



User Manual
Of
Feed Producer/ Processor/ Preserver and Marketer (Category-1 Feed
Plant)

09th January, 2025

Submitted by:

Dream71 Bangladesh Ltd.

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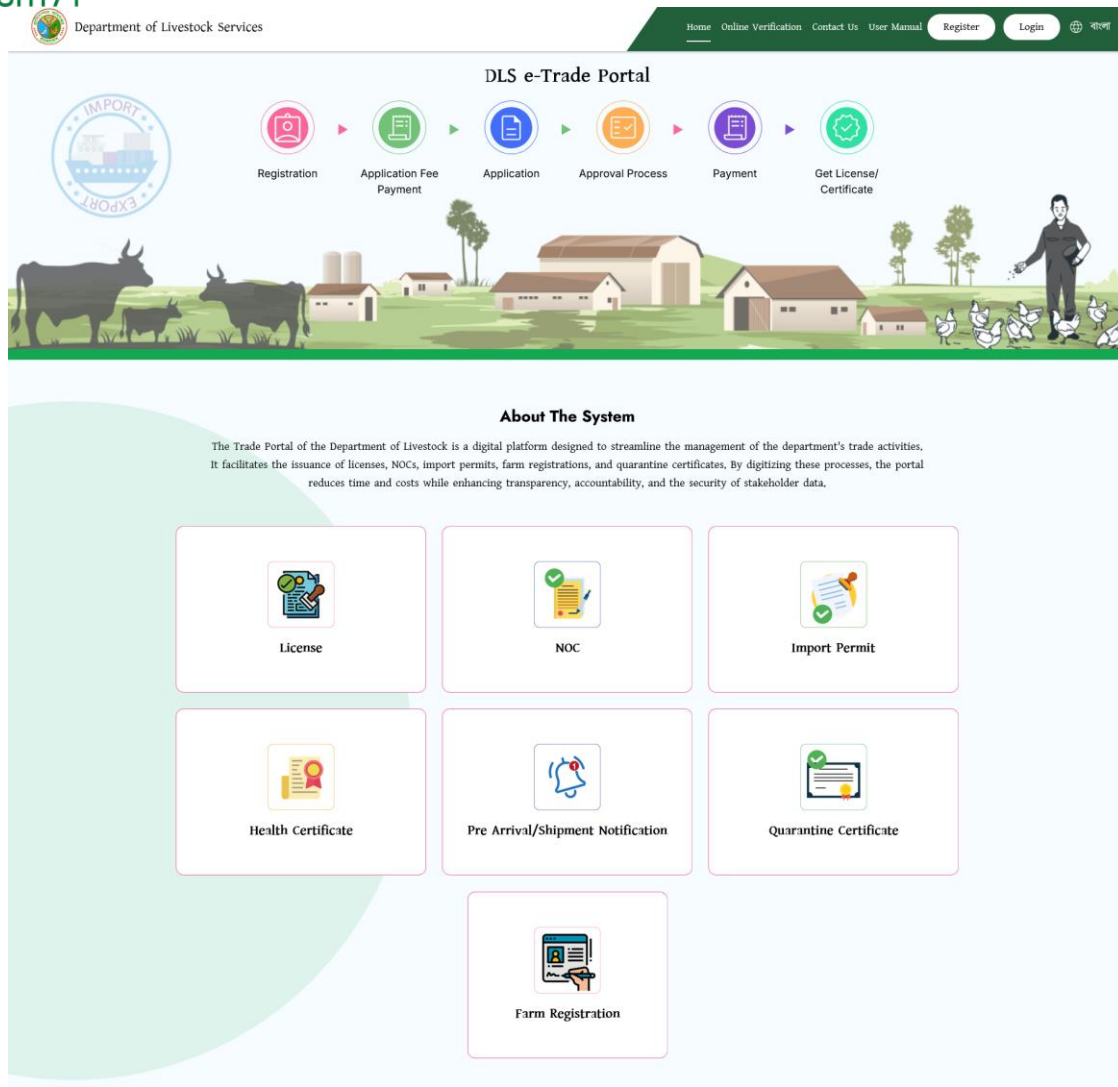
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System Home Page

How can a user join the DLS platform?

To access the DLS e-Trade Portal, users or applicants 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 উৎপাদন/ প্রকিয়াজাত করণ / সংরক্ষণকারী প্রতিষ্ঠানের (ক্যাটাগরি)

Certificate No

1

Search

Applicant Name : Proma Guha
 Company Name : যমুনা এগ্রো লিমিটেড সাকার
 Company address : Savar Dhaka Bangladesh
 Warehouse : Savar Dhaka Bangladesh
 Expiry Date : 30-06-2025
 Meeting Date : 21-01-2025
 Status : Active

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



Address

প্রাণিসম্পদ অধিদপ্তর, বাংলাদেশ কৃষি
খামার সড়ক, ফার্মগেট, ঢাকা

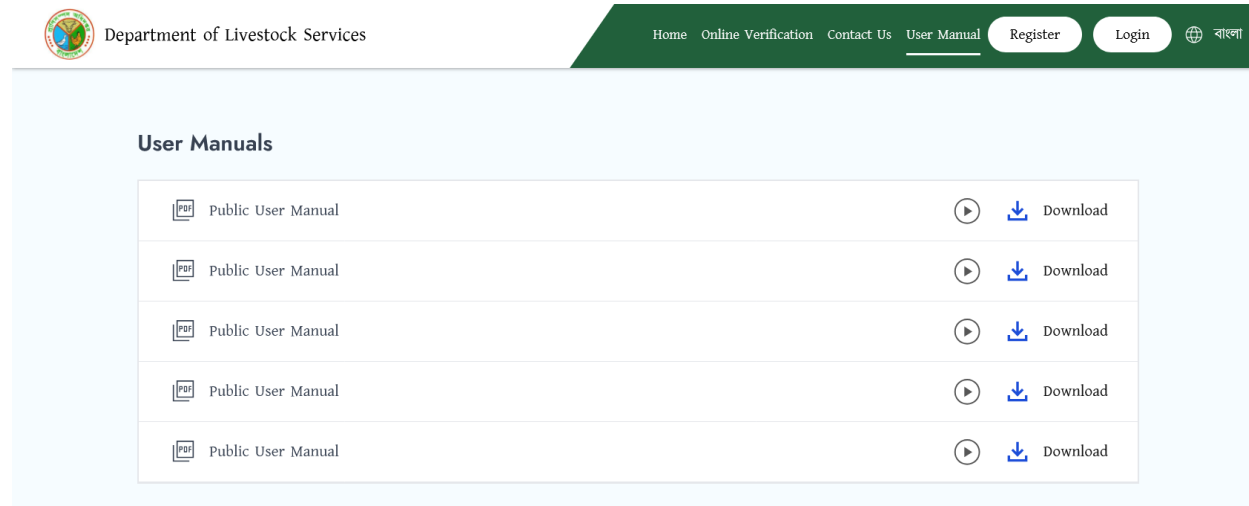


dg@dls.gov.bd



০২-৯১০১৯৩২

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

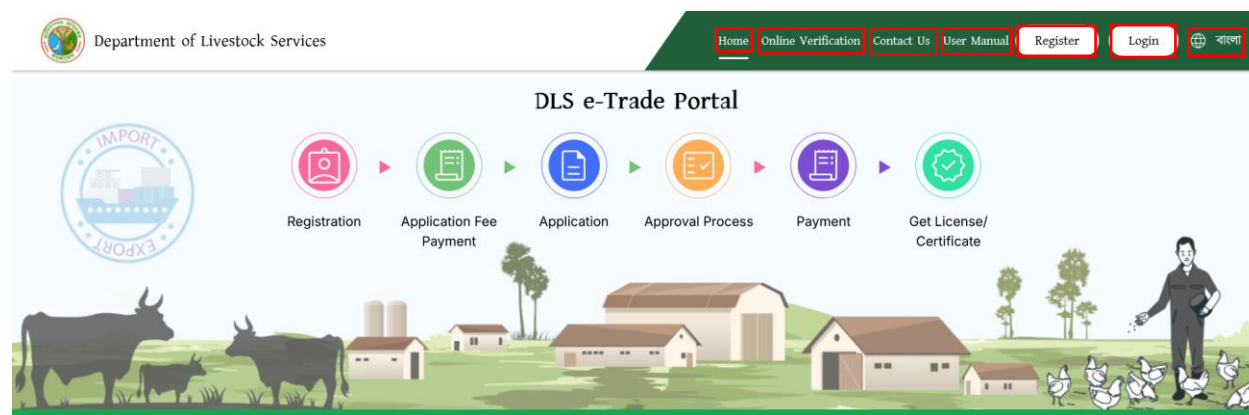


This intuitive menu design ensures that users can efficiently navigate to the most important sections of the portal.

The homepage contains two key action buttons:

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

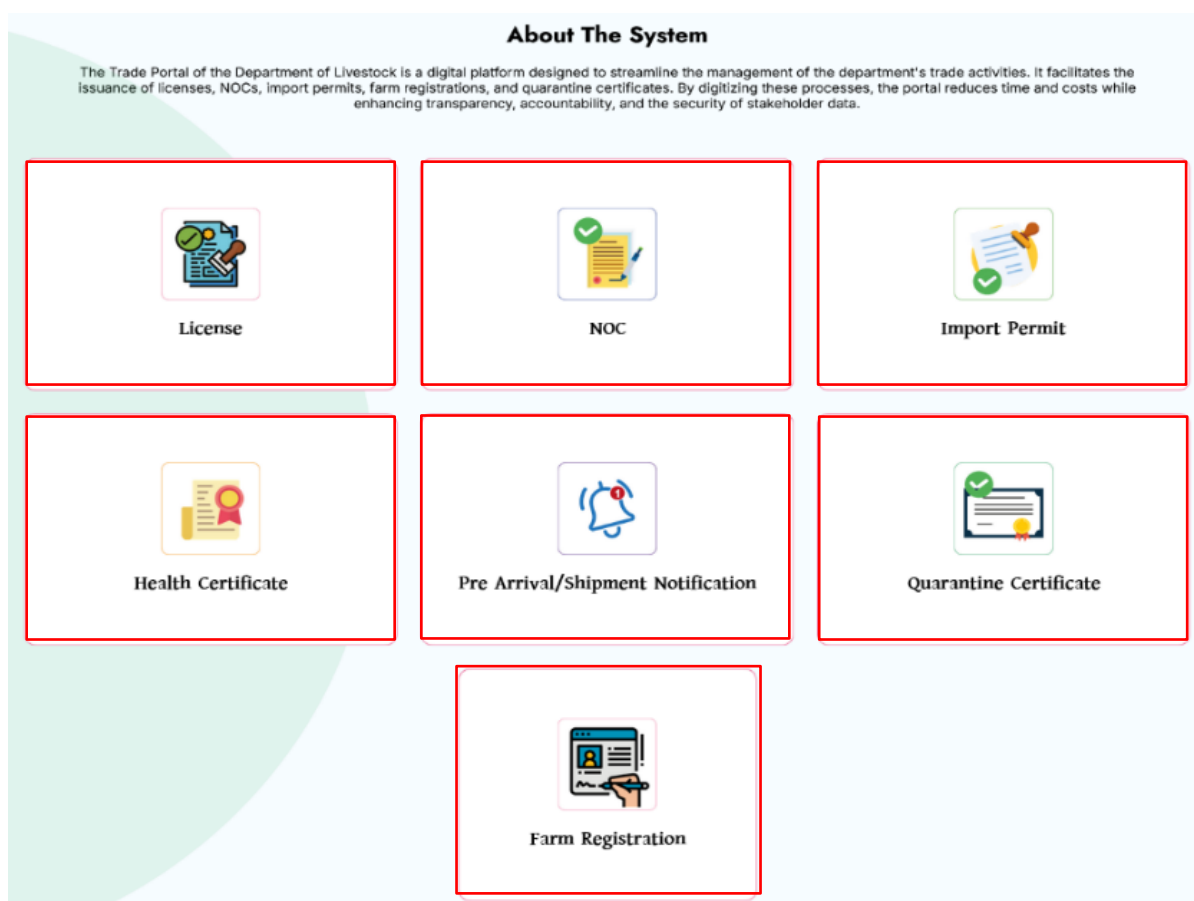
A **language selector** in the top-right corner allows users to switch between Bangla and English.



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 buttons representing key categories and services:

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

Each button is a 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?

The screenshot shows the registration page of the Department of Livestock Services. The page has a green header with the department's logo and name, and a navigation bar with links to Home, Online Verification, Contact Us, User Manual, Register, and Login. The registration form is titled 'Registration' and has two tabs: 'Company' (selected) and 'Personal'. The form contains the following fields:

- Company Name * (filled with 'Crown Agro Ltd.')
- Mobile * (filled with '01350892864')
- Email * (filled with 'cal@gmail.com')
- NID * (filled with '9158509856')
- Password * (filled with '*****')
- Confirm Password * (filled with '*****')
- Verification code * (filled with '5TWif')

A red box highlights the 'Register' button at the bottom of the form. Below the button, there is a link 'Already Registered?' and a 'Login' button.

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

Don't Have An Account?

[Forgot Password ?](#)

[Register](#)

Profile Update After Login

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


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 add/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 Name *

NID *

9158509856

Owner Address *

Picture *

Browse... No file selected.

(File size should not exceed 5 MB.)

Upload NID

Browse... No file selected.

(File size should not exceed 5 MB.)

Signature *

Browse... No file selected.

(File size should not exceed 5 MB.)

☒ Father ☐ Spouse

Father Name *

Mother Name *

Organization Information

Type of Organization *

Type of Organization

Organization Name *

Crown Agro Ltd.

Mobile *

01350892864

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

Address

Office Address

Division

District

Upazila

Document Information *

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 Name, Owner Address, Father Name, Mother Name, Contact Person Name, Contact Person Mobile, Contact Person Address, Office Address, ERC Number, IRC Number, Trade License, Tax Identification Number (TIN), and Business Identification Number (BIN)**. The applicant must also upload mandatory attachments, including **Picture, NID, Signature, Contact Person 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.



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



Type *

☐ Warehouse ☐ Factory

Factory Name *

Mobile *

Email *

Factory Picture *

Browse... No file selected.

(File size should not exceed 5 MB.)

Factory Address

Factory Office Address *

Division

District

Upazila

Type Address for Lat and Long

Latitude

Longitude

Enter a location

Latitude

Longitude

Factory Contact Person

Signature *

Browse... No file selected.

(File size should not exceed 5 MB.)

Upload NID

NID *

Browse... No file selected.

(File size should not exceed 5 MB.)

Factory Document Information

Environment Certificate *

Browse... No file selected.

(File size should not exceed 5 MB.)

ERC Number

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.)

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**, **Mobile Number**, **Email**, **Factory/ Warehouse Office Address**, **Address for Latitude and Longitude**, **Factory/Warehouse Contact Person**, **NID**, **ERC Number**, **IRC Number**, **Trade License**, **Tax Identification Number (TIN)**, **Business Identification Number (BIN)**, **ERC Expiry Date**, **IRC Expiry Date**, and **Trade License Expiry Date**. The applicant must upload mandatory attachments, such as **Factory/Warehouse Picture**, **NID**, **Environment Certificate**, **ERC**, **Trade License**, **TIN**, and **BIN**. 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.

[Dashboard](#)
[Company List](#)



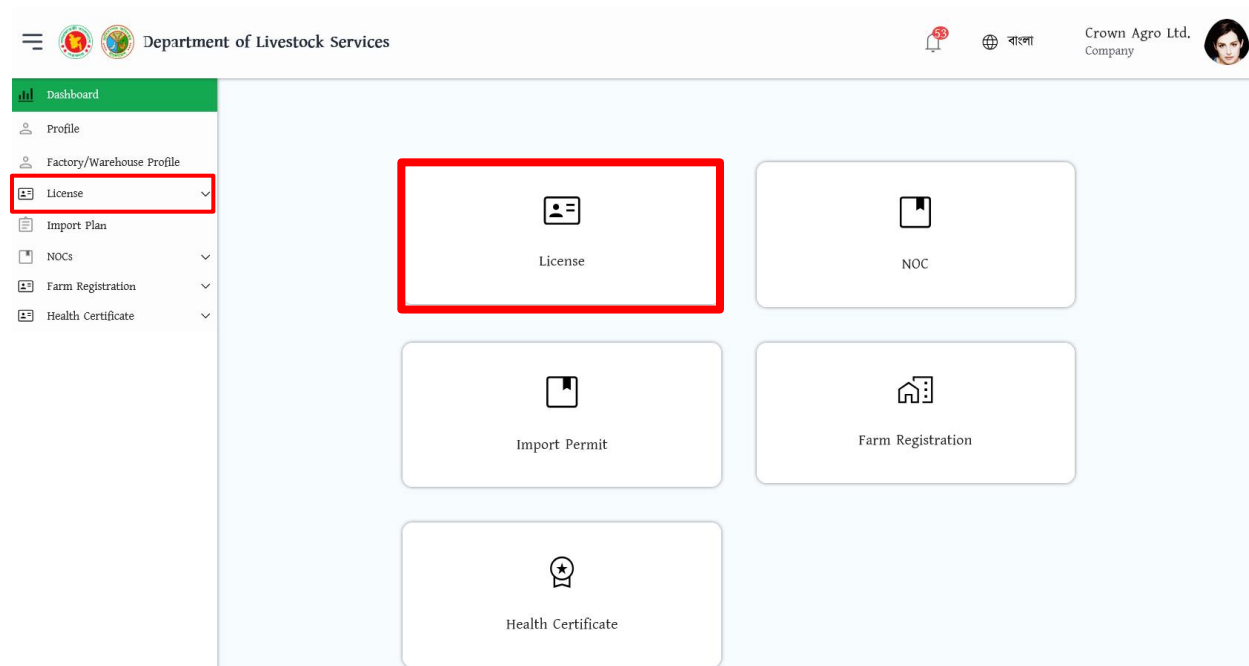
Per Page 10

SL. No.	Factory/Warehouse	Type of Organization	Office Address	Date	Action
1	Crown Agro Ltd. Chandpur	Factory	Chandpur, Bangladesh	14-12-2024	  
2	Crown Agro Ltd. Brahmanbaria	Warehouse	Brahmanbaria, Bangladesh	14-12-2024	  
3	Crown Agro Ltd. Bogura	Warehouse	Bogura, Bangladesh	14-12-2024	  
4	Crown Agro Ltd. Barisal	Factory	Barisal, Bangladesh	14-12-2024	  
5	Crown Agro Ltd. Bandarban	Factory	Bandarban, Bangladesh	14-12-2024	  

Applicant Dashboard

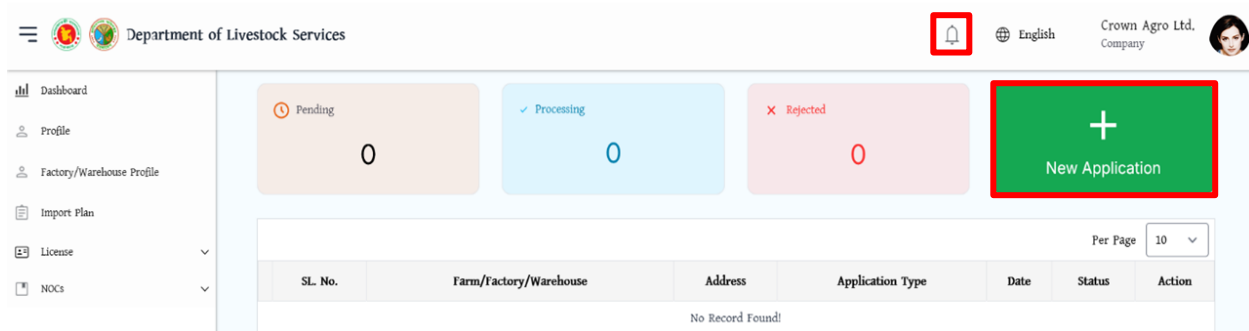
How does an applicant apply for a **Category- 1 (Feed plant) License**?

To apply for a **Category-1 (Feed Plant) License**, the applicant clicks on the **License** menu, which opens the page for creating a new application. The applicant can access the **Category-1 (Feed Plant) License** application page through both the **Dashboard** and the **sidebar menu**.



Adding a New Application

To add a new application, the user must click 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 Process

After selecting **Category-1 Feed Plant** from the license type drop-down menu and **Factory** from the factory dropdown menu, click the **Online Payment** button at the bottom-right corner of the page to proceed to the payment portal.

Animal Feed Production/Processing/Storage Establishments (Feed Mill)

Applicant's Description

Name: আনিমাল নিউট্রিশন লিমিটেড

Address: বাড়ি নং: ১৫, রোড নং: ৭, সেক্টর: ৪, উত্তরা, ঢাকা

Email: anl@gmail.com

Contact Number: 01601690756

Type of Application

Animal Feed Production/Processing/Storage Establishments (Feed Mill)

Select Warehouse / Factory

আনিমাল নিউট্রিশন লিমিটেড স্টোর

Application Fee Description	Amount (Taka)
Application Fee	1000
Sub Total	1000
VAT (15%)	150
Total	1150

Please collect the following information for the license application

- Updated tax certificate is required.
- Technical staff is required.
- Factory, machinery, equipment, and tools are required.
- Quality control laboratory is required. Where applicable, SOP, GMP, HACCP, etc., must be present.
- Details of feed production, processing, and storage capacity are required.
- Information regarding packing and labeling is required.
- The factory must be located outside densely populated areas with adequate transportation access.
- A waste and sewage disposal system is required.
- Updated trade license and tax certificate are required.

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:
 - a) **Sonali Bank:** If you prefer a direct bank transfer or counter payment.

- b) **Card:** If you wish to pay using a debit/credit card.
- c) **Mobile Banking:** For payment through Bkash mobile banking apps.
- d) **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.



(a)

(b)

(c)

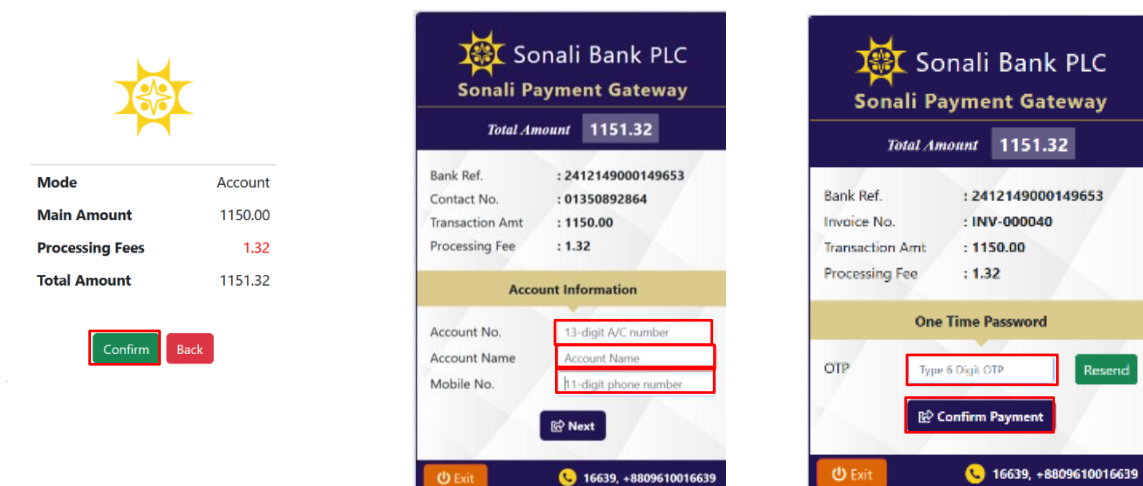
(d)

Paying via Sonali Bank Account

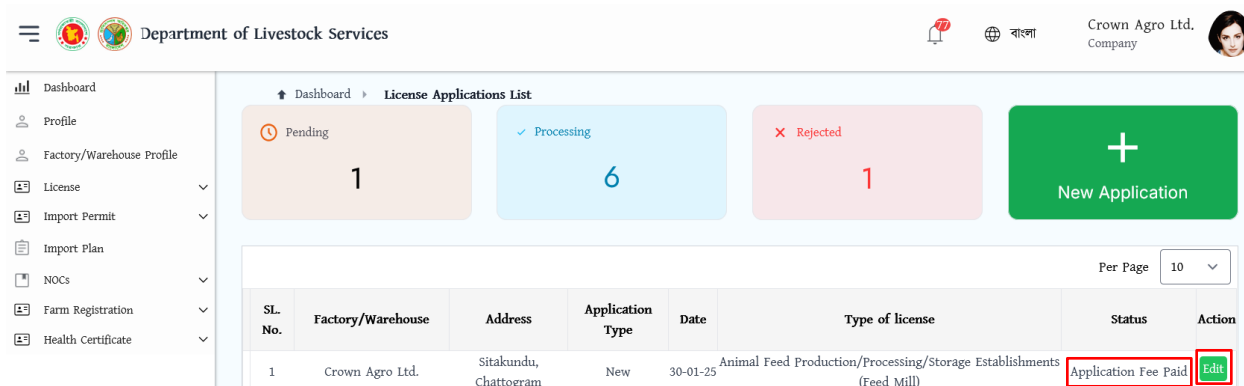
If the applicant chooses to pay directly via Sonali Bank Account, after clicking the **Confirm** button, they will be redirected to the payment portal. The applicant must then provide the **Bank Account Number**, **Account Name**, and **Mobile Number**.

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.



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.



Department of Livestock Services

License Applications List

Pending: 1, Processing: 6, Rejected: 1, New Application

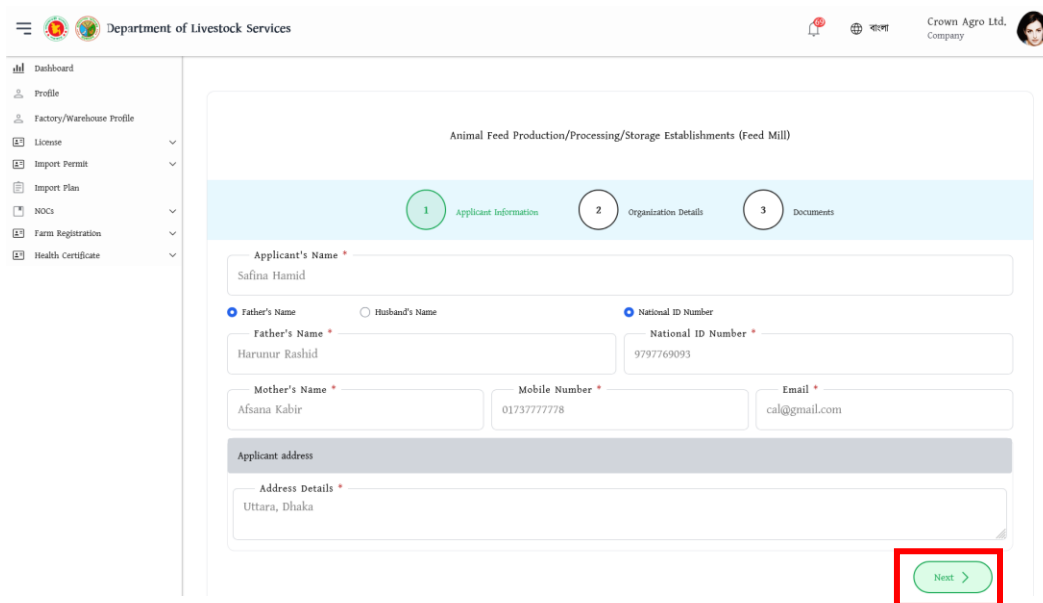
SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakunda, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit

Continuing the Application

The applicant can click the **Edit** button to continue. They must complete the application form for the license of **Animal Feed Production/Processing/Storage Establishments (Feed Mill)** 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 Production/Processing/Storage Establishments (Feed Mill)

1 Applicant Information 2 Organization Details 3 Documents

Applicant's Name *
Safina Hamid

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

Father's Name *
Harunur Rashid

National ID Number *
9797769093

Mother's Name *
Afsana Kabir

Mobile Number *
0173777778

Email *
cal@gmail.com

Applicant address

Address Details *
Uttara, Dhaka

Next >

Phase 2: Organization Details

Organization Name and Organization Address are already auto filled with the information provided in the profile. The user has to fill in other necessary fields such as-

- Production Name, Brand Name, Pack Size, Unit;
- Proposed factory production capacity,
- Animal feed storage capacity,
- Information on imported goods from the previous year,
- Production of the previous year: Production name, Pack size, Unit

Applicant must select **Unit** from dropdown menu. All the fields marked with asterisk mark (*) are the fields which are mandatory.

Animal Feed Production/Processing/Storage Establishments (Feed Mill)

1 Applicant Information

2 Organization Details

3 Documents

Organization Name *
Crown Agro Ltd. Factory Savar

Organization Address *
Savar, Dhaka

A brief description of the produced animal feed

Production name	Brand name	Pack size	Unit	Action
Production name	Brand name	Product	Select unit	+

Proposed factory production capacity *

Animal feed storage capacity *

Information on imported goods from the previous year. *

Production of the previous year (product name and quantity).

Production name	Pack size	Unit	Action
Production name	Pack size	Select unit	+

< Previous
Next >

Phase 3: Documents

TIN number, TIN attachment, Trade License Number, Duration, Trade License Attachment, Image and **Signature** fields are auto filled from Profile. The user has to fill in other necessary fields and attach necessary attachments such as-

- Building details,
- Transportation arrangements,
- Water, electricity, gas, and sanitation,
- Layout plan
- Equipment
- General
- Technical
- Quality control laboratory
- Vat registration certificate
- Fire Service and Civil Defense License
- Packing and labeling

Animal Feed Production/Processing/Storage Establishments (Feed Mill)

1
Applicant Information

2
Organization Details

3
Documents

Infrastructure facilities of the factory

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

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

Water, electricity, gas, and sanitation *

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

Layout plan		Attachment	
Layout plan *	Browse... No file selected. (File size should not exceed 5 MB.)		
Equipment		Attachment	
Equipment *	Browse... No file selected. (File size should not exceed 5 MB.)		
Man power			
General		Attachment	
General *	Browse... No file selected. (File size should not exceed 5 MB.)		
Technical		Attachment	
Technical *	Browse... No file selected. (File size should not exceed 5 MB.)		
Income tax certificate			
TIN Number		Attachment	
TIN Number * 1234567890	Attached		
Income tax certificate			
Trade License Number		Duration	Attachment
Trade License Number * 1111111111	Duration * 03 / 27 / 2025	Attached	
Quality control laboratory		Attachment	
Quality control laboratory *		Browse... No file selected. (File size should not exceed 5 MB.)	
Vat registration certificate		Attachment	
Vat registration certificate *		Browse... No file selected. (File size should not exceed 5 MB.)	
Fire Service and Civil Defense License		Attachment	
Fire Service and Civil Defense License *		Browse... No file selected. (File size should not exceed 5 MB.)	
Packing and labeling		Picture of packing	
Packing and labeling *		Browse... No file selected. (File size should not exceed 5 MB.)	
Picture		Signature	
			
< Previous Preview >			

After entering accurate information in all three phases, the applicant can check the checkbox and click the **Next** 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 - Animal Feed Production/Processing/Storage Establishments (Feed Mill)

1. Applicant's Name	:	Safina Hamid
Father's Name	:	Harunur Rashid
Mother's Name	:	Afsana Kabir
Address	:	Uttara, Dhaka
2. Name and Address of the Organization		
(a) Headquarters	:	Crown Agro Ltd. Factory Savar
(b) Factory Address	:	Savar, Dhaka
3. Brief Description of the Produced Animal Feed	:	1 . Vitamin B Complex , 2 kg 2 . Soybean Meal , 1 pcs
4. Proposed Factory Production Capacity	:	Keller
5. Animal Feed Storage Capacity	:	Tonawanda
6. Factory Infrastructure Facilities (Building, Communication System, Water, Sanitation, and Waste Management, etc.)	:	Municipal water supply, 3-phase electricity, LPG cylinders, and clean drainage.
7. Description of Machinery and Equipment	:	2 high-capacity grinders, 1 automatic packaging machine, quality testing kits.
8. Information on Manpower		
(a) General	:	30 staff members for production and operations.
(b) Technical	:	Lead Technician; Abdul Karim, 10 years of industrial experience.
9. Tax payment certificate	:	Attached
10. Trade License (Updated)	:	Attached
11. Original receipt of application fee deposit	:	View Invoice



12. Building Attachment	:	Attached
13. Transportation Attachment	:	Attached
14. Waste Management Attachment	:	Attached
15. Layout Plan Attachment	:	Attached
16. Equipment Attachment	:	Attached
17. General Attachment	:	Attached
18. Technical Attachment	:	Attached
19. VAT Attachment	:	Attached
20. Fire License Attachment	:	Attached
21. Laboratory Attachment	:	Attached
22. Packing and Labeling Attachment	:	Attached

☒ 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- 29-01-2025

Proprietor's signature

 (Seal)

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

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
Father's Name	:	Harunur Rashid
Mother's Name	:	Afsana Kabir
National ID	:	9797769093
Address Details	:	Uttara, Dhaka
Organization Name	:	Crown Agro Ltd. Factory Savar
Organization Address	:	Savar, Dhaka
Mobile Number	:	0173777778
Email	:	cal@gmail.com
Division	:	ঢাকা
District	:	ঢাকা
Upazila	:	সাবার উপজেলা
Warehouse Address	:	Savar, Dhaka
Proposed Factory Production Capacity	:	Keller
Animal Feed Storage Capacity	:	Tonawanda
Information on imported goods from the previous year.	:	Harum fugiat at voluptatibus dolor eveniet accusantium.
Building details	:	Single-story industrial building, 8,000 sq. ft.
Building Attachment	:	Attachment
Transportation arrangements	:	2 delivery trucks and agreements with local transport services.
Transportation Attachment	:	Attachment
Water, electricity, gas, and sanitation	:	Municipal water supply, 3-phase electricity, LPG cylinders, and clean drainage.
Waste management	:	Solid waste collected by municipality, ETP for liquid waste.
Waste Management Attachment	:	Attachment
Layout plan	:	Ground floor: production area, storage, small admin office.
Layout Plan Attachment	:	Attachment
Equipment	:	2 high-capacity grinders, 1 automatic packaging machine, quality testing kits.
Equipment Attachment	:	Attachment
General	:	30 staff members for production and operations.
General Attachment	:	Attachment

Technical	:	Lead Technician: Abdul Karim, 10 years of industrial experience.
Technical Attachment	:	Attachment
TIN Number	:	1234567890
Tin attachment	:	Attachment
Vat registration certificate	:	999999999999
VAT Attachment	:	Attachment
Fire Service and Civil Defense License	:	FSCD License; FSCD-456123789, valid till June 2026.
Fire License Attachment	:	Attachment
Trade License Number	:	1111111111
Trade License Attachment	:	Attachment
Quality control laboratory	:	Equipped for moisture, pH, and nutritional content analysis.
Laboratory Attachment	:	Attachment
Packing and Labeling Attachment	:	Attachment

A brief description of the produced animal feed

Production name	Brand name	Pack size	Unit
Vitamin B Complex	Verma Max	2	kg
Soybean Meal	Verma Pro	1	pcs

Production of the previous year (product name and quantity).

Production name	Pack size	Unit
Estell Jast	1737 Maximus Junctions	pcs



Image

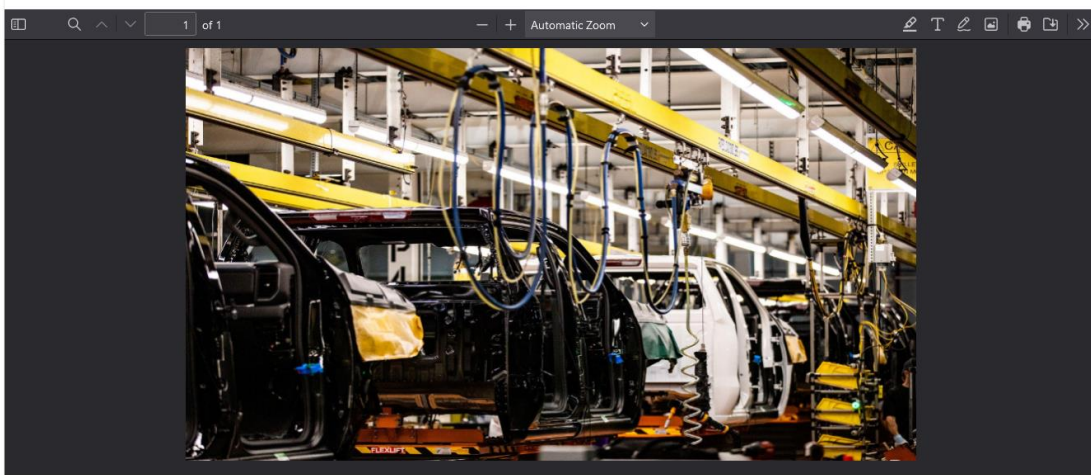


Signature

Building Attachment



Transportation Attachment



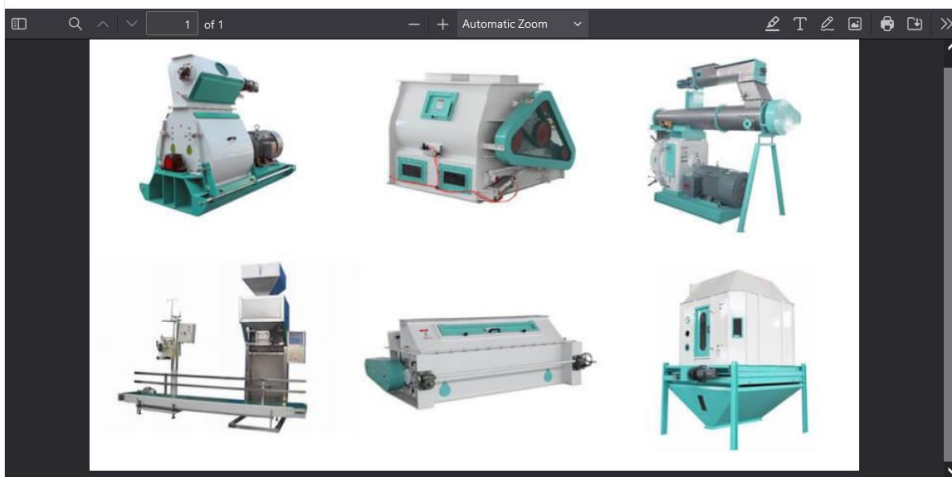
Waste Management Attachment



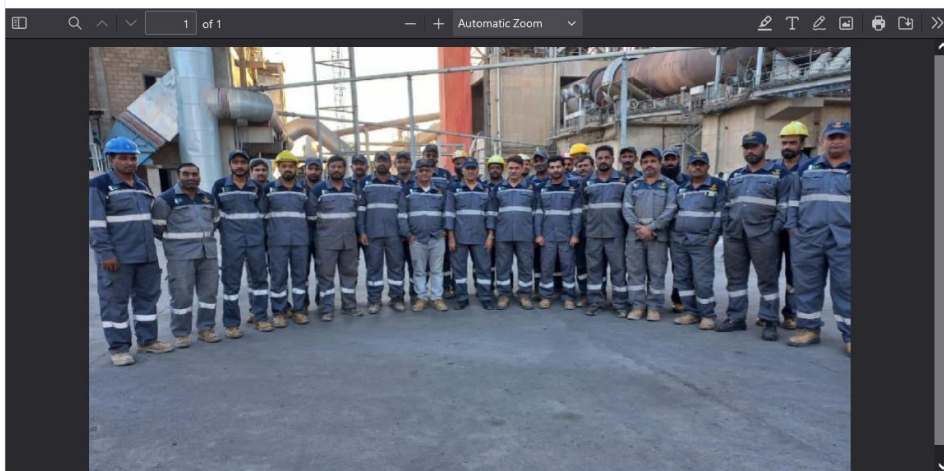
Layout Plan Attachment



Equipment Attachment



General Attachment



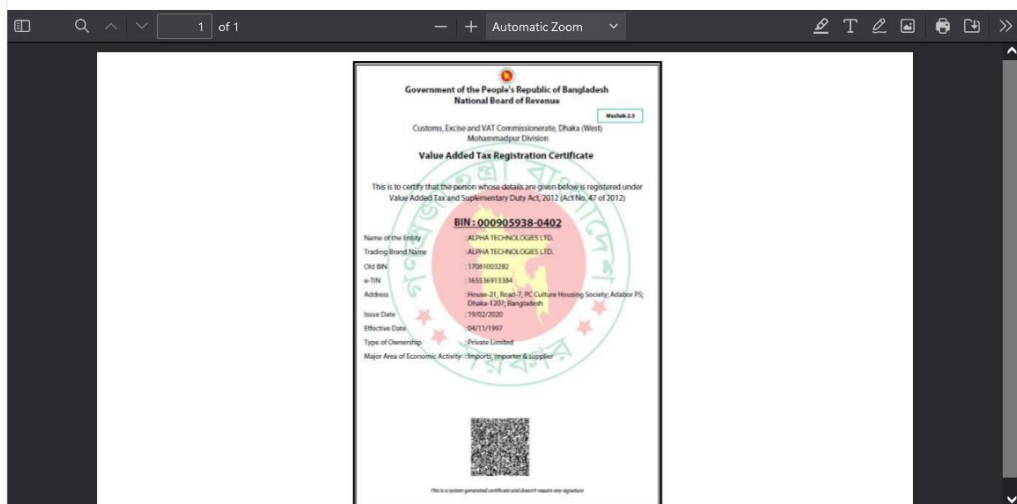
Technical Attachment



Tin attachment



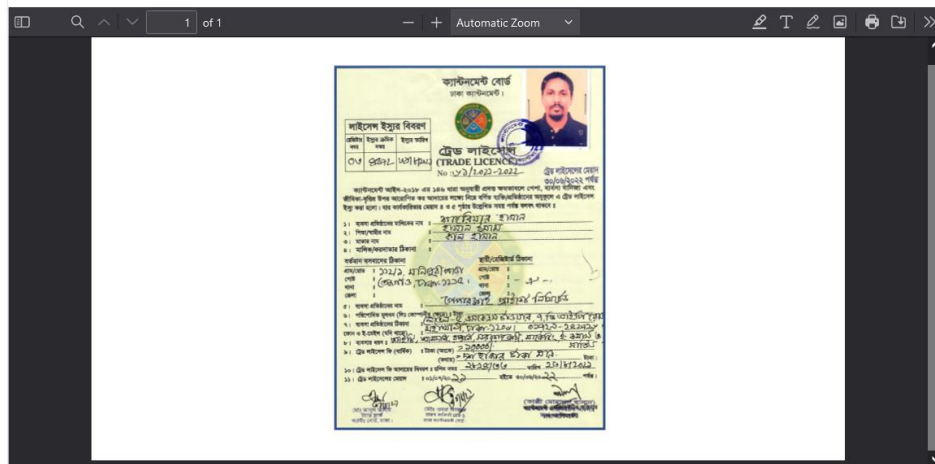
VAT Attachment



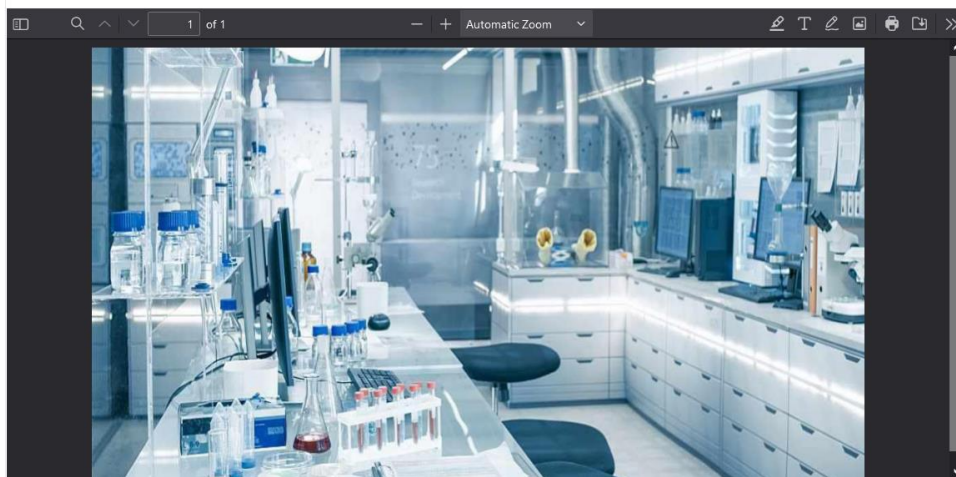
Fire License Attachment



Trade License Attachment



Laboratory Attachment



Short preview:

ফর্ম-২
[বিধি-৩(১) দ্রষ্টব্য]

To,

Director General
Department of Livestock Services
Bangladesh, Dhaka.



Subject - Animal Feed Production/Processing/Storage Establishments (Feed Mill)

1. Applicant's Name	: Safina Hamid
Father's Name	: Harunur Rashid
Mother's Name	: Afsana Kabir
Address	: Uttara, Dhaka
2. Name and Address of the Organization	
(a) Headquarters	: Crown Agro Ltd. Factory Savar
(b) Factory Address	: Savar, Dhaka
3. Brief Description of the Produced Animal Feed	: 1 . Vitamin B Complex , 2 kg 2 . Soybean Meal , 1 pcs
4. Proposed Factory Production Capacity	: Keller
5. Animal Feed Storage Capacity	: Tonawanda
6. Factory Infrastructure Facilities (Building, Communication System, Water, Sanitation, and Waste Management, etc.)	: Municipal water supply, 3-phase electricity, LPG cylinders, and clean drainage.
7. Description of Machinery and Equipment	: 2 high-capacity grinders, 1 automatic packaging machine, quality testing kits.
8. Information on Manpower	
(a) General	: 30 staff members for production and operations.
(b) Technical	: Lead Technician: Abdul Karim, 10 years of industrial experience.
9. Tax payment certificate	: Attached
10. Trade License (Updated)	: Attached
11. Original receipt of application fee deposit	: View Invoice

12. Building Attachment	:	Attached
13. Transportation Attachment	:	Attached
14. Waste Management Attachment	:	Attached
15. Layout Plan Attachment	:	Attached
16. Equipment Attachment	:	Attached
17. General Attachment	:	Attached
18. Technical Attachment	:	Attached
19. VAT Attachment	:	Attached
20. Fire License Attachment	:	Attached
21. Laboratory Attachment	:	Attached
22. Packing and Labeling Attachment	:	Attached

☒ 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- 29-01-2025

Proprietor's signature



(Seal)

Shortfall Answering Process

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

Per Page 10							
SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
2	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Shortfall	View Edit

By clicking on **Edit** 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.

Animal Feed Production/Processing/Storage Establishments (Feed Mill)

1 Applicant Information
2 Organization Details
3 Documents

Applicant's Name *
Safina Hamid

☒ **Father's Name**

Father's Name *
Harunur Rashid

☐ **Husband's Name**

☒ **National ID Number**

National ID Number *
9797769093

Mother's Name *
Afsana Kabir

Mobile Number *
01737777778

Correct it

Email *
cal@gmail.com

Applicant address

Address Details *
Uttara, Dhaka

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

Per Page 10 v

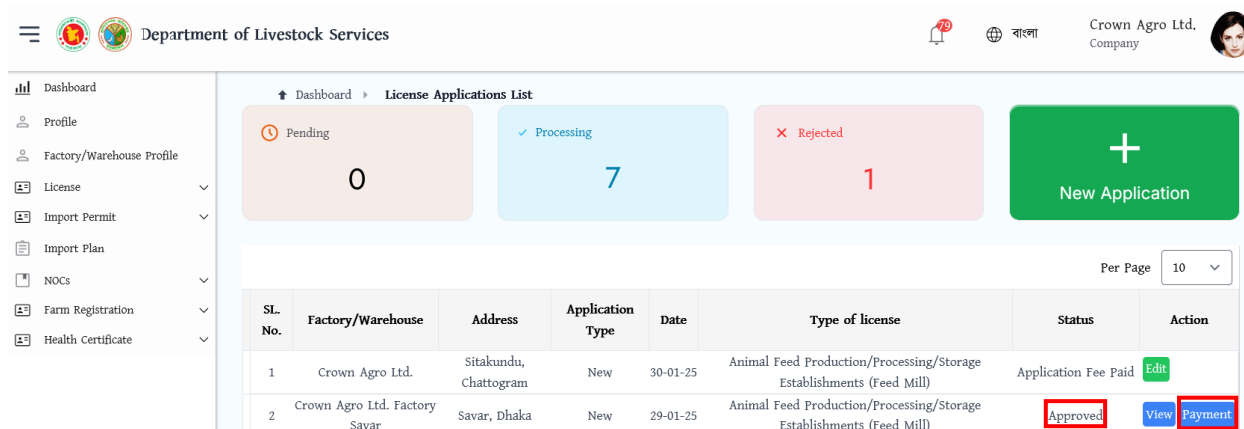
SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
2	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Resubmit	View

Rejection Process

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**.

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.



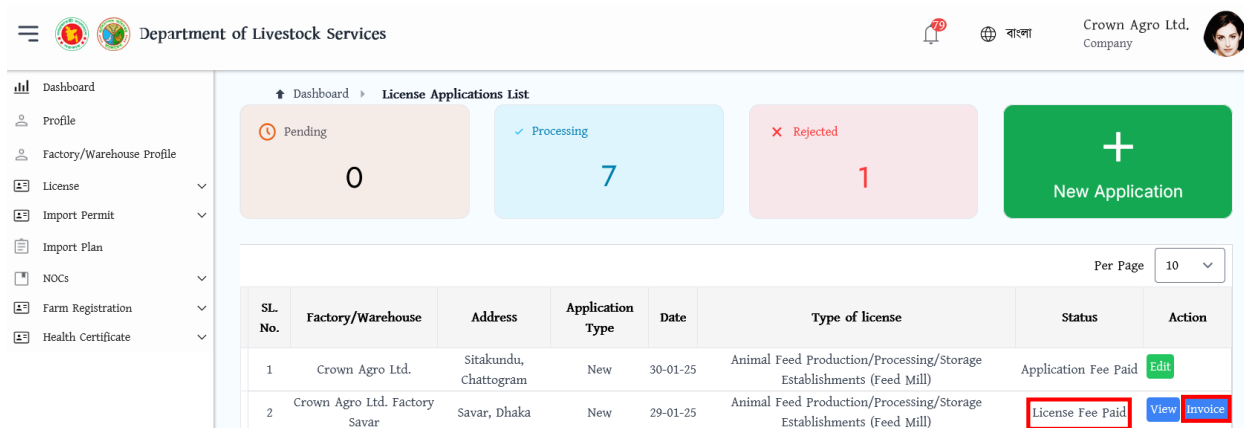
Department of Livestock Services

Dashboard > License Applications List

Pending: 0, Processing: 7, Rejected: 1, New Application: +

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
2	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	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.



Department of Livestock Services

Dashboard > License Applications List

Pending: 0, Processing: 7, Rejected: 1, New Application: +

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
2	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	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
<https://dls.gov.bd/>
Telephone : +001655225556; Email: adfc@ffsd

Payment Receipt

Invoice no : INV-000037



Application Id : 37 **Date : 29-01-2025**

Applicant Name : Safina Hamid
Mobile No : 01737777778

Service	Amount
License Fee	10000 BDT
Vat(15%)	1500 BDT
Total	11500 BDT

Paid via: Online
বিশেষ নির্দেশনাঃ
স্যাম্পল জমা দেওয়ার সময় অবশ্যই মানি রিসিটটি সঙ্গে নিয়ে আসবেন।

This is a system generated payment receipt, signature is not required
29-01-2025

Print

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



Department of Livestock Services




বাংলা

Crown Agro Ltd.
Company



Dashboard

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

Dashboard > License Applications List

Pending

0

Processing

7

Rejected

1

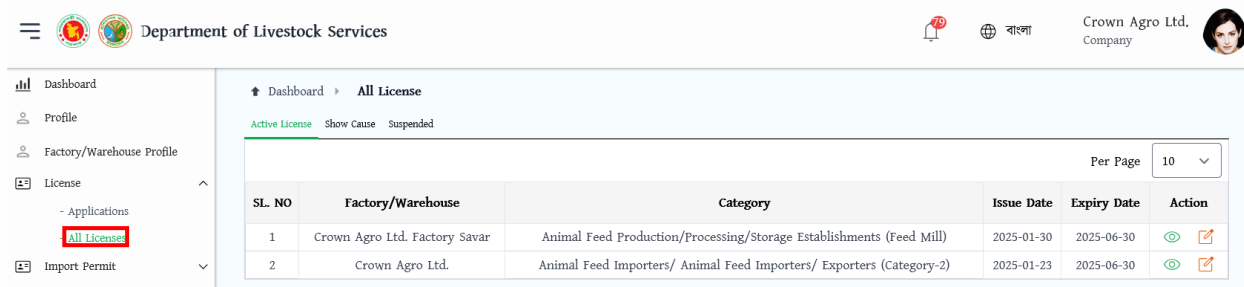
+

New Application

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
2	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	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.



The screenshot shows the user interface of the Department of Livestock Services. The top navigation bar includes the department name, a language selector (বাংলা), and the user profile (Crown Agro Ltd. Company). The left sidebar contains a menu with options like Dashboard, Profile, Factory/Warehouse Profile, License, and Import Permit. The 'License' menu is expanded, showing 'All License' as the selected option. The main content area displays the 'All License' tab, which includes a table of active licenses. The table has columns for SL. NO, Factory/Warehouse, Category, Issue Date, Expiry Date, and Action. Two licenses are listed, both issued to Crown Agro Ltd. The first license is for Animal Feed Production/Processing/Storage Establishments (Feed Mill) and the second is for Animal Feed Importers/Exporters (Category-2).

SL. NO	Factory/Warehouse	Category	Issue Date	Expiry Date	Action
1	Crown Agro Ltd. Factory Savar	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	2025-01-30	2025-06-30	View Amendment
2	Crown Agro Ltd.	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	2025-01-23	2025-06-30	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.**, **Factory/Warehouse 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.
- **Renew:** 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
প্রাণিসম্পদ অধিদপ্তর
কৃষি খামার সড়ক, ফার্মগেট, ঢাকা-১২১৫
www.dls.gov.bd



স্মারক নং- 1803162

তারিখ: 30-01-2025

পশুখাদ্য উৎপাদক/ প্রক্রিয়াজাতকারক/ সংরক্ষক/ বাজারজাতকারক (ক্যাটাগরি-১, ফিড মিল) লাইসেন্স প্রদান।

নিবন্ধন নম্বর: 3

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার এর মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়ের মৎস্যখাদ্য ও পশুখাদ্য আইন, ২০১০ এবং পশুখাদ্য বিধিমালা, ২০১৩ এর আলোকে হাইড ফিড বাংলাদেশ লিঃ, স্বত্বাধিকারীঃ Safina Hamid, কারখানাঃ Crown Agro Ltd, Factory Savar, Savar, Dhaka, কে প্রাণিসম্পদ অধিদপ্তর হতে পশুখাদ্য উৎপাদক/ প্রক্রিয়াজাতকারক/ সংরক্ষক/ বাজারজাতকারক (ক্যাটাগরি-১, ফিড মিল) লাইসেন্স শর্তসাপেক্ষে প্রদান করা হল। প্রাণিসম্পদ অধিদপ্তর কর্তৃক এ লাইসেন্স বাতিল করা না হলে লাইসেন্স এর মেয়াদ 30-06-2025 পর্যন্ত বহাল থাকবে।

শর্তসমূহঃ

১. ব্রয়লার ফিড, লেয়ার ফিড, সোনালী ফিড এবং ক্যাটেল ফিড ব্যতীত অন্য কোন পশুখাদ্য প্রস্তুত করা যাবে না।
২. প্যাকেট-এ পশুখাদ্য বিধিমালা ২০১৩ এর বিধি-৯ (ক) অনুযায়ী তৈরি পশুখাদ্যে বিভিন্ন পুষ্টি উপাদানের শতকরা হার এবং পুষ্টি উপাদানসমূহ লিপিবদ্ধ থাকতে হবে।
৩. পশুখাদ্য বিধিমালা ২০১৩ এর বিধি-৯ (খ) অনুযায়ী লেবেলিং এ "শুধু মাত্র পশুখাদ্য হিসেবে ব্যবহার্য" ঘোষণা এবং নিবন্ধন নম্বর উল্লেখ থাকতে হবে।
৪. লাইসেন্স এর মেয়াদ শেষ হওয়ার ১ (এক) মাস পূর্বে নবায়নের জন্য আবেদন করতে হবে।
৫. পশুখাদ্য বিধিমালা ২০১৩ এর বিধি-৩(৩) উল্লেখিত যে কোন ধারা ভঙ্গ করা/ ব্যত্যয় ঘটান প্রমাণ পাওয়া গেলে/ পরিদর্শনকালীন ফিড মিলের লাইসেন্স প্রাপ্তির কোন শর্ত পূরণ করা হয়নি মর্মে প্রমাণ পাওয়া গেলে তৎক্ষণিকভাবে লাইসেন্স বাতিল করাসহ মৎস্যখাদ্য ও পশুখাদ্য আইন ২০১০ এর ধারা-২০ অনুযায়ী আইনানুগ ব্যবস্থা গ্রহন করা হবে।
৬. সরকার কর্তৃক জারীকৃত বিধিনিষেধ প্রযোজ্য হবে।



Shariful

মোঃ শরিফুল হক
উপপরিচালক (খামার শাখা)
পক্ষে, মহাপরিচালক
প্রাণিসম্পদ অধিদপ্তর, বাংলাদেশ, ঢাকা
01324288736
farm@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 : 22

Company Name : Crown Agro Ltd.
Warehouse : Savar, Dhaka
Proprietor : Safina Hamid
Mobile : 0173777778
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 Production/Processing/Storage Establishments (Feed Mill)

Applicant's Description

Name: Crown Agro Ltd.

Address: Savar, Dhaka

Email: cal@gmail.com

Contact Number: 01737777778

Type of Application

Animal Feed Production/Processing/Storage Establishments (Feed Mill)
▼

Select Warehouse / Factory

Crown Agro Ltd. Factory Savar
▼

Application Fee Description	Amount (Taka)
Application Fee	1000
Sub Total	1000
VAT (15%)	150
Total	1150

According to the Fish and Animal Feed Act 2010 and the Rules 2013, required documents.

- Updated tax certificate is required.
- Technical staff is required.
- Factory, machinery, equipment, and tools are required.
- Quality control laboratory is required. Where applicable, SOP, GMP, HACCP, etc., must be present.
- Details of feed production, processing, and storage capacity are required.
- Information regarding packing and labeling is required.
- The factory must be located outside densely populated areas with adequate transportation access.
- A waste and sewage disposal system is required.
- Updated trade license and tax certificate are required.

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**.

Per Page 10 ▼

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd.	Savar, Dhaka	Renew	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
2	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
3	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	License Issued	View

Per Page 10 ▼

SL. No.	Factory/Warehouse	Address	Application Type	Date	Type of license	Status	Action
1	Crown Agro Ltd. Factory Savar	Savar, Dhaka	Renew	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	License Fee Paid	View Invoice
2	Crown Agro Ltd.	Sitakundu, Chattogram	New	30-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	Application Fee Paid	Edit
3	Crown Agro Ltd. Factory Savar	Savar, Dhaka	New	29-01-25	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	License Issued	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 DD, it is stored in this tab. The status is displayed as **create**.

Active License <u>Show Cause</u> Suspended					
Per Page 10					
SL. NO	Company Name	Category	Show cause date	Status	Action
1	Crown Agro Ltd. Factory Savar	Animal Feed Production/Processing/Storage Establishments (Feed Mill)	30-01-2025	create	
2	Crown Agro Ltd.	Animal Feed Importers/ Animal Feed Importers/ Exporters (Category-2)	23-01-2025	answered	

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: 30-01-2025

প্রাপক

Safina Hamid

Crown Agro Ltd. Factory Savar

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

উপর্যুক্ত বিষয়ে জানানো যাচ্ছে যে, আপনার প্রতিষ্ঠানের লাইসেন্সের বহাল নং ৩ লাইসেন্সের নিম্নবর্ণিত শর্ত সমূহ ভঙ্গ করিবার জন্য কেন আপনার অনুমোদিত প্রদত্ত লাইসেন্স স্থগিত বা বাতিল করা হইবে না তাহা আগামী 30-01-2025 তারিখের মধ্যে কারণ দর্শানোর জন্য নির্দেশ প্রদান করা হইল।

শর্ত সমূহঃ-

1. Proper transportation

Monitoring Officer

Shariful

মোঃ শরিফুল হক
উপপরিচালক (খামার শাখা)
01324288736
farm@dls.gov.bd

Reply

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

Show Cause Notice

লাইসেন্স নংঃ 3

Company Name : Crown Agro Ltd. Factory Savar
 Warehouse : Savar, Dhaka
 Proprietor : Safina Hamid
 Mobile : 01737779778
 Address : Uttara, Dhaka

উপর্যুক্ত বিষয়ে জানানো যাচ্ছে যে, আপনার প্রতিষ্ঠানের লাইসেন্সের বহাল নং 3 লাইসেন্সের নিম্নবর্ণিত শর্ত সমূহ ভঙ্গ করিবার জন্য কেন আপনার অনুমোদিত প্রদত্ত লাইসেন্স স্থগিত বা বাতিল করা হইবে না তাহা আগামী 30-01-2025 তারিখের মধ্যে কারণ দর্শানোর জন্য নির্দেশ প্রদান করা হইল।

মোঃ শরিফুল হক
 উপপরিচালক (খামার শাখা)
 তারিখ: 30-01-2025

Remarks

↶ ↷ Paragraph B I @ 📄 📅 ⌵ “ ▶ ⋮ ⌵ ⌵ ⌵ ⌵

উপর্যুক্ত বিষয়ের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, আমাদের প্রতিষ্ঠান, Crown Agro Ltd., লাইসেন্স নম্বর 3 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 30-01-2025 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... General.pdf

← Previous

Submit →

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

Active License <u>Show Cause</u> Suspended					
				Per Page	10 ▼
SL. NO	Company Name	Category	Show cause date	Status	Action
1	Crown Agro Ltd, Factory Savar	Animal feed production, processing, storage, and marketing (Category-1 Feed Mill)	30-01-2025	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**.

Active License Show Cause <u>Suspended</u>					
				Per Page	10 ▼
SL. NO	Company Name	Category	Suspend Date	Status	Action
1	Crown Agro Ltd, Factory Savar	5	30-01-2025	suspended	

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

Suspension Notice



ফরম ১০

[বিধি-৫(১) দ্রষ্টব্য]

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

স্মারক নং-1803162

তারিখঃ- 30-01-2025

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 3 স্থগিত বা বাতিল করা হলো।

মহাপরিচালকের পক্ষে,
মোঃ শরিফুল হক

স্বাক্ষর

Appeal Process

If a license is suspended, the applicant has the option to appeal for its reactivation. The suspended license can be accessed in the **Suspended** tab within the **All License** menu. By clicking the **Appeal** button, the applicant is directed to the appeal submission form.

License Reactivation Appeal

License Number: 8

Company Name : Crown Agro Ltd. Factory Savar Warehouse : Savar, Dhaka Mobile : 01737779778	Category : Animal Feed Production/Processing/Storage Establishments (Feed Mill) Owner : Safina Hamid Address : Uttara, Dhaka
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Remark

Description

Attachment :

Browse... 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 30/01/2025 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 | : | ok |
| ৬। | অন্যান্য তথ্যাদি | : | ok |

☒ আমি এই মর্মে ঘোষণা করিতেছি যে, উপরে বর্ণিত সমুদয় তথ্যাদি সত্যসত্যভাবে পূরণ করা হইয়াছে। অতএব আমার আপিলটি মঞ্জুরের প্রার্থনা করিতেছি।

তারিখ- 30/01/2025

স্বত্বাধিকারীর
স্বাক্ষর

জমা দিন >

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