

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

FEID Circular Letter No. 04/2014

Date: 30/06/2014

Head Offices /Principal Offices of
All Authorized Dealers (ADs) in Bangladesh

Dear Sirs,

**Online submission of application along with necessary documents
for permission under Section 18B of Foreign Exchange Regulation (FER) Act, 1947.**

Pursuant to Section 18B of the FER Act, 1947, an organization not incorporated in Bangladesh needs to take general or special permission from Bangladesh Bank to set up a Branch/ Liaison Office or any other business place in Bangladesh. In order to obtain permission under the aforesaid Section, necessary measures have been taken for the submission of application along with other documents to Bangladesh Bank through online. Hence, the following decisions will come into force with immediate effect:

(1) In conformity with the instructions given in App. 6/3 of Guideline for Foreign Exchange Transactions (Vol.-1), 2009 and FEID Circular Letter No. 02/2010 dated 23/11/2010, the respective applicant will have to submit his application along with relevant documents signed by their designated officer to the AD bank for getting permission from this office

(2) A forwarding letter prepared in accordance with the format as stated in Annexure-1 of FEID Circular Letter No-04/2013 dated 20/03/2013 and all other documents of the applicant institution will have to be submitted by the AD Bank to Bangladesh Bank through online following the system described in the FEID Circular Letter -05/2013 dated 03/04/2013. For more information and necessary assistance in this regard, a user manual v0.4 (Executive User Manual V0.4) is attached herewith in annexure-1.

It is to be mentioned that the User ID and Password earlier provided to the AD banks while submission of application through online for permission under section 18A of FER Act, 1947 shall be applicable for online submission of application for permission under section 18B of FER Act, 1947. There is no necessity to collect new User ID and Password for this purpose.

(3) To get permission under Section 18A of FER Act, 1947 the non residents working in the Branch / Liaison Office / other business places permitted under Section 18B of FER Act, 1947, the application and relevant documents are required to be submitted only in hardcopy as before. The instructions regarding online submission of application for getting permission under Section 18B of FER Act 1947 are not applicable in this case.

(4) The conventional system of submitting application in hardcopy to Bangladesh Bank vis-à-vis the aforesaid online submission of application for obtaining permission to set up Branch / Liaison Office / business place in Bangladesh shall remain effective up to the date of 02/10/2014. Once the deadline is over, no application in hardcopy shall be allowed; all applications along with necessary documents will have to be submitted exclusively through online.

P.T.O.

(5) For obtaining permission to set up Branch / Liaison Office / other business place, the provisions mentioned in articles 02 & 04 of FEID Circular Letter No. 04/2013 dated 20/03/2013 with regard to submission of electronic copy of AD bank's forwarding letter only, getting ad-hoc permission through email and cancellation of that ad-hoc permission will remain unchanged.

(1) All the above-mentioned provisions will also be applicable for other area offices of Bangladesh Bank.

(2) The following email address may be contacted to get clarification on any point of this circular or for any information:

gm.feid@bb.org.bd

Furthermore, in case of emergence of any problem related to IT and software; to get clarification on any point or for any information, the ADs may contact to the following email addresses:

imtiaz.kabir@bb.org.bd

amirul.islam2203@bb.org.bd

ADs are advised to play active role in implementing the decisions stated above and bringing those to the notice of all concerned. In this context, concerned Ads will be brought under punitive / disciplinary action if any kind of business function including export-import is hampered or if any complaint regarding customer harassment is proved due to their negligence / slackness.

Please acknowledge receipt.

Yours faithfully

s/d.

(Nurun Nahar)

Deputy General Manager

Phone: 9530488

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.

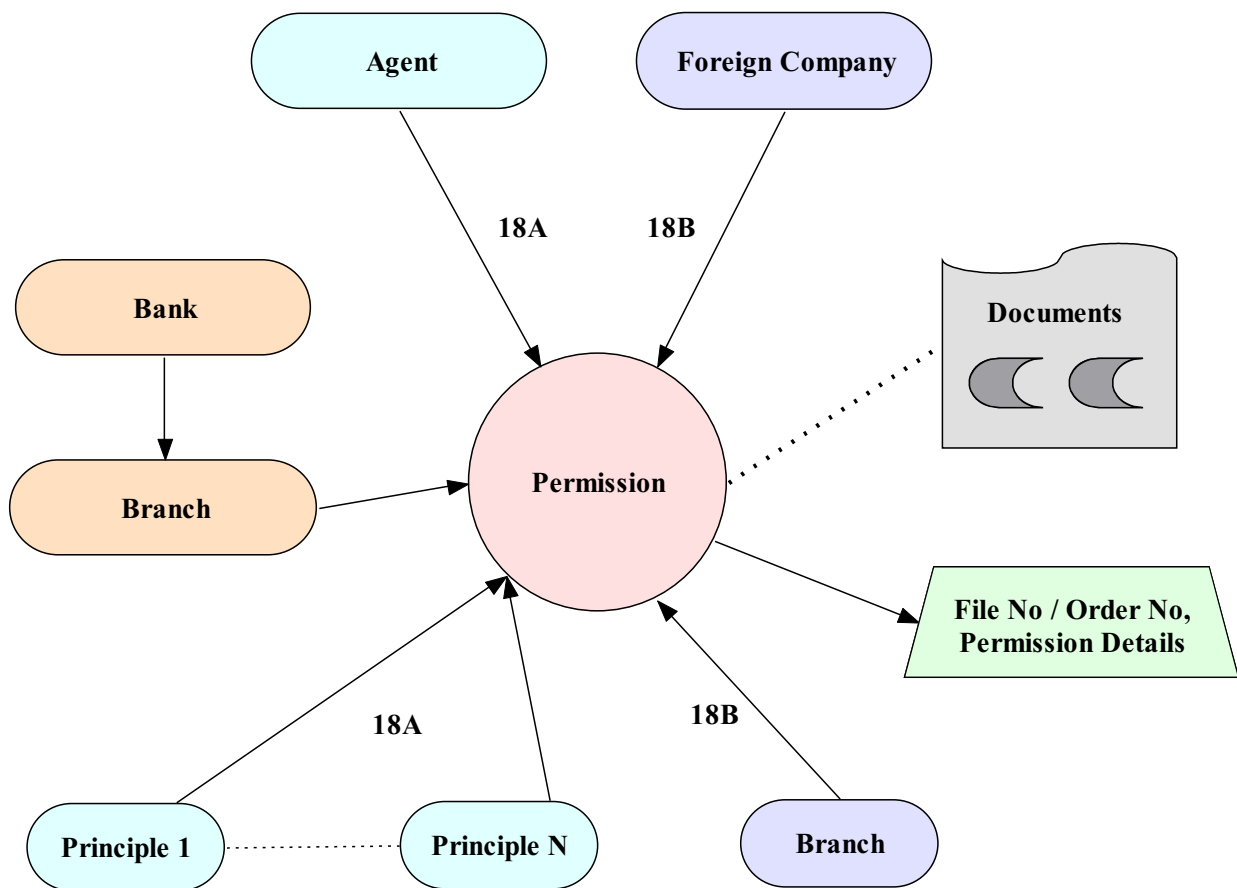
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1. Introduction

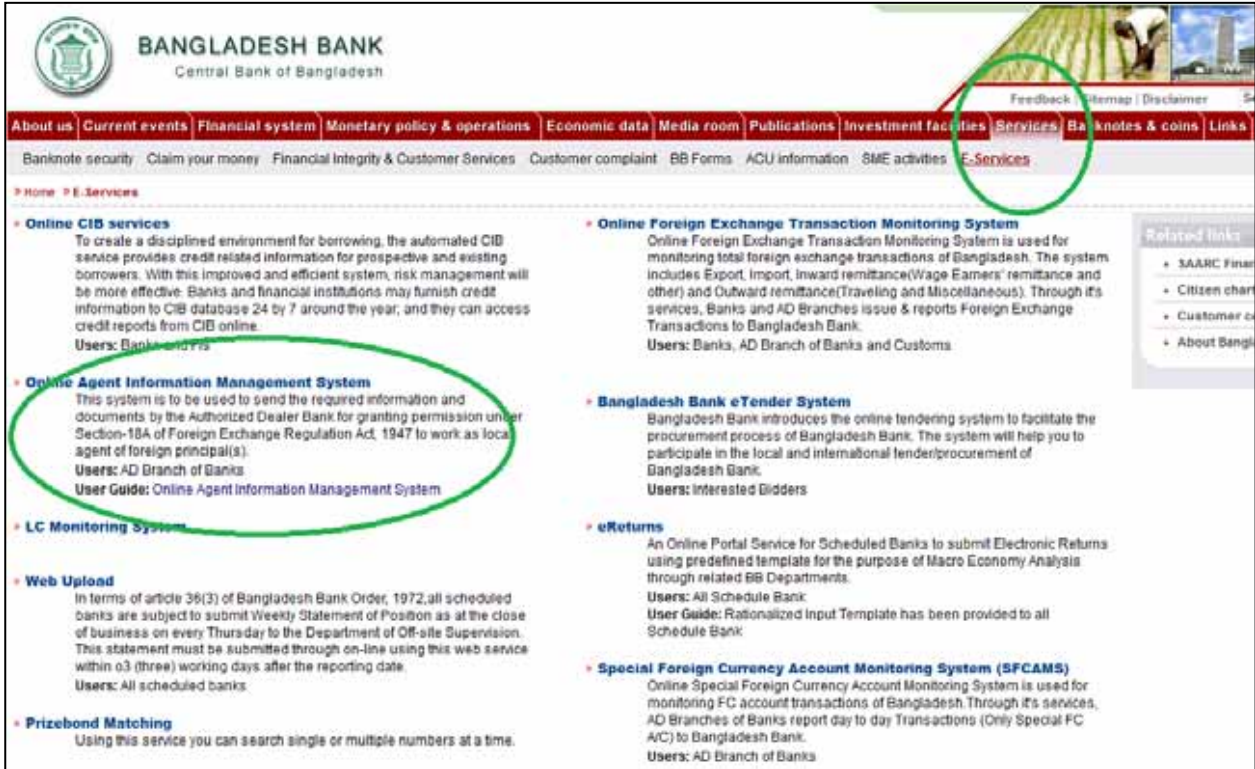
1.1. FEID-Online Agent Information Management System (OAIMS) is developed to manage the online applications of various agents and foreign companies along with their principles and local branch offices respectively. The system also automates the internal application processing system of FEID. The business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

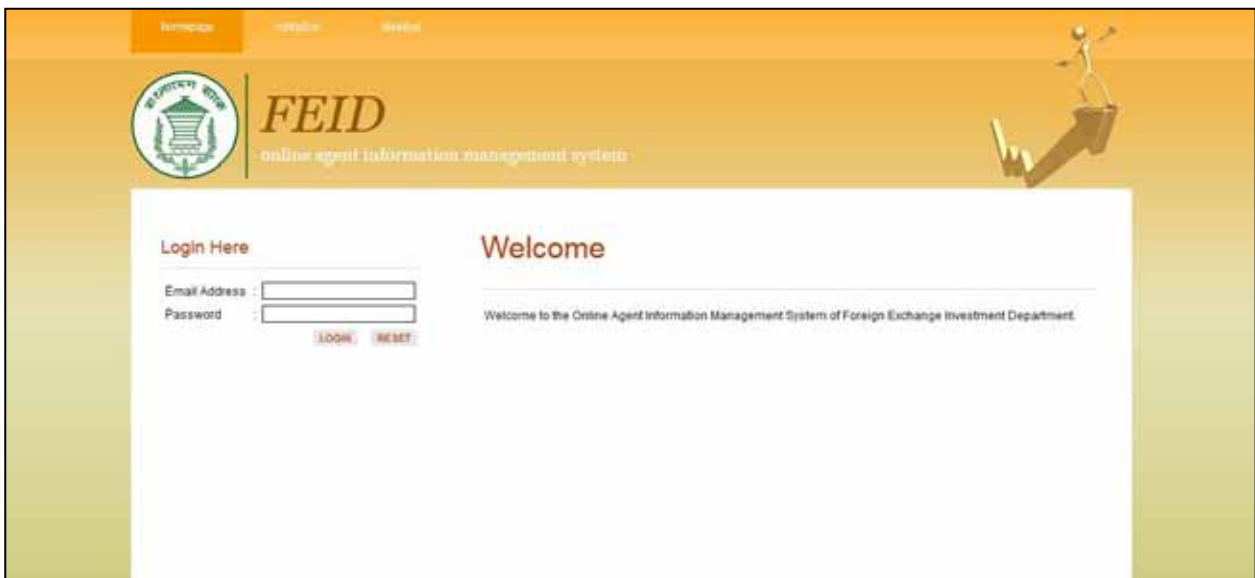
1. Introduction

1.2. The link of FEID-OAIMS is hosted on Bangladesh Bank web site www.bb.org.bd. 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*



The screenshot shows the Bangladesh Bank website. The header includes the bank's logo and name. A navigation bar at the top lists various services, with 'E-Services' highlighted. Below this, a list of services is displayed, including 'Online CIB services', 'Online Agent Information Management System' (circled in green), 'LC Monitoring System', 'Web Upload', 'Prizebond Matching', 'Online Foreign Exchange Transaction Monitoring System', 'Bangladesh Bank eTender System', 'eReturns', and 'Special Foreign Currency Account Monitoring System (SFCAMS)'. The 'Online Agent Information Management System' description states it is used to send required information and documents to the Authorized Dealer Bank for granting permission under Section-18A of Foreign Exchange Regulation Act, 1947 to work as local agent of foreign principal(s). Users are AD Branch of Banks, and the User Guide is Online Agent Information Management System.

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



The screenshot shows the FEID login page. It features the FEID logo and the text 'FEID online agent information management system'. There is a 'Login Here' section with fields for 'Email Address' and 'Password', and buttons for 'LOGIN' and 'RESET'. A 'Welcome' message is displayed on the right, stating 'Welcome to the Online Agent Information Management System of Foreign Exchange Investment Department.' The page has a yellow and orange background with a graphic of a person climbing a bar chart.

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.

Welcome
Temp Executive [Status - Executive User]
18A Permission
Agent Information Manager
Principal Information Manager
Principal Permission Manager
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

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 *.

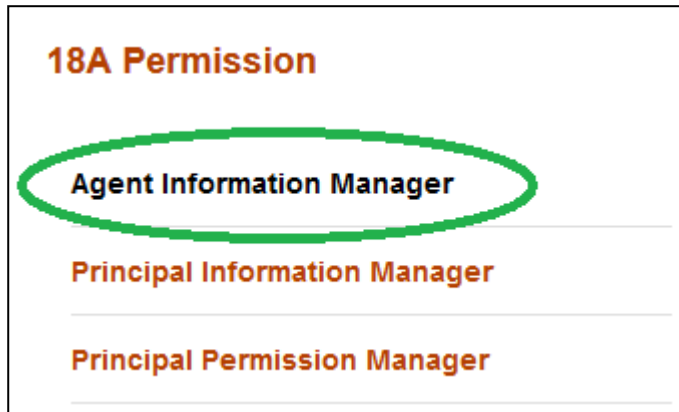
18B Permission menu is designed to deal with permissions of Airlines and all Other types of foreign companies.


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.

Home Page > [Agent Information Manager]

Agent Name :

Agent Type :


Ownership Type :

Ownership Nature :


From Create Date :

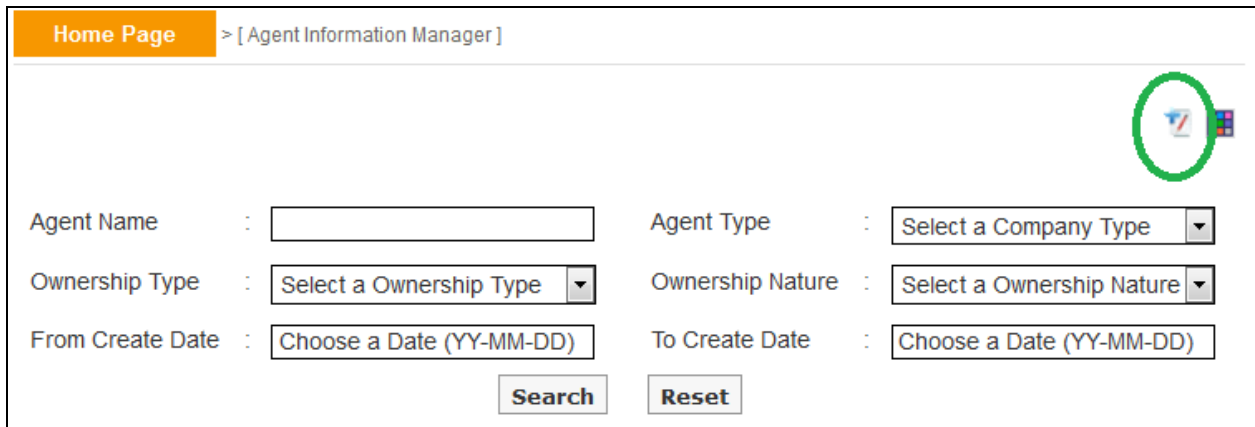
To Create Date :

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

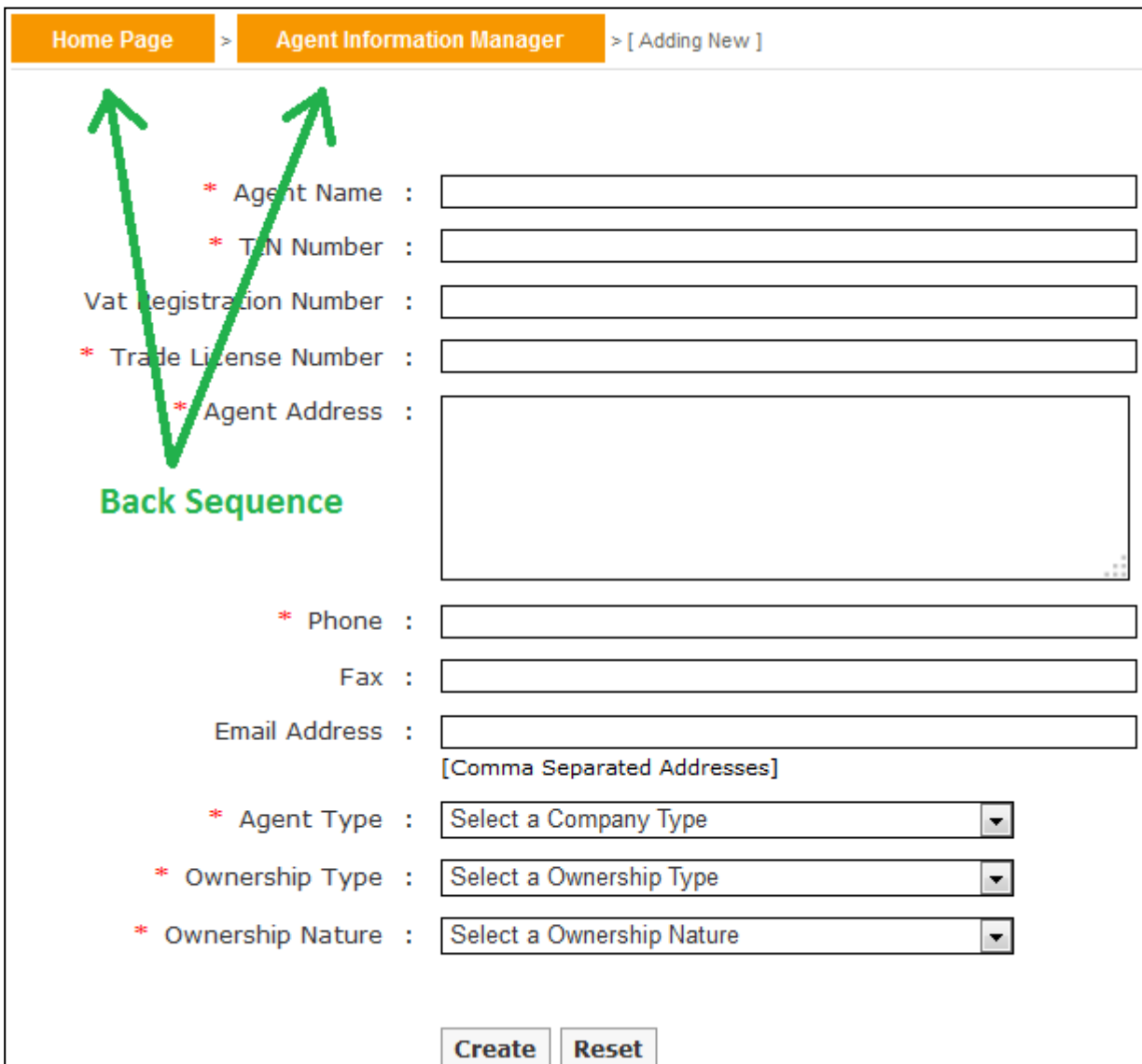
Agent Name	Other Info	Action
ABC Company (Buying Agent)	Ownership Type: Sole proprietorship Firm Ownership Nature: Local Agent Address: 10, Motijheel, Dhaka. Phone: 123456789 Create Date: 1st January, 2013 at 04:57:55 AM	

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.




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.



2. Agent Information Manager


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

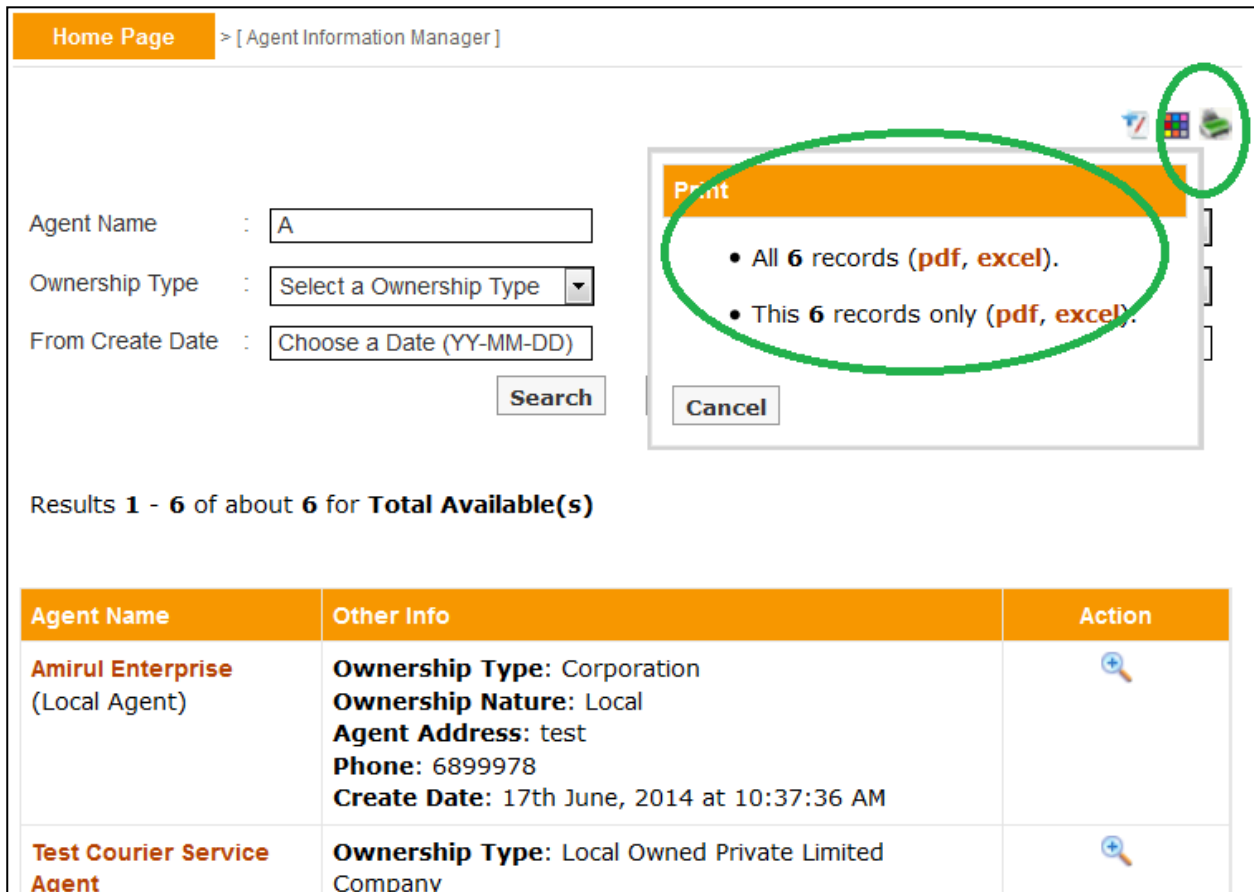
Results 1 - 2 of about 2 for Total Available(s)		
Agent Name	Other Info	Action
A Company (Indenting Agent)	Ownership Type: Sole proprietorship Firm Ownership Nature: Local Agent Address: Mirpur, Dhaka Phone: 9815925 Create Date: 25th February, 2013 at 05:43:28 AM	
ABC Company (Buying Agent)	Ownership Type: Sole proprietorship Firm Ownership Nature: 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]																			
<div>Agent Name : ABC Company</div> <div>TIN Number : n/a</div> <div>Vat Registration Number : n/a</div> <div>Trade License Number : n/a</div> <div>Agent Address : 10, Motijheel, Dhaka.</div> <div>Phone : 123456789</div> <div>Fax : n/a</div> <div>Email Address : n/a</div> <div>Agent Type : Buying Agent</div> <div>Ownership Type : Sole proprietorship Firm</div> <div>Ownership Nature : Local</div> <div>Principal(s) Under :</div> <table><tr><th>S/L</th><th>Principal Name</th><th>Bank Name</th><th>Start Date</th><th>End Date</th></tr><tr><td>1</td><td>ABC Electronics (USA)</td><td>Test Bank Ltd</td><td>2013-01-01</td><td>2053-01-01</td></tr><tr><td>2</td><td>QWE Clothing (AFG)</td><td>Test Bank Ltd</td><td>2013-01-01</td><td>2053-01-01</td></tr></table>					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
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

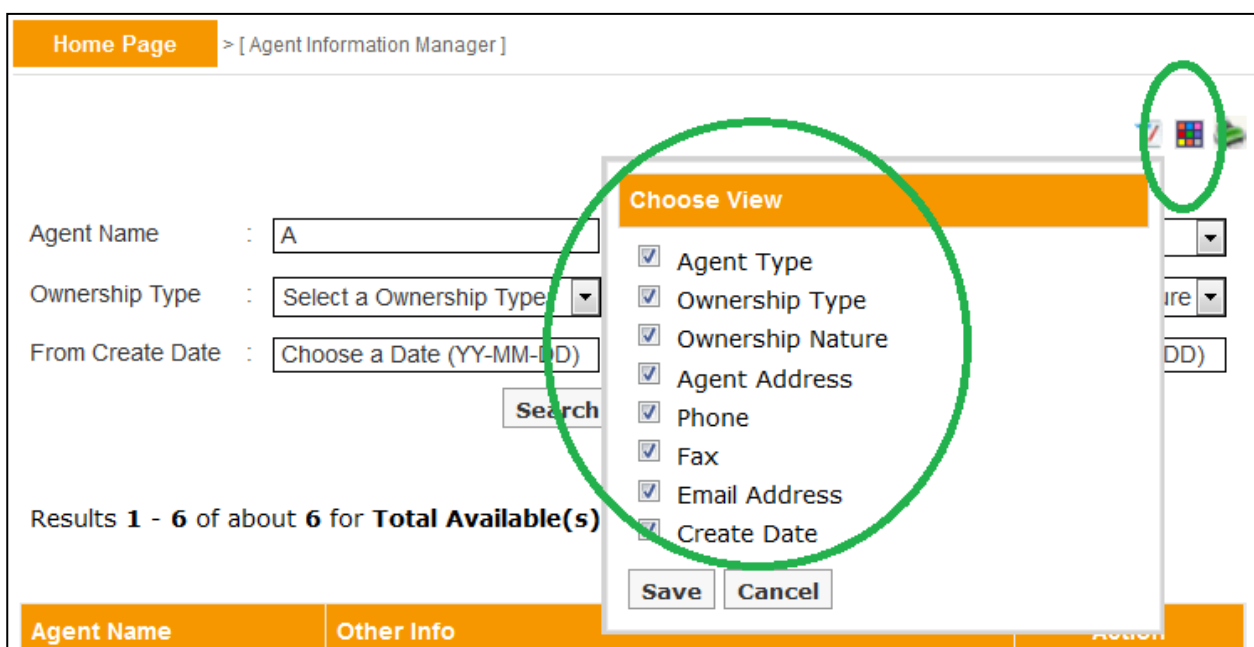
Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.



The screenshot shows the 'Agent Information Manager' interface. At the top, there is a breadcrumb trail: 'Home Page > [Agent Information Manager]'. Below this, there are search filters: 'Agent Name' with a text input containing 'A', 'Ownership Type' with a dropdown menu showing 'Select a Ownership Type', and 'From Create Date' with a date picker showing 'Choose a Date (YY-MM-DD)'. A 'Search' button is located below these filters. On the right side, there is a 'Print' dialog box with an orange header. It contains two options: 'All 6 records (pdf, excel).' and 'This 6 records only (pdf, excel)'. A 'Cancel' button is at the bottom of the dialog. Below the search filters, 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
Amirul Enterprise (Local Agent)	Ownership Type: Corporation Ownership Nature: Local Agent Address: test Phone: 6899978 Create Date: 17th June, 2014 at 10:37:36 AM	
Test Courier Service Agent	Ownership Type: 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 with the 'Choose View' dialog box open. The dialog box has an orange header and a list of fields with checkboxes: 'Agent Type', 'Ownership Type', 'Ownership Nature', 'Agent Address', 'Phone', 'Fax', 'Email Address', and 'Create Date'. All checkboxes are checked. At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background interface is the same as the previous screenshot, showing the search filters and the results table. The 'Customize' link icon (a grid of colored squares) is circled in green in the top right corner of the interface.

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.**

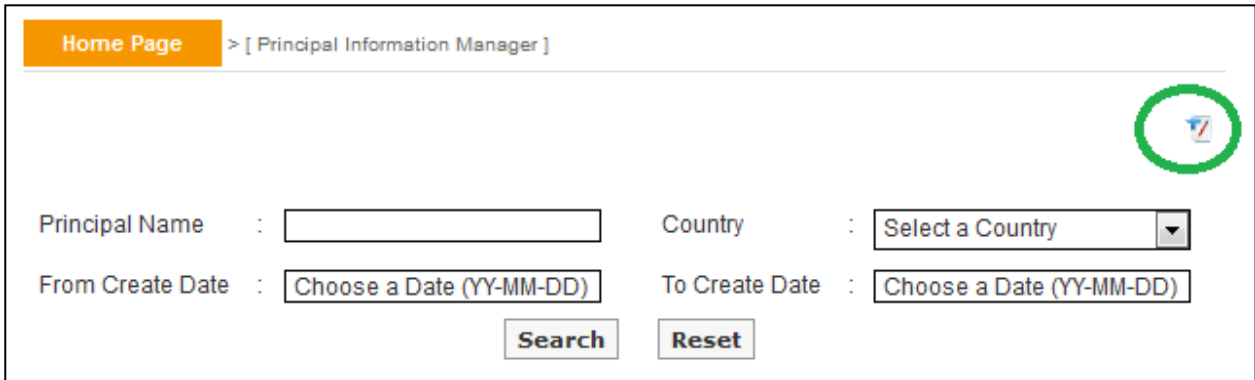
List of principals can be found from the search box. Please note the output of search is listed in the descending order of create date.

The screenshot shows the "Principal Information Manager" search interface. At the top, there is a breadcrumb "Home Page > [Principal Information Manager]". Below this, there are search filters: "Principal Name" with a text input containing "AS", "Country" with a dropdown menu showing "Select a Country", "From Create Date" with a date picker showing "Choose a Date (YY-MM-DD)", and "To Create Date" with a date picker showing "Choose a Date (YY-MM-DD)". There are "Search" and "Reset" buttons. The "Search" button is highlighted with a green oval. Below the filters, it says "Results 1 - 1 of about 1 for Total Available(s)". At the bottom, there is a table with three columns: "Principal Name", "Other Info", and "Action".

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

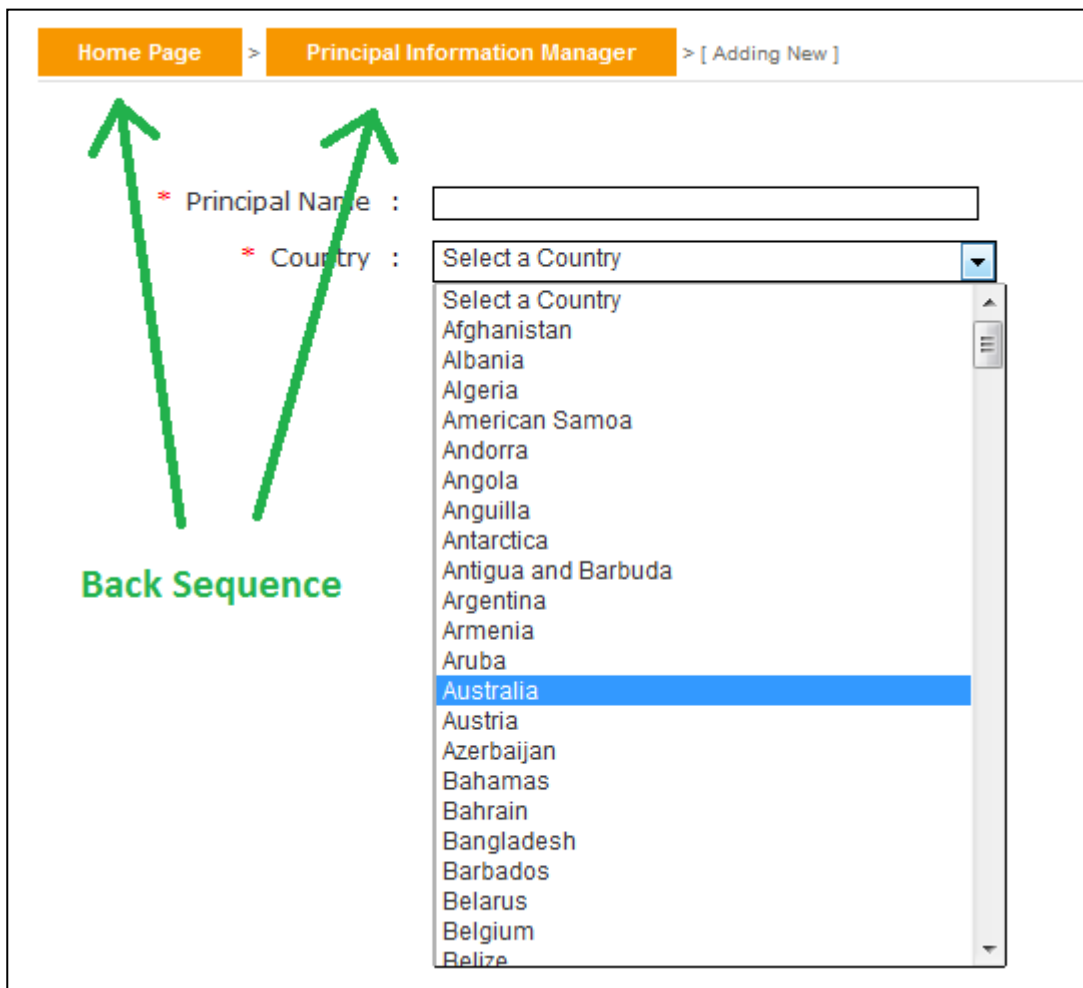
3. Principal Information Manager

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.




The screenshot shows the 'Principal Information Manager' form. At the top, there is a breadcrumb trail: 'Home Page > [Principal Information Manager]'. On the right side, there is a green circle highlighting an 'add new' button with a plus icon. Below this, the form contains four input fields: 'Principal Name' (text box), 'Country' (dropdown menu with 'Select a Country' selected), 'From Create Date' (text box with 'Choose a Date (YY-MM-DD)' placeholder), and 'To Create Date' (text box with 'Choose a Date (YY-MM-DD)' placeholder). At the bottom, there are 'Search' and 'Reset' buttons.

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.




The screenshot shows the 'Adding New' screen for the 'Principal Information Manager'. The breadcrumb trail at the top is 'Home Page > Principal Information Manager > [Adding New]'. Below this, there are two input fields: '* Principal Name' (text box) and '* Country' (dropdown menu). The dropdown menu is open, showing a list of countries: 'Select a Country', 'Afghanistan', 'Albania', 'Algeria', 'American Samoa', 'Andorra', 'Angola', 'Anguilla', 'Antarctica', 'Antigua and Barbuda', 'Argentina', 'Armenia', 'Aruba', 'Australia' (highlighted in blue), 'Austria', 'Azerbaijan', 'Bahamas', 'Bahrain', 'Bangladesh', 'Barbados', 'Belarus', 'Belgium', and 'Belize'. To the left of the form, there are two green arrows pointing upwards towards the 'Home Page' and 'Principal Information Manager' links in the breadcrumb trail. Below these arrows, the text 'Back Sequence' is written in green.

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 Total Available(s)		
Principal Name	Other Info	Action
QWE Clothing	Country: Afghanistan Create Date: 1st January, 2013 at 04:58:39 AM	
ABC Electronics	Country: United States Create Date: 17th May, 2012 at 06:10:20 AM	
XYZ Clothing Inc	Country: United Kingdom Create Date: 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.

Home Page

> [Principal Information Manager]

Principal Name :

From Create Date :




Search

Print

- All 3 records (pdf, excel).
- This 3 records only (pdf, excel).

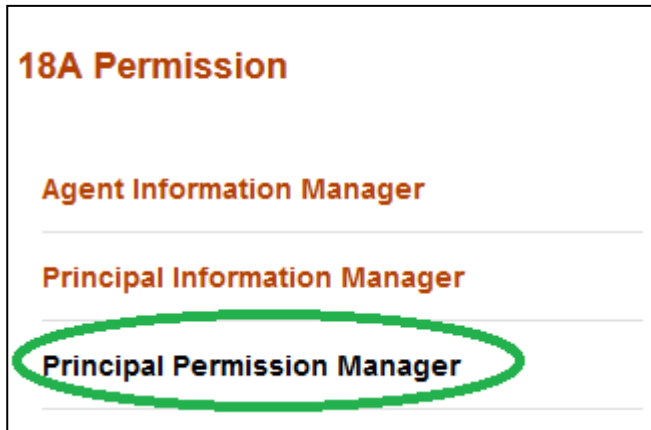
Cancel

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

Principal Name	Other Info	Action
ABC	Country: Afghanistan Create Date: 15th December, 2013 at 11:12:05 AM	
AS Company	Country: Afghanistan Create Date: 25th February, 2013 at 05:44:00 AM	
ABC Electronics	Country: United States Create Date: 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 form is titled "Home Page > [Principal Permission Manager]". It contains various input fields and dropdown menus for agent and principal information, as well as permission details. At the bottom right, there are "Search" and "Reset" buttons. A green circle highlights the "add new" button (a small icon with a plus sign) in the top right corner of the form area.

Agent Type	: Select Agent Type		
Agent Name	: <input type="text"/>	Status	: Select a Status
Application Office	: Select a BB Branch	Permission Type	: Select a Permission Type
Principal Name	: <input type="text"/>	Principal's Country	: Select a Country
Ownership Type	: Select a Ownership Type	Ownership Nature	: Select a Ownership Nature
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)

Search Reset

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).

Select Map

Permission Act : **18A**

Permission Type :

Agent Name :

Proceed **Cancel** **Filter:**

Permission To

Validity To

To Create Date

Reset

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)

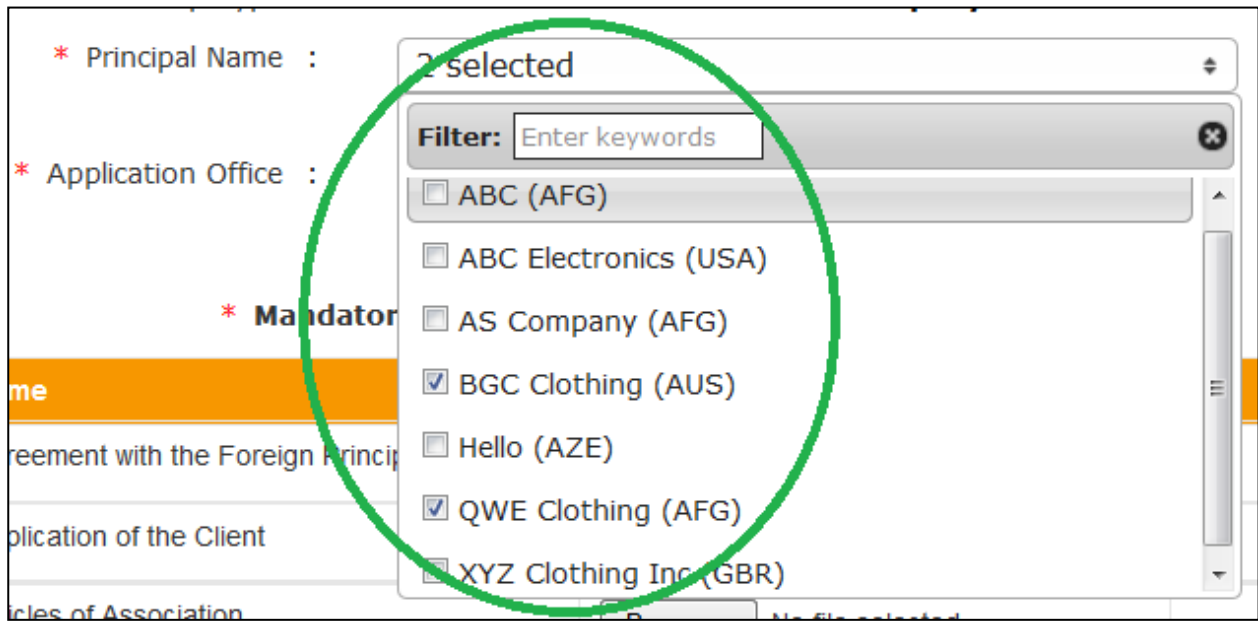
SL	Name	Uploader	
1	Up to Date Work Permit for Foreign National(s)	<input type="button" value="Browse..."/> No file selected.	

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

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

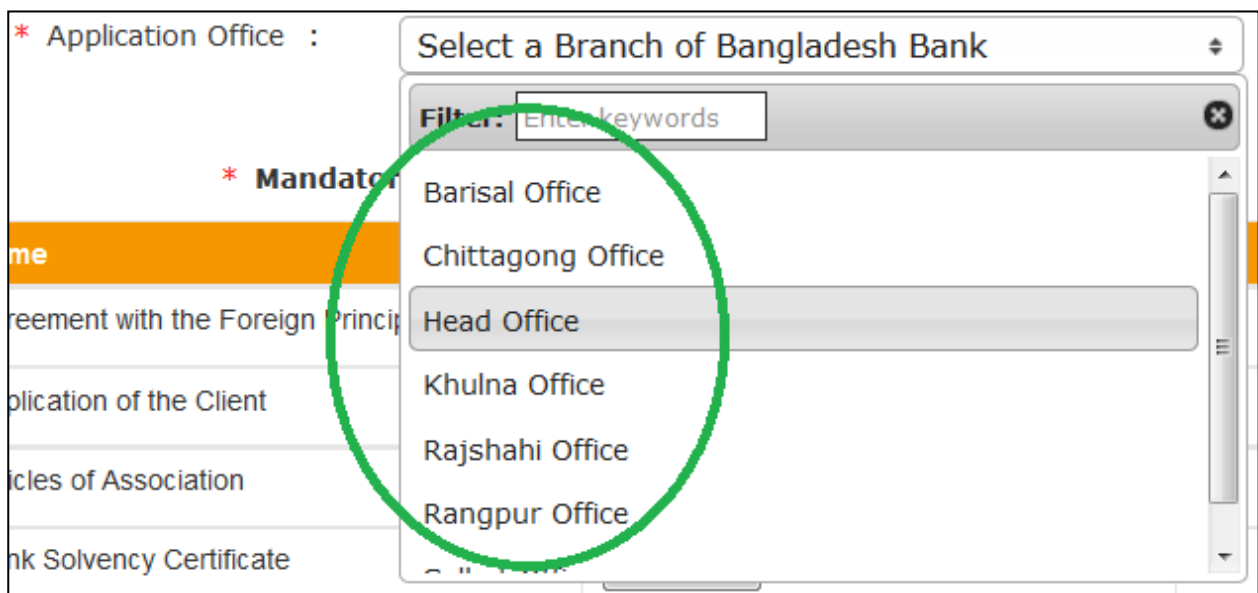
4. Principal Permission Manager

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.**



The screenshot shows a web form with several fields. The 'Principal Name' field is highlighted with a green circle. It contains the text '2 selected' and a dropdown menu is open. The dropdown menu has a search bar labeled 'Filter: Enter keywords' and a list of principal names with checkboxes. The list includes: ABC (AFG), ABC Electronics (USA), AS Company (AFG), BGC Clothing (AUS) (checked), Hello (AZE), QWE Clothing (AFG) (checked), and XYZ Clothing Inc (GBR). The 'Application Office' field is also visible below it.

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.





The screenshot shows the 'Application Office' field highlighted with a green circle. The dropdown menu is open, showing a list of Bangladesh Bank branches. The list includes: Barisal Office, Chittagong Office, Head Office, Khulna Office, Rajshahi Office, and Rangpur Office. The 'Head Office' is currently selected. The dropdown menu also has a search bar labeled 'Filter: Enter keywords'.

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.

* 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	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) chen2008performance.pdf (1,400 KB)
2	Application of the Client fg-sensornetze-2007.pdf (131 KB)
3	Copy of Bangladesh Bank Permission Letter 381-sec-19-2013.pdf (205 KB)
4	Up-to-date Export Registration Certificate finalccnasecuritya.pdf (552 KB)
5	Up-to-date Import Registration Certificate 420(11-11-13).pdf (240 KB)
6	Upto Date Trade Licence finalccnasecurityb.pdf (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) chen2008performance.pdf (1,400 KB)
2	Application of the Client fg-sensornetze-2007.pdf (131 KB)
3	Copy of Bangladesh Bank Permission Letter 381-sec-19-2013.pdf (205 KB)
4	Up-to-date Export Registration Certificate finalccnasecuritya.pdf (552 KB)
5	Up-to-date Import Registration Certificate 420(11-11-13).pdf (240 KB)
6	Upto Date Trade Licence finalccnasecurityb.pdf (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
Test Courier Service Agent (BGD) (Courier Service Agent)	Status: Submitted Application Office: Bangladesh Bank, Head Office Ownership Type: Local Owned Private Limited Company Ownership Nature: Local Permission Act Type: 18A Permission Type: Inclusion of Principal Principal Name: BGC Clothing (AUS) Create Date: 22nd June, 2014	

4. Principal Permission Manager

M/S- S Tex International (Dhaka, BGD) (Buying Agent)	Status: Submitted Application Office: Bangladesh Bank, Head Office Ownership Type: Local Owned Private Limited Company Ownership Nature: Local Permission Act Type: 18A Permission Type: Ship Handling Permission Principal Name: AS Company (AFG) Create Date: 5th May, 2013	
ABC Company (BGD) (Buying Agent)	Status: Saved Application Office: Bangladesh Bank, Head Office Ownership Type: Sole proprietorship Firm Ownership Nature: Local Permission Act Type: 18A Permission Type: Renewal of Permission Principal Name: ABC Electronics (USA) Create Date: 25th April, 2013	  
A Company (BGD) (Buying Agent)	Status: Active Application Office: Bangladesh Bank, Head Office Ownership Type: Sole proprietorship Firm Ownership Nature: Local Permission Act Type: 18A Permission Type: New Permission Principal Name: AS Company (AFG) Permission Start Date: 27th February, 2013 Permission End Date: 1st February, 2099 Create Date: 27th February, 2013	
A Company (BGD) (Buying Agent)	Status: Rejected Application Office: Bangladesh Bank, Head Office Ownership Type: Sole proprietorship Firm Ownership Nature: Local Permission Act Type: 18A Permission Type: New Permission Principal Name: AS Company (AFG) Create Date: 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, Motijheel, 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) 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 Mandatory 1.pdf (80 KB)
5	TIN/ Income Tax Certificate Mandatory 2.pdf (80 KB)
6	Upto Date Trade Licence Mandatory 3.pdf (80 KB)
7	Up to Date Work Permit for Foreign National(s) Optional 1.pdf (79 KB)
8	Other Doc 1 Other 1.pdf (79 KB)

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](#) > [Viewing 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**

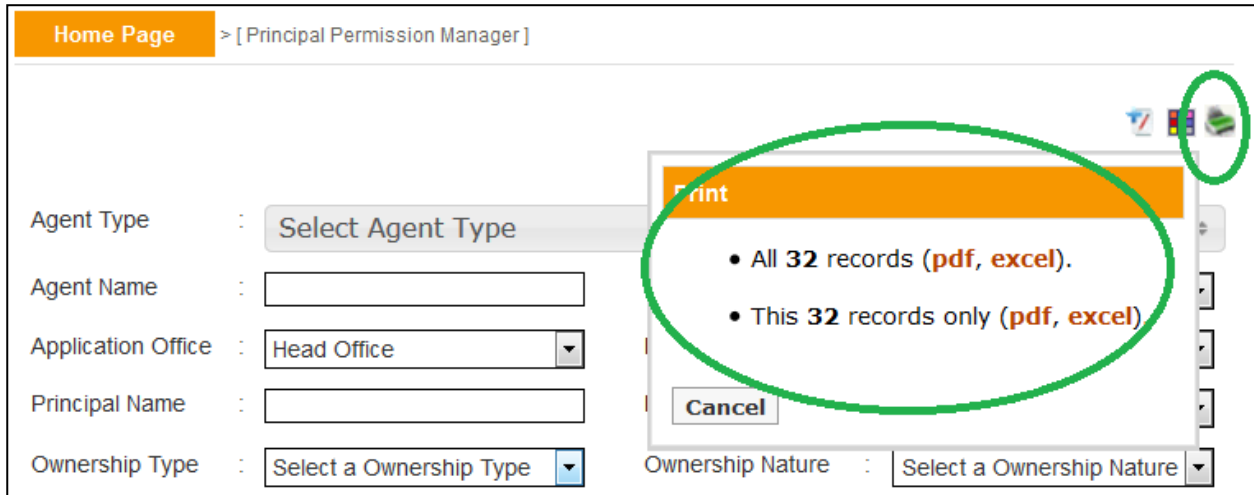
Documents :

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

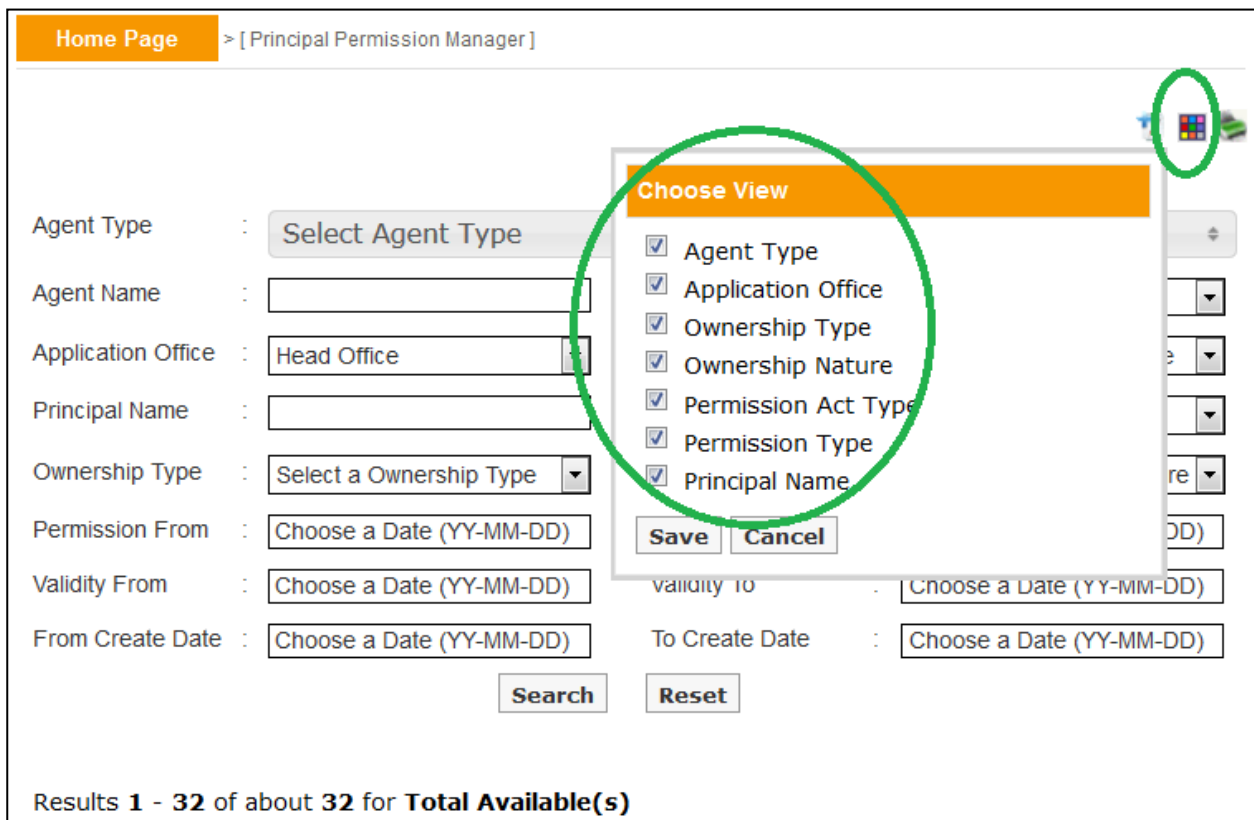
4. Principal Permission Manager

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



The screenshot shows the 'Principal Permission Manager' interface. On the left, there are search filters: Agent Type (Select Agent Type), Agent Name (text input), Application Office (Head Office), Principal Name (text input), and Ownership Type (Select a Ownership Type). On the right, there is a 'Print' dialog box with an orange header. The dialog contains two options: 'All 32 records (pdf, excel)' and 'This 32 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.

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

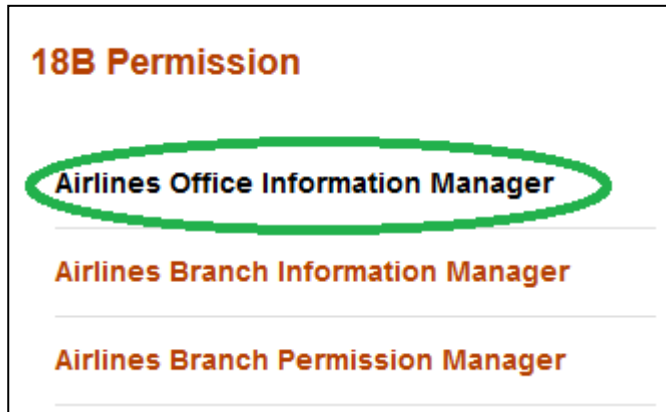



The screenshot shows the 'Principal Permission Manager' interface with search filters: Agent Type (Select Agent Type), Agent Name (text input), Application Office (Head Office), Principal Name (text input), Ownership Type (Select a Ownership Type), Permission From (Choose a Date (YY-MM-DD)), Validity From (Choose a Date (YY-MM-DD)), From Create Date (Choose a Date (YY-MM-DD)), and To Create Date (Choose a Date (YY-MM-DD)). There are 'Search' and 'Reset' buttons at the bottom. A 'Choose View' dialog box is open, showing a list of fields with checkboxes: Agent Type, Application Office, Ownership Type, Ownership Nature, Permission Act Type, Permission Type, and Principal Name. All checkboxes are checked. 'Save' and 'Cancel' buttons are at the bottom of the dialog. A green circle highlights the 'Customize' icon in the top right corner of the page.

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.**

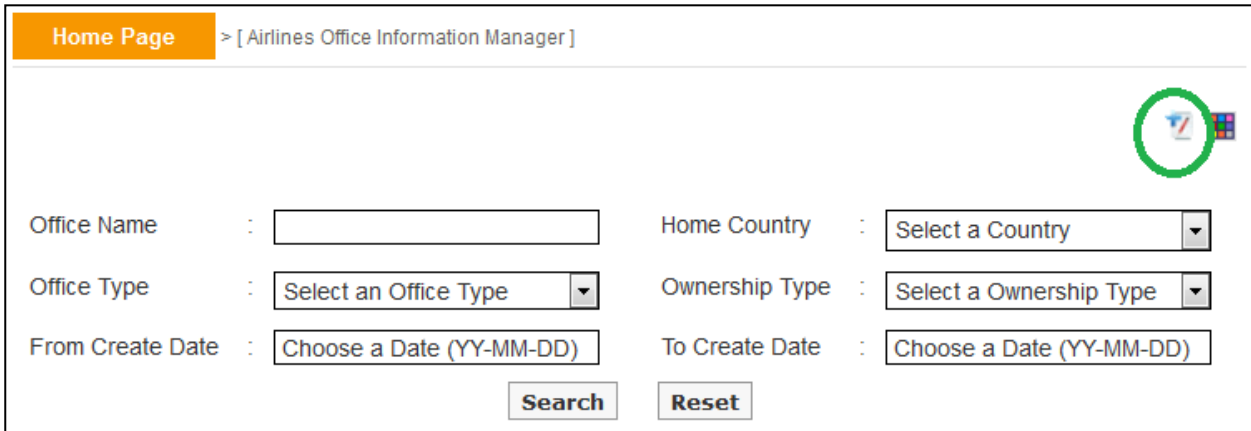
List of airlines can be found from the search box. Please note the output of search is listed in the descending order of create date.

The screenshot shows the "Airlines Office Information Manager" search interface. At the top, there is a breadcrumb trail: "Home Page > [Airlines Office Information Manager]". Below this, there are search filters: "Office Name" (text input with "Malaysian"), "Office Type" (dropdown menu), "From Create Date" (date picker), "Home Country" (dropdown menu), "Ownership Type" (dropdown menu), and "To Create Date" (date picker). There are "Search" and "Reset" buttons. The "Search" button is circled with a green oval. Below the filters, it says "Results 1 - 1 of about 1 for Total Available(s)". At the bottom, there is a table with the following data:

Airlines Name	Other Info	Action
Malaysian Airlines (Airlines Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 9847263854242 Bank Solvency Certificate Number: 22-44444-9874 Create Date: 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.



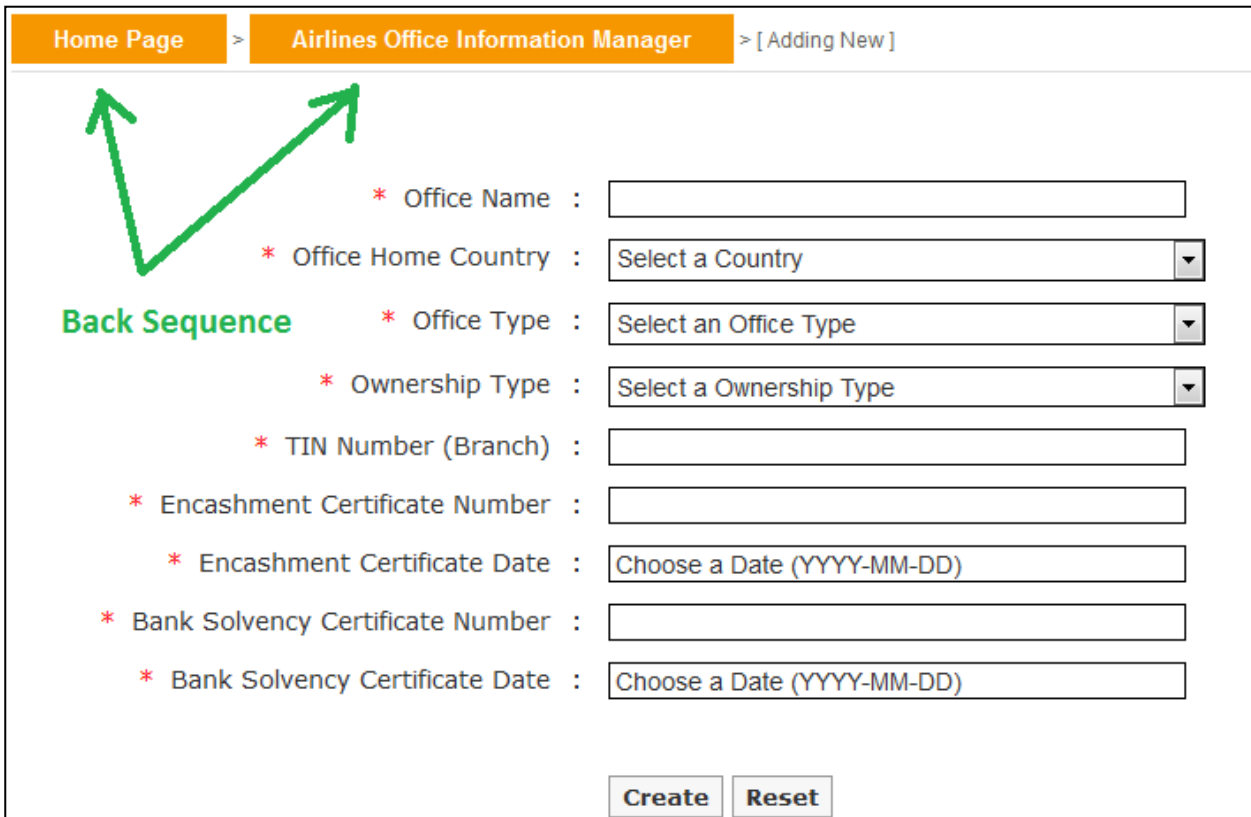
Home Page > [Airlines Office Information Manager]

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
Malaysian Airlines (Airlines Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 9847263854242 Bank Solvency Certificate Number: 22-44444-9874 Create Date: 10th February, 2014 at 05:32:08 AM	
Turkish Airlines (Airlines Home Office)	Ownership Type: Foreign Airlines Encashment Certificate Number: 87654321 Bank Solvency Certificate Number: 23456789 Create Date: 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]										
<div></div> <p>Office Name : Malaysian Airlines</p> <p>Office Home Country : Malaysia</p> <p>Office Type : Airlines Home Office</p> <p>Ownership Type : Foreign Owned Public Limited Company</p> <p>TIN Number (Branch) : 121-222-333-4444</p> <p>Encashment Certificate Number : 9847263854242</p> <p>Encashment Certificate Date : 10th February, 2014</p> <p>Bank Solvency Certificate Number : 22-44444-9874</p> <p>Bank Solvency Certificate Date : 10th February, 2014</p> <p>Branch(s) Under :</p> <table><thead><tr><th>S/L</th><th>Branch 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	Branch Name	Bank Name	Start Date	End Date	1	Dhaka Gulshan Branch	Test Bank Ltd	2014-05-01	2035-05-01
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.

Home Page > [Airlines Office Information Manager]

Office Name :

Office Type :

From Create Date :



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)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 9847263854242 Bank Solvency Certificate Number: 22-44444-9874 Create Date: 10th February, 2014 at 05:32:08 AM	
Turkish Airlines	Ownership Type: Foreign Airlines	

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

Home Page > [Airlines Office Information Manager]

Office Name :

Office Type :

From Create Date :

Search

Choose View

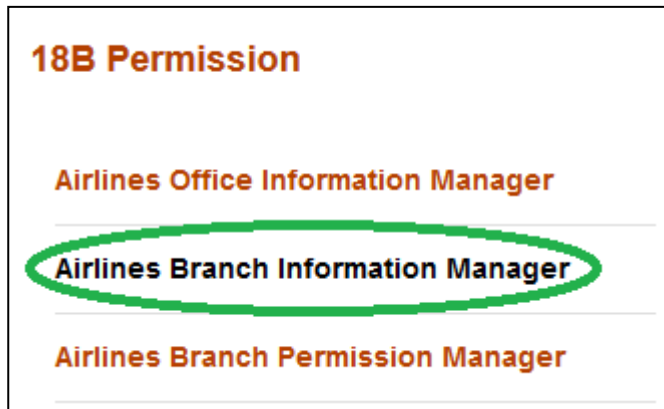
- ☒ Office Type
- ☒ Ownership Type
- ☒ Encashment Certificate Number
- ☒ Bank Solvency Certificate Number
- ☒ Create Date


Save Cancel

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

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 :

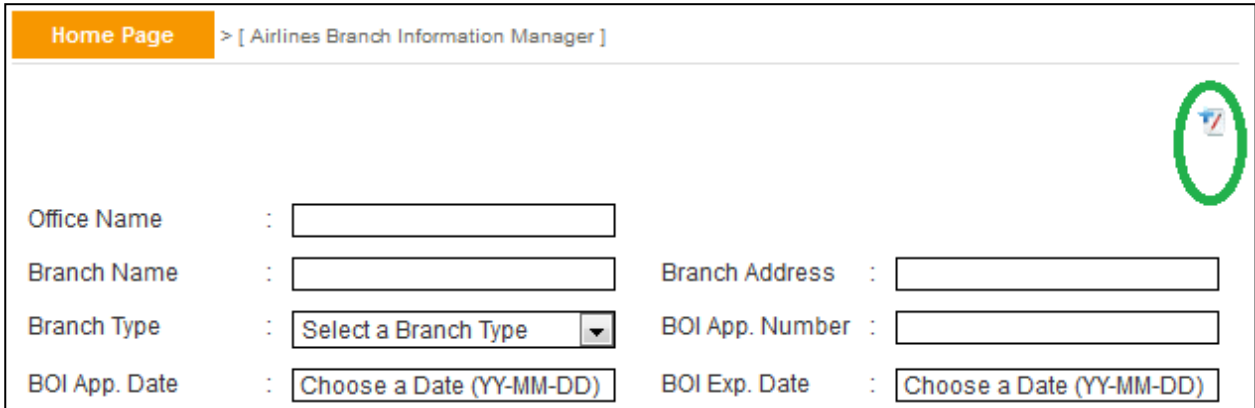
Results **1 - 1** of about **1** for **Total Available(s)**

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

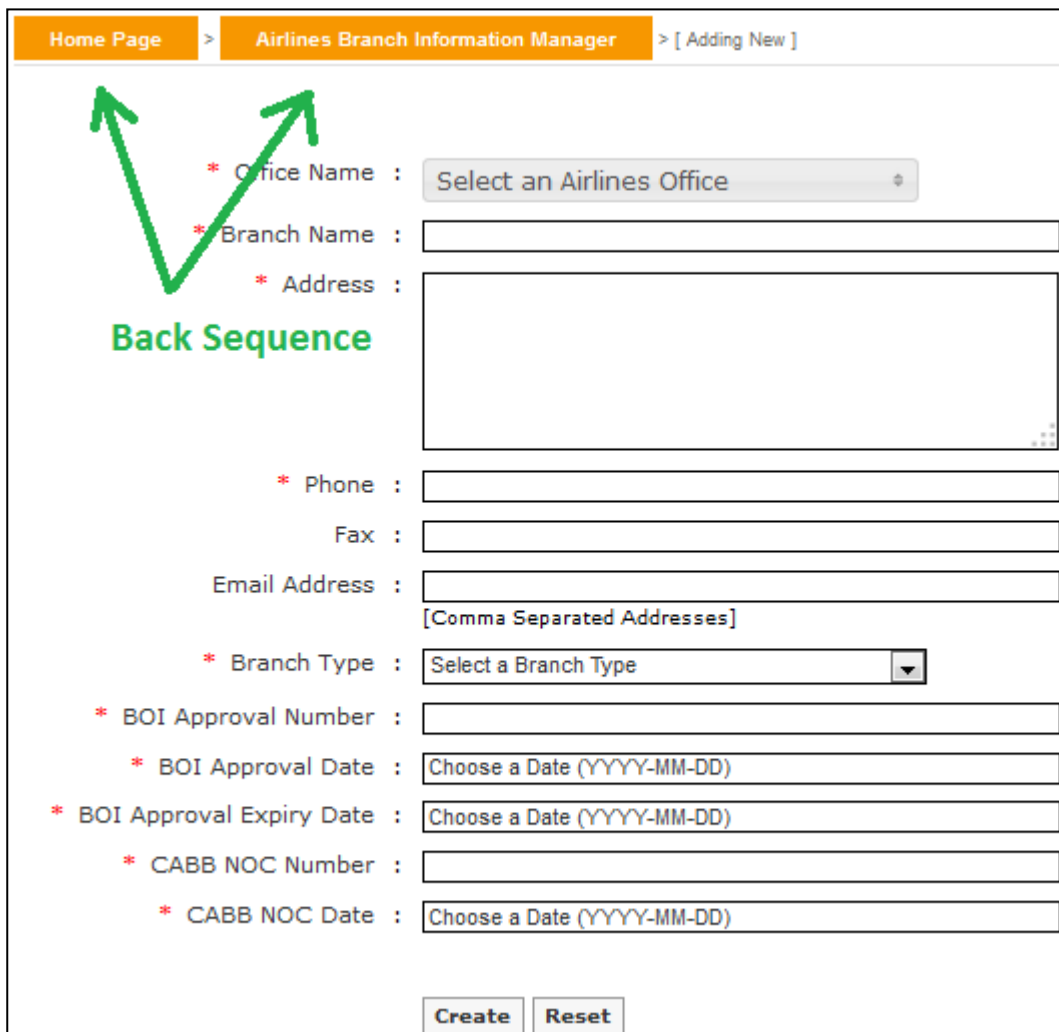


6. Airlines Branch Information Manager


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
Dhaka Gulshan Branch (Airlines Branch Office)	Office Name: Malaysian Airlines Email Address: kaiserchowdhury@yahoo.com Phone: 02-9587346-48 BOI Approval Number: 553535353 CABB NOC Number: 3535465645646 Create Date: 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]										
<div>Office Name : Malaysian Airlines (MYS)</div> <div>Branch Name : Dhaka Gulshan Branch</div> <div>Address : Gulshan</div> <div>Phone : 02-9587346-48</div> <div>Fax : +(88) 031 728179</div> <div>Email Address : kaiserchowdhury@yahoo.com</div> <div>Branch Type : Airlines Branch Office</div> <div>BOI Approval Number : 553535353</div> <div>BOI Approval Date : 10th February, 2014</div> <div>BOI Approval Expiry Date : 28th February, 2014</div> <div>CABB NOC Number : 3535465645646</div> <div>CABB NOC Date : 10th February, 2014</div> <div>Branch(s) Under :</div> <table><tr><th>S/L</th><th>Office Name</th><th>Bank Name</th><th>Start Date</th><th>End Date</th></tr><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></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]

Office Name : Malaysian

Branch Name :

Branch Type : Select a Branch Type

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

CABB NOC Number :

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

Search

Reset

Print

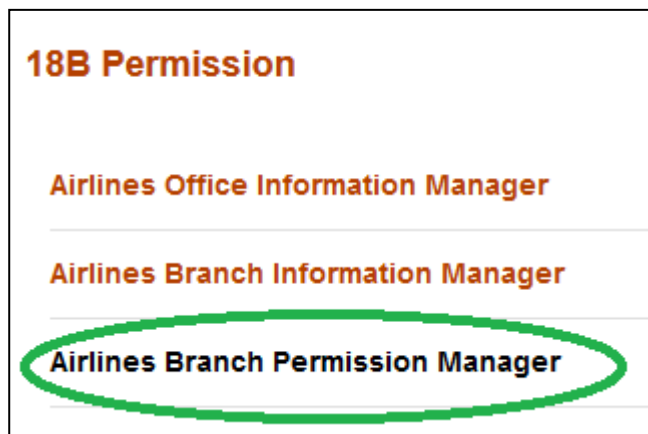
- All 1 records (pdf, excel).
- This 1 records only (pdf, excel).

Cancel

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

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 a web application form titled "Airlines Branch Permission Manager". The form has a header with "Home Page" and "> [Airlines Branch Permission Manager]". In the top right corner, there is a green circle around a button with a plus icon and a small grid icon. The form contains two columns of fields. The left column has: Office Name (text input), Branch Name (text input), BOI App. Date (date picker), CABB NOC Number (text input), Application Office (dropdown), Permission Type (dropdown), Order From (date picker), Permission From (date picker), Validity From (date picker), and From Create Date (date picker). The right column has: Home Country (dropdown), BOI App. Number (text input), BOI Exp. Date (date picker), CABB NOC Date (date picker), Status (dropdown), Ownership Type (dropdown), Order To (date picker), Permission To (date picker), Validity To (date picker), and To Create Date (date picker). At the bottom, there are "Search" and "Reset" buttons.

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).

Select Map

Permission Act : **18B**

Permission Type :

Office Name :

Proceed **Cancel** **Filter:**

Ownership Type

Order To

Permission To

Validity To

To Create Date

Reset

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 exists 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)**

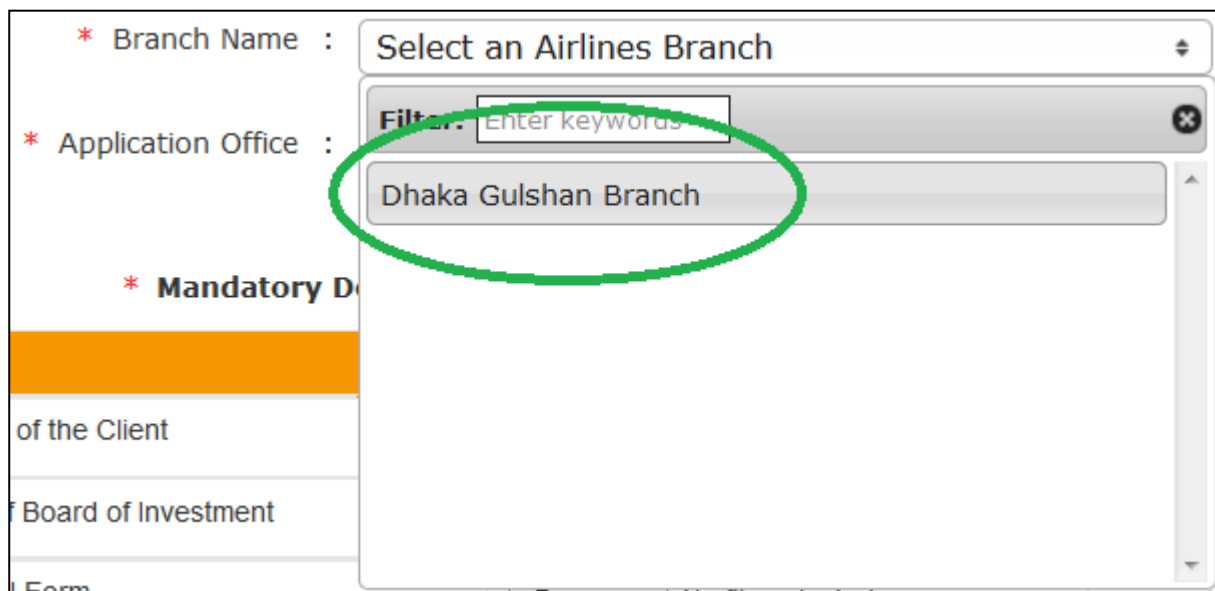
SL	Name	Uploader	
1	Application of the Client	<input type="button" value="Browse..."/> No file selected.	
2	Approval of Board of Investment	<input type="button" value="Browse..."/> No file selected.	
3	Annexure III Form	<input type="button" value="Browse..."/> No file selected.	
4	Authorization Letter 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.	 

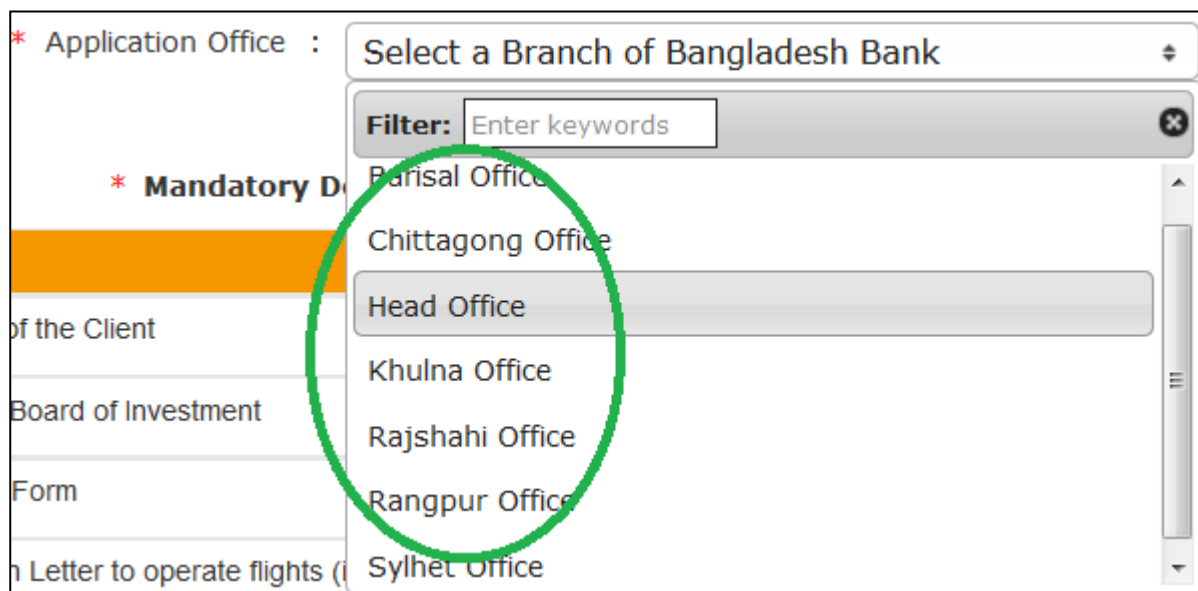
7. Airlines Branch Permission Manager

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 'Application Office' field is highlighted with a green oval. The dropdown menu for 'Application Office' is open, showing a search bar 'Filter: Enter keywords' and a list of branches. The first branch, 'Dhaka Gulshan Branch', is highlighted. Other fields visible include 'Branch Name' with a dropdown 'Select an Airlines Branch', and 'Mandatory D'.



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 the 'Application Office' dropdown menu open, displaying a list of Bangladesh Bank branches. The 'Head Office' is highlighted with a green oval. Other branches listed include Barisal Office, Chittagong Office, Khulna Office, Rajshahi Office, Rangpur Office, and Sylhet Office. The search bar 'Filter: Enter keywords' is also visible.

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.	 
<div><input type="button" value="Create"/> <input type="button" value="Reset"/></div>			

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 finalcnasecuritya.pdf (552 KB)
3	Annexure III Form finalcnasecurityb.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 feguidevoHail.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 381-sec-19-2013.pdf (205 KB)
2	Approval of Board of Investment finalcnasecuritya.pdf (552 KB)
3	Annexure III Form finalcnasecurityb.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 feguideo1all.pdf (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 :

Branch Name :

BOI App. Date :

CABB NOC Number :

Application Office :

Permission Type :

Order From :

Permission From :

Validity From :

From Create Date :

Home Country :

BOI App. Number :

BOI Exp. Date :

CABB NOC Date :

Status :

Ownership Type :

Order To :

Permission To :

Validity To :

To Create Date :

Search



Reset

Results 1 - 4 of about 4 for Total Available(5)



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

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7. Airlines Branch Permission Manager

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

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**

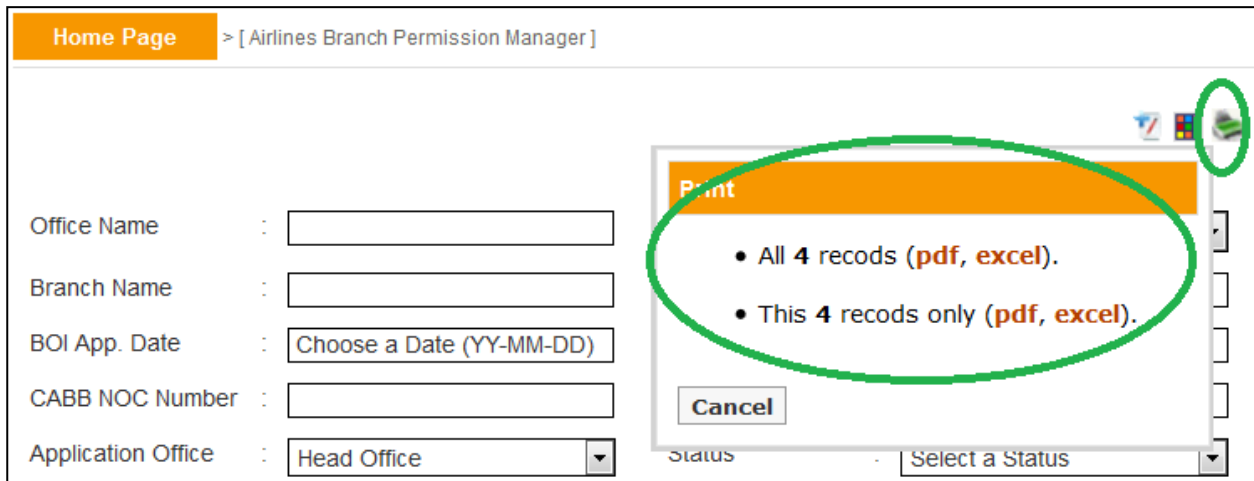
Documents :

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


[Re-Submit](#)

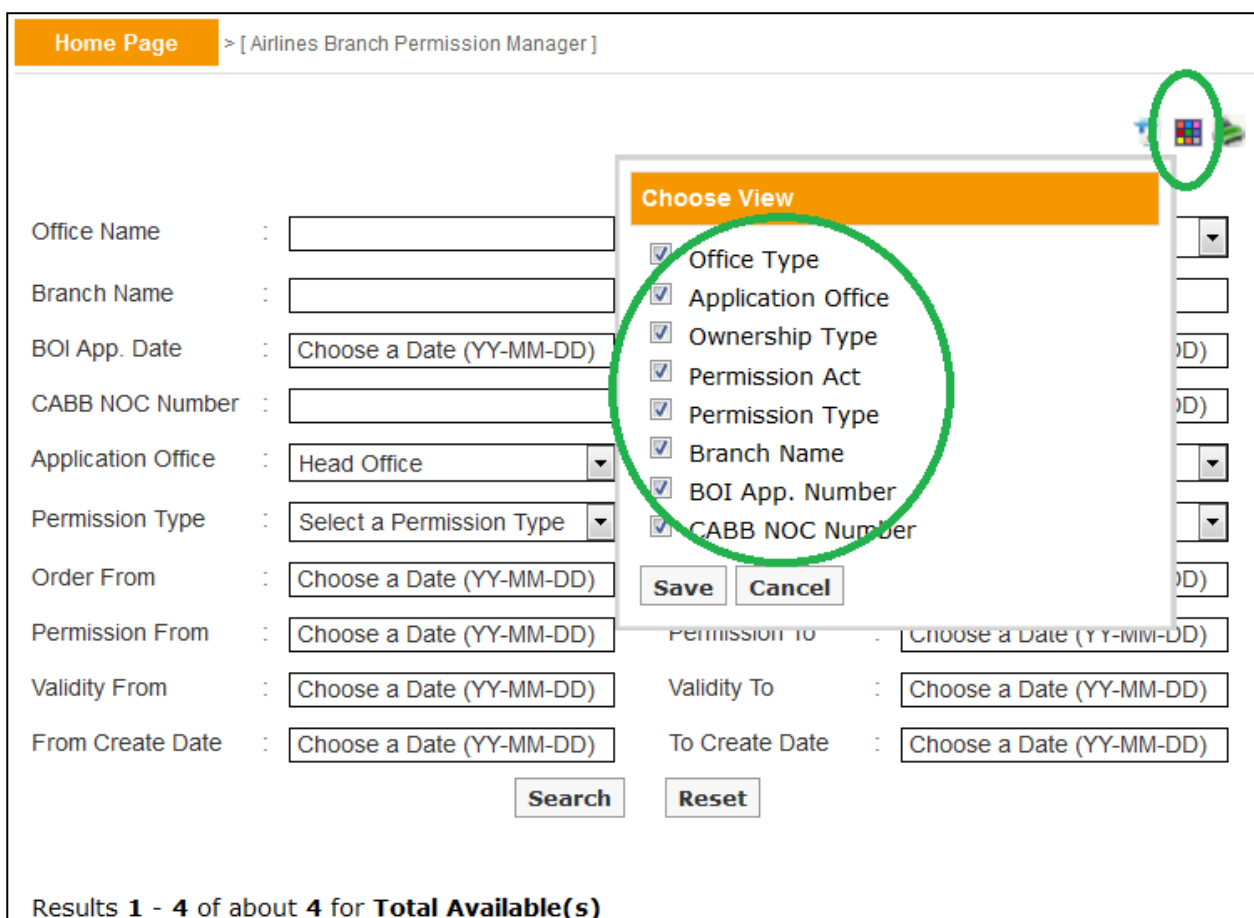
7. Airlines Branch Permission Manager

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



The screenshot shows the 'Airlines Branch Permission Manager' interface. On the left, there are input fields for 'Office Name', 'Branch Name', 'BOI App. Date' (with a date picker), 'CABB NOC Number', and 'Application Office' (a dropdown menu set to 'Head Office'). On the right, there is a 'Print' dialog box with an orange header. The dialog contains two options: 'All 4 recods (pdf, excel).' and 'This 4 recods 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 main interface.

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



The screenshot shows the 'Airlines Branch Permission Manager' interface with more input fields: 'Permission Type' (dropdown), 'Order From', 'Permission From', 'Validity From', 'From Create Date', 'Permission To', 'Validity To', and 'To Create Date'. A 'Choose View' dialog box is open, listing fields that can be customized: 'Office Type', 'Application Office', 'Ownership Type', 'Permission Act', 'Permission Type', 'Branch Name', 'BOI App. Number', and 'CABB NOC Number'. All these fields are checked with checkboxes. 'Save' and 'Cancel' buttons are at the bottom of the dialog. A green circle highlights the 'Customize' icon in the top right corner of the main interface. At the bottom of the page, it says 'Results 1 - 4 of about 4 for Total Available(s)'. There are also 'Search' and 'Reset' buttons.

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 :

Office Type :


From Create Date :

Home Country :


Ownership Type :

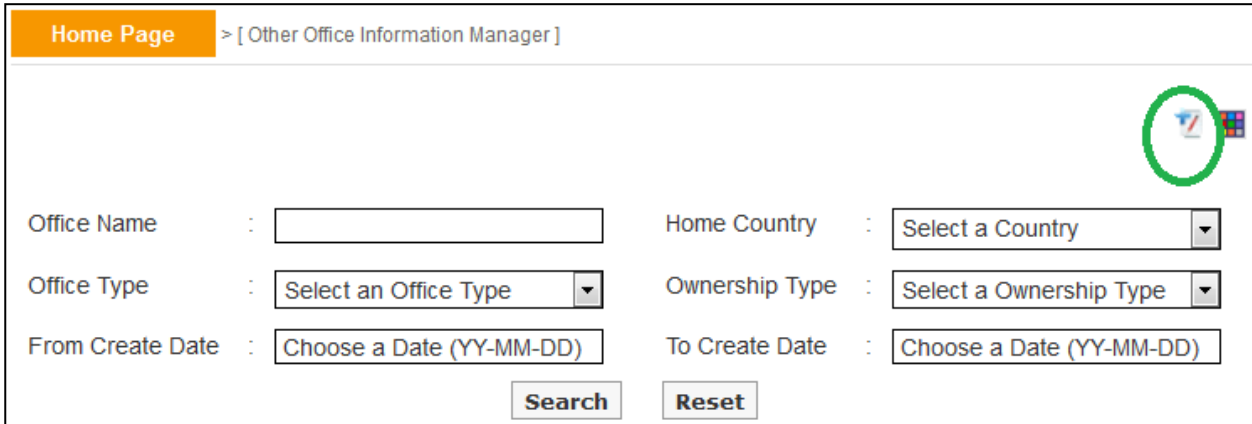
To Create Date :

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

Office Name	Other Info	Action
Nokia Ltd (Other Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 9847263854242 Create Date: 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 :

Office Type :

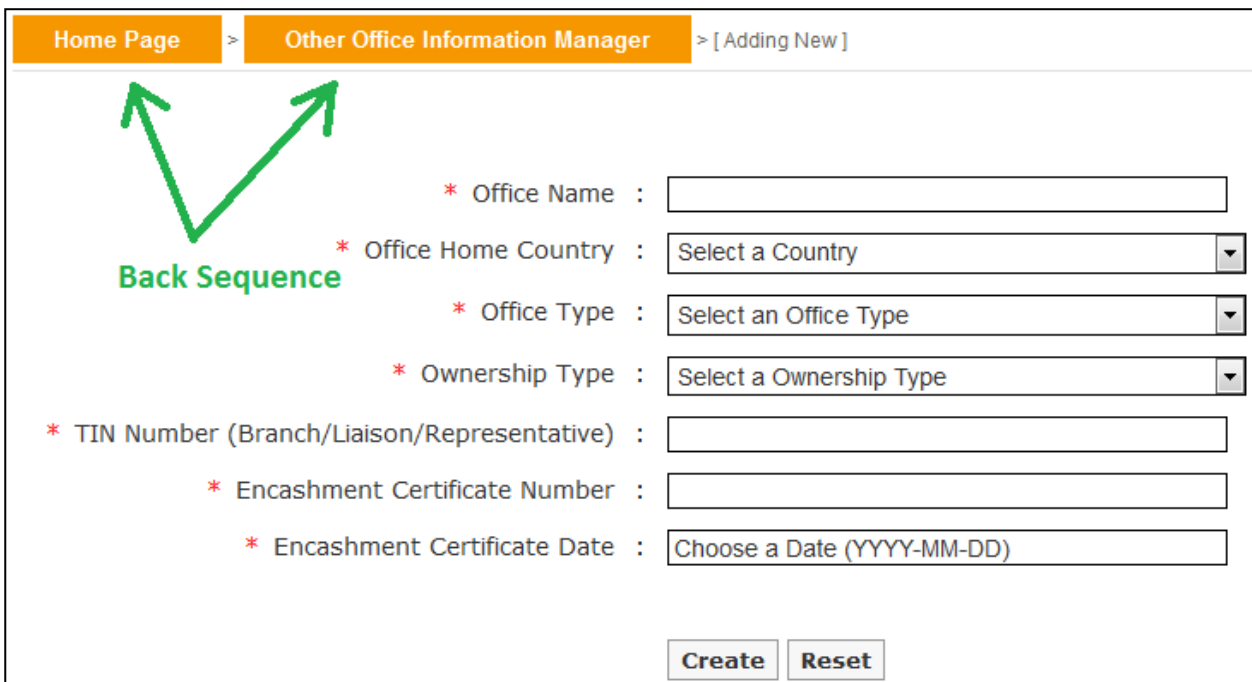
From Create Date :

Home Country :

Ownership Type :

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.

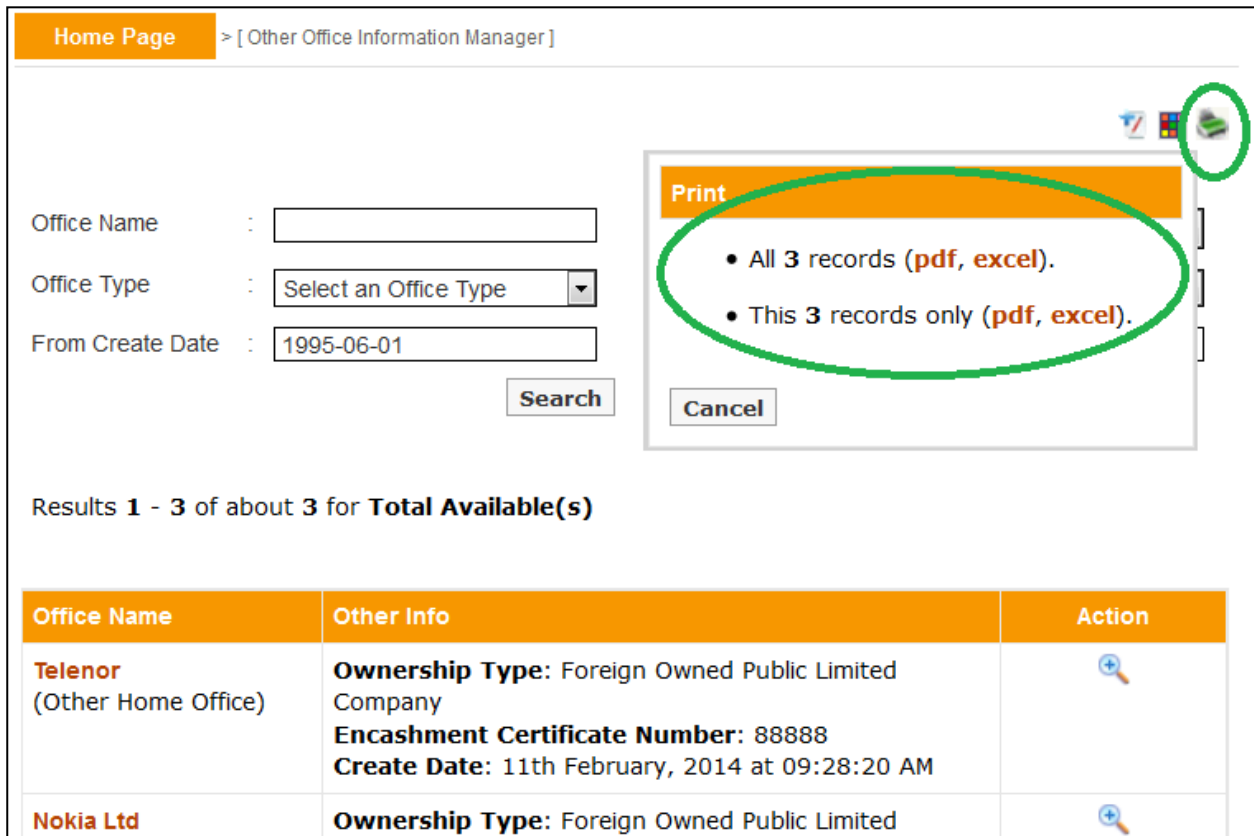
Results 1 - 3 of about 3 for Total Available(s)		
Office Name	Other Info	Action
Telenor (Other Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 88888 Create Date: 11th February, 2014 at 09:28:20 AM	
Nokia Ltd (Other Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 9847263854242 Create Date: 11th February, 2014 at 09:22:25 AM	
Siemens Ltd (Other Home Office)	Ownership Type: Foreign Owned Private Limited Company Encashment Certificate Number: 87654321 Create Date: 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

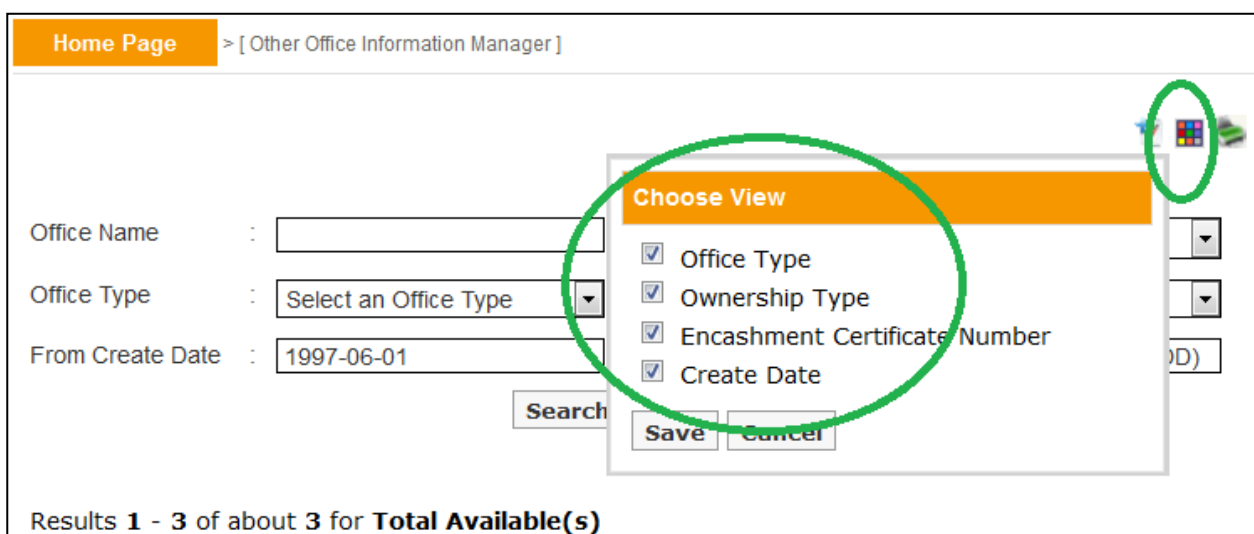
Listed information can also be printed in pdf format or exported in excel file using respective search page's print () link.





The screenshot shows the 'Other Office Information Manager' page. On the left, there are search filters: 'Office Name' (text input), 'Office Type' (dropdown menu), and 'From Create Date' (text input). A 'Search' button is below these. On the right, a 'Print' dialog box is open, showing 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
Telenor (Other Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 88888 Create Date: 11th February, 2014 at 09:28:20 AM	
Nokia Ltd	Ownership Type: 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' page. On the left, there are search filters: 'Office Name' (text input), 'Office Type' (dropdown menu), and 'From Create Date' (text input). A 'Search' button is below these. On the right, a 'Choose View' dialog box is open, showing 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
Telenor (Other Home Office)	Ownership Type: Foreign Owned Public Limited Company Encashment Certificate Number: 88888 Create Date: 11th February, 2014 at 09:28:20 AM	
Nokia Ltd	Ownership Type: 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 :

Branch Name :

Branch Type :

BOI App. Date :

From Create Date :


Branch Address :

BOI App. Number :


BOI Exp. Date :

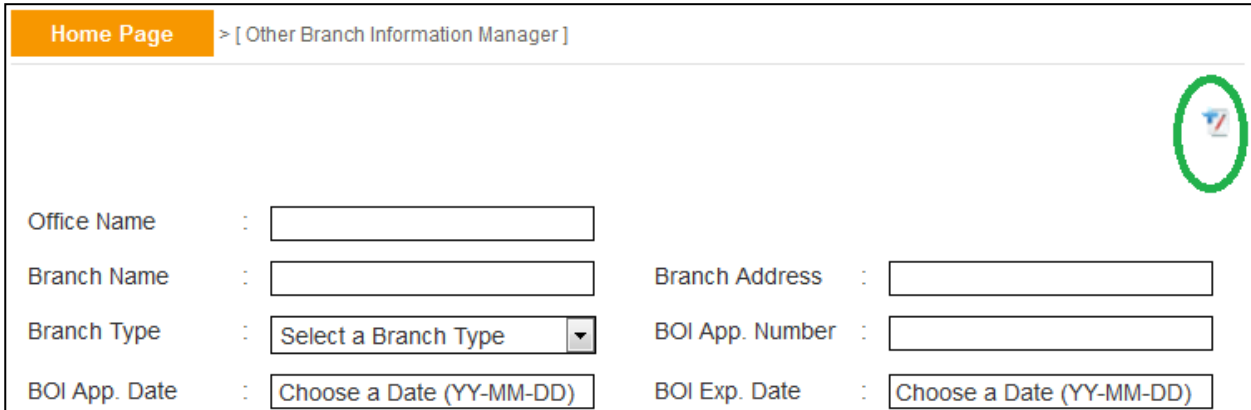
To Create Date :

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

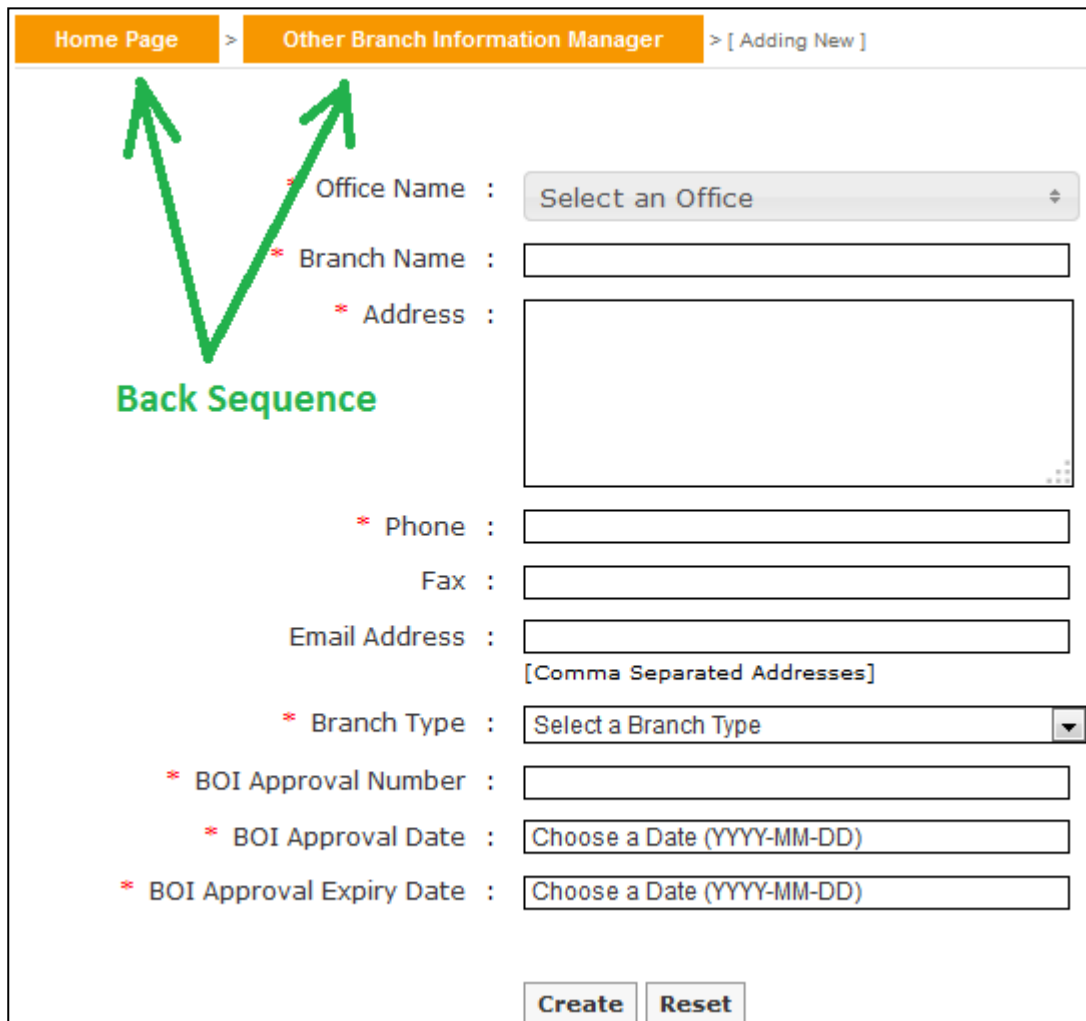
Branch Name	Other Info	Action
Grameen Phone (Other Branch Office)	Office Name: Telenor Phone: 02-9587346-48 BOI Approval Number: BOI-99992 Create Date: 11th February, 2014 at 10:38:48 AM	

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
Grameen Phone (Other Branch Office)	Office Name: Telenor Phone: 02-9587346-48 BOI Approval Number: BOI-99992 Create Date: 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 :

Search

Reset

Print

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

Cancel

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

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).

Select Map

Permission Act : **18B**

Permission Type :

Office Name :

Proceed **Cancel** **Filter:**

- Nokia Ltd (FIN)
- Siemens Ltd (DEU)
- Telenor (DNK)

Order To

Permission To

Validity To

To Create Date

Reset

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)**

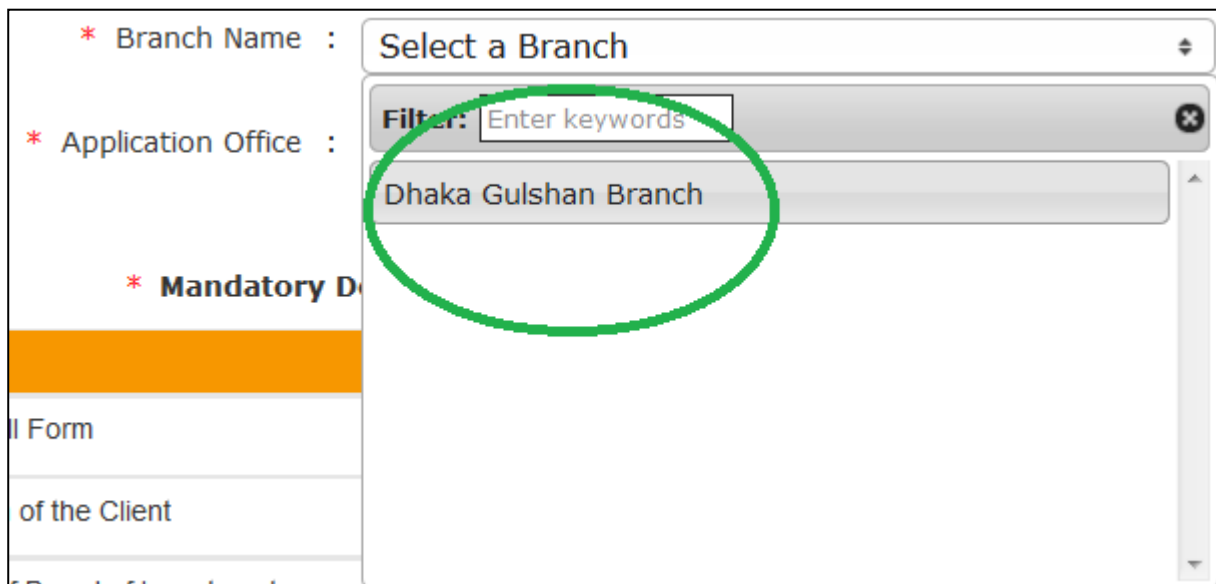
SL	Name	Uploader	
1	Annexure III Form	<input type="button" value="Browse..."/> No file selected.	
2	Application of the Client	<input type="button" value="Browse..."/> No file selected.	
3	Approval of Board of Investment	<input type="button" value="Browse..."/> No file selected.	
4	Encashment Certificate 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.**



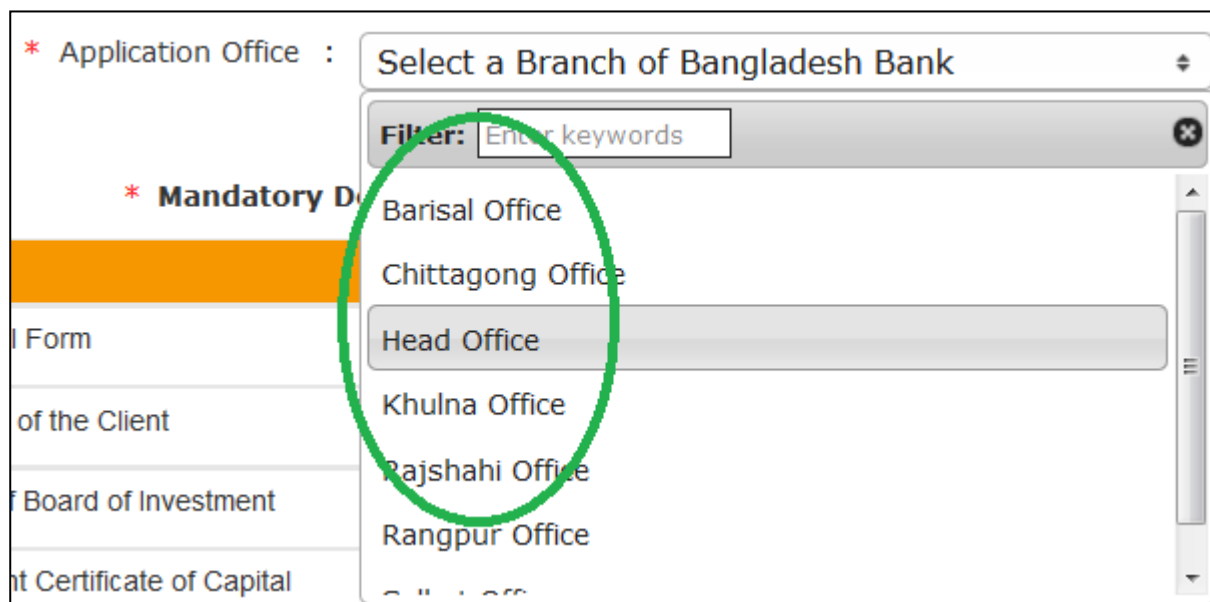
The screenshot shows a web form with the following fields and options:

- * Branch Name :** A dropdown menu with the text "Select a Branch". A green circle highlights the dropdown, and the selected option is "Dhaka Gulshan Branch".
- * Application Office :** A dropdown menu with the text "Filter: Enter keywords".
- * Mandatory D** (partially visible)

Below the form, there is a table with the following headers:

Form
of the Client
Board of Investment

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 web form with the following fields and options:

- * Application Office :** A dropdown menu with the text "Select a Branch of Bangladesh Bank". A green circle highlights the dropdown, and the selected option is "Head Office".
- * Mandatory D** (partially visible)

Below the form, there is a table with the following headers:



Form
of the Client
Board of Investment
nt Certificate of Capital

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 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- phpapp01.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)

Submit

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 beftn_operatingrules.pdf (1,113 KB)
4	Encashment Certificate of Capital bangladeshautomatedclearinghouse-140403051231- phpapp01.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 :

Branch Name :

BOI App. Date :

Application Office :

Permission Type :

Order From :

Permission From :

Validity From :

From Create Date :

Home Country :

BOI App. Number :

BOI Exp. Date :

Status :

Ownership Type :


Order To :

Permission To :





Validity To :

To Create Date :



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

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


10. Other Branch Permission Manager

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

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

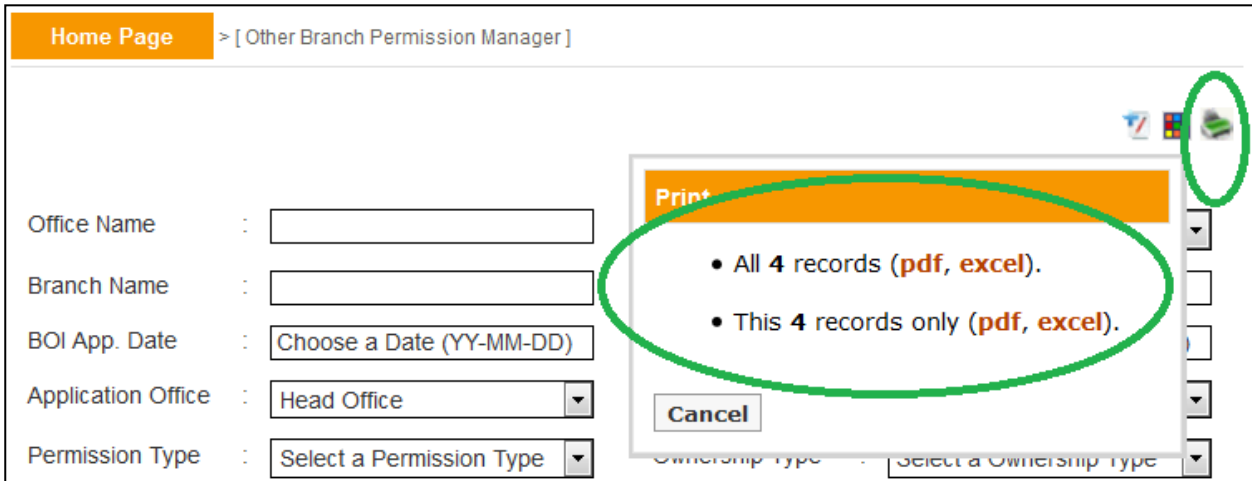
Documents :

SL	Document Name
1	Annexure III Form BACH Infrastructure.pdf (665 KB)
2	Application of the Client chap10.pdf (70 KB)
3	Approval of Board of Investment beftn_operatingrules.pdf (1,113 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)

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 :

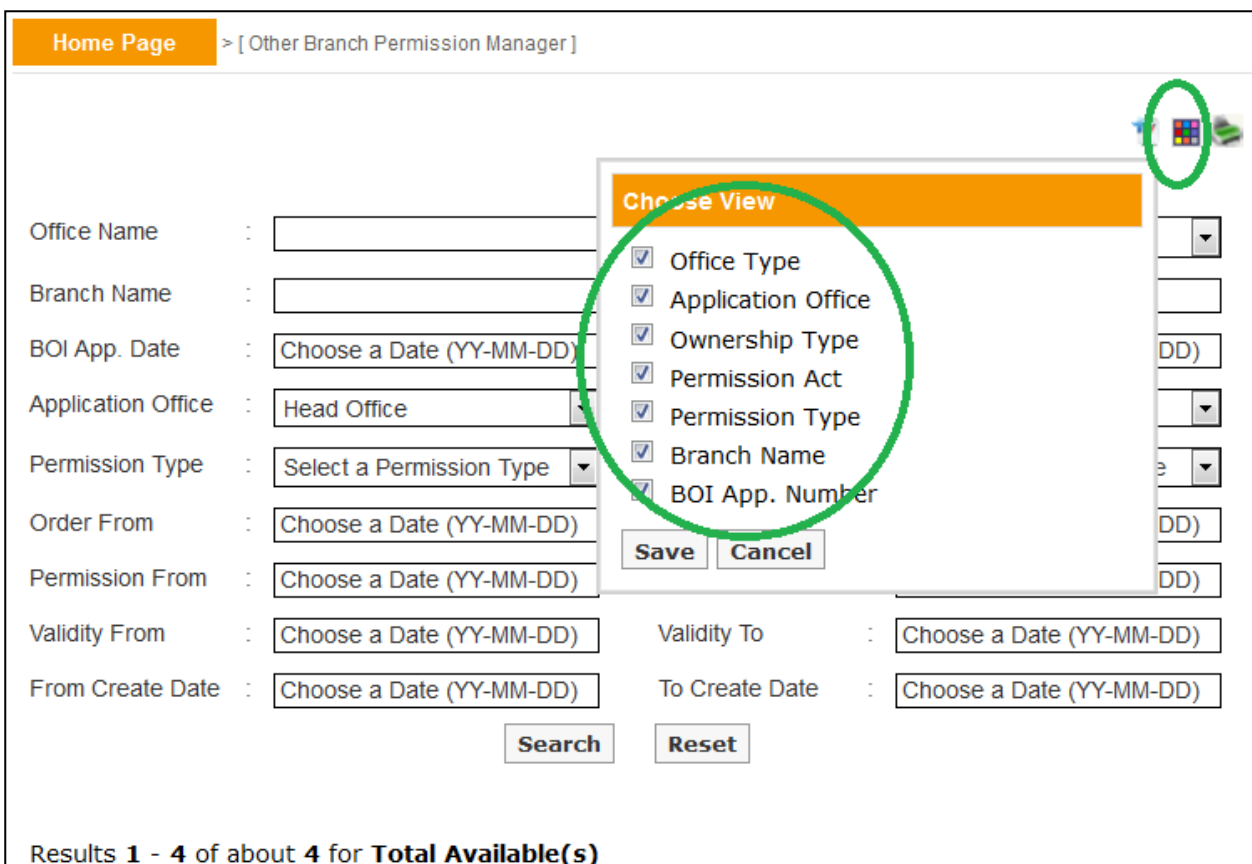
Ownership Type :

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 :

From Create Date :

Validity To :

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 'Principal Permission Manager' search interface. 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 Field]	Permission Type	: Select a Permission Type
Application Office	: Select a BB Branch	Principal's Country	: Select a Country
Principal Name	: [Text Field]	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)	Validity From	: 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)

At the bottom, there are two buttons: 'Search' and 'Reset'. The 'Search' button is highlighted with a green circle.

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 implication 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)"/>

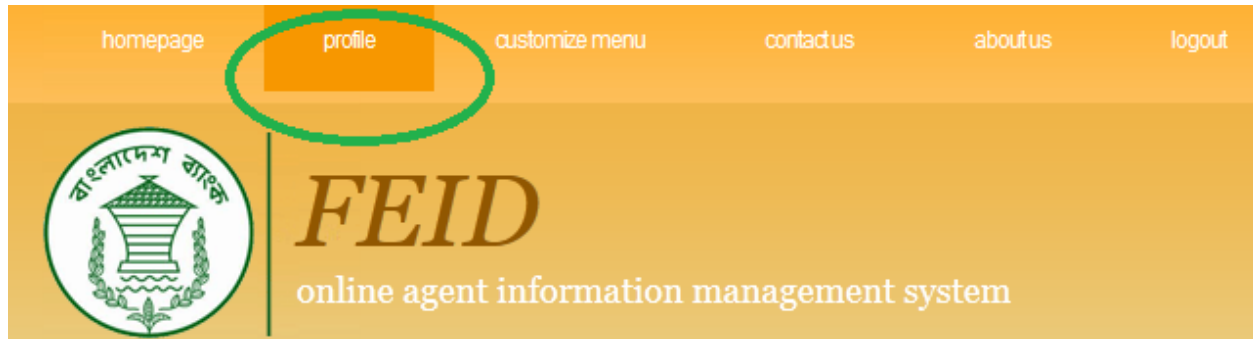
Here,

- 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.



Home Page > [Updating Profile]

User Type : Executive User

* Name :

Company : Uttara Bank Limited

Office : Head Office

Department :

Designation :

Index No : 44444444

E-Mail Address : **executive@temp.com**

Password :

[Click to Change Password](#)

Address :

Land Phone :

Mobile Phone :

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.

