

Frequently Asked Question (FAQ)

1. What is the purpose of the EBL Online Declaration Form?

Ans: This form is required to request permission for online transactions above \$300 USD using an EBL Card, under travel quota endorsement.

2. When do I need to fill out this form?

Ans: You must complete this form before making any online transaction above \$300 USD for specific purposes such as visa fees, travel bookings, educational payments, etc.

3. What types of transactions are allowed above \$300 USD?

Ans: You can request approval for the following transaction types:

- Hotel booking
- Membership fee (professional/foreign/scientific orgs)
- Visa and relevant fees
- Air ticket purchase (non-Bangladesh destinations)
- Exam/registration/admission fees (TOEFL, SAT, GRE, etc.)
- Educational credential evaluation fees
- Immigration-related fees (permanent residence, landing rights, etc.)

4. What documents do I need to attach with the form?

Ans: Each transaction type requires supporting documents:

- **Hotel Booking:** Payment instruction screenshot or website page showing **amount and date**
- **Membership Fee:** Invoice mentioning cardholder name and amount. Only cardholder can avail services for professional organization (R&D type).
- **Visa/Relevant Fees:** Invoice mentioning **customer name and amount**. Cardholder himself/herself and dependents can pay services like VISA fee and relevant fees.
- **Air Ticket:**
 - a. Valid visa copy of cardholder himself/herself (Arrival/Departure country cannot be Bangladesh) – e.g., USA to Singapore or Kolkata to Mumbai.
 - b. Payment screenshot mentioning travel date and amount.
 - c. Ticket copy (submitted within 24 hours of purchase).
- **Exam/Course: Payment slip/registration slip** showing name and amount. Cardholder can pay for himself/herself and dependents.
- **Educational Credential:** Token/payment page/registration slip. Cardholder can pay for himself/herself and dependents for certificate evaluation.
- **Immigration Fee: Payment slip** from authority showing cardholder name and amount. Cardholder himself/herself and dependents can pay services like VISA fee, immigration fee, etc.

5. Can I use the card for tuition or semester fees?

Ans: No. Only payments such as registration or exam fees are allowed. Tuition and semester fees are not permitted.

6. Can I use the card for accommodation fees/rental fees?

Ans: No. We are able to execute only Hotel booking after receiving relevant documents.

7. Do I need to submit any document for dependents?

Ans: Please provide screenshot of NID/passport copy of the applicant for the verification purpose. We can enable the request for cardholders himself/herself or dependent, parents, spouse, and children only.

8. How do I indicate the transaction details?

Ans: On the declaration form, you must:

- Tick the applicable transaction type(s)
- Specify the USD amount required
- Indicate the preferred date range (3 or 5 days) for transaction validity
- Mention the total number of transactions and total USD amount

9. Where do I submit the form?

Ans: You can submit the completed form and supporting documents by:

- Email: [EBL Query/Complaint](#)
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- Or submit at any EBL Branch

10. Download online declaration form:

[Click here to download the form](#)