

Bangladesh Single Window User Manual for CLP Submission

Department of Environment (DoEN)



User Manual for CLP Submission Module

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User Manual for CLP Submission Module

Components Name	User Manual for CLP Submission Module
Components	Trader Role in BSW Application
General Description	This document guides traders in creating license applications.

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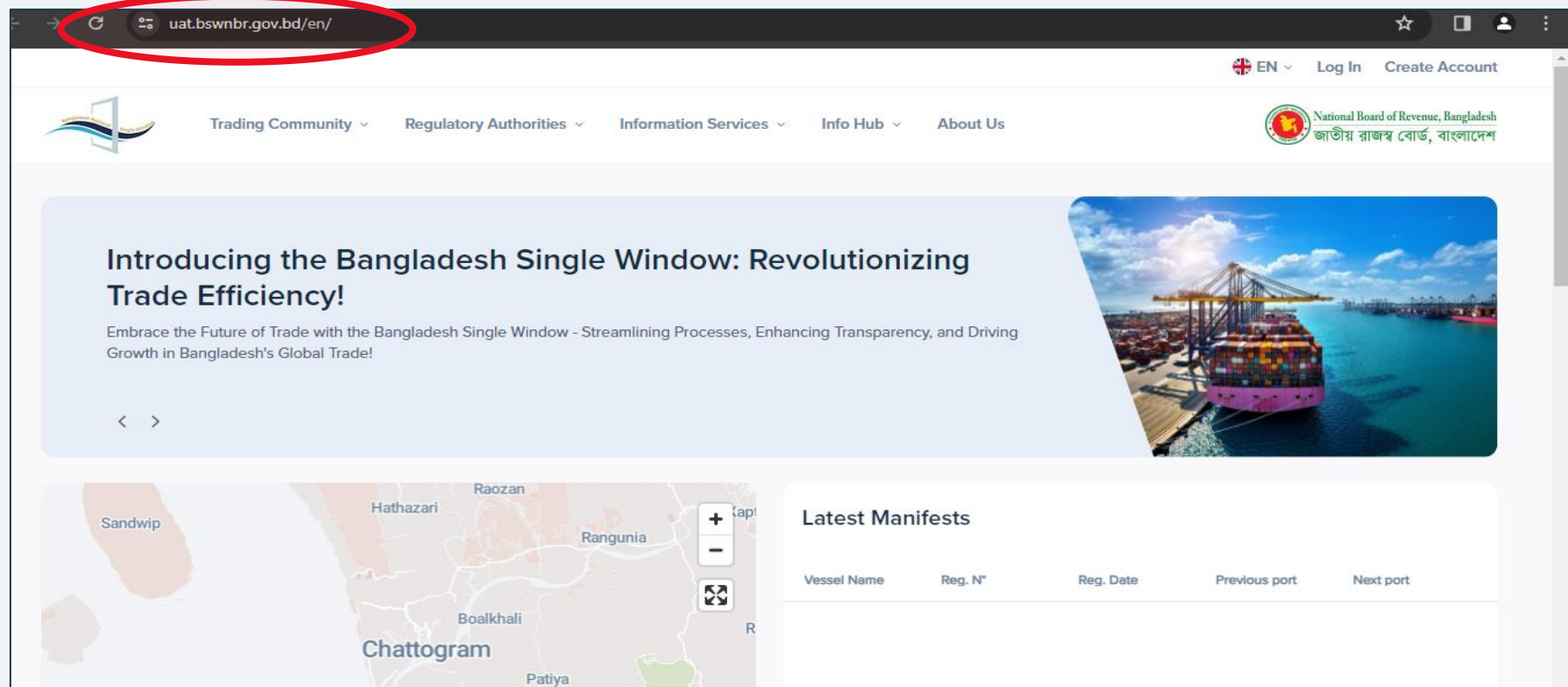
User Manual for CLP Submission Module

Overview

This document will guide users to understand the importance of the BSW application and will also guide how to log into the portal to create an NOC, License application. This document also covers all the menus, how to create new applications, tabs, attached documents, and information available in the BSW portal and makes the best use of the portal.

Register into the BSW portal:

1. Run URL: <https://uat.bswnbr.gov.bd/en/> in the address bar of the browser of your system.



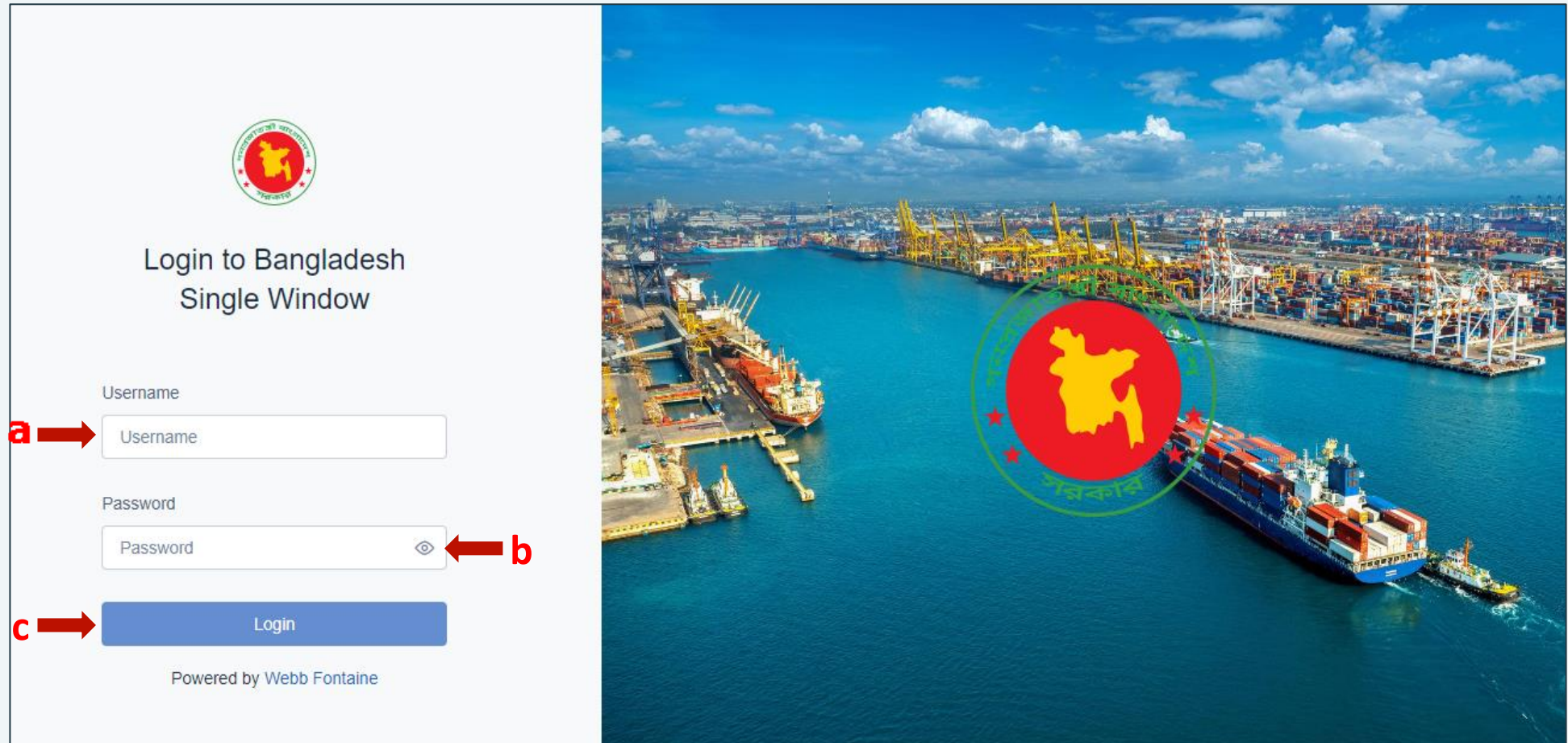
<https://uat.bswnbr.gov.bd>

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2. You will land on the Homepage of the CLP application.

3. How to **Log In**.

- After successfully creating the trader account in BSW portal, the user can log in to the portal by clicking on the Login page of the BSW application (as shown below).

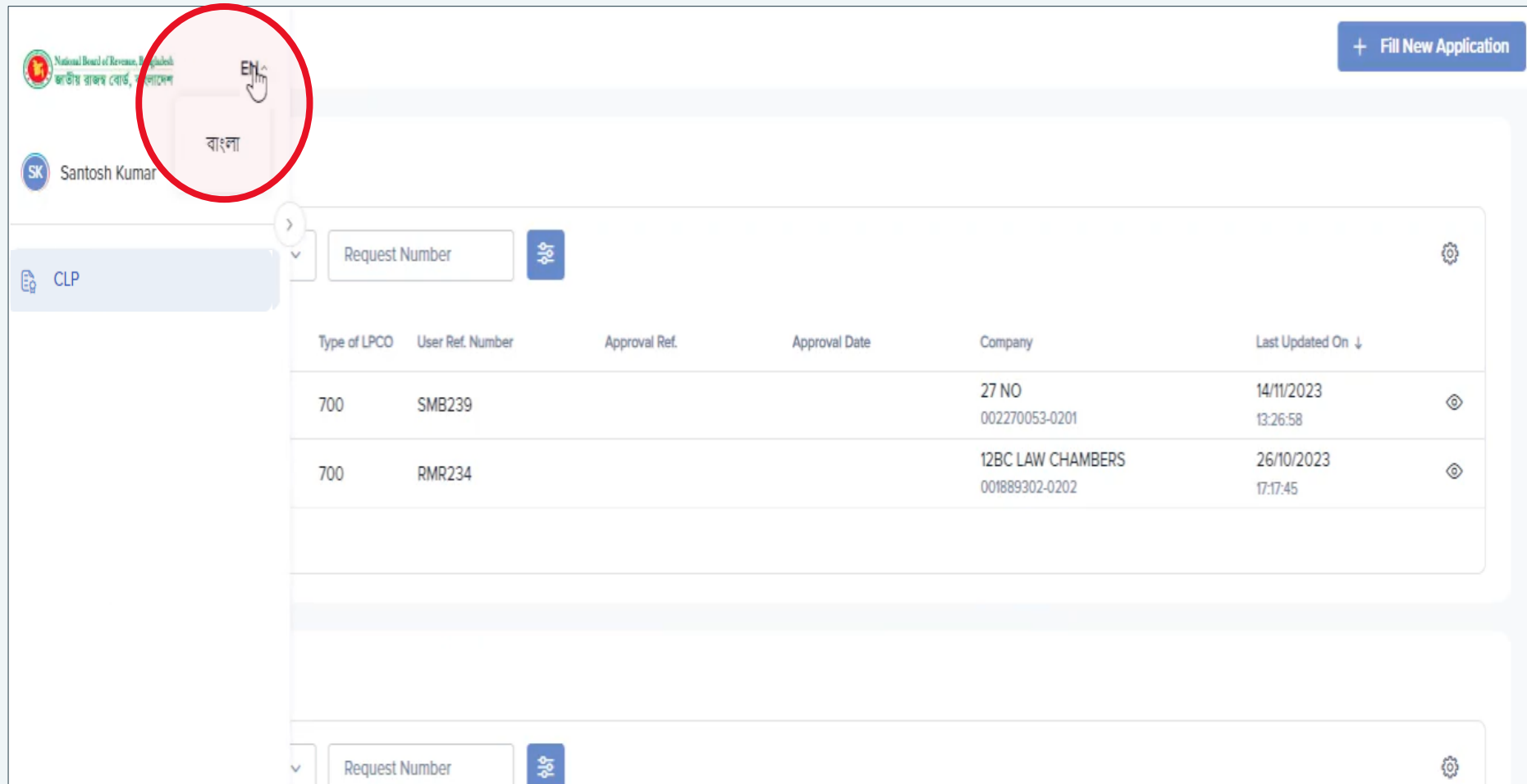


<https://uat.bswnbr.gov.bd>

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➤ Enter a valid Username and Password and then click the Login button to log into the portal.

4. This portal is Bilingual i.e., both in Bangla and English. You can select languages from English to Bangla or Bangla to English. To Change the languages (if needed) please click here.

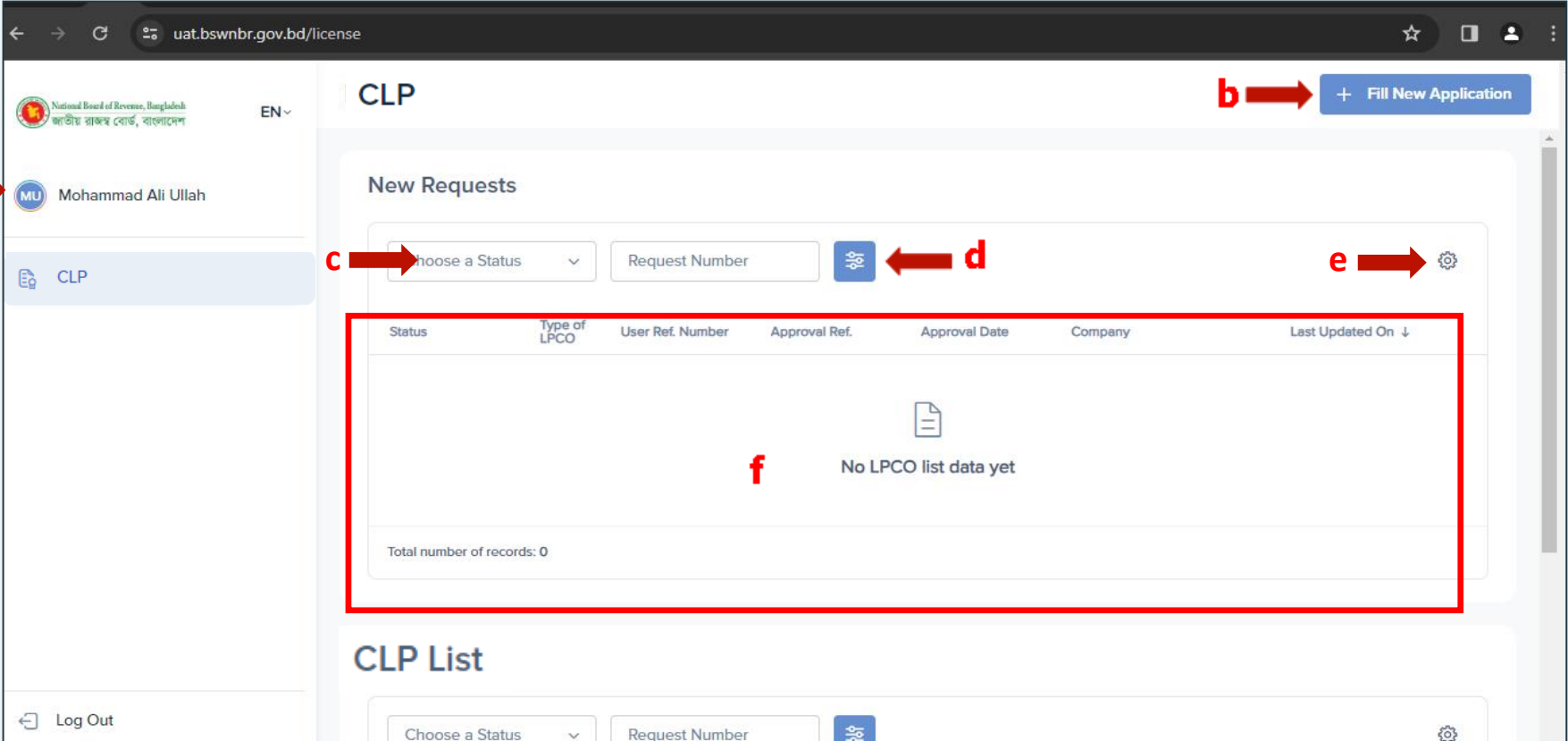


Type of LPCO	User Ref. Number	Approval Ref.	Approval Date	Company	Last Updated On ↓
700	SMB239			27 NO 002270053-0201	14/11/2023 13:26:58
700	RMR234			12BC LAW CHAMBERS 001889302-0202	26/10/2023 17:17:45

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5. Menus:

After successfully logging into the portal, traders will be directed to the menu. In the menus, they will see a form with different fields. These are given below:



The screenshot shows the CLP Submission Module interface. The browser address bar displays `uat.bswnbr.gov.bd/license`. The left sidebar contains the National Board of Revenue, Bangladesh logo, the user name "MU Mohammad Ali Ullah", and the "CLP" menu item. The main content area is titled "CLP" and features a "Fill New Application" button. Below this is a "New Requests" section with a form containing a "Choose a Status" dropdown, a "Request Number" input field, and a blue button with a document icon. A table below the form has columns: Status, Type of LPCO, User Ref. Number, Approval Ref., Approval Date, Company, and Last Updated On. The table is currently empty, displaying "No LPCO list data yet" and "Total number of records: 0".

Annotations on the screenshot:

- a**: Points to the user name "MU Mohammad Ali Ullah" in the sidebar.
- b**: Points to the "Fill New Application" button.
- c**: Points to the "Choose a Status" dropdown in the "New Requests" form.
- d**: Points to the blue button with a document icon in the "New Requests" form.
- e**: Points to the settings gear icon in the "New Requests" form.
- f**: Points to the "No LPCO list data yet" message in the table.

- a. Username will be shown of the traders,
- b. To create a new CLP application, traders should click on Fill New Application,

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- c. Traders can check the application's status by choosing from the drop-down options (Pending payment, Requested, and Queried),
- d. Clicking on the advanced search menu,
 - d1. A new menu will open named Add Filter, from where traders can add more filters to search,

The screenshot displays the 'CLP' (Customs License Portal) interface. The top navigation bar includes the 'National Board of Revenue, Bangladesh' logo and the user 'Santosh Kumar'. The main section is titled 'New Requests' and features a search bar with a dropdown menu for 'Choose a Status' and a 'Request Number' field. A red arrow labeled 'd' points to the advanced search icon (three vertical bars with a magnifying glass). Below this, a red box labeled 'd1' highlights the '+ Add Filter' button, which has opened a dropdown menu. This menu lists various filters: 'Type of LPCO', 'User Ref. Number', 'Approval Ref.', 'Approval Date', 'Request Date', 'Ministry', and 'Agency Status'. The background shows a table of requests with columns for 'Ref. Number', 'Approval Date', 'Company', and 'Last Updated On'. The table contains five rows of data. At the bottom, there is a pagination control showing '1' of 5 pages and a 'Jump to page' field.

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e. In this menu, traders can change search operations columns by selecting the options shown in Red box:

The screenshot shows the CLP Submission Module interface. The top navigation bar includes the National Board of Revenue logo and the user profile of Santosh Kumar. The main content area displays a table of CLP requests. A red box highlights the search filter menu, which allows users to toggle the visibility of various columns in the table.

Status	Type of LPCO	User Ref. Number	Approval Date	Company
Requested	700	DRN2324		Weekly Amar Gourab 002818961-0401
Requested	700	ZHD238		M/s, Sayeed Enterprise - 001415716-0503
Reviewed	700	BRN2322		12BC LAW CHAMBERS 001889302-0202
Requested	504	DRN2312		2005 EXPRESS 002127434-0303
Requested	700	MMN233		Venture-2012 001047541-0401

The search filter menu (highlighted in red) includes the following options:

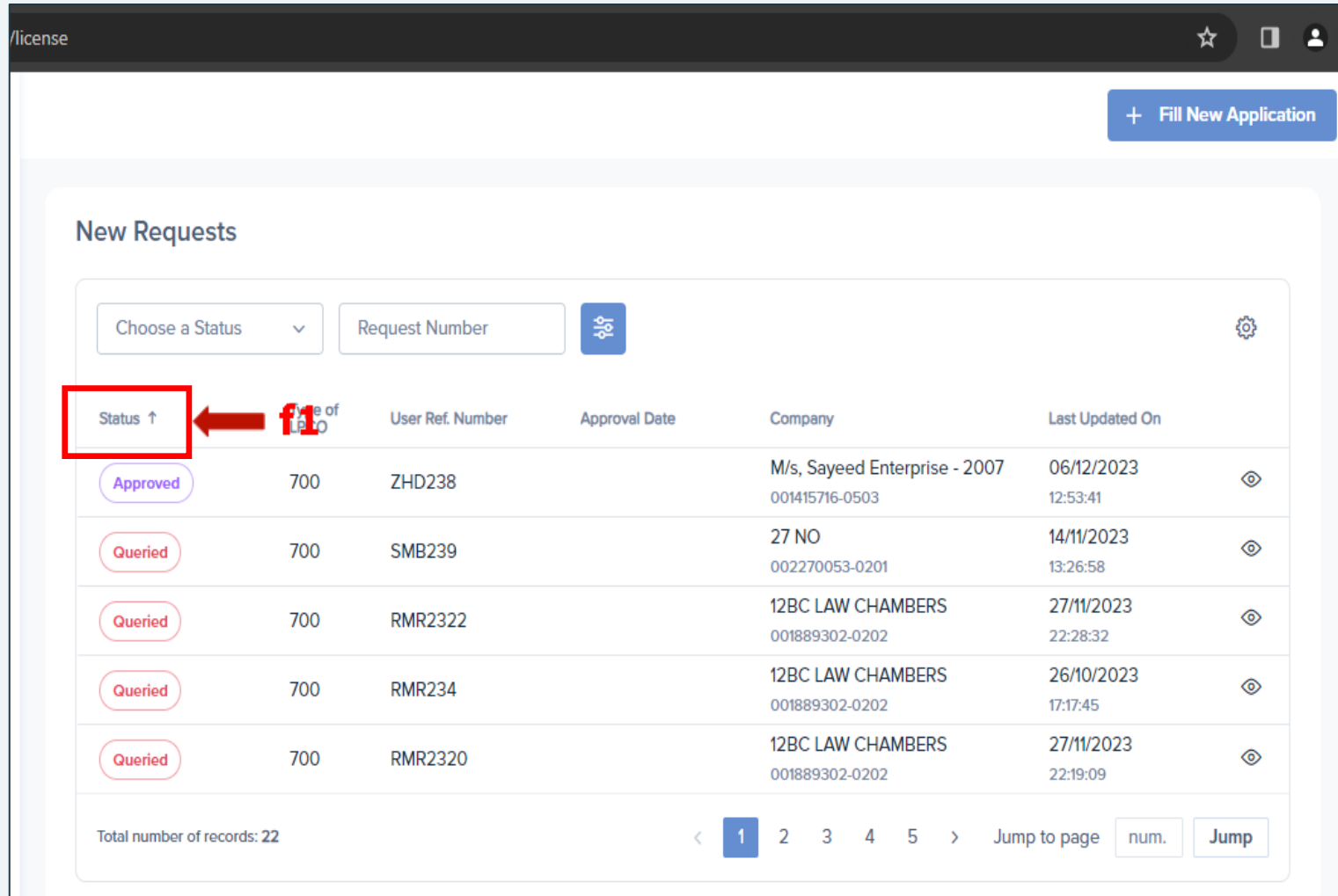
- Status
- Type of LPCO
- User Ref. Number
- Approval Ref.
- Approval Date
- Company
- Last Updated On

Total number of records: 21

Page navigation: 1 2 3 4 5 Jump to page num. Jump

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- f. In this section traders can view all statuses of CLP applications, and they can also perform the sorting on the results of search operations by clicking on the menus in the red color box f1.



The screenshot shows the 'New Requests' section of the application. At the top right, there is a button labeled '+ Fill New Application'. Below this, there is a search bar with a dropdown menu labeled 'Choose a Status' and a text input field labeled 'Request Number'. To the right of the search bar is a settings icon. Below the search bar is a table with the following columns: 'Status', 'No. of Licenses', 'User Ref. Number', 'Approval Date', 'Company', and 'Last Updated On'. The 'Status' column header is highlighted with a red box, and a red arrow points to it with the label 'f1'. The table contains five rows of data. The first row has a status of 'Approved', and the other four rows have a status of 'Queried'. At the bottom of the table, there is a pagination bar showing 'Total number of records: 22' and a page selector with buttons for '<', '1', '2', '3', '4', '5', '>', 'Jump to page', 'num.', and 'Jump'.

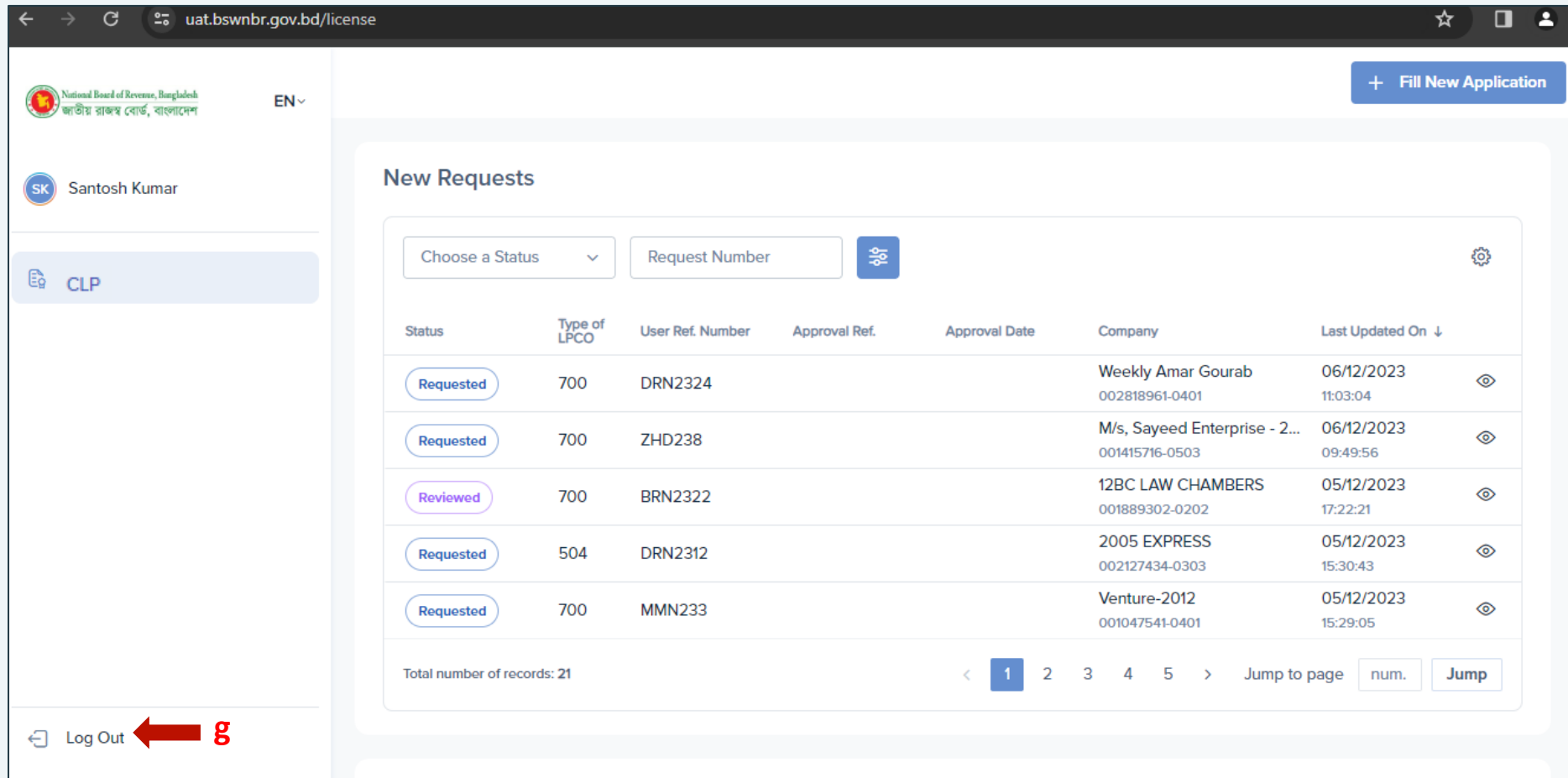
Status	No. of Licenses	User Ref. Number	Approval Date	Company	Last Updated On
Approved	700	ZHD238		M/s, Sayeed Enterprise - 2007 001415716-0503	06/12/2023 12:53:41
Queried	700	SMB239		27 NO 002270053-0201	14/11/2023 13:26:58
Queried	700	RMR2322		12BC LAW CHAMBERS 001889302-0202	27/11/2023 22:28:32
Queried	700	RMR234		12BC LAW CHAMBERS 001889302-0202	26/10/2023 17:17:45
Queried	700	RMR2320		12BC LAW CHAMBERS 001889302-0202	27/11/2023 22:19:09

Total number of records: 22

< 1 2 3 4 5 > Jump to page num. Jump

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g. To log out from the portal, traders can click the Log Out button.



The screenshot shows the user interface of the uat.bswnbr.gov.bd/license portal. The left sidebar contains the user's name 'Santosh Kumar' and a 'CLP' button. The main area displays a 'New Requests' table with columns for Status, Type of LPCO, User Ref. Number, Approval Ref., Approval Date, Company, and Last Updated On. The table lists five requests, with the first four marked as 'Requested' and the second as 'Reviewed'. A 'Log Out' button is located at the bottom left of the sidebar, highlighted with a red arrow and the letter 'g'.

Status	Type of LPCO	User Ref. Number	Approval Ref.	Approval Date	Company	Last Updated On ↓
Requested	700	DRN2324			Weekly Amar Gourab 002818961-0401	06/12/2023 11:03:04
Requested	700	ZHD238			M/s, Sayeed Enterprise - 2... 001415716-0503	06/12/2023 09:49:56
Reviewed	700	BRN2322			12BC LAW CHAMBERS 001889302-0202	05/12/2023 17:22:21
Requested	504	DRN2312			2005 EXPRESS 002127434-0303	05/12/2023 15:30:43
Requested	700	MMN233			Venture-2012 001047541-0401	05/12/2023 15:29:05

Total number of records: 21

Page navigation: 1 2 3 4 5 > Jump to page num. Jump

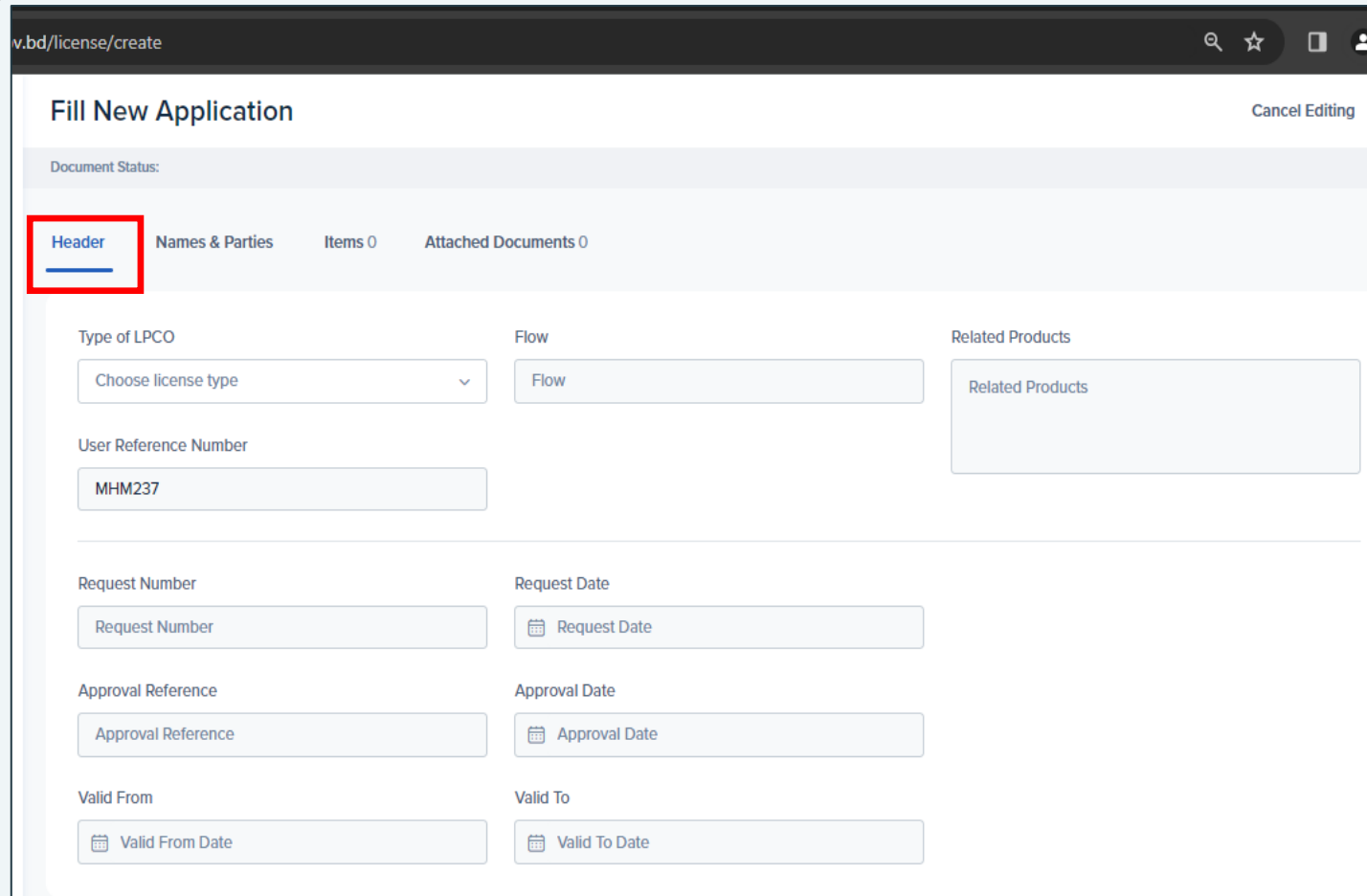
6. How to create a new application for NOC:

6.1 To create a new NOC/CLP request/application, traders should click *Fill New Application*.

<https://uat.bswnbr.gov.bd>

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6.1.1 **Header Tab:** On clicking Fill New Application, a trader will be directed to the Header Tab. In the header tab, the trader will see a form with different fields.



6.1.2 Click on the Type of LPCO field. On Clicking on the Type of LPCO field, a trader will see different types of NOC/CLP in the drop-down option.

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Fill New Application Cancel Editing Store Request

Document Status:

Header Names & Parties Items 0 Attached Documents 2

Type of LPCO

Environment Directorate NOC 1208 x ^

Certificate from Drug Administration 504

Environment Directorate NOC 700

Environment Directorate NOC 1208

Veterinary certificate for poultry 0805

Warehouse License 317

Valid From

Flow

Export

Related Products

No Objection Certificate for Export

Request Date

Request Date

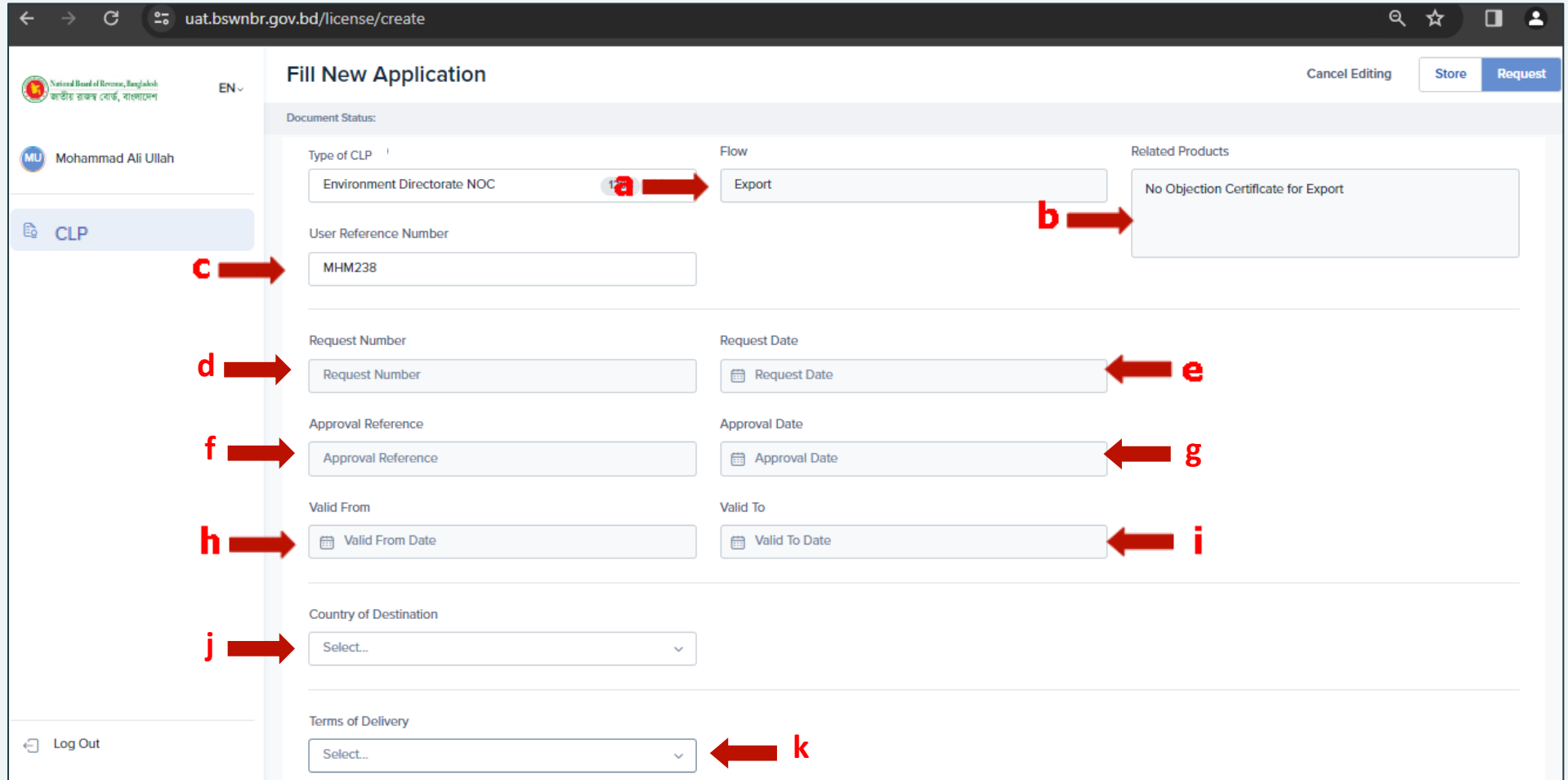
Approval Date

Approval Date

Valid To

After selecting the required type of CLP, some additional fields will be added in the header tab depending on the selected CLP type.

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a. Flow: The system will assign Flow type according to the type of CLP selected. If the type of CLP selected is Export type, the system assigns the Value "Export" and if the type selected is Import type system will assign the value "Import".

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b. Related Products: This field is associated with the Type of CLP. Details of Related product fields will be provided by the system itself according to the type of CLP selected. This field provides information about the products that are allowed to be exported/Imported under the selected CLP type.

c. User Reference Number: The system assigns the User Reference Number itself. Traders can use a system-assigned reference number or can edit the reference number if required.

d. Request Number: The system assigns a Request Number automatically when the status of the CLP application becomes Requested.

e. Request Date: The system assigns a Request Date automatically when the status of the CLP application becomes Requested. It's auto-generated by the system and will be disabled for traders.

f. Approval reference: The system assigns approval reference automatically after the application is processed and approved by authorized personnel.

g. Approval Date: The system assigns an Approval Date automatically when the CLP application is Approved. The approval date is the date on which the CLP application was approved.

h. Valid From: The system assigns a Valid From date automatically when the CLP application is Approved. The field indicates the date from which the license is valid.

i. Valid To: The system calculates the validity period of the license and automatically assigns the Valid To date according to the Type of CLP.

j. Country of Destination: Trader can see a list of country names by clicking the Country of Export/Country of Import field from which country can be selected.

k. Terms of Delivery: Traders can see a list of delivery terms, from which they can select the terms of delivery by selecting from the list.

After entering data in the fields of the header tab, a trader can now move to the Name & Parties tab by clicking on the Name & Parties tab.

6.2.1 **Name & Parties Tab:**

EN **Fill New Application** Cancel Editing Store Request

Document Status:

Header **Names & Parties** Items 0 Attached Documents 2

CLP MU **Ad All Ullah**

LPCO

a → Company Code and Name
Search Company Code and Name (Min 2) ▼

b → Company Address
Company Address

c → Company Phone
Write company phone

d → Company Email
Write company email

e → Warehouse Address
Warehouse Address

f → Boundary of the Warehouse

f1 → East & West North & South **f2** →

g → Nature of Warehouse Construction
Nature of Warehouse Construction

h → Use of different floors in where the warehouse is located
Use of different floors in where the warehouse is located

i → Name of the Applicant Designation of the Applicant **j** →

k → Address of the Applicant
Address of the Applicant

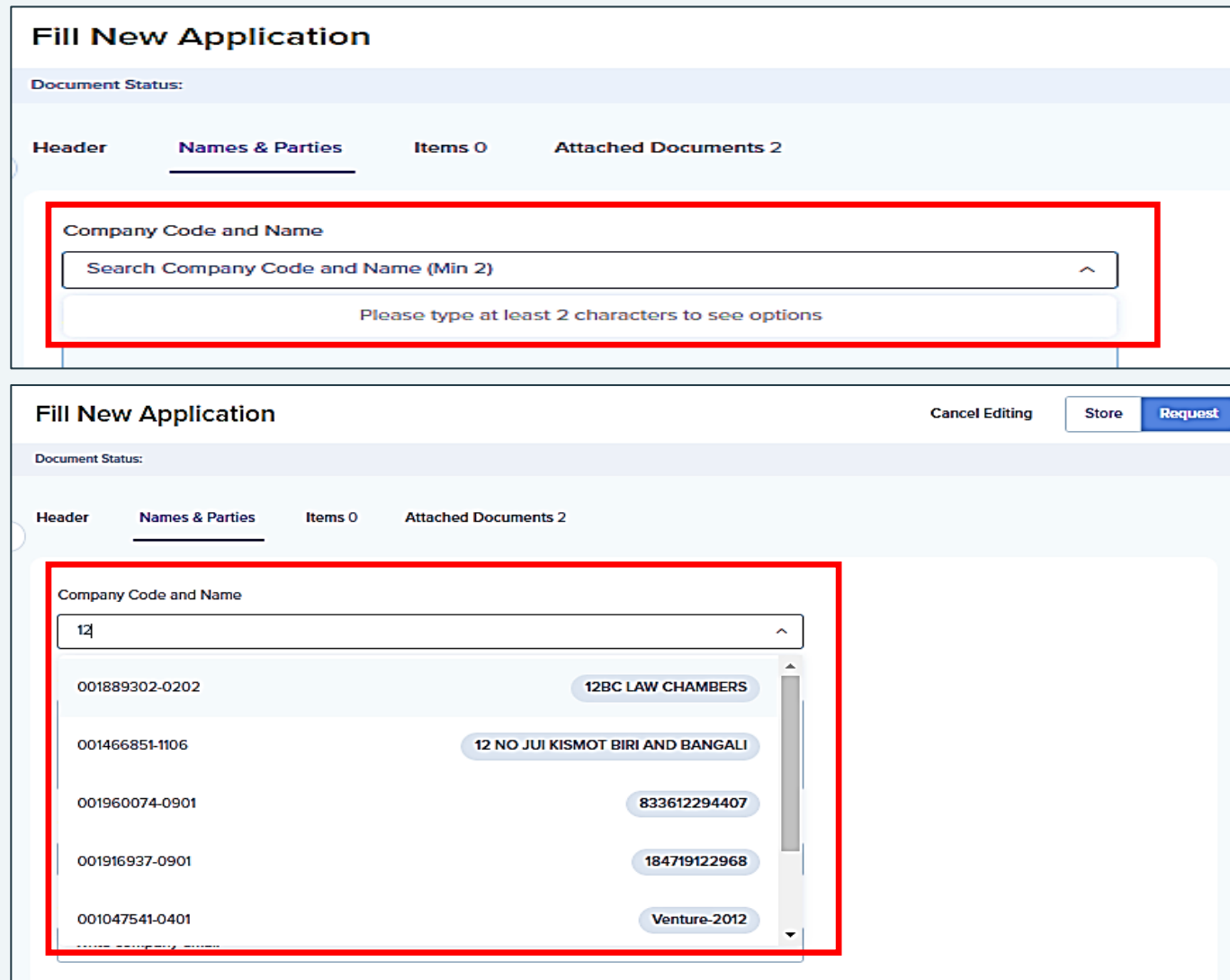
l → Contact Number of the Applicant Email Address of the Applicant **m** →

n → NID of the Applicant
NID of the Applicant

Log Out

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a. Company Code and Name: Company code and Name are automatically populated by the system and disabled for the trader. To search for the company code and name traders just need to input a minimum of 02 characters and a drop-down option will arrive to select the company name code and name (as shown in the below Red box).



Fill New Application

Document Status:

Header **Names & Parties** Items 0 Attached Documents 2

Company Code and Name

Search Company Code and Name (Min 2)

Please type at least 2 characters to see options

Fill New Application Cancel Editing Store Request

Document Status:

Header **Names & Parties** Items 0 Attached Documents 2

Company Code and Name

12

001889302-0202	12BC LAW CHAMBERS
001466851-1106	12 NO JUI KISMOT BIRI AND BANGALI
001960074-0901	833612294407
001916937-0901	184719122968
001047541-0401	Venture-2012

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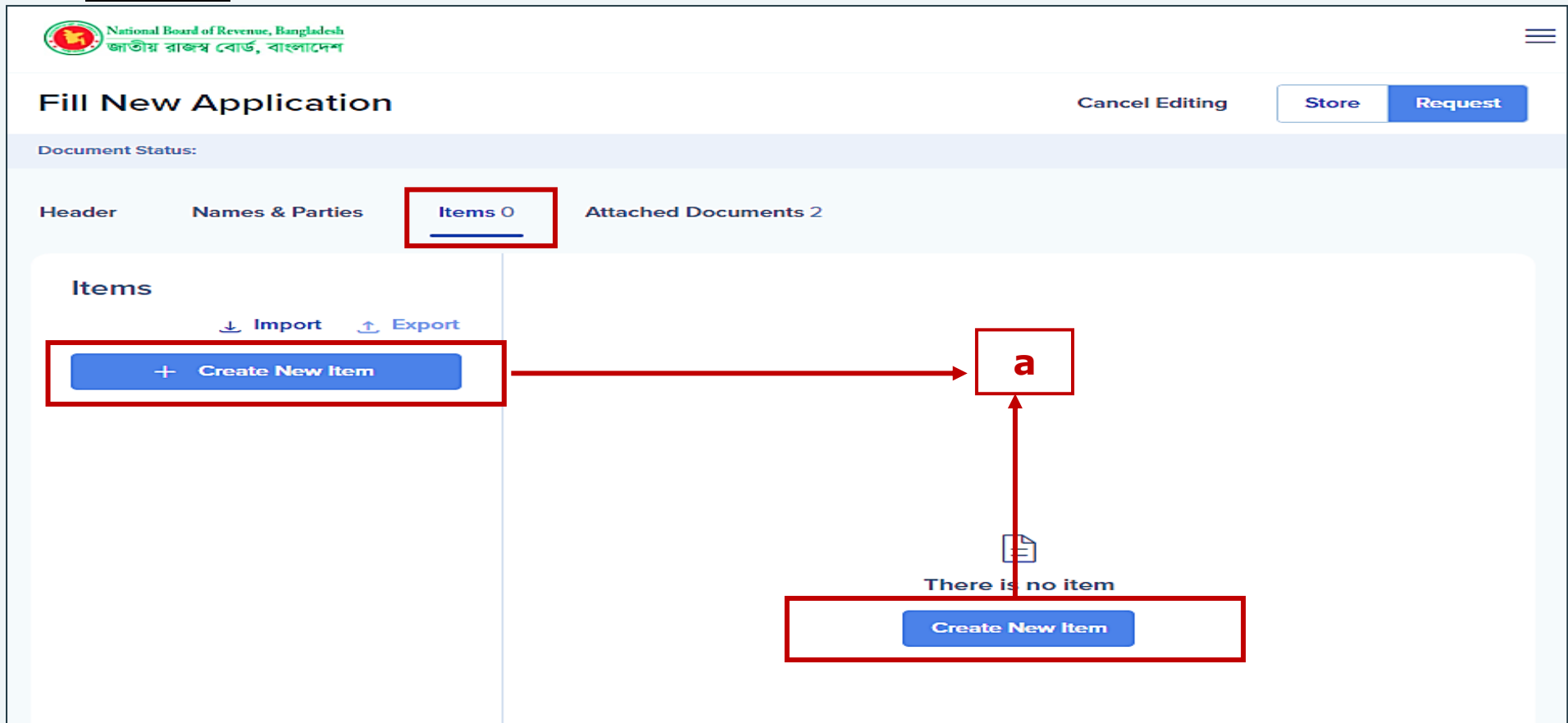
- b. Company Address: Company address is automatically populated by the system from ASYCUDA World system, trader is allowed to view only.
- c. Company Phone: Trader should enter a valid company phone number in this field.
- d. Company Email: A valid email address should be entered in this field. Traders will be notified of the actions taken on the NOC/CLP application via this email.
- e. Warehouse Address: The trader has to declare the warehouse address in this field.
- f. Boundary of the Warehouse: In this field (f1 & f2), traders need to declare the direction (North, East, West & South) of the warehouse boundary.
- g. Nature of Warehouse Construction: The trader shall define the components of the warehouse construction including the foundation, structural framework, roofing and walls, and electrical and mechanical systems.
- h. Use of different floors in which the warehouse is located: Trader/applicant has to define the floor(s) location of the warehouse stated (ex: 1st, 2nd, 3rd floor, etc).
- i. Name of the applicant: The applicant's name is automatically populated by the system from the NID database.
- j. Designation of the applicant: The applicant's official designation needs to be filled up in this field, and this field cannot be left blank.
- k. Address of the Application: The applicant's address is automatically populated by the system from the NID database.
- l. Contact Number of the Applicant: The applicant's contact number is automatically populated by the system from the NID database.
- m. Email Address of the Applicant: The applicant's email address is automatically populated by the system from the NID database/BSW registration database, if the email address is not found in the database, the applicant has to fill up the field. This field cannot be left blank, it's a mandatory field.

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n. NID of the Applicant: The applicant has to fill his/her valid NID number in this field, and this number will be verified from the NID database.

After entering data in the fields of the Name & Parties tab, a trader can now move to the Item tab by clicking on the *Item* tab.

6.3.1 Item Tab:



The screenshot shows the 'Fill New Application' form. The 'Items' tab is selected, and the 'Create New Item' button is highlighted. A red arrow points from the button to a red box containing the letter 'a'. Below the table, there is a message 'There is no item' and a 'Create New Item' button, which is also highlighted with a red box.

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Traders can go to the items details page and add items by clicking *Create New Item* (shown in red box).

Fill New Application Cancel Editing Store Request

Document Status:

Header **Names & Parties** **Items 0** Attached Documents 2

Items ↓ Import ↑ Export

+ Create New Item **New Item** Cancel Add Item

Commodity Code Country Of Origin

a Search Commodity Code (Min 2) b Choose country of origin

Commodity Description c

Commercial Description (Goods Name) d

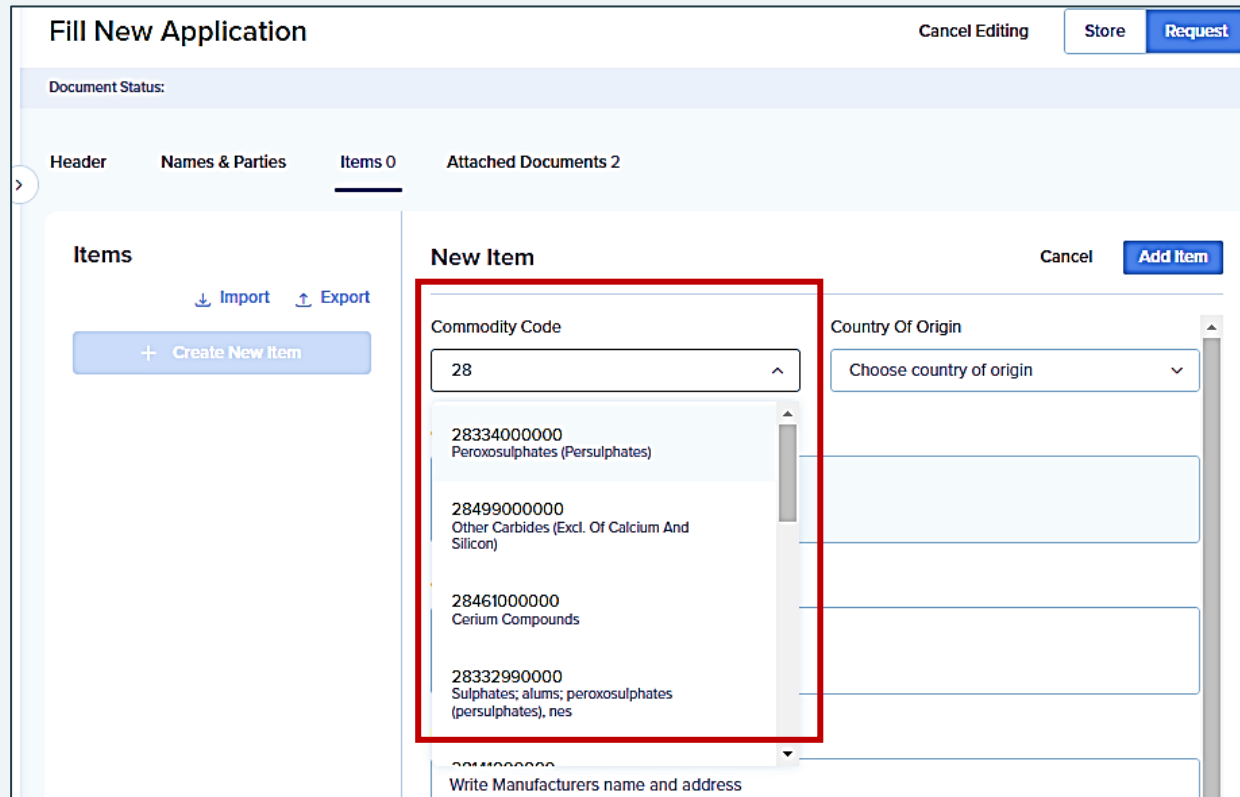
Manufacturers Name & Address e

Write commercial description

Write Manufacturers name and address

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a. Commodity Code: Entering Commodity Code by auto-suggestion provided by the system after entering the first 2-digit code of HS code (Harmonized System Code) [HS Code: an internationally standardized system of names and numbers to classify traded products].



The screenshot shows the 'Fill New Application' form. The 'Document Status' is 'Draft'. The 'Items' tab is selected. The 'New Item' section is active, showing a dropdown for 'Commodity Code' with the value '28'. A list of suggestions is displayed below the dropdown, including:

- 2833400000 Peroxosulphates (Persulphates)
- 2849900000 Other Carbides (Excl. Of Calcium And Silicon)
- 2846100000 Cerium Compounds
- 2833299000 Sulphates; alums; peroxosulphates (persulphates), nes

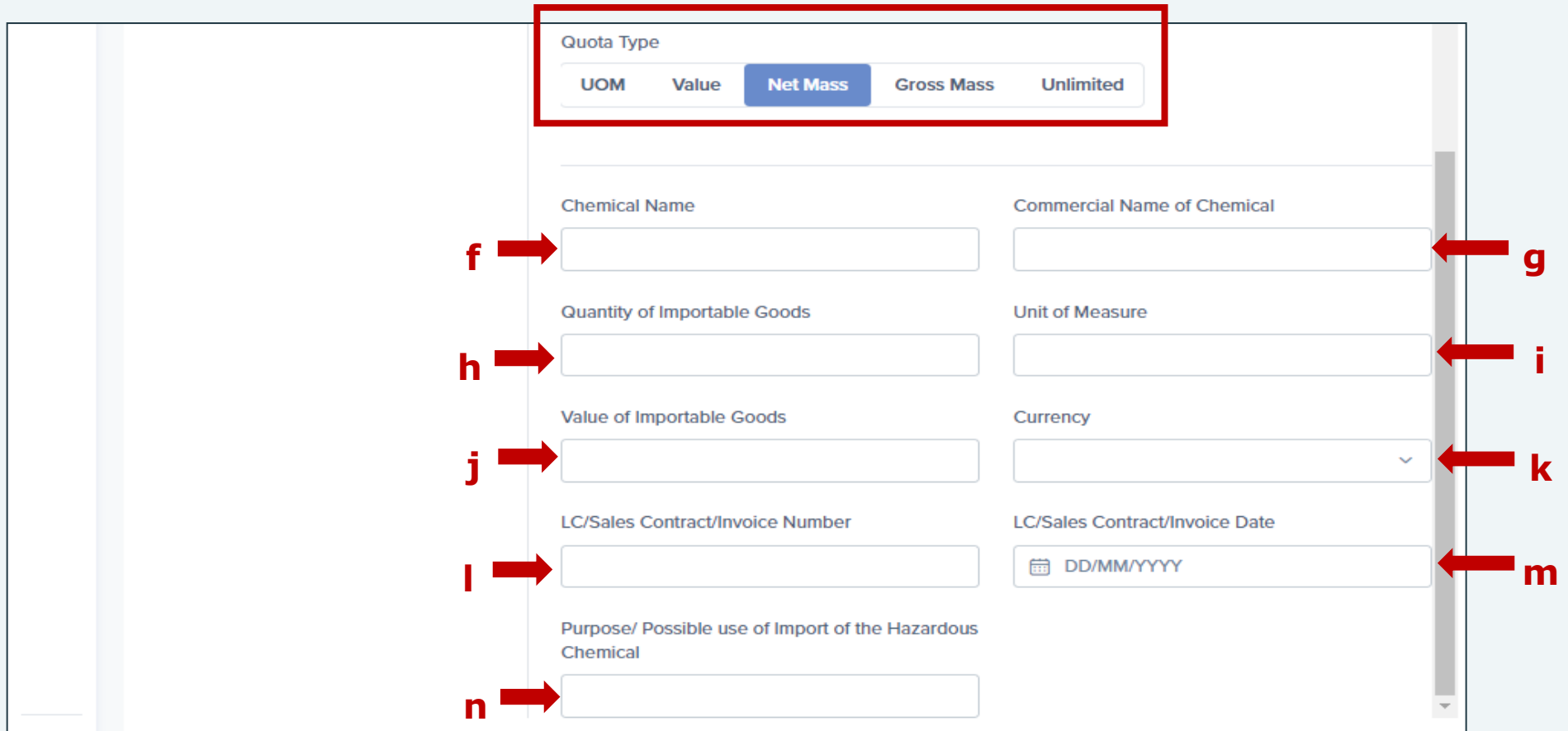
The 'Country Of Origin' field is also visible, with a dropdown menu showing 'Choose country of origin'.

On entering a two-digit code in the Commodity Code field, a trader can see a list of items with related HS codes. Traders can select a Commodity Code from the list provided by the system.

b. Country of Origin: Traders can select the Country of Origin of the item from the list of countries provided by the system.

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- c. Commodity Description: The description of the commodity is associated with the Commodity/HS Code which is automatically displayed with the selected corresponding code.
- d. Commercial Description (Goods Name): This field is provided for entering the commercial name of the product and traders will also provide a commercial description of the product in this field.
- e. Manufacture's Name & Address: Trader can enter the name and address of the manufacturer of the item.



The screenshot displays the CLP Submission Module form. A red box highlights the 'Quota Type' section at the top, which includes buttons for 'UOM', 'Value', 'Net Mass' (selected), 'Gross Mass', and 'Unlimited'. Below this, the form is organized into two columns. The left column contains fields for 'Chemical Name' (annotated with 'f'), 'Quantity of Importable Goods' (annotated with 'h'), 'Value of Importable Goods' (annotated with 'j'), 'LC/Sales Contract/Invoice Number' (annotated with 'l'), and 'Purpose/ Possible use of Import of the Hazardous Chemical' (annotated with 'n'). The right column contains fields for 'Commercial Name of Chemical' (annotated with 'g'), 'Unit of Measure' (annotated with 'i'), 'Currency' (annotated with 'k'), and 'LC/Sales Contract/Invoice Date' (annotated with 'm'). The date field includes a calendar icon and the format 'DD/MM/YYYY'.

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Quota Type: Trader can select Quota type from the options provided by the systems: -

- Unit of Measurement (UOM)
- Value of the product
- Net Mass
- Gross Mass
- Unlimited

f. Chemical Name: This field is provided for entering the chemical name of the product. This field cannot be left blank.

g. Commercial Name of Chemical: This field is provided for entering the commercial name of the product.

h. Quantity of Importable Goods: The user should input the numerical value (in KG) of the quantity of goods to be imported. This field cannot be left blank.

i. Unit of Measure: The system maintains codes for units of measure that shall be obtained from ASYCUDA. This field will be selected from a drop-down menu.

j. Value of importable Goods: This value is entered in numerical form. The numbering form is the Indian numbering system. This field cannot be left blank.

k. Currency: The system maintains codes for units of measurement that shall be obtained from ASYCUDA.

l. LC/Sales Contract/Invoice Number: This field is provided for entering the LC/Invoice number of the product. This field cannot be left blank.

m. LC/Sales Contract/Invoice Date: In this field, the trader will provide the LC/Sales contract/Invoice date of the product.

n. Purpose/Possible use of import of the Hazardous Chemical: In this field trader will describe/explain why this chemical needs to be imported & where this imported chemical will be used. Traders cannot leave this field blank.

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Fill New Application

Cancel Editing
Store
Request

Document Status:

Header
Names & Parties
Items 0
Attached Documents 2

Items

Import
Export

+ Create New Item

New Item

Cancel
Add Item

Manufacturers Name & Address

anywhere in UZ

Quota Type

UOM
Value
Net Mass
Gross Mass
Unlimited

Chemical Name

Peroxsulphates

Commercial Name of Chemical

Quantity of Importable Goods

3434

Unit of Measure

kg

Value of Importable Goods

34567

Currency

USD

LC/Sales Contract/Invoice Number

99329890

LC/Sales Contract/Invoice Date

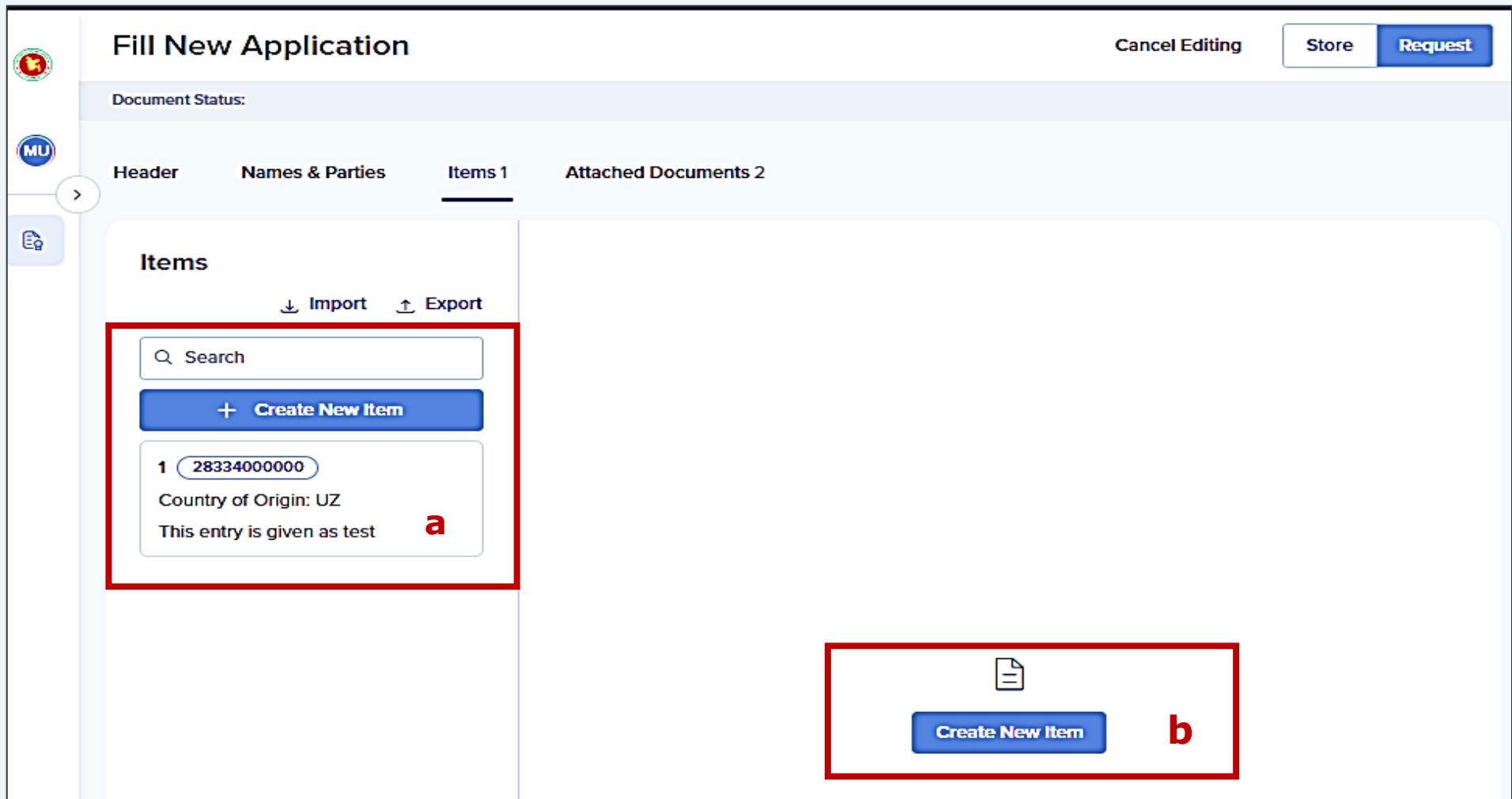
12/12/2023

Purpose/ Possible use of Import of the Hazardous Chemical

this entry is for test

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After entering all related fields, the traders have to click on the *Add item* button, to add the items they want to import/export.



Fill New Application Cancel Editing Store Request

Document Status:

Header Names & Parties **Items 1** Attached Documents 2

Items

↓ Import ↑ Export

Search

+ Create New Item

1 28334000000

Country of Origin: UZ

This entry is given as test **a**

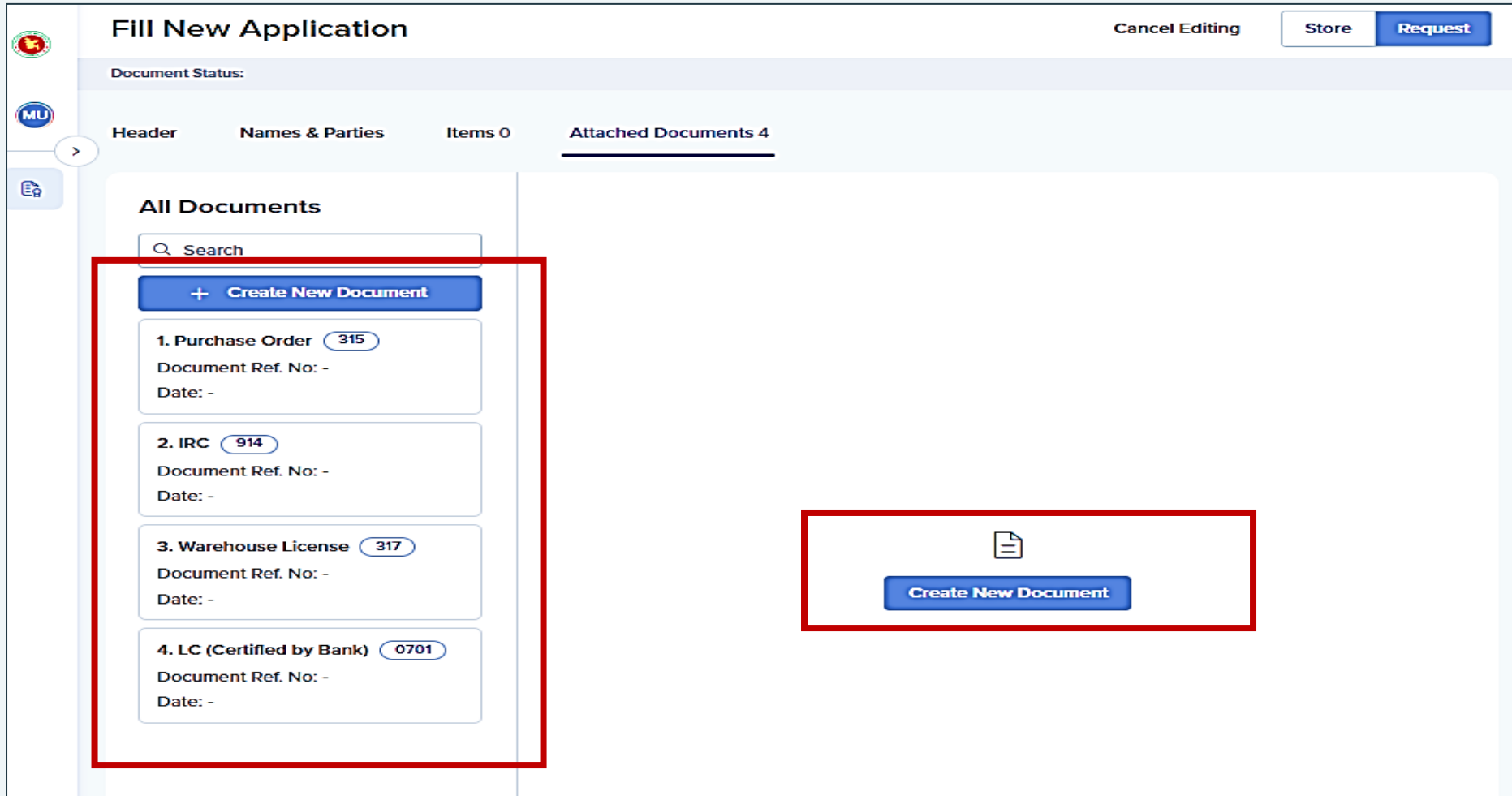
 Create New Item **b**

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Adding the item(s) trader can view a list of items as shown in the left side box (a), and the trader can add more items (if needed) by clicking on the Create New Item button (b).

After adding the item, the user can now go to the *Attached Documents* tab by clicking on the *Attached Documents* tab.

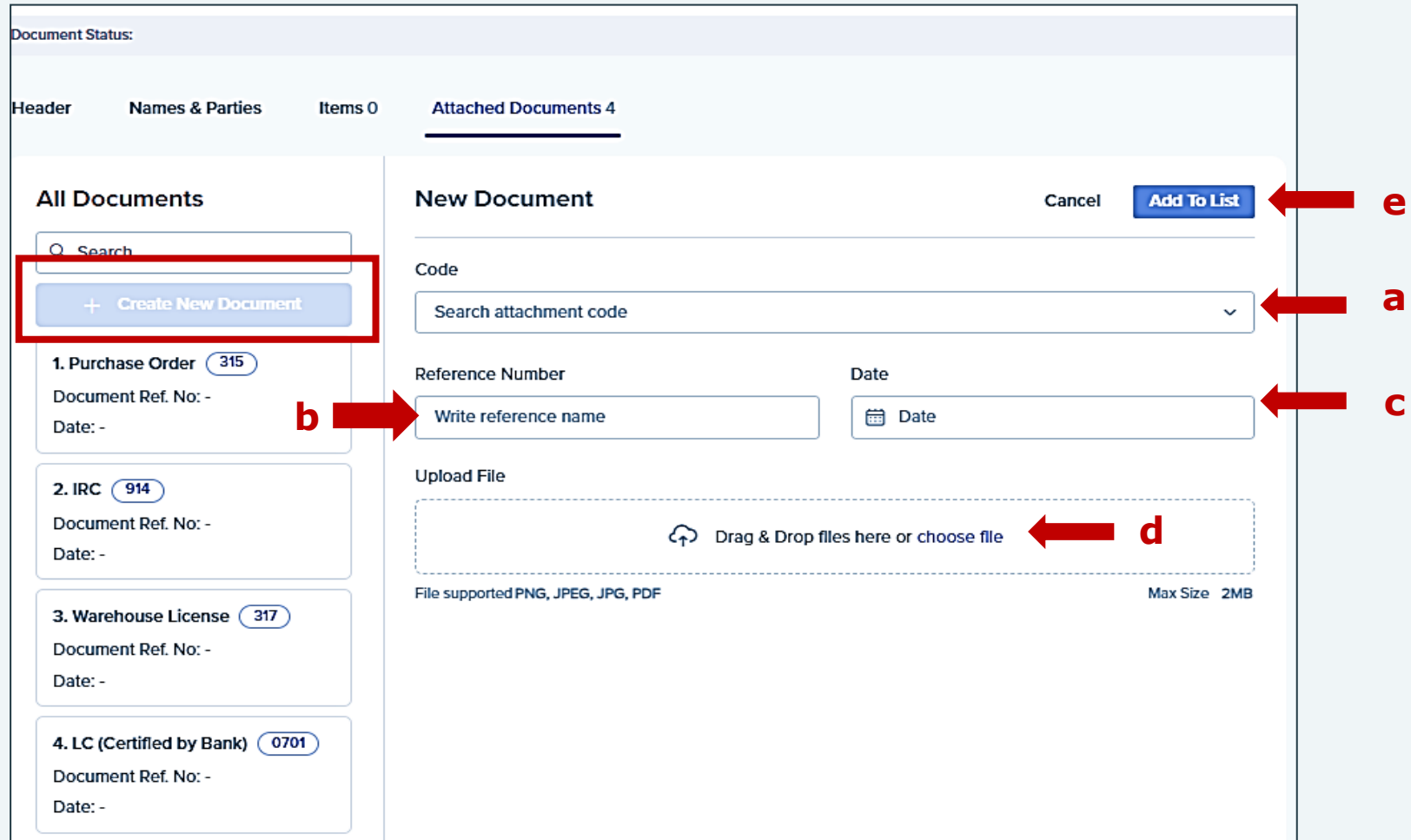
6.4.1 Attached Documents Tab:



The screenshot displays the 'Fill New Application' interface. At the top right, there are buttons for 'Cancel Editing', 'Store', and 'Request'. Below the title bar, a 'Document Status:' section is visible. The main content area has four tabs: 'Header', 'Names & Parties', 'Items 0', and 'Attached Documents 4'. The 'Attached Documents 4' tab is selected. On the left side, under 'All Documents', there is a search bar and a 'Create New Document' button. Below these are four document entries: '1. Purchase Order' (315), '2. IRC' (914), '3. Warehouse License' (317), and '4. LC (Certified by Bank)' (0701). Each entry shows 'Document Ref. No: -' and 'Date: -'. A red box highlights the 'Create New Document' button and the list of documents. Another red box highlights a 'Create New Document' button in the main content area, which is accompanied by a document icon.

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The traders can add new document types by clicking on the Create New Document button or traders can also perform edit action by clicking on the system-suggested documents (ex. Purchase order, IRC, Warehouse License, LC, etc.). When the trader clicks on the *Create New Document* button, a trader will see a new form where the trader can select the attached document type from the drop-down options provided by the system.



The screenshot displays the 'Attached Documents' tab of the CLP Submission Module. On the left, the 'All Documents' section lists four document types: 1. Purchase Order (315), 2. IRC (914), 3. Warehouse License (317), and 4. LC (Certified by Bank) (0701). Each entry shows 'Document Ref. No:' and 'Date:'. A red box highlights the '+ Create New Document' button, with a red arrow labeled 'b' pointing to it. On the right, the 'New Document' form is visible. It includes a 'Code' dropdown menu (labeled 'a'), a 'Reference Number' field with a 'Write reference name' placeholder (labeled 'c'), and a 'Date' field with a calendar icon. A red arrow labeled 'e' points to the 'Add To List' button. Below these fields is an 'Upload File' section with a dashed box containing a cloud icon and the text 'Drag & Drop files here or choose file' (labeled 'd'). At the bottom of this section, it states 'File supported PNG, JPEG, JPG, PDF' and 'Max Size 2MB'.

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a. Code: The attached document codes are the same as the ones used by ASYCUDA World for customs declaration. A list of codes alongside the description of documents to be attached to the application will be provided to the user. Users may attach the number of mandatory documents, as necessary.

Fill New Application

Cancel Editing
Store
Request

Document Status:

Header
Names & Parties
Items 0
Attached Documents 4

All Documents

Search

+ Create New Document

1. Purchase Order 315
Document Ref. No: -
Date: -

2. IRC 914
Document Ref. No: -
Date: -

3. Warehouse License 317
Document Ref. No: -
Date: -

4. LC (Certified by Bank) 0701
Document Ref. No: -
Date: -

New Document

Cancel
Add To List

Code

Search attachment code

1310 Import Permit(IP)

0916 Old Generator Survey Certificate li fe time not exceeding

1005 Brand New Vehicle (Manufacture's In voice)

1012 Scrap Vessel (Environmental Direct orate Certificate)

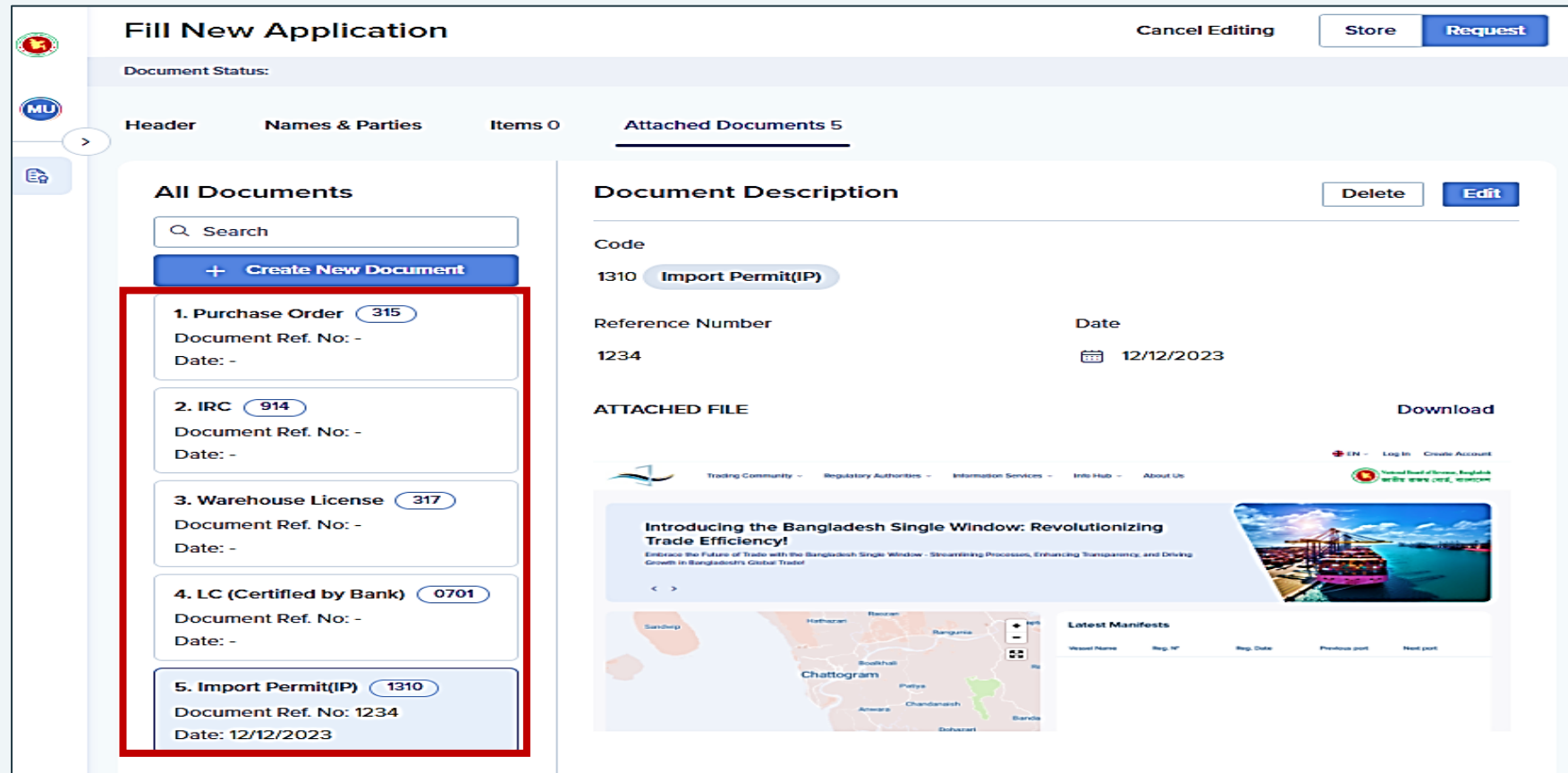
1201 Explosive Directorate NOC

<https://uat.bswnbr.gov.bd>

28

User Manual for CLP Submission Module

- b. Reference Number: The user may provide a reference number for the document attached. Users may fill the value as required or leave the field blank, it's an optional field.
- c. Date: This field provides the date at which the corresponding document is uploaded. Users may fill the value as required or leave the field blank, it's an optional field.
- d. Upload file: This option available for this field is "upload" the document. Users may upload documents with a maximum file **size of 2MB**.
- e. Add to List: After attaching the file in the upload file options, users must click the Add to List button to submit the documents.



Fill New Application Cancel Editing Store Request

Document Status:

Header Names & Parties Items 0 Attached Documents 5

All Documents

Search

+ Create New Document

- 1. Purchase Order 315
Document Ref. No: -
Date: -
- 2. IRC 914
Document Ref. No: -
Date: -
- 3. Warehouse License 317
Document Ref. No: -
Date: -
- 4. LC (Certified by Bank) 0701
Document Ref. No: -
Date: -
- 5. Import Permit(IP) 1310
Document Ref. No: 1234
Date: 12/12/2023

Document Description Delete Edit

Code
1310 Import Permit(IP)

Reference Number
1234

Date
12/12/2023

ATTACHED FILE Download

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Introducing the Bangladesh Single Window: Revolutionizing Trade Efficiency!
Embrace the Future of Trade with the Bangladesh Single Window - Streamlining Processes, Enhancing Transparency, and Driving Growth in Bangladesh's Global Trade!

Latest Manifests

Vessel Name	Reg. No	Reg. Date	Previous port	Next port

User Manual for CLP Submission Module

After completing the submission/adding the documents, the user will have a view/snapshot of the document. While the information is filled up properly, the user/traders have to click on the *Request* (shown in red box) button to create the NOC/CLP application, and the user/traders will get a confirmation notification email indicating the successful request operation.

[EXTERNAL] [BSW] CLP request 700 R23000048.



dev-no-reply=webbfontaine.com@mg.wfgmb.com on behalf of dev-no-reply@webbfontaine.com

To:  Mohammad Ali Ullah

 Reply  Reply All  Forward 

Wed 12/6/2023 2:44 PM

Bangladesh Single Window 700 R23000048 is Requested.

Dear User,

Your 700 with User Reference Number R23000048 has been Requested

[CLICK HERE TO VIEW YOUR DOCUMENT](#)

Bangladesh Single Window team

Information in this email is intended solely for the use of the individual(s) to whom it is addressed or otherwise directed.

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If you are not the addressee or have received this message in error, please delete it as well as all copies from your system.

User Manual for CLP Submission Module

>

New Requests

Choose a Status

Request Number

Status	Type of LPCO	User Ref. Number	Approval Ref.	Approval Date	Company	Last Updated On	
Requested	700	DRN2324			Weekly Amar Gourab 002818961-0401	12/12/2023 21:36:40	
Requested	1208	BRN2347			STUDIO45 002253964-0101	12/12/2023 21:22:48	
A1	0805	ZRH236			SEASTAR SHIPPING LIN... 301902045	11/12/2023 17:36:42	
A1	0805	ZRH235			SEASTAR SHIPPING LIN... 301902045	11/12/2023 17:32:59	
Requested	700	SHH2387			AKABIR 313 TRADING C... 004339086-0102	11/12/2023 15:47:58	

Total number of records: 50

<

1

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5

...

10

>

Jump to page

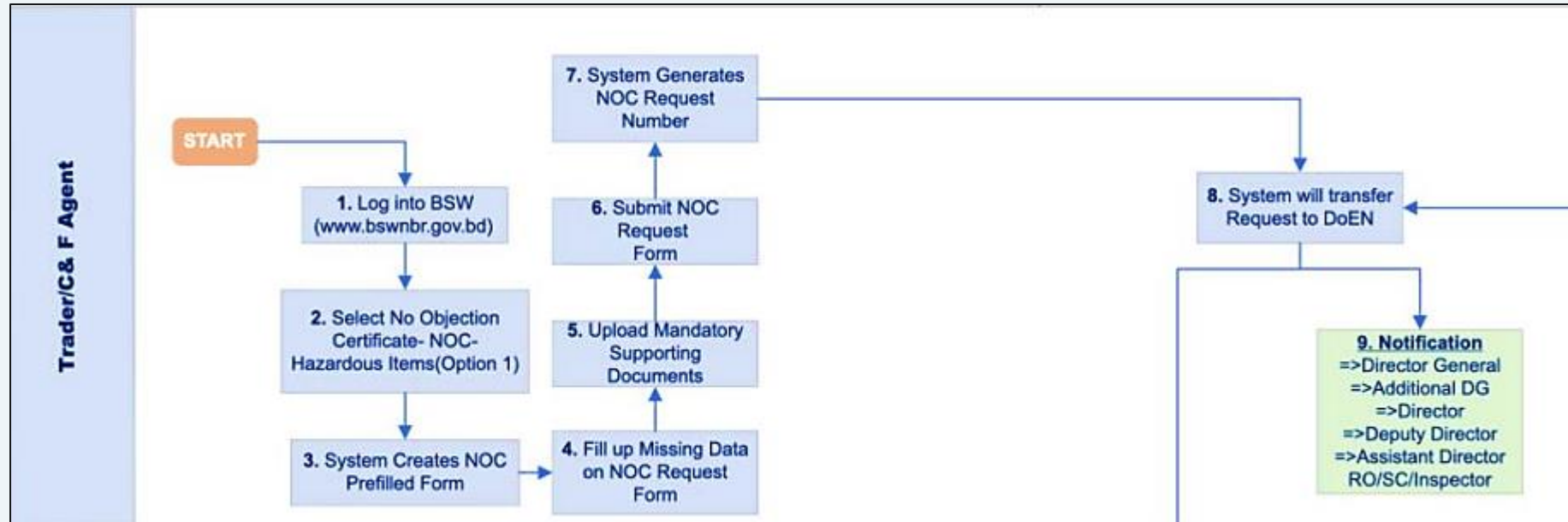
num.

Jump

When the application is requested, a trader can check the status (right-side red box) of the NOC/CLP application by clicking on the view icon (left-side red box) button.

User Manual for CLP Submission Module

The general workflow to be adopted by the applicant to complete the application process is depicted below flowchart:



User Manual for CLP Submission Module

The mandatory documents that need to be attached by the applicant for NOC are given as list in below:

NOC			
#	Code	File Name Eng.	File Name Bangla.
1		ECC cert supporting doc (For chemical storage for commercial importer)	ইসিসি সার্টিফিকেট
2		CCI&E - IRC	আইআরসি
3		TIN Certificate	টিআইএন সার্টিফিকেট
4		BIN Certificate	বিন সার্টিফিকেট
5		Trade License	ট্রেড লাইসেন্স
6		LC / Sales contract /Invoice	এলসি/ বিক্রয় চুক্তি / চালান
7		Fire Service License (Industry Manufacturer)	ফায়ার সার্ভিস লাইসেন্স (শিল্প প্রস্তুতকারক)
8		License from Department of Explosives (Industry Manufacturer)	বিস্ফোরক বিভাগ থেকে লাইসেন্স (শিল্প প্রস্তুতকারক)
9		License issued for acid items according to Ministry Home which are common to 684 items of DoE	স্বরাষ্ট্র মন্ত্রণালয়ের মতে অ্যাসিড আইটেমগুলির জন্য লাইসেন্স যা DoE এর 684 টি আইটেমের জন্য সাধারণ
10		Initial safety report (Form-1), Emergency response plan (Form-2), Safety data sheet (Form-3) or MSDS (Material safety data sheet) for each chemical material	প্রারম্ভিক নিরাপত্তা প্রতিবেদন (ফর্ম-১), জরুরী অবস্থা মোকাবেলার পরিকল্পনা (ফর্ম-২) এবং নিরাপত্তা তথ্য বিবরণী (ফর্ম-৩) অথবা প্রতিটি রাসায়নিক পদার্থের MSDS।

7. How to create a new application for License:

7.1.1 Header Tab: To create a new CLP request/application, traders should click *Fill New Application*. Clicking Fill New Application, a trader will be redirected to the Header tab, where s/he can select the different Types of CLP field in the drop-down option.

User Manual for CLP Submission Module

Fill New Application

Cancel EditingStoreRequest

Document Status:

Header

Name & Parties

Items 0

Attached Documents 0

Type of LPCO

DoE License for import of Ozone Depleting Substance (ODS)2060 X v

Flow

Import

Related Products

License for import of Ozone Depleting Substance (ODS)

User Reference Number

MHM2339

Request Number

Request Number

Request Date

Request Date

Approval Reference

Approval Reference

Approval Date

Approval Date

Valid From

Valid From Date

Valid To

Valid To Date

Type of Use

Multiple UseX v

After selecting the required type of CLP, some additional fields (*as explained on pages 14 & 15 of the manual*) will be added in the header tab depending on the selected CLP type.

7.2.1 **Names & Parties Tab:** After entering data in the fields of the header tab, a trader can now move to the Name & Parties tab by clicking on the Name & Parties tab.

User Manual for CLP Submission Module

Fill New Application

Document Status:

Header

Names & Parties

Items 0

Attached Documents 0

Company Code and Name

a

Search Company Code and Name (Min 2)

▼

Company Address

b

Company Address

Company Phone

c

Write company phone

Company Email

d

Write company email

Exporter/Sender Name & Address

e

Exporter/Sender Name & Address

Captions **a**, **b**, **c**, and **d** are described on pages 17 and 18 of this modules.

User Manual for CLP Submission Module

- e. Exporter/Sender Name & Address: Trader can enter the name and address of the exporter/sender of the item.
- f. Trade License Number: Traders need to enter the trade license number of the company. The system may also automatically populate this field which will be linked to the Company BIN.

f →	Trade License Number <input type="text"/>	Trade License Duration <input type="text"/>	← g
h →	Address of the Sales Center <input type="text"/>	Address of the Warehouse <input type="text"/>	Type of the Company <input type="text" value="v"/>

- g. Trade License Duration: Traders need to enter the trade license validation duration. The system may also automatically populate this field which will be linked to the Company BIN.
- h. Address of the Sales Center: The user shall type the details address of the sales center in the space provided.
- i. Address of the warehouse: The trader has to declare the warehouse address in this field.
- j. Type of the Company: The user can select the type of company from the options provided by the systems:
- Proprietorship
 - Partnership
 - Limited.

Details of the Owner/Managing Partner/Managing Director of the Company		
Name <input type="text"/>	Designation <input type="text"/>	Father's Name <input type="text"/>
National Identity Card (NID) No. <input type="text"/>	Phone/Mobile Number <input type="text"/>	Email <input type="text"/>

User Manual for CLP Submission Module

In this section, users need to input the information of the company owners.

- k. Name: The user needs to fill in the name of the company owner(s) as mentioned in the valid ID (NID/Passport).
- l. Designation: Company owner designation needs to be filled up by the applicant/user.
- m. Father's Name: The user will fill up the father's name of the company owner as mentioned in the valid ID (NID/Passport).
- n. National Identity Card (NID) No: The user needs to fill up a valid NID number (issued by the concerned authority) of the company owner.
- o. Phone/Mobile Number: Trader/user should enter a valid phone/mobile number of the company owner in this field.
- p. Email: A valid email address should be entered in this field. Users/Traders will be notified of the actions taken on the CLP application via this email.

Applicant Information		
Name of the Applicant ← q	Father's Name of the Applicant ← r	Designation of the Applicant ← s
<input type="text"/>	<input type="text"/>	<input type="text"/>
NID Number of the Applicant ← t	Phone/Mobile Number of the Applicant ← u	Email of the Applicant ← v
<input type="text"/>	<input type="text"/>	<input type="text"/>
Declaration I hereby declare that all the information provided in this application form is completely correct. If any of the information mentioned in the application form is found to be false, then my application form will be canceled by the Department of Environment		
☐ ← w		
Signature of the Applicant ← x	Seal ← y	
<input type="text"/>	<input type="text"/>	

- q. Name of the applicant: The user needs to fill in the name of the applicant as mentioned in the valid ID (NID/Passport).

User Manual for CLP Submission Module

- r. Father's Name of the applicant: The user will fill up the father's name of the applicant as mentioned in the valid ID (NID/Passport).
- s. NID number of the applicant: The user needs to fill up a valid NID number (issued by the concerned authority) of the applicant.
- t. Designation of the Applicant: Applicant needs to fill up the designation his/her.
- u. Phone/Mobile Number: Trader/user should enter a valid phone/mobile number of the applicant in this field.
- v. Email: A valid email address should be entered in this field. Users/Traders will be notified of the actions taken on the CLP application via this email.
- w. Declaration: The user has to click on the box to declare that all information provided in this application form is completely correct/valid.
- x. Signature of the applicant: Applicant needs to input his/her digital signature which will be linked to the Applicant NID.
- y. Seal: Applicant needs to Drag and drop a file of a company seal to complete the application process.

7.3.1 **Items Tab:** Traders can go to the items details page and add items by clicking *Create New Item*.

Captions **a, b, c, d,** and **e** are described on pages 21 and 22 of this module.

User Manual for CLP Submission Module

Fill New Application

Cancel Editing

Store

Request

Document Status:

Header

Names & Parties

Items 0

Attached Documents 2

Items

↓ Import ↑ Export

+ Create New Item

New Item

Cancel

Add Item

Commodity Code

Search Commodity Code (Min 2) ▾

Country Of Origin

Choose country of origin ▾

Commodity Description

Commodity Description

Commercial Description (Goods Name)

Write commercial description

Manufacturers Name & Address

Write Manufacturers name and address

a

c

d

e

b

User Manual for CLP Submission Module

New Item

Cancel

Add Item

Quota Type

UOM

Value

Net Mass

Gross Mass

Requested Amount or Quantity

Write requested amount or quantity

KGM

Approved Amount or Quantity

Write approved amount

KGM

Purpose of Import of the ODS/HFC

^

Production

Servicing

Sales

- f. Requested Amount or Quantity: The user should input the numerical value of the quantity of goods to be imported. The default value is KGM.
- g. Approved Amount of Quantity: This will be a system-generated field, the amount will be visible after the application is approved.
- h. Purpose of Import of the ODS/HFC: Traders can select the purpose of the import from the options provided by the system:

User Manual for CLP Submission Module

- Production
- Servicing
- Sales.

New Item Cancel Add Item

Import Information

ODS related Gas Import (Last Three Years) **i**

Others Refrigerant Import (Last Three Years) **j**

Import of Refrigerator/AC/Compressor / Condenser and other related parts (Last Three Years) **k**

From which year are ODS imported **l**

How many years are ODS imported **m**

- ODS-related Gas Import (Last Three Years): Applicant/Importer needs to enter the data/information about his/her last three (03) years of import data.
- Others Refrigerant Import (Last Three Years): Applicant/Importer needs to enter the data/information about his/her last three (03) years of import data.
- Import of Refrigerator/AC/Compressor/Condenser and other related parts (Last Three Years): Applicant/Importer needs to enter the data/information about his/her last three (03) years of import data.
- From which years ODS imported: Applicant/importer needs to enter the data from which years s/he is importing ODS.

User Manual for CLP Submission Module

m. How many years are ODS imported: Applicant/importer need to enter the data how many years s/he is importing ODS.

New Item

Cancel

Add Item

How many years are ODS imported

Information about Manufactured Products and Brands..

Name of Manufactured product

Brand Name

HS Code

HS Code Description

Annual production capacity

n. Name of Manufactured Product: Applicant must enter the product manufacturer's name. This field cannot be left blank.

o. Brand name: This field is provided for entering the brand name of the product. This field cannot be left blank.

p. HS Code: This field provides a list of HS codes [HS Code: an internationally standard system of names and numbers to classify traded products] of the product for the user. Users may select commodities as required.

q. HS Code description: The description of the commodity is associated with the Commodity/HS Code which is automatically displayed with the selected corresponding code.

User Manual for CLP Submission Module

- r. Annual production capacity: The user should enter the numerical value of the annual production capacity of the manufacturer.

Clearance information (Applicable for Manufacturing establishments)

Environmental Clearance Certificate issued by Department of Environment ← s

Last Renewal (Year) ← t

Information about Bangladesh Refrigeration and Airconditioning Merchant or such association

Name of the association ← u

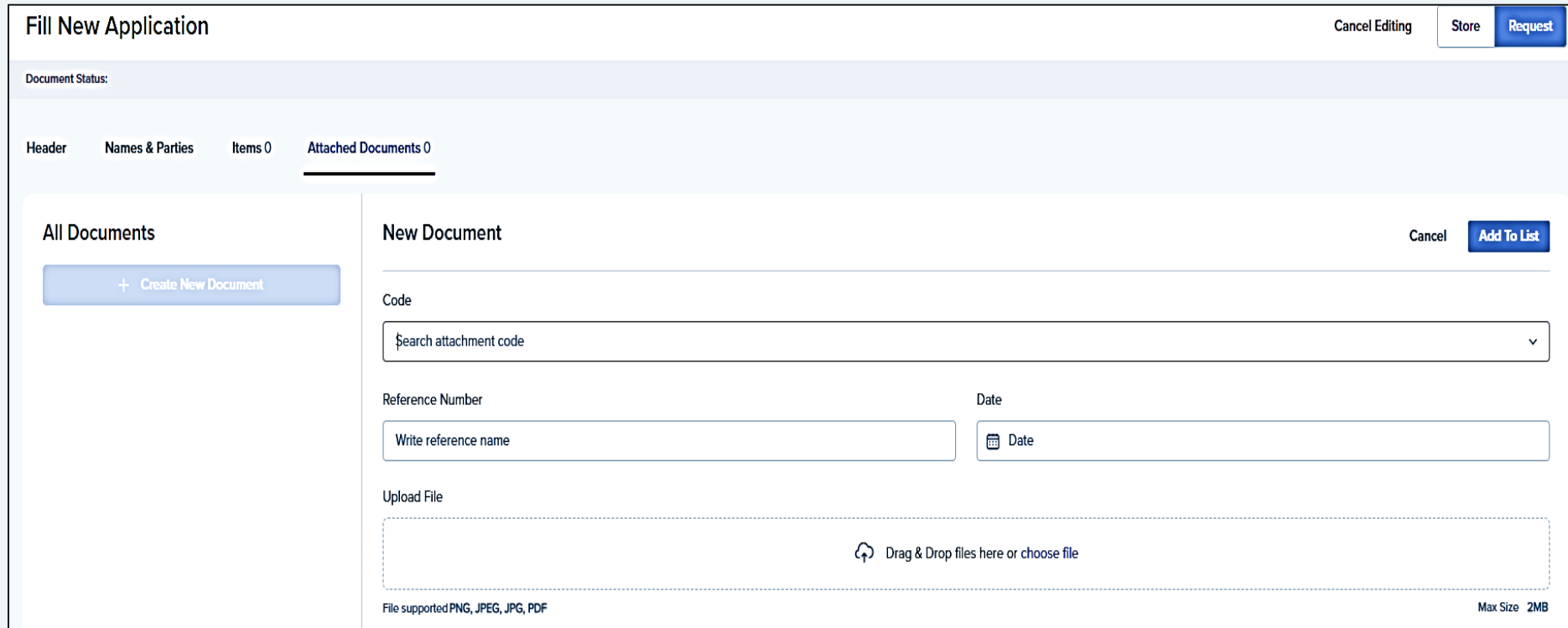
Registration No. ← v

Registration No.

- s. Environmental Clearance Certificate issued by Department of Environment: Applicant can select from the options provided by the systems:
- Yes
 - No
- t. Last Renewal (Year): Applicant should enter the year of the last renewal year of Environmental Clearance Certificate.
- u. Name of the association: Applicant will enter the name of the association they are a member of.
- v. Registration No.: Applicant will submit the registration number of which association they are a member of.

User Manual for CLP Submission Module

7.4.1 Attached Documents Tab: Clicking on the *Create New Document* applicants will be redirected to the below pages, where they can add the attached document type from the drop-down options provided by the system. The adding/attaching documents system is described in pages 27, 28, and 29 in this module.



Fill New Application Cancel Editing Store Request

Document Status:

Header Names & Parties Items 0 **Attached Documents 0**

All Documents

+ Create New Document

New Document Cancel Add To List

Code

Search attachment code

Reference Number

Write reference name

Date

Date

Upload File

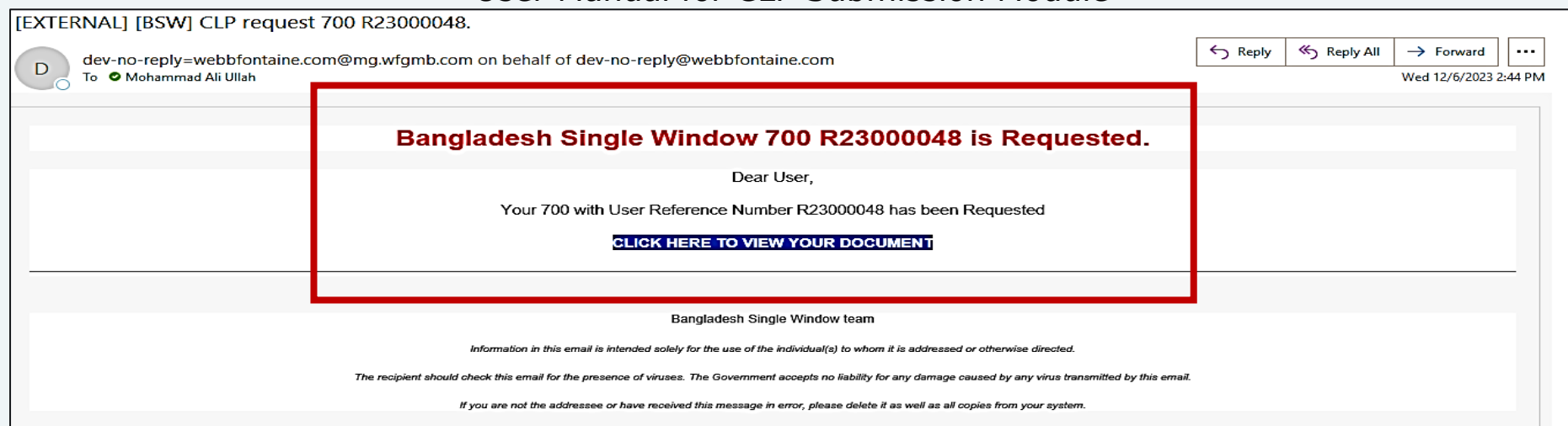
Drag & Drop files here or choose file

File supported PNG, JPEG, JPG, PDF

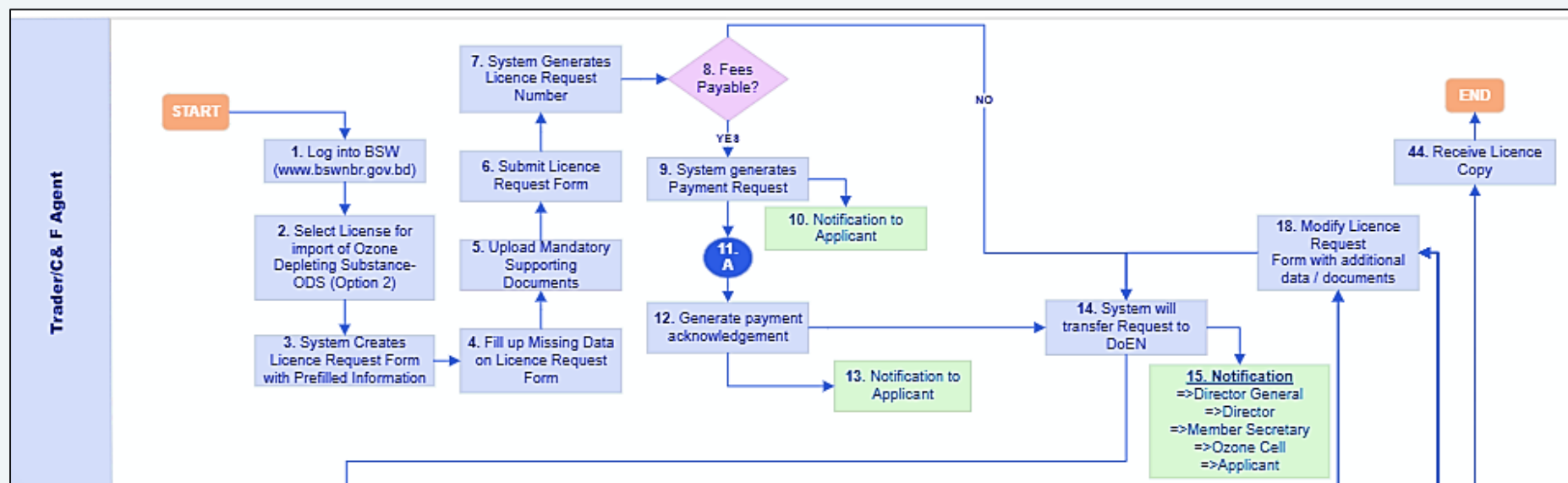
Max Size 2MB

The user/traders will get a confirmation notification email indicating the successful request operation.

User Manual for CLP Submission Module



The general workflow to be adopted by the applicant to complete the application process is depicted below flowchart:



<https://uat.bswnbr.gov.bd>

User Manual for CLP Submission Module

The mandatory documents that need to be attached by the applicant for an ODS/HFC license are given as list in below:

ODS			
#	Code	Document Name in English	Document Name in Bangla
1		Trade License	ট্রেড লাইসেন্স
2		NID of the Applicant	আবেদনকারীর জাতীয় পরিচয় পত্র
3		Membership Certificate from the Legal Association or and Chamber	লিগ্যাল অ্যাসোসিয়েশন বা চেম্বার থেকে সদস্যতা শংসাপত্র
4		Latest Tax Clearance Certificate	সর্বশেষ ট্যাক্স ক্লিয়ারেন্স সার্টিফিকেট
5		VAT Registration/BIN Certificate	ভ্যাট নিবন্ধন/বিআইএন সার্টিফিকেট
6		Registered Copy of Partnership Agreement if applicable	অংশীদারি চুক্তি নিবন্ধিত অনুলিপি (যদি প্রযোজ্য হয়)
7		Certificate of Incorporation / Memorandum Article of Association	সার্টিফিকেট অফ ইনকorporেশন/মেমোরেন্ডাম আর্টিকেল অফ এসোসিয়েশন
8		ANNEX-A: Import report of Ozone Depleting Substances (ODS)/HFC	ANNEX-A: ওজোন হ্রাসকারী পদার্থ (ODS)/HFC এর আমদানি প্রতিবেদন

HFC			
#	Code	Document Name in English	Document Name in Bangla
1		Trade License	ট্রেড লাইসেন্স
2		NID of the Applicant	আবেদনকারীর জাতীয় পরিচয় পত্র
3		Membership Certificate from the Legal Association or and Chamber	লিগ্যাল অ্যাসোসিয়েশন বা চেম্বার থেকে সদস্যতা শংসাপত্র
4		Latest Tax Clearance Certificate	সর্বশেষ ট্যাক্স ক্লিয়ারেন্স সার্টিফিকেট
5		VAT Registration/ BIN Certificate	ভ্যাট নিবন্ধন/বিআইএন সার্টিফিকেট

User Manual for CLP Submission Module

8. How to pay the CLP fees:

After the submission of the application, the applicant will receive a system-generated license request number and will receive a system-generated payment request (through email and mobile apps. The applicant can check the payment request status (shown in box a with red color), after clicking on the view icon (shown in box b with red color) applicant will be redirected to the *Fees Tab*, which is described below:

CLP							+ Fill New Application
New Requests							
Choose a Status ▾	Request Number						⚙
<div>Requested</div> <div>Pending Payment a</div>	Type of CLP	User Ref. Number	Approval Ref.	Approval Date	Company	Last Updated On ↓	
	2061	MHM2483			Idea-15 Sourcing (PVT) Co. Ltd 000604058-0102	15/01/2024 09:35:41	👁 b
	2060	MHM2481			12 NO JUI KISMOT BIRI AND BANGALI 001466851-1106	15/01/2024 09:12:19	👁

After clicking on the fee tab, the applicant can make payment through the below mode of payment:

- Debit Card/Credit card
- Online banking securely using RTGS
- National Payment Switch of Bangladesh (NPSB)
- MFS (Rocket, Bkash, Nagod)
- Office of Comptroller General of Accounts -CGA (A-Challan)
- Integrated Digital Transaction Platform (IDTP)
- Prepayment accounts, etc.

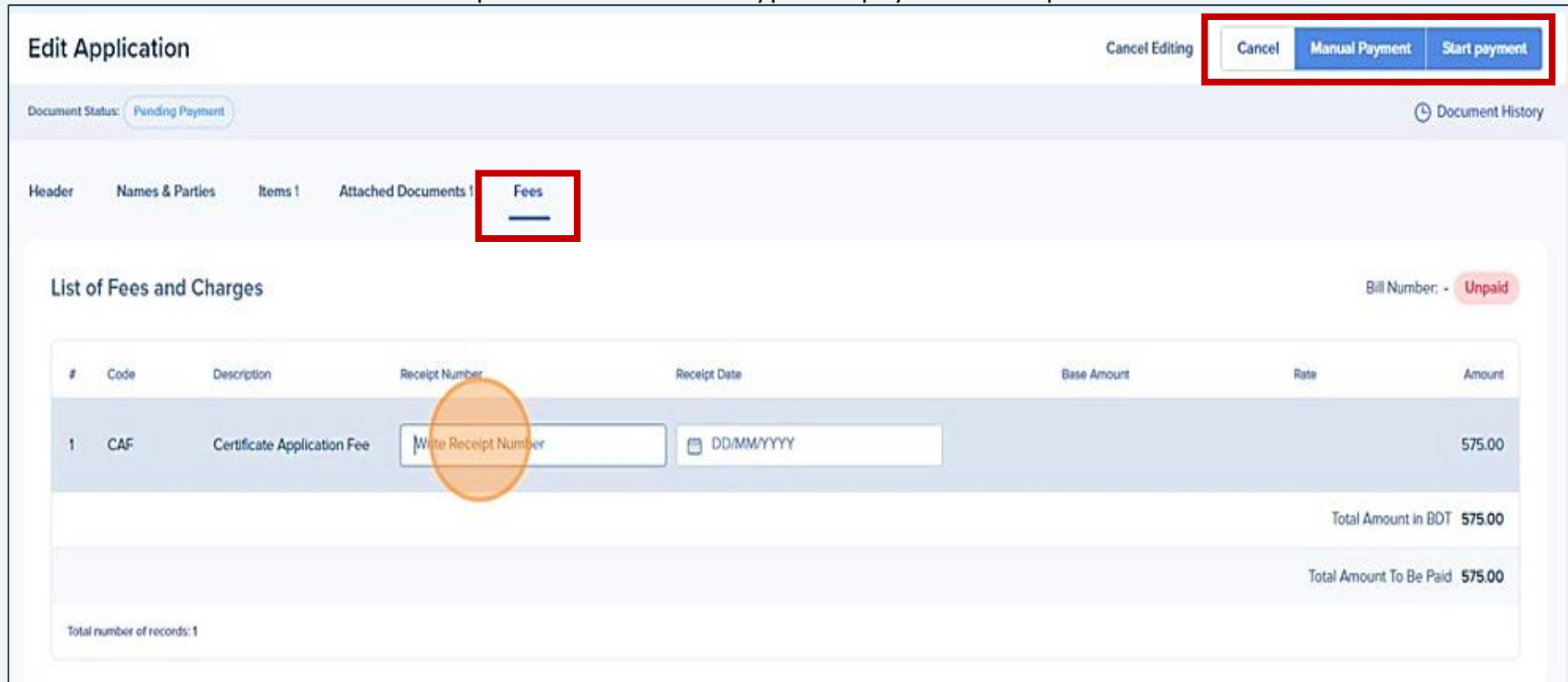
User Manual for CLP Submission Module

8.1 Fees Tab: Clicking on the *Fees tab* applicants will find the List of Fees and Charges. To complete the payment process applicants/traders can select the mode of payment from the options provided by the system (details are given below):

- *Manual Payment*
- *Start Payment*

8.1.1 Manual Payment: To complete manual payment applicant needs to follow the below procedure:

a. Click on the Write Receipt Number field and type the payment receipt number:



The screenshot shows the 'Edit Application' form. At the top right, there are buttons for 'Cancel Editing', 'Cancel', 'Manual Payment', and 'Start payment'. The 'Manual Payment' and 'Start payment' buttons are highlighted with a red box. Below the buttons, the 'Document Status' is 'Pending Payment'. The 'Fees' tab is selected and highlighted with a red box. The 'List of Fees and Charges' table is displayed, showing a single fee entry for 'Certificate Application Fee' with a base amount of 575.00. The 'Receipt Number' field is highlighted with an orange circle and contains the text 'Write Receipt Number'. The 'Receipt Date' field is empty and contains a calendar icon and the format 'DD/MM/YYYY'. The 'Total Amount in BDT' is 575.00, and the 'Total Amount To Be Paid' is 575.00. The 'Bill Number' is 'Unpaid'.

#	Code	Description	Receipt Number	Receipt Date	Base Amount	Rate	Amount
1	CAF	Certificate Application Fee	Write Receipt Number	DD/MM/YYYY			575.00
							Total Amount in BDT 575.00
							Total Amount To Be Paid 575.00

Total number of records: 1

User Manual for CLP Submission Module

b. Click the "DD/MM/YYYY" field to select the date.

Edit Application

Cancel Editing
Cancel
Manual Payment
Start payment

Document Status: Pending Payment

Document History

Header
Names & Parties
Items 1
Attached Documents 1
Fees

List of Fees and Charges

Bill Number: - Unpaid

#	Code	Description	Receipt Number	Receipt Date	Base Amount	Rate	Amount
1	CAF	Certificate Application Fee	12546	DD/MM/YYYY			575.00
							Total Amount in BDT 575.00
							Total Amount To Be Paid 575.00

Total number of records: 1

January 2024

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User Manual for CLP Submission Module

c. Click the Manual Payment button to proceed the payment

Edit Application

Cancel Editing
Cancel
Manual Payment
Start payment

Document Status: Pending Payment
Document History

Header
Names & Parties
Items 1
Attached Documents 1
Fees

List of Fees and Charges
Bill Number: - Unpaid

#	Code	Description	Receipt Number	Receipt Date	Base Amount	Rate	Amount
1	CAF	Certificate Application Fee	12546	16/01/2024			575.00
Total Amount in BDT							575.00
Total Amount To Be Paid							575.00

Total number of records: 1

User Manual for CLP Submission Module

d. Click the confirm button with remarks and complete the manual payment.

Edit Application

Cancel Editing
Manual Payment
Start payment

Document Status: Pending Payment

Print PDF
Document History

Header
Names & Parties
Items 1
Attached Documents 1
Fees

List of Fees and Charges

Bill Number: - Unpaid

#	Code	Description	Rec	Base Amount	Rate	Amount
1	CAF	Certificate Application Fee				575.00
Total Amount in BDT						575.00
Total Amount To Be Paid						575.00

Total number of records: 1

i

Operation Confirmation

Please confirm you want to perform Manual Payment operation.

Message

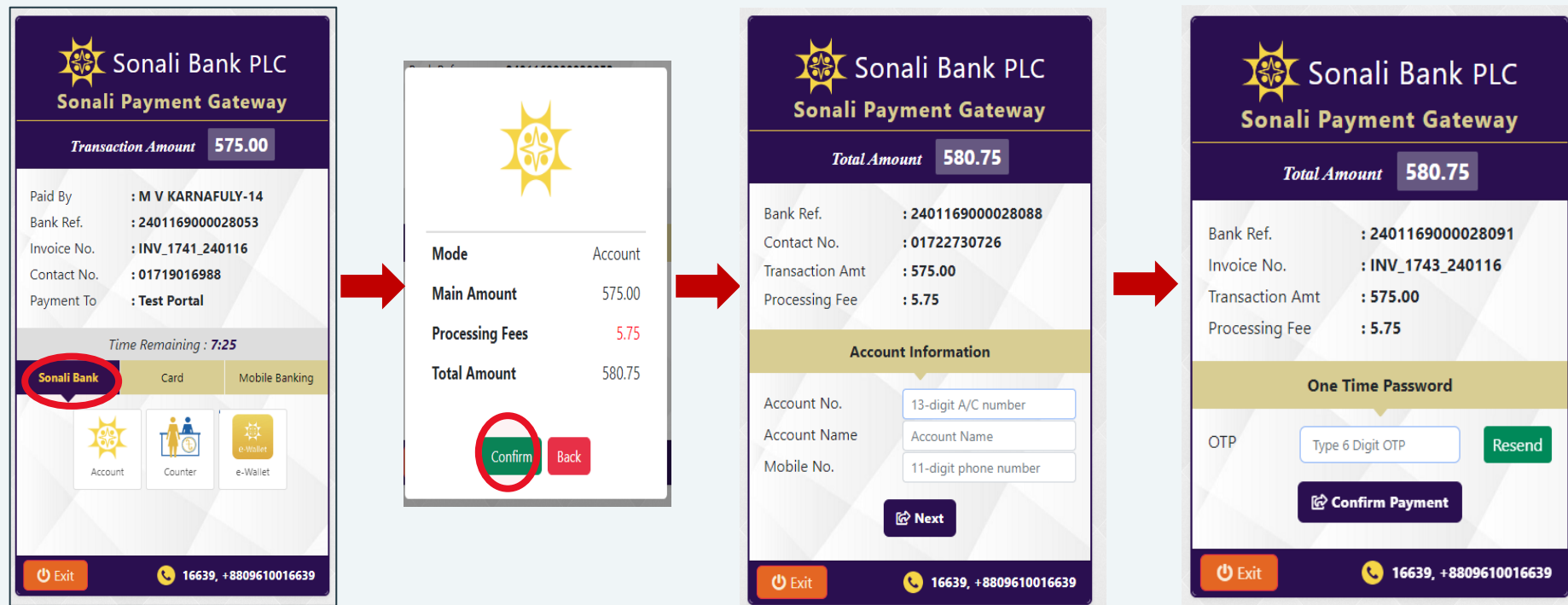
Payment Done

Close
Confirm

User Manual for CLP Submission Module

8.1.2 Start Payment: The applicant also can make payments through the Sonali Payment Gateway by clicking on the start payment button, whereas, they can make the payments through the Sonali Bank, Card and Mobile Banking.

Through Bank account payment process:



User Manual for CLP Submission Module

Through Bank card payment process:

Sonali Bank PLC
Sonali Payment Gateway

Transaction Amount 575.00

Paid By : M V KARNAFULY-14
Bank Ref. : 2401169000028053
Invoice No. : INV_1741_240116
Contact No. : 01719016988
Payment To : Test Portal

Time Remaining : 6:57

Sonali Bank **Card** Mobile Banking

TakaPay TakaPay DBBL NEXUS AMEX VISA MasterCard Master

Exit 16639, +8809610016639

Mode Account

Main Amount 575.00

Processing Fees 5.75

Total Amount 580.75

Confirm **Back**

city bank making sense of money

Test ONLINE SHOP

Do not press browser back or forward button while you are in payment page

Payment Summary

Please review the following detail for this transaction:

Merchant Name:	City Bank PLC
Invoice Number:	951501
Description:	2401169000028087
Amount:	584.06 BDT
Amount in MR Bonuses:	

Enter Card Information

Card number
9

Expiration Date (mm/yy)

Cardholder's name

4DBC/CVV2/CVC2/CVN2/

☐ To Pay with Bonus Account (MR Point) of Citybank Amex Card, Click the CheckBox

Cancel **OK**

Note

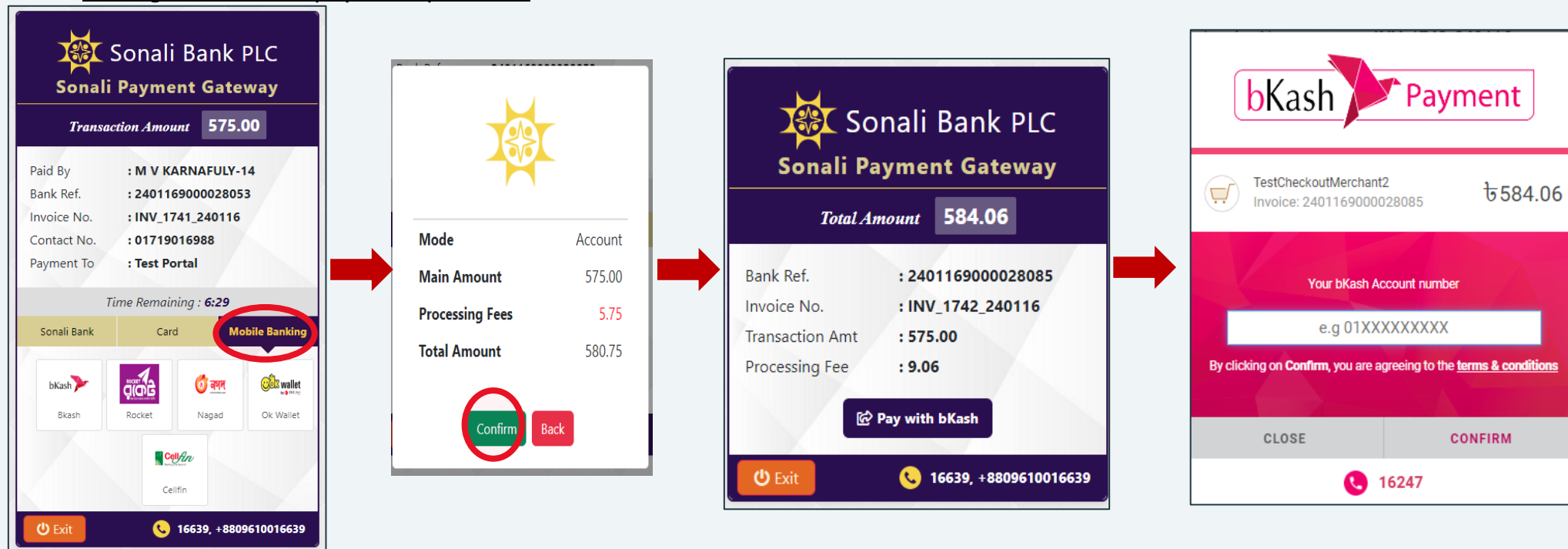
1. For AMEX, look at the upper right corner of the front side of your card to find 4-digit CSC. For VISA, MC and CUP, look at the back side of your card to find 3-digit CVV2/ CVC2/ CVN2.
2. The cardholder's name should be entered just as it's written on the card.
3. For CUP, please enter registered mobile number to get authentication code. Then enter the code to complete transaction.

SafeKey VISA SECURE ID Check UnionPay TakaPay

City Bank PLC.

User Manual for CLP Submission Module

Through Bank card payment process:



After selecting the payment mode and confirming the payment information in the fields of all the tabs, the BSW system will generate a payment acknowledgment (through email & mobile apps), and the application will be forwarded to the next level.

8.2 **Payment Schedule:**

- NOC for hazardous chemicals: For NOC, the applicant will be able to pay the fees and charges at the stage of verification level.
- Licenses for the import ODS & HFC: For the License, the applicant has to pay the fees and charges before/with the application received.

User Manual for CLP Submission Module



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