

# Foreign Trade Operation Of Dutch Bangla Bank Ltd.

Submitted To:

Showvonick Datta

Lecturer

BRAC University

Submitted By:

S.M Arifur Rahman

Id- 09304081

Department: B.B.S

BRAC University

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## **LETTER OF TRANSMITTAL**

Date: October 10, 2013

**Showvonick Datta**

(Internship Supervisor)

Lecturer

Department of Business School

Brac University

**Subject: Submission of Internship Report.**

Dear Sir

I am pleased to submit hereby the Internship report of **“Foreign Exchange operation of Dutch Bangla Bank Ltd.** I expect this report to be informative as well as comprehensive.

This report attempts to describe my observations, learning during the study this course.

I made sincere efforts to study related materials, documents, annual report and operational systems of Dutch Bangla Bank Ltd. Working in Dutch Bangla Bank Ltd. Was an inspiring experience for me. I believe that the knowledge and experience I gathered will facilitate me a lot in my future career life.

With my limited knowledge, I have tried my level best to prepare the report worthwhile. I have tried my best to satisfy my academic requirements as well as the organization’s part which I was assigned.

I would be glad if you accept the term paper and also requesting to consider limitations with a soft view that had made due to my limitations and oblige thereby.

With the best regards,

S.M Arifur Rahman .....

ID No- 09304081

Program: B.B.A

Major: Accounting

Department of Business School

Brac University

# **ACKNOWLEDGEMENT**

First of all I would like to express my gratitude to almighty Allah for Keep me mentally and physically sound to prepare this report. I would also like to express my heartiest gratitude & thanks to those people, because without their dedication and contribution this project would not have been possible and would not get the successful compellation.

I would like to give heartiest thanks to my supervisor Showvonick Datta, Department of Business School. I am grateful for his guidance, supervision and inspiration for the completion of that report.

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I would also like to thanks Mr. Syed Mohammad Zakaria, Senior Executive Officer, Md. Sanaul Kabir, Senior Officer & Ariful Islam, Officer of Motijheel Foreign Exchange branch for their co-operation.

I sincerely express my deepest gratitude to DBBL administration and all the officials of DBBL for their relentless help and caring attitude.

.....

S.M Arifur Rahman

## **Executive Summary**

Importance of banking system in a country is increasing day by day. It is quite impossible for any country to develop an industrial and commercial sector without sound banking system in modern economic era. Foreign exchange operation is one of the significant functions of the bank. It plays a vital role in overall economy of the country. Bank collects information from numerous sources relating to cost and revenue from foreign exchange operation. Through export, import, and foreign remittances Foreign Exchange department of the banks earns their profit. Banks is the intermediary of all export, import, and remittance activities.

Globalization of national economies has given a boost to international trade. The seller and the buyer in an international trading transaction must agree for a product or its quality, price etc. enter into a sales contract, spelling out precisely shipping and delivery details, terms of payment, required documentation and other related issues including dispute settlement procedure and legal framework available. The impact on trade transactions currency policies of the importing and exporting countries and risks associated with them, fraud possibilities in the transaction or in documents are also necessary. A country cannot long continue to have a deficit on foreign current account but a favorable balance of payments on current account may conceal a heavy adverse balance of payments with one individual country or group of countries.

## List of abbreviation

A/C	Account
AD	Authorized Dealer
BB	Bangladesh Bank
CCI & E	Chief Controller of Import & Export
CFR	Cost & Freight
CIB	Credit Information Bureau
CIF	Cost Insurance & Freight
EPB	Export promotion Bureau
EXP	Export Form
FC	Foreign Currency
FDD	Foreign Demand Draft
HRD	Human Resource Division
HR	Human Resource
HS Code	Harmonized system of coding
HRM	Human Resource Management
IBCA	Inter Branch Credit Advice
IBDA	Inter Branch Debit Advice
IBC	Inward Bills for Collection
IRC	Import Registration Certificate
IMP	Import Form
LCAF	Letter of Credit Authorization Form
MD	Managing Director
OBC	Outward bills for Collection
PO	Payment Order
PSI	Pre Shipment Inspection
RSP	Recruitment and Selection Procedure
SWIFT	Society for Worldwide Inter bank Financial Telecommunication.
TIN	Tax Identification Number
TT	Telegraphic Transfer
TR	Truck Receipt
TC	Travelers Cheque

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# *Chapter 1*

## **INTRODUCTION**

**B**ank is the important financial institution in the economy. The economic development of a country depends on the development of banking sector. Today's modern banks are not only providing traditional banking but also expanding many financial services.

Foreign exchange banking system occupies an important place in a nation's economy. It ensures allocation of resources and keeps up the momentum of economic activities. A banking institution is indispensable in a modern society. It plays an important role in the economic development of a country and forms the core at the money market in any country.

The internship program exercises a significant importance as it enables a student to be accustomed with the business activities practically. The students get the chance to work closely with the people of an organization. And learn about the functions, responsibility and corporate culture of that organization. This program enables a student to develop their analytical skills and to have a real life orientation of the academic knowledge.

As a student of B.B.A of BRAC University I have conducted my internship program in Dutch Bangla Bank Ltd, Motijheel Foreign Exchange Branch, one of the well known second generation bank in the growing banking sector in Bangladesh.



## **Origin of the report:-**

The report has been prepared as a requirement of the internship program which is based on the financial organization “Dutch Bangla Bank Ltd.” this report will definitely increase the knowledge of other students to know the banking industry of Bangladesh, and various services DBBL is providing to sustain as leading bank in Bangladesh.

In BBA program, everything we have learnt is purely theoretical. It was needed to do some practical work for more clarification. This report is the result of 3 months internship program in Dutch Bangla Bank Motijheel Foreign Exchange Branch.

## **Objective Of The Report:-**

**Broad Objectives:** The broad objective of this study is to analyze the Performance of Foreign Exchange Operation of Dutch Bangla Bank Limited.

### **The specific Objectives:-**

- ✓ To know the foreign exchange operation
- ✓ To know the L/C opening process.
- ✓ To know the previous and present financial condition of DBBL
- ✓ To get an idea about Export, Import and Remittance procedure of DBBL
- ✓ To present my observation and suggestion to the bank

## **Methodology-**

### **Primary source**

- ✓ Direct observation
- ✓ Face to face conversation with company employee.
- ✓ Conversation with client

### **Secondary source :-**

- ✓ Web site of DBBL
- ✓ Different reference book of the library
- ✓ Annual report of DBBL
- ✓ Bangladesh Bank Report

## **Scope of the study:-**

. There are two step of scope of the study-

- Time
- Area

### **1. Time:**

This study attempts to relate the expected services and perceived services by customers. The study is mainly done on perception of the customer of DUTCH BANGLA Bank Ltd. Most of the primary information has been collected through a questionnaire survey and also through I was tried to be cautious to relate the experience with that of other sales and service center of DUTCH BANGLA Bank Ltd. through observation. This study briefly highlights foreign exchange of DUTCH BANGLA Bank Ltd. This report has to maintain our time limit

### **2. Area:**

This study is significant in many aspects. The proposed study was done in the context of Bangladesh which attempts to investigate whether correlations exist between independent variable and dependent variable. A further issue will be addressed by this study. Developing countries like Bangladesh are growing to quality in banking industries. So customer satisfaction is of utmost important in such situations. This study will show that though foreign exchange is only one department but performance analysis is important in each and every department of an organization.

## **LIMITATIONS OF THE STUDY**

Some limitations are faced to prepare this report. The limitations in preparing the report are described below.

- ✓ The main barrier of the study was insufficiency of information. Bank employee can't provide the information due to security and other corporate obligations.
- ✓ In many cases, up to date information was not published.
- ✓ Lack of experiences has acted as constraints in the way of meticulous exploration on the topic
- ✓ Since the bank personnel were very busy, they have no ability to give me enough time to complete the report.
- ✓ I have got idea about Foreign Exchange Transaction only from the employees, Department of Foreign Exchange, DUTCH BANGLA Bank Ltd.,
- ✓ Since the report has to be made at the same time with other office works. Due to the time limitation many aspects not are discussed in the present study.

However, omitting the limitations, the report will help to understand the Foreign Exchange Operation of the Bank.

## ***CHAPTER-2***

# ***COMPANY PROFILE***

## **History of Dutch bangle bank limited:-**

Dutch Bangla Bank started their operation as Bangladesh's first joint venture bank. The bank was an effort by local shareholders spearheaded by M Sahabuddin Ahmed (founder chairman) and the Dutch company FMO. The bank commenced its banking business with one branch on 4<sup>th</sup> July 1996.

From the onset, the focus of the bank has been financing high-growth manufacturing industries in Bangladesh. The rationale being that the manufacturing sector exports Bangladeshi products worldwide. Thereby financing and concentrating on this sector allows Bangladesh to achieve the desired growth. DBBL's other focus is Corporate Social Responsibility (CSR). Even though CSR is now a cliché, DBBL is the pioneer in this sector and termed the contribution simply as 'social responsibility'. Due to its investment in this sector, DBBL has become one of the largest donors and the largest bank donor in Bangladesh. The bank has won numerous international awards because of its unique approach as a socially conscious bank.

DBBL was the first bank in Bangladesh to be fully automated. The Electronic-Banking Division was established in 2002 to undertake rapid automation and bring modern banking services into this field. Full automation was completed in 2003 and hereby introduced plastic money to the Bangladeshi masses. DBBL also operates the nation's largest ATM fleet and in the process drastically cut consumer costs and fees by 80%. Moreover, DBBL choosing the low profitability route for this sector has surprised many critics. DBBL had pursued the mass automation in Banking as a CSR activity and never intended profitability from this sector. As a result it now provides unrivaled banking technology offerings to all its customers. Because of this mindset, most local banks have joined DBBL's banking infrastructure instead of pursuing their own.

Dutch-Bangla Bank stock set the record for the highest share price in the Dhaka Stock Exchange in 2008.

## **Mission, Vision and Objective:-**

### **Mission**

Dutch-Bangla Bank engineers enterprise and creativity in business and industry with a commitment to social responsibility. "Profits alone" do not hold a central focus in the Bank's operation; because "man does not live by bread and butter alone".

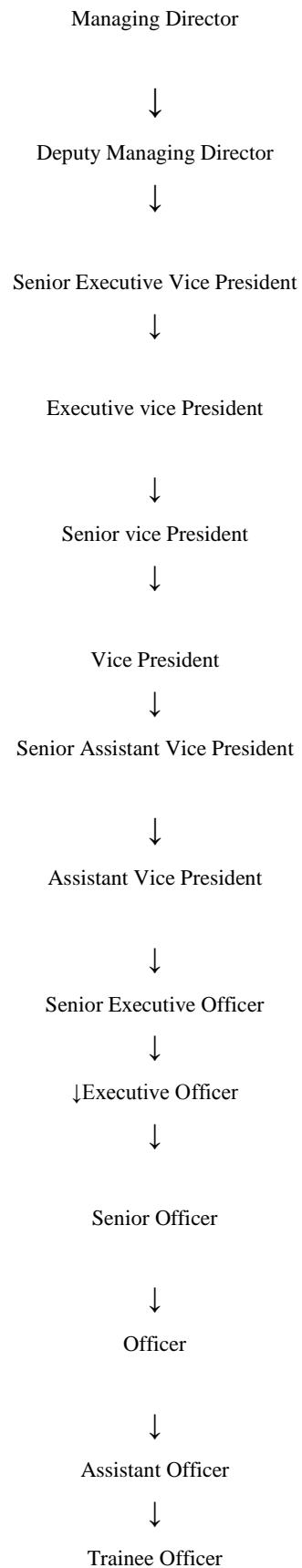
### **Vision**

Dutch-Bangla Bank dreams of better Bangladesh, where arts and letters, sports and athletics, music and entertainment, science and education, health and hygiene, clean and pollution free environment and above all a society based on morality and ethics make all our lives worth living. DBBL's essence and ethos rest on a cosmos of creativity and the marvel-magic of a charmed life that abounds with spirit of life and adventures that contributes towards human development.

### **Core Objective**

Dutch-Bangla Bank believes in its uncompromising commitment to fulfill its customer needs and satisfaction and to become their first choice in banking. Taking cue from its pool esteemed clientele, Dutch-Bangla Bank intends to pave the way for a new era in banking that upholds and epitomizes its vaunted marquee "Your Trusted Partner"

**Organizational (General) Hierarchy Of Dutch-Bangla Bank Ltd.**



# **Products of DBBL**

## **Banking Product**

### **•Deposit-**

- ✓ Savings Deposit Account
  
- ✓ Current Deposit Account
  
- Short Term Deposit Account
- ✓
- Resident Foreign Currency Deposit
- ✓
- Foreign Currency Deposit
- ✓
- Convertible Taka Account
- ✓
- Non-Convertible Taka Account
- ✓
- Exporter's FC Deposit (FBPAR)
- ✓
- Current Deposit Account-Bank
- ✓
- Short Term Deposit Account-Bank

### **• Loan & Advances-**

- ✓ Life Line (a complete series of personnel credit facility)
  
- ✓ Loan against Trust Receipt
  
- ✓ Transport Loan



- ✓ Real Estate Loan (Res. & Comm.)
- ✓ Industrial Term Loan
- ✓ Agricultural Term Loan
- ✓ Lease Finance
- ✓ FMO Local currency Loan for SME
- ✓ FMO Foreign currency Loan
- ✓ Cash Credit (Hypothecation) Small Shop Financing Scheme
- ✓ Overdraft

### **Card Products**

DBBL ATM Service

DBBL-NEXUS Classic Card (debit)

DBBL-NEXUS Maestro card (debit)

DBBL-NEXUS VISA Electron card (debit)

DBBL-NEXUS Silver OD card (credit)

DBBL-NEXUS Gold OD card (credit)

### **Internet Banking**

Account Summary

Account Details

Account Activity

Transfer Funds

Third Party Transfer

Pay Bills

Standing Instructions

Open/Modify Term Deposit  
 Loan Repayments  
 Statement Request  
 Cheque Book Request  
 Cheque Status Inquiry  
 Stop Payment Cheque  
 Interest Rate Inquiry  
 Foreign Exchange Rate Inquiry  
 Refill Pre-Paid Card  
 Change Password  
 Extra Features for Corporate Customer  
 Letter of Credit  
 Bank Guarantee  
 Limits Query

**ATM Services :-**

- ✓ Account balance enquiry
- ✓ Cash withdrawal- 24 hours a day, 7 days a week, 365 days a year
- ✓ Cash deposit to a certain number of ATMs any time.
- ✓ Mini statement printing
- ✓ Pin (personal identification number) change.

Different type of card's are offered by DBBL, are given bellow-

PRODUCTS	NAME	CUSTOMER	CHARGE
ATM	NEXUS Debit Card	All a/c Holders	Yes
ATM	Maestro Debit Card	All a/c Holders	Yes
ATM	Maestro Debit Card	All a/c Holders	Yes
ATM	DBBL Credit Card Ltd.	Limited	Yes
Internet banking		All a/c Holders	Yes
SMS Banking		All a/c Holders	Yes

## **Western Union**

Western Union financial services Inc. U.S.A. is reliable money transfer company. Dutch Bangla Bank has set up a representation agreement with western union financial services. Millions of people have confidence on western union for sending money to their friends and family. Through western union money transfer service, Bangladeshi wage earners can send and receive money quickly from 225000 Western Union agent location in over 197 countries and territories world wide, only by visiting any branches of Dutch Bangla Bank Ltd. in Bangladesh.

Name of Exchange Companies and Banks:-

<b>COUNTRY</b>	<b>NAME OF EXCHANGE HOUSE</b>
U.A.E	AL- Ahalia monet exchange bureau
U.A.E	U.A.E Exchange centre LLC
Kuwait	Kuwait Asian int'l exchange co. W.I.L
Kuwait	Dollar Exchange Co. Ltd
Canada	East Bangal Exchange Co.
USA	Prabhu Money Transfer
USA	Western Union financial services Inc.
USA	Wall Street Finance LLC
USA	Choice Money Transfer

## **Financial performance:-**

**As at 31<sup>st</sup> December**

**In Million Taka**

<b>Particulars</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Authorized capital	400.00	1000.00	4000.00	4000.00	4000.00
Paid-up share capital	201.14	1000.00	1500.00	2000.00	2000.00
Share premium	11.07	11.07	11.07	11.07	8939.60
Total capital	3399.49	4587.48	5899.79	9125.94	10534.90
Capital surplus	509.51	376.10	808.44	606.91	1151.00
Reserve funds	842.31	1197.52	2000.00	2500.00	3035.15
Retained earnings	210.88	177.33	125.55	120.77	115.67
Deposits	42110.15	51577.67	67788.53	83244.77	100711.00
Loans and advances	29403.12	41698.32	48410.99	67657.67	79660.70
Import	35667.74	43999.44	53088.66	87662.60	83434.40
Export	34060.27	40083.14	41162.51	73499.50	92412.40
Total assets	49371.35	60618.97	81480.53	101181.64	123267.00
Total earning assets	42539.47	52264.25	69963.33	83311.19	101055.70
Total non earning asset	6831.87	8354.72	11517.20	15817.87	18928.98
Total contingent liabilities	20012.82	23253.62	26262.78	46497.76	38557.50
Total revenue	6367.58	7275.75	8914.28	10610.00	14114.60
Total expenses	4928.91	5339.88	6218.56	6409.01	9334.80
Number of shareholders	1387	4010	7508	8409	7457
Number of employees	789	1229	1785	2794	4015
Number of branches	49	64	79	96	111
Earning per share(taka)	237.37	54.78	56.9	10	10.8

## **SWOT Analysis of overall Dutch bangle bank Ltd.**

### **Strengths:-**

- ✓ Largest banking service provider among the commercial bank and operate near about 1000 corporate Client.
- ✓ Qualified hard working and dedicated human resource
- ✓ Higher customer satisfaction

### **Weakness:-**

- ✓ Low deposit rate.
- ✓ Non functioning ATM machines and error in transaction of ATM machines.
- ✓ Network overload

### **Opportunity:-**

- ✓ Growing number of first tracks and ATM machines, which can attract more clients to open account
- ✓ By offering higher interest rate they can collect more deposit.

### **Threats:-**

- ✓ At present Islami bank, EBL BRAC Bank are posing significant threat to DBBL regarding retail and business banking respectively.
- ✓ Moreover the new comers in private banking sector are also coming up with very competitive product.

**CHAPTER 3**  
**LITERARY OVERVIEW**

## **FOREIGN EXCHANGE**

NO country is self sufficient. So every country has to transact with other country. But the problem is currency is different and buyer wants to be assured of goods and seller wants to be assured of payment. None of the buyer and seller knows about the credit worthiness and business integrity. In this situation commercial bank play a mediator role providing guarantee for payment to seller and goods to buyer.

### **Foreign exchange department & foreign trade:**

Foreign exchange department is the international department of the bank. It deals with globally and facilitates international trade through its various modes of services. It bridges between importers and exporters. Bangladesh bank issues license to scheduled banks to deal with foreign exchange. These banks are known as Authorized Dealer (AD). If the branch is AD in foreign exchange market, it can remit Foreign exchange from local country to foreign country. This department mainly deals with foreign currency. This is why this department is called Foreign exchange department.

### **Meaning of Foreign exchange:**

H.E.EVITT defined "Foreign exchange" as the means and methods by which right to wealth expressed in terms of the currency of one country are converted into right to wealth in terms of currency of another country. The term "Foreign Exchange" has three principal meanings:

**Firstly**, it is a term used referring to the currencies of the other countries in teams of any single one currency to a Bangladeshi, dollar, pound sterling etc. are foreign currencies and as such foreign exchange.

**Secondly**, the term also commonly refers to some interments used in international trade, such as f exchange drafts, traveler's cheque another means of international remittance.

**Thirdly**, the terms "Foreign Exchange" is also often referred to the balance in foreign currencies by a country.

### **Basis for foreign trade:**

- Foreign exchange Regulation Act 1947.
- Negotiable instrument 1882.
- Bangladesh Bank Guideline and circular.
- Export and Import policy.
- Uniform custom and practice for Documentary Credit (UCPDC) 500.

### **Local regulation for Foreign exchange:**

Foreign exchange transactions are being controlled by following rules & regulations.

- ✓ Foreign exchange Regulation Act 1947 for dealing Foreign exchange business.
- ✓ Import and Export control Act 1910 is for documentary credit
- ✓ Export and Import policy issued by ministries of commerce.
- ✓ Time to time circular issued by Bangladesh Bank to control Foreign exchange.
- ✓ Public notice issued by CCI&E for any kind of change in Foreign exchange transaction. Bangladesh Bank published two volumes in 1996. This is compilation of the instructions followed by the authorized dealers in transactions related to Foreign exchange.

### **Activities of Foreign trade department:**

- L/C opening.
- Foreign Trade Financing.
- Foreign Remittance.
- Foreign Bill Collection.

#### **L/C Opening**

L/C can be opened by an importer in this branch quoting the amount of margin in percentage. o back L/C can also be opened here. The importer needs to give the full detail and fill up a application form of DBBL. The branch is equipped with SWIFT/Telex facilities to process L/C related transactions in short time.

#### **Foreign Trade Financing**

The branch offers foreign trade related financing facilities in the form of Loan against trust payment against import documents, secured overdrafts, packing credit, and foreign documentary bill purchased etc.



### **Foreign Remittance**

Foreign remittance means purchase and sale of freely convertible foreign currencies as admissible under exchange control regulations of the country. Purchase of foreign currencies constitutes inward foreign remittance and sale of foreign currencies constitutes outward foreign Remittance. The transaction of the authorized dealer in foreign exchange involves either outward or inward remittances of foreign exchange from one country to another. As an authorized dealer Bangladesh Bank, the DBBL Local Office provides its customer foreign remittance facilities.

### **Foreign Bill Collection**

Foreign bill for collection refers to collection procedure of foreign DD/PO/ Cheque as per arrangement between DBBL and its corresponding banks. The foreign exchange department of inch offers these facilities.

### **The functions of Foreign trade Department can be divided into three sub elements**

1. Import.
2. Export.
3. Remittance.

#### **Import:**

Import of goods into Bangladesh is regulated by Ministry of commerce and industry in terms of the Import and Export and (control) Act 1910, with import policy orders issued by annually and public notice issued from time to time by the office of the chief controller of import and export

#### **Export:**

The goods and services sold by Bangladesh to foreign households, businessman and government called export. The export trade of the country is regulated by the import and export (control) Act 1950.

#### **Foreign Remittance:**

“Foreign Remittance” means purchase and sale of freely convertible foreign currencies as admissible "Foreign Exchange Regulations Act- 1947" and "Guidelines for Foreign Exchange transaction -VOL. 172 of the country. Purchase of foreign currencies constitutes inward foreign remittance and sale of foreign currencies constitutes outward foreign remittance

# **IMPORT OPERATION**

## **Import**

To import, a person should be competent to be 'Importer'. According to Import and Export control Act, 1950, the Office of Chief Controller of Import and Export provides the Import registration Certificate (IRC) to the importer. After obtaining this, person has to secure a Letter 4K Credit Authorization (LCA). And then a person becomes a qualified importer. He is the person who requests or instructs the opening bank to open an L/C. He is also called opener or applicant of the credit. No objection certificate needs IRC (Bank) Usually DBBL Foreign Exchange Branch Bank issues import L/C for both the regular and for importers. For new importers, they send a request for approval to open L/C. After the approval, bank will open L/C with 100 percent margin, but for their regular importers they open 'with 10 percent margin. What will be the margin is decided by the Head Office.

The importer will come to his bank with a request to open an L/C along with the following documents / papers:-

- ✓ L/C application and agreement Form (Bank's prescribed application form) with adhesive stamp of Tk. 150 (Flexible) [From June 3rd 1998].
- ✓ Indent / Performa Invoice / Contract - 3 copies.
- ✓ Insurance cover note with premium paid receipt. o IMP Form one set duly signed by the importer.
- ✓ Promissory Note
- ✓ Trust receipt
- ✓ Letter of authorization form
- ✓ Foreign exchange regulation Act
- ✓ Up to date Income Tax Certificate

## **Things Are Done In Import Mechanism**

- ✓ L/C Issuing.
- ✓ L/C Amendment (if necessary)
- ✓ Lodgment
- ✓ Retirement of documents.
- ✓ Import Financing.

### **Reporting to Bangladesh Bank:**

At the end of every month Reporting of Bangladesh Bank is mandatory regarding the whole month's export and Import operation. The procedure in this respect is as follows:

- ✓ To fill up the E-2 / P-2 schedule of S-1 category. The whole month import amount, quantity, goods category, country, currency etc. all are mentioned. Respective IMP forms are also attached with the schedule to fill the E-3 / P-3 for all invisible payment.
- ✓ Original IMP is forwarded to Bangladesh Bank with mentioning invoice value.
- ✓ Duplicate IMP is skipped with the bank along with bill of entry. .

After scrutinizing all these legal aspects necessary entry is given to the margin register and charges, lion and margin is realized.

## **EXPORT OPERATION**

### **Things Done in Export –**

In broader aspect the major responsibility that re performed here are —

- ✓ L/C Advising
- ✓ Documents Collection
- ✓ Documents negotiation
- ✓ Export financing,

### **Parties Involves In Export L/C**

- ✓ L/C issuing Bank
- ✓ Importer
- ✓ Exporter L/C advising Bank
- ✓ Negotiation Bank
- ✓ The Paying / Reimbursing Bank

### **Registration of the Exporter**

The foremost requirement to engage in the business of import and export s registration with the Chief Controller of Imports and Exports (CCI&E). For this purpose an application in the described, form is require to be submitted to that office along with the following documents-

- ✓ Trade license issued by the municipal Authority.
- ✓ Nationality Certificate from the Local Authority.
- ✓ Bank Certificate
- ✓ Income Tax Clearance Certificate.
- ✓ Payment of Registration fees and renewal fees in a Treasury Chalan.
- ✓ Copies of Contract or L,/C (if any)

### **Export Permit Form (EXP)**

After having the registration, the exporter applies to TBL with the trade license: ERC, and the Certificate from the concerned Government Organization to get EXP. the bank is satisfied, an EXP is issued to the exporter. An EXP contains the following particulars.

- ✓ Name & address of the authorized dealer
- ✓ Particulars of the commodity to be exported with code
- ✓ Country of destination
- ✓ Port of destination\* Quantity
- ✓ L/C value in foreign currency
- ✓ Terms of sales
- ✓ Name & address of the importer
- ✓ Bill of lading
- ✓ No & date
- ✓ Port of shipment
- ✓ Land custom post- Shipment date
- ✓ Name & address of the exporter

### **Securing the Order**

Upon registration, the exporter may proceed to secure the export order. Contracting the buyers directly through correspondence can do this.

### **Signing of the Contract:**

- ✓ Description of the goods
- ✓ Quantity of the commodity
- ✓ Price of the commodity
- ✓ Shipment
- ✓ Insurance and marks
- ✓ Inspection
- ✓ Arbitration

### **Receiving Letter Of Credit**

After getting contract for sale, exporter should ask the buyer for Letter of Credit (L/C) clearly stating terms and conditions of export and payment. The following are the main points to be looked into for receiving / Collecting export proceeds by means of Documentary Credit:

- ✓ The terms of the L/C are in conformity with those of the contract
- ✓ The L/C is an irrevocable one, preferably confirmed by the advising bank.
- ✓ The L/C allows sufficient time for shipment and a reasonable time for registration.
- ✓ If the exporter wants the L/C to be transferable, divisible and advisable, he should ensure those stipulations are specially mentioned in the L/C.

### **Advising L/C:**

When export L/C is transmitted to the bank for advising, the bank sends an Advising Letter to the beneficiary depicting that, L/C has been issued.

### **Shipment of Goods**

The exporter make and shipment of goods as per the agreement.

### **Documents Collection:**

Exporter prepares the required documents mentioned in L/C, are as such:

- ✓ Bill of Exchange
- ✓ Bill of Lading
- ✓ Insurance Policy/ Certificate
- ✓ Certificate of Origin
- ✓ Inspection Certificate
- ✓ Commercial Invoice
- ✓ Packing List
- ✓ Full set of shipping documents

### **Documents Negotiation:**

These documents should be submitted to the bank for negotiation:

1. Export L/C
2. EXP form
3. Commercial invoice
4. Bill of Exchange
5. Certificate of origin# Bill of Lading
6. Packing list# Inspection certificate
7. Insurance document
8. Any other document as per L/C

Respective officer must scrutinize all the documents with reasonable care to confirm whether the terms and conditions are right or wrong.

### **Export Financing:**

An exporter is one who exports the goods to another customer whether in domestic country or in abroad. In exporting the stipulated goods he may require financing. So export financing may be required at two stages.

- I. Pre-shipment credit
- II. Post shipment credit,

### **Pre-shipment Credit**

Pre shipment credit, as the name suggests, is given to finance the act of an exporter prior to the actual shipment of the goods for export. The purpose of such credit is to meet working capital needs starting from the point of purchasing of raw materials to final shipment of goods for export to foreign country. Before allowing such credit to exporters the bank takes into consideration about the credit worthiness, export performance of the exporters, together with all other necessary information required for sanctioning the credit in accordance with the existing rules and regulation.

### **Post-shipment Credit:**

This type of credit refers to the credit facilities, extended to the exporters by the banks after Shipment of the goods against export document. Necessity for such credit arises, as the exporter can not afford to wait for a long time for without paying manufacturers / suppliers. Before extending such credit, it is necessary on the Part of banks to look into carefully the financial soundness of exporters and buyers as well as other relevant documents connected with the export in accordance with the rules and regulations in force, Banks in our country extend post shipment credit to the exporters through-

- ✓ Foreign Documentary Bills Purchased (FDBP).
- ✓ Local Documentary Bills Purchased (LDBP).



## **Export Cash Incentive:**

Bangladesh Bank Provide cash Incentive for Export promotion. The rate of cash incentive is different in different types of goods. The rate of cash incentive is as follows

<b>Export sector</b>	<b>Rate</b>
RMG	5%
Handicraft	15% to 20%
Agricultural Product	20%
100% HalalMeal	20%
Potato	10%
Poultry Industry	15%
Leather goods	15%
Jute product	10%
By cycle	15%

## **FOREIGN REMITTANCE DEPARTMENT**

### **Foreign Remittance:**

Remittance means sending of fund. The word remittance we understand sending/ transferring of funds through a bank from one place to another place which may be within the country or between two countries, one in abroad is called Foreign Remittance.

Foreign Remittance" means purchase and sale of freely convertible foreign currencies as admissible "Foreign Exchange Regulations Act-1947" and "Guidelines for Foreign Exchange transaction -VOL. 172 of the country. Purchase of foreign currencies constitutes inward foreign remittance and sale of foreign currencies constitutes outward Foreign Remittance.

In broad sense, foreign remittance includes all sale and purchase of foreign currencies on account of *import*, export, travel, and other purposes. However specifically foreign remittance means sale and purchase of foreign currencies for the purpose other than export and import. As such, this chapter will not cover purchase & sale of foreign currencies on account of import & export of goods

DBBL, Motijheel Foreign Exchange Branch is an authorized dealer of foreign exchange. Their dealing in foreign exchange involves buying and selling of foreign exchange covering inward remittances received from abroad and outward remittances sent abroad. There are two types of remittance:

1. Inward remittance
2. Outward remittance

### **Inward Remittance:**

Inward remittance covers purchase of foreign currency in the form of foreign T.T., DL, and bills ac, sent from abroad favoring a beneficiary in Bangladesh. Purchase of foreign exchange is to be reported to Exchange control Department of Bangladesh bank on Form -C.

### **Purpose of Inward remittance:**

- ✓ Family maintenance.
- ✓ Indenting commission.
- ✓ Donation.

### **Outward Remittance:**

Remittance which is made from our country to abroad are called outward remittance. The main purpose of outward remittance is educational purpose. For performing those exports, import purpose Dutch Bangla Bank is working with those documents:

### **The most commonly used documents in Foreign Exchange:**

In Foreign Exchange Department different types of documents are essentially needed. The documents are:

- ✓ Letter of credit (L/C).
- ✓ Bill of Lading.
- ✓ Commercial Invoice.
- ✓ Proforma Invoice.
- ✓ Certificate of origin.
- ✓ Insurance certificate.
- ✓ Bill of exchange.
- ✓ Tax identification number (TIN).
- ✓ Shipment advice.

### **Letter of credit:**

Letter of credit (L/C) can be defined as a "Credit Contract" where by the buyer bank is committed (on behalf of the buyer) to place an agreed amount of money at the sellers disposal under some agreed conditions. Since the agreed conditions include, amongst other things, the presentation of some specified documents, the letter of credit is called documentary letter of credit.

### **Parties involve letter of credit. The parties are:**

1. Applicant/importer/buyer.
2. Opening bank/ issuing bank,
3. Beneficiary/ exporter/ seller.
4. Advising bank/ notifying bank.
5. Negotiating bank.
6. Confirming bank.
7. Paying bank / Reimbursing bank.

### **Bill of lading:**

Bill of lading is the cardinal document against an import L/C. It is a document of title to goods evidencing its dispatch from the exporting to the importing country. The B/L issued by the shipping company facilitates negotiation of documents. Through if the exporter ensures:

- It is clean.
- It evidence that the consignment is on board and that bears the date of shipment not after the stipulated date.
- It must state the position with regard to how and who has paid or would pay the freight.
- It must indicate the port of loading and the name of the port of destination.

### **Commercial invoice:**

A commercial invoice is the accounting document by which the sellers charge the goods to the buyer. A commercial invoice is a statement containing full details of the goods shipped.

The general contents of a commercial invoice used in foreign trade are:

- ✓ Date
- ✓ Names and addresses of the seller and buyer.
- ✓ Details of goods shipped-quantity, quality, description, and value.
- ✓ Packaging details and packing marks.
- ✓ Price and amount payable by the buyer.
- ✓ Terms of trade - FOB, CFR OR GIF, etc.
- ✓ Details of freight charges, insurance premium and other charges.
- ✓ Reference to the sale contract in fulfillment of which the shipment is made.
- ✓ Name of the vessel in which the goods are shipped.
- ✓ Reference to the license number under which the import is made.

### **Proforma invoice:**

If the contract is made directly between buyers and sellers then letter of proforma invoice is needed. A proforma invoice contains all the particulars in a commercial invoice. It is distinguished from the commercial invoice by the words 'proforma invoice' appearing on it. It does not evidence a sale.

**Certificate of origin:**

A certificate of origin declares the place of actual manufacture or the growth of the goods. A country may place registrations on imports from certain countries. Or preferential treatment may be accorded in tariff for imports from certain countries. For both these purposes, certificate of origin becomes necessary. Usually such certificates are issued by the chambers of commerce or trade associations in the exporting countries.

**Insurance certificate:**

Insurance certificate which is required for the Foreign exchange transaction and the insurance certificate document must:

- ✓ Be that specified in the credit
- ✓ Cover the risk specified in the credit
- ✓ Be consistent with the other documents in its identification of the voyage and description of the goods.
- ✓ Be a document issued and/ or signed by an insurance company or its agent, or by underwriter.
- ✓ Be dated on or before the date of shipment as evidenced by the shipment documents.
- ✓ Be for an amount at least equal to CIF value of the goods and in the currency of credit.

**Bill of exchange:**

A bill of exchange is an instruction by the exporter (drawer) to the importer or the importer's bank to make payments of the amount mentioned in it. A bill of exchange is a negotiable instrument and is governed by the Negotiable Instrument Act.

- Its date must not be prior to the date of shipment or subsequent to the date of presentation.
- Its value must correspond to the value of the invoice and must not exceed the L/C amount
- It must be drawn to the order of a bank.

**Tax identification number (TIN):**

Recently there has been a provision to give a certificate named TIN (Tax payer's identification Number). Taxation department issues this certificate.

**Shipment Advice:**

The copy mentioning the name of the insurance company should be given to the client and the remaining copies should be kept in the bank. But if only one is given then the photocopy should be kept in the original copy should be given to die bank.

## Chapter-4

# DATA ANALYSIS

### **Targets for Foreign Trade;**

#### **Foreign Trade Performance 2012-2010**

**Figure in Taka (Lakh)**

	Export			Import			Remittance		
	2012	2011	2010	2012	2011	2010	2012	2011	2011
Target	219400.00	110000.00	50700.00	229200.00	168000.00	817000.00	3000.00	1900.00	2500.00
Achievement	194550.65	142494.93	57524.00	192083.03	147914.26	108108.10	2709.06	1729.62	2309.36
%	88.67%	129.54%	113.46%	83.81%	88.04%	13.23%	90.30%	91.03%	92.37%

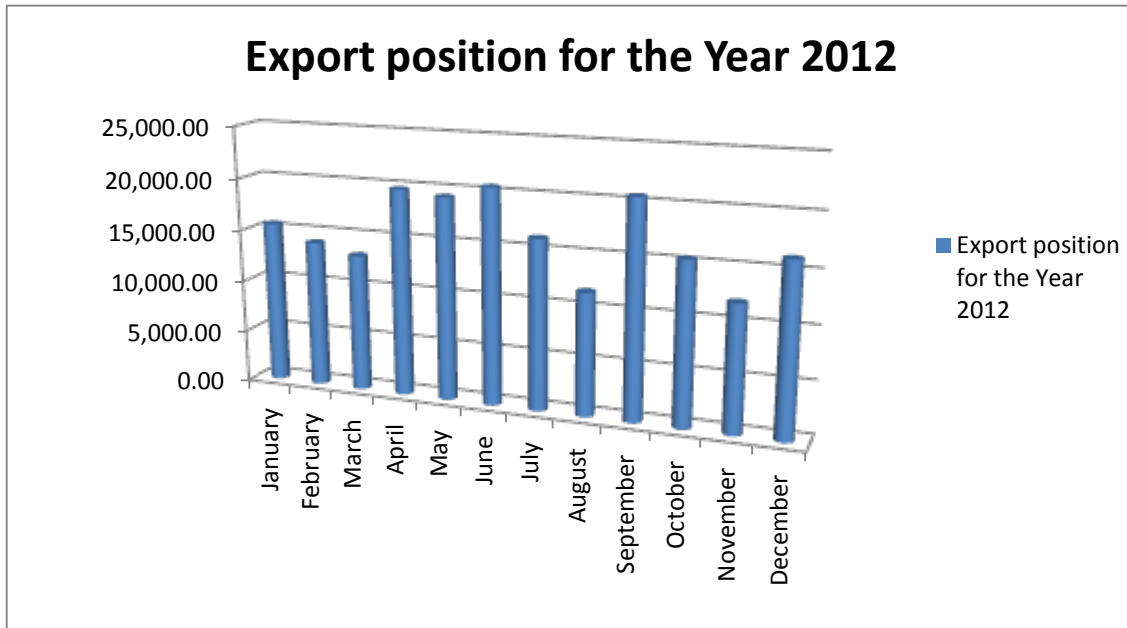
#### **Analysis:**

From this table we see that DBBL F. Ex. Br. is always close to their targets. In export 2010-2011 they fulfill their targets. In 2012 their target are close to 100%. In Import 2010 their performance were poor they only import 13% of their 100% target. But in 2011-2012 they increased their performance. In remittance sector performance are always good their target are always close to 100%.



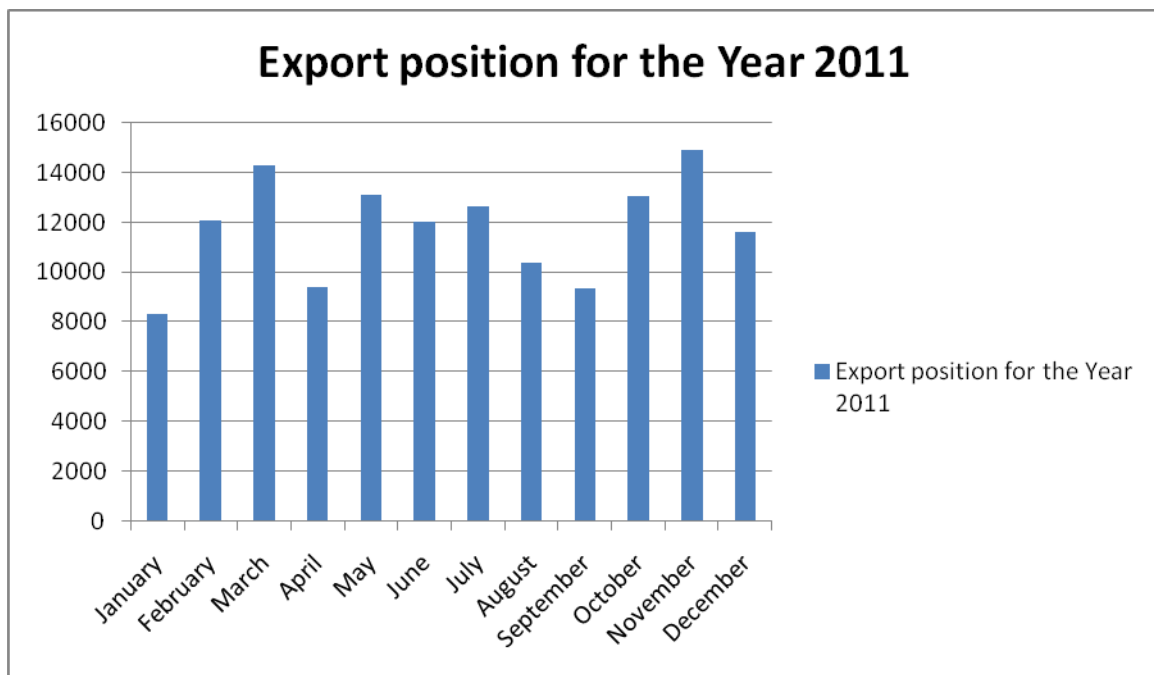
Dutch Bangla Bank Limited , Motijheel Foreign Exchange Branch, Dhaka.

Export position for the Year 2012



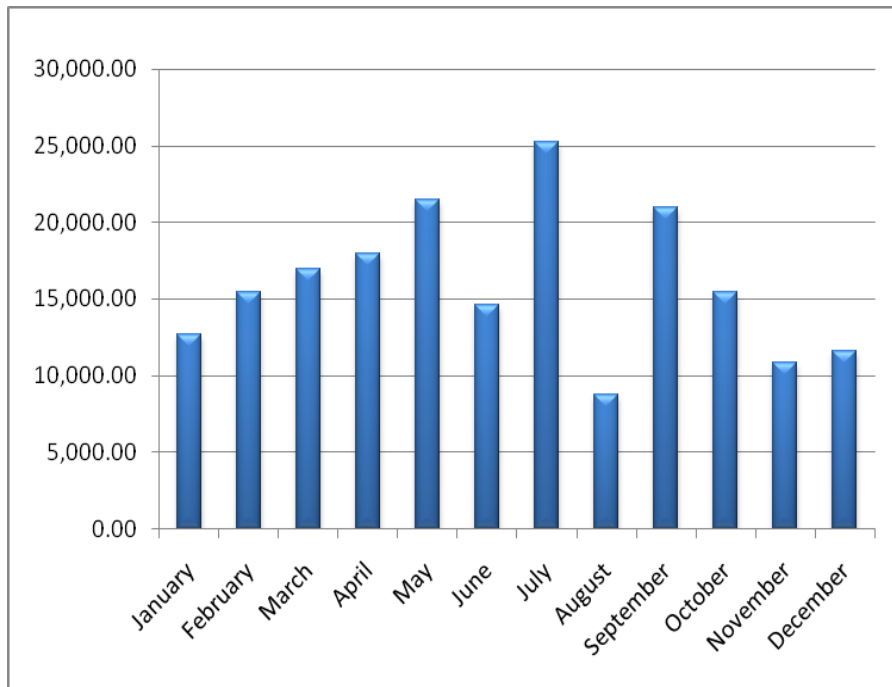
Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Export position for the Year 2011



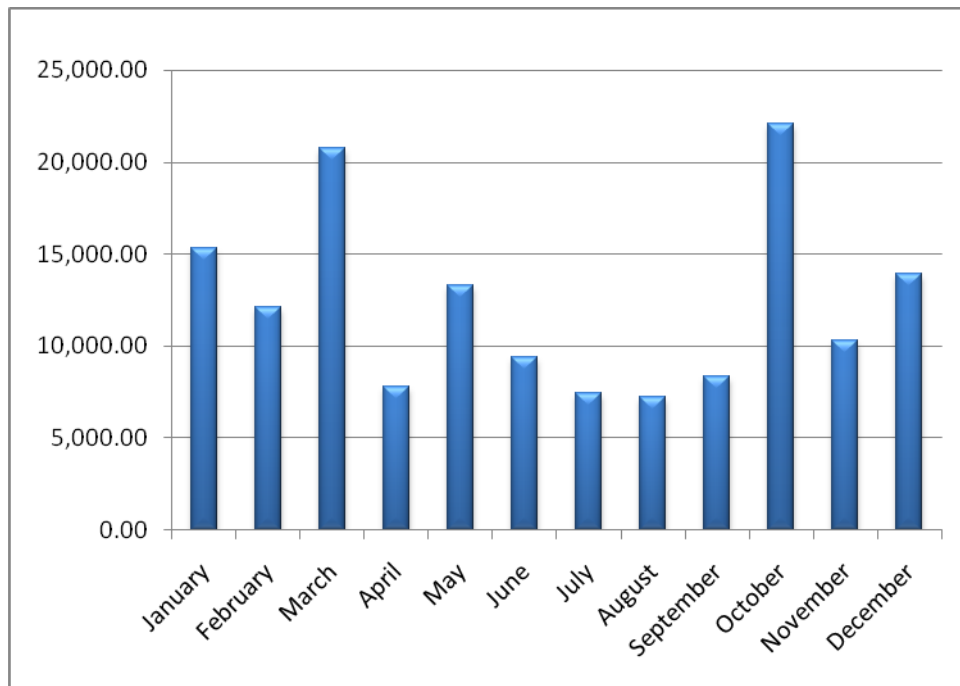
Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

### Import position for the year 2012



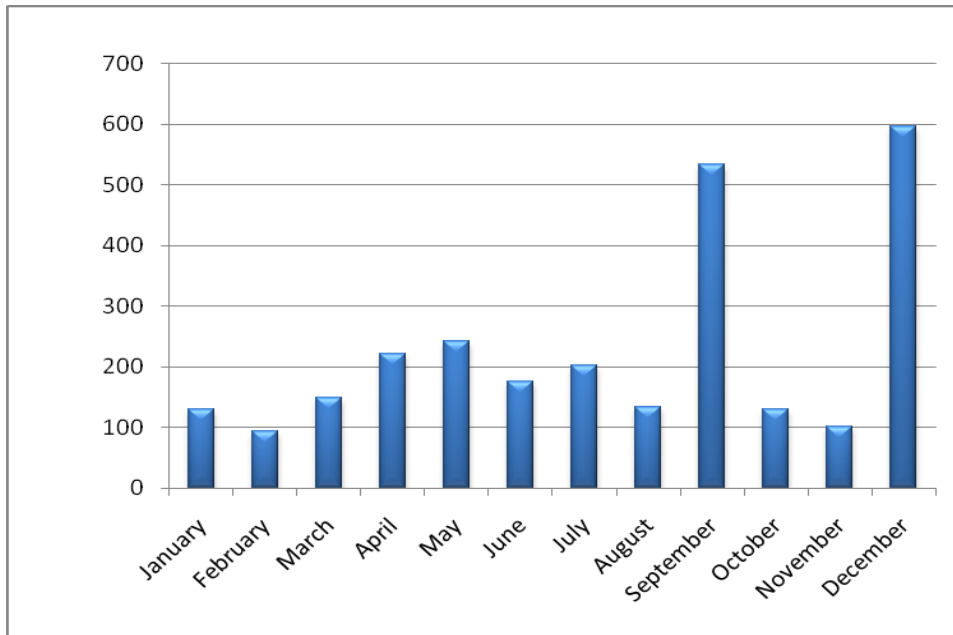
Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

### Import position for the Year 2011



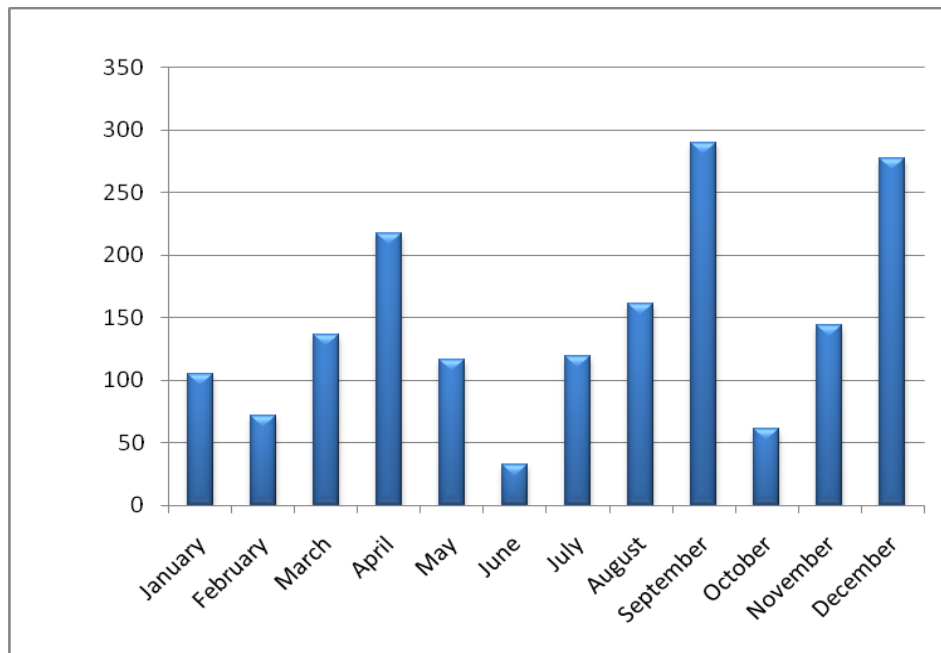
Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

## Remittance position for the Year 2012



Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

## Remittance position for the Year 2011



## **CHAPTER 5**

# **FINDINGS**

# Findings

Dutch-Bangla Bank Limited is one of the leading private banks in the country. The findings of the report are-

- ✓ In Bangladesh, developing country, DBBL has taken cost leadership strategy to reach to the client as a trusted partner.
- ✓ DBBL considers clients as bank client not branch client.
- ✓ Foreign exchange division also expanding its service day by day.
- ✓ Foreign exchange division Contribute a large amount of income on the total income of the bank each year.
- ✓ Still there is lack of manpower in Foreign exchange division to provide quick service.
- ✓ Sound Import & Export operation.
- ✓ To strictly followed the rules and regulation of Bangladesh Bank and UCP 600 in foreign exchange division.
- ✓ The work is very sensitive in Foreign exchange division.
- ✓ DBBL cannot control properly the network of ATM booth.
- ✓ The branch is too much dependable on head office for L/C opening approval, sometimes it takes time and generates dissatisfactions of clients.
- ✓ Fixation of dollar rate is another problem of the bank.
- ✓ DBBL took part in foreign transaction as one of the most leading bank.
- ✓ The bank use online technology, as a result, the customer can get the fastest service from the bank.
- ✓ Record keeping system is backdated. Not followed computerized system properly.

**CHAPTER 6**

**RECOMENDATION**

# Recommendations

Though, Dutch-Bangla Bank Limited tries to give the best customer support. On the basis of preceding description and analysis the activities some recommendations are given below which may be effective for the organization:

- Foreign exchange division needs to shorten/easier its complex transaction procedure.
- In import section of DBBL should have marketing department of the bank to reach at the heart of the customer.
- The bank can adopt the decentralization of authority as make quick decisions in foreign trade.
- DBBL can provide foreign market report which will enable the exporter to evaluate the demand for their products in foreign countries.
- To strictly follow the rules and regulation of Bangladesh Bank and UCP 600 in foreign exchange division, so the frauds cannot be arises.
- Dutch-Bangla Bank Limited should offer international credit card, because in modern world the use of increasing paper currencies is decreasing.
- DBBL should solve the network problem of ATM booth.
- The works are very sensitive in Foreign exchange division, so the division must careful to do the works.
- In foreign exchange more officers should be appointed for prompt service.
- Regular training program and workshop should be introduced to keep officers updated relating new issues for especially on the foreign exchange.
- Bank should increase their office space and take more care in interior decoration.

**CHAPTER 7**

**CONCLUSION**



## Conclusion

It was huge gratification for me to do my internship program in a venerated organization like DBBL. However my realistic experience in DBBL Motijheel foreign exchange branch for just three months, though my report is on Foreign exchange division, I tried hard to cover all about the related topics. I have tried to make the report as a best one.

For banking operation **Foreign Exchange** is one of the most important sectors of a bank. Foreign exchange division of DBBL also contributes a lot towards the economic development through international transactions. Customers are satisfied with its service.

DBBL is the best bank, they shown good performance and holds the strongest position in the banking market. The bank must a positive attempt to be more outward looking in their goals and aware of what is happening. Their lending interest rate and customer dealing is really competitive and they can earned well reputation for their quality service, so I wish its brighta future.

**Chapter 8**  
**REFERENCES**

# **REFERENCES**

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- **Madura Jeff; Financial market and institutions. 3<sup>rd</sup> edition**

## **APPENDIX**

Dutch Bangla Bank Limited , Motijheel Foreign Exchange Branch, Dhaka.

Export position for the Year 2012 **Figure in Taka (lakh)**

Month	FDBP		FDBC		LDBC		ADV.TT		Total	
	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount
January	4	96.85	161	4,952.55	185	8,786.48	24	1,702.09	374	15,537.97
February	11	1,433.57	137	5,424.60	155	5,721.43	28	1,437.88	331	14,017.48
March	10	454.86	159	5,112.39	100	5,794.73	37	1,764.27	306	13,126.25
April	5	141.91	191	7,801.36	151	9,538.49	27	2,287.32	374	19,769.08
May	9	300.28	107	4,363.32	231	11,627.08	31	3,057.60	378	19,348.28
June	8	293.86	110	5,057.25	210	11,364.63	31	3,840.05	359	20,555.79
July	3	118.50	143	4,905.91	210	9,184.73	16	2,007.23	372	16,216.37
August	8	689.91	145	3,084.09	137	5,215.93	32	2,680.45	322	11,670.38
September	1	36.71	141	5,784.23	192	9,843.88	41	4,947.70	375	20,612.52
October	2	113.88	111	3,777.90	186	9,486.21	29	2,076.55	328	15,454.54
November	0	-	158	5,588.58	132	5,023.05	33	1,395.30	323	12,006.93
December	0		90	4,282.14	184	8,544.96	30	3,407.95	304	16,235.05
Total	61	3,680.33	1,653	60,134.32	2,073	100,131.60	359	30,604.39	4,146	194,550.64

Dutch Bangla Bank Limited  
Motijheel Foreign Exchange Branch, Dhaka.  
Export position for the Year 2011

**Figure in Taka (Lakh)**

Month	FDBP		FDBC		LDBC		ADV.TT		Total	
	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount
January	9	208.92	63	1,565.49	124	7,011.74	6	152.29	202	8338.44
February	6	120.44	88	3147.32	115	8,715.96	6	95.22	215	12,078.34
March	1	24.62	155	4,655.64	139	9,575.24	8	649.65	303	14305.15
April	6	217.61	129	3,933.06	94	5,223.65	5	433.2	234	9,417.64
May	2	154.69	165	4,154.36	139	8,459.96	11	349.7	317	13,118.78
June	6	236.17	88	2,636.75	102	5314.05	15	3349.22	211	12,036.19
July	3	253.15	54	1,767.0	88	8,119.10	29	2,417.83	174	12,666.78
August	5	302.74	73	2370.23	92	5395.58	32	2311.86	202	10380.41
September	12	477.74	67	1383.04	78	6,088.64	21	800.55	178	9349.97
October	19	799.00	79	3,352.17	164	8319.64	20	679.78	282	13,050.59
November	15	757.96	68	1324.15	169	11,417.52	20	941.52	272	14,941.15
December	7	322.63	74	2,298.16	145	8,015.01	20	974.89	246	11,610.39
total	91	3375.87	1103	33,497.07	1449	92,156.09	193	12365.90	2836	142,494.93

Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Export position for the Year 2010

**Figure in Taka (Lakh)**

Month	FDBP		FDBC		LDBC		ADV.TT		Total	
	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount
January	7	142.2	11	270.32	92	2,092.62	9	136.86	119	2,642.00
February	12	288.12	11	276.23	32	1,279.64	3	18.72	58	1,862.71
March	19	573.88	6	320.04	41	1,600.46	7	35.76	73	2,530.14
April	13	321	5	56.81	46	763.76	6	69.89	70	1,211.46
May	8	216.85	5	227.21	38	2,291.69	7	127.86	58	2,863.61
June	17	459.23	10	492.14	42	1,030.85	1	27.28	70	2,009.50
July	13	426.78	8	134.55	34	3,001.97	7	109.23	62	3,672.53
August	6	211.19	16	404.05	51	2,458.29	8	118.45	81	3,191.98
September	19	612.36	13	435.49	40	5,610.92	7	239.07	79	6,897.84
October	24	822.33	15	568.13	77	4,627.21	12	229.01	128	6,246.68
November	13	366.89	31	1,133.52	138	6,018.99	13	500.68	195	8,020.08
December	16	485.38	59	2,486.60	158	13,002.41	12	401.28	245	16,375.67
total	167	4,926.21	190	6,805.09	789	43,778.81	92	2,014.09	1238	57,524.2

Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Import position for the year 2012

Figure in Taka Lakh

Month	L/C CASH-FOREIGN		BTB- FOREIGN		BTB- LOCAL		L/C CASH INLAND		Total	
	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount
January	13	316.96	17	2,193.42	89	8,436.39	9	1,713.64	128	12,660.41
February	32	6,837.39	30	3,543.27	87	3,190.31	5	1,894.55	154	15,465.52
March	21	1129.86	25	6,003.9	110	4,767.03	13	5,052.33	169	16,953.17
April	29	1582.29	27	4,169.56	174	8,290.55	11	3,908.41	241	17,950.81
May	38	10229.89	14	1,372.53	139	7,018.35	9	2,840.57	200	21,461.34
June	35	3507.01	13	3,619.45	108	5,133.83	7	2,382.75	163	14,643.04
July	35	11446.11	27	5,193.26	95	4,457.17	4	4,173.60	161	25,270.14
August	21	925.38	20	4,804.64	65	3,029.48	0	-	106	8,759.50
September	35	7066.74	22	3,600.77	106	8,062.13	10	2,249.21	173	20,978.85
October	20	5518.42	21	1,689.37	126	5,983.03	6	2,269.10	173	15,459.92
November	35	1935.56	12	2,208.72	58	2,901.39	10	3,799.16	115	10,844.83
December	39	6297.19	7	2,305.09	89	2,613.03	3	420.17	138	11,635.48
Total	353	56792.8	235	40704.03	1246	63882.69	87	30703.49	1921	192083

Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Import position for the Year 2011

Month	L/C CASH- FOREIGN		BTB- FOREIGN		BTB- LOCAL		L/C CASH INLAND		Total	
	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount
January	19	5657.02	15	4,201.93	82	2,384.36	8	3,050.45	124	15,293.76
February	14	1,921.64	9	3,189.65	63	3,015.48	4	4,004.10	90	12,130.87
March	20	8033.41	23	6,064.98	139	5,604.45	3	1,043.46	185	20,746.30
April	13	2649.69	8	273.44	75	1,883.66	7	2,968.14	103	7,774.93
May	21	3663.59	13	1,755.00	75	6,425.38	8	1,449.46	117	13,293.43
June	19	5300.18	12	1,171.26	80	1,905.54	3	1,015.08	114	9,392.06
July	36	2454.58	11	1,526.81	50	2,101.59	4	1,343.37	101	7,426.35
August	26	972.56	17	2,505.88	88	3,518.54	1	205.10	132	7,202.08
September	27	523.55	4	75.99	105	4,062.19	7	3,662.50	143	8,324.23
October	39	4810.91	3	58.34	108	3,717.65	16	13,520.44	166	22,107.34
November	12	1220.41	10	1,625.28	81	2,223.75	8	5,237.81	111	10,307.25
December	27	2775.81	15	3,055.54	109	4,658.29	9	3,426.02	160	13,915.66
Total	273	39,983.35	140	25,504.10	1,055	41,500.88	78	40,925.93	1,546	147,914.26



Dutch Bangla **Bank** Limited Import position for the Year 2010.

Figure in Taka Lakh

Month	L/C CASH- FOREIGN		BTB- FOREIGN		BTB- LOCAL		L/C CASH INLAND		Total	
	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount	Nos	Amount
January	15	1170	6	356.83	26	820.26	2	212.00	49	2,559.09
February	18	3,330.54	4	371.53	41	1,178.40	4	484.64	67	5,365.11
March	30	5646.69	5	263.19	44	744.29	8	2,838.00	87	9,492.17
April	24	1954.52	5	335.38	43	1,039.30	11	4,171.39	83	7,500.59
May	32	3859.62	9	572.94	13	352.68	9	2,753.65	63	7,538.89
June	30	2698.53	10	368.48	27	276.73	15	5,855.50	82	9,199.24
July	41	1660.76	5	280.42	17	1,226.47	3	570.04	66	3,737.69
August	55	3396.49	15	1,611.75	35	1,172.08	15	1,429.97	120	7,610.29
September	34	6017.72	7	82.56	24	1,634.42	8	1,331.35	73	9,066.05
October	32	5975.55	12	721.37	78	3,018.79	9	3,518.59	131	13,234.30
November	21	9070.05	13	1,156.50	119	2,250.40	10	4,682.84	163	17,159.79
December	22	1600.49	9	508.42	128	7,570.54	12	5,965.44	171	15,644.89
Total	354	46,380.96	100	6,629.37	595	21,284.36	106	33,813.41	1155	108,108.10

Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Remittance position for the Year 2012

Month	Inward		Outward		Total	
	Nos	Amount	Nos	Amount	NOS	Amount
January	34	111.49	17	18.25	51	129.74
February	23	86.13	6	8.04	29	94.17
March	27	133.75	9	15.63	36	149.38
April	34	207.02	6	15.06	40	222.08
May	49	232.37	11	9.65	60	242.02
June	42	156.15	4	20.25	46	176.40
July	39	178.30	6	23.28	45	201.58
August	34	112.88	7	21.07	41	133.95
September	61	225.58	14	307.62	75	533.2
October	41	112.81	6	16.91	47	129.72
November	32	83.68	6	17.24	38	100.92
December	52	291.32	15	304.59	67	595.91
Total	468	1,931.48	107	777.59	575	2,709.07

Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Remittance position for the Year 2011

						Figure in Taka Lakh	
Month	Inward		Outward		Total		
	Nos	Amount	Nos	Amount	NOS	Amount	
January	30	91.92	5	12.55	35	104.47	
February	21	70.15	3	1.21	24	71.36	
March	37	129	4	7.63	41	136.63	
April	38	211.6	5	5.83	43	217.43	
May	43	63.87	5	52.86	48	116.73	
June	30	21.19	6	11.37	36	32.56	
July	45	10432	8	13.78	53	118.7	
August	30	139.15	8	21.68	38	160.83	
September	25	55.7	4	233.65	29	289.35	
October	27	37.16	10	24.17	37	61.33	
November	27	108.14	10	35.34	37	143.48	
December	22	8738	4	189.17	26	276.75	

Dutch Bangla Bank Limited Motijheel Foreign Exchange Branch, Dhaka.

Remittance position for the Year 2010

						Figure in Taka Lakh	
Month	Inward		Outward		Total		
	Nos	Amount	Nos	Amount	NOS	Amount	
January	22	49.04	13	505.69	35	554.73	
February	23	21.43	4	1.62	27	23.05	
March	30	40.75	4	0.67	34	41.42	
April	28	30.30	6	21.05	34	51.35	
May	35	104.03	5	7.33	40	111.36	
June	35	402.41	5	7.34	40	409.75	
July	42	137.17	4	8.29	46	145.46	
August	31	52.81	12	13.83	43	66.64	
September	26	123.03	6	12.95	32	135.98	
October	27	132.84	9	168.40	36	301.24	
November	35	171.66	18	157.76	53	329.42	
December	31	130.19	3	8.77	34	138.96	

