

General instructions for donation to the "Chief Adviser's Relief and Welfare Fund"

Donation in Kind

1. The chief advisor's relief fund accepts 'in kind' donations from any legitimate commercial or not-for profit entities including international charity groups.
2. The interested company/group needs to send a letter expressing their interest addressing the 'Principal Secretary' with attention to the 'Assignment Officer'. The letter needs contain the following:
 - a. A brief introduction of the donor
 - b. Description of the goods to be donated along with any 'expiry dates' for the item
 - c. An indication of when such goods can be made available to BGD
 - d. Contact address of the donor
 - e. The letter can be sent to

Principal Secretary
Chief Adviser's Office
Tejgaon, Dhaka
Bangladesh
Attention: Assignment Officer
 Chief Adviser's Office
Fax: # +880-2-8151700, +880-2-8111490
Phone: # 880-2- 8153082

3. Upon receipt of the letter, the CAO's office, after their assessment of the 'necessity' of the item at the particular stage of recovery, will send an acceptance letter to the donor as soon as possible. The response will also indicate a specific date range when the goods will be expected in the fund and the contact details of the persons at the fund's go down.
4. If the goods are shipped from outside the country, then the Donor or their shipping agent would need to submit relevant shipping documents and the copy of the CAO acceptance letter to the following address to obtain a custom exemption certificate. Please note that the consignees of the goods need to be the Chief Advisor's Relief Fund.

Secretary
Ministry of Food and Disaster Management
Bangladesh
Attention: Dr. AKM Asaduzzaman
Deputy Secretary
Section 4
Fax: # +88-02-7165405
Phone: # +880-2-7164340

5. The ministry would process the customs exemption certificate. Please note that via a SRO (no-125-act/91 published on May 5 in 1991) all donations made to the Chief Advisor's Relief Fund are tax-free.
6. All goods donated to the fund needs to be handed over at the funds go down opposite of the CAO at their own cost from the port of entry and all associated cost needs to be borne by the donor.
7. Upon receipt of the goods, the authority will send an acknowledgement back to the donor in 2/3 working days.

Donation in Cash

Cash money or Bank cheque :

1. Donors may directly deposit your monetary contribution (cash money or bank cheque or any other form of banking transaction) directly to the following account---

Chief Adviser's Relief & Welfare Fund
Current Account No. 33004093
SWIFT code: BSONBDDH
Sonali Bank, Prime Minister's Office Branch
Tejgaon, Dhaka