

Bangladesh Single Window

User Manual for CLP Approval Processing





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1.Introduction

Components Name	User Manual for CLPIAs Processing Module
Components	CLPIAs Role in Application
General Description	This document will guide CLPIAs on how to complete the process of CLP application of traders/declarants.

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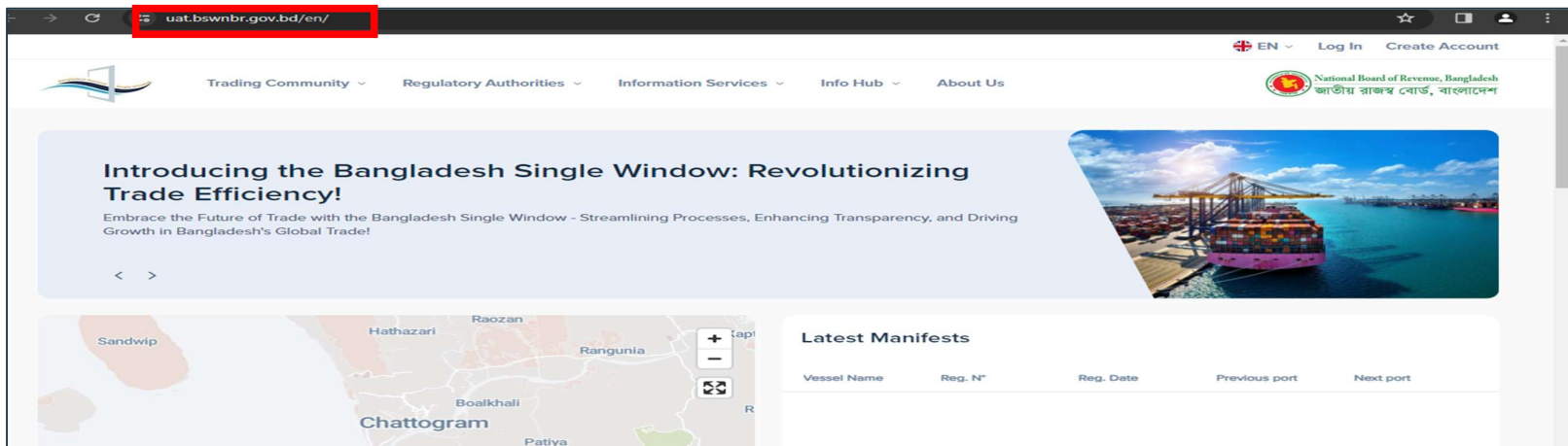
2. Overview

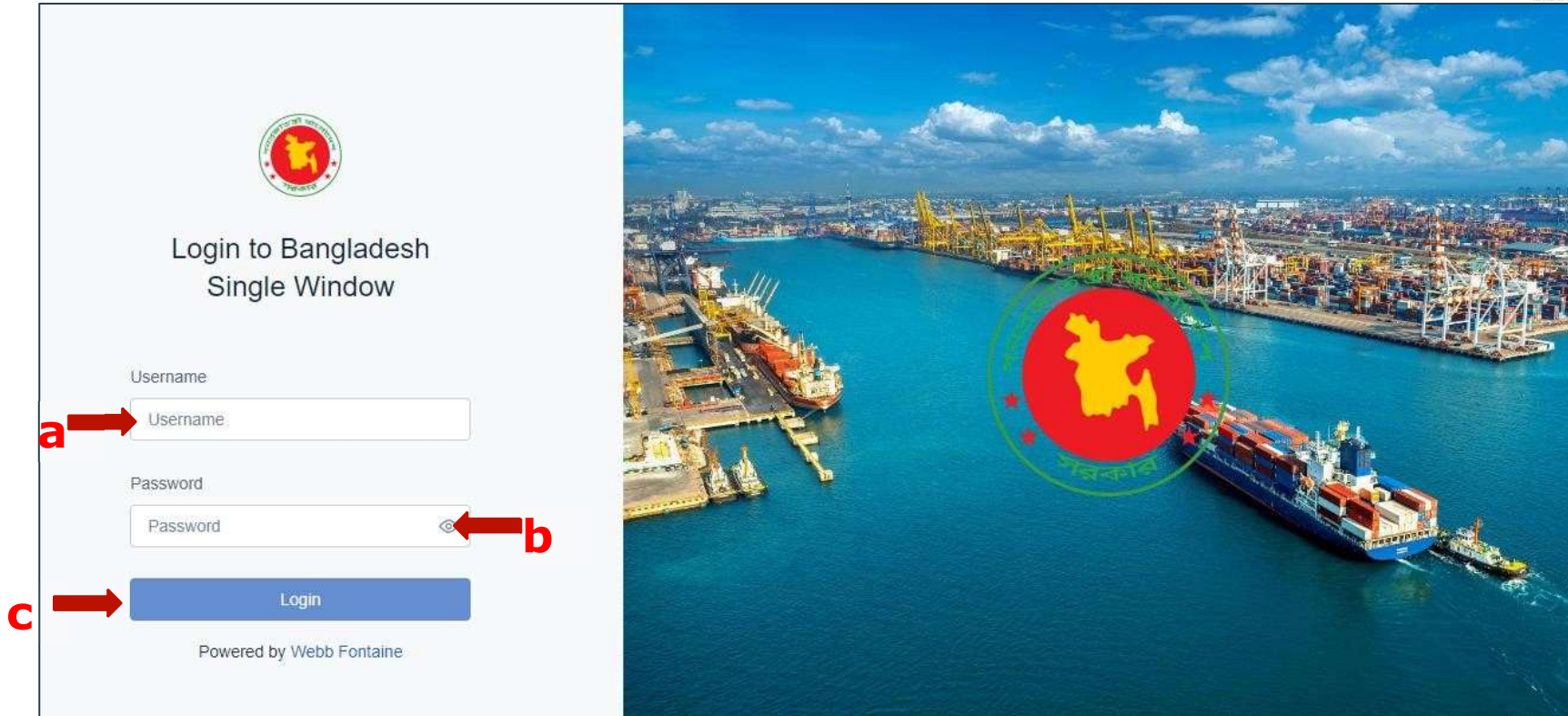
This document will guide the CLPIAs to understand the importance of the BSW application and will also guide how to receive, verify, review, recommend, and approve an NOC and License application. This document also covers how to check, and approve applications in the BSW portal and makes the best uses of the portal.

3. How to LogIn into the BSW portal:

*To access the Homepage of the CLP application, enter the following URL in your browser's address bar:
<https://bswnbr.gov.bd>

*Once a CLPIAs account has been successfully created in the BSW portal, users can log in by simply clicking on the Login page of the BSW application, as demonstrated below.





Login to Bangladesh
Single Window

Username

Username

Password

Password

Login

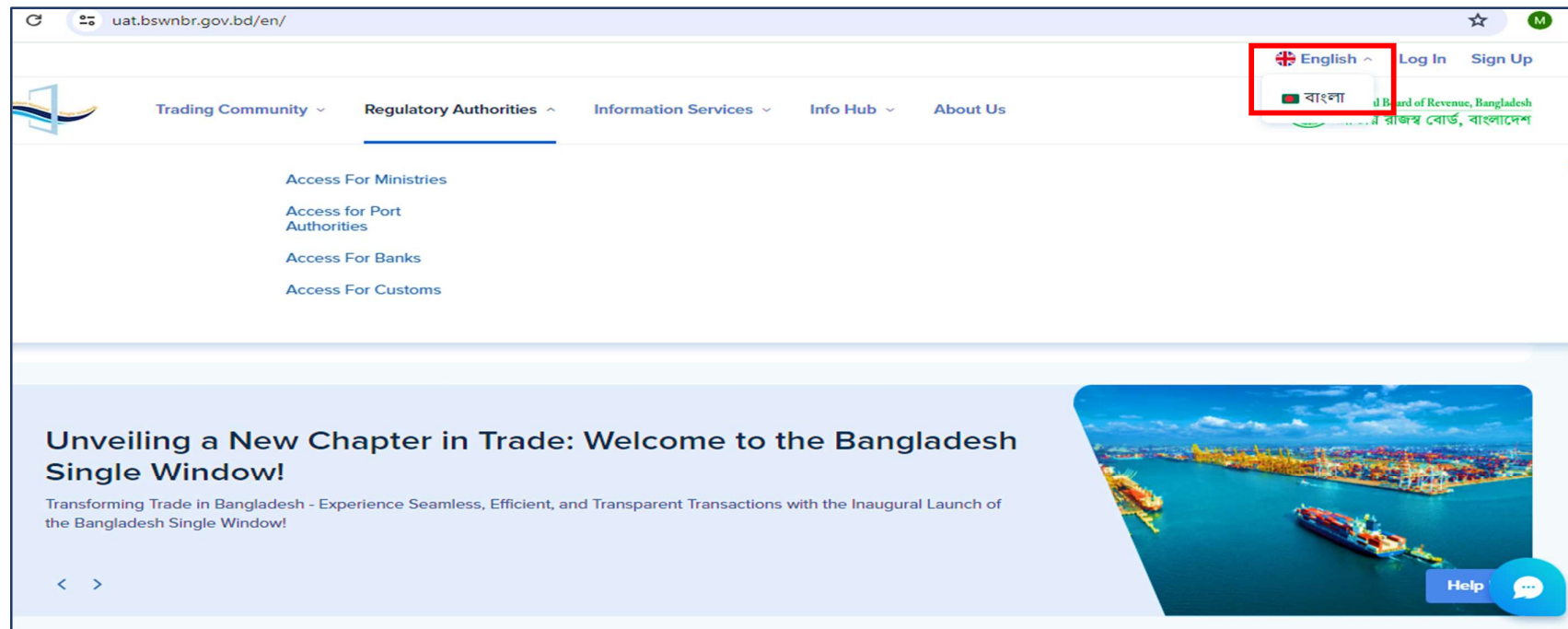
Powered by Webb Fontaine

- Enter a valid Username and Password and then click the Login button to log into the portal.



4. Languages Selection:


This portal is Bilingual i.e., both in Bangla and English. You can select languages from English to Bangla or Bangla to English. To Change the languages (if needed) please click here.







5. Menus :

After successful login into the portal, CLPIAs will be directed to the menu. In the menus, they will get a form with different fields which are shown as follows:

**National Board of Revenue, Bangladesh**
জাতীয় রাজস্ব বোর্ড, বাংলাদেশ

EN▼



 **Masuma Akter**







 CLP

CLP

b + Fill New Application

New Requests


c Choose a Status ▼ **d** Request Number  **e** 

Status	Type of CLP	User Ref. Number	Request Number	Request Date	Company	Last Updated On ↓	
Requested	2801	MSM24347	R24023998	02/06/2024	S.B TEXTILE 000008411-0401	02/06/2024 16:13:54	
Requested	2801	MHM24512	R24023997	02/06/2024	Maimun Fashions 000019923-0102	02/06/2024 14:58:40	
Requested	0203	MSM24345	R24023996	02/06/2024	MS. MANIK TEXTILE MILLS 000010244-0202	02/06/2024 14:48:47	
Requested	4601	STN24297	R24023995	31/05/2024	Spectra International Ltd. 000422428-0504	31/05/2024 15:34:49	
Approve ZARA...	700	ZRH24330	R24023990	30/05/2024	2354699262 000858577-0107	30/05/2024 16:39:35	 


Total number of records: 24294


< **1** 2 3 4 5 ... 1215 > Jump to page num. **Jump**



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CLP

CLP

New Requests

Choose a Status

Request Number



+ Add Filter

Q Search

Type of CLP

User Ref. Number


Approval Ref.

Approval Date

Request Date

Number	Request Number	Request Date
7	R24023998	02/06/2024
2	R24023997	02/06/2024
5	R24023996	02/06/2024
7	R24023995	31/05/2024
0	R24023990	30/05/2024





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CLP

CLP

+ Fill New Application

New Requests

Choose a Status

Request Number

Status

Type of CLP

User Ref. Number

Request Number

Request Date

Company

Requested

2801

MSM24347

R24023998

02/06/2024

S.B TEXTILE
000008411-0401

Requested

2801

MHM24512

R24023997

02/06/2024

Maimun Fashions
000019923-0102

Requested

0203

MSM24345

R24023996

02/06/2024

MS. MANIK TEXTILE
000010244-0202

Requested

4601

STN24297

R24023995

31/05/2024

Spectra International
000422428-0504

Approve ZARA...

700

ZRH24330

R24023990

30/05/2024

2354699262
000858577-0107

Total number of records: 24294

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...

1215

>

Search

Status

Type of CLP

User Ref. Number

Request Number

Request Date

Company

Last Updated On

Log Out

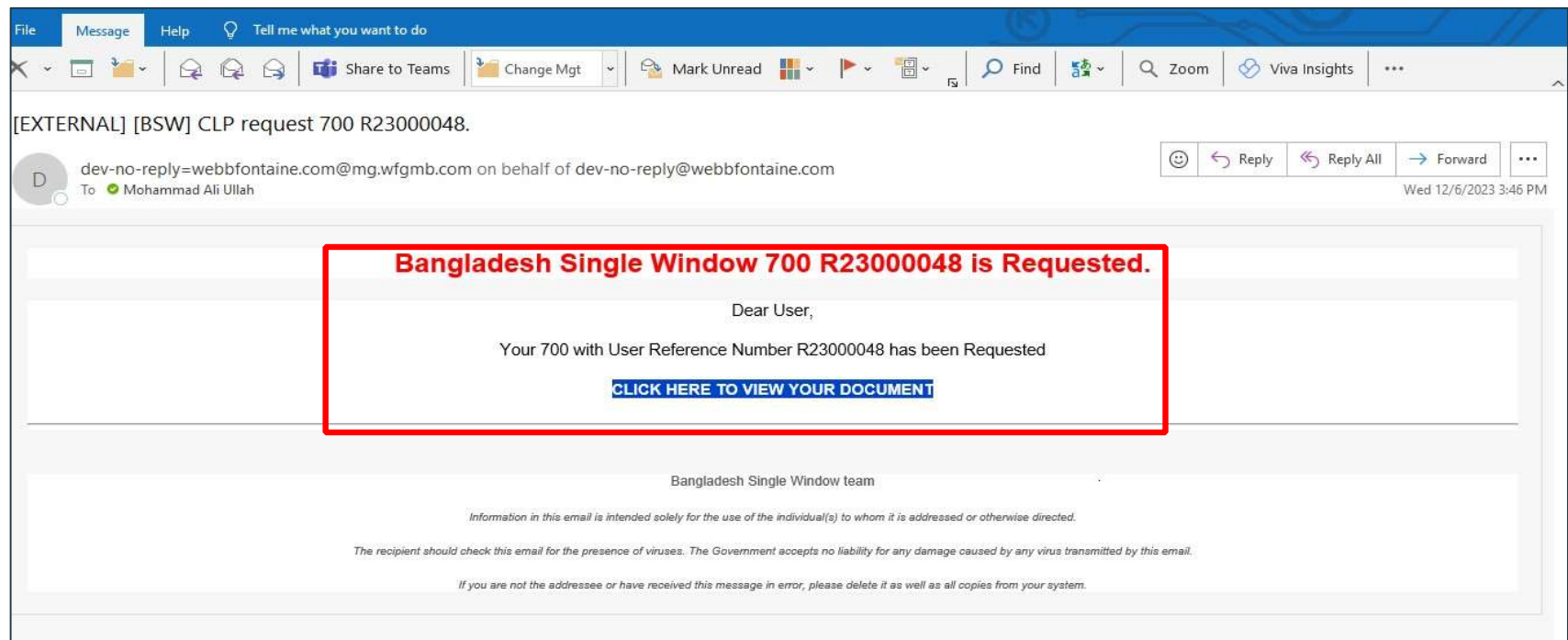


- a. CLPIAs will see their username displayed. By clicking "Fill New Application," traders will be directed to another page for CLP. CLPIAs can set the application status by choosing from options in the drop-down menu (Pending payment, Requested, and queried).
- b. By selecting the advanced search menu, a new option named "Add Filter" will appear. CLPIAs can utilize this feature to add additional filters for their searches.
- c. Within this menu, CLPIAs can adjust search operation columns by selecting options highlighted in red.
- d. In this section CLPIAs can view all statuses of CLP applications, and they can also perform the sorting on the results of search operations by clicking on the menus in the red color box f1.
- e. In this menu, CLPIAs have the ability to modify search operation columns by selecting options highlighted in red.
- f. In this section CLPIAs can view all statuses of CLP applications, and they can also perform the sorting on the results of search operations by clicking on the menus in the red color box f.
- g. To log out from the portal, CLPIAs can click the Log Out button.


6.How BNACWC Officials will check the application:

6.1How officials will check the applications:

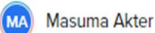
BNACWC officials will receive notifications via email through the BSW system. They can log into the BSW portal using their username and password or by clicking the link provided in the email. (as shown below in the picture)



6.2 How to View traders' applications: BNACWC officials can view the application details by clicking the View icon, and clicking on the View icon officials will get redirected to the application page, from here they can check the application and proceed with the actions on the added item.



EN



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CLP

CLP

Choose a Status

Request Number

Status

Type of CLP

User Ref. Number

Request Number

Request Date

Company

Last Updated On

Requested

2801

MHB2414

R24024105

20/06/2024

Bashundhara Paper Mills L...

20/06/2024

Requested

2801

MHB246

R24024104

20/06/2024

Bashundhara Paper Mills L...

20/06/2024

Requested

2801

FRJ24138

R24024102

20/06/2024

Bashundhara Paper Mills L...

20/06/2024

Pending Payme...

2801

FRJ24135

Bashundhara Paper Mills L...

19/06/2024

Requested

0805

SMB2495

R24024098

19/06/2024

2354699262

19/06/2024

1

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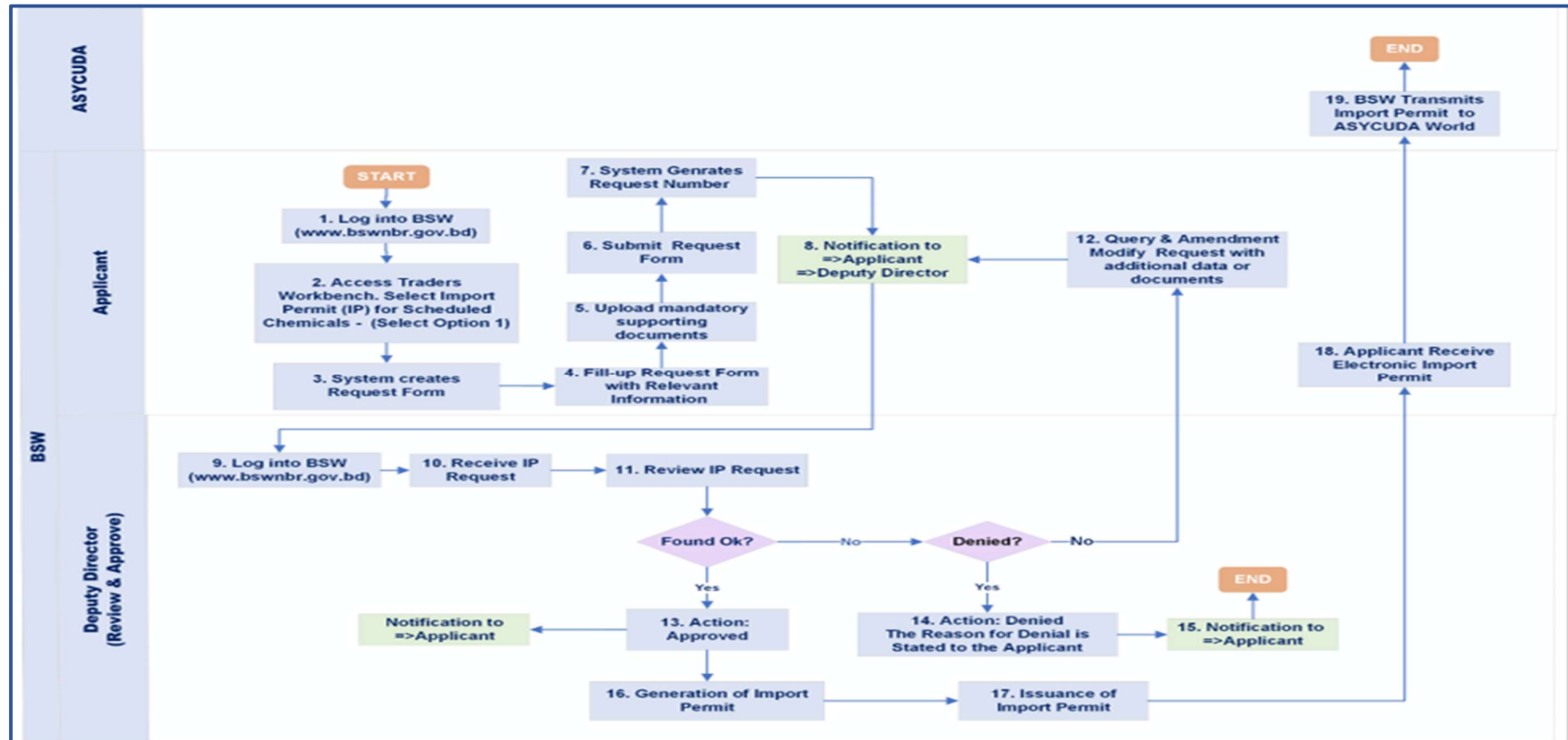
1219

Jump to page

num.

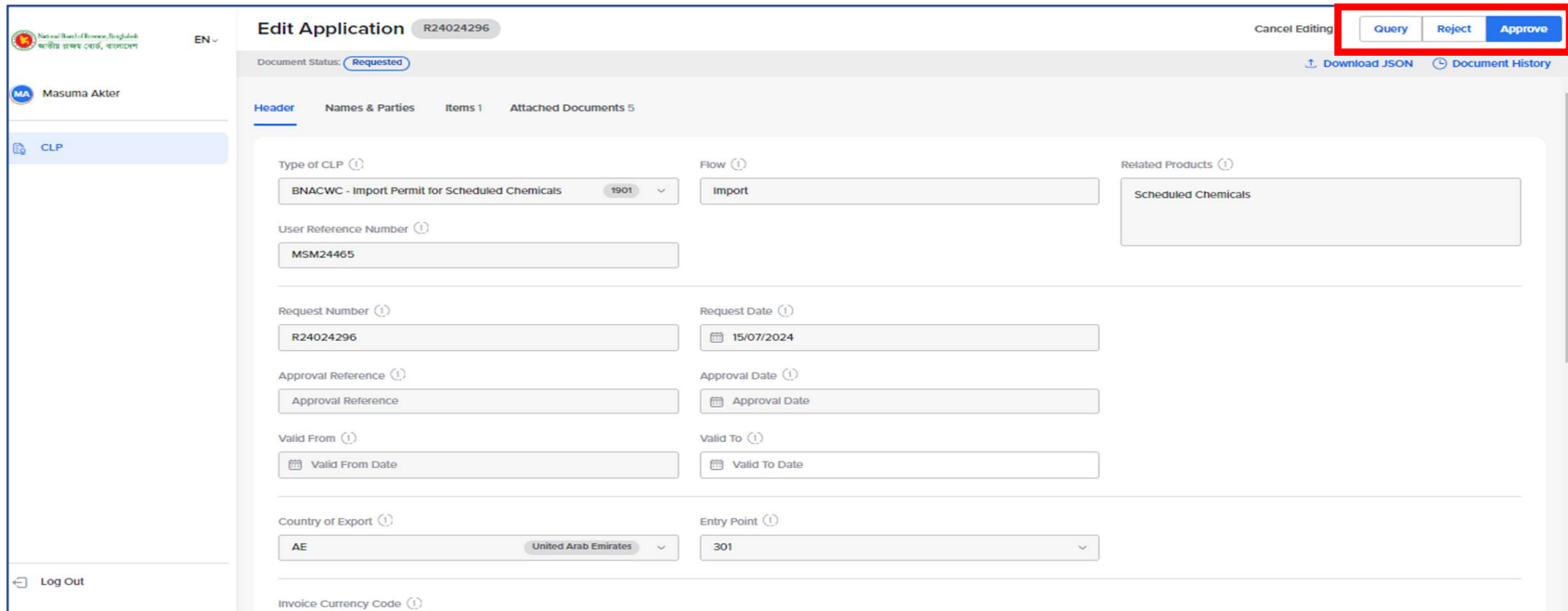
Jump

7. Approval Process:



7.1 Check by BNACWC Official (Deputy Director):

This is the first and final level of the approval process where CLPIA (Deputy Director) will get three options: "Query", "Reject" and "Approve." If the application submission is correct, the concerned person can press the "Approve" button to approve the application. However, if he has any doubt or needs more clarification, they can send it back to the applicant with comments by pressing the "Query" button. Moreover, if Deputy Director wants to reject the application, he can press the "Reject" button.



Edit Application R24024296

Document Status: Requested

Header Names & Parties Items 1 Attached Documents 5

Type of CLP (1) BNACWC - Import Permit for Scheduled Chemicals 1901

Flow (1) Import

Related Products (1) Scheduled Chemicals

User Reference Number (1) MSM24465

Request Number (1) R24024296

Request Date (1) 15/07/2024

Approval Reference (1) Approval Reference

Approval Date (1) Approval Date

Valid From (1) Valid From Date

Valid To (1) Valid To Date

Country of Export (1) AE United Arab Emirates

Entry Point (1) 301

Invoice Currency Code (1)

Query Reject Approve

Log Out

Upon approval by the Deputy Director, the application will proceed for Digital Signature, and the applicant will receive a notification. BSW will then transmit the Import Permit to ASYCUDA World, and the applicant will receive a copy of the NOC/CLP.

Choose a Status	Request Number					
Status	Type of CLP	Request Number	Approval Ref.	Approval Date	Company	Last Updated On ↓
Approved	1901	R24024296	A24023569	15/07/2024	ABCD Corporation 000137344-0208	15/07/2024 15:16:00
Partially Used	4701	R24023884	A24023283	06/05/2024	HEALTHCARE PHARMACEUTICALS LTD. 000000212-0005	15/07/2024 14:53:12
Used	4706	R24024257	A24023531	09/07/2024	Incepta Pharmaceuticals Limited 000000169-0005	15/07/2024 14:45:43
Approved	4801	R24024295	A24023568	15/07/2024	ANANNA TEXTILE MILLS 000571353-0306	15/07/2024 12:48:48
Approved	4704	R24024294	A24023567	15/07/2024	184719122968 001916937-0901	15/07/2024 11:27:17
Total number of records: 900				< 1 2 3 4 5 ... 45 > Jump to page num. Jump		



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