

# BUSINESS START-UP LICENSES

A REGULATORY GUIDE

2<sup>nd</sup> Edition

BUSINESS START-UP LICENSES 2<sup>nd</sup> Edition

Business Initiative Leading Development (BUILD)



Dialogue • Research • Advocacy

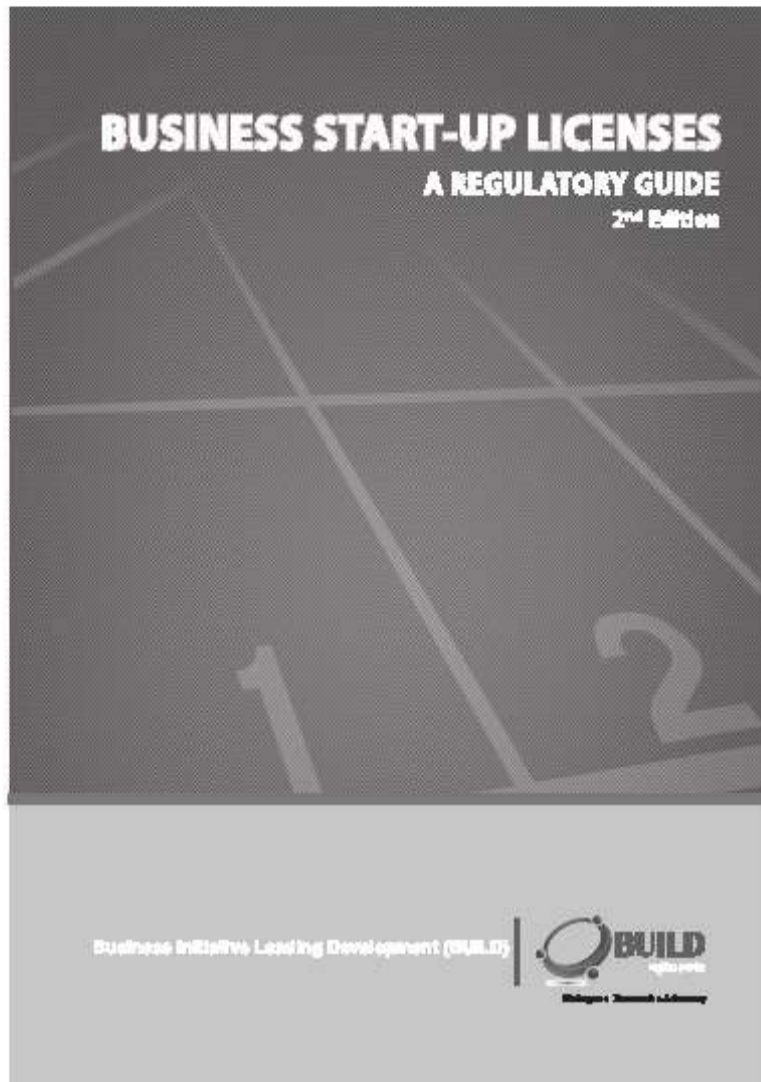
# **BUSINESS START-UP LICENSES**

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**2<sup>nd</sup> Edition**

**Business Initiative Leading Development (BUILD)**





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## Foreword

In today's highly competitive business environment even the most minuscule misleading information can cost a business millions! So as an entrepreneur, I cannot stress enough on the importance of finding the 'right information at the right time'. To that end, **Business Start-up Licenses: A Regulatory Guide** prepared and published by Business Initiative Leading Development (BUILD) provides critical information regarding License/Permit/ Approval/ Certificate, etc., needed for doing business in Bangladesh. The guide can be a handy toolkit for any aspiring or veteran entrepreneurs alike.

The 2nd of edition of the **Business Start-up Licenses: A Regulatory Guide** contains information on 80 business Licenses across many sectors. To my knowledge, this Guide by far is the most comprehensive and easily comprehensible 'one-stop information source' on business licensing needs, even in comparison to that of any Government agency. It provides practical tips on how an applicant can avoid any unwanted delays, which can help fast track the process of obtaining a License.

Information on the various steps in obtaining a business License is rarely found in a systematic manner. One of the most unique attribute of this Guide is the visual representation of the steps involved in either obtaining a new or renewing an old License. The 'process map' provided for each of the License/Permit/Approval/Certificate etc. shows every single step involved in the process i.e. starting from where to gather information to when to collect the License. Any applicant can easily address any queries just by simply following the guidelines and practical tips provided in the book.

This publication is yet another exemplary evidence of BUILD's professionalism and transparency in its research work. Such is reflected throughout the book with ample references made to the source and methodology applied in terms of information collection, thereby giving it the validation it requires. This Guide is not another sporadic compilation of Licensing rules and regulations, rather a step-by-step guide on the requirements and procedures of obtaining a business License in Bangladesh.

**Asif Ibrahim**  
Chairman, BUILD

# Acknowledgements

It gives me great pleasure to announce that owing to the public demand Business Initiative Leading Development (BUILD) is publishing the 2nd edition of its Business Start-up Licenses: A Regulatory Guide. The positive response from the various stakeholders has served as a big source of inspiration for BUILD to continue its work amid all challenges. BUILD, in its relentless pursuit of Private Sector Development (PSD) in Bangladesh, has published this Guide to specifically address the information needs of the local private sector firms, as well as the foreign investors.

First and foremost, I would like to congratulate and thank the entire BUILD Team that has made this publication a reality. The Business Start-up Licenses: A Regulatory Guide is the first of its kind in Bangladesh, and it is largely owed to the wonderful work done by the BUILD Team. Alongside BUILD, the biggest thank goes to all the government organizations that have extended their invaluable support in the development of this guide. Among others, special thanks are extended to the Board of Investment (BOI), PMO; Ministry of Finance (MoF); Ministry of Commerce (MoC); Ministry of Industries (Mol); Export Promotion Bureau (EPB); National Board of Revenue (NBR); Bangladesh Securities and Exchange Commission (BSEC) and Deputy Commissioner's Office (DC Office), Dhaka and Gazipur for their outstanding support. BUILD is indebted and would like to express its gratitude to all the government organizations and private sector business enterprises who have supported its research by providing all related information regarding the Licenses and helped for validation.

Dhaka Chamber of Commerce and Industry (DCCI)-the initiator of BUILD is thankful to Metropolitan Chamber Commerce & Industry (MCCI), and SME Foundation (SMEF) for their continuous support. We all are grateful to Bangladesh Investment Climate Fund (BICF), managed by IFC in partnership with the UK Government and the European Union, for their technical support. Last but not the least, thanks to all those who have directly or indirectly contributed towards the research and development of this very useful publication.

Md Sabur Khan  
President, DCCI

# About Business Start-Up Licenses: A Regulatory Guide

This Guide is intended for the aspiring, the new, as well as the veteran entrepreneurs looking to obtain a License/Permit/Approval/Certificate, etc., for their businesses. The objective is to provide the entrepreneurs with a step by step guide on:

- 'Who' to contact to collect the preparatory information regarding the application
- 'What' supporting documents to collect and collate to prepare the application
- 'When' to pay the associated fees for the application
- 'Where' to submit their application
- 'How' to seek subsequent renewals

The Guide will assist you to comprehend the entire process involved in obtaining a License/Permit/Approval/Certificate, etc. The tasks leading up to lodging an application and obtaining a license and such are set out in chronological order. Nonetheless, it is important to be aware that some of the tasks involved in the process needs to be pursued in tandem, and some may be iterative, for that reason it is not possible to follow a strict chronological order.

The Guide concentrates on demonstrating the interaction of the applicant with the issuing agency using the "Process Map" provided in the Guide for each of the Licenses, and such other items. Hence, it will help you to identify the steps at which you can Intervene to speed up the process.

At the same time, it should be realized that there is no hard and fast rule to fast track the process. Consequently this Guide does not furnish definitive ways in which to do it. Each License/Permit/Approval/Certificate, etc. has had, and will have, different overriding challenges. Correctly identifying those challenges and managing those issues forms an integral part of the solution. In such view, this Guide simply looks to serve as a 'one-stop information source' on business licensing needs, as well as some practical tips on overcoming some of the challenges.

BUILD has taken the initiative to carry out the research to prepare the 2nd Edition of the book within three months of the first publication, due to the overwhelming response from the entrepreneurs – whom we consider to be the main driving engine of Bangladesh's economy. At this juncture, BUILD aspires to gradually incorporate all other possible licensing requirements in its subsequent editions. The aim is to create a comprehensive guide from where all investors i.e. both foreign and local will be able to obtain information pertaining to licensing requirements. In this regard, BUILD is looking forward to get the necessary support and co-operation from the respective government, semi-government, autonomous and all related organizations.

Ferdaus Ara Begum  
CEO, BUILD



## About Business Initiative Leading Development (BUILD)

**BUILD is a unified voice of the private sector representatives of Bangladesh. It was born out of strong, timely emphasis on private sector led growth targeted through Vision 2021 and the Sixth Five Year Plan of the Government. It acts as the bridge that connects the private and public sector for better communication, coordination and collaboration in bringing reforms to improve the country's investment climate. BUILD has been established in October 2011 as an initiative of the Dhaka Chamber of Commerce and Industry (DCCI) in partnership with the Metropolitan Chamber of Commerce and Industry (MCCI) and the SME Foundation (SMEF).**

**BUILD provides a sustainable platform to facilitate structured dialogue between the government and the private sectors under an Institutional framework. Reform recommendations from BUILD are backed by sound research and analysis to focus on concrete and demonstrable business friendly policies. BUILD has established a mechanism to lead the private sector towards presenting their concerns in a structured manner and get the solutions across the table. BUILD operates through four thematic working committees, each committee being co-chaired by Government and private sector representatives.**

**How can BUILD help you?**

**BUILD can provide access to the premier private sector development thought leaders, with access to the most recent and relevant data, information and analysis on the private sector.**

**BUILD can help you establish strong and effective partnerships with think-tanks, academics, chambers and private sector development experts. By working together, it will provide a united voice on business reforms.**

**BUILD can advocate for business reforms in Bangladesh that directly improve the environment in which you do business. It can pursue business reforms that are of interest for business development, making it easier, faster and cheaper to conduct business in Bangladesh.**

**BUILD can allow you to participate in making concrete and positive changes, the benefits of which BUILD can later quantify through monitoring and evaluation.**

## Acronyms and Abbreviations

<b>ACT</b>	<b>: Assistant Commissioner of Taxes</b>
<b>AEC</b>	<b>: Atomic Energy Centre</b>
<b>AFTA</b>	<b>: Asean Free Trade Area</b>
<b>AOA</b>	<b>: Articles of Association</b>
<b>AR</b>	<b>: Assistant Registrar</b>
<b>B2B</b>	<b>: Business to Business</b>
<b>B2G</b>	<b>: Business to Government</b>
<b>BAEC</b>	<b>: Bangladesh Atomic Energy Commission</b>
<b>BCSIR</b>	<b>: Bangladesh Council of Scientific and Industrial Research</b>
<b>BDS</b>	<b>: Bangladesh Standard</b>
<b>BDT</b>	<b>: Bangladeshi Taka (Currency)</b>
<b>BEPZA</b>	<b>: Bangladesh Export Processing Zones Authority</b>
<b>BG Press</b>	<b>: Bangladesh Government Press</b>
<b>BIAA</b>	<b>: Bangladesh Indenting Agents' Association</b>
<b>BMET</b>	<b>: Bureau of Manpower Employment and Training</b>
<b>BOI</b>	<b>: Board of Investment</b>
<b>BPC</b>	<b>: Bangladesh Petroleum Corporation</b>
<b>BRTA</b>	<b>: Bangladesh Road Transport Authority</b>
<b>BSCIC</b>	<b>: Bangladesh Small &amp; Cottage Industries Corporation</b>
<b>BSTI</b>	<b>: Bangladesh Standard Testing Institution</b>
<b>BTCL</b>	<b>: Bangladesh Telecommunication Company Limited</b>
<b>BTRC</b>	<b>: Bangladesh Telecommunication Regulatory Commission.</b>
<b>CCI&amp;E</b>	<b>: Chief Controller of Imports and Exports</b>
<b>CDA</b>	<b>: Chittagong Development Authority</b>
<b>CIB</b>	<b>: Credit Information Bureau</b>
<b>CIFE</b>	<b>: Chief Inspector of Labour &amp; Employment</b>
<b>CPP</b>	<b>: Certificate for Pharmaceuticals Products</b>
<b>DC</b>	<b>: Deputy Commissioner</b>
<b>DCC</b>	<b>: Drug Control Committee</b>
<b>DCT</b>	<b>: Deputy Commissioner of Taxes</b>
<b>DESCO</b>	<b>: Dhaka Electric Supply Company</b>
<b>DGDA</b>	<b>: Director General of Drug Administration</b>
<b>DIFE</b>	<b>: Department of Inspection for Factorles and Establishments</b>
<b>DMP</b>	<b>: Dhaka Metropolitan Police</b>
<b>DNC</b>	<b>: Department of Narcotics Control</b>
<b>DOE</b>	<b>: Department of Environment</b>
<b>DPD&amp;T</b>	<b>: Department of Patents, Designs and Trade Marks</b>
<b>DR</b>	<b>: Deputy Registrar</b>
<b>DSCC</b>	<b>: Dhaka South City Corporation</b>
<b>DSE</b>	<b>: Dhaka Stock Exchange</b>
<b>DWASA</b>	<b>: Dhaka Water Supply and Sewerage Authority</b>
<b>EPZ</b>	<b>: Export Processing Zone</b>
<b>ERC</b>	<b>: Export Registration Certificate</b>
<b>ES</b>	<b>: Enterprise Section</b>
<b>FDI</b>	<b>: Foreign Direct Investment</b>
<b>FM</b>	<b>: Frequency Modulation</b>

<b>FSC</b>	: Free Sale Certificate
<b>FSCD</b>	: Fire Service and Civil Defence
<b>G2B</b>	: Government to Business
<b>G2G</b>	: Government to Government
<b>GMP</b>	: Good Manufacturing Practice
<b>GSP</b>	: Generalized System of Preferences
<b>HQ</b>	: Head Quarter
<b>HT</b>	: High Transmission
<b>ID</b>	: Identity
<b>INCB</b>	: International Narcotics Control Board
<b>IPO</b>	: Initial Public Offer
<b>IRC</b>	: Import Registration Certificate
<b>IRR</b>	: Internal Rate of Return
<b>ISBN</b>	: International Standard Book Number
<b>ITU</b>	: International Telecommunication Union
<b>KDA</b>	: Khulna Development Authority
<b>LCA</b>	: Letter of Credit Agreement
<b>LT</b>	: Low Transmission
<b>MOA</b>	: Memorandum of Association
<b>MOC</b>	: Ministry of Commerce
<b>MOI</b>	: Ministry of Industries
<b>MOLE</b>	: Ministry of Labour and Employment
<b>NAPTA</b>	: North American Free Trade Agreement
<b>NB</b>	: Nominated Bank
<b>NID</b>	: National Identification
<b>NOC</b>	: No Objection Certificate
<b>OSS</b>	: One Stop Service Centre
<b>PMO</b>	: Prime Minister's Office
<b>PSDPCC</b>	: Private Sector Development Policy Coordination Committee
<b>PSI</b>	: Pre-Shipment Inspection
<b>R&amp;I</b>	: Registration and Investment
<b>RAJUK</b>	: Rajdhani Unnayan Kortripakhsha
<b>RDA</b>	: Rajshahi Development Authority
<b>RHD</b>	: Roads and Highways Department
<b>RJSC</b>	: Registrar of Joint Stock Companies
<b>SAFTA</b>	: South Asian Preferential Trade Agreement
<b>SEC</b>	: Securities and Exchange Commission
<b>SFB</b>	: Standard Factory Building
<b>SFYP</b>	: Sixth Five Year Plan
<b>TCB</b>	: Trading Corporation of Bangladesh
<b>TIN</b>	: Tax Identification Number
<b>TT</b>	: Telegraphic Transfer
<b>UDA</b>	: Upper Division Assistant
<b>UNO</b>	: Upazilla Nirbahi Officer (Upazilla Executive Officer)
<b>UP</b>	: Union Porishod
<b>VAT</b>	: Value Added Tax
<b>VSP</b>	: VoIP Service Provider

## List of Key Terms used

**Ad-Hoc IRC-** Temporary Import Registration Certificate issued only for one year initially for Industrial units

**Affidavit** - Written statement made voluntarily, confirmed by the oath or affirmation of the party making it, and signed before an officer empowered to administer such oaths.

**Articles of Association-** A document that specifies the regulations for a company's operations. The articles of association define the company's purpose and lays out how tasks are to be accomplished within the organization, including the process for appointing directors, responsibilities of directors, the kind of business to be undertaken and the means by which the stakeholders exact control over the board of directors and how financial records will be handled.

**Business & Commerce Section in DC Office-** The section in each DC Office that deals with the Licenses, Permits, section of the DC Offices and NOCs for business.

**Community Radio-** Community radio is a radio service offering a third model of radio broadcasting in addition to commercial and public broadcasting. Community stations serve geographic communities and communities of interest.

**Citizen Charter-** A Citizen's Charter represents the commitment of the Government to its citizens on the standard of service it provides. In each Government office, there are boards of Citizen Charter on the services the office offers.

**Demand Note-** In order to establish a legitimate demand for getting a service, an application with some appropriate requisition/invoice/indent.

**Drug Annexure-** Drug Annexure copy is a document submitted by the Applicant for each product which includes ingredients and the other details of the product, approved by the Directorate General of Drug Administration.

**E-type Visa-** Employment type Visa

**Essential Commodities-** Commodities such as iron products, milk products, cotton yarn, cotton fabrics are considered as essential commodities under the purview of the Control of Essential Commodities Act, 1956.

**FM** - FM broadcasting is a broadcasting technology which uses frequency modulation (FM) to provide high-fidelity sound over broadcast radio.

**Form 'Ka'** - A prescribed format of Application Form. Please note that Form 'Ka' is not a dedicated Form code of any specific government office. This code can be of any prescribed Application Form of any government office.

**Firm-** Partnership firm registered under the Partnership Act 1932.

**Gazetted Officer-** Usually, the Class – I/First Class government official.

**International Telegraph Union-** International Telegraph Union, is a specialized agency of the United Nations that is responsible for issues that concern information and communication technologies.

**Incumbent Office-** The office that deals with issuing the License, sometimes on behalf of the Ministry.

**Letters Patent-** Department of Patents Designs & Trademarks defined Certificate of Patent as Letters Patent.

**Memorandum of Association** - A document that regulates a company's external activities and must be drawn up on the formation of a registered or incorporated company.

**Nominated Bank-** For Importers, an Authorized Dealer (AD) bank that has been identified as the lien bank in the application for Import Registration Certificate

**PI type Visa-** Private Investor type Visa

**Performa-** Description of financial statements that have one or more assumptions or hypothetical conditions built into the data. Often used with balance sheets and income statements.

**Private Limited Company-** According to the Companies Act 1994, registered limited liability company will be a private limited company if number of shareholders of that company is from 2 to 50.

**Public Limited Company-** According to the Companies Act 1994, registered limited liability company will be a public limited company if number of shareholders of that company is from 7 to a certain number set by the number of shares.

**Specie-** Specie is a phrase describing the distribution of an asset in its present form, rather than selling it and distributing the cash. An example of an in specie distribution is a stock dividend, which can be distributed to investors when cash is in short supply. It is common to see an in specie distribution made in the form of fractional shares such as 0.5 shares for each share held.

**Shilpa Shohayok Kendro In BSCIC-** A center in the BSCIC office that extends support to flourish small at BSCIC offices businesses in different districts of the country.

**Treasury Challan-** Treasury Invoice (mainly prescribed by Bangladesh Bank) as a form of deposit slip

**Union Parishad-** This is the smallest rural administrative and local government units in Bangladesh.

## Business Start-up License Matrix<sup>1</sup>

	SI no.	Sole Proprietorship	Limited Company	Partnership
Trading	1	Trade License	Name Clearance	Partnership Deed
	2	TIN Certificate	MOA/ AOA/ Certificate of Incorporation	Trade License-Commercial
	3	Bank Solvency Certificate	Trade License- Commercial	TIN Certificate
	4	Chamber Membership Certificate	Company TIN Certificate	Bank Solvency Certificate
	5	Commercial IRC & ERC	Bank Solvency Certificate	Chamber Membership Certificate
	6	VAT registration Certificate	Chamber Membership Certificate	Commercial IRC & ERC
	7	Retail License from DC Office (commodities)	Commercial IRC & ERC	VAT Registration Certificate Retail License from DC Office (commodities)
	8		VAT Registration Certificate Retail License from DC Office (commodities)	
	9			
Manufacturing	1		Name Clearance	Partnership Deed
	2		MOA/ AOA/ Certificate of Incorporation	Land Registration/ Rental Agreement
	3		Land Registration/ Rental Agreement	RAJUK/ City Corporation approved building/site plan
	4		RAJUK/ City Corporation approved building/site plan	No-objection-certificate (NOC) from the local (elected) representative
	5		No-objection-certificate (NOC) from the local (elected) representative	Water Connection Permit
	6		Water Connection Permit	Trade License (Manufacturing)
	7		Trade License (Manufacturing)	TIN Certificate
	8		TIN Certificate	Fire License
	9		Fire License	Approval of Factory Plan & Factory Registration Certificate
	10		Approval of Factory Plan & Factory Registration Certificate	BOI Registration (if needed)
	11		BOI Registration (if needed)	Environment Clearance Certificate (if applicable)
	12		Environment Clearance Certificate (if applicable)	Gas Connection/ Electricity Connection
	13		Gas Connection/ Electricity Connection	Chamber Membership Certificate
	14		Chamber Membership Certificate	Ad-hoc IRC (consequently Industrial IRC)
	15		Ad-hoc IRC (consequently Industrial IRC)	VAT Registration
	16		VAT Registration	Certification Mark License
	17		Certification Mark License	Bond License (if applicable)
	18		Bond License (if applicable)	EPB enrolment & Issuance of GSP
	19		EPB enrolment & Issuance of GSP	

<sup>1</sup> Business is of different types. This is an example of Licenses required for different types of business.



## ■ TRADING



## TRADING

### TRADE LICENSE (FOR COMMERCIAL FIRMS)

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Local Government, Rural Development and Cooperatives
Incumbent Office	<p>Name : Dhaka South City Corporation (DSCC)<sup>1</sup></p> <p>Address : Nagar Bhaban, Fulbaria, Dhaka - 1000</p> <p>Phone : +88-02-9563504, +88-02-9563506</p> <p>Fax : +88-02-9563514</p> <p>E-Mail : administrator@dhakacity.org</p> <p>Website : www.dhakacity.org</p>

### Issuance of Trade License (for Commercial Firms)

Required Documents	Remarks
1. Application Form <sup>2</sup>	Original
2. National ID card of the entrepreneur	A copy of the original duly attested by a First Class gazetted officer
3. Rent receipt or ownership proof	
4. Holding Tax payment receipt	
5. Recent passport size photo of the entrepreneur	Three (3) copies, duly attested by a First Class gazetted officer
6. Declaration on non-judicial stamp to abide by the rules & regulation of City Corporation/Municipality/Union Parishad	In case of Press/ News Paper; non-judicial stamp of Tk. 150/-
7. Memorandum of Association and Articles of Association	A copy of the original duly attested by a First Class gazetted officer applicable in case of a Limited Company
8. Certificate of Incorporation	A copy of the original duly attested by a First Class gazetted officer in case of a Limited Company
9. Agreement of Partnership	A copy of the original duly attested by a First Class gazetted officer in case of Partnership Firm
10. Work Permit from Board of Investment	A copy of the original duly attested by a First Class gazetted officer in case of foreign Investors/nominated foreign employees
11. Statement of bank solvency	In Original; applicable in case of a Limited Company
12. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer, applicable in case of a Limited Company

<sup>1</sup> There are City Corporation offices all over the country. Dhaka South City Corporation (DSCC) address has been taken as an example

<sup>2</sup> [http://www.dhakacity.org/pdf/trade\\_form.pdf](http://www.dhakacity.org/pdf/trade_form.pdf)

**Process Steps**

Step 1	Applicant collects the prescribed Application Form from City Corporation/Municipality's relevant Zonal office
Step 2	Applicant submits filled-in Application Form to the Taxation Officer along with supporting documents
Step 3	Inspection by the Licensing Supervisor
Step 4	Applicant deposits scheduled fees at the City Corporation/Municipality/Union Parishad office
Step 5	Obtains Trade License from City Corporation/Municipality/Union Parishad office.

**Official Time Limit**

**Approximate Processing Time for Issuing the License**

3 - 4 working days

Time may vary

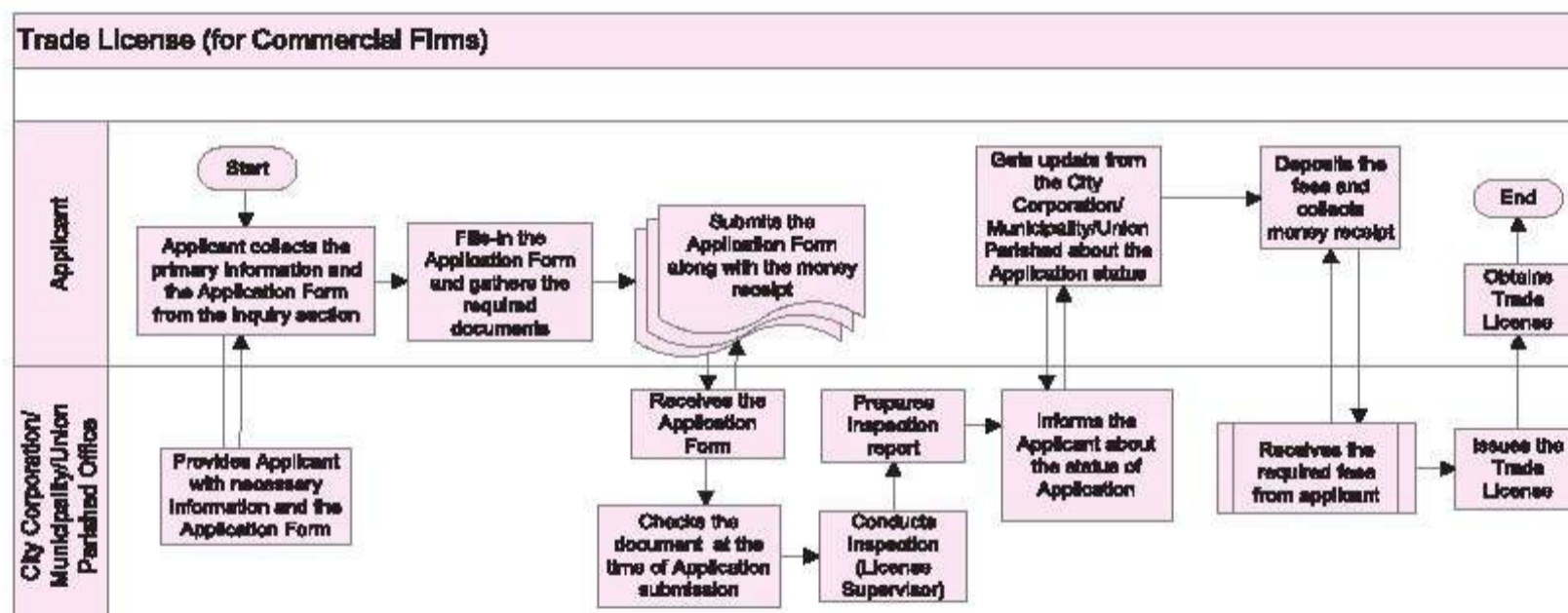
**Fee Schedule**

Application Form: BDT 10.00

License fee: Ranges from BDT 100.00 - 20,000.00, which depends on the nature/type of business (Information can be collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

**Process Map**



**Renewal of Trade License (for Commercial Firms)**

Required Documents	Remarks
1. License Book	Provided at the time of the Issuance of Trade License
2. Challan Book	
3. Rent receipt or ownership proof	A copy of the original duly attested by a First Class gazetted officer
4. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer , in case of Company

## TRADING

### Process Steps

Step 1	Deposits the scheduled fees at the designated bank (Nagar Bhaban Branch of Sonali Bank)
Step 2	City Corporation/Municipality/Union Parishad receives the fee receipt from the designated bank
Step 3	City Corporation/Municipality/Union Parishad office updates their register
Step 4	Completion of renewal process

### Official Time Limit

1 - 2 working days

### Approximate Processing Time for Renewing the License

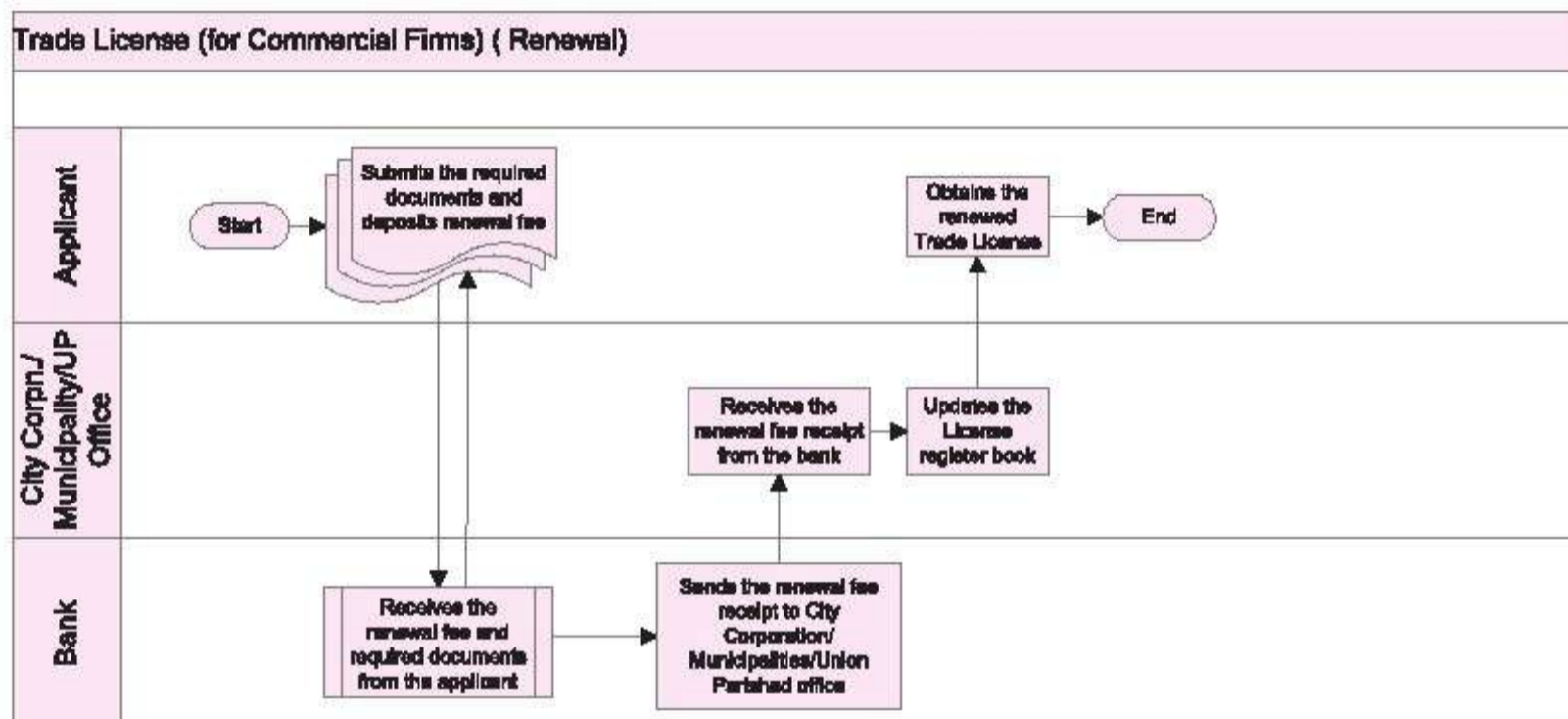
Time may vary

### Fee Schedule

Ranges from BDT 100.00 - 20,000.00, which depends on the nature/type of business (Information can be collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (Information can be collected from the City Corporation/Municipality/Union Parishad office)

### Process Map



### General Information

Legal Basis of the License	<ul style="list-style-type: none"> <li>Dhaka City Corporation Ordinance, 1983</li> <li>Municipal Taxation Rules, 1986</li> </ul>
The Nature of the License	General and start-up

<b>The Purpose of the License</b>	To get the legal permission to operate a business
<b>Territorial Scope of the License</b>	Local
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public in the websites of several city corporations and in the offices of City Corporation/Municipality/Union Parishad.</li> <li>• Forms are available in DCC Website.</li> <li>• There are Help Desks in most of the incumbent offices.</li> </ul>

### Editorial Comments

A book on Trade License Fee Schedule is available in renowned book shops, particularly in those of New Market, Dhaka or New Al-Jalal Book Agency, 14, Bangabondhu Avenue, 1st Floor, Dhaka - 1000 (Tel: 88-02-9560285).

A License book and a Challan book are given at the time of issuing the License which is valid for five (5) years.

## TRADING

### TRADE LICENSE (FOR MANUFACTURING FIRMS)

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Local Government, Rural Development and Cooperatives
Incumbent Office	<p>Name : Dhaka South City Corporation (DSCC)<sup>1</sup></p> <p>Address : Nagar Bhaban, Fulbaria, Dhaka - 1000</p> <p>Phone : +88-02-9563504, +88-02-9563506</p> <p>Fax : +88-02-9563514</p> <p>E-Mail : administrator@dhakacity.org</p> <p>Website : www.dhakacity.org</p>

#### Issuance of Trade License (for Manufacturing Firms)

Required Documents	Remarks
1. Application Form <sup>2</sup>	Original
2. National ID card	A copy of the original duly attested by a First Class gazetted officer
3. Rent receipt or ownership proof	
4. Holding Tax payment receipt	
5. Recent passport size photo of the entrepreneur	
6. Declaration on non-judicial stamp to abide by the rules & regulation of City Corporation/Municipality/Union Parishad	In case of Press/ News Paper; Non-judicial stamp of Tk. 150/-
7. NOC declaration from the locality	
8. Location map	A copy of the original duly attested by a First Class gazetted officer
9. Sketch along with details of the proposed organization/ factory/ surrounding of the factory	
10. Fire License	A copy of the original duly attested by a First Class gazetted officer
11. Environment Clearance Certificate	
12. Memorandum of Association and Articles of Association	A copy of the original duly attested by a First Class gazetted officer, in case of a Limited Company
13. Certificate of Incorporation	A copy of the original duly attested by a First Class gazetted officer, In case of a Limited Company
14. Agreement of Partnership	A copy of the original duly attested by a First Class gazetted officer In case of a Partnership Firm

<sup>1</sup> There are City Corporation offices all over the country. Dhaka South City Corporation (DSCC) address has been taken as an example

<sup>2</sup> [http://www.dhakacity.org/pdf/trade\\_form.pdf](http://www.dhakacity.org/pdf/trade_form.pdf)

15. Work Permit from Board of Investment	A copy of the original duly attested by a First Class gazetted officer in case of foreign investors/ nominated employees
16. Statement of bank solvency	Original, in case of Limited Company
17. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer, in case of a Limited Company

**Process Steps**

Step 1	Applicant collects the prescribed Application Form from City Corporation/Municipality's relevant Zonal office
Step 2	Applicant submits filled-in Application Form to the Taxation Officer along with supporting documents
Step 3	Inspection by the Sanitary Inspector of the City Corporation Office
Step 4	Inspection by the Licensing Supervisor
Step 5	Applicant deposits scheduled fees at the City Corporation/Municipality/Union Parishad
Step 6	Obtains Trade License from City Corporation/Municipality/Union Parishad office

**Official Time Limit**

**Approximate Processing Time for Issuing the License**

10-15 working days

Time may vary

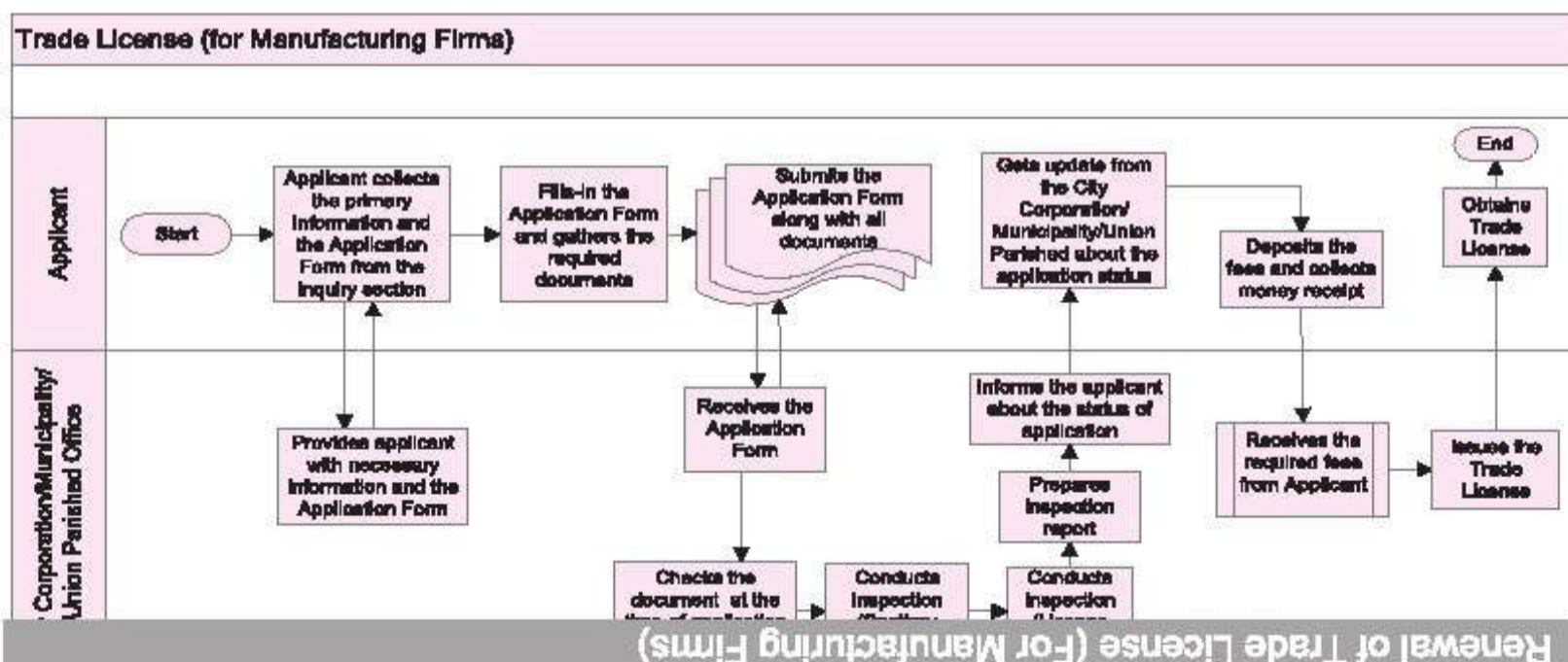
**Fee Schedule**

Application Form: BDT 10.00

License fee: Ranges from BDT 100.00 - 20,000.00, which depends on the nature/type of business (information can be collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

**Process Map**



## TRADING

Required Documents	Remarks
1. License Book	Provided at the time of the issuance of Trade License
2. Challan Book	
3. Rent receipt or ownership proof	A copy of the original duly attested by a First Class gazetted officer
4. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer , in case of a Company
5. Fire License	
6. Environment Clearance Certificate	

### Process Steps

Step 1	Applicant deposits the scheduled fees at the designated bank (a Renewal book and Challan book are given at the time of providing license).
Step 2	City Corporation/Municipality/Union Parishad receives the fee receipt from the designated bank
Step 3	City Corporation/Municipality/Union Parishad office updates their register
Step 4	Completion of renewal process

### Official Time Limit

1-2 working days

### Approximate Processing Time for Renewing the License

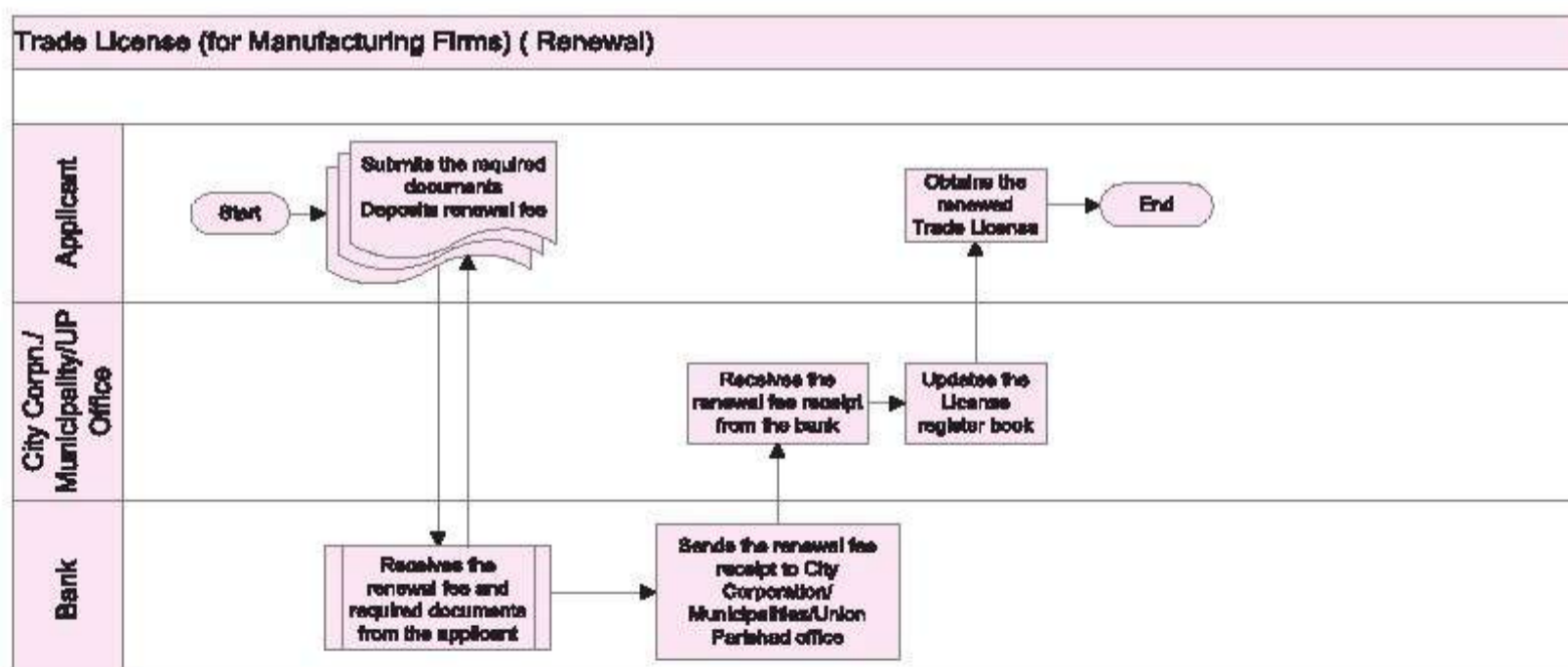
Time may vary

### Fee Schedule

Ranges from BDT 100.00 - 20,000.00, which depends on the nature/type of business (information can be collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

### Process Map



### General Information

<b>Legal Basis of the License</b>	<ul style="list-style-type: none"> <li>• Dhaka City Corporation Ordinance, 1983</li> <li>• Municipal Taxation Rules, 1986</li> </ul>
<b>The Nature of the License</b>	General and start-up
<b>The Purpose of the License</b>	To get the legal permission to operate a manufacturing business
<b>Territorial Scope of the License</b>	Local
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public in the websites of several city corporations and in the offices of City Corporation/Municipality/Union Parishad.</li> <li>• Forms are available in DCC Website.</li> <li>• There are Help Desks In most of the Incumbent offices.</li> </ul>

### Editorial Comments

A book on Trade License Fee Schedule is available in renowned book shops, particularly in those of New Market, Dhaka.

A License book and a Challan book are given at the time of issuing the License which is valid for five (5) years.



## TRADING

### TAX IDENTIFICATION NUMBER [TIN] (FOR COMPANY)

Category	Certificate
Renewal Frequency of the Certificate	Renewal is not required
Issuing Ministry	Ministry of Finance
Incumbent Office	Name : National Board of Revenue (NBR) Address : Segun Bagicha, Dhaka-1000 Phone : +88-02-9358223 Website : www.nbr-bd.org

### Issuance of TIN (for Company)

Required Documents	Remarks
1. Trade License	A copy of the original duly attested by a First Class gazetted officer, If Company
2. Certificate of Incorporation	A copy of the original duly attested by a First Class gazetted officer
3. Memorandum of Articles	A copy of the original duly attested by a First Class gazetted officer
4. Partnership agreement	A copy of the original duly attested by a First Class gazetted officer
5. Photograph of Chairman/MD	Three (3) Copies duly attested by a First Class gazetted officer
6. TIN Certificates of all Directors	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

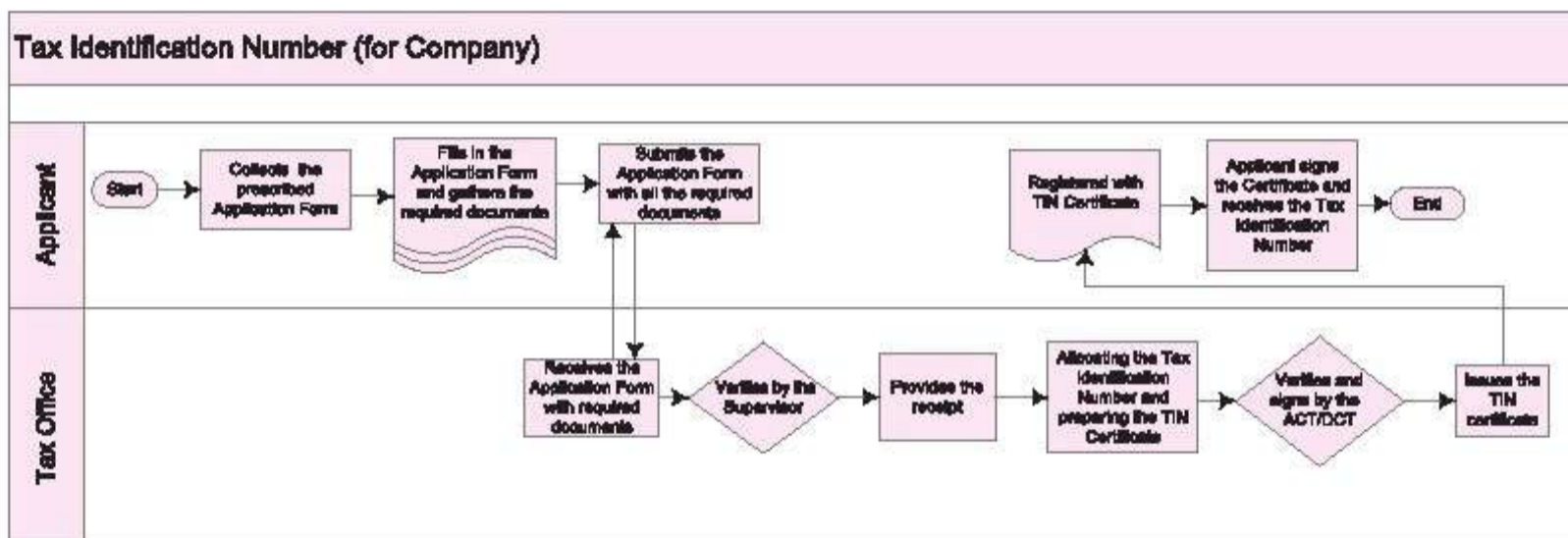
Step 1	Applicant collects the prescribed Application Form (free of cost) for obtaining a Tax Identification Number (TIN) from NBR, Zonal Office or alternatively can be downloaded from NBR website
Step 2	Applicant submits the filled-in Application Form to the appropriate Zonal Office (NBR website has got all the details of the Zonal Office of the respected companies)
Step 3	Applicant collects the Issuance receipt from the tax supervisor
Step 4	Applicant obtains a TIN Number

Official Time Limit	Approximate Processing Time for Issuing the Certificate
2 working days	2 working days

### Fee Schedule

No fees are required

Process Map



General Information

<b>Legal Basis of the Certificate</b>	Income Tax Ordinance, 1984
<b>The Nature of the Certificate</b>	Start-up
<b>Territorial Scope of the Certificate</b>	National
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public.</li> <li>• Form is not available online.</li> <li>• There are Information booths (Help Desks) at the incumbent offices.</li> </ul>

Editorial Comment

TIN for individual taxpayer and Companies are different and the documentation requirement is also different.

## TRADING

### CHAMBER MEMBERSHIP CERTIFICATE

Category	Certificate
Renewal Frequency of the Certificate	Annual
Issuing Authority	Concerned Chamber/Association
Incumbent Office <sup>1</sup>	<p>Name : Dhaka Chamber of Commerce &amp; Industry</p> <p>Address : 65-66 Motijheel C/A, Dhaka-1000</p> <p>Phone : +88-02-9552562</p> <p>Fax : +88-02-9560830</p> <p>E-Mail : info@dhakachamber.com</p> <p>Website : www.dhakachamber.com</p>

#### Issuance of Chamber Membership Certificate

Required Documents	Remarks
1. Trade License	A copy of the original duly attested by a First Class gazetted officer
2. Tax Identification Number	A copy of the original duly attested by a First Class gazetted officer
3. Money Receipt	From Nominated Bank
4. Bank Certificate	A copy of the original duly attested by the Nominated Bank
5. Partnership Deed	A copy of the original duly attested by a First Class gazetted officer
6. Memorandum of Association and Articles of Association	A copy of the original duly attested by a First Class gazetted officer
7. Certificate of Incorporation	A copy of the original duly attested by a First Class gazetted officer
8. Photograph of the Applicant	A copy of the original duly attested by a First Class gazetted officer
9. Visiting Card of the Applicant	From the current Organization
10. National ID Card	A copy of the original duly attested by a First Class gazetted officer
11. Other: Copy of VAT, IRC, ERC, Joint Venture agreement, Passport photocopy (foreign applicant), BOI Certificate (foreign applicant), Work Permit (foreign applicant)	A copy of the original duly attested by a First Class gazetted officers and related organizations

#### Process Steps

Step 1	Applicant collects the Chamber Membership Application Form from Chamber's Help Desk
Step 2	Applicant submits the application at the Help Desk addressed to the Secretary (with required documents and signature by the Applicant and his/ her Representative)

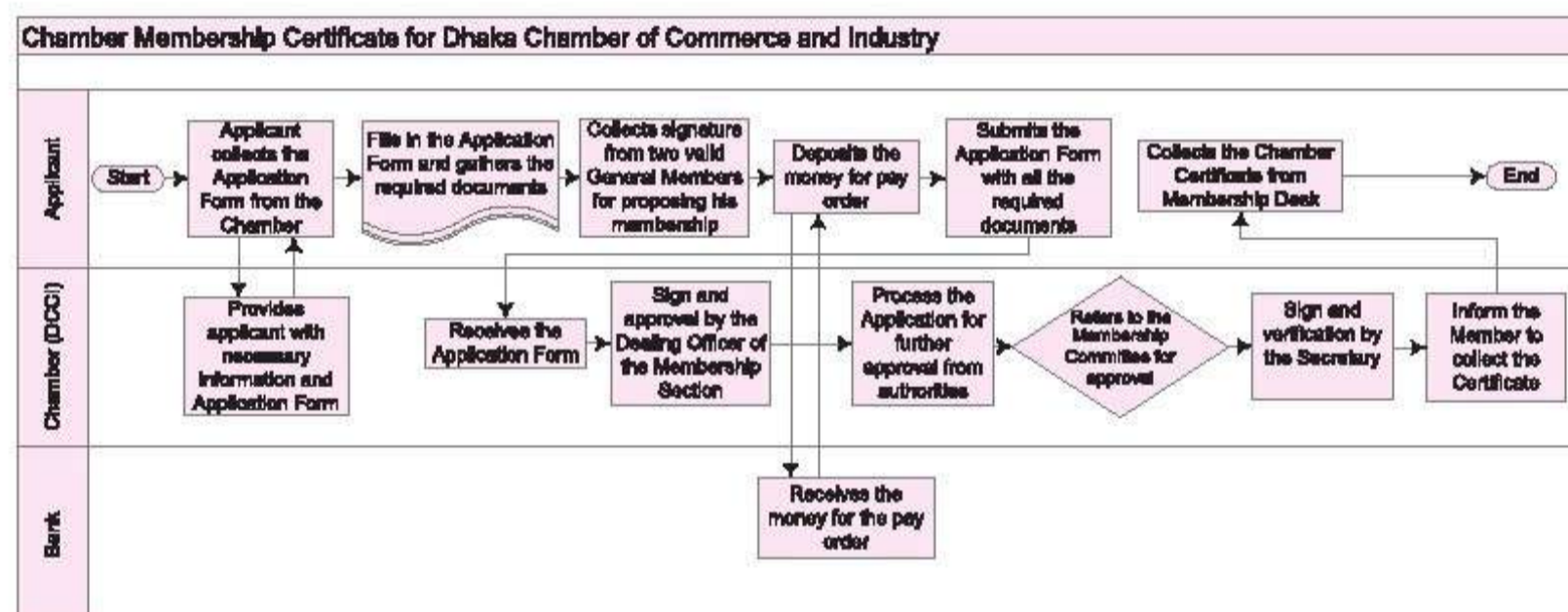
<sup>1</sup> Dhaka Chamber of Commerce & Industry (DCCI) has been taken as an example. In Dhaka there are other Chambers like MCCI, FICCI, BCI etc. In Bangladesh in all the districts there are Chambers. Recognized Chambers and Associations are members of Federation of Bangladesh Chamber of Commerce & Industry (FBCCI)

Step 3	Chamber official obtains sign and Approval from the Dealing Officer of Membership Section and verification by the Membership Committee
Step 4	Chamber official obtains sign from the Chamber Secretary
Step 5	Applicant collects the membership certificate from the Help Desk/ Dealing Officer.

Official Time Limit	Approximate Processing Time for Issuing the Certificate
1 month (if urgent, Provisional Certificate is given within 7 day)	1 month

Fee Schedule	
General (updated Information for 2012)	BDT 26,850.00
Associate (updated information for 2012)	BDT 18,650.00

### Process Map



### Renewal of Chamber Membership Certificate

Required Documents	Remarks
1. Chamber Membership Certificate	(Certified by the Chamber)

### Process Steps

Step 1	Submits the Certificate attached with the pay order from Bank
Step 2	Gets sign and Approval from the Dealing Officer of Membership Section, Chief Accountant/Deputy Chief Accountant and Chamber's Secretary
Step 3	Collects of the Renewal Certificate from Membership Desk

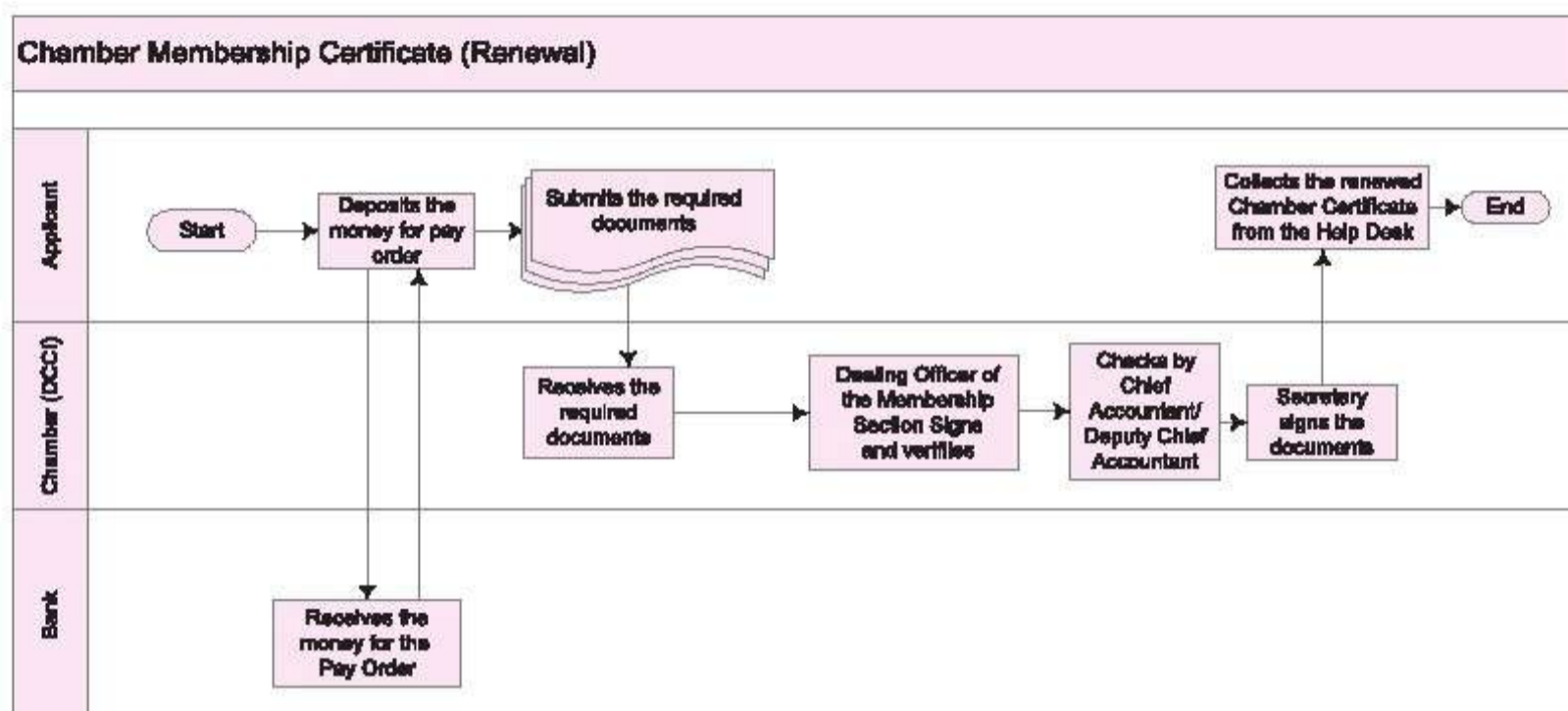
## TRADING

Official Time Limit	Approximate Processing Time for Issuing the Certificate
1 working day	1 working day

### Fee Schedule

General (updated information for 2012)	BDT 8,850.00
Associate (updated information for 2012)	BDT 5,650.00

### Process Map



### General Information

Legal Basis of the Certificate	<ul style="list-style-type: none"> <li>The Companies Act, 1994</li> <li>The Trade Organization Ordinance, 1961</li> <li>The Import Policy, 2013-2015</li> </ul>
The Nature of the Certificate	General and start-up
Territorial Scope of the Certificate	National
Eligibility Criteria to Obtain the Certificate	Applicant should have his own business, Trade License, TIN and bank account
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public at the DCCI website.</li> <li>Forms are available in the DCCI website.</li> <li>There is a Membership Desk in the Chamber.</li> </ul>

### Editorial Comments

The Chamber Membership Certificate process varies from one chamber to another. However, the required documents are almost the same.

Associations are also allowed to provide certification to their Members.

## ■ EXPORT-IMPORT

## EXPORT-IMPORT

### IMPORT REGISTRATION CERTIFICATE (IRC - COMMERCIAL)

Category	Permit
Renewal Frequency of the Permit	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Office of Chief Controller of Imports and Exports (CCI&E) Address: 111-113, Motijheel C/A, Dhaka-1000 Phone : +88-02-9551556, +88-02-9550289 Fax : +88-02-9550217 E-Mail : info@ccie.gov.bd Website : www.ccie.gov.bd

#### Issuance of IRC - Commercial

Required Documents	Remarks
1. Passport size photograph of the entrepreneur/ managing partner /managing director	A copy of the original duly attested by a First Class gazetted officer
2. Trade License	A copy of the original duly attested by a First Class gazetted officer
3. Membership Certificate from a local Chamber of Commerce and Industry or from concerned Trade Associations	A copy of the original Certificate Attested by local Chambers of Commerce and Industry or Trade Associations
4. Financial solvency certificate	From bank
5. Citizenship Certificate	A copy of the original duly attested by the Ward Commissioner/Union Parishad Chairman
6. Treasury Challan	Original
7. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer
8. Registration Deed	A copy of the original duly attested by a First Class gazetted officer, (in case of partnership)
9. Certificate of Incorporation, Memorandum and Articles of Association (In case of Limited Company)	A copy of the original duly attested by a First Class gazetted officer

#### Process Steps

Step 1	Collects of the Form of IRC - Commercial, for free of cost, from the 3rd floor of Controller of Imports & Exports (CCI&E) office
Step 2	Deposits the Registration fee and the cost of pass-book in Bangladesh Bank or Sonali Bank and collection of three (3) copies of Treasury Challan
Step 3	Arranges the copies of required documents
Step 4	Submits of the filled-in Application Form along with required documents and Treasury Challan at the receipt dispatch section on 3rd floor of CCI&E office
Step 5	Gets the office entry number with official stamp from the CCI&E office
Step 6	Obtains the Certificate and passbook when issued

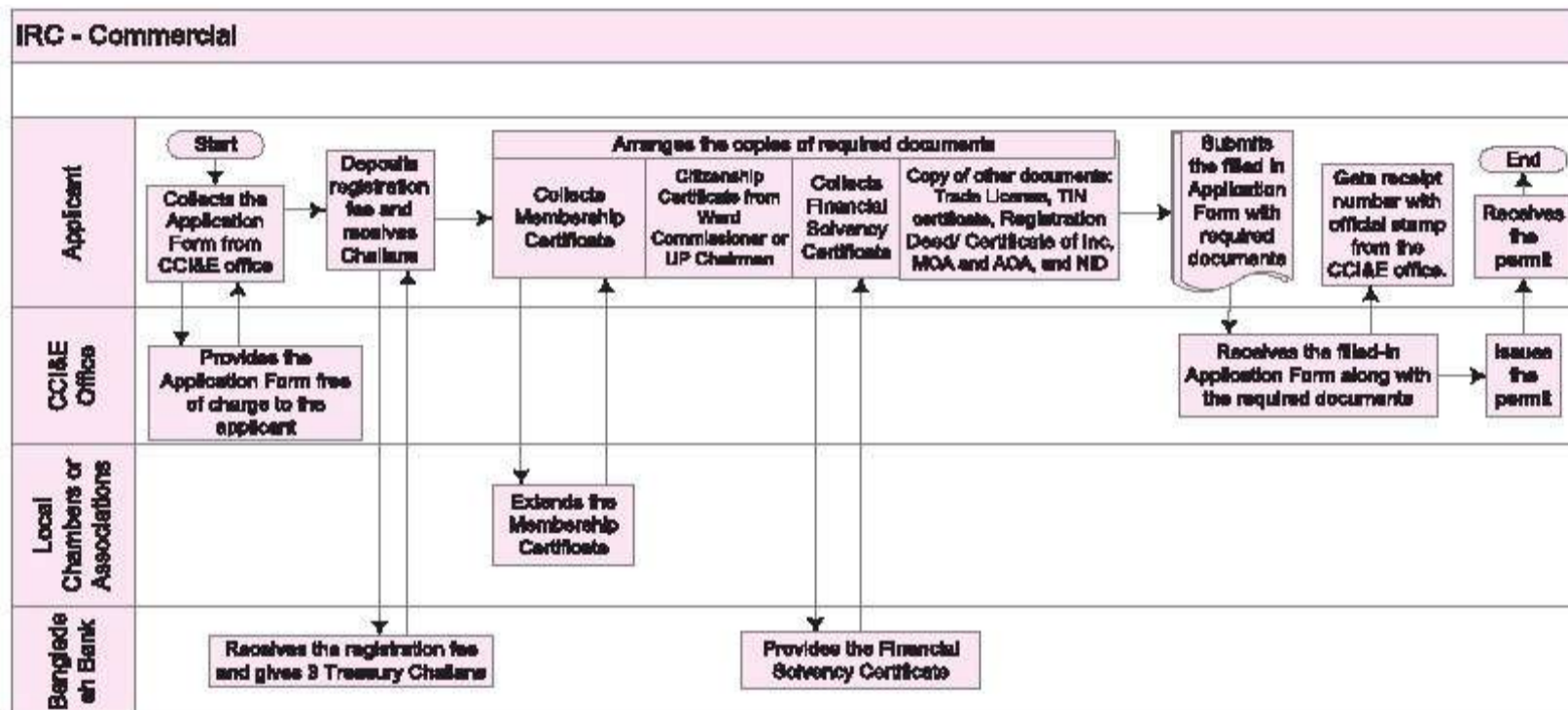
Official Time Limit	Approximate Processing Time for Issuing the Permit
3 working days	8 - 11 working days

### Fee Schedule

#### 1. Security deposit

Category	Value Ceiling of Annual Import	Initial Registration Fee
1st	BDT 1,00,000.00	BDT 1,800.00
2nd	BDT 5,00,000.00	BDT 3,000.00
3rd	BDT 15,00,000.00	BDT 4,800.00
4th	BDT 50,00,000.00	BDT 9,500.00
5th	BDT 1,00,00,000.00	BDT 17,500.00
6th	Above BDT 1,00,00,000.00	BDT 23,000.00

### Process Map



### Renewal of IRC - Commercial

Required Documents	Remarks
1. IRC - Commercial and the Passbook	Original copy Issued by the Chief Controller of imports and Exports
2. Treasury Challan	The renewal fee can also be deposited at the Nominated Bank's counter

### Process Steps

Step 1	Arranges the required documents
Step 2	Deposits the annual renewal fee at Bangladesh Bank



## EXPORT-IMPORT

Step 3	Submits of one copy of Treasury Challan along with expired IRC - Commercial at CCI&E Or at the counter of the Nominated Bank
Step 4	Obtains the renewed permit when issued

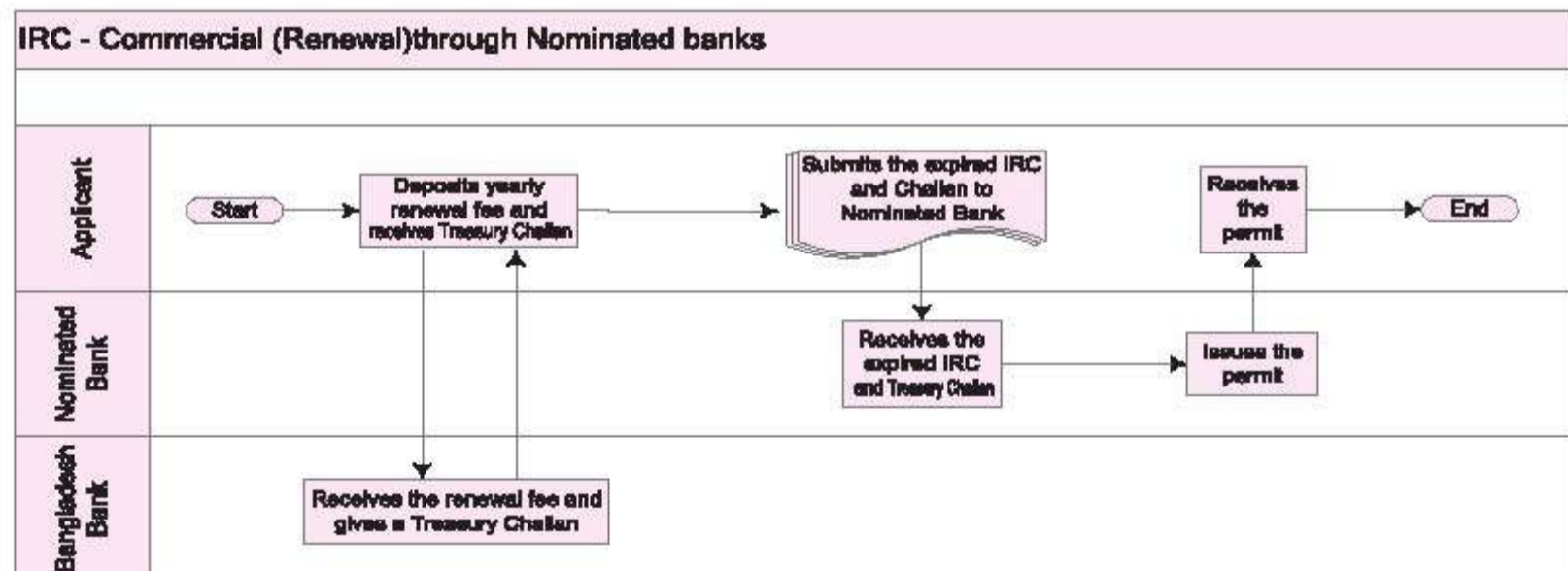
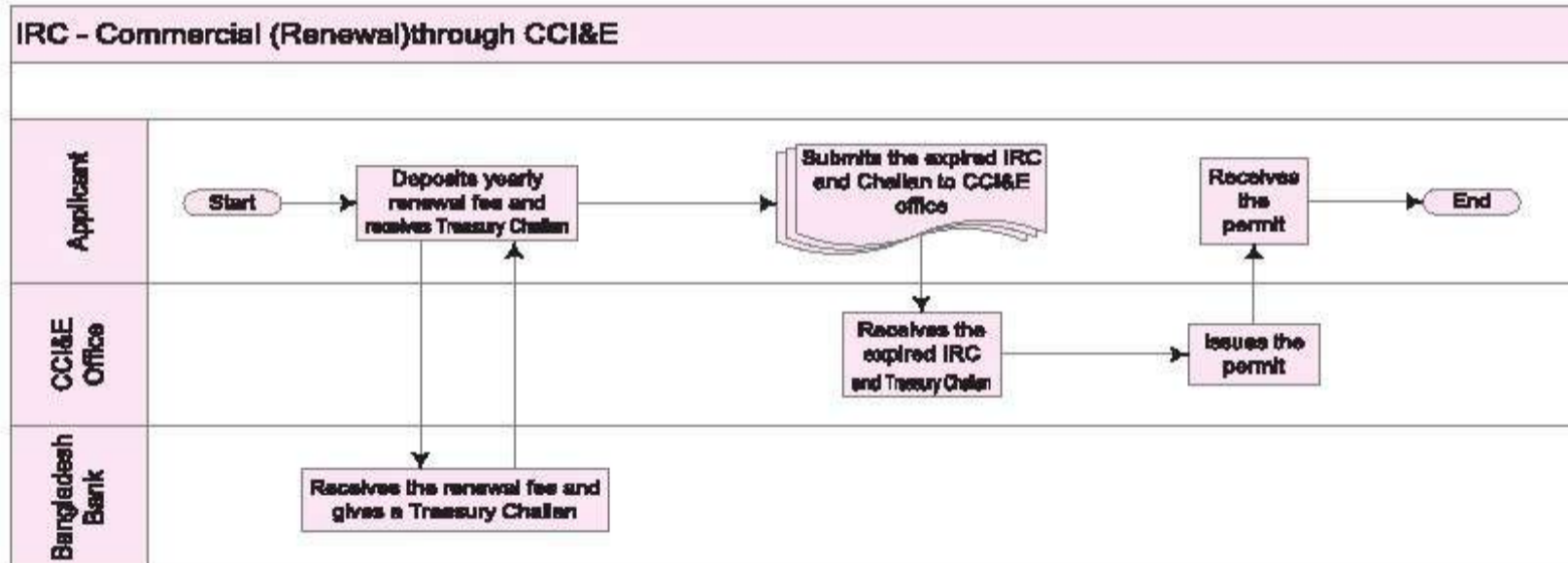
Official Time Limit	Approximate Processing Time for Renewing the Permit
3 working days	1 working day

### Fee Schedule

#### 1. Security deposit

Category	Value Ceiling of Annual Import	Annual Renewal Fee
1st	BDT 1,00,000.00	BDT 1,700.00
2nd	BDT 5,00,000.00	BDT 2,300.00
3rd	BDT 15,00,000.00	BDT 3,500.00
4th	BDT 50,00,000.00	BDT 6,700.00
5th	BDT 1,00,00,000.00	BDT 11,000.00
6th	Above BDT 1,00,00,000.00	BDT 17,000.00

### Process Map



### General Information

<b>Legal Basis of the Permit</b>	Import Policy Order, 2013-2015
<b>Nature of the Permit</b>	General and operational permit
<b>Purpose of the Permit</b>	To Import foreign raw material, commodities, goods In Bangladesh.
<b>Territorial Scope of the Permit</b>	National
<b>Eligibility Criteria to Obtain the Permit</b>	On the basis of membership in local Chambers of Commerce and Industry or related Trade Associations
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• All sorts of information are available in the CCI&amp;E website.</li> <li>• Application Form of IRC - Commercial is available online<sup>1</sup>.</li> <li>• There is a dedicated Help Desk in the incumbent office.</li> </ul>

### Editorial Comment

Renewal of IRC - Commercial can also be done by the Nominated Banks as per the Import Policy Order 2009 - 2012 & Import Policy 2013-15 (Draft). The IRC applicant needs to mention the name of a single Nominated bank in the IRC application form for subsequent renewals.

<sup>1</sup> [http://www.ccie.gov.bd/index.php?cmd=download\\_form&id=7](http://www.ccie.gov.bd/index.php?cmd=download_form&id=7)

## EXPORT-IMPORT

### AD-HOC IMPORT REGISTRATION CERTIFICATE (BOI SHUPARISHNAMA )

Category	Permit
Renewal Frequency of the Certificate	Annual
Issuing Ministry	Prime Minister Office (PMO)
Incumbent Office	Name : Board of Investment (BOI) Address : Jibon Bima Tower (18th floor), 10, Dilkusha C/A, Dhaka-1000 Phone : +88-02-7169580 E-Mail : service@bol.gov.bd Website : www.bol.gov.bd

#### Issuance of Ad-hoc IRC

Required Documents	Remarks
1. Trade License	A copy of the original duly attested by a First Class gazetted officer
2. Duly filled in prescribed Application Form of CCI&E	
3. Passport size photographs of the applicant	3 copies
4. Contract for machinery	Original copy has to be shown and a photocopy of the original has to be submitted
5. Pro-forma of Invoice	Original copy has to be shown and a photocopy of the original has to be submitted
6. Manufacturing list	List of products along with quantity
7. Nationality Certificate of entrepreneur	A copy of the original duly attested by a First Class gazetted officer
8. Copy of deed of land ownership document	If rental, contract should be for next 5 years
9. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer
10. Membership Certificate from local Chambers of Commerce and Industry or from Trade Association	A copy of the original duly attested by a First Class gazetted officer
11. Bank Solvency Certificate	Original
12. Treasury Challan	Original
13. Environment Clearance Certificate (If applicable)	Original copy has to be shown with a photocopy of the original for submission
14. Certificate from Drug Administration (If applicable)	Original copy has to be shown with a photocopy of the original for submission

**Process Steps**

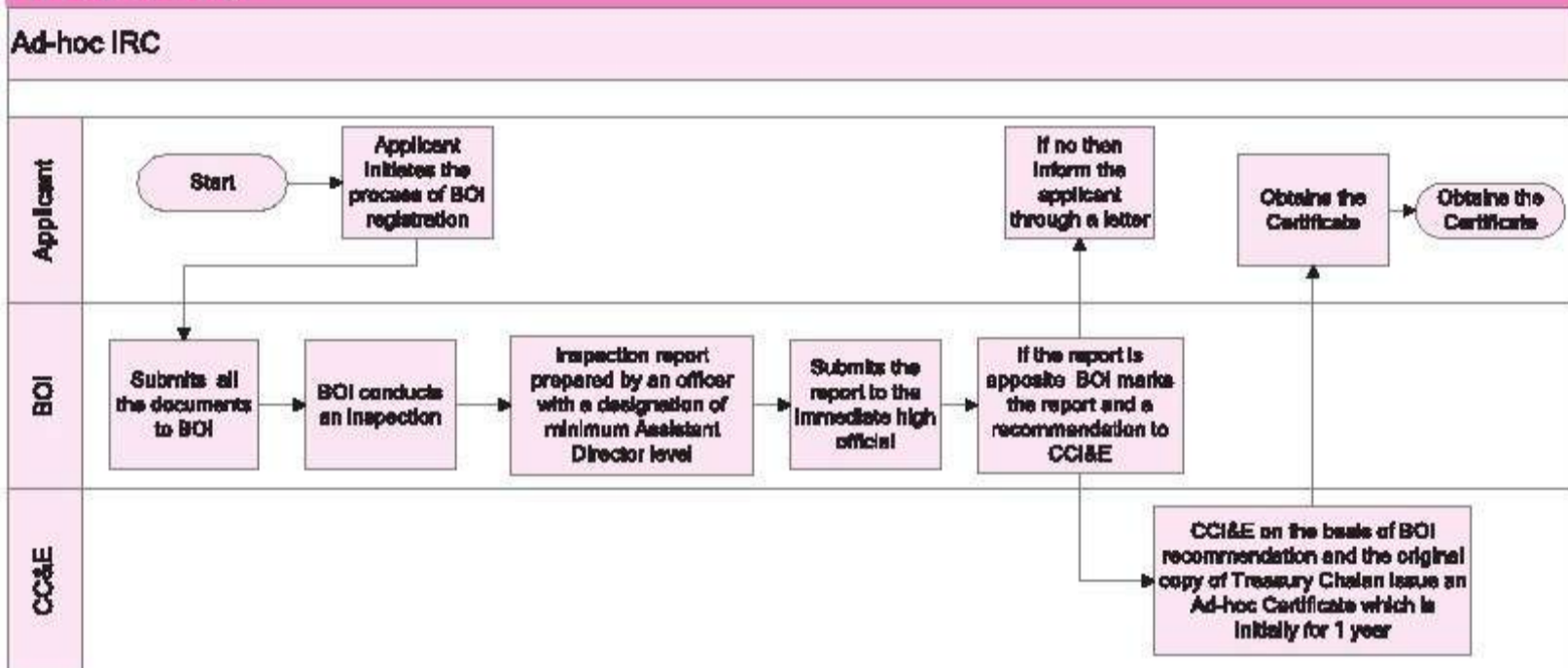
Step 1	BOI registration
Step 2	Application on official Letter Head
Step 3	A BOI official Form needs to be filled-In
Step 4	Relevant fee payment (Treasury Challan)
Step 5	Submission of all the required documents
Step 6	BOI conducts an Inspection
Step 7	Obtaining the Permit on the basis of BOI shuparishnama

**Official Time Limit**

**Approximate Processing Time for Issuing the Permit**

5 working days	Depending on the application status time may vary
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**Process Map**



**General Information**

<b>Legal Basis of the Permit</b>	<ul style="list-style-type: none"> <li>Investment Board Act, 1989</li> <li>Import Policy, 2012 - 2015</li> </ul>
<b>The Nature of the Permit</b>	Sector specific (Import based industry); start-up and operational permit
<b>Territorial Scope of the Permit</b>	National
<b>Eligibility Criteria to Obtain the Permit</b>	Industrial Importers
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public</li> <li>Forms are available online</li> <li>There is a Help Desk in the BOI office</li> </ul>

**Editorial Comment**

BOI gives two types of Ad-hoc IRC: one is for industrial import and the other one is for the commercial Import. The above mentioned process is for Industrial Import.

## EXPORT-IMPORT

### General Rules for Import in the Industrial Sector

(a) Industrial units approved on a regular basis will be allowed to import up to three times of their regular import entitlement of the items, import of which is banned for commercial purpose and which are importable by industrial consumers only;

(b) Industrial units approved on ad-hoc basis will be allowed to import up to the maximum value limit not exceeding two times of their half-yearly import entitlement;

(c) After receiving the 1st ad-hoc share the concerned industrial units shall apply through the concerned sponsoring authority to the Chief Controller of Imports & Exports for regularization of their import entitlement;

(d) Import entitlement and IRC of the concerned industrial unit will be regularized on the basis of the recommendation of the sponsoring authority, if 70% of the first ad-hoc share had been utilized. Otherwise, clearance will be issued for the 2nd ad-hoc share;

(e) Ad-hoc IRC of the concerned industrial unit shall not be renewed until the Chief Controller of Imports and Exports issues clearance for the 2nd ad-hoc share or regularizes its import entitlement on the basis of recommendation of the sponsoring authority;

(f) If, after the utilization of the 1st ad-hoc share, an industrial unit is allowed to utilize their 2nd ad-hoc share as per recommendation of the sponsoring authority instead of regularizing their import entitlement, the industrial unit, after utilization of the 2nd ad-hoc share, will be able to apply to the sponsoring authority for regularization of their import entitlement. The ad-hoc entitlement and the ad-hoc IRC will be regularized as per recommendation of the sponsoring authority.

(g) In case of import by those sectors of industries for which entitlement has been fixed on the basis of more than one shift, units accepted on a regular basis under such a sector shall not be eligible to import more than 100% of the annual entitlement for such restricted raw materials or packing items and the industrial units accepted on an ad-hoc basis, under such a sector shall not be eligible to import more than 100% of the half-yearly amount for such restricted items;

(h) Govt. sector industrial units will obtain approval of the Ministry of Commerce through their administrative Ministry the total annual requirement of the restricted items at the beginning of the financial year;

(i) Regular industrial units which have been provided with special financial benefit along with payment of advance income tax with respect to import of industrial raw materials/packing materials/spare parts will not import those items three times more than the import criteria even if those items are freely importable;

(j) Amount of approved import entitlement (sum and word in taka) will be clearly quoted in the IRC at the time of its issue by the office of the Controller of Imports and Exports and the regional office of the Chief Controller of Imports & Exports will deliver a copy of the entitlement paper approved by sponsoring authority duly countersigned by the concerned regional office of Imports & Exports;

(k) A copy of the entitlement paper duly endorsed shall be provided to the sponsoring authority;

(l) The provisions in sub-para (b) and (g) above shall not apply in case of import by the ready-made garments, hosiery and special textile industries operating under a bonded warehouse system and the pharmaceutical (allopathic) industries; but the provisions of sub-para (6) and (9) of paragraph 24 in import policy 2012-2015 respectively shall apply in these cases;

(m) According to the import policy 2012-2015, under the provisions in sub-para (b) and (g) the industries those who have no specific allotment declaration from the government regarding the foreign exchange import in cash can import their raw materials, packaging materials and machineries with their cash foreign currency and there is no ceiling for import in this case;

(n) IRC of an abolished/shutdown industry has to be submitted to the office of the Controller of Imports and Exports within the 120 days immediately after such abolishment;

## EXPORT REGISTRATION CERTIFICATE (ERC)

Category	Permit
Renewal Frequency of the Permit	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Office of Chief Controller of Imports and Exports (CCI&E) Address : 111-113, Motijheel C/A, Dhaka-1000 Phone : +88-02-9551556, +88-02-9550289 Fax : +88-02-9550217 E-Mail : info@ccie.gov.bd Website : www.ccie.gov.bd

### Issuance of ERC

Required Documents	Remarks
1. Passport size photograph of the entrepreneur/ Managing partner/Managing Director	A copy of the original duly attested by a First Class gazetted officer
2. Trade License	A copy of the original duly attested by a First Class gazetted officer
3. Membership Certificate from a local Chambers of Commerce and Industry or from concerned Trade Associations	A copy of the original duly attested by local Chambers of Commerce and Industry or Trade Associations
4. Citizenship Certificate of applicant	A copy of the original duly attested by the Ward Commissioner/Union Parishad Chairman
5. Treasury Challan	A copy of the original duly attested by a First Class gazetted officer
6. Tax Identification Number (TIN) certificate	A copy of the original duly attested by a First Class gazetted officer
7. Registration Deed (In case of partnership)	A copy of the original duly attested by a First Class gazetted officer
8. Certificate of Incorporation, Memorandum and Articles of association (in case of limited company)	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

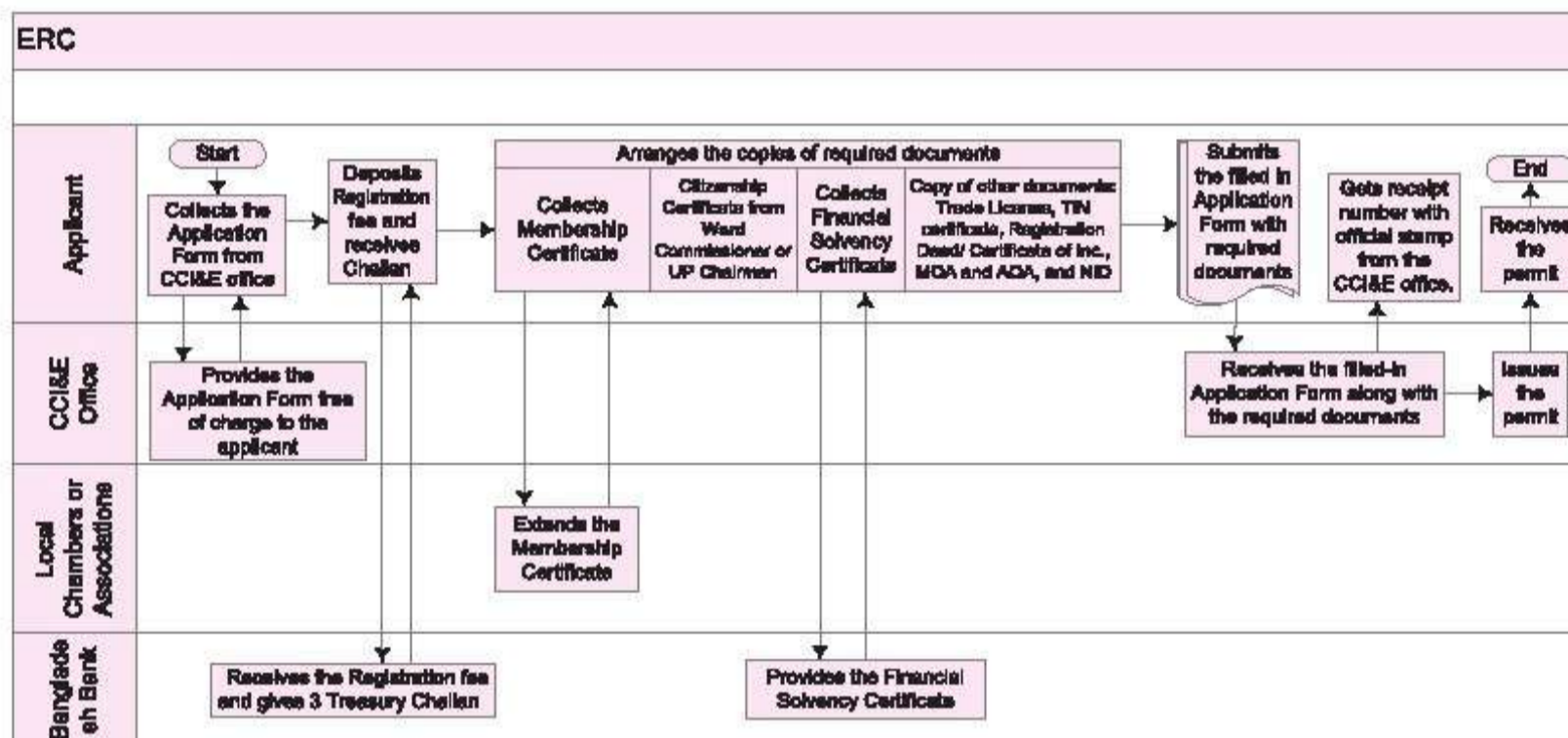
Step 1	Collects the Form of ERC, for free of cost, from the 3rd floor of CCI&E office Or at the counter of the Nominated Bank
Step 2	Deposits the registration fee and the cost of Passbook in Bangladesh Bank or designated bank and collection of three (3) copies of Treasury Challan
Step 3	Arranges of the copies of required documents
Step 4	Submits the filled-in Application Form along with required documents and Treasury Challan at the receipt Dispatch Section on 3rd floor of CCI&E office
Step 5	Gets the office entry number with an official stamp from the CCI&E office
Step 6	Obtains the Permit when issued

## EXPORT-IMPORT

Official Time Limit	Approximate Processing Time for Issuing the Permit
3 working days	8 - 11 working days

Fee Schedule
BDT 3,500.00

### Process Map



### Renewal of ERC

Required Documents	Remarks
1. Original copy of ERC and ERC passbook	Original copy issued by the Chief Controller of imports and Exports
2. Treasury Challan	A copy of the original duly attested by a First Class gazetted officer

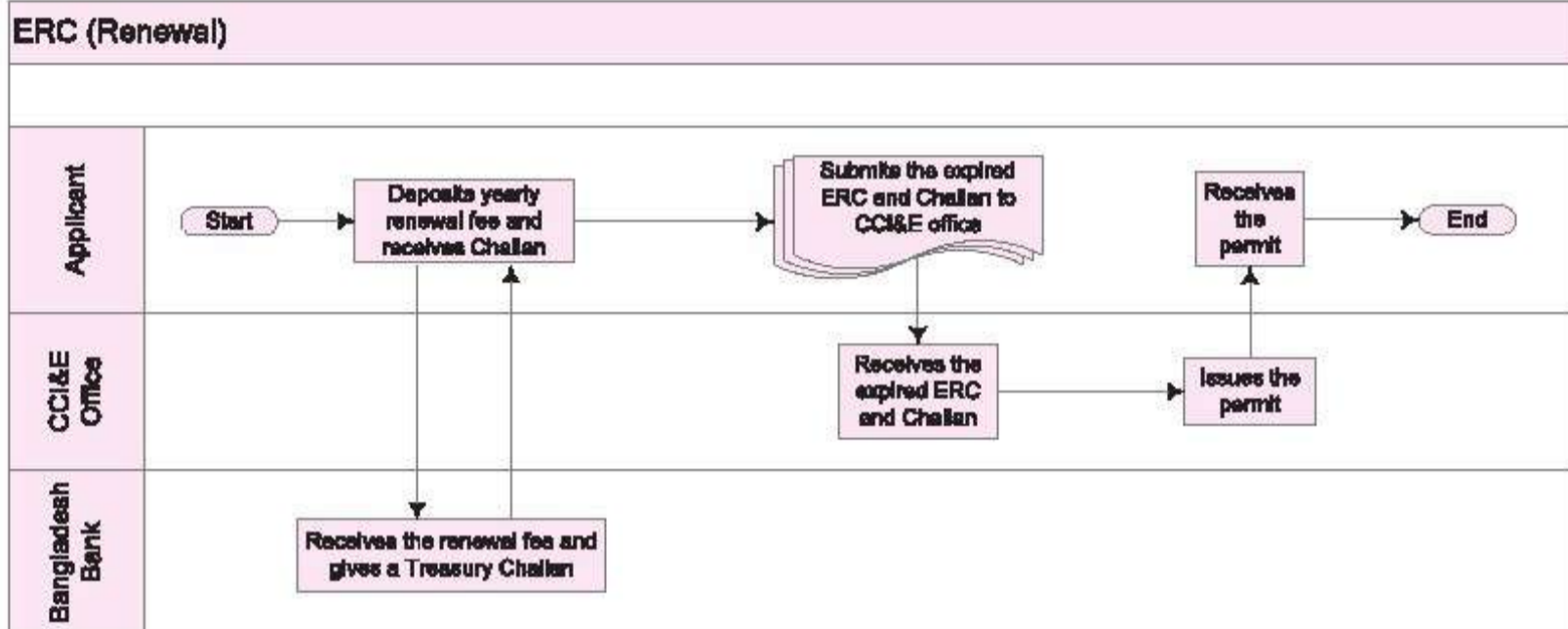
Process Steps	
Step 1	Arranges the required document
Step 2	Deposits the yearly renewal fee at Bangladesh Bank
Step 3	Submits a copy of the Challan along with expired ERC at CCI&E
Step 4	Obtains the renewed permit when issued

Official Time Limit	Approximate Processing Time for Renewing the Permit
3 working days	3 working days

**Fee Schedule**

**BDT 2,500.00**

**Process Map**



**General Information**

<b>Legal Basis of the Permit</b>	The Export Policy Order, 2009-2012; New Export Policy 2013-15 is going to be published soon
<b>Nature of the Permit</b>	General and operational permit
<b>Purpose of the Permit</b>	To export domestic/local goods from Bangladesh
<b>Territorial Scope of the Permit</b>	National
<b>Eligibility Criteria to Obtain the Permit</b>	On the basis of Membership In local Chambers of Commerce and Industry or related Trade Associations
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>All sorts of information are available in the CCI&amp;E website.</li> <li>Application Form of ERC is available online<sup>2</sup>.</li> <li>There is a dedicated Help Desk in the incumbent office.</li> </ul>

<sup>1</sup> [http://www.ccie.gov.bd/index.php?cmd=download\\_form&id=6](http://www.ccie.gov.bd/index.php?cmd=download_form&id=6)



## EXPORT-IMPORT

### INDENTING REGISTRATION CERTIFICATE (IRC - INDENTING)

Category	Permit
Renewal Frequency of the Permit	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Office of Chief Controller of Imports and Exports (CCI&E) Address: 111-113, Motijheel C/A, Dhaka-1000 Phone : +88-02-9551556, +88-02-9550289 Fax : +88-02-9550217 E-Mail : info@ccie.gov.bd Website : www.ccie.gov.bd

#### Issuance of IRC - Indenting

Required Documents	Remarks
1. Passport size photograph of the entrepreneur/managing partner/managing director	A copy of the photograph duly attested by a First Class gazetted officer
2. Trade License	A copy of the original duly attested by a First Class gazetted officer. The Trade License should be valid
3. Membership Certificate from local Chambers of Commerce and Industry or from Bangladesh Indenting Agents' Association (BIAA)	A copy of the original duly attested by local Chambers of Commerce and Industry or BIAA. The Certificate should be valid
4. Certificate of bank solvency	Original
5. Agency agreement with overseas suppliers	A copy of the original duly attested by the Authorized dealer bank
6. Treasury Challan	Original
7. TIN certificate	A copy of the original duly attested by a First Class gazetted officer
8. Partnership Deed	A copy of the original duly attested by a First Class gazetted officer (required in case of partnership)
9. Certificate of Incorporation, Memorandum of Association, and Articles of Association	Copy of the original duly attested by a First Class gazetted officer (required in case of limited company). 1 copy of the original for each document

#### Process Steps

Step 1	Applicant collects a Form of IRC - Indenting, for free of cost, from the 3rd floor of the Controller of Imports & Exports (CCI&E) office
Step 2	Applicant deposits the Registration fee and the cost of pass-book in Bangladesh Bank or designated bank [Challan head: 1/1731/001/1801] and collects a Treasury Challan
Step 3	Applicant arranges the copies of required documents i.e. passport size photograph, Trade License, Membership Certificate from BIAA, financial solvency certificate, agency agreement, Treasury Challan, TIN Certificate, deed/certificate of incorporation and Memorandum and Articles of Association

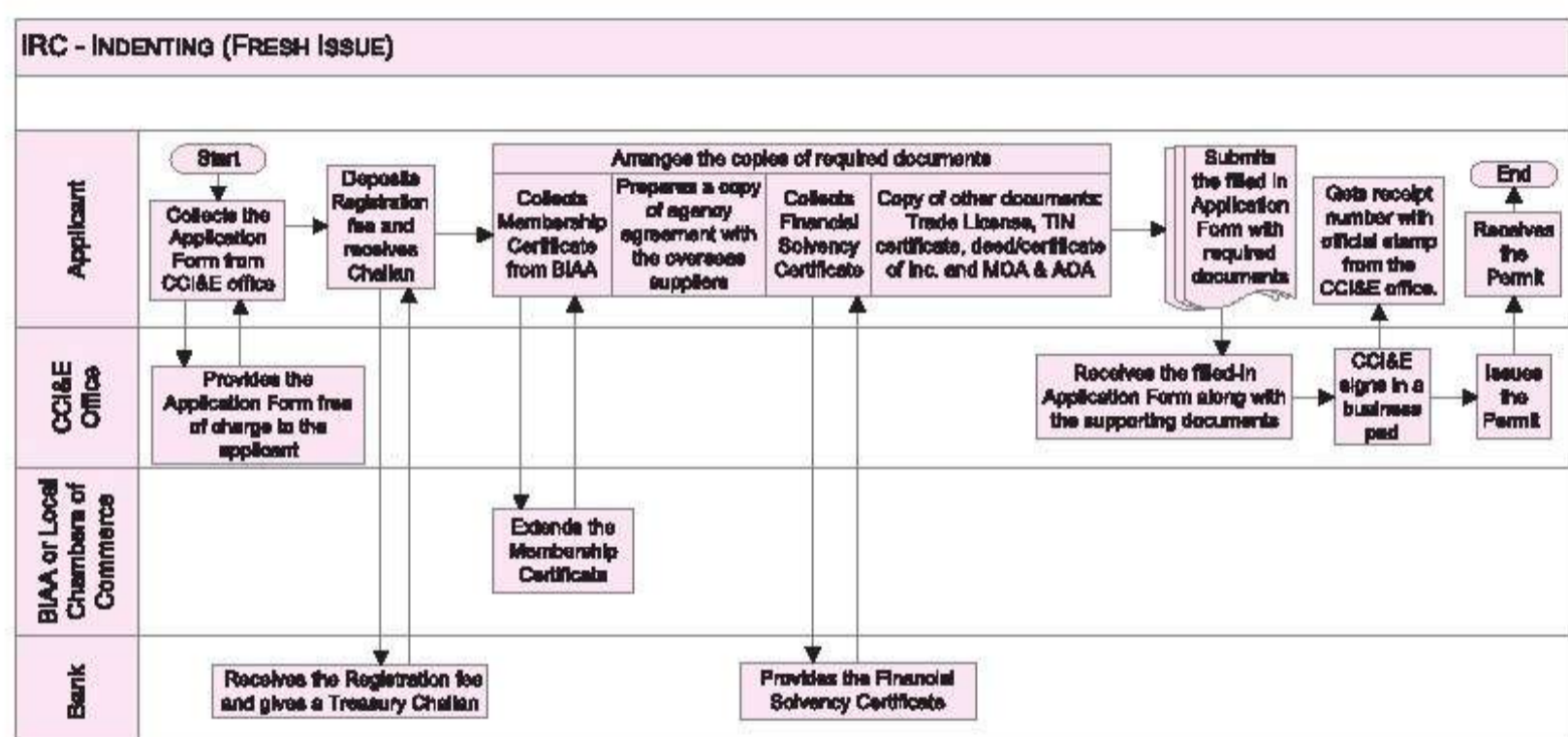
Step 4	Applicant submits filled-In Application Form along with required documents at the receipt room on 3rd floor of CCI&E office
Step 5	Applicant gets the receipt number with an official stamp from the CCI&E office
Step 6	Applicant obtains the Permit when Issued

Official Time Limit	Approximate Processing Time for Issuing the Permit
3 days	3 days

### Fee Schedule

BDT 40,000.00 and BDT 1,000.00 for the passbook

### Process Map



### Renewal of IRC - Indenting

Required Documents	Remarks
1. Recently expired IRC - Indenting	Original
2. Trade License	A copy of the original duly attested by a First Class gazetted officer; the Trade License should be valid
3. Membership Certificate from BIAA	A copy of the original duly attested by BIAA
4. Certificate of Bank Solvency	Original
5. Agency Agreement with overseas suppliers	A copy of the original duly attested by the authorized dealer bank
6. Treasury Challan	Original

## EXPORT-IMPORT

### Process Steps

Step 1	Applicant arranges of the copies of required documents i.e. original IRC - Indenting, up-to-date Trade License, up-to-date Membership Certificate from Bangladesh Indenting Agents' Association, financial solvency certificate, agency agreement, and treasury Challan
Step 2	Applicant deposits the annual renewal fee at Bangladesh Bank
Step 3	Applicant submits one copy of Challan at nominated bank
Step 4	Applicant obtains the renewed permit when issued

### Official Time Limit

3 days

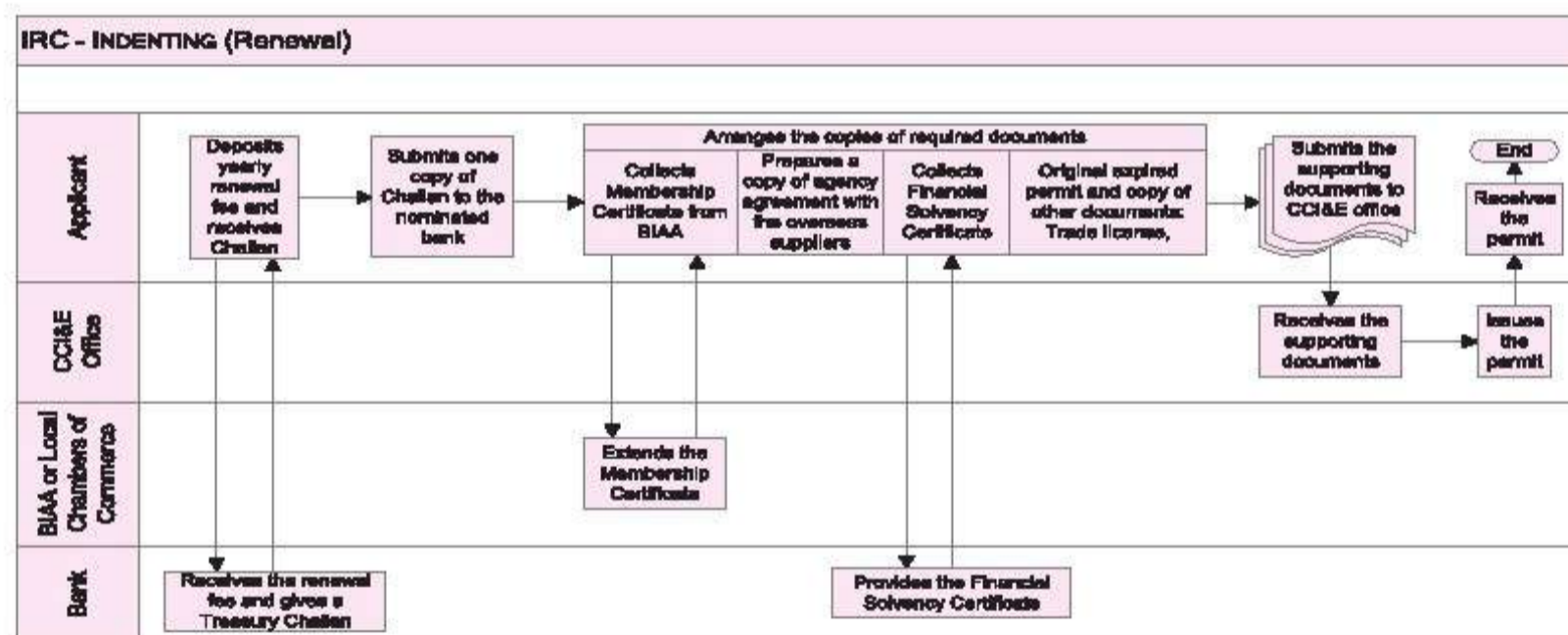
### Approximate Processing Time for Renewing the Permit

3 days

### Fee Schedule

BDT 20,000.00 and BDT 1,000.00 for the passbook

### Process Map



### General Information

Legal Basis of the Permit	Import Policy Order 2012 - 2015
Nature of the Permit	General and Operational
Purpose of the Permit	To act as an agent of the overseas suppliers for marketing their goods and commodities in the local market.
Territorial Scope of the Permit	National
Eligibility Criteria to Obtain the Permit	On the basis of membership in BIAA and an agency agreement with a foreign supplier
Information Availability	<ul style="list-style-type: none"> <li>All sorts of information are available on request from the BIAA Office (Address: Saiham Sky View Tower, 7th Floor, 45, Bijoy Nagar, Dhaka -1000).</li> <li>Application Form of IRC - Indenting is available on CCI&amp;E's website.</li> <li>There is a dedicated Help Desk in the incumbent office.</li> </ul>

## LICENSE FOR DRUGS (MEDICINE) EXPORT

Category	License
Renewal Frequency of the License	Renewal is not required
Issuing Ministry	Ministry of Health and Family Welfare
Incumbent Office	Name : Directorate General of Drug Administration Address : 105-106, Motijheel C/ A, Dhaka-1000, Bangladesh E-Mail : drugs@citech.net Website : www.dgda.gov.bd

### Issuance of License for Drugs (Medicine) Export

Required Documents	Remarks
<b>Good Manufacturing Practice (GMP) Certificate:</b>	
1. An Application in Company Letter Head	
2. Manufacturing License of Medicine	A copy of the original duly attested by a First Class gazetted officer
3. Company profile	
<b>Certificate for Pharmaceuticals Products (CPP) and the Free Sale Certificate (FSC):</b>	
1. An Application In company letter head	
2. Annexure copy <sup>1</sup> of expiry date of the selected medicines for export.	
3. Approval for the brand name.	If the brand name is changed; otherwise not required
4. Fill up the CPP and FSC <sup>2</sup> , according to WHO format <sup>3</sup>	FSC is needed only if Drug Administration asks for it
<b>To get the license for Export:</b>	
1. A completed Application on Form 8, 9A and 10A <sup>4</sup>	
2. LC/ Purchase order	A copy of the original

<sup>1</sup> Annexure copy is a document submitted by the applicant for each product which include extensive product information like name, dosage, composition, ingredients' and other details of the product.

<sup>2</sup> Free Sale Certificate (FSC) is a document required in certain countries or for certain commodities (such as pharmaceuticals), certifying that the specified imported goods are normally and freely sold in the exporting country's open markets and are approved for export.

<sup>3</sup> The certificate of pharmaceutical product (CPP) is a certificate issued in the format recommended by the World Health Organization (WHO), which establishes the status of the pharmaceutical product and of the applicant for this certificate in the exporting country.

<sup>4</sup> Prescribed in the Drugs Rules, 1945; available also in online- (<http://www.dgda.gov.bd/index.php?menuName=Application%20Forms&mnr=Forms>)

## EXPORT-IMPORT

### Process Steps

Step 1	Applicant drafts a formal Application in Company letter head addressing the Director General of Drug Administration to get GMP Certificate.
Step 2	Applicant submits the Application with all the required documents to get GMP Certificate at the Drug Administration.
Step 3	Drug Control Committee (DCC) <sup>5</sup> verifies all the documents.
Step 4	DCC gives the decision for the certificate after the verification.
Step 5	After receiving the GMP certificate, the applicant submits the Application for the CPP and the FSC (if needed) with all the required documents.
Step 6	Applicant receives the CPP and the FSC.
Step 7	Applicant then applies for the License in the prescribed Application Forms (8, 9A, 10A) with the copy of LC or Purchase order.
Step 8	Applicant receives the confirmation letter for the License to Export.

### Official Time Limit

30 days

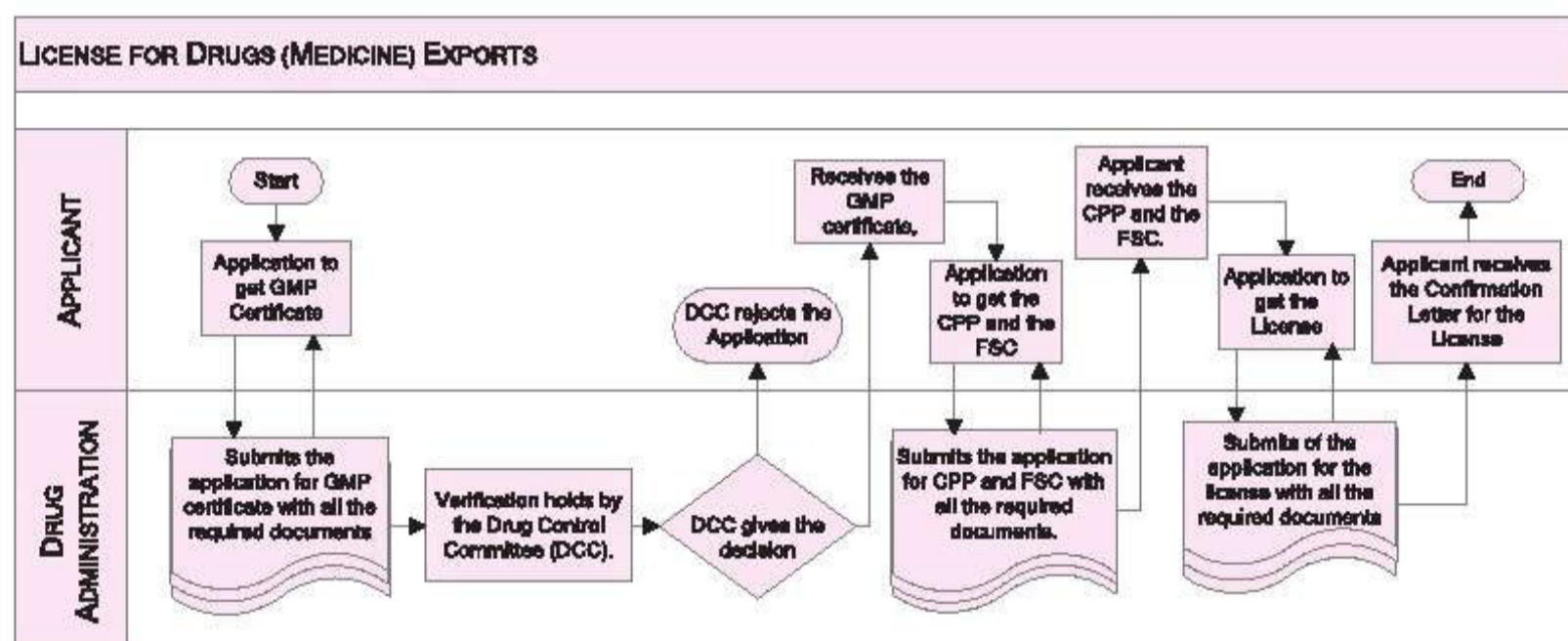
### Approximate Processing Time for Issuing the License

45 Days

### Fee Schedule

No fee is required

### Process Map



<sup>1</sup> A Drug Control Committee (DCC) consists of the Director General of Drug Administration (DGDA) and his/her nominated officers.

### General Information

<b>Legal Basis of the License</b>	The Drugs Act, 1940, [Section- 18(C);]
<b>The Nature of the License</b>	The Drug Rules 1945
<b>The Purpose of the License</b>	Pharmaceutical Sector
<b>Territorial Scope of the License</b>	Operational License
<b>Eligibility Criteria to Obtain the License</b>	National
<b>Information Availability</b>	<p>Holder of Manufacturing License of Medicine</p> <ul style="list-style-type: none"> <li>• Written procedures are accessible at the office of Drug Administration</li> <li>• Forms are available online</li> <li>• There is no Help Desk in the agency</li> </ul>

### Editorial Comment

This License to Export Drugs does not require any renewal but the GMP certificate has to be renewed every 2 (two) years. At that time, the applicant needs to submit an Application with all the required documents (except company profile), along with the previously issued GMP certificate.

## EXPORT-IMPORT

### JUTE GOODS EXPORT LICENSE

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Textiles and Jute
Incumbent Department	Name : Department of Jute Address : Karim Chamber (1st & 2nd floor) 99, Motijheel Commercial Area, Dhaka 1000. Phone : +88-02- 9561546, +88-02-9566714, +88-02-9566714 E-Mail : dojute@agnlonline.com Website : www.motj.gov.bd

#### Issuance of Jute Goods Export License

Required Documents	Remarks
1. Completed prescribed Application Form	Original
2. Treasury Chalan	A copy of the original duly attested by a First Class gazetted officer
3. Memorandum of Association and Articles of Association (applicable only for a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
4. Recent Bank Solvency Certificate	A copy of the original duly attested by a First Class gazetted officer
5. Valid Export Registration Certificate	A copy of the original duly attested by a First Class gazetted officer
6. A valid Membership Certificate issued by any of the concerned agency i.e. Bangladesh Jute Association/Bangladesh Jute Goods Association/Bangladesh Jute Spinners Association/Bangladesh Jute Mills Association/Bangladesh Jute Exporters Association/Local Chamber of Commerce and Industry	A copy of the original duly attested by a First Class gazetted officer
7. Valid Trade License	A copy of the original duly attested by a First Class gazetted officer
8. Income Tax Certificate	A copy of the original duly attested by a First Class gazetted officer

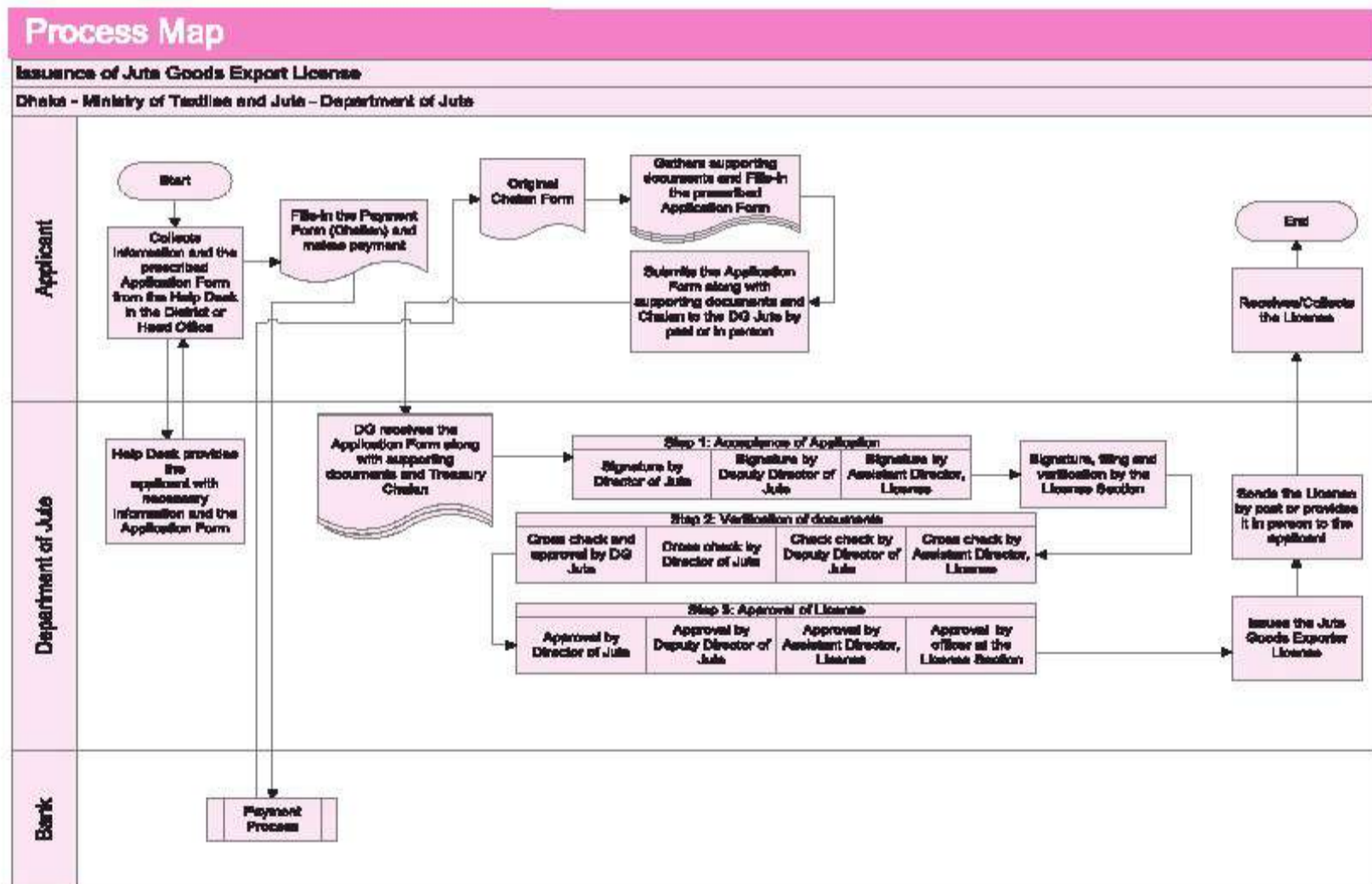
#### Process Steps

Step 1	Collection of the prescribed Application Form from the District Office or Head Office of the Department of Jute
Step 2	Payment and collection of a Treasury Chalan
Step 3	Submission of the filled-In Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office
Step 4	Verification and approval by the Department of Jute
Step 5	Obtains License from the Head Office of the Department of Jute

9. Nationality Certificate (to be provided by all board members in case of a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
10. Statement of Immovable assets	Original
11. Name, Permanent address and Nationality Certificate for adult members of the family (To be provided by all board members in case of a Limited Company)	A copy of the original duly attested by a First Class gazetted officer

Official Time Limit	Approximate Processing Time for Issuing the License
1-5 working days	The duration may vary depending on situational circumstances.

Fee Schedule
BDT25000.00



### Renewal of Jute Goods Exporter License

Required Documents	Remarks
1. Completed prescribed Application Form	Original
2. Treasury Chalan	Original
3. Memorandum of Association and Articles of Association (applicable only for a Limited Company)	A copy of the original duly attested by a First Class gazetted officer



## EXPORT-IMPORT

4. Recent Bank Solvency Certificate	A copy of the original duly attested by a First Class gazetted officer
5. Valid Export Registration Certificate	A copy of the original duly attested by a First Class gazetted officer
6. A valid Membership Certificate issued by any of the concerned agency i.e. Bangladesh Jute Association/Bangladesh Jute Goods Association/Bangladesh Jute Spinners Association/Bangladesh Jute Mills Association/Bangladesh Jute Exporters Association/Local Chamber of Commerce and Industry	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

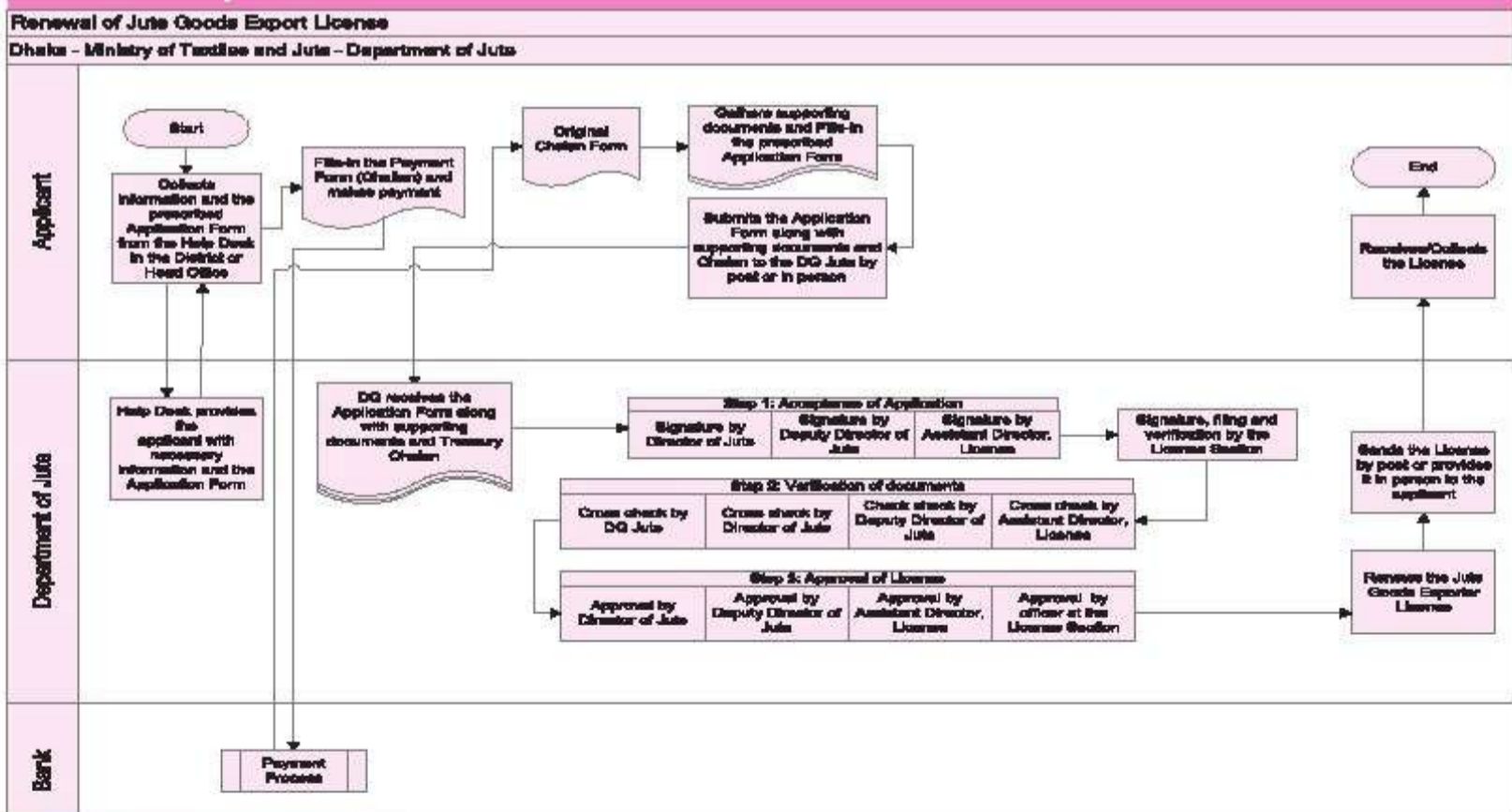
Step 1	Collection of the prescribed Application Form from the District or Head Office of the Department of Jute
Step 2	Payment and collection of a Treasury Challan
Step 3	Submission of the filled-in Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office
Step 4	Verification and approval by the Department of Jute
Step 5	Obtains a renewed License from the Head Office of the Department of Jute

Official Time Limit	Approximate Processing Time for Issuing the License
1-3 working days	The duration may vary depending on situational circumstances.

### Fee Schedule

BDT 25000.00 Annually

### Process Map



### General Information

<b>Legal Basis of the License</b>	<ul style="list-style-type: none"> <li>• Jute Ordinance, 1962</li> <li>• Jute (Licensing and Enforcement) Rules, 1964</li> </ul>
<b>Nature of the License</b>	Sector Specific
<b>Purpose of the License</b>	Business Start-up and Operational License
<b>Territorial Scope of the License</b>	National
<b>Eligibility Criteria to Obtain the License</b>	Citizen of Bangladesh and approval from Board of Investment for foreign owned companies
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public at the District Office or the Head Office of the Department of Jute</li> <li>• Application Forms are not available online</li> <li>• There is a Help Desk in the License Section of the Department of Jute</li> </ul>

### Editorial Comments

- Some of the terminology used in the Application Verification Form and the Application Form is ambiguous and can be misleading. Hence it is advised that the applicant cross checks with the License Section of the Department of Jute for clarification to avoid any unwanted delays.
- Applicants from regions outside Dhaka need to send the applications by post. There is no provision for the district offices to receive the application.

## EXPORT-IMPORT

### RAW JUTE EXPORT LICENSE

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Textiles and Jute
Incumbent Department	<p>Name : Department of Jute</p> <p>Address : Karim Chamber (1st &amp; 2nd floor) 99, Motijheel Commercial Area, Dhaka 1000.</p> <p>Phone : + 880-2- 9561546, +880-2-9566714, +880-2-9566714</p> <p>E-Mail : dojute@agnlonline.com</p> <p>Website : www.motj.gov.bd</p>

### Issuance of Raw Jute Export License

Required Documents	Remarks
1. Completed application in prescribed Application Form	Original
2. Treasury Challan	Original
3. Memorandum of Association and Articles of Association (applicable only for a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
4. Recent Bank Solvency Certificate	Original
5. Valid Export Registration Certificate	A copy of the original duly attested by a First Class gazetted officer
6. A valid Membership Certificate issued by any of the concerned agency i.e., Bangladesh Jute Association/Bangladesh Jute Goods Association/ Bangladesh Jute Exporters Association/ Bangladesh Jute Spinners Association/ Bangladesh Jute Mills Association/ Bangladesh Jute Exporters Association/ Local Chamber of Commerce and Industry	A copy of the original duly attested by a First Class gazetted officer
7. Valid Trade License	A copy of the original duly attested by a First Class gazetted officer
8. Income Tax Certificate	A copy of the original duly attested by a First Class gazetted officer
9. Nationality Certificate (to be provided by all board members in case of a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
10. Affidavit (Bank documents related to the use of bank loan to Raw Jute Export business)	A copy of the original duly attested by a First Class gazetted officer
11. Declaration of: (i) The applicant has no arrears with any government agency (ii) The applicant has no illegal possession of any government owned warehouse, office, house, land, bungalow and such	Original

12. Valid warehouse rental/ownership documents	A copy of the original duly attested by a First Class gazetted officer
13. Permit for use of warehouse	A copy of the original duly attested by a First Class gazetted officer
14. Name, Permanent address and Nationality Certificate for adult members of the family (To be provided by all board members in case of a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
15. Statement of Immovable Assets	Original

**Process Steps**

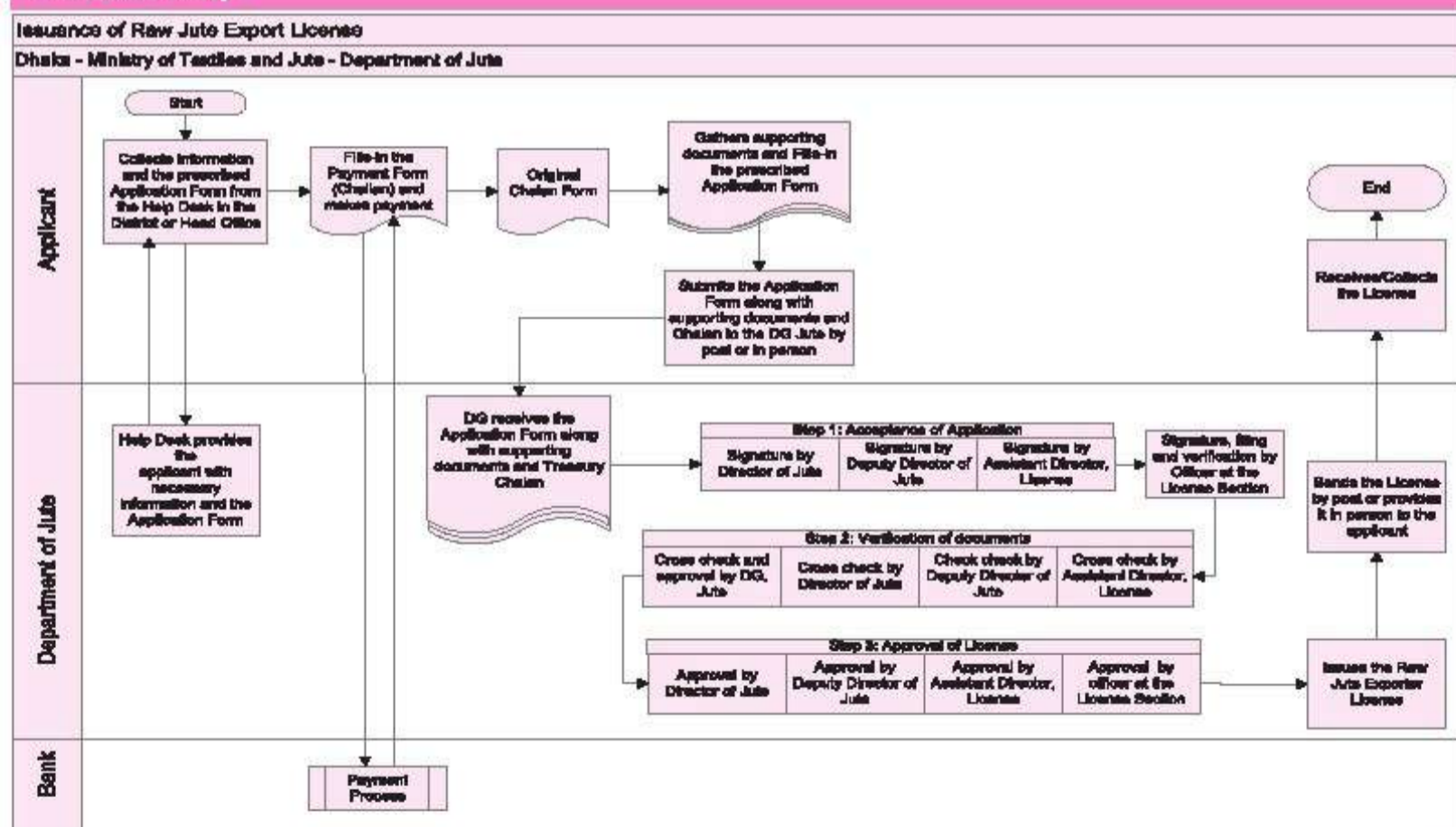
Step 1	Collection of the prescribed Application Form from the District Office or Head Office of the Department of Jute
Step 2	Make payment and collect Treasury Chalan from Bangladesh Bank
Step 3	Submission of the filled-in Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office
Step 4	Verification and approval by the Department of Jute

Official Time Limit	Approximate Processing Time for Issuing the License
1-5 working days	The duration may vary depending on situational circumstances.

**Fee Schedule**

BDT 25000.00	BDT 20.00
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**Process Map**



## EXPORT-IMPORT

### Renewal of Raw Jute Export License

Required Documents	Remarks
1. Completed prescribed Application Form	Original
2. Treasury Chalan	Original
3. Memorandum of Association and Articles of Association (applicable only for a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
4. Recent Bank Solvency Certificate	Original
5. Valid Export Registration Certificate	A copy of the original duly attested by a First Class gazetted officer
6. A valid Membership Certificate Issued by any of the concerned agencies i.e. Bangladesh Jute Association/Bangladesh Jute Goods Association/Bangladesh Jute Exporters Association/Bangladesh Jute Spinners Association/Bangladesh Jute Mills Association/Bangladesh Jute Exporters Association/Local Chamber of Commerce and Industry	A copy of the original duly attested by a First Class gazetted officer
7. Valid Trade License	A copy of the original duly attested by a First Class gazetted officer
8. Income Tax Certificate	A copy of the original duly attested by a First Class gazetted officer
9. Nationality Certificate (to be provided by all board members in case of a Limited Company)	A copy of the original duly attested by a First Class gazetted officer
10. Affidavit (Bank documents related to the use of bank loan to Raw Jute Export business)	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

Step 1	Collecting the prescribed Application Form from the District Office or the Head Office of the Department of Jute
Step 2	Makes payment and collects Treasury Chalan
Step 3	Submission of the filled-in Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office
Step 4	Verification and approval by the Department of Jute
Step 5	Obtaining License from the Head Office of the Department of Jute

### Official Time Limit

1-3 working days

### Approximate Processing Time for Issuing the License/Registration

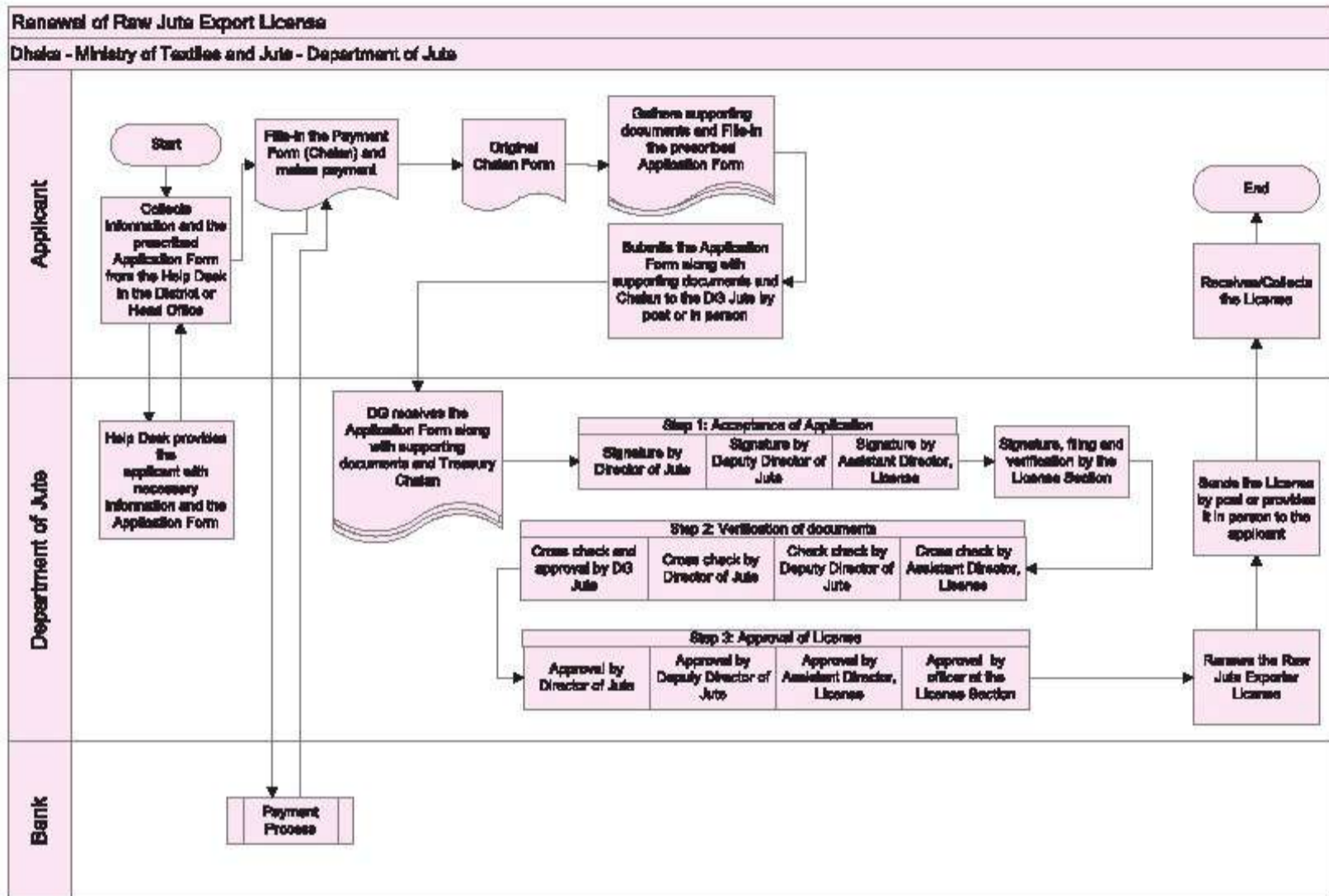
The duration may vary depending on situational circumstances.

### Fee Schedule

BDT 25000.00 annually

BDT 20.00

Process Map



General Information

<b>Legal Basis of the License</b>	<ul style="list-style-type: none"> <li>• Jute Ordinance, 1962</li> <li>• Jute (Licensing and Enforcement) Rules, 1964</li> </ul>
<b>Nature of the License</b>	Sector Specific
<b>Purpose of the License</b>	Business Start-up and Operational License
<b>Territorial Scope of the License</b>	National
<b>Eligibility Criteria to Obtain the License</b>	Citizen of Bangladesh and approval from Board of Investment for foreign owned companies
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public at the District or the Head Office of the Department of Jute</li> <li>• Application Forms are not available online</li> <li>• There is a Help Desk in the License Section of the Department of Jute</li> </ul>

Editorial Comments

Some of the terminologies used in the Application Verification Form and the Application Form are ambiguous and can be misleading. Hence it is advised that the applicant cross checks with the License Section of the Department of Jute for clarification to avoid any unwanted delays.

Applicants from regions outside Dhaka need to send their application by post

## EXPORT-IMPORT

### EXPORT LICENSE FOR NARCOTICS DRUG

<b>Terminology</b>	<b>License</b>
<b>Renewal Frequency of the License</b>	<b>Annual</b>
<b>Issuing Ministry</b>	<b>Ministry of Home Affairs</b>
<b>Incumbent Department</b>	<b>Name : Department of Narcotics Control (DNC)</b> <b>Address : 441, Tejgaon Industrial Area, Dhaka-1208</b> <b>Phone : +88 02 8870011, +88 02 8870012</b> <b>E-Mail : dgdncbd@gmail.com</b> <b>Website : www.dnc.gov.bd</b>

### Issuance of Export License for Narcotics Drug

Required Documents	Remarks
1. A Prescribed Application Form of the Department of Narcotics Control	Original copy
2. Recommendations from the Directorate of Drug Administration.	A copy of the original duly attested by a First Class gazetted officer
3. Trade license (valid)	A copy of the original duly attested by a First Class gazetted officer
4. Treasury Chalan	Main copy received from Bangladesh Bank
5. Drug Manufacturing License	A copy of the original duly attested by a First Class gazetted officer and the regional officer
6. Drug Manufacturing Annexure <sup>1</sup>	A copy of the original duly attested by a First Class gazetted officer and the Regional Officer
7. Export Registration Certificate	A copy issued by the Chief Controller of Import and Export office (CCI&E)
8. TIN <sup>2</sup> Certificate	A copy of the original duly attested by the First Class gazetted officer
9. Bio-data, an Academic certificate, a Pharmacists certificate, appointment letter of the appointed pharmacist of the factory	A copy of the original duly attested by a First Class gazetted officer and the regional officer
10. Police Clearance Certificate	From the Dhaka Metropolitan Police (DMP) or from regional Police Station (Thana <sup>3</sup> )
11. Recommendation from the Zonal Regional Office of DNC	Original
12. Recommendation from the Regional Office of DNC	Original

<sup>1</sup> Ingredients required for manufacturing drug (item list), Annexure is different for different items

<sup>2</sup> Tax Identification Number

<sup>3</sup> A Bengali word meaning Police Station

**Process Steps**

Step 1	Collection of the Application Form from Department of Narcotics Control Office or website
Step 2	Submission of the Application Form and a letter in Company Letter Head addressed to the Director General of Narcotics Control.
Step 3	Submission of the Application with the required documents at the Head Office (HQ)/ Sub-region at Office of Narcotics Control.
Step 4	Sub-regional Officer verifies the documents and sends It for Police Clearance.
Step 5	After getting the Police Clearance Certificate, Sub-regional Officer sends the Application along with the documents to the Head Quarter of Narcotics Control with recommendation.
Step 6	Based on the recommendation given by the Sub-regional Officer, Head Quarter of Narcotics Control decides whether to give License to the applicant or not.
Step 7	A letter is issued from the Head Quarter of Narcotics Control if the Applicant gets the approval.
Step 8	The Applicant deposits License fee at Bangladesh Bank or designated branches of Sonali Bank and collects a copy of Treasury Challan.
Step 9	The Applicant then have to submit the Copy of Treasury Challan at the Sub-regional Office,
Step 10	Sub-regional Office then Issues the License.

**Official Time Limit**

**Approximate Processing Time for Issuing the Approval**

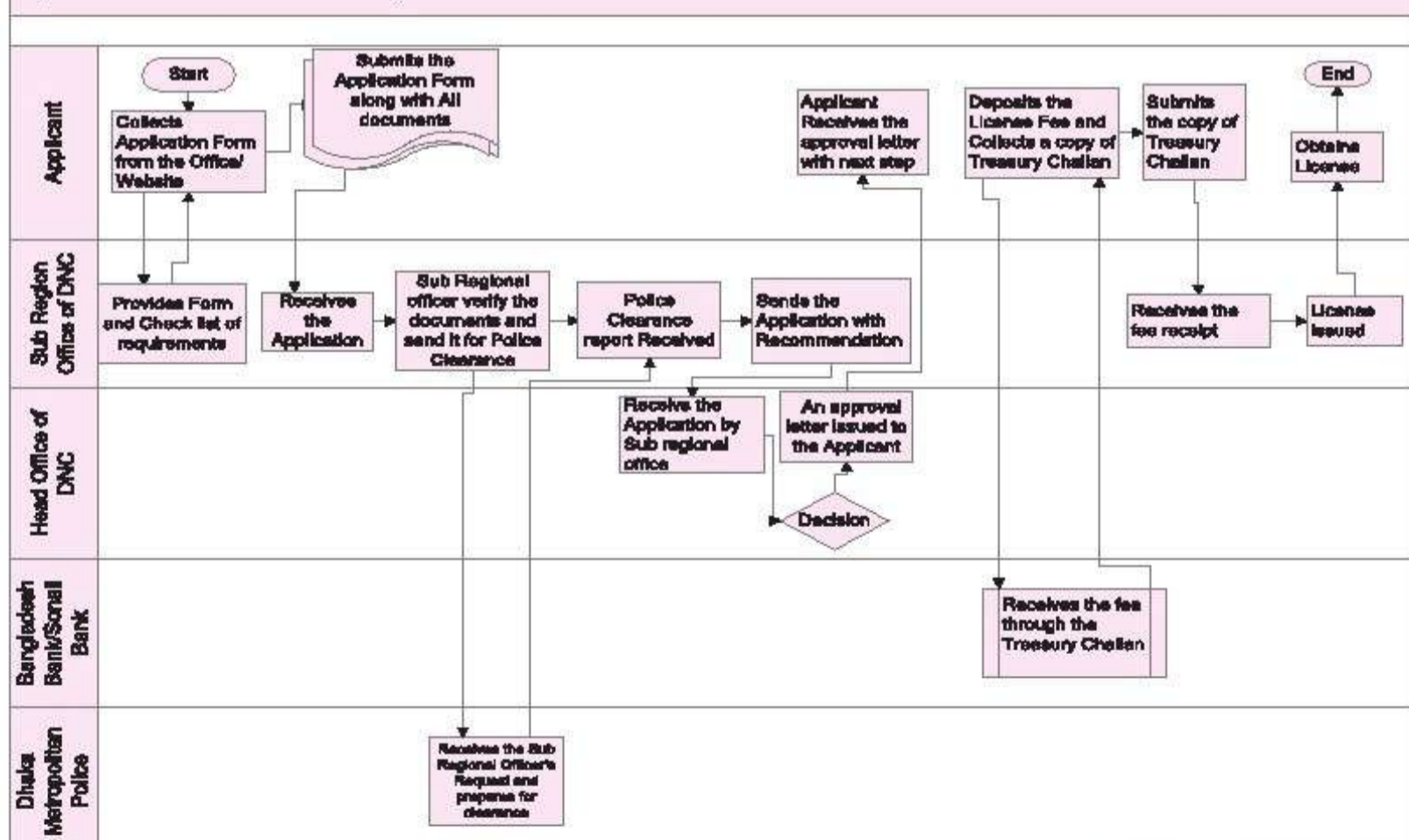
120 Days

May vary

**Fee Schedule**

BDT 10,000

**Export License for Narcotics Drugs**





## EXPORT-IMPORT

### Renewal of Export License of Narcotics Drug

Required Documents	Remarks
1. Drug License from Drug Administration.	Updated copy of the original duly attested by a First Class gazetted officer
2. Income Tax Certificate	Updated copy of the original duly attested by a First Class gazetted officer
3. Export License of the Narcotics Drug	Expired copy of the previously issued License.
4. Trade License.	Updated copy of the original duly attested by a First Class gazetted officer
5. Drug Manufacturing Annexure	Updated copy of the original duly attested by the Department of Narcotics Control
6. Renewed copy of Export Registration Certificate	Updated copy of the original duly issued by the Chief Controller of Imports and Exporters (CCI&E)
9. Treasury Chalan	Main copy received from Bangladesh Bank
10. Any other documents that enhance the credibility of the information	If required

### Process Steps

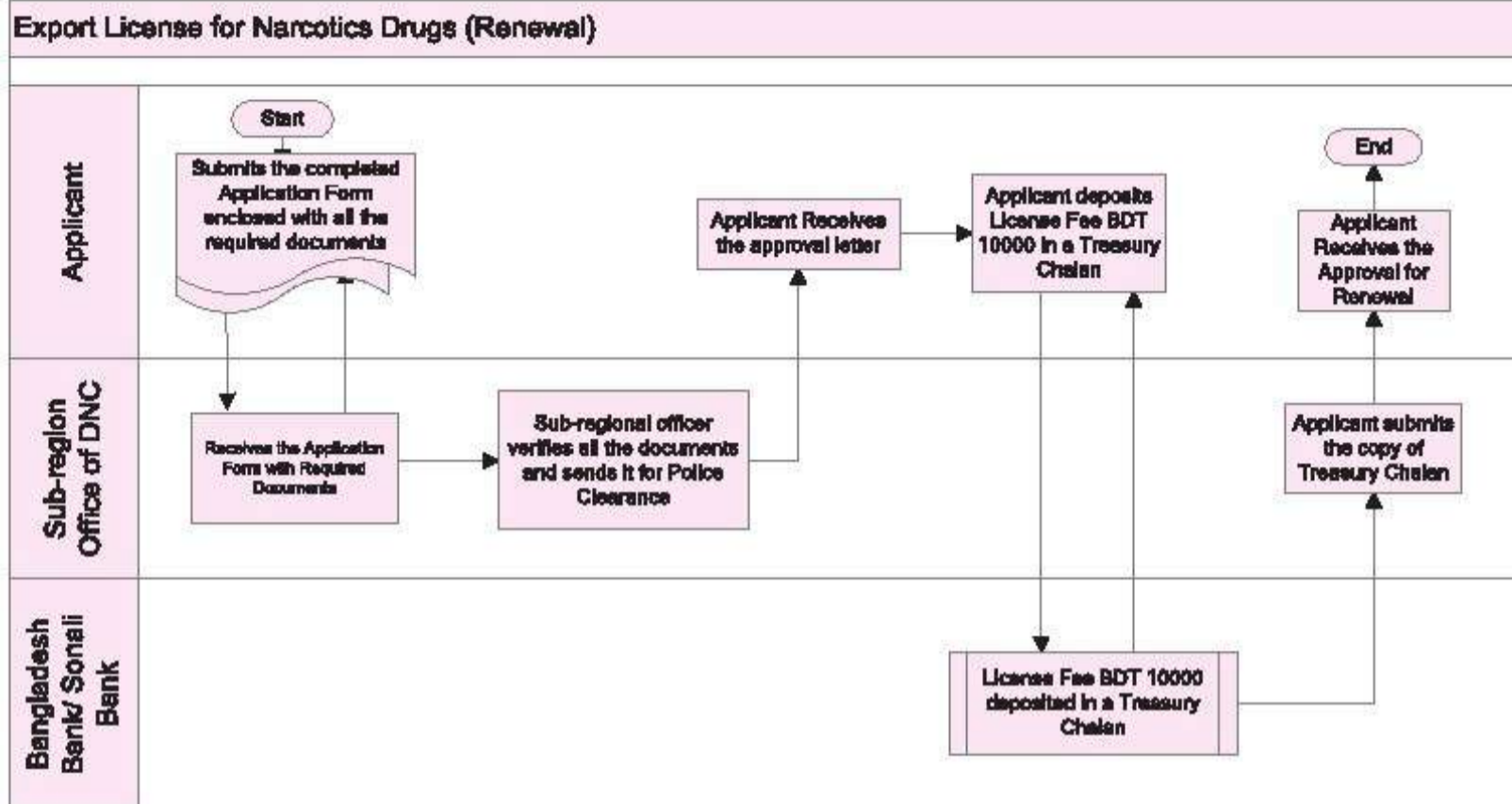
Step 1	Applicant fills-in the Application In a Company's official Letter Head addressed to the Director General of Narcotics Control office
Step 2	Submission of the Application with the required documents at the Sub-region at Office of Narcotics Control.
Step 3	Sub-regional Officer verifies all the documents and gives approval.
Step 4	The Applicant deposits renewal fees at Bangladesh Bank or designated branches of Sonall Bank and collects copy of the Treasury Challan.
Step 5	The Applicant then has to submit the Copy of Treasury Challan at the Sub-regional Office,
Step 6	Sub-regional Office then issues the renewed License.

Official Time Limit	Approximate Processing Time for Issuing the License/ Registration/Approval/Certificate
7-10 days	May Vary

### Fee Schedule

BDT10,000

Process Map



General Information

Legal Basis of the License	Narcotics Control Act 1990 (Amendment up to 2004)
The Nature of the License	Sector Specific
The Purpose of the License	Operational License
Territorial Scope of the License	Regional
Eligibility Criteria to Obtain the License	Trade License & Drug Manufacturing License
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public.</li> <li>Forms are available online<sup>4</sup></li> <li>There is a Help Desk in the incumbent offices</li> </ul>

Editorial Comment

Department of Narcotics Control has Four (4) Zonal offices and 25 Regional offices in the country.

<sup>4</sup> [http://www.dnc.gov.bd/form/Form\\_1.pdf](http://www.dnc.gov.bd/form/Form_1.pdf)

## EXPORT-IMPORT

### IMPORT LICENSE FOR NARCOTICS DRUG

Terminology	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Home Affairs
Incumbent Department	Name : Department of Narcotics Control (DNC) Address : 441, Tejgaon Industrial Area, Dhaka-1208 Phone : +88 02 8870011, +88 02 8870012 E-Mail : dgdncbd@gmail.com Website : www.dnc.gov.bd

### Issuance of Import License for Narcotics Drug

Required Documents	Remarks
1. A Prescribed Application Form of the Department of Narcotics Control	Original copy
2. Recommendations from the Directorate of Drug Administration	A copy of the original duly attested by a First Class gazetted officer
3. Trade License	A copy of the original duly attested by a First Class gazetted officer
4. Treasury Chalan	Main copy received from Bangladesh Bank
5. Drug Manufacturing License	A copy of the original duly attested by a First Class gazetted officer and the Regional Officer
6. Drug Manufacturing Annexure <sup>1</sup>	A copy of the original duly attested by a First Class gazetted officer and the Regional Officer
7. Import Registration Certificate	A copy issued by the Chief Controller of Imports and Exports office (CCI&E)
8. TIN <sup>2</sup> Certificate	A copy of the original duly attested by First Class gazetted officer
9. Bio-data, an Academic certificate, a Pharmacists certificate, appointment letter of the appointed pharmacist of the factory	A copy of the original duly attested by a First Class gazetted officer and the Regional Officer
10. Police Clearance Certificate	from the Dhaka Metropolitan Police (DMP) or from regional Police Station (Thana <sup>3</sup> )
11. Recommendation from the Sub-Regional Office	Original
12. Recommendation from the Regional Office	Original

<sup>1</sup> Ingredients required for manufacturing drug (Item list), Annexure is different for different items

<sup>2</sup> Tax Identification Number

<sup>3</sup> A Bengali word meaning Police Station

Process Steps

Step 1	Collection of the Application Form from DNC Office or website
Step 2	Applicant fills in the Form 5 (1) and an official letter in Company Letter Head addressed to the Director General of Narcotics Control.
Step 3	Submission of the Application with the entire required document at the Head Office (HQ)/ Sub-regional Office of Narcotics Control.
Step 4	Sub-regional Officer verifies the entire document and sends it for Police Clearance.
Step 5	After getting the Police Clearance, Sub-regional Officer sends the Application along with documents to the Head Quarter of Narcotics Control with recommendation.
Step 6	Based on the recommendation by Sub-regional Officer, Head Quarter of Narcotics Control decides whether to give License to the applicant or not.
Step 7	A letter is issued from the Head Quarter of Narcotics Control if the Applicant gets the approval.
Step 8	The Applicant deposits License fee at Bangladesh Bank or designated branches of Sonali Bank and collects a copy of Treasury Challan.
Step 9	The Applicant then has to submit the Copy of Treasury Challan at the Sub-regional Office,
Step 10	Sub-regional Office then issues the license.

Official Time Limit

Approximate Processing Time for Issuing the License/Registration/ Approval/Certificate

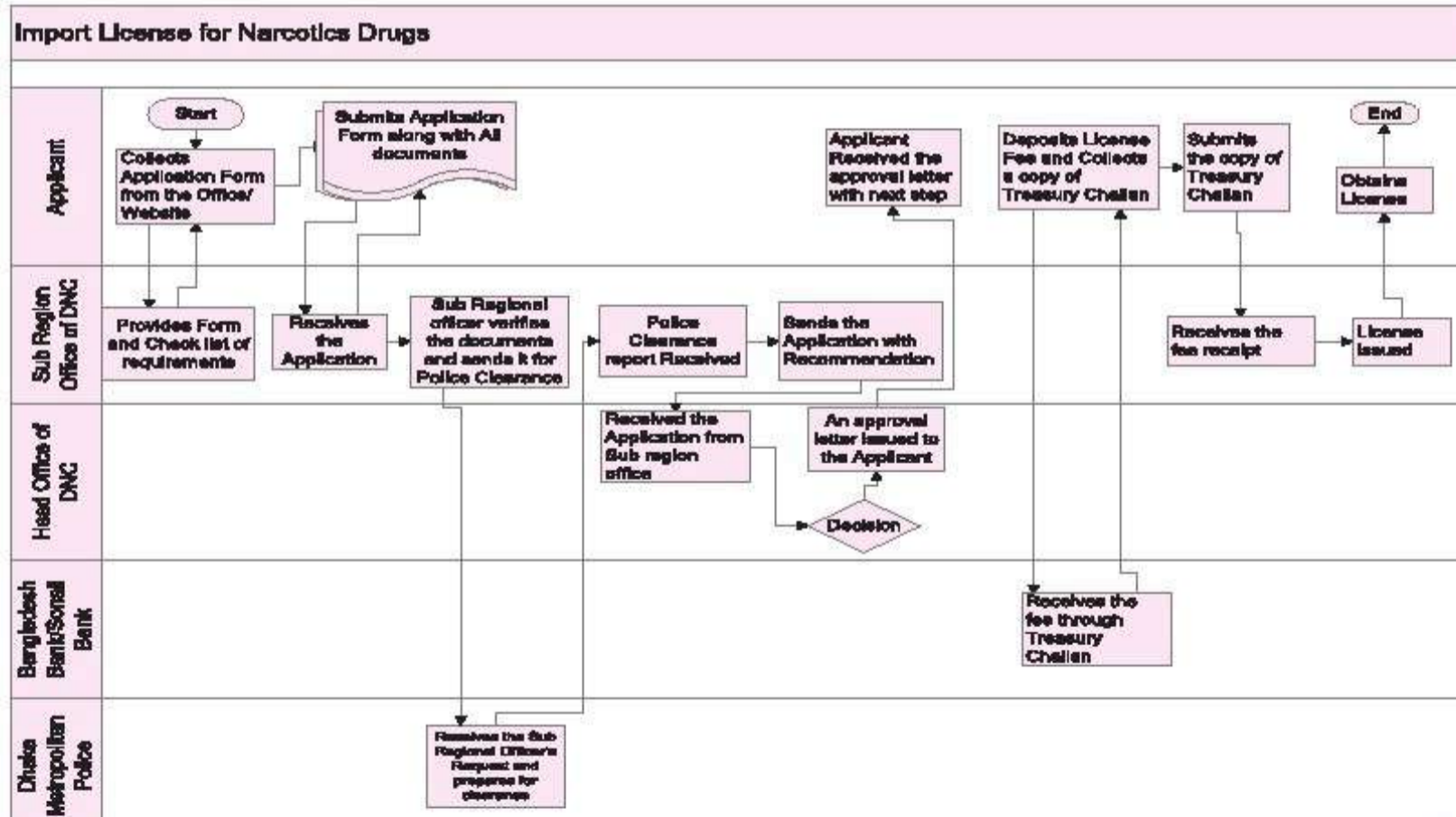
120 Days

Time May vary

Fee Schedule

BDT 10,000.00

Process Map



## EXPORT-IMPORT

### Renewal of Import License for Narcotics Drug

Required Documents	Remarks
1. Drug License from Drug Administration.	Updated copy of the original duly attested by a First Class gazetted officer
2. Income Tax Certificate	Updated copy of the original duly attested by a First Class gazetted officer
3. Import License of the Narcotics Drug	Expired copy of the previously Issued License.
4. Trade License.	Updated copy of the original duly attested by a First Class gazetted officer
5. Drug Manufacturing Annexure	Updated copy of the duly attested by the Department of Narcotics Control
6. Updated copy of a Import Registration Certificate	Updated copy of the original duly Issued by the Chief Controller of Imports and Exporters (CCI&E)
9. Treasury Challan	Main copy received from Bangladesh Bank
10. Any other documents that enhance the credibility of the Information	If required

### Process Steps

Step 1	Application in Company's official Letter Head addressed to the Director General of Narcotics control.
Step 2	Submission of the Application with the required documents at the Sub-regional Office of Narcotics Control.
Step 3	Sub-region Officer verifies all the documents and gives approval
Step 4	The Applicant deposits renewal fee at Bangladesh Bank or designated branches of Sonali Bank and collects the Treasury Challan.
Step 5	The Applicant then have to submit the Copy of Treasury Chalan at the Sub-regional Office,
Step 6	Sub-regional Office then issues the Renewed License.

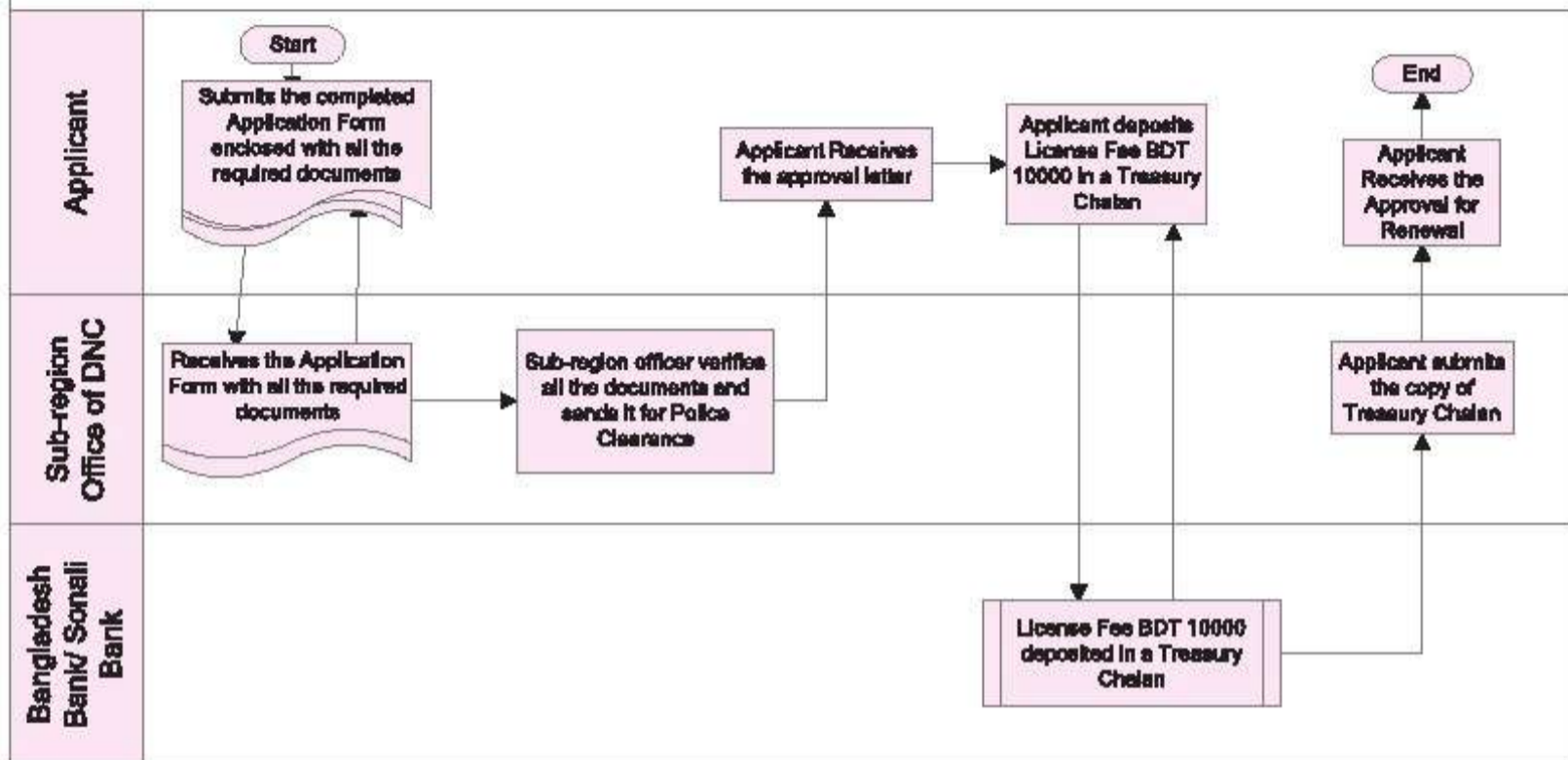
Official Time Limit	Approximate Processing Time for Issuing the License
7-10 days	Time May Vary

### Fee Schedule

BDT 10,000.00

Process Map

Import License for Narcotic Drugs (Renewal)



General Information

<b>Legal Basis of the License</b>	Narcotics Control Act 1990 (Amended up to 2004)
<b>The Nature of the License</b>	Sector Specific
<b>The Purpose of the License</b>	Operational License
<b>Territorial Scope of the License</b>	Regional
<b>Eligibility Criteria to Obtain the License</b>	Trade License & Drug Manufacturing License
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public.</li> <li>Forms are available online</li> <li>There is a Help Desk in the incumbent offices</li> </ul>

## EXPORT-IMPORT

### PRODUCTION & PROCESSING LICENSE OF NARCOTICS DRUG

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Home Affairs
Incumbent Department	<p>Name : Department of Narcotics Control (DNC)</p> <p>Address : 441, Tejgaon Industrial Area, Dhaka-1208</p> <p>Phone : +88-02-8870016, +88-02-8870020</p> <p>E-Mail : dgdncbd@gmail.com</p> <p>Website : www.dnc.gov.bd</p>

### Issuance of Production and Processing License of Narcotics Drug

Required Documents	Remarks
1. Prescribed Application Form <sup>2</sup> of the Department of Narcotics Control	<p>Original</p> <p>A copy of all the original documents duly attested by a First Class gazetted officer and Regional Officer</p>
2. Recommendations of the Directorate of Drug Administration.	
3. Trade License	
4. Drug Manufacturing License	
5. Drug Manufacturing Annexure <sup>3</sup>	
6. Import Registration Certificate (IRC)	
7. TIN Certificate	
8. Blue print of the Factory/Laboratory	
9. Environment Certificate	
10. Fire and Civil Defense License	
11. List of Machineries	
12. List of Workers, Employees of the Factory	
13. Bio-data, Academic Certificate, Pharmacists Certificate, Appointment Letter of the appointed Pharmacist of the Factory	
14. Police Clearance Report of the Applicant	
15. Recommendation of the Regional Office	
16. Recommendation from the Zonal Office	
17. Annual allotment of the International Narcotics Control Board (INCB) in favour of Bangladesh	
18. The Quantity of Allotment In favour of other Drug Manufacturing Units by the Director General of Drug Administration (DGDA)	
19. The quantity mentioned in the Application of the relevant organization	
20. Deed of Land (Deed of Ownership, Deed of Leasehold, Rent Agreement etc)	

<sup>2</sup> [www.dnc.gov.bd/form/Form\\_4.pdf](http://www.dnc.gov.bd/form/Form_4.pdf)

<sup>3</sup> Drug Annexure copy is a document submitted by the Applicant for each product which include ingredients and the other details of the product, approved by the Directorate General of Drug Administration.

**Process Steps**

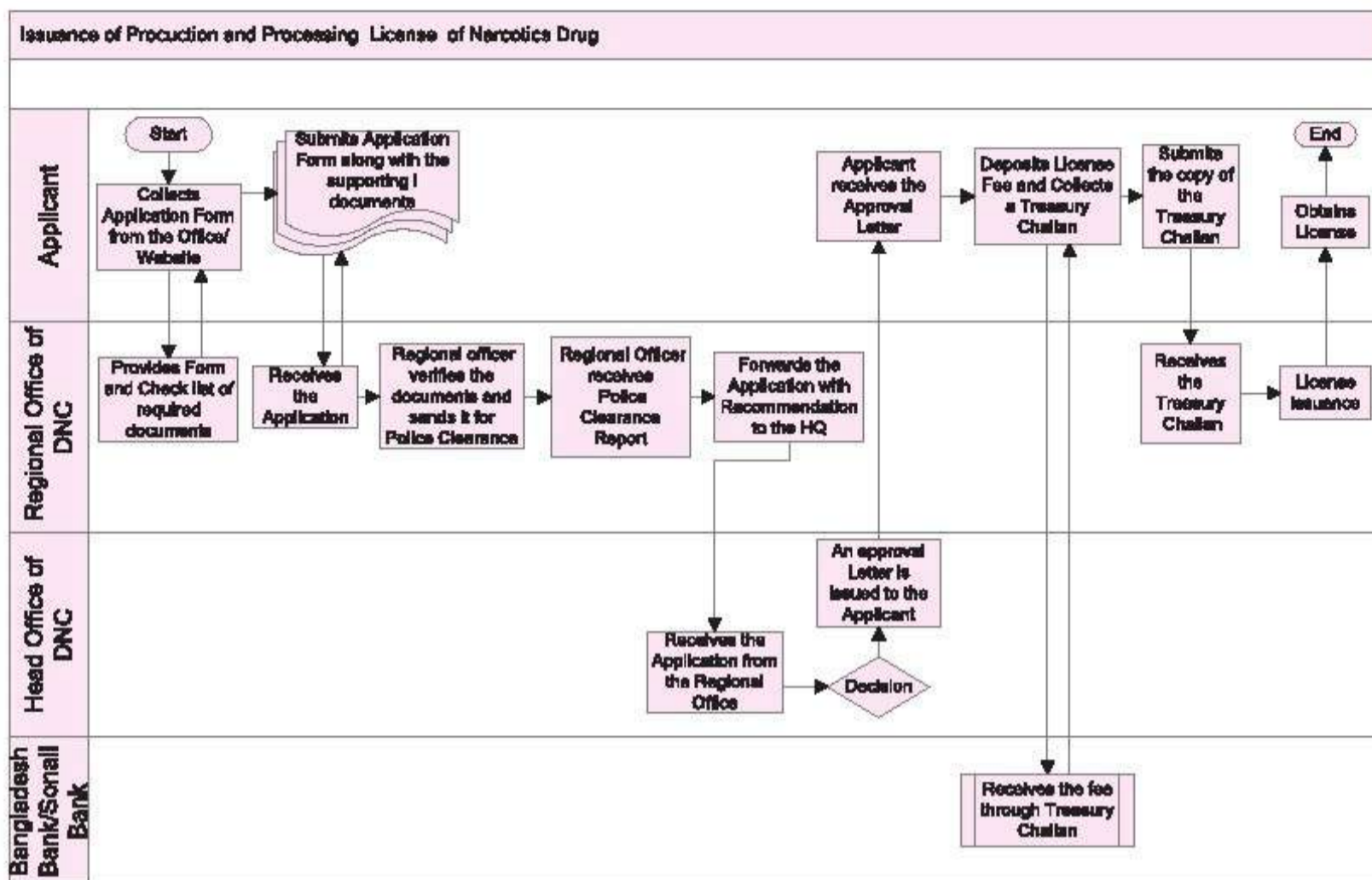
<b>Step 1</b>	<b>Collects the Application Form from the DNC Office or website</b>
<b>Step 2</b>	<b>Application on Form 5(1) and on an organization Letter Head addressed to the Director General of Narcotics Control</b>
<b>Step 3</b>	<b>Submits the Application along with the supporting documents at the Head Office (HQ)/ Regional Office of Narcotics Control</b>
<b>Step 4</b>	<b>Regional Officer verifies the application along with the supporting documents and seeks for Police Clearance Report</b>
<b>Step 5</b>	<b>Regional Officer (after getting the Police Clearance) sends the Application to the Head Quarter of Narcotics Control with a recommendation</b>
<b>Step 6</b>	<b>The Head Quarter of Narcotics Control (based on the recommendation by the Regional Officer) takes positive or negative decision regarding the License</b>
<b>Step 7</b>	<b>The Head Quarter of Narcotics Control Issues a letter if the Applicant gets the approval</b>
<b>Step 8</b>	<b>The Applicant deposits License fee at Bangladesh Bank or designated branches of Sonali Bank and collects a copy of the Treasury Challan</b>
<b>Step 9</b>	<b>The Applicant submits the Copy of the Treasury Challan at the Regional Office</b>
<b>Step 10</b>	<b>Regional Office Issues the License.</b>

**Official Time Limit****120 day****Approximate Processing Time for Issuing the License****Time may vary****Fee Schedule****BDT 10,000.00**



# EXPORT-IMPORT

## Process Map



## Renewal of Production and Processing License of Narcotics Drug

Required Documents	Remarks
1. Drug License from Drug Administration (updated)	A copy of all the original documents duly attested by a First Class gazetted officer and Regional officer
2. Income Tax Certificate (updated)	
3. Expired copy of the previously issued License.	
4. Trade License (updated)	
5. Drug Manufacturing Annexure(updated)	
6. Import Registration Certificate (IRC) (updated)	
7. Environment Certificate (updated)	
8. Fire and Civil Defense License	
9. Treasury Challan	
10. Any other documents that enhance the credibility of the information	

**Process Steps**

Step 1	Application on Company's Letter Head addressed to the Director General of Narcotics control
Step 2	Submits the Application along with the required documents at the Regional Office of Narcotics Control
Step 3	Regional Officer verifies all the documents and gives approval
Step 4	Applicant deposits renewal fee at Bangladesh Bank or designated branches of Sonali Bank and collects the Treasury Challan
Step 5	Applicant submits a copy of the Treasury Challan at the Regional Office
Step 6	Regional Office issues the Renewed License.

**Official Time Limit**

7-10 days

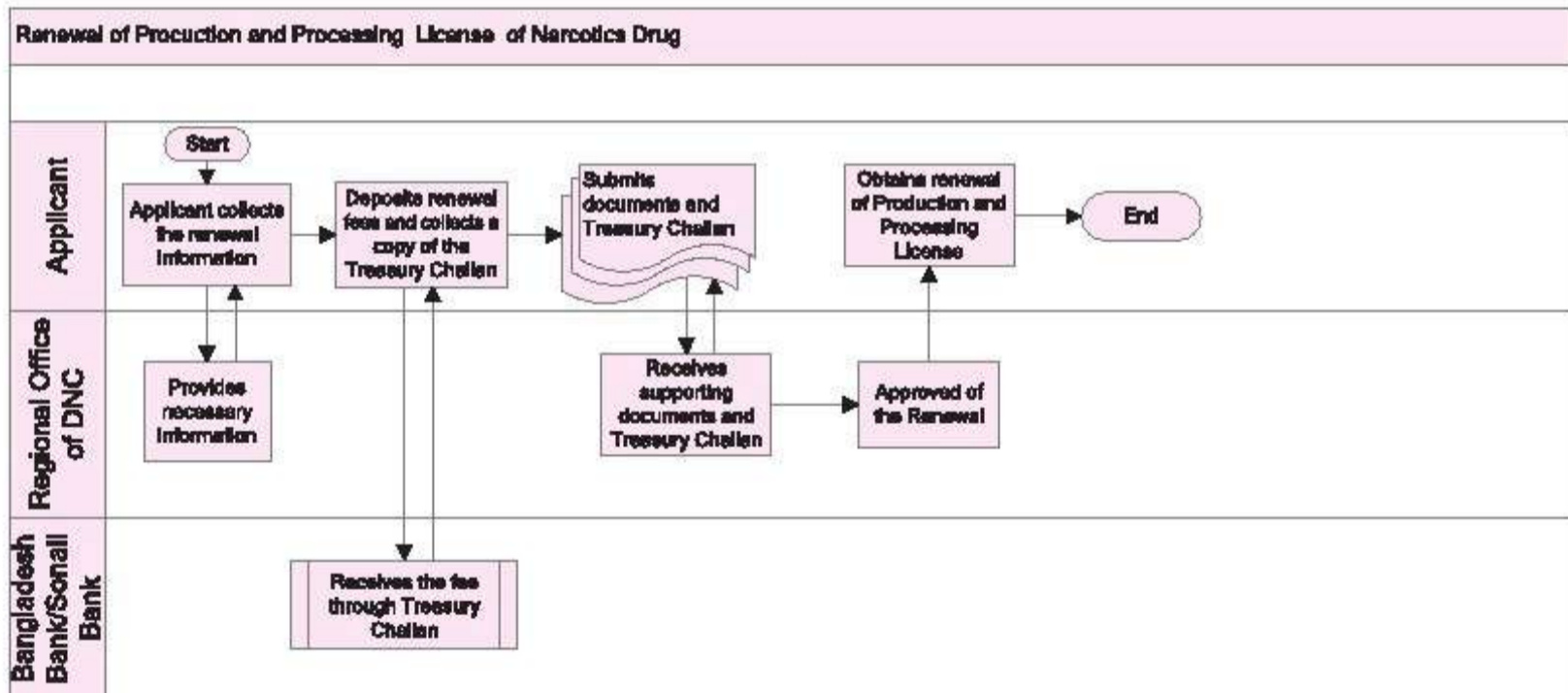
**Approximate Processing Time for Issuing the License**

Time may vary

**Fee Schedule**

BDT 10,000.00

**Process Map**



## EXPORT-IMPORT

### General Information

<b>Legal Basis of the License</b>	The Narcotics Control Act 1990 (Amended in 2004)
<b>The Nature of the License</b>	Sector Specific (Pharmaceuticals)
<b>The Purpose of the License</b>	Operational License
<b>Territorial Scope of the License</b>	Regional
<b>Eligibility Criteria to Obtain the License</b>	Trade License/ Drug Manufacturing License
<b>Information Availability</b>	<ul style="list-style-type: none"><li>• Written procedures are easily accessible by the public from the Regional Office</li><li>• Forms are available online</li><li>• There is a Help Desk in the office</li></ul>

### Editorial Comment

The Department of Narcotics Control has 4 Zonal Offices, 25 Regional Offices across the country.

## REGISTRATION FOR FOREIGN MEDICINE

Category	Registration
Renewal Frequency of the Registration	Every five Years
Issuing Ministry	The Ministry of Health & Family Welfare
Incumbent Office	<p>Name : Directorate General of Drug Administration (DGDA)</p> <p>Address : 105-106, Motijheel Commercial Area, Dhaka-1000</p> <p>E-Mail : <a href="mailto:drugs@citech.net">drugs@citech.net</a></p> <p>Website : <a href="http://www.dgda.gov.bd">www.dgda.gov.bd</a></p>

### Issuance of Registration For Foreign Medicine

Required Documents	Remarks
1. Application by the local nominated representative in Bangladesh	Original
2. Completed Form DA-1/188 <sup>4</sup> .	Original
3. Evaluation fee of Recipe through Treasury Challan	Through Bangladesh Bank/ Sonali Bank
4. Organization's Profile	
5. Product Profile	
6. Certificate of Pharmaceuticals Products (CPP) <sup>5</sup> /Free Sale Certificate (FSC) <sup>6</sup> signed by the producing country's health authority	A copy duly attested by the Bangladesh Embassy of that concern country
7. In case of medicine for human being: <ul style="list-style-type: none"> <li>a. FSC/CPP of Country of Origin (if Australia, France, Germany, Switzerland, Japan, UK, USA )</li> <li>b. FSC/CPP from any of the above seven countries (for countries other than the above country of origin)</li> </ul>	
8. In case of Veterinary Medicine Registration: <ul style="list-style-type: none"> <li>a. CPP of Country of origin ( Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hungary, Ireland, Italy, Japan, The Netherlands, Norway, Singapore, Sweden, Switzerland, UK, USA, Russia, Poland, Spain and South Korea)</li> <li>b. FSC/CPP from one of the 24 countries (if the country is none of the above mentioned then Country of Origin)</li> </ul>	
9. Packet sample in English/ Bengali and Brochure.	Original

<sup>4</sup> <http://www.dgda.gov.bd/download/da1-88.pdf>.

<sup>5</sup> The certificate of pharmaceutical product (CPP) is a certificate issued in the format recommended by the World Health Organization (WHO), which establishes the status of the pharmaceutical product and of the applicant for this certificate in the exporting country.

<sup>6</sup> A document required in certain countries or for certain commodities (such as pharmaceuticals), certifying that the specified imported goods are normally and freely sold in the exporting country's open markets and are approved for export.

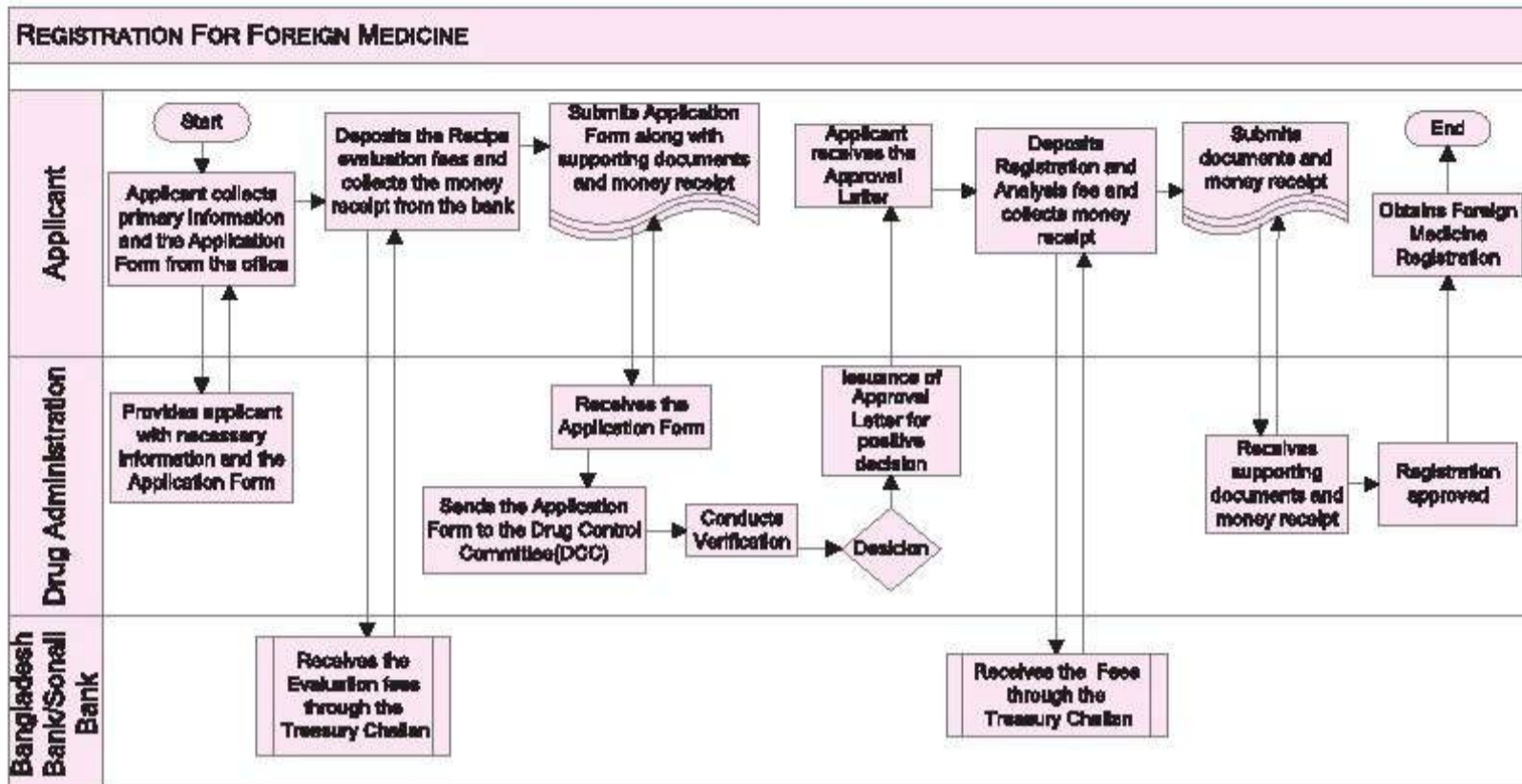
## EXPORT-IMPORT

Process Steps	
Step 1	Collects information from the Drug Administration Office
Step 2	Deposits by Treasury Challan and collects the Money Receipt from the Bank
Step 3	Submits the filled-in Application Form along with supporting documents, Treasury Challan/ Money Receipt
Step 4	Drug Control Committee (DCC) evaluates the Application and Recipe
Step 5	DCC decides whether to provide with the Registration for Foreign Medicine
Step 6	Issues an approval letter if the decision is positive
Step 7	Applicant deposits and submits the Registration fee, Analysis fee, CPP/FSC and Packet of the product (according to the issued letter)
Step 8	Approval of the Registration

Official Time Limit	Approximate Processing Time for Issuing the Registration
5-6 months	6 months -2 years

Fee Schedule	
Recipe Evaluation Fee (per Item)	BDT 5,000.00
Registration Fee Per Item (in case of British Pharma copia(BP)/US Pharma copia)	BDT 20,000.00
Others (Non pharma copia)	BDT 15,000.00

Process Map



Renewal of Registration For Foreign Medicine

Required Documents	Remarks
1. Certificate of Pharmaceuticals Products (CPP)/Free Sale Certificate (FSC) signed by the Producing country's Health Authority	
2. Packet Sample In English/ Bengali and Brochure.	Original

Process Steps

Step 1	Deposits the renewal and other fees and collects the Money Receipt from the bank
Step 2	Submits Application along with the supporting documents and Money Receipt
Step 3	Completion of the renewal of the Registration

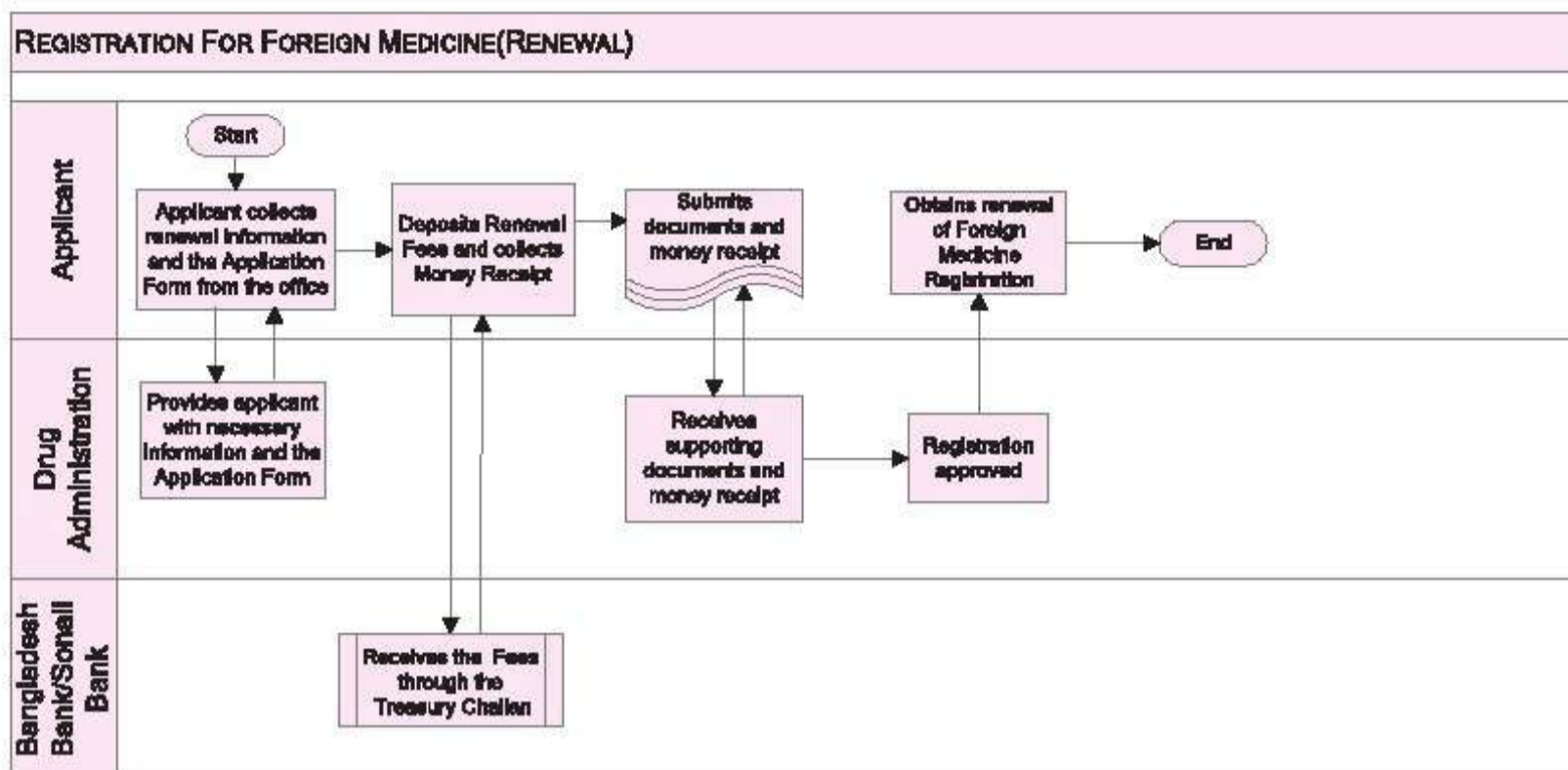
Official Time Limit	Approximate Processing Time for Issuing the Registration
1-2 month	Time may vary

Fee Schedule

Per Item of Medicine	BDT 10,000.00
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## EXPORT-IMPORT

### Process Map



### General Information

<b>Legal Basis of the Registration</b>	<ul style="list-style-type: none"> <li>• The Drug Act, 1940</li> <li>• Drug Control Ordinance 1982, Section 5</li> </ul>
<b>The Nature of the Registration</b>	Sector Specific (Pharmaceuticals)
<b>The Purpose of the Registration</b>	Operational
<b>Territorial Scope of the Registration</b>	National
<b>Eligibility Criteria to Obtain the Registration</b>	Trade License/Business Entity
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public from Directorate General of Drug Administration (DGDA)</li> <li>• Forms are available online</li> <li>• There is no Help Desk in the office</li> </ul>

### Editorial Comments

1. The Authority can ask for further documents if required
2. The approval of the recipe will be validated for two years but it should be renewed after one year.

## EXPORT PROMOTION BUREAU REGISTRATION FOR NON-TEXTILE ORGANIZATION

Category	Registration
Renewal Frequency of the Registration	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Export Promotion Bureau [EPB] Address : TCB Bhaban1, Kawran Bazar (2nd & 4th floor), Dhaka-1215 E-Mail : Info@epb.gov.bd Phone : +88-02-9144821-4 (PABX) Website: www.epb.gov.bd

### Issuance of Export Promotion Bureau Registration for Non-textile Organization

Required Documents	Remarks
1. Completed application in prescribed Application Form	Original
2. Pay Order to EPB	Original
3. Photos of the applicant	2 copies of the original duly attested by a First Class gazetted officer
4. Trade License (updated)	A copy of the original duly attested by a First Class gazetted officer
5. Export Registration Certificate (ERC)	A copy of the original of the original duly attested by a First Class gazetted officer
6. Chamber Membership	A copy of the original duly attested by a First Class gazetted officer
7. VAT Registration Number	A copy of the original duly attested by a First Class gazetted officer
8. Income Tax Submission	A copy of the original duly attested by a First Class gazetted officer
9. Articles of Memorandum of Association	Applicable in case of a Limited Company

### Process Steps

Step 1	Collects of the Application Form from the website or from EPB;
Step 2	Makes a payment of BDT 1000.00
Step 3	Submits of the filled-in Application Form along with the supporting documentation
Step 4	Obtains the Registration

### Official Time Limit | Approximate Processing Time for Issuing the Registration

2-3 day	On the basis of required documents time may vary
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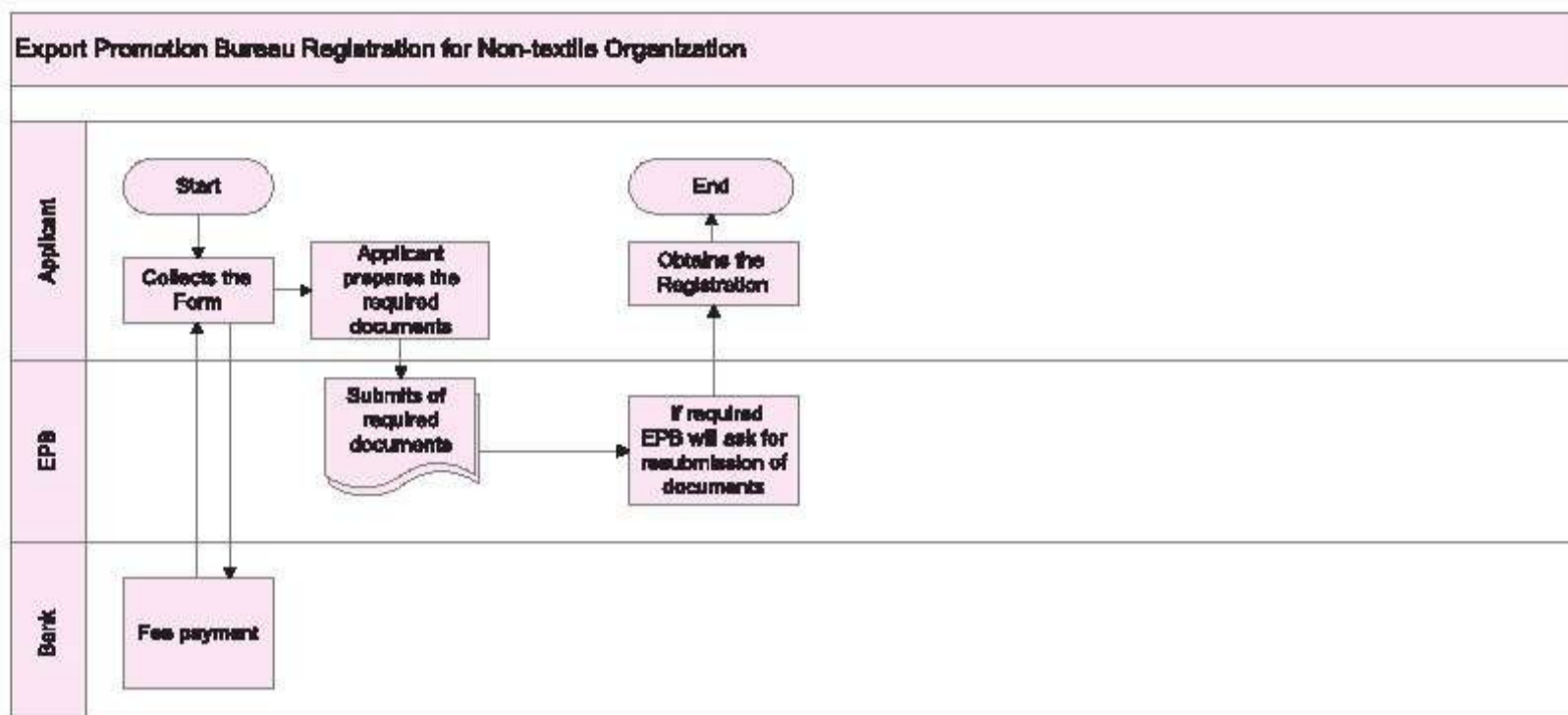
### Fee Schedule

EPB Registration fee	BDT 1000.00
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## EXPORT-IMPORT

### Process Map



### Renewal of Export Promotion Bureau Registration for Non-textile Organization

Required Documents	Remarks
1. Trade License (updated)	A copy of the original duly attested by a First Class gazetted officer
2. Export Registration Certificate (ERC)	A copy of the original duly attested by a First Class gazetted officer
1. Chamber membership	A copy of the original duly attested by a First Class gazetted officer
2. VAT Registration Number	A copy of the original duly attested by a First Class gazetted officer
3. Income Tax Submission	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

Step 1	Submits of the original EPB Registration received earlier
Step 2	Makes a payment of the required amount through bank draft
Step 3	Submits of the filled-in Application Form along with supporting documents
Step 4	Renews of the Registration

Official Time Limit	Approximate Processing Time for Issuing the Registration
2-3 days	On the basis of required documents time may vary

Fee Schedule	
Renewal fee	BDT 500.00

### General Information

Legal Basis of the Registration	Registration with EPB (a semi autonomous body reorganized by the promulgation of a Presidential Ordinance in 1977)
The Nature of the Registration	Operational
The Purpose of the Registration	To enjoy the services provided by EPB
Territorial Scope of the Registration	National
Eligibility Criteria to Obtain the Registration	Export Oriented Industry
Information Availability	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public from EPB.</li> <li>• Forms are available in Website and at the Banks.</li> <li>• There is a Help Desk at the Incumbent office.</li> </ul>

## EXPORT-IMPORT

### GSP-CERTIFICATE OF ORIGIN (CO) FOR NON-TEXTILE ORGANIZATION

Category	Certificate
Renewal Frequency of the Certificate	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Export Promotion Bureau [EPB] Address : TCB Bhaban1, Kawran Bazar (2nd & 4th floor), Dhaka-1215 E-Mail : Info@epb.gov.bd Phone : +88-02-9144821-4 (PABX) Website: www.epb.gov.bd

#### Issuance of GSP-certificate of Origin (Co) for Non-textile Organization

Required Documents	Remarks
1. Approval Sheet duly filled in	Original
2. LC	Original
3. Shipping Bill (Value of Export)	
4. B/L First Original Copy/Airway Bill	
5. Trade License	A copy of the original duly attested by a First Class zatted Officer
6. Export Permission	Attested by the owner
7. Bill of Entry	
8. Export Registration Certificate (ERC)	A copy of the original duly attested by the owner
9. EPB Membership Certificate's photocopy	A copy of the original duly attested by the owner
10. Commercial Invoice	A copy of the original duly attested by the owner
11. Packing List	
12. Import related paper	If any
13. Telegraphic Transfer (TT)	
14. Short Shipment Certificate	If required; a copy of the original duly attested by a First Class gazetted officer
15. Freight Certificate	If required; a copy of the original duly attested by a First Class gazette officer

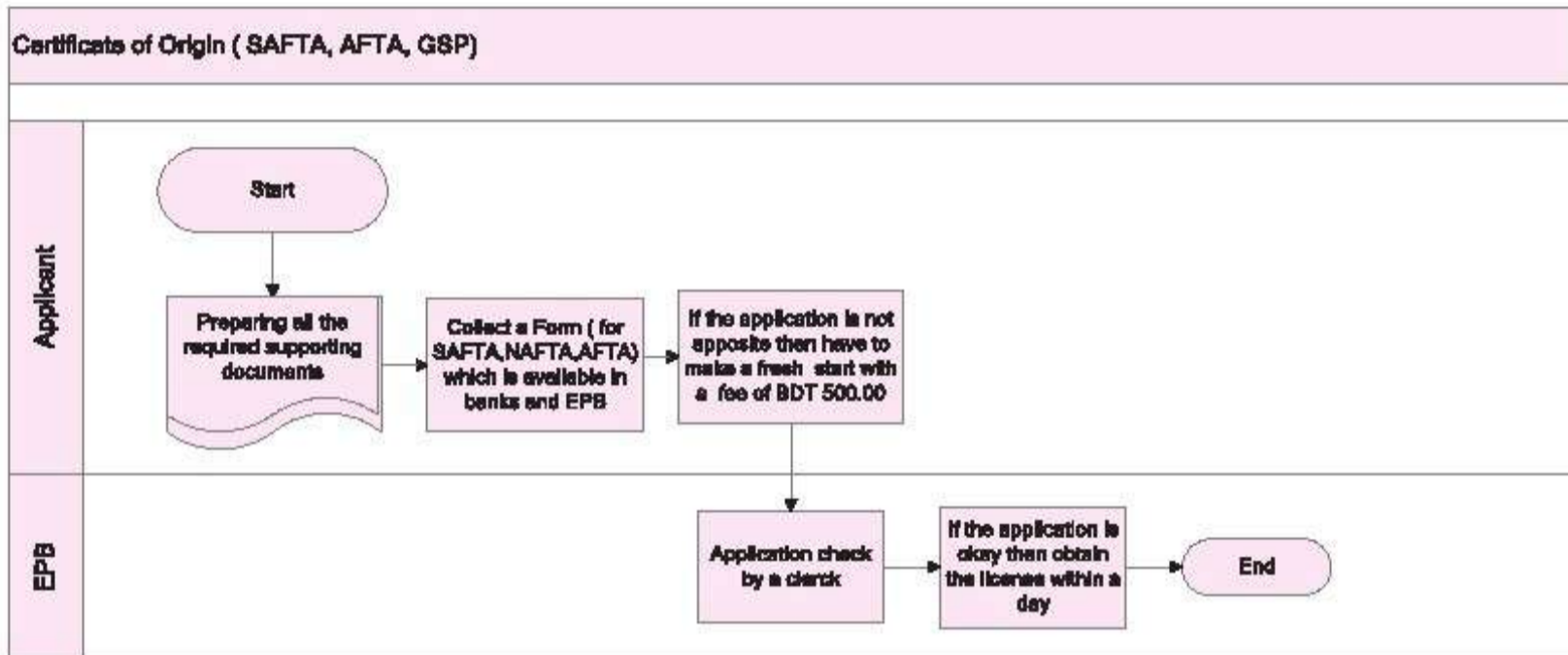
#### Process Steps

Step 1	Collects and completes of the required Form according to the category (SAFTA, APTA, GSP)
Step 2	Makes a payment of the Government required fees
Step 3	Submits of all the required documents to EPB
Step 4	If all the documents are apposite obtains the certificate

Official Time Limit	Approximate Processing Time for Issuing the Certificate
1 day	If the application is not apposite then re-submission is required. Hence the time may vary.

Fee Schedule	
Required Fees for each fresh Application	BDT 300.00
Re-submission (required If a mistake Is made )	BDT 500.00

**Process Map**



## EXPORT-IMPORT

### General Information

<b>Legal Basis of the Certificate</b>	Trade Agreement among the countries
<b>The Nature of the Certificate</b>	Operational
<b>The Purpose of the Certificate</b>	To enjoy a free trade agreement facilities among SAFTA, APTA, SAPTA countries
<b>Territorial Scope of the Certificate</b>	International
<b>Eligibility Criteria to Obtain a Certificate</b>	<ol style="list-style-type: none"><li>Fall within a description of products eligible for preference in the schedule of concessions of SAFTA, NAFTA, AFTA, country of destination;</li><li>Comply with SAFTA, AFTA, NAFTA, Rules of Origin. Each article in a consignment must qualify separately in its own right; and</li><li>Comply with the consignment conditions specified by the SAFTA, AFTA, and NAFTA Rules of Origin. In general, products must be consigned directly within the meaning of Rule 12 hereof from the country of exportation to the country of destination.</li></ol>
<b>Information Availability</b>	<ul style="list-style-type: none"><li>Written procedures are easily accessible by the public from EPB regional offices.</li><li>Forms are available in the Website and at the counter of Authorized Dealer (AD) Banks.</li><li>There is a Help Desk in the incumbent office.</li></ul>

### Editorial Comment

Every organization applying for this certificate must obtain an EPB Registration.

<sup>1</sup> South Asian Association For Regional Cooperation (SAFTA), SAARC Preferential Trade Agreement (SAPTA), North American Free Trade Agreement (NAFTA).

## BONDED WAREHOUSE LICENSE

Category	License
Renewal frequency of the License	Every two (2) years
Issuing Agency	National Board of Revenue
Incumbent Office	Name : Customs Bond Commissionerate Address: 342/1, Segunbagicha Dhaka-1000 Phone : +88-02-9360554 Fax : +88-02-9341076 Website : www.cbc.gov.bd

### Issuance of Warehouse License

Required Documents	Remarks
1. Application on Standard Format with appropriate revenue stamp	Original
2. BOI/BSCIC Registration and BOI recommendation	Original
3. Company TIN and Certified copy of wealth statement issued by Income Tax Department (IT-10B) for all directors/owner	Original
4. Trade License	Updated and a copy of the original duly attested by the concerned lien bank(s).
5. Fire License	Updated and a copy of the original duly attested by the concerned lien bank(s).
6. Value added tax (VAT) Registration certificate (Business Identification Number- BIN)	Updated and a copy of the original duly attested by the concerned lien bank(s).
7. Recommendation by concern business association (If applicable).	If applicant is not a member of any Association, he can apply without recommendation for Bond License.
8. Name, Designation, present and permanent address, signature and photo attached/put on Non-judicial stamp of value BDT 300/- of owner/directors.	It should be duly notarized by a Competent Authority and be attested by the lien bank(s).
9. Boiler certificate	If applicable
10. Memorandum and Articles of Association and Certificate of Incorporation Issued by RJSC	A copy of the original, if applicant is a company
11. Purchase document for machinery. Invoice and Bills of Entry for import and VAT invoice (Challan) for local purchase.	A copy of the original
12. Layout plan of the factory	Two (2) copies of the original, a ammonia printed copy signed by a registered engineer

## EXPORT-IMPORT

13. Deed of land/space ownership or rental deed	A copy of the original duly notarized, in case of rental space
14. Affidavit (Halafnama) to follow the law, rules and procedures on non-judicial stamp of Value BDT 300/- by Managing Director/ Proprietor/Sole Partner.	It could be duly notarized by a Competent Authority.
15. Certificate from lien bank(s) that the applicant has financial strength to submit General Bond of appropriate amount of money.	A copy of the original
16. IRC/ERC	Updated and a copy of the original duly attested by the concerned lien bank(s).

### Process Steps

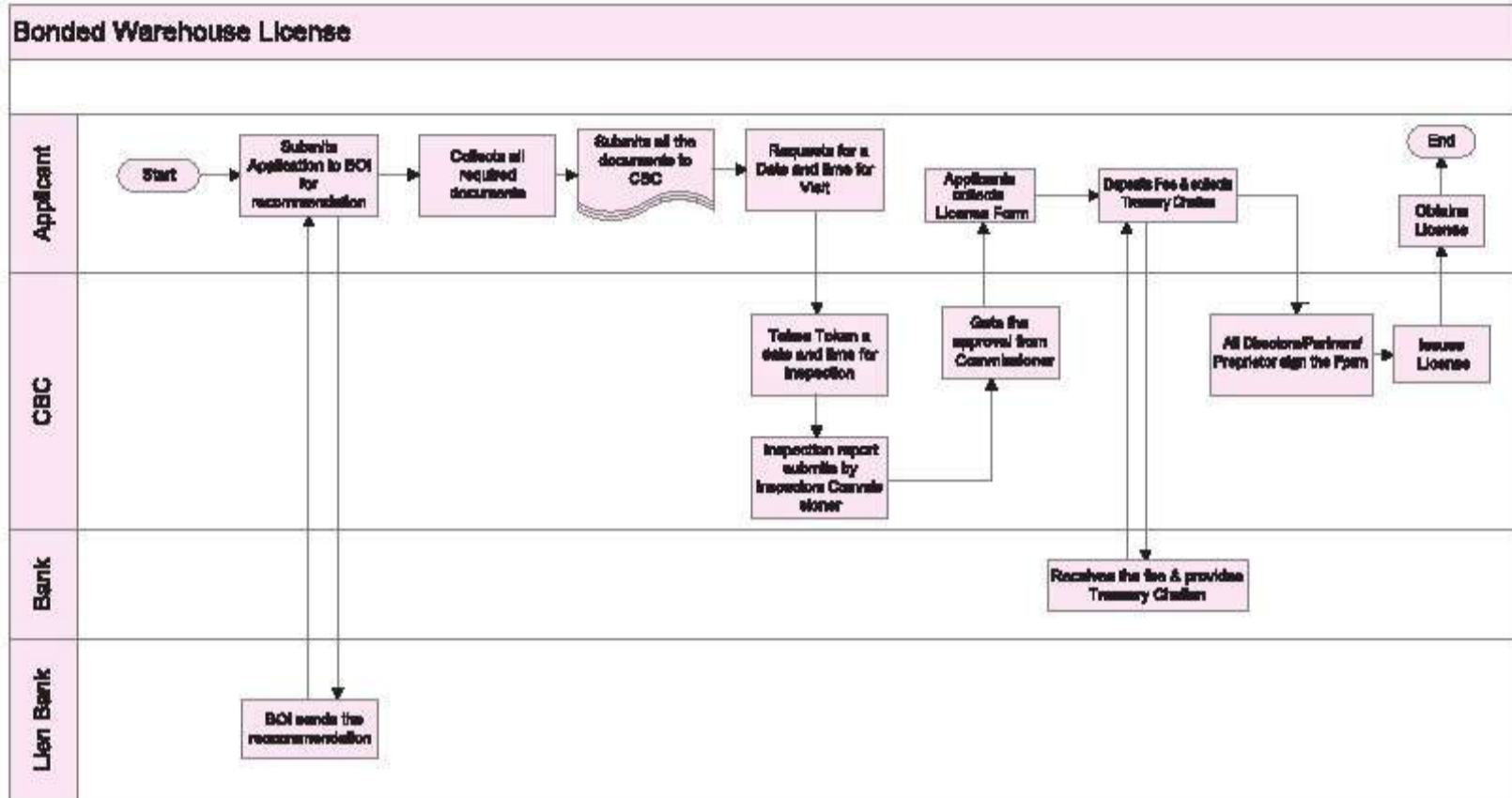
Step 1	Applicant submits application to BOI for their recommendation
Step 2	Applicant receives the recommendation
Step 3	Collects or downloads Bond License Application Form.
Step 4	Download the list of documents needed for Bond License.
Step 5	Collects applicable documents from NBR, Municipal, BOI etc.
Step 6	Fills up the Bond License Application form correctly. If needed, applicant can consult with Bond License Branch of CBC.
Step 7	Submits Application Form with all documents. During submission, ensure that concern receiving officer checks the application and writes comment "All documents submitted along with application" on applicants received copy.
Step 8	Takes Token with the date and time of Factory inspection.
Step 9	After Inspection (checks warehouse, machine layout, visits bank), CBC officer submits a report.
Step 10	Commissioner approves the report
Step 11	CBC informs the applicant after getting approval from Commissioner,
Step 12	Applicant submits appropriate fees to Bangladesh Bank and obtains received copy of the Treasury Challan
Step 13	All directors/partners/proprietor sign the Form in presence of the officer in charge of CBC.
Step 14	Receives the Bond License

Official Time Limit	Approximate Processing Time for Issuing the License
15 days	15 days (if all documents are in order)

### Fee Schedule

License Fee	BDT 10000.00
VAT	BDT 1500.00

Process Map



Renewal of Bonded Warehouse License

Required Documents	Remarks
1. Company TIN Certificate	A copy of the original duly attested by a First Class gazetted officer
2. Trade License	Updated and a copy of the original duly attested by the concerned lien bank(s).
3. Fire License	Updated and a copy of the original duly attested by the concerned lien bank(s).
4. IRC/ERC	A copy of the original duly attested by a First Class gazetted officer
5. Environment Clearance Certificate	A copy of the original duly attested by a First Class gazetted officer

Process Steps

Step 1	Applicant submits Application to the concerned Chamber Association with all the required documents
Step 2	Chamber Association sends request to the Commissioner
Step 3	Applicant deposits the renewal fee to Bangladesh Bank and obtains Treasury Challan
Step 4	Submits the Treasury Challan at along with all required documents
Step 5	Obtains renewed License from CBC

Official Time Limit	Approximate Processing Time for Renewing the License
7 days	Time may vary

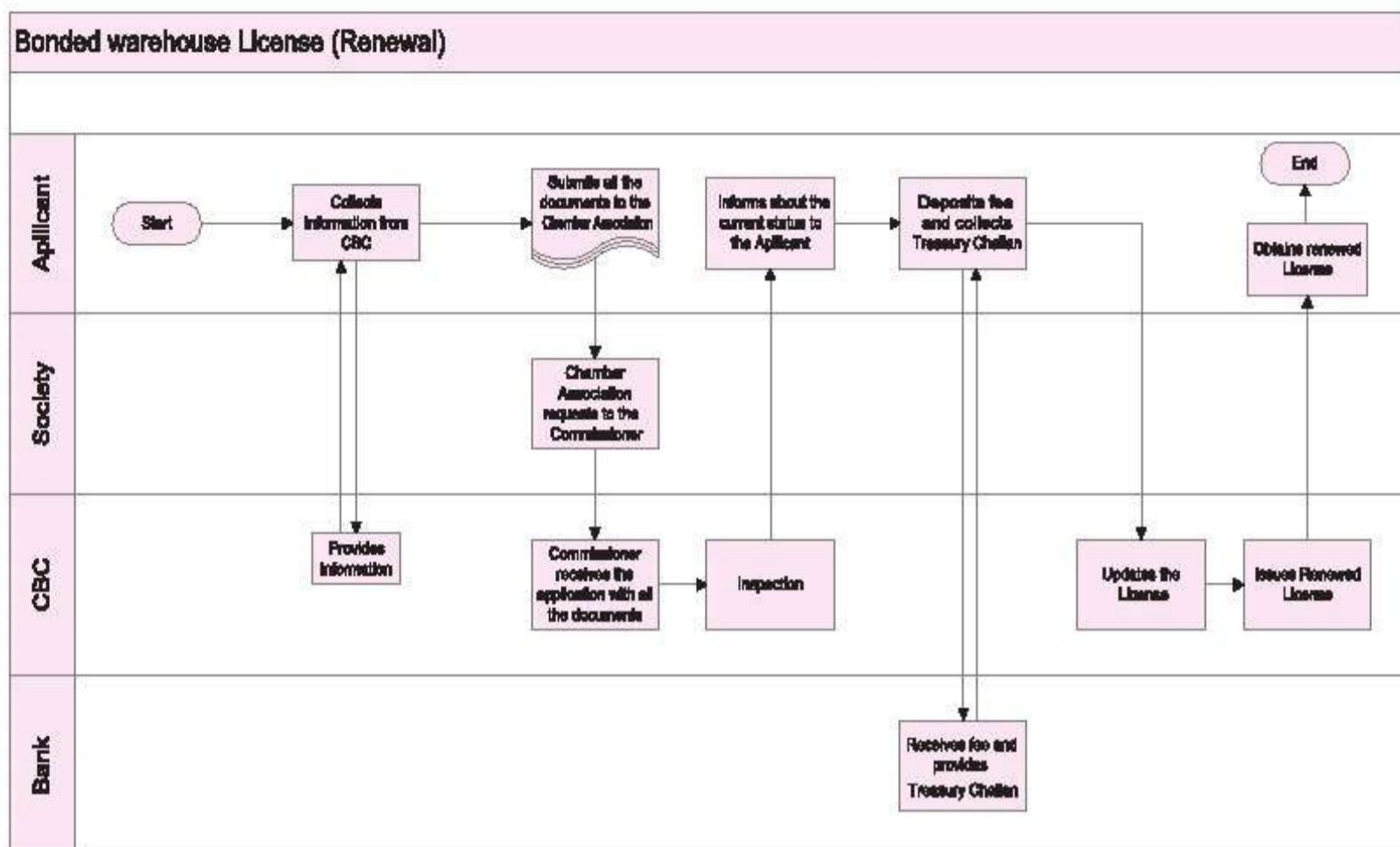


## EXPORT-IMPORT

### Fee Schedule

License Fee	BDT 10000.00
VAT	BDT 1500.00

### Process Map



### General Information

<b>Legal Basis of the License</b>	<ul style="list-style-type: none"> <li>• Custom Act 1969, section 13(1)</li> <li>• Schedule of Stamp Act, 1899</li> </ul>
<b>The Nature of the License</b>	Start-up (Sector specific)
<b>Territorial Scope of the License</b>	National
<b>Eligibility Criteria to Obtain the License</b>	BOI's recommendation
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public from the Web-Site and the CBC office.</li> <li>• Forms are available in Website</li> <li>• There is no Help Desk in the incumbent offices.</li> </ul>

### Editorial Comment

For the chemicals' import need some extra documents like, Effluent Treatment plant, Boiler, Environment clearance. Procedures for changing ownership, shifting location of factory etc. are available on CBC's official website. There is another CBC's office in Chittagong.

## ■ INVESTMENT

## INVESTMENT

### NAME CLEARANCE CERTIFICATE FOR COMPANY

Category	Certificate
Renewal Frequency of the Certificate	Not required
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Registrar of Joint Stock Companies and Firms (RJSC) Address : TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka - 1215 Phone : +88-02-8189403 Fax : +88-02-8189402 Email : rjsc@roc.gov.bd Website : www.roc.gov.bd

#### Issuance of Name Clearance for Certificate for Company

Required Documents	Remarks
No document is required	

#### Process Steps

Step 1	Applicant fills- In the online Application
Step 2	Opening an E-account on RJSC website
Step 3	Preliminary name search on RJSC website
Step 4	Makes a Payment of fees to BRAC Bank
Step 5	Submits the money receipt
Step 6	Obtains the Name Clearance Certificate

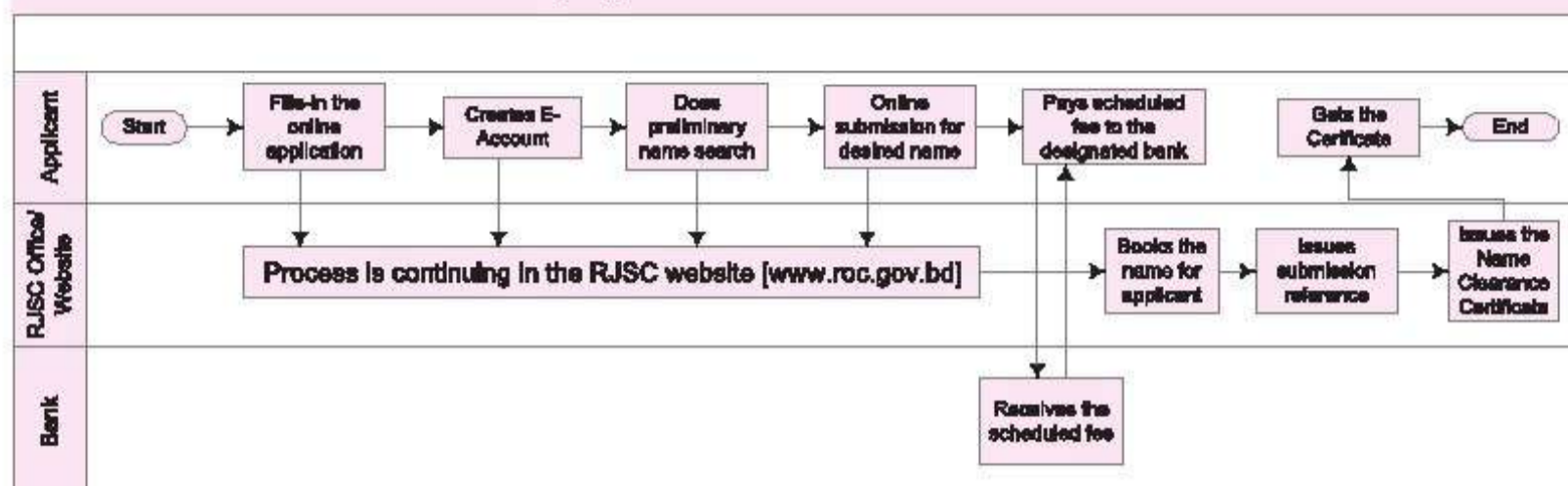
Official Time Limit	Approximate Processing Time for Issuing the Certificate
4 hours	1 working day

#### Fee Schedule

BDT 600.00

## Process Map

## Name Clearance Certificate for Company



## General Information

<b>Legal Basis of the Certificate</b>	Companies Act, 1994
<b>Nature of the Certificate</b>	General and start-up certificate
<b>Purpose of the Certificate</b>	To check if a company have an authorization for a name.
<b>Territorial Scope of the Certificate</b>	National
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public on the RJSC website.</li> <li>• A Form is available (as electronic form) in the RJSC website. <a href="http://www.roc.gov.bd:7781/">http://www.roc.gov.bd:7781/</a></li> <li>• There is no Help Desk in the incumbent office.</li> </ul>

## Editorial Comments

Name clearance is not required for registration of a foreign company or a partnership firm.

The name clearance remains valid for 180 days from the date of issuance.

In case of registration of banks, insurance companies and financial institutions, all the entrepreneurs need to take approval from the competent authority before applying for the name clearance.

## INVESTMENT

### REGISTRATION OF (PRIVATE AND PUBLIC) COMPANY

Category	Registration
Renewal Frequency of the Registration	Renewal is automatically done when the yearly return is submitted
Issuing Ministry	Ministry of Commerce
Incumbent Office	Name : Registrar of Joint Stock Companies and Firms (RJSC) Address: TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka - 1215 Phone : +88-02-8189403 Fax : +88-02-8189402 Email : rjsc@roc.gov.bd Website : www.roc.gov.bd

#### Issuance of Registration of Company

Required Documents	Remarks
1. Name Clearance Certificate	Issued by RJSC
2. Filled-in Form - I: Declaration on registration of company	Required for public/private company
3. Filled-in Form - VI: Notice of situation of registered office	Required for public/private company
4. Filled-In Form - IX: Consent of director to act	Required for public/private company
5. Filled-in Form - X: List of persons consenting to be directors	Required for public/private company
6. Filled-in Form - XI: Agreement to take qualification shares in proposed company	Required only for public limited company
7. Filled-In Form - XII: Particulars of the directors, managers and managing agents and of any therein	Required for public/private company
8. Articles of Association and Memorandum of Association	A copy of the original for each document
9. TIN Certificates of directors	A copy of the original
10. Treasury Challen	Original

#### Process Steps

Step 1	Applicant prepares Memorandum of Association (MOA) and Articles of Association (AOA) as appropriate to the entity type
Step 2	Applicant visits "www.roc.gov.bd" in order to apply for company registration
Step 3	Applicant selects entity type in the website Form
Step 4	Applicant fills-in Name Clearance submission number and letter number
Step 5	Applicant fills-in (as well as, scans and uploads) the prescribed forms (e.g., Form # I, VI, IX, X, XI, XII, XVI)
Step 6	Applicant attaches the MOA and AOA
Step 7	Applicant submits the Registration Application through completing the web Forms

## INVESTMENT

Step 8	Applicant receives the payment/deposit slip for payment of the Registration fee from designated bank once Application is submitted
Step 9	Applicant makes photocopies of the payment/deposit slip as well as prints out copies of all applications filled-in documents uploaded online, and submits them at the dealing officer's counter at RJSC Office
Step 10	Applicant gets a receipt of the Certificate of Incorporation from the Dealing Officer after the Deputy Registrar have checked and signed the Application

Official Time Limit	Approximate Processing Time for the Registration
1 working day	3 working days

### Fee Schedule

#### Stamps (for both, Private and Public Limited Company)

- For affixing on the Memorandum of Association: BDT 1,000.00
- For affixing on the Articles of Association:

Authorized Capital (BDT)	Stamp (BDT)
Up to 20,00,000.00	3,100.00
More than 20,00,000.00 but up to 6,00,00,000.00	8,100.00
More than 6,00,00,000.00	20,100.00

#### Registration Fee

- For Private Limited Company  
For filing 6 documents (5 filled in forms plus 1 Memorandum & Articles of Association, @ BDT 200.00 per document): BDT 1,200.00

#### For Public Limited Company

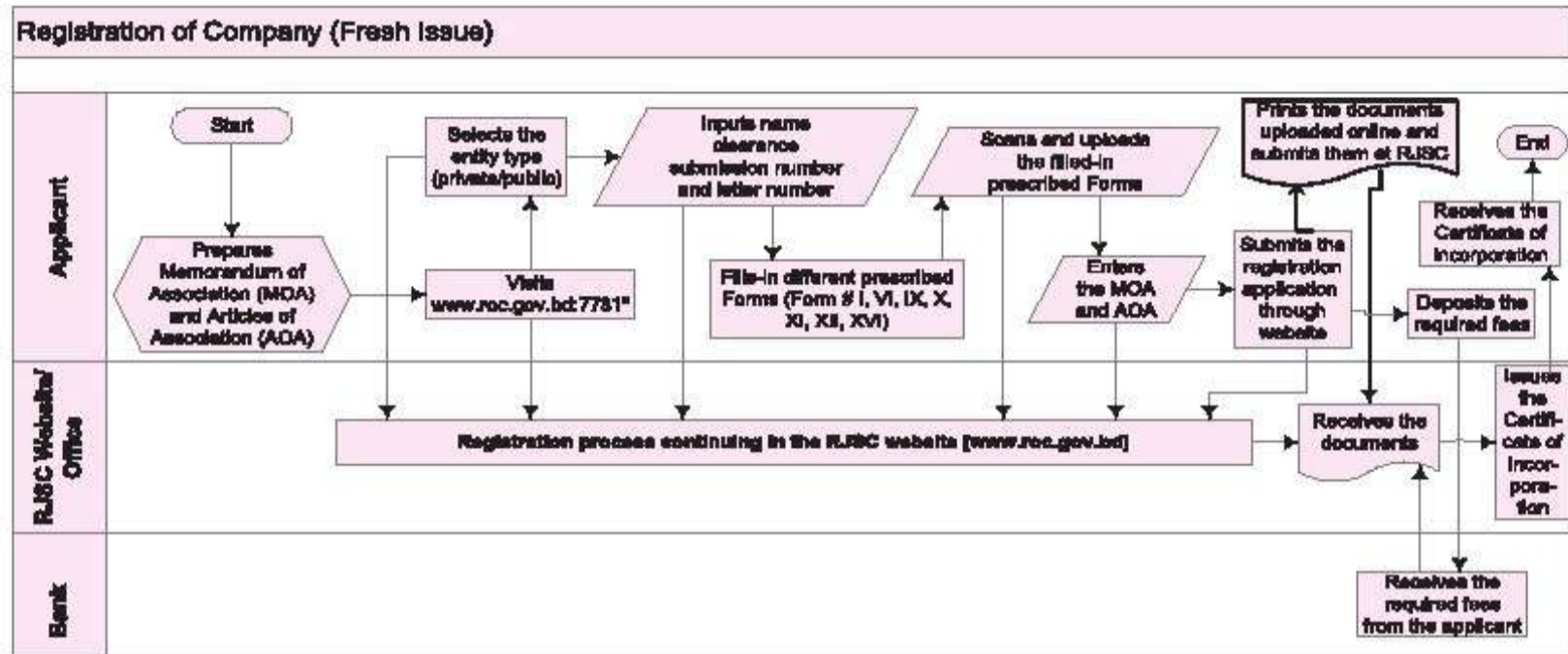
For filing 8 or 9 documents (7 or 8 filled in Forms plus 1 Memorandum & Articles of Association, @ BDT 200.00 per document): BDT 1,600.00 or 1,800.00

- For the authorized share capital (for both, Private and Public Limited Company)

Authorized Capital (BDT)	Fee (BDT)
Up to 20,000.00	360.00
Additional for every 10,000.00 or part after first 20,000.00 up to 50,000.00	180.00
Additional for every 10,000.00 or part after first 50,000.00 up to 10,00,000.00	45.00
Additional for every 10,000.00 or part after first 10,00,000.00 up to 50,00,000.00	24.00

## INVESTMENT

### Process Map



### General Information

<b>Legal Basis of the Registration</b>	Companies Act, 1994
<b>Nature of the Registration</b>	General and start-up
<b>Territorial Scope of the Registration</b>	National
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures can be easily accessible by the public via RJSC website.</li> <li>Forms are available online since the registration process for Company has been automated.</li> <li>There is no Help Desk in the incumbent office. However, all the details are given in the RJSC website.</li> </ul>

## REGISTRATION OF LOCAL INVESTMENT PROJECTS WITH BOI

<b>Category</b>	<b>Registration</b>
<b>Renewal Frequency of the Registration</b>	Renewal is not required
<b>Issuing Office</b>	Prime Minister's Office (PMO)
<b>Incumbent Office</b>	<p><b>Name</b> : Board of Investment (BOI)</p> <p><b>Address</b> : Prime Minister's Office, Jiban Bima Tower (19th Floor), 10 Dilkusha C/A, Dhaka - 1000</p> <p><b>PABX</b> : +88-02-7169580</p> <p><b>Fax</b> : +88-02-9562312</p> <p><b>E-Mail</b> : <a href="mailto:service@boi.gov.bd">service@boi.gov.bd</a></p> <p><b>Website</b> : <a href="http://www.boi.gov.bd">www.boi.gov.bd</a></p>

### Issuance of Registration of Local Investment Projects with BOI

Required Documents	Remarks
1. Application in Prescribed Form <sup>1</sup> duly filled in	Two (2) copies
2. Trade License	A copy of the original duly attested by a First Class gazetted officer, in case of existing Industries
3. Certificate of Incorporation along with Memorandum of Association and Articles of Association in case Company	A copy of the original duly attested by the company's Managing Director/Firm's Managing Partner
4. JVP Agreement	Two (2) copies of the original duly attested in by both the parties, in case of Joint Venture Project (JVP)
5. Partnership Deeds	Two (2) copies of the original duly attested by the partners, in case of Partnership Firms,
6. Deeds of the proposed land	Two (2) copies; attested by the company's Managing Director. if the land is owned by the Entrepreneur, then attach copies of the original deed, or copy of loan agreement for rented building
7. If the total project cost exceeds BDT 100 million, then project profile	Two (2) copies
8. Background of the promoters in officials letterhead pad describing <ul style="list-style-type: none"> <li>i. Name</li> <li>ii. Permanent and Mailing Address</li> <li>iii. Designation</li> <li>iv. Nationality</li> </ul>	Two (2) copies
9. Relevant documents in support of loan	If the project is financed by loan; two (2) copies

<sup>1</sup> <http://www.boi.gov.bd/images/forms/registration-form-local.pdf>



## INVESTMENT

10. Pay Order/ Bank Draft for applicable registration fee In favor of "Executive Chairman and Member-Secretary, Board of Investment"	Original
11. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

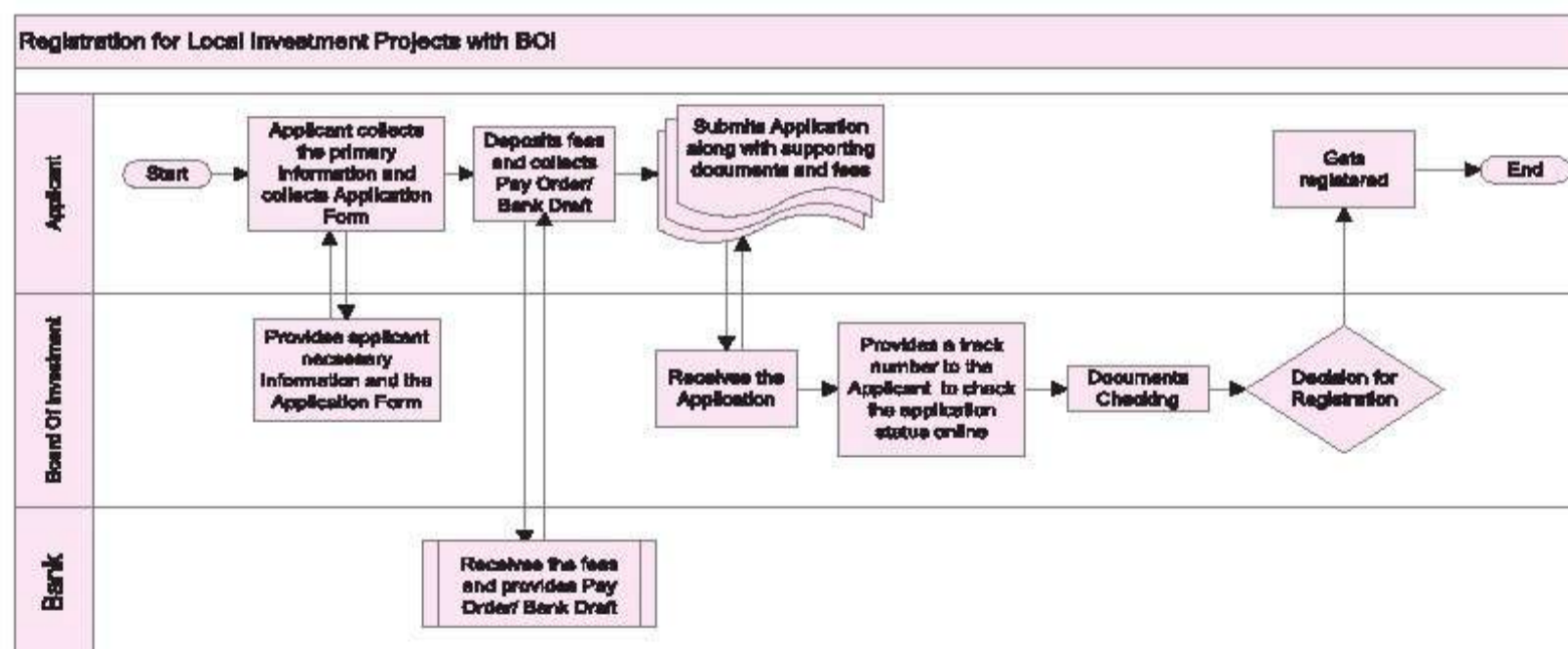
Step 1	Applicant collects (for free) a local Registration Form of Investment project from Registration & Investment (R & I)-2 division or relevant divisional office of BOI
Step 2	Applicant deposits the Registration fee, as per Fee Schedule Table, from any scheduled bank in favor of "Executive Chairman and Member-Secretary, Board of Investment" and collects a pay order/ bank draft
Step 3	Applicant submits the Application Form with required documents as per Registration Application
Step 4	BOI reviews the Application and documents and, If found suitable Registration Certificate will be issued

### Fee Schedule

Total Proposed Project Cost	
Up to BDT 10,00,00,000.00	BDT 5,000.00
BDT 10,00,00,000.00 to BDT 25, 00,00,000.00	BDT 10,000.00
BDT 25, 00,00,000.00 to BDT 50,00,00,000.00	BDT 25,000.00
BDT 50,00,00,000.00 to BDT 100,00,00,000.00	BDT 50,000.00
More than BDT 100,00,00,000.00	BDT 100,000.00
Registration correction fee	BDT 1,000.00

Official Time Limit	Approximate Processing Time for Issuing the Registration
1-2 working days	15 - 30 working days

### Process Map



## General Information

<b>Legal Basis of the Registration</b>	<b>Investment Board Act, 1989</b>
<b>The nature of the Registration</b>	<b>General and start-up</b>
<b>Territorial Scope of the Registration</b>	<b>National</b>
<b>Information Availability</b>	<ul style="list-style-type: none"><li>• <b>Written procedures are accessible by the public in the website and in the office of BOI</b></li><li>• <b>Forms are available in BOI website</b></li><li>• <b>There is a Help Desk in the Incumbent office</b></li></ul>

## INVESTMENT

### APPROVAL OF FACTORY PLAN AND CERTIFICATE OF REGISTRATION FOR FACTORIES AND ESTABLISHMENT

Category	Approval and Registration
Renewal Frequency of Approval and Registration	Annual
Ministry	Ministry of Labor and Employment
Incumbent Department	Name : Office of the Chief Inspector of Factories and Establishment (CIFE) Address : 4, DIT Avenue, Motijheel C/A, Dhaka - 1000 Phone : +88-02-9566711 E-Mail : dcig.dhaka@gmail.com Website : www.mole.gov.bd

#### Issuance of Approval of Factory Plan and Certificate of Registration for Factories and Establishment

Required Documents	Remarks
1. Land document, if rental, rent receipt and agreement is required, if owned, tax receipt is required	
2. Site plan/ layout or master plan	
3. Detailed construction plan	
4. Machine layout and flow chart of manufacturing process	
<b>For Registration Certificate additional requirements are :</b>	
5. Previously approved plan	Original
6. Trade License (if operating)	A copy of the original duly attested by a First Class gazetted officer
7. Electricity Demand Note	A copy of the original duly attested by a First Class gazetted officer
8. And a fee payment slip (for factory registration) Some additional documents to validate factory existence are required:	Original
9. A copy of the Certificate of Incorporation	A copy of the original duly attested by a First Class gazetted officer (If registered as Company)
10. A copy of Articles of Association & Memorandum of Association	A copy of the original duly attested by a First Class gazetted officer (If registered as Company)

Process Steps

Step 1	Applicant downloads Form # 1 for Factory Plan Approval and Form 2 for Registration Certificate ( available on CIFE web page)
Step 2	Applicant Submits two (2) sets of Forms with supporting documents
Step 3	Clerical Section Issues a Tracking number
Step 4	Office Master assigns Inspector
Step 5	Clerical Section Records Inspector
Step 6	Inspector carries out Inspection
Step 7	Inspector submits report
Step 8	Clerical section records submission
Step 9	Office Master takes approval decision
Step 10	Clerical section issues letter
Step 11	Clerical section prepares and records issuance
Step 12	Office Master signs
Step 13	Applicant obtains approval from DIFE

Official Time Limit	Approximate Processing Time for Issuing the Approval and Registr
2 months	Less than two (2) months (in some cases only Fifteen (15) days) working days

Fee Schedule

Approval of Factory Plan: Free

Registration Category

A  
B  
C  
D  
E  
F  
G  
H  
I

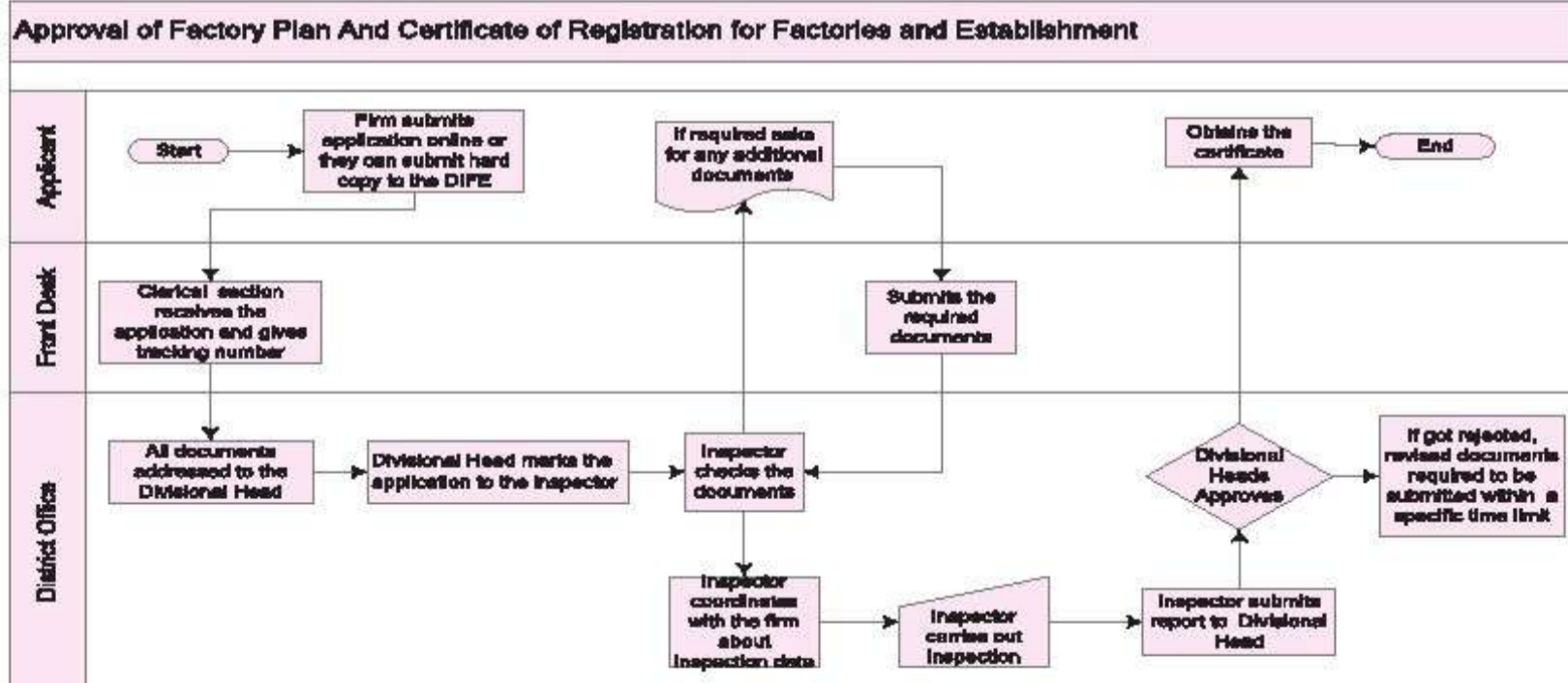
Number of Worker

10-30  
31-50  
51-100  
101-200  
201-300  
301-500  
501-750  
751-1000  
1001 <

License Fee (BDT)

160.00  
400.00  
800.00  
1200.00  
1600.00  
2800.00  
3200.00  
4000.00  
4800.00

Process Map



## INVESTMENT

### Renewal of Approval of Factory Plan and Certificate of Registration for Factories and Establishment

#### Process Steps

Application for Renewal should be completed within the 31st December of the last year of validation otherwise there are some penalty fees on the basis of delayed period will be charged

#### Required Documents

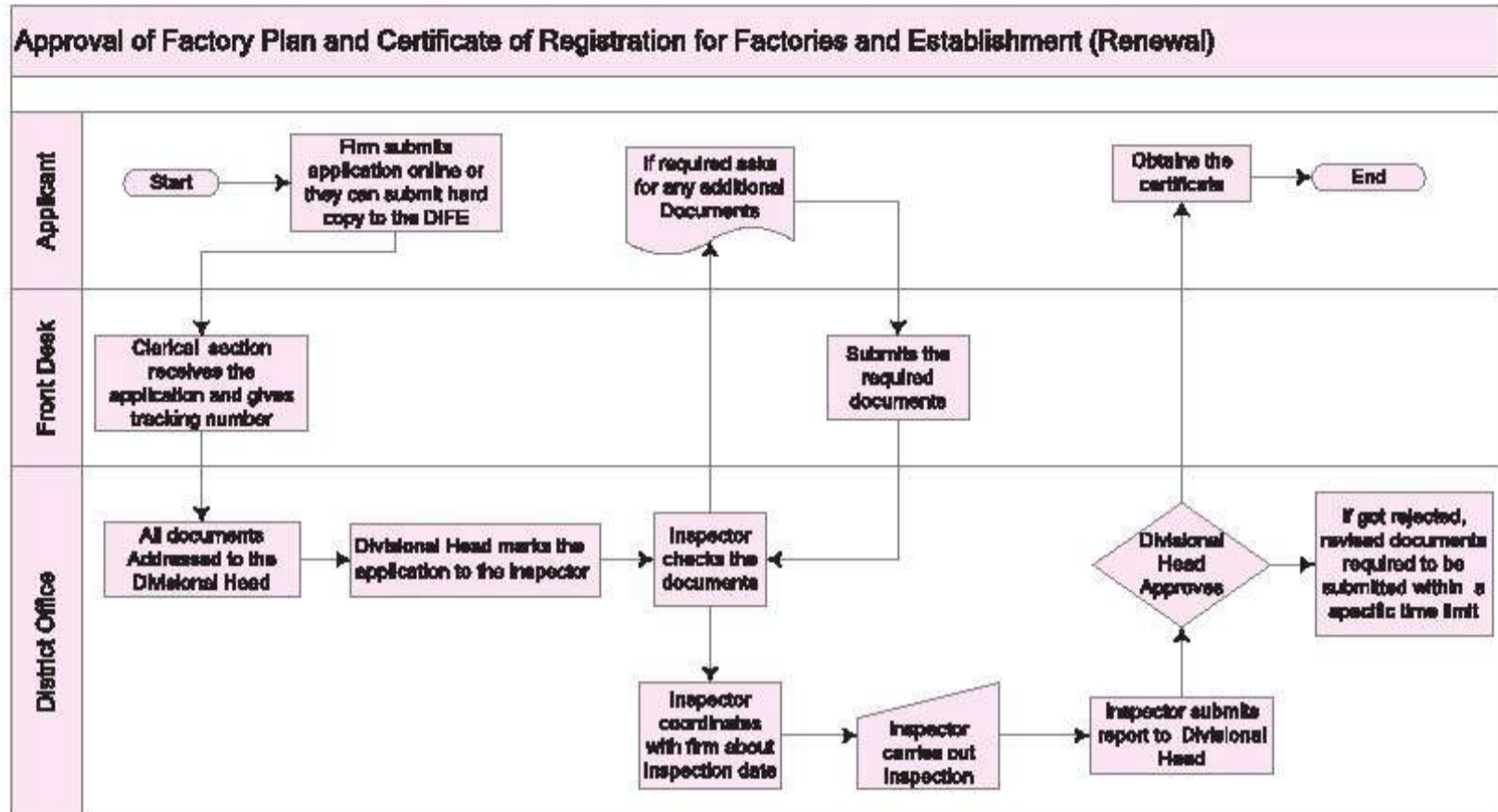
Required Documents	Remarks
1. Form # 2 has a clause for renewal (Form # 2 on CCI&E website)	Original
2. Application to the Divisional Head	Original
3. Certificate	Original
4. Treasury Challan address to the Chief Inspector of Factories and Establishment	Original

#### Fee Schedule

For renewal

Category	Numbers of Workers	Renewal Fee (in BDT)
A	10-30	30.00
B	31-50	80.00
C	51-100	160.00
D	101-200	240.00
E	201-300	320.00
F	301-500	560.00
G	501-750	640.00
H	751-1000	800.00
I	1001 <	960.00

Process Map



General Information

Legal Basis of the Approval and Registration	As per ILO convention
The Nature of the Approval and Registration	General; It is both a start up requisition and an operational requisition;
Territorial Scope of the Approval and Registration	National
Eligibility Criteria to Obtain Approval and Registration	Any house or premise where on any day in a year 5 or more workers are employed and in any part of which production process occurs eligible to apply
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public</li> <li>Forms are available online <a href="http://www.mole.gov.bd">www.mole.gov.bd</a></li> </ul>

Editorial Comments

Required time may differ on the basis of the circumstances and merit of the application.

Approval of Factory Plan and Certificate of Registration of Factories and Establishment are done concurrently. Renewal application required to be applied within the prevailing year by 31st December. The online application system would soon be effective.

## INVESTMENT

### REGISTRATION WITH BANGLADESH SMALL & COTTAGE INDUSTRIES CORPORATION (BSCIC)

Category	Registration
Renewal Frequency of the Registration	Every five (5) years
Issuing Ministry	Ministry of Industries
Incumbent Office	Name : Bangladesh Small & Cottage Industries Corporation (BSCIC) Address: 137-138, Motijheel Commercial Area, Dhaka-1000 Phone : +88-02-9556191/2 Fax : +88-02-9550704 E-Mail : info@bscic.gov.bd Website : www.bscic.gov.bd

#### Registration with BSCIC

Required Documents	Remarks
1. Filled-in prescribed Application Form	Original; duly attested by a First Class gazetted officer
2. Passport size photograph of the entrepreneur	1 copy of the photograph duly attested by a First Class gazetted officer or a BSCIC officer
3. Land Deed (Ownership Deed, Leasehold deed or Rent Agreement)	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer
4. Voucher, invoice etc. of procurement of machine	1 copy of the original for each document
5. Trade License	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer; the Trade License should be valid
6. National ID card of the entrepreneur	1 copy of the original
7. Feasibility study report	Required, if the business starts with the help of bank loans
8. Fire License	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer; the Fire License should be valid
9. Environment Clearance Certificate	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer; the Environment Clearance Certificate should be valid (required in particular cases)
10. Product certification by BSTI/BCSIR	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer (required if product line of the business includes human and/or animal food)
11. Certificate of Incorporation	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer (required if the business is enlisted as a Company)
12. Payment/money receipt from BSCIC in favor of the application fee and registration fee	Original

Process Steps

Step 1	Applicant collects the prescribed Application Form from BSCIC Office or prints out the Application Form from BSCIC website
Step 2	Applicant fills-in the Application Form (with the help of a BSCIC expansion officer)
Step 3	Applicant gathers required documents and attaches the documents with the Application Form
Step 4	Applicant pays the required fee for the Application Form and registration at the BSCIC office
Step 5	Applicant receives the money receipt from BSCIC in favor of the fees deposited
Step 6	Applicant submits the filled-in Application Form at BSCIC Office
Step 7	Applicant gets the receipt number with official stamp from the BSCIC Office
Step 8	Applicant receives forwarding letter from BSCIC with confirmation of registration

Official Time Limit

6 working days

Approximate Processing Time for the Registration

7 - 10 working days

Fee Schedule

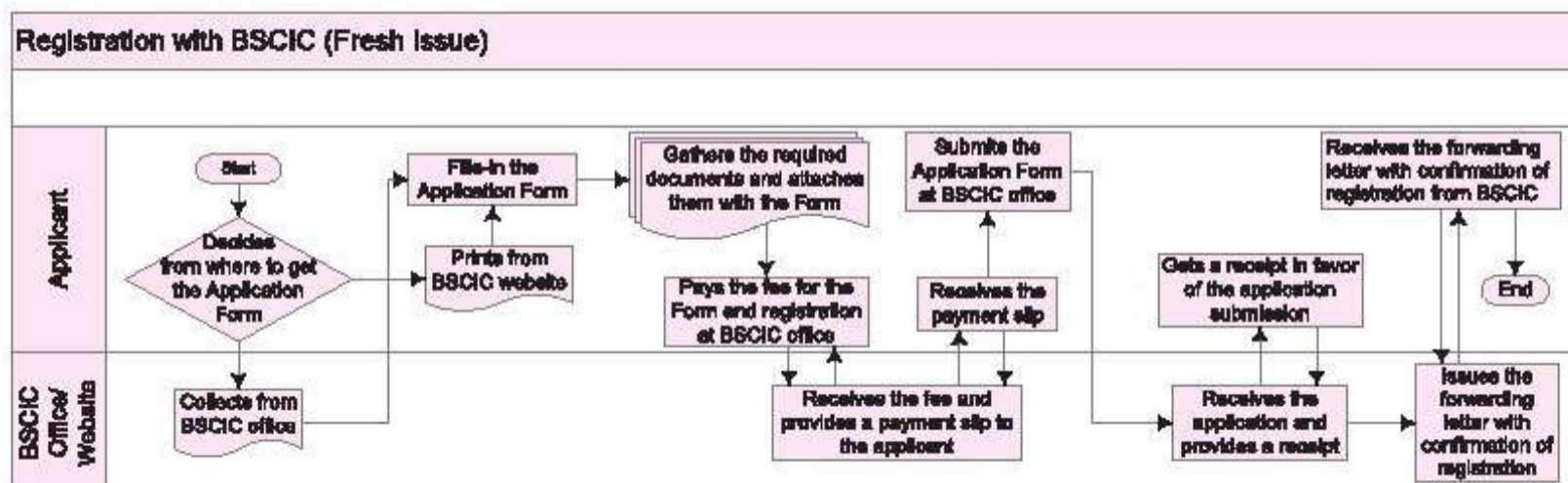
A. Cost of application form

- |                         |           |
|-------------------------|-----------|
| 1. For Cottage Industry | BDT 20.00 |
| 2. For Small Industry   | BDT 20.00 |

B. Registration fee

Types	Level of Investment (in BDT)	Registration Fee (In BDT)
1. Cottage Industry		20.00
2. Small Industry		
i. Category 1	Upto 10 lacs	200.00
ii. Category 2	From 10 lacs to 25 lacs	400.00
iii. Category 3	From 25 lacs to 50 lacs	600.00
iv. Category 4	From 50 lacs to 75 lacs	700.00
v. Category 5	From 70 lacs to 1 crore	800.00
vi. Category 6	Above 1 crore	1,000.00

Process Map





## INVESTMENT

### Renewal of Registration with BSCIC

Required Documents	Remarks
1. Filled-in prescribed Application Form for renewal of the registration	Original; duly attested by a First Class gazetted officer
2. Payment/money receipt from BSCIC in favor of the application fee and registration fee	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer
3. Papers of registration with BSCIC	A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer

### Process Steps

Step 1	Applicant collects the prescribed Application Form from BSCIC Office or prints the Application Form from BSCIC website
Step 2	Applicant fills-in the Application Form (with the help of a BSCIC expansion officer)
Step 3	Applicant attaches the BSCIC registration papers
Step 4	Applicant pays the required fee for the prescribed Application Form and renewal at BSCIC Office
Step 5	Applicant receives the money receipt from BSCIC Office in favor of the fees
Step 6	Applicant submits the filled-in Application Form at BSCIC Office
Step 7	Applicant gets the renewal stamp on the registration papers from BSCIC Office

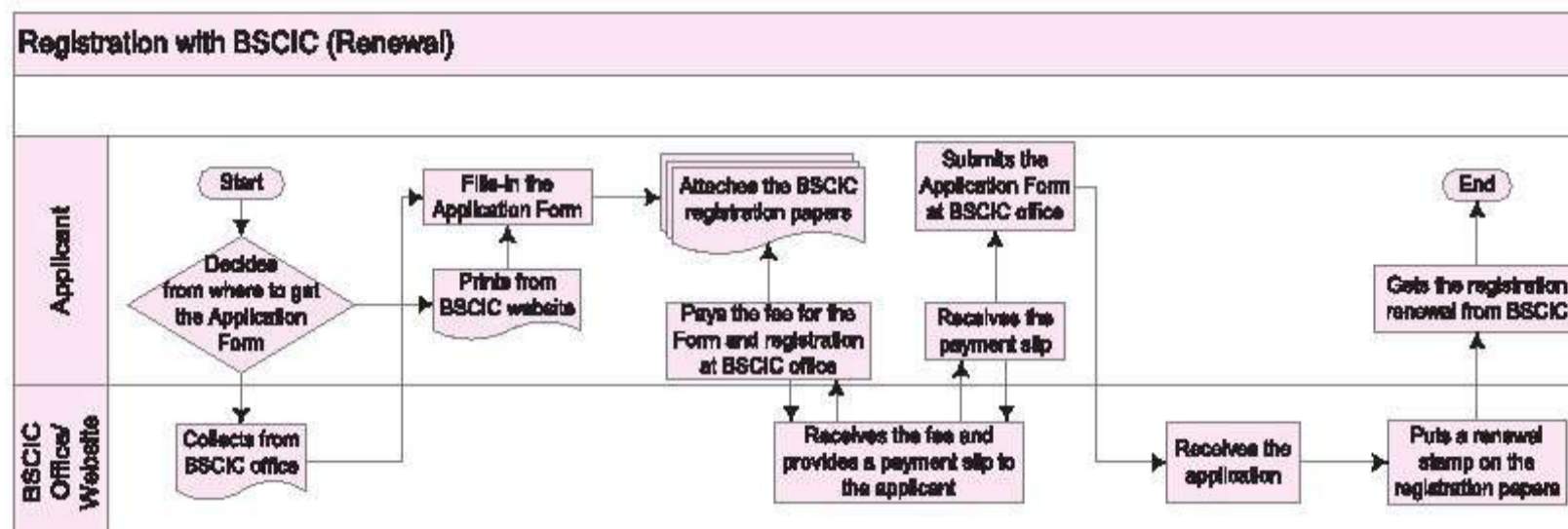
Official Time Limit	Approximate Processing Time for Renewal of Registration
3 working days	3 working days

### Fee Schedule

#### A. Renewal fee

Types	Level of Investment	Renewal Fee (In BDT)
1. Cottage Industry		20.00
2. Small Industry		
i. Category 1	Upto BDT 10 lacs	200.00
ii. Category 2	From 10 lacs to 25 lacs	400.00
iii. Category 3	From 25 lacs to 50 lacs	600.00
iv. Category 4	From 50 lacs to 75 lacs	700.00
v. Category 5	From 70 lacs to 1 crore	800.00
vi. Category 6	Above 1 crore	1,000.00

## Process Map



## General Information

Legal Basis of the Registration	BSCIC Act, 1957
Nature of the Registration	General (this Registration is not mandatory)
Purpose of the Registration	To receive the relevant benefits offered to the businesses listed with BSCIC. For example, BSCIC registration is a must if a business wants to enjoy the benefit of duty subsidy on raw material & machine importation, get the Industrial IRC permit, and be listed in BSCIC's subcontracting listing
Territorial Scope of the Registration	Regional
Eligibility Criteria to Obtain the Registration	Small and Cottage Industry
Information Availability	<ul style="list-style-type: none"> <li>The written procedures are not well accessible by the public. However, calling at the district BSCIC Office, numbers of which are available at <a href="http://www.bscic.gov.bd">www.bscic.gov.bd</a>, might help in this regard.</li> <li>The Application Form is available online at <a href="http://www.bscic.gov.bd/images/pdf/files/registration_form.pdf">www.bscic.gov.bd/images/pdf/files/registration_form.pdf</a>.</li> <li>Shilpa Shohayok Kendro of BSCIC Offices offers the service of Help Desk.</li> </ul>

## INVESTMENT

### VAT REGISTRATION

Category	Registration
Renewal Frequency of the Registration	Renewal is not required
Issuing Ministry	Ministry of Finance
Incumbent Office	Name : National Board of Revenue (NBR) Address : Segun Bagicha, Dhaka 1000 Phone : +88-02-9358223 Website : www.nbr-bd.org

#### Issuance of VAT Registration

Required Documents	Remarks
1. Trade License	A copy of the original duly attested by a First Class gazetted officer
2. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer
3. Import Registration Certificate/Export Registration Certificate	For industrial users, Ad-hoc IRC is obtained before applying for VAT registration number, A copy of the original duly attested by a First Class gazetted officer
4. List of all sales shops: Sales centers, full address, equipment, machinery, fittings, product features and amendment of the products manufactured	In case of Central Registration
5. List of Invoice and stored product	If required
6. Passport size photos	Two (2) copies of the original duly attested by a First Class gazetted officer
7. Deed of Agreement	In case of rented property
8. Bank solvency certificate	Original
9. BOI registration	A copy of the original duly issued by the Board of Investment
10. Memorandum of Association (MOA) and Articles of Association (AOA)	Applicable to Limited Companies; a copy of the original duly attested by a First Class gazetted officer

#### Process Steps

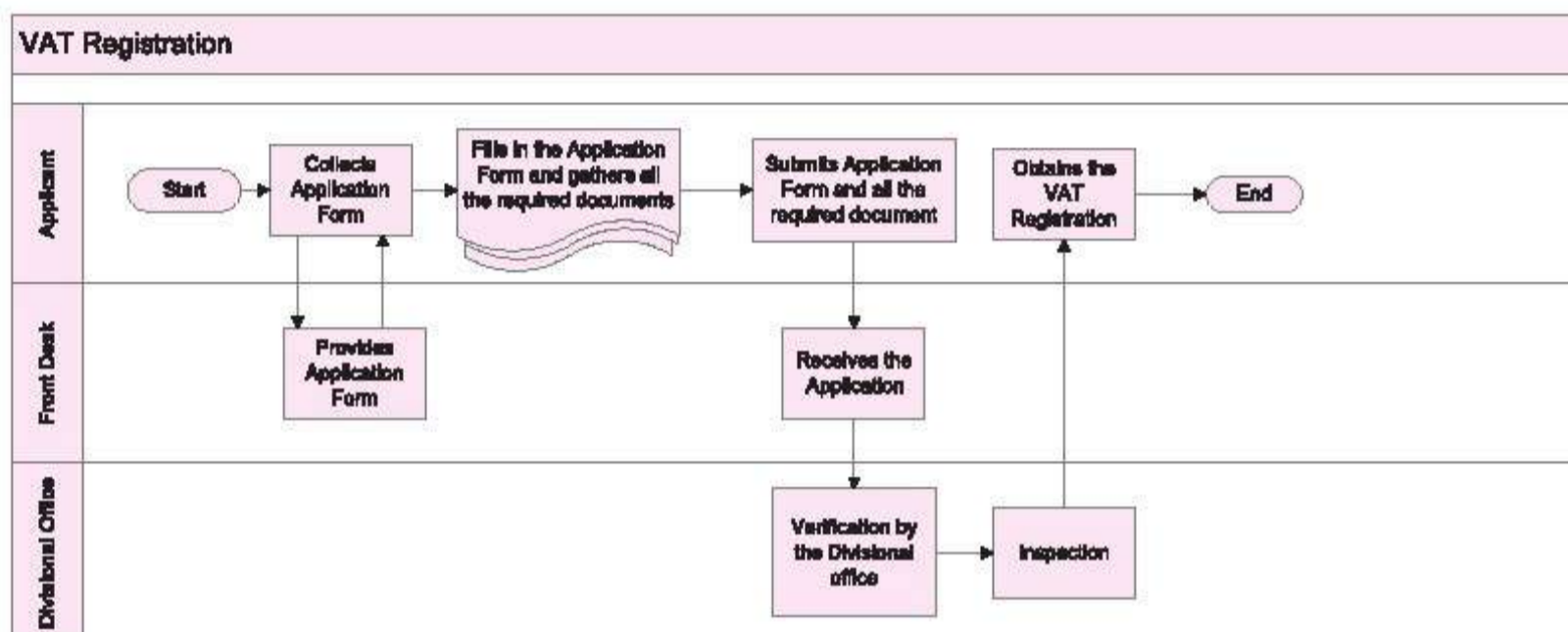
Step 1	Applicant collects the prescribed Application Forms from Zonal NBR offices or from NBR website
Step 2	Applicant submits the Application Form with supporting documents
Step 3	NBR officials verify the documents
Step 4	NBR officials inspect the documents
Step 5	Applicant obtains VAT Registration Certificate

Official Time Limit	Approximate Processing Time for Issuing the Registration
2 working days	2 working days

### Fee Schedule

Fee is not required

### Process Map



### General Information

<b>Legal Basis of the Registration</b>	<ul style="list-style-type: none"> <li>VAT Law, 2012</li> <li>Mullo Shongjojon Kor, 1991</li> </ul>
<b>The Nature of the Registration</b>	Start-up
<b>Territorial Scope of the Registration</b>	National
<b>Eligibility Criteria to Obtain the Registration</b>	TIN Certificate and Trade License
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public.</li> <li>Forms are available online<sup>1</sup>.</li> <li>There is a Help Desk in the incumbent offices.</li> </ul>

### Editorial Comment

Value Added Tax is given in the regional offices. But if the annual turnover is not more than 70 lacs the entrepreneurs will have to pay Turnover Tax instead of paying 15% VAT.

<sup>1</sup> <http://www.nbr-bd.org/nbrweb/ext/TINForm.pdf>

## INVESTMENT

### GENERALIZED SYSTEM OF PREFERENCE (GSP) FOR TEXTILE

<b>Category</b>	<b>Certificate</b>
<b>Renewal Frequency of the Certificate</b>	Renewal is not required
<b>Ministry</b>	Ministry of Commerce
<b>Incumbent Office</b>	<p><b>Name</b> : Export Promotion Bureau [EPB]</p> <p><b>Address</b> : TCB Bhaban, 1 Kawran Bazar (2nd &amp; 4th Floor) Dhaka-1215 Bangladesh</p> <p><b>Phone</b> : +8802-9144821-24, +88-02-8180084, +88-02-8180086, +88-02-8180087, +88-02-8180090, +88-02-8180095</p> <p><b>E-Mail</b> : info@epb.gov.bd</p> <p><b>Website</b> : www.epb.gov.bd</p>

#### Issuance of GSP for Textile

Required Documents	Remarks
1. Application for GSP	Original duly attested by a First Class gazetted officer
2. Commercial Invoice	A copy of the original duly attested by a First Class gazetted officer
3. Packing list	A copy of the original duly attested by a First Class gazetted officer
4. L/C	A copy of the original duly attested by a First Class gazetted officer
5. Shipping bill	A copy of the original duly attested by a First Class gazetted officer
6. Bill of Lading	A copy of the original duly attested by a First Class gazetted officer
7. Back to back L/C	
8. EPB Registration copy	A copy of the original duly attested by a First Class gazetted officer
9. Bank certificate	A copy of the original duly attested by a First Class gazetted officer
10. Utilization declaration	
11. National ID of the Applicant	A copy of the original duly attested by a First Class gazetted officer
12. Money receipt from BRAC Bank	Original

## Process Steps

Step 1	Applicant collects the prescribed Application Form from the EPB
Step 2	Applicant makes a Payment of scheduled fees at the Bank
Step 3	Applicant submits the filled-in Application Form to the EPB along with required documents
Step 4	Assistant Director/Deputy Director scrutinises the application
Step 5	Obtains Certificate from the EPB

## Official Time Limit

3 working days

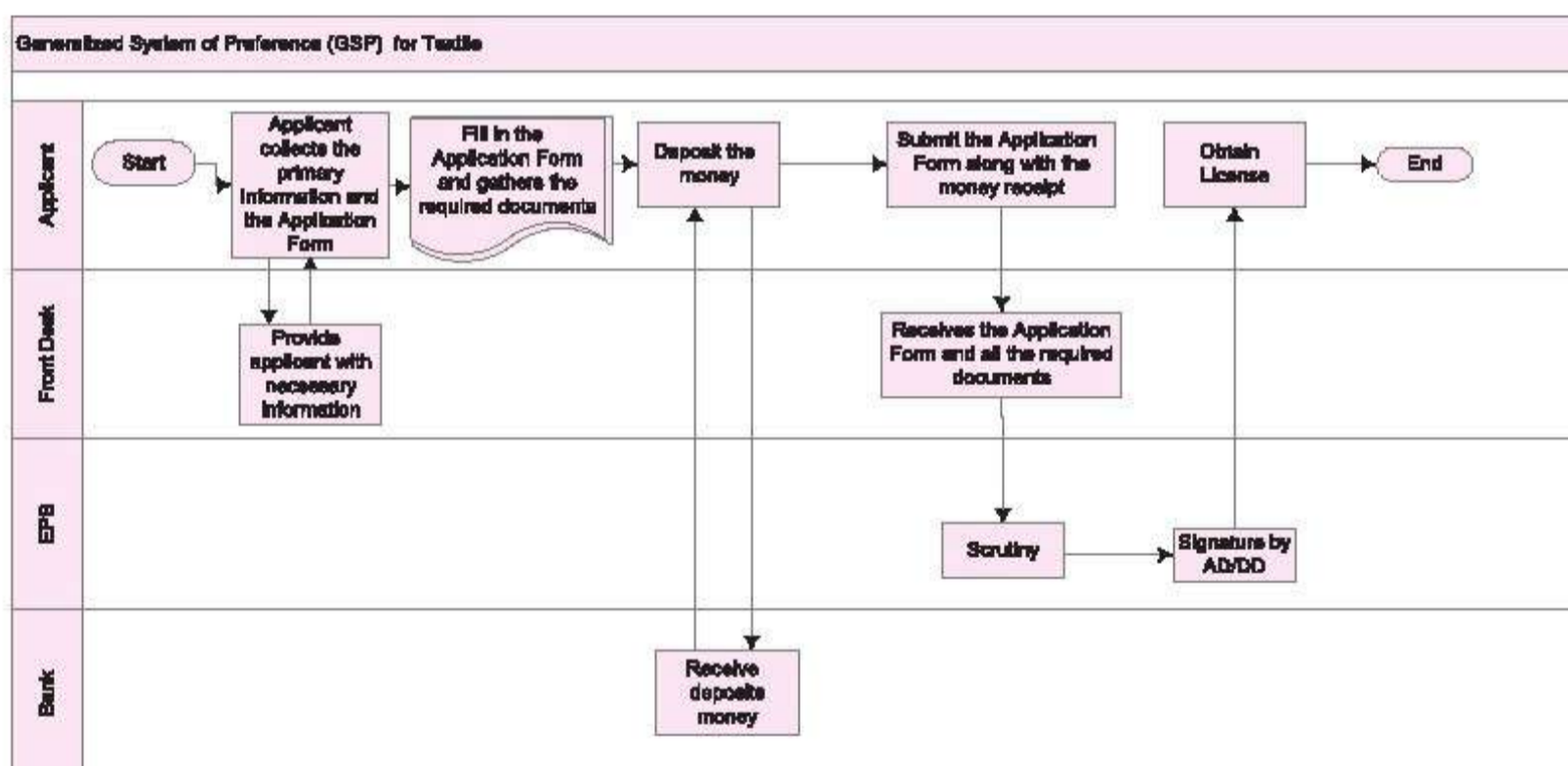
## Approximate Processing Time for Issuing the Certificate

3 working days

## Fee Schedule

Pay order: BDT 300.00

## Process Map



## General Information

Legal Basis of the Certificate	European Union Rules
The Nature of the Certificate	Sector specific and operational certificate (Textile)
Territorial Scope of the Certificate	National
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public</li> <li>Forms are not available online.</li> <li>There is a Help Desk in this office.</li> </ul>

## INVESTMENT

### Editorial Comments

EPB enrollment Certificate has to be renewed every year.

Following documents are needed for enrollment of a new export-oriented Readymade Garments (RMG) industry with the Export Promotion Bureau.

Pay Order for BDT 200.00 (Two hundred) in favor of EPB.

Two copies passport size photographs.

Trade License (Renewed)

Export Registration Certificate (ERC) (renewed).

Membership of Concern Association (renewed).

Bonded Ware House License (renewed).

Fire Service License (renewed).

Fire Policy (Renewed).

Tax Identification (TIN) Certificate.

Value Addition Tax (VAT) Certificate.

Please check which one. Memorandum of Association/Articles of Association.

Approval of Board of Investment.

Approved Building layout plan and structural design from concerned government authority.

Group Insurance for the workers employed in the factory.

The following documents are needed for renewal of enrollment Certificate:

Pay Order BDT 1,000.00 (One thousand only) up to 31-12-2006 and BDT 1,500 (One thousand five hundred only) after the said date.

Two copies of passport size photographs

Trade License (renewed)

Export Registration Certificate (ERC) (renewed).

Membership of concerned Association (renewed).

Bonded Ware House License (renewed).

Fire Service License (renewed).

Approved Building layout plan and structural design from concern govt. authority.

Workers Group Insurance for workers employed in the factory.

1

<sup>1</sup> AD-Additional Director  
DD- Deputy Director

## GENERALIZED SYSTEM OF PREFERENCE (GSP) FOR NON-TEXTILE

Category	Certificate
Renewal Frequency of the Certificate	Renewal is not required
Issuing Ministry	Ministry of Commerce
Incumbent Office	<p>Name : Export Promotion Bureau (EPB)</p> <p>Address : TCB Bhaban, 1, Kawran Bazar (2nd &amp; 4th Floor) Dhaka-1215.</p> <p>Phone : +88-02-9144821-24, +88-02-8180084, +88-02-8180086, +88-02-8180087+88-02-8180090+88-02-8180095</p> <p>E-Mail : info@epb.gov.bd</p> <p>Website : www.epb.gov.bd</p>

### Issuance of GSP for Non-Textile

Required Documents	Remarks
1. Prescribed Application Form	Original
2. Commercial Invoice by customs	Attested by the Owner
3. Packing list by customs	Attested by the Owner
4. BL/Airway Bill/truck Invoice	Attested by the Owner
5. Bill of export/shipping bill	Attested by the Owner
6. EXP Form/bank solvency certificate	Attested by the Owner
7. LC/Contract/TT	Attested by the Owner
8. Recommendation from concerned Trade Association	
9. ERC	Attested by the Owner
10. Trade License	Attested by the Owner
11. Phyto Sanitary/ Association	Attested by the Owner
12. Cost sheet	If applicable
13. Additional Import related paper (eg, Import Permit)	If required
14. Bank Solvency Certificate	Applicable where ; in Original
15. Testimony from the thread supplier	
16. Delivery Invoice/Cash Memo/Purchase Contract	
17. EPB Enrolment Certificate	Attested by the owner

### Process Steps

Step 1	Applicant Collects three (3) sets of Application Form
Step 2	Applicant submits Application Form with the relevant documents
Step 3	Obtains Certificate from the Front Desk



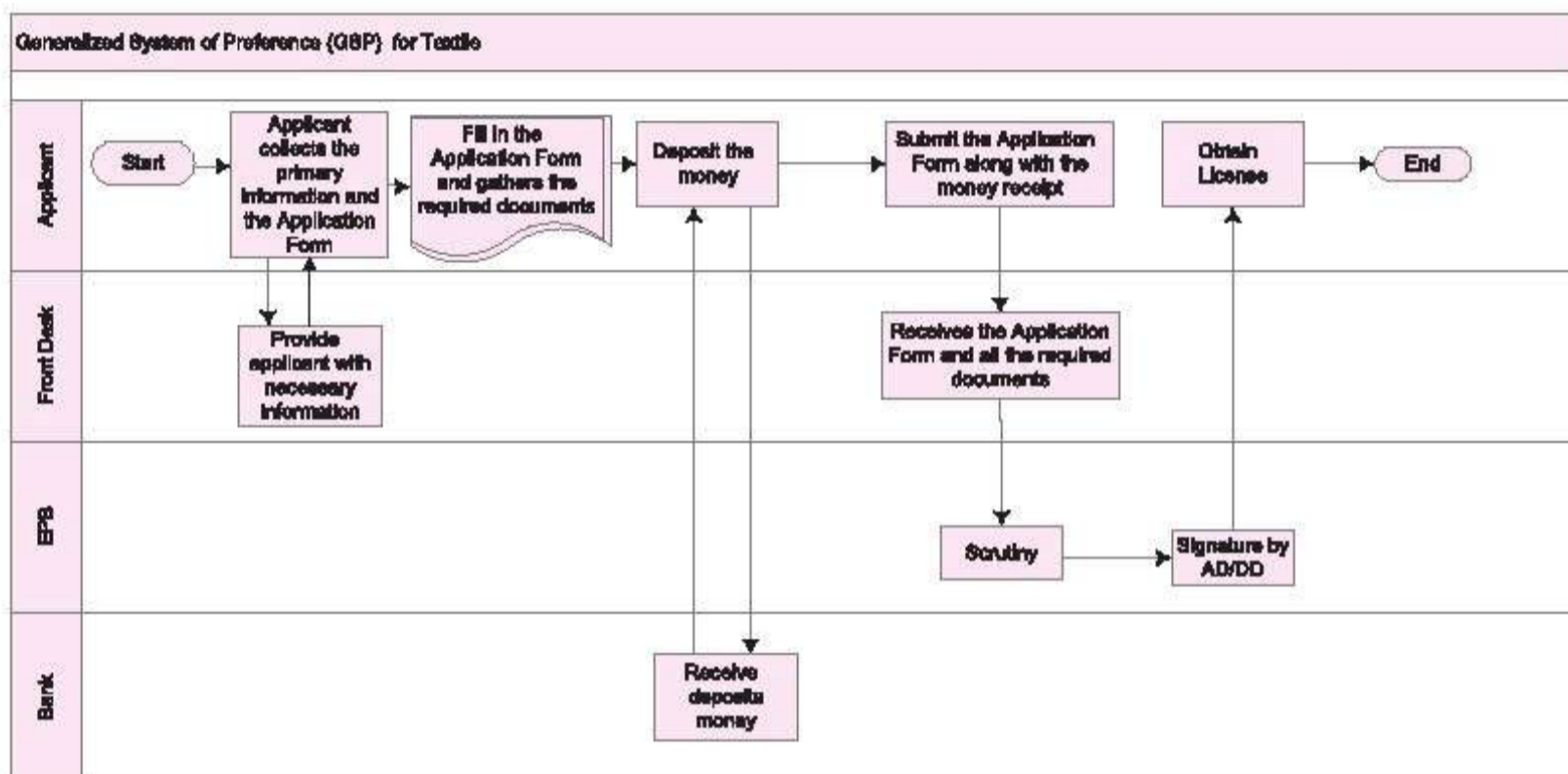
## INVESTMENT

Official Time Limit	Approximate Processing Time for Issuing the Certificate
2 working days	2 working days

### Fee Schedule

Pay order: BDT 300.00

### Process Map



### General Information

Legal Basis of the Certificate	European Union Rules
The Nature of the Certificate	Sector specific and Operational
Territorial Scope of the Certificate	National
Eligibility Criteria to Obtain the Certificate	Enrollment Certificate from EPB
Information Availability	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public.</li> <li>• Forms are available online.</li> <li>• There is a Help Desk in this office</li> </ul>

**Editorial Comments**

The following documents are needed for enrollment of a new export oriented Readymade Garments (RNG) Industry with the Export Promotion Bureau:

Pay Order for BDT 200.00 (Two hundred) in favor of EPB.

Two copies of passport size photographs.

Trade License (Renewed)

Export Registration Certificate (ERC) (renewed).

Membership of Concerned Association (renewed).

Bonded Ware House License (renewed).

Fire Service License (renewed).

Fire Policy (Renewed).

Tax Identification (TIN) Certificate.

Value Added Tax (VAT) Certificate.

Memorandum of Association/Articles of Associations.

Approval of Board of Investment.

Approved Building layout plan and structural design from concern government authority.

Group Insurance for the workers employed In the factory.

The following documents are needed for renewal of enrollment Certificate.

Pay Order BDT 1,000.00 (One thousand only) up to 31-12-2006 and BDT 1,500.00 (One thousand five hundred only) after said date.

Two copies passport size photographs

Trade License (renewed)

Export Registration Certificate (ERC) (renewed).

Membership of Concerned Association (renewed).

Bonded Ware House License (renewed).

Fire Service License (renewed).

Approved Building layout plan and structural design from concern govt. authority.

Workers Group Insurance for workers employed In the factory.

## INVESTMENT

### CERTIFICATION MARK<sup>1</sup> (CM) LICENSE

Category	License
Renewal Frequency of the License	Every three (3) years
Issuing Ministry	Ministry of Industries
Incumbent Unit	Name : Bangladesh Standards and Testing Institutions (BSTI) Address : 116 A, Tejgaon I/A, Dhaka-1208 Phone : +88-02-8821462, +88-02-9131581 E-Mail : bsti@bangla.net Website : www.bstibd.org

### Issuance of Certification Mark License

Required Documents	Remarks
1. Trade License	A copy of the original duly attested a by First Class gazetted officer
2. Permit from BOI/ BSCIC	Not Mandatory
3. Trade Mark Registration/ Application	A copy of the original duly attested by a First Class gazetted officer
4. Label or Packet of the Product, and following contents should be included: <ul style="list-style-type: none"><li>Name of the product</li><li>Grade/Type/Size/Voltage</li><li>Weight/Quantity</li><li>Code/Batch no.</li><li>Product Ingredients'</li><li>Mfg. Date/Exp. date</li><li>Name &amp; address of the original Company</li><li>Highest retail price</li><li>Standard Mark along with BDS No.</li></ul>	Original
5. TIN Certificate	A copy of the original; if the firm fails to attest the copy of the TIN Certificate, it attested during the time of inspection
6. VAT Certificate	A copy of the original; if the firm fails to attest the copy of the VAT Certificate, it is attested during the time of inspection
7. Environment Certificate	A copy of the original duly attested by a First Class gazetted officer
8. Premises License	A copy of the original duly attested by a First Class gazetted officer; in case of Food Sector
9. Letter of Credit (LC), Invoice, Bill of Entry, Import Registration Certificate (IRC) and Radlation Certificate (for milk powder)	A copy of the original of all the documents duly attested by a First Class gazetted officer; In case of Imported product

<sup>1</sup> The Certification Mark scheme, under which the manufacturers/importers are Licensed to use the standard mark on goods produced/ imported by them in conformity to the relevant Bangladesh Standard (BDS)

### Process Steps

Step 1	Applicant collects the Prescribed Form <sup>1</sup> from the One Stop Service (OSS) Section of BSTI Office/ downloads it from the Website
Step 2	Applicant submits the Application along with all the supporting documents at the One Stop Service (OSS)
Step 3	BSTI official checks the documents and provides a date of Factory inspection
Step 4	Field Officer( BSTI official) inspects the health and hygiene condition of the Factory premises and seals sample product randomly for testing
Step 5	Applicant submits the sealed sample and deposits the test fee at the OSS
Step 6	BSTI carries out the test according to the relevant Bangladesh Standard at the BSTI Lab Wing
Step 7	CM wing of BSTI verifies the Inspection and Test Report and prepares a bill is it 'of' or 'for' Certificate and License fee based on a formula $\{(0.1\% \text{ of Approximate production capacity}) \times (\text{X factory price})\}$
Step 8	OSS dispatches the bill to the Applicant
Step 9	Applicant deposits the bill at the OSS of BSTI
Step 10	Obtains License of Certificate Mark License

### Official Time Limit

### Approximate Processing Time for Issuing the License

Document checking and sampling (6 working days)	About Two (2) months
Sample submission at BSTI- OSS office (Depends on sample submission)	
Laboratory testing and reporting (Product wise)	
Approval after receiving the report (5 working days)	
After final approval, submission of Marking fee (Depends on fee submission)	
Obtaining License (within 2 working days after submitting the marking fee)	

### Fee Schedule

Application fee: BDT 1000.00

Testing fee: Product wise

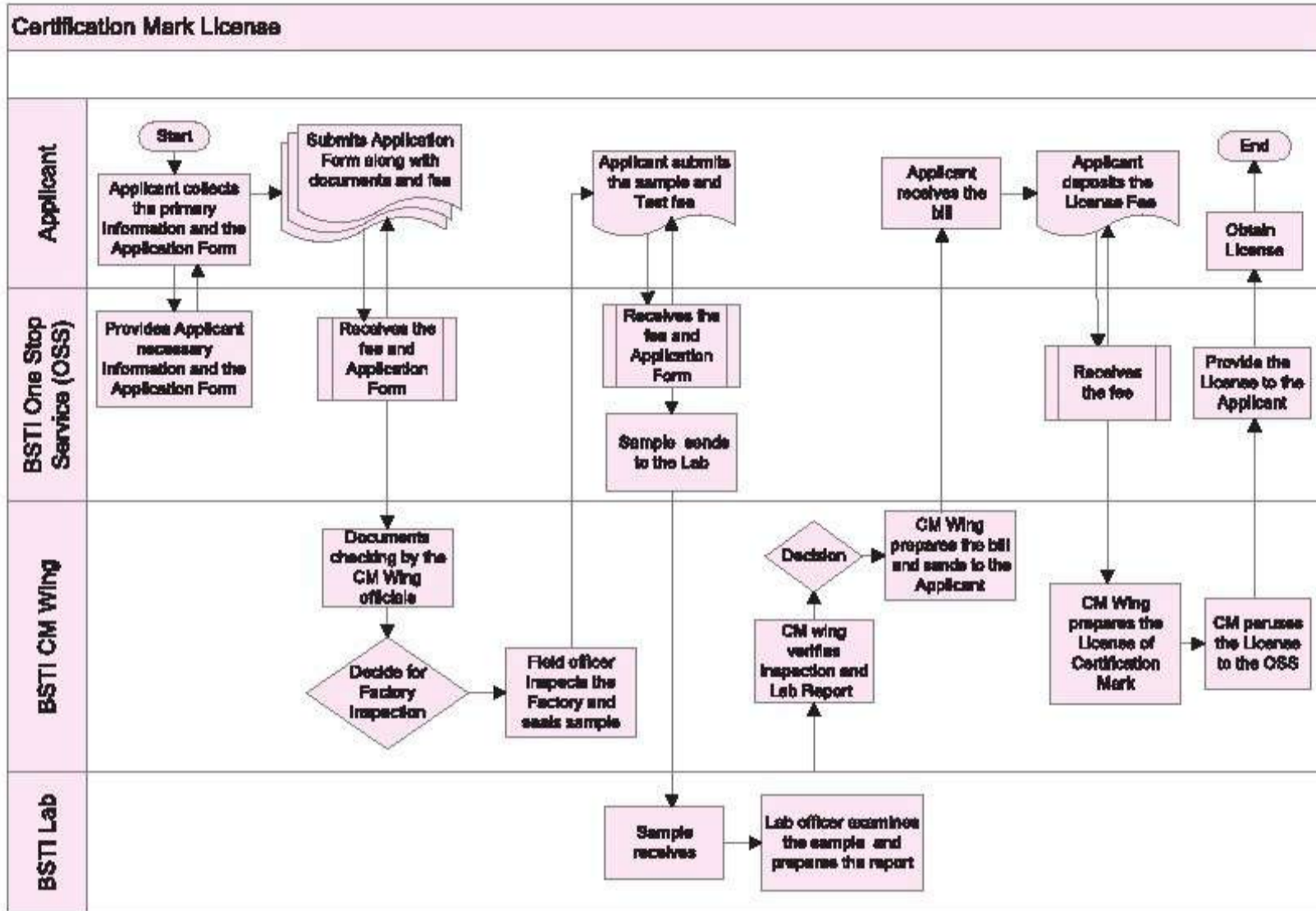
Marking fee (0.1% of approximate production capacity) x (x factory price)

License fee: BDT 200.00

<sup>1</sup> <http://bsti.gov.bd/download/CM/ApplicationFormCM.pdf>

# INVESTMENT

## Process Map



## Renewal of Certification Mark (CM) License

Required Documents	Remarks
1. Trade License	A copy of the original duly attested by a First Class gazetted officer
2. Permit from BOI/ BSCIC	Not mandatory
3. Trade Mark Registration/ Application	A copy of the original duly attested by a First Class gazetted officer
4. Label or Packet of the Product; following contents should be included: <ul style="list-style-type: none"> <li>o Name of the product</li> <li>o Grade/Type/Size/Voltage</li> <li>o Weight/Quantity</li> <li>o Code/Batch no.</li> <li>o Product Ingredients'</li> <li>o Mfg. Date/Exp. date</li> <li>o Name &amp; address of the original Company</li> <li>o Highest retail price</li> <li>o Standard Mark along with BDS no.</li> </ul>	Original (Revised)
5. TIN Certificate	A copy of the original, if the firm fails to attest in copy of the TIN Certificate, it is attested during the time of inspection
6. VAT Certificate	A copy of the original, if the firm fails to attest in copy of the VAT Certificate, it is attested during the time of inspection
7. Environment Certificate (If applicable)	A copy of the original duly attested by a First Class gazetted officer
8. Premises License	A copy of the original duly attested by a First Class gazetted officer; in case of Food Sector
9. Letter of Credit(LC), Invoice, Bill of Entry, Import Registration-Certificate (IRC) and Radiation Certificate (in case milk powder)	A copy of the original of all the documents duly attested by a First Class gazetted officer; in case of imported product

## Process Steps

Step 1	Applicant collects the Prescribed Form from BSTI Office/Website
Step 2	Applicant submits the Application along with all supporting documents at the One Stop Service (OSS)
Step 3	BSTI official checks the documents and provides a date of Factory inspection
Step 4	Field Officer( BSTI official) inspects the health and hygiene condition of the Factory premises and seals sample product randomly to test
Step 5	Applicant submits the sealed sample and deposits the test fee at the OSS
Step 6	BSTI Lab Wing carries out tests according to relevant Bangladesh Standard

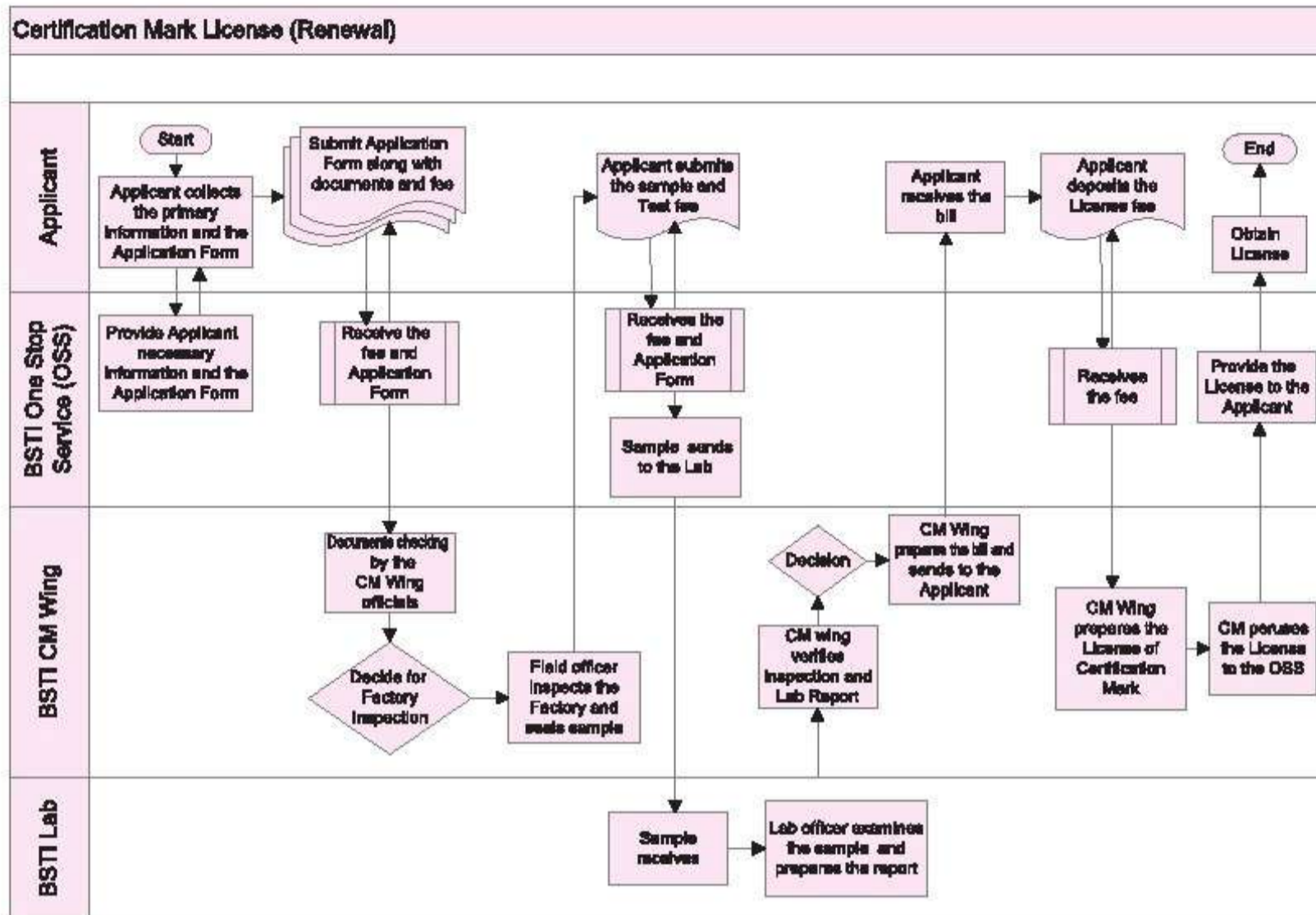
## INVESTMENT

Step 7	CM wing of BSTI verifies the Inspection and Test report and prepares a bill of Certificate and License fee based on a formula $\{(0.1\% \text{ of Approximate production capacity}) \times (\text{X factory price})\}$
Step 8	OSS dispatches the bill to the Applicant
Step 9	Applicant deposits the bill at the OSS of BSTI
Step 10	Complete renewal process

Official Time Limit	Approximate Processing Time for Issuing the License
Document checking and sampling (6 working days)	About two (2) months
Sample submission at BSTI- OSS Office (Depends on sample submission)	
Laboratory testing and reporting (Product wise)	
Approval after receiving the report (5 working days)	
After final approval, submission of Marking fee (Depends on fee submission)	
Obtaining License (within 2 working days after submitting the marking fee)	

Fee Schedule	
Application fee	BDT 500.00
Testing fee	Product wise
Marking fee	$(0.1\% \text{ of approximate production capacity}) \times (\text{x factory price})$
License fee	BDT 200.00

Process Map



General Information

<b>Legal Basis of the License</b>	Under BSTI Ordinance 37, 1985 ( As per Section 20, BSTI granted Certification Mark License and as per Section 24, 155 Mandatory products are defined )
<b>The Nature of the License</b>	General
<b>The Purpose of the License</b>	The standard mark on products, certified under this scheme, enables the consumers to distinguish a quality product from an untested/substandard product in the market.
<b>Territorial Scope of the License</b>	National
<b>Eligibility Criteria to Obtain the License</b>	Any manufacturer for the scheduled product list of BSTI can apply
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public through the website and at BSTI's office</li> <li>Forms are available on BSTI website</li> <li>There is a One Stop Service at the BSTI Office</li> </ul>





## ■ FOREIGN INVESTMENT

## FOREIGN INVESTMENT

### REGISTRATION OF FOREIGN INVESTMENT PROJECTS WITH BOI

Category	Registration
Renewal Frequency of the Registration	Renewal is not required
Issuing Office	Prime Minister's Office (PMO)
Incumbent Office	Name : Board of Investment (BOI) Address : Prime Minister's Office, Jiban Bima Tower (19th Floor), 10 Dilkusha C/A, Dhaka 1000 PABX : +88-02-7169580 Fax : +88-02-9562312 E-Mail : <a href="mailto:service@boi.gov.bd">service@boi.gov.bd</a> Website : <a href="http://www.boi.gov.bd">www.boi.gov.bd</a>

### Issuance of Registration of Foreign Investment Projects with BOI

Required Documents	Remarks
1. Application in the Prescribed Form <sup>1</sup> duly filled in	Two (2) copies
2. Trade License	A copy of the original duly attested by a First Class gazetted officer, in case of existing Industries
3. Certificate of Incorporation along with Memorandum of Association and Articles of Association in case Company	A copy of the original duly attested by the company's Managing Director/Firm's Managing Partner
4. Joint Venture Project (JVP) Agreement	Two (2) copies of the original duly attested in by both the parties, in case of a Joint Venture Project (JVP)
5. Partnership Deeds	Two (2) copies of the original duly attested by the partners, in case of Partnership Firms,
6. Deeds of the proposed land	Two (2) copies; attested by the company's Managing Director. If the land is owned by the Entrepreneur, then attach copies of the original deed, or copies of loan agreement for rented building
7. If the total project cost exceeds BDT 100 million, than project profile	Two (2) copies
8. Background of the promoters In officials Letter Head describing <ol style="list-style-type: none"><li>Name</li><li>Permanent and Mailing Address</li><li>Designation</li><li>Nationality</li></ol>	Two (2) copies

<sup>1</sup> <http://www.boi.gov.bd/images/forms/registration-of-industrial-investment-project-1.pdf>

## FOREIGN INVESTMENT

9. Relevant documents in support of the loan	Two (2) copies; if the project is financed by a loan
10. Pay Order/ Bank Draft for applicable as registration fee in favor of " Executive Chairman and Member-Secretary, Board of Investment"	Original
11. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

Step 1	Applicant collects a Foreign Investment Registration Form (free of cost) from Registration & Investment (R & I)-1 division of BOI, HQ or divisional office of BOI at Chittagong. Forms are also available in the BOI website
Step 2	Applicant deposits the Registration fee, as per Fee Schedule Table, from any scheduled bank in favor of "Executive Chairman and Member-Secretary, Board of Investment" and collects a pay order/ bank draft
Step 3	Applicant submits the Application Form with required documents
Step 4	BOI receives the Application Form and provides a track number to the Applicant
Step 5	BOI reviews the Application along with documents and if found suitable Registration Certificate is issued

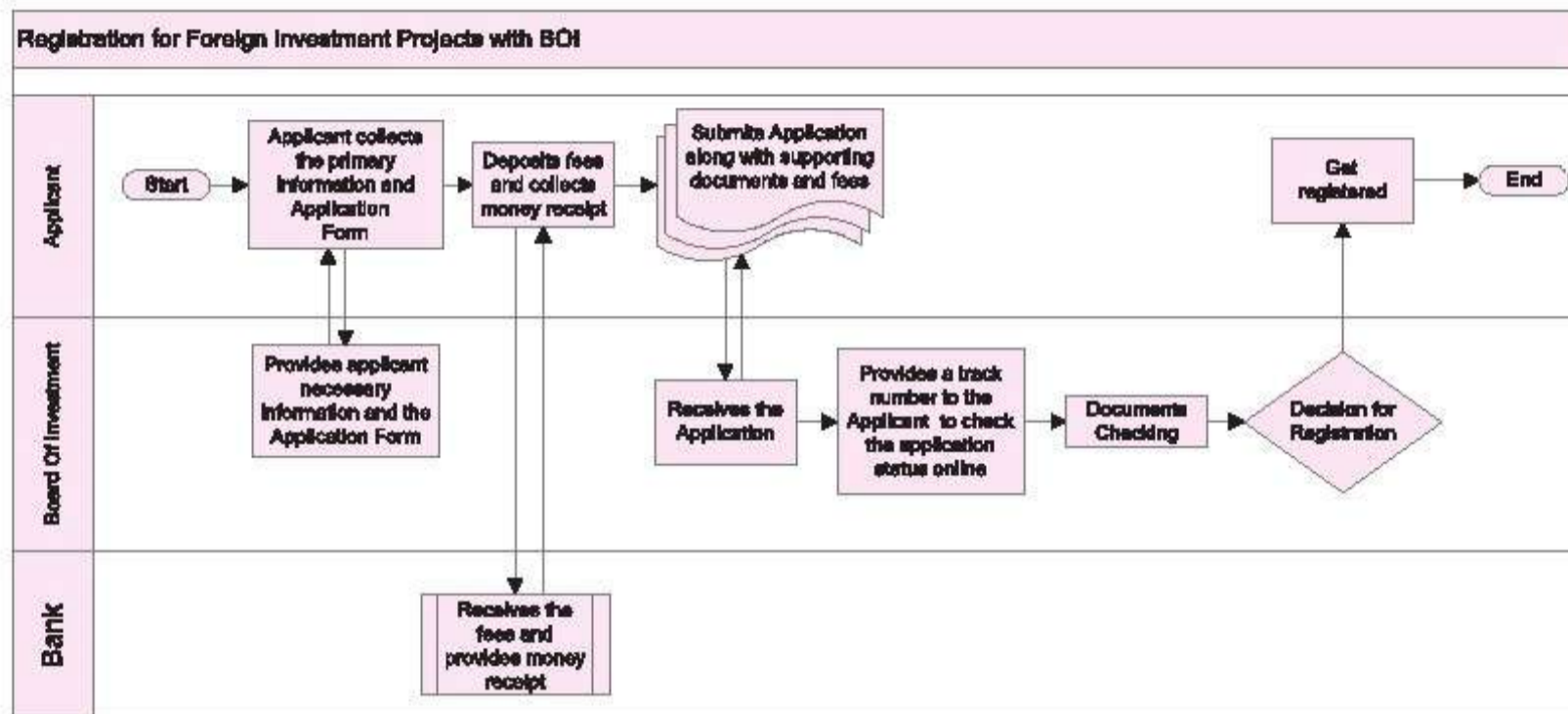
Official Time Limit	Approximate Processing Time for Issuing the Registration
1-2 working days	15 - 30 working days

### Fee Schedule

Total Proposed Project Cost		
Up to BDT 10,00,00,000.00	BDT	5,000.00
BDT 10,00,00,000.00 to BDT 25, 00,00,000.00	BDT	10,000.00
BDT 25, 00,00,000.00 to BDT 50,00,00,000.00	BDT	25,000.00
BDT 50,00,00,000.00 to BDT 100,00,00,000.00	BDT	50,000.00
More than BDT 100,00,00,000.00	BDT	100,000.00
Registration correction fee	BDT	1,000.00

# FOREIGN INVESTMENT

## Process Map



## General Information

<b>Legal Basis of the Registration</b>	Investment Board Act, 1989
<b>The nature of the Registration</b>	General and start-up
<b>Territorial Scope of the Registration</b>	National
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures are accessible by the public in the BOI website</li> <li>Forms are available in BOI website</li> <li>There is a Help Desk in the incumbent office</li> </ul>

**WORK PERMIT FOR FOREIGN NATIONALS WORKING IN BANGLADESH**

<b>Category</b>	<b>Permlsslon</b>
<b>Renewal Frequency of the Permit</b>	Every Two (2) years (will not apply to foreigners working in diplomatic or other non-commercial posts); Renewal up to five years
<b>Issuing Office</b>	Prime Minister's Office (PMO)
<b>Incumbent Unit</b>	<b>Name</b> : Board of Investment (BOI) <b>Address</b> : Jiban Bima Tower, 10 Dilkusha C/A, Dhaka 1000 <b>PABX</b> : +88-02-7169580 <b>Fax</b> : +88-02-9562312 <b>E-Mail</b> : service@boi.gov.bd <b>Website</b> : www.boi.gov.bd

**Issuance of Work Permit for Foreign Nationals Working in Bangladesh**

<b>Required Documents</b>	<b>Remarks</b>
1. Application in prescribed Form signed by the authorized person	Two (2) copies of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
2. Permission letter for branch/liaison/representative office or Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by the shareholders in case of locally incorporated company. (if not submitted earlier)	A copy of the original duly attested by a First Class gazetted officer
3. Passport size photographs (4 copies) of the expatriate(s)	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
4. Board resolution regarding employment of foreign national(s) Including honorarium & other benefit to be provided	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
5. Passport with arrival stamp, 'E' type visa for employees and 'PI' type visa for Investors	A copy of the original duly attested by the Board of Investment
6. Service contract/agreement and appointment letter/ transfer order in case of employee	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
7. All academic qualification & professional experience certificates for the employee	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
8. Paper clipping showing advertisement or copy of online advertisement made for recruitment of local personnel prior to the appointment of the expatriate(s)	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
9. A statement of the manpower showing list of local & expatriate personnel employed with designation, salary breakdown, nationality and date of first appointment	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
10. Up-to-date Income Tax Clearance Certificate of the company	A copy of the original duly attested by a First Class gazetted officer
11. Encashment certificate of inward remittance of minimum USD 50,000 as initial establishment cost for branch/liaison/joint-venture and 100% foreign ownership company incorporation in Bangladesh	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority

## FOREIGN INVESTMENT

12. The permission letter for Branch/Liaison/ Representative office/Company	A copy of the original duly attested by the Managing Director/ Partner/ Proprietor/ Appropriate authority
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### Process Steps

Step 1	Collects the Application for employment form (free of cost) of foreign nationals in the private sector industries from BOI office
Step 2	Submits the Application Form with relevant documents
Step 3	Deposits the Work Permit fees at any scheduled bank in favor of "Executive Chairman and Member- Secretary, Board of Investment" and collect a Pay order/ Bank draft. The pay order is required to submit after approval of the prayer.
Step 4	Issues the necessary security clearance certificate by Ministry of Home Affairs
Step 5	Submits the Application with proper document at BOI office
Step 6	Obtains Work Permit from Registration & Investment (R&I) -(Commercial) Wing of BOI

Official Time Limit	Approximate Processing Time for Issuing the Permit
15 working days	Time May vary

### Fee Schedule

Each person	BDT 5,000.00
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### Renewal of Work Permit for Foreign Nationals Working in Bangladesh

Required Documents	Remarks
1. Income Tax Clearance/ Exemption Certificate for the previous working period	A copy of the original security clearance from the Ministry of Home Affairs
2. Resolution of the company's board of directors/firm's partners regarding extension period of work permit	A copy of the original security clearance from the Ministry of Home Affairs
3. Full set of the expatriate having valid visa of proper type	A copy of the original duly attested by the Board of Investment and a copy of the original security clearance from the Ministry of Home Affairs
4. Passport size photo	A copy of the original security clearance from the Ministry of Home Affairs
5. Re-appointment letter	A copy of the original security clearance from the Ministry of Home Affairs

**Process Steps**

<b>Step 1</b>	<b>Submits the Application Form with relevant documents at the BOI office.</b>
<b>Step 2</b>	<b>BOI transfers all the documents to the Ministry of Home Affairs for clearance</b>
<b>Step 3</b>	<b>Deposits the Work Permit fees at any scheduled bank in favor of "Executive Chairman and Member- Secretary, Board of Investment" and collect a pay order/ Bank draft. The Pay Order is required to submit after approval of the prayer.</b>
<b>Step 4</b>	<b>Obtains the renewal Permit from R &amp; I -(Commercial) Wing of BOI</b>

**Official Time Limit**

**Approximate Processing Time for Issuing the Permit**

**1-2 working days**

**15-20 working days**

**Fee Schedule**

**Each person**

**BDT 5,000.00**

**General Information**

<b>Legal Basis of the Permit</b>	<b>Bangladesh Visa Policy, 2007</b>
<b>The Nature of the Permit</b>	<b>Sector specific (Industrial Units)</b>
<b>The Purpose of the Permit</b>	<b>In order for any business registered in Bangladesh to employ foreign nationals</b>
<b>Territorial Scope of the Permit</b>	<b>National</b>
	<ul style="list-style-type: none"> <li>Nationals of the countries recognized by Bangladesh will be considered for employment</li> </ul>
<b>Eligibility Criteria to Obtain the Permit</b>	<ul style="list-style-type: none"> <li>Employment of expatriate personnel will be considered only for industrial Establishments registered with BOI</li> <li>Employment of foreign nationals is normally considered for the job for which local experts /technicians are not available and persons below 18 years of age are not eligible for employment</li> <li>Valid Visa</li> </ul>
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public.</li> <li>Forms are available online.</li> <li>There is a Help Desk in the Incumbent office</li> </ul>

**Editorial Comments**

While filling-in the Application Form, instead of writing "see attached sheet/ "bio-data" etc., specific replies in short should be given in each column. Additional sheets may be attached, if required, with the Application Form.

Necessary security clearance has to be obtained from the Ministry of Home Affairs after issuance of work Permit and the duration of visa should be extended up to the period of Work Permit.

For obtaining new Work Permit, the expatriate investors and employee must arrive in Bangladesh with 'PI' and 'E' types' visa respectively obtainable from concerned Bangladesh Mission abroad.

Application for Expatriate Work Permit must be submitted to BOI within 15 (fifteen) days from the date of arrival.

Number of the expatriate employees in an industrial enterprise should not exceed 1:20 (foreign: local) ratio at any time during regular production and the ratio for commercial enterprises be 1:5 (foreign: local).

Detailed information on work permit for foreign nationals working in Bangladesh can be seen at the link- [bol.gov.bd/how-to-invest/forms-a-procedures/guideline-for-branch-and-division-office](http://bol.gov.bd/how-to-invest/forms-a-procedures/guideline-for-branch-and-division-office)



## FOREIGN INVESTMENT

### PERMISSION FOR OPENING OF BRANCH /LIAISON/REPRESENTATIVE OFFICE OF FOREIGN ORIGIN

Category	Permit
Renewal Frequency of the Permit	Three (3) years for Initial Issuance of permit and two (2) years for subsequent renewals
Issuing Office	Prime Minister's Office
Incumbent Unit	<p>Name : Board of Investment (BOI)</p> <p>Address : Prime Minister's Office, Jiban Bima Tower, 10 Dilkusha C/A, Dhaka 1000</p> <p>E-Mail : <a href="mailto:service@boi.gov.bd">service@boi.gov.bd</a></p> <p>Website : <a href="http://www.boi.gov.bd">www.boi.gov.bd</a></p>

### Issuance of Permission for Opening of Branch /Liaison/Representative Office of Foreign Origin

Required Documents	Remarks
1. Application in the prescribed Form signed by the authorized person for the establishment of branch/liaison /representative office	Four (4) copies; attested by the Bangladesh Mission abroad / Mission of the concerned foreign country in Bangladesh or Apex Chamber of Commerce & Industries of the country of origin/state/district
2. Memorandum of Association and Articles of Association and Certificate of Incorporation of the principal/parent company	Attested by the Bangladesh Mission abroad/Mission of the concerned foreign country in Bangladesh or Apex Chamber of Commerce & Industries of the country of origin/state/district
3. A list of the name and nationalities of the Directors/Promoters of the principal Company	As above
4. Audited accounts of the last financial year of the principal company.	As above
5. Resolution of the Company's Board of Directors regarding the opening of an office in Bangladesh	As above
6. Proposed organogram of the office showing the posts to be occupied by both expatriate and local personnel	As above
7. Details of activities to be performed through the proposed branch/liaison/representative office in Bangladesh	As above
8. TIN Certificate of foreign employees	Original
9. Treasury Challan	Original

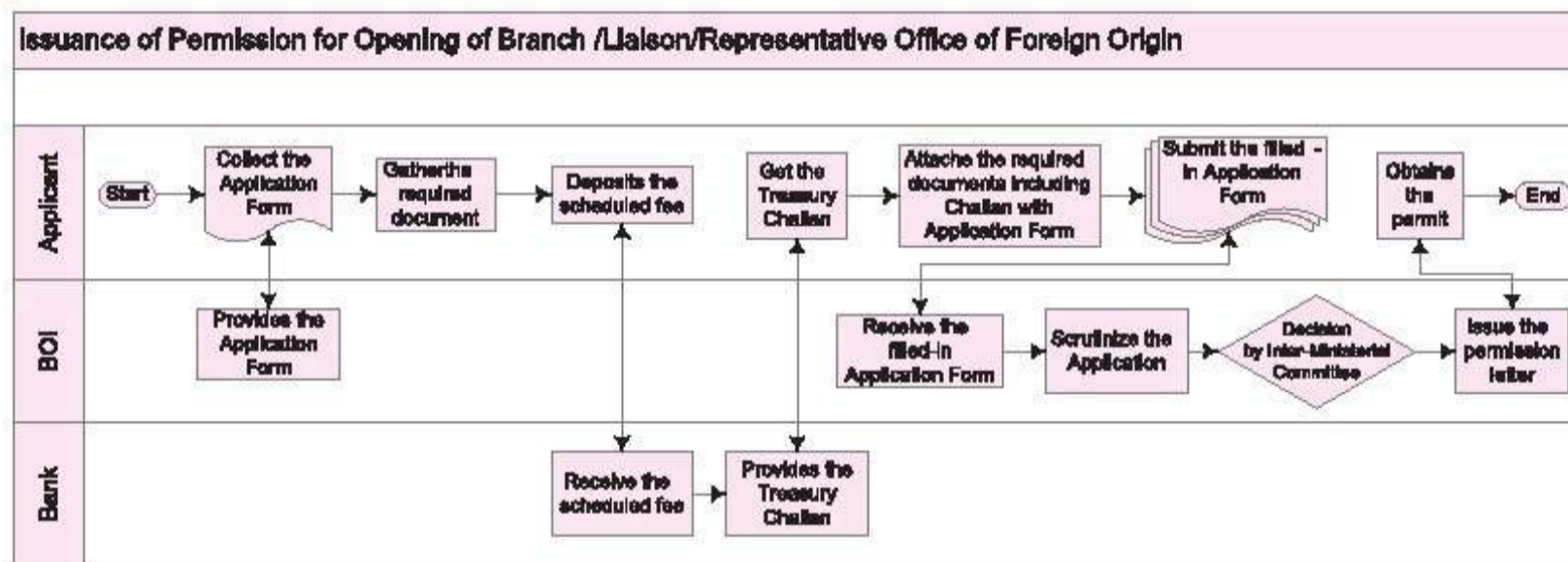
**Process Steps**

<b>Step 1</b>	<b>Applicant collects of Application Form from BOI</b>
<b>Step 2</b>	<b>Gathers required documents</b>
<b>Step 3</b>	<b>Deposits the scheduled fee and collect the Treasury Challan to Sonali or Bangladesh Bank</b>
<b>Step 4</b>	<b>Fills-In the Application Form and attach the required documents along with the Challan</b>
<b>Step 5</b>	<b>Submits the Application Form</b>
<b>Step 6</b>	<b>Inter-Ministerial Committee scrutinise the Application</b>
<b>Step 7</b>	<b>Obtains the approval of opening Branch/ Liaison/Representative office In Bangladesh</b>

<b>Official Time Limit</b>	<b>Approximate Processing Time for Issuing the Permit</b>
<b>15 working days</b>	<b>15 working days</b>

<b>Fee Schedule</b>
<b>BDT 25,000.00</b>

**Process Map**



## FOREIGN INVESTMENT

### Renewal of Permission for Opening of Branch /Liaison/Representative Office of Foreign Origin

Required Documents	Remarks
1. Duly filled in Prescribed Form	Original
2. Permit	Original
3. Audited accounts of last financial year of the principal company	
4. Proposed Organogram of the office showing the posts to be occupied by both expatriate and local personnel.	
5. Permission letter of Bangladesh Bank under Section 18(B) of Foreign Exchange Regulation Act, 1947 (vide Foreign Exchange Regulation (Amendment) Ordinance, 1976)	
6. Income Tax Clearance Certificate for the previous year	Concerned Tax Circle of NBR
7. Resolution of company's board of directors for extension/renewal of the office	
8. List of the manpower employed (local and foreigner) showing designation, nationality, remuneration, functions and date of joining of the company	
9. Details of activities to be performed through the proposed Branch/Liaison/Representative office in Bangladesh.	
10. Treasury Challan	Original

#### Process Steps

Step 1	Applicant collects of the Application Form
Step 2	Gathers required documents
Step 3	Applicant makes payment of the scheduled fee and collects the Treasury Challan
Step 4	Fills-In the Application Form and attaching the required documents along with the Challan
Step 5	Applicant submits the completed Application Form at BOI
Step 6	Obtains Renewal from BOI

#### Official Time Limit

15 working days

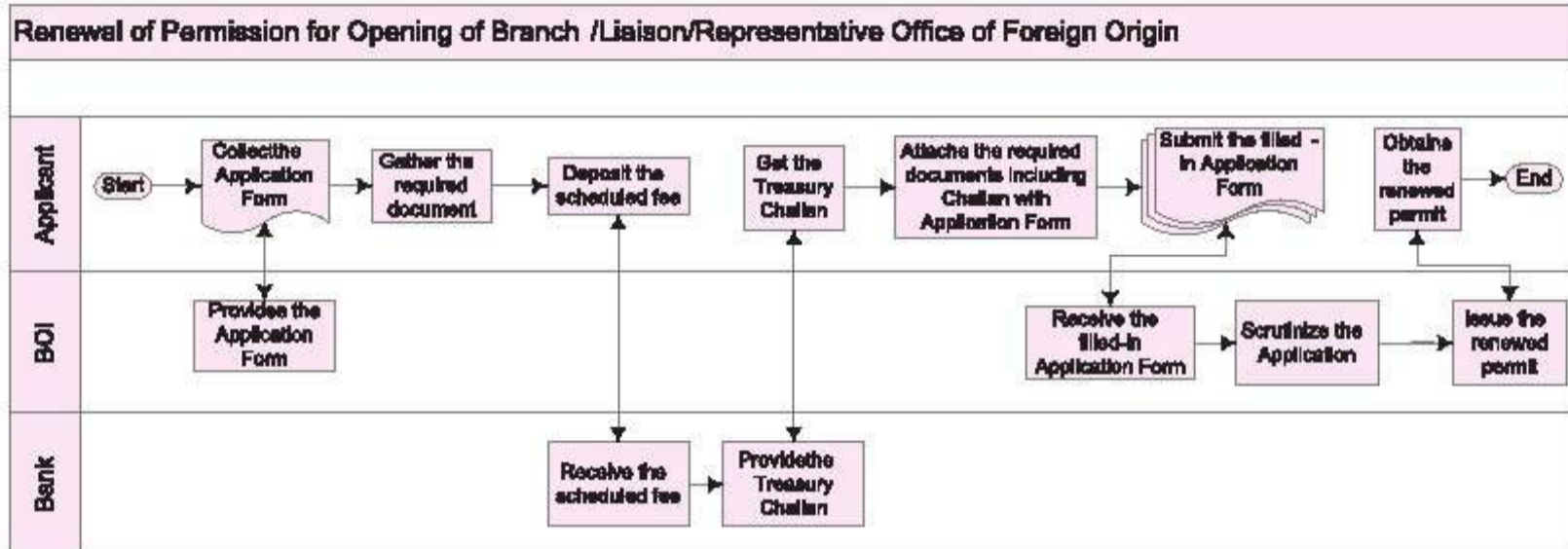
#### Approximate Processing Time for Renewing the Permit

15 working days

#### Fee Schedule

BDT 10,000.00

Process Map



General Information

<b>Legal Basis of the Permit</b>	<ul style="list-style-type: none"> <li>• The Companies Act, 1994</li> <li>• Rules and Regulations of BOI</li> <li>• Investment Board Act, 1989</li> <li>• The foreign Exchange Regulation Act, 1947</li> </ul>
<b>The Nature of the Permit</b>	Start up (sector specific, for business with foreign origin)
<b>The Purpose of the Permit</b>	To set up a business presence in Bangladesh by a non-registered (in Bangladesh) foreign business
<b>Territorial Scope of the Permit</b>	National
<b>Eligibility Criteria to Obtain the Permit</b>	The Initial deposit for a estimated initial expenses/estimated monthly expenses is USD 50,000.00
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public from the BOI website</li> <li>• Forms are not available online</li> <li>• There is a Help Desk in the Incumbent unit.</li> </ul>

Editorial Comment

BOI may require additional documents based on the types of the businesses.

## FOREIGN INVESTMENT

### APPROVAL OF FOREIGN BORROWING AGREEMENT

Category	Approval
Renewal Frequency of the License	Not required
Issuing Office	Prime Minister's Office
Incumbent Office	<p>Name : Board of Investment (BOI)</p> <p>Address : Prime Minister's Office, Jibon Bima Tower (19th Floor), 10 Dilkusha C/A, Dhaka-1000</p> <p>Phone : +88 02 7169580, +88 02 9562312</p> <p>E-mail : <a href="mailto:service@boi.gov.bd">service@boi.gov.bd</a></p> <p>Website : <a href="http://www.boi.gov.bd">www.boi.gov.bd</a></p>

#### For Fresh Issuance

Required Documents	Remarks
1. A copy of the BOI Registration	A copy of the original duly attested by a First Class gazetted officer
2. Application	A forwarding letter in organization's Letter Head
3. A loan Agreement	Original copy
4. Application Form	A copy of the Form received from BOI for the Foreign Borrowing Agreement.
5. Repayment period	A copy along with Repayment Schedule in details from Bank
6. Grade period	A copy of the original if required
7. The calculation of effective rate of Interest as defined	Original copy
8. The feasibility report of the project	Original copy
9. A Financial Analysis of the borrower	Original copy
10. Memorandum and Articles of Association	A copy of the original from RJSC; in case of a limited company
11. Certificate of Incorporation	A copy of the original from RJSC; in case of a limited company
12. It should be "Credit Information Bureau Undertaking of all sponsors/ directors as per latest Form XII"	Updated copy of the Form obtained from Bangladesh Bank/ scheduled banks
13. A Proforma <sup>1</sup> Invoice/Price Quotation	For Importing of capital machinery
14. Bank Solvency Certificate	Original copy  (information required on the creditworthiness of the borrowing company and its sponsors)

<sup>1</sup> Description of financial statements that have one or more assumptions or hypothetical conditions built into the data. Often used with balance sheets and income statements.

## FOREIGN INVESTMENT

### Process Steps

Step 1	Collect the prescribed Application Form from BOI.
Step 2	Applicant fills-in the prescribed Form and submits with a forwarding letter
Step 3	Applicant deposits the License fee at the Bangladesh Bank or designated branches of Sonali Bank and collects a copy of the Treasury Challan
Step 4	The Applicant then has to submit a Copy of Treasury Chalan deposited at Bangladesh Bank or designated branches of Sonali Bank as fee.
Step 5	Submits the Application with all the required documents and Treasury Challan to the BOI office
Step 6	BOI R&I section requests the Applicant's Nominated Bank to provide CIB report from the Bangladesh Bank.
Step 7	After getting the report, the Applicant's documents are submitted to the Scrutiny Committee meeting headed by the Governor of Bangladesh Bank.
Step 8	Based on the recommendations by the committee, the Applicant gets the clearance
Step 9	A letter is issued from the Board of Investment if the applicant gets the approval.

### Official Time Limit

Depends on the Scrutiny Committee meeting

### Approximate Processing Time for Issuing the License

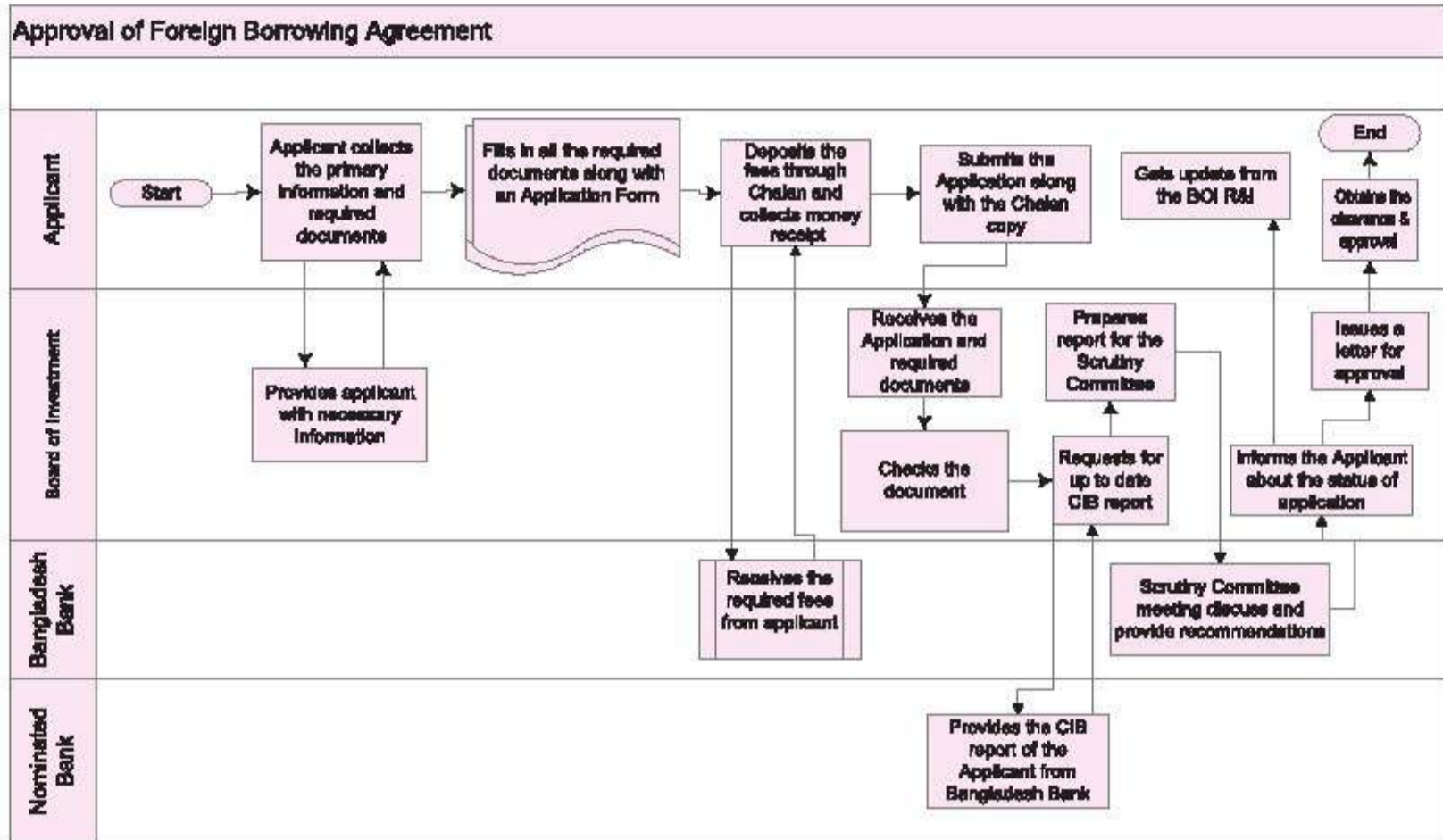
Depends on the Scrutiny Committee meeting

### Fee Schedule

Sl	Amount of money	Fee
1.	Upto 1 Crore	BDT 5000.00
2.	1 Crore to 5 Crore	BDT 10,000.00
3.	5 Crore to 10 Crore	BDT 20,000.00
4.	10 Crore to 25 Crore	BDT 50,000.00
5.	>25 Crore	BDT 100,000.00

# FOREIGN INVESTMENT

## Process Map



## General Information

Legal Basis of the Approval	Investment Board Act, 1989
The nature of the Approval	Operational
Territorial Scope of the Approval	National
Eligibility Criteria to obtain the Approval	Eligible for doing business in Bangladesh
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public</li> <li>Forms are not available online</li> <li>There a Help Desk in the BOI office</li> </ul>

## Editorial Comment

Approval of Foreign Borrowing Agreement requires recommendations from the Scrutiny Committee headed by the Bangladesh Bank Governor. R&I is the Registration and Investment section of Board of Investment (BOI)

## ■ REAL ESTATE/LOGISTICS/UTILITY



## REAL ESTATE/LOGISTICS/UTILITY

### APPROVAL FOR GAS CONNECTION

Category	Approval
Renewal Frequency of the Approval	Renewal is not required
Issuing Ministry	Ministry of Power, Energy and Mineral Resources
Incumbent Office	<p>Name : Titas Gas Transmission &amp; Distribution Company Limited</p> <p>Address : Titas Gas Bhaban, 105 Kazi Nazrul Islam Avenue, Kawranbazar Commercial Area, Dhaka - 1215</p> <p>Phone : +88-02-8112135-42; +88-02-8150261; +88-02-8150805</p> <p>Website : www.titasgas.org.bd</p>

### Issuance of Approval for Gas Connection (Industrial User)

Required Documents	Remarks
1. Recent passport size color photo of the applicant	Two (2) copies of the original duly attested by a First Class gazetted officer
2. Trade License (Updated)	A copy of the original duly attested by a First Class gazetted officer
3. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer
4. Authorization letter from partners	Applicable for Joint-Venture or Partnership concerns
5. Memorandum of Articles and Certificate of Incorporation of the company	Applicable for Company
6. Documents of land ownership/occupancy	A copy of the original duly attested by a First Class gazetted officer
7. Succession Certificate (In absence of the land ownership)	A copy of the original duly attested by a First Class gazetted officer
8. Receipt of Holding Tax and Name Clearance Certificate issued by RAJUK/ City Corporation/competent authority	A copy of the original duly attested by a First Class gazetted officer
9. Rental agreement (in case of rented place)	A copy of the original
10. Detailed description of the connection and paid bills (for existing gas connection)	A copy of the original
11. Building/site plan approved by RAJUK/ City Corporation/competent authority (In case of buildings)	A copy of the original duly attested by a First Class gazetted officer

## REAL ESTATE/LOGISTICS/UTILITY

12. Factory Plan approved by Department of Inspection for Factory and Establishment -DIFE (in case of factories)	A copy of the original duly attested by a First Class gazetted officer
13. Proposed pipe line design	Four (4) copies of the original
14. Technical catalog of gas equipment that will be established	For boiler/oven/drier etc.
15. Fire License/Clearance for high-rise building from FSCD (if applicable)	A copy of the original duly attested by a First Class gazetted officer
16. Environment Clearance Certificate (if applicable)	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

Step 1	Applicant collects the prescribed Application Form from the office of Titas Gas Transmission and Distribution Company Ltd.
Step 2	Applicant submits the Form along with required documents
Step 3	Concerned officer of Titas Gas conducts a verification survey within 5 working days
Step 4	Concerned officer of Titas Gas fixes the load of gas on the basis of Imported structure, size and boiler requirements
Step 5	Office of Titas Gas approves the load of Gas within 20 working days, after the completion of verification
Step 6	Applicant receives a Demand Note for commissioning fee and security deposit within next 7 working days from Titas Gas
Step 7	Applicant submits the money receipt at office of Titas Gas (deposited at Bangladesh Bank or designated branches of Sonali Bank as commissioning fee and security deposit)
Step 8	Applicant receives the Approval

### Official Time Limit

120 day

### Approximate Processing Time for Issuing the Approval

Time may vary

### Fee Schedule

**Application Form: BDT 300.00 [Cash payment at Titas Gas office at the time of submission]**

**Commissioning fee:**

Load under 4,000 cubic foot (per hour)	BDT 3,000.00
Load 4,000 or more cubic foot (per hour)	BDT 5,000.00

[Required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

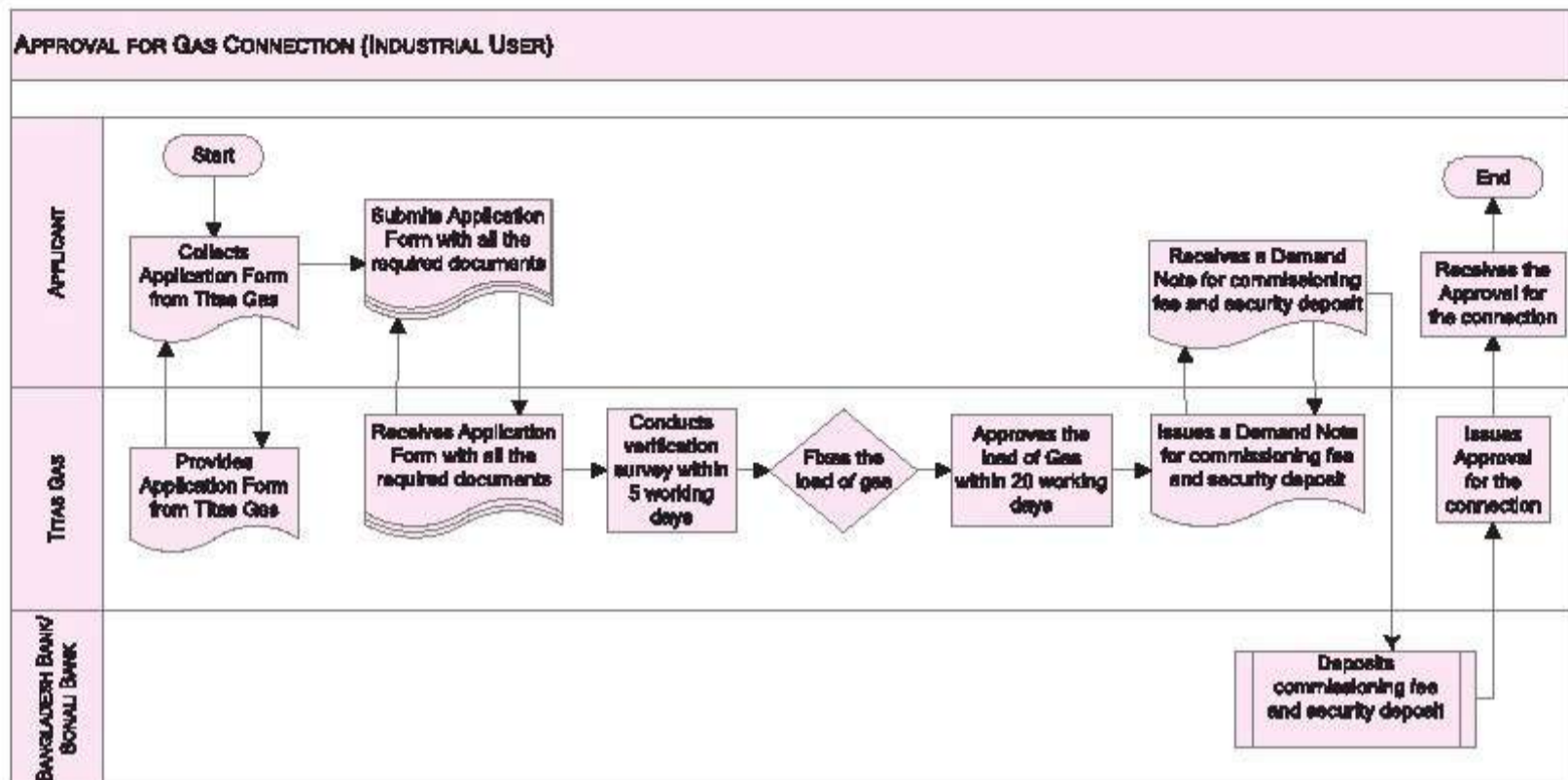
**Security deposit (according to rate fixed by Titas Gas):**

- (a) Gas bill of 3 months (If the applicant is the owner of the land)
- (b) Gas bill of 6 months (If the applicant is tenant)

[Required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

## REAL ESTATE/LOGISTICS/UTILITY

### Process Map



### Issuance Approval for Gas Connection (Commercial User)

Required Documents	Remarks
1. Recent passport size color photo of the applicant	Two (2) copies of the original duly attested by a First Class gazetted officer
2. Trade License (Updated)	A copy of the original duly attested by a First Class gazetted officer
3. TIN Certificate	A copy of the original duly attested by a First Class gazetted officer
4. Documents of land ownership/occupancy	A copy of the original duly attested by a First Class gazetted officer
5. Receipt of Holding Tax and Name Clearance Certificate issued by RAJUK/ City Corporation/competent authority	A copy of the original duly attested by a First Class gazetted officer
6. Rental agreement (in case of rented place)	A copy of the original
7. Succession Certificate (in absence of the land ownership)	A copy of the original duly attested by a First Class gazetted officer
8. Detailed description of the connection and paid bills (for existing gas connection)	A copy of the original

## REAL ESTATE/LOGISTICS/UTILITY

9. Proposed pipe line design	Four (4) copies of the original
10. Technical catalogue of gas equipment that will be established	For boiler/oven/drier etc.
11. Fire License/Clearance for high-rise building from FSCD (if applicable)	A copy of the original duly attested by a First Class gazetted officer
12. Environment Clearance Certificate (If applicable)	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

Step 1	Applicant collects the prescribed Application Form from the office of Titas Gas Transmission and Distribution Company Ltd.
Step 2	Applicant submits the Form along with required documents
Step 3	Concerned officer of Titas Gas conducts a verification survey within 5 working days
Step 4	Concerned officer of Titas Gas fixes the load of gas on the basis of Imported structure, size and boiler requirements
Step 5	Office of Titas Gas approves the load of Gas within 14 working days, after the completion of verification
Step 6	Applicant receives a Demand Note for commissioning fee and security deposit within next 5 working days from Titas Gas
Step 7	Applicant submits the money receipt at office of Titas Gas (deposited at Bangladesh Bank or designated branches of Sonali Bank as commissioning fee and security deposit)
Step 8	Applicant receives the Approval

Official Time Limit	Approximate Processing Time for Issuing the Approval
Two (2) months	Three and half (3.5) months

### Fee Schedule

Application Form: BDT 300.00 [Cash payment at Titas Gas office at the time of submission]

Commissioning fee: BDT 500.00

[Required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

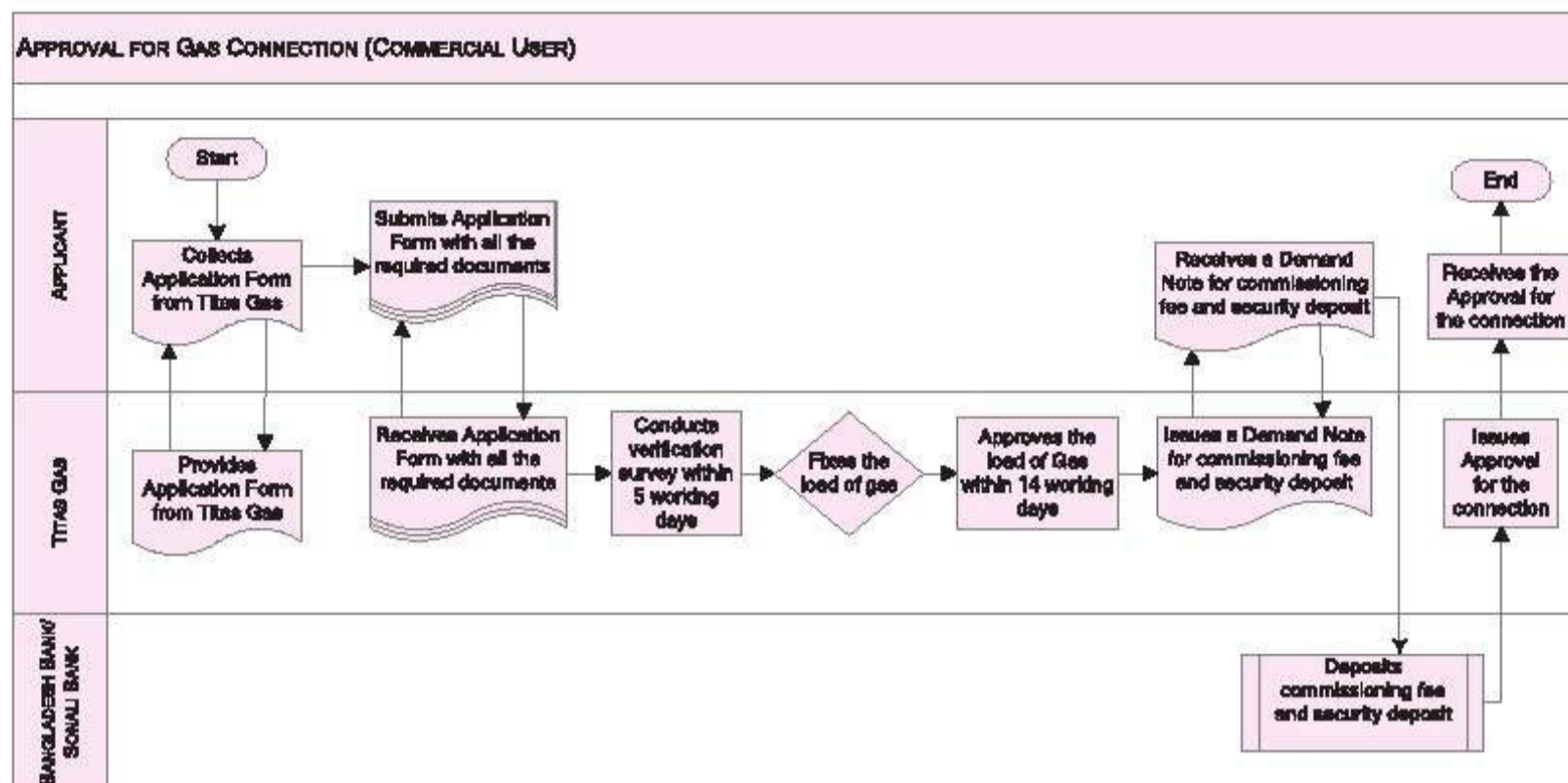
Security deposit (according to rate fixed by Titas Gas):

(a) Gas bill of 3 months (If the applicant is the owner of the land )

(b) Gas bill of 6 months (If the applicant is tenant )

[Required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

Process Map



General Information

Legal Basis of the Approval	<ul style="list-style-type: none"> <li>• The Petroleum Act 1934;</li> <li>• SRO No. 196-Law/2003</li> <li>• The Gas Distribution Rules 2004 (for Commercial and Industrial users)</li> </ul>
The Nature of the Approval	General
The Purpose of the Approval	Start-up
Territorial Scope of the Approval	Local
Eligibility Criteria to Obtain the Approval	Resident of Bangladesh
Information Availability	<ul style="list-style-type: none"> <li>• Written procedures are easily accessible by the public through the citizen charter in the Titas Gas website</li> <li>• Application Forms are available online</li> <li>• There is a Help Desk In the Incumbent office.</li> </ul>

<sup>1</sup> Forms are available at - <http://www.titasgas.org.bd/forms.htm>

**Editorial Comment**

**Other gas transmission and distribution companies under Ministry of Power, Energy and Mineral Resources are:**

**Name : Gas Transmission Company Limited**  
**Address : Red Crescent Borak Tower (Level 3, 4, 5 & 6), 71 - 72 Old Elephant Road, Eskaton, Ramna, Dhaka - 1000**  
**Phone : +88-02-9362800, +88-02-9354963, +88-02-8322578, +88-02-8311807**  
**Fax : 88-02-9358100**  
**E-mail : info@gtcl.org.bd**  
**Web-Site: www.gtcl.org.bd**

**Name : Bakhraabad Gas Distribution Company Limited**  
**Address: Chapapur, Comilla - 3500**  
**Liaison Office : House # 222, Lane # 15, New DOHS, Mohakhali, Dhaka-1206**  
**Web-Site : www.bgdcl.org.bd**

**Name : Jalalabad Gas Transmission & Distribution System Limited**  
**Address : Chapapur, Comilla - 3500**  
**Liaison Office: House # 222, Lane # 15, New DOHS, Mohakhali, Dhaka-1206**  
**Web-Site : www.jalalabadgas.org.bd**

**Name : Kamaphull Gas Distribution Company Limited**  
**Phone : +88-031-655796**  
**Fax : +88-031-2556239, +88-031-656075**  
**E-mail : info@gtcl.org.bd**  
**Web-Site: www.kgdcl.gov.bd**

## REAL ESTATE/LOGISTICS/UTILITY

### APPROVAL FOR TELEPHONE CONNECTION

Category	Approval
Renewal Frequency of the Approval	Renewal is not required
Issuing Ministry	Ministry of Posts & Telecommunications
Incumbent Office	Name : Bangladesh Telecommunication Company Limited (BTCL) Address : Telejogajog Bhaban, 37/E, Eskaton Garden, Dhaka Phone : +88-02-9320100 E-Mail : ddt@btcl.net.bd, duralaponi@gmail.com Website : www.btcl.gov.bd

#### Issuance of Approval for Telephone Connection

Required Documents	Remarks
1. Prescribed filled-In Application Form	Original
2. Recent passport size color photographs	Four (4) copies; attested by a First Class gazetted officer
3. National ID card or driving License or gun License or passport	Copy of the original

#### Process Steps

Step 1	Collects prescribed Application Form from BTCL office or website which is free of cost.
Step 2	Arranges required documents
Step 3	Fills-in the Application Form
Step 4	Submits Form along with all the required documents
Step 5	Receives a demand note
Step 6	Deposits the amount mentioned in the demand note to Basic bank
Step 7	Submits a copy of money receipt
Step 8	Activation/Approval of Connection

Official Time Limit	Approximate Processing Time to Get the Connection
No time limit	15 - 30 days

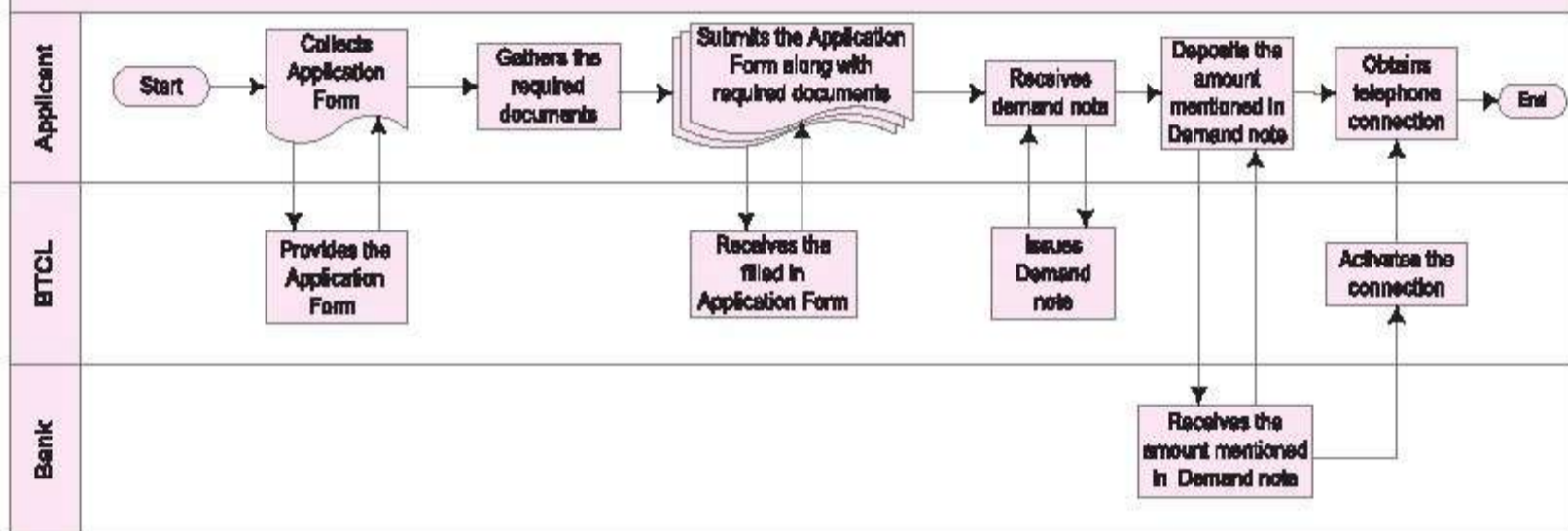
**Fee Schedule**

Sl	Area	Connection Charge (in BDT)	Security Deposit (in BDT)	Total (in BDT)
1	Dhaka Multi-Exchange + Narayanganj proper + Gazipur proper	1,000.00	1,000.00	2,000.00
2	Chittagong Multi-Exchange	500.00	500.00	1,000.00
3	Other Districts, Zilla, Upazilla* and Growth Centres	300.00	300.00	600.00

If the bill is due for three months, connection will be disconnected temporarily. BDT 575.00 (Including VAT) for reconnection.

**Process Steps**

**APPROVAL FOR TELEPHONE CONNECTION**



**General Information**

Nature of the Approval	General and operational approval
Territorial Scope of the Approval	Local
Eligibility Criteria to obtain the Approval	Any person or legal entity can obtain the Connection
Information Availability	<ul style="list-style-type: none"> <li>No written procedure is easily accessible by the public.</li> <li>An online form is available in the BTCL website. <a href="http://www.btcl.gov.bd/index.htm">http://www.btcl.gov.bd/index.htm</a></li> <li>Customer care centers are there in each BTCL office.</li> </ul>

**Editorial Comment**

Getting a Telephone Connection sometimes depends on the applicant's liaison with BTCL.



## REAL ESTATE/LOGISTICS/UTILITY

### APPROVAL FOR ELECTRICITY CONNECTION

Category	Approval
Renewal Frequency of the Approval	Renewal is not required
Issuing Ministry	Ministry of Power, Energy & Mineral Resources
Incumbent Office	Name : Dhaka Electricity Supply Company Limited (DESCO) <sup>1</sup> Address : Plot-22/B, Faruk Soroni, Nikunjo 2, Uttara Dhaka Phone : +88-02-8900110/11 E-Mail : info@desco.org.bd; mddesco@desco.org.bd Website : www.desco.org.bd

#### Issuance of Approval for Electricity Connection (Commercial Customer up-to 49 KW load, LT Connection)

Required Documents	Remarks
1. Recent passport size color photo of the applicant	Two (2) copies of the original duly attested by a First Class gazetted officer
2. Receipt of security deposit	Original
3. Trade License (Updated)	A copy of the original duly attested by a First Class gazetted officer
4. Authorization letter from partners	Applicable for Joint-Venture or Partnership concerns
5. Documents of land ownership/occupancy	A copy of the original duly attested by a First Class gazetted officer
6. Succession Certificate (In absence of the land ownership)	A copy of the original duly attested by a First Class gazetted officer
7. Rental agreement (In case of rented place)	A copy of the original
8. Agreement between the owner of flat with the developer company and the land owner (for multi-stored building/apartment)	A copy of the original
9. Building/site plan approved by RAJUK/ City Corporation/ competent authority (In case of buildings)	A copy of the original duly attested by a First Class gazetted officer
10. Document regarding holding number and Name Clearance Certificate Issued by RAJUK/ City Corporation/ competent authority	A copy of the original duly attested by a First Class gazetted officer
11. Location map	
12. Detailed Information and paid bills (In case of existing connection)	A copy of the original
13. Load distribution diagram	For 3 phase connection

<sup>1</sup> For the divisional offices, follow the link- <https://www.desco.org.bd/index.php?page=s-d-s-and-offices>

**Process Steps**

<b>Step 1</b>	Applicant collects the prescribed Application Form and Contract Paper from "One-Point Counter" of Dhaka Electricity Supply Company Limited (DESCO)
<b>Step 2</b>	Applicant submits the Application form and contract paper with required documents at the One Point Counter
<b>Step 3</b>	Concerned officer of DESCO conducts field inspection for wiring (the length of service cable will not be more than 100 feet)
<b>Step 4</b>	DESCO high officials evaluate the field inspection [Assistant Manager, Deputy Manager and Manager (new connection); Deputy General Manager (below 30 KW); General Manager (more than 30 KW)]
<b>Step 5</b>	If the field inspection is approved, a Demand Note is issued to the applicant with the details about connection and connection fee. If the connection could not be provided for any reason, applicant receives an official letter from DESCO
<b>Step 6</b>	Applicant submits the money receipt at office of DESCO (deposited at Bangladesh Bank or designated branches of Sonali Bank as connection fee and security deposit)
<b>Step 7</b>	Applicant receives meter Installation order
<b>Step 8</b>	Applicant receives the Approval and installs meter after getting the Connection

**Official Time Limit**

**Approximate Processing Time for Issuing Approval**

21 working days

More than one month

**Fee Schedule**

Application Form: Free of cost

Security deposit: BDT 600.00

Connection fee:

(a) Up to 8 KW load BDT 2,610.00

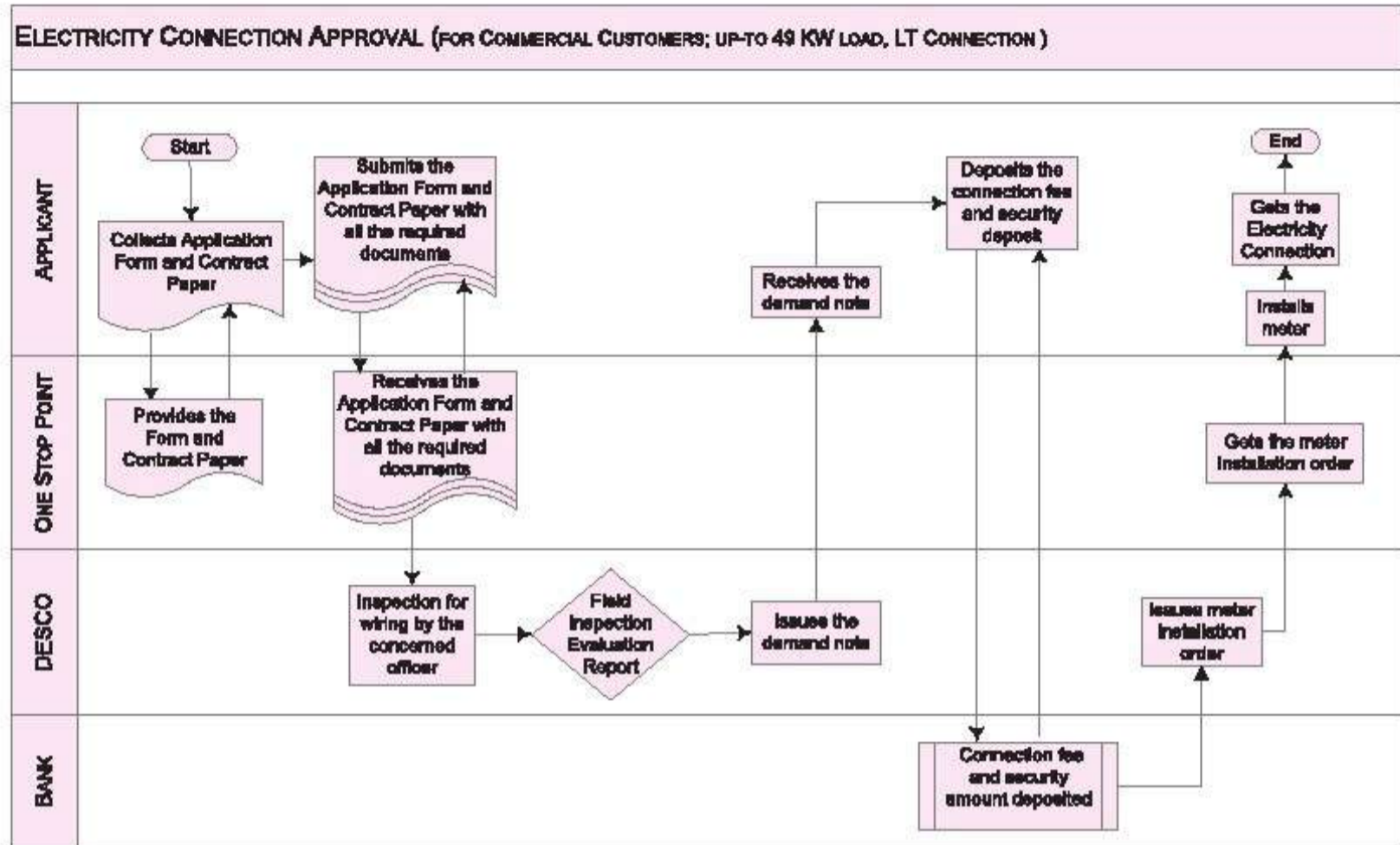
(b) 9 to 20 KW load BDT 4,500.00

(c) 21 to 49 KW load BDT 6,500.00

[All the fees are required to be deposited in a Treasury Challan at Bangladesh Bank or designated branches of Sonali Bank]

## REAL ESTATE/LOGISTICS/UTILITY

### Process Map



### Issuance of Approval for Electricity Connection (Small Industries Customer up-to 49 KW load)

Required Documents	Remarks
1. Recent passport size color photo of the applicant	Two (2) copies of the original duly attested by a First Class gazetted officer
2. Receipt of security deposit	A copy of the original duly attested by a First Class gazetted officer
3. Trade License	A copy of the original duly attested by a First Class gazetted officer
4. Authorization letter from partners	Applicable for Joint-Venture or Partnership Concerns
5. Memorandum and Articles of Association and Certificate of Incorporation of the company	Applicable for Company
6. Documents of land ownership/occupancy	A copy of the original duly attested by a First Class gazetted officer

## REAL ESTATE/LOGISTICS/UTILITY

7. Succession Certificate (in absence of the land ownership)	A copy of the original duly attested by a First Class gazetted officer
8. Rental agreement (in case of rented place)	A copy of the original
9. Agreement between the owner of flat with the developer company and the landowner (for multi-stored building/ apartment)	A copy of the original
10. Building/site plan approved by RAJUK/ City Corporation/competent authority (In case of buildings)	A copy of the original duly attested by a First Class gazetted officer
11. Receipt of Holding Tax and Name Clearance Certificate issued by RAJUK/ City Corporation/competent authority	A copy of the original duly attested by a First Class gazetted officer
12. Location map	
13. Detailed Information and paid bills (In case of existing connection)	A copy of the original
14. Load distribution diagram	For existing machinerles and 3-phase connection
15. Clearance from Fire Service and Civil Defense (if applicable)	A copy of the original duly attested by a First Class gazetted officer
16. Clearance from Department of Environment (If applicable)	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

Step 1	Applicant collects the prescribed Application Form and contract paper from "One-Point Counter" of Dhaka Electricity Supply Company Limited (DESCO)
Step 2	Applicant submits the Application form and contract paper with required documents at the One Point Counter
Step 3	Concerned officer of DESCO conducts field inspection for wiring (the length of service cable will not be more than 100 feet)
Step 4	DESCO high officials evaluate the field inspection [Assistant Manager, Deputy Manager and Manager (new connection); Deputy General Manager (below 30 KW); General Manager (more than 30 KW)]
Step 5	If the field inspection is approved, a Demand Note is issued to the applicant with the details about connection and connection fee. If the connection could not be provided for any reason, applicant receives an official letter from DESCO
Step 6	Applicant submits the money receipt at office of DESCO (deposited at Bangladesh Bank or designated branches of Sonali Bank as connection fee and security deposit)
Step 7	Applicant receives meter installation order
Step 8	Applicant receives the Approval and installs meter after getting the Connection

Official Time Limit	Approximate Processing Time for Issuing the Approval
1 month	One and a half months

## REAL ESTATE/LOGISTICS/UTILITY

### Fee Schedule

Application form: Free of cost

Security deposit BDT 600.00

Connection fee:

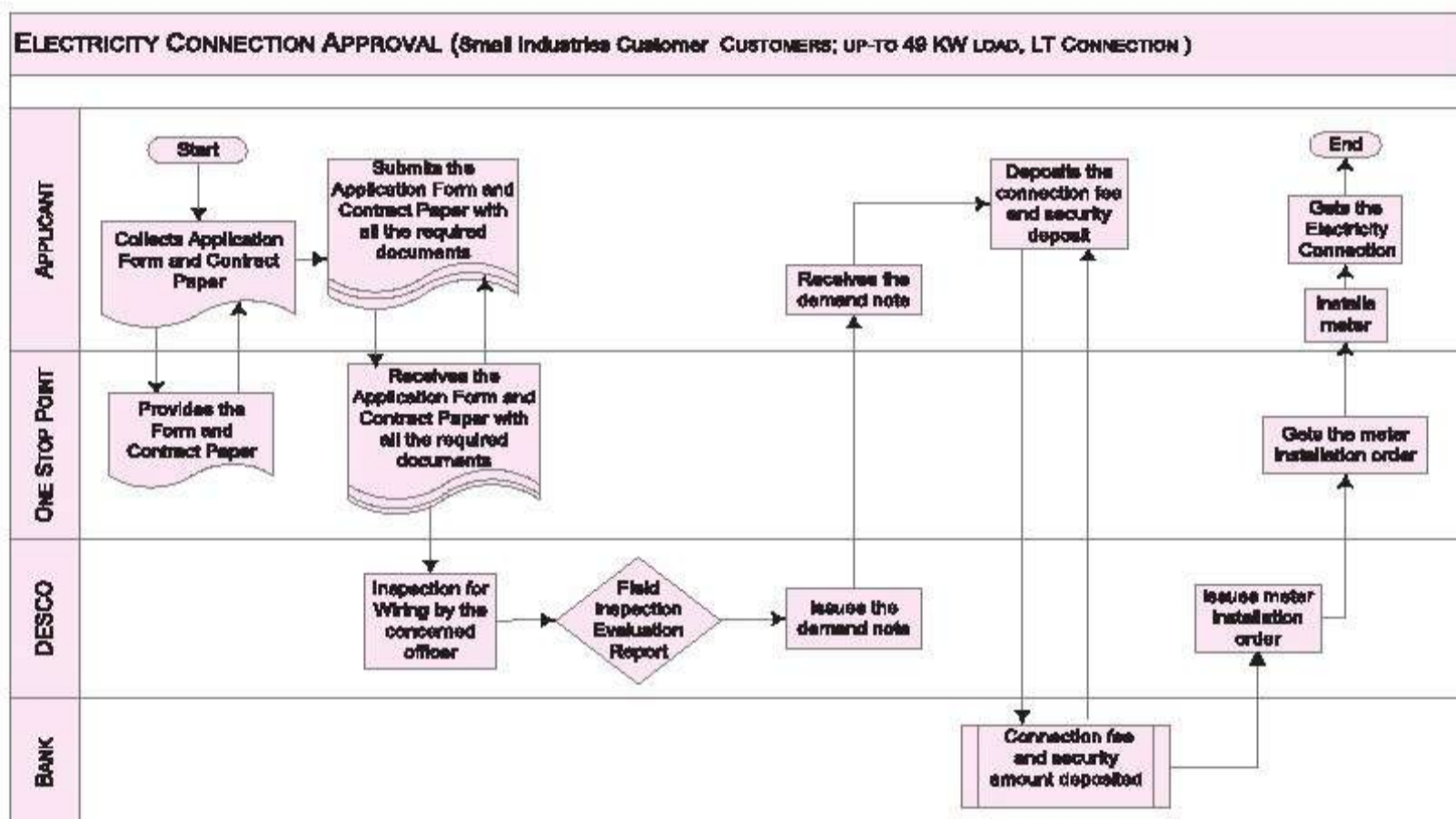
(a) Up to 8 KW load BDT 2,610.00

(b) 9 to 20 KW load BDT 4,500.00

(c) 21 to 49 KW load BDT 6,500.00

[All the fees are required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

### Process Map



### General Information

Legal Basis of the Approval	The Electricity Act, 1910:
The Nature of the Approval	General
The Purpose of the Approval	Start-up
Territorial Scope of the Approval	Local
Eligibility Criteria to Obtain the Approval	Resident of Bangladesh

**Information Availability**

- Written procedures are easily accessible by the public through the citizen charter in the website<sup>1</sup>.
- Forms are not available online.
- There is a Help Desk in the incumbent office.

**Editorial Comment**

Usually the Connection load is more not more than 50 KW and for this type connection the rules of LT (Low Transmission) connection is applicable. If the connection load is more than 50 KW, then it will be under the rules of HT (High Transmisslon) Connection.<sup>2</sup>

<sup>1</sup> For the citizen charter, follow the link- <https://www.desco.org.bd/uploads/pdf/business.pdf>

<sup>2</sup> For the rules of HT connection, follow the link- <https://www.desco.org.bd/uploads/pdf/highconnect.pdf>

## REAL ESTATE/LOGISTICS/UTILITY

### APPROVAL FOR WATER CONNECTION

<b>Category</b>	<b>Approval</b>
<b>Renewal Frequency of the Approval</b>	Renewal is not required
<b>Issuing Ministry</b>	Ministry of Local Government and Rural Development & Co-operatives
<b>Incumbent Office</b>	<b>Name</b> : Dhaka Water Supply and Sewerage Authority, Bangladesh <b>Address</b> : WASA Bhaban, 98 Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka-1215, Bangladesh. <b>Phone</b> : +88-02-8117829-31, +88-02-8120223/27 <b>Website</b> : www.dwasa.org.bd

### Issuance of Approval for Water Connection (Commercial or Industrial)

Required Documents	Remarks
1. Completed Application Form in prescribed format	Original
2. Proof of ownership, building plan and site plan	A copy of the original duly attested by a First Class gazetted officer
3. Plot description recorded in City Corporation or RAJUK.	A copy of the original duly attested by a First Class gazetted officer
4. If the plot is not listed with City Corporation or RAJUK, then a Name Clearance Certificate (Mutation Certificate) is required	Attestation by local Ward Commissioner or Chairman
5. Existing or proposed plumbing system	A copy of the original duly attested by a First Class gazetted officer
6. In case of fire hydrant, park or garden, the applicant should submit the site plan and existing or proposed plumbing system	A copy of the original duly attested by a First Class gazetted officer

### Process Steps

<b>Step 1</b>	Enquiry about Application (website/front desk)
<b>Step 2</b>	Applicant collects the prescribed Application Form # 1 from Dhaka WASA (DWASA) office or downloading from website
<b>Step 3</b>	Fills-in the Application Form and submits along with all relevant documents as mentioned in Form 1 and in Water Rule 2009
<b>Step 4</b>	Makes a payment of Connection fee and security deposit within 30 days at any local branch of Premier Bank Ltd.
<b>Step 5</b>	Applicant submits payment receipt to DWASA
<b>Step 6</b>	Applicant collects the approval for site plan and plumbing system from Chief Engineer of DWASA (if required, there might be further inquiries by Chief Engineer of DWASA)
<b>Step 7</b>	Site inspection within 30 days of Application
<b>Step 8</b>	Based on the site inspection report, decision by the Chief Engineer within 15 days
<b>Step 9</b>	Applicant obtains Connection

Official Time Limit	Approximate Processing Time for Issuing the License
No official time limit	3 months

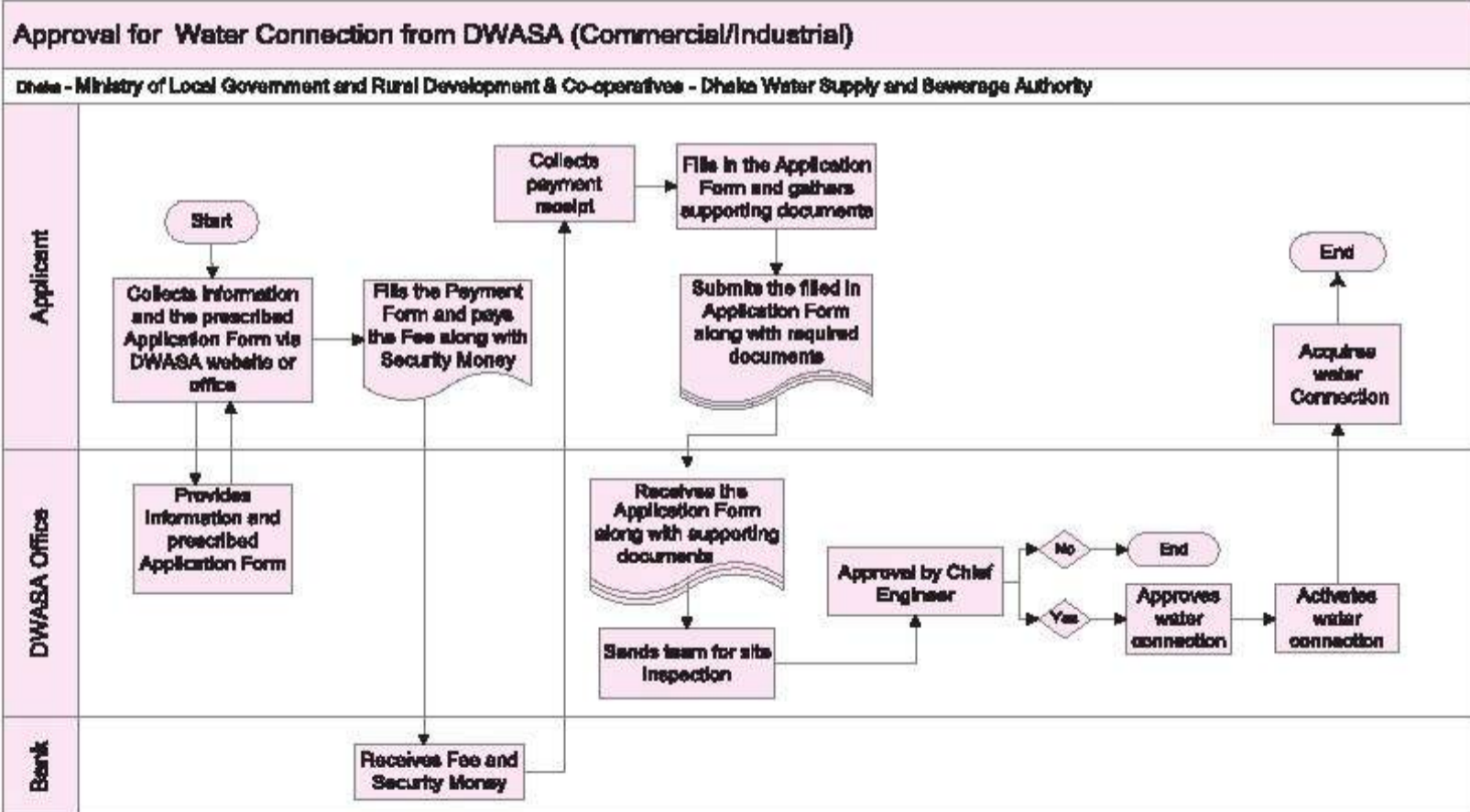
**Fee Schedule**

1. Security deposit (Amounts In BDT.00)

Connection Size	Commercial Connection	Industrial Connection
¾"	15,000	20,000
1"	22,000	25,000
1½"	30,000	32,000
2"	37,500	40,000
3"	45,000	47,000
4"	52,500	55,500
6"	60,000	65,000

2. Cost of materials (pipes, meters, etc) and any other additional expenses are to be paid by the applicant based on the type/length of connection.

**Process Map**





## REAL ESTATE/LOGISTICS/UTILITY

### General Information

<b>Legal Basis of the Approval</b>	<ul style="list-style-type: none"><li>• The Dhaka WASA Act, 1996</li><li>• The Water Rule, 2009</li></ul>
<b>Nature of the Approval</b>	General
<b>Purpose of the Approval</b>	Start-up, as well Operational Approval
<b>Territorial Scope of Approval</b>	Dhaka
<b>Eligibility Criteria to Obtain the Approval</b>	Citizen of Bangladesh
<b>Information Availability</b>	<ul style="list-style-type: none"><li>• Written procedures are easily accessible by the public from DWASA Office</li><li>• The Application Forms and Water Rule 2009 are available at DWASA website</li><li>• There is no Help Desk in the office</li></ul>

### Editorial Comments

- Some of the terminologies used in Form 1 and the Water Rule 2009 (instruction manual) are ambiguous and redundant. These jargons can be misleading for the applicant. Hence it is advised that the applicant cross checks with the DWASA Office for clarification to avoid any unwanted delays.
- Applicants looking to obtain Approval for Water Connection at locations outside Dhaka should contact the concerned Divisional WASA Office, for example, Chittagong WASA (CWASA) for Chittagong establishments.

**ALLOTMENT OF LAND IN THE INDUSTRIAL ESTATE**

<b>Category</b>	<b>Allotment</b>
<b>Renewal Frequency of the Allotment</b>	Renewal is not required
<b>Issuing Ministry</b>	Ministry of Industries
<b>Incumbent Unit</b>	<b>Name</b> : Bangladesh Small & Cottage Industries Corporation (BSCIC) <b>Address</b> : 137-138, Motijheel C/A, Dhaka - 1000 <b>Phone</b> : +88-02-9555313 <b>E-Mail</b> : <a href="mailto:Info@bscic.gov.bd">Info@bscic.gov.bd</a> <b>Web-Site</b> : <a href="http://www.bscic.gov.bd">www.bscic.gov.bd</a>

**Issuance of Allotment of Land in the Industrial Estate**

<b>Required Documents</b>	<b>Remarks</b>
1. Application Form <sup>1</sup>	Original
2. Trade License	A copy of the original duly attested by a First Class gazetted officer
3. Passport size photographs	Two (2) copies, attested by a First Class gazetted officer
4. Project proposal	
5. Building layout plan	
6. Machinery layout plan	
7. Bank solvency Certificate	Original
8. Reasonable project implementation schedule	
9. Offer Letter/ Consent letter from financial institution	In case of credit financing
10. Quotation of machinery	If new
11. Nationality ID of entrepreneur	A copy of the original duly attested by a First Class gazetted officer
12. Product description	

**Process Steps**

<b>Step 1</b>	<b>Applicant collects prescribed Application Form from Cash Section of BSCIC</b>
<b>Step 2</b>	<b>Applicant prepares feasibility study and project proposal</b>
<b>Step 3</b>	<b>Submits the Application along with required documents</b>
<b>Step 4</b>	<b>The scrutiny committee of the BSCIC checks the documents</b>
<b>Step 5</b>	<b>Land Allotment Committee(LAC) receives the Application</b>
<b>Step 6</b>	<b>LAC Committee takes the decision</b>
<b>Step 7</b>	<b>The Member Secretary Issues the Sanction letter</b>
<b>Step 8</b>	<b>Applicant deposits the money in favour of BSCIC Account</b>
<b>Step 9</b>	<b>Applicant collects the Sanction letter</b>

<sup>1</sup> [www.bscic.gov.bd/images/pdf/files/Industrial\\_estate\\_application\\_form.pdf](http://www.bscic.gov.bd/images/pdf/files/Industrial_estate_application_form.pdf)

## REAL ESTATE/LOGISTICS/UTILITY

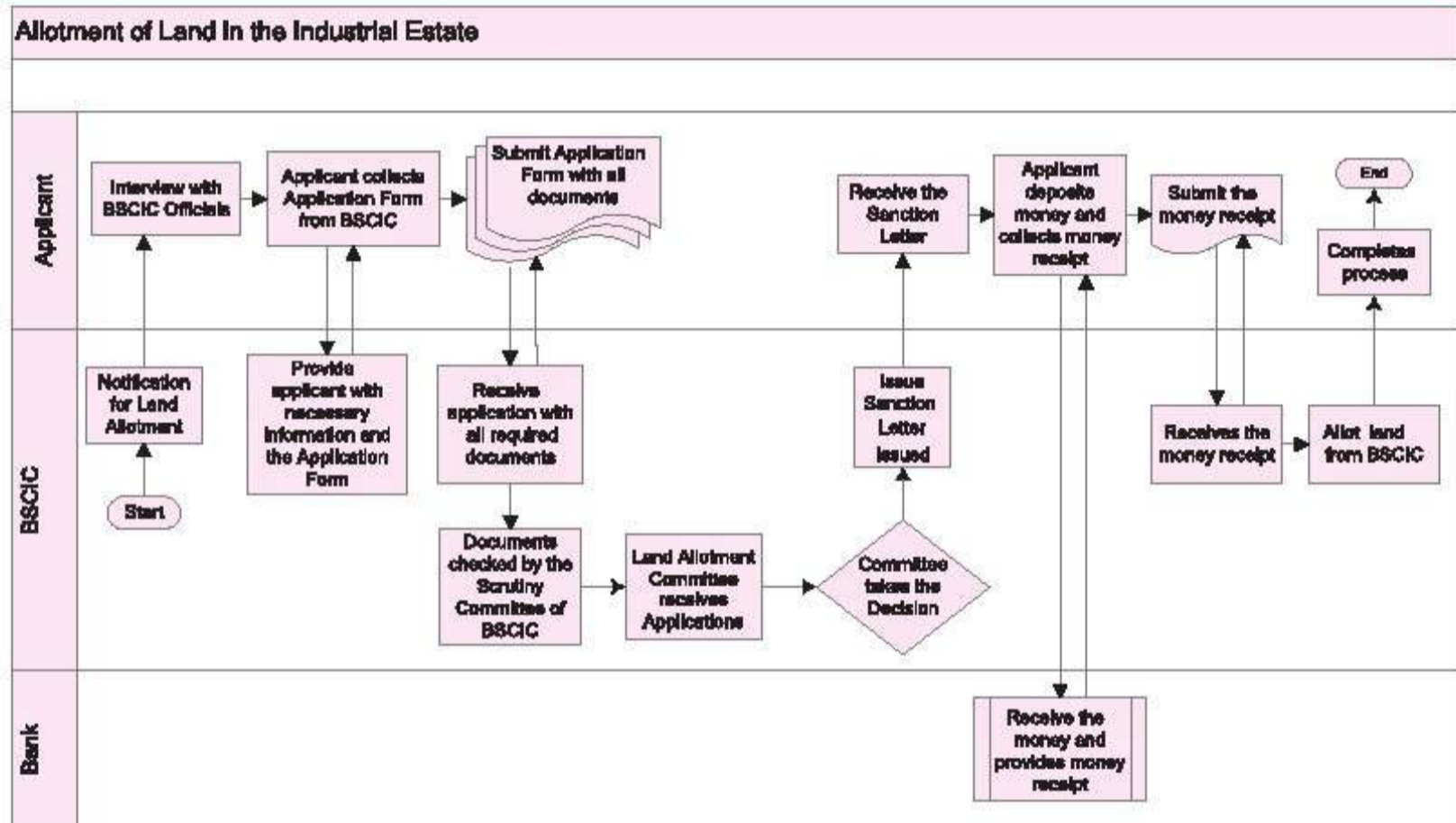
Official Time Limit	Approximate Processing Time for Issuing the Allotment
1-2 months	More than 2 months

### Fee Schedule

Application Form: BDT 1,000.00

Cost of Land

### Process Map



### General Information

Legal Basis of the Allotment	The BSCIC Act, 1957
The Nature of the Allotment	General and start-up License
The Purpose of the Allotment	To balance regional growth
Territorial Scope of the Allotment	Regional
Eligibility Criteria to Obtain the Allotment	Only for small and cottage industries (capital less than 10 Crore)
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public in the web site and the office of BSCIC</li> <li>Forms are available online.</li> <li>There is a Help Desk the office.</li> </ul>

### Editorial Comment

District Commissioner chairs the Land Allotment Committee.

## CONSTRUCTION PERMIT BY RAJUK

Category	Permission
Renewal Frequency of the Permission	Renewal is not required
Issuing Ministry	Ministry of Housing and Public Works
Incumbent Office	Name : Rajdhanl Unnayan Katripakkha (RAJUK) Address : 01, Rajuk Avenue, Motijhil, Dhaka-1000 E-Mail : chairman@rajukdhaka.gov.bd Phone : +88-02-9564577 Website : www.rajukdhaka.gov.bd

### Issuance of Construction Permit by RAJUK

Required Documents	Remarks
1. Main deed of land	Original copy has to be shown and a photocopy of the original has to be submitted
2. Bia deed of land	Original copy has to be shown and a photocopy of the original has to be submitted
3. Bangladesh survey (BS) Lessor	Available at RAJUK (to be collected by applicant)
4. The above three documents are required for the No Objection Certificate (NOC)	From RAJUK
5. Plan and NOC for plan approval	Original

### Process Steps

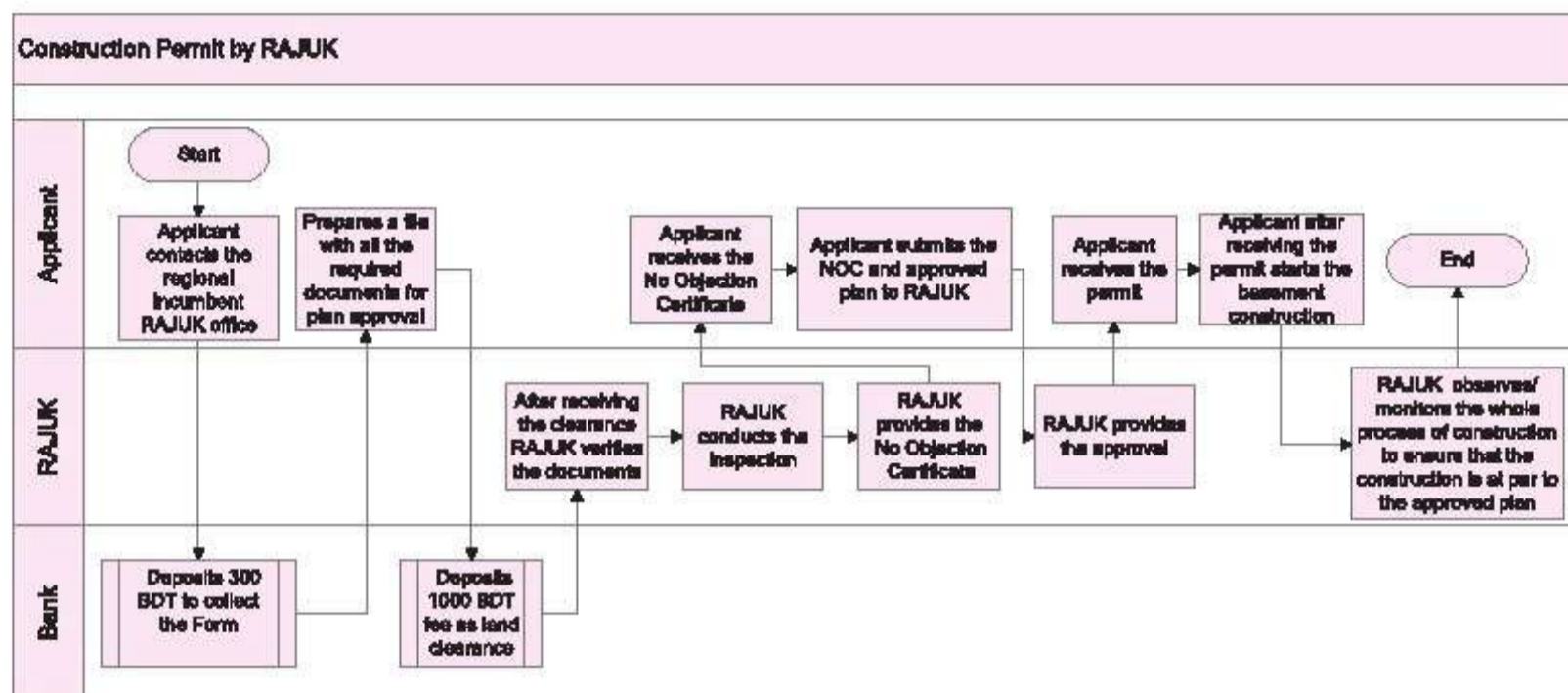
Step 1	Applicant submits the supporting documents
Step 2	Applicant gets the NOC from RAJUK
Step 3	Applicant gets the Plan approved by RAJUK
Step 4	Applicant starts the construction work according to the approved plan

Official Time Limit	Approximate Processing Time for Issuing the Certificate
6 months to 1 year	Depending on the inspection report time may vary

### Fee Schedule

Application Form fee	BDT 300.00
Land clearance Form fee	BDT 1000.00
Applicant have to pay an amount of money depending on the square feet of the construction	This amount may vary from entity to entity on the basis of construction size ( scale of the fees mentioned in the building construction rules 2008)

Process Map



General Information

Legal Basis of the Permission	Town Improvement Act 1953 for area development
The Nature of the Permission	Start-up
Territorial Scope of the Permission	Regional (area specific)
Eligibility Criteria to Obtain the Permission	Positive Inspection report
Information Availability	<ul style="list-style-type: none"> <li>Written procedures are easily accessible by the public</li> <li>Forms are not available in the website</li> <li>There is a Help Desk in the office</li> </ul>

Editorial Comment

Application Forms have to be collected from the Agrani Bank. The approved plan is valid for 3 years.

## ■ SECTORAL BUSINESS

## SECTORAL BUSINESS

### LICENSE FOR JEWELRY BUSINESS

<b>Category</b>	<b>License</b>
<b>Renewal Frequency of the License</b>	Annual
<b>Issuing Ministry</b>	Ministry of Commerce
<b>Incumbent Office [Example]</b>	<b>Name</b> : Deputy Commissioner's (DC) Office, Dhaka* <b>Address</b> : 16 Johnson Road, Dhaka 1100 <b>Phone</b> : +88-02-9556628 <b>Fax</b> : +88-02-9550028 <b>E-Mail</b> : dcdhaka@moestab.gov.bd <b>Website</b> : www.dcdhaka.gov.bd

#### Issuance of License for Jewelry Business

<b>Required Documents</b>	<b>Remarks</b>
1. Filled-in prescribed Application Form - Ka	Original
2. Trade License (valid)	A copy of the original duly attested by a First Class gazetted officer
3. Nationality Certificate	A copy attested and forwarded by local government representative
4. Land Deed (Ownership Deed, Leasehold deed or Rent Agreement)	A copy of the original duly attested by a First Class gazetted officer
5. Receipt of most recent Land Tax Payment	A copy of the original duly attested by a First Class gazetted officer; required only in case of property ownership
6. Certificate of bank solvency	Original
7. TIN certificate/Income tax certificate	A copy of the original duly attested by a First Class gazetted officer;
8. VAT registration Certificate	A copy of the original duly attested by a First Class gazetted officer;
9. List of addresses where the business will be operating (showroom, warehouse etc.)	Original
10. History of dealing with essential commodities	Original; for, both, current as well as past dealings
11. Treasury Challan	Original

Process Steps

Step 1	Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
Step 2	Applicant submits the filled-in Application Form, along with necessary documents, to the Business & Commerce section of the DC Office
Step 3	DC Office forwards the Application package to the concerned investigation officer for an investigation report
Step 4	Assigned investigation officer sends the investigation report along with the Application package to DC Office
Step 5	Applicant pays the required fee at the conferral of satisfactory investigation report by the investigation officer
Step 6	Applicant submits Treasury Challan at the Business & Commerce section of the DC Office
Step 7	DC Office Issues the License

Official Time Limit

Approximate Processing Time for Issuing the License

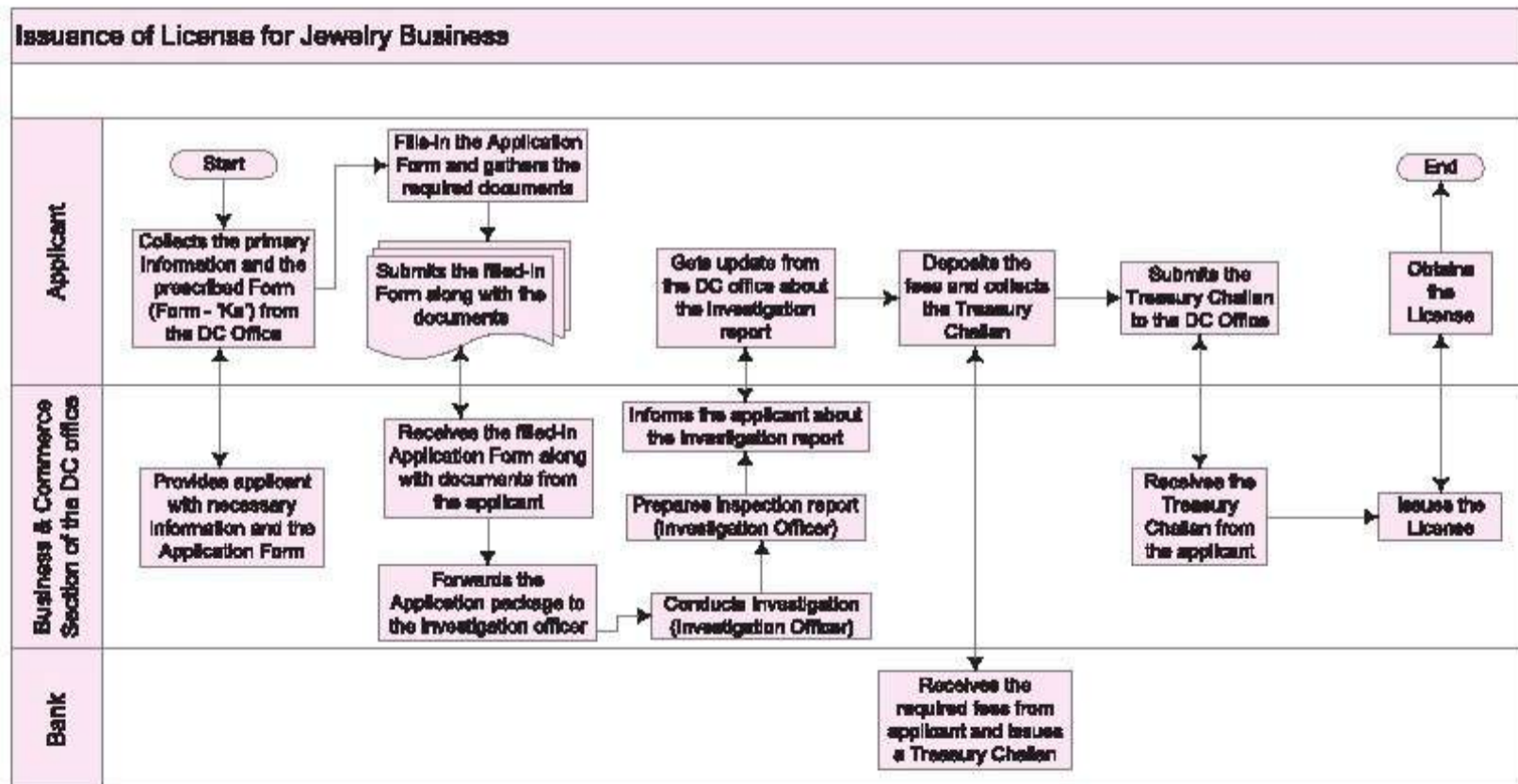
After a favorable investigation report is forwarded, maximum 15 days

25 - 30 working days

Fee Schedule

BDT 1,000.00

Process Map





## SECTORAL BUSINESS

### Renewal of License for Jewelry Business

Required Documents	Remarks
1. Filled-in prescribed Application Form - Ka	Original
2. Trade License (valid)	A copy of the original duly attested by a First Class gazetted officer; the Trade License should be valid
3. Land Deed (Ownership Deed, Leasehold deed or Rent Agreement)	A copy of the original duly attested by a First Class gazetted officer
4. Receipt of most recent Land Tax Payment	A copy of the original duly attested by a First Class gazetted officer; required only in case of property ownership
5. Treasury Challan	Original

### Process Steps

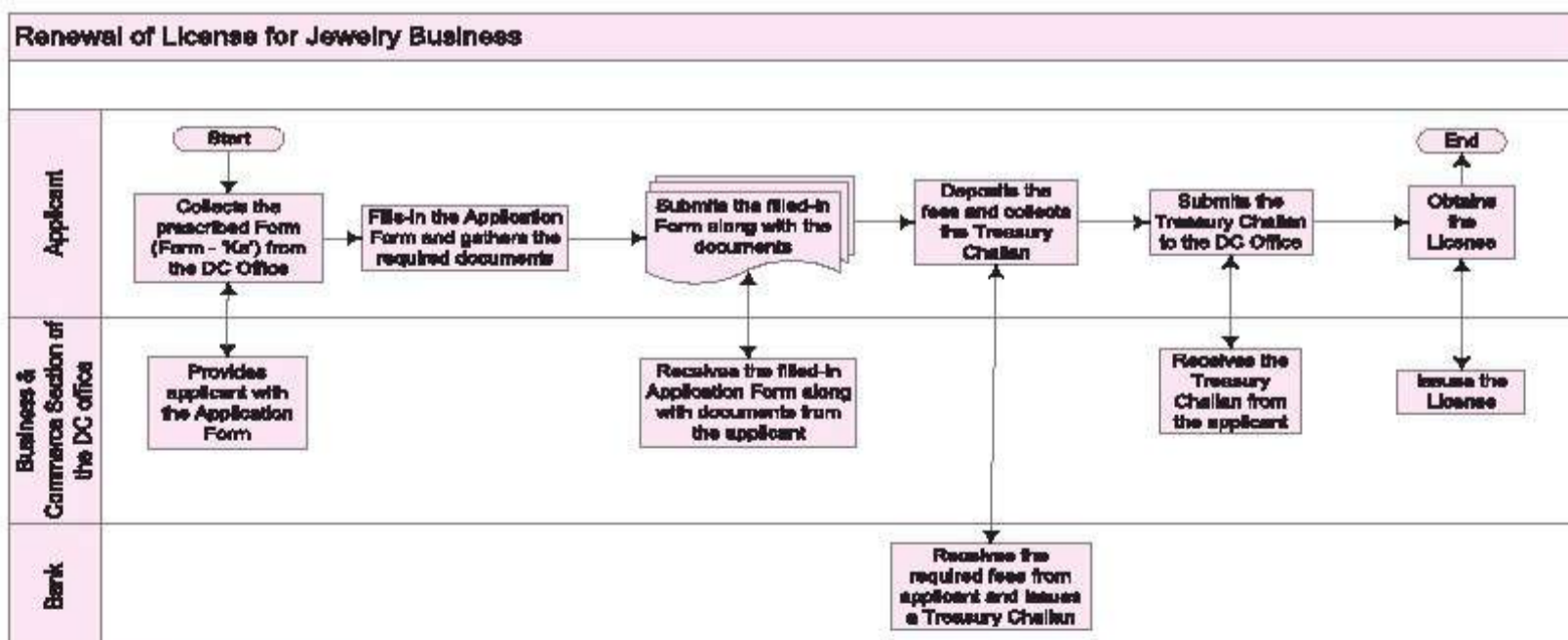
Step 1	Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
Step 2	Applicant submits the filled-in Form, along with necessary documents, to the Business & Commerce section of the DC Office
Step 3	Applicant pays the required fee
Step 4	Applicant submits the Treasury Challan at the Business & Commerce section of the DC Office
Step 5	DC Office renews the License

Official Time Limit	Approximate Processing Time for Issuing the License
Not mentioned	Usually, 5 working days

### Fee Schedule

BDT 500.00

### Process Map



**General Information**

<b>Legal Basis of the License</b>	<b>The Control of Essential Commodities Act, 1956</b>
<b>Nature of the License</b>	<b>Specific</b>
<b>Purpose of the License</b>	<b>Operational License</b>
<b>Territorial Scope of the License</b>	<b>District</b>
<b>Eligibility Criteria to Obtain the License</b>	<b>On the basis of citizenship and a valid trade license</b>
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• <b>Written procedures are not very easily accessible by the public in the websites of respective DC Office websites. However, the DC Offices have Citizen Charter boards that provide information of documents to be submitted along with the filled-In Form and the License fee.</b></li> <li>• <b>Application Form is not available in DC Office websites.</b></li> <li>• <b>There are Help Desks In the Incumbent offices.</b></li> </ul>

**Editorial Comments**

**Address of DC Office, Dhaka has been given as an example. Addresses of different DC Offices in Bangladesh are available in the internet. All the DC Offices in Bangladesh have their own website.**

**Applicants are encouraged to visit [http://bdlaws.minlaw.gov.bd/print\\_sections\\_all.php?id=262](http://bdlaws.minlaw.gov.bd/print_sections_all.php?id=262) to know more about the Control of Essential Commodities Act, 1956.**

**The prescribed Application Form is distributed free of cost from the Business and Commerce section of the respective DC Office. No fee is required for the Application Form.**

**If the Investigation report does not come as favorable, then the License will not be issued. In that case, the applicant needs to consult with the concerned investigation official or with the Business and Commerce section of the DC office.**

## SECTORAL BUSINESS

### LICENSE FOR SELLING (WHOLESALE) COTTON CLOTH

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office [Example]	Name : Deputy Commissioner's (DC) Office, Dhaka* Address : 16 Johnson Road, Dhaka 1100 Telephone : +88-02-9556628 Fax : +88-02-9550028 E-Mail : dcdhaka@moestab.gov.bd Website : www.dcdhaka.gov.bd

#### Issuance of License for Selling (Wholesale) Cotton Cloth

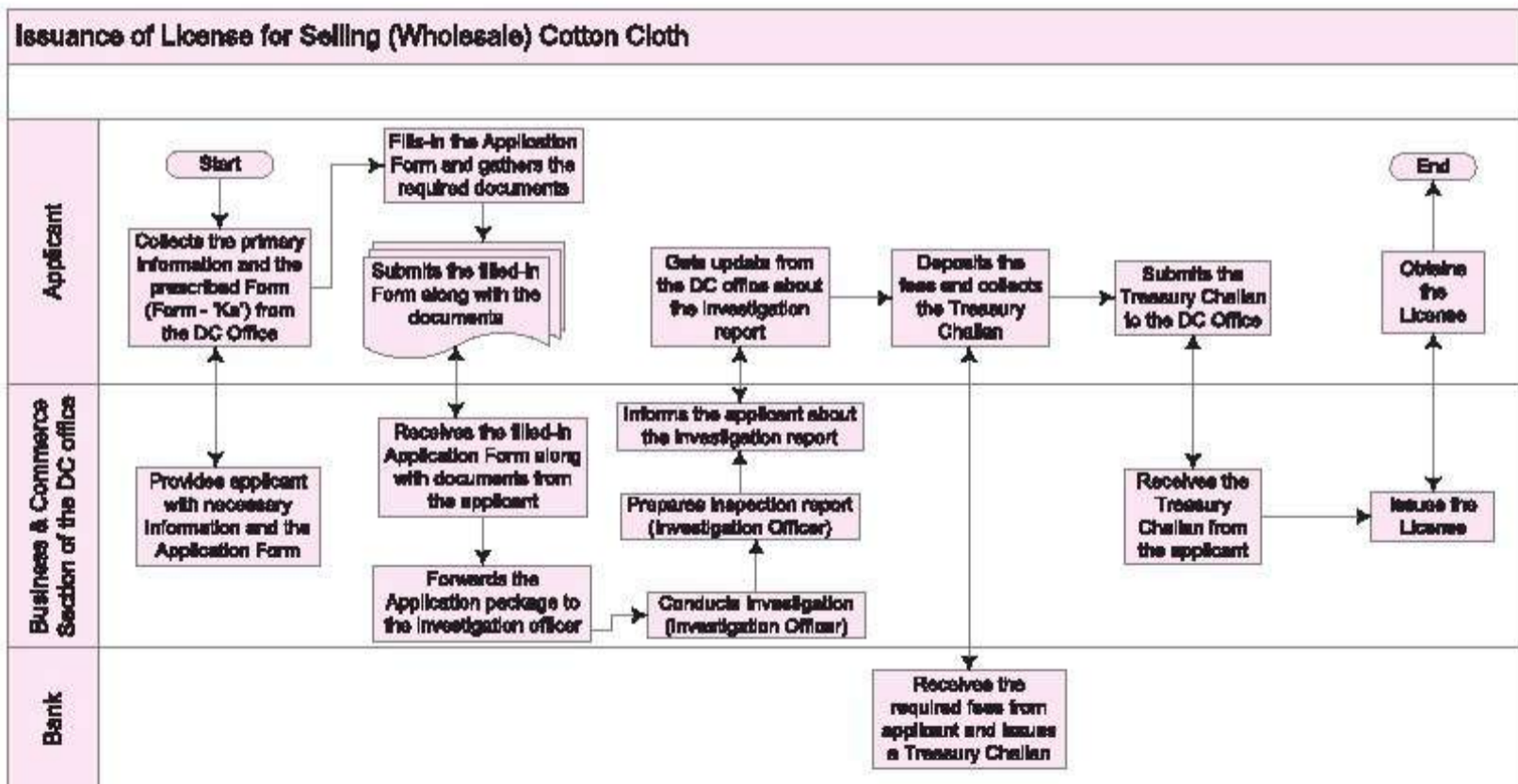
Required Documents	Remarks
1. Filled-in prescribed Application Form - Ka	Original
2. Trade License (valid)	A copy of the original duly attested by a First Class gazetted officer;
3. Nationality Certificate	A copy attested and forwarded by local government representative
4. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement)	A copy of the original duly attested by a First Class gazetted officer
5. Receipt of most recent Land Tax Payment	A copy of the original duly attested by a First Class gazetted officer; required only in case of property ownership
6. Certificate of bank solvency	Original
7. TIN Certificate/income tax Certificate	A copy of the original duly attested by a First Class gazetted officer;
8. VAT Registration Certificate	A copy of the original duly attested by a First Class gazetted officer;
9. List of addresses where the business will be operated (showroom, warehouse etc.)	Original
10. History of dealing with essential commodities	Original; for, both, current as well as past dealings
11. Treasury Challan	Original

Process Steps	
Step 1	Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
Step 2	Applicant submits the filled-in Application Form, along with necessary documents, to the Business & Commerce section of the DC Office
Step 3	DC Office forwards the Application package to the concerned investigation officer (usually, UNO and Assistant Commissioner) for an investigation report
Step 4	Assigned Investigation officer sends the investigation report along with the Application package to DC Office
Step 5	Applicant pays the required fee at the conferral of satisfactory investigation report by the investigation officer
Step 6	Applicant submits Treasury Challan at the Business & Commerce section of the DC Office
Step 7	DC Office issues the License

Official Time Limit	Approximate Processing Time for Issuing the License
After a favorable investigation report is forwarded, maximum 15 days	25 - 30 working days

Fee Schedule
BDT 1,000.00

**Process Map**



## SECTORAL BUSINESS

### Renewal of License for Selling (Wholesale) Cotton Cloth

Required Documents	Remarks
1. Filled-in prescribed Application Form - Ka	Original
2. Trade License (valid)	A copy of the original duly attested by a First Class gazetted officer;
3. Receipt of most recent Land Tax Payment	A copy of the original duly attested by a First Class gazetted officer; required only in case of property ownership
4. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement)	A copy of the original duly attested by a First Class gazetted officer
5. Treasury Challan	Original

### Process Steps

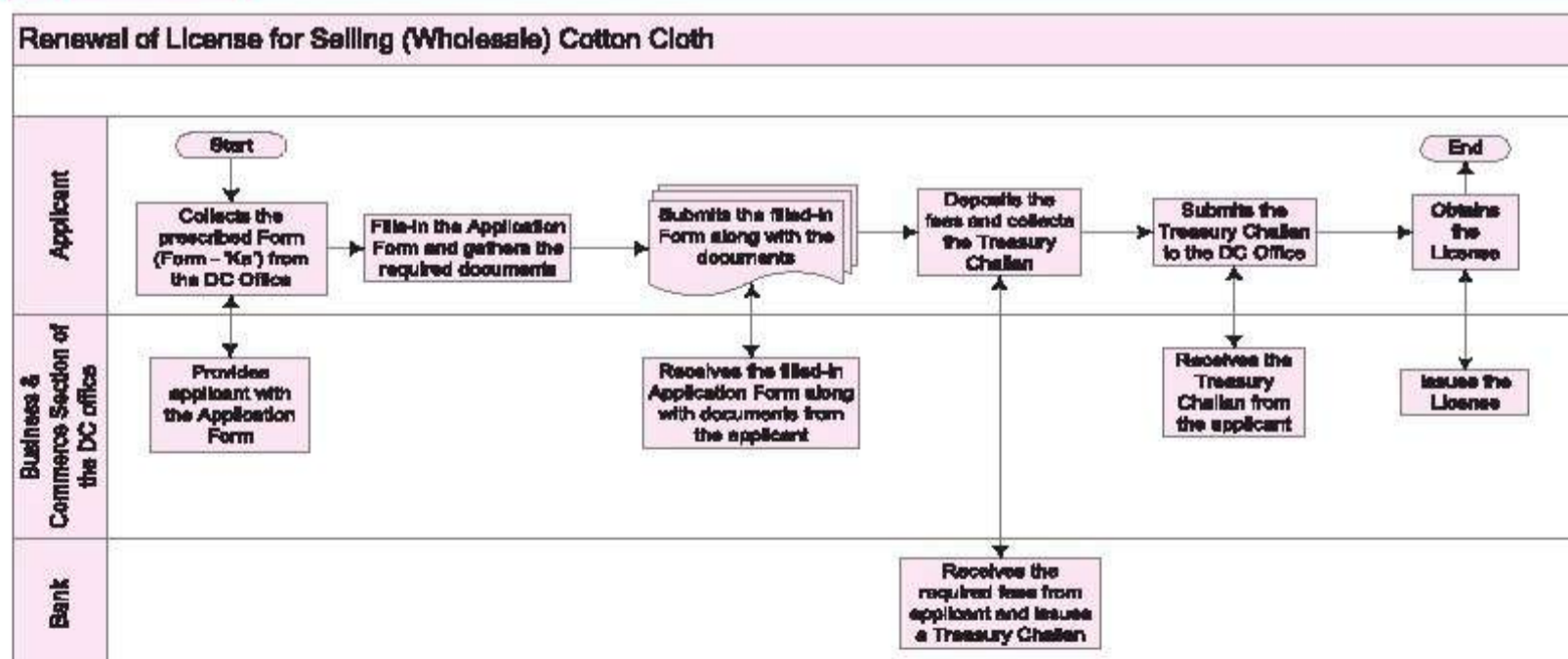
Step 1	Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
Step 2	Applicant submits the filled-In Form, along with necessary documents, to the Business & Commerce section of the DC Office
Step 3	Applicant pays the required fee
Step 4	Applicant submits the Treasury Challan at the Business & Commerce section of the DC Office
Step 5	DC Office renews the License

Official Time Limit	Approximate Processing Time for Issuing the License
Not mentioned	Usually, 5 working days

### Fee Schedule

BDT 500.00

### Process Map



**General Information**

<b>Legal Basis of the License</b>	The Control of Essential Commodities Act, 1956
<b>Nature of the License</b>	Specific
<b>Purpose of the License</b>	Operational License
<b>Territorial Scope of the License</b>	District
<b>Eligibility Criteria to Obtain the License</b>	On the basis of citizenship and a valid Trade License
<b>Information Availability</b>	<ul style="list-style-type: none"> <li>• Written procedures are not very easily accessible by the public in the websites of respective DC Office websites. However, the DC Offices have Citizen Charter boards that provide information of documents to be submitted along with the filled-in Form and the License fee.</li> <li>• Application Form is not available in DC Office websites.</li> <li>• There are Help Desks in the incumbent offices.</li> </ul>

**Editorial Comments**

Address of DC Office, Dhaka has been given as an example. Addresses of different DC Offices in Bangladesh are available in the Internet. All the DC Offices in Bangladesh have their own website.

Applicants are encouraged to visit [http://bdlaws.minlaw.gov.bd/print\\_sections\\_all.php?id=262](http://bdlaws.minlaw.gov.bd/print_sections_all.php?id=262) to know more about the Control of Essential Commodities Act, 1956.

The prescribed Application Form is distributed free of cost from the Business and Commerce section of the respective DC Office. No fee is required for the Application Form.

If the investigation report does not come as favorable, then the License will not be issued. In that case, the applicant needs to consult with the concerned investigation official or at the Business and Commerce section of the DC office.

## SECTORAL BUSINESS

### LICENSE FOR SELLING (RETAIL) COTTON CLOTH

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry	Ministry of Commerce
Incumbent Office [Example]	<p>Name : Deputy Commissioner's (DC) Office, Dhaka *</p> <p>Address : 16 Johnson Road, Dhaka 1100</p> <p>Phone : +88-02-9556628</p> <p>Fax : +88-02-9550028</p> <p>E-Mail : dcdhaka@moestab.gov.bd</p> <p>Website : www.dcdhaka.gov.bd</p>

#### Issuance of License for Selling (Retail) Cotton Cloth

Required Documents	Remarks
1. Filled-in prescribed Application Form - Ka	Original
2. Trade License (valid)	A copy of the original duly attested by a First Class gazetted officer;
3. Nationality Certificate	A copy attested and forwarded by local government representative
4. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement)	A copy of the original duly attested by a First Class gazetted officer
5. Receipt of most recent Land Tax Payment	A copy of the original duly attested by a First Class gazetted officer; required only in case of property ownership
6. Certificate of bank solvency	Original
7. TIN Certificate/Income tax Certificate	A copy of the original duly attested by a First Class gazetted officer;
8. VAT Registration Certificate	A copy of the original duly attested by a First Class gazetted officer;
9. List of addresses where the business will be operating (showroom, warehouse etc.)	Original
10. History of dealing with essential commodities	Original; for, both, current as well as past dealings
11. Treasury Challan	Original

**Process Steps**

Step 1	Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
Step 2	Applicant submits the filled-in Application Form, along with necessary documents, to the Business & Commerce section of the DC Office
Step 3	DC Office forwards the Application package to the concerned investigation officer for an investigation report
Step 4	Assigned investigation officer sends the investigation report along with the Application package to DC Office
Step 5	Applicant pays the required fee at the conferral of satisfactory investigation report by the investigation officer
Step 6	Applicant submits Treasury Challan at the Business & Commerce section of the DC Office
Step 7	DC Office issues the License

**Official Time Limit**

After a favorable investigation report is forwarded, maximum 15 days

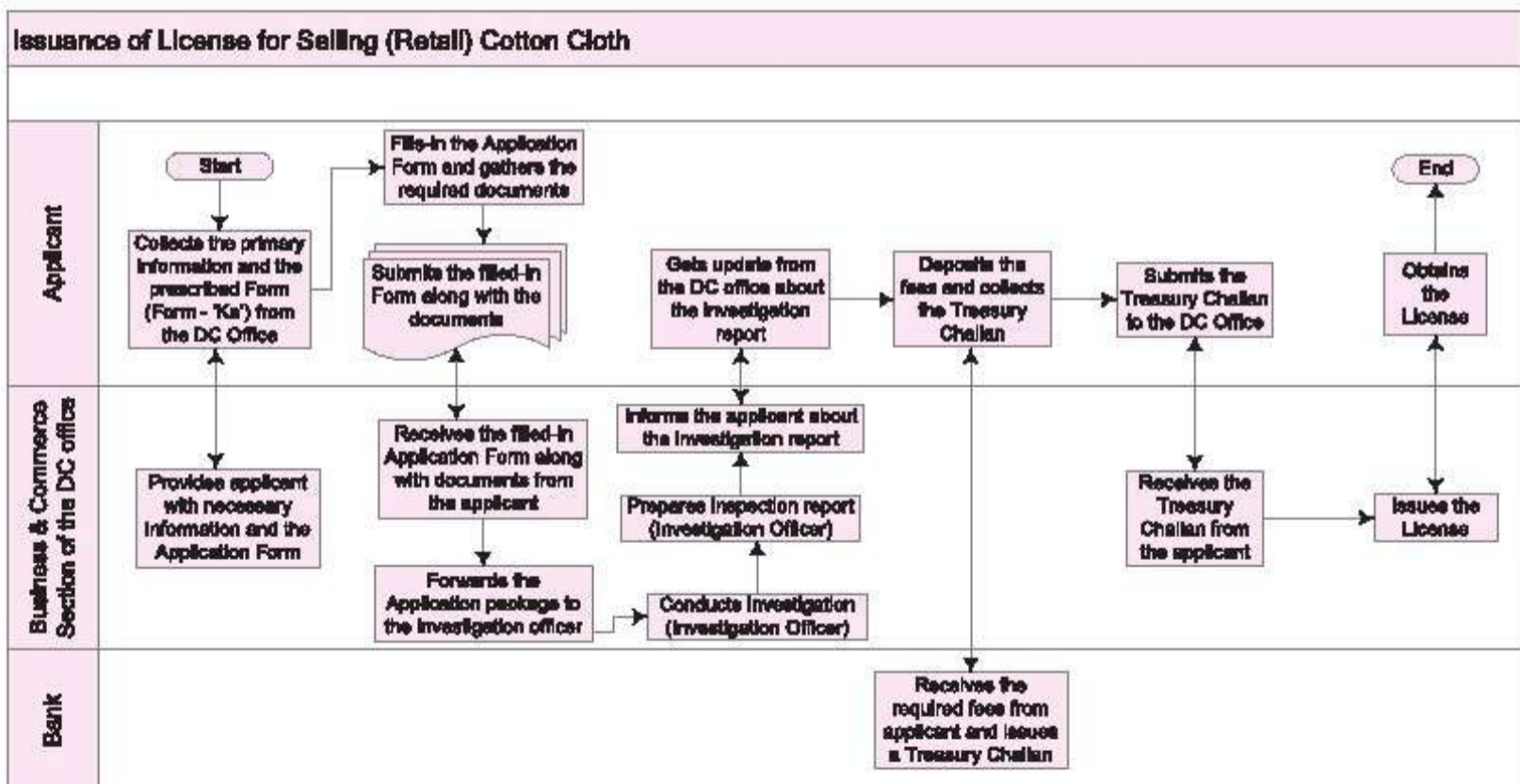
**Approximate Processing Time for Issuing the License**

25 - 30 working days

**Fee Schedule**

BDT 200.00

**Process Map**





## SECTORAL BUSINESS

### Renewal of License for Selling (Retail) Cotton Cloth

Required Documents	Remarks
1. Filled-in prescribed Application Form - Ka	Original
2. Trade License	A copy of the original duly attested by a First Class gazetted officer; the Trade License should be valid
3. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement)	A copy of the original duly attested by a First Class gazetted officer
4. Receipt of most recent Land Tax Payment	A copy of the original duly attested by a First Class gazetted officer; required only in case of property ownership
5. Treasury Challan	Original

### Process Steps

Step 1	Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
Step 2	Applicant submits the filled-in Form, along with necessary documents, to the Business & Commerce section of the DC Office
Step 3	Applicant pays the required fee
Step 4	Applicant submits the Treasury Challan at the Business & Commerce section of the DC Office
Step 5	DC Office renews the License

Official Time Limit	Approximate Processing Time for Issuing the License
Not mentioned	Usually, 5 working days

### Fee Schedule

BDT 100.00

### Process Map

