

New to Importing?

Starting a new business, or a new direction in an established one, is a steep learning curve and we know there are no short-cuts through it – but you're looking to import and so from our experience of working with importers since 1989 we'd like to offer some check points we hope will be of help.

MONEY

You need to know what all the costs and charges are before you add your overheads and margins. Here is a checklist of some basic info to understand when importing from Motif, or anywhere else:

Price of Goods:

XFAC – (Ex-Factory) The item price includes all costs up to the factory door, including packing. The buyer covers all freight costs, charges and risks from the factory door to the final destination. *Motif suggests which freight option is best suited to your shipment (FOB, C&F or EMS), this is agreed before starting production of your order.*

FOB – (Free on Board) The final invoice includes all costs up to delivering the goods onto the plane or ship at the designated port in Bangladesh. This includes local carriage and transport costs, export documentation and any related bank and/or government fees. The buyer covers all costs, charges and risks in transporting the goods from the designated port to the final destination.

C&F – (Cost and Freight) The final invoice includes all costs and freight charges up to delivering the goods to a named final destination. The buyer is responsible for all risks in the shipment.

EMS – (Express Mail Service) Motif occasionally offers delivery of small orders (up to 20kg weight) to certain countries. The cost of postage plus local charges is added to the final XFAC price total of goods. Payment is made on receipt of invoice via international wire or telegraphic transfer (TT), see point 3 below. In some countries you are required to pay duty on goods for sale received by post/courier. Please check with your local Post Office and let us know if we need to prepare any paperwork for you.

Other Charges:

1. Depending on the laws of your country and/or state you may have to pay further duties and/or tariffs. Do check with your local Customs office what these will be for the goods you wish to import.
2. If you will use an agent to help with the import regulations and forwarding your shipment, get an idea of what those charges may be ahead of time.
3. Payment for the goods will be in US\$ and will require an international bank to bank wire transfer. The buyer covers the charges and exchange rates to do this so that 100% of invoice value is received in the Motif account at Standard Chartered Bank, Dhaka – check with your bank what these charges will be.

REGULATIONS

In the US you do not need a license to import – the social security number of the consignee is enough; however do check your own country's laws for this. *NB: If you choose to do your own importing and not use an agent, check in advance for all the information and about how much time is needed to process your shipment.*

At Motif we manufacture and deliver goods according to your country/state laws. It is however up to you, the buyer, to inform us of any particular code, label, packaging and/or packing requirements set by your local authorities.

NB: Bangladesh is under the [international GSP system](#). This means import duties in some countries are cancelled or reduced on goods coming from Bangladesh. On request we will issue a GSP Certificate of Origin (Form A).

*It can be a daunting prospect but don't be put off - practice really does make perfect!
AND we are here with over a decade of experience to help you in every way we can.*

With very best regards, your Motif team.