	AKIJ RESOURCES LIMITED	
SOP		**Page No.: 1 of**
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:**

1. **Purpose:** Standardize export activities, documentations and approval authority of AEL export Business. This policy shall determine how to operate the export business.

2. **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

3. **Responsibility:** All employees under export business will be responsible to perform the job as per approved sop.

4. **Process:**

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

	ue Sales Contract (SC) / Proforma Invoice	After receiving order confirmation, Export partment 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).	port Department
	Acknowledgement of Sales Contract / Proforma Invoice	nporter will revert Sales Contract / Proforma nvoice to exporter with seal and signature.	port Department
Payment Confirmation	Receive Advance TT	llect / receive advance TT copy through our nominated Bank (in case of TT)	port and Finance Department
	Receive LC	Collect / receive LC copy through our ominated Bank (in case of LC consignment)	port Department
	Inform Finance	er receiving LC/TT amount, Export Department ill inform it to Finance Department for record	port and Finance Department
	Send Job Order to Factory	xport department will make a Job Order and send it to the factory for production. Authority epared By: Executive, Checked By: Assistant nager and above approved By: Department head	port Department and Factory
Production and Pre-hipment QC Inspection	Prepare for Production	Based on the Job Order and oral mmunication with responsible person, factory will prepare for production	Factory
	Raw Materials and Packing Materials	According to Job Order factory will send chase requisition to Procurement Department for Raw Materials and Materials Control epartment for Packing Materials. However, in ase of regular buyers, Export Department will d a "Take Preparation Plan" to Factory to take dvance preparation for smooth and frequent production and delivery.	Factory, Export supply chain Department.

	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 quirements for special packaging to factory through Email.	Factory, export supply chain Department.
	Quality Checking of Finished Goods	ality Control Department of factory will check e quality of finished goods before shipment	Quality Control partment Factory
Documentation	Export Documents for Bank	Prepare all types of documents such as ommercial invoice, packing list, EXP, TT or LC opy and submitted to bank for endorsement. Approval authority of bank documents ncluding final sales contract and EXP) : only Bank signatories	port Department ance department
	Documents Send to Factory for VAT Formalities	opy 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 nk, copy of commercial invoice and packing list).	AT Department
	Document Send to C&F Agent	attested supply documents to be sent to C&F Agent for customs clearance purpose (EXP, les Contract/Proforma Invoice duly attested by Bank, copy of commercial invoice and packing list, phytosanitary certificate).	port Department
Shipment Booking	Shipment Booking Formalities	Export Department will collect at least 3 otations from several shipping companies (for CFR price) and finalize the lowest price. owever, here lowest price would not be the only selection criteria, other background rmation including previous shipment record, iciency, goodwill, availability, would also be ecked before finalizing the shipping vendor.	port Department

Shipment Scheduling, elivery from Factory and andover of Goods to C&F Agent	Shipment Scheduling	nform factory for shipment scheduling and follow up	port Department
	Product Delivery	ctory will arrange the delivery according to Shipment Schedule	Factory
	Transport	ribution department will arrange the transport nd handover products to C&F Agent . for cm factory not mandatory	Distribution Department
	Container Loading	&F Agent will receive the goods, arrange for Loading in the Container and port customs formalities.	port Department
Post Shipment Activities	ceive Shipment Advice from Shipping line	Exporter will receive shipping advice from hipping line and send it to buyer for goods eiving preparation through email, phone call or any other communication channel.	port Department
	Balance Payment (if TT)	Export Department will inform buyer about alance account through Email / Phone Call / ber/ WhatsApp or any other communication channel.	port Department
Post Shipment Activities	Balance Payment (if LC)	Export department will submit shipment cuments (EXP, commercial invoice, packing phytosanitary certificate, certificate of origin, ll of exchange etc.) to negotiated bank. Our gotiated bank will send required documents to buyer's bank for collection.	egotiated bank
Final Payment	If Telegraphic Transfer (TT)	uyer will send rest amount to exporter bank and after getting confirmation from our negotiated bank, Export Department will ndover original documents to buyer through rier 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.	ance and Export Department
sh Incentive for Food items	ocumentation and Incentive Collection	s per the requirement of the process, Export Department will provide supporting documents to Cash Incentive Consultant. Afterwards, consultant will fulfill all relevant malities and keep updating us the progress. He will also provide us a copy of external dit 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. l expenses related to Cash Incentive process will be borne by AEL approved by CFO, If ndled by third party then Consultant will get a Commission from collected amount, ercentage or amount of commission will be commended by Head of Export Department and approved by CFO	port Department, Cash Incentive Collection Consultant
	gular Expenses of Export Documentations of Export Department	egular 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 rtificate from Export Promotion Bureau (EPB), niscellaneous expenses for cash incentive, yers' or visitors' entertainment bill, C&F agent bill,shipping bill etc.	epartment head
	cal Conveyance Bill of Export Department Staffs	ocal (Bangladesh part) conveyance bill of xport Department staff can be approved by GM-Export or Head of Export Department.	epartment head

		pproval authority : Head of Export Department	
penses Approval Authority	dget Approval Authority for International Market Promotion	n order to develop business in international markets, we need to announce various promotional offers such as bonus, discount, incentive, and gift items. xpenses of such promotion offers will be built to the negotiated price and create required provision with the support of Finance department. Approval authority:	

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).