



Department of Livestock Services (DLS)

User Manual

Of

Animal Feed Sales (Category-3A) (Daily 51 tons or more) /

Animal Feed Sales (Category-3B) (Daily 11 tons to 50 tons) /

Animal Feed Sales (Category-3C) (Daily up to 10 tons)

30th May 2025

Submitted by:

Dream71 Bangladesh Ltd.

House 16, Level 5, Block A, Main Road, Bashundhara R/A, URL: www.dream71.com

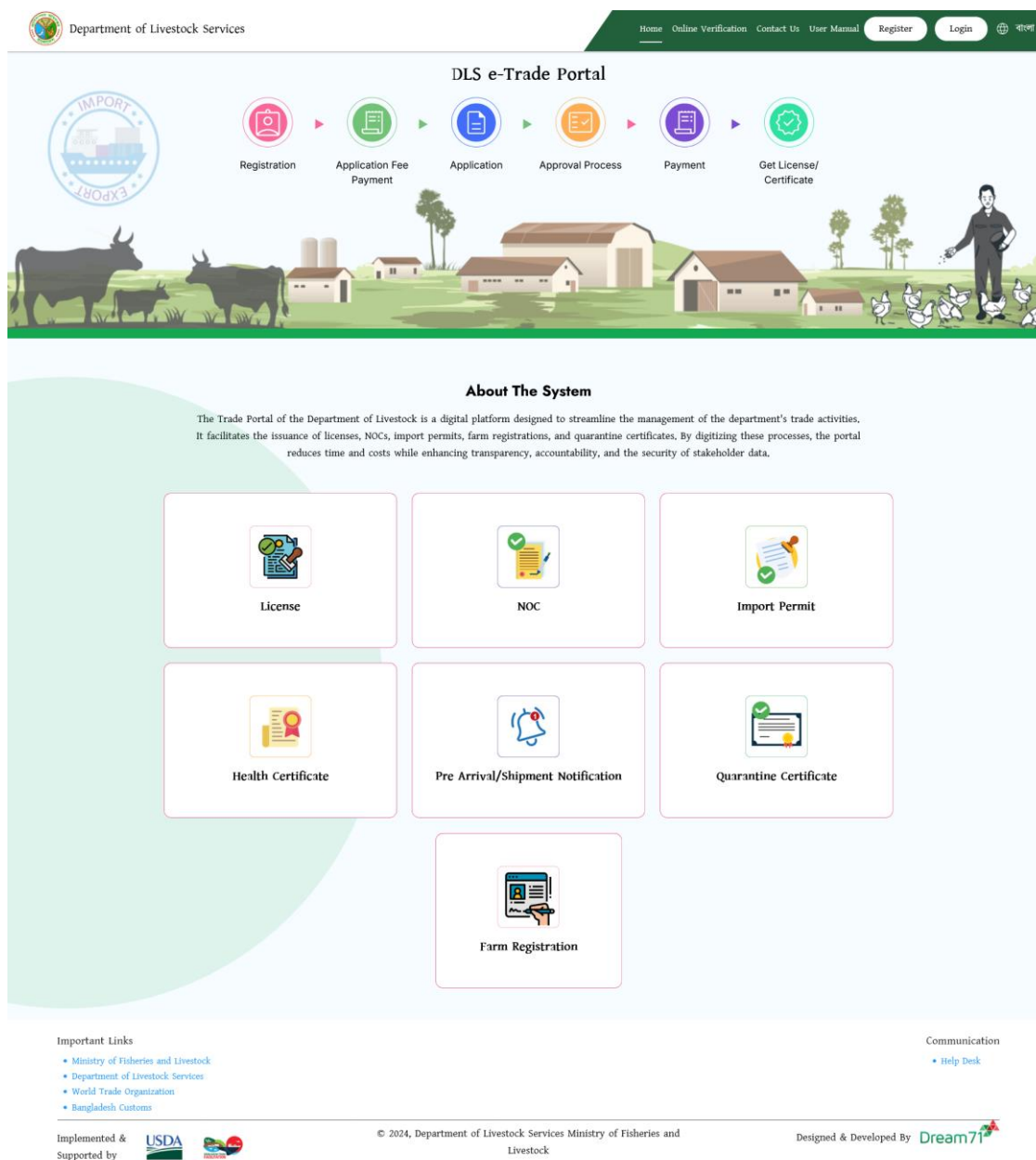
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System Home Page

How can a user join the DLS platform?

To access the DLS e-Trade Portal, users need an internet-connected device and a web browser. Begin by entering the URL <http://etrade.dls.gov.bd/> into the browser's address bar and pressing **Enter**. This will display the system's homepage, as illustrated in the figure below.



When users access the portal, they are greeted with the homepage, which serves as the main interface for navigation. At the top of the page, a user-friendly navigation menu provides quick access to essential features:

- **Home:** Redirects users to the homepage.
- **Online Verification:** Facilitates the verification of documents.

Online Verification

Select Type

☒ License

☐ NOC

☐ Import Permit

☐ Farm
Registration

☐ Health Certificate

Select Category

পশুখাদ্য আমদানিকারক/ পশু খাদ্য উপকরণ আমদানি/ রপ্তানিকারক

Certificate No

1

Search

Applicant Name : Safina Hamid
Company Name : Crown Agro Ltd.
Company address : Savar, Dhaka
Warehouse : Savar, Dhaka
Expiry Date : 30-06-2025
Meeting Date : 09-05-2025
Status : **Active**

- **Contact Us:** Offers support and addresses user inquiries.



Address
প্রাণিসম্পদ অধিদপ্তর, বাংলাদেশ কৃষি
খামার সড়ক, ফার্মগেট, ঢাকা

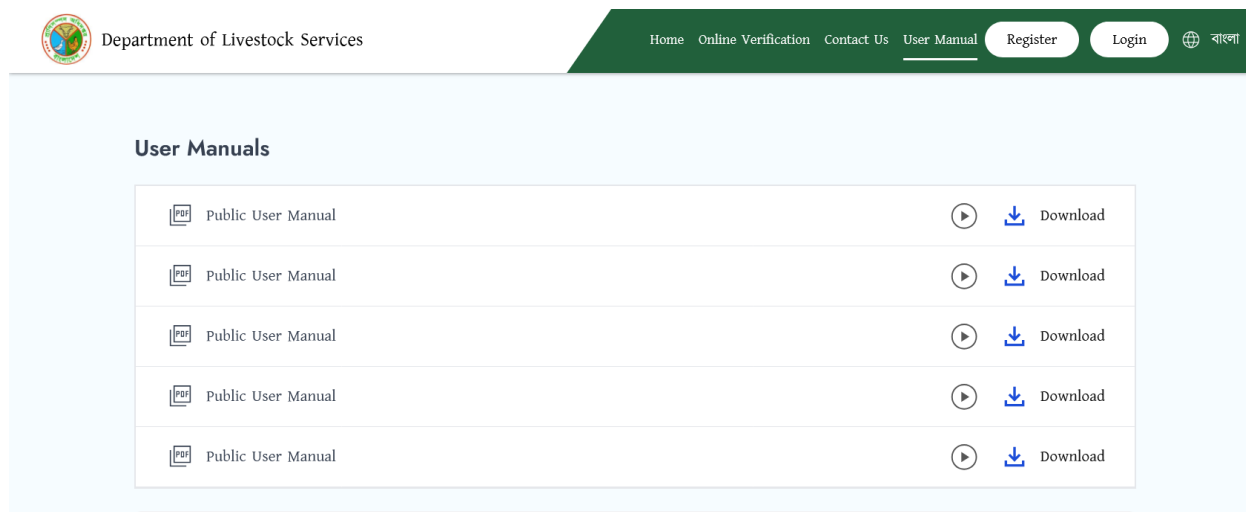


dg@dls.gov.bd



০২-৯১০১৯০২

- **User Manual:** Provides a comprehensive guide on utilizing the portal's features.



This intuitive menu design ensures that users can efficiently navigate to the most important sections of the portal.

The homepage contains two key action buttons:

- **Register:** Redirects new users to the account creation page.
- **Login:** Opens the login page for existing users.

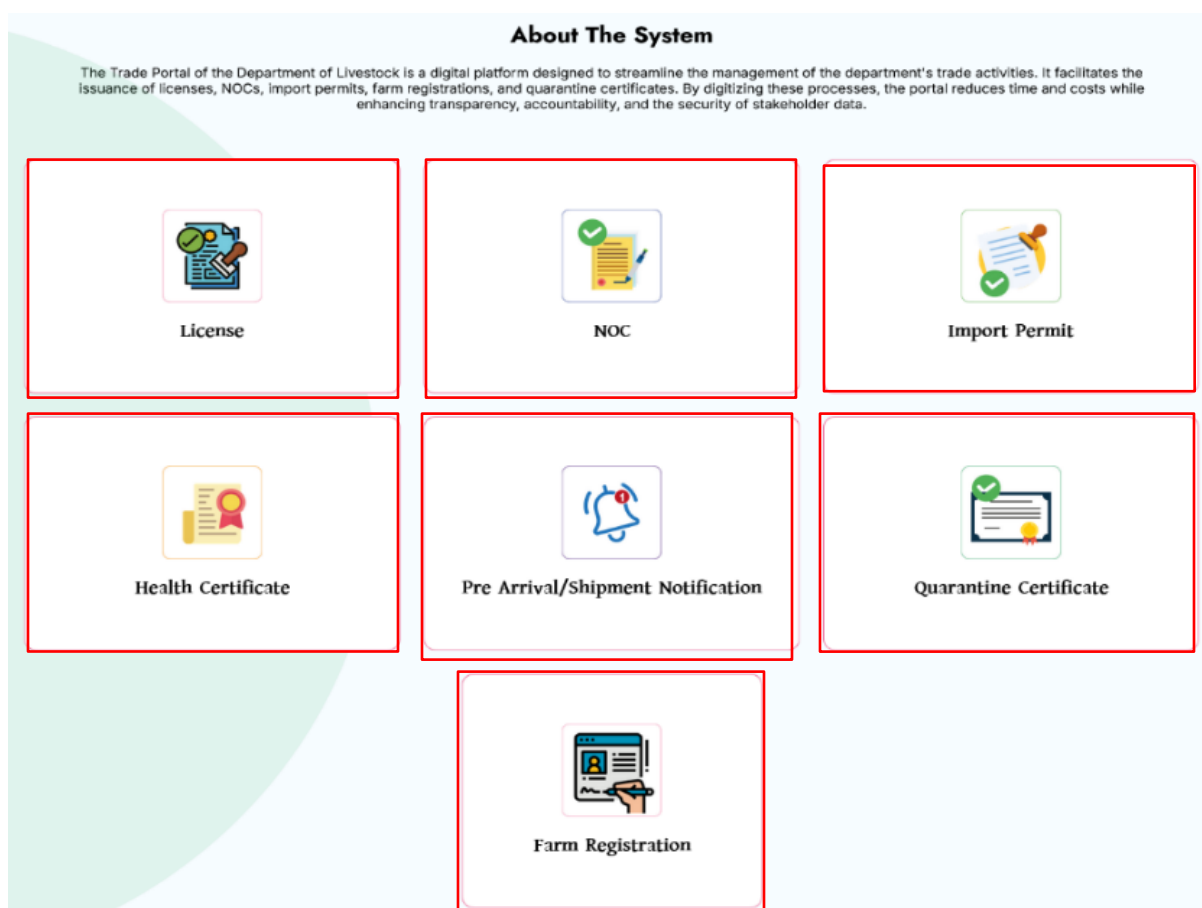
A **language selector** in the top-right corner allows users to switch between **Bangla** and **English**.



The **"About The System"** section on the homepage provides a brief overview of the purpose and benefits of the system. It explains how the platform simplifies access to various services, streamlines processes, and supports users in obtaining licenses and certificates efficiently. This section also features seven cards representing key categories and services:

- License
- NOC
- Import Permit
- Health Certificate
- Pre Arrival/Shipment Notification
- Quarantine Certificate
- Farm Registration

Each card is clickable. Clicking a card displays detailed information about the corresponding service or category, helping users easily understand and navigate the available options.



Applicant Panel

Registration and Login

How can a user register and login to the system?

Registration

☒ Company

☐ Person

☐ Govt./Semi-Govt./Autonomous
Organization

Company Name * Crown Agro Ltd.	Mobile * 01316759345
Owner's Email * cal@gmail.com	Owner's NID * 9765645686
Password * ●●●●●●●●	Confirm Password * ●●●●●●●●
U S Z c B	Verification code * USZcB

Register

Already Registered?

Login

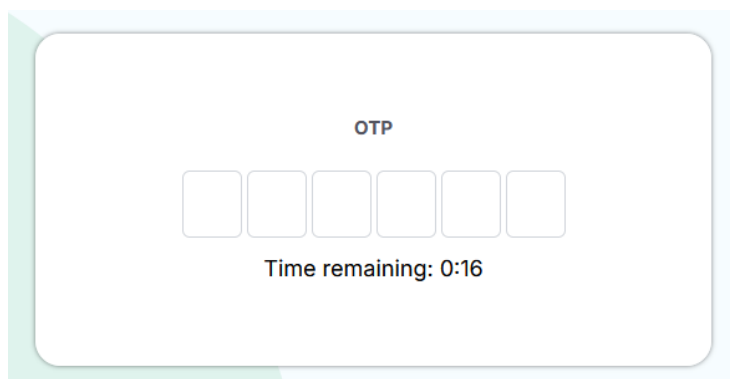
To register, click the **Register** button on the homepage. This opens the registration page, where users can complete the process by filling in all required fields such as **Company Name**, **Mobile no**, **Email**, **NID**, **Password** and **Verification code**.

It is important to use a mobile number that is always accessible to the applicant, as an OTP will be sent to this number. Additionally, this number will be used for sending other relevant information in the future.

OTP Verification

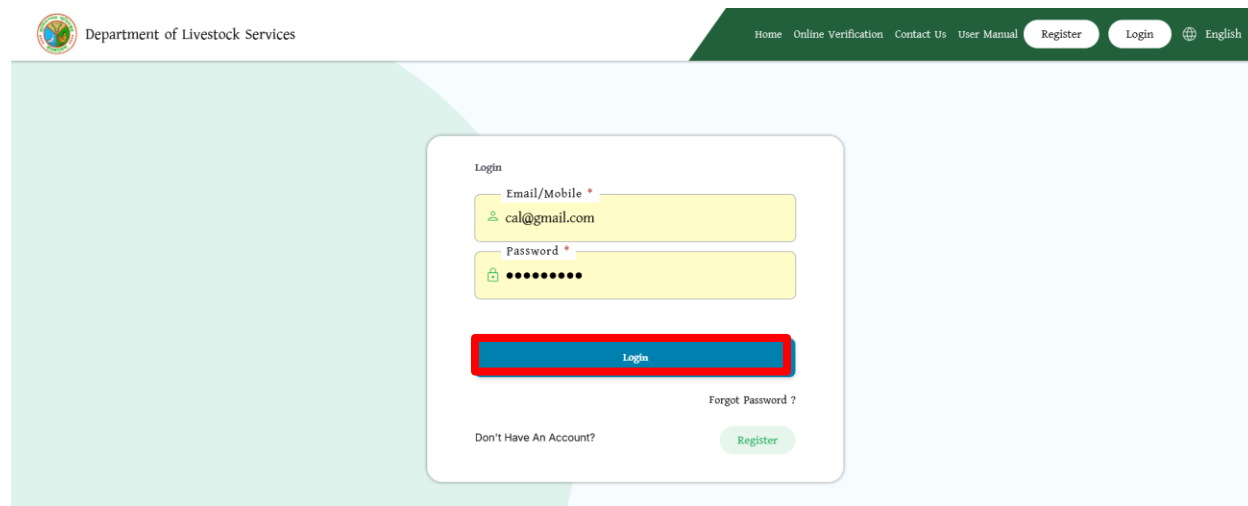
After completing the registration, an OTP will be sent to the applicant's mobile number or email from DLS. The applicant must enter the OTP correctly in the designated field on the **Verify OTP** page.

If the OTP is not received, click the **Resend OTP** button after waiting for 2 minutes and 30 seconds.



The image shows a web form for OTP verification. At the top, the text "OTP" is centered. Below it are six empty square input boxes for entering the digits of the OTP. Underneath the boxes, the text "Time remaining: 0:16" is displayed, indicating a countdown timer.

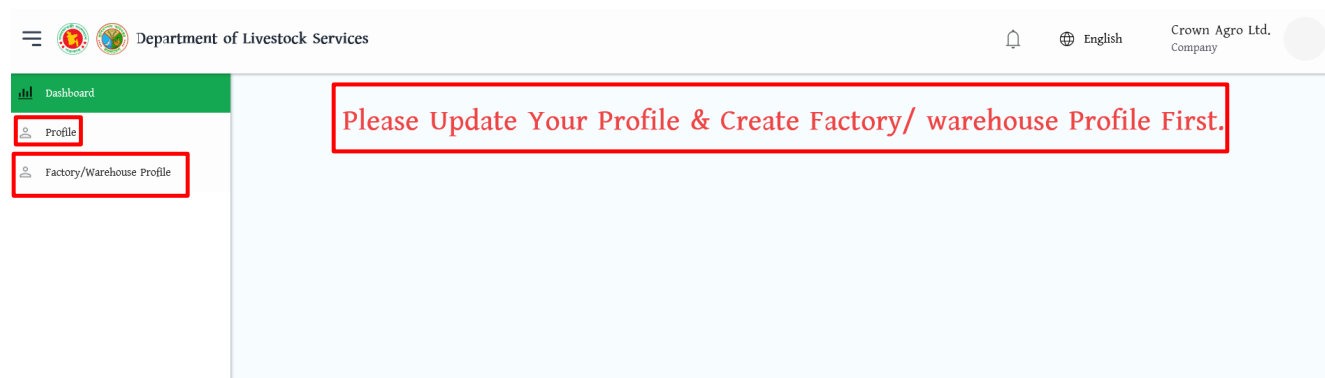
Once registration is complete, the user can log in using their email address/mobile no. and password.



The image shows a login form on the Department of Livestock Services website. The form is titled "Login" and contains two input fields: "Email/Mobile *" with the value "cal@gmail.com" and "Password *" with masked characters. Below the fields is a blue "Login" button with a red border. To the right of the button is a link "Forgot Password?". At the bottom left of the form is a link "Don't Have An Account?" and at the bottom right is a green "Register" button. The website header includes the Department of Livestock Services logo and navigation links: Home, Online Verification, Contact Us, User Manual, Register, Login, and English.

Profile Update After Login

Upon successful login, a message will prompt the user to "Please Update Your Profile & Create Factory/Warehouse Profile First."



Profile

Can a user update his/her profile after logging into the system?

User can update the profile information by going to the profile section from the left side menu of the system.

A screenshot of the "Profile" update form for "Crown Agro Ltd". The form is titled "Owner Information" and contains several input fields. At the top right of the form is a red-bordered edit icon. The fields are: "Owner's Name (English) *" and "Owner's Name (Bangla) *" (text inputs); "Owner's Address (English) *" and "Owner's Address (Bangla) *" (text inputs); "NID *" with the value "9766437665" (text input); "Upload NID Attachment *" with a "Browse..." button and the text "No file selected." (file upload); "Owner's Picture *" with a "Browse..." button and the text "No file selected." (file upload); "Owner's Signature *" with a "Browse..." button and the text "No file selected." (file upload). Below these are radio buttons for "Father" (selected) and "Spouse", followed by "Father's Name *" and "Mother's Name *" (text inputs). Small text below the picture and signature fields states "(File size should not exceed 5 MB.)".

Company Information

Business Type

☐ None☐ Importer☐ Exporter☐ Both

Type of Organization *

Type of Organization

Organization Name *

Crown Agro Ltd

Organization Name (Bangla) *

Mobile *

01316901501

Email *

cal@gmail.com

Contact Person Information

Contact Person Name *

Contact Person Mobile *

Contact Person NID

Contact Person NID Attachment

Browse...

No file selected.

(File size should not exceed 5 MB.)

Contact Person Address

Contact Person Email *

Address

Office Address *

Division *

Division

District *

District

Upazila/Thana *

Upazila/Thana

Document *

ERC Number

ERC Expiry Date

mm/dd/yyyy



ERC Upload

Browse...

No file selected.

(File size should not exceed 5 MB.)

IRC Number

IRC Expiry Date

mm/dd/yyyy



IRC Upload

Browse...

No file selected.

(File size should not exceed 5 MB.)

Trade License *

Trade License Expiry Date *

mm/dd/yyyy



Trade License Upload *

Browse...

No file selected.

(File size should not exceed 5 MB.)

Tax Identification Number (TIN) *

TIN Attachment *
Browse... No file selected.
(File size should not exceed 5 MB.)

Business Identification Number (BIN) *

BIN Attachment *
Browse... No file selected.
(File size should not exceed 5 MB.)

Update

During profile management, the information provided by the user at the time of registration is automatically pre-filled in the profile page. In addition, the applicant is required to fill in other necessary fields, such as **Owner's Name (English)**, **Owner's Name (Bangla)**, **Owner's Address (English)**, **Owner's Address (Bangla)**, **NID**, **Father/Spouse's Name**, **Mother's Name**, **Organization's Name (Bangla)**, **Contact Person's Name**, **Contact Person's Mobile**, **Contact Person's NID**, **Contact Person's Address**, **Contact Person's Email**, **Office Address**, **ERC Number**, **IRC Number**, **Trade License Number**, **Tax Identification Number (TIN)**, and **Business Identification Number (BIN)**. The applicant must also upload mandatory attachments, including **Owner's Picture**, **NID**, **Owner's Signature**, **Contact Person's NID**, **ERC**, **IRC**, **Trade License**, **TIN**, and **BIN**. Furthermore, the applicant must select the **Type of Organization**, **Division**, **District**, and **Upazila** from the respective dropdown menus. All fields marked with a red asterisk (*) are mandatory. Once all required information is entered, the applicant can click on the **Update** button to save the changes. If needed, the applicant can revisit the profile and make modifications by clicking on the **Edit** button located at the top-right corner of the profile page.

Factory/Warehouse Profile

How does an applicant create company profiles through the system?

Applicant can create the Factory/Warehouse profile by going to the **Factory/ Warehouse Profile** section from the left side menu of the system. Clicking on the "Factory/Warehouse" button will bring up the page for creating a new Factory/Warehouse.

Department of Livestock Services

English
Crown Agro Ltd Company

Dashboard
Profile
Factory/Warehouse Profile

Dashboard > Company List

+
Factory/Warehouse

Per Page 10

Sl. No.	Factory/Warehouse	Type of Organization	Office Address	Date	Action
No Record Found!					

The applicant must fill in the required fields and click the **Save** button to create the Factory/Warehouse profile.-

**Crown Agro Ltd**
company

Type *

☒ Warehouse ☐ Factory

Warehouse Name (English) *

Warehouse Name (Bangla) *

Mobile *

Email *

Warehouse Picture *

No file selected.

(File size should not exceed 5 MB.)

Warehouse Address

Warehouse Office Address (English) *

Warehouse Address (Bangla) *

Division ▼

District ▼

Upazila/Thana ▼

Type Address for Lat and Long

Latitude

Longitude

Enter a location

Latitude

Longitude

Contact Person Information

Warehouse Contact Person Name *

Warehouse Contact Person Email *

Warehouse Contact Person Mobile *

Warehouse Contact Person NID *

Warehouse Contact Person NID Attachment

No file selected.

(File size should not exceed 5 MB.)

Warehouse Document

Space *

☒ Own ☐ Rental

Environment Certificate

Browse...

No file selected.

(File size should not exceed 5 MB.)

Trade License

Trade License Expiry Date

mm / dd / yyyy

Browse...

No file selected.

(File size should not exceed 5 MB.)

Tax Identification Number (TIN)

TIN Attachment

Browse...

No file selected.

(File size should not exceed 5 MB.)

Business Identification Number (BIN)

BIN Attachment

Browse...

No file selected.

(File size should not exceed 5 MB.)

Rental Deed Attachment

Browse...

No file selected.

(File size should not exceed 5 MB.)

Other Attachment

Browse...

No file selected.

(File size should not exceed 5 MB.)

Picture Attachment

Browse...

No file selected.

(File size should not exceed 5 MB.)

Save

Firstly, the user must select the **Type of Organization**. Then, the user is required to fill in other necessary fields, including **Factory/Warehouse Name (English)**, **Factory/Warehouse Name (Bangla)**, **Mobile Number**, **Email**, **Factory/ Warehouse Office Address (English)**, **Factory/ Warehouse Office Address (Bangla)**, **Address for Latitude and Longitude**, **Factory/Warehouse Contact Person's Name**, **Factory/Warehouse Contact Person's Email**, **Factory/Warehouse Contact Person's Mobile**, **Factory/Warehouse Contact Person's NID**, **Trade License**, **Tax Identification Number (TIN)**, **Business Identification Number (BIN)**. The applicant must upload attachments, such as **Factory/Warehouse Picture**, **Factory/Warehouse Contact Person's NID attachment**, **Environment Certificate**, **Trade License**, **TIN**, **BIN**, **Rental Deed**, **Other attachment**, **Picture attachment**. Additionally, the applicant must select the **Division**, **District**, and **Upazila** from the corresponding dropdown menus. All fields marked with a red asterisk (*) are mandatory.

An applicant can **view/edit** Factory/Warehouse profiles.



Factory/Warehouse/Feed Plant

SL. No.	Factory/Warehouse/Feed Plant	Type of Organization	Office Address	Action
1	Alive's Farm	Factory	4/2 Savar, dhaka	
2	RR Framhouse	Factory	4/2 Isdair, n.gonj	
3	Crown Agro Premix Factory Savar	Factory	Savar, Dhaka	
4	Crown Agro Feed Plant Savar	Feed Plant	Savar, Dhaka	
5	Crown Agro Warehouse	Warehouse	Savar, Dhaka	

Applicant Dashboard

How does an applicant apply for a **Category- 3 License**?

To apply for a Category-3 License, the applicant needs to click on the License menu, which directs him/her to the page for creating a new application. The applicant can access the Category-3 License application page through both the **Dashboard** and the **sidebar menu**.



Department of Livestock Services



বাংলা

Crown Agro Ltd. Company


Dashboard

-  Profile
-  Factory/Warehouse Profile
-  **License**
-  Import Plan
-  NOCs
-  Farm Registration
-  Health Certificate



License



NOC



Import Permit



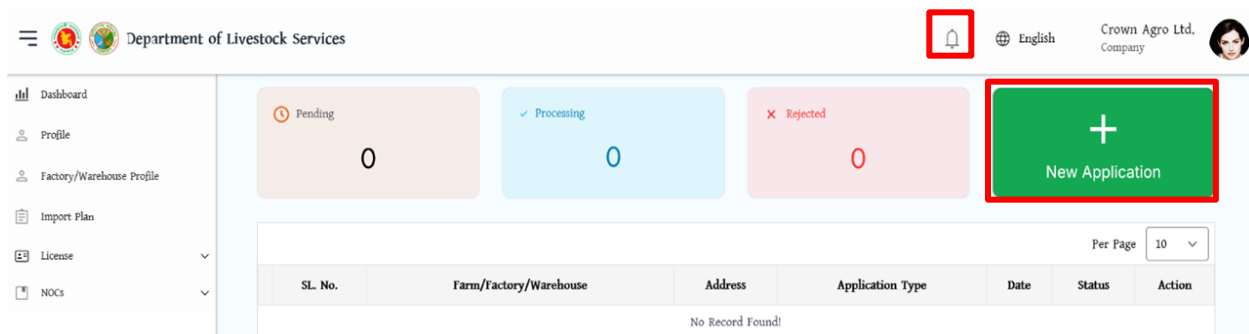
Farm Registration



Health Certificate

Adding a New Application

To add a new application, the applicant must click on the **New Application** button.



The cards at the top provide an overview of the different states of applications and their respective counts. The **Pending** card indicates the number of applications currently in the pending list. The **Processing** card shows the number of applications that are actively being processed. Lastly, the **Rejected** card displays the count of applications that have been rejected.

Applicant can be notified about the different stages of an application by clicking on the **Notification Bell** at the top of the page.

Paying the Application Fee

After selecting **Category-3** from the license type drop-down menu and **Warehouse** from the warehouse dropdown menu, click the **Online Payment** button at the bottom-right corner of the page to proceed to the payment portal.

Animal Feed Sales (Category-3A) (Daily 51 tons or more)

Applicant's Description

Name: Crown Agro Ltd 1

Email: cal@gmail.com

Address: Kotwali, Dhaka

Contact Number: 01316901501

Type of Application

Animal Feed Sales (Category-3A) (Daily 51 tons or more)

Select Warehouse / Factory

Crown Agro Warehouse

Application Fee Description	Amount (Taka)
Application Fee	500
Sub Total	500
VAT (15%)	75
Total	575

Please collect the following information for the license application

- (a) The complete address of the sales location must be provided.
- (b) An updated trade license (with up-to-date income tax) must be available.
- (c) There must be a storage facility suitable for preserving animal feed.

[Online Payment](#)

Step-by-Step Instructions for Payment

1. Review Transaction Details:

Verify the transaction amount, invoice number, and contact details to ensure accuracy.

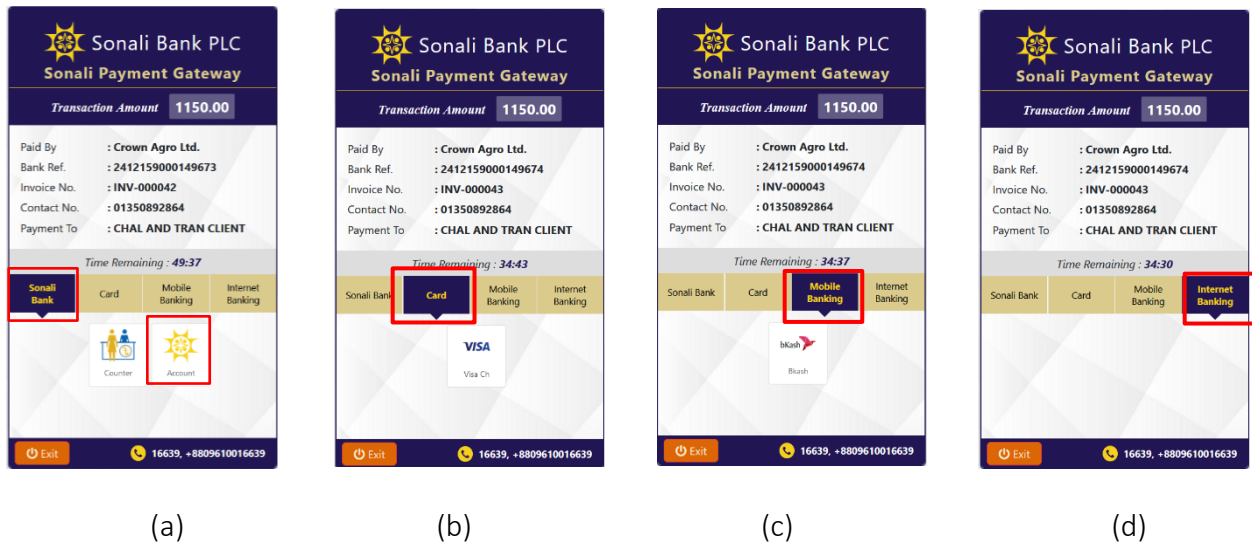
2. Select Payment Method:

Choose one of the three tabs for payment:

- Sonali Bank:** If you prefer a direct bank transfer or counter payment.
- Card:** If you wish to pay using a debit/credit card.
- Mobile Banking:** For payment through Bkash mobile banking apps.
- Internet Banking:** For payment through other internet-based services.

3. Confirm and Exit:

Once the payment is successful, you will receive a confirmation message. Click **Exit** to leave the portal.

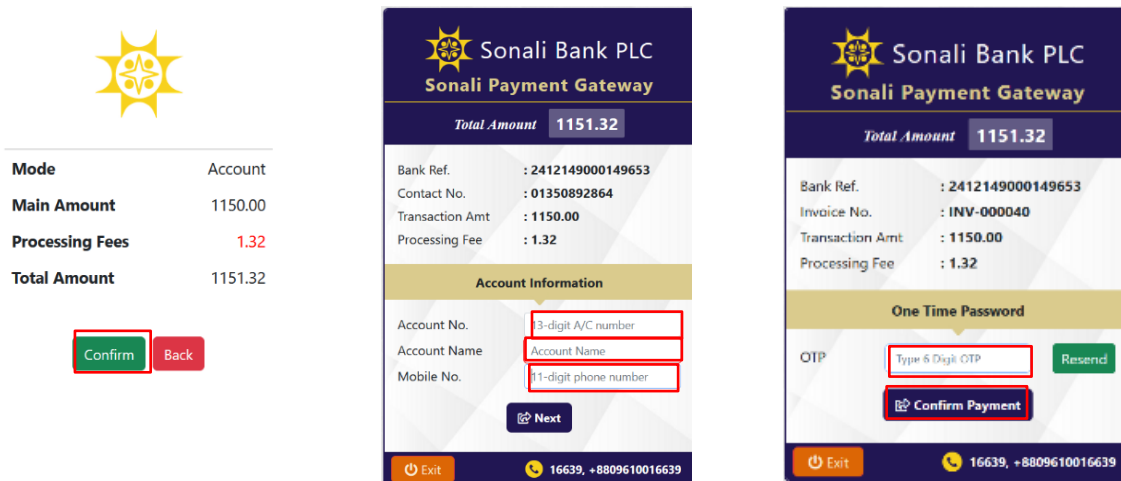


Paying via Sonali Bank Account

If the applicant chooses to pay directly via Sonali Bank Account, after clicking the **Confirm** button, they will be redirected to the payment portal. The applicant must then provide the **Bank Account Number**, **Account Name**, and **Mobile Number**.

OTP Verification for Payment

Shortly after, an OTP will be sent to the applicant's mobile number. Once the OTP is entered and the **Confirm Payment** button is clicked, the payment is successfully completed.



The image shows two screenshots of the Sonali Bank PLC Sonali Payment Gateway interface. The first screenshot displays the payment confirmation screen with the following details:

Mode	Account
Main Amount	1150.00
Processing Fees	1.32
Total Amount	1151.32

Below the table are two buttons: **Confirm** and **Back**.

The second screenshot displays the OTP verification screen with the following details:

Total Amount	
Total Amount	1151.32

Below the table are the following details:

Bank Ref.	: 2412149000149653
Contact No.	: 01350892864
Transaction Amt	: 1150.00
Processing Fee	: 1.32

Below the details is the **Account Information** section:

Account No.	3-digit A/C number
Account Name	Account Name
Mobile No.	11-digit phone number

Below the account information is a **Next** button.

The third screenshot displays the **One Time Password** section:

OTP	Type 6 Digit OTP
	Resend
	Confirm Payment

Once the application fee is successfully paid, the status in the application table will update to **Application Fee Paid**. At this stage, the user can access their application and click the **Edit** button to provide any additional information required to complete the license application process.

Dashboard ▶ License Applications List

Pending
15

Processing
62

Rejected
6

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Original receipt of application fee deposit	Status/ Inspected by	Action
1	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	Application Fee Paid	Edit

Continuing the Application

The applicant can click the **Edit** button to continue. They must complete the application form for the license of **Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-3)** by providing accurate information in three phases.

Phase 1: Applicant Information

Phase 1 is auto filled with all the information that is already provided in Profile and Factory/Warehouse Profile.

Animal feed sales (Category-3A) (Daily 51 tons or more)

1 Applicant Information

2 Organization Details

3 Documents

Applicant's Name *

Safina Hamid

Applicant's Name (Bangla) *

সাফিনা হামিদ

☐ Father's Name
 ☒ Husband's Name
 ☒ National ID Number

Husband's Name *

Asifur Rahman

National ID Number *

9766437665

Mother's Name *

Mita

Mobile Number *

01316901501

Email *

cal@gmail.com

Applicant address

Address Details *

Uttara, Dhaka

Address Details (Bangla) *

উত্তরা, ঢাকা

Save and next >

Phase 2: Organization Details

Organization Name, Organization Address and Warehouse Address are already auto filled with the information provided in the Warehouse profile. The user has to fill in other necessary fields. All the fields marked with asterisk mark (*) are the fields which are mandatory.

Animal feed sales (Category-3A) (Daily 51 tons or more)

1
Applicant Information

2
Organization Details

3
Documents

Organization Name *

Organization Name (Bangla) *

Organization Address *

Warehouse Address *

Warehouse Address (Bangla) *

Organization address

Dhaka ▼

Dhaka ▼

Savar Upazila ▼

Others (if needed)

Title	Description	Action
Title	Description	+

[< Previous](#)

[Save and next >](#)

Phase 3: Documents

Except for other document, all the other information are auto filled.

Animal feed sales (Category-3A) (Daily 51 tons or more)

1

Applicant Information

2

Organization Details

3

Documents

TIN certificate

TIN Number	Attachment
TIN Number * 123456789055	Attached

Trade License

Trade License Number	Duration	Attachment
Trade License Number * 654321	Duration * 08 / 20 / 2025	Attached

Others document

Title	Attachment	Action
Title	Browse... No file selected.	+

Picture	Signature
	

< Previous

Preview >

After entering accurate information in all three phases, the applicant can check the checkbox and click the **Preview** button to complete the application process. The status in the application table will update to **Submitted**. The user can view their application by clicking the **View** button.

ফর্ম-২
[বিধি-৩(১) দ্রষ্টব্য]

To,
Director General
Department of Livestock Services
Bangladesh, Dhaka.



Subject - Application for Animal feed sales (Category-3A) (Daily 51 tons or more)

1. Applicant's Name	: Safina Hamid
Husband's Name	: Asifur Rahman
Mother's Name	: Mita
Address	: Uttara, Dhaka
2. Name and Address of the Organization	: Crown Agro Warehouse
3. Warehouse Address	: Savar, Dhaka
4. Tax payment certificate	: Attached
5. Trade License (Updated)	: Attached
6. Original receipt of application fee deposit	: View Invoice
7. Others (if needed)	: 1 . ,

☒ I hereby declare that all the information provided above is correct. I further declare that I will ensure the nutritional standards of animal feed are maintained in accordance with the ideal standards specified in the Fish Feed and Animal Feed Act, 2010, and the Animal Feed Rules, 2013. I will also comply with all relevant rules and regulations associated with this matter.

Date- 30-05-2025

Proprietor's signature



(Seal)

[< Previous](#)[Submit >](#)

Application Preview

The user's application preview is available in both short and long formats. The **long preview** provides a detailed view of all submitted images and attachments, allowing applicants to review their entire submission. By clicking the **Application Preview** button, applicants can access the **short preview**, which offers a concise overview of the key details.

Long preview:

Application Details

[Application preview](#)

Applicant's Name	:	Safina Hamid
Husband's Name	:	Asifur Rahman
Mother's Name	:	Mita
National ID	:	9766437665
Address Details	:	Uttara, Dhaka
Organization Name	:	Crown Agro Warehouse
Organization Address	:	Kotwali, Dhaka
Mobile Number	:	01316901501
Email	:	cal@gmail.com
Division	:	ঢাকা
District	:	ঢাকা
Upazila	:	কোতোয়ালী
Warehouse Address	:	Savar, Dhaka
TIN Number	:	123456789055
Tin attachment	:	Attachment
Trade License Number	:	654321
Trade License Attachment	:	Attachment

Others (if needed)

Title	Description

Others document

Title	Attachment
	Attachment



Image

Signature

Incomplete Answering Process

If the DLO identifies any discrepancies or missing information in the applicant's submission, the application is marked with an **Incomplete** status and sent back to the applicant for corrections.

SL. No.	Factory/ Warehouse	Address	Application Type	Date	Type of license	Original receipt of application fee deposit (verified treasury challan)	Status/ Inspected by	Action
1	Dream71 Poultry Agro	Dream71 poultry - Gazipur Sadar 47-1, Merer Bazar Station Road, Tongi, Gazipur Sadar . Gazipur Sadar . Gazipur	New	02-03-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	Forwarded	View
2	Dream71 Poultry Agro	Dream71 poultry - Gazipur Sadar 47-1, Merer Bazar Station Road, Tongi, Gazipur Sadar . Gazipur Sadar . Gazipur	New	27-02-25	Animal feed importer, exporter, storage, and marketer (Category-2)	View Invoice	Incomplete	View Edit

By clicking on **Edit** button, the applicant is only permitted to modify the specific fields flagged by the DLO as requiring correction. All other fields remain locked and cannot be edited.

1 Applicant Information
2 Organization Details
3 Documents

Import or Export Main License Details (Certified Copy to be Attached)

IRC Number	Expiry Date	Attachment
IRC Number * 2222222222 Provide correct information	04 / 25 / 2025	Attached

Income Tax Payment Certificate(Updated)

TIN Number	Attachment
TIN Number * 4444444444	Attached

Once the Incomplete information is corrected, the applicant resubmits the application. Upon resubmission, the application's status updates to **Resubmitted**.

Rejection Process

When the DLO rejects an application, the applicant can no longer use it for license issuance. The status of the application is updated to **Rejected**.

Dashboard > License Applications List

⌚ Pending 2
✓ Processing 2
✗ Rejected 1
+ New Application

SL. No.	Factory/ Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakundu, Chattogram	New	23-01-25	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Reject	View
2	Crown Agro Ltd.	Savar, Dhaka	New	23-01-25	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Resubmit	View

License Fee Payment Process

Once an application is deemed worthy of license issuance, the applicant is notified to pay the license fee. The application status in the list changes to **Approved**, and a new **Payment** button becomes visible in the **Action** column.

SL. No.	Factory/ Warehouse	Address	Application Type	Date	Type of license	Original receipt of application fee deposit	Status/ Inspected by	Action
1	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	Submitted	View
2	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	Approved	View Payment

By clicking on the **Payment** button, applicant can pay the license fee in the same manner of the application fee. Once license fee is paid, the application status in the list changes to **License Fee Paid**. The **Status** column data keeps updating based on the stages an application is going through.

SL. No.	Factory/ Warehouse	Address	Application Type	Date	Type of license	Original receipt of application fee deposit	Status/ Inspected by	Action
1	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	Submitted	View
2	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	License Fee Paid	View Invoice

An **Invoice** button is available in the **Action** column for applicants to have proof of the payment. There is a **Print** button available at the bottom of the **Invoice** page for the Invoice page to be printed, if desired.



Government of the People's Republic of Bangladesh
Department of Livestock Service
etrade.dls.gov.bd
Email: etrade@dls.gov.bd




Payment Receipt

Application Id : 106

Date : 08-04-2025

Invoice no : INV-000106

Applicant Name

:

Safina Hamid

Mobile No

:

01316901501

Service	Amount
License Fee (Challan No: 1441299)	10000 BDT
Vat(15%) (Challan No: 1141101)	1500 BDT
Total	11500 BDT

Paid via: Online

বিশেষ নির্দেশনাঃ

সম্পূর্ণ জমা দেওয়ার সময় অবশ্যই মানি রিসিটটি সঙ্গে নিয়ে আসবেন।

This is a system generated payment receipt, signature is not required 08-04-2025

Print

Once License is issued, the application status in the list changes to **License Issued**.

Dashboard
Profile
Factory/Warehouse Profile
License
- Applications
- All Licenses
Import Plan
NOCs
Import Permit
Farm Registration
Usage Report
Health Certificate

Dashboard > License Applications List

Pending 16
Processing 63
Rejected 6
New Application

Per Page: 10

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Original receipt of application fee deposit	Status/ Inspected by	Action
1	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	Submitted	View
2	Crown Agro Warehouse	Savar, Dhaka	New	30-05-25	Animal feed sales (Category-3A) (Daily 51 tons or more)	View Invoice	License Issued	View

All License Menu

Applicants can view all details about an existing license by navigating to the **All License** menu available in the sidebar. This section provides comprehensive information on licenses issued to the applicant.

Dashboard
Profile
Factory/Warehouse Profile
License
- Applications
- All Licenses
Import Plan

Dashboard > All License

Active License
Show Cause
Suspended

SL. NO	Factory/Warehouse	License Number	Category	Issue Date	Expiry Date	Action
1	ক্রীটন আগ্রো ওয়ারহাউস	4	Animal feed sales (Category-3A) (Daily 51 tons or more)	30-05-2025	30-06-2025	View Amendment
2	Alive's Farm	20	Animal feed production, processing, storage, and marketing (Category-1 Vet Premix)	28-05-2025	30-06-2025	View Amendment
3	RR Framhouse	19	Animal feed production, processing, storage, and marketing (Category-1 Vet Premix)	28-05-2025	30-06-2025	View Amendment

Active License Tab

Active license tab shows the list of all licenses that are already approved. The table within this tab includes columns such as **SL. No.**, **Company Name**, **Category**, **Issue Date**, **Expiry Date**, and **Action**. The **Action** column includes the following features for the applicant:

- **View:** To view the details of the license.
- **Amendment:** To amend an active license.
- **Renewal:** To renew a license

By clicking the **View** button, the applicant is redirected to the **License**. There are **Print**, **Amendment** and **Renewal** button available at the bottom of the License page.



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জেলা প্রাণিসম্পদ কর্মকর্তার কার্যালয়
ঢাকা
www.dls.gov.bd



স্মারক নং- 186764

তারিখ: 30-05-2025

লাইসেন্স নং - ঢাকা/সাভার উপজেলা/ (ক্যাটাগরি-৩ক)/০৯৭/(২০২৪-২৫), 30-05-2025

বিষয় : পশুখাদ্য বিক্রয়ের (ক্যাটাগরি-৩ক) (দৈনিক ৫১ টন থেকে তদোধ) হিসেবে লাইসেন্স প্রদানপ্রসঙ্গে

মৎস্যখাদ্য ও পশুখাদ্য আইন-২০১০ ও পশুখাদ্য বিধিমালা-২০১৩ মোতাবেক প্রত্যয়ন করা যাচ্ছে যে, ক্রাউন আর্থো ওয়ারহাউস। স্বত্বাধিকারী-সাফিনা হামিদ, পিতা- Asifur Rahman মাতা- Mita ,Kotwali, Dhaka, উপজেলা- কোতোয়ালী, জেলা- ঢাকা এর লাইসেন্স প্রদান করা হলো। লাইসেন্স নং, তারিখ 30-05-2025। প্রাণিসম্পদ অধিদপ্তর/অত্র দপ্তর হতে এ লাইসেন্স বাতিল করা না হলে লাইসেন্স এর মেয়াদ আগামী 30-06-2025 ইং পর্যন্ত বহাল থাকবে।

শর্তসমূহঃ

০১. বিক্রয়স্থলের পূর্ণাঙ্গ ঠিকানা থাকতে হবে।
০২. হালনাগাদ ট্রেড লাইসেন্স থাকতে হবে।
০৩. হালনাগাদ আয়কর সনদ (প্রযোজ্য ক্ষেত্রে) থাকতে হবে।
০৪. পশুখাদ্য সংরক্ষণের উপযোগী ভদামের ব্যবস্থা থাকতে হবে।
০৫. লাইসেন্স এর মেয়াদ ইস্যুর তারিখ হতে ০১ (এক) বৎসর।
০৬. লাইসেন্স এর মেয়াদ শেষ হওয়ার অনূর্ধ্ব ৩০ (ত্রিশ) দিন পূর্বে নির্ধারিত ফি সহ নবায়নের জন্য আবেদন করতে হবে।
০৭. ক্রমিক নং ০১ হতে ০৬ পর্যন্ত বর্ণিত শর্তের যে কোন টি ভঙ্গ করলে কর্তৃপক্ষ এ নিবন্ধন বাতিল করা এবং আইনগত ব্যবস্থা গ্রহণের ক্ষমতা রাখেন।



Bashona

30-05-2025
Bashona Akter
জেলা প্রাণিসম্পদ কর্মকর্তা
পক্ষে, মহাপরিচালক
প্রাণিসম্পদ অধিদপ্তর, বাংলাদেশ, ঢাকা
01983122625
dlodhaka@dls.gov.bd

Print

Amendment

Renewal

Amendment Process

By clicking the **Amendment** button, the applicant is redirected to the **Amendment application**. There are description box and document upload option available for the applicant to justify their amendment. There are **Previous** and **Submit** button available at the bottom of the page.

Amendment application

License No : 3

Company Name

:

Crown Agro Ltd. Factory Savar

Factory Address

:

Savar, Dhaka

Proprietor

:

Safina Hamid

Mobile

:

01737779778

Address

:

Uttara, Dhaka

Description

↶ ↷ Paragraph B I         

File name

Attachment

Browse... No file selected.



← Previous

Submit →

Renewal Process

By clicking the **Renewal** button, the applicant is redirected to the **Online Payment** page.

Animal Feed Sales (Category-3A) (Daily 51 tons or more)

Applicant's Description

Name: Crown Agro Ltd 1

Address: Kotwali, Dhaka

Email: cal@gmail.com

Contact Number: 01316901501

Type of Application

Animal Feed Sales (Category-3A) (Daily 51 tons or more)

Select Warehouse / Factory

Crown Agro Warehouse

Application Fee Description

Amount (Taka)

Application Fee	500
Sub Total	500
VAT (15%)	75
Total	575

Please collect the following information for the license application

- (a) The complete address of the sales location must be provided.
- (b) An updated trade license (with up-to-date income tax) must be available.
- (c) There must be a storage facility suitable for preserving animal feed.

[Online Payment](#)

To renew a license, applicant has to perform the entire License issuance again in the same manner. From now on, Application Type will be changed to **Renew**.

Department of Livestock Services

English
Crown Agro Ltd. Company

Dashboard
Profile
Factory/Warehouse Profile
Import Plan
License
NOCs

Pending 0
Processing 6
Rejected 0
New Application

SL. No.	Farm/Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Savar, Dhaka	Renew	24-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Application Fee Paid	Edit
2	Crown Agro Ltd.	Savar, Dhaka	New	24-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	License Issued	View
3	Crown Agro Ltd.	Savar, Dhaka	New	24-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Meeting Approved	View
4	Crown Agro Ltd.	Savar, Dhaka	Renew	23-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Office Inspected	View
5	Crown Agro Ltd.	Savar, Dhaka	Renew	23-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	DD Updated	View

Department of Livestock Services

English
Crown Agro Ltd. Company

Pending 0
Processing 7
Rejected 0
New Application

SL. No.	Farm/Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Savar, Dhaka	Renew	24-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	License Fee Paid	View Invoice
2	Crown Agro Ltd.	Savar, Dhaka	New	24-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	License Issued	View
3	Crown Agro Ltd.	Savar, Dhaka	New	24-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Meeting Approved	View
4	Crown Agro Ltd.	Savar, Dhaka	Renew	23-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	Office Inspected	View
5	Crown Agro Ltd.	Savar, Dhaka	Renew	23-12-24	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	DD Updated	View

Once the **Renewal** is issued, applicant can see it in the **Active License** tab.

Show Cause Tab

Show Cause Answering Process

If a license is **show caused** by DLO, it is stored in this tab. The status is displayed as **create**.

Active License
Show Cause
Suspended

SL. NO	Company Name	Category	Show cause date	Status	Action
1	Crown Agro Ltd.	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	23-01-2025	create	View

« Previous
1
Next »

By clicking on the **View** button, applicant can see the **Show Cause Notice**.

Show Cause Notice

ফরম ১০
[বিধি-৫(১) দ্রষ্টব্য]

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

স্মারক নং- 1803162

তারিখ: 23-01-2025

প্রাপক
Safina Hamid
Crown Agro Ltd.

বিষয়ঃ- লাইসেন্সের শর্ত ভঙ্গের জন্য কারণ দর্শনোর নোটিশ প্রদান প্রসঙ্গে।

উপর্যুক্ত বিষয়ে জানানো যাচ্ছে যে, আপনার প্রতিষ্ঠানের লাইসেন্সের বহাল নং 4 লাইসেন্সের নিম্নবর্ণিত শর্ত সমূহ ভঙ্গ করিবার জন্য কেন আপনার অনুমোদিত প্রদত্ত লাইসেন্স স্থগিত বা বাতিল করা হইবে না তাহা আগামী 23-01-2025 তারিখের মধ্যে কারণ দর্শনোর জন্য নির্দেশ প্রদান করা হইল।

শর্ত সমূহঃ-

1. Red



Bashona Akter
জেলা প্রাণিসম্পদ কর্মকর্তা
01983122625
dlodhaka@dls.gov.bd

Reply

By clicking on the **Reply** and **Submit** button, applicant can answer the **Show Cause**.

Show Cause Notice

লাইসেন্স নংঃ ৪

Company Name	:	Crown Agro Ltd.
Warehouse	:	Savar, Dhaka
Proprietor	:	Safina Hamid
Mobile	:	01737777778
Address	:	Uttara, Dhaka

উপর্যুক্ত বিষয়ে জানানো যাচ্ছে যে, আপনার প্রতিষ্ঠানের লাইসেন্সের বহাল নং ৪ লাইসেন্সের নিম্নবর্ণিত শর্ত সমূহ ভঙ্গ করিবার জন্য কেন আপনার অনুমোদিত প্রদত্ত লাইসেন্স স্থগিত বা বাতিল করা হইবে না তাহা আগামী ২৩-০১-২০২৫ তারিখের মধ্যে কারণ দর্শানোর জন্য নির্দেশ প্রদান করা হইল।

ড. শেখ শাহিনুর ইসলাম
উপপরিচালক (প্রাণিস্বাস্থ্য শাখা)
তারিখ: ২৩-০১-২০২৫

Remarks

← → Paragraph B I         

উপর্যুক্ত বিষয়ের পরিশ্রেক্ষিতে জানানো যাচ্ছে যে, আমাদের প্রতিষ্ঠান Crown Agro Ltd. লাইসেন্স নম্বর ৪ এর শর্তসমূহ মেনে চলার ব্যাপারে সর্বাত্মক চেষ্টা করেছে। তবে, কিছু অনাকাঙ্ক্ষিত পরিস্থিতির কারণে শর্ত ভঙ্গ হয়েছে, যা পুরোপুরি অনিচ্ছাকৃত এবং আপাতত সংশোধনের পদক্ষেপ নেওয়া হয়েছে।

আপনার নির্দেশনা অনুযায়ী আমরা আগামী ২৩-০১-২০২৫ তারিখের মধ্যে সংশ্লিষ্ট বিষয়ে সব প্রয়োজনীয় ব্যবস্থা গ্রহণ করব এবং আরও কোনো অনিয়ম যেন না ঘটে সে ব্যাপারে সতর্ক থাকব।

আপনার সদয় অনুমোদন এবং সহযোগিতা কামনা করছি।

Attachment

Browse... fe.png

← Previous

Submit →

Once the applicant answers the show cause, the status changes to **Answered**.

Active License Show Cause Suspended					
SL. NO	Company Name	Category	Show cause date	Status	Action
1	ক্রমউন আগ্রো ওয়ারহাউস	Animal feed sales (Category-3A) (Daily 51 tons or more)	30-05-2025	Answered	
2	Alive's Farm	Animal feed production, processing, storage, and marketing (Category-1 Vet Premix)	28-05-2025	Answered	

Suspended Tab

This tab includes all the license of an applicant that are already suspended. The **Action** column presents two features: **Appeal** and **View**.

Dashboard > All License					
Active License Show Cause Suspended					
Per Page 10					
SL. NO	Company Name	Category	Suspend Date	Status	Action
1	Crown Agro Ltd.	2	23-01-2025	suspended	View

By clicking on **View**, applicant can see the **Suspension Notice**.

Suspension Notice



ফর্ম ১০

[বিধি-৫(১) দ্রষ্টব্য]

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

স্মারক নং-1803162

তারিখঃ- 15-04-2025

প্রাপক

বিষয়ঃ- কারণ না দর্শানো। জবাব সন্তোষজনক না হওয়ার প্রেক্ষিতে লাইসেন্স স্থগিত। বাতিল প্রসংগ।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে আপনাকে জানানো যাচ্ছে যে, কারণ না দর্শানো/জবাব সন্তোষজনক না হওয়ায় জন্য আপনার/আপনার প্রতিষ্ঠানের লাইসেন্স নং ১ স্থগিত বা বাতিল করা হলো।

মহাপরিচালকের পক্ষে,
Bashona Akter

স্বাক্ষর

Appeal Process

If a license is suspended, the applicant has the option to appeal for its reactivation. By clicking on the **Appeal** button, the applicant is directed to an appeal submission form.

License Reactivation Appeal

License Number: 7

Company Name : Crown Agro Ltd.

Category : Animal Feed Importers/ Animal Feed
Importers/ Exporters (Category-2)

Warehouse : Savar, Dhaka

Owner : Safina Hamid

Mobile : 01737777778

Address : Uttara, Dhaka

Remark

Description

Attachment : No file selected.

← পূর্ববর্তী

প্রিভিউ 

After completing the form with the required information and clicking the **Preview** button, the applicant can see the **Appeal Preview** page.

Appeal Preview



প্রাপক

সচিব

মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়

বাংলাদেশ সচিবালয়, ঢাকা।

বিষয়ঃ- লাইসেন্সিং কর্তৃপক্ষের দায়ের প্রসঙ্গে 23/01/2025 ইং তারিখের লাইসেন্স স্থগিত/ বাতিলকরণ আদেশের বিরুদ্ধে আপিল

- ১। স্বত্বাধিকারীর নাম : Safina Hamid
 - ২। পিতা বা স্বামীর নাম : Harunur Rashid
 - ৩। মাতার নাম : Afsana Kabir
 - ৪। বিস্তারিত ঠিকানা : Uttara, Dhaka
 - ৫। শর্তপূরণের তথ্যাদি : Mac
 - ৬। অন্যান্য তথ্যাদি : Cheese
- ☒ আমি এই মর্মে ঘোষণা করিতেছি যে, উপরে বর্ণিত সমুদয় তথ্যাদি যথাযথভাবে পূরণ করা হইয়াছে। অতএব আমার আপিলটি মঞ্জুরের প্রার্থনা করিতেছি।

তারিখ- 23/01/2025

স্বত্বাধিকারীর
স্বাক্ষর

জমা দিন >>

By clicking on the **Submit** button, appeal is forwarded to the DLO for further review and consideration.