

## Import Manifest Guideline:

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Bangladesh Customs inaugurated the "Automation program of Customs" <b>ASYCUDA WORLD</b> w,e,f. 1 September 2013. Customs website is <a href="http://www.customs.gov.bd">www.customs.gov.bd</a> .
<ul style="list-style-type: none"><li>• MLOs are required to submit Advance Manifest (IGM) within the 24 hours of sailing of the vessel from the last port / Transshipment port.</li></ul>
<ul style="list-style-type: none"><li>• If a Freight Forwarder is listed as the "Consignee/Notify Party" on the Carrier's Master B/L, they must hold a valid license, be registered with NBR/Customs (<a href="http://www.customs.gov.bd">www.customs.gov.bd</a>), and possess a valid AIN.</li><li>• Freight Forwarders are required to submit the House Bill of Lading (HB/L) manifest corresponding to the Carrier's Master B/L through the Customs online system (ASYCUDA).</li><li>• They are fully responsible for any discrepancies in the House B/L manifest, including shortages, excesses, incorrect declarations, missing or inaccurate markings, DG/non-DG issues, or weight differences</li></ul>
<ul style="list-style-type: none"><li>• Banknotes, Security Papers, and Currency printing ink are not allowed as CFS(LCL) cargo. These items must be handled under CY(FCL) status. An advance notice of at least 72 hours before the container's ETA at the transshipment port is required, so the Port of Discharge (POD) can arrange security measures and secure the necessary documentation for smooth cargo discharge.</li></ul>
<ul style="list-style-type: none"><li>• Onions, garlic, dates, ginger, and other highly perishable commodities by their very nature should exclusively be transported using Reefer Containers.</li></ul>
<ul style="list-style-type: none"><li>• Only High Security BULLET SEAL must be used for all Inbound Containers per port regulations.</li></ul>
<ul style="list-style-type: none"><li>• The Consignee/Notify Party on the Carrier Master B/L must be a Bangladeshi entity with a local address and a valid BIN (Business Identification Number). Shipments without this information will be retained on board (ROB), and all related expenses will be charged to the Shipper at origin.</li></ul>

### **Mandatory Information for IGM (Import General Manifest)**

- Bill of Lading No.
- Vessel / Voyage No.
- Departure date from last port of call
- Customs Code
- Carrier AIN
- Freight Forwarder's AIN
- BIN of Bank and actual Importer in Bangladesh
- Consignee/Notify Party's full name and address along with BIN
- Container/Seal Number
- Number of Packages / Nature / Commodity and code (as per [NBR website](#))
- Gross/Net Weight for cargo and Container Marks and Numbers
- H.S. Code (8 digit)
- Status (FCL / FCL (PART) / LCL)

### **Place of Delivery in Dhaka (BDDAC)**

Dhaka is the capital of Bangladesh and has three delivery locations. ONEBD provides service to these locations via Chittagong.

The Carrier Master B/L must clearly mention the correct "Place of Delivery" as follows:

- 1) Place of Delivery: **Pangaon, ICT, Dhaka** (Code: **BDDAC01**)  
Transport Mode: Barge/Water
- 2) Place of Delivery: **SAPL, ICT, Dhaka** (Code: **BDDAC02**)  
Transport Mode: Barge/Water
- 3) Place of Delivery: **Kamalapur, ICD, Dhaka** (Code: **BDDAC30**)  
Transport Mode: Rail/Railway Wagon