

User Manual

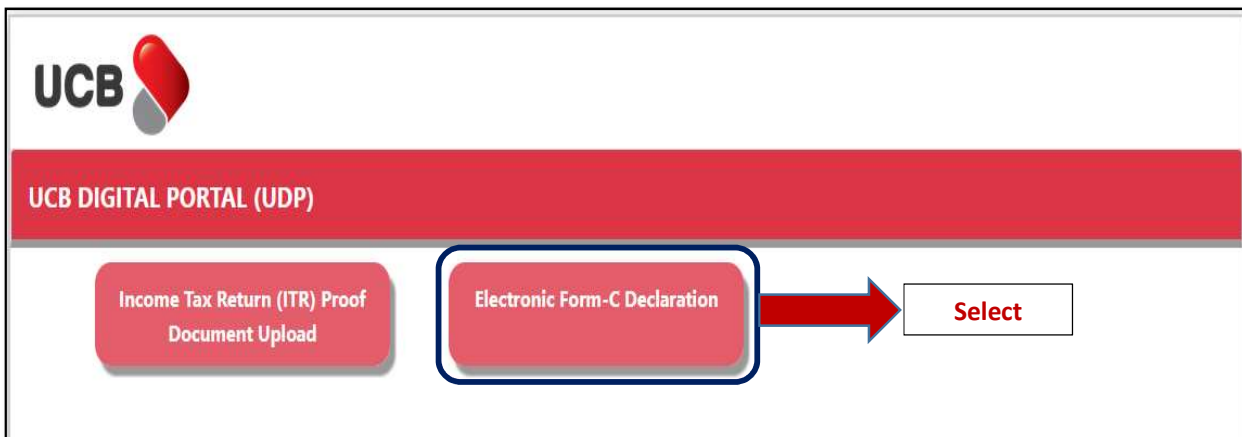
Online Form-C Submission Against Inward Remittance



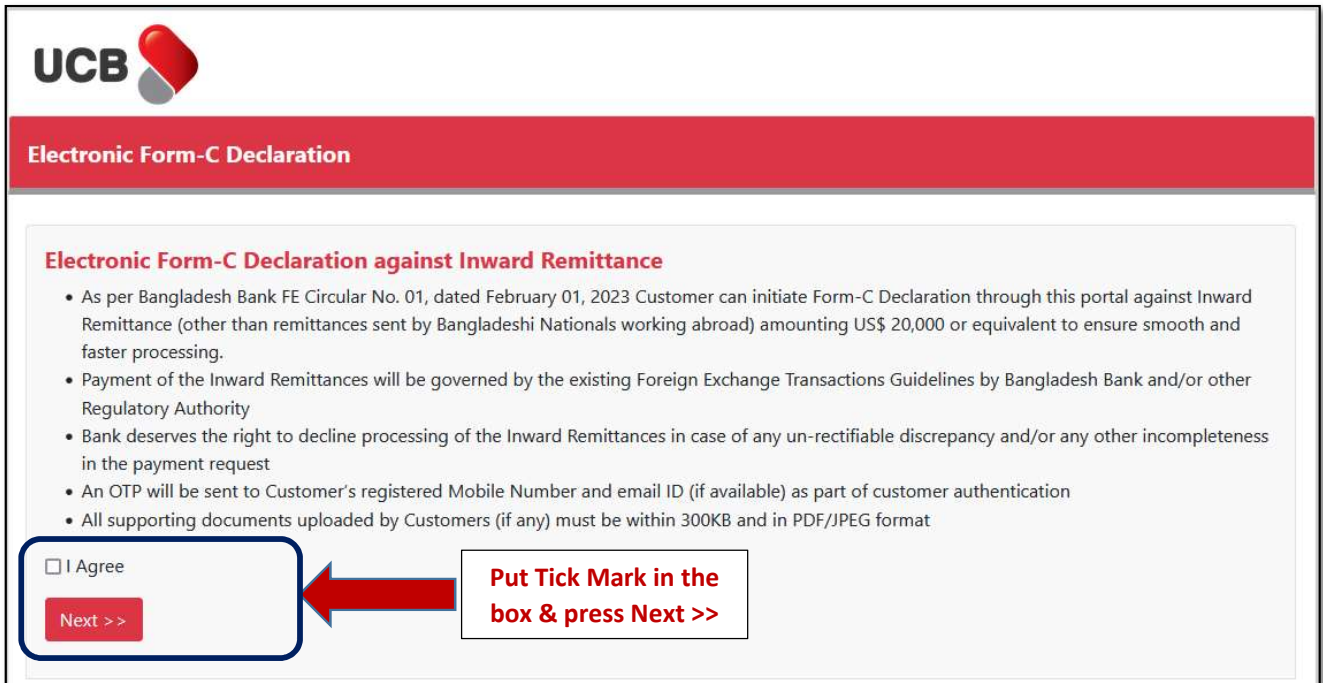
Step-1: Visit UCB official website (<https://www.ucb.com.bd/>) and select **UCB Digital Portal (UDP)** for Form-C submission.




Step-2: Select **“Electronic Form-C”** declaration tab out of different tabs



Step-3: Read terms & conditions carefully and if everything seems satisfactory, please Tick off in the respective box for Electronic Form-C Declaration



UCB 

Electronic Form-C Declaration

Electronic Form-C Declaration against Inward Remittance

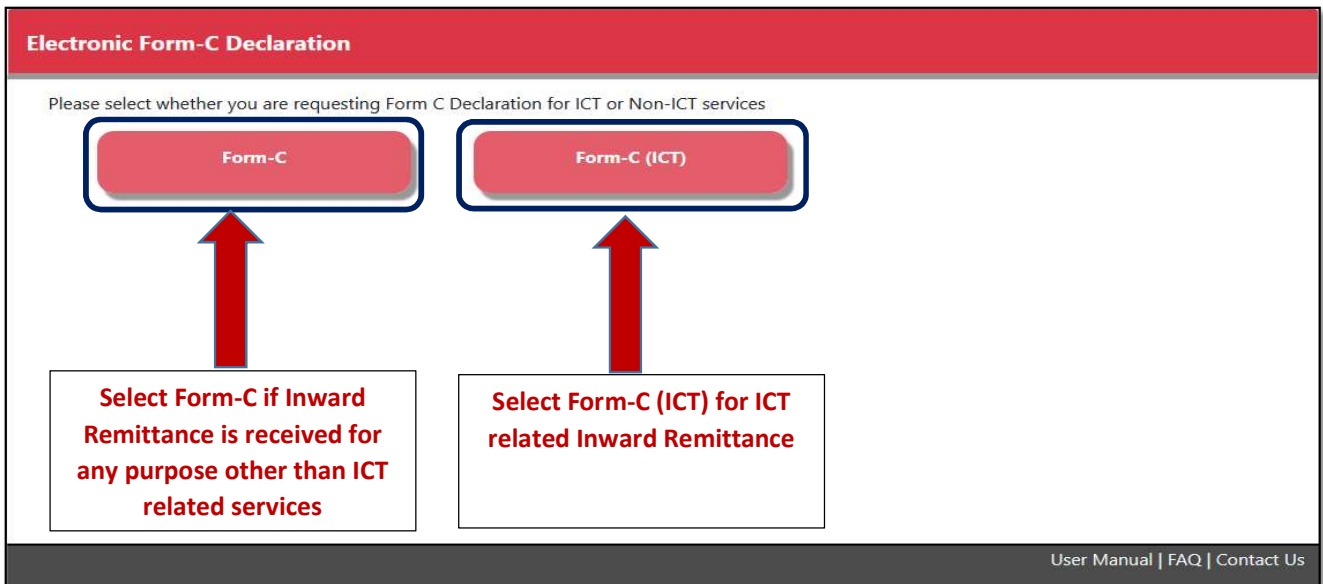
- As per Bangladesh Bank FE Circular No. 01, dated February 01, 2023 Customer can initiate Form-C Declaration through this portal against Inward Remittance (other than remittances sent by Bangladeshi Nationals working abroad) amounting US\$ 20,000 or equivalent to ensure smooth and faster processing.
- Payment of the Inward Remittances will be governed by the existing Foreign Exchange Transactions Guidelines by Bangladesh Bank and/or other Regulatory Authority
- Bank deserves the right to decline processing of the Inward Remittances in case of any un-rectifiable discrepancy and/or any other incompleteness in the payment request
- An OTP will be sent to Customer's registered Mobile Number and email ID (if available) as part of customer authentication
- All supporting documents uploaded by Customers (if any) must be within 300KB and in PDF/JPEG format

I Agree

Next >>

Put Tick Mark in the box & press Next >>

Step 4: Select any of the form out of two [**Form-C or Form-C(ICT)**] as per your requirement



Electronic Form-C Declaration

Please select whether you are requesting Form C Declaration for ICT or Non-ICT services

Form-C

Form-C (ICT)

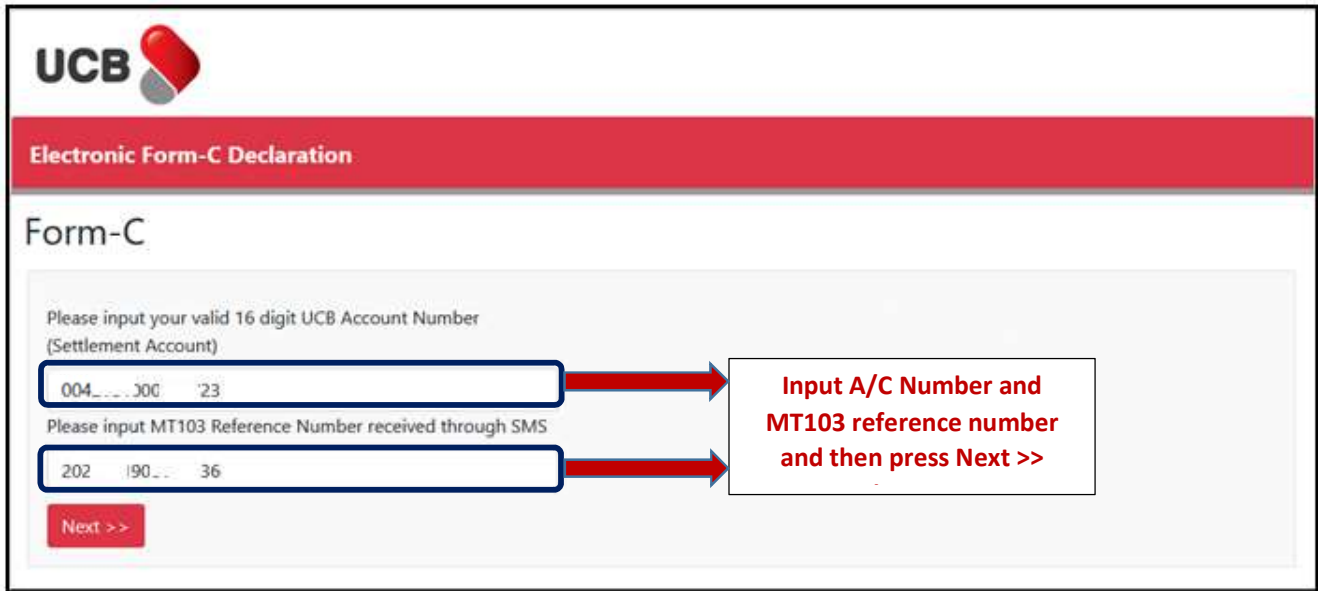
Select Form-C if Inward Remittance is received for any purpose other than ICT related services


Select Form-C (ICT) for ICT related Inward Remittance

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In case of Form-C (if Inward Remittance is received for any purpose other than ICT related services)

Step 5 (a): Input 16 digit UCB A/C Number and MT103 reference number in the respective field then press Next>>



UCB 

Electronic Form-C Declaration

Form-C

Please input your valid 16 digit UCB Account Number
(Settlement Account)

004...000 23

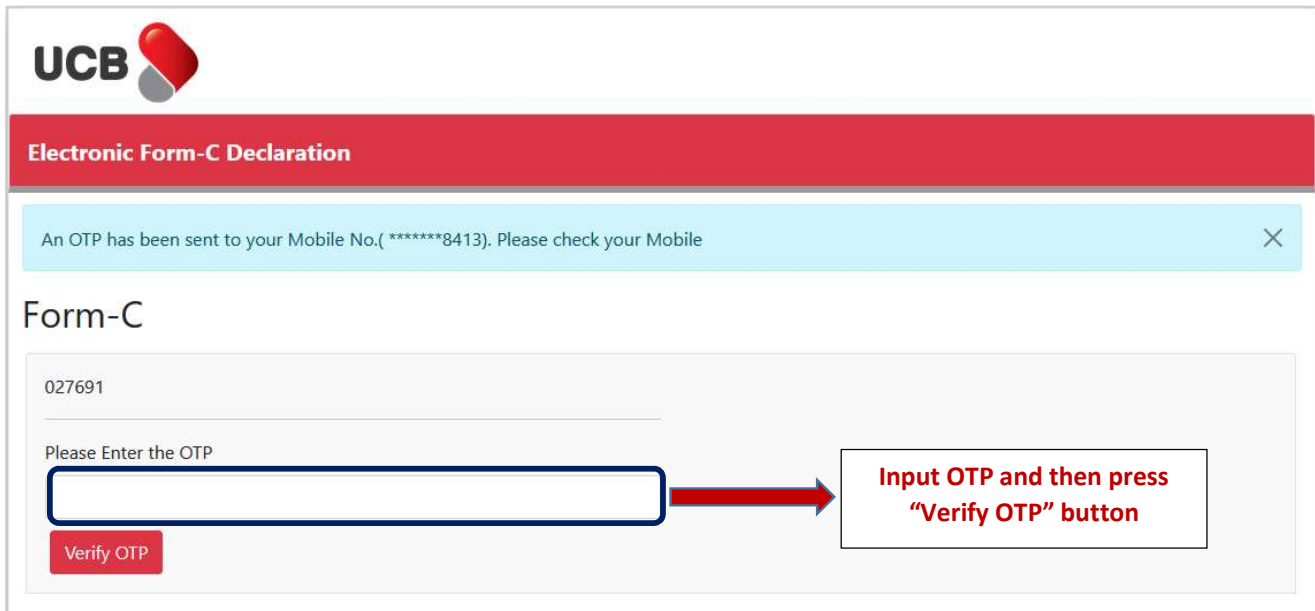
Please input MT103 Reference Number received through SMS


202 190... 36

Next >>

Input A/C Number and MT103 reference number and then press Next >>

Step 5 (b): An OTP will be sent to your registered Mobile No. with UCB, please check your mobile for OTP validation



UCB 

Electronic Form-C Declaration

An OTP has been sent to your Mobile No.(*****8413). Please check your Mobile ×

Form-C

027691

Please Enter the OTP

Verify OTP

Input OTP and then press "Verify OTP" button

Step 5 (c): Mandatorily specify purpose in the respective field and upload relevant supporting documents against Inward Remittance and then press “Submit”.

Electronic Form-C Declaration

Form-C

Account No 004 DC '23	Reference 202 00 16
CCY USD	Amount 20456
Name of Remitter BANK LTD.	Address of Remitting Bank DBS ASIA MBFC TOWEI
Name of Remitter SHIP	Address of Remitter UDOY CHAND PLAZA,3RD FLOOR, 7 SK. MUJIB ROAD,BARIK. BUILDING,CTG.
Name of Applicant EMERALD SHIPPING AGENCY	Please describe purpose of your inward remittance

Upload relevant documents in JPEG/PDF format (up to 300KB for single or total 03 documents) and then press Submit


Please upload supporting document(s) (Size: Maximum 300KB combining all attachment)

Browse... No file selected.
Browse... No file selected.
Browse... No file selected.

Submit

Specify purpose of your Inward Remittance

Step 5 (d): Once request submitted successfully, you can download Form-C by clicking download button.

UCB 

Electronic Form-C Declaration

Form-C

Your request is successfully submitted. You will receive another SMS once fund is credited into your account. For further query, please call 16419 (within Bangladesh) or 09610016419 (from Overseas Only)

Please download softcopy of the Form C for your ready reference

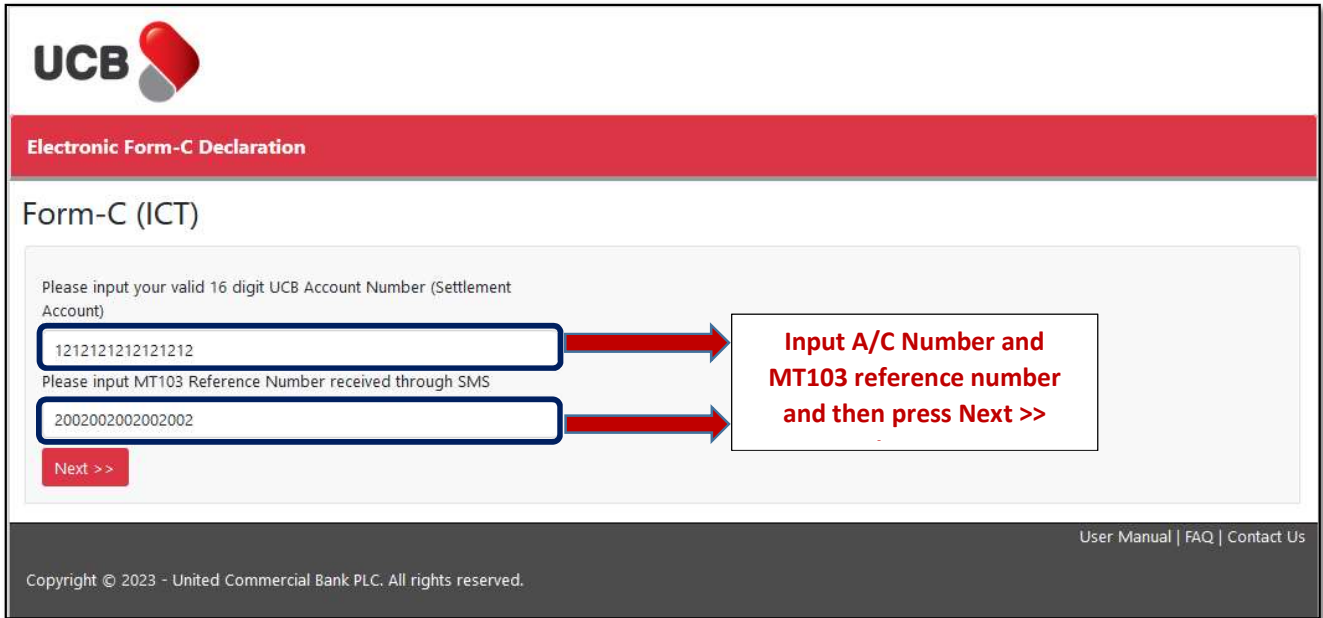
Download Form-C


Press “Download Form-C” to get your online copy

Step 5 (e): As and when processing of the task is completed from bank end, an SMS regarding fund credited will be sent to your registered mobile no.

In case of Form-C (ICT) [Inward Remittance is received for ICT related services]

Step 6 (a): Input 16 digit UCB A/C Number and MT103 reference number in the respective field then press Next>>



UCB 

Electronic Form-C Declaration

Form-C (ICT)

Please input your valid 16 digit UCB Account Number (Settlement Account)

1212121212121212

Please input MT103 Reference Number received through SMS

2002002002002002

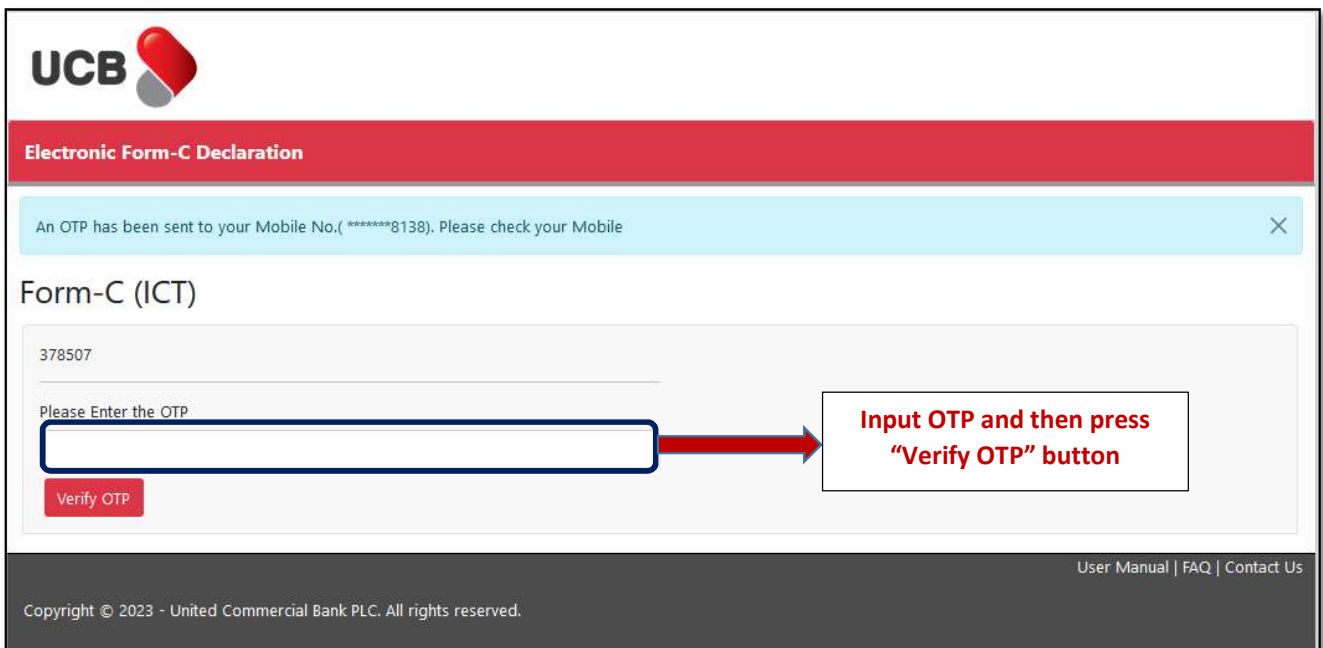
Next >>


Input A/C Number and MT103 reference number and then press Next >>

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Step 6 (b): An OTP will be sent to your registered Mobile No. with UCB, please check your mobile for OTP validation



UCB 

Electronic Form-C Declaration

An OTP has been sent to your Mobile No.(*****8138). Please check your Mobile

Form-C (ICT)

378507

Please Enter the OTP

Verify OTP

Input OTP and then press "Verify OTP" button

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Step 6 (c): Select specific purpose from list of values and upload relevant supporting documents against Inward Remittance and then press “Submit”.

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Electronic Form-C Declaration

Form-C (ICT)

Account No: 00 310 85

MT103 Reference: 721825

CCY: USD

Amount: 25184.04

Remitting Bank: BANK LTD.

Name of Remitter: IN

Name of Applicant: NTERNATIONAL LIMITED

Purpose: Select Purpose

Address of Remitting Bank: CENTRAL MBFC TOWER 3 ISIA CENTRAL MBFC TO

Address of Remitter: SECTOR-2, UTTARA EPZ, NILPHAMARI- 5300

Address of Applicant: SECTOR-2, UTTARA EPZ, NILPHAMARI- 5300

Upload Document (Size Max: 300kb)

Browse... No file selected.

Browse... No file selected.

Browse... No file selected.

Submit

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Upload relevant documents in JPEG/PDF format (up to 300KB for single or total 03 documents) and then press Submit

Step 6 (d): If purpose is selected as “Other” then justified explanation/reason also need to mention in the respective field and upload relevant supporting documents against Inward Remittance and then press “Submit”.

UCB

Electronic Form-C Declaration

Form-C (ICT)

Account No: 00 00 5

CCY: USD

Remitting Bank: ANK

Name of Remitter: [Redacted]

Name of Applicant: INTERNATIONAL LIMITED

Purpose: Other

Explanation/Reason need to mention here

MT103 Reference: [Redacted]

Amount: 25184.04

Address of Remitting Bank: IBFC TOWER 3 SINGAPORE DBS ASIA CENTRAL MBFC TOI

Address of Remitter: [Redacted] UTTARA EPZ, NILPHAMARI- 5300

Address of Applicant: [Redacted] UTTARA EPZ, NILPHAMARI- 5300

Upload Document (Size Max: 300kb)

Browse... No file selected.

Browse... No file selected.

Browse... No file selected.

Submit

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Upload relevant documents in JPEG/PDF format (up to 300KB for single or total 03 documents) and then press Submit

Step 6 (e): Once request submitted successfully, you can download Form-C (ICT) by clicking download button.

UCB

Electronic Form-C Declaration

Form-C (ICT)

Your request is successfully submitted. You will receive another SMS once fund is credited into your account. For further query, please call 16419 (within Bangladesh) or 09610016419 (from Overseas Only)

Please download softcopy of the Form C (ICT) for your ready reference

Download Form-C (ICT)

Press “Download Form-C (ICT)” to get your online copy

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Step 6 (f): As and when processing of the task is completed from bank end, an SMS regarding fund credited will be sent to your registered mobile no.