

Procedure for Granting Permission for Importation of Essential Raw Materials for BOI Registered Projects

1. Request of the Importer will be made via email or manual to the Director General of BOI by filling relevant Application Form publish in the IECD web.
2. A Serial Number will be assigned to the application by a responsible person of the BOI
Ex: BOI/001
3. BOI officer **Confirms the Credibility** / Recommends (internal for non TIEP or with the Customs if TIEP)
 - Check importation data of over the past year and decide necessity of raw material
 - Check present export orders
 - Critically analyze data collected in below f
 - Decide quantity required to be imported
4. **BOI Recommendation** signed by the Director General of BOI.
5. **Recommendation of BOI to the Controller General of Import & Export Control** will be sent via email and simultaneously recommendation will be sent to the importer also.
6. Aforesaid email's headline should be filled only with the serial number of the Application.
7. **Approval of the Controller General of Import & Export Control** will be sent to the BOI via email while copying to the importer.
8. BOI will submit the approval letter to the Bank.

Details to be submitted along with the Request by the Exporter for BOI Recommendation for Importation.

- a. Name of the Applicant / Contact Person
- b. Address / Contact Numbers / E-mail
- c. BOI Registration Certificate
- d. Payment Term
- e. Performa Invoice regarding the importation of required raw material
- f. Details of Confirmed Export Orders (please give the import data of the same item for the previous year)
 - i. Country / Market
 - ii. Name/ Detail of finished product
 - iii. Planned Export Value
 - iv. Planned / committed Finished Export Volume in Kg or Unit
 - v. Time required to complete production

- vi. Expected shipment date of finished product
- vii. Raw materials need to be imported and amount currently available stocks of them.

g. Details of the Bank

Name: _____ Branch: _____ email: _____

h. TIEP Registration Number if any

i. Importer's Declaration:

I declare that the above details provided by me are true and correct and assure that the above mentioned essential raw material will only be used for the production process to meet the above confirmed export orders already in place, in accordance with the prevailing rules and regulations of the country.

j. Relevant Authorized Person should be signed and stamp should be placed

k. Recommendation of BOI

	Item	HS Code	Quantity	Unit (Kg/etc.)	Value (Value/Currency)	Country of origin
1						
2						
3						

l. DG of BOI should be signed

It is expected to keep the information provided by the importer secure by EDB

Procedure for Reporting

- 1. BOI report to the IECD about the rejected application should be sent once a month
 - a. Total number of rejected applications
 - b. Details of rejected application case by case

S.N	Importer	Item (Raw Material)	HS code	Finished product	Reason for rejection

- c. When there is no rejected application in a month, BOI shall report IECD about it