





## Department of Livestock Services (DLS)

**User Manual** 

of

**Health Certificate** 

1st May 2025

Submitted by:

## Dream71 Bangladesh Ltd.

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## Table of Contents

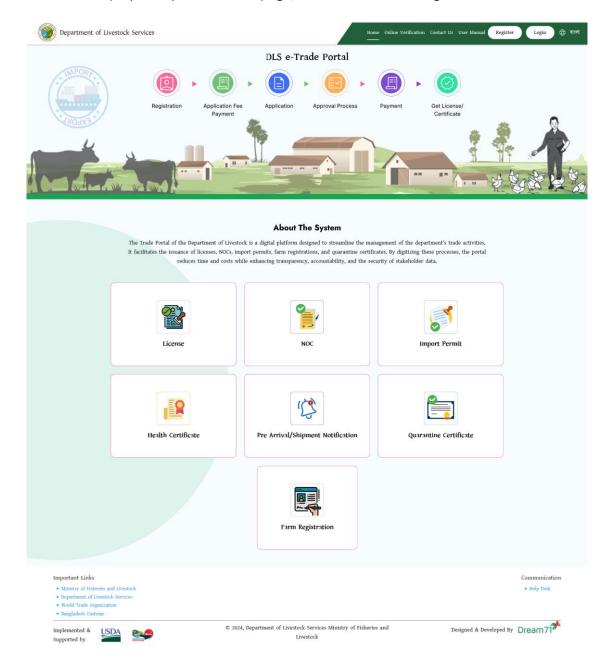
System Home Page	
Applicant Panel	
Registration and Login	
Profile	
Factory/Warehouse Profile	11
Application Process	15
All Health Certificate Menu	25
Amendment Process	26
Pre-Shipment Notification Process	29
Quarantine Application Process	32



## System Home Page

How can a user join the DLS platform?

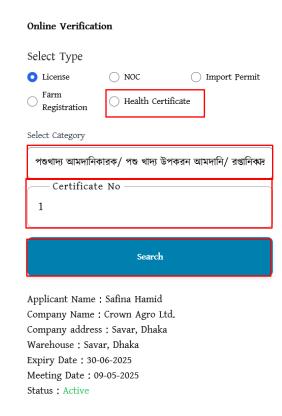
To access the DLS e-Trade Portal, users need an internet-connected device and a web browser. Begin by entering the URL <a href="http://etrade.dls.gov.bd/">http://etrade.dls.gov.bd/</a> into the browser's address bar and pressing Enter. This will display the system's homepage, as illustrated in the figure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

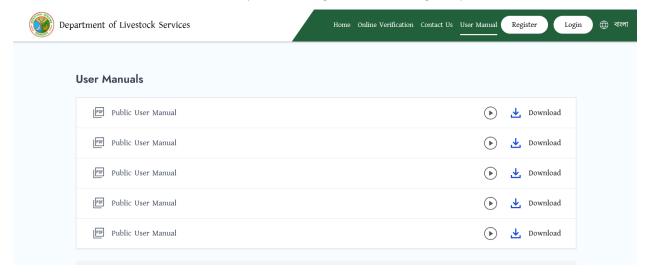


• Contact Us: Offers support and addresses user inquiries.





• 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.

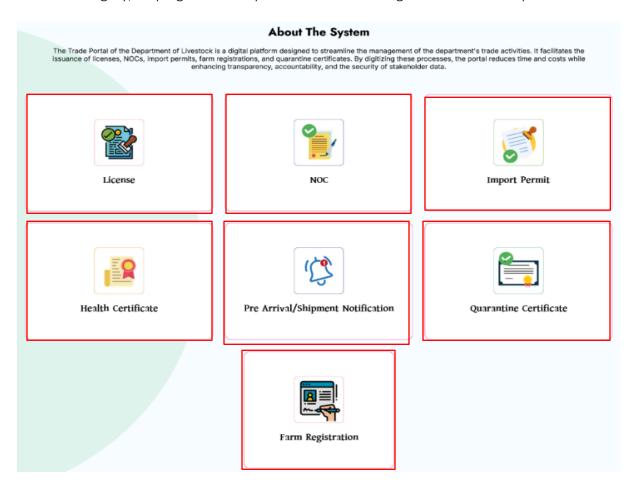


The "About The System" section on the homepage provides a brief overview of the purpose and benefits of the system. It explains how the platform simplifies access to various services, streamlines processes, and supports users in obtaining Health Certificates and certificates efficiently. This section 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.

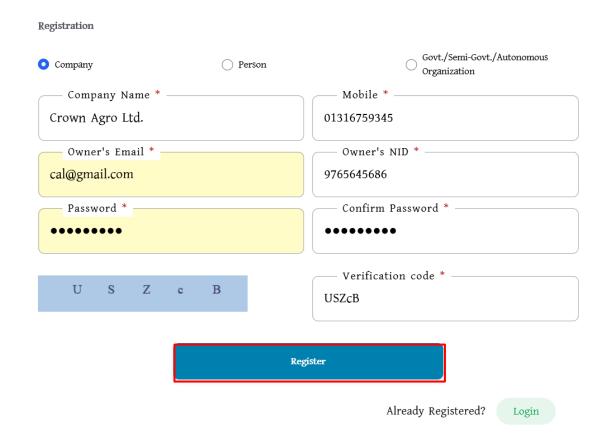




## **Applicant Panel**

#### Registration and Login

How can a user register and login to the system?



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**.

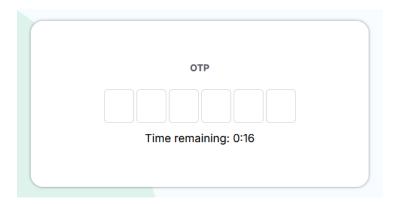
\*It is important to use a mobile number that is always accessible to the applicant, as an OTP will be sent to this number. Additionally, this number will be used for sending other relevant information in the future.\*



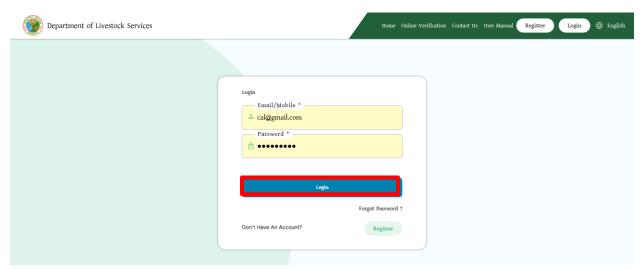
#### **OTP Verification**

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.



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





#### **Profile Update After Login**

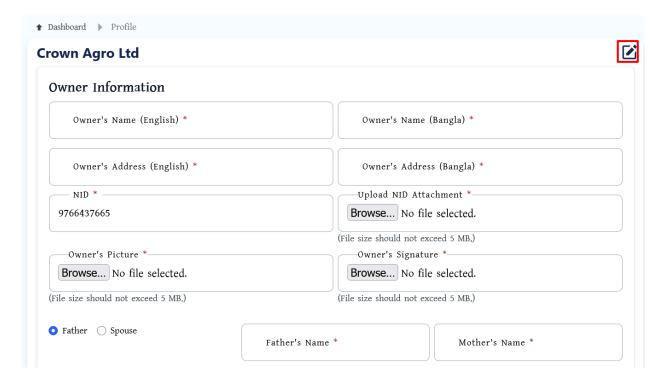
Upon successful login, a message will prompt the user to "Please Update Your Profile & Create Factory/Warehouse Profile First."



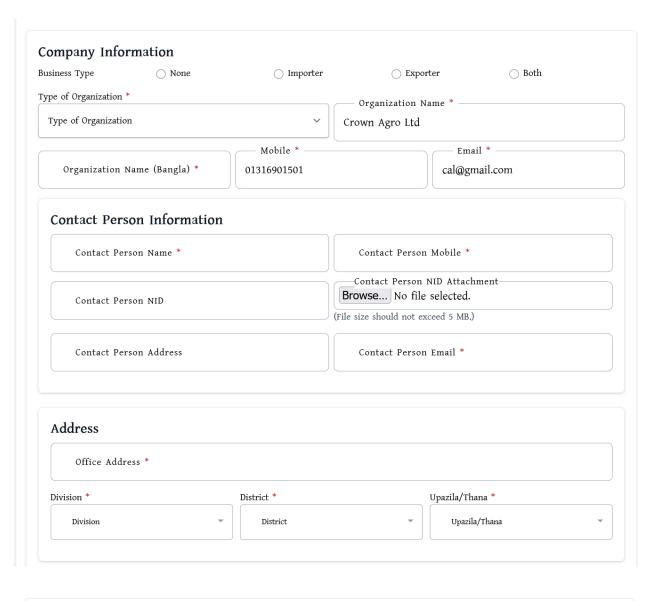
#### **Profile**

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.











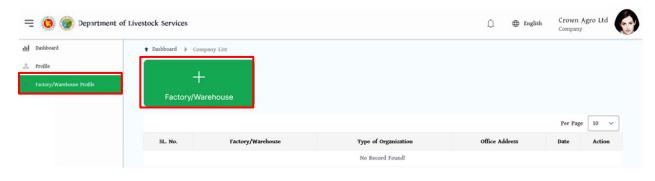


During profile management, the information provided by the user at the time of registration is automatically pre-filled in the profile page. In addition, the applicant is required to fill in other necessary fields, such as Owner's Name (English), Owner's Name (Bangla), Owner's Address (English), Owner's 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 Health Certificate 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 Health Certificate, 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

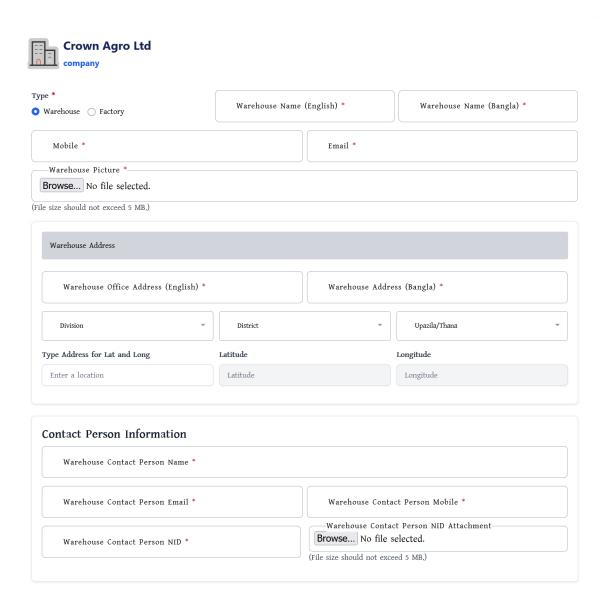
How does an applicant create company profiles through the system?

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.

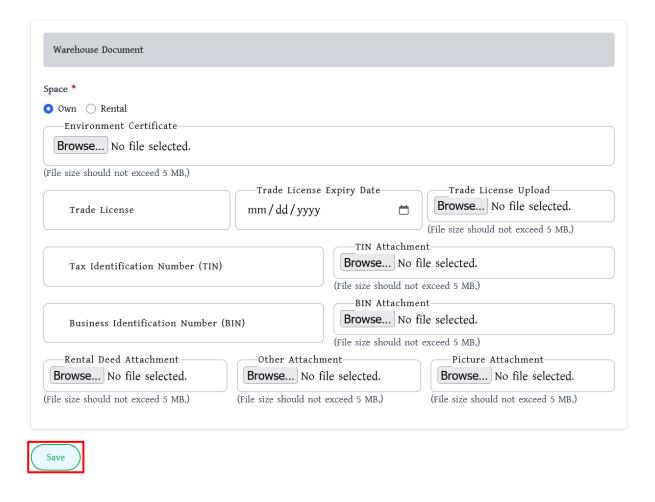




The applicant must fill in the required fields and click the **Save** button to create the Factory/Warehouse profile. -







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 Health Certificate, 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 Health Certificate, 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.

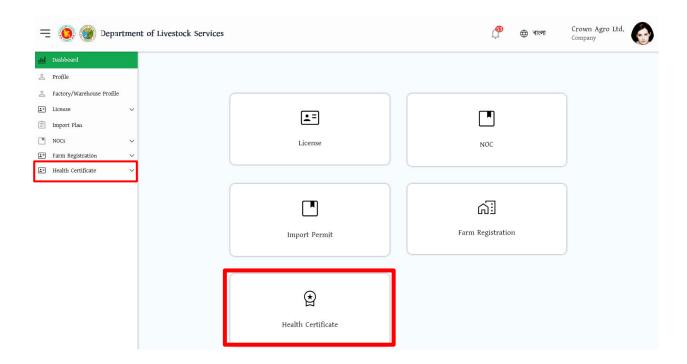




#### **Applicant Dashboard**

How does an applicant apply for a Health Certificate?

To apply for a Health Certificate, the applicant needs to click on the Health Certificate menu, which directs him/her to the page for creating a new application. The applicant can access the Health Certificate 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.



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.

#### **Application Process**

After selecting from the Health Certificate type drop-down menu, additional information for each respective Health Certificate and **Certificate Title Type**, click the **Next** button at the bottom-right corner of the page to proceed.

Application For Veterinary Health/ Sanitary Certificate







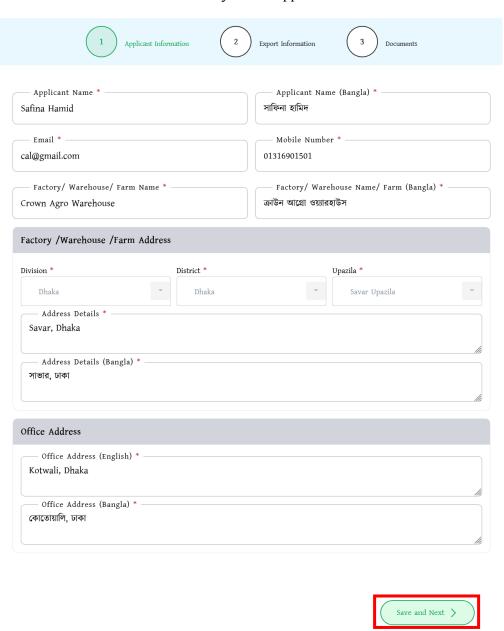
#### **Continuing the Application**

The applicant must complete the application form for the Health Certificate 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.

Veterinary Health Certificate/Sanitary Certificate for the Export of Animal Feed and Poultry Feed Supplements

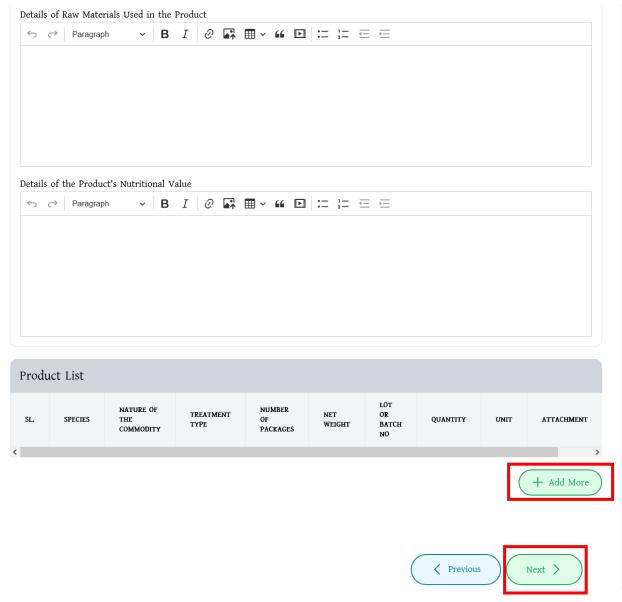




## Phase 2: Export Information

Importer Information				
Importer Name *				
Importer Mobile	Importer Email *		Importer Reg, No	
Country of Importer *  Select Country	Importer Address *			
Port of Loading *	Port of Destination *		Transport Type *	
Select Port  PI No *	CI No *		Export Date *	<u> </u>
			mm/dd/yyyy	
Transport Indentification *		Expected Border Post		
Zone or Compartment of Origin		Zone or Compartmen	t of Destination	
CITES Permit No(s)		Description of Comm	odity *	
Commodity Code (HS Code) *		Temperature of The	Product	
Indentification of Container/ Seal No		Type of Packaging		
Commodities Intended for Use As *				

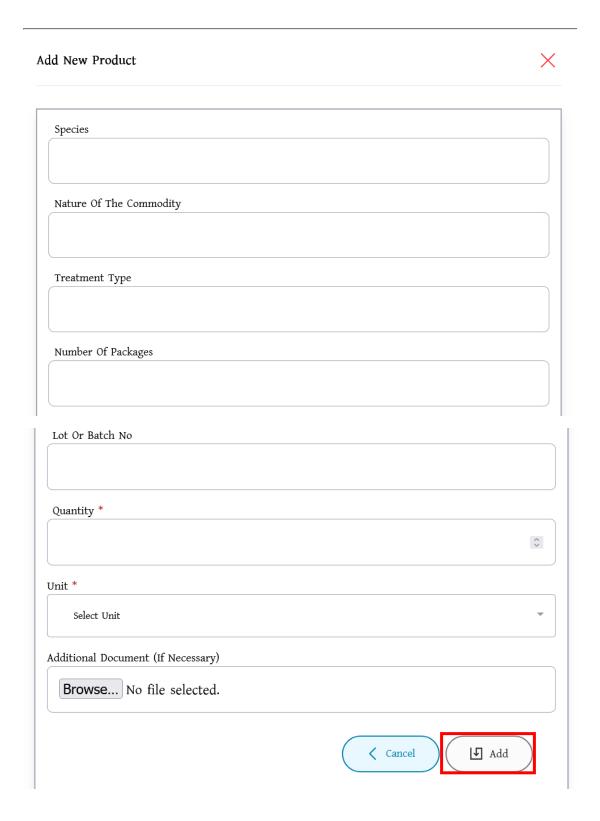




All the fields marked with asterisk mark (\*) are the fields which are mandatory.

Applicant needs to provide the detailed import information and product particulars. An applicant can add one or multiple products by clicking the **Add More** button.





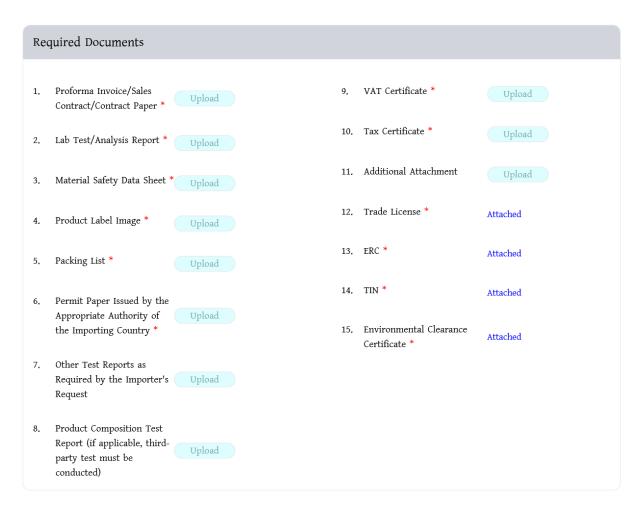


#### Phase 3: Documents

Documents regarding the products are attached in this step.



Note: The file must be in .pdf, .jpg, .jpeg, .png format. Maximum file size 2.5 megabytes.







After entering accurate information in all three phases, the applicant can check the checkbox and click the **Next** button to complete the application process.

## **Application Preview**

Гуре	:	Veterinary Health Certificate/Sanitary Certificate for the Export of Animal Feed and Poultry Feed Supplements
Applicant's Name	:	Safina Hamid
Applicant Mobile	:	01316901501
Factory/Warehouse/Feed Plant/Farm Name	:	Crown Agro Warehouse
Company Division Name	:	Dhaka
Company District Name	:	Dhaka
Company Upazilla Name	:	Savar Upazila
Factory/Warehouse Address	:	Savar, Dhaka
Country of Importer	:	Albania
Product PI/CI No	:	19
CI No	:	427
Export Date	:	20-11-2024
Importer Name	:	Belle Schuppe
Importer Reg. No	:	589
Importer Email	:	your.email+fakedata49192@gmail.com
Importer Mobile	:	Product Mobility Developer
Importer Address	:	11930 Torp Spring
Port of Loading	:	Birol Land Port, Birol, Dinajpur
Port of Destination	:	2024-11-16 12:29:16
Zone or Compartment of Origin	:	Heller LLC
Zone or Compartment of Destination	:	Denesik, Jast and O'Conner
Transport Type	:	Ship
Transport Indentification	:	Vero sequi occaecati magnam incidunt quia ipsam deserunt.



Expected Border Post	:	870 Bahringer Skyway
CITES Permit No(s)	:	436
Description of Commodity	:	Elkhart
Commodity Code (HS Code)	:	30383
Temperature of The Product	:	Rhode Island
Indentification of Container/ Seal No	:	Aland Islands
Type of Packaging	:	Quia accusamus doloremque tempora eaque rerum consectetur quam non.
Commodities Intended for Use As	:	Janick72
Details of Raw Materials Used in the Product	:	ghjgy
Details of the Product's Nutritional Value	:	ghgj
Proforma invoice	:	Attachment
Lab Test/Analysis Report	:	Attachment
Material Safety Data Sheet	:	Attachment
Product Label Image	:	Attachment
Packing List	:	Attachment

Trade License	:	Attachment
ERC	:	Attachment
TIN Attachment	:	Attachment
VAT Certificate	:	Attachment
Tax Certificate	:	Attachment
Permit Paper Issued by the Appropriate Authority of the Importing Country	:	Attachment
Environmental Clearance Certificate	:	Attachment



Product Composition Test
Report (if applicable, thirdparty test must be
conducted)

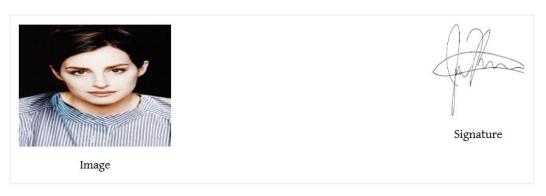
Other Test Reports as
Required by the Importer's
Request

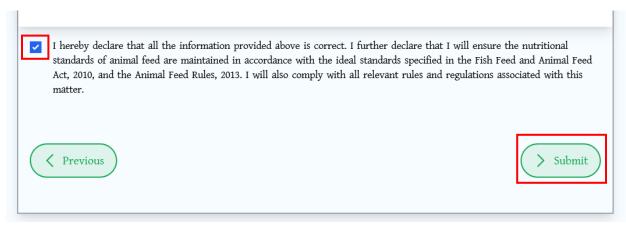
Additional Attachment: Attachment

Attachment

Attachment

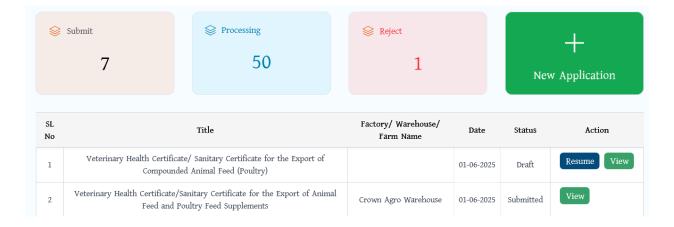
Serial No.	Species	Nature Of The Commodity	Treatment Type	Number Of Packages	Net Weight	Lot Or Batch No	Quantity	Unit	Attachment
1	ghnh	ghg	gfh	67	6768bn	hgj	5657	pounddddd	





The status in the application table will update to **Submitted**. The user can view their application by clicking the **View** button.



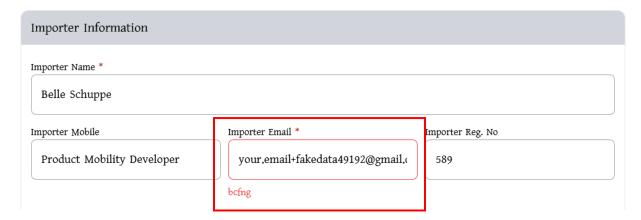


#### **Incomplete Answering Process**

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 **Resubmited**.



#### **Rejection Process**

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

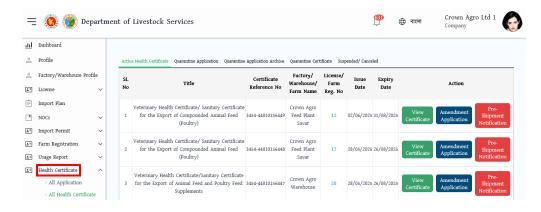


Once Health Certificate is issued, the application status in the list changes to **Health Certificate Issued.** 



#### All Health Certificate Menu

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







#### Active Health Certificate Tab

Active Health Certificate tab shows the list of all Health Certificates that are already approved. The **Action** column includes the following features for the applicant:

- View: To view the details of the Health Certificate.
- Amendment: To amend an active Health Certificate.
- **Pre-Shipment Notification**: To apply for a Pre-Shipment Notification for a Health Certificate.



#### **Amendment Process**

By clicking the **View** button, the applicant is redirected to the **Health Certificate**. There are **Print**, **Amendment** and **Pre-Shipment Notification** button available at the bottom of the Health Certificate page.



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

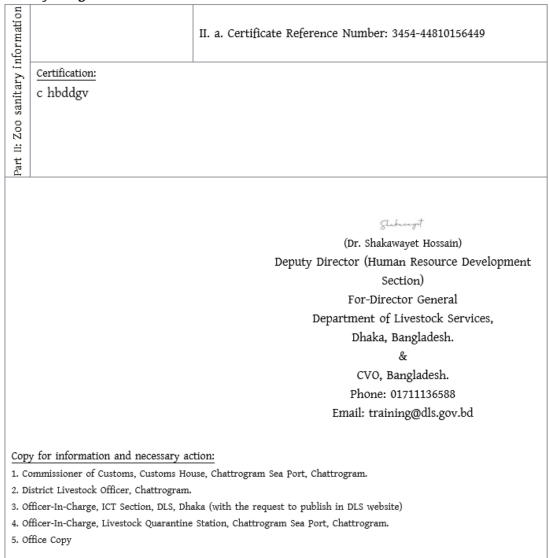
## Veterinary Health Certificate

#### Country: Bangladesh

1.1. Con	signor:			1.2. Cer	1.2. Certificate Reference No:					
Name: C	rown Agro	Feed Plant Savar		Memo N	Memo No: 3454-44810156449					
Address:	Savar, Dh	aka		Date: 02	Date: 02/06/2025					
				1.3. Vet	1.3. Veterinary Authority:					
				Ministry	: Ministry	of Fisheries &	Livestock.			
				Departn	nent: Depar	tment of Live	stock Servi	ces (DLS)		
1.4. Con	signee:									
Name: al	bc									
Address:	xyz									
1.5. Cou	-	rigin: BANGLADESH		1.6. Zor	ne or Comp	partment of	Origin: fgh	ghj		
1.7. Cou Argentina	-	estination:		1.8. Zor	ne or Comp	partment of	Destination	n: dfdfg		
1.9. Plac	e of Orig	in: BANGLADESH								
Name: C	rown Agro	Feed Plant Savar								
Address:	Savar, Dh	aka								
1.10. Pla	ice of Shi	pment:		1 11 De	to of Dono	rturo: 27/06	12025			
Birol Lan	d Port, Bird	ol, Dinajpur		1.11. D	1.11. Date of Departure: 27/06/2025					
1.12. Me	eans of Tr	ansport: Aeroplane		1.13. Ex	1.13. Expected Border Post: ghgh					
Identific	ation: ddf	ghfg		1.14. CI	1.14. CITES Permit No(s): yftj					
1.15. De	scription	of Commodity:		1.16. Co	1.16. Commodity Code (HS Code): 546.87879					
ghgj	j				tal Quanti	ty:				
				1. 5000	1. 5000 LITRE BOTTLE					
1.18. Te	mperatur	e of Product: 30		1.19. To	1.19. Total Number of Packages:					
1.20. Ide	entificatio	n of Container/S	eal No: 8675	1.21. Ty	1.21. Type of Packaging: xcfvgcghb					
1.22. Co	mmoditie	s Intended for Us	e AS: fhfgj							
1.23. fg										
1.24 Ide	ntification	ı of Commodities:								
Serial No.	Species	Nature Of The Commodity	Treatment Type	Number Of Packages	Net Weight	Lot Or Batch No	Quantity	Unit		
No.		Commonity	1ype	rackages	MeiRur	Daten No				
1	Cow	vfb	dfdf	300	500	3445	5000	LITRE		



Country: Bangladesh













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.



#### **Pre-Shipment Notification Process**

Users can send the Pre-Shipment notification to the DD and Quarantine Officer and Risk Management by clicking the Pre-Shipment 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.



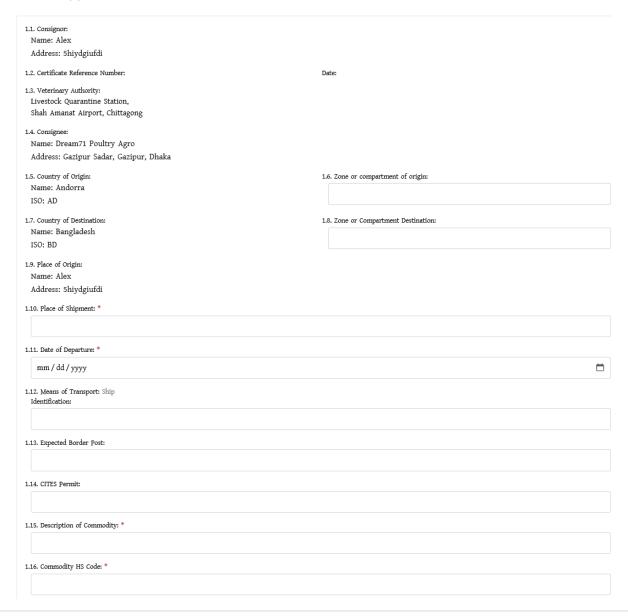
Ship							7788			
	Booking Perc	el Number	*			B	-Way Bill Attac			
	Commercial 1	nvoice No	*				-Commercial II nm/dd/yyyy		*	
	Commercial 1					В	-Health Certifi rowse No f		nary Certificate(If A	
	Lab Test Rep					В	-Compliance Rerowse No f		ificate(If Any)———d.	
	Estimated Ar m/dd/yyyy				Ö					
L	intended Use *		O Pageil				of Import Prod			
	○ Breeding ○ Human con	sumption	<ul><li>Rearing</li><li>Animal</li></ul>			01	iving :MO	O Non-livi	ng CMO  Non-cultu	
	Pet food Other		O Post-en	try quarar	ntine	○ F	rocessed other	○ Semi-pr	ocessed ( Non-proc	
	Shipping Doc						Packing List (		d.	
	No. of Items-						-LC Document rowse No f	-	d,	
0										
	Product Name	Product Description	PI/CI No &	Country of Origin		Quantity	Manufactur	ing Date	Expiry Date	
			-			Quantity	Manufactur	ing Date	Expiry Date	



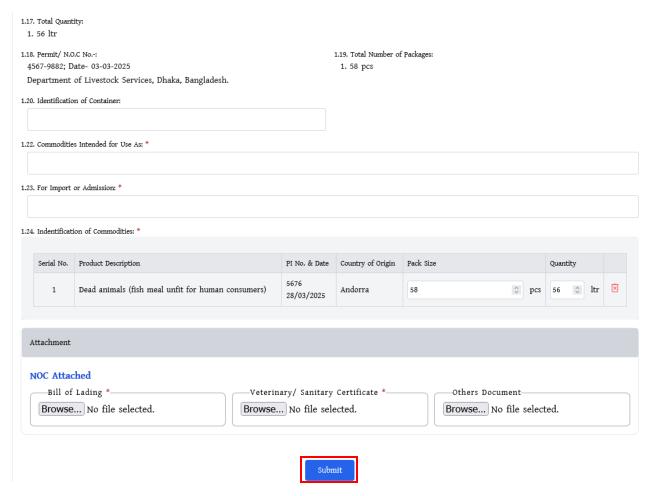
When clicking on the **Send Notification** button the **Pre-Arrival Notification** button will be replaced by **Quarantine Application**.



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 cancer the product and then click on the Submit button to send the application.







When clicking on the **Send Notification** button the **Pre-Arrival Notification** button will be replaced by **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 cancer the product and then click on the Submit button to send the application.

#### **Quarantine Application Process**

In the Quarantine Application section, the quarantine certificate request will be stored, and users can view its details by clicking the view icon. The Quarantine Application menu includes some menu bars.



- Serial No.
- NOC ID
- Applicant Name
- Applicant Mobile
- Application Date
- Application Status
- Action

Active NOCs Quara	entine Application	Quarantine Application Archive Quarantine Certificate Suspended											
Serial No.	NOC ID	Applicant's Name	Applicant Mobile	Application Date	Application Status	Action							
1	4567-9882	Rashad Kabir	01715091734	03-03-2025	Submitted	View							
2	4567-9879	Rashad Kabir	01715091734	25-02-2025	Verified	View Payment							

#### Quarantine Certificate

- Serial No.
- NOC ID
- Applicant Name
- Applicant Mobile
- Application Date
- Action

#### **Suspended Tab**

This tab includes all the Health Certificate of an applicant that are already suspended. The **Action** column presents the feature: **View**.



By clicking on View, applicant can see the Suspended Health Certificate.