

Janata Bank PLC.
Head Office, Dhaka
www.jb.com.bd

Foreign Remittance Department
Phone: 9515306

FD Circular No: 447

4 June, 2025

Date:.....

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All General Managers/Deputy General Managers
P.S. to Managing Director /All Deputy Managing Directors
All Asst. General Managers/Managers
Janata Bank PLC.
All Divisions and Departments of Head Office/Divisional Offices/
Local Office/Janata Bhaban Corporate Branch/Area Offices/All Branches
& all subsidiary Companies

Subject: **Remittance on account of correspondence courses.**

Dear Sirs,

We would like to inform that Foreign Exchange Policy Department of Bangladesh Bank, Head Office Dhaka has circulated a FE Circular No. 19 dated May 20, 2025 on the above mentioned subject (Copy Enclosed).

In view of the above, all our Authorized Dealer Branches and all Concerns related to the said activities are advised to note down the above information and act accordingly.

Yours faithfully,



(Sabikun Nahar)
Deputy General Manager



(Meher Sultana)
General Manager

Foreign Exchange Policy Department
Bangladesh Bank
Head Office
Dhaka
www.bb.org.bd

FE Circular No. 19

Date: May 20, 2025

All Authorized Dealers in
Foreign Exchange in Bangladesh

Dear Sirs,

Remittance on account of correspondence courses

In order to facilitate development of professional skills, it has been decided that Authorized Dealers (ADs) may effect remittances on account of correspondence courses/distant certification courses to be paid by students to foreign professional/educational institutions for appearing in professional examinations. In this context, ADs shall examine the following documents:

- (a) TM Form signed by applicants supported by a declaration as per Annex-A;
- (b) Demand note/invoice/examination fee notice, etc.

02. The remittances are to be effected in the name of the foreign institutions abroad, subject to deduction of applicable taxes.

03. The facility shall be admissible for one correspondence course at a time.

04. For each release of foreign exchange subsequent to the first release, the current progress report needs be taken into consideration.

05. ADs may execute the remittances through card channels in terms of FE Circular Letter No. 18 of May 04, 2025.

06. All purchases of foreign exchange throughout the entire duration of a correspondence course should be from one AD bank branch. ADs shall maintain separate file for each student with all relevant papers in readiness for perusal by inspection team of Bangladesh Bank.

Please bring the contents of this circular to the notice of your relevant constituents.

Yours faithfully,



(Md. Harun-Ar-Rashid)
Director (FEPD)
Phone: 9530123

Application for payment of fees for correspondence course

1. Name of the applicant:
2. Address of the applicant:
3. Educational qualifications of the applicant:
4. Present occupation of the applicant:
5. Description of the course:
6. Duration of the course:
7. Reasons for selecting the course:
8. Total estimated fees for the course:
9. Remittance made earlier:
10. Progress report of earlier examinations:
11. Amount of fees applied for:

I do hereby declare that the information stated above is true and I am not pursuing correspondence courses other than (Name of the course). I have not remitted/shall not remit fees through other AD banks for the course.

Signature

Name:

Date: