

Foreign Exchange Policy Department-2  
Bangladesh Bank  
Head Office  
Dhaka.  
www.bb.org.bd

FEPD-2 Circular No.01

Date: January 07, 2026

All Licensed Money Changers and Authorized Dealers  
in Foreign Exchange in Bangladesh.

Dear Sirs,

Passport Endorsement Fee by Money Changers.

Please refer to paragraph 6, chapter 2 of the Guidelines for Foreign Exchange Transactions (GFET)-2018, Vol-1 in terms of which the Licensed Money Changers are allowed to sell Foreign Currency notes, coins and TCs to an outgoing resident Bangladeshi national against annual private travel entitlement and each sale of foreign exchange shall be recorded in the passport and air ticket (in case of air travel) of the outgoing passenger with seal and signature of the authorized person of the Money Changer.

02. It has been decided that Money Changers may charge maximum Taka 300.00 (Three Hundred Taka) for the endorsement of an outgoing passenger's passport, irrespective of the amount.

03. The amount of the endorsement fee must be clearly displayed in a prominent place at the Money Changer's business premises.

04. Money Changers must provide a written receipt to the customer for this specific fee.

05. Money Changers must keep a proper record of all fees collected from customers.

Other relevant instructions shall remain unchanged. Please bring the contents of the circular to the notice of your relevant clientele.

Yours faithfully,



(Monoar Uddin Ahmed)  
Director (FEPD-2)  
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