



Exporting to Great Britain

A handbook for Bangladeshi women-led businesses in the women's accessories, textiles and apparel, and home décor sectors

In partnership with

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Acronyms and abbreviations

Unless otherwise specified, all references to tons are to metric tons.

AD bank	Authorized Dealer bank	HS	Harmonized Commodity Description and Coding System
BDT	Bangladeshi taka	Incoterms	International Commercial Terms
BGMEA	Bangladesh Garment Manufacturers and Exporters Association	IPR	intellectual property rights
CCI&E	Chief Controller of Imports and Exports	ITC	International Trade Centre
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora	LDC	least developed country
DCTS	Developing Country Trading Scheme	POP	persistent organic pollutant
EORI	Economic Operators Registration and Identification	REACH	Registration, Evaluation, Authorization and Restriction of Chemicals
EPB	Export Promotion Bureau (Bangladesh)	RMG	readymade garment
ERC	Export Registration Certificate	ROO	Rules of Origin
FRC	forest-risk commodity	SME	small and medium-sized enterprise
GOTS	Global Organic Textile Standard	SVHC	Substance of Very High Concern
		TIN	Tax Identification Number
		UKCC	United Kingdom Commodity Code
		VAT	value added tax
		VSS	voluntary sustainability standards

INCOTERMS ABBREVIATIONS

CIF	Cost Insurance Freight	DDP	Delivered Duty Paid
CIP	Carrier and Insurance Paid To	DPU	Delivered at Place Unloaded
CFR	Cost and Freight	EXW	Ex Works
CPT	Cost Paid To	FCA	Free Carrier
DAP	Delivered at Place	FOB	Free on Board

WHO SHOULD USE THIS HANDBOOK?

This Handbook explains the key and relevant legal and regulatory requirements that need to be met for Bangladeshi **women-led small and medium-sized enterprises (SMEs)** to export certain products to Great Britain. This means that the legal and regulatory requirements explained herein are only applicable for products to be placed on the England, Wales and Scotland markets. This Handbook does not apply to products to be placed on Northern Ireland markets.

The Handbook addresses the regulatory requirements to export **home décor, home accessories, women's accessories, and textiles and apparel**. More specifically, based on actual or potential exports, the Handbook specifically covers **readymade garments, apparel, footwear, jewellery and handbags**.

Many of the regulatory requirements explained in this Handbook are extremely technical and detailed. Such requirements are typically addressed by professional exporters working with importers to Great Britain. To reflect this reality, the Handbook assumes that the actual physical exports will use medium or large-scale Bangladeshi export aggregators. Nevertheless, this Handbook can be used by smaller-scale producers looking to export directly without using a professional exporter. To this end, the Handbook also contains the relevant links to access the most technical requirements applicable to export products. The regulatory requirements explained in each chapter in this Handbook must be read in conjunction with the relevant appendices mentioned there, which further explain each regulatory requirement.

Please note that if you are reading this Handbook online, clicking on the highlighted link in the text will take you directly to it. If you are reading a hard copy, use the link number in brackets after the highlighted text to find the right link in [Appendix V](#). Each link in Appendix V also has a QR code that you can scan with your smartphone to take you directly to the relevant web page.

The Handbook is forward-looking by supplying an overview of new regulatory requirements that may be applicable in the future. In addition, it is highly likely that there will be latent sales opportunities involving related categories of products that have similar regulatory requirements as the products discussed in the Handbook.

Finally, it is entirely understandable that apart from technical regulatory export and import requirements, Handbook users will have various other export-related trading concerns such as market identification, rapidly changing consumer preferences, competitive product pricing and meeting current consumer demand in Great Britain. This Handbook does not address such non-legal trading concerns.

All information contained in this Handbook is as of April 2024. Readers of this Handbook are strongly encouraged to stay abreast of any new regulatory requirements that might affect their exports.

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01

PREPARING THE BUSINESS FOR EXPORTS

Business registration in Bangladesh

1

STEP

Business name, structure, and office premises

The first step in business registration is to select a unique business name and business structure. Sole proprietorships, partnerships and limited companies are the most recognized business structures. Note that a single person can also form a private company, known as a one-person company. Each structure has different costs of incorporation and merits, especially in terms of being able to access different Bangladeshi export facilitation schemes. Speak to a lawyer on the merits of selecting the appropriate business structure for your enterprise. Following this, if applicable, identify appropriate office and/or factory premises and sign a rental agreement. At the same time, open a bank account with an authorized commercial bank in the name of the business.

2

STEP

Tax Identification Number registration

Apply to the National Board of Revenue using the following link secure.incometax.gov.bd (Link 1) to obtain a Tax Identification Number (TIN) certificate (e-TIN certificate). Submit the application form along with:

- Proof of business registration such as the company charter documents or partnership deed
- Passport-size photograph
- Rental agreement
- Copies of the national identity cards of the directors or partners.

3

STEP

Trade License

Producers must apply for a trade license in their locality before commencement of business. Submit the filled application form with an attested copy of:

- Proof of business registration such as the company charter documents or partnership deed
- Passport size photos of the directors or partners
- Rental agreement
- Latest tax payment receipt (if applicable)
- Copies of the national identity cards of the directors or partners.

The supporting documents must be attested by a First Class Gazetted Officer or a Ward Councillor. The license fee can vary from BDT 1,000 to BDT 15,000 depending on the nature and type of business.

4

STEP

Access to Finance

Business formalization and expansion requires a lot of money. Women entrepreneurs should note that the [Bangladesh Bank](#) (Link 2) has implemented the [Small Enterprise Refinance Scheme](#) (Link 3) for women entrepreneurs to avail loans at lower interest rates and relaxed collateral requirements. Under this scheme, [participating banks and financial institutions](#) (Link 3) can provide loans to both individual women entrepreneurs and groups of women entrepreneurs.



QUICK TIP: speak to your commercial bank

Speak to your commercial bank to understand the different financing schemes, the applicable rate of interest, amount of collateral or security required to be eligible for the loan, and the terms of repayment. If you are applying for a loan, refer to this useful [checklist](#) (Link 5) prepared by the SME Foundation Bangladesh.

5

STEP

Register with Chambers of Commerce and Trade Associations

Producers must register and become members of a local chamber of commerce. Members of a chamber of commerce benefit from services such as attestations for export documents, participation in capacity-building trainings and participation in trade fairs and exhibitions. Members also benefit from access to the network of entrepreneurs registered with the chamber of commerce.



QUICK TIP: join the chamber of commerce

- Reach out to the Women Chamber of Commerce and Industry in your region, such as the [Dhaka Women Chamber of Commerce and Industry](#) (Link 6), and the [Chittagong Women Chamber of Commerce and Industry](#) (Link 7) to join a network of women entrepreneurs and benefit from peer-to-peer learning, mentorship and training support.

- Participating in trade fairs, expos, exhibitions and trade missions is an excellent way to meet buyers, showcase your products, understand import market demand and build your network.

- Manufacturers and exporters of **knitwear products** may also wish to register with the [Bangladesh Knitwear Manufacturers and Exporters Association](#) (Link 8) which provides

support services and access to the network of knitwear manufacturers and exporters in Bangladesh.

- Manufacturers and exporters of **ready made garments** (RMGs), such as woven garments and sweaters, may also wish to register with the [Bangladesh Garment Manufacturers and Exporters Association](#) (BGMEA) (Link 9). Members of the BGMEA can benefit from legal advice on labour and compliance issues, updated business trends, trade information and access to buyers.
- Manufacturers and exporters of **jute goods** may wish to register with the [Bangladesh Jute Goods Exporters Association](#) (Link 10) to benefit from support services such as obtaining export certificates, supporting documents and access to business fairs and seminars promoting export of jute goods.

6

STEP

Export Registration Certificate

Apply to the Chief Controller of Imports & Exports (CCI&E) and obtain an Export Registration Certificate (ERC). Submit the filled application form with the following supporting documents, and pay a certification fee of BDT 10,000 to obtain the ERC:

- Trade license
- TIN certificate
- Partnership Deed for a partnership firm or certificate and Form 12 for limited firms
- Copy of membership certificate from a local chamber of commerce and industry
- Certificate of nominated bank
- National Identity Document or Passport
- Invoice copy of deposit of fees and Value Added Tax (VAT).

The ERC certificate needs to be renewed annually, for a fee of BDT 7,000.

Producers wishing to export jute and jute goods must obtain an additional ERC (Jute Goods ERC). A Jute Goods ERC is not the same as a general ERC. In fact, a general ERC is required to get a Jute Goods ERC, as explained below.

7

STEP

Export Registration Certificate for Jute and Jute Goods

This step is applicable only for those wishing to export jute and jute goods.

Submit the completed application form along with the supporting documents listed below to the Department to Jute, Ministry of Textiles and Jute:

- Attested, by a First-Class Gazetted Officer, copy of:
 - (I) ERC
 - (II) Trade license
 - (III) Income tax certificate
 - (IV) Partnership deed
 - (V) Nationality certificate
 - (VI) Membership certificate from either the Bangladesh Jute Exporters Association or a local chamber of commerce and industry
 - (VII) Financial solvency certificate issued by the bank
- Treasury challan issued by Bangladesh Bank.

The Jute Goods ERC needs to be renewed annually.

8

STEP

Value-added tax registration

Apply to the VAT Commissioner for VAT registration or enlistment only if the business exceeds the following thresholds:

- **Registration threshold:** turnover of economic activities is more than BDT 8 million in a 12-month period.
- **Enlistment threshold:** turnover of economic activities is more than BDT 2.4 million in a 12-month period.

Businesses that need not be registered may apply to the VAT Commissioner for

voluntary VAT registration.

9

STEP

Registration with the Export Promotion Bureau

Pay the registration fees using a credit or debit card, or online banking and register with the [Export Promotion Bureau \(EPB\)](#) (Link 11). Electronically upload the proof of payment - i.e. payslip - along with the following supporting documents:

- Trade license
- ERC
- Membership with chambers of commerce or association
- VAT certificate
- TIN certificate
- Proof of business registration such as the company charter documents or partnership deed.

Once the username and account are activated, the login details will be shared with the exporter. Refer to [this guide](#) (Link 12) on how to register with the EPB.

10

STEP

Sales Contract

Building a relationship based on trust and communication is essential to attract and retain buyers. A detailed contract lays out the rights and duties of each party, conditions for such rights and duties to become effective, and what happens in case of a breach of contract. Ensure that all negotiations leading up to signing the sales contract and the sales contract are in writing.

Parties may sign a long or short sales contract, depending on several factors. However, producers must always ensure that the following clauses are included in their sales contract. Doing so can help parties settle any disputes that may arise in the future in a clear and friendly manner.

Refer to Table 1 for a list of recommended clauses to include in a sales contract.



Table 1: Summary of key terms in a sales contract

TERM	EXPLANATION
Pro forma invoice	<ul style="list-style-type: none"> • Sent by the seller to the buyer to confirm the terms of the order. Multiple invoices can be issued under the same sales contract • Includes information such as the product description, quantity, price and delivery terms • Also used to request payment from the buyer
Payment terms	<ul style="list-style-type: none"> • Agreed-upon conditions for payment of an invoice • Specifies the payment due date, currency and mode of payment and any penalties agreed upon for outstanding payment
Lead time	<ul style="list-style-type: none"> • Amount of time it takes to produce and deliver goods from the time an order is placed, which varies depending on the product, the exporter and the shipping method • Agreement on lead time will allow trust between both parties and smoother trading relations
Minimum order quantities	<ul style="list-style-type: none"> • Minimum number of units that a buyer must order from the exporter • Helpful in improving efficiency in production
Design rights	<ul style="list-style-type: none"> • Outlines the role of producer and buyer in terms of the design rights in the product (for more on design rights, see Chapter 2). Example: <ul style="list-style-type: none"> – ‘Producer agrees that it shall notify the buyer of any potential infringements in the design as it shall become aware...’
Labelling and packaging	<ul style="list-style-type: none"> • Outlines the roles of producer and buyer in terms of labelling and packaging. Some examples: <ul style="list-style-type: none"> – ‘Producer shall be responsible for ensuring compliance with labelling requirements of the regulatory agency...’ – ‘Producer shall be responsible for ordering adequate supplies of labels and other packaging materials on behalf of Buyer...’ – ‘Buyer shall not be responsible for any unused labels or packaging materials due to product changes...’
Customized developments	<ul style="list-style-type: none"> • Specific product and production requests of the buyer that are agreed by the producer and included in the sales contract to show that both parties agree
Delivery terms or International Commercial Terms (Incoterms)	<ul style="list-style-type: none"> • A set of internationally recognized rules that define the responsibilities of exporters and buyers for the sale of goods in international transactions, point of delivery and costs, as detailed below • Parties must ensure that the point of delivery or destination is specified to the greatest detail possible. Per the International Chamber of Commerce, a best practice to follow is to use the following phrasing ‘[selected Incoterm] [named point or place] Incoterms 2020’

Sales contracts must include Incoterms, which are internationally recognized rules defining the responsibilities of producers / exporters and buyers in an international sales transaction. The Incoterms 2020 sets out 11 general rules, each of which define the responsibilities of the seller and buyer at different points in the shipping process.

Including Incoterms not only specifies the responsibilities of each party, but also lays down the point where the risk is transferred from the seller to the buyer and the division of costs between the parties. Table 2 shows some of the preferred delivery terms and the possible scenario between a producer / seller (S) and buyer (B). The rest are provided in [Section 1, Appendix I](#).

Table 2: Example of Incoterms 2020

INCOTERM	DESCRIPTION	RESPONSIBILITIES
<i>Multimodal transport</i>		
Ex Works (EXW)	S delivers the goods to B at a named place, which need not be S's premises. B is responsible for loading, delivery and all associated risks and costs.	If the delivery takes place within S's territory, S is not obligated to ensure export clearances are obtained. It is the responsibility of B. S must only assist in obtaining relevant information and documents.
Delivered at Place (DAP)	S delivers the goods to B at a named destination. S is not obligated to purchase insurance cover against B's risk of loss or damage to the goods.	S must pay for and obtain export clearances but is not obligated to obtain import clearances or clearances for transit through third countries. S must assist B, at the cost of B, in obtaining documents and/or information to obtain transit and/or import clearances.
<i>Sea and inland waterway transport</i>		
Free on Board (FOB)	S delivers the goods to B on board the vessel nominated by B, at the port of shipment. B is responsible for the goods and all associated costs the moment the goods are on board the vessel.	S must pay for and obtain export clearances but is not obligated to obtain import clearances or clearances for transit through third countries.
Cost and Freight (CFR)	S delivers goods to B on board the vessel. S's obligation is taken to be completed, whether or not the goods actually arrive at their destination. S is not obligated to purchase insurance cover against B's risk of loss or damage to the goods.	S must pay for and obtain export clearances but is not obligated to obtain import clearances or clearances for transit through third countries. S must assist B, at the cost of B, in obtaining documents and/or information to obtain transit and/or import clearances.
Cost Insurance Freight (CIF)	S delivers goods to B on board the vessel. S's obligation is taken to be completed, whether or not the goods actually arrive at their destination. S is obligated to purchase insurance cover against B's risk of loss or damage to the goods.	S must pay for and obtain export clearances but is not obligated to obtain import clearances or clearances for transit through third countries. S must assist B, at the cost of B, in obtaining documents and/or information to obtain transit and/or import clearances.

Exporting to Great Britain

11

STEP

Harmonized System codes and product classification

When describing the product in the proforma invoice and sales contract, sellers must include the correct product classification or Harmonized Commodity Description and Coding System (HS) code. For imports into Great Britain, each product has a ten-digit HS code, which is provided in the [United Kingdom Commodity Code \(UKCC\)](#) (Link 13). This builds on the internationally recognized [HS Code](#) (Link 14) which is explained in [Appendix I](#).

Exporters must identify the correct UKCC product code. For an overview of the HS Code and UKCC classification, refer to the detailed example provided in [Table A2, Appendix I](#).

However, as the complexity of the product increases, product classification may become a difficult exercise for exporters. Refer to Box 2 to understand how to describe a salwar kameez set (without dupatta) and determine the potentially applicable product code.

Box 1: Importance of identifying the correct United Kingdom commodity code



WHY SHOULD EXPORTERS IDENTIFY THE CORRECT UKCC PRODUCT CODE?

There are two reasons exporters must conduct this important exercise:

- (I) To calculate applicable tariffs and duty rates for products to enter the British market
- (II) To understand the specific product compliance requirements that must be met before exporting the products

Producers and exporters can also refer to British guidance on classifying [leather](#) (Link 16) products for imports into Great Britain (which is similar to the classification guide for textiles and apparel), and [Tariff notices](#) (Link 17) issued by His Majesty's Revenue and Customs. Tariff notices contain specific information on how to classify certain products. For example, [Tariff notice 21 of 2022](#) (Link 18) specifies the UKCC for a running vest with the correct explanation. An overview of the potentially applicable UKCCs for products covered by this Handbook are provided in [Table A3, Appendix I](#) of this Handbook.



Box 2: Example of product classification

PRODUCT CLASSIFICATION FOR A SALWAR KAMEEZ (WITHOUT DUPATTA) SET

A salwar kameez without dupatta has two garment pieces: one salwar and one kameez. The set is **hand stitched** and made of **silk** but is **not knitted or crocheted**. After referring to the guidance on [classifying textiles and apparel for imports](#) (Link 15) into Great Britain, exporters can describe each garment and determine the possible code in the following manner:

GARMENT	DESCRIPTION	POSSIBLE CODE
Salwar	Garment designed to cover the lower part of the body, which is usually classified as trousers	6204.6990.90
Kameez	Garment designed to cover the body from the shoulder to the knee, but sometimes may be slightly shorter, which is usually classified as a dress	6204.4910.00

To prepare the product description, refer to the product description matrix with questions that will help producers describe their product, provided in [Table A3, Appendix I](#) of this Handbook.



Cash flow is very important for export transactions, especially because manufacturers / exporters will not receive payment from the buyer right away. To ensure sufficient liquidity or cash flow, for the entire duration of an export transaction, Bangladeshi exporters can benefit from two kinds of export finance:

- Pre-shipment finance
- Post-shipment finance.

Note that Bangladesh Bank has launched an 'Export Facilitation Pre-Finance Fund' to facilitate Bangladeshi exports. Commercial banks participating in this fund can extend loans at competitive interest rates through this fund to export-oriented industries and enterprises, including deemed exporters.

QUICK TIP: Check your export incentives eligibility

Exporters can avail of cash assistance against exports or export incentives from the Bangladesh government in [certain sectors](#) (Link 19). These include:

- Knit, woven and sweater products manufactured by SMEs (4%)
- The RMGs sector (0.5%)
- Jute final products (7%)
- Diversified jute products (15%)
- Leather products in the export sector (12%).

However, note that textile exports under chapter headings 6105, 6107, 6109, 6110 and 6203 are no longer eligible for export incentives / cash assistance against exports.

Speak to your industry association and/or chamber of commerce to know how to avail the cash assistance!





QUICK TIP: Know your Export financing options

Exporters can avail export financing from their commercial bank. Speak to your relationship manager at the bank to understand the different kinds of pre-shipment and post-shipment finance, and the best suited mode of financing for your business. Remember to enquire about the applicable rates of interest, collateral of security required to be eligible for the loan and terms of repayment.



QUICK TIP: Refer to the Global Trade Helpdesk

Conduct market research to understand the demand for a particular product! The [Global Trade Helpdesk](#) (Link 90) is a tool that enables manufacturers and exporters to find and understand key market information – such as the export potential of a product in the importing market – identify the exact tariff rates, e-commerce marketplaces, trade finance providers and other potential partners. It also provides information on digital payment options and details of the applicable intellectual property rights (IPR) offices for IPR registration.



Figure 1: Overview of the United Kingdom Developing Countries Trading Scheme


 Foreign, Commonwealth
& Development Office


 Department for
Business & Trade


 HM Government

Developing Countries Trading Scheme (DCTS)

OVERVIEW

The Developing Countries Trading Scheme (DCTS) offers a generous set of trading preferences for developing countries to strengthen exports to the UK and expand their economies. Through this scheme, a wide variety of products benefit from lower or 0 tariffs on their products. The DCTS also enables UK businesses to access thousands of products from around the globe at lower prices, reducing costs for UK consumers.

HOW TO EXPORT TO THE UK USING THE DCTS

STEP 1



Determine the tariff that applies to your product, based on your country

STEP 2



Understand the rules of origin for your product

STEP 3



Identify applicable standards and regulatory requirements

STEP 4



Claim preferences under the DCTS



Overview of preference tiers



Identify tariffs by country and product



Understand the rules of origin



Identify standards and regulatory requirements



How to claim preferences under the DCTS



Additional information about DCTS & import requirements

United Kingdom Developing Countries Trading Scheme

Under the United Kingdom Developing Countries Trading Scheme (DCTS), Bangladesh is a ‘Comprehensive Preference’ country, which means that Bangladeshi exporters can benefit from zero or reduced tariff rates on 99.8% of product lines i.e., everything except arms and ammunition. The DCTS [guide](#) (Link 20) lays down four steps for exporters to claim this benefit which are explained below.

Applicable tariffs

As explained in Step 11 of this Chapter, producers / exporters can determine the applicable tariffs, duties, and standards and regulatory requirements after identifying the correct HS code. Producers and/or exporters can also conduct a quick search on the [UK Integrated Online Tariff Tool](#) (Link 21) to determine the applicable tariff rates. It is important to note that there are different types of tariffs that may be levied, depending on the product. For an overview of the different types of tariffs, refer to the relevant section of [Appendix I](#) of this Handbook.

Rules of origin

Rules of Origin (ROO) specify the extent to which producers / exporters can buy raw materials from other countries and still claim that the product is “Bangladeshi” in origin, to benefit from the preferential tariff rates. Producers / exporters must retain documentary proof of the value, cost, and production processes of any imported raw materials. Refer to the relevant section of [Appendix I](#) for more information on the criteria to determine the origin of goods.

Box 3: Change in Least Developed Country status for Bangladesh



LEAST DEVELOPED COUNTRY (LDC) GRADUATION

Bangladesh is an LDC, which allows it to benefit from Comprehensive Preferences. However, it will ‘graduate’ from its LDC status on 24 November 2026. Once graduated, LDC countries move to the ‘Enhanced Preference’ tier classification. Under the DCTS, countries are given a three-year transition period to prepare for the shift to the ‘Enhanced Preference’ tier.

Exporters can thus continue to enjoy benefits under the ‘Comprehensive Preference’ tier until 24 November 2029.

Refer to [Appendix I](#) to learn more about the impact of LDC graduation on exports.

Standards and regulatory requirements

Chapters 2 and 3 of this Handbook lay out a detailed overview of the applicable standards and regulatory requirements to export the products covered by this Handbook. The [DCTS guide on standards and regulatory import requirements](#) (Link 22) provides a useful overview of all requirements.

Claiming preferences under the DCTS

To claim preferences, Bangladeshi exporters must confirm that they are eligible to do so and provide documentary proof of the origin of the goods, in the form of an origin declaration or [Form A](#) (Link 23). Exporters must note that this documentary proof of origin is mandatory to claim the preferential tariff rates under the DCTS. To determine product eligibility, check the [Bangladesh Export Policy 2021 – 2024](#) (Link 24)

to determine if exports of the selected products are permissible.

Note that the abovementioned export policy will remain in effect until the next export policy is issued. It is recommended that exporters opt to provide the origin declaration by completing Form A.

In practice, this step is completed before

discussing and signing a sales contract. Next, check if the selected products can be imported into Great Britain. Exporters may also be asked to provide supporting documentary proof including documents relating to the purchase, cost and value, production processes of the component materials and origin status of the goods and component materials. For further information, refer to the relevant section of [Appendix IV](#) of this Handbook.

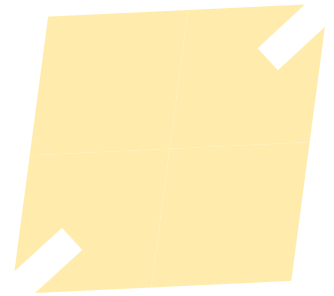


QUICK TIP: Check your product's export eligibility

Readers must note that products covered by this Handbook can be exported from Bangladesh and imported into Great Britain. However, it is strongly recommended that they speak to their chambers of commerce or association on eligibility for similar and novel products that may fall within similar product codes. Exporters must also familiarize themselves with discussions on the forthcoming Bangladesh export policy.

02

MEETING PRODUCT AND PRODUCTION REQUIREMENTS



Once the business is registered and eligible to export, the next and most important step is to satisfy all the production requirements and product specifications to export successfully to Great Britain. Two sets of product and production requirements are applicable to producers. The first is compulsory requirements provided under British laws, rules and regulations, which are further explained in this Chapter. The second is voluntary certifications that are not required by law but are demanded by buyers and consumers, which are explained in Chapter 3 of the Handbook.

There are six categories of compulsory legal requirements that producers must satisfy before their products are ready for export. The categories are:

- Product safety

- Use of endangered plants and animals
- IPR
- Product sustainability
- Product packaging
- Product labelling.

Producers should note that the requirements for each category vary depending on the product, design and raw materials used.

These requirements apply at different stages of the production process. Some requirements may apply to raw materials only, while others may apply to different production stages as well. Make sure your suppliers provide supporting documents showing compliance with the relevant legal requirements.



Product safety

General Product Safety

Great Britain only allows 'safe products' to be placed on its markets. What does this mean? When a customer purchases a product from a store, there should be no possible direct or indirect risks to their health and safety from its use. The General Product Safety Regulations, 2005, extend to all products that are likely to be purchased by customers. Examples of such products include t-shirts, wallets, handbags and home décor items.

Ensure all products contain information on the indirect risks to human health and safety from usage, and the safety measures against such indirect risks. This information is included in the product label. Refer to Box 4 for some of the recommended product safety compliance practices. To find out more about what happens if a product is found unsafe, [the relevant section of Appendix II](#) of this Handbook.

Box 4: Checking for Product Safety



WHAT DO AUTHORITIES CONSIDER WHEN CHECKING IF A PRODUCT IS SAFE?

- Properties and make-up of the product
- Packaging and instructions for care and maintenance
- Labelling, warning and instructions for use and disposal
- Effect of the product on other products if they are used together
- Consumers at risk from product use, such as children and elderly persons



Box 5: Recommended Practices to Ensure Product Safety

FULFILLING THE PRODUCT SAFETY LAW

- **Maintain records:** Document all the technical information for the exported product - such as product design, raw materials used and related suppliers, product code and batch of production - and save a physical or electronic copy of it for five years.
- **Safety instructions:** Include an instruction card with the product on how to use it safely.
- **Use designated standards (where applicable):** Using [designated standards](#) (Link 25) also help producers show a 'presumption of conformity' with the product safety law. Find out more about applicable designated standards [here](#) (Link 26).
- **Product safety alerts:** The [Office for Product Safety and Standards](#) (Link 27) publishes [product safety alerts, reports and recalls](#) (Link 28) regularly. Producers must browse through to identify the type of product safety issues highlighted and ensure to preventively address them in their product design.

Registration, Evaluation, Authorization and Restriction of Chemicals Regulation

Chemicals and other substances used to produce leather, textiles or apparel can contain toxic elements that can cause harm to human health and the environment. These are also known as Substances of Very High Concern (SVHCs). Refer to Box 6 to know more about SVHCs.

The Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) Regulation lays down the rules on SVHCs and their use. It applies to chemicals used to manufacture or produce articles. For example, in [jewellery products](#) (Link 29) the concentration of lead must not be equal to or greater than 0.05% by weight and concentration of cadmium must not exceed 0.01% (100 mg/kg) by weight of metal.

For more information on using SVHCs and SVHCs commonly found in products covered by this Handbook, please refer to the [section on REACH in Appendix II](#).

REACH compliance

All products covered by this Handbook must be REACH compliant before they enter the British market. Purchase raw materials that are certified REACH compliant and ensure suppliers provide invoices and testing certificates. These certificates confirm that chemicals and hazardous substances used are within permissible limits. Collecting and storing invoices and testing certificates will prove useful if there is a REACH inspection.

Use of biocides

Biocides cut off or decrease the effect of a harmful animal or plant such as fungi and insects and are used to protect animals and humans. Insect repellent and wood preservatives are common examples. Textiles and leather products can contain biocidal products like dimethyl fumarate, leather fungicides and organo-tin compounds. Leather products can also use biocides to prevent any microbiological deterioration. All products that contain biocides are known as ‘treated



Box 6: What is an SVHC?

A MATERIAL IS AN SVHC WHEN:

- It can cause cancer or is toxic for reproduction
- It continues to remain in the environment for a long period of time
- It piles up and stays inside the human body

For example: To give a coating layer to textiles, producers use chemicals like **UV-320, UV-327, UV-328** and **UV-350** that have **benzotriazole compounds**. These are toxic, lasting and build up in the environment. Continued exposure to these chemicals can harm human health, and hence they are categorized as SVHCs.



Box 7: REACH testing in Bangladesh

QIMA (Link 30) and **SGS** (Link 31) are two of the third-party laboratories that offer REACH testing services in Bangladesh.

articles’. These biocidal materials are not applied directly to humans or animals but are often found in the goods used by humans. The details of types of all such biocidal substances can be found [here](#) (Link 32).

Products covered by this Handbook will be regarded as ‘treated articles’ and producers must thus speak to their suppliers to confirm the use of biocides in raw materials.



Persistent organic pollutants

Persistent organic pollutants (POPs) are chemical substances that do not break down easily. POPs stay in the environment for a long period of time; can be transported to various geographies; can remain accumulated in fish, birds and animals; and can harm human health. Examples include DDT, Endosulfan, Aldrin and Eldrin. POPs are found in pesticides and industrial chemicals, and their use is generally banned in Great Britain except if the POP is found as an unintentional trace contaminant in substances, preparations or manufactured articles such as textiles. The list of permissible limits of unintentional trace contaminants, can be accessed [here](#) (Link 33).

Producers must ensure that raw materials used in production processes do not contain any POPs, and if they do, that they satisfy the permitted limits of unintentional trace contaminants. It is recommended that producers speak to their suppliers about this and perform random checks of raw materials received to check if they contain any POPs.

Nightwear safety

Children's nightwear designed to be worn by persons under 13 years of age must be produced from fibres that meet flammability performance requirements. Pyjamas, babies' garments and cotton terry towelling bath robes are exempt from this requirement but must contain the appropriate label. Adult nightwear must also adhere to the appropriate labelling requirement. Refer to [Section 3, Appendix II](#) for more information on flammability performance requirements.

Products from endangered plants and animals

Some products are made with exotic or rare raw materials that come from plants and animals at risk of disappearing from planet Earth. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement that regulates the trade in such raw materials.

Under CITES, plants and animals are categorized depending on their risk of disappearing from the planet. Species at risk of complete disappearance are put in Appendix I. See Box 8 to understand what this means for a business. If a plant or animal is put in Appendix II or III, it is not at very high risk of disappearance but its trade must still be controlled. For businesses, this means that they must apply for permission and obtain an export permit or licence before shipping their products.

Both Bangladesh and the United Kingdom are signatories to CITES. This means that both countries and businesses within their countries must comply with CITES. In Bangladesh, CITES is enforced by the Ministry of Environment, Forest and Climate Change. If your product is made of materials from an animal or plant in Appendix II or III, apply for and obtain a permit from the Ministry of Environment, Forest and Climate Change.



Box 8: Example of CITES implementation in practice

DID YOU KNOW?

Leopard cats from Bangladesh are at a very high risk of disappearing! They are listed in Appendix I of CITES, which means that one cannot trade in leopard cats.

What does this mean for an entrepreneur? Fur from a leopard cat cannot be used in the production of any products, such as handbags, wallets and apparel.



QUICK TIP: CITES CHECK

To check if an animal or plant is listed in any of the CITES Appendices, click this [link](#) (Link 34) and enter the name of the plant or animal in the search bar to find out!

Intellectual property rights

Every product covered by this Handbook comes from a unique idea. It takes creativity, months of research, unique designs and specific knowledge to convert this idea into something that can be sold on the market. The law, in the form of [IPR](#) (Link 35), protects these creations. There are many types of IPR, and each serves a different function. These are [patents](#) (Link 36), [copyright](#) (Link 37), [designs](#) (Link 38), [trademarks](#) (Link 39), [geographical indications](#) (Link 40) and [trade secrets](#) (Link 41).

Producers and exporters of textiles, home décor and leather handbags must be careful to ensure that they respect the IPR of producers in Great Britain. If they are not respected, the exported products may not be allowed to enter the market. This means that producers and exporters must understand the IPR rules in Great Britain.

Trademarks

Trademarks are signs used to differentiate products and services of one business from another business. [Visible signs](#) (Link 39) such as letters, words, numerals, drawings and symbols in combination can receive trademark registration. It is also given to the product shape and packaging. Like other forms of IPR, trademarks are granted protection in the country of application. To protect a trademark in Bangladesh, apply and pay the necessary registration fees to the Registrar of Trademarks.

Once the trademark is registered, the trademark owner receives a 'Certificate of Registration' that grants exclusive rights over the trademark for seven years. This can be renewed periodically upon payment of the applicable fees. The owner can use the trademark exclusively, which means no other person can use that trademark without permission from the owner. As an alternative, the owner can also license the trademark to third parties in return for a licence fee.

To seek trademark protection in multiple countries, there are two options available to applicants. Under the national route, an applicant submits separate applications in all countries where she wishes to register and protect her brand name. Under the international route, the applicant can submit a single application using the [Madrid System](#) (Link 42) to seek protection in up to 130 countries.

At the same time, unique products can also be protected in Bangladesh! To do that, Bangladeshi producers and exporters must apply for and receive the correct IPR registration. After this, the owner can enter licensing arrangements and exercise their right to prevent others from manufacturing, producing, selling and/or importing goods that infringe their IPR.

Women's accessories and handcraft home décor products all have unique brands (protected by trademarks) and designs (protected by designs). This section supplies an overview of trademarks and designs, how to protect your IPR in Bangladesh, and what happens if the exporting product violates IPR protections in Great Britain.



QUICK TIP: Speak to a lawyer

To protect your brand, speak to an intellectual property lawyer to accelerate the trademark registration process and assess the costs and benefits of registering a trademark in Bangladesh and other countries.



QUICK TIP: Be strategic

It is important to remember that each application costs money! Make sure you study the costs and benefits of applying for registration in different countries.

Since Bangladesh is an LDC, if you use the Madrid System to protect your trademark(s), you can get a 90% discount on the fees! Click this [link](#) (Link 42) to know more.

Designs

Designs or industrial designs bring the product to life either in three dimensions (product shape or configuration) or two dimensions (colours, textures, and patterns). These form the product's '[ornamental aspect](#)' (Link 38), or the product's aesthetics and exterior appearance. To protect a design in Bangladesh, send an application along with the necessary registration fees to the Registrar of Patents, Designs and Trademarks. Applicants will have to show that their design satisfies the three requirements provided in Box 9.

Once the design is registered, the applicant receives a 'Certificate of Registration', which grants exclusive ownership over the design for 10 years. The registered owner can renew the design registration for further durations by submitting a renewal application with the Bangladesh Registrar of Patents, Designs and Trademarks.

In practice, applicants often hire an IPR agent to help them with the entire application process. Fees paid to the agent also depend on the complexity of the application.

Once the design receives protection, the owner can prevent others from manufacturing, producing, selling and/or importing goods having designs [copying, or substantially copying](#) (Link 44) the protected design to make money. Most importantly, note that any design protection is **territorial**, which means it is only protected in the country where such protection is granted.

To seek design protection in multiple countries, there are two options available to applicants. Under the national route, an applicant submits separate applications in all countries where she wishes to register and protect her design.

Box 9: Requirements to seek design protection



THREE REQUIREMENTS TO SEEK DESIGN PROTECTION

1. It must be **new**, meaning the same design does not already exist in the public domain.
2. It must be **original**, meaning that it is not a copy of an existing design.
3. It can be **produced or used** in the industry.



QUICK TIP: Make your products stand out

1. Once you find the right product market in Great Britain, conduct research on the product profiles of your competitors and see how your products can be differentiated from the others.
2. Never disclose information on your latest innovation or product design to an export agent, potential trade partner or a distributor without signing a [confidentiality agreement](#) (Link 43). If you share information without a confidentiality agreement, you can risk losing the right to claim design protection over your unique product.

Under the international route, the applicant can submit a single application using the [Hague System](#) (Link 45) to seek protection in over 90 countries.



QUICK TIP: Prepare yourself to discuss and sign a solid sale contract

1. Always remember to include the details of your trademark and design registration in the sale contract. Discuss the terms on which the importer or distributor can use your protected trademark and/or design, and if you want to sign a separate licence for such use.
2. If your importer or distributor wants you to use a specific brand name or design that is registered in Great Britain, ensure that they issue a licence or authorization to use that covers at least the entire duration of the sales contract.

What happens if there is no authorization? See below for more information on IPR infringement.



What happens if you infringe intellectual property?

IPR infringement is when an individual or enterprise uses an IPR that is already protected without prior permission. For example, you produce leather handbags and sell them under the brand name 'Hyde & Hare' in Bangladesh. However, Hyde & Hare is also a well-known handbag company in Great Britain. This means that if you wish to export these items to Great Britain, you should get prior permission to use the brand name Hyde & Hare in the form of a licence or authorization. If you export the handbags without getting such permission, you are 'infringing' on the protected right of the British-based handbag company Hyde & Hare to use that brand exclusively in Great Britain.

IPR infringement is a serious offence, and serious action is taken by the Customs authorities at the port of entry to limit the entry of fake and reproduced goods. The Customs authorities have the right to stop, hold or even destroy products if they find or suspect that your products disregard any IPR (including trademarks and industrial designs) registered in Great Britain. This will be promptly informed to the 'holder of goods', or the importer. If the IPR holder fails to inform the Customs authorities, in writing, of whether there has been a violation, and agreement to destroy the product, then the Customs authorities will release the product in the market after all other Customs formalities are complete.



Product sustainability

The [Environment Act, 2021](#) (Link 46) provides that ‘forest-risk commodities’ (FRCs) or products made using such FRCs cannot be used in commercial activities because they contribute to deforestation. Find out more about FRCs in Box 10.

Producers supplying to Great Britain buyers whose global turnover is over £50 million must comply with the FRC Scheme. Producers whose use of FRCs specified in Box 10 does not exceed the annual volume threshold of 500 tons may apply for an exemption.

If a product is an FRC or made using an FRC, and meets the above mentioned criteria, what happens?

The importer must implement a due diligence system to identify and get information about the commodity, measure the risk from not satisfying all commodity-related local laws, and how to relieve that risk. Examples of commodity-related local laws are laws on land use and ownership.

For producers, this means that they must prove that the product meets local law requirements



Box 10: What is a forest-risk commodity?

WHAT IS A FOREST-RISK COMMODITY?

- The commodity is produced from a plant, animal or living being, and
- A forest is cut down and changed to agricultural land to produce that commodity

Great Britain [will introduce](#) (Link 47) an FRC Scheme in early 2024, under which the following products will be classified as FRCs:

- Non-dairy cattle products (beef and leather)
- Cocoa
- Soy
- Palm

and that there is very low risk of deforestation from their products. The forthcoming FRC Scheme might also require producers to keep records for a long period of time.



QUICK TIP: How can Producers prepare for a Sustainable Future?

- Speak to your suppliers about their sources of raw materials and how to make them more forest-friendly.
- Maintain records about key information like purchases made from each supplier; and information about each supplier such as their business name, name of the proprietor, postal address, trademark, email and web address.
- Regularly update yourself on all news relating to the FRC Scheme that is set to be introduced in 2024.
- Engage in product innovation such as using waste material or completely eco-friendly material. This can become a unique selling point for your product, allowing you to capture a niche market.

Product packaging

Packaging is using certain materials to wrap your goods, protect them and ensure they maintain the highest quality. Per the Packaging (Essential Requirements) Regulations, 2015, this includes sales packaging, grouped packaging and transport packaging. Box 11 contains an example of how producers can understand the different layers of packaging covered by the law.



Box 11: Example of product packaging

UNDERSTANDING THE DIFFERENT LAYERS OF PACKAGING

A Bangladeshi producer has received an order to supply 500 salwar sets (without dupattas) to a Birmingham-based buyer. Once the salwar suits are stitched and ready to be packed, the producer will use three layers of packaging:

- **Primary packaging:** Packaging used to contain and protect a single salwar set unit, which will be sold to the end consumer.
- **Secondary packaging:** Packaging used to bundle together several salwar set units, say 10 or 20 per bundle. The bundle can be sold directly to the end consumer or used only to replenish stocks.
- **Tertiary packaging:** Packaging used to protect all 500 salwar sets during handling and transportation. Depending on the arrangement, exporters may also provide the tertiary packaging. Examples of tertiary packaging include sacks and boxes. However, note that it does not include road, ship or air containers.

Ensure that the product packaging, including packaging for components within a single unit, meets the essential requirements detailed in the [section on product packaging, Appendix II](#). Packaging should not be excessive. Limit it to the minimum amount necessary to ensure that consumers accept the product and to maintain hygiene and safety.

Producers and exporters must maintain records of the technical information proving that the packaging used meets the essential requirements for a period of four years from the date such packaging is placed on the British market. Consequences of failing to comply with the essential requirements or maintain records are detailed in the [section on product packaging, Appendix II](#). Refer to this [guide](#) (Link 48) for useful tips on ensuring compliance.

Product labelling

Product labels inform consumers about product composition, price, quantity, size, use and origin. Detailed and accurate labels help consumers make a quick purchase decision and help increase brand value. Labelling conditions are product-specific. Textile and apparel and footwear products have their own labelling requirements. Refer to [Section 5](#) (textiles) and [Section 6, Appendix II](#) (footwear) for a detailed overview of the labelling requirements for textile and apparel and footwear products.



QUICK TIP: Keep up with British packaging trends

Proper packaging can help boost sales in the import market. Proper packaging considers usability, functionality, alignment with brand values, quality, aesthetic appeal and current packaging trends in the import market.

For instance, British consumers prefer [sustainable](#) (Link 49), eco-friendly, [innovative](#) (Link 50), [flexible](#) (Link 51) and personalized packaging. Producers must familiarize themselves with British packaging market trends and forecasts. One such report can be accessed [here](#) (Link 52).



03

SUSTAINABILITY STANDARDS

In addition to the legal requirements discussed in Chapter 2, buyers and consumers may require producer-exporters to meet certain additional requirements. These could include showing that the products are environmentally friendly and follow good labour practices throughout their supply chain. This can be reflected in the final product by securing voluntary sustainability standard (VSS) certifications and/or by meeting specific requirements laid down in the buyer's company codes.

Voluntary sustainability standards

Producers can comply with VSSs by voluntarily getting certified and affixing the relevant label or seal on their product. Doing so allows producers to retain their competitive advantage and capture a wider consumer base.

Producers must ensure that every stage of the supply chain meets all requirements, such as the International Labour Organization's principles and rules of work and applicable environmental [laws](#) (Link 56), [rules](#) (Link 57), [guidelines](#) (Link 58) and [circulars](#) (Link 59) laid down by the Bangladesh Department of Environment.

Specific information about the VSS certification process and examples of internationally recognized VSS certifications for products covered in this Handbook are provided in [Appendix III](#).



Box 12: What are sustainability standards?

DID YOU KNOW?

Sustainability standards address different indicators of sustainability, such as environmental performance, ethical performance, and managerial and operational performance. Find out more about the different indicators on the [ITC Standards Map](#) (Link 53).



Box 13: Supplier sustainability resources

Use the [ITC Sustainability Gateway](#) (Link 54) to check which suppliers in your country hold sustainability certifications for the relevant raw materials (such as cotton, jute and leather).

To learn more about sustainability standards and certifications, check various courses available on the ITC [SME Trade Academy](#). (Link 55).

Company codes

Some buyers may introduce their own company code in the form of guidelines or codes of conduct to highlight the invisible features of the product and production process. In practice, buyers usually highlight the need for producer-exporters to comply with their company codes of conduct or guidelines, if any, at the time of negotiating the sales contract.



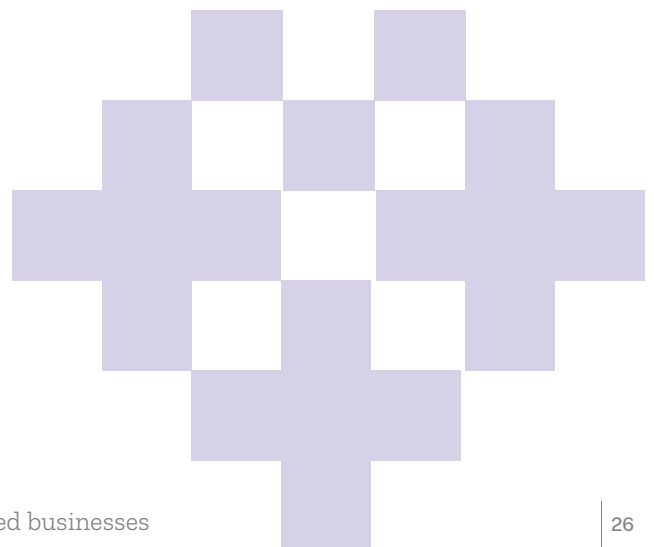
QUICK TIP: Explore options

- If you are not yet ready to apply for a sustainability certification, connect with Bangladeshi suppliers that are already certified sustainable and purchase raw materials from such suppliers. For example, purchase cotton from Better Cotton, Fairtrade or Organic certified cotton producers.
- Some certifying bodies permit group certification, which is a cost-effective option that can be considered.
- If you are a trader or retailer, remember that product certification is only under your brand name.



QUICK TIP: Understand buyers' expectations

Remember to discuss the buyer's expectations in terms of obtaining VSS certifications and complying with company codes of conduct at the time of negotiating the sales contract. Include a provision in the sales contract that clearly lays down what was discussed and agreed upon.





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04

CUSTOMS AND RELATED PROCEDURES

Exporters must familiarize themselves with the Customs procedures and required supporting documents to ensure products successfully enter Great Britain. As a rule of thumb, all exporters must ensure that they have identified the correct product code and correctly valued their products, keeping in mind the DCTS. Refer to [Chapter 1](#) on product codes, the DCTS and tariff rates.

Documentation for Customs clearance

Ensure the following documentation is completed properly to ensure [successful export Customs clearance](#) (Link 60):

- Bill of Export
- Export Letter of Credit, or if there is none, export contract or purchase order
- Commercial Invoice
- Packing List
- EXP Form
- Certificate of Origin / Origin Declaration
- VAT Certificate
- TIN Certificate
- For export of jute and jute goods: Jute Goods ERC
- Utilization Declaration or Permission (for RMGs or other goods exported under a bonded warehouse)
- No Objection Certificate from the CCI&E and Bangladesh Bank for exports on an export-cum-import or returnable basis
- Bank Guarantee for the value of goods to be exported on an export-cum-import or returnable basis



QUICK TIP: Engage clearing and forwarding agents

Ensuring that all Customs documentation is properly completed and submitted takes a lot of time. Reach out to clearing and forwarding agents, who specialize in Customs documentation and clearance procedures. Ensure that you connect with agents who are familiar with procedures for the selected mode of transport and who have offices in the selected ports. A good starting point is to refer to a network of clearing and forwarding agents, such as the [Dhaka Customs Agents Association](#) (Link 61) and/or the [Chattogram Customs Agents Association](#) (Link 62).

The process to obtain many of the above mentioned documents is provided in [Chapter 1](#) of this Handbook.

To know more about some of the other supporting documents, refer to [Appendix IV](#) of this Handbook.

Customs clearance

Once the above mentioned documents are checked by the Customs authorities and the goods are physically inspected, the goods are placed in containers and then loaded on the selected means of transport. Once the Customs officer signs 'shipped on board' on the second copy of the shipping bill and the goods leave the port, the export is said to be complete. Note that a Customs officer signing 'shipped on board' is also known as the 'LET EXPORT' endorsement.

Customs bonded warehouses

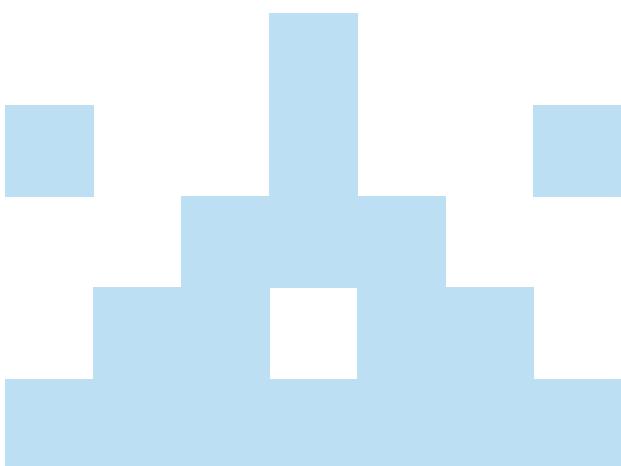
For logistical purposes, goods can reach the British border either directly or through different shipping routes, such as through the European Union. Once goods reach the British border, they are usually stored in Customs bonded warehouses. Importers can control the flow of consigned goods, rearrange them and delay payment of applicable Customs duties and other taxes.

If goods are being shipped to Great Britain via the European Union, they will be stored in Customs bonded warehouses so economic operators need not pay any import duties on the goods. Note that goods liable to excise duties (unless such duties have been paid) and goods subject to restrictions or sanitary requirements cannot be stored unless the supporting documents are presented.



QUICK TIP: Know more about customs bonded warehouses

- Customs bonded warehouses are used only to store the goods, with minor handling requirements such as reconstruction of goods after transport, treatment against parasites, and removal of damaged or contaminated components. They cannot be used to process or transform the goods.
- There are no time limits for goods to be stored in Customs bonded warehouses unless they pose a threat to human health or the environment. This could impact when your goods enter the British market and when you receive payment. Speak to your buyer about this.
- There are many instances of goods being fraudulently shipped via the European Union to avoid anti-dumping, countervailing or safeguard measures. One way to ensure the genuineness of the chosen shipment route is to avoid any processing or transformation when the goods are stored in such Customs bonded warehouses.





05

TRANSPORT AND LOGISTICS



Selecting the right transportation and logistics is an integral part of the export process. Incoterms provided in the sales contract will specify which party will be responsible for identifying the right transportation and arranging for carriage, freight insurance, pre-shipment inspections and delivery to the final destination. Proper and transparent transport documentation is crucial in case of consignment-related disputes.

Bill of lading

A bill of lading is in essence a contract issued by the carrier (typically by the master of the ship) to the shipper / consignor / exporter, containing details about the goods, consignee or entity that will receive the shipment, and destination. It serves three important functions:

- It is a document of title to the goods described therein
- It is a receipt for the goods shipped
- It contains the terms of shipment.

Airway bill

Like a bill of lading, an airway bill is a contract issued by the carrier (air carrier) and the shipper / consignor, containing details about the consignor, consignee (entity that will receive the shipment) and the destination. It also contains a reference number that can be used to track the shipment. Unlike a bill of lading, it is not a receipt for the goods shipped and is only a contract for transportation of the goods.

The key document differentiating air or sea transport is the bill of lading for sea transport and the airway bill for air transport. To support either of these, producers must also ensure that the Bill of Entry, EXP Form, commercial invoice, packing list, and Origin Declaration or Form A (as detailed in [Appendix IV](#)) are attached. Ensure that requisite insurance coverage is obtained and that proof of such insurance is attached. Producers risk losing Customs clearance if all the required documentation is not submitted.



QUICK TIP: Use Freight Forwarders

Small exporters with small volumes of exports can benefit from the services of freight forwarders and local transportation companies.

Insurance

As explained in Chapter 1, Incoterms determine the party responsible for managing risks arising from transport of the goods and related costs, such as insurance. Cargo insurance provides financial protection against potential losses caused to the goods in transit. For instance, in a CIF contract, the seller is responsible for obtaining cargo insurance at their own expense. Details of the freight insurance must be included in the commercial invoice.



QUICK TIP: Know your Incoterms

Ensure that you read carefully and understand all the Incoterms and the effect of each Incoterm. This will decide the amount of responsibility, risk and costs you will have to bear in the entire export transaction.



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01 APPENDIX I: PREPARING TO BE A BANGLADESHI EXPORTER

Summary of Incoterms

Table A1: Summary of Incoterms 2020

INCOTERM	ROLE OF THE BUYER	ROLE OF THE SELLER
ExWorks (EXW)	Responsible for everything from the exporter's premises to the destination	They only need to make the goods available at their premises
Free Carrier (FCA)	Responsible for everything from the exporter's premises to the point of carriage	Needs to deliver the goods to the carrier nominated by the buyer
Free Alongside Ship	Responsible for everything from the port of loading to the destination	Needs to deliver the goods alongside the ship at the port of loading
Free On Board (FOB)	Responsible for everything from the port of loading to the destination	Needs to load the goods on board the ship at the port of loading
Cost and Freight (CFR)	Responsible for everything from the port of shipment to the destination	Needs to arrange for the carriage of the goods to the port of destination and pay the freight
Cost Insurance Freight (CIF)	Responsible for everything from the port of shipment to the destination	Needs to arrange for the carriage of the goods to the port of destination, pay the freight, and arrange for insurance
Cost Paid To (CPT)	Responsible for everything from the point of carriage to the destination	Needs to arrange for the carriage of the goods to the named destination and pay the freight
Carrier and Insurance Paid To (CIP)	Responsible for everything from the point of carriage to the destination	Needs to arrange for the carriage of the goods to the named destination, pay the freight, and arrange for insurance
Delivered at Place (DAP)	Responsible for everything from the exporter's premises to the destination, except for unloading	Needs to deliver the goods to the buyer's premises or another nominated place
Delivered at Place Unloaded (DPU)	Responsible for everything from the seller's premises to the destination, including unloading	Needs to deliver the goods to the buyer's premises or another nominated place and unload them
Delivered Duty Paid (DDP)	Only needs to accept the goods	Responsible for everything from the exporter's premises to the destination, including unloading and Customs clearance

Product classification: HS codes

Overview of HS codes and UKCCs

The HS Code is contained in the International Convention on the Harmonized Commodity Description and Coding System. Based on the product description laid down in the relevant Chapter, Heading and SubHeading of the HS Code, each product has a **product code or HS code**, which has six digits. Countries can, however, take a step beyond the HS code, and introduce further product classification lines.

In Great Britain, the goods classification table classifies products at the 10-digit level.

The various levels of product classification can be visualized using the example of product classification for **leather handbags** as per the HS Code and the UKCC shown in Table A2.

Table A2: Example of HS Code and UKCC classification

HS Code			
HS chapter	2 digits	42	Articles of leather; saddlery and harness; travel goods, handbags and similar containers; articles of animal gut (other than silk-worm gut)
HS heading	4 digits	42 02	Handbags, shopping-bags, wallets, purses , tool bags, sports bags, bottle-cases, jewellery boxes, powder-boxes, cutlery cases and similar containers, of leather or of composition leather , of sheeting of plastics, of textile materials , of vulcanized fibre or of paperboard, or wholly or mainly covered with such materials or with paper
HS subheading	6 digits	4202 21	Handbags, whether with shoulder strap, including those without handle: with outer surface of leather or of composition leather
UKCC			
UKCC subheading	10 digits	4202.2100.10	Handbags, whether with shoulder strap, including those without handle, with outer surface of leather or of composition leather: Handmade
UKCC subheading	10 digits	4202.2100.90	Handbags, whether with shoulder strap, including those without handle, with outer surface of leather or of composition leather: Other

Product description matrix

To describe your product and easily identify the correct UKCC, you can make use of the matrix presented in Table A3.

Table A3: Product description matrix for HS code classification

CRITERIA	DESCRIPTION
Single or multi-piece product	For a multi-piece product or set, the commodity code must be determined for each piece of the product. List out all the individual pieces in the set. • <i>E.g. a salwar suit has two or three garments while a scarf is only one garment.</i>
Category	Does the product(s) fall in one or more category(s)? List all the categories in which the product may be categorized. • <i>E.g. garment, ornament, food item, footwear, etc.</i>
Raw materials used	Is the product manufactured with one or more raw materials? List all the raw materials that are used in making the final product. • <i>E.g. cotton, wood, jute, silk, rubber, etc.</i>
Source of raw materials	Do you purchase all raw materials from Bangladeshi suppliers or do you import certain raw materials? List all the materials sourced locally and those imported.
Production method	How is the product manufactured? • <i>E.g. handmade, produced on a handloom, industrial manufacturing, etc.</i>
Product use	What is the intended use of the product? Is it meant for retail sale, or does it have other purposes? Hint: the purpose of exports usually determines the intended use of the product. • <i>E.g. cotton yarn can be sold for retail purposes to be used in knitting or crocheting activities, or can be sold to an importer who will in turn use it for their production purposes.</i>
Packaging material	Will the product be packaged in wooden crates, jute sacks, cardboard boxes or any other manner? • <i>E.g. a salwar set is packed in a cotton sack which is then placed in a cardboard box.</i>

Indicative list of product codes for products covered in this Handbook

Table A4 provides an indicative list of the UKCCs that may be applicable to the products covered in this Handbook.

Table A4: Indicative list of UKCCs for products covered by this Handbook

UKCC	DESCRIPTION
Women's accessories	
4202.2100.10	Handmade handbags whether or not with shoulder strap, including those without handle, with outer surface of leather or of composition leather
4202.3290.10	Handmade articles of a kind normally carried in the pocket or in the handbag with outer surface of textile materials
4202.9291.10	Handmade travelling bags, toilet bags, rucksacks and sports bags with outer surface of textile materials
7117.1900.10	Imitation jewellery other than cufflinks and studs, or base metal, whether or not plated with precious metal, without parts of glass, handmade
Textiles and apparel	
6104.6300.00	Trousers, bib and brace overalls, breeches and shorts (other than swimwear) , of synthetic fibres, knitted or crocheted
6204.4910.00	Dresses (other than swimwear) , of silk or silk waste, not knitted or crocheted
6213.9000.90	Handkerchiefs , of other textile materials, other than silk or silk waste
6216.0000.00	Gloves, mittens and mitts (not knitted or crocheted)
Home décor	
4602.9000.00	Basketwork, wickerwork and other articles, made directly to shape from plaiting materials or made up from goods of heading 4601; articles of loofah, other
5701.9010.10	Carpets and other textile floor coverings, knotted, whether or not made up, handmade, of silk, or waste silk other than noil, of synthetic fibres, of yarn of heading 5605 or of textile materials containing metal threads
6301.3010.00	Blankets (other than electric blankets) and travelling rugs of cotton, knitted or crocheted
6302.2100.21	Bed linen, knitted or crocheted, of cotton, manufactured on handlooms, hand-printed by the 'batik' method

It is important to note that each chapter within the UKCC contains chapter notes, which must be read by the exporter before determining the correct product classification. An example of the chapter notes for [Chapter 71](#) (Link 63) is provided below.

Figure A1: Example of chapter notes for UKCCs

There are important chapter notes for this part of the tariff:

1. Subject to note 1(A) to Section VI and except as provided below, all articles consisting wholly or partly:
 - a. of natural or cultured pearls or of precious or semi-precious stones (natural, synthetic or reconstructed),
 - or
 - b. of precious metal or of metal clad with precious metal, are to be classified in this chapter.
2. (A) Headings [7113](#), [7114](#) and [7115](#) do not cover articles in which precious metal or metal clad with precious metal is present as minor constituents only, such as minor fittings or minor ornamentation (for example, monograms, ferrules and rims), and paragraph (b) of the foregoing note does not apply to such articles.

(B) Heading [7116](#) does not cover articles containing precious metal or metal clad with precious metal (other than as minor constituents).
3. This chapter does not cover:
 - a. amalgams of precious metal, or colloidal precious metal (heading [2843](#));
 - b. sterile surgical suture materials, dental fillings or other goods of Chapter [30](#);
 - c. goods of Chapter [32](#) (for example, lustres);
 - d. supported catalysts (heading [3815](#));
 - e. articles of heading [4202](#) or [4203](#) referred to in note 3(B) to Chapter [42](#);
 - f. articles of heading [4303](#) or [4304](#);
 - g. goods of Section XI (textiles and textile articles);
 - h. footwear, headgear or other articles of Chapter [64](#) or [65](#);
 - ij. umbrellas, walking sticks or other articles of Chapter [66](#);



Developing Countries Trading Scheme

In June 2023, the United Kingdom replaced the erstwhile Generalized Scheme of Preferences with the DCTS. The DCTS aims to enable easier market access for 46 countries, including Bangladesh. Through this scheme, exporters gain the following benefits:

- Zero or reduced tariffs on exports to Great Britain
- Liberalized ROO.

Countries are classified into one of [three preference categories](#) (Link 64), as shown in Figure A2, which determines the number of products at zero or reduced tariff rates for exporters from such countries. Per the DCTS scheme, Bangladesh is a Comprehensive Preference country. Exporters can thus enjoy zero tariffs on nearly all commodity code lines except arms and ammunition. All products outside the DCTS commodity code lines will be charged a tariff as per the United Kingdom general tariff.

Figure A2: DCTS country classification

Product tariff	Comprehensive Preferences	Enhanced Preferences	Standard Preferences
Tariff free products (0%)	99.8%	92%	65%
Products with 0% to 5% tariffs	0.2%	0.4%	10%
Products with 5% to 10% tariffs	0%	0.4%	12%
Products with more than 10% tariffs (including Specific Tariffs*)	0%	7.2%	13%

*Specific tariffs are tariffs calculated as a fixed charge on a unit of the product. The product unit could be weight, volume, number of items or other criteria.

Tariff rates under the DCTS

Exporters may be required to pay different types of tariffs, depending on the product. For example, exporters of fresh fruits and vegetables may also need to pay seasonal tariffs in addition to ad-valorem or specific tariffs. How can an exporter identify all such applicable tariffs under the DCTS?

The [DCTS Guidance Document on Identifying Tariffs](#) (Link 65) provides a useful overview of the different, yet applicable types of tariffs. For more information, refer to the infographic shared below in Figure A3.

Figure A3: Different tariffs chargeable under the DCTS

Ad-valorem tariffs

Most tariffs under the DCTS are ad-valorem tariffs. An ad-valorem tariff is a percentage of the value of the product. The value refers to the total customs value of the product.

For example, the tariff for white chocolate for Comprehensive and Enhanced Preference Tiers is 0%, while Standard Preferences is 4.5% of the value of the product.

Specific tariffs

Specific tariffs are tariffs calculated as a fixed charge on a unit of the product. The product unit could be weight, volume, number of items or other criteria.

For example, the tariff for carcasses and half carcasses of domestic swine is £44 per 100kg.

Compound tariffs

Compound tariffs are a combination of ad-valorem tariffs and specific tariffs.

Example of compound tariffs:

Commodity Code	Product Description	Tariff
04032051	Yoghurt, whether concentrated, flavoured or with added fruit, nuts or cocoa, sweetened, in solid forms, of a milkfat content by weight of less than or equals to 1.5%	4.5% plus £79 per 100 kg

In this example, the ad-valorem tariff is the 4.5% charged on the value of the product while the specific tariff is £79 per 100 kg.

Rules of origin

ROO are used by countries to determine the economic nationality of goods. Under the DCTS, producers can show that their goods originate from Bangladesh using either the **Wholly Obtained Rule** or the **Sufficiently Working or Processing Rule**. Products produced entirely in Bangladesh, without including any imported raw materials, can be classified as 'Originating in Bangladesh' under the Wholly Obtained Rule.

If raw materials, such as fabrics and yarns, are imported directly or indirectly into Bangladesh

for manufacture, the final manufactured product can still be classified as 'Originating in Bangladesh' if it meets the product-specific rules. Refer to the [DCTS Guidance document on Understanding ROO](#) (link 66) to learn more about ROO.

To understand applicable product-specific rules, producers / exporters can refer to the list of [Product-Specific Rules](#) (Link 67) for LDCs.

Least Developed Country status graduation

Under the DCTS, countries that graduate from LDC status will no longer be eligible for benefits under the 'Comprehensive Preference' tier classification. Refer to Box A1 to know more about the implications for manufacturers and/or exporters.



Box A1: Implications of LDC graduation

Once countries graduate from LDC status and after the expiry of the three-year transition period, exporters lose two key market access benefits:

1. **Preferential tariff rates:** i.e. exporters may no longer benefit from 0% tariff rates on certain product lines. However, exporters to Great Britain must note that under the DCTS, 92% of the product lines under the 'Enhanced Preferences' tier are charged 0% tariff rates. **This means exporters will continue to benefit from 0% preferential tariff rates on many product lines even after graduation.**

2. **Stringent ROO:** i.e. final producers of certain products may no longer benefit from the less stringent ROO applicable only to LDCs. See below for an example of the difference in transformation rules before and after LDC graduation.

Pre-LDC Graduation: Farhana manufactures and exports sweaters to Birmingham, which are knitwear apparel. To claim the preferential tariff rate under the DCTS, Farhana only needs to show that the sweater was 'manufactured from fabric'. This means that she only needs to show that the fabric was cut, trimmed and sewn in Bangladesh to make the sweater. There is only one transformation process here: manufacturing the apparel. Hence, this is also known as the 'single transformation' rule.

After LDC Graduation: If Farhana wants to claim preferential tariff rates for the sweaters she exports to Birmingham, she needs to show that the sweater was 'knit and made up (including cutting)'. To do so, she needs to show that the fabric was knit, and then cut, trimmed and sewn to manufacture the sweater in Bangladesh. There are two transformation processes here: (i) knitting the fabric and (ii) manufacturing the apparel. This is also known as the 'double transformation' rule.



QUICK TIP: Prepare for post-LDC Graduation now!

Start preparing for the shift to the Enhanced Preference tier now! The months leading up to November 2029 can be used to develop different strategies and models on how to ensure your business remains competitive and does not lose buyers after Bangladesh's LDC graduation.

02

APPENDIX II: PRODUCT AND PRODUCTION REQUIREMENTS

General product safety

As a producer / exporter, one of the biggest concerns is to ensure that products cross the British border without any delays or difficulties. Consignments can face delays in reaching the market if they are dangerous or pose a risk to

consumers. The authorities can enforce product safety laws using a variety of measures, as detailed in Table A5. The chosen measure will reflect the risk presented by the product.

Table A5: Measures taken by British authorities for product safety violations

MEASURE	ACTIONS
Suspension notice	If the authorities suspect that the product has not satisfied provisions of the product safety laws, then a 'suspension notice' can be issued. This will cover the period required for the authorities to organize safety evaluations, checks and controls. During this period, the product cannot be placed on the market or supplied to any individual without the consent of the authorities.
Requirement to mark / warn	The authorities will require the producer, importer or distributor to mark the product with a warning about the risks that the product could present in certain conditions, in the manner specified by the authorities.
Withdrawal notice	If the authorities have grounds to believe that a product is dangerous, then they may issue a withdrawal notice, which prohibits placing the product on the market or supplying it to any individual without the consent of the authority. The authorities may also require the producer, importer or distributor to alert customers of the risks presented by the product.
Recall notice	If the product is already available in the market, the authorities can issue a recall notice if the product is dangerous. In the recall notice, the authorities may require producers, importers or distributors to meet the requirements laid down in the applicable code of practice. Important: A recall notice can only be issued by the authorities if other corrective actions, including actions taken by the producer or distributor, are insufficient to prevent the risk to consumers.

REACH Regulation

Under the REACH Regulation, once a material is identified as an SVHC, it is automatically included in the [REACH Candidate List](#) (Link 68). This list will specify the date on which it was included and the reason for its inclusion. From the Candidate List, the REACH authority will periodically include materials in the [Authorization List](#) (Link 69). When materials are included in the Authorization List, the authority will also specify the 'sunset date' or the last date until which the authorities will permit use of such SVHCs. For example, the sunset date

or last date for UV-320, UV-327, UV-328 and UV-350, which are SVHCs referred to in [Box 6](#) in Chapter 2 of this Handbook, is 27 November 2023. This means that after the sunset date, products containing any of these SVHCs will not be compliant with the REACH Regulation.

Nickel, dioctyltin compounds, tributyltin compounds, [Chromium VI](#) (Link 70) and phthalates are some of the commonly used chemicals and hazardous substances found in products covered by this Handbook.

Nightwear safety

Children's nightwear

Per the Nightwear (Safety) Regulations, 1985 and BS 5722, children's nightwear – excluding pyjamas, babies' garments and cotton terry towelling bath robes – must meet performance flammability requirements. Children's nightwear must meet the following measurements:

- (I) Nightdresses:** Chest measurement does not exceed 91 cm and length measurement does not exceed 122 cm.
- (II) Dressing gowns, bath robes and other similar garments:** Chest measurement does not exceed 97 cm and sleeve measurement does not exceed 69 cm.

BS 5722 lays down the washing and testing method to prove that children's nightwear meets the flammability performance requirements.

Adult nightwear, pyjamas, babies' garments and cotton terry towelling bath robes

All products under this heading that are made with fabrics that meet the flammability performance requirements per BS 5722 must carry the label 'KEEP AWAY FROM FIRE'. All other products under this heading must carry a label 'LOW FLAMMABILITY TO BS 5722' or a label stating, 'KEEP AWAY FROM FIRE, LOW FLAMMABILITY TO BS 5722'. Such wording shall appear on any label attached inside the neck of the garment or on any label immediately adjacent to any label containing information about the garment or on a label indicating the size of the garment, in which case the wording shall appear right below the size. The wording must be in medium letters of 10 point in upper case, and in legible and durable form, on a background of sufficiently different colour so it can be readily seen.

Nightwear made of fabric treated with flame retardent chemicals

Products under this heading must include the following wording on a label: 'DO NOT WASH AT MORE THAN 50°C. CHECK SUITABILITY OF WASHING AGENT'. This wording shall appear on any label attached inside the neck of the garment or on any label immediately adjacent to any label containing information about the garment or on a label indicating the size of the garment or any label bearing the wording required under Section 5(b) of this Appendix, in which case the wording shall appear right after the wording required under Section 5(b). The wording must be in medium letters of six point in upper case, and in legible and durable form of background in sufficiently different colour so it can be readily seen.

Refer to this [guide](#) (Link 71) for more information about product safety requirements for nightwear products.



Product packaging

Essential requirements

Producers and exporters must ensure that the packaging materials used satisfy these essential manufacturing and composition requirements:

- (I) Concentration of regulated heavy metals – i.e. cadmium, mercury, lead and hexavalent chromium – must not exceed 100 parts per million, subject to the following exceptions:
 - a. This does not apply to packaging consisting entirely of lead crystal glass
 - b. This does not apply to plastic pellets and crates provided it fulfils the requirements specified in [Schedule 2](#) (Link 72) and is in a controlled distribution and reuse system
 - c. This does not apply to glass packaging provided it fulfils the requirements specified in [Schedule 3](#) (Link 73).
- (II) Minimized presence of noxious and other hazardous materials in the ash, emissions or leachates of the packaging when it is incinerated or landfilled.
- (III) Designed, produced and commercialized in a manner that permits reuse or recovery, and minimizes its impact on the environment when such packaging waste or residue from packaging waste management operations is disposed of.

If you are using reusable packaging, ensure that it meets all the following requirements:

- (I) Characteristics and physical properties of the packaging must allow for a number of trips or rotations in normally predictable conditions of use
- (II) It must be possible to process the used packaging to meet safety and health requirements
- (III) When the packaging cannot be reused and becomes waste, it must meet the requirements specific to recoverable packaging.

Consequences of non-compliance

Using packaging that does not meet the essential requirements and/or failing to maintain records is a punishable offence. Those found to be non-compliant will be required to pay a fine.

Textile labelling requirements

For the purposes of the Textile Products (Labelling and Fibre Composition) Regulations, 2012, textile products include semi-manufactured and manufactured products made of textile fibres, carpets, mattresses, camping goods, furniture, shade coverings and textiles forming an integral part of other products. However, not all textile products must carry a label. Refer to Box A2 for an indicative list of products that do **not** require a label. Some of the requirements that labels for textile products must adhere to are:

- (I) Label must be in English.
- (II) Label must be accessible, durable, legible and visible.
- (III) Products with two or more fibres should include the breakdown of fibre usage by percentage in the following manner 'Cotton 70%, Silk 20%, Jute 10%'.
- (IV) If a product has two or more components, such as linings in salwar suits, the content of each such component must be labelled.
- (V) A label can contain the word 'pure' only if the garment is made of one fibre only.
- (VI) 'Silk' cannot be used to describe any other fibre, including fibres mixed with silk, such as silk-cotton or silk acetate.
- (VII) Multipacks of textile products can contain inclusive pack-wise labelling as opposed to individual unit-wise labelling.

Refer to this [guide](#) (Link 74) to understand the full list of textile labelling requirements.



Box A2: Textile products that do not require labels

- Artificial flowers, buttons and buckles, labels and badges, make-up cases
- Oven gloves and cloth, painted canvas, pincushions, protective requisites of sports (except gloves), saddlery
- Sleeve protectors, sleeve-supporting arm bands, table mats having several components and surface area not more than 500 cm²
- Tapestries including materials for their production, tea and coffee cosies, textile parts of footwear, textile products for base and underlying fabrics and stiffening
- Tobacco pouches, toilet cases, toys, travel goods and watch straps

Refer to this [guide](#) (Link 74) for the full list of products that do not need textile labels.



QUICK TIP: Check Requirements for Country of Origin labels

Per the Textile Products Regulation, 2012, there is no obligation to include the country of origin in the label. For example, there is no need to include the words 'Made in Bangladesh' in the textile label. However, if it is decided that the country of origin will be included in the label, it is important to ensure that it is not misleading to consumers.

Find out more about misleading labels through the story of the [British fast-fashion chain Boohoo](#) (Link 75).

Footwear labelling requirements

For the purposes of the [Footwear \(Indication of Composition\) Labelling Regulations, 1995](#) (Link 76) footwear includes all articles ‘with applied soles designed to protect or cover the foot, including one or more of the main components when marketed separately’. Examples include boots, sandals, flat or high-heeled shoes, special sports footwear, dancing slippers and orthopaedic footwear.

Refer to Box A3 for products not covered by the footwear labelling requirements. The producer or her authorized agent established in Great Britain is responsible for ensuring that footwear complies with the applicable labelling requirements, and the accuracy of the information contained in the label.

Some of the labelling requirements for footwear products are:

- (I) The labelling shall provide information on the material which constitutes at least 80% of the surface area of the upper, at least 80% of the surface area of the lining and sock, and at least 80% of the volume of the outer sole.
- (II) If there is no one material that accounts for at least 80% of the volume or surface area, the label shall provide information about the two main materials used in the composition of the footwear.
- (III) In determining the composition of the upper, accessories or reinforcements such as ankle patches, edging, ornamentation buckles, tabs, eyelet stays or similar attachments shall not be considered.
- (IV) The label shall be affixed to at least one article of footwear in each pair and can be fixed either by way of printing, sticking, embossing or using an attached label. It shall be visible, securely attached and accessible.

The label with the information requirements can be provided either in the form of a pictogram or a written indication, as shown in Figure A4.

Box A3: Footwear not covered under the labelling regulations



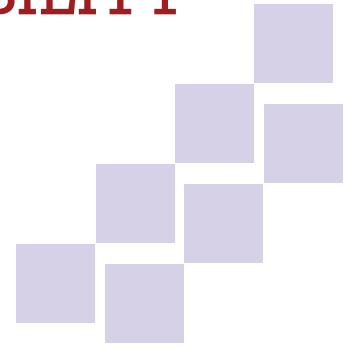
- Secondhand, worn footwear
- Protective footwear such as orthopaedic sandals
- Footwear covered under the European Union REACH Regulation, such as footwear containing asbestos and boots with steel toecaps
- Toy footwear intended for use in play by children less than 14 years of age, such as being a part of a fancy dress outfit or plastic roller skates.

Figure A4: Example of footwear labelling pictograms and language

1. Pictograms or written indications concerning the parts of the footwear to be identified.		
	Pictograms	Written indications
(a) Upper.		Upper.
(b) Lining and sock.		Lining and sock.
(c) Outer sole.		Outer sole.
2. Pictograms or written indications concerning materials used in the composition of footwear.		
	Pictograms	Written indications
(a) (i) Leather.		Leather.
(ii) Coated leather.		Coated leather.
(b) Natural textile materials and synthetic or non-woven textile materials.		Textile.
All other materials.		Other materials.

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APPENDIX III: SUSTAINABILITY STANDARDS



As mentioned in [Chapter 3](#), sustainability standards and certifications enable businesses to retain a competitive edge and even capture a niche market. To do so, producers must be familiar with two key requirements: (a) the general process to get certified; and (b) some of the different certifications that may be applicable.

Given that most products covered by this Handbook are made of (i) cotton, (ii) silk, (iii) cashmere wool, (iv) polyester, (v) plastic, (vi) wood or (vii) leather, this Appendix includes examples of some of the internationally recognized sustainability certifications that may be required.

Steps to obtain certifications

Many certifications have similar processes, and can be broken down into the following steps.

1

STEP

Identify the right standard

Different VSS certifications cover different stages of production and raw materials, and may be used only in certain countries. Sometimes, the importer may specify that producers must obtain certain certifications. In other situations, familiarize yourself with the different types of VSS certifications before negotiating the sales contract with the buyer. Use the '[Identify standards](#)' (Link 77) and '[Compare](#)' (Link 78) tools of the ITC Standards Map to do so.



2

STEP

Conduct a gap analysis

Producers must conduct a gap analysis to identify any gaps between existing business practices and the requirements laid down in the identified VSS. If gaps are identified in the analysis, producers must determine an appropriate course of action, including the next steps, costs and time to implement such next steps. Once they are implemented, proceed to step 3. If there are no gaps identified from the gap analysis, producers can proceed directly to step 3.

3

STEP

Apply for certification

Before applying, it is important to ensure that a producer breaks down the cost of certification. Costs include membership fees, audit fees (which can vary depending on the number of visits required), and the cost of ensuring there is no gap between the production standard and standards laid down in the VSS certification.

Once the producer has determined and budgeted the applicable cost, producers can apply to the VSS body for certification. Following application, the producer-applicant will invite an auditor / inspector to conduct an on-site assessment. Different VSS certifications have different authorized or approved auditors in each country of operation.

For example, some of the approved Global Organic Textile Standard (GOTS) auditors in Bangladesh are Bureau Veritas Consumer Products Services Inc., CCPB SRL, CU Inspections and Certifications India Pvt. Ltd., and GCL International Ltd. Producers wishing to obtain the GOTS certification must contact one such approved auditor.

4

STEP

Inspection and corrective action requests

Producers must then prepare for an audit, during which an inspector will conduct an on-site assessment of the unit and then issue an audit or inspection report. The inspector may also issue corrective action requests, which detail the actions that the producer must take to correct the gaps between the existing business practices and the standard required under the VSS certification. Once the corrective action requests are implemented, a new audit will be conducted to ensure that the gaps have been addressed correctly.

If the audit report contains unclear paragraphs, ensure to ask the auditor for clarification. If an unclear decision is issued, seek clarifications and appeal the decision, if needed.

5

STEP

Certification, monitoring and renewal

Certification is issued once the audit is completed and there are no pending corrective action requests. On-site or desk-based verification audits may also be performed, depending on requirements laid down under the VSS certification, to ensure that the certified producer continues to comply with the applicable requirements.

Each certification has a different validity period and will need to be renewed accordingly. Producers must check the website of the certification obtained to determine the next date of renewal and plan accordingly.

Examples of relevant certifications



Global Organic Textile Standard

This certification applies to leather goods and textiles.

It is highly recommended to obtain the [GOTS certification](#) (Link 79). This certification is globally recognized and serves as a standard for fibres made from organic materials. The GOTS certification covers every stage of the supply chain, from material sourcing to production and export. It certifies processors, manufacturers and traders of leather goods and textiles, with a primary focus on ethical business behaviour and environmental protection.

If you are a producer looking for textile and leather suppliers with GOTS certification, you can search for them in the [GOTS database](#) (Link 80). This database includes Bangladeshi suppliers who have obtained the GOTS certification, which could be a step towards getting the GOTS certification seal for your products.



OEKO-TEX

This certification applies to leather goods and textiles.

If you are in the business of manufacturing leather goods and textiles, there are six [OEKO-TEX certifications](#) (Link 81) that may be relevant to you. These include Made in Green, Standard 100, Leather Standard, SteP, Responsible Business, and Eco Passport. The differences between these certifications can be that they either have criteria that is product-based or have greater focus on the product, while some are process-based or have greater focus on the process of producing the product.

One certification is focused on chemical use in textiles, another is focused on sustainability in the whole manufacturing process, and one is focused on the overall safety of all parts of the product.

It is recommended that producers choose the certification according to the compliance standards that are attainable by the business.



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APPENDIX IV: CUSTOMS PROCEDURES AND RELATED DOCUMENTS

As mentioned in [Chapter 4](#), to ensure products pass through Customs, exporters must be familiar with Customs procedures and supporting documents.

To export to Great Britain, Bangladeshi exporters must familiarize themselves with the following Customs documentation.

Commercial invoice

The commercial invoice contains all information pertaining to the transaction, reasons for export, mode of payment, HS code, and weight and number of goods. It also includes the selected mode of transportation and transport route, Incoterms and value of the consignment. While different parties use different formats of commercial invoices, speak to your chambers of commerce to identify the most commonly used commercial invoice format.

Once the purchase price is fixed, the currency exchange rate becomes very important. The exchange rate can appreciate or depreciate, which means that there may be a difference in the final sum of money received from the buyer. To protect yourself from losses due to exchange rate fluctuations, refer to the tips provided below.



QUICK TIP: What is in a commercial invoice?

A commercial invoice must include the following information:

- Full name, address and contact details of the seller, buyer and final recipient (if this is different from the buyer).
- Commercial invoice number and date of issuance.
- Purchase order or proforma invoice number and date of issuance (especially if there are multiple orders under the same contract).
- HS code, product description, Incoterms, country of origin of the goods.
- Transport route and actual value of goods.

To know more, refer [here](#) (Link 82) and [here](#) (Link 83).



QUICK TIP: Consider exchange rate fluctuations!

To protect yourself from exchange rate fluctuations, keep in mind the following tips:

- Use the exchange rate applicable on the day of payment or receive payments in the foreign currency in a foreign exchange account.
- Account for the pricing fluctuations and cover potential losses by including an added charge.
- Speak to your bank manager or a professional with previous experience.

Packing list

Prepared by the exporter, a packing list contains detailed information about the consignment, such as:

- Product description
- Number of units and total weight
- Packaging instructions
- Type of packaging used, such as whether it is pelleted or packed in cartons, its dimensions and markings on the packaging
- Reference to the seller and buyer.

Like all other documents, it must contain reference to the buyer, seller and transporter. Freight forwarders or shippers use the packing list to prepare the bill of lading.



QUICK TIP: Avoid confusion!

A packing list is not the same as a commercial invoice. Both documents are essential to successfully export your products.

Proof of origin

As explained in [Chapter 1](#), Bangladeshi exporters must prove that their goods originate in Bangladesh to claim the preferential tariff rates under the DCTS. Per the [DCTS Guide on Claiming Preferences](#) (Link 84), Bangladeshi exporters must prepare and submit the origin declaration or Form A when undertaking exports. The proof of origin applies to a single shipment of originating goods. It can also apply to multiple shipments of identical goods that are:

- Imported under the same sales contract
- Have the same commodity code
- Are exclusively sold by the same exporter to the same importer and are subject to entry formalities at the same Customs office in Great Britain
- Are imported within the framework of frequent and continuous trade flows of a significant commercial value not exceeding 12 months.



Origin declaration

Bangladeshi exporters must provide an origin declaration, which must be made out on a commercial document such as a commercial invoice, packing list or a delivery note. It must necessarily contain the information listed in Section 2 of this [guide](#) (Link 84), and include the 'Origin Declaration Wording' provided in Box A5. The origin declaration should be written in English, include the exporter's signature and may be sent electronically from the exporter to the importer. An origin declaration is valid for two years after the exporter has submitted it. However, verification related to the ROO will be answered by the EPB. All export-related documents should be uploaded to the EPB export tracker, and the cost of uploading each document is BDT 250.



Box A4: Conditions to prepare the origin declaration

- Maintain appropriate commercial accounting records for the production and supply of goods that qualify for preferential tariff treatment
- Be prepared to provide Bangladesh Customs or any other authority with supporting documents or written statements from producers and suppliers demonstrating the origin of the goods



Box A5: Origin declaration wording

To be included in the commercial invoice or packing list

The exporter of the products covered by this document (insert Economic Operators Registration and Identification (EORI) number) declares that, except where otherwise clearly indicated, these products are of (insert the origin of goods) preferential origin in accordance with the ROO of the Developing Countries Trading Scheme of the United Kingdom and that the origin criterion met is (Products wholly obtained: enter the letter 'P'; Products sufficiently processed: enter the letter 'W' followed by an HS heading (example 'W' 9618)).

(Place and date (omit this if it is included in the document itself))

(Name and signature of the exporter)

Form A

As an alternative, Bangladeshi exporters may complete and submit Form A to show proof of origin. Form A must contain a serial number or reference to the commercial invoice and, most importantly, does not need to be signed and stamped by the EPB. Refer to the guidance provided by the British Government on [completing Form A](#) (Link 85).



EXP form

Issued by an Authorized Dealer bank (AD bank), the [EXP Form](#) (Link 86) is a certificate stating that the exporter is a bona fide person and has an arrangement with the AD bank to realize proceeds from the export of goods. Note that an AD bank is a commercial bank that has due approvals from the central bank to engage in foreign exchange transactions. A first and second original copy of the EXP Form will be issued by the AD bank. The second original copy must be submitted along with the other supporting documents to the Customs authorities. Exporters must support the AD bank with information on:

- The product to be exported
- Destination country and port
- Value
- Quantity
- Terms of sale
- Importer
- Vessel
- Port of shipment and shipment date
- CCI&E Registration Number of the exporter and if the exporter is in the public / private sector.

Utilization declaration or permission for bonded warehouses

Using bonded warehouses, exporters can import raw materials and packaging materials without paying Customs duties. This facility encourages exports and enhances export competitiveness. Exporters can benefit from two different types of bonded warehouses:

- (I) Special bonded warehouses for 100% export-oriented RMGs exporters
- (II) General bonded warehouses for 100% export-oriented exporters, including in the accessories industry (packing, labels, buttons, hangers, etc.).

Interested exporters must apply to the concerned Bond Commissionerate with the [completed application form](#) (Link 87) and [supporting documents](#) (Link 88) to obtain a bonded warehouse licence.

The number of inputs and packaging materials that can be used in exportable materials is determined by the Utilization Declaration or Permission. The Utilization Declaration, specifically applicable for RMGs, is issued by the BGMEA. The Utilization Permission for other export-oriented industries is issued by the Customs Bond Commissionerate. Refer to this [link](#) (Link 89) to find out more about utilizing bonded warehouses.

Economic Operators Registration and Identification number

An EORI number is required to import goods into Great Britain and to make a Customs declaration when goods are at the British border. Great Britain-based importers usually apply for and obtain an

EORI number. In case of direct exports and sales, traders can hire Customs agents or brokers that are established in Great Britain to obtain the EORI number and engage with the Customs authorities.












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APPENDIX V: WEB PAGE LINKS









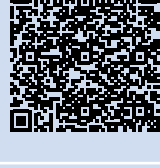
Each link below is presented with a QR code. Scanning the QR code with your smartphone will take you directly to the web page.










LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Bangladesh government sites			
1	TIN Registration / Cancellation Click here to access webpage	Bangladesh Government	
2	Women Entrepreneur Development Unit Click here to access webpage	Bangladesh Bank	
3	Refinance Schemes of Bangladesh Bank for CMSME Development Click here to access webpage <small>(Note: This link takes you to the Bangladesh Bank publications page. From there, click on 'Refinance Schemes of Bangladesh Bank for CMSME Development')</small>	Bangladesh Bank	
11	Website Click here to access webpage	Bangladesh EPB	
12	Exporter Management System User Manual Click here to access webpage	Bangladesh EPB	
19	Provision of export incentives / cash assistance against exports in FY 2023/24 Click here to access webpage	Bangladesh Trade Portal	










LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Bangladesh government sites			
24	Bangladesh Export Policy Click here to access webpage	Bangladesh Government	
56	Environmental Policy and Law Click here to access webpage	Bangladesh Government	
57	Rules Click here to access webpage	Bangladesh Government Department of Environment	
58	Guidelines Click here to access webpage	Bangladesh Government Department of Environment	
59	Government orders / circulars Click here to access webpage	Bangladesh Government	
60	Customs Clearance Procedures for Export Click here to access webpage	Bangladesh Government	
86	EXP Form Click here to access webpage	Bangladesh Government	
87	Bond Licence Application Form Click here to access webpage	Bangladesh Government	
88	List of Necessary Documents for Bond Application Click here to access webpage	Bangladesh Government	










LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Bangladesh government sites			
89	Bonded Warehouse Click here to access webpage	Bangladesh Government	
Other Bangladeshi sites			
5	Checklist for bank loan Click here to access webpage	Bangladesh SME Foundation	
6	Website Click here to access webpage	Dhaka Women Chamber of Commerce and Industry	
7	Website Click here to access webpage Note: If this link does not work, try the email address - info@cwcci.org	Chittagong Women Chamber of Commerce and Industry	
8	Website Click here to access webpage	Bangladesh Knitwear Manufacturers and Exporters Association	
9	Member services Click here to access webpage	BGMEA	
10	Website Click here to access webpage Note: If this link does not work, try the email address - bjgea2016@gmail.com	Bangladesh Jute Goods Exporters Association	
61	Website Click here to access webpage	Dhaka Customs Agents Association	
62	Website Click here to access webpage	Chattogram Customs Agents Association	










LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
British government sites			
13	United Kingdom Integrated Online Tariff Click here to access webpage	British Government	
16	Guidance: Classifying leather for import and export Click here to access webpage	British Government	
17	Tariff notices 2024 Click here to access webpage	British Government	
18	Guidance: Sleeveless knitted garment (Tariff notice 21) Click here to access webpage	British Government	
15	Guidance: Classifying textile apparel for import and export Click here to access webpage	British Government	
20	Guidance document: How to export to the United Kingdom using the DCTS Click here to access webpage	British Government	
21	United Kingdom Integrated Online Tariff: Look up commodity codes, import duties, taxes and controls Click here to access webpage	British Government	
22	Guidance document: Standards and regulatory import requirements Click here to access webpage	British Government	
23	Certificate of Origin – Form A Click here to access webpage	British Government	

LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
British government sites			
25	Guidance: Designated standards Click here to access webpage	British Government	
26	Guidance: Standards – general product safety Click here to access webpage	British Government	
27	Office for Product Safety and Standards Click here to access webpage	British Government	
28	Product safety alerts, reports and recalls Click here to access webpage	British Government	
31	United Kingdom authorized biocidal products Click here to access webpage	Health and Safety Executive – British Government	
33	Guidance: Using POPs Click here to access webpage	British Government	
46	Environment Act 2021 Click here to access webpage	British Government	
47	News story: Supermarket essentials will no longer be linked to illegal deforestation Click here to access webpage	British Government	
48	Government guidance notes: Packaging (Essential Requirements) Regulations Click here to access webpage	British Government	







LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
British government sites			
63	United Kingdom Integrated Online Tariff – Chapter 71 Click here to access webpage	British Government	
64	Guidance document: Preference tiers under DCTS Click here to access webpage	British Government	
65	Guidance document: Identify tariffs by product under the DCTS Click here to access webpage	British Government	
66	Guidance document: Understanding the ROO Click here to access webpage	British Government	
67	Product-specific rules for LDCs Click here to access webpage	British Government	
68	United Kingdom REACH Candidate list of SVHCs for authorization Click here to access webpage	British Government – Health and Safety Executive	
69	United Kingdom REACH Authorization list (Annex 14) Click here to access webpage	British Government – Health and Safety Executive	
72	The Packaging (Essential Requirements) Regulations 2015 – Schedule 2 Click here to access webpage	British Government	
73	The Packaging (Essential Requirements) Regulations 2015 – Schedule 3 Click here to access webpage	British Government	

LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
British government sites			
76	The Footwear (Indication of Composition) Labelling Regulations 1995 Click here to access webpage	British Government	
83	How to create an export invoice Click here to access webpage	British Government	
84	Guidance: How to claim preferences under DCTS Click here to access webpage	British Government	
85	Guidance: Completing Form A Click here to access webpage	British Government	
Product safety, testing and labelling			
29	Jewellery safety: Metal content Click here to access webpage	Business Companion	
30	Garments and apparel testing Click here to access webpage	QIMA	
31	SGS in Bangladesh Click here to access webpage	SGS	
32	United Kingdom authorized biocidal products Click here to access webpage	British Government	
34	Website Click here to access webpage	Species +	

LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Product safety, testing and labelling			
70	Product safety: Leather goods Click here to access webpage	Business Companion	
71	Product safety: New nightwear Click here to access webpage	Business Companion	
74	Goods: Labelling of textiles Click here to access webpage	Business Companion	
75	Boohoo lands itself in hot water for product labelling mishap Click here to access webpage	Charles Russell Speechlys	
Intellectual property			
35	What is intellectual property? Click here to access webpage	World Intellectual Property Organization	
36	Patents Click here to access webpage	World Intellectual Property Organization	
37	Copyright Click here to access webpage	World Intellectual Property Organization	
38	Industrial designs Click here to access webpage	World Intellectual Property Organization	
39	Trademarks Click here to access webpage	World Intellectual Property Organization	

LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Intellectual property			
40	Geographical indications Click here to access webpage	World Intellectual Property Organization	
41	Trade secrets Click here to access webpage	World Intellectual Property Organization	
42	Madrid System – the international trademark system Click here to access webpage	World Intellectual Property Organization	
43	What is a confidentiality agreement? Click here to access webpage	Queensland Government	
44	Frequently asked questions: Industrial designs Click here to access webpage	World Intellectual Property Organization	
45	The Hague System – the international design system Click here to access webpage	World Intellectual Property Organization	
Packaging			
49	Packaging industry predictions Click here to access webpage	GWP Group	
50	Five key packaging – industry trends to look out for in 2024 Click here to access webpage	Billerud	
51	United Kingdom packaging market research Click here to access webpage	ARC Industry	

LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Packaging			
52	United Kingdom packaging industry size and share analysis Click here to access webpage	Mordor Intelligence	
ITC sites			
53	Standards Map Click here to access webpage	ITC	
54	Sustainability Gateway Click here to access webpage	ITC	
55	SME Trade Academy Click here to access webpage	ITC	
77	Standards Map: Identify Click here to access webpage	ITC	
78	Standards Map: Compare Click here to access webpage	ITC	

LINK NO.	WEB PAGE DESCRIPTION / NAME	PUBLISHER	QR CODE
Voluntary standards			
79	Step by step – how to get GOTS certified Click here to access webpage	Global Organic Textile Standard	
80	Find suppliers, shops and inputs Click here to access webpage	Global Organic Textile Standard	
81	Website Click here to access webpage	OEKO-TEX	
Other			
82	How to prepare an invoice for global shipments Click here to access webpage	DHL	
14	HS nomenclature 2022 edition Click here to access webpage	World Customs Organization	
90	Website Click here to access webpage	Global Trade Helpdesk	

#SheTrades

HER SUCCESS. OUR FUTURE.

The International Trade Centre's SheTrades Initiative is a global movement to unlock women's full economic potential through trade.

By working with governments, business support organizations, the private sector, and women producers and entrepreneurs, we create the right capacities and conditions for sustainable impact at scale.