



Government of the People's Republic of Bangladesh
Department of Agricultural Extension (DAE)
Plant Quarantine Wing



AUTOMATION OF PHYTO-SANITARY SYSTEM OF PLANT QUARANTINE WING

**DEPARTMENT OF AGRICULTURAL
EXTENSION (DAE)**

USER MANUAL

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1.1 Application Process

- To register a new account first Go to “Sign IN” page and Click “New Account”.

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SIGN IN

Username: bangla

Password: *****

[New account](#) [Forgot Password?](#)

Login

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- Please, fill up all required information correctly.

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Plant Quarantine Wing

REGISTER [Login](#)

Applicant Registration

Name *
username

Father's Name
Fathers name

Password *
password

Retype Password
Retype Password

☒ Personal ☐ Organization/ Company

First Name *
First Name

Middle Name
Middle Name

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- The portion having Red star ("*") must be filled up. Please conform the valid mobile number and Email Address.
- After properly filling up the form click on the "Submit", a green button at the bottom of the page. Here, the applicant's registration process will be completed.
- A conformation message will be sent to the user's mobile number.
- For signing in the new account; again go to the "**Sign IN**" page and insert user ID & password.

1.2 Anchorage Permit

1.3 Exporter registration

1.4 Import Permit

1.5 Import Permit (Special)

1.6 Phyto-sanitary Application

- For signing in the new account; again go to the “**Sign IN**” page and insert user ID & password

The screenshot shows the 'SIGN IN' page of a web application. At the top, there is a header banner with the following text: 'Government of the People's Republic of Bangladesh', 'Department of Agricultural Extension (DAE)', and 'Plant Quarantine Wing'. The banner also features logos of the Government of Bangladesh and the IPPC (International Plant Protection Convention). Below the header, the 'SIGN IN' section is centered. It contains two input fields: 'Username' with the value 'bangla' and 'Password' with masked characters '*****'. Below these fields are two links: 'New account' and 'Forgot Password?'. A green 'Login' button is positioned below the links. At the bottom right of the page, it says 'Design & Developed by Synesis IT'.

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SIGN IN

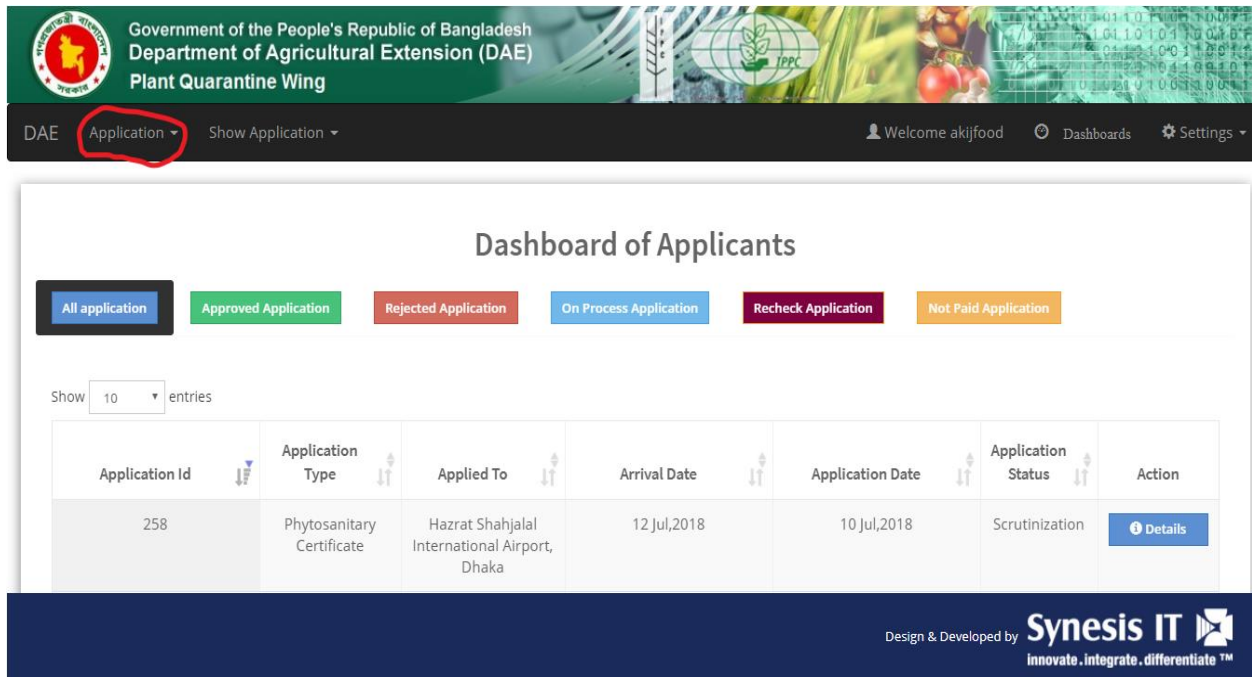
Username

Password

[New account](#) [Forgot Password?](#)

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- Go to **“Application”** which is upper left corner of the web site after signing in the user’s account & select **“Phytopsanitary Application”**.



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DAE **Application** Show Application

Welcome akijfood Dashboards Settings

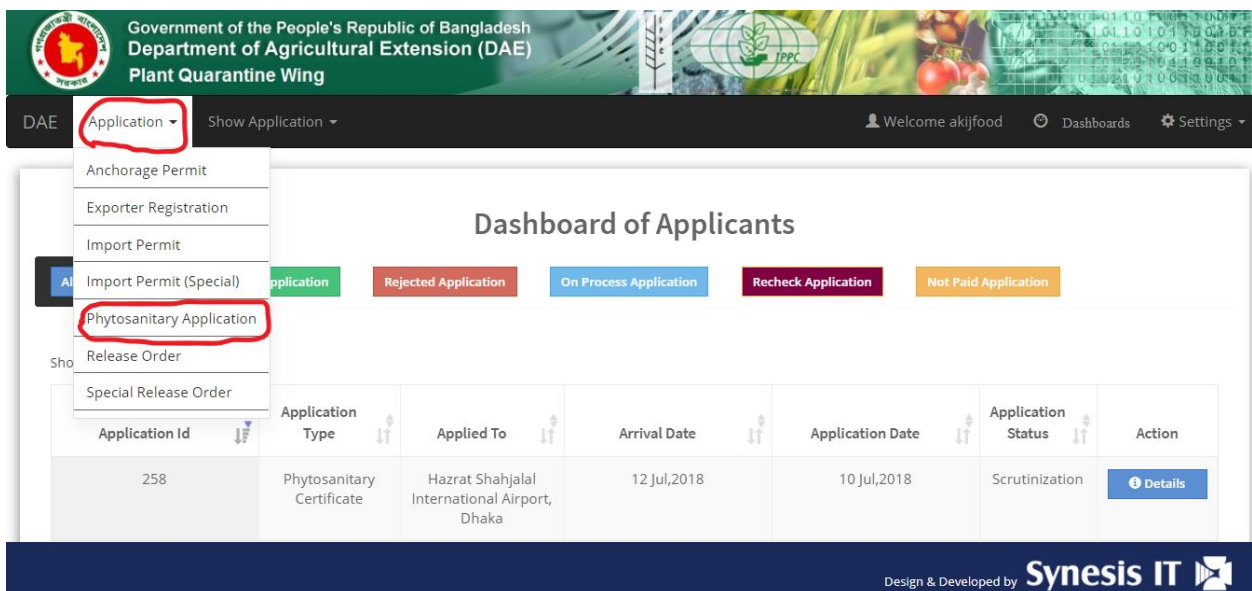
Dashboard of Applicants

[All application](#)
[Approved Application](#)
[Rejected Application](#)
[On Process Application](#)
[Recheck Application](#)
[Not Paid Application](#)

Show 10 entries

| Application Id | Application Type | Applied To | Arrival Date | Application Date | Application Status | Action |
|----------------|----------------------------|---|--------------|------------------|--------------------|-------------------------|
| 258 | Phytopsanitary Certificate | Hazrat Shahjalal International Airport, Dhaka | 12 Jul,2018 | 10 Jul,2018 | Scrutinization | Details |

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DAE **Application** Show Application

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Dashboard of Applicants

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- Fill up the form will appear. Again, The portion having Red star ("*") must be filled up. Insert information for Port (Bangladesh), Applicant Info, Contact Info, Product Information etc. respectively as per requirements. You can select one Product Category at a time. Select the product category first and then specify the product's names as per requirement. You have to add at least one product. You can add a product by clicking on the ADD button.

The screenshot displays the 'Phytosanitary Certificate' application form within a web portal. The header bar includes the Government of Bangladesh logo, the Department of Agricultural Extension (DAE) Plant Quarantine Wing, and a navigation menu with 'DAE', 'Application', and 'Show Application'. A user profile section shows 'Welcome akijfood' with links to 'Dashboards' and 'Settings'. The form itself is titled 'Phytosanitary Certificate' and contains several sections: a 'Port (Bangladesh)' dropdown menu currently set to '--Select--'; an 'Applicant Info' section (indicated by a blue bracket) which includes fields for 'Name of Exporter' (filled with 'Akij Food Ltd'), 'Address of Exporter' (filled with 'Dhaka'), and 'Personal signature' (with a 'Choose File' button and 'No file chosen' text); and a 'Contact Info' section (indicated by a blue bracket) which is currently empty. The footer of the page states 'Design & Developed by Synesis IT' with the tagline 'Innovate. Integrate. Differentiate'.

Product Information

Select Product Category (specify) *

--Select Product Category--

Product Name & Details

You have to add at least one product. You can add a product by clicking on the ADD button.

| Specify Product * | Botanical Name | Variety / Category | Pack Size / Bulk * | Quantity * | Unit |
|-------------------|----------------|--------------------|--------------------|------------|------|
| --Select Prox | | | | | |

+ (Add)

Port of Exit (Bangladesh) *

--Select--

Means of Transportation (specify) *

--Select--

Purpose of Export (specify) *

--Select--

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- Attach the required fills from the below.
 1. National ID (NID) *
 2. Trade License *
 3. Taxpayer Identification Number (TIN) *
 4. Vat Registration *
 5. Sale Contact/ LC/ TT *
 6. Sale Contact/ LC/ TT *
 7. Exporter Registration Certificate (ERC) *
 8. Invoice *
 9. Other Necessary Attachments

Attachments which has "*" at the end of its name must be provided, for multiple files in an attachment field, just keep selecting the files one after another. Image must be less than 2MB and of jpeg or png or pdf type. Then, Press "Apply" button.

Attachments

Attachments which has "*" at the end of it's name must be provided, for multiple files in an attachment field, just keep selecting the files one after another. Image must be less than 2MB and of jpeg or png or pdf type!

National ID (NID)

National ID (NID) *

Choose File No file chosen

Trade License

Trade License

Choose File No file chosen

Taxpayer Identification Number (TIN)

Taxpayer Identification Number (TIN)

Choose File No file chosen

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- “Confirm submission!” window will appear. Please check all of your given information. Please check carefully and click “OK” and then Apply. If not go “close” and re-check again and continue the same process for applying.

Confirm submission!

Confirm Submit

Are you sure you want to submit the following details?

Product Name & Details

| Product Type : | Fruits, Vegetables etc.(per Kg) | | | |
|----------------|----------------------------------|--------------------|------------------|----------|
| Product Name | Botanical Name | Variety / Category | Pack Size / Bulk | Quantity |

- “Payment Info” will appear. Choose your payment Mode (specify). Click Proceed Button & OK. A payment information form will appear. Fill up the payment form carefully. The portion having Red star (“*”) must be filled up.
- Attach the copy of the Chalan. To do this, go to “Choose File” and attach all required Chalan copy. You can add multiple Chalan copy if required. Insert “Add” button for this.
- Click “Proceed” to update payment status & press OK for completing the process.
- Your Application Process Phyto-sanitary Certificate (PC) is completed.

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DAE Application Show Application Welcome akijfood Dashboards Settings

Success: Your payment is completed.

Application ID: 258

Application Details Attachments Products Invoice Signature

Application for Phytosanitary Certificate

| | |
|----------------------|---------------|
| Applicant Name: | Akij Food Ltd |
| Applicant Address: | Dhaka |
| Applicant Mobile no: | 1924076856 |

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1.7 Release Order

1.8 Special Release Order