

Foreign Exchange Policy Department
Bangladesh Bank
Head Office
Dhaka
www.bb.org.bd

FE Circular Letter No. 21

Date : June 18, 2025

Head offices/principal offices of all
Authorized Dealers in Bangladesh

Dear Sirs,

Declaration of export value on EXP Form

Please refer to paragraph 4 of Chapter 8 of the Guidelines for Foreign Exchange Transactions-2018, Vol-1 (GFET) which requires all exports to be declared on EXP Form (Appendix 5/31) with the full invoice value of goods, along with an undertaking by the exporter to repatriate the proceeds in accordance with the Foreign Exchange Regulation Act, 1947. As per paragraph 11(a) of same chapter, deduction or remittance of foreign agent commission or other trade charges above 5% require prior approval from Bangladesh Bank through Authorized Dealers (ADs).

02. It is observed that exports, in several cases, are declared on EXP Form with adjustment of foreign agent commission or other trade charges. Such practices do not reflect the value of exportable goods receivable from importers abroad. In this situation, ADs are advised to guide their exporters to declare the full invoice value of goods on EXP Form without adjustments of relevant deductions.

ADs are advised to bring the above instructions to the notice of their relevant customers.

Yours faithfully,



(Md. Harun-Ar-Rashid)
Director (FEPD)
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