Table of Contents

Contents

Page No.

Chapter-1

Introduction	1-5
1.1 Background of the study	2
1.2 Rational of the study	2
1.3 Objectives of the study	3
1.3.1 General objectives	3
1.3.2 Specific objectives	3
1.4 Coverage of the study	3
1.5 Methodology	4
1.6 Questionnaire, data collection & answers	5
1.5 Limitation of the study	5

Chapter-2	2	6-28
2.1 Bar	nking Industry in Bangladesh	6-9
2	.1.1 Name and Location of the EXIM Bank	10
2.	1.2 Historical Background of EXIM Bank	10
2.2 Corpo	orate Vision	10-11
2.3	Corporate Mission	11
2.4 Exim	's objectives	11-12
2.5 Exim	's strategies	12-13
2.6 Corpo	prate culture	13
2.7 Socia	l commitment	13
2.8 Branch	information	14
2.9 Shariah	auditing	15
2.10 Manag	gement hierarchy of Exim bank	16
2.11 About	Malibagh branch	17
2.13 Sharia	h board	18
2.14 Manag	gement of the bank	18-22
	2.14.1 Planning	18
	2.14.2 Organizing	19
	2.14.3 Direction & control	19
	2.14.4 Humane resource division	19
	2.14.5 IT Department	19
	2.14 .6 Recruitment	20-21
	2.14.7 Motivational program	21
	2.14.8 Training & development	21-22
	2.14.9 Performance appraisal	22
2.15 Marke	t	22-23
2.16 Product & service information		23-25
	2.16.1 Finance investment	24
	2.16.2 Modes of investment	24
	2.16.3 Foreign exchange	24

2.16.4 Deposits	24-25
2.17 Other services	25
2.18 Export & import trade handling & financing	26-28
2.18.1 Sources and uses of fund	26
2.18.2 deposits	26
2.18.3 Loan and advances in Exim bank	26-27
2.18.4 Investment of Exim bank	27
2.18.5 Import business	27
2.18.6 Export business	27
2.18.7 SWIFT service	27
2.18.8 Performance of Exim bank	28
2.19 Highlights of the financial activities	28

Chapter-3

Foreign Trade Operation	29-68
PART-A	29-37
3.1 Foreign Trade	29
3.2 Fundamentals of Foreign Policy	29
3.3 Documentary Credit	
3.4 Step by Step Process of Documentary Credit	33-37
PART-B	38-46
3.1 Foreign Remittance	38-42
3.1.1 Outward Foreign Remittance	38-41
3.1.2 Inward Foreign Remittance	41-42
3.3 A remitter can send money in four ways	42-46
3.3.1 pay order	42
3.3.2 Demand draft	43
3.3.3 T.T.	43
3.3.4 ELDORADO	44-46
PART- C	47-56
3.1 Import Procedure	47-49
3.2 Licensing for Imports	50-51
3.3 Registration of LCAF with Bangladesh Bank	52-54
3.4 Issuances of License	52
3.5 L/C Application	52-54
3.6 Shipment	54
3.7 Lodgment of Document	55
3.8 Payment	55
3.9 Common Discrepancies of the Import Document	55-56
PART- D	57-66
3.1 Export Process Guidelines	57-58
3.2 Receiving Export L/C & Advising to Beneficiary Scrutiny	
Export or Master Letter of Credit	59-60
3.3 Procurement of Raw Material Opening Back to Back LCs	

	Or Export Preprocessing LC	60-61
3.4	Pre-shipment Finance	62
3.5	Export Document Processing & Negotiation	62-63
3.6	Post Shipment Finance	63
3.7	Processed Realization	64
3.8	charges to the foreign exchange transaction	64-66

Chapter- 4

Financial analysis of EXIM bank	67-82
4.0 Sources and uses of fund	67
4.1 Capital analysis	67-68
4.1.1 capital and reserve fund	68
4.1.2 deposits analysis	69
4.2 Investment analysis	69-70
4.2.1 Investment (general)	69
4.2.2 Investment (shares & bonds)	70
4.3 Remittance analysis	71
4.4 Import analysis	72
4.5 Monthly review of import payment	73-74
4.6 Monthly review of export receipt	75-76
4.7 Ratio analysis	77
4.8 Foreign trade of overall Exim bank	77
4.9 Trend analysis	78-82
4.9.1 Export trend	78
4.9.2 Import trend	79
4.9.3 Remittance trend	80-81
4.9.4 Foreign exchange business trend	81-82
4.10 Comparative analysis	82
4.11 SWOT analysis	83-87

Chapter- 5

5.1 Findings	88
5.2 Recommendations	88-90
5.3 Conclusion	91