



Department of Livestock Services (DLS)

User Manual

Of

Import Plan

24th May 2025

Submitted by:

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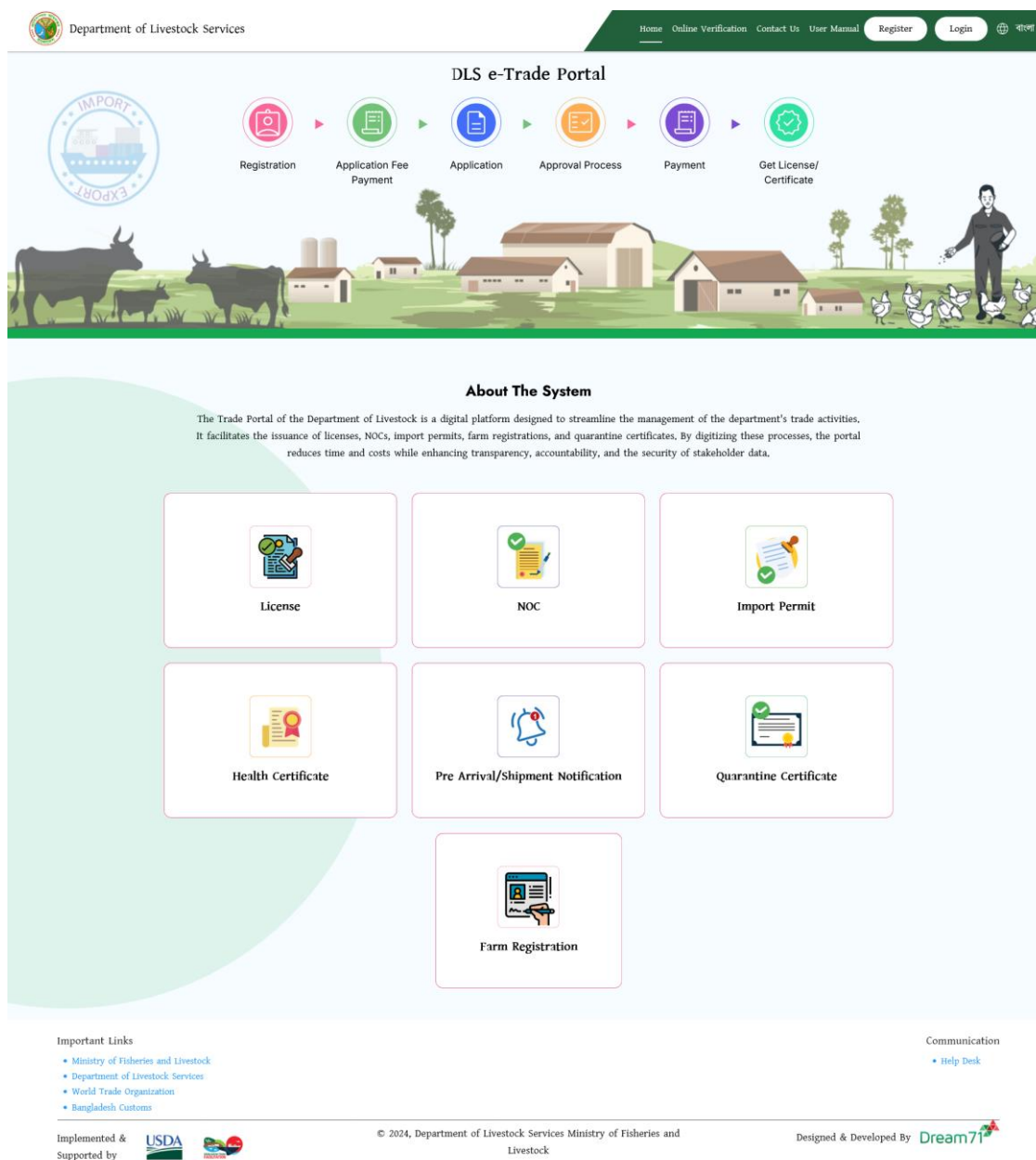
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System Home Page

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.

Online Verification

Select Type

☐ License ☒ NOC ☐ Import Permit

☐ Farm Registration ☐ Health Certificate

Select Category

No Objection Certificate for Pet Animal

Noc No

270420250318

Search

Applicant Name : Tahmid Khan
Company Name : Citylights Agro Warehouse
Company address : Savar, Dhaka
Warehouse address: Savar, Dhaka
Expiry Date : 30-06-2025
Meeting Date : 24-03-2018
Status : Active

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

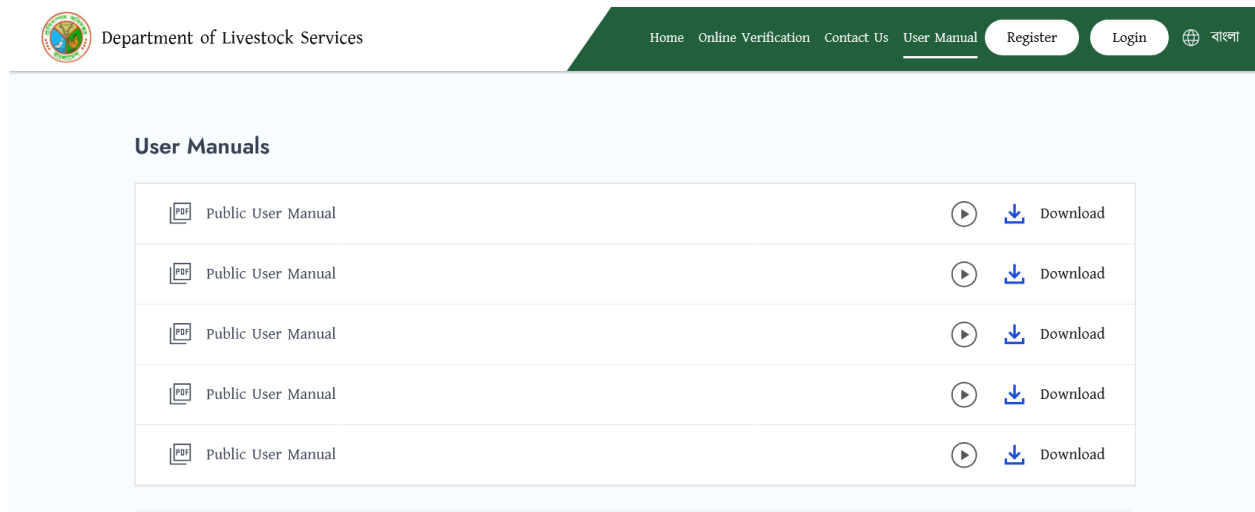
Address

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.

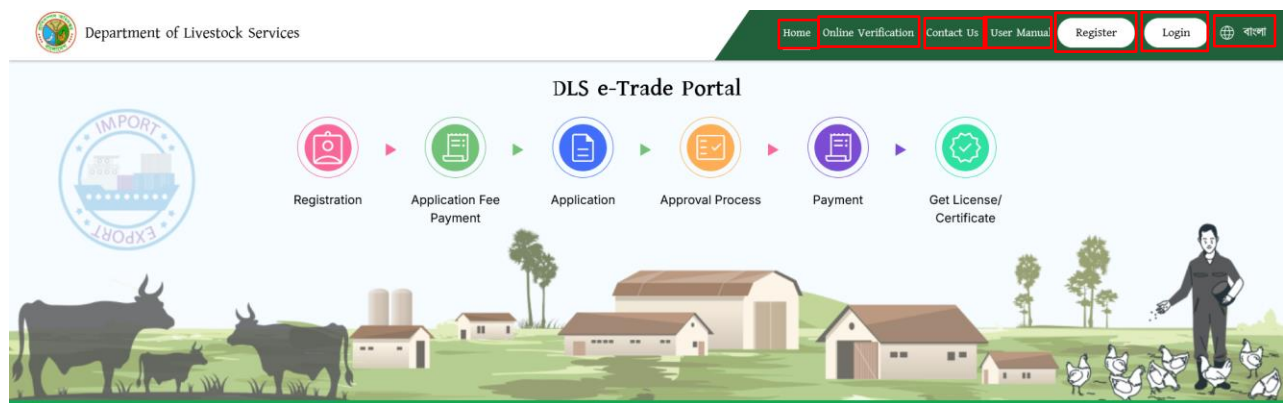


This intuitive menu design ensures that users can efficiently navigate to the most important sections of the portal.

The homepage contains two key action buttons:

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

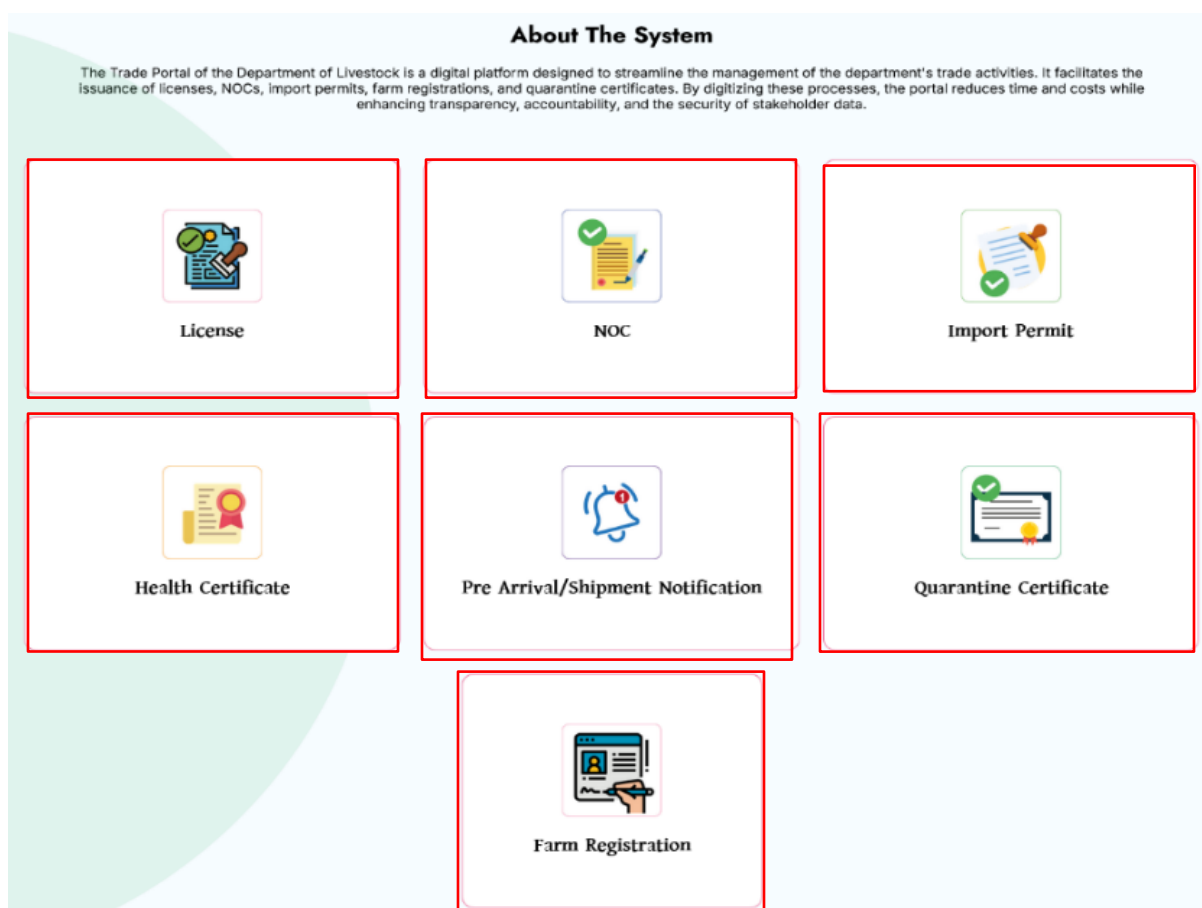
A **language selector** in the top-right corner allows users to switch between **Bangla** and **English**.



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?

Department of Livestock Services

Home Online Verification **Register** Login বাংলা

Registration

☐ Company ☒ **Person** ☐ Govt./Semi-Govt./Autonomous Organization

User Name * Mueez Rahman

Mobile * 01889118877

Owner's Email * fazlay@gmail.com

NID ☒ Passport ☐ Owner's NID * 123456789

Password *

Confirm Password *

M 3 q I T

Verification code * M3qlT

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 **Person 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 Register Login

Login

Email/Mobile *
fazlay@gmail.com

Password *

Login

Forgot Password ?

Don't Have An Account? Register

Import Plan Process

An applicant can apply for Import Plan by navigating through the left side bar menu.

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বাংলা

Crown Agro Ltd 1
Company

Dashboard

Profile

Factory/Warehouse Profile

License

Import Plan

NOCs

Import Permit

Farm Registration

Usage Report

Health Certificate

License

NOC

Import Permit

Farm Registration

By clicking on the **Add new** button, applicant can add a new **Import Plan**.

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বাংলা

Crown Agro Ltd 1
Company

Dashboard

Profile

Factory/Warehouse Profile

License

Import Plan

NOCs

Import Permit

Farm Registration

Usage Report

Health Certificate

Yearly Import Plan

Add New

SL No	Product Category	Fiscal Year	Status	Action
1	Import Permit for Day old Chick	2024 - 2025	Approved	View Amendment Application

After clicking on the **Add new** button, it takes applicant to the Import Plan add form.

Add New Import Plan (2024 - 2025) Fiscal Year

Product Category *

Select Product Category

VAT Challan Attachment (.jpg, .jpeg, .png, .pdf)

Browse... No file selected.

Additional Document (If Necessary) (.jpg, .jpeg, .png, .pdf)

Browse... No file selected.

SL	QUANTITY	UNIT	ACTION
No products added!!!			
	Quantity	Select Unit	+

< Back

✓ Save

📄 Submit

After providing necessary information and adding product/s in the product table applicant can **Submit** the Import plan.

Once an Import plan is approved, applicant can perform Amendment to that import plan if required.

Yearly Import Plan

SL No	Product Category	Fiscal Year	Status	Action	
1	NOC for Import Feed Supplement/Nutrition/Ingredient, Vaccine and Medicine	2024 - 2025	Approved	View	Amendment Application
2	Import Permit for Day old Chick	2024 - 2025	Approved	View	Amendment Application

Clicking on the **Amendment Application** button brings applicant to the application form.

Amendment Application

Product Category

: NOC for Import Feed Supplement/
Nutrition/Ingredient, Vaccine and
Medicine

Fiscal Year

: 2024 - 2025

[Apply Now](#)

By clicking on the **Apply Now** button, applicant can specify the changed required in the **Import Plan**.

Import Plan Amendment (2024 - 2025) Fiscal Year



Description

Attachment

Browse... No file selected.

New Product Add Request

SL	PRODUCT NAME	QUANTITY	UNIT	ACTION
No products added!!!				
	Select Product	Quantity	Select Unit	+

← Back

Submit →

Applicant can later view the list of **Amendments** submitted.

Amendment Application

Product Category : NOC for Import Feed Supplement/ Nutrition/Ingredient, Vaccine and Medicine
 Fiscal Year : 2024 - 2025

Application No	Description	Status	Attachment	Action
10	cvcfv	Submitted	 Attachment	View

Note: Category 1 license holders and Day Old Chick Importers are required to make import plans.