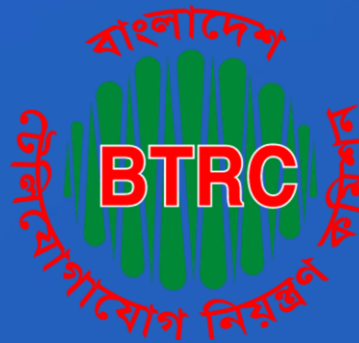


# Bangladesh Single Window

## User Manual for CLP Submission Module

### Bangladesh Telecommunication Regulatory Commission (BTRC)



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## 1. Introduction

Components Name	User Manual for CLP Submission Module (NOC to Import Non-Radio Telecommunication Equipment) BTRC
Components	Trader Role in BSW Application {NOC to Import Non-Radio Telecommunication Equipment}
General Description	This document guides traders in creating license applications.

**Security Notice:** This document contains confidential information. Any unauthorized sharing, distribution, or disclosure is strictly forbidden. Non-compliance with Webb Fontaine’s guidelines on proprietary information may lead to disciplinary action, including termination, and could expose you and others to legal consequences.

## 2. Overview

This document serves as a comprehensive guide for users to understand the significance of the BSW application and how to access the portal for creating NOC and License applications. It covers all the menu options, steps to create new applications, attach documents, and access relevant information within the BSW portal. By following this guide, users can maximize the portal's features and efficiency.

## 3. How to log in into the BSW portal:

Enter the URL: <https://bswnbr.gov.bd> in your browser's address bar. You will be taken to the CLP application homepage, where you can log in to access your account.



The screenshot shows the BSW portal homepage. The browser address bar displays [bswnbr.gov.bd/en/](https://bswnbr.gov.bd/en/). The page features a navigation bar with the BSW logo, a language dropdown set to English, and links for Log In and Sign Up. Below the navigation bar, there are links for Trading Community, Regulatory Authorities, Information Services, Info Hub, and About Us. A prominent informative message box states that the Bangladesh Single Window (BSW) is now operational and provides support information, including a hotline and email. At the bottom, a banner introduces the BSW, highlighting its role in revolutionizing trade efficiency and streamlining processes.

bswnbr.gov.bd/en/

English Log In Sign Up

Trading Community Regulatory Authorities Information Services Info Hub About Us

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জাতীয় রাজস্ব বোর্ড, বাংলাদেশ

**Informative Message**

Dear visitor, we are excited to announce that the Bangladesh Single Window (BSW) is now operational. All traders are welcome to [Sign Up](#). Applications can be submitted online to the following agencies: DGDA, DoE, EPB, DoEX, BEZA, BTRC, BSTI, BAERA, BAEC, BNACWC, CAAB

**BSW Support Information:**  
Hotline: 16139 (Available from Sunday to Thursday 8:00 am to 6:00 pm.)  
Email: [service@bswnbr.gov.bd](mailto:service@bswnbr.gov.bd)

☐ Do not Show Again

**Introducing the Bangladesh Single Window: Revolutionizing Trade Efficiency!**

Embrace the Future of Trade with the Bangladesh Single Window - Streamlining Processes, Enhancing Transparency, and Driving Growth in Bangladesh's Global Trade!

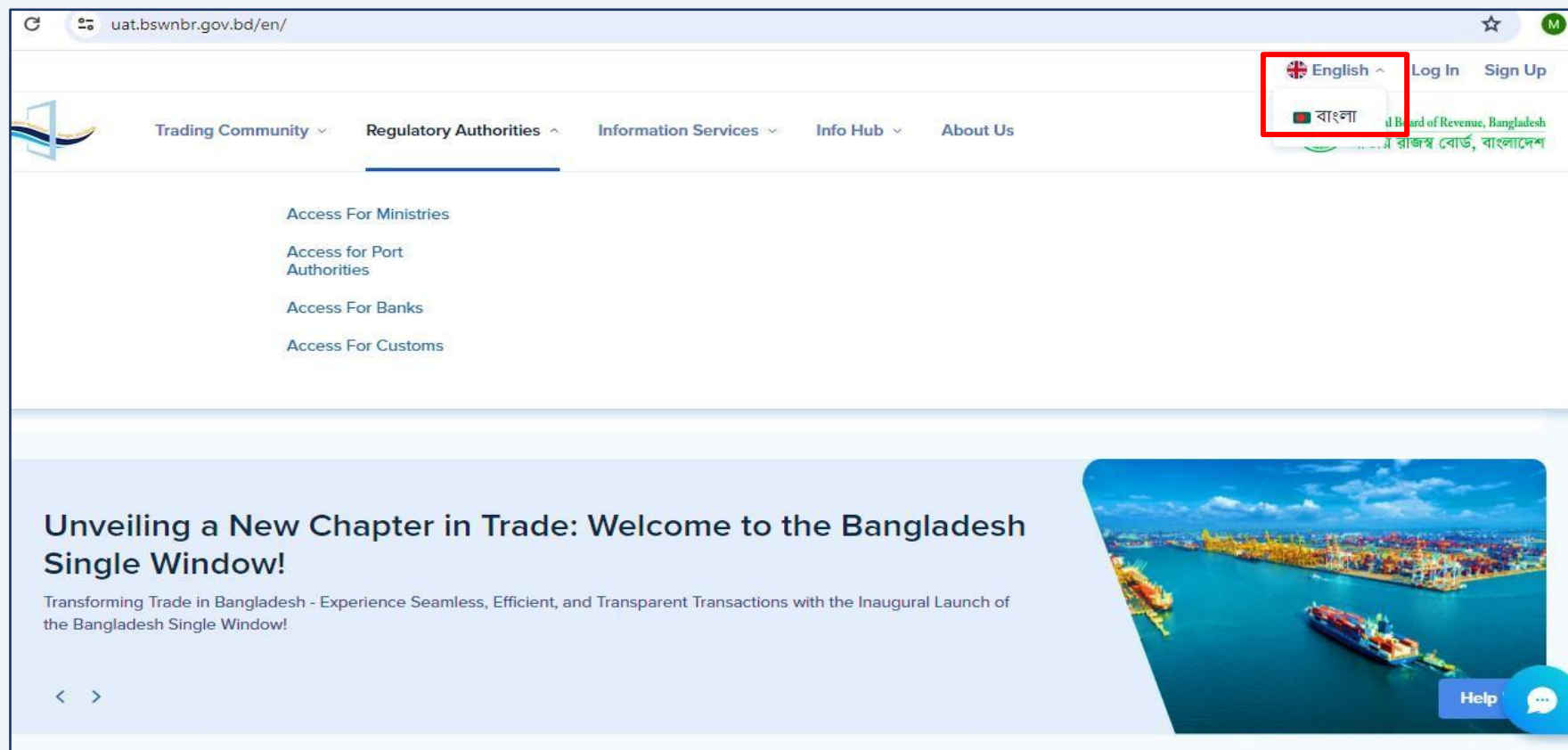
\* Once the trader account is successfully created in the BSW portal, the user can log in by navigating to the Login page of the BSW application (as illustrated below).



\*Enter a valid Username(a), Password (b)and then click the Login button(c) to log into the portal.

#### 4. Languages Selection:


This portal is bilingual, offering both Bangla and English language options. You can easily switch between Bangla and English as needed. To change the language, simply click on the option highlighted in red in the image below.






## 5. Menus:

After logging in successfully, traders will be directed to the main menu. The menu contains several fields, which are outlined as follows:


National Board of Revenue, Bangladesh  
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EN

CLP


Masuma Akter

CLP

CLP

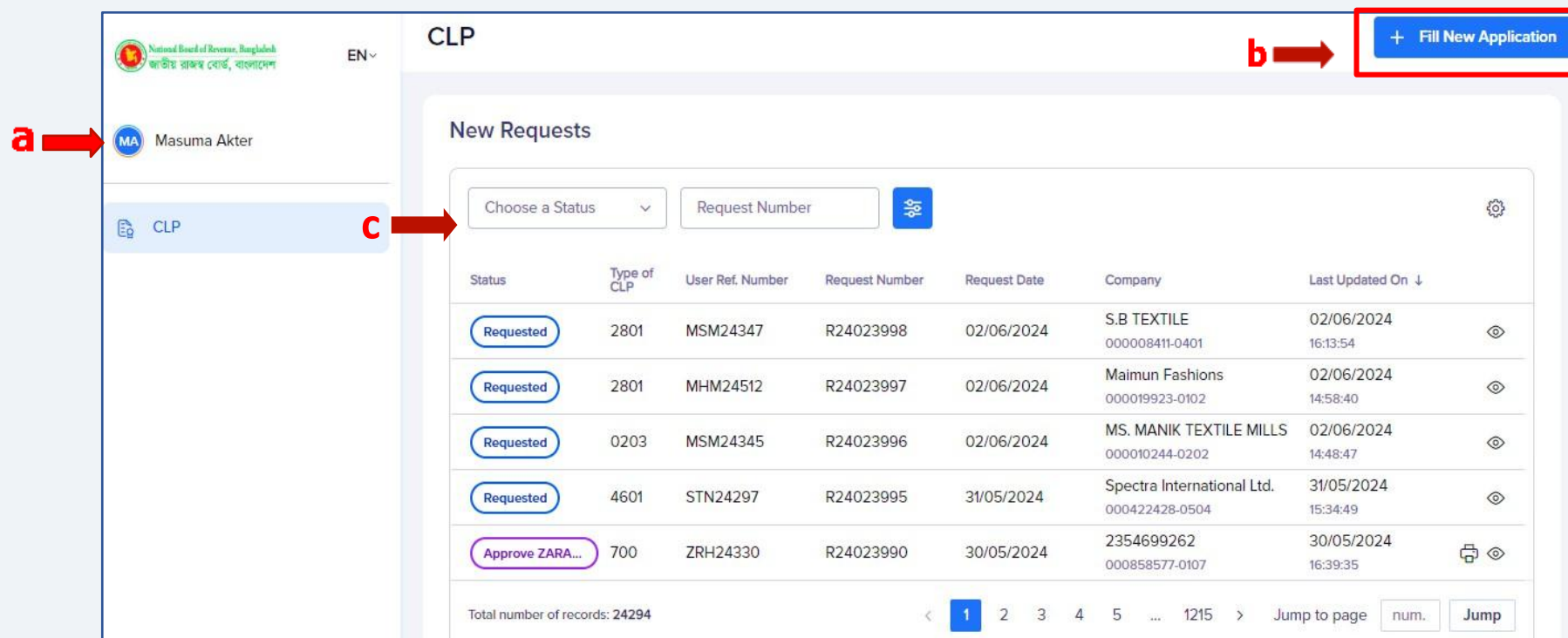
+ Fill New Application

### New Requests

Choose a Status

Request Number

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



**CLP**


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**CLP**

**+ Fill New Application**

**New Requests**

Choose a Status  

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


- Username will be shown to the traders.
- To create a new CLP application, traders need to click on Fill New Application.
- Traders can check the status of their CLP application by selecting the "Choose Status" option, as shown in the image.




d. By clicking on the Advanced Search menu, traders will see a new option called "Add Filter," allowing them to apply additional filters for more precise search results.


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CLP

## CLP


### New Requests

Choose a Status
Request Number

d


+ Add Filter
d1


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

+ 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

1
2
3
4
5
...
1215

Search

Status

Type of CLP

User Ref. Number

Request Number

Request Date

Company

Last Updated On

Log Out


In this menu, traders can modify the search operation columns by selecting the options highlighted in the red box.

e. In this section, traders can view all CLP application statuses and sort the search results by clicking on the menu options marked in red.

f. To log out of the portal, traders simply need to click the "Log Out" button.

## 6. How to create a new application For NOC to Import Non-Radio Telecommunication Equipment:

To apply for a new NOC for importing Non-Radio Telecommunication Equipment, traders must first click on "Fill New Application," as shown below:



EN

MA Masuma Akter

CLP

Log Out

CLP

Choose a Status

Request Number

Status	Type of CLP	User Ref. Number	Request Number	Request Date	Company	Last Updated On ↓
Reviewed and Reco...	4706	SNJ24609	R24024262	09/07/2024	RENATA LTD. CHANGE FROM P... 000000354-0005	09/07/2024 15:27:24
Requested	1901	MSM24448	R24024254	09/07/2024	LALBAGH CHEMICAL and PERF... 000001094-0203	09/07/2024 10:51:17
Requested	4803	MSM24446	R24024253	08/07/2024	SYLHET GAS FIELDS LIMITED 000000451-0003	08/07/2024 16:14:01
Requested	9698	MHM24617	R24024252	08/07/2024	SIZAN TRADERS 002588878-0205	08/07/2024 15:37:28
Pending Payment	4801	MSM24439			SYLHET GAS FIELDS LIMITED 000000451-0701	08/07/2024 11:01:41

Total number of records: 24432

<

1

2

3

4

5

...

1222

>

Jump to page

num.

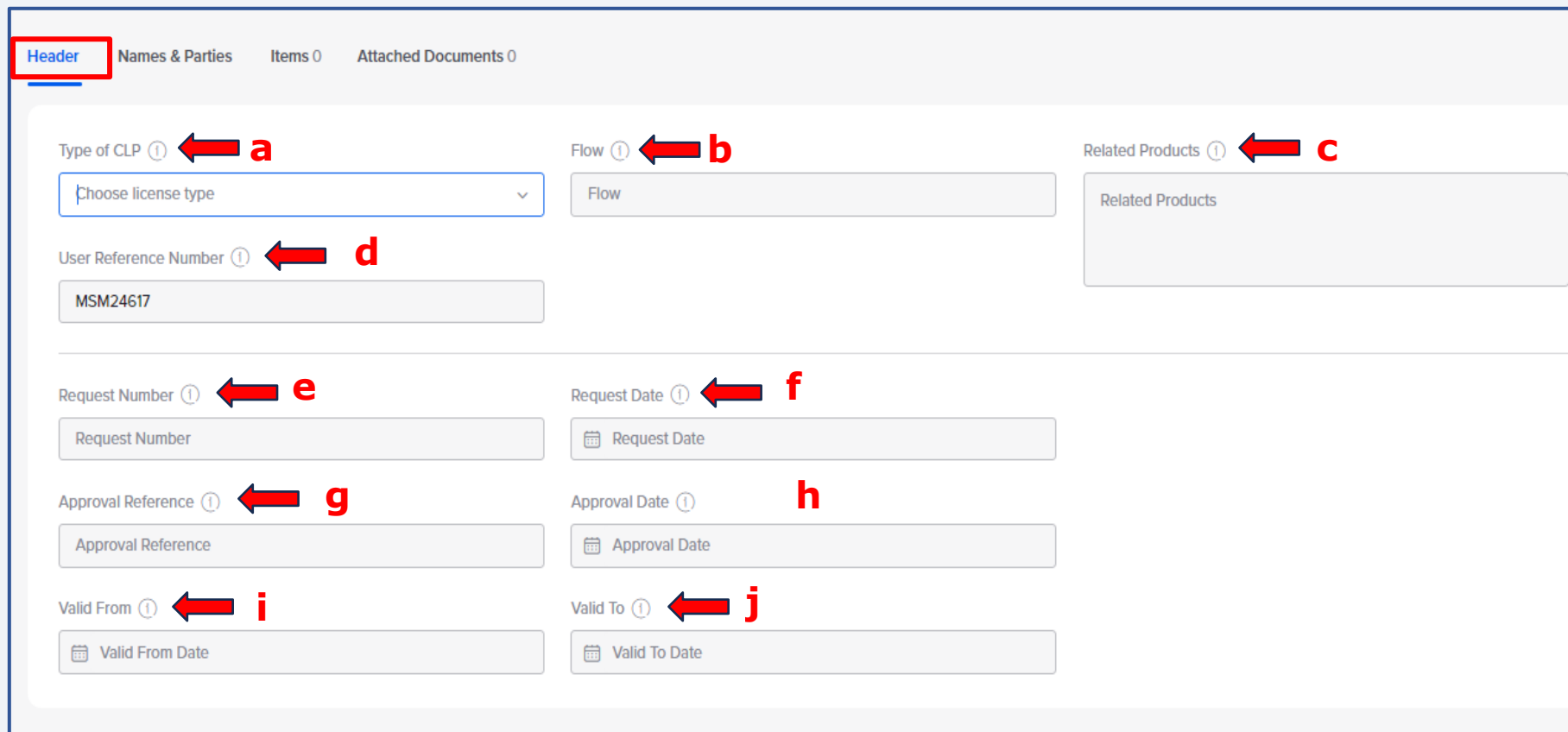
Jump

+ Fill New Application

[www.bswnbr.gov.bd](http://www.bswnbr.gov.bd)

## 6.1 Header Tab:


When the trader clicks on "Fill New Application," they will be directed to the Header Tab, where they need to complete several fields which are shown in the following picture:



The screenshot shows the 'Header' tab of an application form. The tabs at the top are 'Header', 'Names & Parties', 'Items 0', and 'Attached Documents 0'. The 'Header' tab is active. The form contains the following fields with red arrows and letters pointing to them:

- a**: Type of CLP (dropdown menu)
- b**: Flow (text input)
- c**: Related Products (text input)
- d**: User Reference Number (text input, value: MSM24617)
- e**: Request Number (text input)
- f**: Request Date (calendar icon)
- g**: Approval Reference (text input)
- h**: Approval Date (calendar icon)
- i**: Valid From (calendar icon)
- j**: Valid To (calendar icon)

**(a):** After Clicking on the Type of CLP field, a trader will find different types of NOC/CLP in the drop-down option. After selecting the required type of CLP, some additional fields will be appeared in the header tab based on the selected CLP type. The picture shown as follow provides a clear illustration of the concept:


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Fill New Application

Cancel Editing

Document Status:

Upload JSON

Header

Names & Parties

Items 0

Attached Documents 0

Type of CLP ⓘ

B

DoE - Clearance Certificate for Import of Hazardous Substances 2059

DoE License for import of Hydrofluorocarbons (HFC) 2061

BTRC - NOC to Import Radio Communication Apparatus 3801

DoE - License for import of Ozone Depleting Substance (ODS) 4603

BSW - Import Permit for Write Off Testing 9957

Flow ⓘ

Flow

Related Products ⓘ

Related Products

Request Date ⓘ

Request Date

Approval Date ⓘ

Approval Date

Valid From ⓘ

Valid From Date

Valid To ⓘ

Valid To Date

Log Out

- b. Flow:** The system will assign Flow type according to the type of CLP selected. If the type of CLP is Import, the system assigns the Value "Import"; if the type is selected as Export type, the system will assign the Value "Export".
- c. User Reference Number:** The system assigns the User Reference Number itself. Traders can use a system-assigned reference number or he can edit the reference number if requires as well.
- d. Request Number:** The system automatically assigns a Request Number when the CLP application status becomes Requested.

**e. Request Date:** When the status of the CLP application changes to "Requested," the system automatically assigns a Request Date. It is auto-generated by the system and will be disabled for traders.

**f. Approval reference:** Once the application is processed and approved by authorized personnel, the system automatically assigns an approval reference.

**g. Approval Data:** Upon approval of the CLP application, the system automatically assigns an Approval Date.

**h. valid from:** When the CLP application is approved, the system automatically assigns a Valid From date, indicating the start date of the license's validity.

**i. Valid To:** The system calculates the license's validity period and automatically assigns the Valid To date based on the type of CLP.

Country of Export ⓘ ← j

Select... ▾

Invoice Currency Code ⓘ ← k

Select... ▾

Invoice Value in Foreign Currency ⓘ ← l

Invoice Value in Foreign Currency

Invoice value in BDT ⓘ ← m

Invoice Value in National Currency

Place of Loading ⓘ ← n

Search Place of Loading (Min 2) ▾

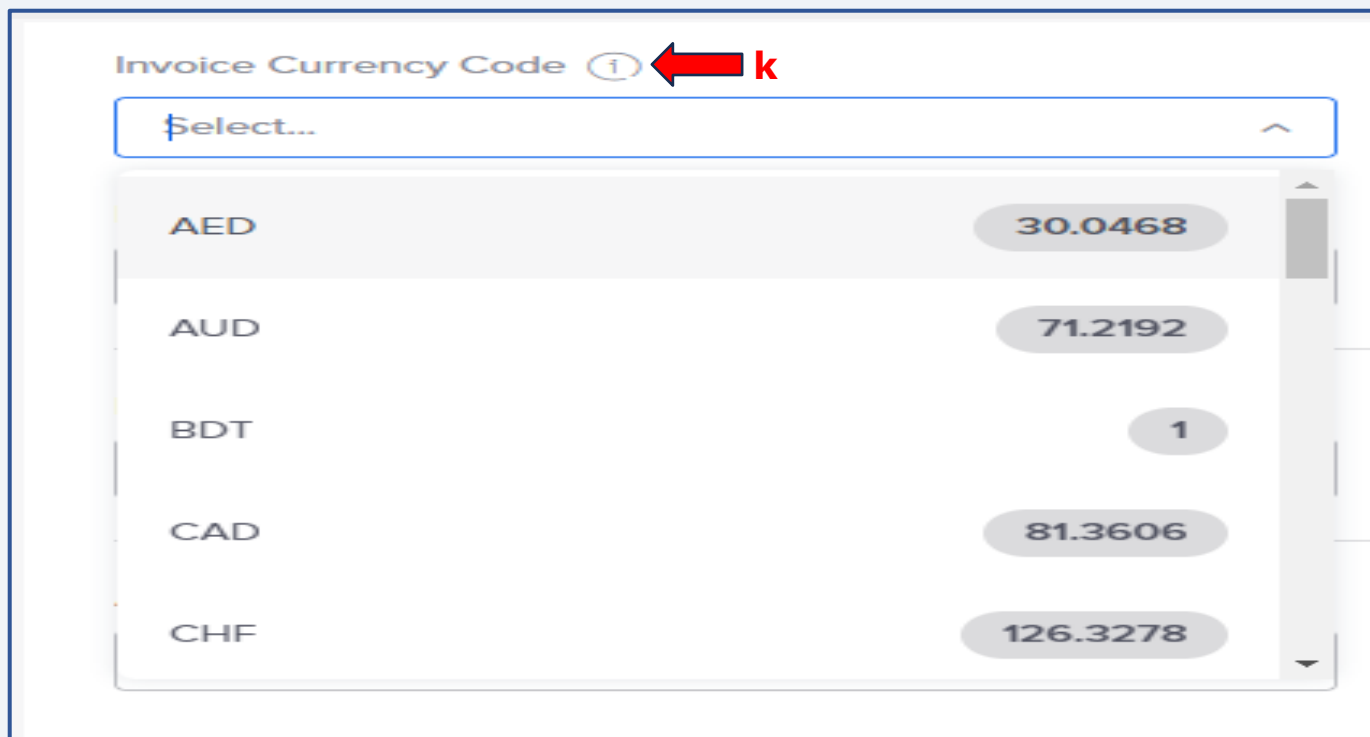
Place of Unloading ⓘ ← o

Search Place of Unloading (Min 2) ▾



**j. Country of Export:** The trader needs to select the country of export from where the product will be exported.

**k. Invoice Currency Code:** The trader needs to select the Invoice Currency Code from the dropdown option which is shown in the above picture.



Currency Code	Rate
AED	30.0468
AUD	71.2192
BDT	1
CAD	81.3606
CHF	126.3278

**l. Invoice Value in Foreign Currency:** This field will be auto generated by the system.

**m. Invoice value in BDT:** This field will be auto generated by the system as well.

**n. Place of Loading:** The trader must choose the location/place where the product will be loaded from the dropdown menu.

**o. Place of Unloading:** The trader must choose the location/place where the product will be unloaded from the dropdown menu.

**p** → Are You a License Holder?

Yes

No

**p. Are You a License Holder:** The trader must indicate in this field whether he holds a license or not. If the trader selects 'Yes,' an additional field will appear where he can specify the type of license from the dropdown menu.

**For Official Use**

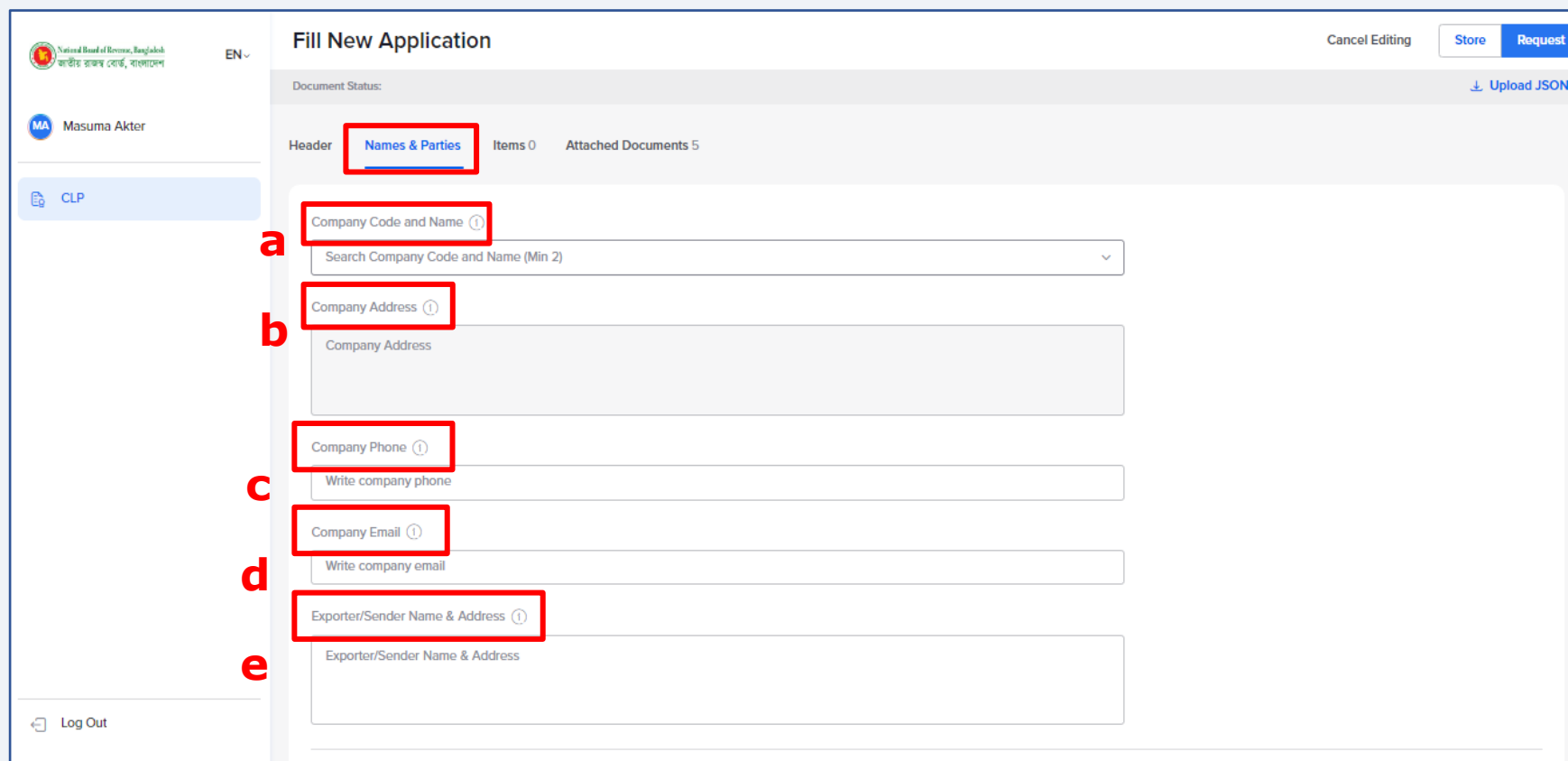
Conditions

1. Imported equipment should be suitable to link with the Lawful Interception (LI) system.
2. Imported equipment shall not be used for any illegal purpose.

**For Official Use:** This field is designated for use by BTRC officials only.

## 6.2. Name & Parties Tab:

In Name and Parties tab, traders will find several options, which are shown as follows:



**Fill New Application**

Document Status: Cancel Editing Store Request Upload JSON

Header: **Names & Parties** Items 0 Attached Documents 5

**a** Company Code and Name ⓘ  
Search Company Code and Name (Min 2) ▼

**b** Company Address ⓘ  
Company Address

**c** Company Phone ⓘ  
Write company phone

**d** Company Email ⓘ  
Write company email

**e** Exporter/Sender Name & Address ⓘ  
Exporter/Sender Name & Address

Log Out


**a. Company code and Name:** Company code and Name will be auto generated by the system and disabled for the traders. To search for the company code and name traders just need to input a minimum of 02 characters and a dropdown option will arrive to select the company name code and name.

**b. Company Address:** The company address is automatically populated by the system from ASYCUDA World system, the trader is allowed to view it only.


**c. Company Phone:** Trader must provide a valid company phone number in this field.


**d. Company Email:** A valid email address must be entered in this field. Traders will be notified of the actions taken on the NOC/CLP application via this email.

**e. Export/Sender Name & Address:** The Trader will fill up the detail information of the exporter/sender by giving the name and address in this field.


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CLP

## Fill New Application

Document Status:

Company Email

Write company email

Exporter/Sender Name & Address (1)

Exporter/Sender Name & Address

**f** Name & Address of the Contact Person

**a** Nationality of Contact Person

**h** Designation of Contact Person


**i** Contact Person Phone Number

**i** Contact Person Email

**k** Declaration

I hereby declare that all the information provided in this application form is completely correct. If any statement kept concealed, the Bangladesh Telecommunication Regulatory Commission (BTRC) reserves the right to seize the wireless equipment.

☐

 Log Out

**f. Name & Address of the Contact Person:** This field will be automatically populated by the system for the contact person.

**g. Nationality of Contact Person:** The trader/user must provide the nationality of the Contact Person in this field.

**h. Designation of Contact Person:** Traders or importers must enter designation of contact person in this field.

**i. Contact Person Phone Number:** Traders accurately provide Contact Person's telephone number in this field. Users may input value as required or leave the field blank.



National Board of Revenue, Bangladesh  
জাতীয় রাজস্ব বোর্ড, বাংলাদেশ

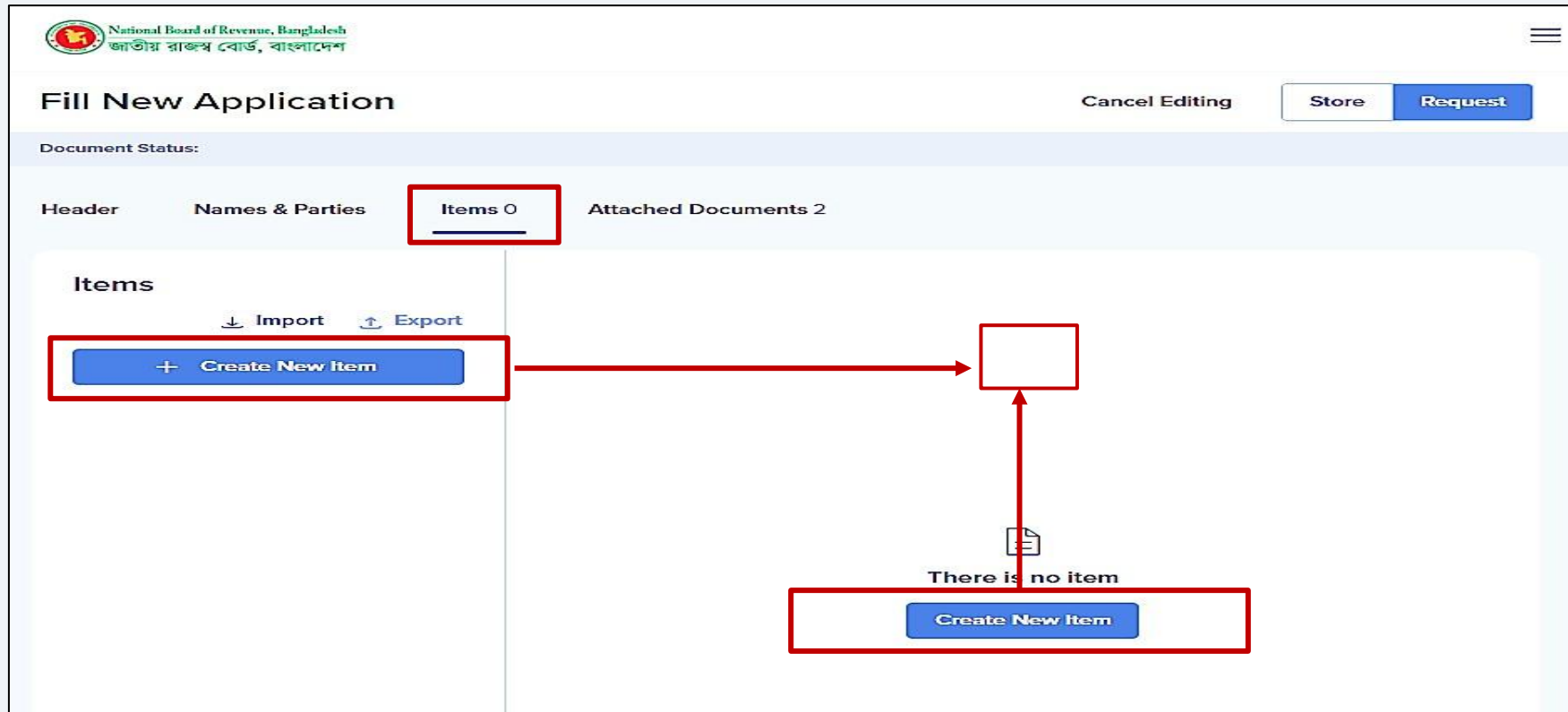
**j. Contact Person Email:** Users may enter the email address of the company. The user will receive status update emails at this email address.

**k. Declaration:** This field is mandatory and cannot be left blank. Traders must check the box in the declaration field to confirm that the information provided is accurate.



### 6.3 Item Tab:

After the completion of name and parties tab Traders must visit to the items page by clicking item tab and add items from the option Create New Item. Selecting the "Create New Item" option will direct traders to a new page where they need to fill out some information which is indicted in the following picture:



The screenshot shows the 'Fill New Application' form with the following elements:

- Header: National Board of Revenue, Bangladesh (জাতীয় রাজস্ব বোর্ড, বাংলাদেশ)
- Buttons: Cancel Editing, Store, Request
- Document Status: (empty)
- Tabs: Header, Names & Parties, **Items 0**, Attached Documents 2
- Items Section: Import, Export, **+ Create New Item**
- Message: There is no item (with a document icon)
- Buttons: **Create New Item**

A red arrow points from the '+ Create New Item' button in the Items section to a red box, which then points to the 'Create New Item' button in the 'There is no item' message.

## Fill New Application

Cancel Editing   **Store**   **Request**

Document Status:

Header   Names & Parties   **Items 0**   Attached Documents 2

### Items

↓ Import   ↑ Export

+ Create New Item

### New Item

Cancel   **Add Item**

**a** **Commodity Code**   **b** **Country Of Origin**

Search Commodity Code (Min 2)   Choose country of origin

**c** **Commodity Description**

Commodity Description

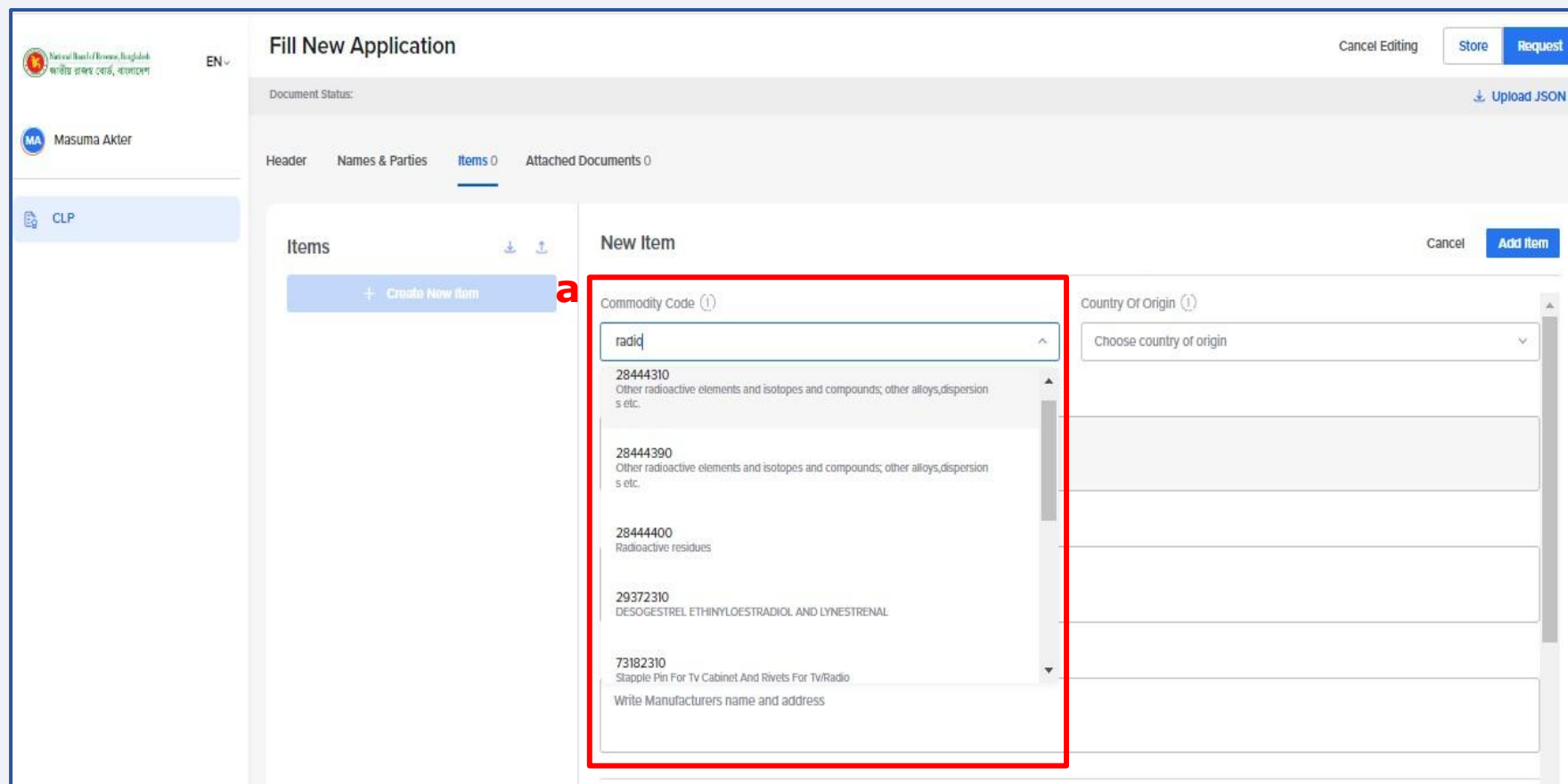
**d** **Commercial Description (Goods Name)**

Write commercial description

**e** **Manufacturers Name & Address**

Write Manufacturers name and address

**a. Commodity Code:** Commodity Code: refers to the HS code (Harmonized System Code). Trader can type 2-digit of HS code and get the required product code which will be auto generated by the system.



The screenshot shows the 'Fill New Application' interface. On the left, there's a sidebar with the user's name 'Masuma Akter' and a 'CLP' button. The main area is titled 'Fill New Application' and includes a 'Document Status' section. Below this, there are tabs for 'Header', 'Names & Parties', 'Items', and 'Attached Documents'. The 'Items' tab is active, showing a 'New Item' form. In this form, the 'Commodity Code' field is highlighted with a red box and labeled 'a'. The dropdown menu for this field shows suggestions for codes starting with 'radio', including 28444310, 28444390, 28444400, 29372310, and 73182310. The 'Country Of Origin' field is also visible, with a dropdown menu showing 'Choose country of origin'.

**b. Country of Origin:** Traders can select the Country of Origin of the item from the list of countries provided by the system.

**c. Commodity Description:** commodity description is associated with the Commodity/HS Code which is automatically displayed with the selected corresponding code.

**d. Commercial Description (Goods Name):** This field is provided for entering the commercial name of the product and traders need to provide a commercial description of the product in this field.

**e. Manufacture's Name & Address:** Traders need to provide the name and address of the manufacturer in this field.

### Fill New Application

Document Status:

Header

Names & Parties

Items 0

Attached Documents 0

Items

+ Create New Item

New Item

Manufacturers Name & Address ⓘ  
Write Manufacturers name and address

Quota Type ⓘ  
UOM Not Mass

Requested Amount or Quantity ⓘ  
Write requested amount or quantity KGM

Approved Amount or Quantity ⓘ  
Write approved amount KGM

Remaining Amount or Quantity ⓘ  
Remaining amount KGM

**f. Quota Type:** Trader must enter the type of measurement used to quantify scheduled chemicals for the Import Permit, such as: Unit of Measurement or Net Mass.

**g. Requested Amount or Quantity:** Trader will enter the amount or quantity of goods for which Import Permit is requested.

**h. Approved Amount or Quantity:** The amount or quantity of goods approved for import or export by Government Officer will be displayed here after approval of Import Permit.

**i. Remaining Amount or Quantity:** Remaining amount or quantity of goods available for import after the IP usage in the declaration will be system generated via API with ASYCUDA.

Brand ← <b>j</b>	Model ← <b>k</b>
<input type="text"/>	<input type="text"/>
Quality Certified By ← <b>l</b>	
<input type="text"/>	

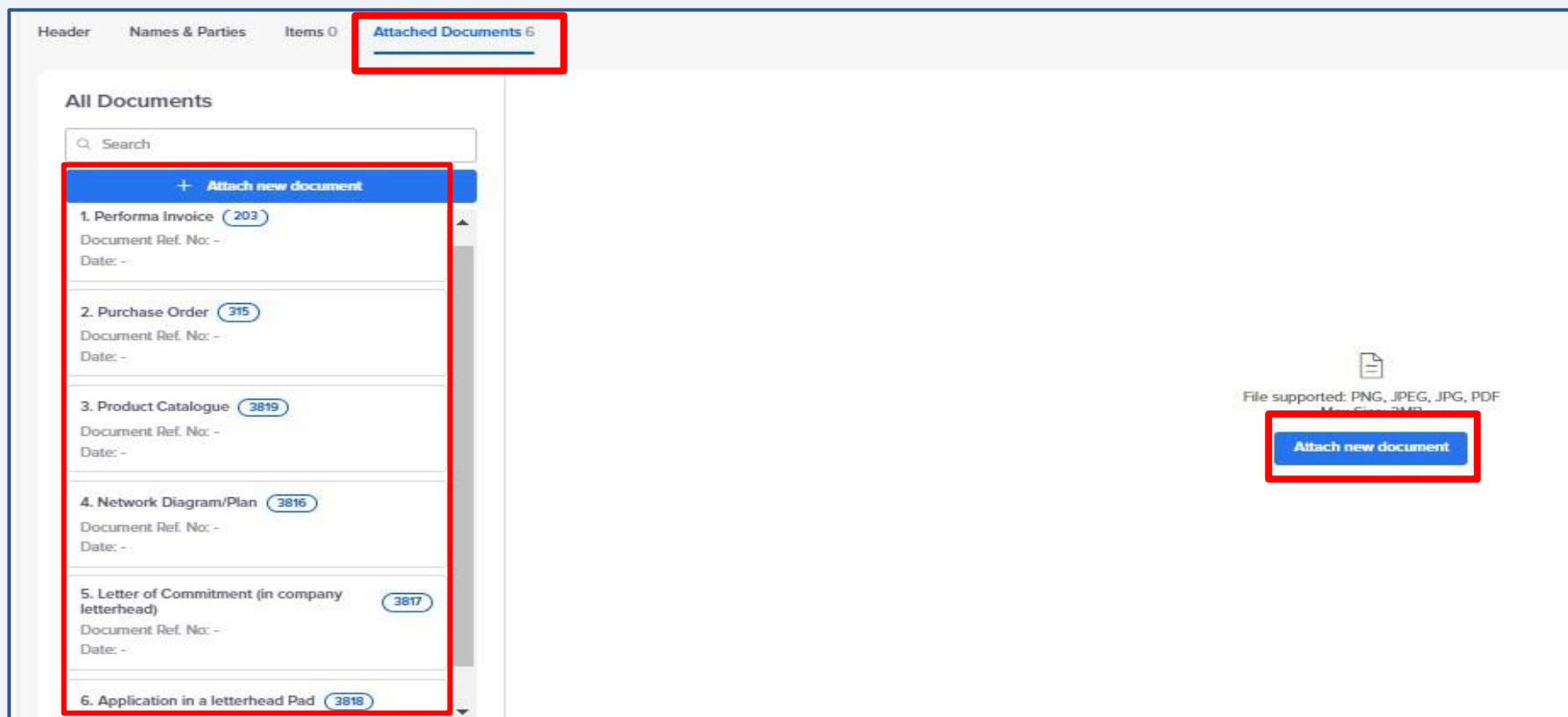
**j. Brand:** Traders need to provide the brand name of the product in this field.

**k. Model:** Traders need to provide the model's name of the product in this field.

**I. Quality Certified By:** Traders need to specify the name of the organization that has certified the product's quality.

#### 6.4 Attached Documents Tab:

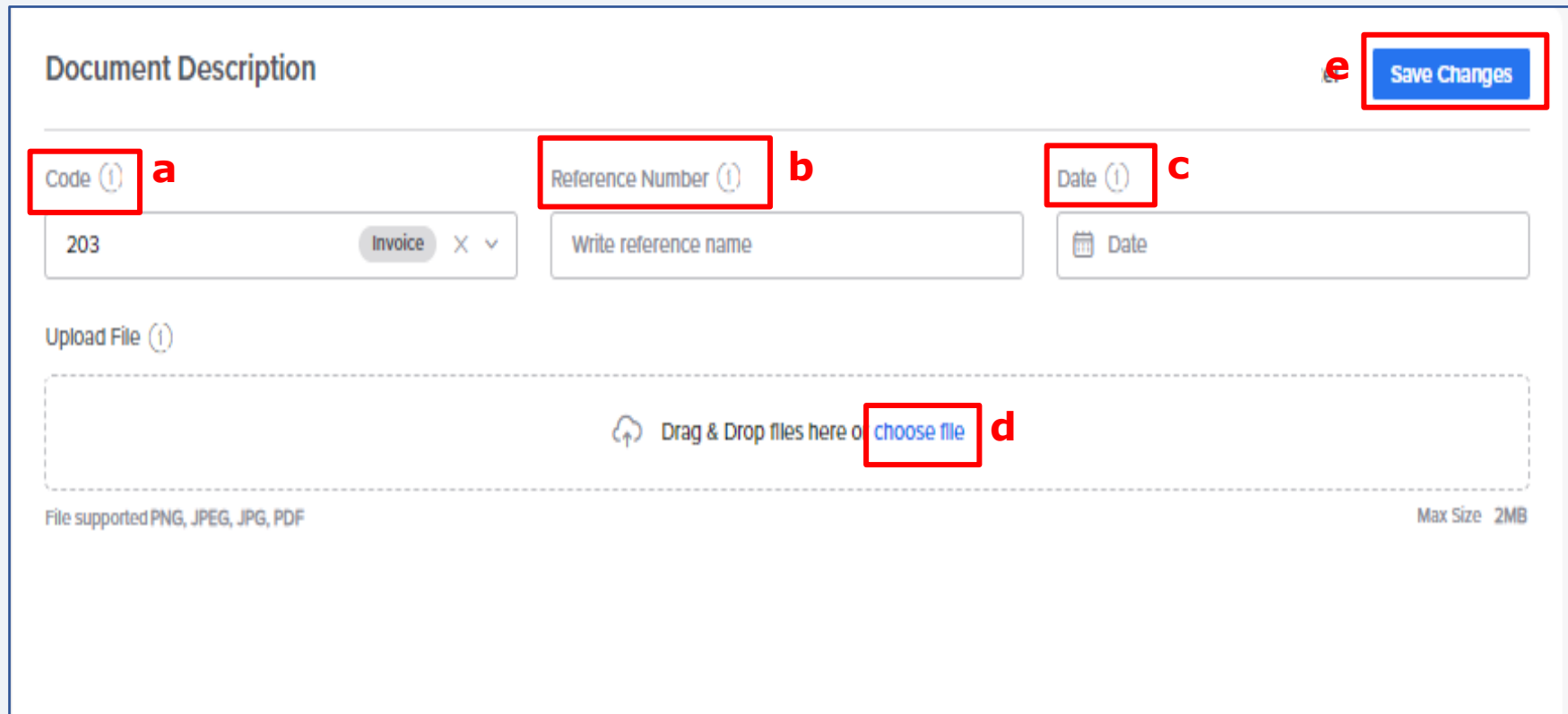
After adding the item, the user needs to Attach Documents by clicking on the Attach new Documents tab.



The screenshot displays a web application interface for document management. At the top, a navigation bar includes tabs for 'Header', 'Names & Parties', 'Items 0', and 'Attached Documents 6', with the latter being the active tab. Below the navigation bar, the main area is titled 'All Documents'. On the left side of this area, there is a list of documents, each with a title, a count in parentheses, and fields for 'Document Ref. No.' and 'Date'. The list includes: 1. Performa Invoice (203), 2. Purchase Order (315), 3. Product Catalogue (3819), 4. Network Diagram/Plan (3816), 5. Letter of Commitment (in company letterhead) (3817), and 6. Application in a letterhead Pad (3818). A red box highlights this list. On the right side of the 'All Documents' section, there is a file upload area with a document icon, the text 'File supported: PNG, JPEG, JPG, PDF', and a blue button labeled 'Attach new document', which is also highlighted with a red box.



Traders can create new document types by clicking "Create New Document" and select the system- suggested documents like Invoice, Bill of Quantity (BOQ) and Product Catalogue. When the trader clicks on the Create New Document button, a trader will see a new form where the trader can select the attach document type from the drop-down options provided by the system.



The screenshot shows a web form titled "Document Description". At the top right is a blue "Save Changes" button (labeled 'e'). Below the title are three input fields: "Code (i)" (labeled 'a') containing "203" with a dropdown menu showing "Invoice", "Reference Number (i)" (labeled 'b') with placeholder text "Write reference name", and "Date (i)" (labeled 'c') with a calendar icon and placeholder text "Date". Below these is an "Upload File (i)" section with a dashed box containing a cloud icon, the text "Drag & Drop files here or", and a blue "choose file" button (labeled 'd'). At the bottom left of the upload section, it says "File supported PNG, JPEG, JPG, PDF", and at the bottom right, "Max Size 2MB".

- a. Code:** The attached document codes align with those utilized by ASYCUDA World for customs declarations. The system will provide a list of these codes along with their corresponding document descriptions, allowing users to attach the required mandatory documents.

### Document Description

CancelSave Changes

Code ⓘ

Search attachment code ^

203Invoice

204Pre-shipment Inspection Certificate

2044DGDA-Certificate of Clearance for...

205Valuation Certificate

2058DoE - Clearance Certificate for Ex...

Reference Number ⓘ

Write reference name

Date ⓘ

📅 Date

📁 Drag & Drop files here or choose file

Max Size 2MB

- b. Reference Number:** The user must provide a reference number for the attached document.
- c. Date:** This field denotes the document's upload date. Users may fill it in or leave it blank, as it is optional.

Document Description

CancelSave Changes

Code ⓘ

Reference Number ⓘ

Date ⓘ

203Invoice × ▾

203

29/07/2024 ×

ATTACHED FILE

Replace FileDownload

COMMERCIAL INVOICE

Exporter

ABC Exports

4300 Longbeach Blvd

Longbeach, California, 90807

United States

+121388447711

Randy Clarke

Company Tax ID: 93377112

info@abcexports.com

ABC Exports

Consignee

XYZ Imports

410 Queen Street

Brisbane, Queensland, 4814

Australia

+61494822536

Bob Jones

Pages

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Invoice Number & Date

3456704 Jul 2022

Bill of Lading Number

LONSVD123456

Reference

34567

Buyer Reference

PO223

Buyer (if not Consignee)

**e. Save Changes:** After attaching the file, users need to click "Save Changes" to submit the documents.

The list of mandatory documents to be attached by the applicant are given as follows:

Number	Document Name in English
1	Performa Invoice
2	Purchase Order
3	Product Catalogue
4	Network Diagram/Plan
5	Letter of Commitment (In Company Letterhead)
6	Application in a Letterhead Pad

After submitting the documents, users will see a snapshot of the document. Once all the information is correctly filled out, they need to click the "Request" button to create the CLP application. Upon successful submission, users will receive a confirmation email, as shown below:

**Bangladesh Single Window LC R24023996 is Requested.**

Dear User,

Your LC with Request number R24023996 has been Requested

[Click here to view your document](#)

### New Requests

Status	Type of CLP	User Ref. Number	Request Number	Request Date	Company	Last Updated On ↓	
Requested	3803	MSM24619	R24024586	15/09/2024	Bangladesh Telecommunications 000000778-0208	15/09/2024 00:04:28	👁
Requested	3803	MSM24615	R24024584	12/09/2024	Getco Telecommunications Ltd. 000002511-0401	12/09/2024 16:30:35	👁
Pending Payment	3803	SNJ24837	R24024583	12/09/2024	ANANNA TRADERS 001403281-0208	12/09/2024 16:07:29	👁
Pending Payment	4801	SNJ24836			APM MULIA SHIPING LINES. 501000003	12/09/2024 16:02:03	👁
Requested	4801	SNJ24835	R24024582	12/09/2024	APM MULIA SHIPING LINES. 501000003	12/09/2024 15:55:21	👁

Total number of records: 24605

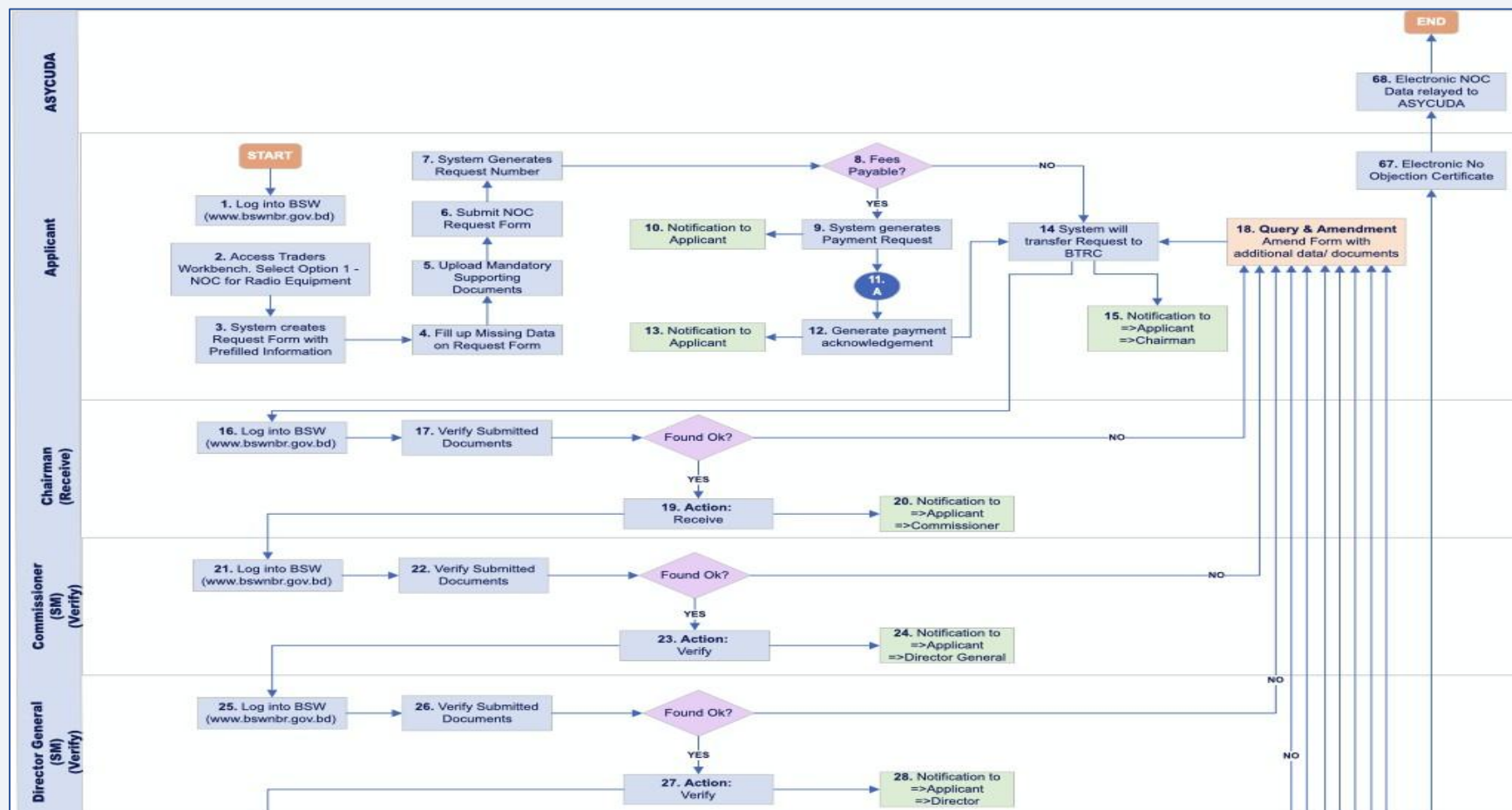
1 2 3 4 5 ... 1231

Jump to page num. Jump

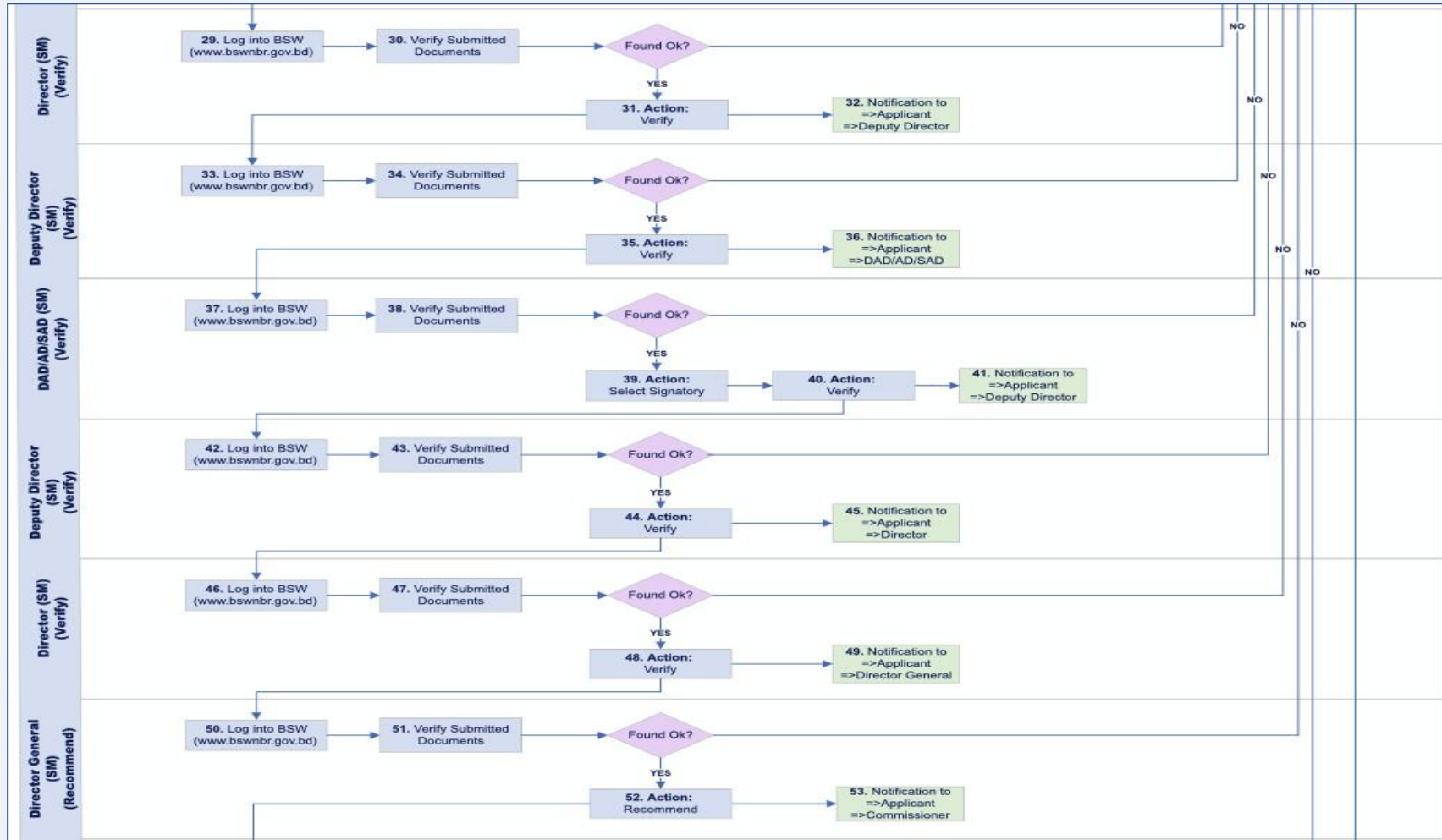
After submitting the application, traders can check the status of their CLP application by clicking the "View" icon located in the left-side red box. The status will then be displayed in the right-side red box.

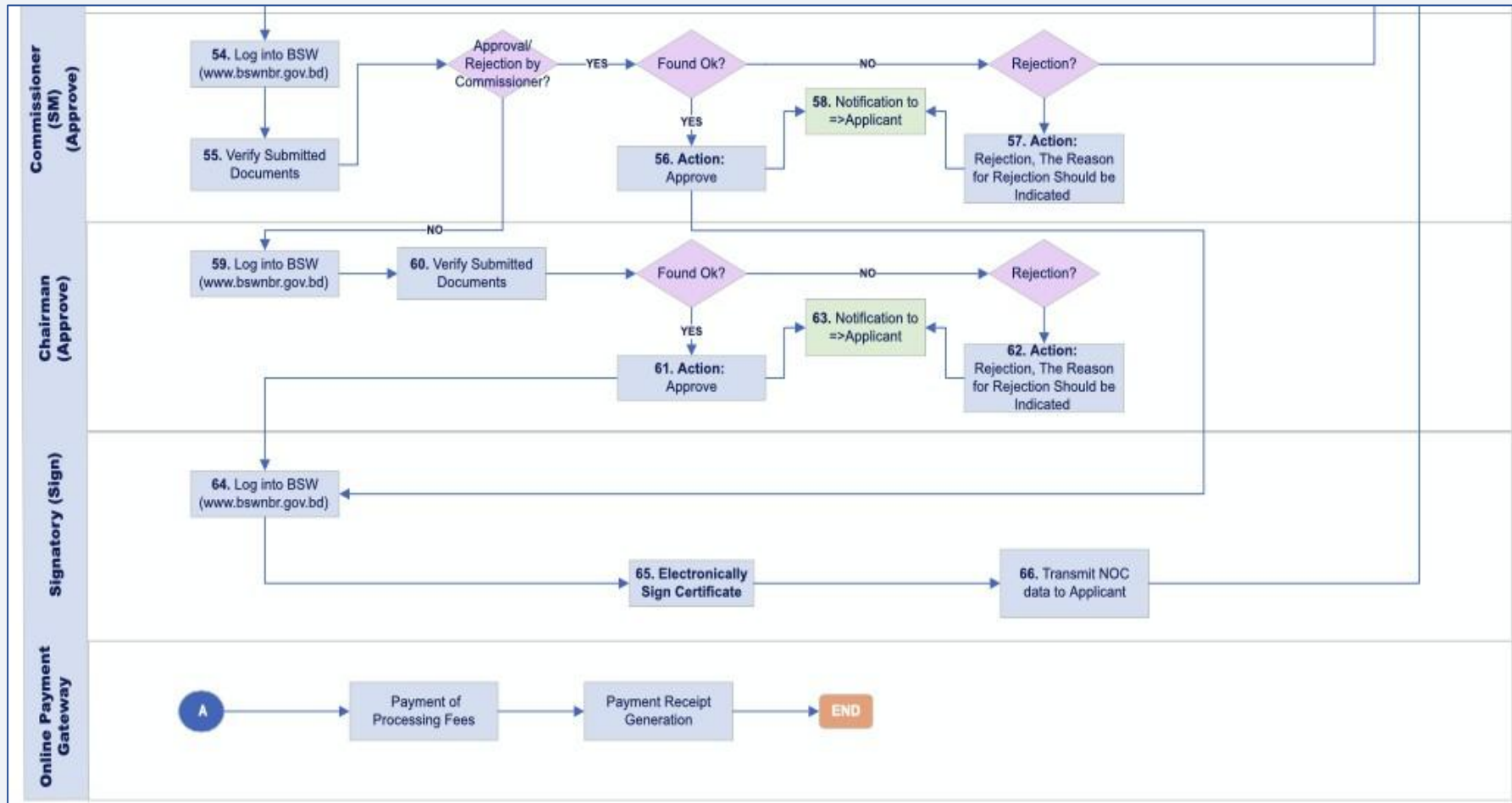
For NOC to import radio communication apparatus, the general workflow to be adopted by the applicant to complete the application process is shown in the following flowchart.

## Workflow for NOC to Import Radio Communication Equipment











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