

	AKIJ RESOURCES LIMITED		
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Title: SOP for AEL Export Department operation			
Doc. No.: EXP/DOC/02/2023		Version No.: 01	Supersedes: None
Issue Date:		Effective Date: 1/8/2023	Review Date:

- Purpose:** Standardize export activities, documentations and approval authority of AEL export Business. This policy shall determine how to operate the export business.
- Scope:** This Standard Operating Procedure (SOP) initiates with Customer Selection (Importer) process followed by Sales Contract Issue, Payment Confirmation (LC/TT), Production Process, Pre-Shipment QC Inspection, Shipment Booking & Scheduling, Delivery from Factory, Post Shipment Activities, and Final Payment. Additionally, it also covers Cash Incentive for exported items, overall approval authority and claim settlement in the process
- Responsibility:** All employees under export business will be responsible to perform the job as per approved sop.
- Process:**

Activities	steps	Details	Job allocations
Customer Selection /order confirmation	Customer Sourcing	Search / Source the buyers through attending local and international fair / references / personal meeting / social networking sites etc.	Export Department
	Pricing Information	Costing information will be collected from the Finance Department (own factory)/For (Cm factory) Costing Executive and above designated person on monthly/quarterly basis . In case of increasing or decreasing price of any M or PM cost, Costing Executive and above designated person of Export Department will collect the current price of Raw Materials and Packaging Materials from Purchase Department/supply chain time to time and will coordinate with Finance Department/export department for finalizing production cost.	Export Department, Export supply chain Department, Finance Department
Proforma invoice and Sales Contract	Purchase Order	Importer will provide SKU wise order quantity / Total order quantity through Email / Phone Call / WhatsApp / Viber	Export Department

	Issue Sales Contract (SC) / Proforma Invoice	After receiving order confirmation, Export department will issue a Sales Contract (SC) and Proforma Invoice to the buyer. Here, Sales Contract is for Telegraphic Transfer (TT) and Proforma Invoice for Letter of Credit (LC).	Export Department
	Acknowledgement of Sales Contract / Proforma Invoice	Importer will revert Sales Contract / Proforma Invoice to exporter with seal and signature.	Export Department
Payment Confirmation	Receive Advance TT	Collect / receive advance TT copy through our nominated Bank (in case of TT)	Export and Finance Department
	Receive LC	Collect / receive LC copy through our nominated Bank (in case of LC consignment)	Export Department
	Inform Finance	After receiving LC/TT amount, Export Department will inform it to Finance Department for record	Export and Finance Department
	Send Job Order to Factory	Export department will make a Job Order and send it to the factory for production. Authority Prepared By: Executive, Checked By: Assistant Manager and above approved By: Department head	Export Department and Factory
Production and Pre-shipment QC Inspection	Prepare for Production	Based on the Job Order and oral communication with responsible person, factory will prepare for production	Factory
	Raw Materials and Packing Materials	According to Job Order factory will send purchase requisition to Procurement Department for Raw Materials and Materials Control Department for Packing Materials. However, in case of regular buyers, Export Department will send a "Take Preparation Plan" to Factory to take advance preparation for smooth and frequent production and delivery.	Factory, Export supply chain Department.

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	Raw Materials and Packing Materials	Quality Control Department will check Raw Materials and Packing Materials before production.	Quality Control Department
	Special Packaging	If needed, Export Department will provide requirements for special packaging to factory through Email.	Factory, export supply chain Department.
	Quality Checking of Finished Goods	Quality Control Department of factory will check the quality of finished goods before shipment	Quality Control Department Factory
Documentation	Export Documents for Bank	<p>Prepare all types of documents such as commercial invoice, packing list, EXP, TT or LC copy and submitted to bank for endorsement.</p> <p>Approval authority of bank documents including final sales contract and EXP) : only Bank signatories</p>	Export Department Finance department
	Documents Send to Factory for VAT Formalities	Copy of all attested documents to be sent to factory for VAT formalities and customs clearance of local customs (EXP, Sales Contract/Proforma Invoice duly attested by bank, copy of commercial invoice and packing list).	VAT Department
	Document Send to C&F Agent	Attested supply documents to be sent to C&F Agent for customs clearance purpose (EXP, Sales Contract/Proforma Invoice duly attested by Bank, copy of commercial invoice and packing list, phytosanitary certificate).	Export Department
Shipment Booking	Shipment Booking Formalities	Export Department will collect at least 3 quotations from several shipping companies (for CFR price) and finalize the lowest price. However, here lowest price would not be the only selection criteria, other background information including previous shipment record, efficiency, goodwill, availability, would also be checked before finalizing the shipping vendor.	Export Department

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Shipment Scheduling, delivery from Factory and handover of Goods to C&F Agent	Shipment Scheduling	Inform factory for shipment scheduling and follow up	Export Department
	Product Delivery	Factory will arrange the delivery according to Shipment Schedule	Factory
	Transport	Distribution department will arrange the transport and handover products to C&F Agent . for cm factory not mandatory	Distribution Department
	Container Loading	C&F Agent will receive the goods, arrange for Loading in the Container and port customs formalities.	Export Department
Post Shipment Activities	Receive Shipment Advice from Shipping line	Exporter will receive shipping advice from shipping line and send it to buyer for goods receiving preparation through email, phone call or any other communication channel.	Export Department
	Balance Payment (if TT)	Export Department will inform buyer about balance account through Email / Phone Call / WhatsApp or any other communication channel.	Export Department
Post Shipment Activities	Balance Payment (if LC)	Export department will submit shipment documents (EXP, commercial invoice, packing phytosanitary certificate, certificate of origin, Bill of exchange etc.) to negotiated bank. Our negotiated bank will send required documents to buyer's bank for collection.	Negotiated bank
Final Payment	If Telegraphic Transfer (TT)	Buyer will send rest amount to exporter bank and after getting confirmation from our negotiated bank, Export Department will handover original documents to buyer through courier service. Bill of Lading can be surrendered per buyer's requirements. Export Department inform to Finance about remaining payment.	Bank/ Export /Finance Department

	If Letter of Credit (LC)	Negotiated bank will collect the required amount from buyer's bank and inform us to collect payment advice copy. Export Department will inform it to Finance Department for record.	Finance and Export Department
Cash Incentive for Food items	Documentation and Incentive Collection	As per the requirement of the process, Export Department will provide supporting documents to Cash Incentive Consultant. Afterwards, consultant will fulfill all relevant formalities and keep updating us the progress. He will also provide us a copy of external audit report and inform about actual incentive transfer from Bangladesh Bank to our negotiated Bank. Export Department will collect Bank deposit copy from negotiated Bank and inform Finance Department immediately. All expenses related to Cash Incentive process will be borne by AEL approved by CFO, If handled by third party then Consultant will get a Commission from collected amount, percentage or amount of commission will be recommended by Head of Export Department and approved by CFO	Export Department, Cash Incentive Collection Consultant
	Regular Expenses of Export Documentations of Export Department	Regular expenses bill of Export approved by Department head, such as Phytosanitary certificate from Khamarbari (Ministry of Agriculture), Certificate of origin (C.O certificate) from Dhaka Chamber of Commerce and Industries, Metropolitan Chamber of Commerce and Industries, GSP certificate from Export Promotion Bureau (EPB), miscellaneous expenses for cash incentive, buyers' or visitors' entertainment bill, C&F agent bill, shipping bill etc.	Department head
	Local Conveyance Bill of Export Department Staffs	Local (Bangladesh part) conveyance bill of Export Department staff can be approved by OGM-Export or Head of Export Department.	Department head

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		approval authority : Head of Export Department	
Expenses Approval Authority	Budget Approval Authority for International Market Promotion	<p>In order to develop business in international markets, we need to announce various promotional offers such as bonus, discount, incentive, and gift items.</p> <p>Expenses of such promotion offers will be built into the negotiated price and create required provision with the support of Finance department. Approval authority:</p>	

Exception of the Policy: : If any circumstances, the existing policy may not support the situational fact in that case SBU's head will share the fact with top management and take special approval. Consequently, no question will arise against violation . later on any clause could be corrected/added in the policy at the time of review process. (if any schedule period).