সংযোজনী-১

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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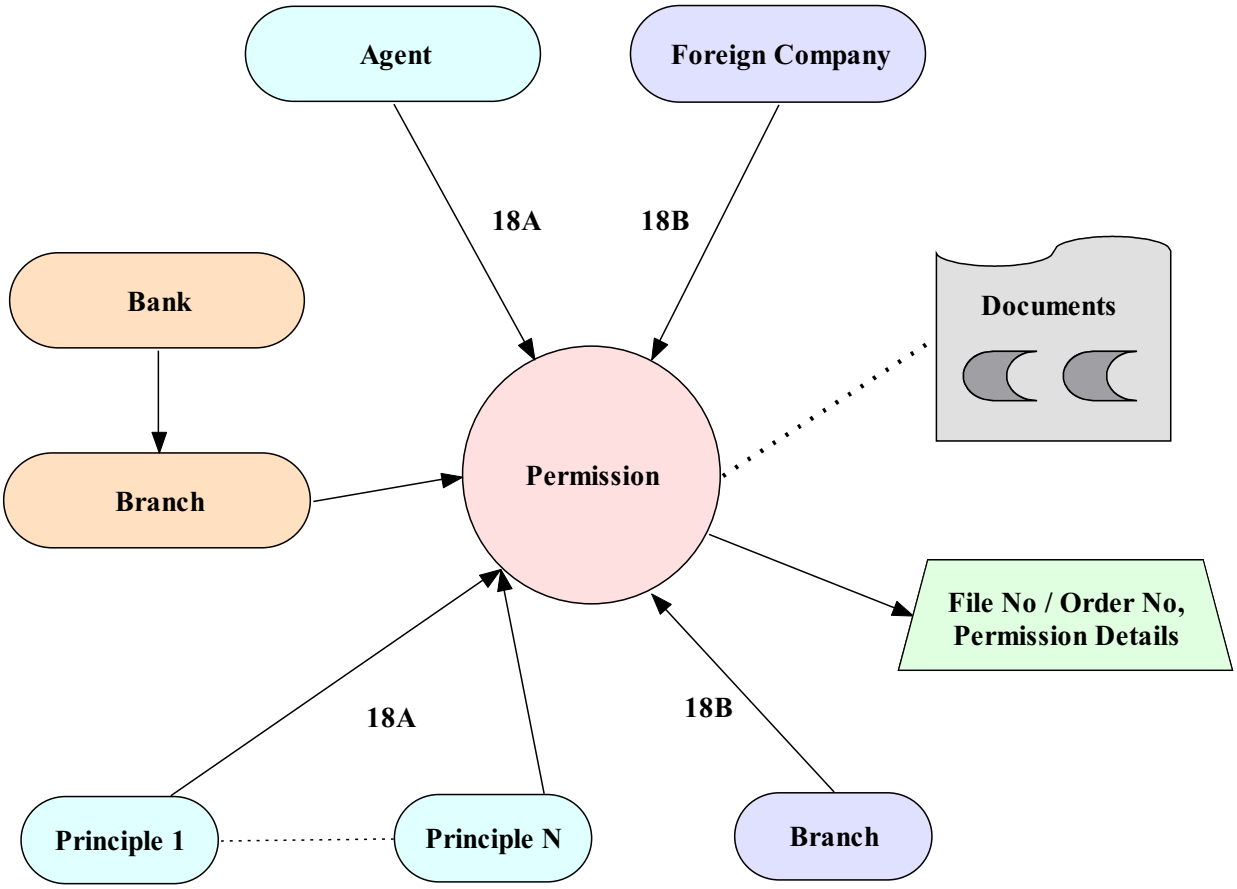
1. Introduction

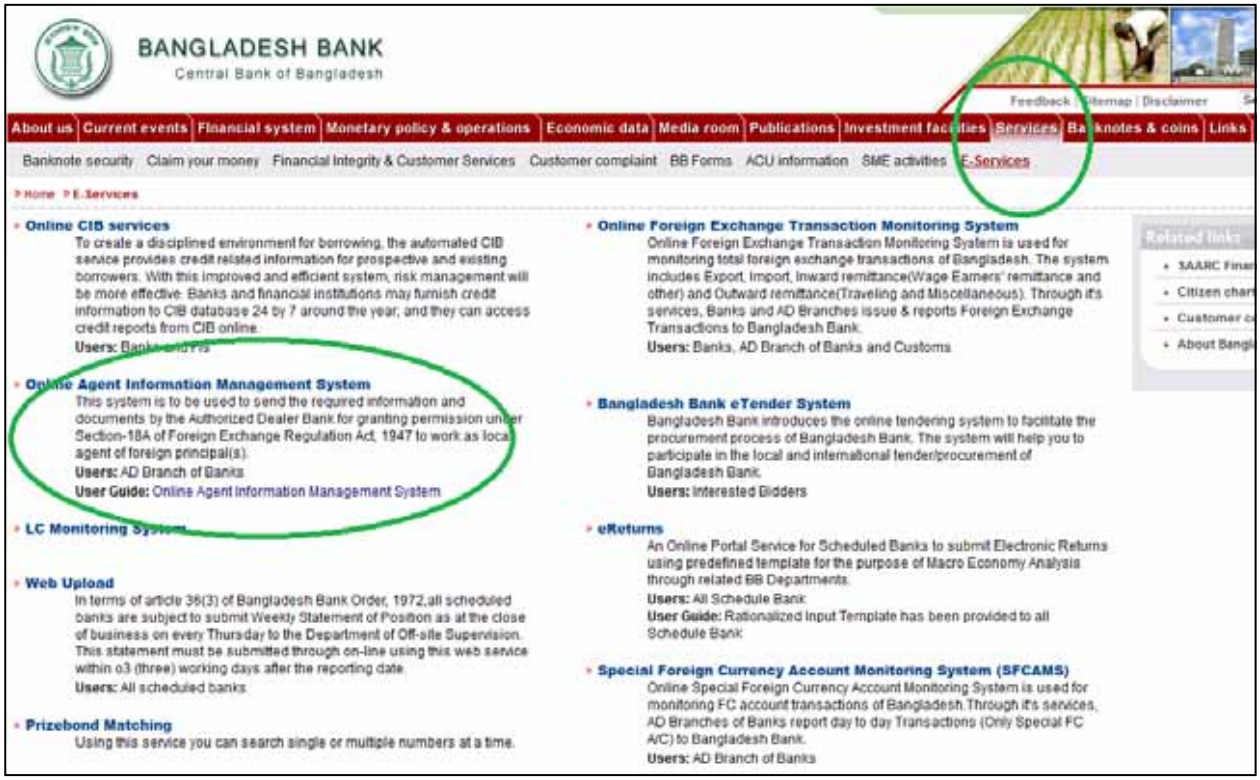
1.1. FEID-Online Agent Information Management System (OAIMS) is developed to manage the online applications of various agents and foreign companies along with their principles and local branch offices respectively. The system also automates the internal application processing system of FEID. The business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



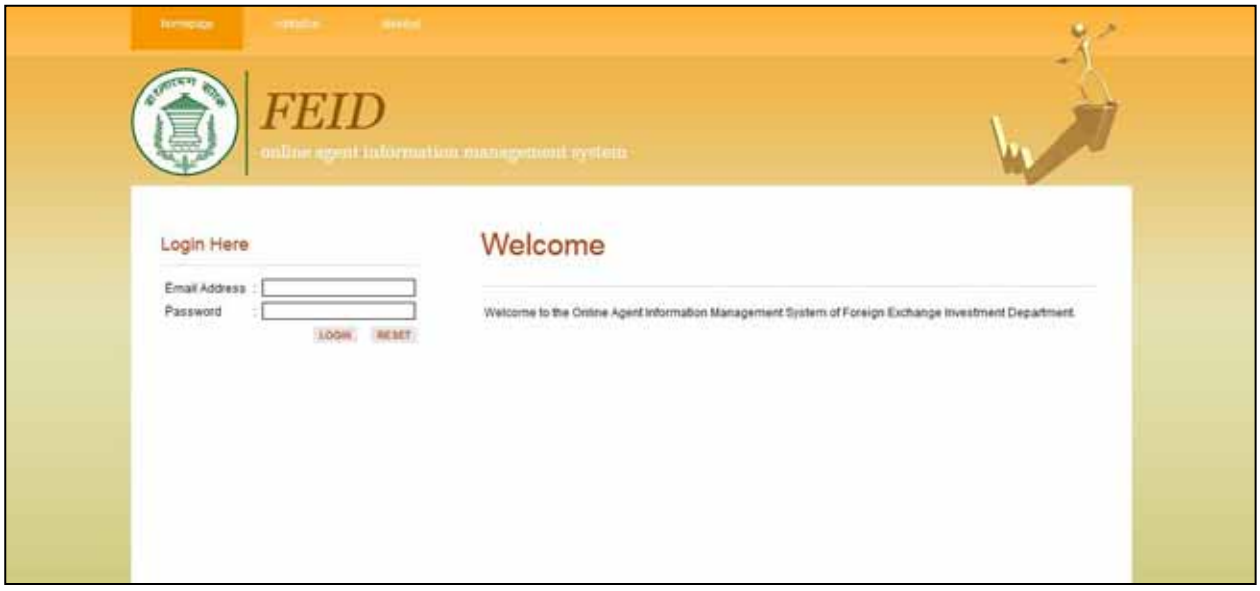
The picture above shows the fundamental relationship among strong entities. The creation of application depends on some data of agent or foreign companies and its associated documents. To submit an application one have to create an agent / home office first (if it's a new company) then the principals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

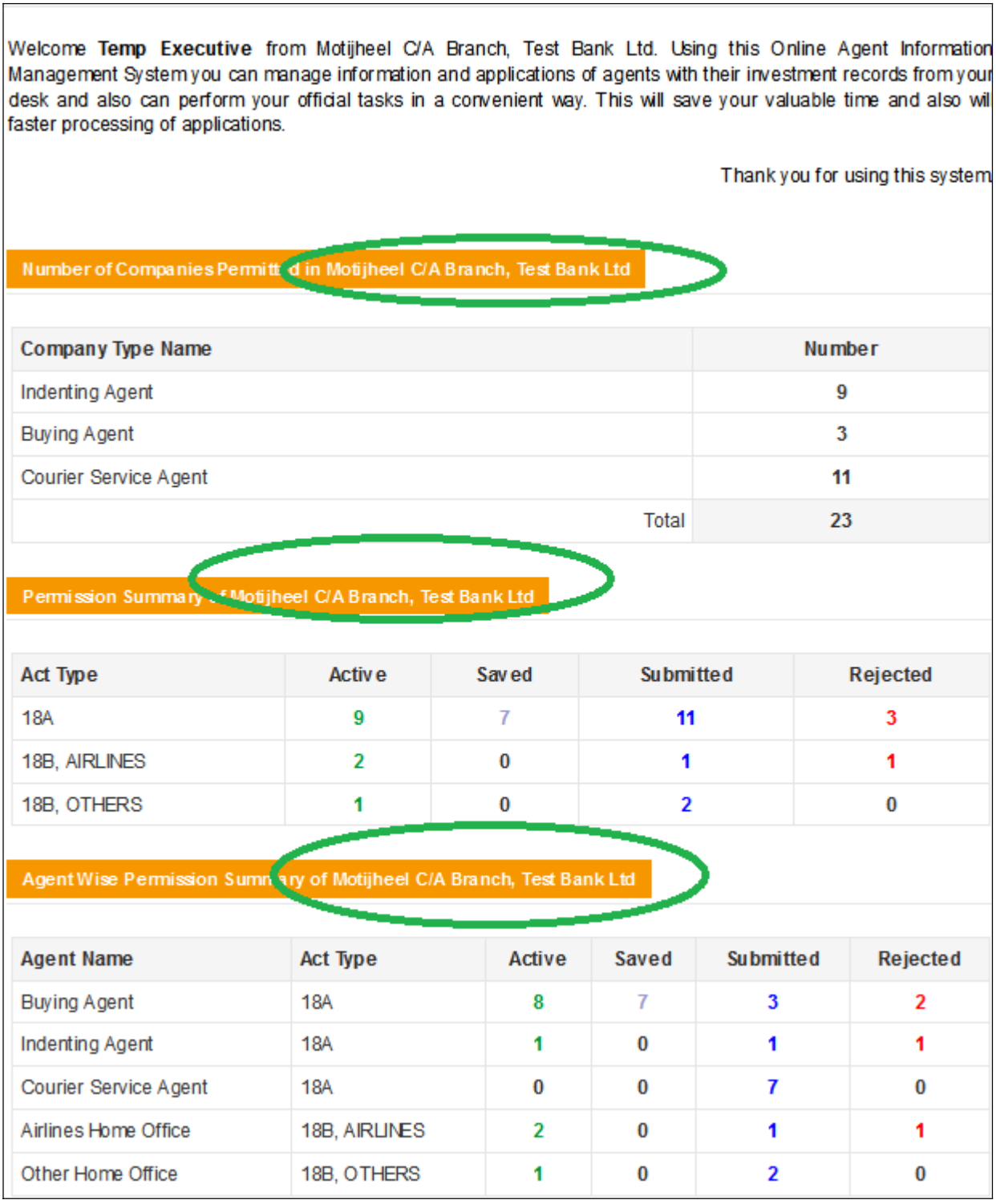


After clicking Online Agent Information Management System following web page will appear:



1. Introduction

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



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

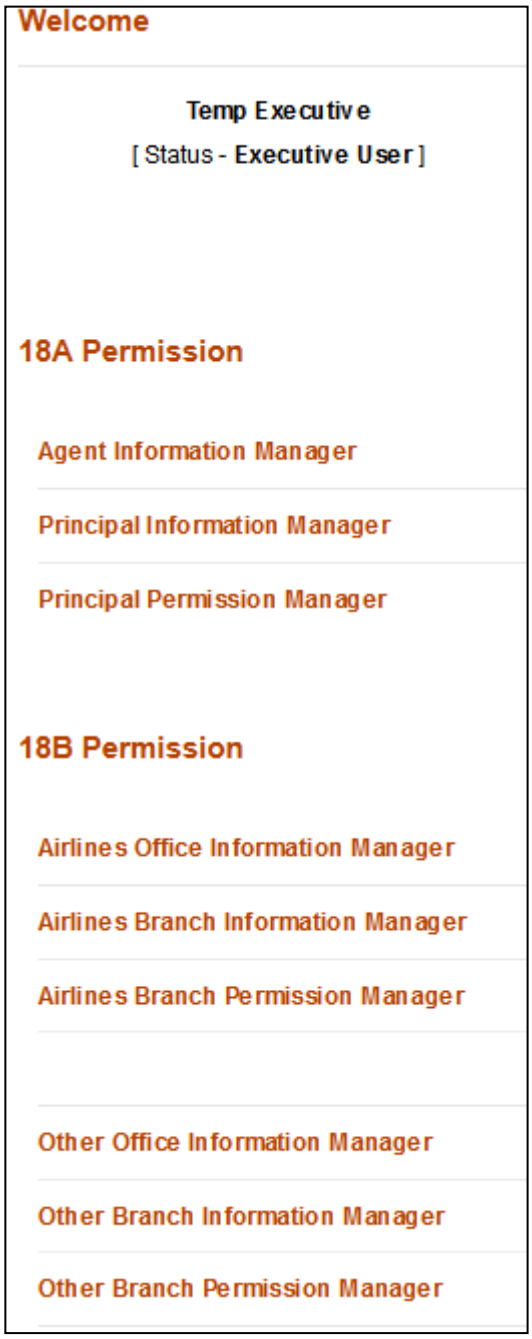
Act Type	Active	Saved	Submitted	Rejected
18A	9	7	11	3
18B, AIRLINES	2	0	1	1
18B, OTHERS	1	0	2	0

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.



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*.

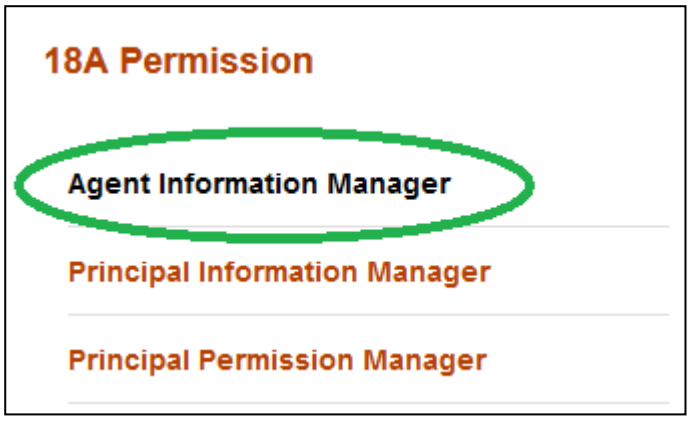
18B Permission menu is designed to deal with permissions of Airlines and all Other types of foreign companies.

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

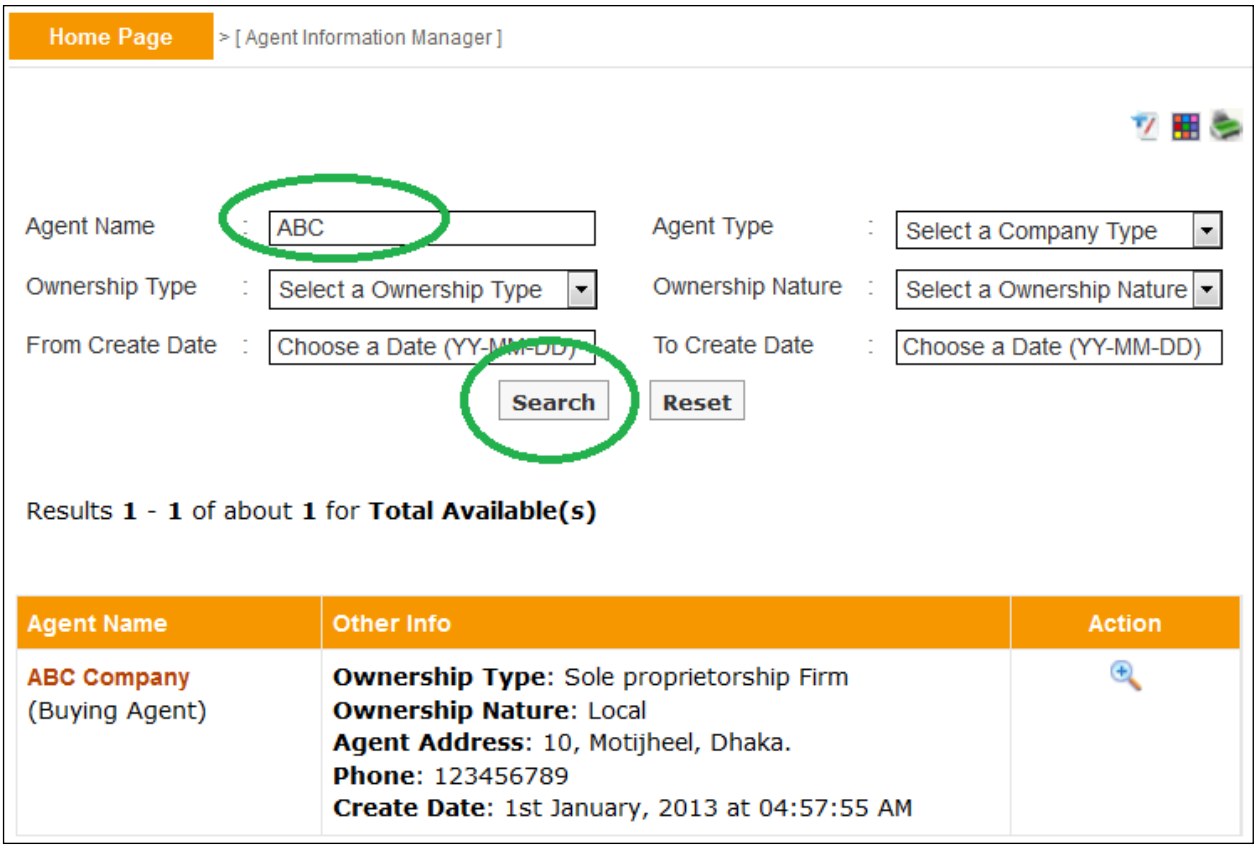
2.1. The submenu item Agent Information Manager is designed to manage information of companies that want to get permission under FERA 18A act. Using this menu an executive user can list previously created agents and create new agents if necessary.



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

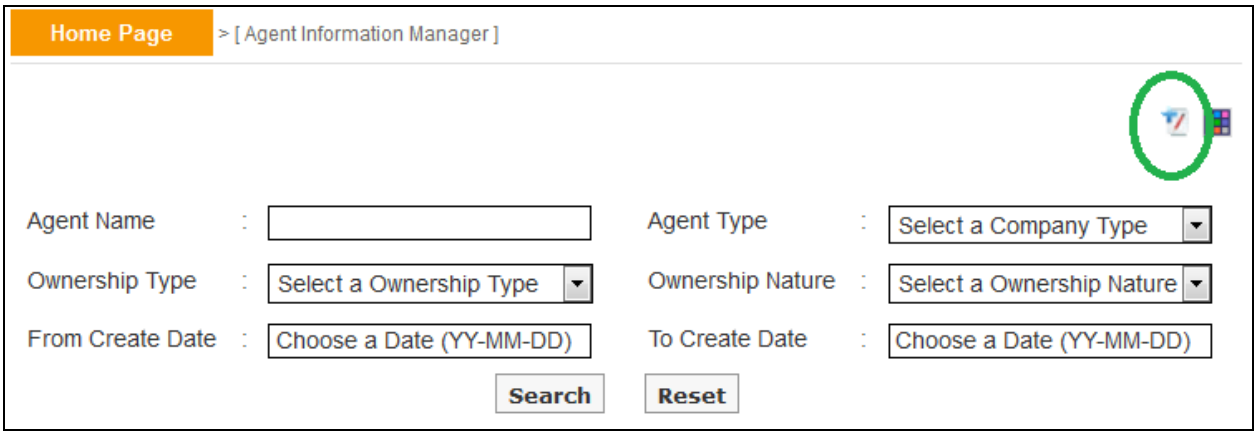
Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system**.

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.

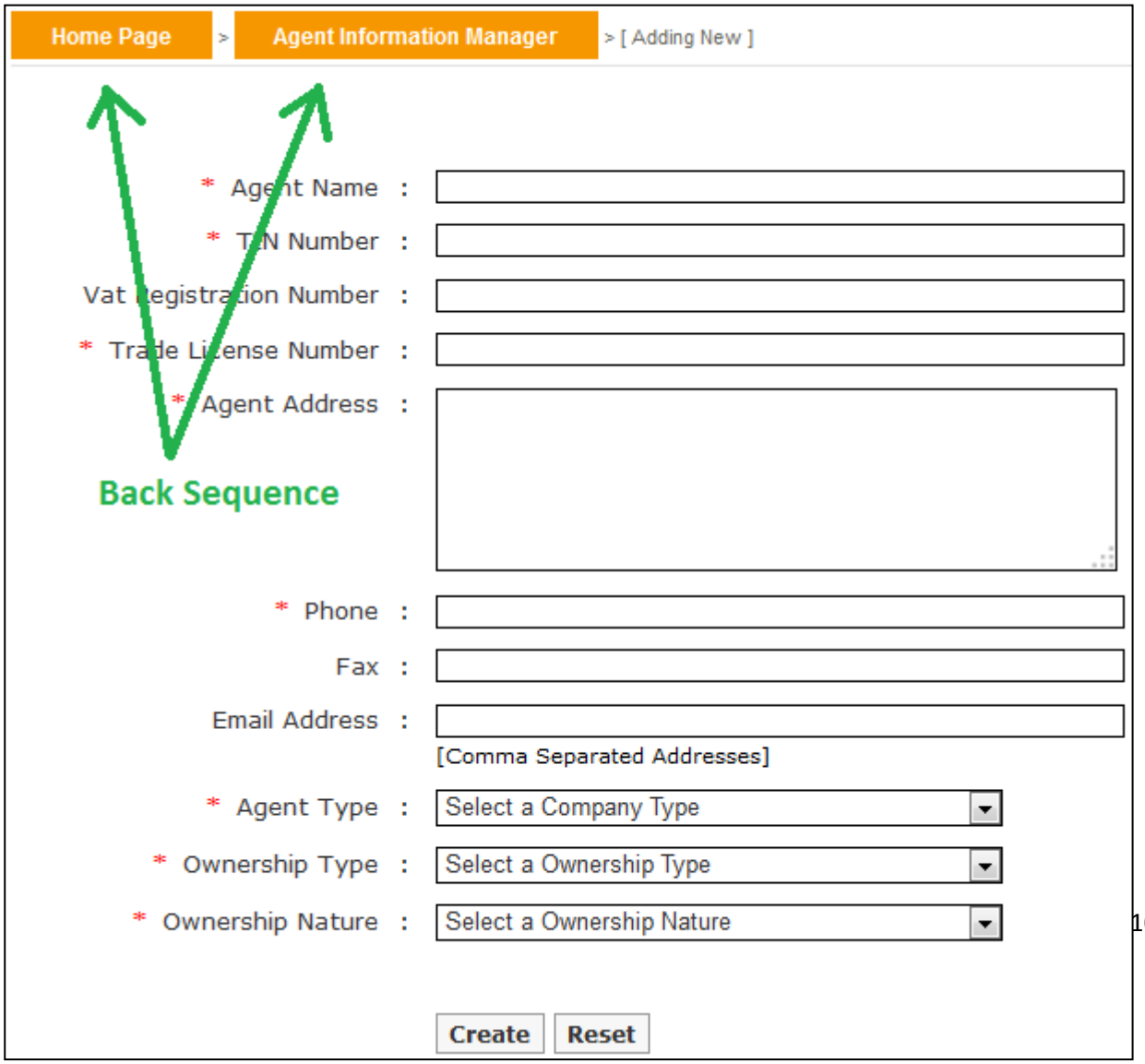


2. Agent Information Manager

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.



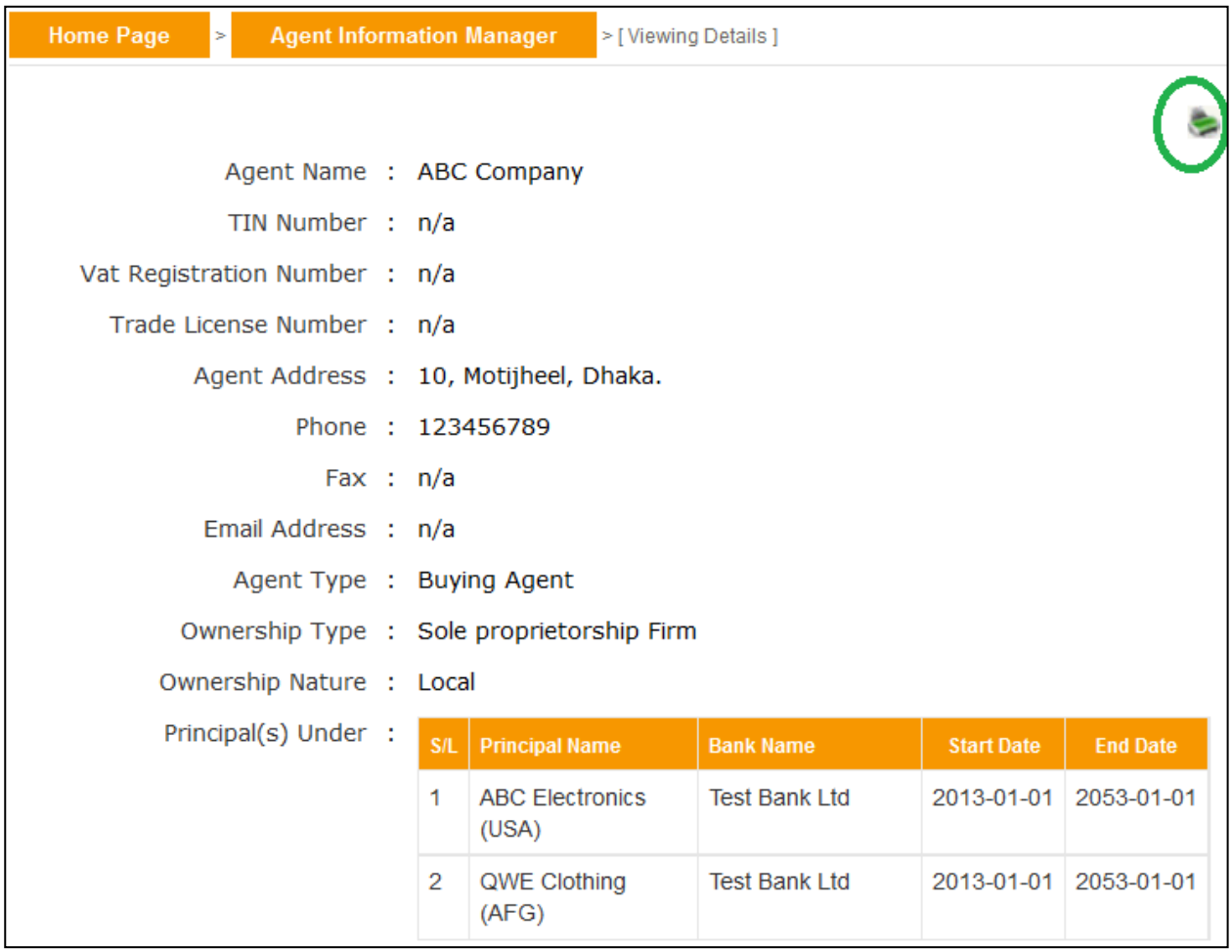
2. Agent Information Manager

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.



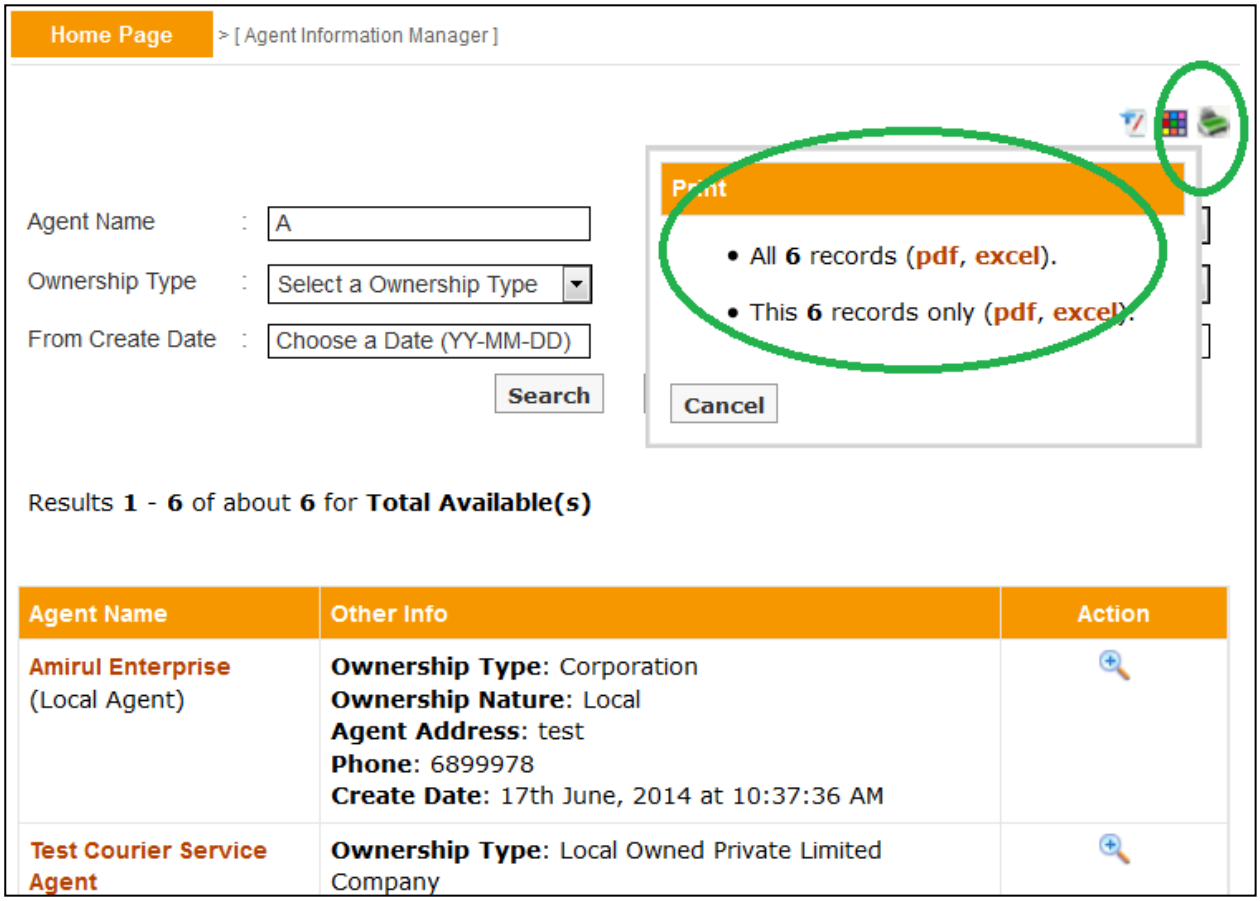
Home Page > Agent Information Manager > [Viewing Details]

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

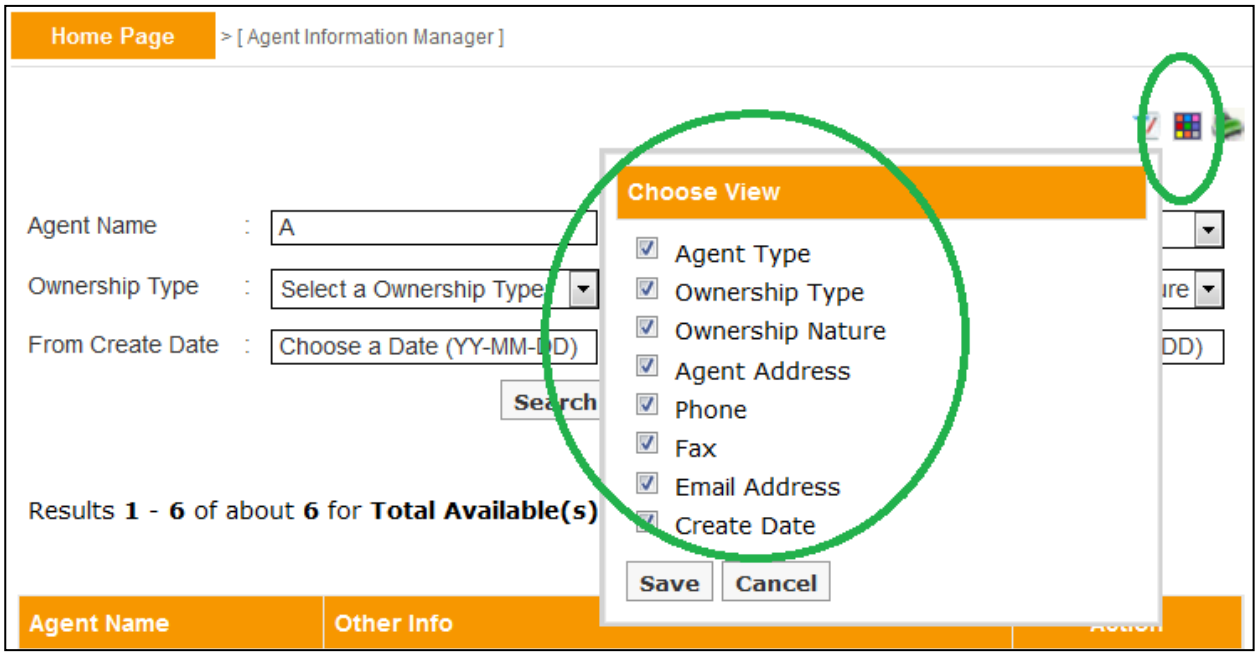
S/L	Principal Name	Bank Name	Start Date	End Date
1	ABC Electronics (USA)	Test Bank Ltd	2013-01-01	2053-01-01
2	QWE Clothing (AFG)	Test Bank Ltd	2013-01-01	2053-01-01

2. Agent Information Manager

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



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



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.

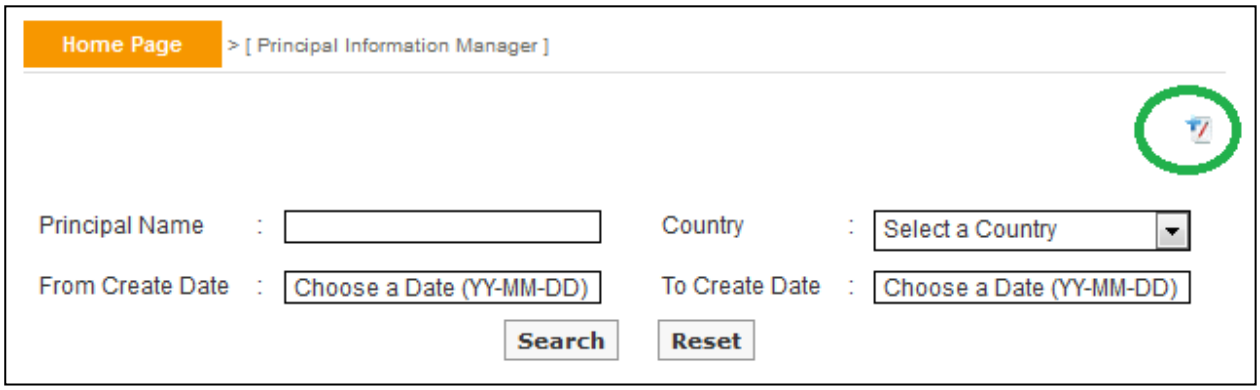
A principal can be created in the system by using add new ( ) button of Principal Information Manager.

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**.

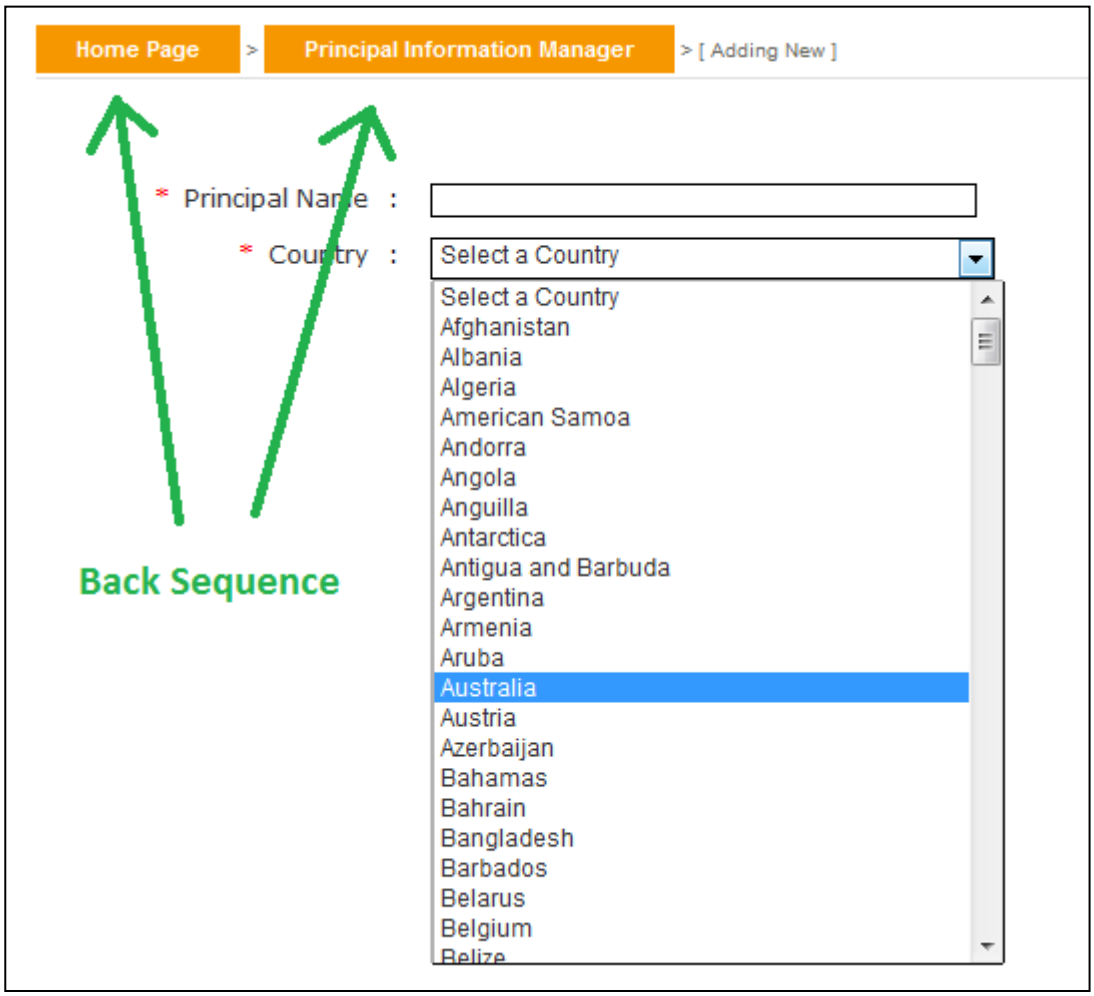
List of principals can be found from the search box. Please note the output of search is listed in the descending order of create date.

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.



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.



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

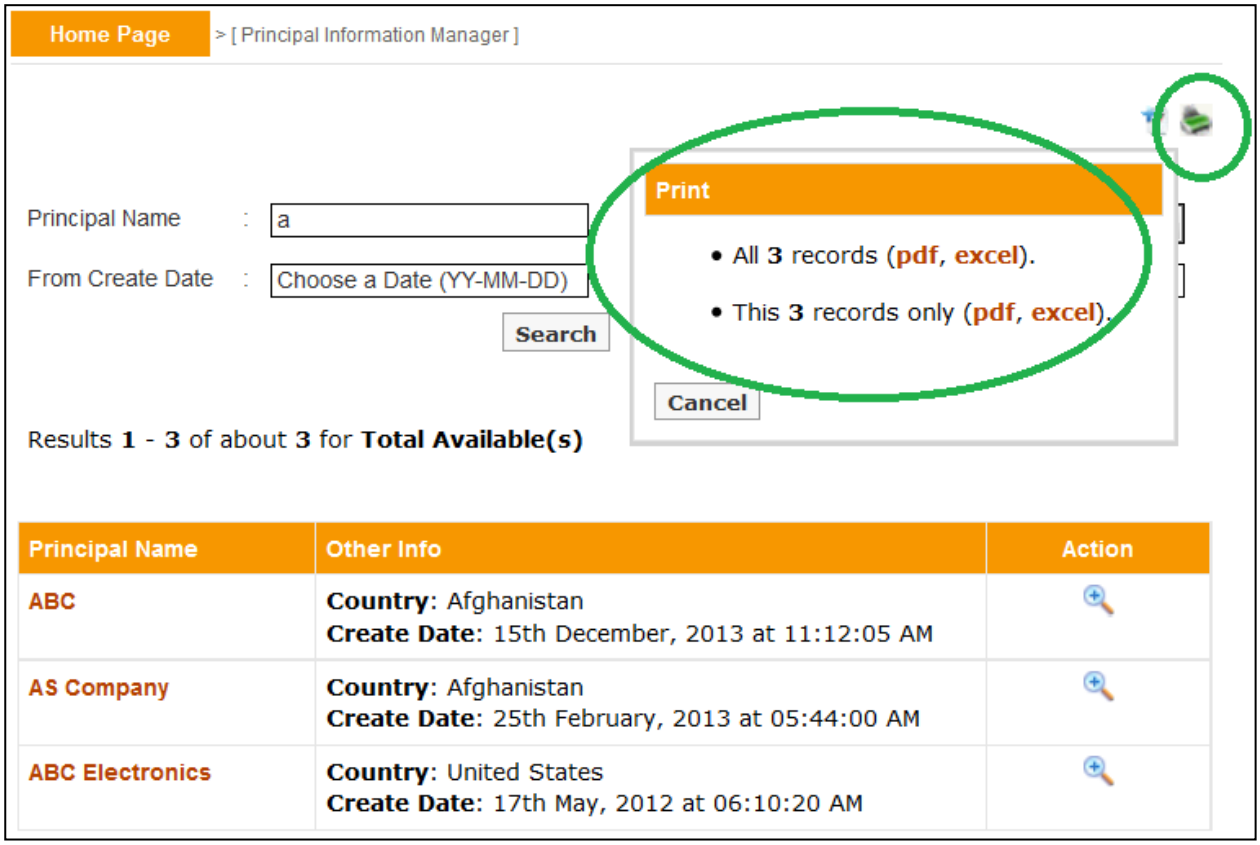
Country : United States

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

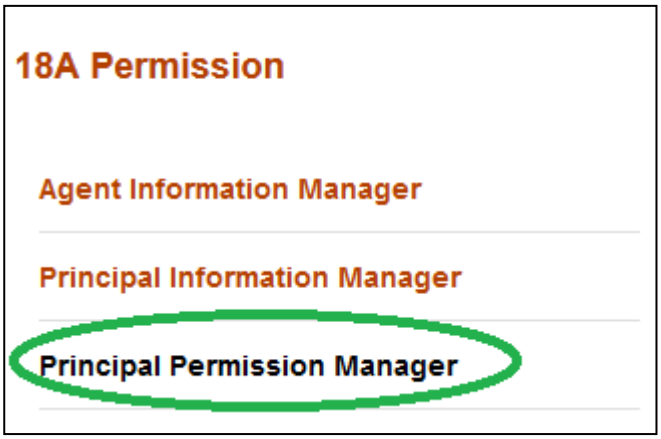
3. Principal Information Manager

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



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.

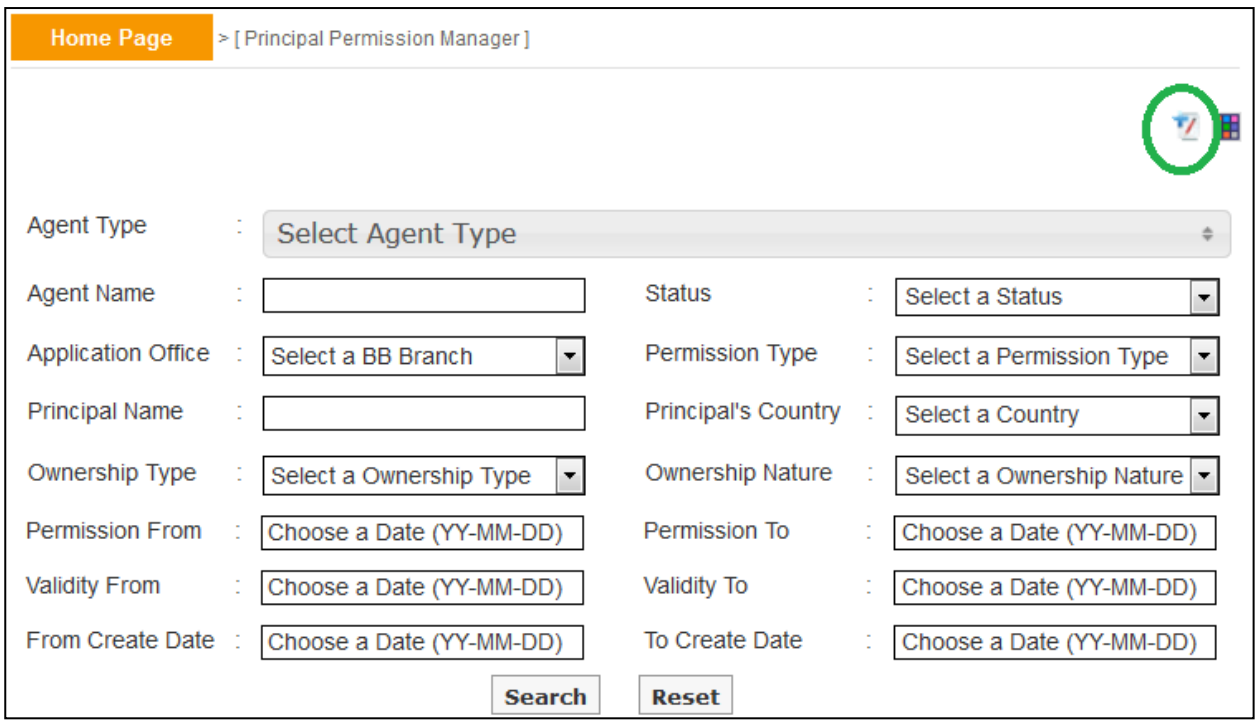


From this submenu, on behalf of agents Banker's can apply for permission by associating an agent with some principals and uploading the necessary documents in pdf format.

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.

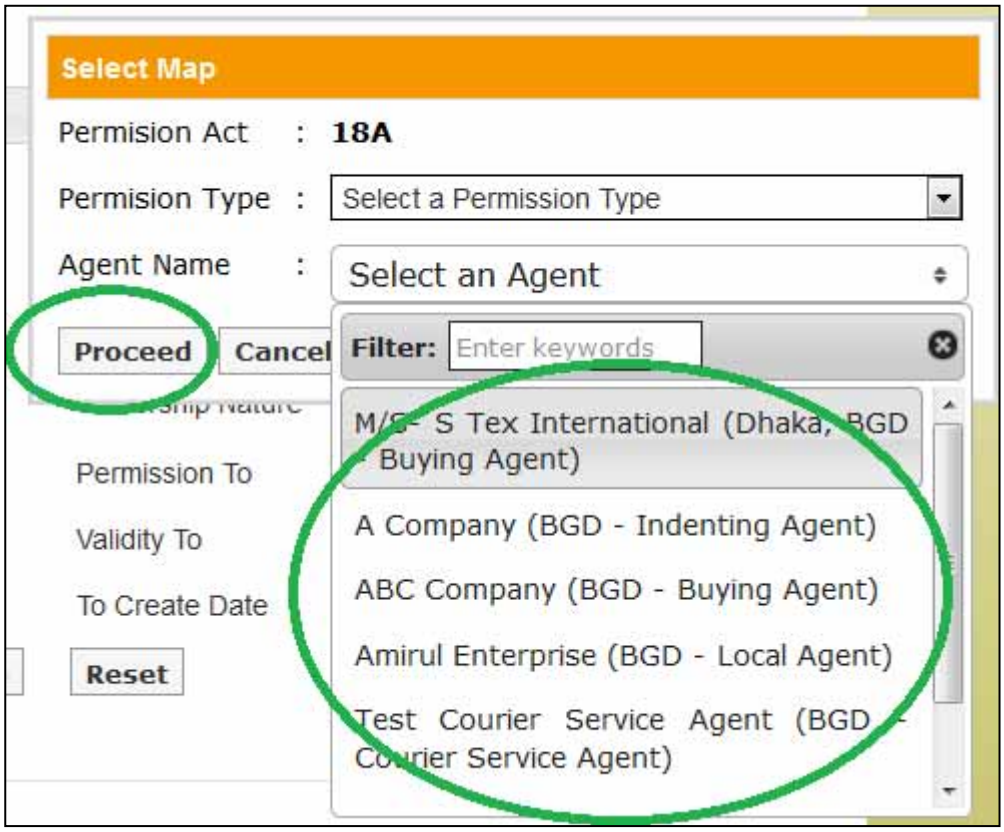
Any agent that have an Active existence under this submenu will be treated as permitted by Bangladesh Bank under FERA 18A. Details of Active, Submitted, Saved and Rejected status were discussed in subsequent sections.

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



4. Principal Permission Manager

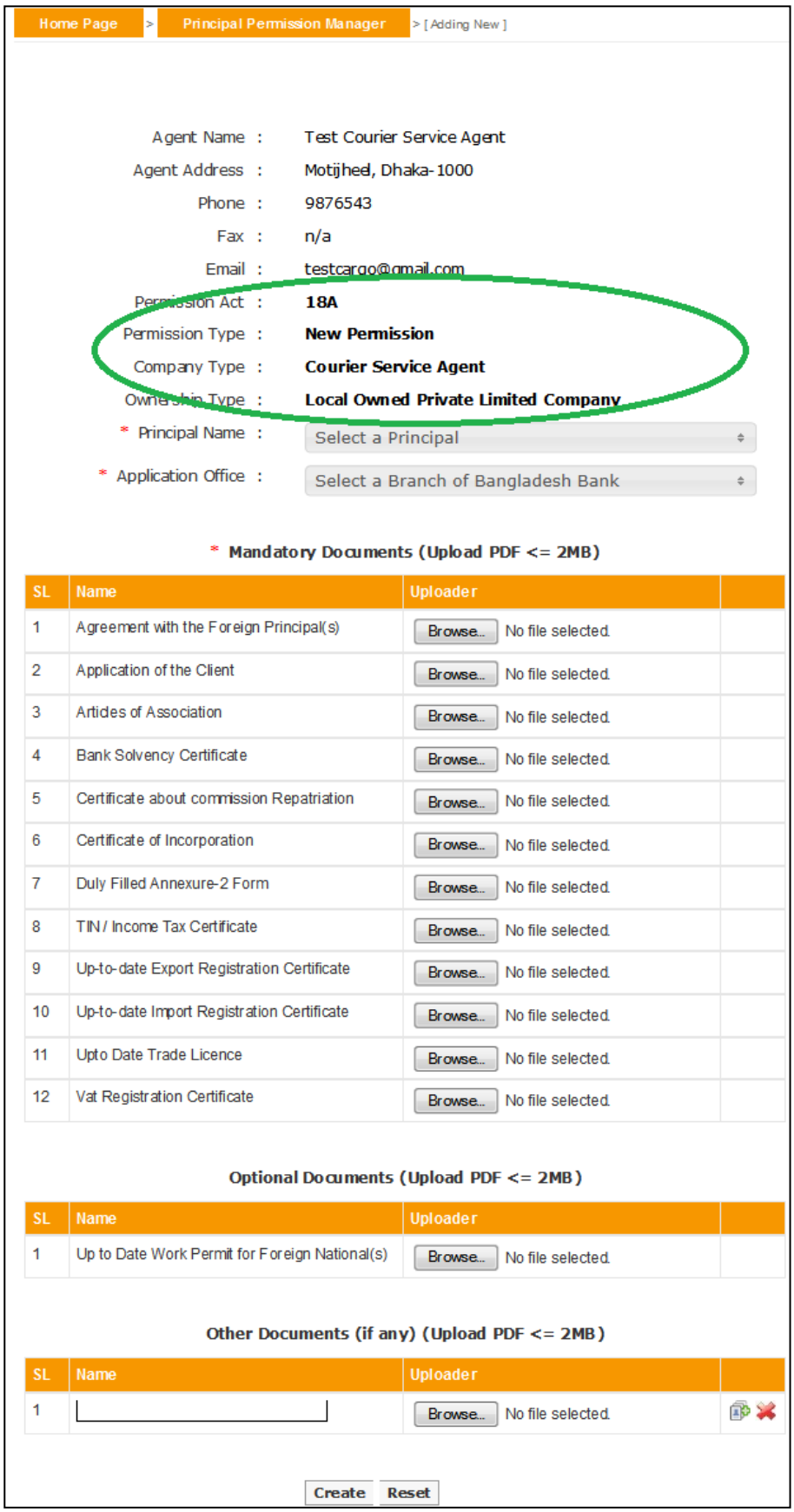
At the beginning of the process the user has to select a map. There are different mandatory document requirements for different types of application based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), agent type (buying / indenting etc). The type of agent and its ownership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



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 exists under Agent Information Manager and hence should be created in the Agent Information Manager first.

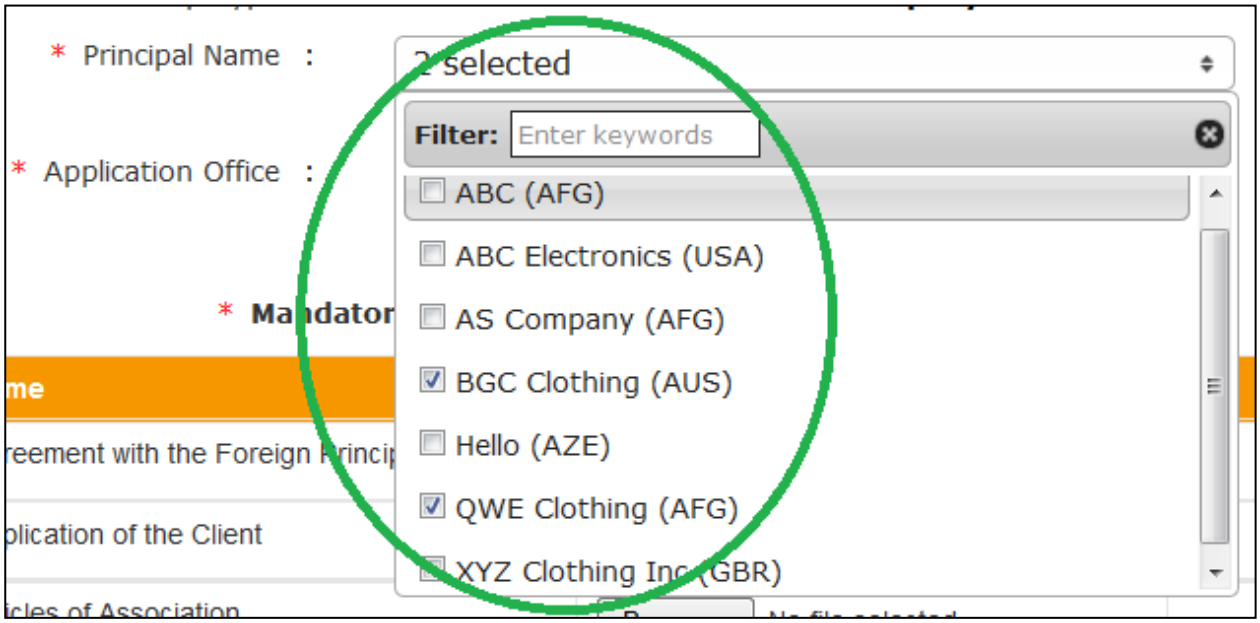
After selection of necessary information one can proceed towards the creation of application by pressing Proceed button. According to permission act, permission type, company type and ownership type there will be a list of mandatory documents that should be uploaded.

4. Principal Permission Manager

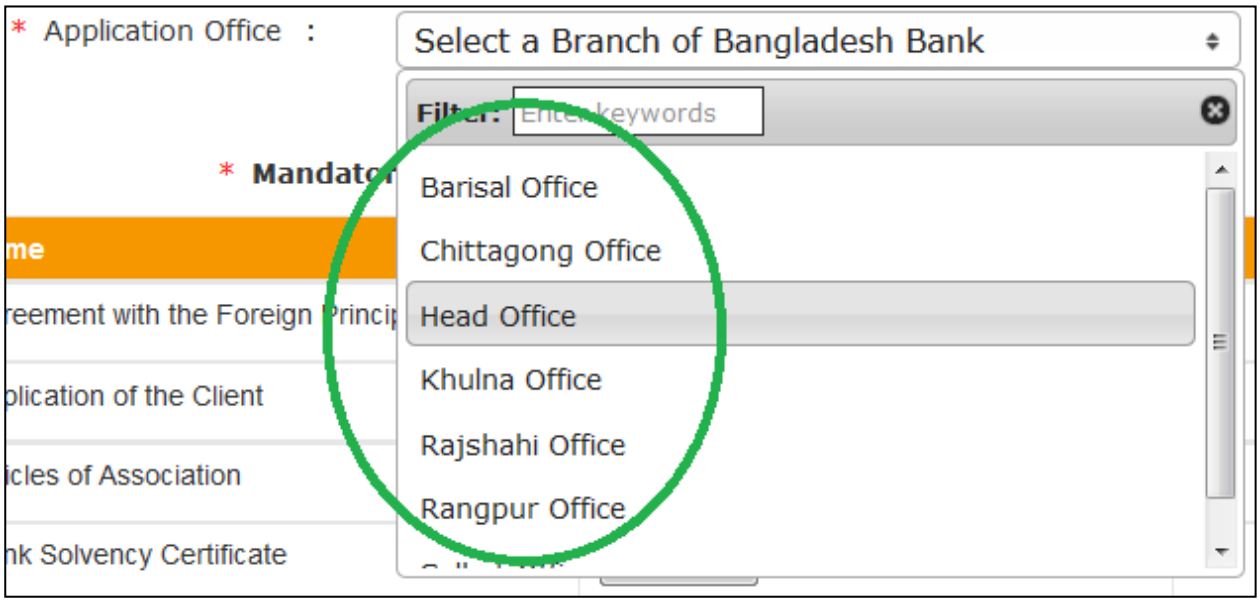


4. Principal Permission Manager

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 exists under Principal Information Manager and hence should be created in the Principal Information Manager first**.

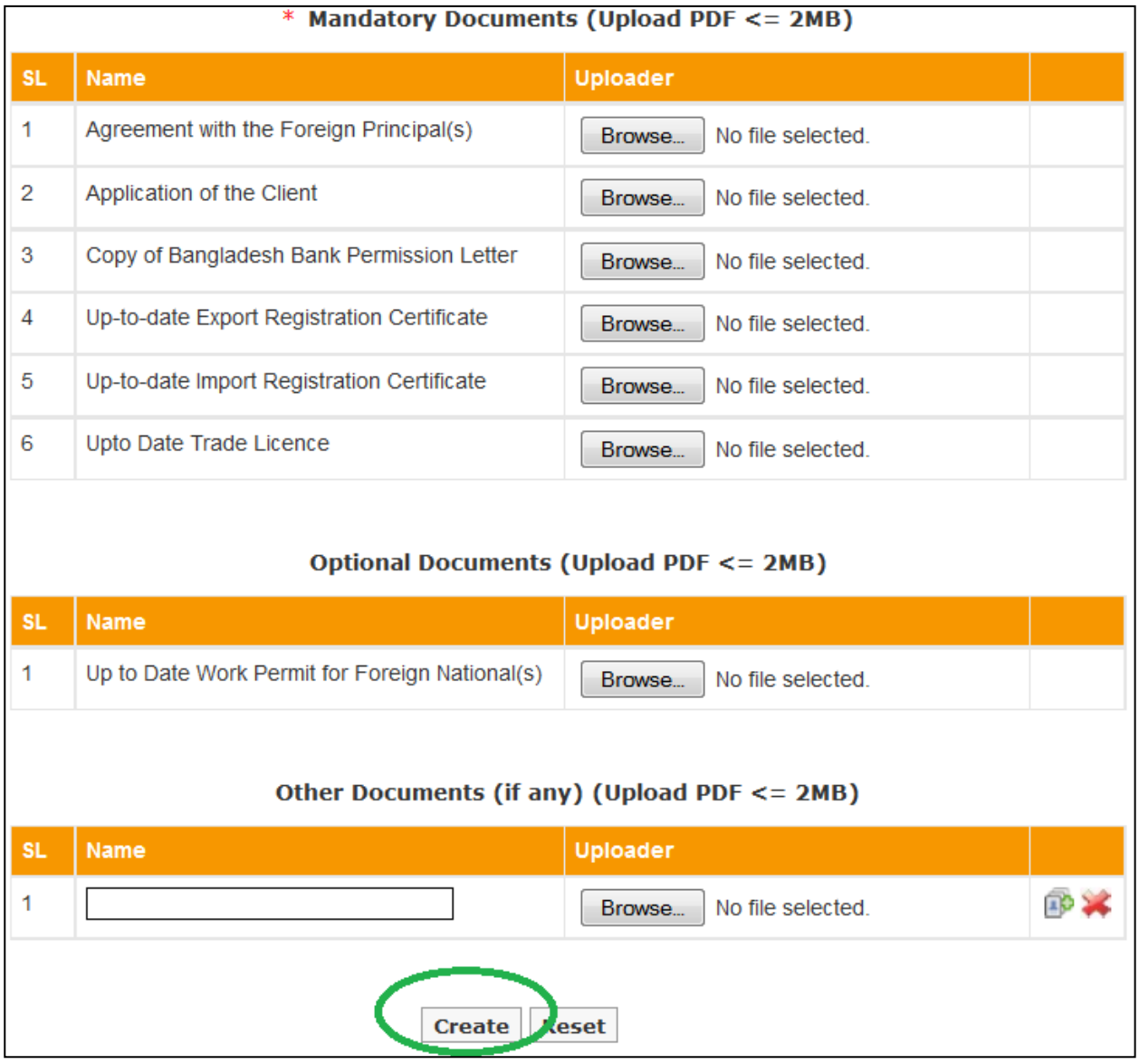


From the Application Office drop down list, the nearest Bangladesh Bank branch can be selected in which the AD Branch of Bank wants to submit application (usually the selection of Bangladesh Bank branch should be based on the address of the Agent in trade license). In the creation screens fields preceded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



4. Principal Permission Manager

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



* Mandatory Documents (Upload PDF <= 2MB)

SL	Name	Uploader	
1	Agreement with the Foreign Principal(s)	Browse... No file selected.	
2	Application of the Client	Browse... No file selected.	
3	Copy of Bangladesh Bank Permission Letter	Browse... No file selected.	
4	Up-to-date Export Registration Certificate	Browse... No file selected.	
5	Up-to-date Import Registration Certificate	Browse... No file selected.	
6	Upto Date Trade Licence	Browse... No file selected.	

Optional Documents (Upload PDF <= 2MB)

SL	Name	Uploader	
1	Up to Date Work Permit for Foreign National(s)	Browse... No file selected.	

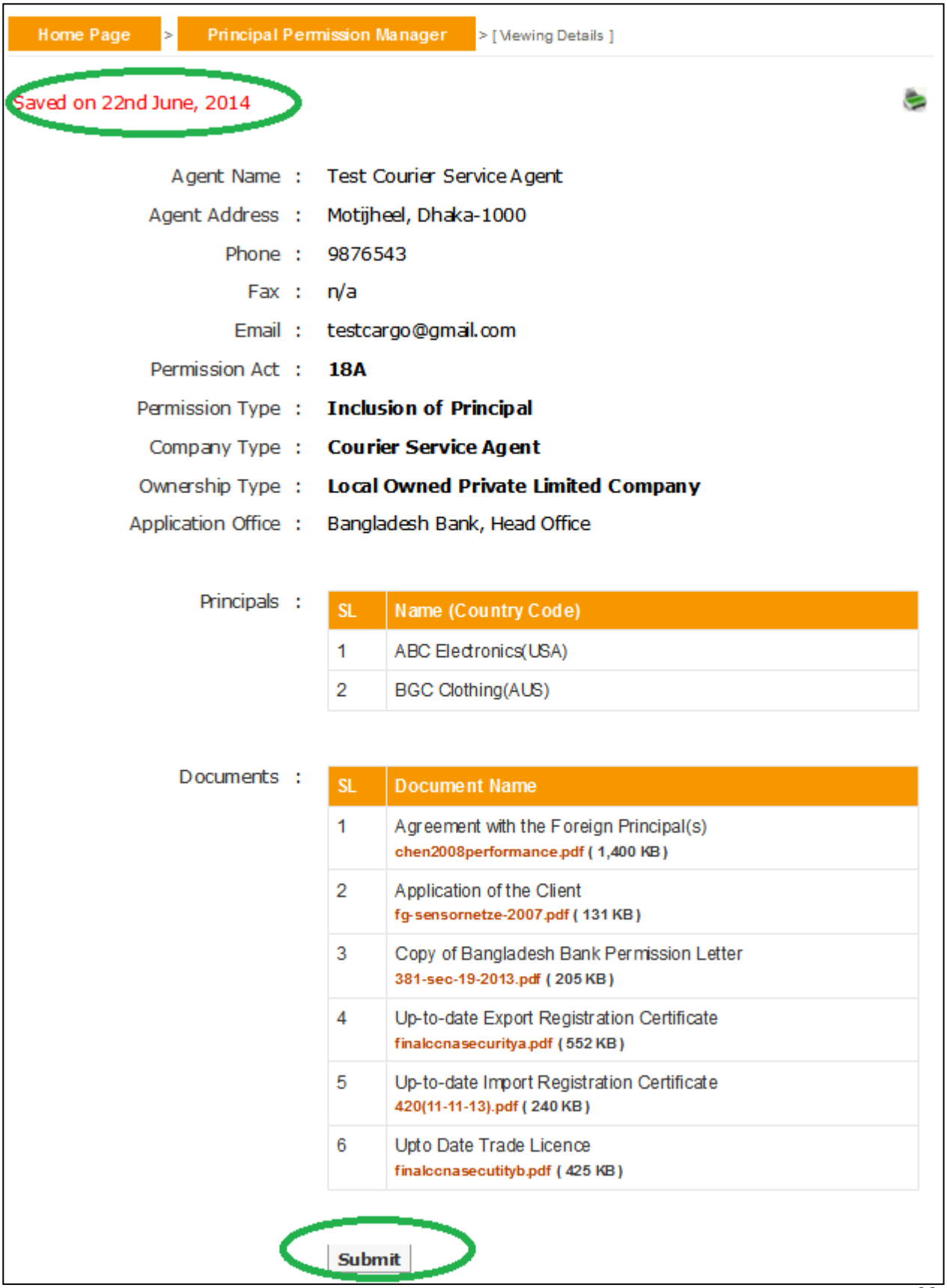
Other Documents (if any) (Upload PDF <= 2MB)

SL	Name	Uploader	
1		Browse... No file selected.	

Create Reset

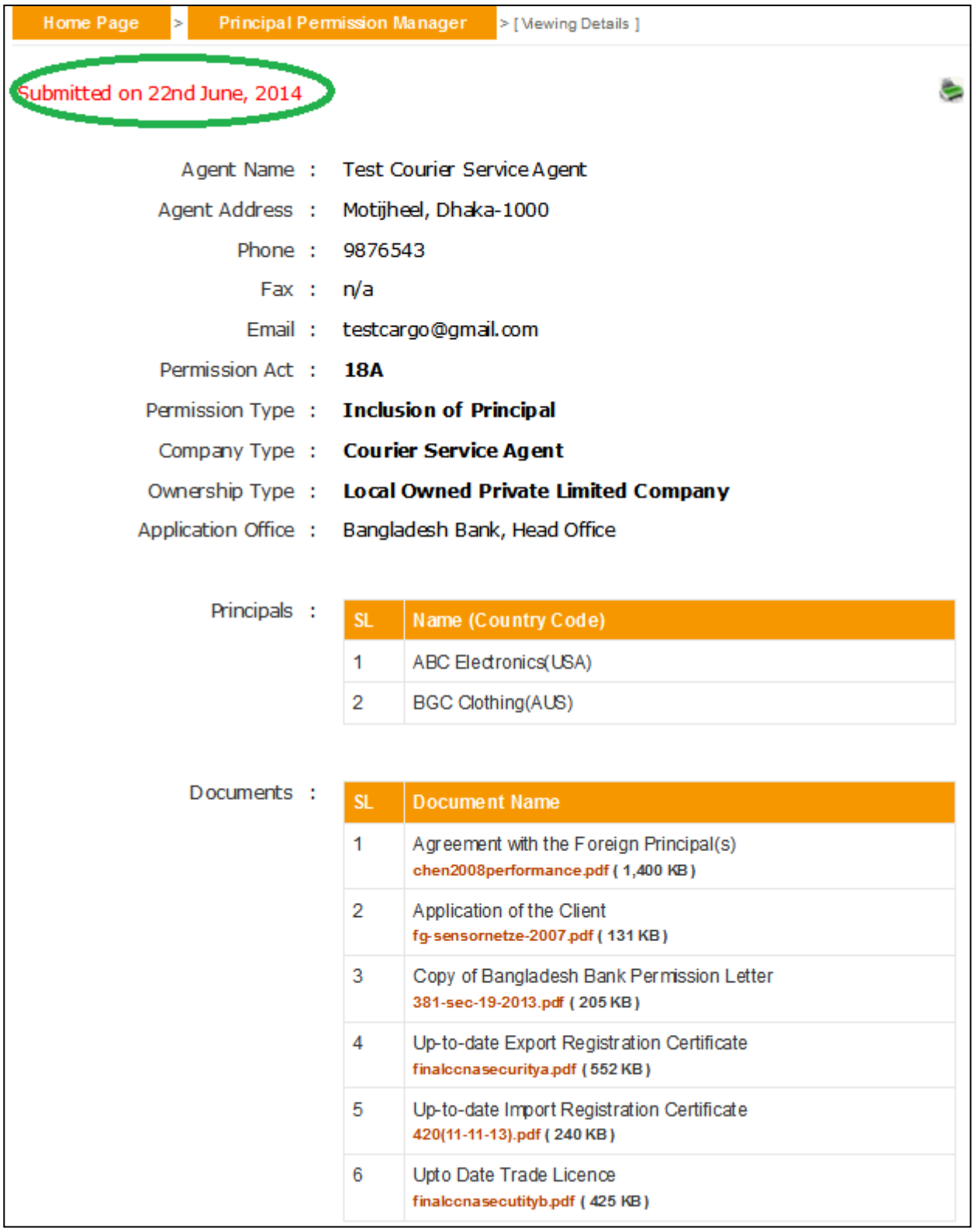
Please note the application will not be submitted to Bangladesh Bank until someone submits it using the submit button. The saved applications will show a comment at the top of the form with the date of creation.

4. Principal Permission Manager



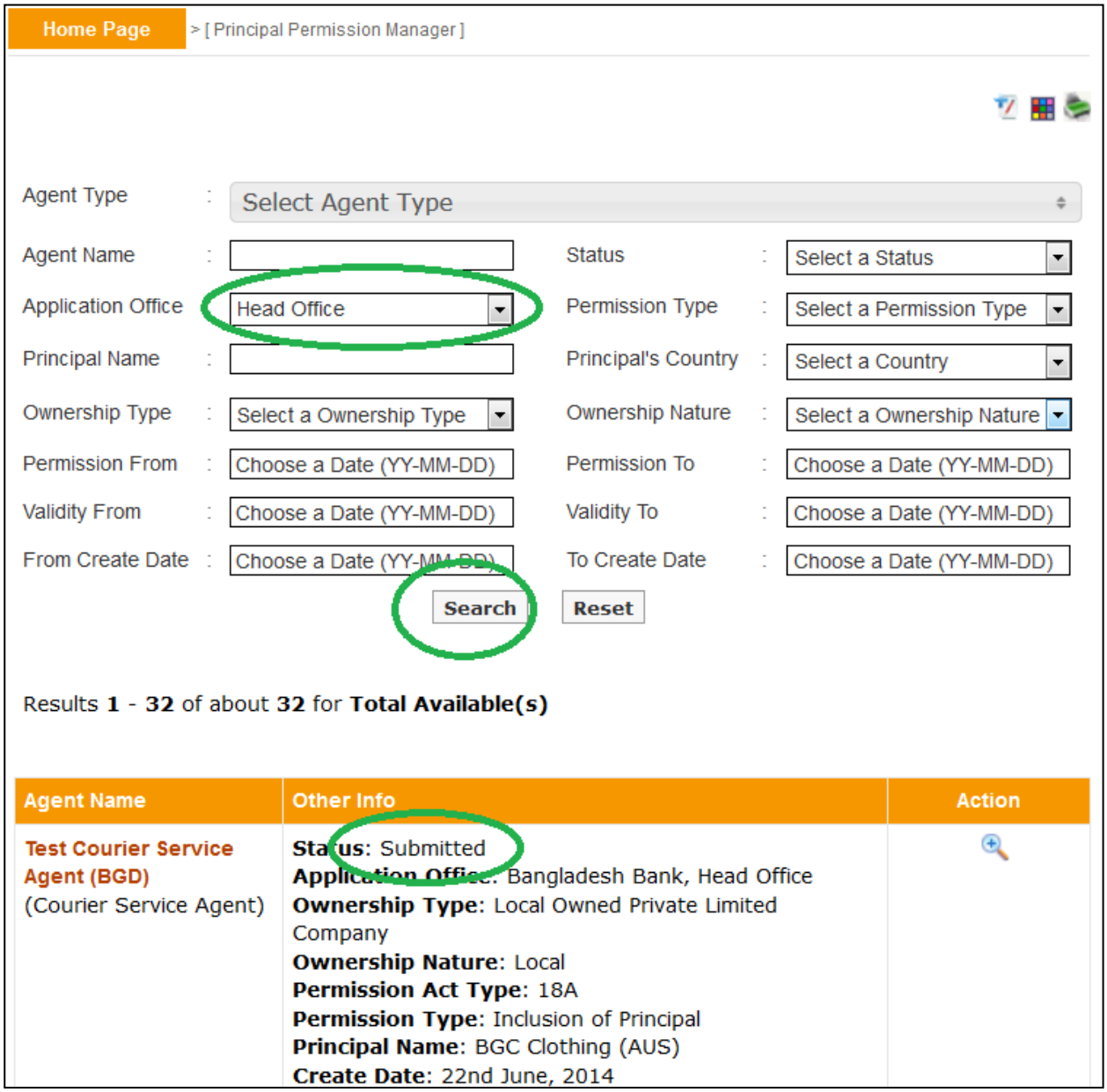
4. Principal Permission Manager

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.

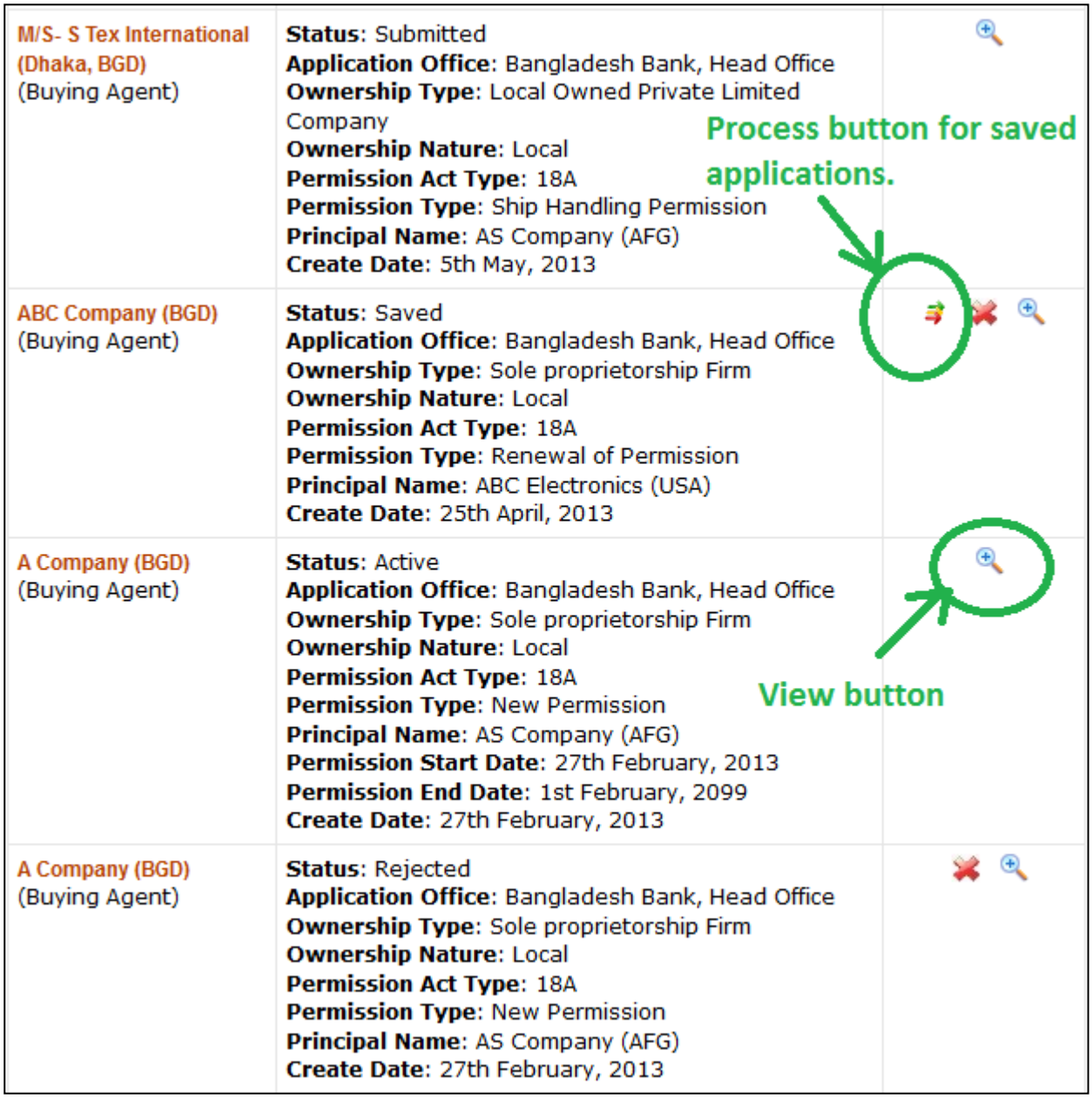


4. Principal Permission Manager

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.

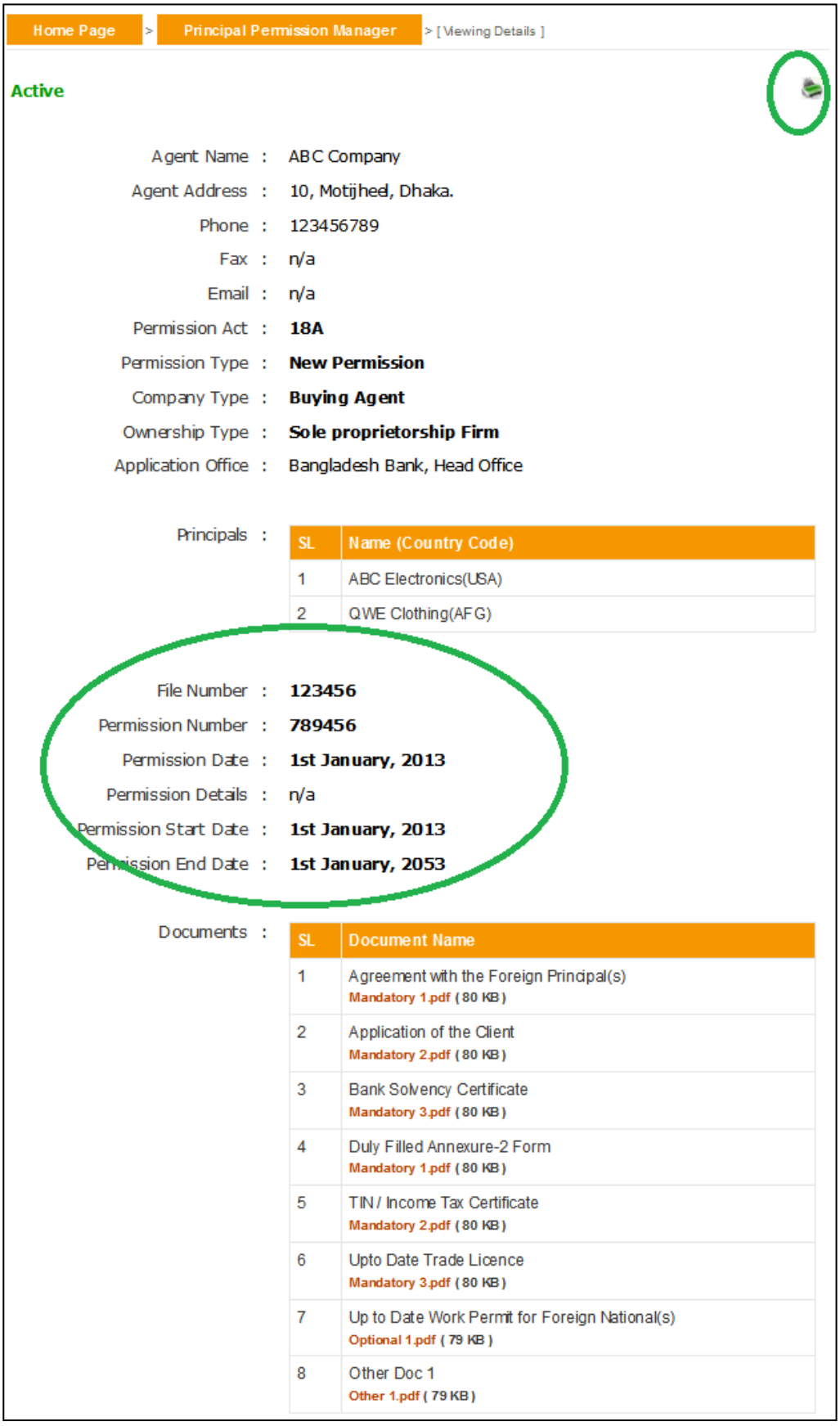


4. Principal Permission Manager



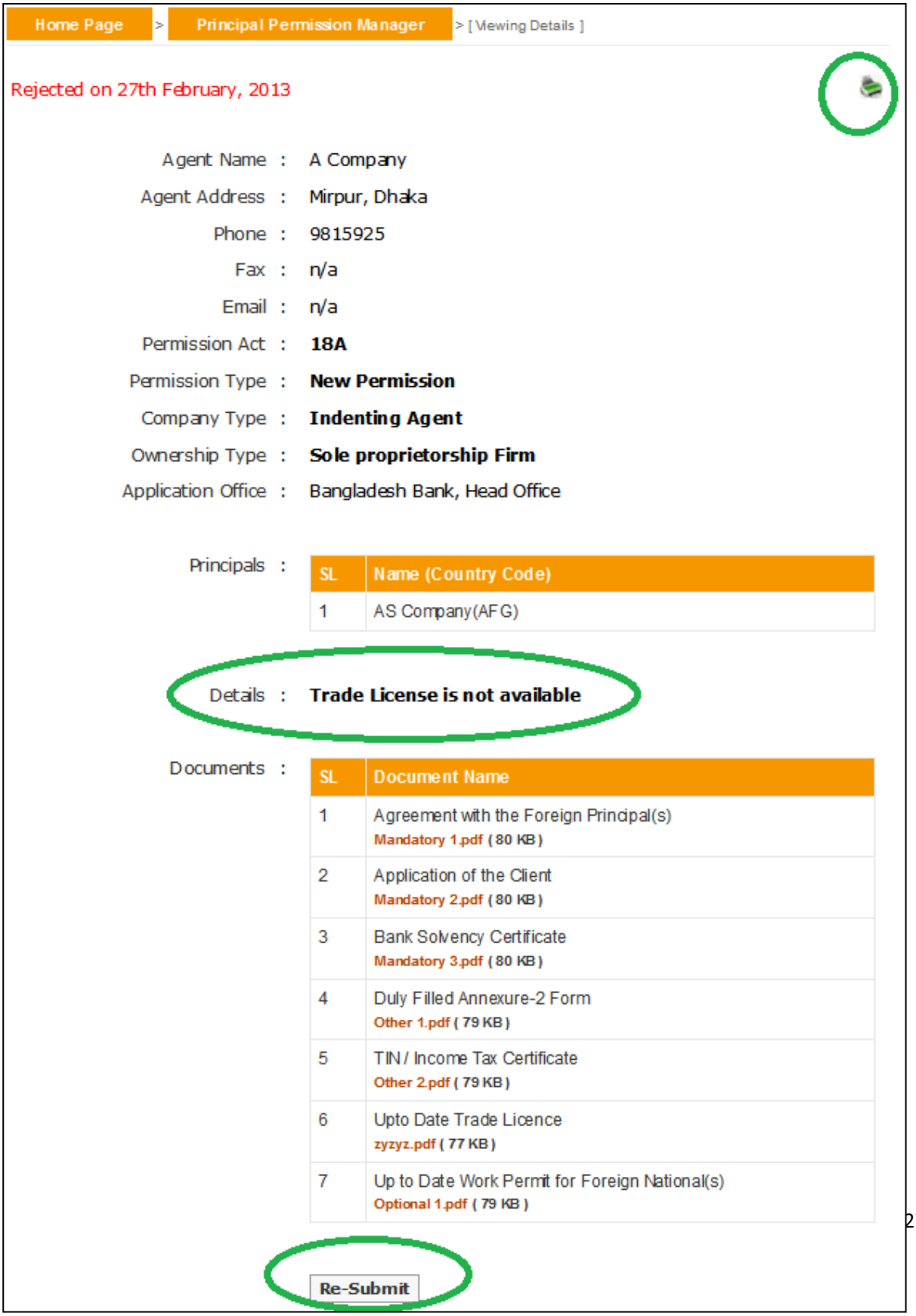
4.4. Details of an application can be viewed from view (🔍) link of the list. The active applications are applications that are approved and hence will show file number, permission number, permission start and end date etc. From view screen, information of an agent can be printed in pdf format using print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

4. Principal Permission Manager



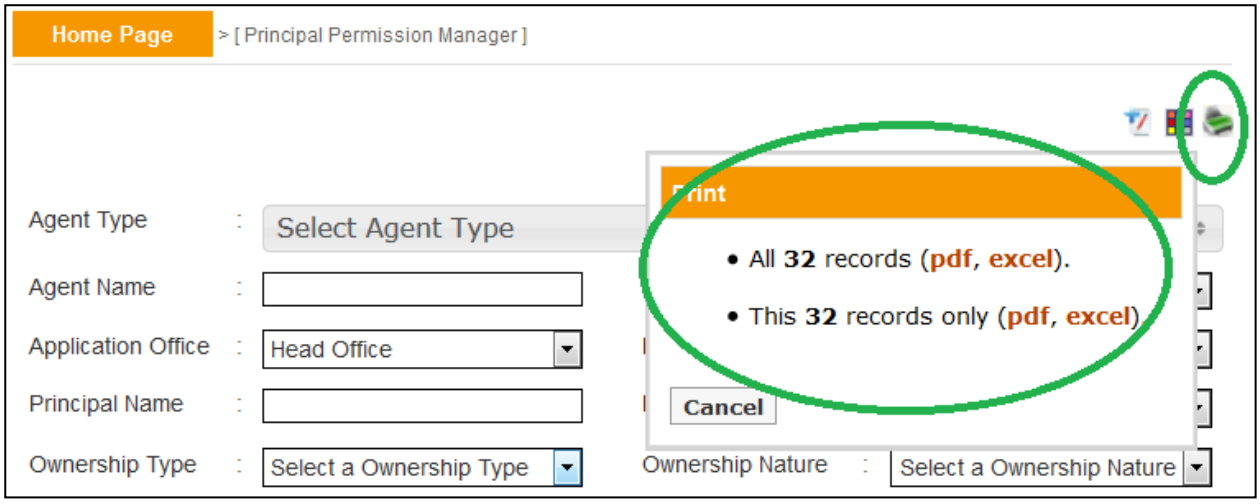
4. Principal Permission Manager

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

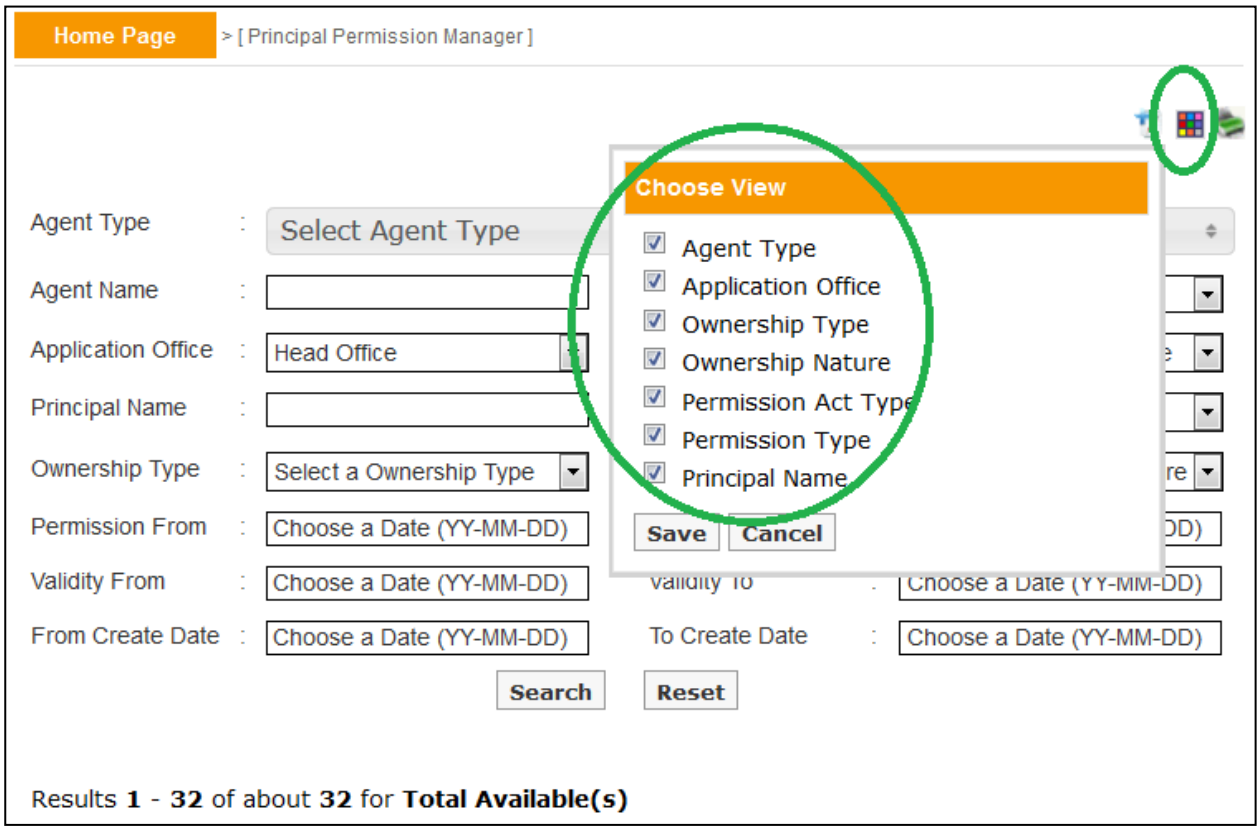


4. Principal Permission Manager

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

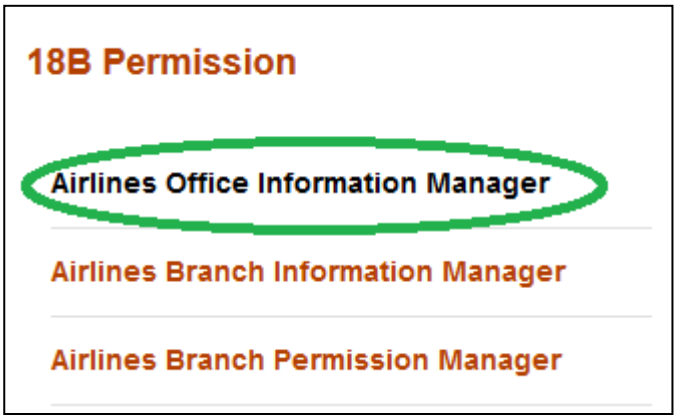


Also the headers of excel file and information on listed output can be customized using respective page's customize ( ) link.



5. Airlines Office Information Manager

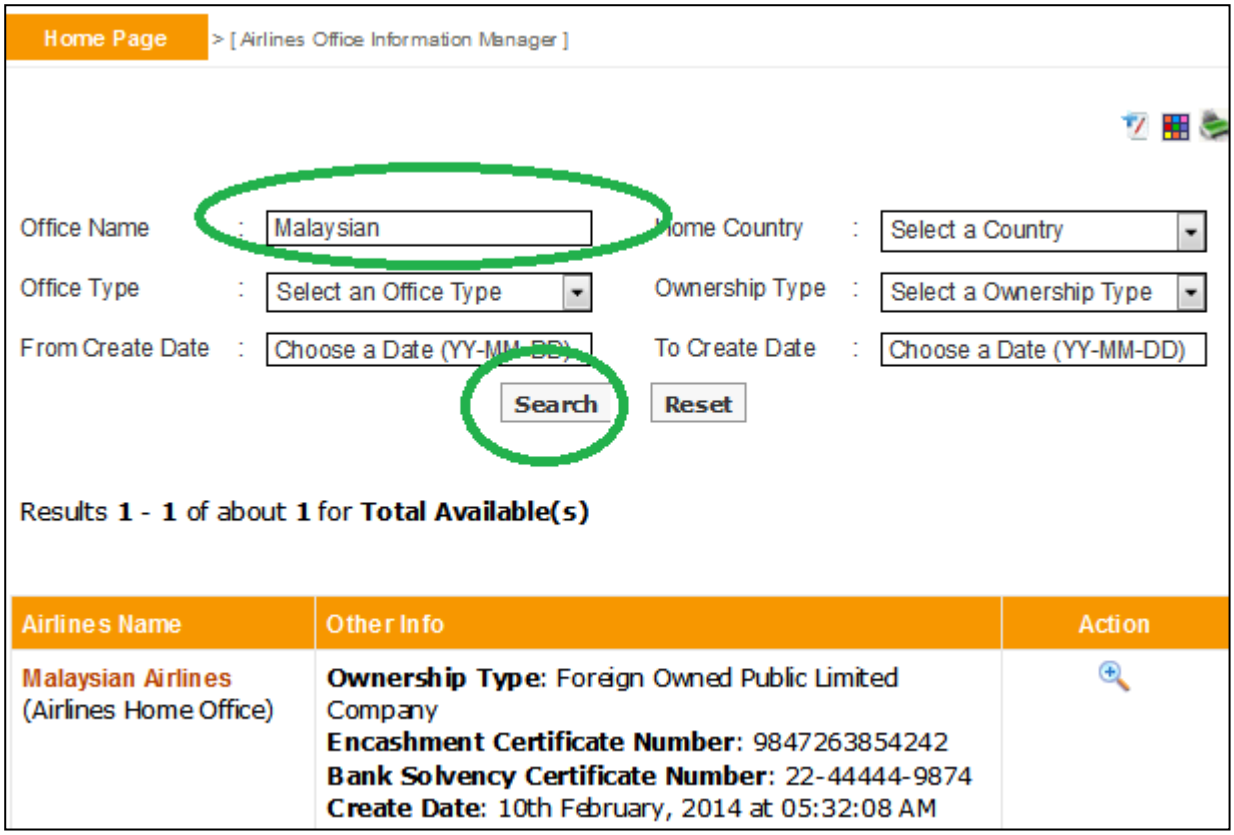
5.1. The submenu item Airlines Office Information Manager is designed to manage information of foreign airlines that want to get permission under FERA 18B act. Using this menu an executive user can list previously created airline offices and create new offices if necessary.



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

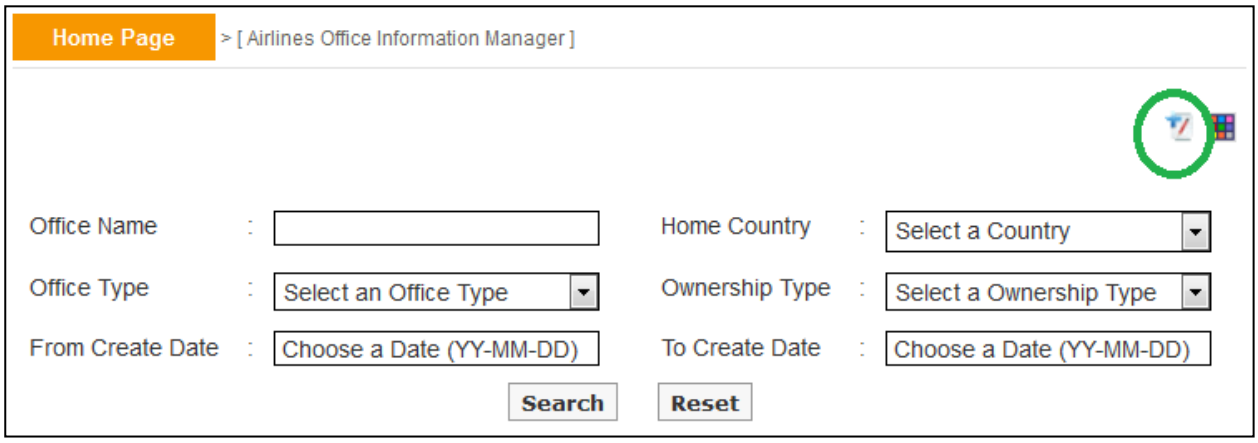
Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system**.

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.

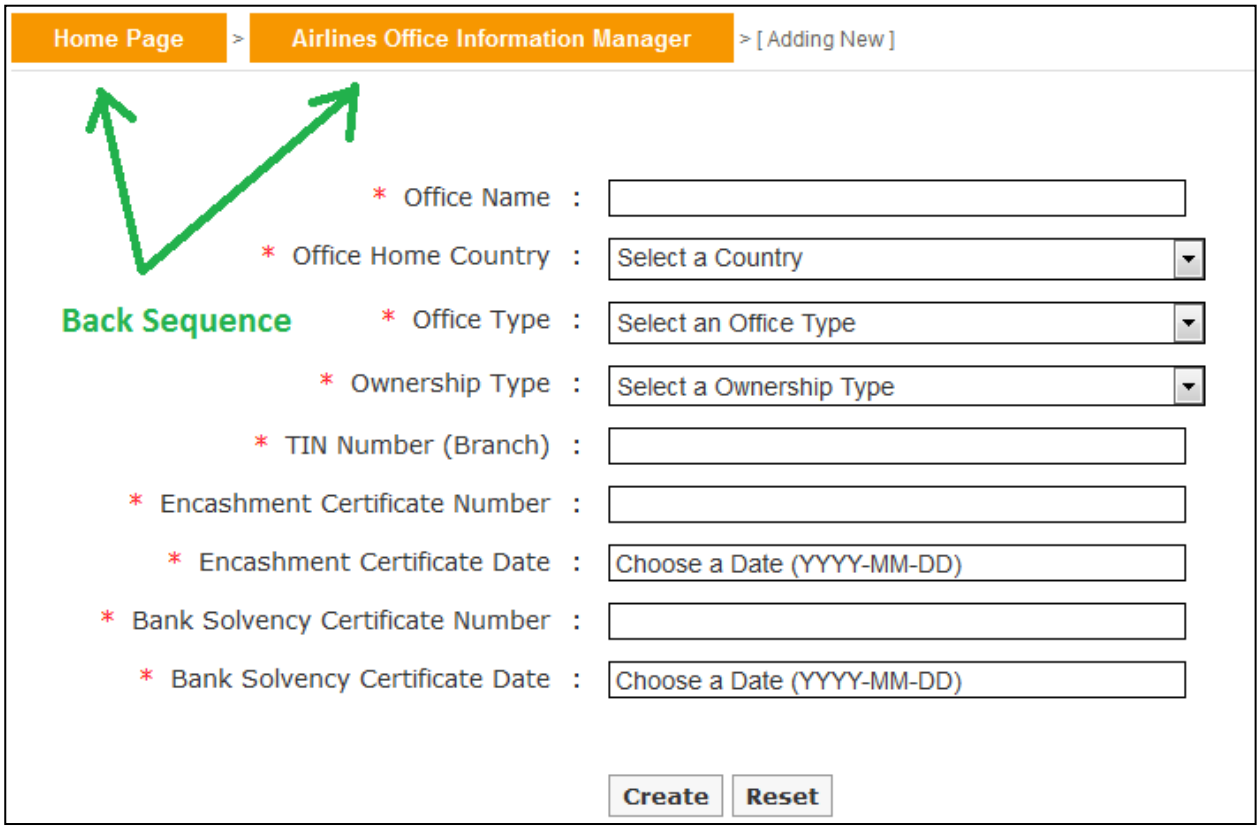


5. Airlines Office Information Manager

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

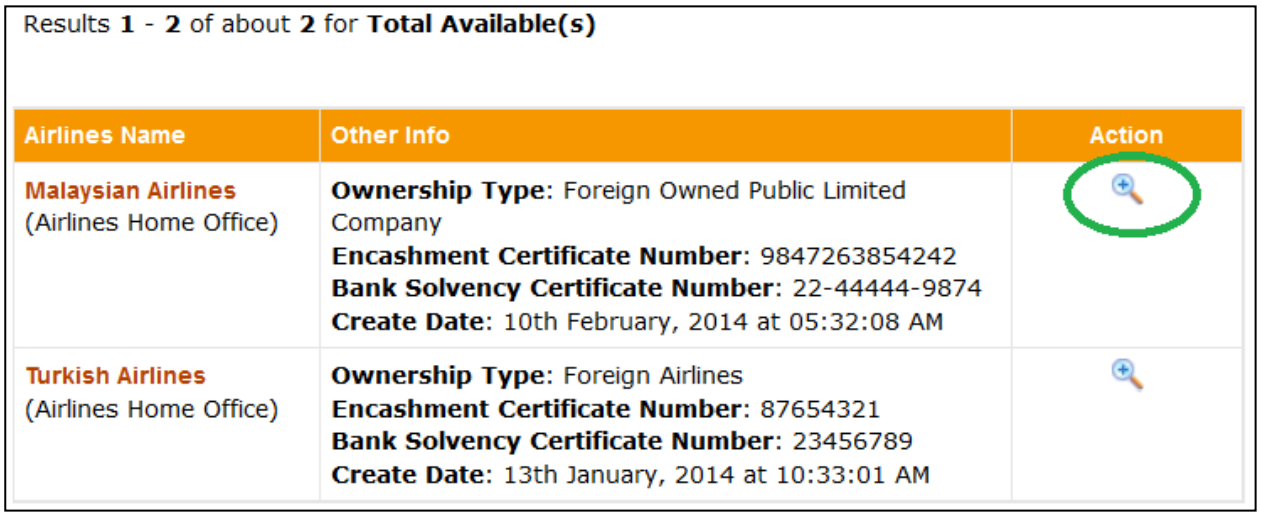


In the creation screen fields preceded with (*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links.



5. Airlines Office Information Manager

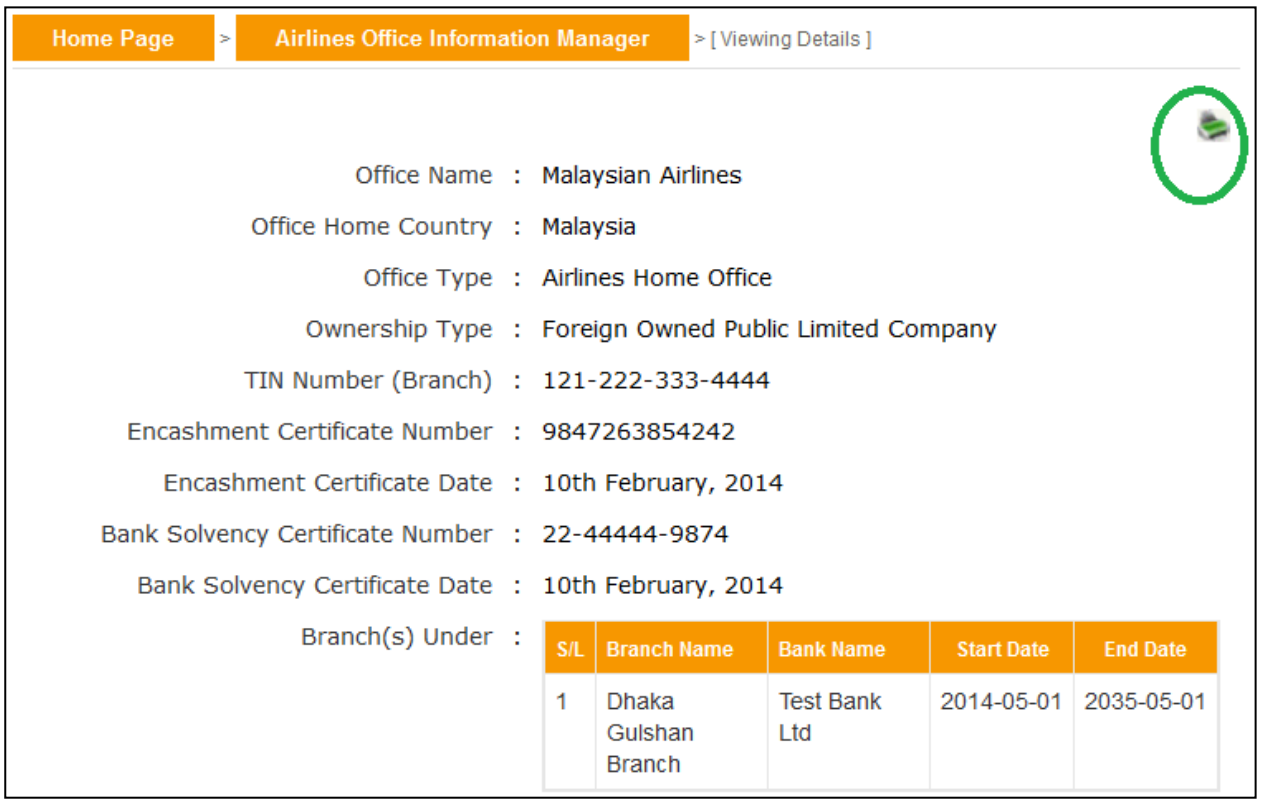
5.3. Details of an airline office can be seen from view ( ) link of the list.



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]

Office Name : Malaysian Airlines

Office Home Country : Malaysia

Office Type : Airlines Home Office

Ownership Type : Foreign Owned Public Limited Company

TIN Number (Branch) : 121-222-333-4444

Encashment Certificate Number : 9847263854242

Encashment Certificate Date : 10th February, 2014

Bank Solvency Certificate Number : 22-44444-9874

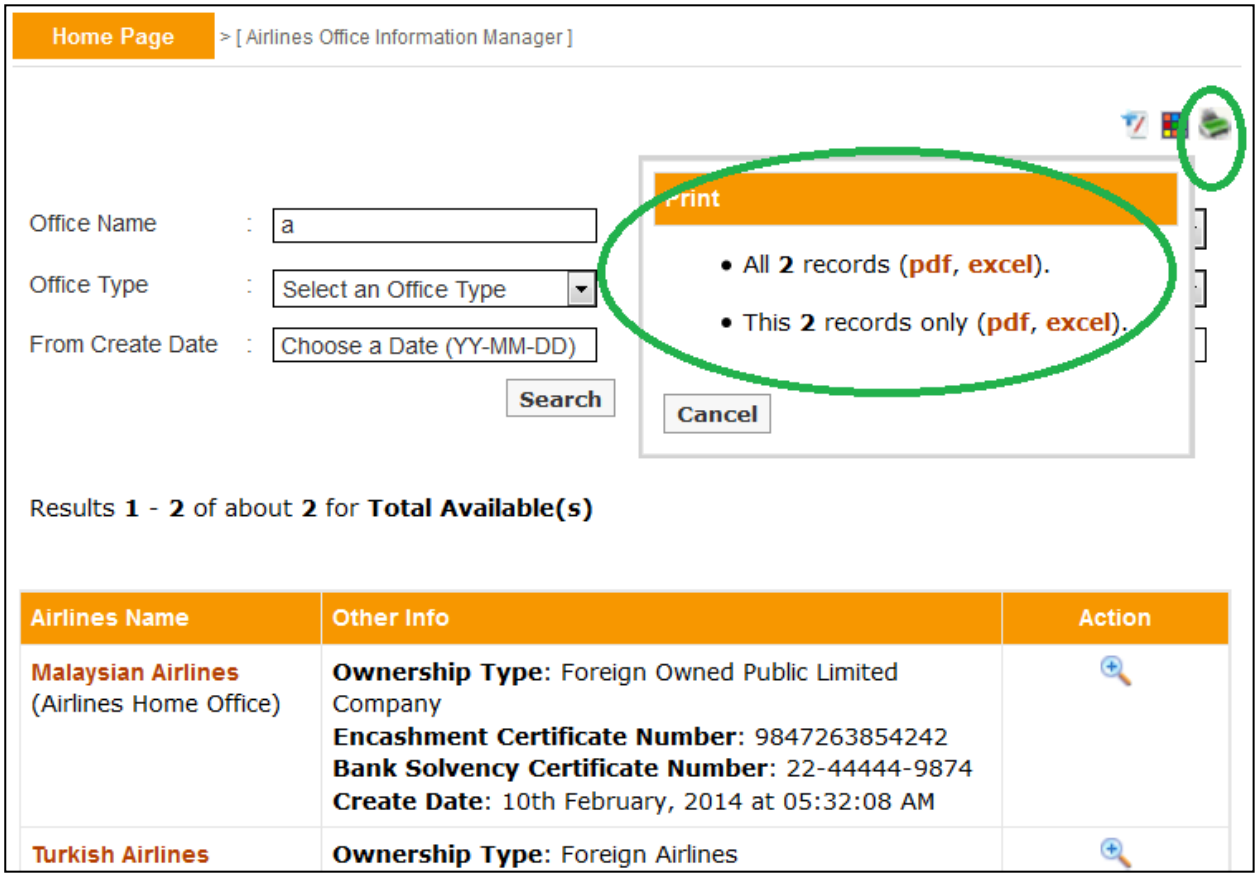
Bank Solvency Certificate Date : 10th February, 2014

Branch(s) Under :

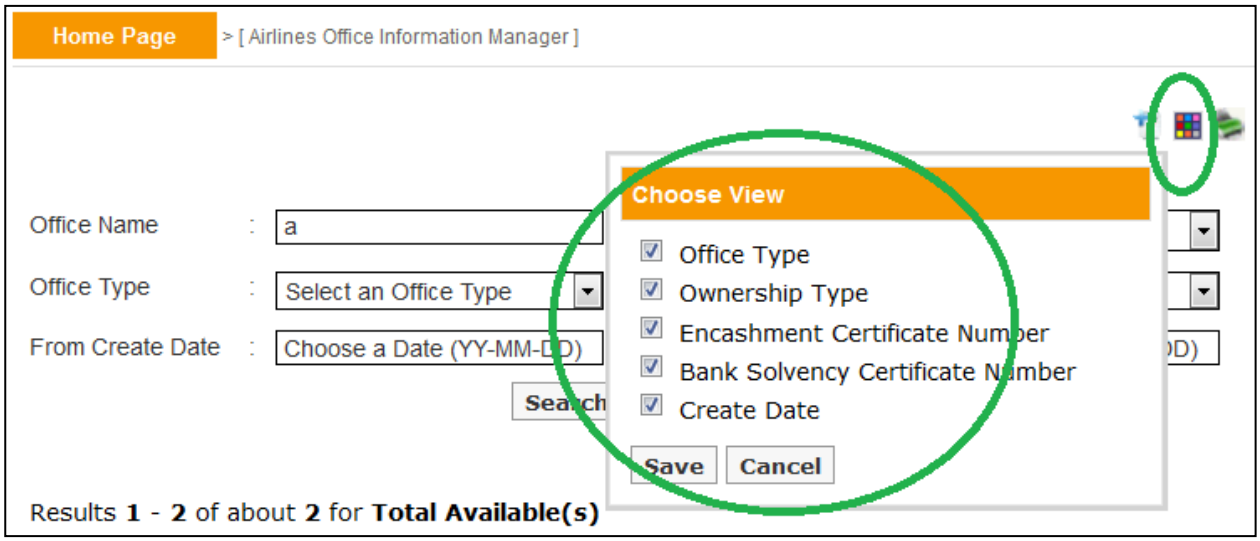
S/L	Branch Name	Bank Name	Start Date	End Date
1	Dhaka Gulshan Branch	Test Bank Ltd	2014-05-01	2035-05-01

5. Airlines Office Information Manager

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

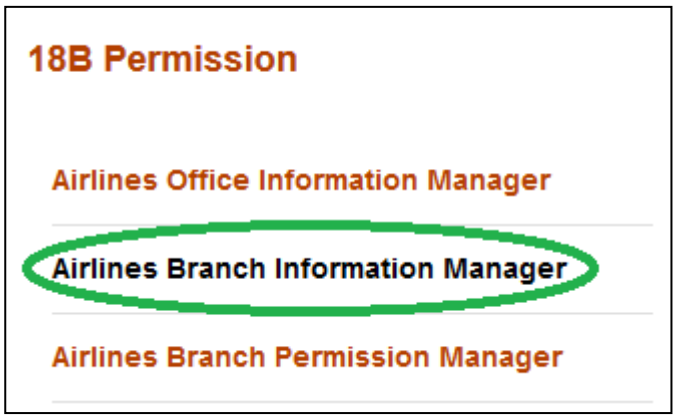


A user can customize the headers of excel file using respective page's customize ( ) link.



6. Airlines Branch Information Manager

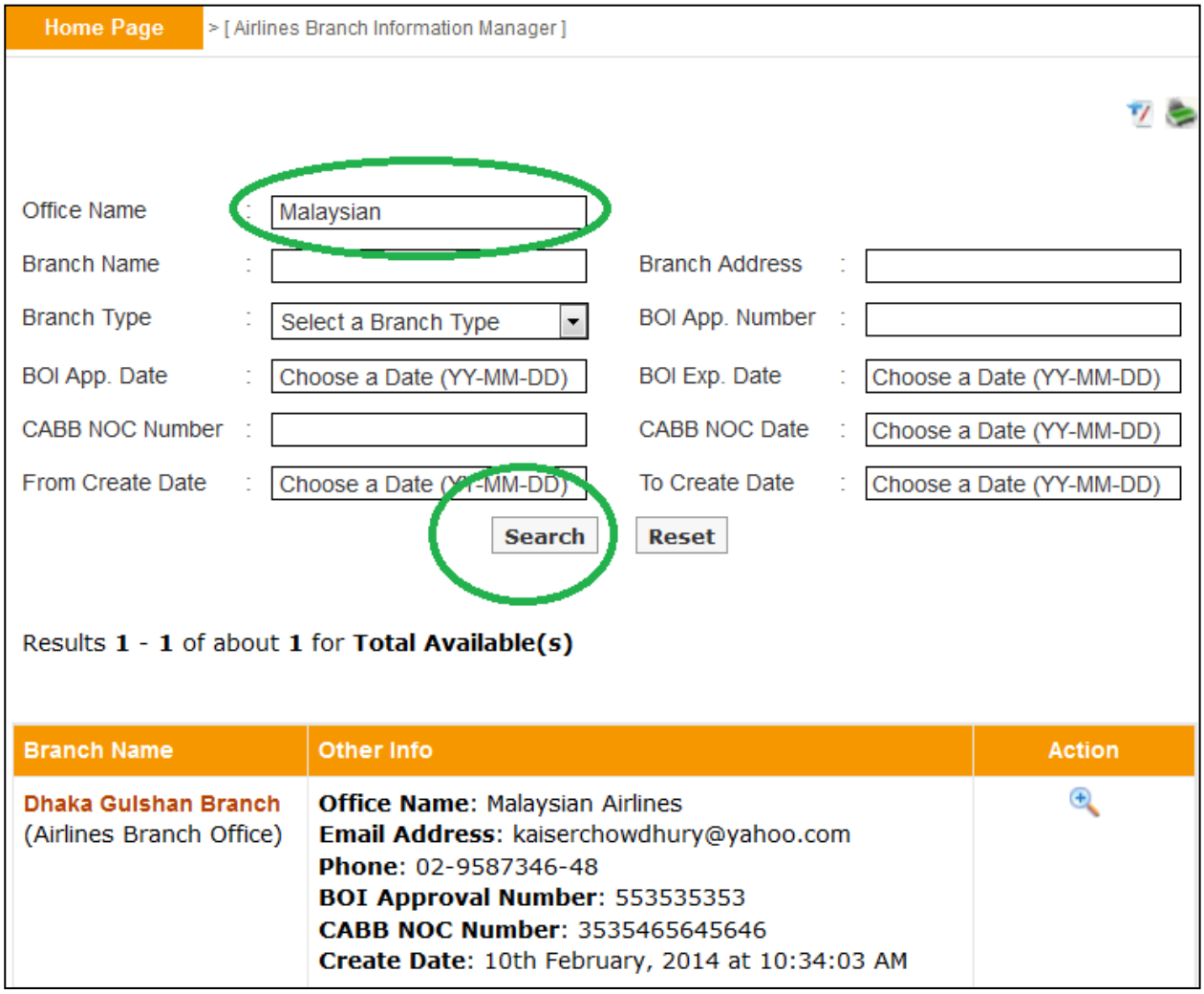
6.1. Airlines local branch information can be managed in the system using Airlines Branch Information Manager sub menu item under 18B Permission menu.



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

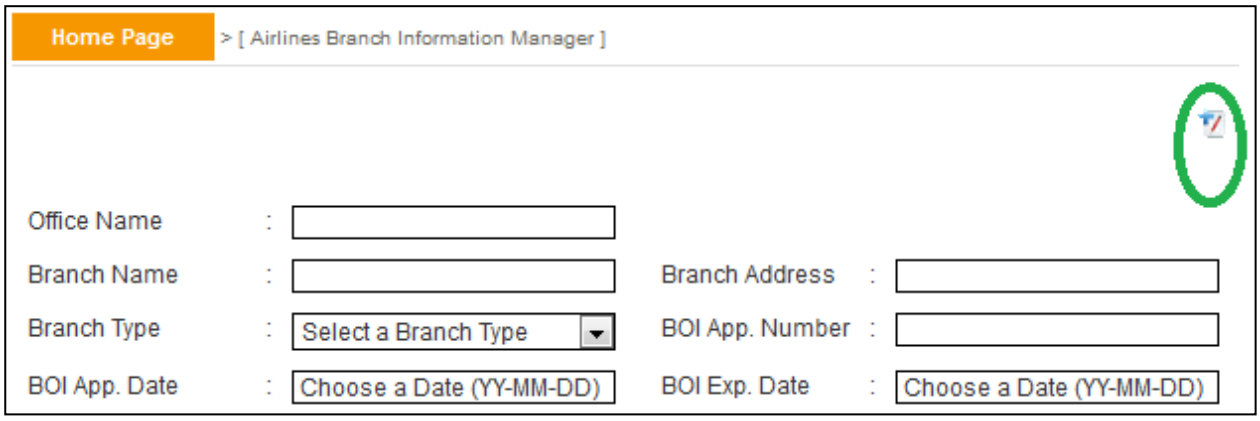
Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system**.

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.

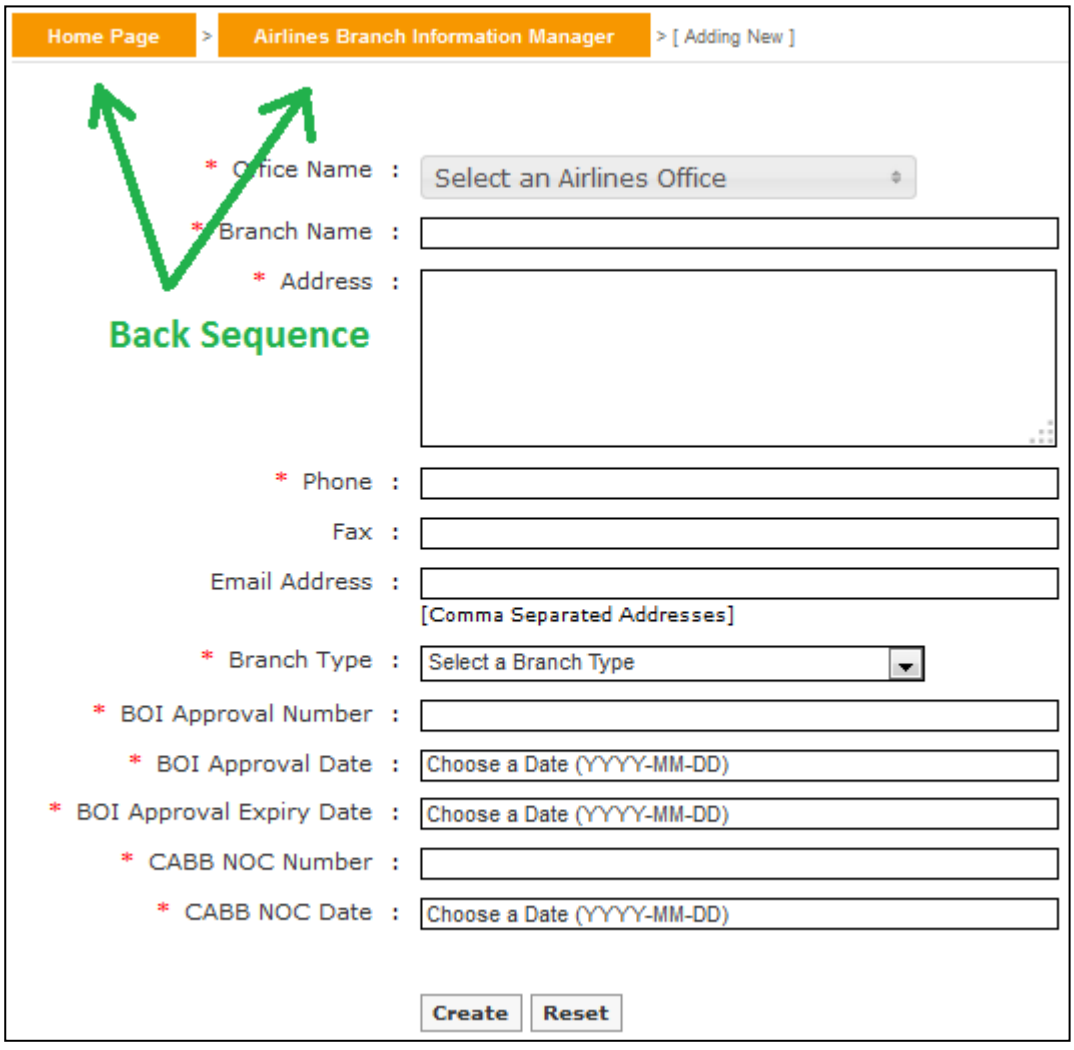


6. Airlines Branch Information Manager

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.

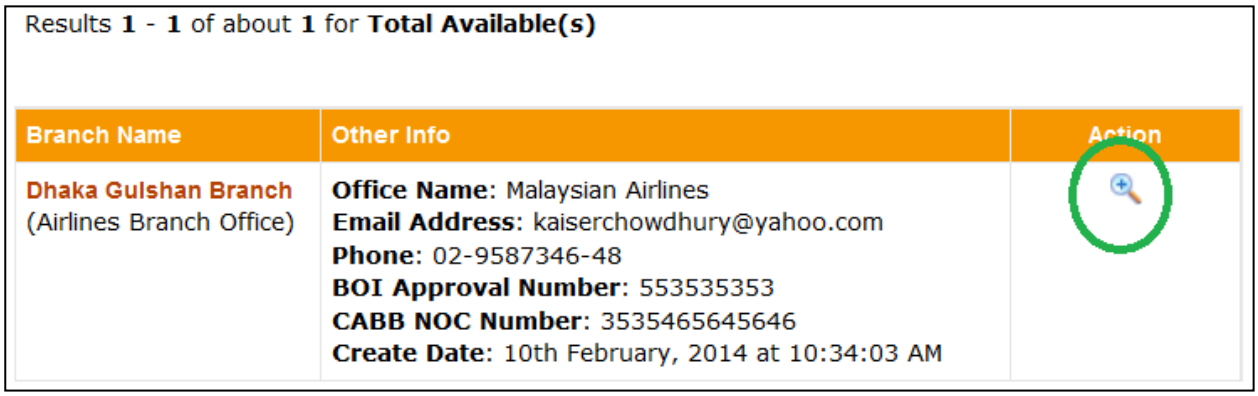


In the creation screen fields preceded with (*) marks are mandatory . At any form/screen, movement towards backward of action sequence can be done by using back sequence links. **Please note, the creation of branch requires existence o f airlines home office, if a particular airline home office is missing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



6. Airlines Branch Information Manager

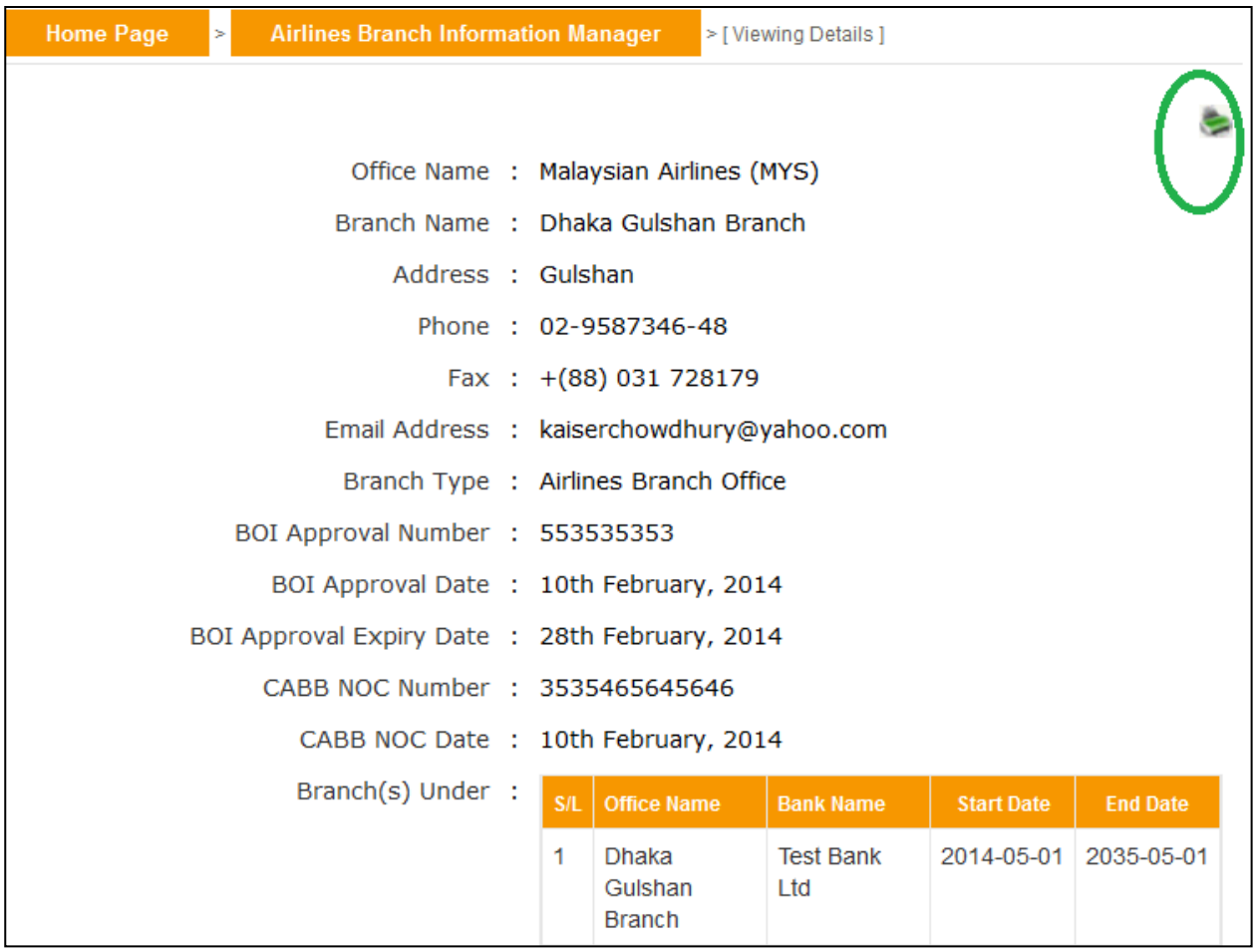
6.3. Details of a branch office can be seen from view ( ) link of the list.



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]

Office Name : Malaysian Airlines (MYS)

Branch Name : Dhaka Gulshan Branch

Address : Gulshan

Phone : 02-9587346-48

Fax : +(88) 031 728179

Email Address : kaiserchowdhury@yahoo.com

Branch Type : Airlines Branch Office

BOI Approval Number : 553535353

BOI Approval Date : 10th February, 2014

BOI Approval Expiry Date : 28th February, 2014

CABB NOC Number : 3535465645646

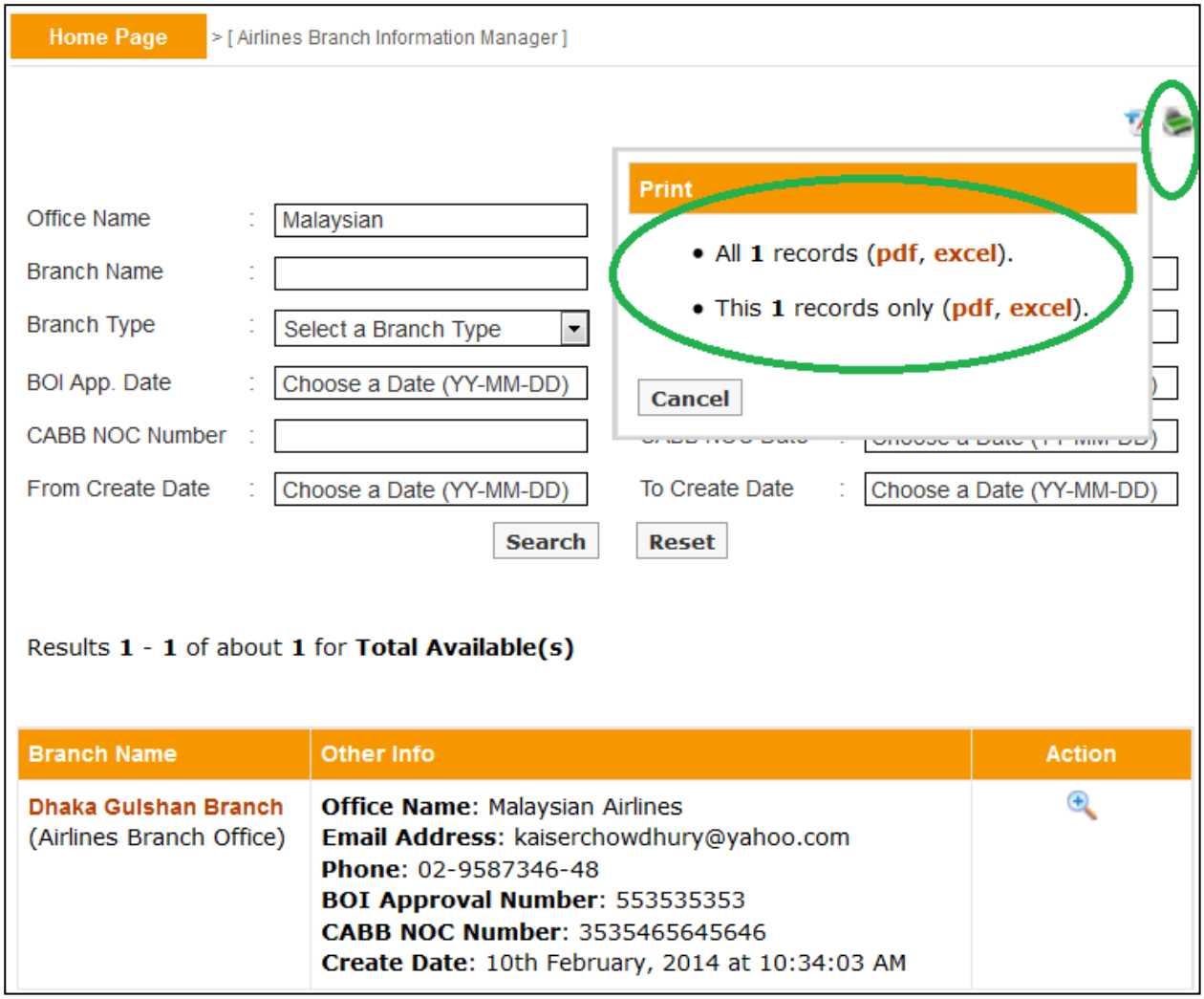
CABB NOC Date : 10th February, 2014

Branch(s) Under :

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

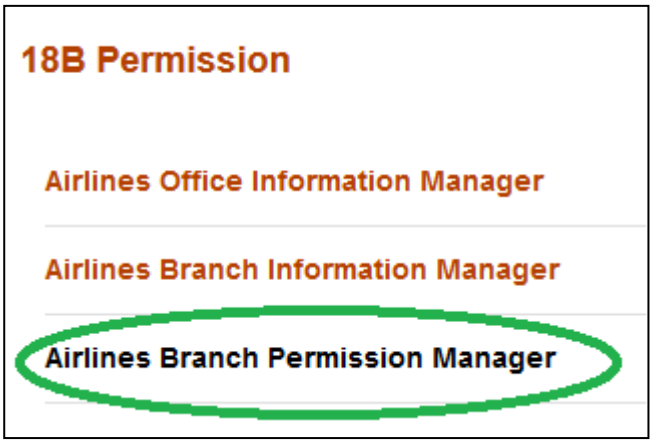
6. Airlines Branch Information Manager

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



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.

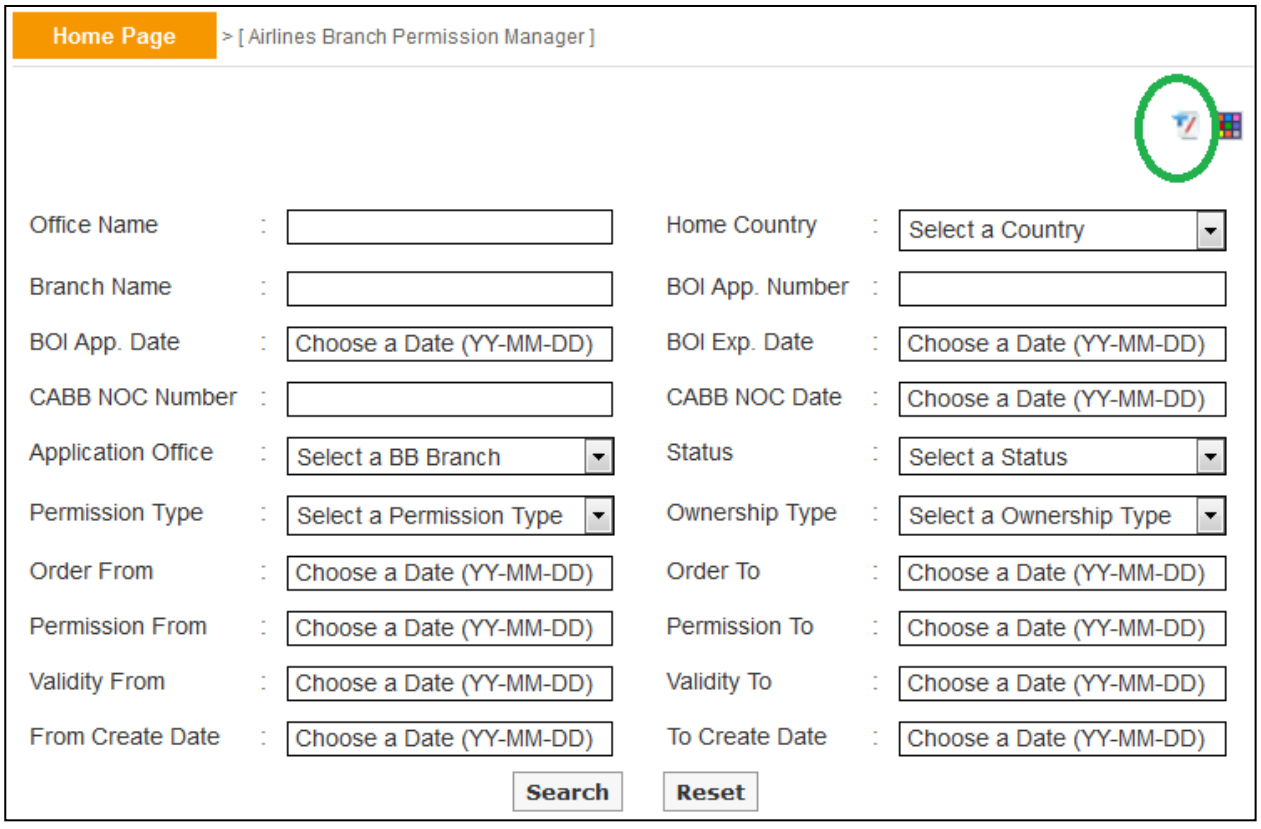


From this submenu, on behalf of airlines Banker's can apply for permission by associating an airline with local office/branch and uploading the necessary documents in pdf format.

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.

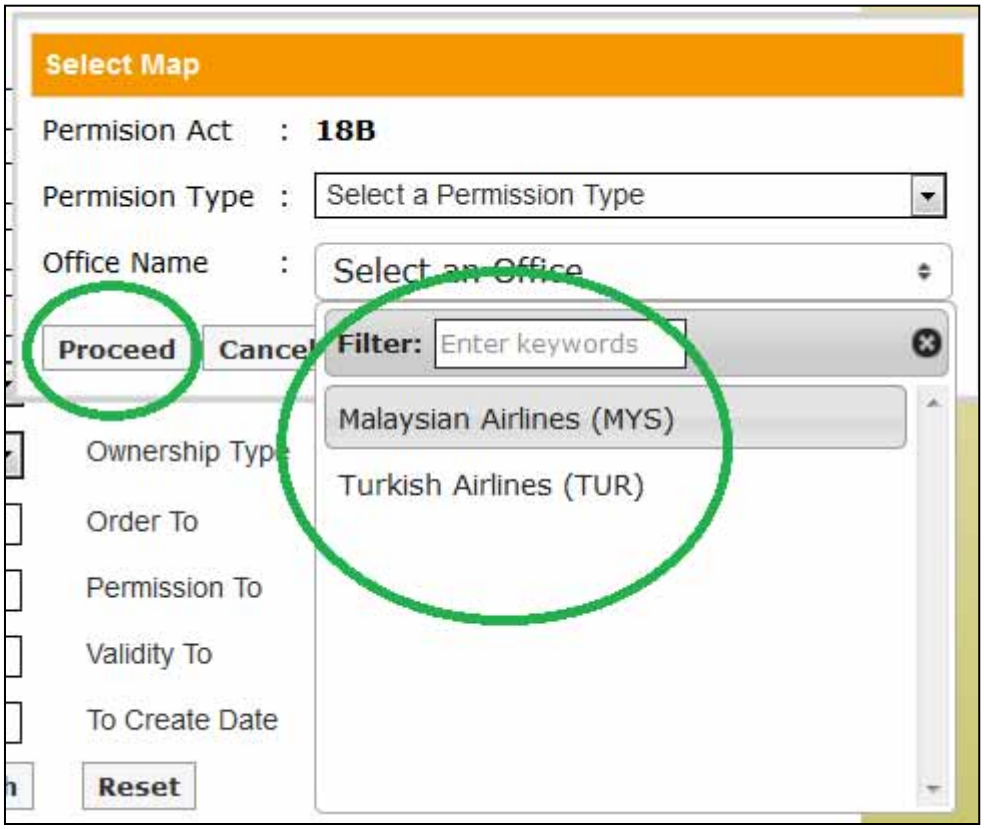
Any airline branch that have an Active existence under this submenu will be treated as permitted by Bangladesh Bank under FERA 18B. Details of Active, Submitted, Saved and Rejected status were discussed in subsequent sections.

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



7. Airlines Branch Permission Manager

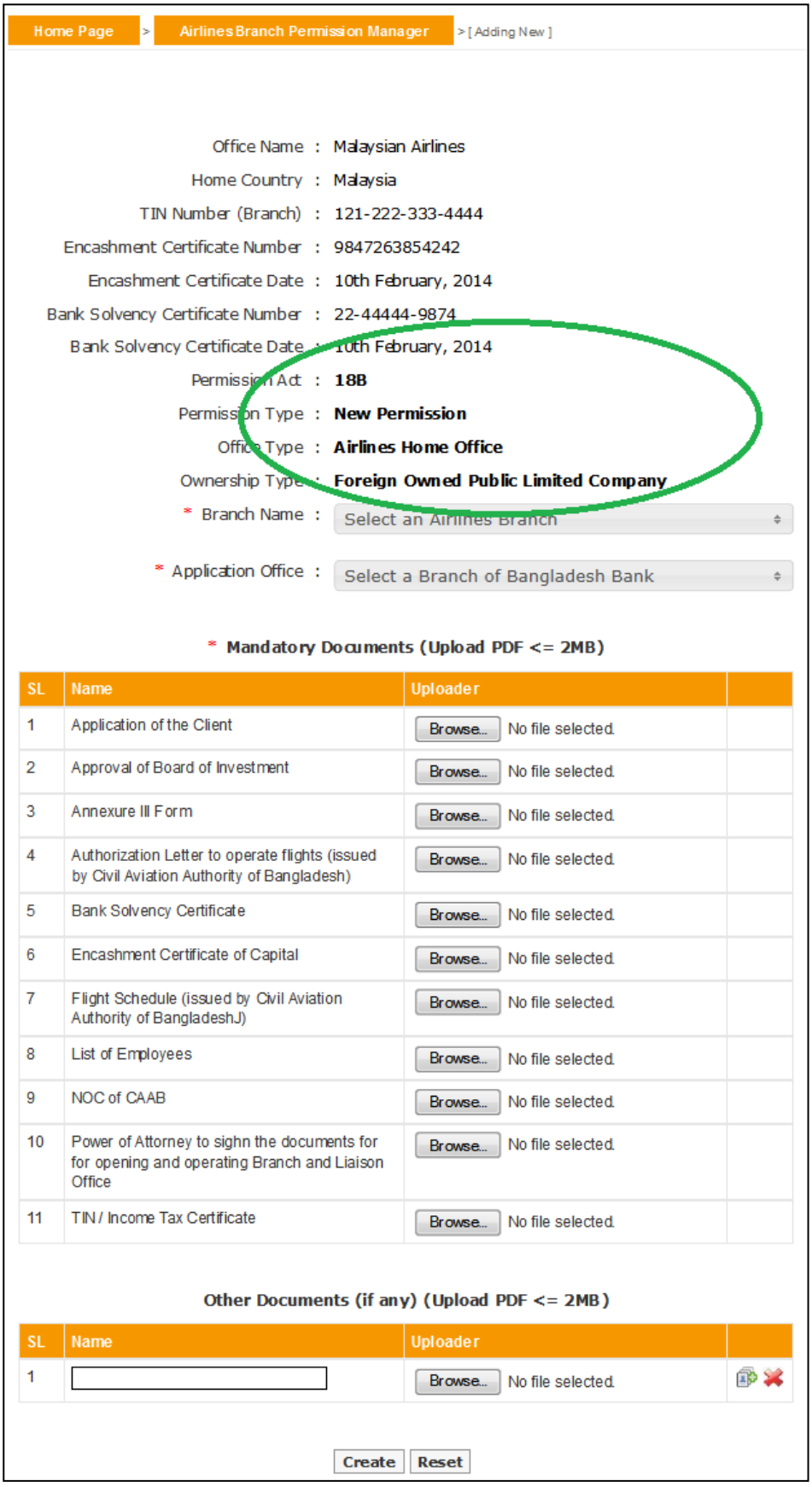
At the beginning of the process the user has to select a map. There are different mandatory document requirements for different types of application based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), office type (airline home office). The office type of airline and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



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.

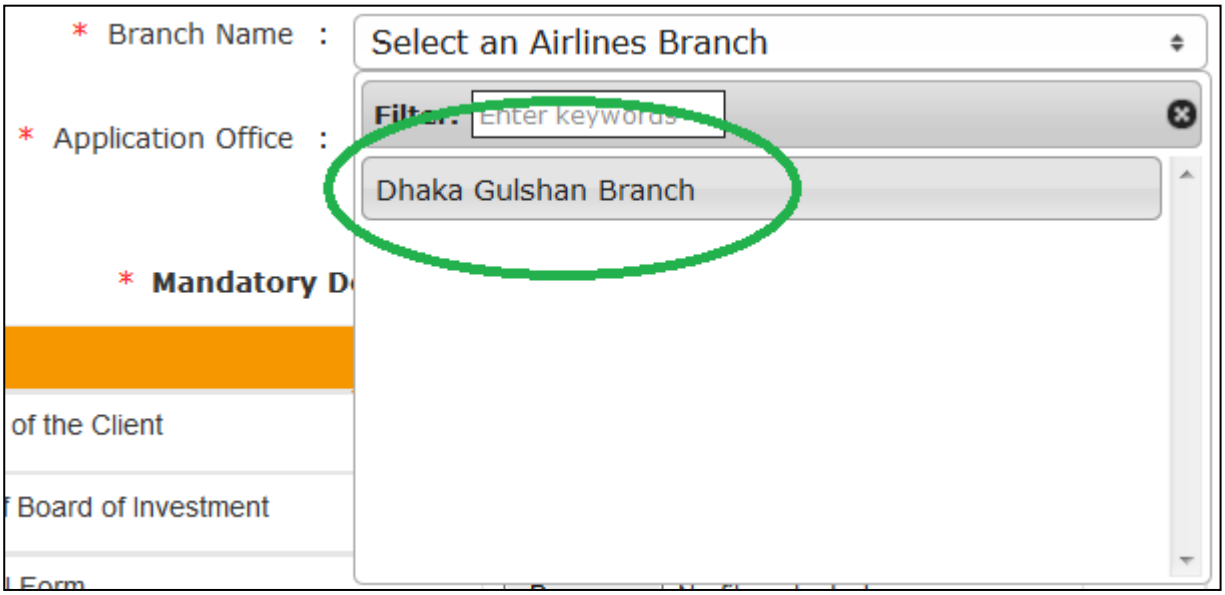
After selection of necessary information one can proceed towards the creation of application by pressing Proceed button. According to permission act, permission type, office type and ownership type there will be a list of mandatory documents that should be uploaded.

7. Airlines Branch Permission Manager

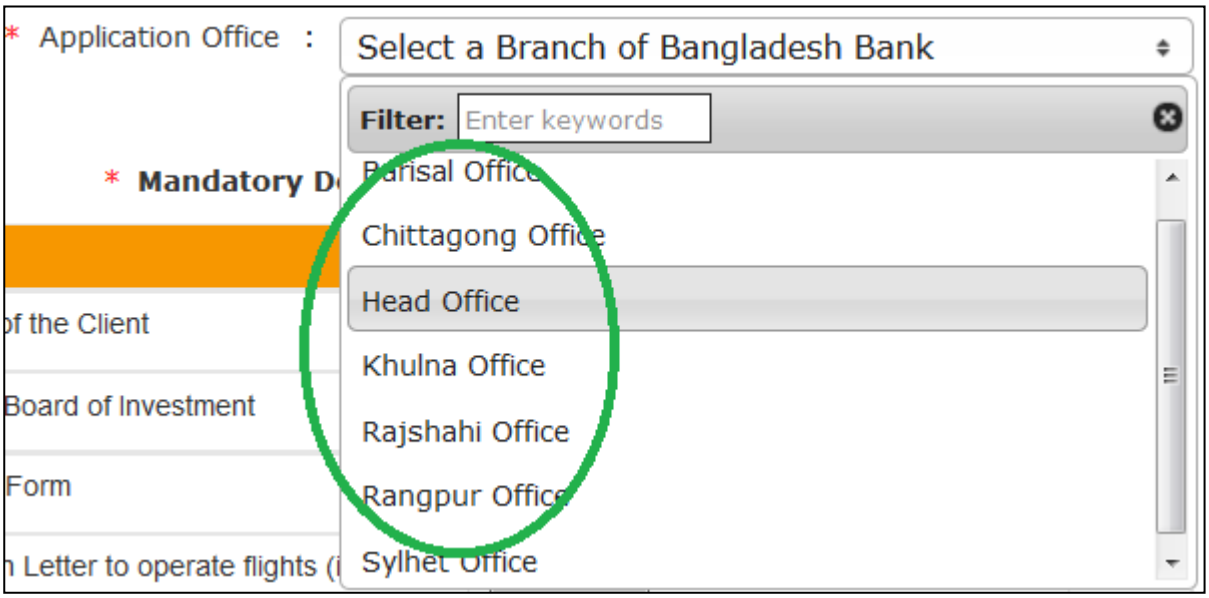


7. Airlines Branch Permission Manager

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 exists 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**.

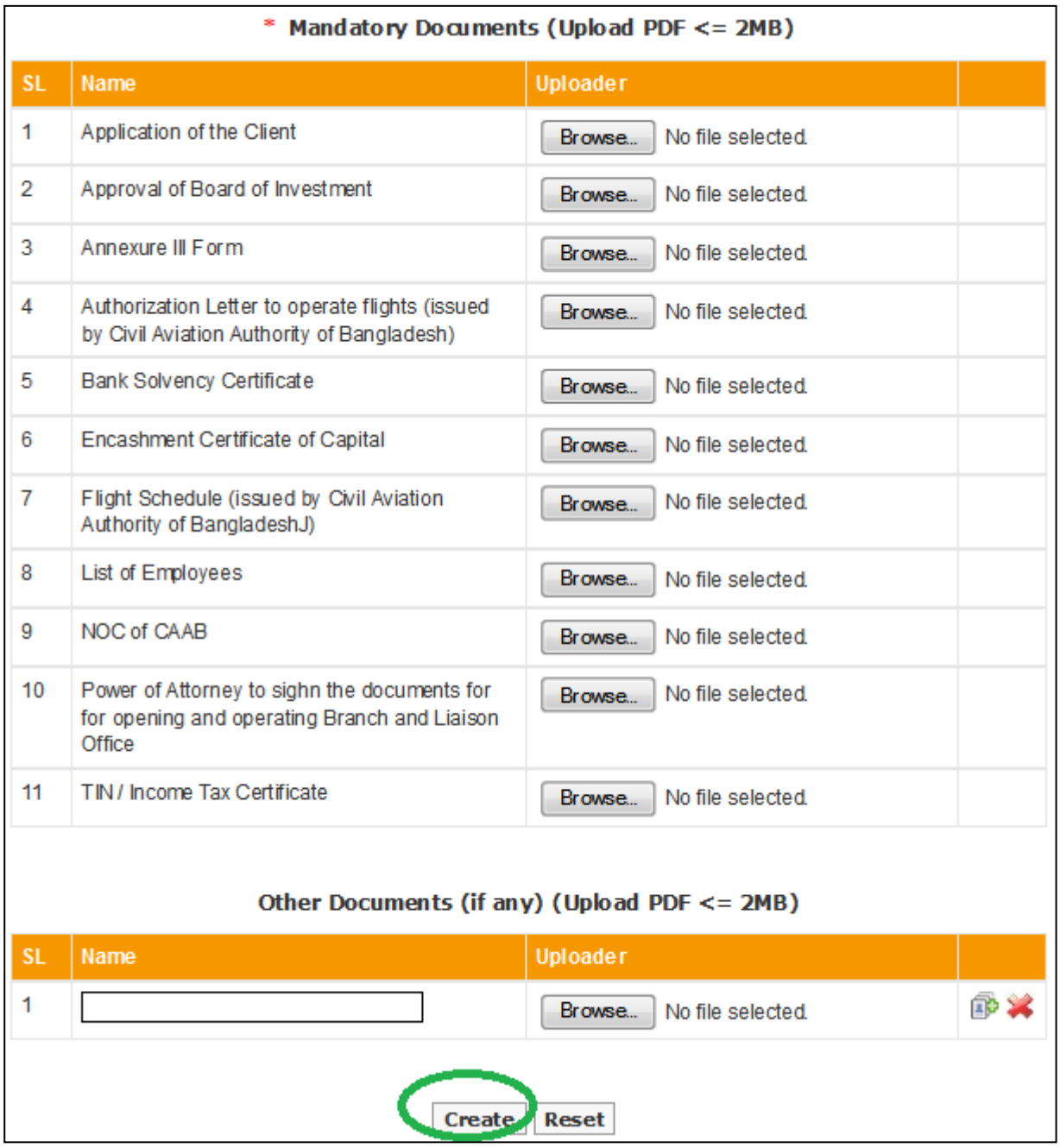


From the Application Office drop down list, the nearest Bangladesh Bank branch can be selected in which the AD Branch of Bank wants to submit application (usually the selection of Bangladesh Bank branch should be based on the address of the airline branch). In the creation screens fields preceded with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



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	Browse... No file selected.	
2	Approval of Board of Investment	Browse... No file selected.	
3	Annexure III Form	Browse... No file selected.	
4	Authorization Letter to operate flights (issued by Civil Aviation Authority of Bangladesh)	Browse... No file selected.	
5	Bank Solvency Certificate	Browse... No file selected.	
6	Encashment Certificate of Capital	Browse... No file selected.	
7	Flight Schedule (issued by Civil Aviation Authority of BangladeshJ)	Browse... No file selected.	
8	List of Employees	Browse... No file selected.	
9	NOC of CAAB	Browse... No file selected.	
10	Power of Attorney to sighn the documents for for opening and operating Branch and Liaison Office	Browse... No file selected.	
11	TIN / Income Tax Certificate	Browse... No file selected.	

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

SL	Name	Uploader	
1		Browse... No file selected.	

Create Reset

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-sec-19-2013.pdf (205 KB)
2	Approval of Board of Investment finalccnasecuritya.pdf (552 KB)
3	Annexure III Form finalccnasecutityb.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 feguidevol1all.pdf (809 KB)
6	Encashment Certificate of Capital GUIDELINES FOR FOREIGN EXCHANGE TRANSACTIONS VOL-I.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 sighn 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)

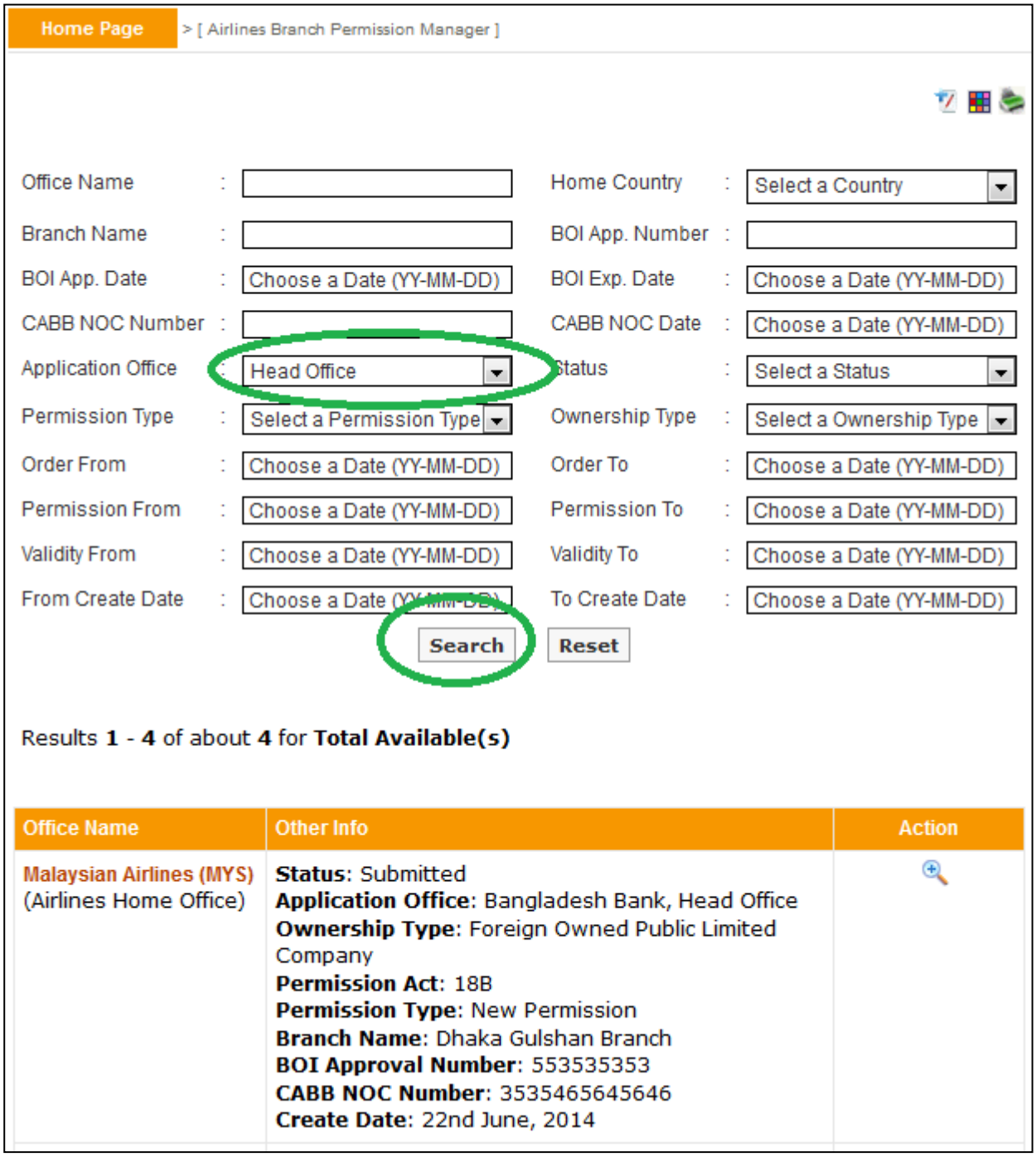
Submit

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.

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.

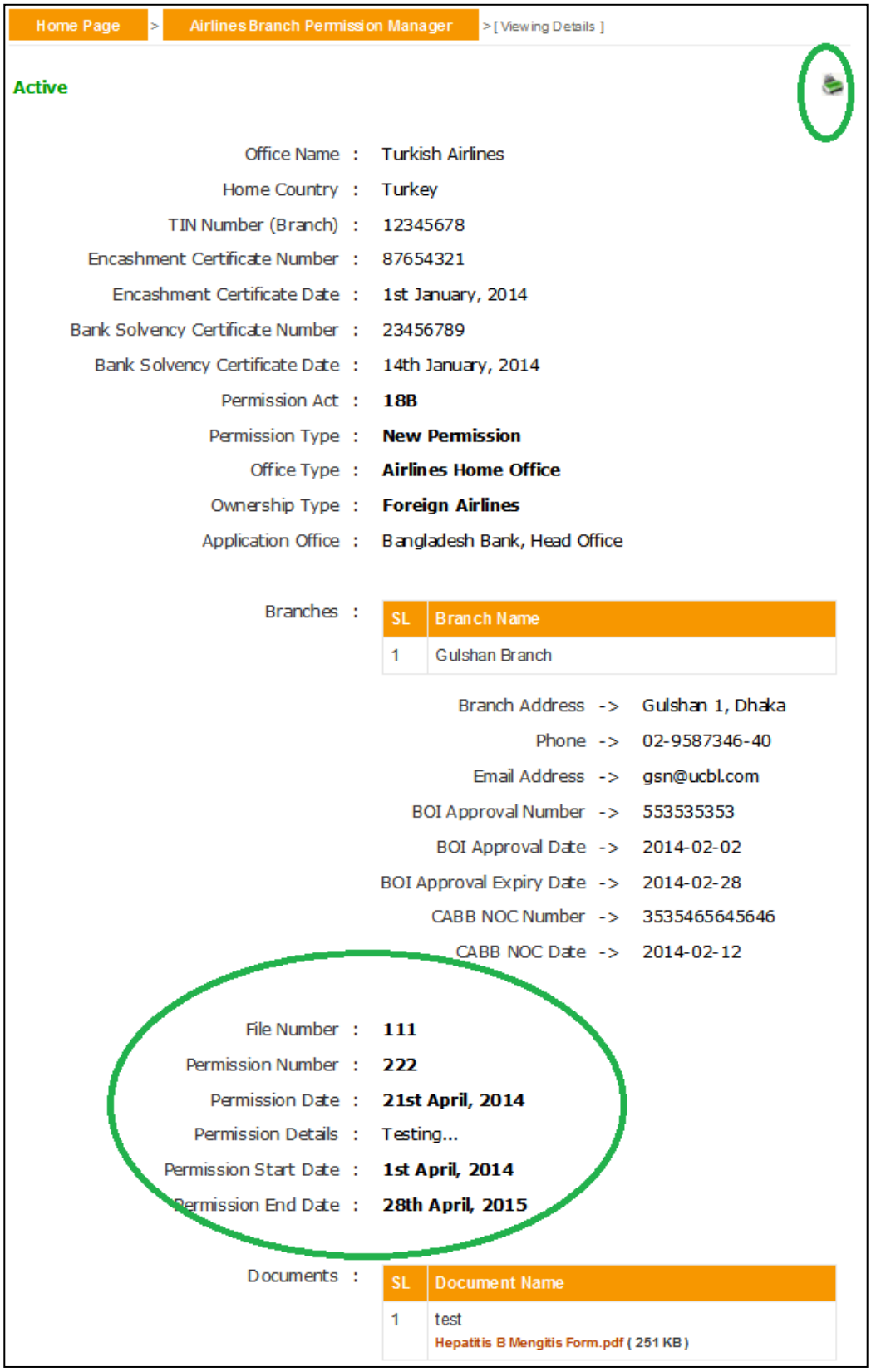


7. Airlines Branch Permission Manager

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	

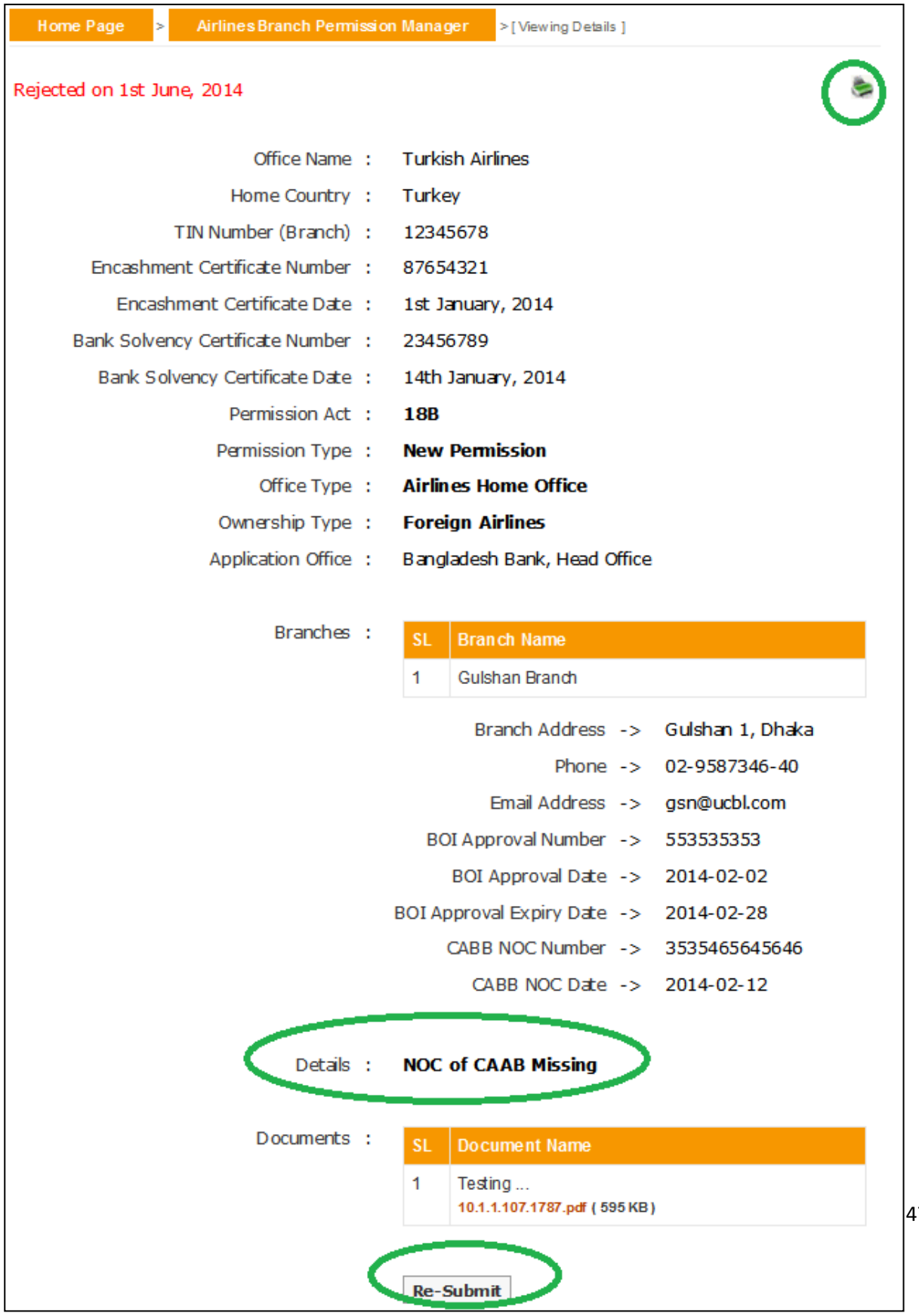
7. Airlines Branch Permission Manager

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.



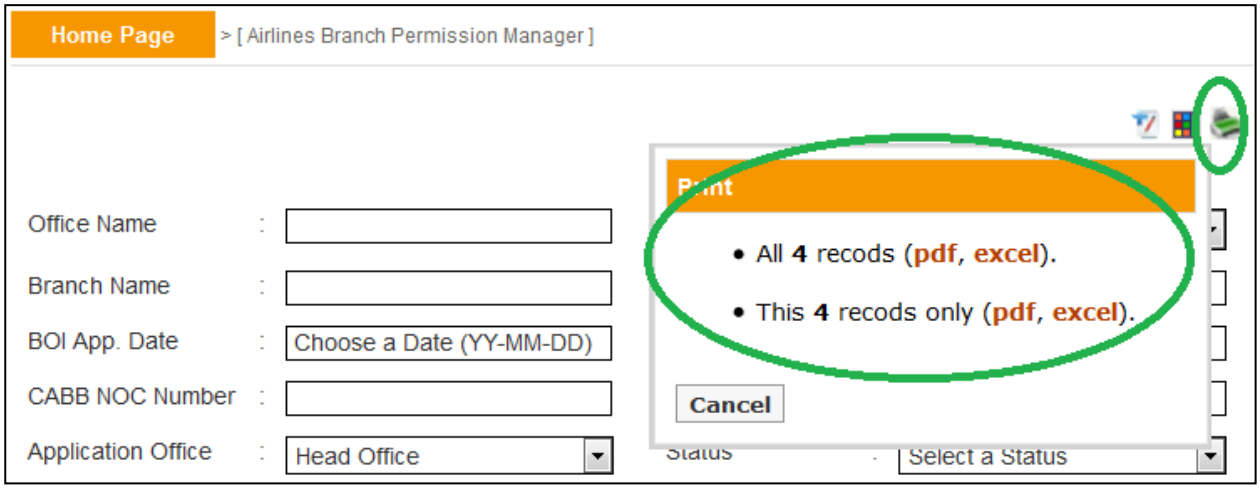
7. Airlines Branch Permission Manager

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

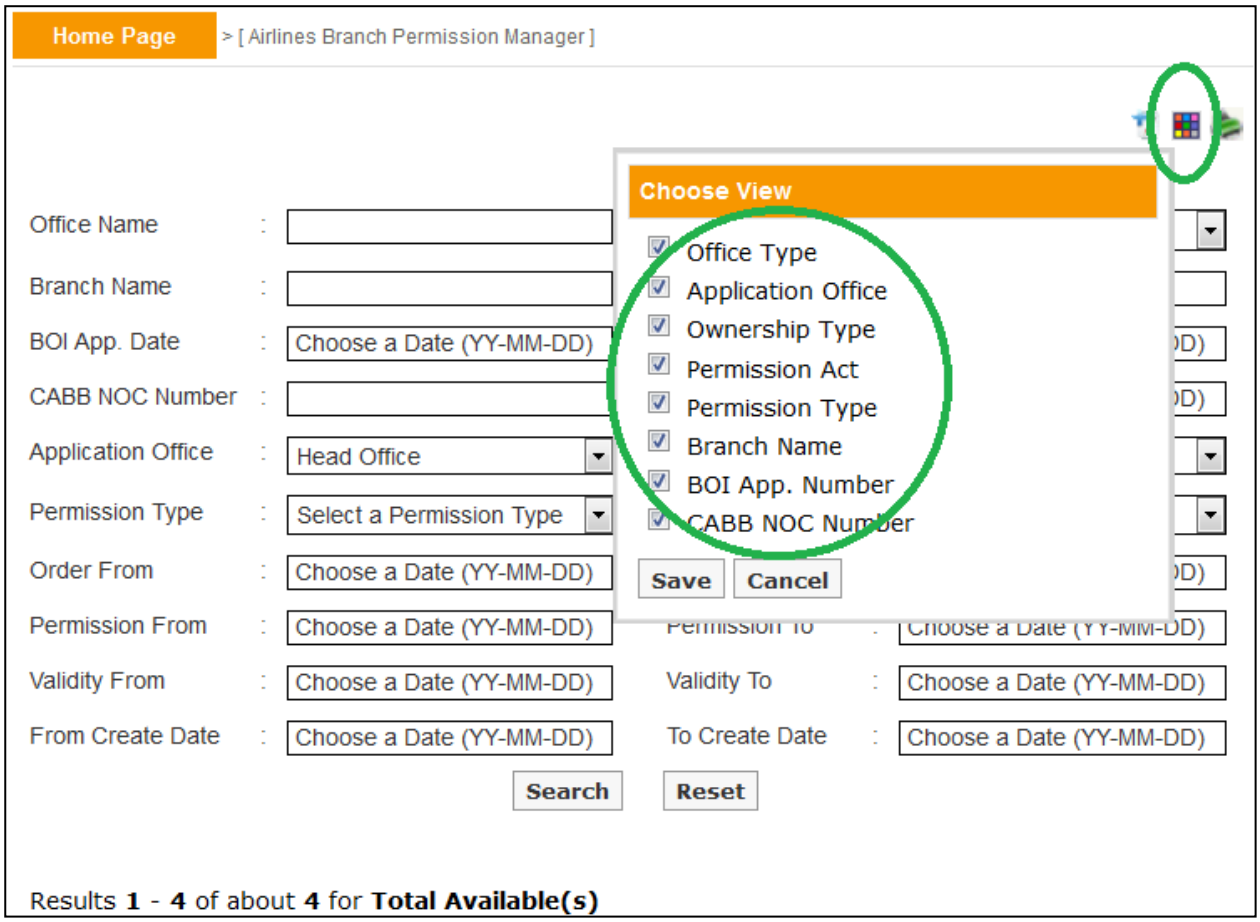


7. Airlines Branch Permission Manager

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

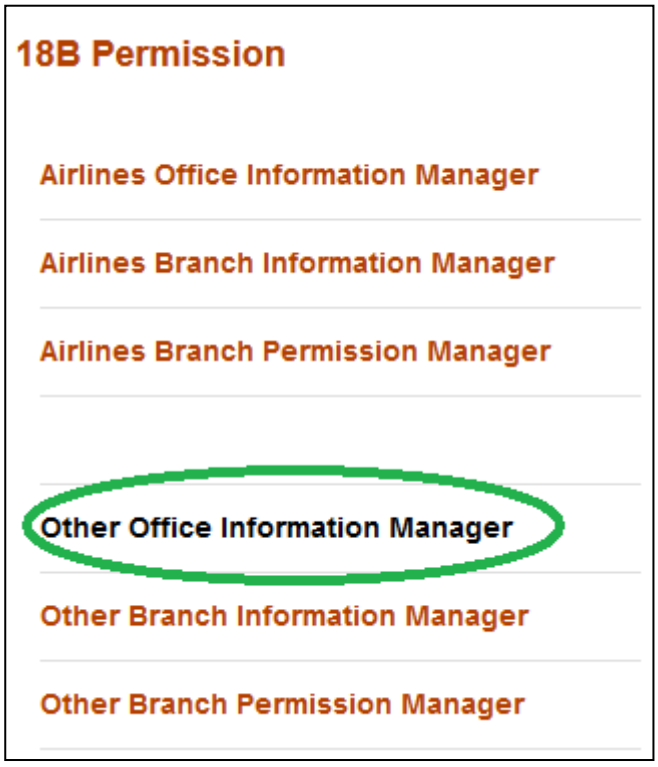


Also the headers of excel file and information on listed output can be customized using respective page's customize ( ) link.



8. Other Office Information Manager

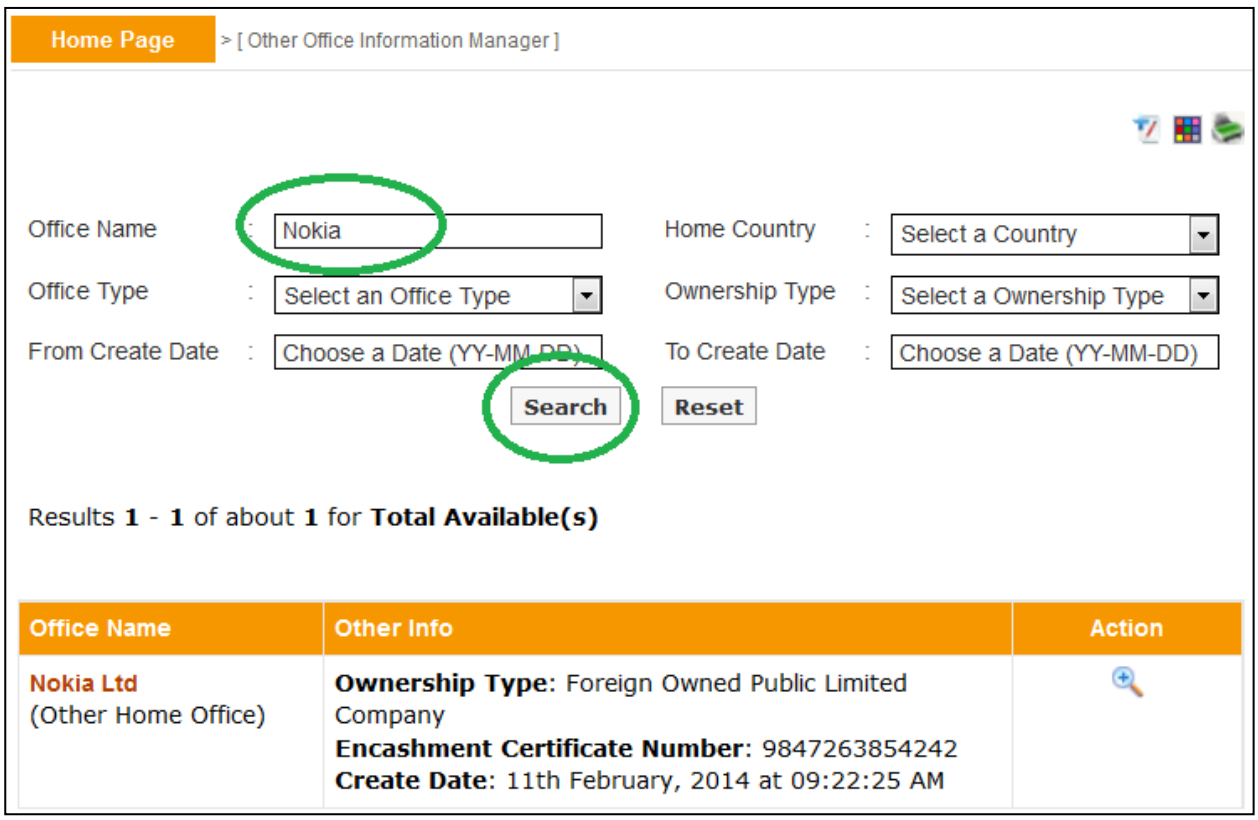
8.1. The submenu item Other Office Information Manager is designed to manage information of all foreign companies (except airlines) that want to get permission under FERA 18B act. Using this menu an executive user can list previously created foreign company offices and create new offices if necessary.



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

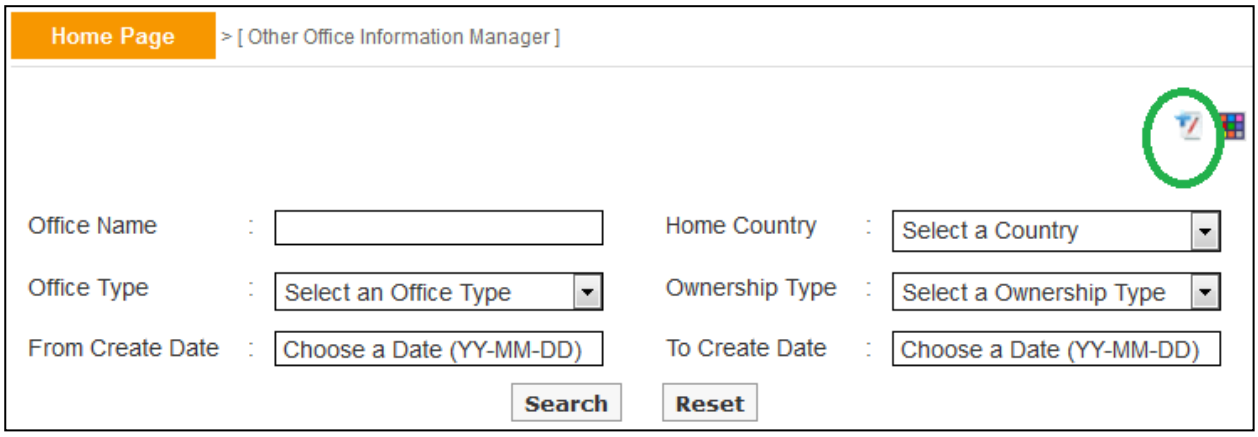
Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system**.

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.

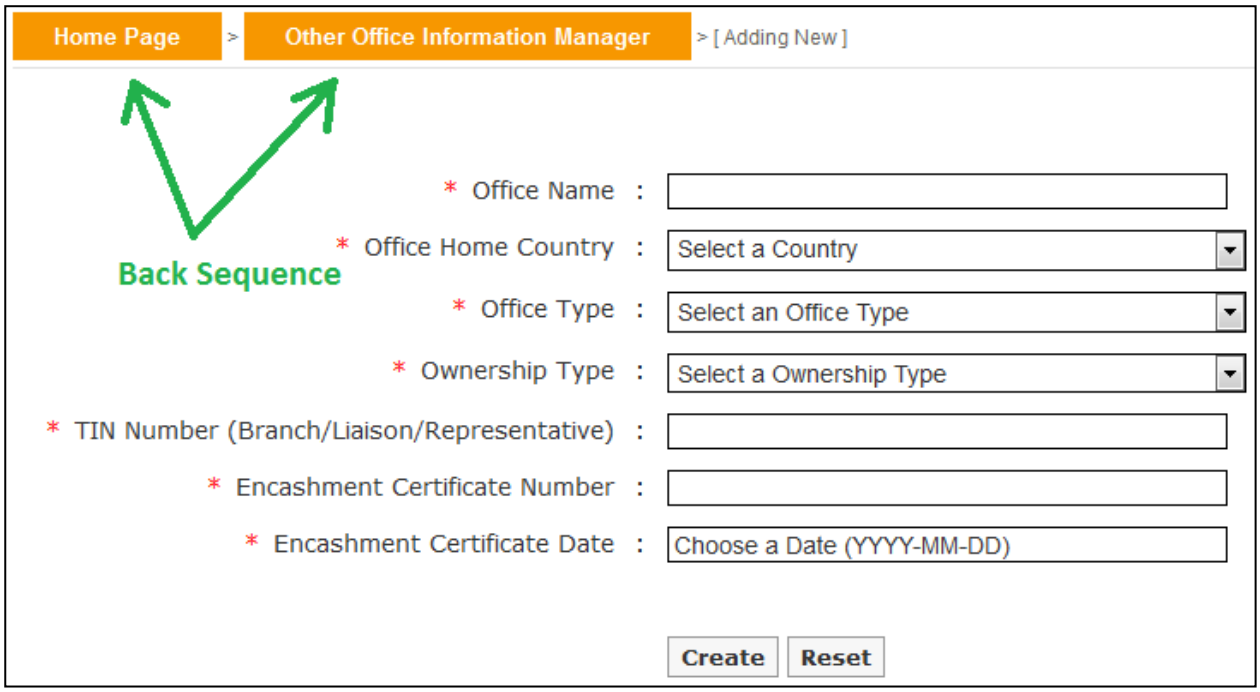


8. Other Office Information Manager

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.



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.



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

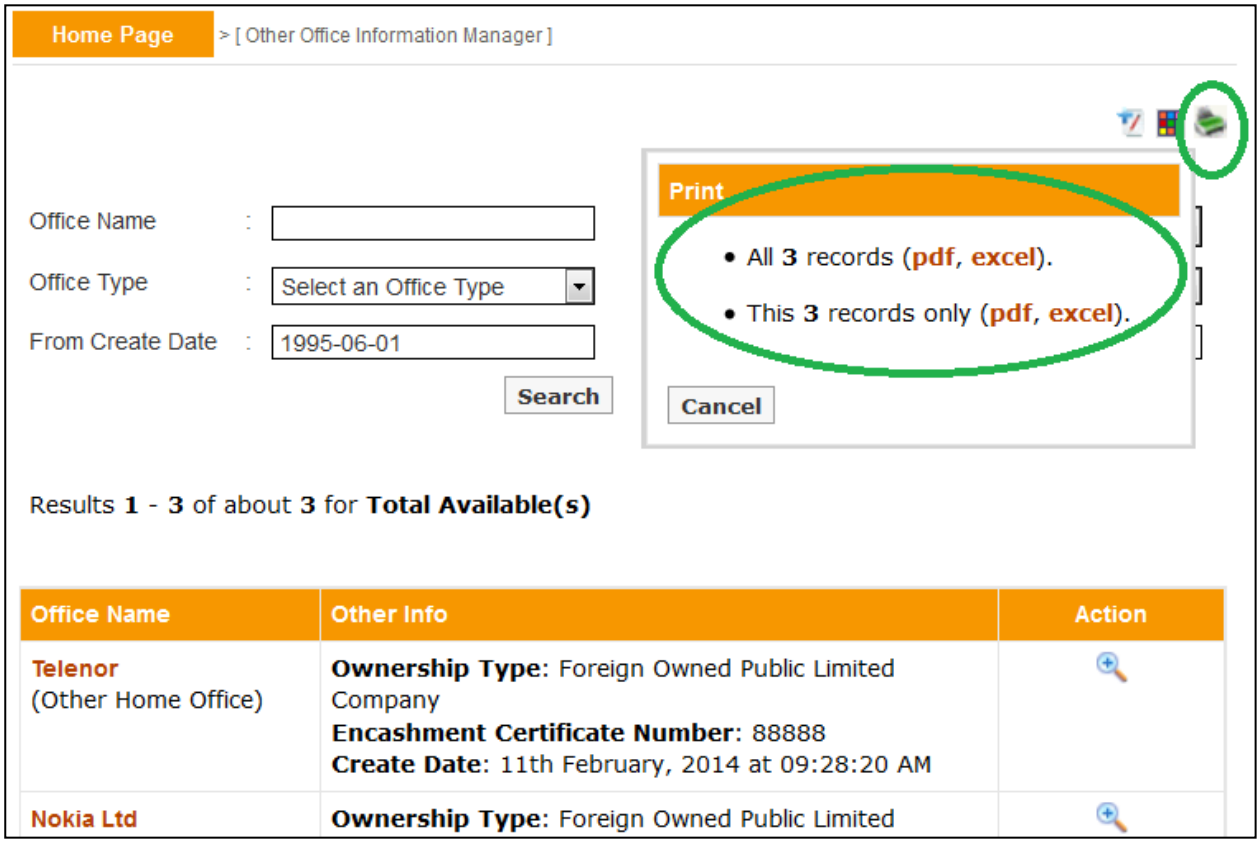
Encashment Certificate Date : 12th February, 2014

Branch(s) Under :

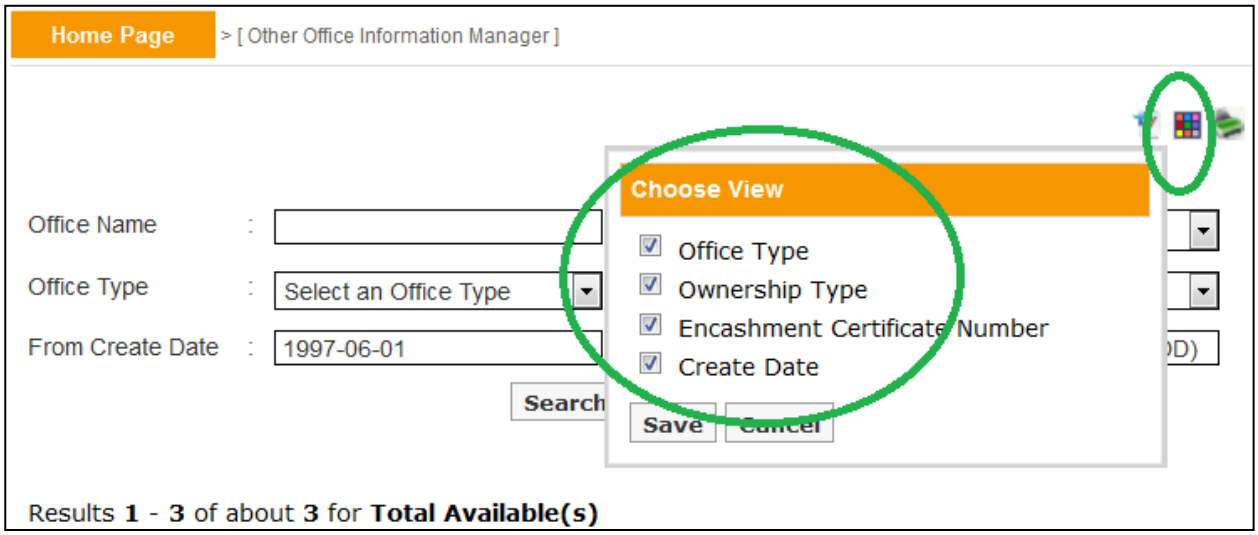
S/L	Branch Name	Bank Name	Start Date	End Date
1	Grameen Phone	Test Bank Ltd	2014-06-04	2024-06-05

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.

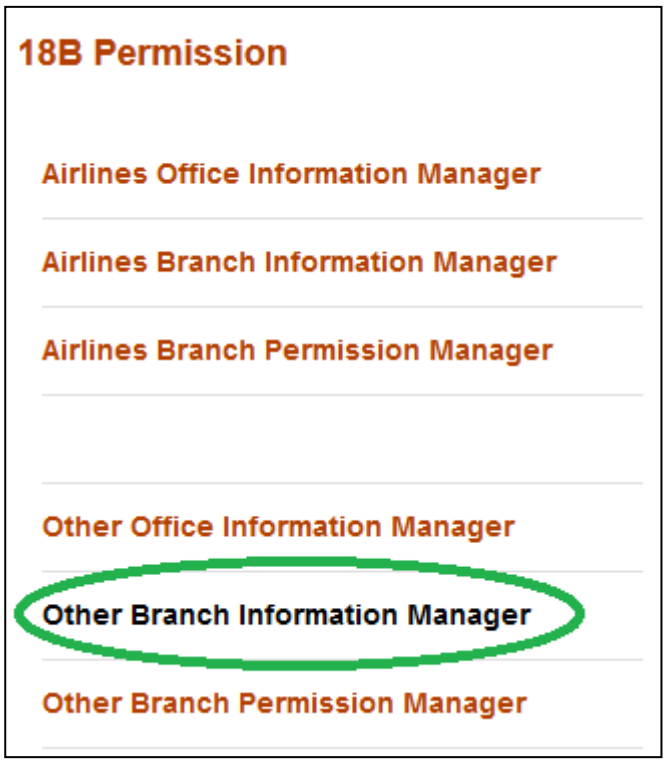


A user can customize the headers of excel file using respective page's customize ( ) link.



9. Other Branch Information Manager

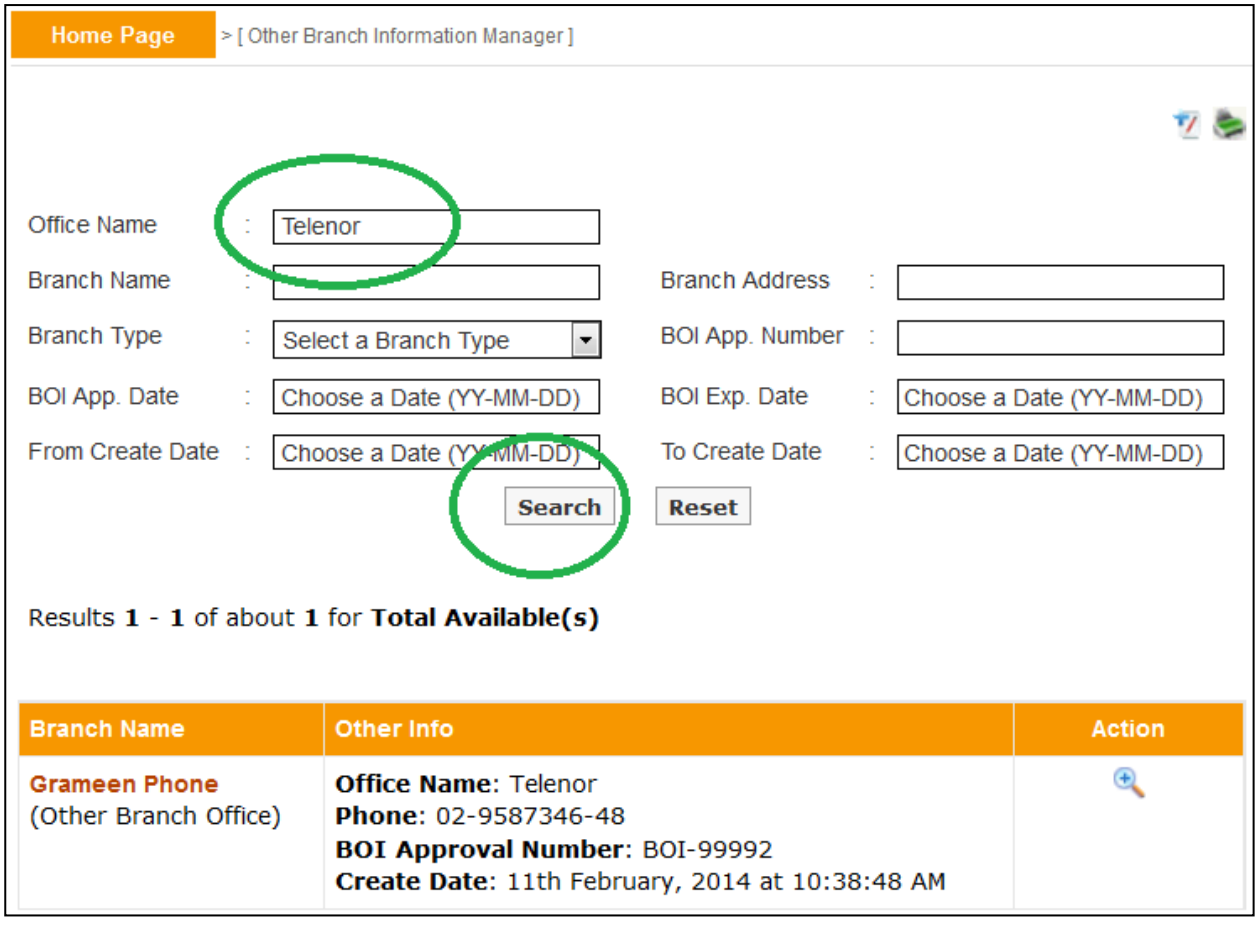
9.1. Foreign companies' local branch information can be managed in the system using Other Branch Information Manager sub menu item under 18B Permission menu.



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

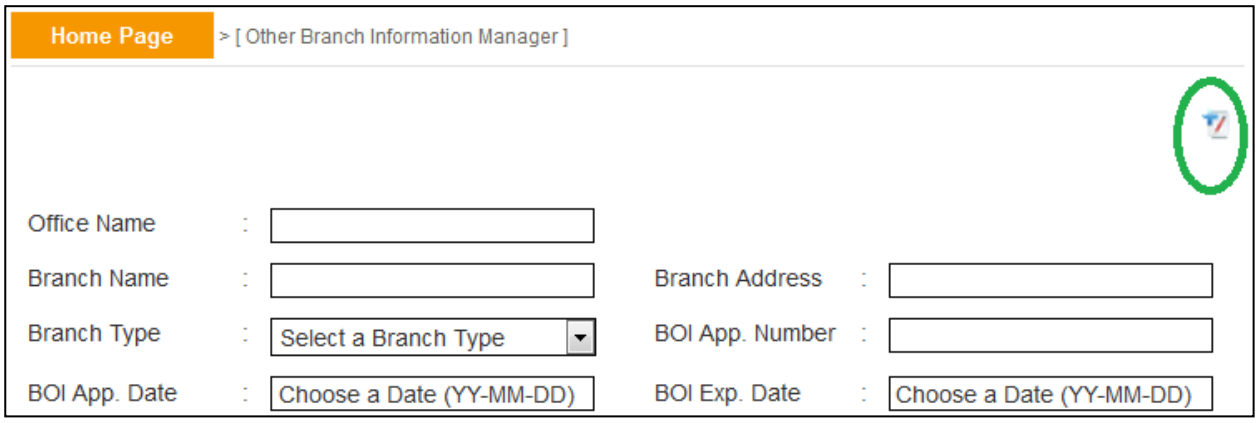
Before creation it's a good practice to check whether someone else have already created it, or it already exists. **This checking will help and prevent executive users from creating duplicate information in the system**.

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.

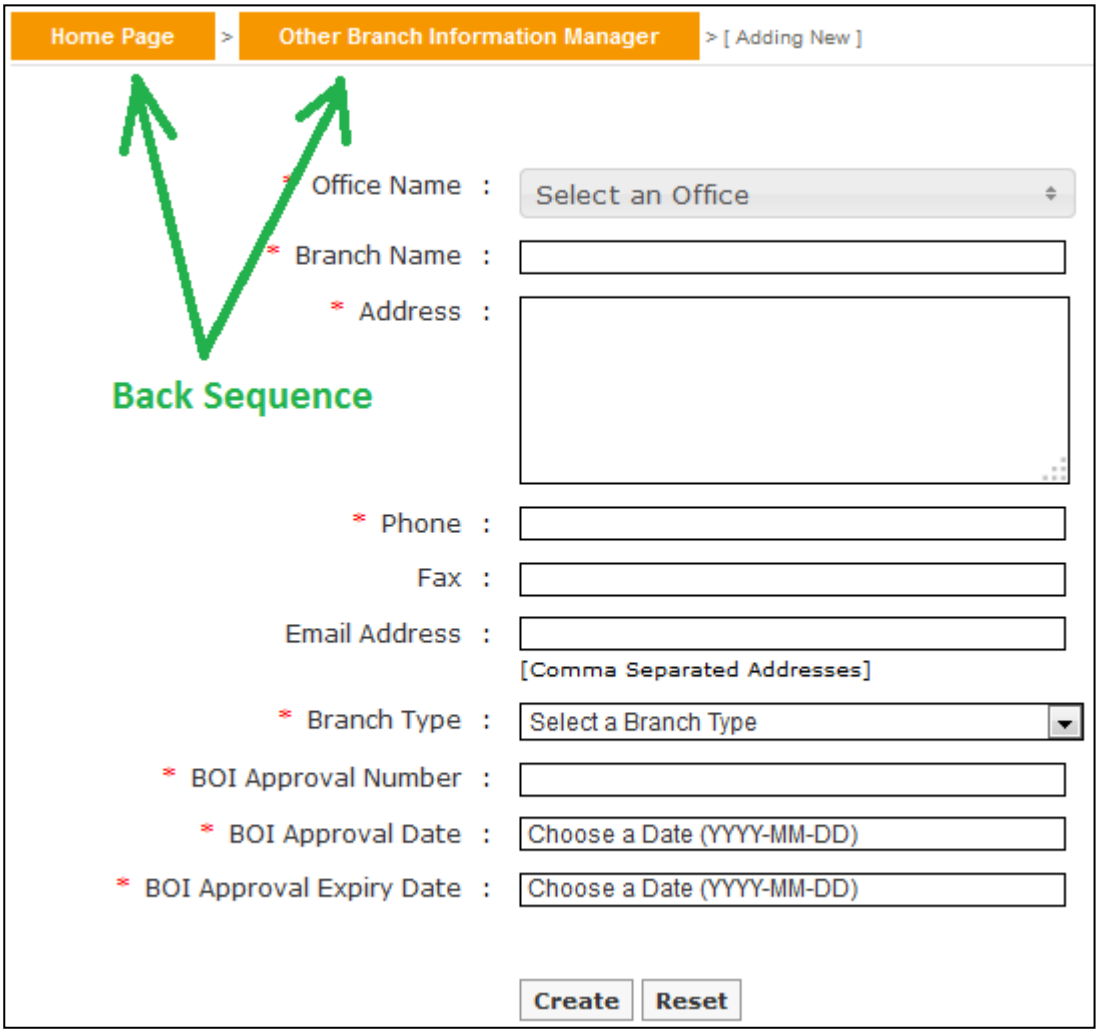


9. Other Branch Information Manager

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.

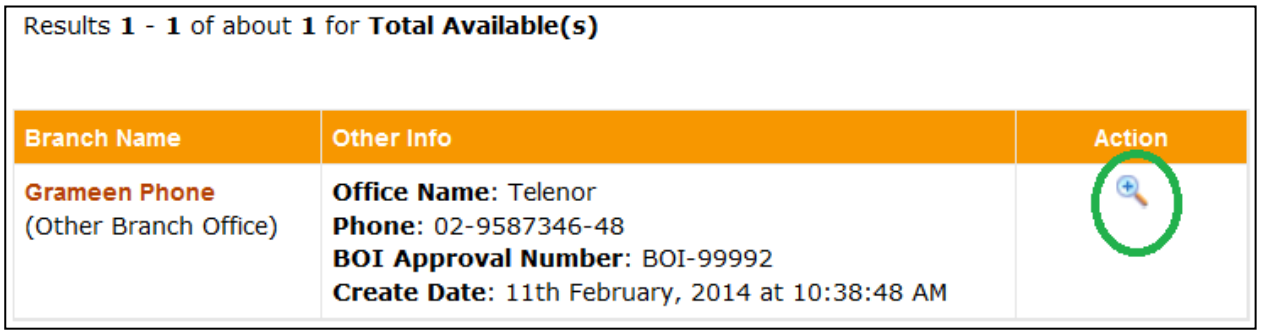


In the creation screen fields preceded with (*) marks are mandatory. At any form/screen, movement towards backward of action sequence can be done by using back sequence links. **Please note, the creation of branch requires existence of company home office, if a particular company home office is missing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

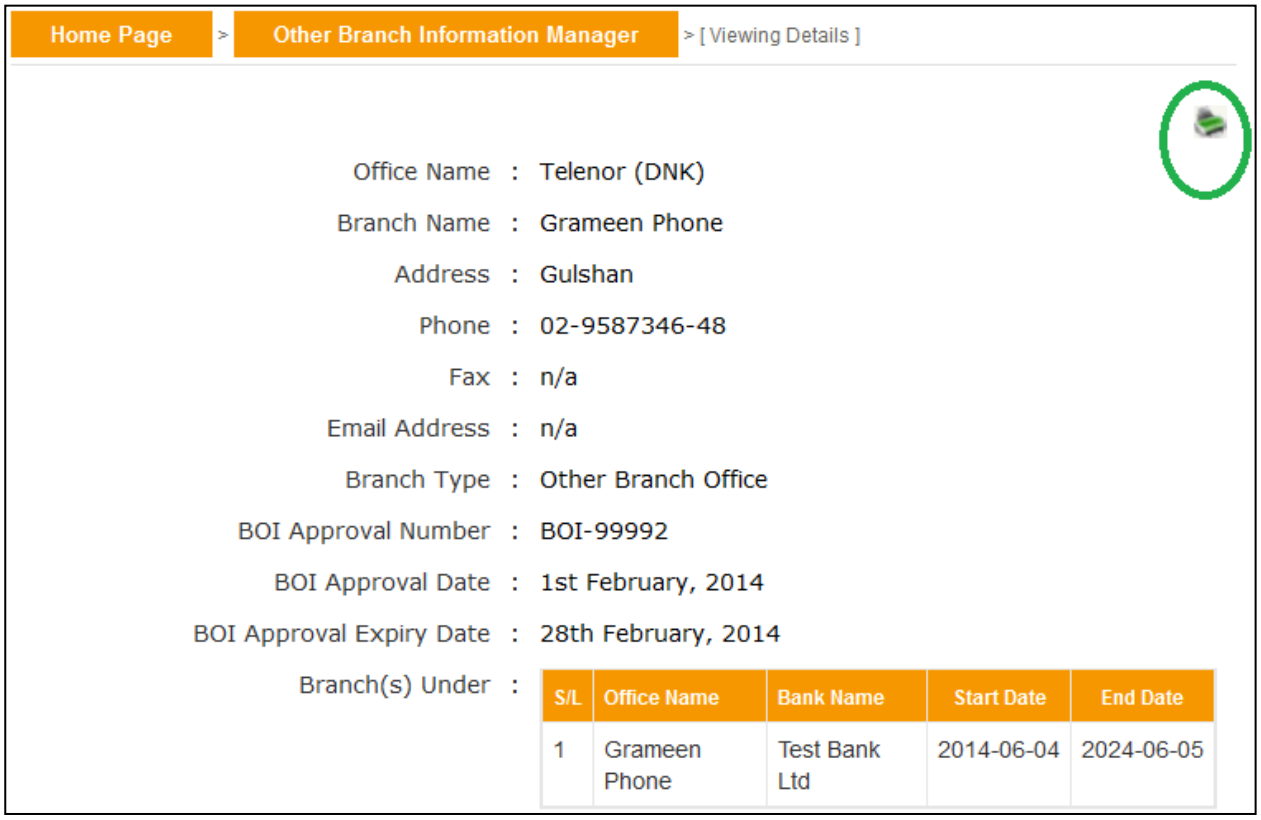


9. Other Branch Information Manager

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

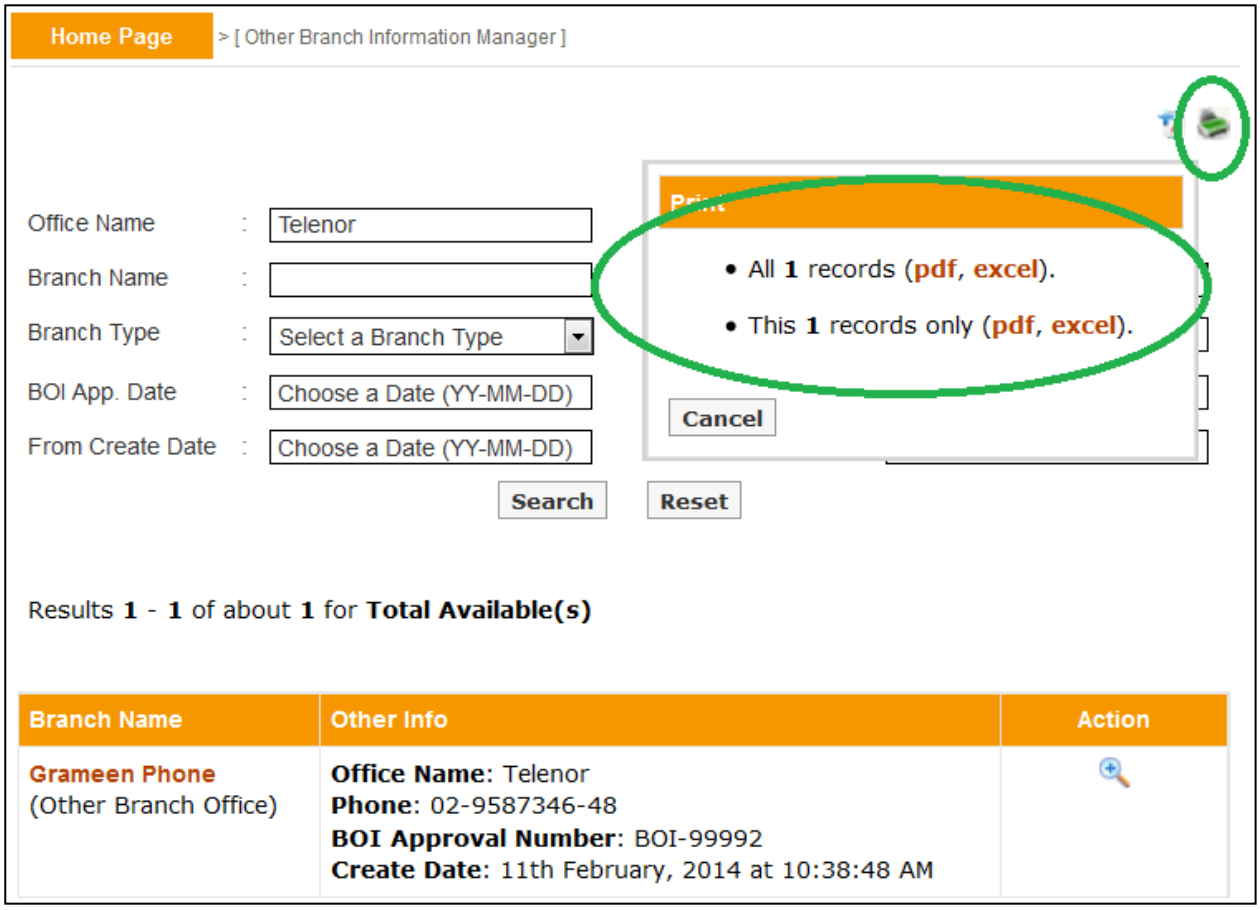


9.4. From view of screen, information of a branch office can be printed in pdf format using print (🖨) link.



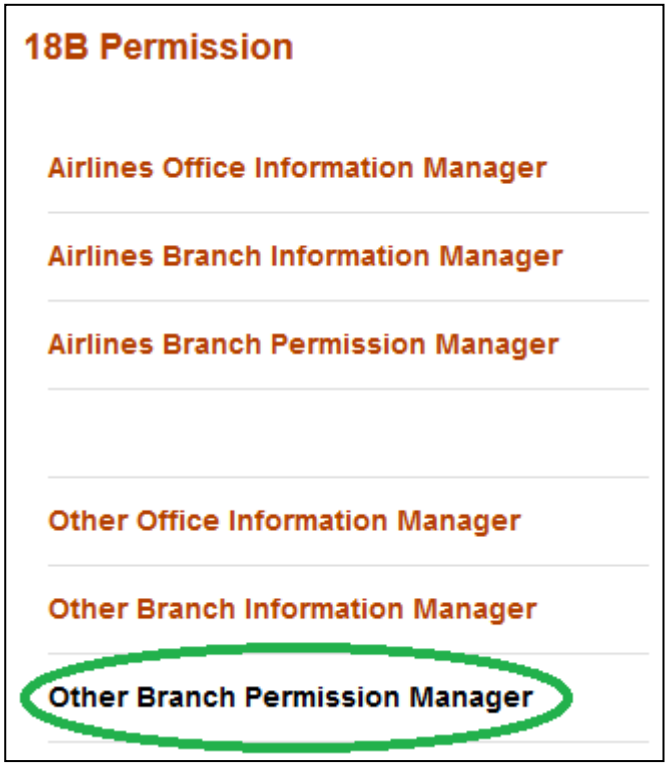
9. Other Branch Information Manager

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



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.

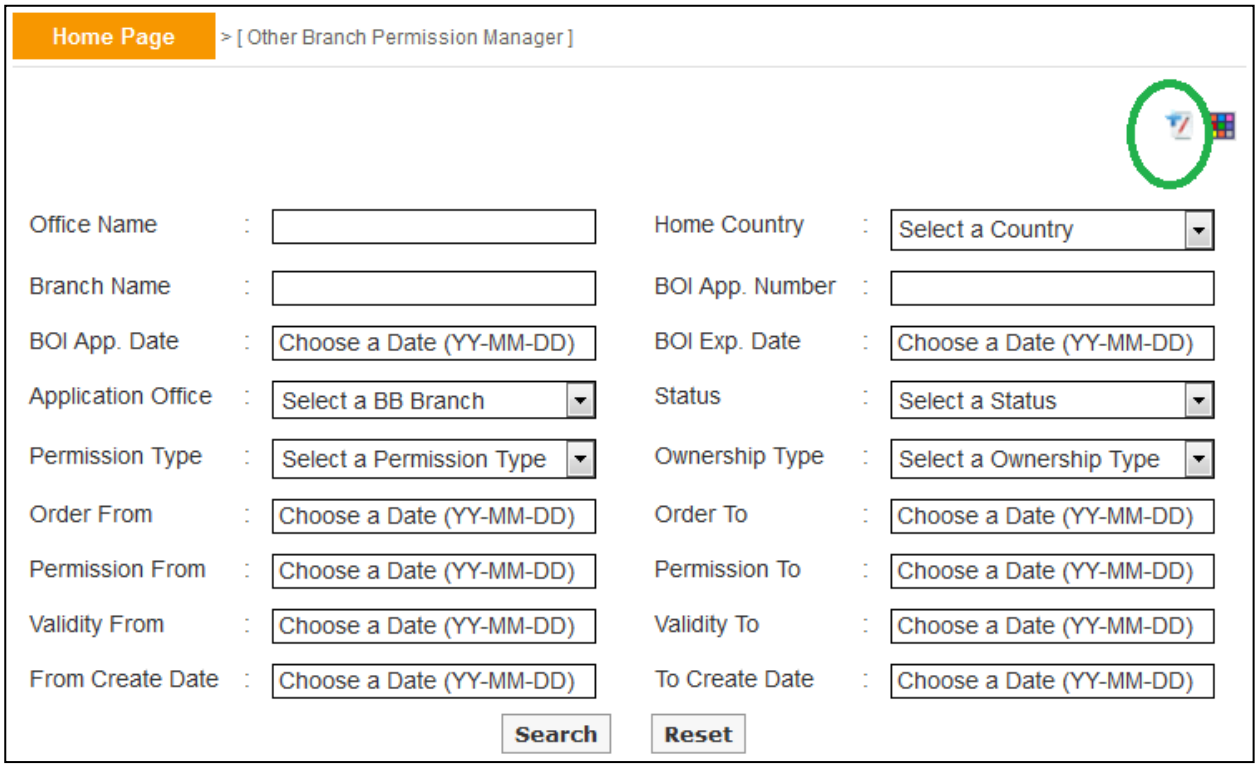


From this submenu, on behalf of foreign companies Bankers can apply for permission by associating a company with local office/branch and uploading the necessary documents in pdf format.

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.

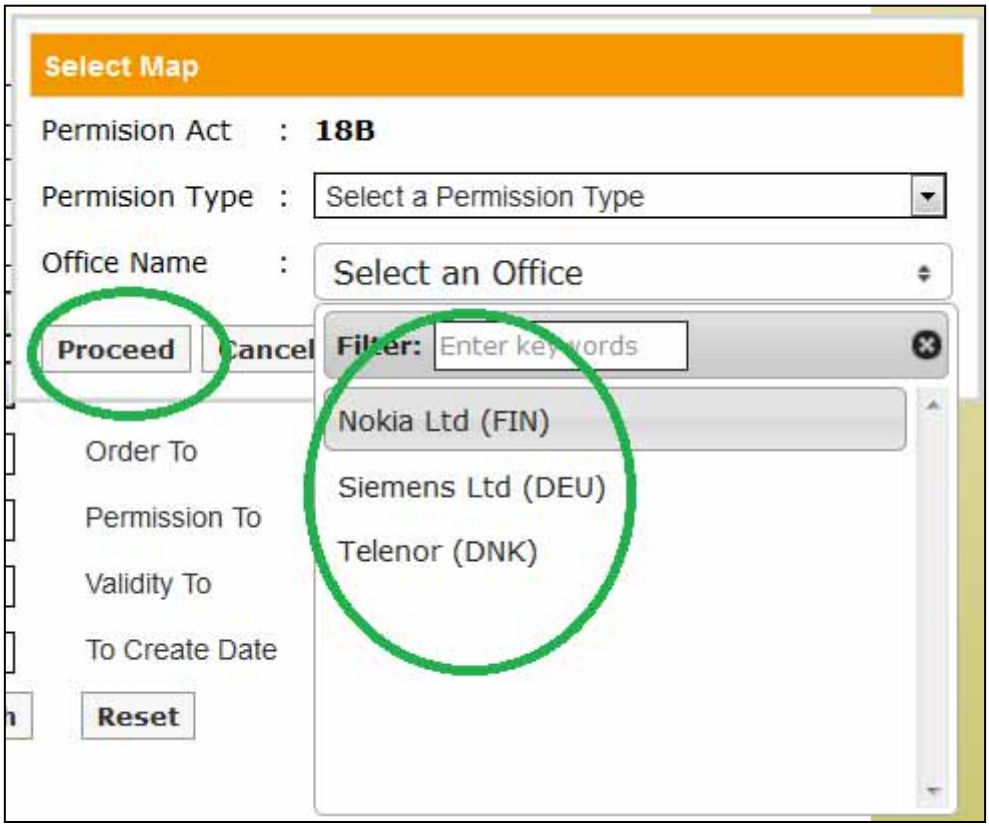
Any airline branch that have an Active existence under this submenu will be treated as permitted by Bangladesh Bank under FERA 18B. Details of Active, Submitted, Saved and Rejected status were discussed in subsequent sections.

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



10. Other Branch Permission Manager

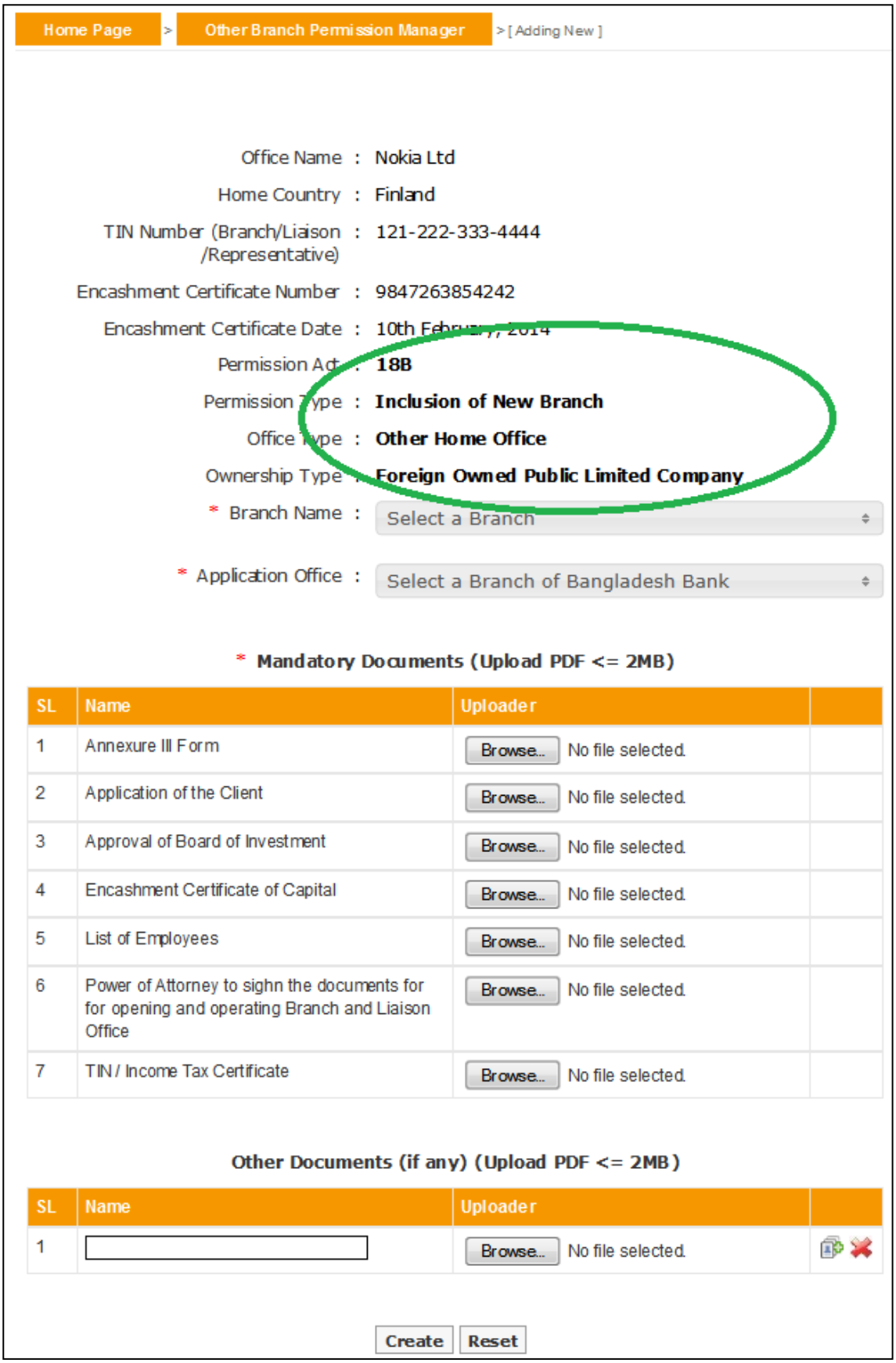
At the beginning of the process the user has to select a map. There are different mandatory document requirements for different types of application based on permission act (18A / 18B), permission type (new / inclusion / renewal etc), office type (other home office). The office type and ownership type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



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.

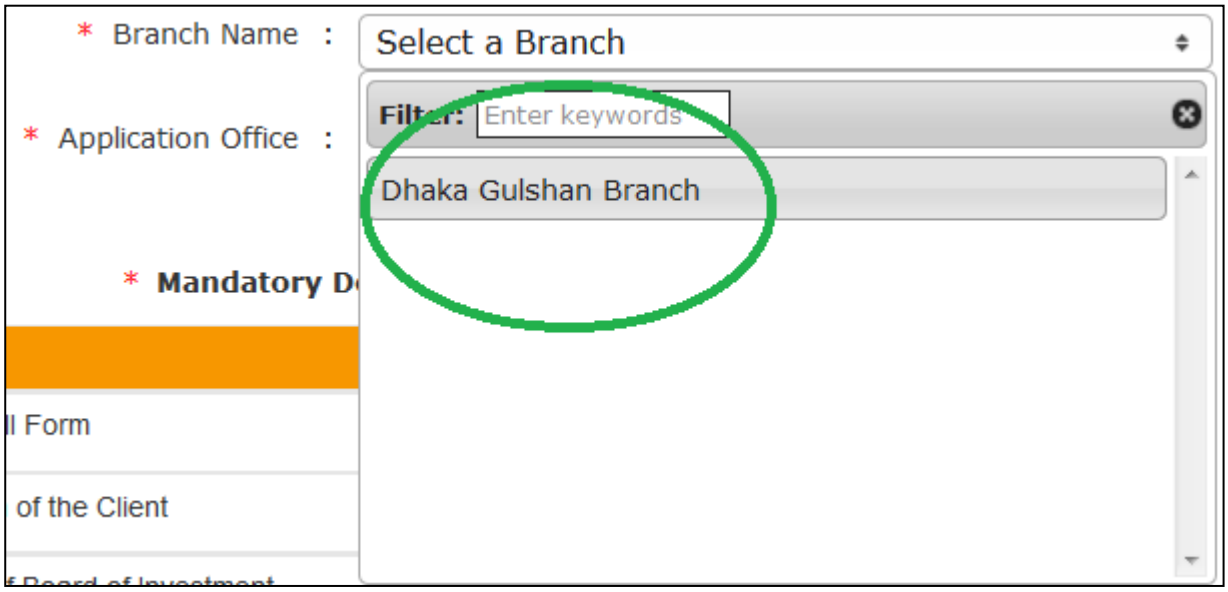
After selection of necessary information one can proceed towards the creation of application by pressing Proceed button. According to permission act, permission type, office type and ownership type there will be a list of mandatory documents that should be uploaded.

10. Other Branch Permission Manager

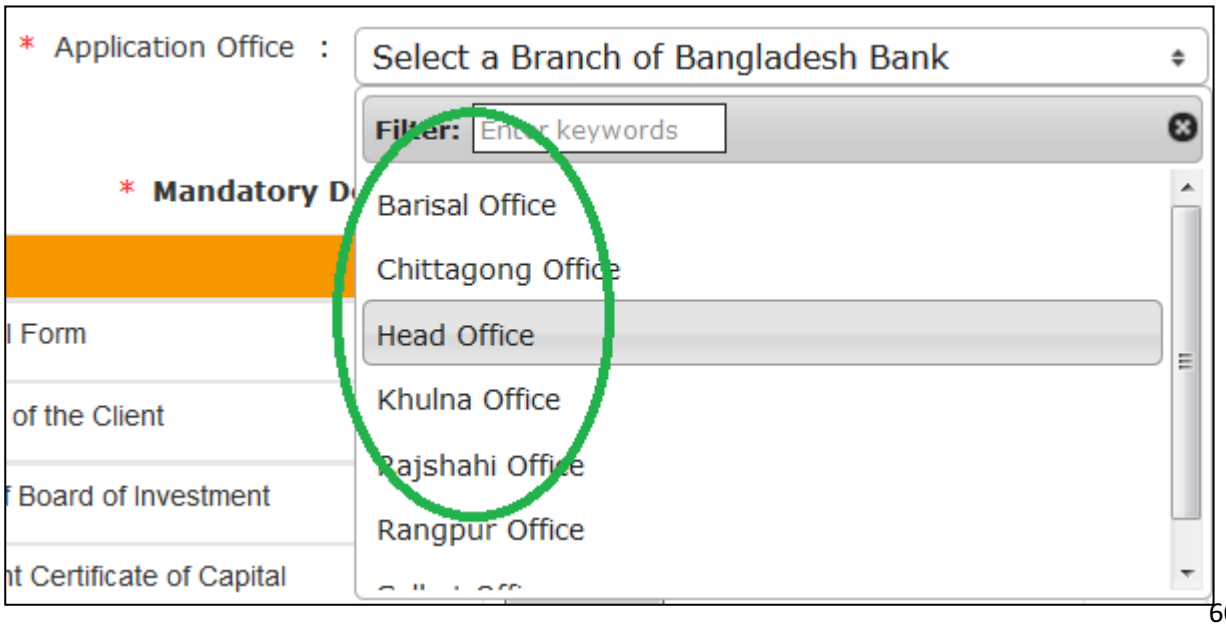


10. Other Branch Permission Manager

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 exists 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**.

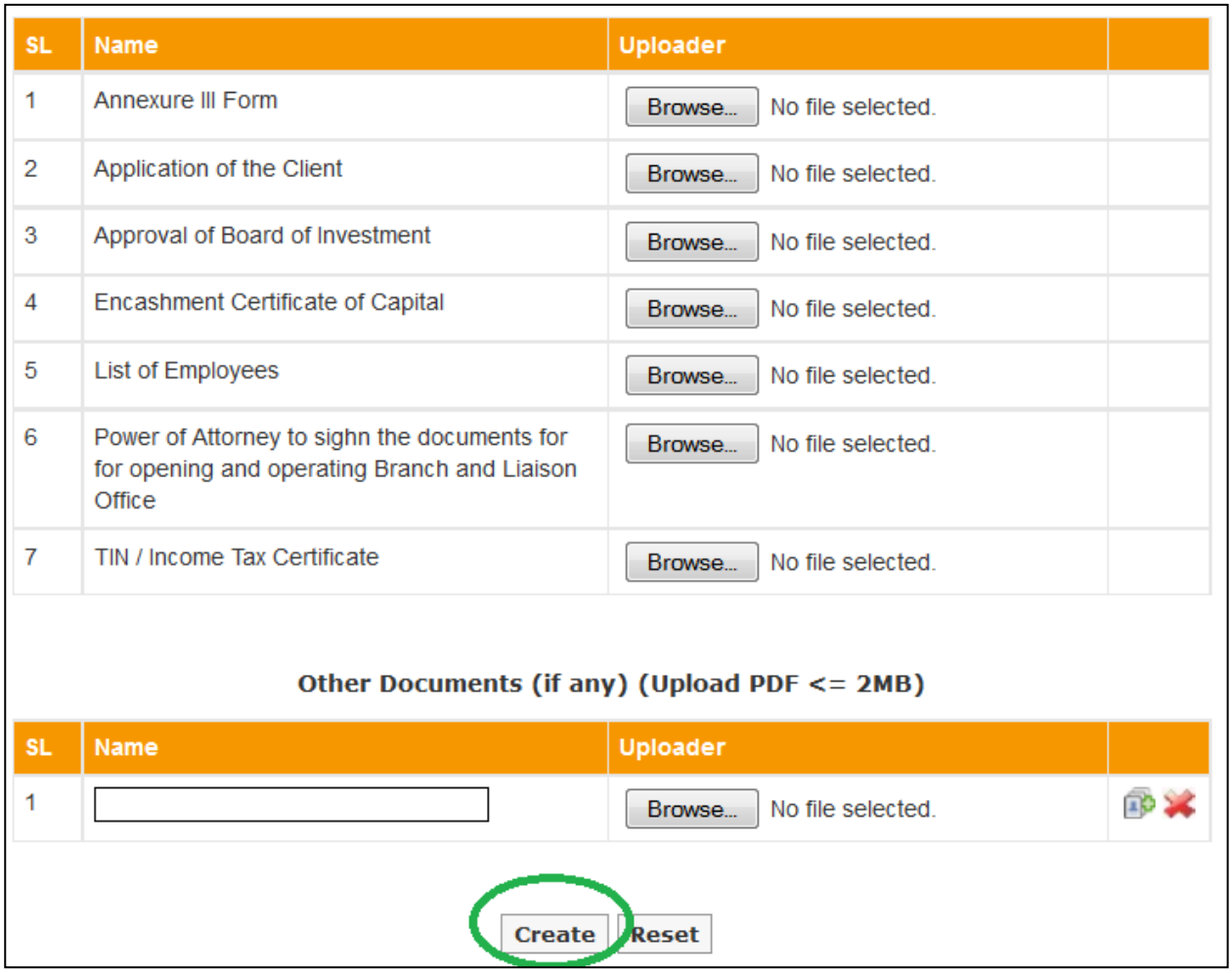


From the Application Office drop down list, the nearest Bangladesh Bank branch can be selected in which the AD Branch of Bank wants to submit application (usually the selection of Bangladesh Bank branch should be based on the address of the local office). In the creation screens fields preceded with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



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	Browse... No file selected.	
2	Application of the Client	Browse... No file selected.	
3	Approval of Board of Investment	Browse... No file selected.	
4	Encashment Certificate of Capital	Browse... No file selected.	
5	List of Employees	Browse... No file selected.	
6	Power of Attorney to sighn the documents for for opening and operating Branch and Liaison Office	Browse... No file selected.	
7	TIN / Income Tax Certificate	Browse... No file selected.	

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

SL	Name	Uploader	
1		Browse... No file selected.	

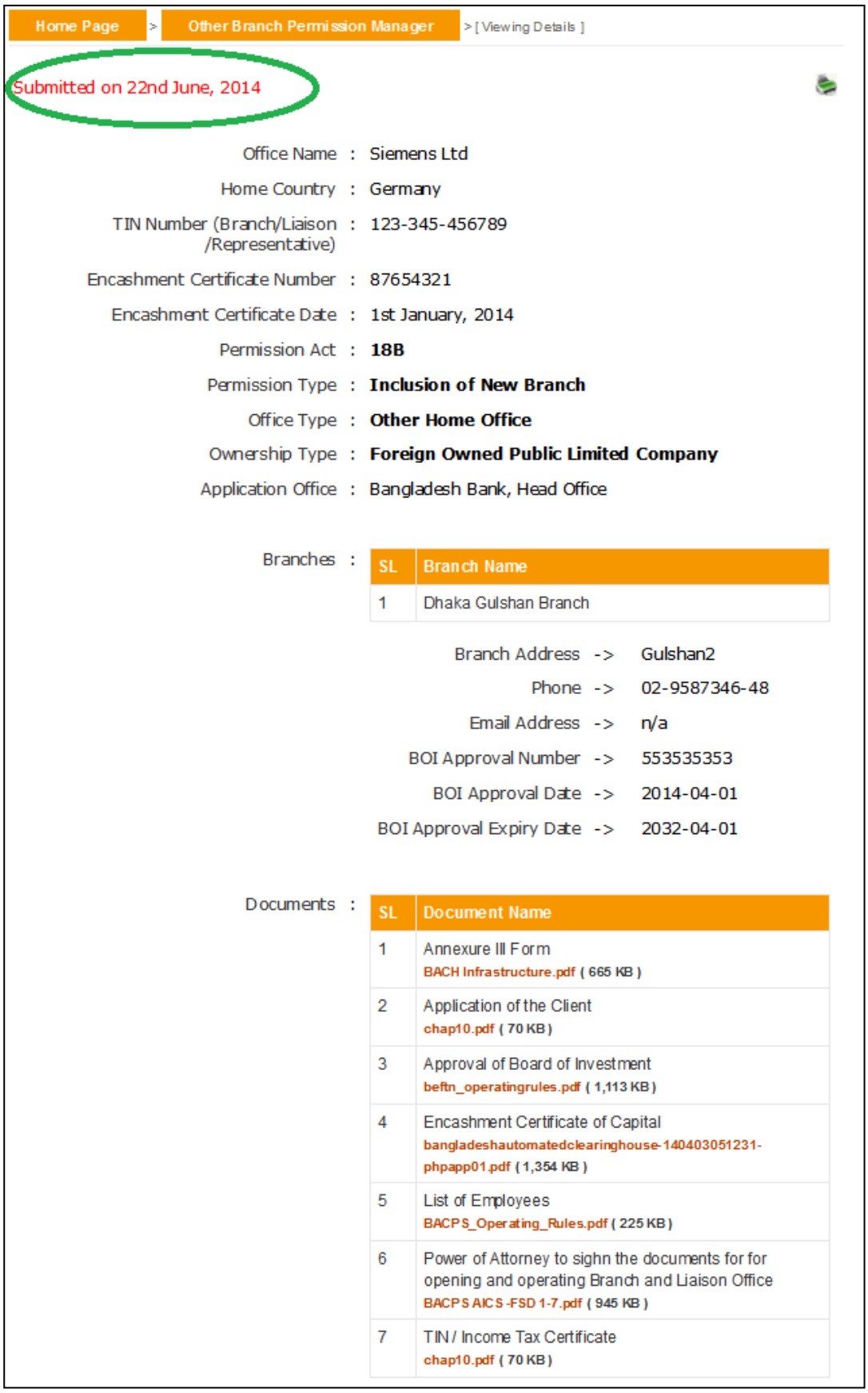
Create Reset

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

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

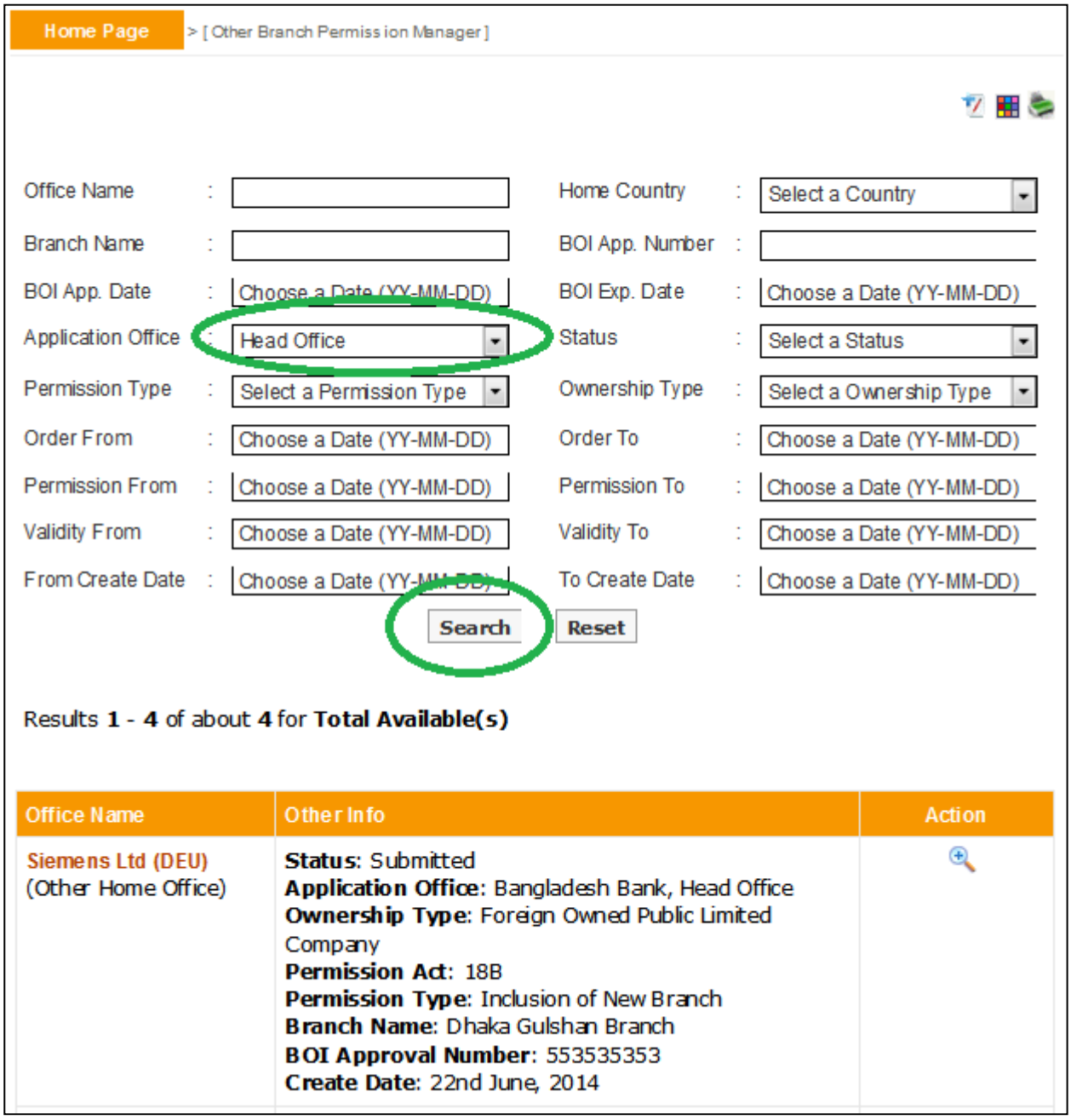
Branch Address	->	Gulshan2
Phone	->	02-9587346-48
Email Address	->	n/a
BOI Approval Number	->	553535353
BOI Approval Date	->	2014-04-01
BOI Approval Expiry Date	->	2032-04-01

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 sighn 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

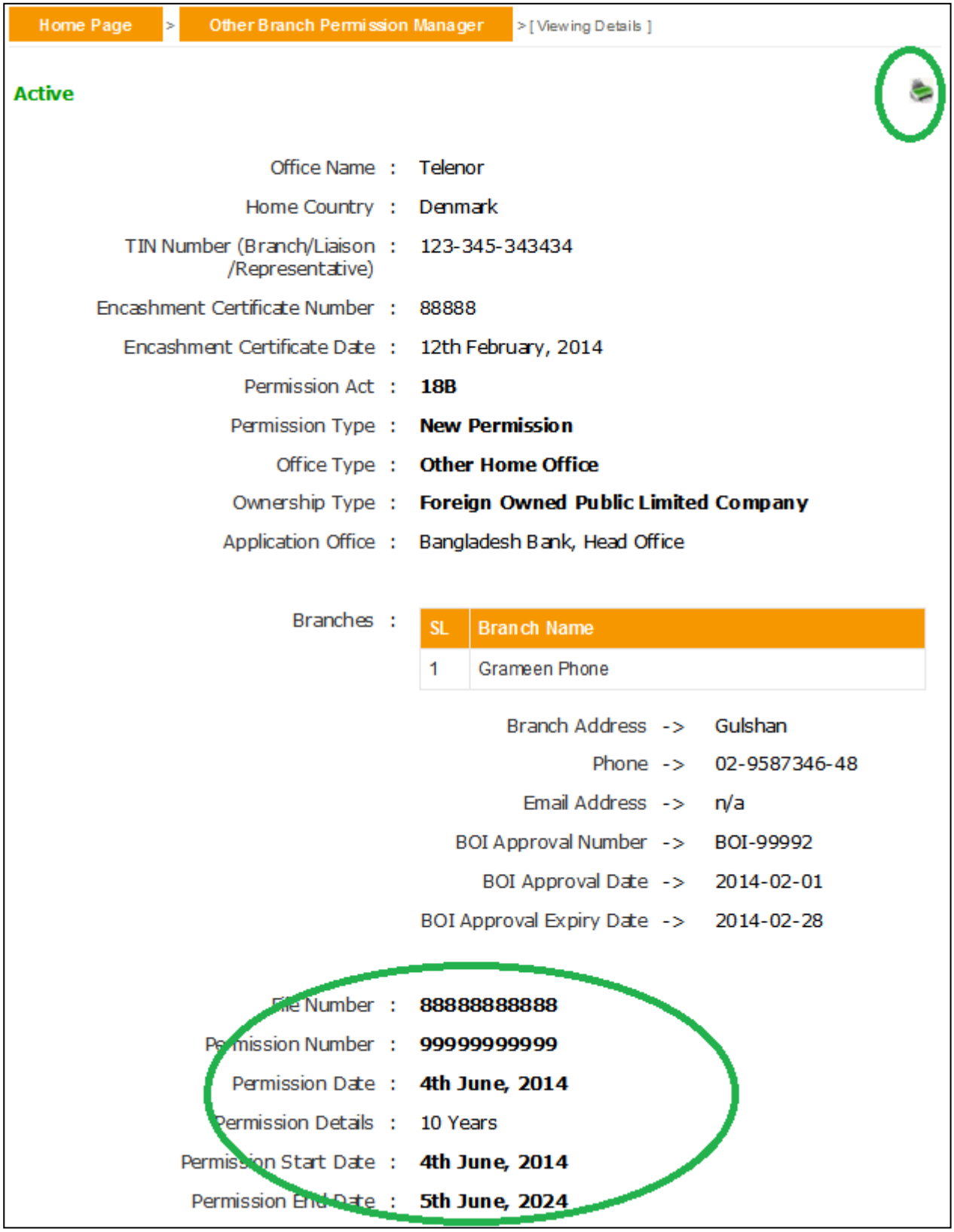
10.3. From the search page one can search for different applications (Active, Saved, Submitted and Rejected) using various criteria or a mix of them. Please note the output of search is listed in the descending order of create date. In the result list there will be a summary of existing record with their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



10. Other Branch Permission Manager

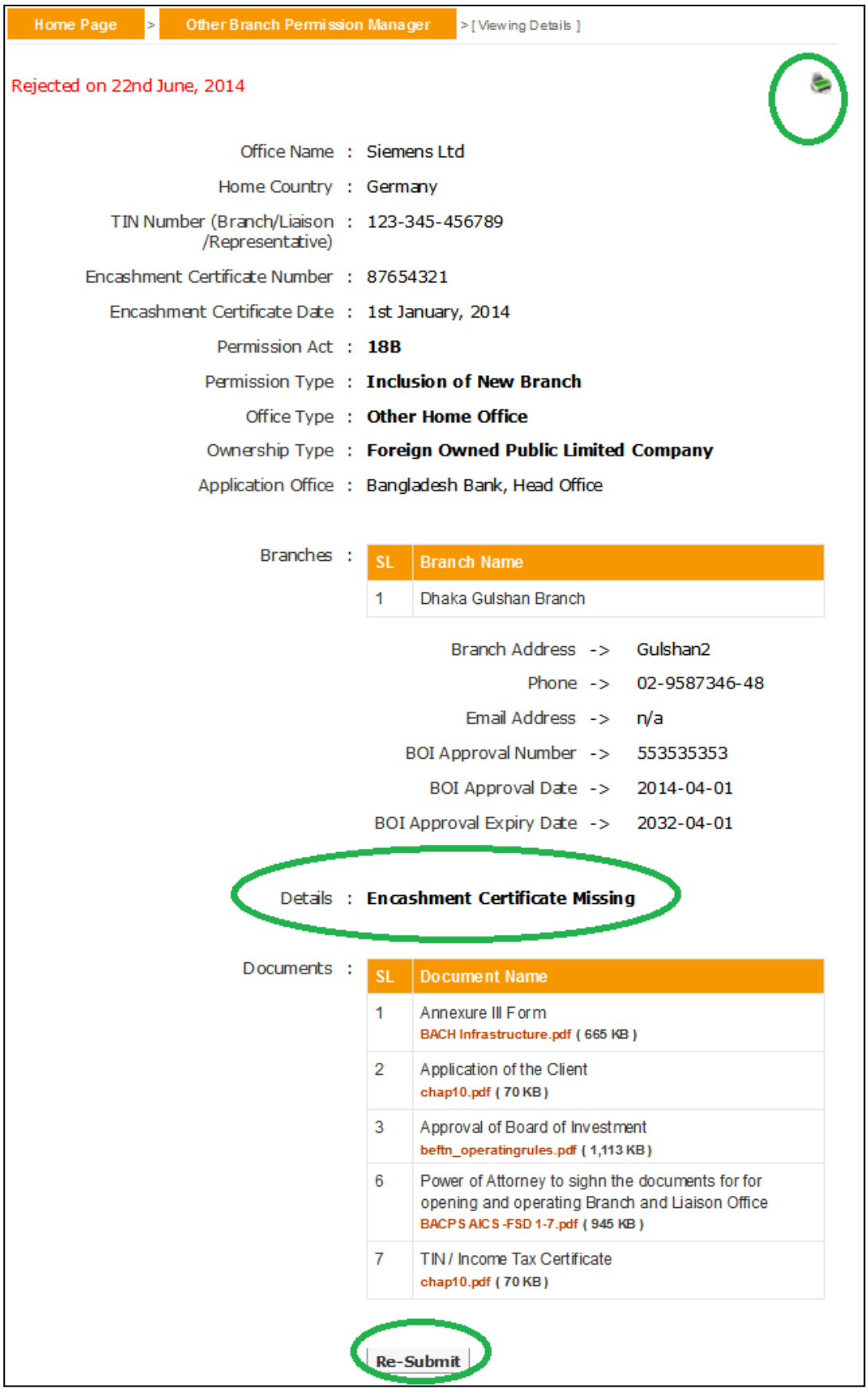
10. Other Branch Permission Manager

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.



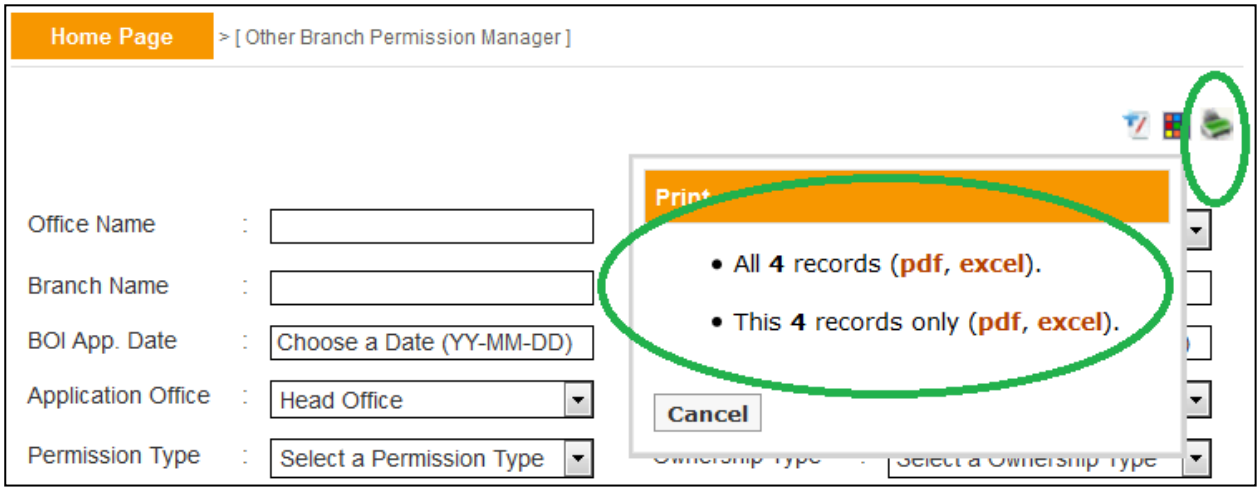
10. Other Branch Permission Manager

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

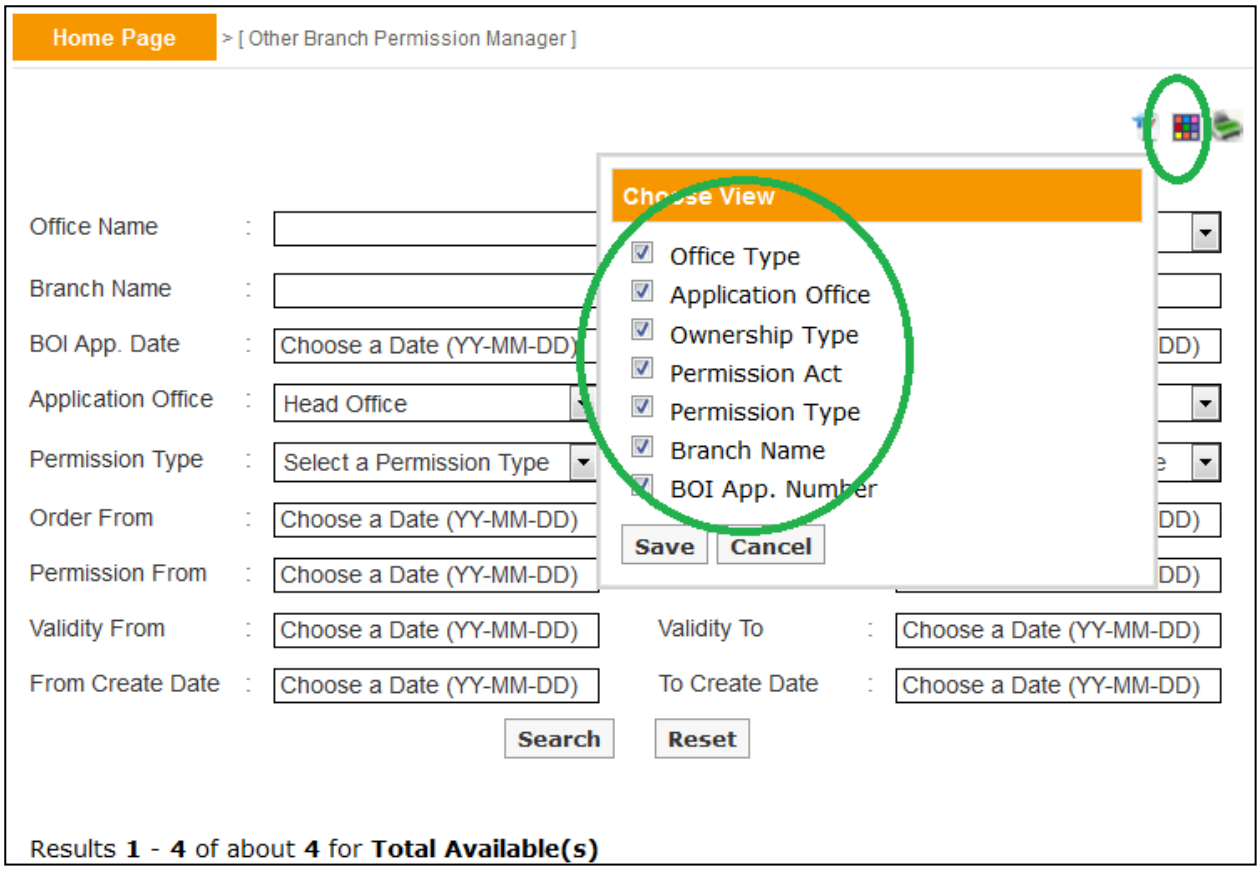


10. Other Branch Permission Manager

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



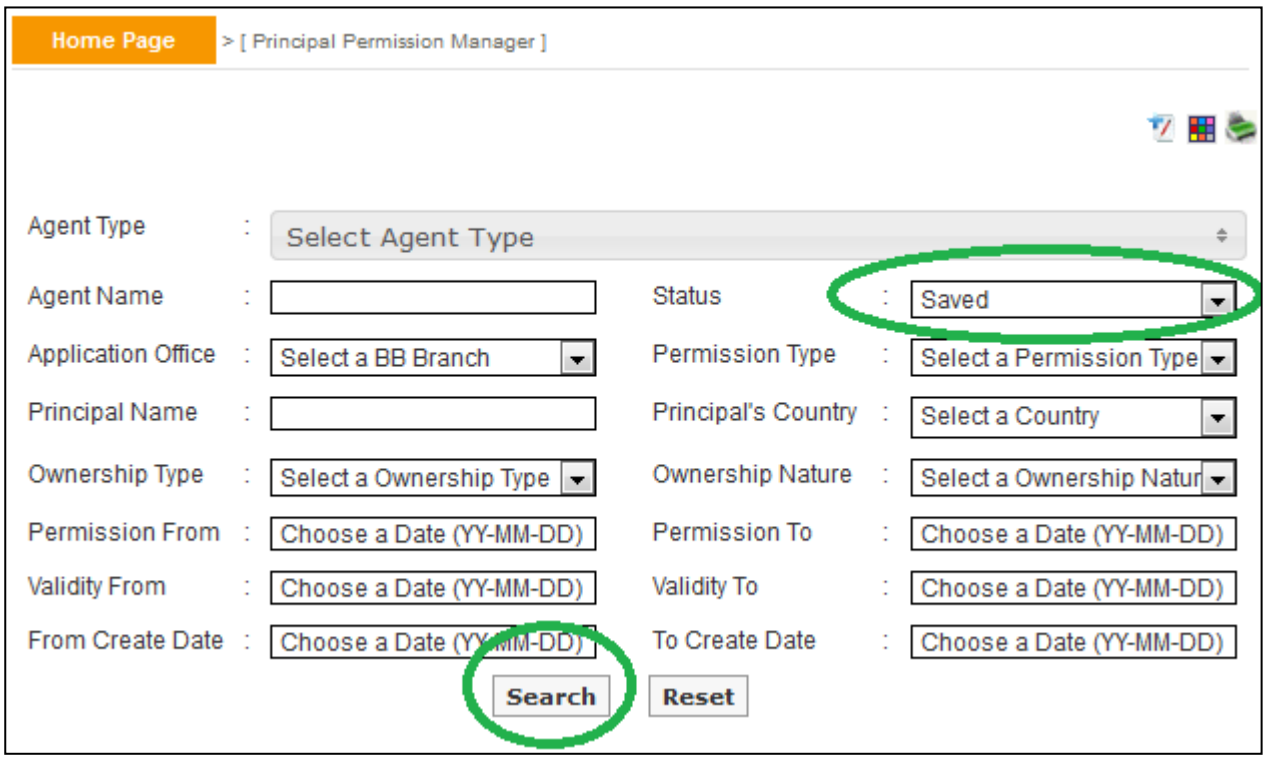
Also the headers of excel file and information on listed output can be customized using respective page's customize ( ) link.



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'.



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.

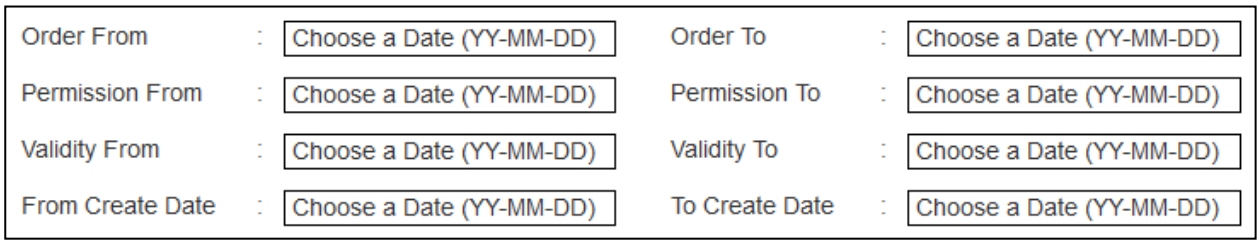
11.3. How can I list approved applications for Buying Agent?

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.



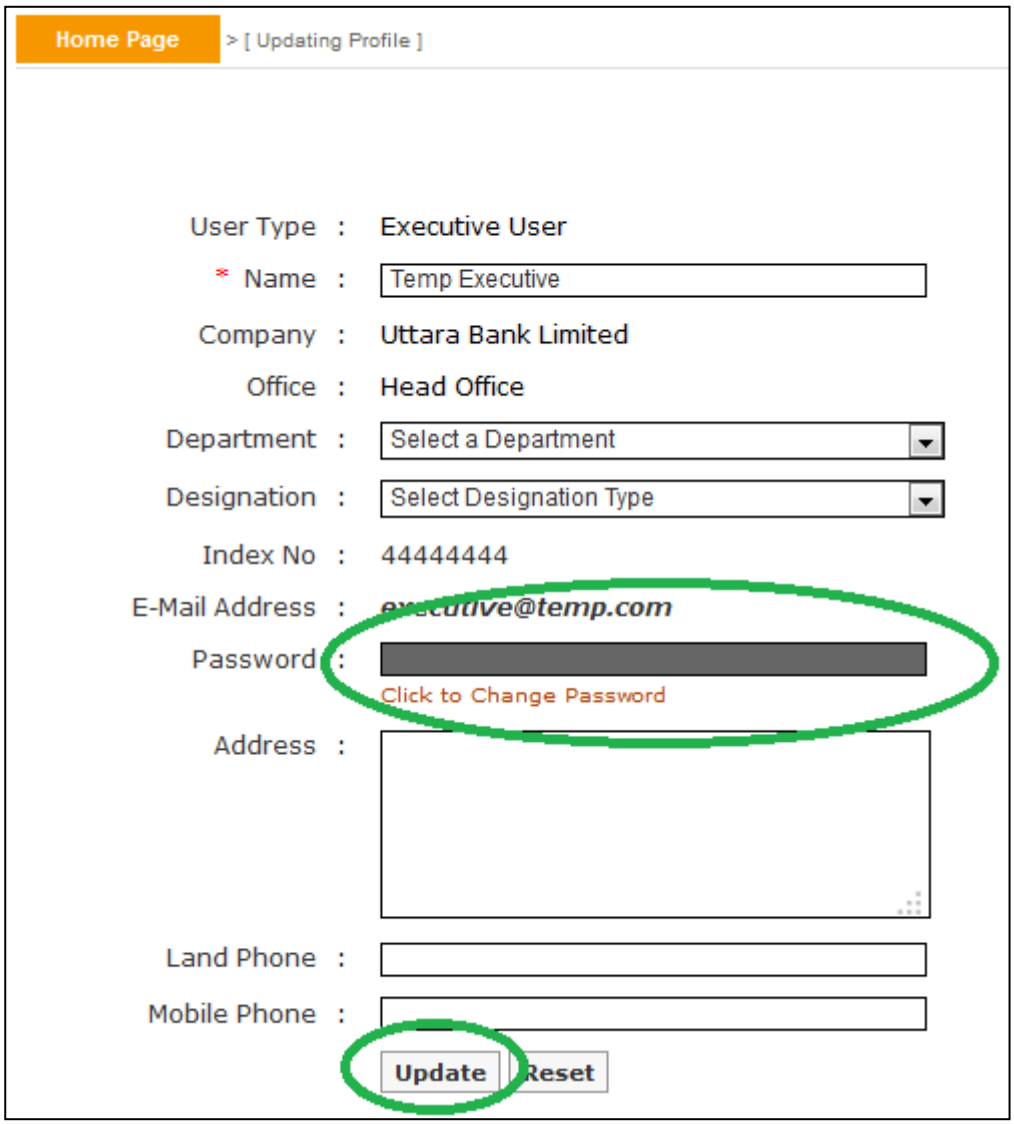
Here,

- 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.



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.