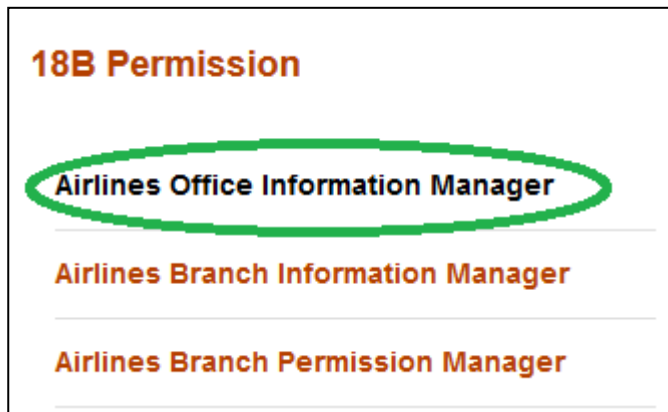
- Agent Type
- Application Office
- Ownership Type
- Ownership Nature
- Permission Act Type
- Permission Type
- Principal Name

Save Cancel

Results 1 - 32 of about 32 for Total Available(s)

## 5. Airlines Office Information Manager

5.1. The submenu item Airlines Office Information Manager is designed to manage information of foreign airlines that want to get permission under FERA 18B act. Using this menu an executive user can list previously created airline offices and create new offices if necessary.



An airline office can be created in the system by using add new (🔍) button of Airlines Office Information Manager.


Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system.**

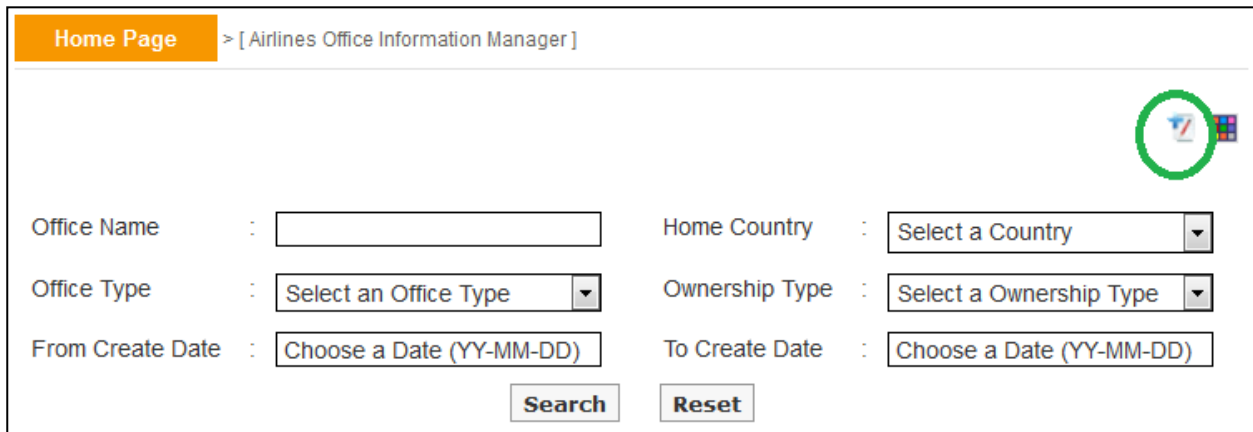
List of airlines can be found from the search box. Please note the output of search is listed in the descending order of create date.

The screenshot shows the "Airlines Office Information Manager" search interface. It includes a breadcrumb "Home Page > [ Airlines Office Information Manager ]". The search criteria are: Office Name (Malaysian), Office Type (Select an Office Type), From Create Date (Choose a Date (YY-MM-DD)), Home Country (Select a Country), Ownership Type (Select a Ownership Type), and To Create Date (Choose a Date (YY-MM-DD)). There are "Search" and "Reset" buttons. Below the search criteria, it says "Results 1 - 1 of about 1 for Total Available(s)". A table displays the search results.

Airlines Name	Other Info	Action
Malaysian Airlines (Airlines Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 9847263854242 <b>Bank Solvency Certificate Number:</b> 22-44444-9874 <b>Create Date:</b> 10th February, 2014 at 05:32:08 AM	

## 5. Airlines Office Information Manager

5.2. If the desired airline office is not present in the list then one can create it by clicking the add new (  ) button.



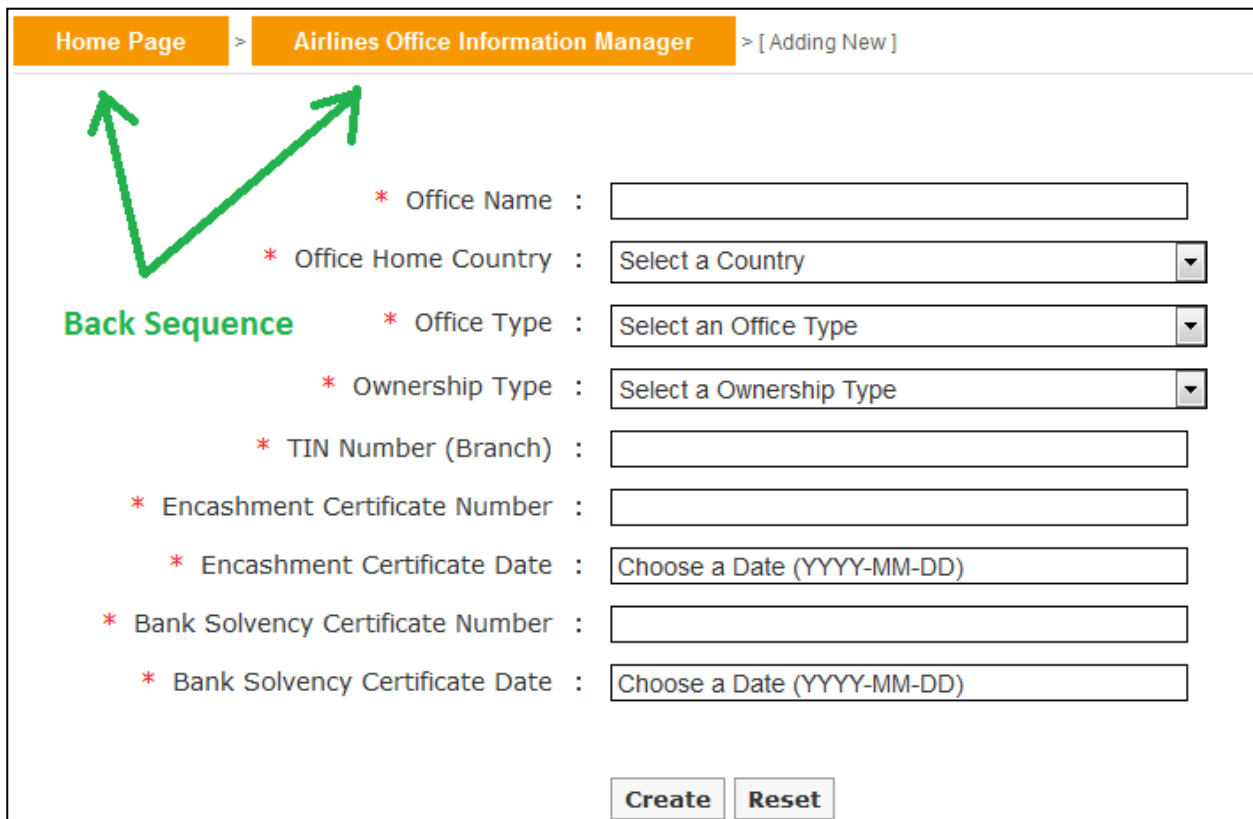
Home Page > [ Airlines Office Information Manager ]

Office Name :  Home Country :

Office Type :  Ownership Type :

From Create Date :  To Create Date :

In the creation screen fields preceded with (\*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links.



Home Page > Airlines Office Information Manager > [ Adding New ]

**Back Sequence**

\* Office Name :

\* Office Home Country :

\* Office Type :

\* Ownership Type :

\* TIN Number (Branch) :

\* Encashment Certificate Number :


\* Encashment Certificate Date :

\* Bank Solvency Certificate Number :



\* Bank Solvency Certificate Date :




## 5. Airlines Office Information Manager


5.3. Details of an airline office can be seen from view () link of the list.

Results 1 - 2 of about 2 for **Total Available(s)**

Airlines Name	Other Info	Action
<b>Malaysian Airlines</b> (Airlines Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 9847263854242 <b>Bank Solvency Certificate Number:</b> 22-44444-9874 <b>Create Date:</b> 10th February, 2014 at 05:32:08 AM	
<b>Turkish Airlines</b> (Airlines Home Office)	<b>Ownership Type:</b> Foreign Airlines <b>Encashment Certificate Number:</b> 87654321 <b>Bank Solvency Certificate Number:</b> 23456789 <b>Create Date:</b> 13th January, 2014 at 10:33:01 AM	

5.4. From view of screen, information of an airline office can be printed in pdf format using print () link.

Home Page > Airlines Office Information Manager > [ Viewing Details ]




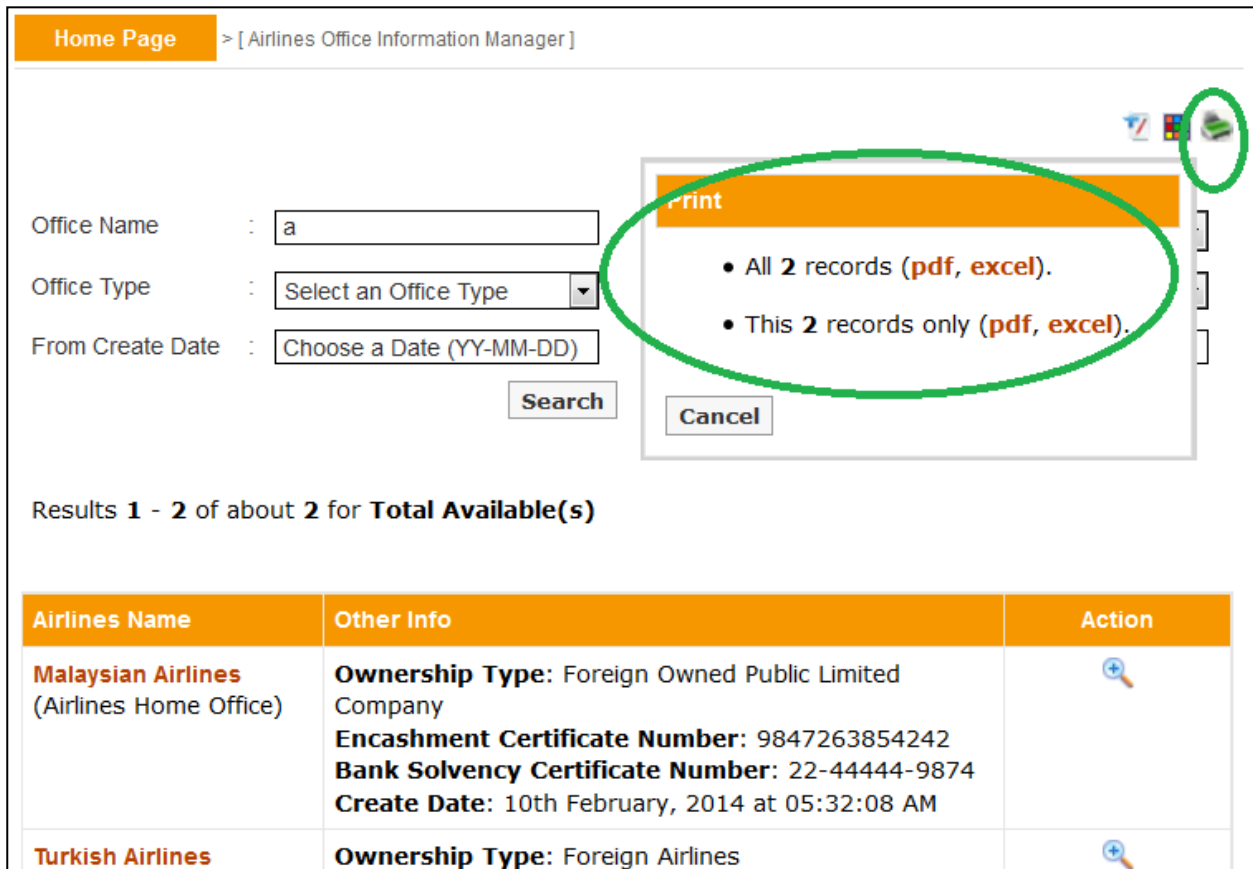
Office Name : Malaysian Airlines  
 Office Home Country : Malaysia  
 Office Type : Airlines Home Office  
 Ownership Type : Foreign Owned Public Limited Company  
 TIN Number (Branch) : 121-222-333-4444  
 Encashment Certificate Number : 9847263854242  
 Encashment Certificate Date : 10th February, 2014  
 Bank Solvency Certificate Number : 22-44444-9874  
 Bank Solvency Certificate Date : 10th February, 2014

Branch(s) Under :

S/L	Branch Name	Bank Name	Start Date	End Date
1	Dhaka Gulshan Branch	Test Bank Ltd	2014-05-01	2035-05-01

## 5. Airlines Office Information Manager

Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.



The screenshot shows the 'Airlines Office Information Manager' interface. At the top, there is a breadcrumb trail: 'Home Page > [ Airlines Office Information Manager ]'. Below this, there are search filters: 'Office Name' with a text input containing 'a', 'Office Type' with a dropdown menu, and 'From Create Date' with a date picker. A 'Search' button is located below these filters. A 'Print' dialog box is open, showing two options: 'All 2 records (pdf, excel)' and 'This 2 records only (pdf, excel)'. Below the dialog, the search results are displayed as a table with 2 rows and 3 columns: 'Airlines Name', 'Other Info', and 'Action'. The first row is for 'Malaysian Airlines (Airlines Home Office)' and the second is for 'Turkish Airlines'. The 'Other Info' column contains details like 'Ownership Type', 'Encashment Certificate Number', 'Bank Solvency Certificate Number', and 'Create Date'. The 'Action' column contains a magnifying glass icon for each row.

Office Name : a

Office Type : Select an Office Type

From Create Date : Choose a Date (YY-MM-DD)



Search

Print

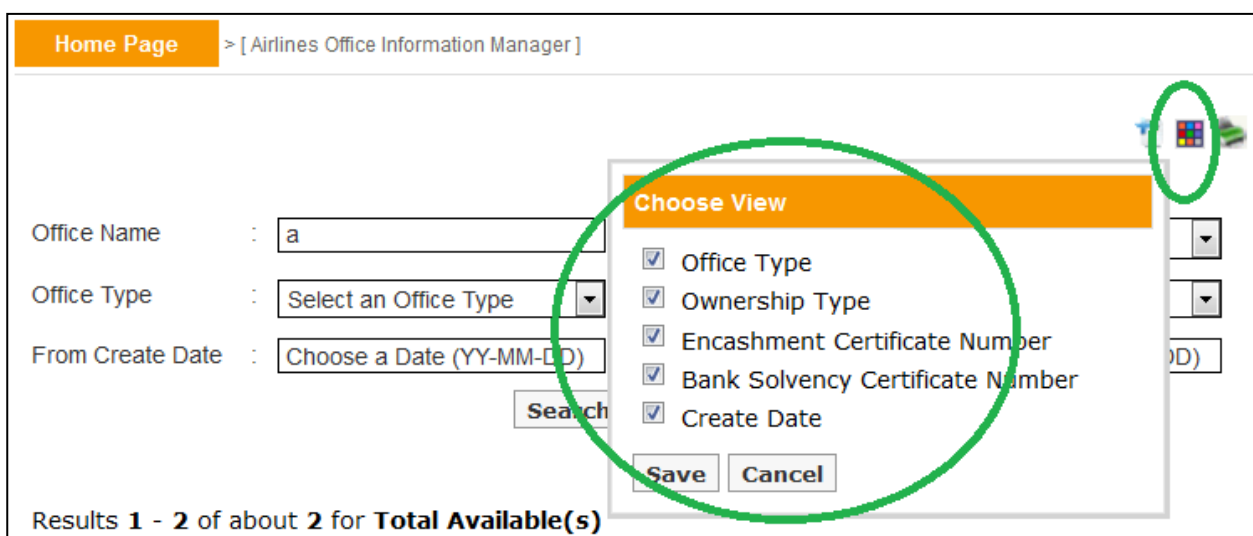
- All 2 records (pdf, excel).
- This 2 records only (pdf, excel).

Cancel

Results 1 - 2 of about 2 for Total Available(s)

Airlines Name	Other Info	Action
Malaysian Airlines (Airlines Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 9847263854242 <b>Bank Solvency Certificate Number:</b> 22-44444-9874 <b>Create Date:</b> 10th February, 2014 at 05:32:08 AM	
Turkish Airlines	<b>Ownership Type:</b> Foreign Airlines	

A user can customize the headers of excel file using respective page's customize () link.



The screenshot shows the 'Airlines Office Information Manager' interface. At the top, there is a breadcrumb trail: 'Home Page > [ Airlines Office Information Manager ]'. Below this, there are search filters: 'Office Name' with a text input containing 'a', 'Office Type' with a dropdown menu, and 'From Create Date' with a date picker. A 'Search' button is located below these filters. A 'Choose View' dialog box is open, showing a list of fields with checkboxes: 'Office Type', 'Ownership Type', 'Encashment Certificate Number', 'Bank Solvency Certificate Number', and 'Create Date'. Below the dialog, the search results are displayed as a table with 2 rows and 3 columns: 'Airlines Name', 'Other Info', and 'Action'. The first row is for 'Malaysian Airlines (Airlines Home Office)' and the second is for 'Turkish Airlines'. The 'Other Info' column contains details like 'Ownership Type', 'Encashment Certificate Number', 'Bank Solvency Certificate Number', and 'Create Date'. The 'Action' column contains a magnifying glass icon for each row.

Office Name : a

Office Type : Select an Office Type

From Create Date : Choose a Date (YY-MM-DD)



Search

Choose View

- Office Type
- Ownership Type
- Encashment Certificate Number
- Bank Solvency Certificate Number
- Create Date

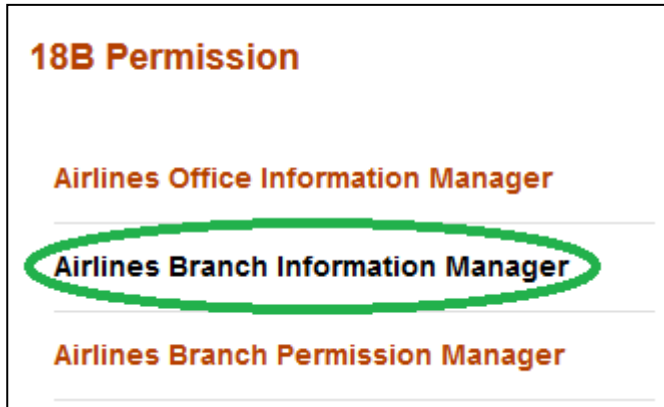
Save Cancel


Results 1 - 2 of about 2 for Total Available(s)

Airlines Name	Other Info	Action
Malaysian Airlines (Airlines Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 9847263854242 <b>Bank Solvency Certificate Number:</b> 22-44444-9874 <b>Create Date:</b> 10th February, 2014 at 05:32:08 AM	
Turkish Airlines	<b>Ownership Type:</b> Foreign Airlines	

## 6. Airlines Branch Information Manager

6.1. Airlines local branch information can be managed in the system using Airlines Branch Information Manager sub menu item under 18B Permission menu.



An airline branch can be created in the system by using add new (  ) button of Airlines Branch Information Manager.

Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system.**

List of branches can be found from the search box. Please note the output of search is listed in the descending order of create date.

Home Page > [ Airlines Branch Information Manager ]

Office Name :

Branch Name :

Branch Type :

BOI App. Date :

CABB NOC Number :

From Create Date :

Branch Address :


BOI App. Number :

BOI Exp. Date :

CABB NOC Date :

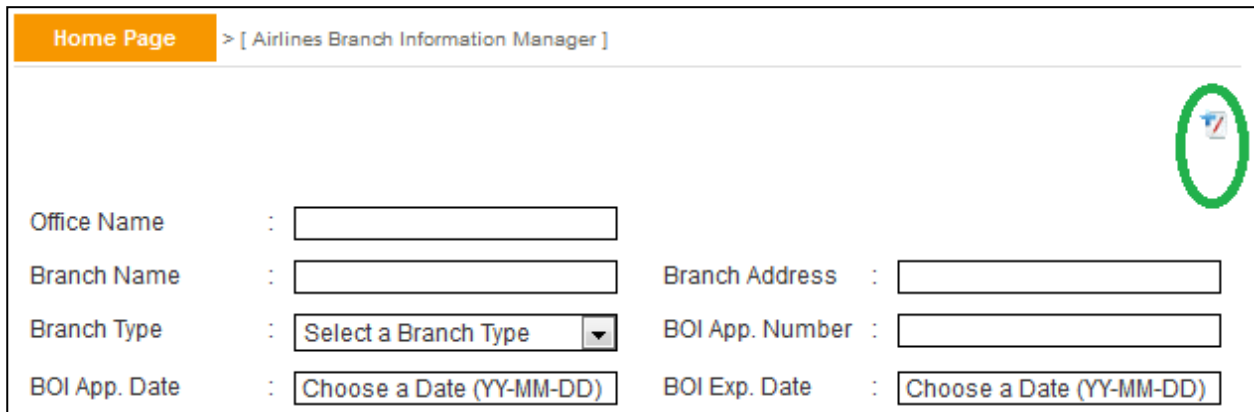
To Create Date :

Results **1 - 1** of about **1** for **Total Available(s)**

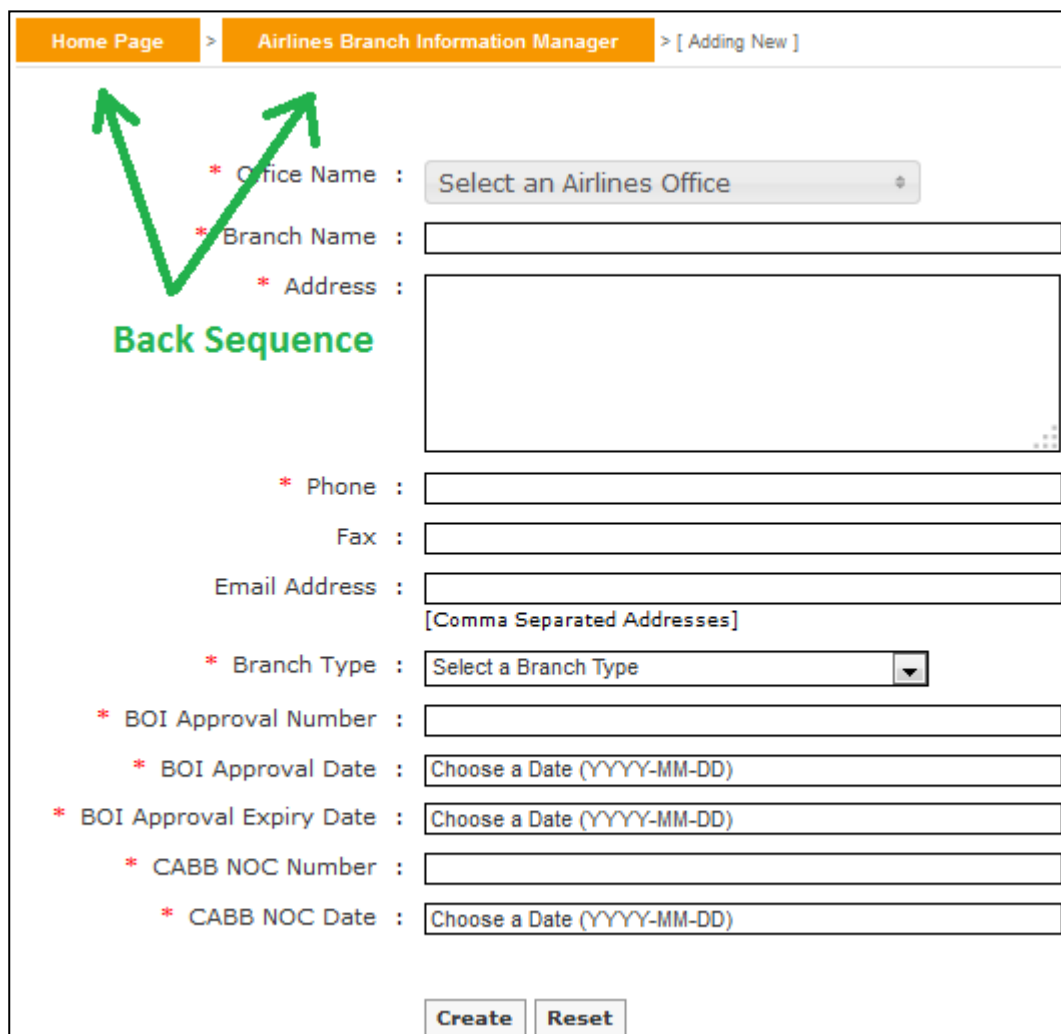
Branch Name	Other Info	Action
<b>Dhaka Gulshan Branch</b> (Airlines Branch Office)	<b>Office Name:</b> Malaysian Airlines <b>Email Address:</b> kaiserchowdhury@yahoo.com <b>Phone:</b> 02-9587346-48 <b>BOI Approval Number:</b> 553535353 <b>CABB NOC Number:</b> 3535465645646 <b>Create Date:</b> 10th February, 2014 at 10:34:03 AM	

## 6. Airlines Branch Information Manager


6.2. If the desired airline branch is not present in the list then one can forward towards the creation process by clicking the add new (📄) button.




In the creation screen fields preceded with (\*) marks are mandatory . At any form/screen, movement towards backward of action sequence can be done by using back sequence links. Please note, the creation of branch requires existence of airlines home office, if a particular airline home office is missing in drop down list then one have to create it in Airlines Office Information Manager first.





## 6. Airlines Branch Information Manager

6.3. Details of a branch office can be seen from view () link of the list.


Results **1 - 1** of about **1** for **Total Available(s)**

Branch Name	Other Info	Action
<b>Dhaka Gulshan Branch</b> (Airlines Branch Office)	<b>Office Name:</b> Malaysian Airlines <b>Email Address:</b> kaiserchowdhury@yahoo.com <b>Phone:</b> 02-9587346-48 <b>BOI Approval Number:</b> 553535353 <b>CABB NOC Number:</b> 3535465645646 <b>Create Date:</b> 10th February, 2014 at 10:34:03 AM	


6.4. From view of screen, information of a branch office can be printed in pdf format using print () link.

Home Page	Airlines Branch Information Manager	[ Viewing Details ]											
													
Office Name : Malaysian Airlines (MYS)													
Branch Name : Dhaka Gulshan Branch													
Address : Gulshan													
Phone : 02-9587346-48													
Fax : +(88) 031 728179													
Email Address : kaiserchowdhury@yahoo.com													
Branch Type : Airlines Branch Office													
BOI Approval Number : 553535353													
BOI Approval Date : 10th February, 2014													
BOI Approval Expiry Date : 28th February, 2014													
CABB NOC Number : 3535465645646													
CABB NOC Date : 10th February, 2014													
Branch(s) Under :													
	<table border="1"> <thead> <tr> <th>S/L</th> <th>Office Name</th> <th>Bank Name</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dhaka Gulshan Branch</td> <td>Test Bank Ltd</td> <td>2014-05-01</td> <td>2035-05-01</td> </tr> </tbody> </table>	S/L	Office Name	Bank Name	Start Date	End Date	1	Dhaka Gulshan Branch	Test Bank Ltd	2014-05-01	2035-05-01		
S/L	Office Name	Bank Name	Start Date	End Date									
1	Dhaka Gulshan Branch	Test Bank Ltd	2014-05-01	2035-05-01									

## 6. Airlines Branch Information Manager

Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.

Home Page
> [ Airlines Branch Information Manager ]



**Print**

- All **1** records (**pdf, excel**).
- This **1** records only (**pdf, excel**).

Office Name :

Branch Name :

Branch Type :


BOI App. Date :

CABB NOC Number :

From Create Date :

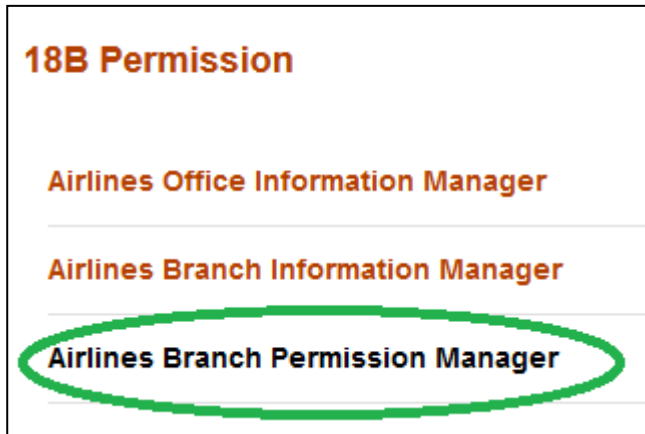
To Create Date :

Results **1 - 1** of about **1** for **Total Available(s)**

Branch Name	Other Info	Action
<b>Dhaka Gulshan Branch</b> (Airlines Branch Office)	<b>Office Name:</b> Malaysian Airlines <b>Email Address:</b> kaiserchowdhury@yahoo.com <b>Phone:</b> 02-9587346-48 <b>BOI Approval Number:</b> 553535353 <b>CABB NOC Number:</b> 3535465645646 <b>Create Date:</b> 10th February, 2014 at 10:34:03 AM	

## 7. Airlines Branch Permission Manager

7.1. The Airlines Branch Permission Manager submenu, under 18B Permission menu is designed to facilitate and manage online application of airline branches, according to FERA 18B act.

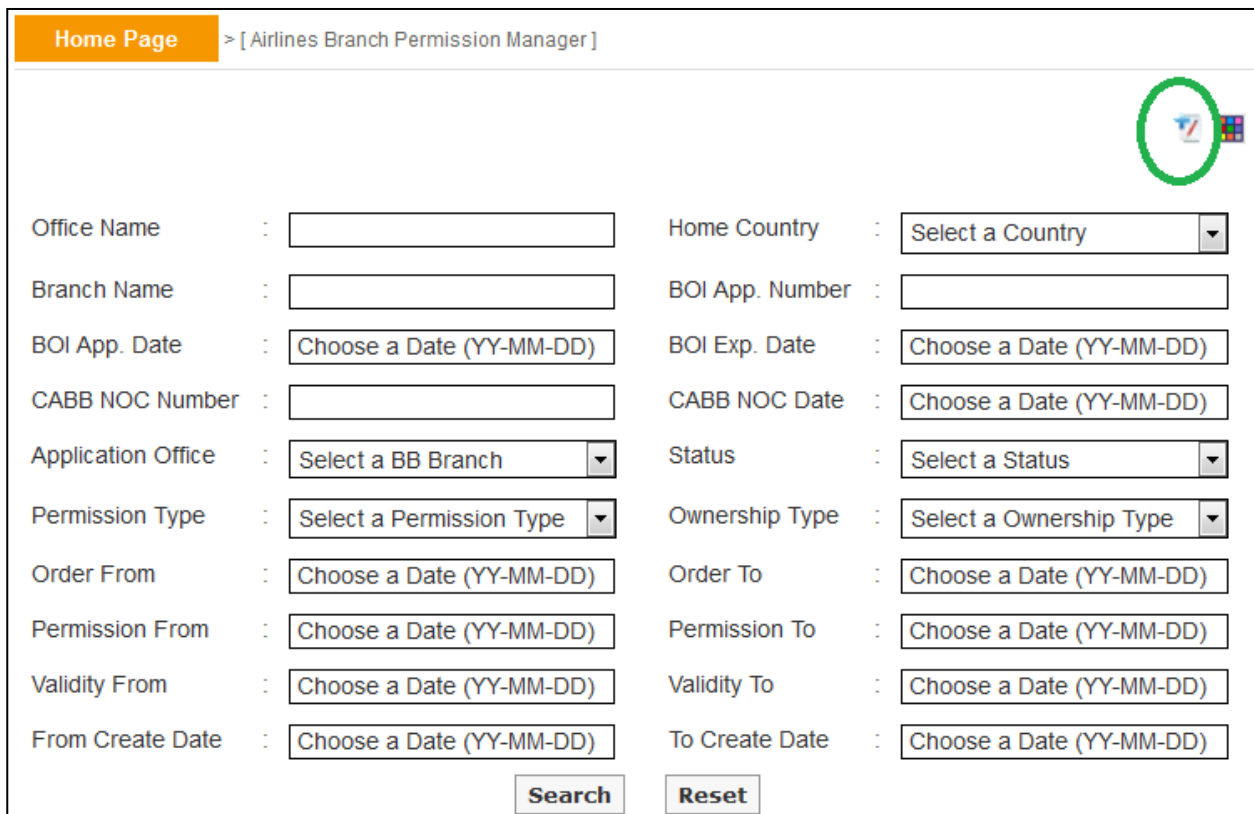


From this submenu, on behalf of airlines Banker's can apply for permission by associating an airline with local office/branch and uploading the necessary documents in pdf format.

**Any numbers of airline or branch can be created in the system by using Airlines Office Information Manager or Airlines Branch Information Manager. But those companies will not be treated as permitted entities under FERA 18B act, until or unless their applications are being submitted with valid documents through Airlines Branch Permission Manager submenu and are activated.**

Any airline branch that have an Active existence under this submenu will be treated as permitted by Bangladesh Bank under FERA 18B. Details of Active, Submitted, Saved and Rejected status were discussed in subsequent sections.

7.2. The application process begins from the add new (  ) button.

A screenshot of the "Airlines Branch Permission Manager" application form. The form is titled "Home Page > [ Airlines Branch Permission Manager ]". It contains various input fields and dropdown menus for data entry. A green circle highlights the "add new" button (a blue icon with a plus sign) in the top right corner. The form fields are arranged in two columns:

Office Name	: <input type="text"/>	Home Country	: <input type="text" value="Select a Country"/>
Branch Name	: <input type="text"/>	BOI App. Number	: <input type="text"/>
BOI App. Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	BOI Exp. Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
CABB NOC Number	: <input type="text"/>	CABB NOC Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
Application Office	: <input type="text" value="Select a BB Branch"/>	Status	: <input type="text" value="Select a Status"/>
Permission Type	: <input type="text" value="Select a Permission Type"/>	Ownership Type	: <input type="text" value="Select a Ownership Type"/>
Order From	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	Order To	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
Permission From	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	Permission To	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
Validity From	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	Validity To	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
From Create Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	To Create Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>

At the bottom of the form, there are two buttons: "Search" and "Reset".

## 7. Airlines Branch Permission Manager

At the beginning of the process the user has to select a map. There are different mandatory document requirements for different types of application based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), office type (airline home office). The office type of airline and its ownership type are usually associated with airline name (during the time of creation, office type and ownership type were declared within).

The screenshot shows a web form titled "Select Map". It contains the following elements:

- Permission Act**: 18B
- Permission Type**: Select a Permission Type (dropdown menu)
- Office Name**: Select an Office (dropdown menu)
- Ownership Type**: (dropdown menu)
- Order To**: (dropdown menu)
- Permission To**: (dropdown menu)
- Validity To**: (dropdown menu)
- To Create Date**: (dropdown menu)
- Filter**: Enter keywords (input field with a search icon)
- Buttons**: Proceed (circled in green), Cancel, and Reset.

The dropdown menu for "Office Name" is open, showing a list of airlines: "Malaysian Airlines (MYS)" and "Turkish Airlines (TUR)". This dropdown menu is also circled in green.

**Please note, airlines those exists / created under Airline Office Information Manager should be available in the dropdown list. The unavailability of a target airline means it doesn't exist under Airline Office Information Manager and hence should be created in the Airline Office Information Manager first.**

After selection of necessary information one can proceed towards the creation of application by pressing Proceed button. According to permission act, permission type, office type and ownership type there will be a list of mandatory documents that should be uploaded.



## 7. Airlines Branch Permission Manager



[Home Page](#) > [Airlines Branch Permission Manager](#) > [ Adding New ]

Office Name : Malaysian Airlines  
 Home Country : Malaysia  
 TIN Number (Branch) : 121-222-333-4444  
 Encashment Certificate Number : 9847263854242  
 Encashment Certificate Date : 10th February, 2014  
 Bank Solvency Certificate Number : 22-44444-9874  
 Bank Solvency Certificate Date : 10th February, 2014  
 Permission Act : **18B**  
 Permission Type : **New Permission**  
 Office Type : **Airlines Home Office**  
 Ownership Type : **Foreign Owned Public Limited Company**  
 \* Branch Name : 
  
 \* Application Office :

**\* Mandatory Documents (Upload PDF <= 2MB)**

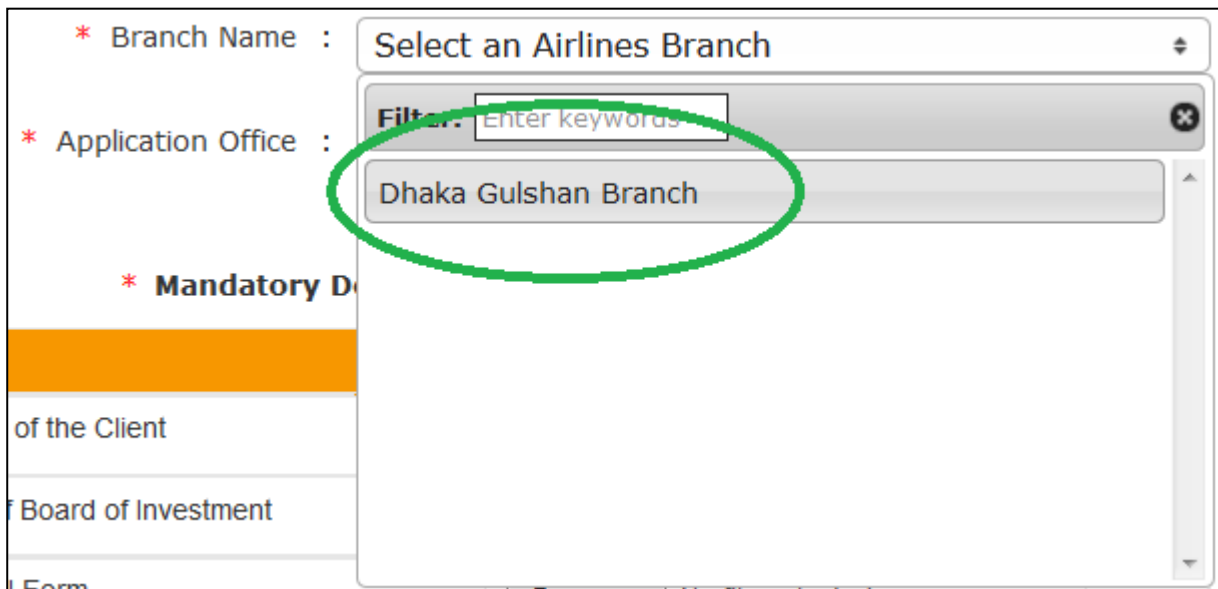
SL	Name	Uploader	
1	Application of the Client	<input type="button" value="Browse..."/> No file selected.	
2	Approval of Board of Investment	<input type="button" value="Browse..."/> No file selected.	
3	Annexure III Form	<input type="button" value="Browse..."/> No file selected.	
4	Authorization Letter to operate flights (issued by Civil Aviation Authority of Bangladesh)	<input type="button" value="Browse..."/> No file selected.	
5	Bank Solvency Certificate	<input type="button" value="Browse..."/> No file selected.	
6	Encashment Certificate of Capital	<input type="button" value="Browse..."/> No file selected.	
7	Flight Schedule (issued by Civil Aviation Authority of Bangladesh)	<input type="button" value="Browse..."/> No file selected.	
8	List of Employees	<input type="button" value="Browse..."/> No file selected.	
9	NOC of CAAB	<input type="button" value="Browse..."/> No file selected.	
10	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office	<input type="button" value="Browse..."/> No file selected.	
11	TIN/ Income Tax Certificate	<input type="button" value="Browse..."/> No file selected.	

**Other Documents (if any) (Upload PDF <= 2MB)**

SL	Name	Uploader	
1	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	 

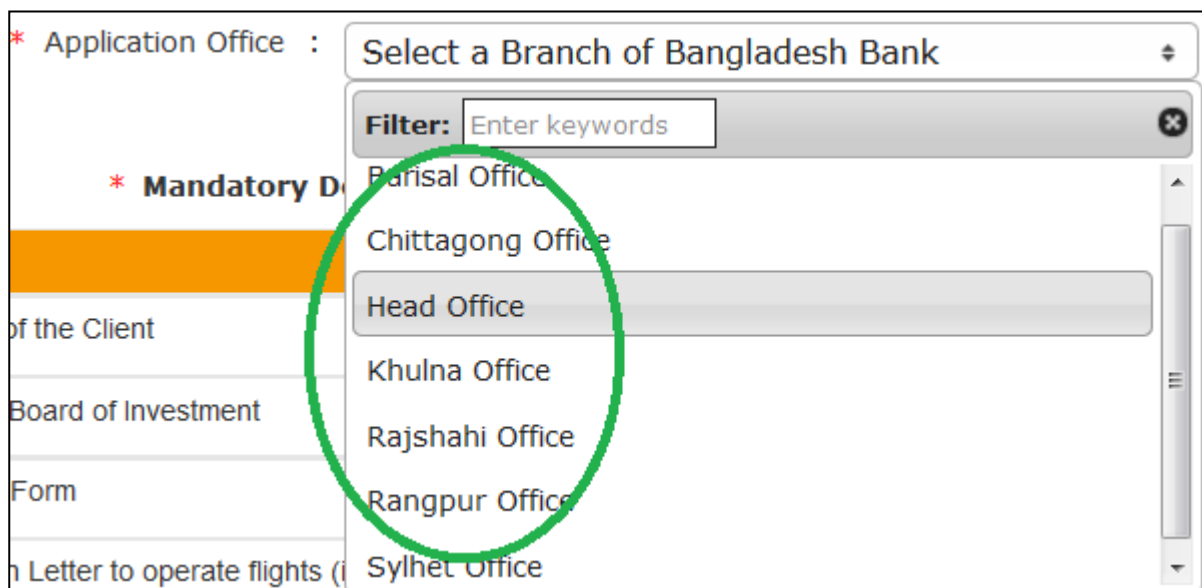
## 7. Airlines Branch Permission Manager

In creation page branch names can be selected from the dropdown list. **Please note only branches those exist / created under Airlines Branch Information Manager (for selected airlines) will be available here. The unavailability of a target branch means it doesn't exist under Airlines Branch Information Manager (or is not a branch of selected airline) and hence should be created in the Airlines Branch Information Manager first.**



The screenshot shows a web form with several fields. The field labeled '\* Branch Name' has a dropdown menu with the text 'Select an Airlines Branch'. Below it, the field '\* Application Office' has a dropdown menu with a search filter 'Filter: Enter keywords' and a list of options. The option 'Dhaka Gulshan Branch' is highlighted with a green oval. Other fields include '\* Mandatory D...', 'of the Client', 'Board of Investment', and 'Form'.

From the Application Office drop down list, the nearest Bangladesh Bank branch can be selected in which the AD Branch of Bank wants to submit application (usually the selection of Bangladesh Bank branch should be based on the address of the airline branch). In the creation screens fields preceded with (\*) marks are mandatory.





The screenshot shows a dropdown menu for 'Application Office' with the text 'Select a Branch of Bangladesh Bank'. The dropdown list includes: 'Dhaka Gulshan Office', 'Chittagong Office', 'Head Office', 'Khulna Office', 'Rajshahi Office', 'Rangpur Office', and 'Sylhet Office'. The 'Head Office' option is highlighted with a green oval. The field is marked as mandatory with a (\*) symbol. Other fields include '\* Mandatory D...', 'of the Client', 'Board of Investment', 'Form', and 'Letter to operate flights (i'.

## 7. Airlines Branch Permission Manager

After selection of Branch, Application Office and careful attachment of documents, by clicking the create button at the bottom of the form, the application can be saved.

* Mandatory Documents (Upload PDF <= 2MB)			
SL	Name	Uploader	
1	Application of the Client	<input type="button" value="Browse..."/> No file selected.	
2	Approval of Board of Investment	<input type="button" value="Browse..."/> No file selected.	
3	Annexure III Form	<input type="button" value="Browse..."/> No file selected.	
4	Authorization Letter to operate flights (issued by Civil Aviation Authority of Bangladesh)	<input type="button" value="Browse..."/> No file selected.	
5	Bank Solvency Certificate	<input type="button" value="Browse..."/> No file selected.	
6	Encashment Certificate of Capital	<input type="button" value="Browse..."/> No file selected.	
7	Flight Schedule (issued by Civil Aviation Authority of Bangladesh)	<input type="button" value="Browse..."/> No file selected.	
8	List of Employees	<input type="button" value="Browse..."/> No file selected.	
9	NOC of CAAB	<input type="button" value="Browse..."/> No file selected.	
10	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office	<input type="button" value="Browse..."/> No file selected.	
11	TIN/ Income Tax Certificate	<input type="button" value="Browse..."/> No file selected.	

**Other Documents (if any) (Upload PDF <= 2MB)**

SL	Name	Uploader	
1	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	 

Please note the application will not be submitted to Bangladesh Bank until someone submits it using the submit button. The saved applications will show a comment at the top of the form with the date of creation.

## 7. Airlines Branch Permission Manager

Home Page > Airlines Branch Permission Manager > [ Viewing Details ]

Saved on 22nd June, 2014

Office Name : Malaysian Airlines  
 Home Country : Malaysia  
 TIN Number (Branch) : 121-222-333-4444  
 Encashment Certificate Number : 9847263854242  
 Encashment Certificate Date : 10th February, 2014  
 Bank Solvency Certificate Number : 22-44444-9874  
 Bank Solvency Certificate Date : 10th February, 2014  
 Permission Act : **18B**  
 Permission Type : **New Permission**  
 Office Type : **Airlines Home Office**  
 Ownership Type : **Foreign Owned Public Limited Company**  
 Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Dhaka Gulshan Branch

Branch Address -> Gulshan  
 Phone -> 02-9587346-48  
 Email Address -> kaiserchowdhury@yahoo.com  
 BOI Approval Number -> 553535353  
 BOI Approval Date -> 2014-02-10  
 BOI Approval Expiry Date -> 2014-02-28  
 CABB NOC Number -> 3535465645646  
 CABB NOC Date -> 2014-02-10

Documents :

SL	Document Name
1	Application of the Client 381-seo-19-2013.pdf ( 205 KB )
2	Approval of Board of Investment finalconasecuritya.pdf ( 552 KB )
3	Annexure III Form finalconasecutityb.pdf ( 425 KB )
4	Authorization Letter to operate flights (issued by Civil Aviation Authority of Bangladesh) neru-fuzzy-Lecture-1.pdf ( 281 KB )
5	Bank Solvency Certificate feguidevo1a1l.pdf ( 809 KB )
6	Encashment Certificate of Capital GUIDELINES FOR FOREIGN EXCHANGE TRANSACTION S VOL-1.pdf ( 891 KB )
7	Flight Schedule (issued by Civil Aviation Authority of BangladeshJ) BACPS_Operating_Rules.pdf ( 225 KB )
8	List of Employees BACPS AICS -FSD 1-7.pdf ( 945 KB )
9	NOC of CAAB chap10.pdf ( 70 KB )
10	Power of Attorney to signn the documents for for opening and operating Branch and Liaison Office BACH Infrastructure.pdf ( 665 KB )
11	TIN / Income Tax Certificate chap10.pdf ( 70 KB )

Submit

## 7. Airlines Branch Permission Manager

The submitted application will show relevant comment at the top of form and there will be no further process button on the page for submitted applications.

Home Page > Airlines Branch Permission Manager > [ Viewing Details ]

**Submitted on 22nd June, 2014**

Office Name : Malaysian Airlines  
Home Country : Malaysia  
TIN Number (Branch) : 121-222-333-4444  
Encashment Certificate Number : 9847263854242  
Encashment Certificate Date : 10th February, 2014  
Bank Solvency Certificate Number : 22-44444-9874  
Bank Solvency Certificate Date : 10th February, 2014  
Permission Act : **18B**  
Permission Type : **New Permission**  
Office Type : **Airlines Home Office**  
Ownership Type : **Foreign Owned Public Limited Company**  
Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Dhaka Gulshan Branch

Branch Address -> Gulshan  
Phone -> 02-9587346-48  
Email Address -> kaiserchowdhury@yahoo.com  
BOI Approval Number -> 553535353  
BOI Approval Date -> 2014-02-10  
BOI Approval Expiry Date -> 2014-02-28  
CABB NOC Number -> 3535465645646  
CABB NOC Date -> 2014-02-10

Documents :

SL	Document Name
1	Application of the Client <a href="#">381-sec-19-2013.pdf</a> ( 205 KB )
2	Approval of Board of Investment <a href="#">finalcnasecuritya.pdf</a> ( 552 KB )
3	Annexure III Form <a href="#">finalcnasecurityb.pdf</a> ( 425 KB )
4	Authorization Letter to operate flights (issued by Civil Aviation Authority of Bangladesh) <a href="#">neru-fuzzy-Lecture-1.pdf</a> ( 281 KB )
5	Bank Solvency Certificate <a href="#">feguidevol1all.pdf</a> ( 809 KB )

## 7. Airlines Branch Permission Manager

**7.3.** From the search page one can search for different applications (Active, Saved, Submitted and Rejected) using various criteria or a mix of them. Please note the output of search is listed in the descending order of create date. In the result list there will be a summary of existing record with their status. An executive user can only delete the rejected and saved applications.

Home Page
> [ Airlines Branch Permission Manager ]

Office Name : <input type="text"/>	Home Country : <input type="text" value="Select a Country"/>
Branch Name : <input type="text"/>	BOI App. Number : <input type="text"/>
BOI App. Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>	BOI Exp. Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>
CABB NOC Number : <input type="text"/>	CABB NOC Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>
Application Office : <input type="text" value="Head Office"/>	Status : <input type="text" value="Select a Status"/>
Permission Type : <input type="text" value="Select a Permission Type"/>	Ownership Type : <input type="text" value="Select a Ownership Type"/>
Order From : <input type="text" value="Choose a Date (YY-MM-DD)"/>	Order To : <input type="text" value="Choose a Date (YY-MM-DD)"/>
Permission From : <input type="text" value="Choose a Date (YY-MM-DD)"/>	Permission To : <input type="text" value="Choose a Date (YY-MM-DD)"/>
Validity From : <input type="text" value="Choose a Date (YY-MM-DD)"/>	Validity To : <input type="text" value="Choose a Date (YY-MM-DD)"/>
From Create Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>	To Create Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>

**Results 1 - 4 of about 4 for Total Available(s)**

Office Name	Other Info	Action
<b>Malaysian Airlines (MYS)</b> (Airlines Home Office)	<b>Status:</b> Submitted <b>Application Office:</b> Bangladesh Bank, Head Office <b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Permission Act:</b> 18B <b>Permission Type:</b> New Permission <b>Branch Name:</b> Dhaka Gulshan Branch <b>BOI Approval Number:</b> 553535353 <b>CABB NOC Number:</b> 3535465645646 <b>Create Date:</b> 22nd June, 2014	


## 7. Airlines Branch Permission Manager

<p><b>Malaysian Airlines (MYS)</b> (Airlines Home Office)</p>	<p><b>Status:</b> Saved  <b>Application Office:</b> Bangladesh Bank, Head Office  <b>Ownership Type:</b> Foreign Owned Public Limited Company  <b>Permission Act:</b> 18B  <b>Permission Type:</b> New Permission  <b>Branch Name:</b> Dhaka Gulshan Branch  <b>BOI Approval Number:</b> 553535353  <b>CABB NOC Number:</b> 3535465645646  <b>Create Date:</b> 22nd June, 2014</p>	 <p>Process button for saved application</p>
<p><b>Turkish Airlines (TUR)</b> (Airlines Home Office)</p>	<p><b>Status:</b> Rejected  <b>Application Office:</b> Bangladesh Bank, Head Office  <b>Ownership Type:</b> Foreign Airlines  <b>Permission Act:</b> 18B  <b>Permission Type:</b> New Permission  <b>Branch Name:</b> Gulshan Branch  <b>BOI Approval Number:</b> 553535353  <b>CABB NOC Number:</b> 3535465645646  <b>Order Date:</b> 2nd June, 2014  <b>Permission Start Date:</b> 10th June, 2014  <b>Permission End Date:</b> 1st June, 2031  <b>Create Date:</b> 1st June, 2014</p>	 <p>View button</p>
<p><b>Turkish Airlines (TUR)</b> (Airlines Home Office)</p>	<p><b>Status:</b> Active  <b>Application Office:</b> Bangladesh Bank, Head Office  <b>Ownership Type:</b> Foreign Airlines  <b>Permission Act:</b> 18B  <b>Permission Type:</b> New Permission  <b>Branch Name:</b> Gulshan Branch  <b>BOI Approval Number:</b> 553535353  <b>CABB NOC Number:</b> 3535465645646  <b>Order Date:</b> 21st April, 2014  <b>Permission Start Date:</b> 1st April, 2014  <b>Permission End Date:</b> 28th April, 2015  <b>Create Date:</b> 23rd April, 2014</p>	
<p><b>Malaysian Airlines (MYS)</b> (Airlines Home Office)</p>	<p><b>Status:</b> Submitted  <b>Application Office:</b> Bangladesh Bank, Head Office  <b>Ownership Type:</b> Foreign Owned Public Limited Company  <b>Permission Act:</b> 18B  <b>Permission Type:</b> New Permission  <b>Branch Name:</b> Dhaka Gulshan Branch  <b>BOI Approval Number:</b> 553535353  <b>CABB NOC Number:</b> 3535465645646  <b>Create Date:</b> 11th February, 2014</p>	

## 7. Airlines Branch Permission Manager

7.4. Details of an application can be viewed from view (🔍) link of the list. The active applications are applications that are approved and hence will show file number, permission number, permission start and end date etc. From view screen, information of an airline can be printed in pdf format using print (🖨️) link.

Home Page > Airlines Branch Permission Manager > [ Viewing Details ]

**Active** 

Office Name : Turkish Airlines  
Home Country : Turkey  
TIN Number (Branch) : 12345678  
Encashment Certificate Number : 87654321  
Encashment Certificate Date : 1st January, 2014  
Bank Solvency Certificate Number : 23456789  
Bank Solvency Certificate Date : 14th January, 2014  
Permission Act : **18B**  
Permission Type : **New Permission**  
Office Type : **Airlines Home Office**  
Ownership Type : **Foreign Airlines**  
Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Gulshan Branch

Branch Address -> Gulshan 1, Dhaka  
Phone -> 02-9587346-40  
Email Address -> gsn@ucbl.com  
BOI Approval Number -> 553535353  
BOI Approval Date -> 2014-02-02  
BOI Approval Expiry Date -> 2014-02-28  
CABB NOC Number -> 3535465645646  
CABB NOC Date -> 2014-02-12

File Number : **111**  
Permission Number : **222**  
Permission Date : **21st April, 2014**  
Permission Details : Testing...  
Permission Start Date : **1st April, 2014**  
Permission End Date : **28th April, 2015**

Documents :

SL	Document Name
1	test Hepatitis B Mengitis Form.pdf ( 251 KB )



## 7. Airlines Branch Permission Manager

The rejected applications will show the rejection details and by re-uploading all necessary documents they can be re-submitted.

Home Page > Airlines Branch Permission Manager > [ Viewing Details ]

**Rejected on 1st June, 2014**

Office Name : Turkish Airlines  
Home Country : Turkey  
TIN Number (Branch) : 12345678  
Encashment Certificate Number : 87654321  
Encashment Certificate Date : 1st January, 2014  
Bank Solvency Certificate Number : 23456789  
Bank Solvency Certificate Date : 14th January, 2014  
Permission Act : **18B**  
Permission Type : **New Permission**  
Office Type : **Airlines Home Office**  
Ownership Type : **Foreign Airlines**  
Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Gulshan Branch

Branch Address -> Gulshan 1, Dhaka  
Phone -> 02-9587346-40  
Email Address -> gsn@ucbl.com  
BOI Approval Number -> 553535353  
BOI Approval Date -> 2014-02-02  
BOI Approval Expiry Date -> 2014-02-28  
CABB NOC Number -> 3535465645646  
CABB NOC Date -> 2014-02-12


**Details : NOC of CAAB Missing**

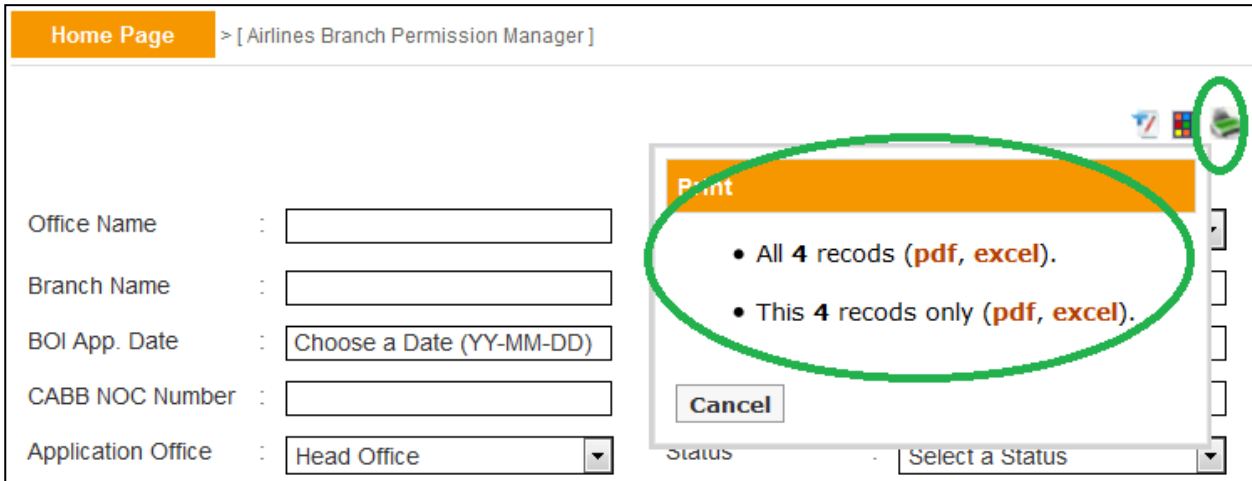
Documents :

SL	Document Name
1	Testing ... 10.1.1.107.1787.pdf ( 595 KB)

**Re-Submit**

## 7. Airlines Branch Permission Manager

7.5. Listed information can be printed in pdf format or exported in excel file using respective page's print () link.



Home Page > [ Airlines Branch Permission Manager ]

Office Name :

Branch Name :

BOI App. Date :

CABB NOC Number :


Application Office :

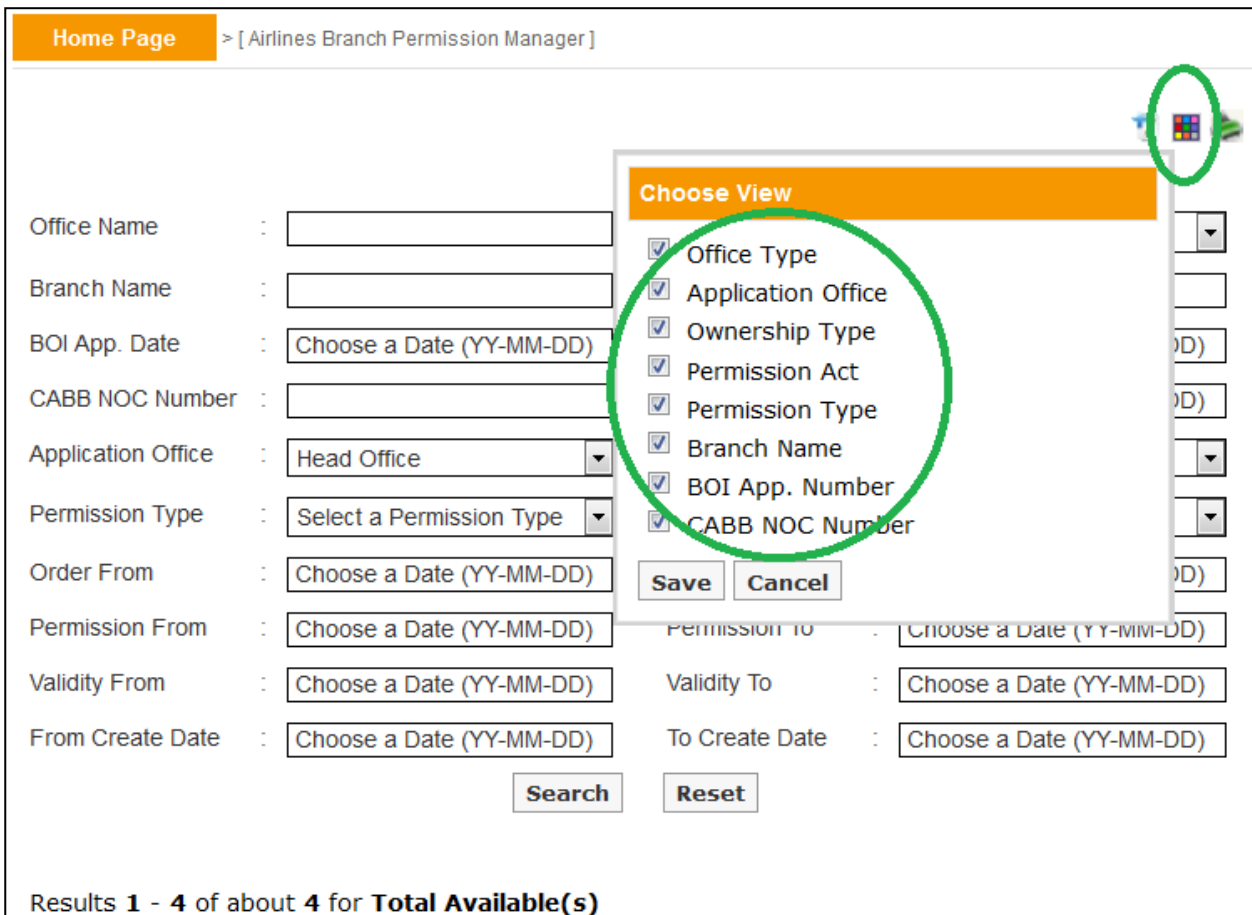
Print

- All 4 recods (pdf, excel).
- This 4 recods only (pdf, excel).

Cancel

Status :

Also the headers of excel file and information on listed output can be customized using respective page's customize () link.



Home Page > [ Airlines Branch Permission Manager ]

Office Name :

Branch Name :

BOI App. Date :

CABB NOC Number :

Application Office :

Permission Type :

Order From :

Permission From :

Validity From :

From Create Date :

Choose View

- Office Type
- Application Office
- Ownership Type
- Permission Act
- Permission Type
- Branch Name
- BOI App. Number
- CABB NOC Number

Save Cancel

Permission To :

Validity To :

To Create Date :

Search Reset


Results 1 - 4 of about 4 for Total Available(s)

## 8. Other Office Information Manager

**8.1.** The submenu item Other Office Information Manager is designed to manage information of all foreign companies (except airlines) that want to get permission under FERA 18B act. Using this menu an executive user can list previously created foreign company offices and create new offices if necessary.

### 18B Permission

- Airlines Office Information Manager
- Airlines Branch Information Manager
- Airlines Branch Permission Manager
- Other Office Information Manager**
- Other Branch Information Manager
- Other Branch Permission Manager

A foreign company home office can be created in the system by using add new (  ) button of Other Office Information Manager.

Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system.**

List of foreign companies can be found from the search box. Please note the output of search is listed in the descending order of create date.


Home Page > [ Other Office Information Manager ]

Office Name :  Home Country :


Office Type :  Ownership Type :

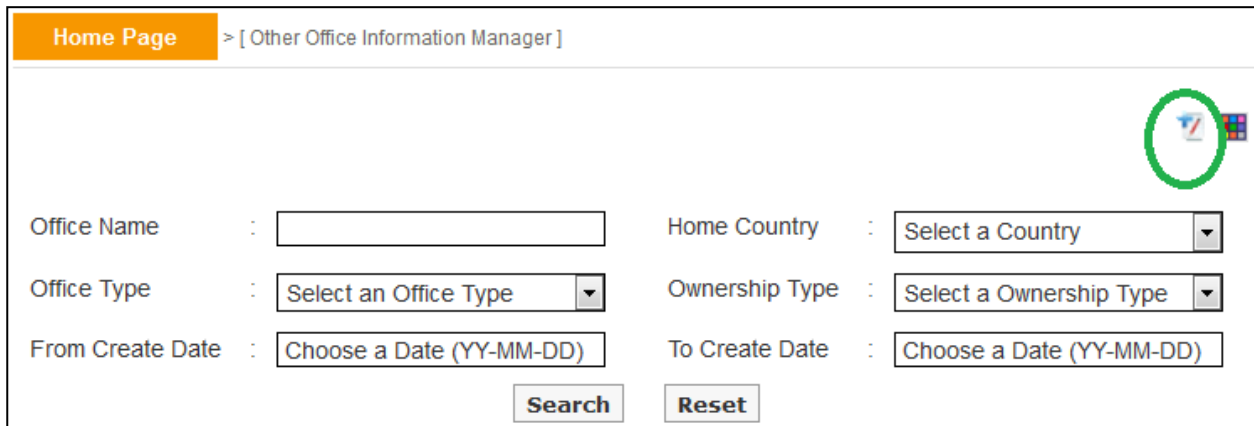
From Create Date :  To Create Date :

Results **1 - 1** of about **1** for **Total Available(s)**

Office Name	Other Info	Action
<b>Nokia Ltd</b> (Other Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 9847263854242 <b>Create Date:</b> 11th February, 2014 at 09:22:25 AM	

## 8. Other Office Information Manager

8.2. If the desired foreign company office is not present in the list then one can create it by clicking the add new (  ) button.



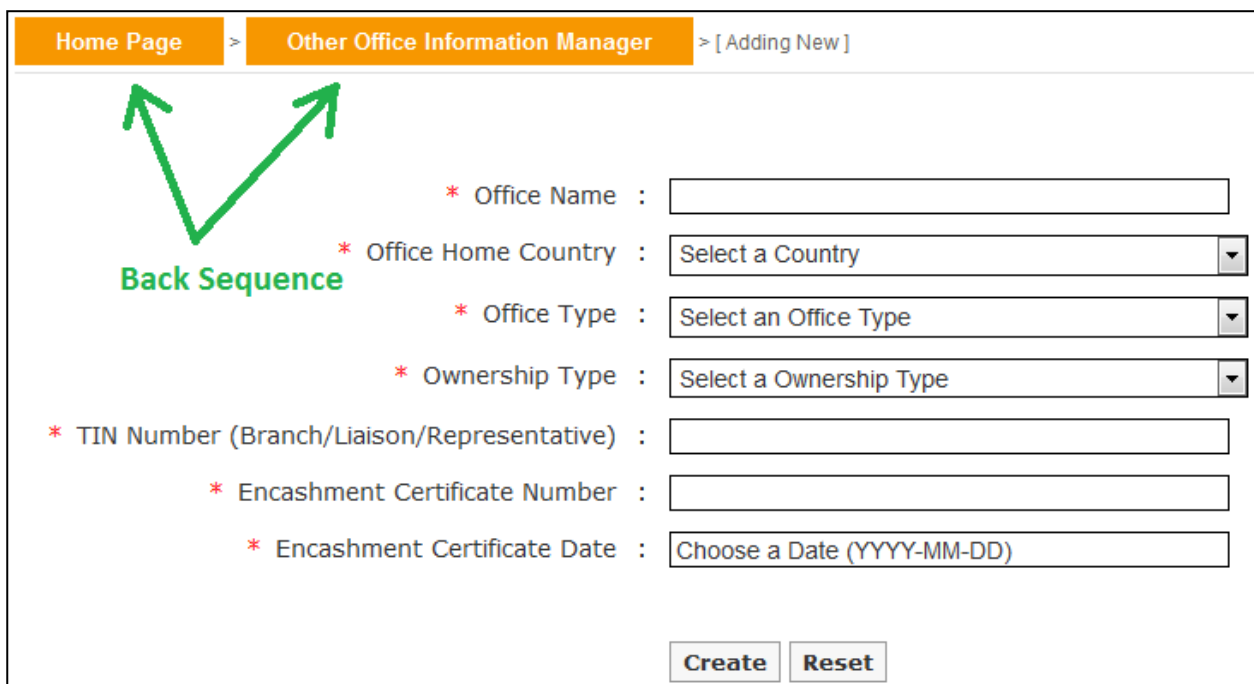
Home Page > [ Other Office Information Manager ]

Office Name :  Home Country :

Office Type :  Ownership Type :

From Create Date :  To Create Date :

In the creation screen fields preceded with (\*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links.



Home Page > Other Office Information Manager > [ Adding New ]

**Back Sequence**

\* Office Name :

\* Office Home Country :

\* Office Type :


\* Ownership Type :

\* TIN Number (Branch/Liaison/Representative) :


\* Encashment Certificate Number :


\* Encashment Certificate Date :

## 8. Other Office Information Manager


8.3. Details of a foreign company can be seen from view () link of the list.

Results **1 - 3** of about **3** for **Total Available(s)**

Office Name	Other Info	Action
<b>Telenor</b> (Other Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 88888 <b>Create Date:</b> 11th February, 2014 at 09:28:20 AM	
<b>Nokia Ltd</b> (Other Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 9847263854242 <b>Create Date:</b> 11th February, 2014 at 09:22:25 AM	
<b>Siemens Ltd</b> (Other Home Office)	<b>Ownership Type:</b> Foreign Owned Private Limited Company <b>Encashment Certificate Number:</b> 87654321 <b>Create Date:</b> 28th January, 2014 at 07:34:51 AM	

8.4. From view of screen, information of a foreign company can be printed in pdf format using print () link.

Home Page > Other Office Information Manager > [ Viewing Details ]



Office Name : Telenor

Office Home Country : Denmark

Office Type : Other Home Office

Ownership Type : Foreign Owned Public Limited Company

TIN Number (Branch/Liaison /Representative) : 123-345-343434


Encashment Certificate Number : 88888

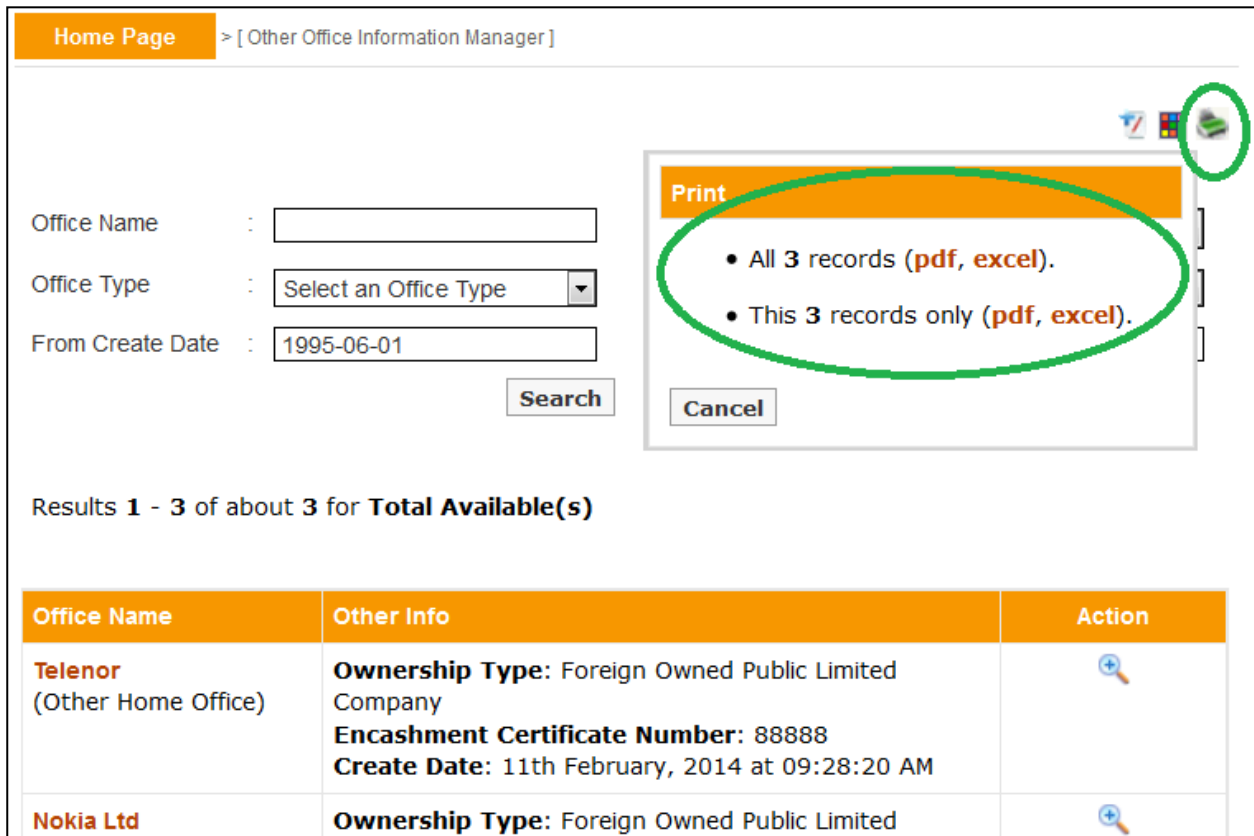
Encashment Certificate Date : 12th February, 2014

Branch(s) Under :



S/L	Branch Name	Bank Name	Start Date	End Date
1	Grameen Phone	Test Bank Ltd	2014-06-04	2024-06-05

## 8. Other Office Information Manager

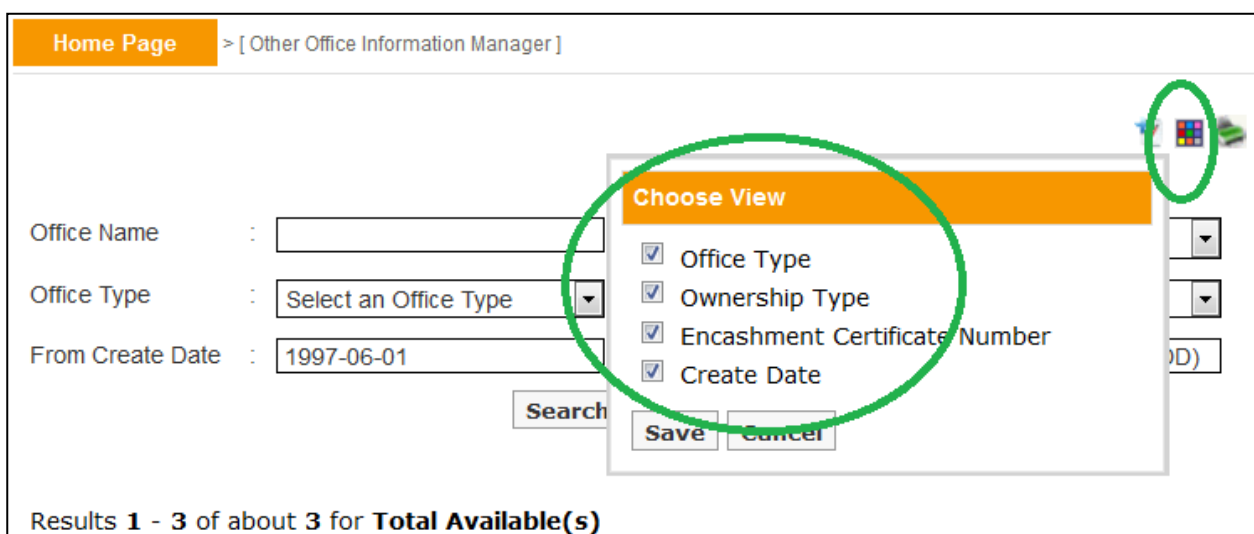
Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.





The screenshot shows the 'Other Office Information Manager' interface. On the left, there are search filters: 'Office Name' (text input), 'Office Type' (dropdown menu with 'Select an Office Type'), and 'From Create Date' (text input with '1995-06-01'). A 'Search' button is located below these filters. On the right, a 'Print' dialog box is open, containing two options: 'All 3 records (pdf, excel)' and 'This 3 records only (pdf, excel)'. A 'Cancel' button is at the bottom of the dialog. The main content area shows 'Results 1 - 3 of about 3 for Total Available(s)'. Below this is a table with three columns: 'Office Name', 'Other Info', and 'Action'.

Office Name	Other Info	Action
<b>Telenor</b> (Other Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 88888 <b>Create Date:</b> 11th February, 2014 at 09:28:20 AM	
<b>Nokia Ltd</b>	<b>Ownership Type:</b> Foreign Owned Public Limited	

A user can customize the headers of excel file using respective page's customize () link.



The screenshot shows the 'Other Office Information Manager' interface. On the left, there are search filters: 'Office Name' (text input), 'Office Type' (dropdown menu with 'Select an Office Type'), and 'From Create Date' (text input with '1997-06-01'). A 'Search' button is located below these filters. On the right, a 'Choose View' dialog box is open, containing four checked options: 'Office Type', 'Ownership Type', 'Encashment Certificate Number', and 'Create Date'. 'Save' and 'Cancel' buttons are at the bottom of the dialog. The main content area shows 'Results 1 - 3 of about 3 for Total Available(s)'. Below this is a table with three columns: 'Office Name', 'Other Info', and 'Action'.

Office Name	Other Info	Action
<b>Telenor</b> (Other Home Office)	<b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Encashment Certificate Number:</b> 88888 <b>Create Date:</b> 11th February, 2014 at 09:28:20 AM	
<b>Nokia Ltd</b>	<b>Ownership Type:</b> Foreign Owned Public Limited	

## 9. Other Branch Information Manager

9.1. Foreign companies' local branch information can be managed in the system using Other Branch Information Manager sub menu item under 18B Permission menu.

**18B Permission**

Airlines Office Information Manager

Airlines Branch Information Manager

Airlines Branch Permission Manager

Other Office Information Manager

**Other Branch Information Manager**

Other Branch Permission Manager

A local branch of any foreign company can be created in the system by using add new (+) button of Other Branch Information Manager.

Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system.**

List of branches can be found from the search box. Please note the output of search is listed in the descending order of create date.

Home Page > [ Other Branch Information Manager ]

Office Name : Telenor

Branch Name :

Branch Type : Select a Branch Type

BOI App. Date : Choose a Date (YY-MM-DD)

From Create Date : Choose a Date (YY-MM-DD)

Branch Address :

BOI App. Number :

BOI Exp. Date : Choose a Date (YY-MM-DD)


To Create Date : Choose a Date (YY-MM-DD)

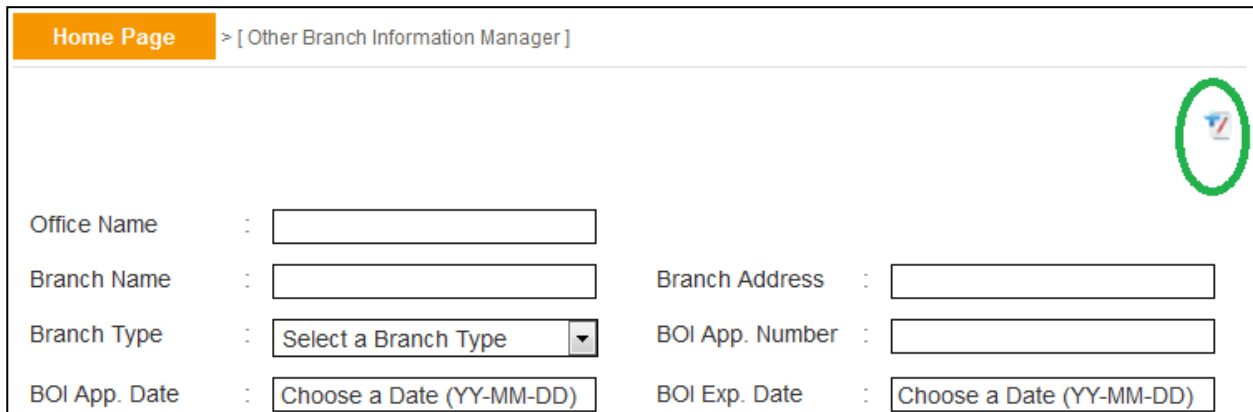
Search Reset

Results 1 - 1 of about 1 for Total Available(s)

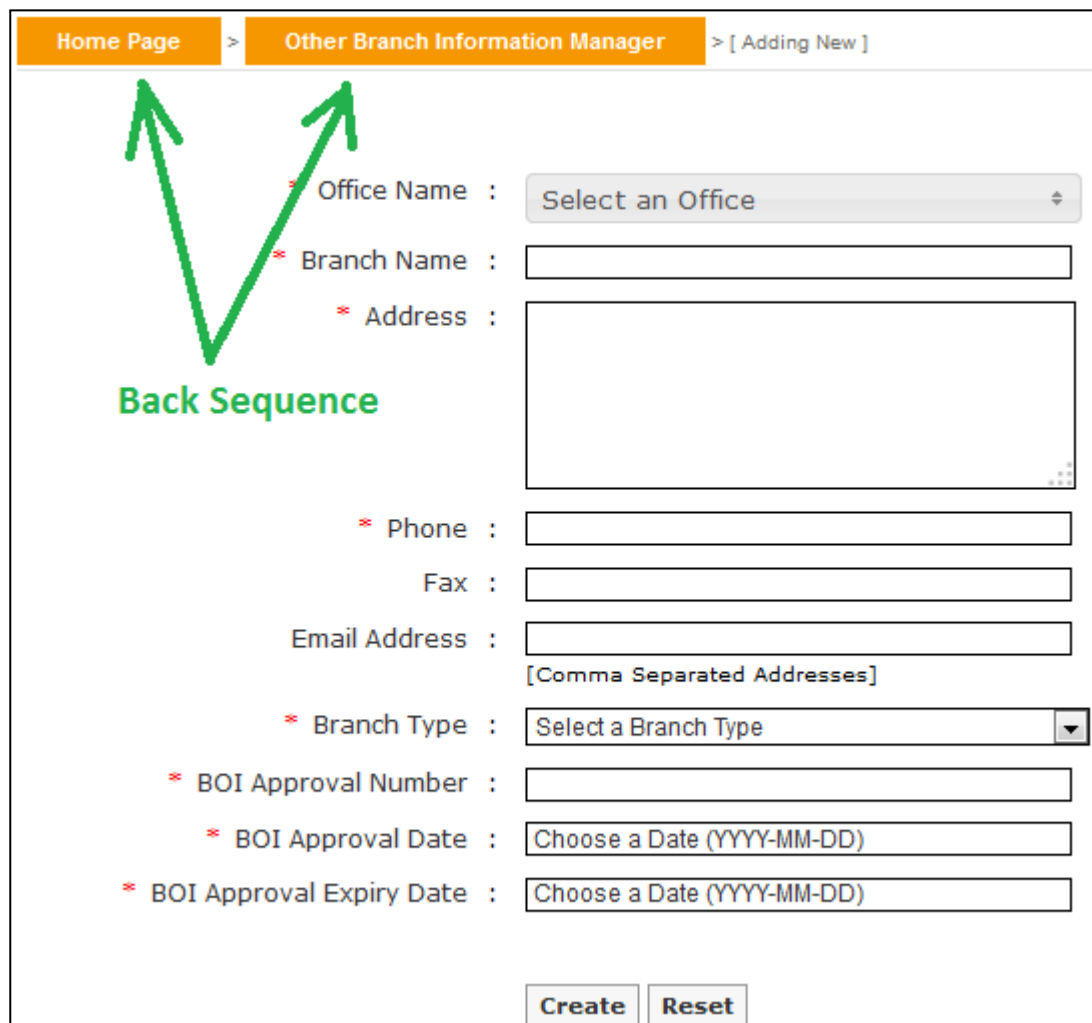
Branch Name	Other Info	Action
Grameen Phone (Other Branch Office)	<b>Office Name:</b> Telenor <b>Phone:</b> 02-9587346-48 <b>BOI Approval Number:</b> BOI-99992 <b>Create Date:</b> 11th February, 2014 at 10:38:48 AM	

## 9. Other Branch Information Manager

9.2. If the desired branch is not present in the list then one can forward towards the creation process by clicking the add new (  ) button.




In the creation screen fields preceded with (\*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links. Please note, the creation of branch requires existence of company home office, if a particular company home office is missing in drop down list then one have to create it in Other Office Information Manager first.







## 9. Other Branch Information Manager


9.3. Details of a branch office can be seen from view () link of the list.

Results 1 - 1 of about 1 for **Total Available(s)**

Branch Name	Other Info	Action
<b>Grameen Phone</b> (Other Branch Office)	<b>Office Name:</b> Telenor <b>Phone:</b> 02-9587346-48 <b>BOI Approval Number:</b> BOI-99992 <b>Create Date:</b> 11th February, 2014 at 10:38:48 AM	

9.4. From view of screen, information of a branch office can be printed in pdf format using print () link.

Home Page > Other Branch Information Manager > [ Viewing Details ]




Office Name : Telenor (DNK)  
 Branch Name : Grameen Phone  
 Address : Gulshan  
 Phone : 02-9587346-48  
 Fax : n/a  
 Email Address : n/a  
 Branch Type : Other Branch Office  
 BOI Approval Number : BOI-99992  
 BOI Approval Date : 1st February, 2014  
 BOI Approval Expiry Date : 28th February, 2014

Branch(s) Under :

S/L	Office Name	Bank Name	Start Date	End Date
1	Grameen Phone	Test Bank Ltd	2014-06-04	2024-06-05

## 9. Other Branch Information Manager

Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.

[Home Page](#) > [ Other Branch Information Manager ]

Office Name :


Branch Name :

Branch Type :

BOI App. Date :

From Create Date :

Results **1 - 1** of about **1** for **Total Available(s)**

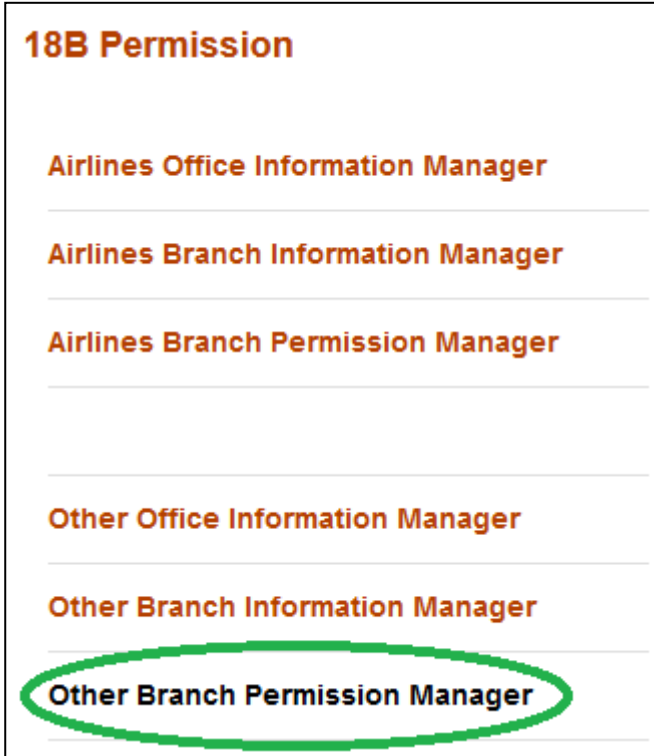
Branch Name	Other Info	Action
<b>Grameen Phone</b> (Other Branch Office)	<b>Office Name:</b> Telenor <b>Phone:</b> 02-9587346-48 <b>BOI Approval Number:</b> BOI-99992 <b>Create Date:</b> 11th February, 2014 at 10:38:48 AM	

Print

- All **1** records (**pdf, excel**).
- This **1** records only (**pdf, excel**).

## 10. Other Branch Permission Manager

10.1. The Other Branch Permission Manager submenu, under 18B Permission menu is designed to facilitate and manage online application of company branches other than airline, according to FERA 18B act.



**18B Permission**

**Airlines Office Information Manager**

---

**Airlines Branch Information Manager**

---

**Airlines Branch Permission Manager**

---

**Other Office Information Manager**

---

**Other Branch Information Manager**

---

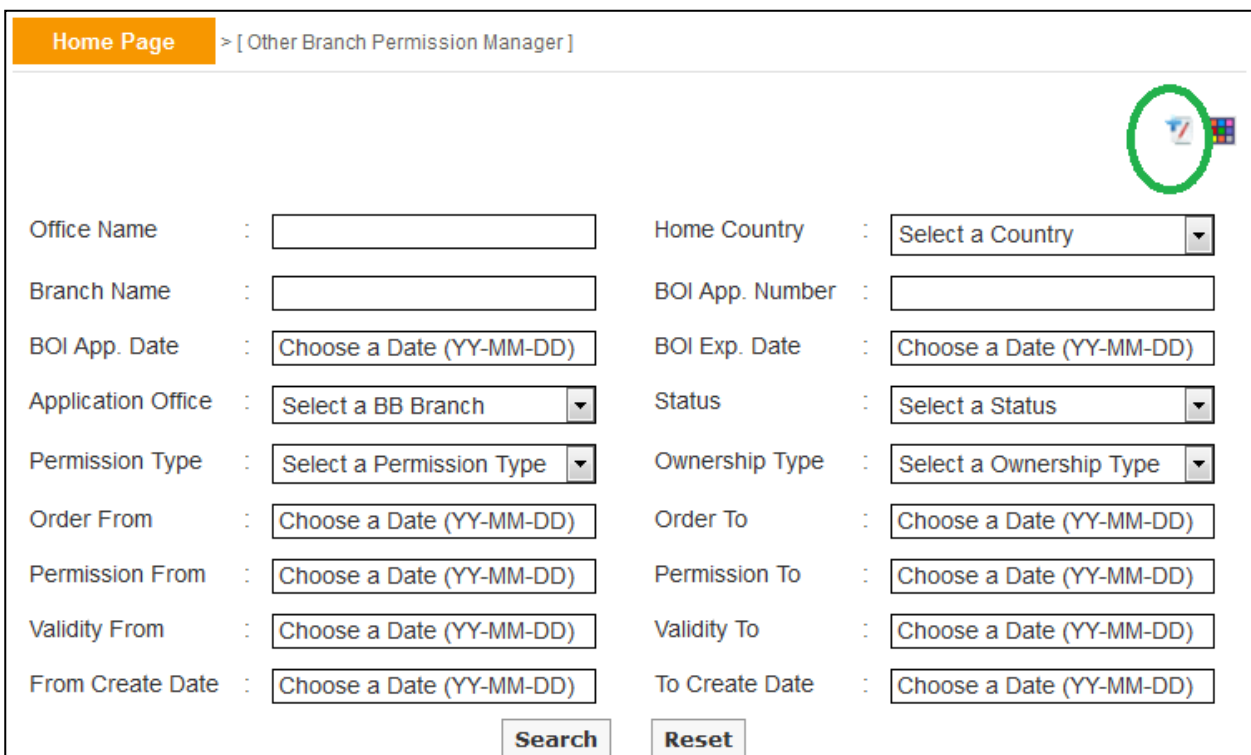
**Other Branch Permission Manager**

From this submenu, on behalf of foreign companies Bankers can apply for permission by associating a company with local office/branch and uploading the necessary documents in pdf format.


**Any numbers of foreign companies or branch can be created in the system by using Other Office Information Manager or Other Branch Information Manager. But those companies will not be treated as permitted entities under FERA 18B act, until or unless their applications are being submitted with valid documents through Other Branch Permission Manager submenu and are activated.**

Any airline branch that have an Active existence under this submenu will be treated as permitted by Bangladesh Bank under FERA 18B. Details of Active, Submitted, Saved and Rejected status were discussed in subsequent sections.

10.2. The application process begins from the add new (  ) button.



Home Page > [ Other Branch Permission Manager ]



Office Name	: <input type="text"/>	Home Country	: <input type="text" value="Select a Country"/>
Branch Name	: <input type="text"/>	BOI App. Number	: <input type="text"/>
BOI App. Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	BOI Exp. Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
Application Office	: <input type="text" value="Select a BB Branch"/>	Status	: <input type="text" value="Select a Status"/>
Permission Type	: <input type="text" value="Select a Permission Type"/>	Ownership Type	: <input type="text" value="Select a Ownership Type"/>
Order From	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	Order To	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
Permission From	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	Permission To	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
Validity From	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	Validity To	: <input type="text" value="Choose a Date (YY-MM-DD)"/>
From Create Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>	To Create Date	: <input type="text" value="Choose a Date (YY-MM-DD)"/>

## 10. Other Branch Permission Manager

At the beginning of the process the user has to select a map. There are different mandatory document requirements for different types of application based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), office type (other home office). The office type and ownership type are usually associated with company name (during the time of creation, office type and ownership type were declared within).

The screenshot shows a web form titled "Select Map". The form has the following fields and elements:

- Permission Act : **18B**
- Permission Type :
- Office Name :
- Filter:
- Buttons: **Proceed** (circled in green), **Cancel**, **Reset**
- Dropdown list (circled in green):
  - Nokia Ltd (FIN)
  - Siemens Ltd (DEU)
  - Telenor (DNK)
- Other fields: Order To, Permission To, Validity To, To Create Date

**Please note, companies those exists / created under Other Office Information Manager should be available in the dropdown list. The unavailability of a target company means it doesn't exists under Other Office Information Manager and hence should be created in the Other Office Information Manager first.**

After selection of necessary information one can proceed towards the creation of application by pressing Proceed button. According to permission act, permission type, office type and ownership type there will be a list of mandatory documents that should be uploaded.

## 10. Other Branch Permission Manager

[Home Page](#) > [Other Branch Permission Manager](#) > [ Adding New ]



Office Name : Nokia Ltd  
 Home Country : Finland  
 TIN Number (Branch/Liaison : 121-222-333-4444  
 /Representative)  
 Encashment Certificate Number : 9847263854242  
 Encashment Certificate Date : 10th February, 2014  
 Permission Act : **18B**  
 Permission Type : **Inclusion of New Branch**  
 Office Type : **Other Home Office**  
 Ownership Type : **Foreign Owned Public Limited Company**  
 \* Branch Name :

\* Application Office :

**\* Mandatory Documents (Upload PDF <= 2MB)**

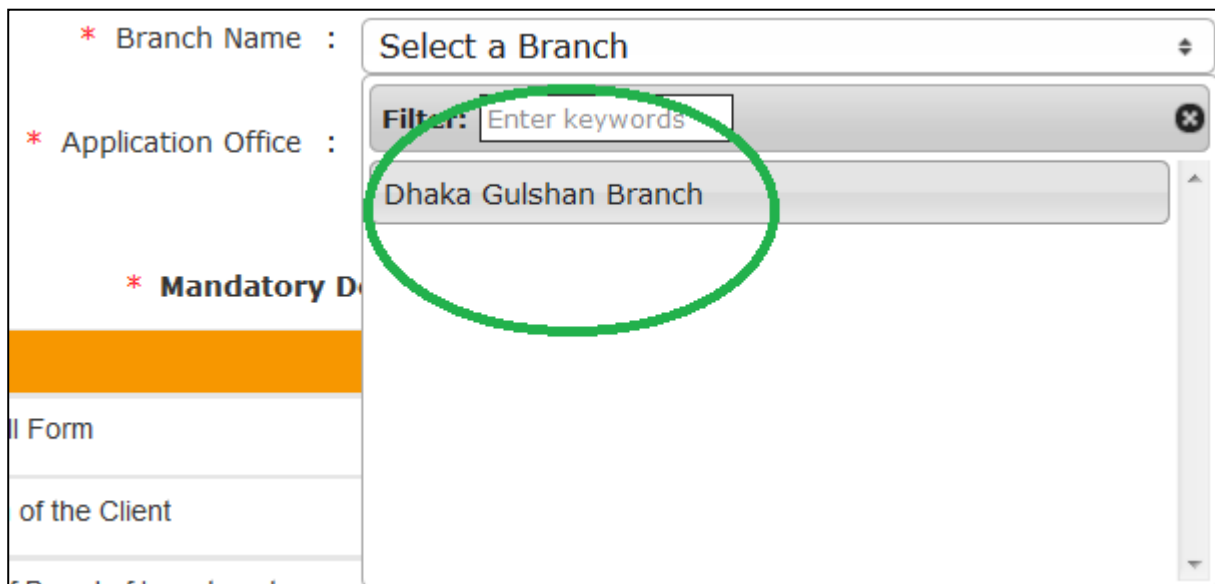
SL	Name	Uploader
1	Annexure III Form	<input type="button" value="Browse..."/> No file selected.
2	Application of the Client	<input type="button" value="Browse..."/> No file selected.
3	Approval of Board of Investment	<input type="button" value="Browse..."/> No file selected.
4	Encashment Certificate of Capital	<input type="button" value="Browse..."/> No file selected.
5	List of Employees	<input type="button" value="Browse..."/> No file selected.
6	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office	<input type="button" value="Browse..."/> No file selected.
7	TIN/ Income Tax Certificate	<input type="button" value="Browse..."/> No file selected.

**Other Documents (if any) (Upload PDF <= 2MB)**

SL	Name	Uploader
1	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.  

## 10. Other Branch Permission Manager

In creation page branch names can be selected from the dropdown list. **Please note only branches those exist / created under Other Branch Information Manager (for selected company) will be available here. The unavailability of a target branch means it doesn't exist under Other Branch Information Manager (or is not a branch of selected company) and hence should be created in the Other Branch Information Manager first.**

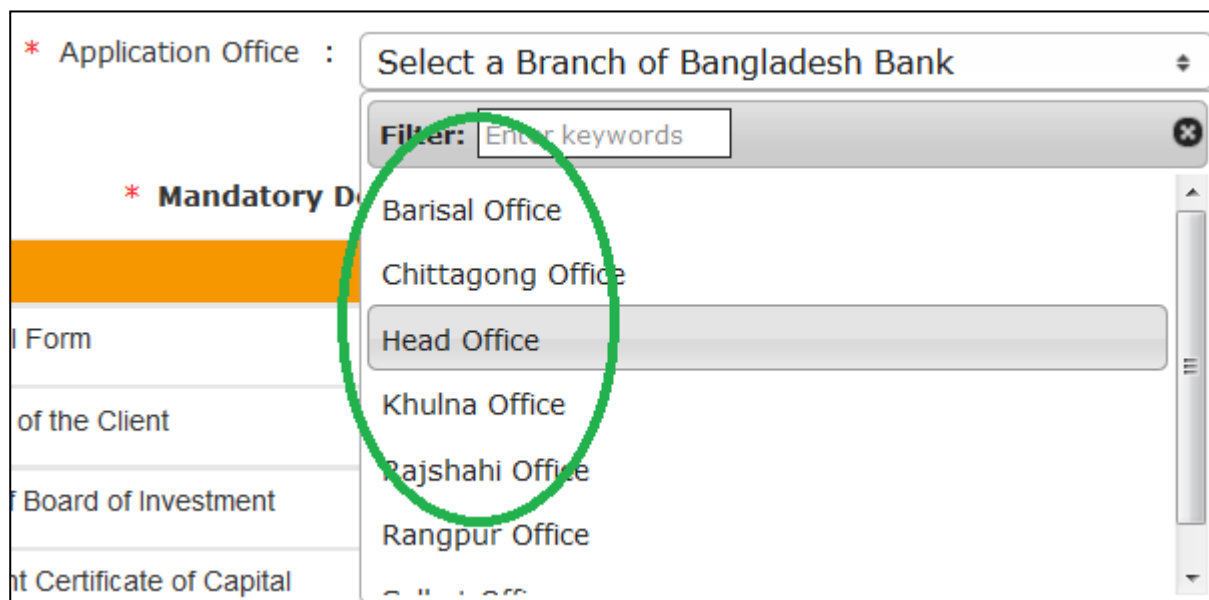


The screenshot shows a form with the following fields:

- \* Branch Name : Select a Branch
- \* Application Office : Filter: Enter keywords
- \* Mandatory D

The dropdown menu for 'Application Office' is open, showing a list of branches. The 'Dhaka Gulshan Branch' is highlighted with a green circle.

From the Application Office drop down list, the nearest Bangladesh Bank branch can be selected in which the AD Branch of Bank wants to submit application (usually the selection of Bangladesh Bank branch should be based on the address of the local office). In the creation screens fields preceded with (\*) marks are mandatory .



The screenshot shows a form with the following fields:

- \* Application Office : Select a Branch of Bangladesh Bank
- \* Mandatory D



The dropdown menu for 'Application Office' is open, showing a list of branches. The 'Head Office' is highlighted with a green circle.

## 10. Other Branch Permission Manager

After selection of Branch, Application Office and careful attachment of documents, by clicking the create button at the bottom of the form, the application can be saved.

SL	Name	Uploader	
1	Annexure III Form	<input type="button" value="Browse..."/> No file selected.	
2	Application of the Client	<input type="button" value="Browse..."/> No file selected.	
3	Approval of Board of Investment	<input type="button" value="Browse..."/> No file selected.	
4	Encashment Certificate of Capital	<input type="button" value="Browse..."/> No file selected.	
5	List of Employees	<input type="button" value="Browse..."/> No file selected.	
6	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office	<input type="button" value="Browse..."/> No file selected.	
7	TIN / Income Tax Certificate	<input type="button" value="Browse..."/> No file selected.	

**Other Documents (if any) (Upload PDF <= 2MB)**

SL	Name	Uploader	
1	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	 

**Please note the application will not be submitted to Bangladesh Bank until someone submits it using the submit button.** The saved applications will show a comment at the top of the form with the date of creation.

## 10. Other Branch Permission Manager

Home Page >
Other Branch Permission Manager > [ Viewing Details ]

Saved on 22nd June, 2014

Office Name : Siemens Ltd

Home Country : Germany

TIN Number (Branch/Liaison /Representative) : 123-345-456789

Encashment Certificate Number : 87654321

Encashment Certificate Date : 1st January, 2014

Permission Act : **18B**

Permission Type : **Inclusion of New Branch**

Office Type : **Other Home Office**

Ownership Type : **Foreign Owned Public Limited Company**

Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Dhaka Gulshan Branch

Branch Address -> Gulshan2

Phone -> 02-9587346-48

Email Address -> n/a

BOI Approval Number -> 553535353

BOI Approval Date -> 2014-04-01

BOI Approval Expiry Date -> 2032-04-01

Documents :

SL	Document Name
1	Annexure III Form <span style="color: red; font-size: small;">BACH Infrastructure.pdf ( 665 KB )</span>
2	Application of the Client <span style="color: red; font-size: small;">chap10.pdf ( 70 KB )</span>
3	Approval of Board of Investment <span style="color: red; font-size: small;">befn_operatingrules.pdf ( 1,113 KB )</span>
4	Encashment Certificate of Capital <span style="color: red; font-size: small;">bangladeshautomatedclearinghouse-140403051231- phpapp01.pdf ( 1,354 KB )</span>
5	List of Employees <span style="color: red; font-size: small;">BACPS_Operating_Rules.pdf ( 225 KB )</span>
6	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office <span style="color: red; font-size: small;">BACPS AICS -FSD 1-7.pdf ( 945 KB )</span>
7	TIN/ Income Tax Certificate <span style="color: red; font-size: small;">chap10.pdf ( 70 KB )</span>



## 10. Other Branch Permission Manager

The submitted application will show relevant comment at the top of form and there will be no further process button on the page for submitted applications.

Home Page > Other Branch Permission Manager > [ Viewing Details ]

**Submitted on 22nd June, 2014**

Office Name : Siemens Ltd  
Home Country : Germany  
TIN Number (Branch/Liaison /Representative) : 123-345-456789  
Encashment Certificate Number : 87654321  
Encashment Certificate Date : 1st January, 2014  
Permission Act : **18B**  
Permission Type : **Inclusion of New Branch**  
Office Type : **Other Home Office**  
Ownership Type : **Foreign Owned Public Limited Company**  
Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Dhaka Gulshan Branch

Branch Address -> Gulshan2  
Phone -> 02-9587346-48  
Email Address -> n/a  
BOI Approval Number -> 553535353  
BOI Approval Date -> 2014-04-01  
BOI Approval Expiry Date -> 2032-04-01

Documents :

SL	Document Name
1	Annexure III Form BACH Infrastructure.pdf ( 665 KB )
2	Application of the Client chap10.pdf ( 70 KB )
3	Approval of Board of Investment befn_operatingrules.pdf ( 1,113 KB )
4	Encashment Certificate of Capital bangladeshautomatedclearinghouse-140403051231-phapp01.pdf ( 1,354 KB )
5	List of Employees BACPS_Operating_Rules.pdf ( 225 KB )
6	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office BACPS AICS -FSD 1-7.pdf ( 945 KB )
7	TIN / Income Tax Certificate chap10.pdf ( 70 KB )

## 10. Other Branch Permission Manager

**10.3.** From the search page one can search for different applications (Active, Saved, Submitted and Rejected) using various criteria or a mix of them. Please note the output of search is listed in the descending order of create date. In the result list there will be a summary of existing record with their status. An executive user can only delete the rejected and saved applications.

Home Page
> [ Other Branch Permission Manager ]

Office Name : <input type="text"/>	Home Country : <input type="text" value="Select a Country"/>
Branch Name : <input type="text"/>	BOI App. Number : <input type="text"/>
BOI App. Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>	BOI Exp. Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>
Application Office : <input type="text" value="Head Office"/>	Status : <input type="text" value="Select a Status"/>
Permission Type : <input type="text" value="Select a Permission Type"/>	Ownership Type : <input type="text" value="Select a Ownership Type"/>
Order From : <input type="text" value="Choose a Date (YY-MM-DD)"/>	Order To : <input type="text" value="Choose a Date (YY-MM-DD)"/>
Permission From : <input type="text" value="Choose a Date (YY-MM-DD)"/>	Permission To : <input type="text" value="Choose a Date (YY-MM-DD)"/>
Validity From : <input type="text" value="Choose a Date (YY-MM-DD)"/>	Validity To : <input type="text" value="Choose a Date (YY-MM-DD)"/>
From Create Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>	To Create Date : <input type="text" value="Choose a Date (YY-MM-DD)"/>

**Results 1 - 4 of about 4 for Total Available(s)**

Office Name	Other Info	Action
<b>Siemens Ltd (DEU)</b> (Other Home Office)	<b>Status:</b> Submitted <b>Application Office:</b> Bangladesh Bank, Head Office <b>Ownership Type:</b> Foreign Owned Public Limited Company <b>Permission Act:</b> 18B <b>Permission Type:</b> Inclusion of New Branch <b>Branch Name:</b> Dhaka Gulshan Branch <b>BOI Approval Number:</b> 553535353 <b>Create Date:</b> 22nd June, 2014	


## 10. Other Branch Permission Manager

<p><b>Siemens Ltd (DEU)</b> (Other Home Office)</p>	<p><b>Status:</b> Saved  <b>Application Office:</b> Bangladesh Bank, Head Office  <b>Ownership Type:</b> Foreign Owned Public Limited Company  <b>Permission Act:</b> 18B  <b>Permission Type:</b> Inclusion of New Branch  <b>Branch Name:</b> Dhaka Gulshan Branch  <b>BOI Approval Number:</b> 553535353  <b>Create Date:</b> 22nd June, 2014</p>	 <p>Process button for saved application</p>
<p><b>Telenor (DNK)</b> (Other Home Office)</p>	<p><b>Status:</b> Active  <b>Application Office:</b> Bangladesh Bank, Head Office  <b>Ownership Type:</b> Foreign Owned Public Limited Company  <b>Permission Act:</b> 18B  <b>Permission Type:</b> New Permission  <b>Branch Name:</b> Grameen Phone  <b>BOI Approval Number:</b> BOI-99992  <b>Order Date:</b> 4th June, 2014  <b>Permission Start Date:</b> 4th June, 2014  <b>Permission End Date:</b> 5th June, 2024  <b>Create Date:</b> 3rd June, 2014</p>	 <p>View button</p>

## 10. Other Branch Permission Manager

**10.4.** Details of an application can be viewed from view (🔍) link of the list. The active applications are applications that are approved and hence will show file number, permission number, permission start and end date etc. From view screen, information of an office can be printed in pdf format using print (🖨️) link.

Home Page > Other Branch Permission Manager > [Viewing Details]

**Active** 

Office Name : Telenor  
Home Country : Denmark  
TIN Number (Branch/Liaison /Representative) : 123-345-343434  
Encashment Certificate Number : 88888  
Encashment Certificate Date : 12th February, 2014  
Permission Act : **18B**  
Permission Type : **New Permission**  
Office Type : **Other Home Office**  
Ownership Type : **Foreign Owned Public Limited Company**  
Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Grameen Phone

Branch Address -> Gulshan  
Phone -> 02-9587346-48  
Email Address -> n/a  
BOI Approval Number -> BOI-99992  
BOI Approval Date -> 2014-02-01  
BOI Approval Expiry Date -> 2014-02-28

File Number : **88888888888**  
Permission Number : **99999999999**  
Permission Date : **4th June, 2014**  
Permission Details : 10 Years  
Permission Start Date : **4th June, 2014**  
Permission End Date : **5th June, 2024**

## 10. Other Branch Permission Manager

The rejected applications will show the rejection details and by re-uploading all necessary documents they can be re-submitted.

[Home Page](#) > [Other Branch Permission Manager](#) > [ Viewing Details ]

**Rejected on 22nd June, 2014**

Office Name : Siemens Ltd  
Home Country : Germany  
TIN Number (Branch/Liaison /Representative) : 123-345-456789  
Encashment Certificate Number : 87654321  
Encashment Certificate Date : 1st January, 2014  
Permission Act : **18B**  
Permission Type : **Inclusion of New Branch**  
Office Type : **Other Home Office**  
Ownership Type : **Foreign Owned Public Limited Company**  
Application Office : Bangladesh Bank, Head Office

Branches :

SL	Branch Name
1	Dhaka Gulshan Branch

Branch Address -> Gulshan2  
Phone -> 02-9587346-48  
Email Address -> n/a  
BOI Approval Number -> 553535353  
BOI Approval Date -> 2014-04-01  
BOI Approval Expiry Date -> 2032-04-01

**Details : Encashment Certificate Missing**

Documents :

SL	Document Name
1	Annexure III Form <a href="#">BACH Infrastructure.pdf</a> ( 665 KB )
2	Application of the Client <a href="#">chap10.pdf</a> ( 70 KB )
3	Approval of Board of Investment <a href="#">befn_operatingrules.pdf</a> ( 1,113 KB )
6	Power of Attorney to sign the documents for for opening and operating Branch and Liaison Office <a href="#">BACPS AICS -FSD 1-7.pdf</a> ( 945 KB )
7	TIN / Income Tax Certificate <a href="#">chap10.pdf</a> ( 70 KB )

**Re-Submit**

## 10. Other Branch Permission Manager

10.5. Listed information can be printed in pdf format or exported in excel file using respective page's print (🖨️) link.

Home Page > [ Other Branch Permission Manager ]

Office Name :

Branch Name :

BOI App. Date :

Application Office :

Permission Type :

Ownership Type :

**Print**

- All 4 records (pdf, excel).
- This 4 records only (pdf, excel).

Cancel

Also the headers of excel file and information on listed output can be customized using respective page's customize (🎨) link.

Home Page > [ Other Branch Permission Manager ]

Office Name :

Branch Name :

BOI App. Date :

Application Office :

Permission Type :

Order From :

Permission From :

Validity From :  Validity To :

From Create Date :  To Create Date :

**Choose View**

- Office Type
- Application Office
- Ownership Type
- Permission Act
- Permission Type
- Branch Name
- BOI App. Number

Save Cancel

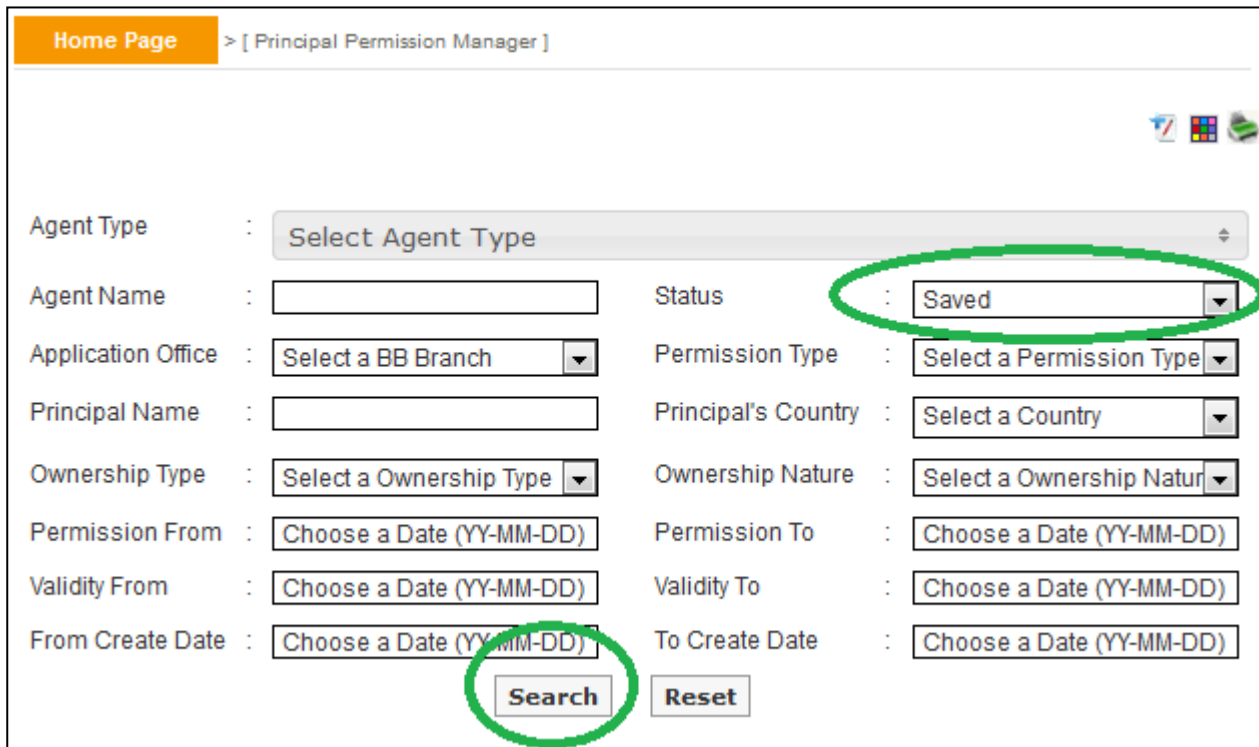
Search Reset

Results 1 - 4 of about 4 for Total Available(s)

## 11. Frequently Asked Questions

**11.1.** I have saved my applications to submit them later. How can I retrieve them and submit ?

From the search pane of (Principal / Airlines Branch / Other Branch ) Permission Manager one can find the saved application by searching with Status = 'Saved'.



The screenshot shows the search interface of the Principal Permission Manager. The breadcrumb path is 'Home Page > [ Principal Permission Manager ]'. The search criteria are as follows:

Agent Type	: Select Agent Type	Status	: Saved
Agent Name	: [Text Input]	Permission Type	: Select a Permission Type
Application Office	: Select a BB Branch	Principal's Country	: Select a Country
Principal Name	: [Text Input]	Ownership Nature	: Select a Ownership Natur
Ownership Type	: Select a Ownership Type	Permission From	: Choose a Date (YY-MM-DD)
Permission From	: Choose a Date (YY-MM-DD)	Permission To	: Choose a Date (YY-MM-DD)
Validity From	: Choose a Date (YY-MM-DD)	Validity To	: Choose a Date (YY-MM-DD)
From Create Date	: Choose a Date (YY-MM-DD)	To Create Date	: Choose a Date (YY-MM-DD)

Buttons: Search, Reset

**11.2.** How can I view / list the approved and rejected applications?

From the search pane of (Principal / Airlines Branch / Other Branch) Permission Manager one can find the approved and rejected applications by searching with Status = 'Active' and Status = 'Rejected' Respectfully.

**11.3.** How can I list approved applications for Buying Agent?

By choosing combination of different search criteria's one can find a list of desired permissions. For example to find approved applications for Buying Agents search with Agent Type = 'Buying Agent' and Status = 'Active' in Principal Permission Manager.

## 11. Frequently Asked Questions

### 11.4. What are the implications of different date wise search fields in search page ?

There are four types of date wise search input fields used in the system.

Order From	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>	Order To	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>
Permission From	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>	Permission To	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>
Validity From	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>	Validity To	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>
From Create Date	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>	To Create Date	:	<input type="text" value="Choose a Date (YY-MM-DD)"/>

Here,

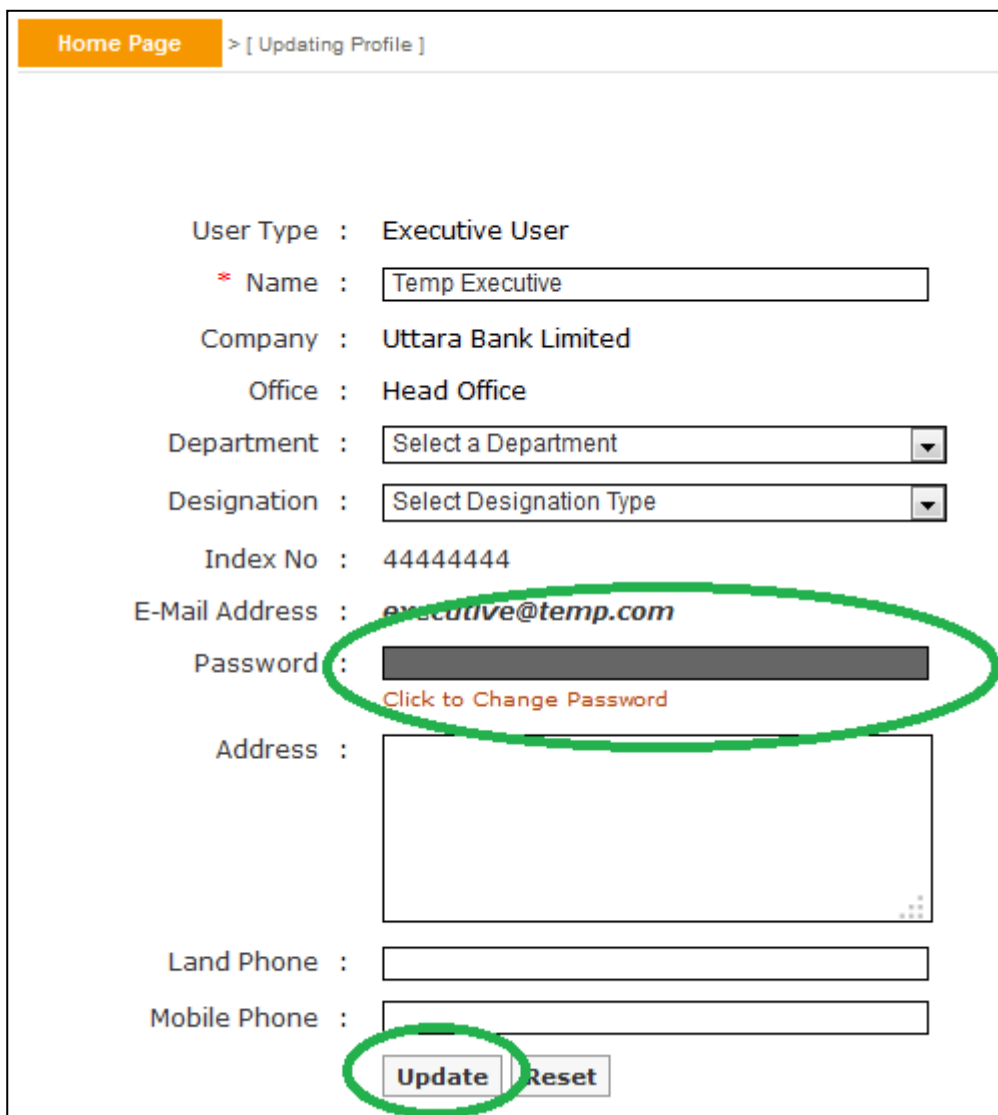
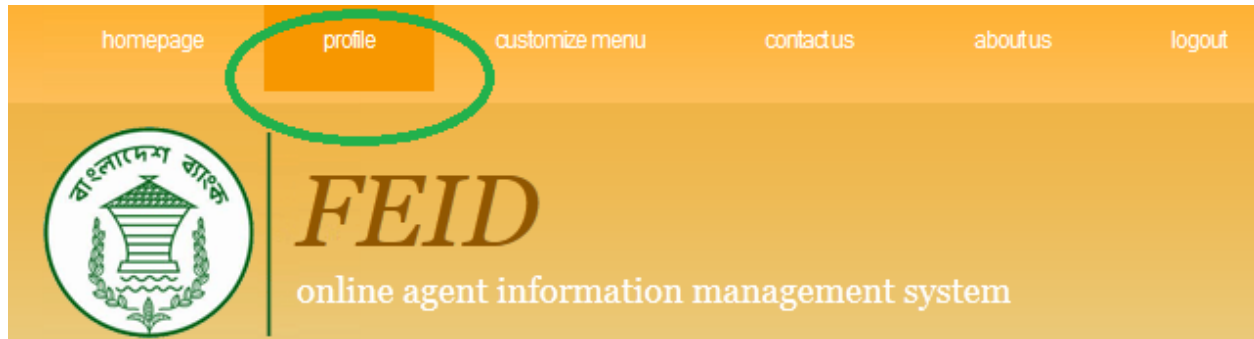
- Order From and Order To targets on the order date of an active permission.
- Permission From and Permission To targets on the start date of an active permission.
- Validity From and Validity To targets on the end date of an active permission.
- From Create Date and To Create Date targets on the create date of an application.



## 11. Frequently Asked Questions

### 11.5. How can I change my password or update profile?

By clicking the profile link in top menu one can get the profile or password update page.



The image shows the 'Updating Profile' page. The page has a breadcrumb trail: 'Home Page > [ Updating Profile ]'. The form contains the following fields and values:

- User Type : Executive User
- \* Name : Temp Executive
- Company : Uttara Bank Limited
- Office : Head Office
- Department : Select a Department
- Designation : Select Designation Type
- Index No : 44444444
- E-Mail Address : executive@temp.com
- Password : [Redacted] (This field and the 'Click to Change Password' link below it are circled in green)
- Address : [Empty text area]
- Land Phone : [Empty text field]
- Mobile Phone : [Empty text field]

At the bottom of the form, there are two buttons: 'Update' and 'Reset'. The 'Update' button is circled in green.

## 11. Frequently Asked Questions

11.6. There are a lots of navigations on my left menu; all of them are not relevant to my job description. How can I hide or remove them and also how can I retrieve a removed one?

By clicking the customize menu link on top menu you can get menu customization page. Please note this customization information stored in local browser cookies.

