

Peoples Republic of Bangladesh
Prime Minister’s Office
Bangladesh Export Processing Zones Authority (BEPZA)
BEPZA Complex, House-19/D, Road-6, Dhanmondi, Dhaka-1205, Bangladesh

Standard Operating Procedure of One Stop Service
15. Certificate of Origin

Type of Services		Service Providing Organization/ Authority	Service Process	Required Documents	Fee/Charge (if applicable)	Working Days for Disposal	Designation of the responsible Official
15.1	Registration with Export Promotion Bureau for Textile Unit:	Export Promotion Bureau: Preferential Certificate of Origin	1. Payment of application fee to EPB bank account; 2. Submission of forwarding letter to BEPZA OSSC with required documents; 3. Forwarding the documents to EPB through the focal point and reviewing the documents; 4. Fixation of inspection date by EPB and informing it to the applicant through BEPZA OSSC; 5. Issuance of the Registration Certificate and delivered to the applicant through BEPZA OSSC.	1. Forwarding Letter with Company Letter Head; 2. Copy of Valid Trade License; 3. Original bank slip for the payment of the registration fee; 4. Passport size photographs of the person to whom Trade License is granted (2 copies); 5. Copy of (renewed) Bonded Warehouse License (if applicable); 6. Copy of renewed Fire Safety License; 7. Copy of fire policy; 8. Copy of Taxpayer’s Identification Number (TIN); 9. Copy of VAT certificate; 10. Membership Certificate form of BGMEA/BKMEA/BSTMPIA/BTTLMEA and such other associations (if applicable); 11. Copy of Articles of Association and Memorandum of Association 12. Copy of Building Permit issued by BEPZA with the approved building layout plan and structural design; 13. Copy of paper-proof of Group Insurance for the workers employed in the factory	Registration: BDT 5,000 Renewal: BDT 3,000 Late Submission: BDT 2,000	01 Day	

Type of Services		Service Providing Organization/ Authority	Service Process	Required Documents	Fee/Charge (if applicable)	Working Days for Disposal	Designation of the responsible Official
15.2	Registration with Export Promotion Bureau for Non -Textile		1. The applicant pays required application fee to the bank account of EPB and receives its bank slip; 2. The applicant submits the Forwarding Letter (in letter head) with above mentioned required documents to BEPZA OSSC for registration at EPB; 3. The BEPZA OSSC submits all the documents to EPB through the focal point and concerned officials review the submitted documents; 4. EPB official fixes the date of inspection and inform to applicant through BEPZA OSSC. On the scheduled date, EPB official conducts the inspection; 5. If everything is found in order during inspection, EPB issues the Registration Certificate and pass it to BEPZA OSSC. Then, the Registration Certificate will be delivered to the applicant through BEPZA OSSC.	1. Forwarding Letter with Company Letter Head 2. Copy of Valid Trade License 3. Original bank slip for the payment of the registration fee 4. Passport size photographs of the person to whom Trade License is granted (2 copies) 5. Copy of Taxpayer's Identification Number (TIN) 6. Copy of VAT certificate 7. Membership Certificate form of BGMEA/BKMEA/BSTMPIA/BTTLMEA and such other associations (if applicable) 8. Copy of Articles of Association and Memorandum of Association (if applicable)	Registration: BDT 2,000 Renewal: BDT 1,000 Late Submission: BDT 500	01 Day	
15.3	Issuance of GSP (EU) Certificate of Origin for Textile Unit		1. The applicant pays required application fee to the bank account of EPB and receives its bank slip. 2. The applicant submits the application Form-A (FORM-CO-01) with above mentioned required documents for issuance of GSP Certificate of Origin to BEPZA OSSC. 3. The BEPZA OSSC submits all the documents to EPB through the focal point and concerned officials review the submitted documents. 6. If submitted documents are confirmed their conformity, EPB issues the Preferential Certificate of Origin (GSP Form-A) and passes it to BEPZA OSSC. Then, the Certificate of Origin will be delivered to the applicant through BEPZA OSSC.	1. Filled in Application Form A (FORM-CO-01) 2. Original bank slip for the payment of the application fee 3. Copy of filled in EXP form of Bangladesh Bank 4. Copy of Bill of Lading/ Airway Bill/ Truck Invoice 5. Copy of Bill of Export/ Bill of Entry 6. Copy of Commercial Invoice 7. Copy of Short Shipment Certificate (if applicable)	Urgent: BDT 500 (within 12 Hours) Normal: Option-1: BDT 400 (within 24 hours) Option-2: BDT 300 (48 hours)	01 Day	

Type of Services		Service Providing Organization/ Authority	Service Process	Required Documents	Fee/Charge (if applicable)	Working Days for Disposal	Designation of the responsible Official
15.4	Issuance of GSP (EU) Certificate of Origin for Non-Textile Unit		1. The applicant pays required application fee to the bank account of EPB and receives its bank slip. 2. The applicant submits the application Form-A (FORM-CO-01) with above mentioned required documents for issuance of GSP Certificate of Origin to BEPZA OSSC. 3. The BEPZA OSSC submits all the documents to EPB through the focal point and concerned officials review the submitted documents. 4. If submitted documents are confirmed their conformity, EPB issues the Preferential Certificate of Origin (GSP Form-A) and passes it to BEPZA OSSC. Then, the Certificate of Origin will be delivered to the applicant through BEPZA OSSC.	1. Filled in Application Form A (FORM-CO-01) 2. Original bank slip for the payment of the fee 3. Copy of filled in EXP form of Bangladesh Bank 4. Copy of Bill of Lading/ Airway Bill/ Truck Invoice 5. Copy of Bill of Export/ Bill of Entry 6. Copy of Commercial Invoice 7. Copy of Short Shipment Certificate (if applicable) 8. Phytosanitary/Cost Sheet/Bill of Entry/Import Invoice (if applicable)	BDT 700	01 Day	
15.5	Issuance of Certificate of Origin (Non-EU) for Textile & Non-Textile Unit		1. The applicant pays required application fee to the bank account of EPB and receives its bank slip. 2. The applicant submits the application Form-A (FORM-CO-01) with above mentioned required documents for issuance of GSP Certificate of Origin to BEPZA OSSC. 3. The BEPZA OSSC submits all the documents to EPB through the focal point and concerned officials review the submitted documents. 4. If submitted documents are confirmed their conformity, EBP issues the Certificate of Origin and passes it to BEPZA OSSC. Then, the Certificate of Origin will be delivered to the applicant through BEPZA OSSC.	1. Application Forms by categories a. For SAPTA (FORM-CO-02) b. For SAFTA (FORM-CO-03) c. For SAFTA-LDC (FORM-CO-04) d. For APTA (FORM-CO-05) e. For C.O. granted by China (FORM-CO-06) 2. Original bank slip for the payment of the fee 3. Copy of filled in EXP form of Bangladesh Bank 4. Copy of Bill of Lading/ Airway Bill/ Truck Invoice 5. Copy of Bill of Export/ Bill of Entry 6. Copy of Commercial Invoice 7. Copy of Short Shipment Certificate (if applicable) 8. Phytosanitary/Cost Sheet/Bill of Entry/Import Invoice (if applicable) (only for Non-Textile unit)	<u>Textile Unit:</u> Urgent: BDT 400 (within 12 Hours) Normal: Option-1: BDT 300 (within 24 hours) Option-2: BDT 200 (48 hours) <u>Non- Textile Unit:</u> BDT 700	01 Day	

