



Department of Livestock Services (DLS)

User Manual

Of

Import Permit for Day Old Chick

30th May 2025

Submitted by:

Dream71 Bangladesh Ltd.

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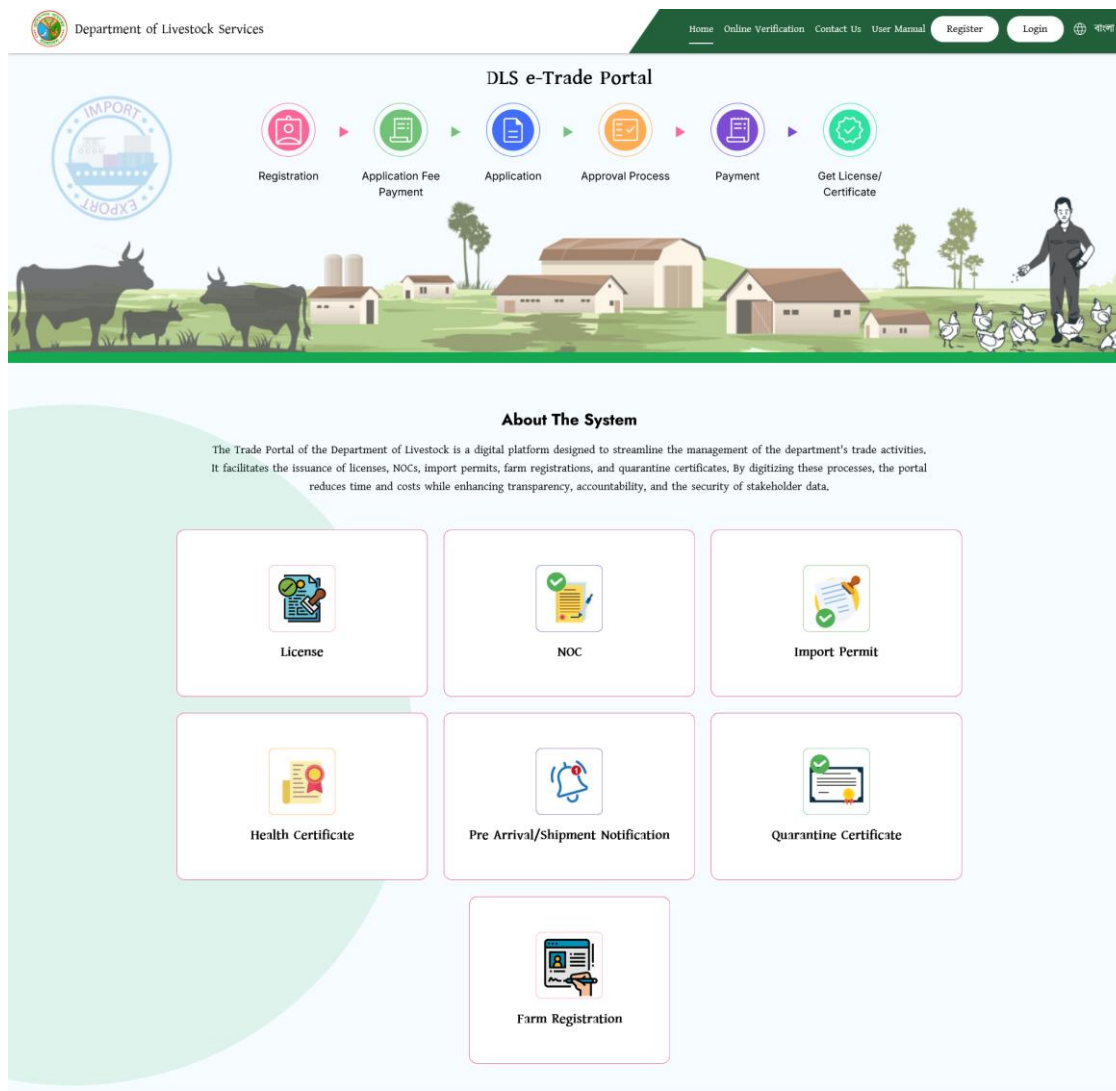
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System Home Page

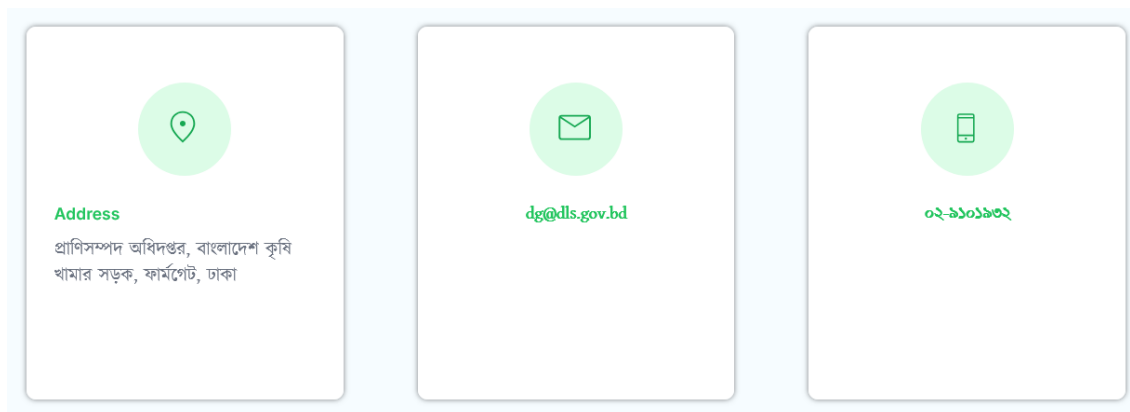
How can a user join the DLS platform?

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.

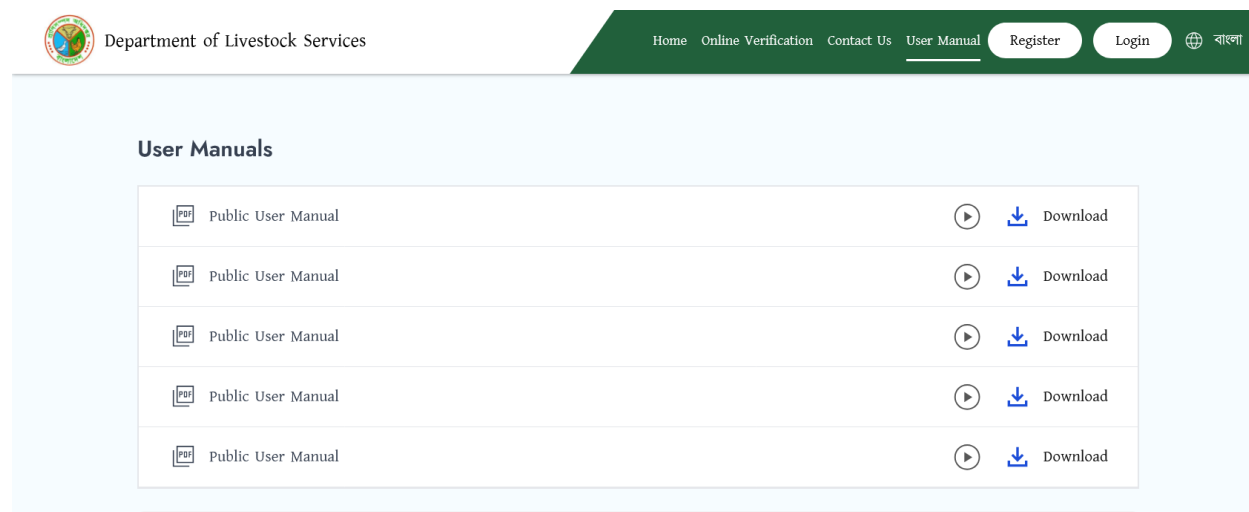


When users access the portal, they are greeted with the homepage, which serves as the main interface for navigation. At the top of the page, a user-friendly navigation menu provides quick access to essential features:

- **Home:** Redirects users to the homepage.
- **Online Verification:** Facilitates the verification of documents.
- **Contact Us:** Offers support and addresses user inquiries.



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

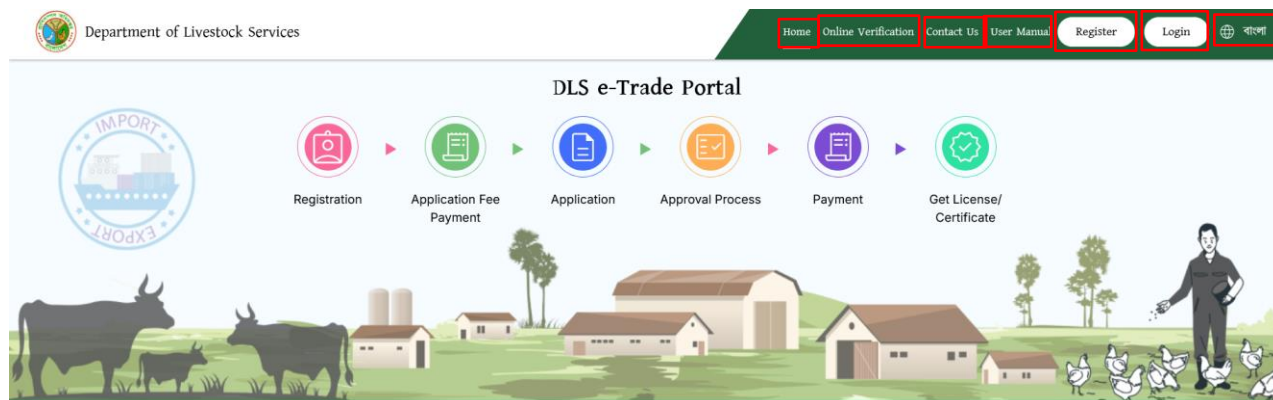


This intuitive menu design ensures that users can efficiently navigate to the most important sections of the portal.

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 Import Permits 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.

About The System

The Trade Portal of the Department of Livestock is a digital platform designed to streamline the management of the department's trade activities. It facilitates the issuance of licenses, NOCs, import permits, farm registrations, and quarantine certificates. By digitizing these processes, the portal reduces time and costs while enhancing transparency, accountability, and the security of stakeholder data.



License



NOC



Import Permit



Health Certificate



Pre Arrival/Shipment Notification



Quarantine Certificate



Farm Registration

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.

OTP

Time remaining: 0:16

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


Department of Livestock Services

[Home](#)
[Online Verification](#)
[Contact Us](#)
[User Manual](#)
[Register](#)
[Login](#)
[English](#)

Login

Email/Mobile *

Password *

Login

[Forgot Password ?](#)

[Don't Have An Account?](#)

[Register](#)

Profile Update After Login

Upon successful login, a message will prompt the user to **"Please Update Your Profile & Create Factory/Warehouse Profile First."** It is enough to proceed with only updating the profile if the applicant does not have a factory or warehouse.


Department of Livestock Services

[English](#)
Crown Agro Ltd. Company

Dashboard

Profile

Factory/Warehouse Profile

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.

Dashboard

Profile

Crown Agro Ltd

Owner Information

Owner's Name (English) *

Owner's Name (Bangla) *

Owner's Address (English) *

Owner's Address (Bangla) *

NID *

9766437665

Upload NID Attachment *

Browse... No file selected.

(File size should not exceed 5 MB.)

Owner's Picture *

Browse... No file selected.

(File size should not exceed 5 MB.)

Owner's Signature *

Browse... No file selected.

(File size should not exceed 5 MB.)

☒ Father ☐ Spouse

Father's Name *

Mother's Name *

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.)

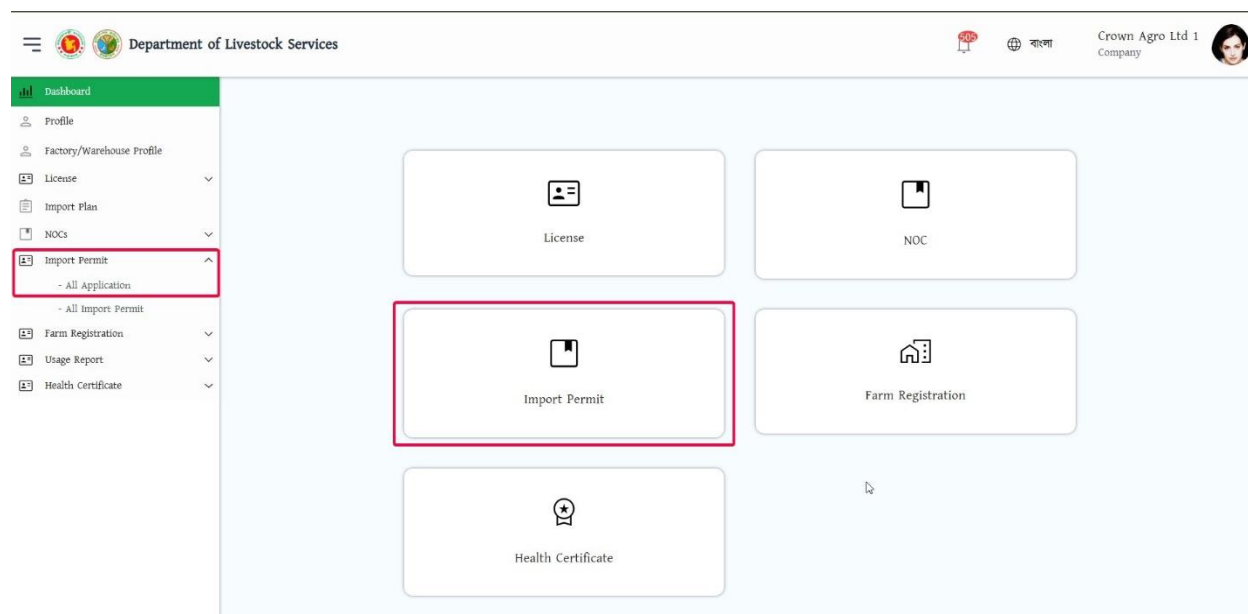
Update

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 Import Permit 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 Import Permit**, **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.

Applicant Dashboard

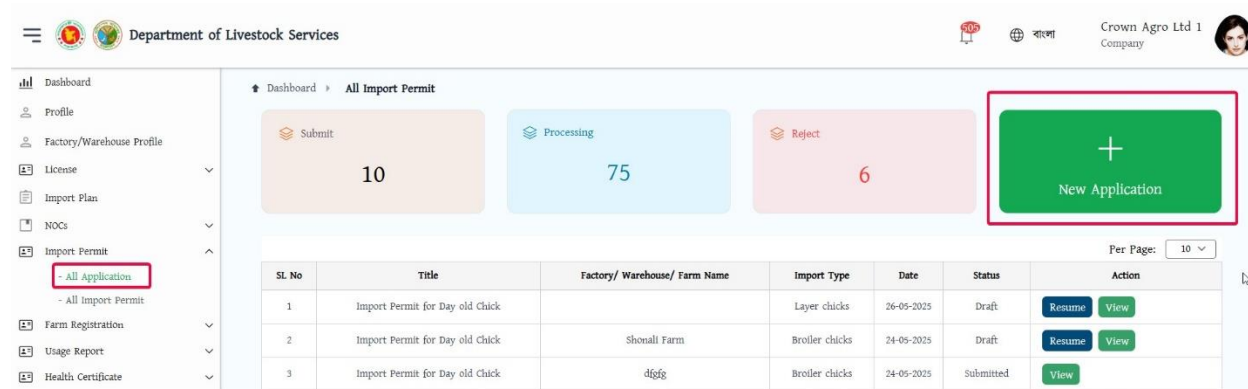
How does an applicant apply for an **Import permit for Day Old Chick**?

To apply for an **Import permit for Day Old Chick**, the applicant needs to click on the Import Permit menu, which directs him/her to the page for creating a new application. The applicant can access the Import Permit application page through both the **Dashboard** and the **sidebar menu**.



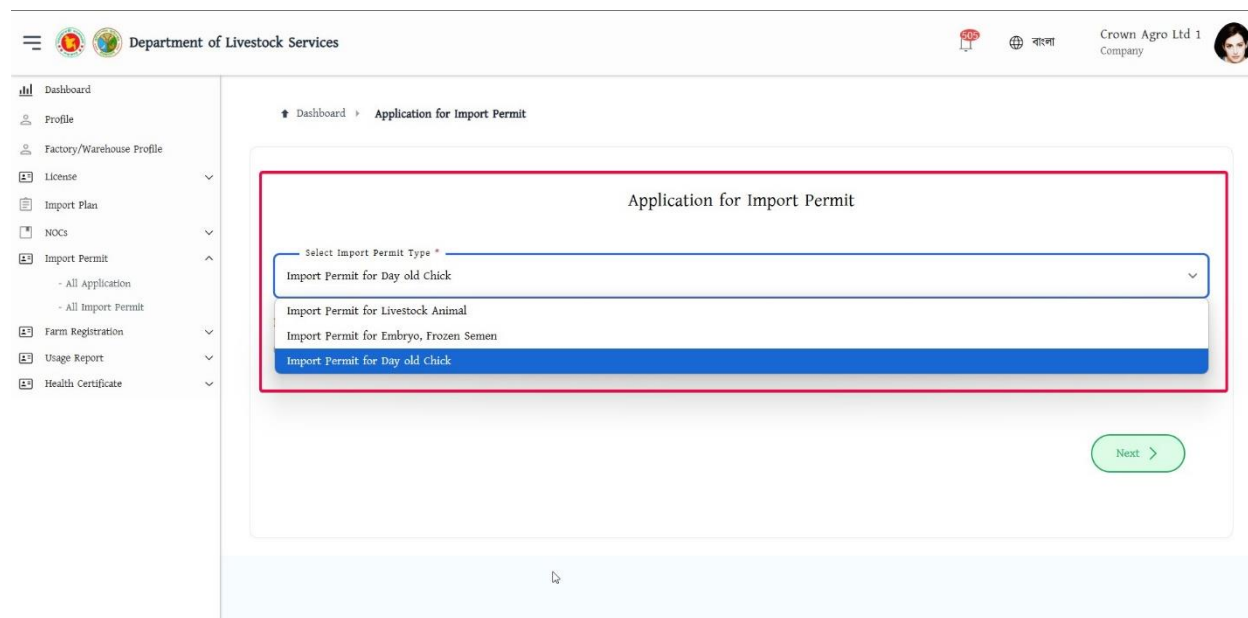
Adding a New Application

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



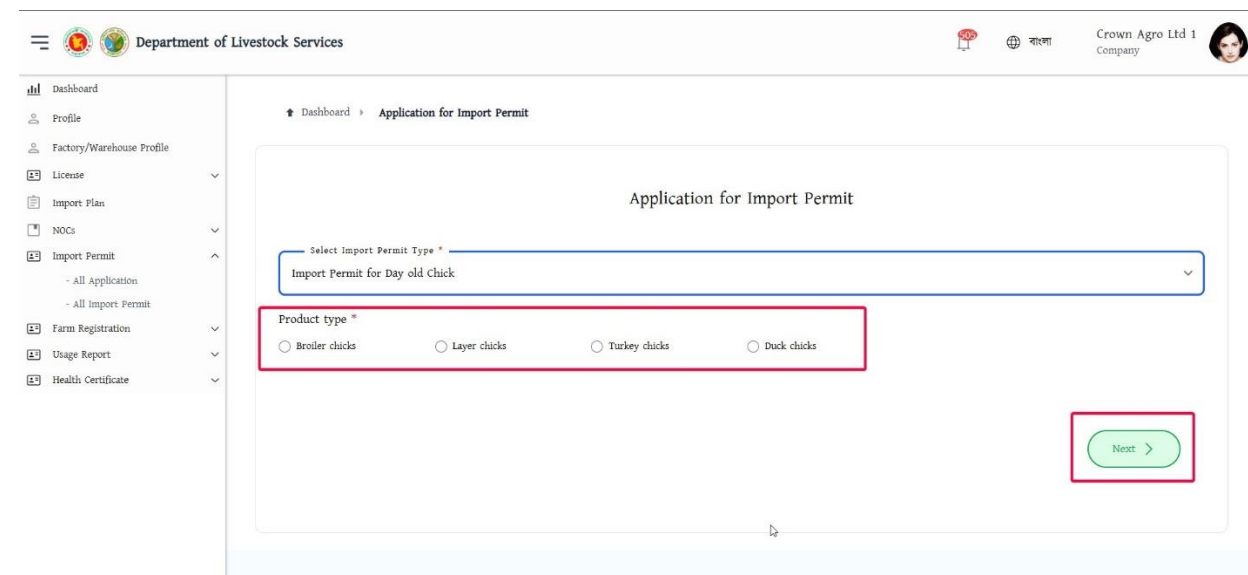
Select Permit Type

To start an application, a customer needs to navigate to the "Application for Import Permit" section. Within this section, they will find a dropdown menu labeled "Select Import Permit Type". From this menu, the customer should select "Import Permit for Day old chick" to proceed with their application.



Select Product Type

After selecting the permit type, the customer must choose the "Product type" by selecting one of the radio button options: "Broiler chicks", "Layer chicks", "Turkey chicks", or "Duck chicks". Once the desired product type is chosen, the customer should click the green "Next" button to proceed.



Phase 1: Applicant Information

Profile

Factory/Warehouse Profile

License

Import Plan

NOCs

Import Permit

All Application

All Import Permit

Farm Registration

Usage Report

Health Certificate

Dashboard

Application for Import Permit

Application for issuance of Import permit Day Old Chick/Pigeon/Turkey

1 Applicant Information

2 Import Information

3 Documents

Applicant Name *
Safina Hamid

Mobile Number *
01316901501

Farm Registration No *

Farm Name *

Select Farm Type

Farm Capacity

Required Amount of Doc (Current fiscal Year)

Imported Amount of Doc (Current Fiscal year)

Current stock of DOC

Last Date of Import
mm/dd/yyyy

Current Chick Demand

Total Approved or Amount According to Yearly Import Plan

Farm Registration No *

Farm Name *

Select Farm Type

Farm Capacity

Required Amount of Doc (Current fiscal Year)

Imported Amount of Doc (Current Fiscal year)

Current stock of DOC

Last Date of Import
mm/dd/yyyy

Current Chick Demand

Total Approved or Amount According to Yearly Import Plan

Farm Address

Division *
Select Division

District *
Select District

Upazila *
Select Upazila/Thana

Address Details *

Save and Next >

Here's a step-by-step process for filling out the "Applicant Information" part of the application form:

Step 1: Fill in Applicant Information

- Provide the "Farm Registration No" and "Farm Name".
- Select the "Farm Type" from the dropdown and input the "Farm Capacity".
- Fill in details regarding the current fiscal year's document requirements: "Required Amount of Doc (Current Fiscal Year)", "Imported Amount of Doc (Current Fiscal Year)", and "Current stock of DOC".

- Enter the "Last Date of Import", "Current Chick Demand", and "Total Approved or Amount According to Yearly Import Plan".

Step 2: Enter Farm Address Details

- In the "Farm Address" section, select the "Division", "District", and "Upazila" from their respective dropdowns.
- Provide the complete "Address Details" in the designated text area.

Step 3: Save and Proceed

- After filling in all the required information, click the "Save and Next" button to continue the application.

Phase 2: Import Information

Application for issuance of Import permit Day Old Chick/Pigeon/Turkey

1 Applicant Information 2 Import Information 3 Documents

Exporter's Information

Exporter's Name * Exporter's Email (For Verification) * Exporter's Mobile

Exporter's Name Required

Port of Loading * Port of Discharge * Registration Number of Exporter Issued by Authority of Exporting Country

Country of Exporter * Exporter's Address *

Select Country

Step 1

Port of Loading * Port of Discharge * Registration Number of Exporter Issued by Authority of Exporting Country

Country of Exporter * Exporter's Address *

Select Country

PI/CI Information

Country of Origin * PI/CI No * PI/CI Date *

Select Country

mm/dd/yyyy

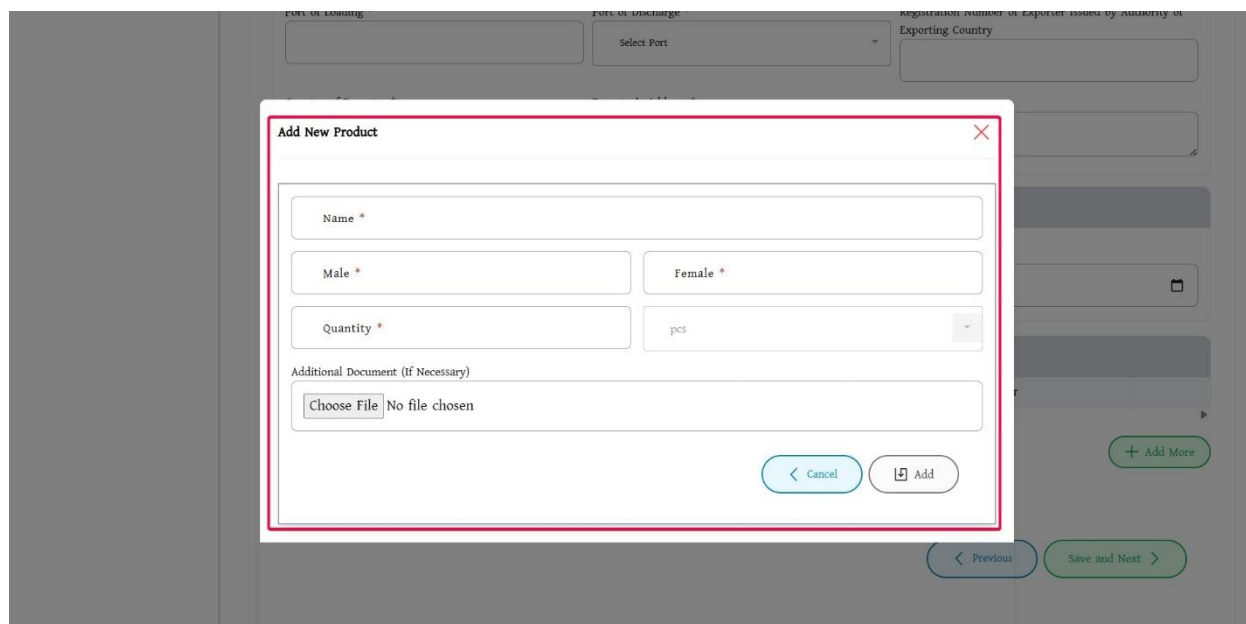
Product List

SL NO	NAME	MALE	FEMALE	QUANTITY	ATTACHMENT

+ Add More

< Previous Save and Next >

Step 2



Step 3

Here's a step-by-step process for completing the "Import Information" section:

Step 1: Fill in Exporter's Information

- Enter the "Exporter's Name", "Exporter's Email (For Verification)", and "Exporter's Mobile" number.
- Specify the "Port of Loading" and select the "Port of Discharge" from the dropdown.
- Provide the "Registration Number of Exporter Issued by Authority of Exporting Country".
- Select the "Country of Exporter" and enter the "Exporter's Address".

Step 2: Provide PI/CI Information

- Select the "Country of Origin" from the dropdown.
- Enter the "PI/CI No" and the "PI/CI Date".

Step 3: Add Products to the List

- To add items, click the "+ Add More" button.
- A pop-up window titled "Add New Product" will appear.
- In this window, enter the "Name" of the product, the "Male" quantity, "Female" quantity, and the total "Quantity".
- If necessary, you can attach an "Additional Document" by clicking "Choose File".

- Click **"Add"** to include the product in the list. Repeat for each product.

Step 4: Save and Proceed

- Once all sections are complete and products are added, click the **"Save and Next"** button to proceed to the next stage of the application.

Phase 3: Documents

To complete the application, the customer must upload all **"Required Documents"**. Please note: **"The file must be in pdf, jpg, jpeg, png format. Maximum file size 2.5 megabytes."** For each required document (e.g., **"Proforma Invoice"**, **"Certificate stating that the exported GP/GF flock has not been vaccinated against avian influenza"**, etc.), click the **"Upload"** button next to its description. Once all necessary documents are uploaded, click **"Save and Next"** to finalize this step.

The screenshot shows a web interface for uploading required documents. At the top, a note states: "Note: The file must be in pdf, jpg, jpeg, png format. Maximum file size 2.5 megabytes." Below this is a table of 13 required documents, each with an "Upload" button. The documents are:

1. Proforma invoice *
2. Certificate stating that the exported GP/GF flock has not been vaccinated against Avian Influenza *
3. Declaration by the importing organization *
4. Monitoring report by the relevant Upazila/District Livestock Officer during a minimum 3 (three) weeks quarantine period for previously imported chicks/not applicable for 1st/new import*
5. Health certificate issued by the responsible veterinarian of the exporting country for the previously imported chicks/not applicable for 1st/new import *
6. Copy of the LC (Letter of Credit) for the previously imported chicks (certified by the bank authority) *
7. Pre Health certificate signed by the official veterinarian of the exporting country*
8. Up-to-date HPAI outbreak information from the World Organization for Animal Health (WOAH).
9. Up-to-date LPAI outbreak information from the World Organization for Animal Health (WOAH)
10. Previously imported chicks' disease investigation report provided by CDRI.
11. Zoning/compartimentalisation certificate from the appropriate authority of the exporting country/where applicable.
12. Quarantine certificate of previously imported chicks issued by Livestock Quarantine Officer, Quarantine Office, Hazrat Shahjalal International Airport, Dhaka (Not applicable for 1st/new import)
13. Additional Attachment

At the bottom right, there are two buttons: "< Previous" and "Save and Next >". The "Save and Next >" button is highlighted with a red border.

Application Preview

The user's application preview is available.

Profile

Factory/Warehouse Profile

License

Import Plan

NOCs

Import Permit

Farm Registration

Usage Report

Health Certificate

Application Details

Type	: Import Permit for Day old Chick
Product Type	: Layer chicks
Applicant's Name	: Safina Hamid
Applicant Mobile	: 01316901501
Farm Registration Number	: Itaque arque soluta
Factory/Warehouse Name	: Lang Bernard Inc
Farm Capacity	: Hic sed aute incidunt
Current Chicks Demand	: Qui Nam hic itaque q
Imported Amount of Doc (Current Fiscal year)	: 1997
Current stock of DOC	: Consequatur Omnis d
Last Date of Import	: 2014-04-29
Current Chick Demand	: Cupiditate ut id au
Current Demand Regarding Year	: 2019
Farm Type	: Turkey Farm
Organization Name	: Lang Bernard Inc
Division	: Sylhet
District	: Habiganj
Upazila	: Lakhal
Address	: Sed voluptatem obcae
Product Country Of Origin	: Albania
Country of Exporter	: Angola
Product PI/CI No	: Nobis id aliquip nec
PI/CI Date	: 04/03/2019
Exporter's Name	: Jonah Molina
Exporter Reg. No	: Adipiscing exceptur
Port of Loading	: Quisquam do explicab
Port of Discharge	: Hill Land Port, Hakimpur,
Exporter Address	: Ab aut est modi mole

Proforma invoice	: Attachment
Additional Attachment	:
Certificate stating that the exported GP/GP flock has not been vaccinated against Avian Influenza	: Attachment
Previously imported chicks' disease investigation report provided by CDEI	:
Certification stating that no poultry chicks have been imported from abroad in the name of this farm previously	:
Contract agreement (Poultry meal/MBM/protein concentrate)	: Attachment
Up-to-date HPAI outbreak information from the World Organization for Animal Health (WOAH).	:
Up-to-date LPAI outbreak information from the World Organization for Animal Health (WOAH)	:
Monitoring report by the relevant Upazila/District Livestock Officer during a minimum 3 (three) weeks quarantine period for previously imported chicks(Not applicable for 1st/new import)	: Attachment
Health certificate issued by the responsible veterinarian of the exporting country for the previously imported chicks(Not applicable for 1st/new import)	: Attachment
Copy of the LC (Letter of Credit) for the previously imported chicks (certified by the bank authority)	: Attachment
Quarantine certificate of previously imported chicks issued by Livestock Quarantine Officer, Quarantine Office, Hazrat Shahjalal International Airport, Dhaka (Not applicable for 1st/new import)	:
Zoning/compartementalisation certificate from the appropriate authority of the exporting country/where applicable.	:
Pre Health certificate signed by the official veterinarian of the exporting country	: Attachment

Final Submission

After entering accurate information in all three phases, the applicant can check the checkbox and click the **Submit** 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.

☒ 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.

< Previous

> Submit

To view the details of a submitted application, the customer can locate the desired application in the list and then click the **"View"** button located in the **"Action"** column for that specific entry.

Incomplete Answering Process

If the DD 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.

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

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

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

SL No	Title	Factory/ Warehouse/ Farm Name	Import Type	Date	Status	Action
1	Import Permit for Day old Chick	Shonali Farm	Broiler chicks	30-05-2025	Re-Submitted	View
2	Import Permit for Day old Chick		Broiler chicks	30-05-2025	Draft	Resume View
3	Import Permit for Day old Chick		Broiler chicks	28-05-2025	Draft	Resume View
4	Import Permit for Day old Chick	Weeks Russell Co	Layer chicks	26-05-2025	Draft	Resume View
5	Import Permit for Day old Chick	Lang Bernard Inc	Layer chicks	26-05-2025	Rejected	View

All Import Permit Menu

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


Department of Livestock Services



বাংলা

Crown Agro Ltd 1
Company


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

Active Import Permits
Quarantine Application
Quarantine Application Archive
Quarantine Certificate
Show Cause
Suspended/ Canceled

SL No	Title	Certificate Reference No	Factory/ Warehouse/ Farm Name	License/ Farm Reg. No	Issue Date	Expiry Date	Action
1	Import Permit for Day old Chick	423-353234567890-1428	Shonali Farm	6578	24/05/2025	22/08/2025	Application Preview View Import Permit Amendment Application
2	Import Permit for Day old Chick	423-353234567890-1427	KK Ltd	99	22/05/2025	20/08/2025	Application Preview View Import Permit Amendment Application
3	Import Permit for Day old Chick	423-353234567890-1426	abc agro	asdvdsdv	15/05/2025	13/08/2025	Application Preview View Import Permit Amendment Application

Active Import Permits Tab

Active Import Permit tab shows the list of all Import Permits that are already approved. The **Action** column includes the following features for the applicant:

- **Application Preview:** To view the details of the DOC application.
- **View Import Permit:** To view an active Import Permit.
- **Amendment Application:** To amend an Import Permit.

By clicking the **View Import Permit** button, the applicant is redirected to the **Import Permit**. There are **Print**, **Amendment**, **Time Extension** and **Pre-arrival Notification** button available at the bottom of the Import Permit page.

IP: 24052025531428



Government of the People's Republic of
Bangladesh
Department of Livestock
Krishi Khamar Sarak, Farmgate, Dhaka-1215
www.dls.gov.bd



Certificate Reference No- 423-353234567890-1428

Date : 30-05-2025

Subject : Regarding the permission to import 1 (one) day-old parent stock chicks.

Ref : As per application letter dated 24-05-2025 of Shonali Farm .

Following the letter in reference, you are hereby granted permission to import 3000 day-old chicks of Broiler Breed Broiler chicks , 7000 day-old chicks of Broiler Breed Broiler chicks from Andorra under the following conditions, to be imported by 22-08-2025 (PI No. 567678; Date: 07-06-2025).

Conditions

1. All approved parent stock chicks must be certified as free from “infectious” diseases by an authorized veterinarian of the exporting country. This certification must be submitted at the time of import.
2. The importer must ensure that the chicks are quarantined for a minimum period of 3 (three) weeks upon arrival in the country. The concerned District Livestock Officer must be informed, and the Upazila/District Livestock Officer will monitor the quarantine period and submit a report.
3. Immediately after the arrival of the chicks, at least 3 (three) chicks must be sent by the quarantine officer at the Livestock Quarantine Station, Hazrat Shahjalal International Airport, Dhaka, to the Central Disease Investigation Laboratory, 48 Kazi Alauddin Road, Dhaka, for disease testing. The diagnostic report must be obtained and submitted to the Directorate of Livestock.
4. Approved parent stock/grandparent stock chicks must be imported by air. Transit through countries affected by Avian Influenza is strictly prohibited.
5. A monthly progress report of the farm must be submitted to the Directorate following the import of the chicks.
6. Copies of the health certificate issued by the exporting country and the Letter of Credit (LC) must be submitted to the Directorate after the chicks are imported.
7. If Notifiable Avian Influenza is detected in the exporting country, this order will immediately be deemed void. In the event of importing chicks in violation of this order, all responsibilities will rest with the importing organization.
8. The authority reserves the right to cancel or suspend the import permit at any time in the public interest.
9. The chicks must be sold at the government-fixed price.
10. The quarantine station at Hazrat Shahjalal International Airport, Dhaka, must be informed at least 7 (seven) days prior to the arrival of the chicks.

Date : 30-05-2025

Crown Agro Ltd 1

← Back

Print

Amendment

Time Extension

➤ Pre-Arrival Notification

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.

Certificate Reference No: 423-353234567890-1428

Farm Name : Shonali Farm
Address : xbvhm, Dhaka, Dhaka

After submitting the Amendment Application, applicant can see the status of the application.

Certificate Reference No: 423-353234567890-1428

Farm Name : Shonali Farm
Address : xbvhm, Dhaka, Dhaka

21 | Page

Time Extension Process

When **Applicants** need to extend their application time, they can do so by clicking the **Time Extension Application** button. This action directs them to a **Time Extension Page with Certificate Reference No**, which displays the factory and applicant's basic information.

On this page, **Applicants** can:

- Provide a reason for the time extension in a text field.
- Specify the number of days they wish to extend.
- Fill out additional required fields.

Once all necessary information are entered, users can click the **Submit** button to send their application request to the **Deputy Director (DD)** for review. The user is allowed to request a time extension at least once per application.

Time Extension

Certificate Reference No: 423-353234567890-1428

Owner	:	Safina Hamid	Farm Name	:	Shonali Farm
Mobile	:	01316901501	Address	:	xbvbm, Dhaka, Dhaka

Description

Extension Days

Proforma Invoice Attachment *

Browse... No file selected.

LC Attachment *

Browse... No file selected.

Bill of Lading Attachment

Browse... No file selected.

Packing List Attachment

Browse... No file selected.

Commercial Invoice Attachment

Browse... No file selected.

☒ IGM Attachment

☐ WAY Bill Attachment

☐ Truck Challan Attachment

☐ ASYCUDA attachment

IGM Attachment *

Browse... No file selected.

← Back

Submit →

After submitting the time extension form, the status will initially be marked as **Pending**, and the user will not be able to apply for another time extension until the status changes to **Reject**.

Time Extension

Certificate Reference No: 4567-9881

Owner : Rashad Kabir **Factory/ Warehouse Name** : Dream71 Narail
Mobile : 01715091734 **Address** : H#1/2, Flat-G, Rd-09, Kallyanpur, Demra, Dhaka, Dhaka

SL No	Description	Request Days	Status
1	time extension	10	Pending

If the **Deputy Director (DD)** identifies an incomplete in the application and returns it to the applicant, the application's status will be updated to **Incomplete**. Along with this status, the reason for the incomplete will also be displayed, allowing the applicant to review and address the highlighted issues.

Time Extension

Letter no: 123457-123

Owner : Nubila **Factory/ Warehouse Name** : Nubila Agro Ltd. Warehouse Savar
Mobile : 01316913110 **Address** : Savar, Dhaka, সাভার উপজেলা, ঢাকা, ঢাকা

SL No	Description	Request Days	Status
1	Extend for Time Extension	7	Shortfall  Reason

When there is a DD incomplete on the time extension form, the user can modify only the required documents based on DD's decisions, while other parts of the form remain non-changeable. After making the necessary modifications, the user clicks the Submit button to resubmit the form.

Time Extension

Certificate Reference No 4567-9881

Owner : Rashad Kabir
Mobile : 01715091734

Factory/ Warehouse Name : Dream71 Narail
Address : H#1/2, Flat-G, Rd-09, Kallyanpur, ডেমরা, ঢাকা, ঢাকা

Description
time extension

Extension Days
10

Proforma Invoice Attachment *

Browse... No file selected.

[View File](#)

LC Attachment *

Browse... No file selected.

[View File](#)

Bill of Lading Attachment *

Browse... No file selected.

[View File](#)

Packing List Attachment *

Browse... No file selected.

[View File](#)

Commercial Invoice Attachment *

Browse... No file selected.

[View File](#)☐ IGM Attachment☒ WAY Bill Attachment☐ Truck Challan
Attachment☐ ASYCUDA attachment

WAY Bill Attachment *

Browse... dummy_NID.pdf

[View File](#)[← Back](#)[Submit →](#)

If the DD approves the time extension form, the user's status will be shown as "**Approved.**" Once approved, the user cannot apply for another time extension for that application.

Time Extension

Certificate Reference No: 4567-9881

Owner : Rashad Kabir **Factory/ Warehouse Name** : Dream71 Narail
Mobile : 01715091734 **Address** : H#1/2, Flat-G, Rd-09, Kallyanpur, Demra, Dhaka, Dhaka

SL No	Description	Request Days	Status
1	time extension	10	Approved

Pre-Arrival Notification Process

Users can send the **Pre-Arrival** notification to the **DD** and **Quarantine Officer** and **Risk Management** by clicking the **Pre-Arrival Notification** button.

The user must **fill up** the required **attachment**, **select** the **Intended Use** and the **import product**, then click on the product checkbox and send the notification by clicking the **Send Notification** button.

Pre-Arrival Notification

Transportation Type * Ship	Bill of Lading * 7788
Booking Parcel Number *	Way Bill Attachment * Browse... No file selected.
Commercial Invoice No *	Commercial Invoice Date * mm / dd / yyyy
Commercial Invoice Attachment * Browse... No file selected.	Health Certificate/Veterinary Certificate(If Any) Browse... No file selected.
Lab Test Report Certificate(If Any) Browse... No file selected.	Compliance Related Certificate(If Any) Browse... No file selected.
Estimated Arrival Date & Time * mm / dd / yyyy, --:-- --	

Intended Use *

☐ Breeding
☐ Rearing
☐ Human consumption
☐ Pet food
☐ Other

Type of Import Product *

☐ Living
☐ Non-living
☐ LMO
☐ GMO
☐ Culture
☐ Non-culture
☐ Processed
☐ Semi-processed
☐ Non-processed
☐ Other

Shipping Document (if any)

Browse... No file selected.

Packing List (if any)

Browse... No file selected.

No. of Items

0

LC Document (if any)

Browse... No file selected.

☐	Product Name	Product Description	PI/CI No & Date	Country of Origin	Pack Size	Quantity	Manufacturing Date	Expiry Date
☐	Dead animals (fish meal unfit for human consumers) HS Code : 0511.91.00	thyhyny	5676 28/03/2025	Andorra	58 pcs	56 ltr	mm / dd / yyyy	mm / dd / yyyy

Send Notification

Quarantine Application Process

When clicking on the **Send Notification** button the **Pre-Arrival Notification** button will be replaced by **Quarantine Application**.

Active NOCs Quarantine Application Quarantine Application Archive Quarantine Certificate Suspended								
SL No	Title	Certificate Reference No	Factory/ Warehouse/ Farm Name	License/ Farm Reg. No	Issue Date	Expiry Date	Action	
1	No Objection Certificate for Animal Nutrition, Vaccines and Medicines	4567-9882	Dream71 Poultry Agro	794	03/03/2025	01/06/2025	View NOC Amendment Application Time Extension Application Quarantine Application	

Then, the user can **click on the Quarantine Application** button to submit the **Quarantine Application** and ensure that all **required documents** are filled up. In the **product table**, the user can **decrease the quantity** if needed or cancel the product and then click on the **Submit** button to send the application.

1.1. Consignor:
Name: Alex
Address: Shiydgiufdi

1.2. Certificate Reference Number:
Date:

1.3. Veterinary Authority:
Livestock Quarantine Station,
Shah Amanat Airport, Chittagong

1.4. Consignee:
Name: Dream71 Poultry Agro
Address: Gazipur Sadar, Gazipur, Dhaka

1.5. Country of Origin:
Name: Andorra
ISO: AD

1.6. Zone or compartment of origin:

1.7. Country of Destination:
Name: Bangladesh
ISO: BD

1.8. Zone or Compartment Destination:

1.9. Place of Origin:
Name: Alex
Address: Shiydgiufdi

1.10. Place of Shipment: *

1.11. Date of Departure: *

1.12. Means of Transport: Ship
Identification:

1.13. Expected Border Post:

1.14. CITES Permit:

1.15. Description of Commodity: *

1.16. Commodity HS Code: *

1.17. Total Quantity:
1. 56 ltr

1.18. Permit/ N.O.C No-:
4567-9882; Date- 03-03-2025
Department of Livestock Services, Dhaka, Bangladesh.

1.19. Total Number of Packages:
1. 58 pcs

1.20. Identification of Container:

1.22. Commodities Intended for Use As: *

1.23. For Import or Admission: *

1.24. Identification of Commodities: *

Serial No.	Product Description	PI No. & Date	Country of Origin	Pack Size	Quantity
1	Dead animals (fish meal unfit for human consumers)	5676 28/03/2025	Andorra	58	pcs 56 ltr

Attachment

NOC Attached

Bill of Lading *
 No file selected.

Veterinary/ Sanitary Certificate *
 No file selected.

Others Document
 No file selected.