

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

FE Circular No. 17

Date : 30 September, 2009

All Authorized Dealers and licensed Money Changers  
of Foreign Exchange in Bangladesh

Dear Sirs,

**Submission of Monthly Returns by Money Changers**

Attention is drawn to the instructions mentioned in Para 10, Chapter 2 of the Guidelines for Foreign Exchange Transactions, 2009 (Vol-1) regarding submission of monthly statements to Bangladesh Bank by Money Changers.

02. In addition to the above mentioned monthly statements, Money Changers will have to submit monthly returns of their foreign exchange transactions as per attached format to Statistics Department & Foreign Exchange Operation Department of Head Office and Foreign Exchange Policy Department of Area Offices of Bangladesh Bank through their authorized dealer banks. Since, authorized dealers will have to submit such reports within 15<sup>th</sup> instant of each month, concerned Money Changers will have to ensure submission of such returns to their authorized dealer banks beforehand by fulfilling the statements and schedules properly.

03. Money Changers will report 'Summary Statement' of their foreign exchange transactions in "Statement S-12" in light violate colored paper. The statement will accompany two Schedules namely MCR-1 and MCP-1. This is to mention that, separate statement and schedule are to be submitted for each currency (e.g. USD, EURO, GBP).

04. Money Changers will have to use their code designated to them in each statement and schedule.

05. 'Code Lists for Reporting of External Sector Transactions by the Authorized Dealers' will have to be used for country code and currency code, etc.

06. Authorized dealer banks are being advised to provide proper assistance to the Money Changers for filling up statement and schedule. If necessary authorized dealer banks may contact Statistics Department of Bangladesh Bank.

All Money Changers will start submission of monthly returns as instructed above from November 2009 (for transactions of October 2009 and onwards).

Please acknowledge receipt and inform this issue to all concerned.

Yours Faithfully,

Signed/-

(Khandakar Abdus Selim)  
Deputy General Manager  
Phone : 7120375

**Summary Statement of Reporting of Money Changers Foreign Exchange Transactions  
(To be submitted through ADs)**

For month ..... Year.....

Name of the Authorised Money Changer: Currency:  
USD/Pound Sterling/Euro/Japanese Yen/-

Month Code			
Money Changer Code			
Currency Code			

Submitted Through ( Name of the Authorised Dealer Bank ).....

Sl. No.	<b>PURCHASES</b>	Purpose Code	Amount
01	Opening balance (a+b)	1201	
	a) Cash foreign currency in hand	1202	
	b) Foreign currency A/C balance with scheduled bank	1203	
	<b>Receipts</b>		
02	Amount purchased from non-residents (Cash/TC) (Schedule MCR-1)	1204	
03	Amount purchased from residents (Cash/TC)	1205	
	<b>Exchange, Transfer and Adjustments:</b>		
04	Total credit on account of interest earned from FC A/C	1208	
05	Transferred from FC account of other money changer ( on account of purchase)	1209	
	<b>Grand Total</b>		

Sl. No.	<b>Sales</b>	Purpose Code	Amount
01	Sale to Bangladeshi travelers or re-conversion allowed to foreign travelers (Cash/TC) (Schedule MCP-1)	1210	
	<b>Exchange, Transfer and Adjustments:</b>		
	<b>Receipts</b>		
02	Amount encashed to taka (a+b)	1214	
	a) Encashed from foreign currency account-Transferred to S-1	1215	
	b) Encashed from Note/coin/TC etc. -Transferred to S-6	1216	
03	Transferred to FC account of other money changer ( on account of sale)	1217	
04	Closing balance (a+b)	1218	
	a) Cash foreign currency in hand	1219	
	b) Foreign currency A/C balance with scheduled bank	1220	
	<b>Grand Total</b>		

Note:

**Non-residents:**

- a) Bangladeshi nationals residing abroad
- b) Foreign travellers

**Residents:**

- a) Bangladeshi travellers
- b) Resident foreign nationals .



**Schedule MCP-1**  
**Sale to Bangladeshi Travellers or Re-conversion to foreign tourists (Cash)**

For month ..... Year.....  
 Name of the Authorised Money Changer: Currency:  
 USD/Pound Sterling/Euro/Japanese Yen/-

Month Code	
Money Changer Code	
Currency Code	

Sale to Bangladeshi Travellers/ Re-conversion to foreign tourists.

Sl. No.	Name of the country	Country Code	Amount	Purpose Code
<b>Total</b>				

Note:

1. No T/M and C-Form is needed for above reportings.
2. If the country & currency of several accounts are same, then write name and code of the country & currency in appropriate place and the individual amount should be merged together against that country and be reported in amount
3. Total of the schedule MCP-1 should be reported against purpose code no. 1210
4. Use next serial number for another country
5. Use another sheet for another currency

*Signature:*  
*Name:*  
*Designation:*  
*Telephone:*

Note:

- |   |      |
|---|------|
| a) Use purpose cod for Bangladeshi Travelers              | 1130 |
| b) Use purpose cod for re-conversion to foreign travelers | 1132 |