

# 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

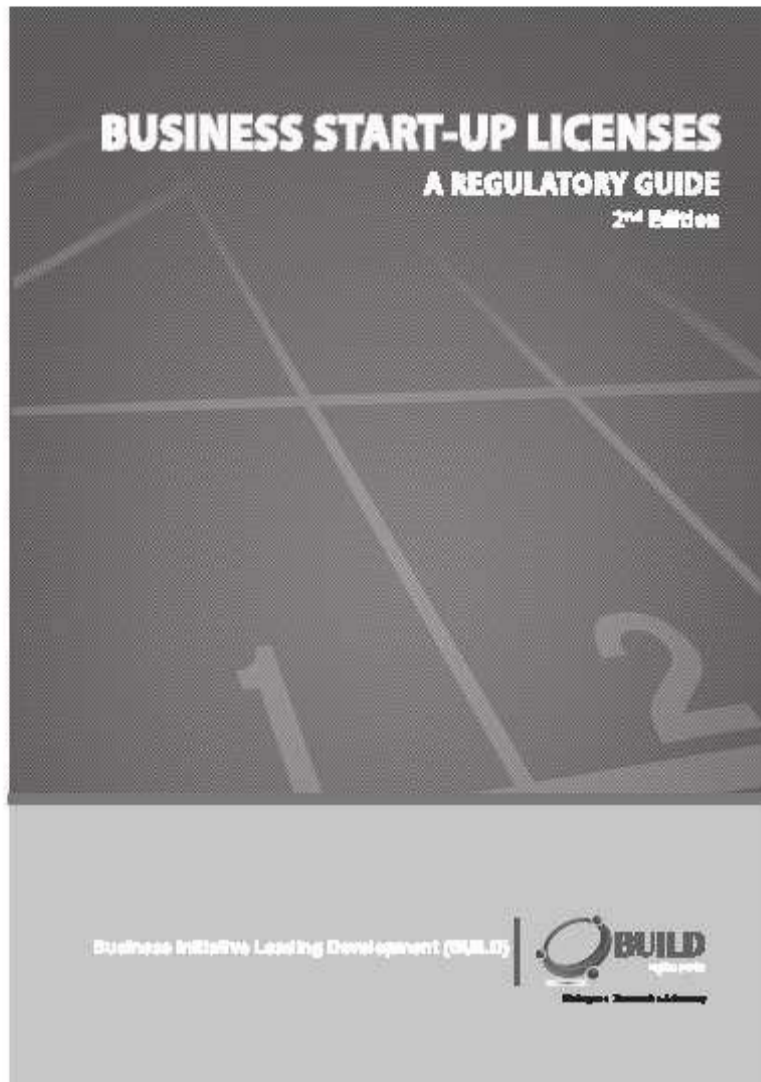
# **BUSINESS START-UP LICENSES**

## **A REGULATORY GUIDE**

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

**Business Initiative Leading Development (BUILD)**





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# Table of Contents

|  |            |
|--|------------|
| Foreward   | v          |
| Acknowledgements   | vi         |
| About Business Start-Up Licenses: A Regulatory Guide                                     | vii        |
| About Business Initiative Leading Development (BUILD)                                    | viii       |
| Acronyms and Abbreviations   | ix-x       |
| List of Key Terms used   | xi-xii     |
| Business Start-up Licenses Matrix  | xiii       |
| <b>Trading</b>   | <b>1</b>   |
| Trade License (For Commercial Firms)   | 2          |
| Trade License (For Manufacturing Firms)  | 6          |
| Tax Identification Number (for Company)  | 10         |
| Chamber Membership Certificate   | 12         |
| <b>Export-Import</b>   | <b>15</b>  |
| Import Registration Certificate (IRC-Commercial)   | 16         |
| Ad-hoc Import Registration Certificate (BOI Shurarishnama)                               | 20         |
| Export Registration Certificate (ERC)  | 23         |
| Indenting Registration Certificate (IRC-Indenting)                                       | 26         |
| License for Drugs (Medicine) Export  | 29         |
| Jute Goods Export License  | 32         |
| Raw Jute Export License  | 36         |
| Export License for Narcotics Drug  | 40         |
| Import License for Narcotics Drug  | 44         |
| Production and Processing License of Narcotics Drug                                      | 48         |
| Registration for Foreign Medicine  | 53         |
| EPB Registration for Non-Textile Organization  | 57         |
| GSP Certificate of Origin (CO) for Non-Textile Organization                              | 60         |
| Bonded Warehouse License   | 63         |
| <b>Investment</b>  | <b>67</b>  |
| Name Clearance Certificate for Company   | 68         |
| Registration of (Public and Private) Company   | 70         |
| Registration of Local Investment Projects with BOI                                       | 73         |
| Approval of Factory Plan and Certificate of Registration for Factories and Establishment | 76         |
| Registration with BSCIC  | 80         |
| VAT Registration   | 84         |
| GSP for Textile  | 86         |
| GSP for Non-Textile  | 89         |
| Certification Mark (CM) License  | 92         |
| <b>Foreign Investment</b>  | <b>99</b>  |
| Registration of Foreign Investment Projects with BOI                                     | 100        |
| Work Permit for Foreign Nationals Working In Bangladesh                                  | 103        |
| Permission for Opening of Branch/Liaison/Representative Office of Foreign Origin         | 106        |
| Approval for Foreign Borrowing Agreement   | 110        |
| <b>Real Estate/Logistics/Utility</b>   | <b>113</b> |
| Approval for Gas Connection  | 114        |
| Approval for Telephone Connection  | 120        |
| Approval for Electricity Connection  | 122        |
| Approval for Water Connection  | 128        |
| Allotment of Land in the Industrial Estate   | 131        |
| Construction Permit by RAJUK   | 133        |

|  |            |
|--|------------|
| <b>Sectoral Business</b>   | <b>135</b> |
| License for Jewelry Business   | 136        |
| License for Selling (Wholesale) Cotton Cloth   | 140        |
| License for Selling (Retail) Cotton Cloth  | 144        |
| License for Selling (Wholesale) Cotton Yarn  | 148        |
| License for Selling (Retail) Cotton Yarn   | 152        |
| License for Selling (Retail) Cement  | 156        |
| License for Selling Milk Products  | 160        |
| License for Selling Iron and Steel Materials   | 164        |
| Certificate for Manufacturing Boilers (Domestic)                                       | 168        |
| Certificate for Renewal of Boilers   | 170        |
| Certificate for Boiler Operators   | 172        |
| Change of Ownership of Boiler  | 174        |
| Registration of Boilers-for User   | 176        |
| No Objection Certificate for Import of Boilers   | 178        |
| Jute Goods Manufacturer License  | 180        |
| <b>Services</b>  | <b>185</b> |
| License for Petroleum Filling Station  | 186        |
| No-Objection-Certificate for Filling and CNG Station                                   | 189        |
| License for CNG Filling Station  | 191        |
| License for Carrying Petroleum by Land   | 194        |
| License for Carrying Petroleum by Water  | 197        |
| License for Class I and II Petroleum (Bulk, Non-Bulk)                                  | 200        |
| Stock Broker Membership (DSE)  | 203        |
| Man-Power Recruiting License   | 207        |
| International Gateway Services License   | 211        |
| Selling License for Narcotics Drug (Retail)  | 216        |
| Alcohol or Liquor License for Hotel/Restaurant (Commercial)                            | 220        |
| Registration of Vehicle (Reconditioned)  | 223        |
| Reference for Allotment of Plot or Acquisition of Land in Public Owned Industrial Area | 226        |
| Driving Instructor's License   | 228        |
| FM Radio License   | 230        |
| Community Radio License  | 234        |
| <b>Special Category</b>  | <b>239</b> |
| Police Clearance Certificate   | 240        |
| Copyright Registration   | 242        |
| ISBN License Registration  | 245        |
| Certificate of Patent (Letters Patent)   | 248        |
| Radiation Certificate  | 253        |
| User's License (Precursor Chemical) for Narcotics Drug                                 | 256        |
| Registration Certificate for Designs   | 260        |
| Environment Clearance Certificate  | 264        |
| Fire License   | 267        |
| Trade Mark Registration  | 270        |
| Work Permit for Expatriate Personnel (Working in EPZ)                                  | 274        |
| Allotment of Land in the Export Processing Zones                                       | 278        |
| <b>Appendices</b>  | <b>283</b> |
| Appendix 1: BUILD Team   | 284        |
| Appendix 2: Web Address of the Available Application Forms                             | 285        |
| Appendix 3: Licensing Template Developed by BUILD Team                                 | 289        |
| Appendix 4: List of Chambers and Associations  | 292        |
| Appendix 5: Process Map Legends  | 300        |
| <b>References</b>  | <b>301</b> |

## 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<br>Retail License from DC Office (commodities) |
|               | 8      |   | VAT Registration Certificate<br>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

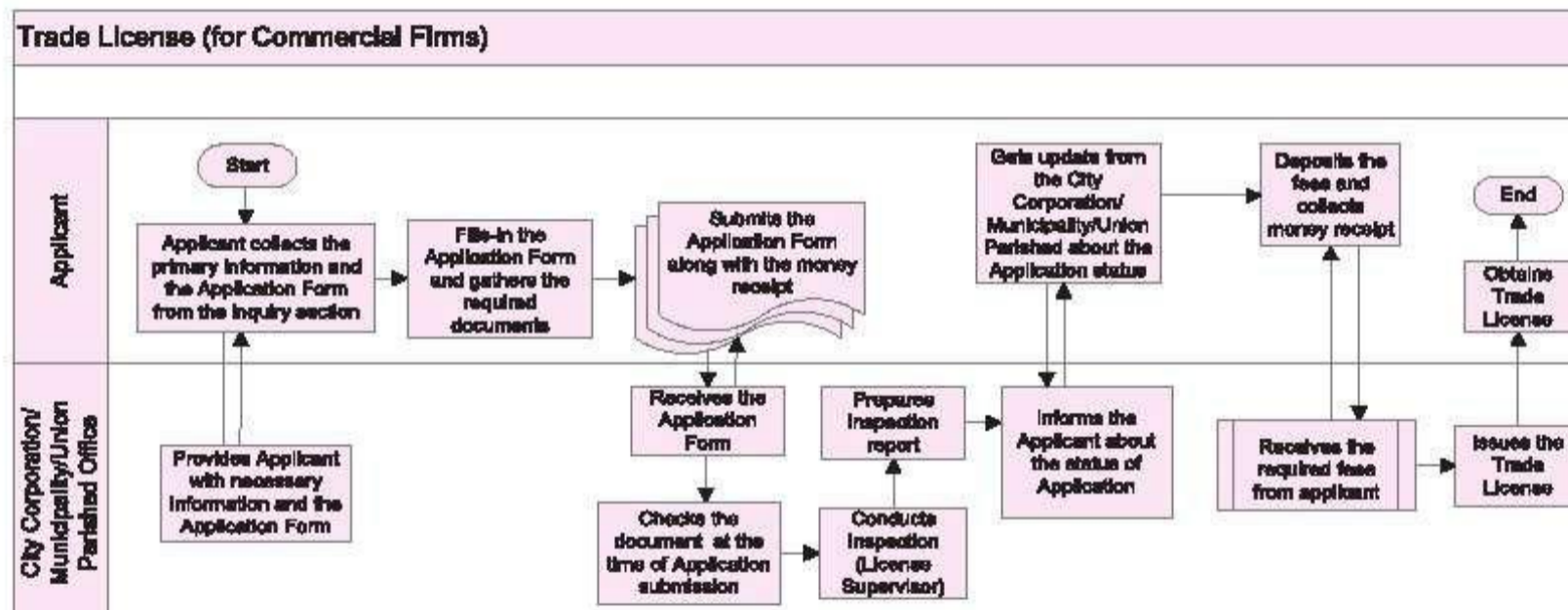
**Fee Schedule**

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

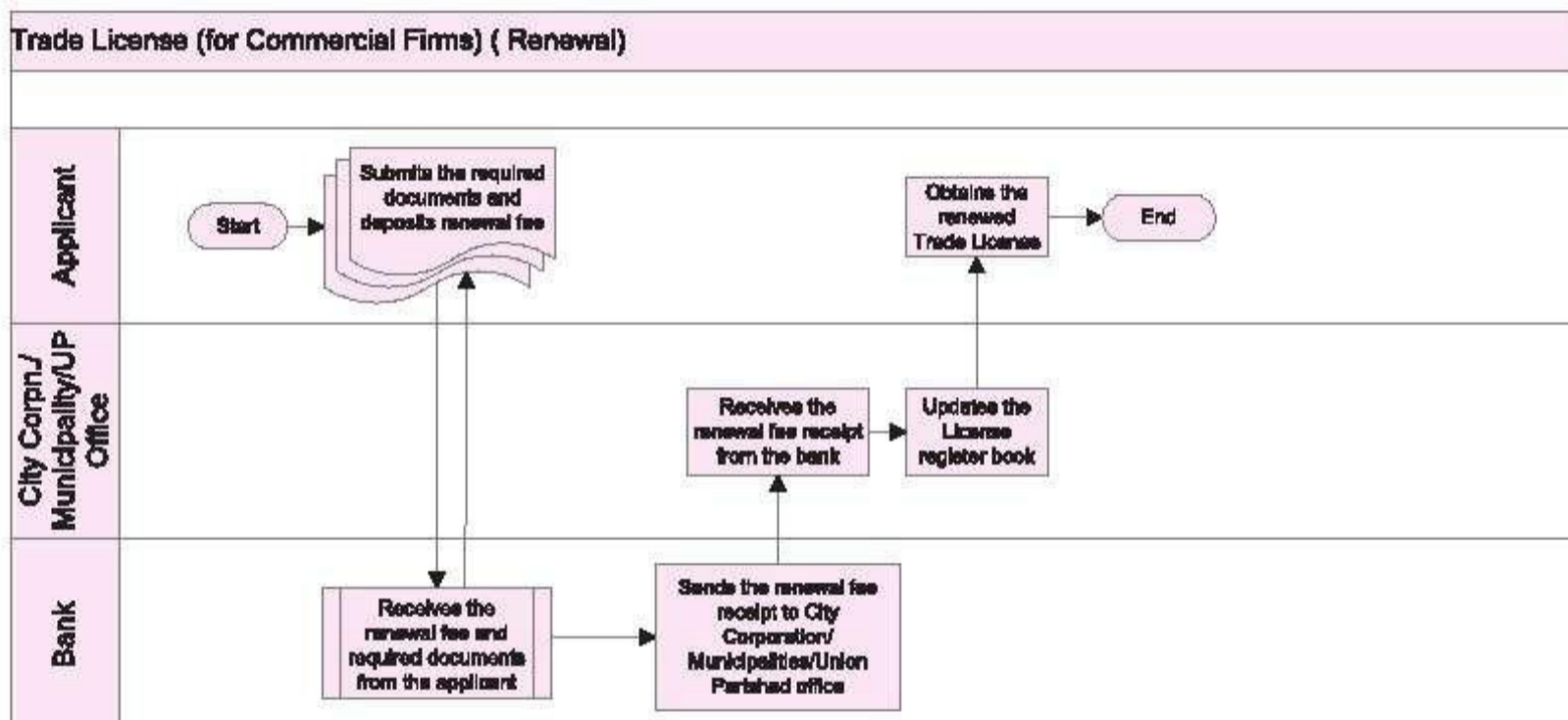
Time may vary

### 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

- Dhaka City Corporation Ordinance, 1983
- Municipal Taxation Rules, 1986

#### 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

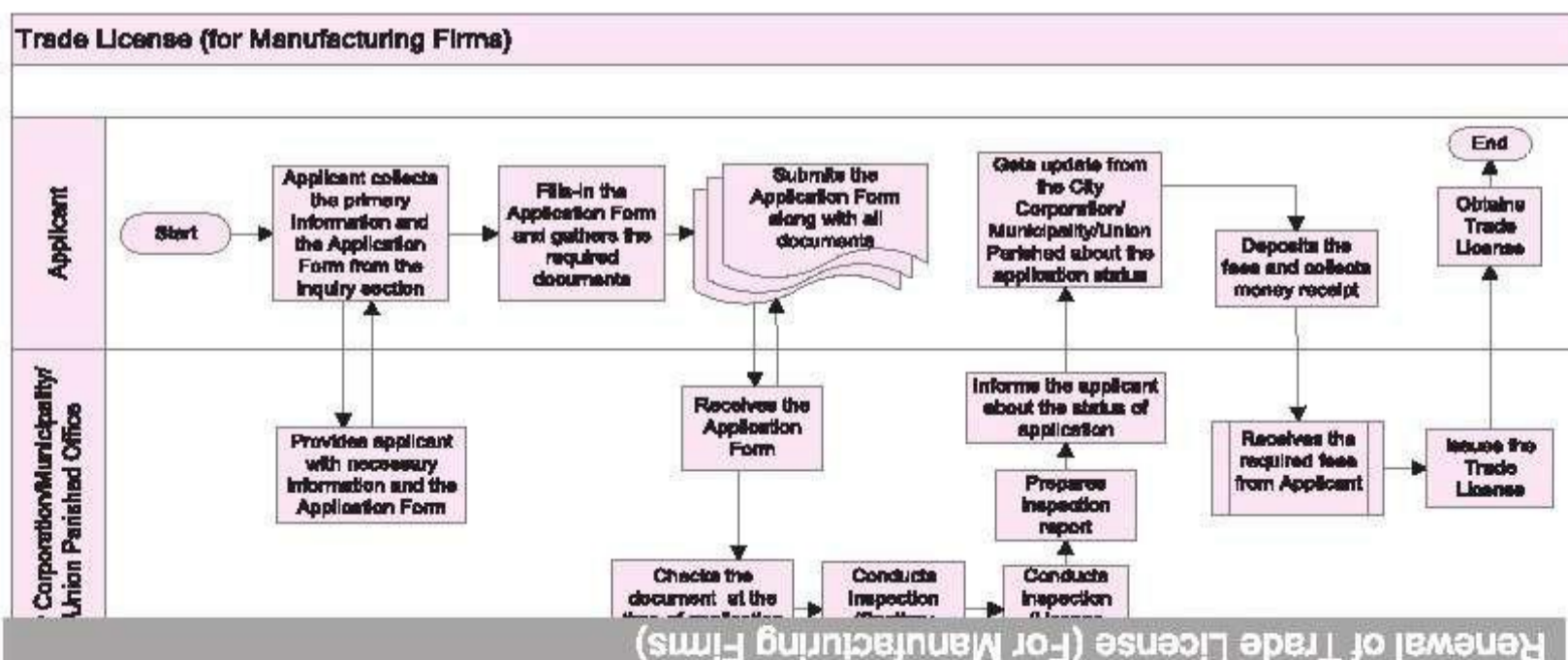
**Fee Schedule**

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  |

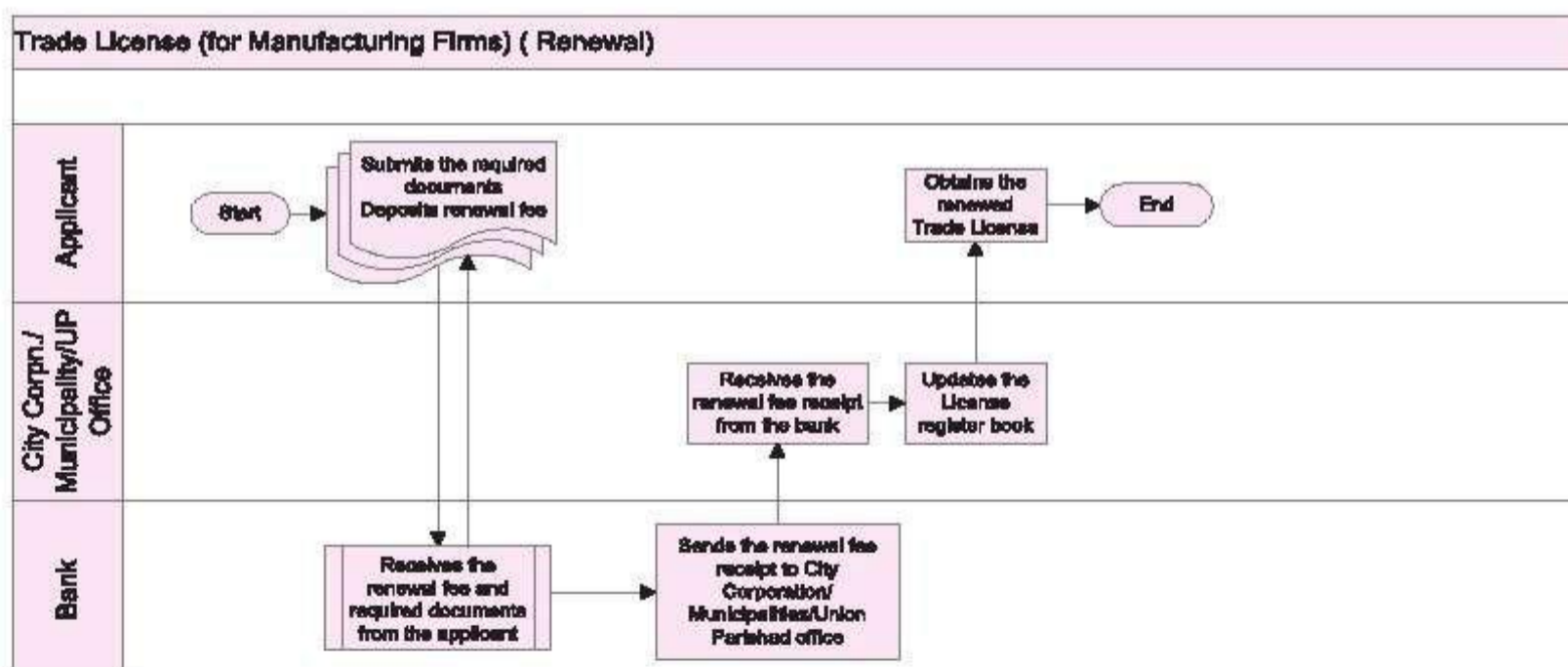
| Official Time Limit | Approximate Processing Time for Renewing the License |
|---------------------|--|
| 1-2 working days    | Time may vary  |

### 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)<br>Address : Segun Bagicha, Dhaka-1000<br>Phone : +88-02-9358223<br>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

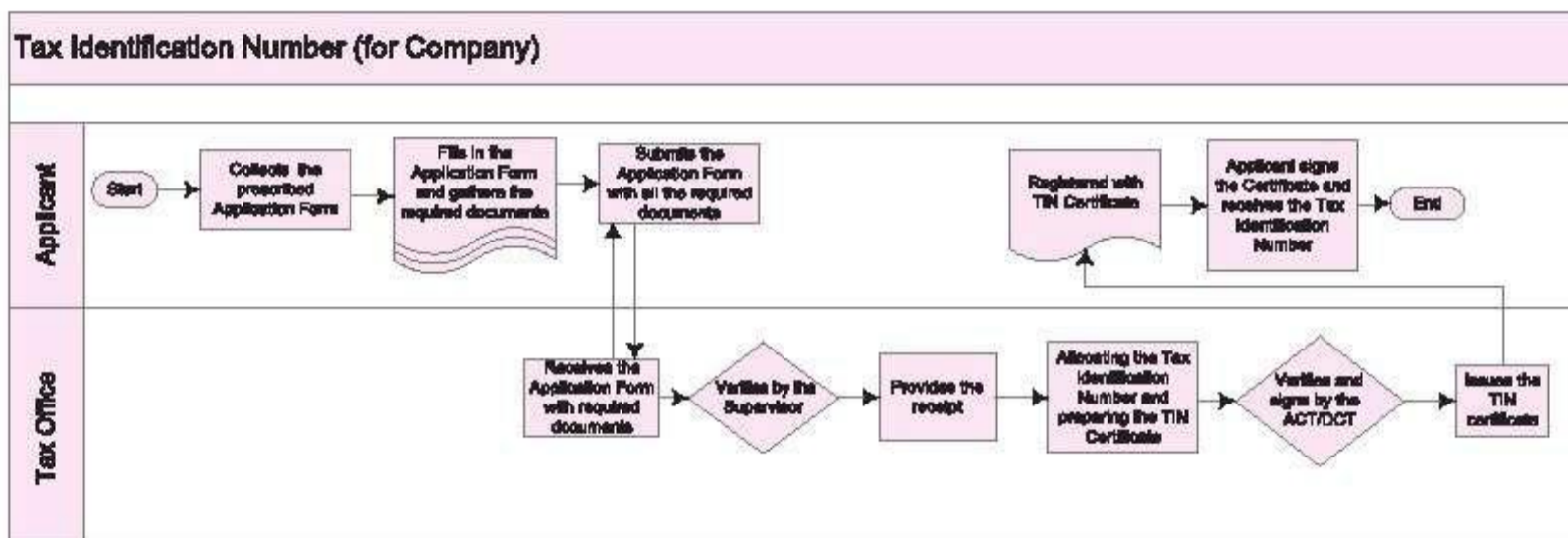
|        |  |
|--------|--|
| Step 1 | Applicant collects the prescribed Application Form (free of cost) for obtaining a Tax Identification Number (TIN) from NBR, Zonal Office or alternatively can be downloaded from NBR website |
| Step 2 | Applicant submits the filled-in Application Form to the appropriate 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) |

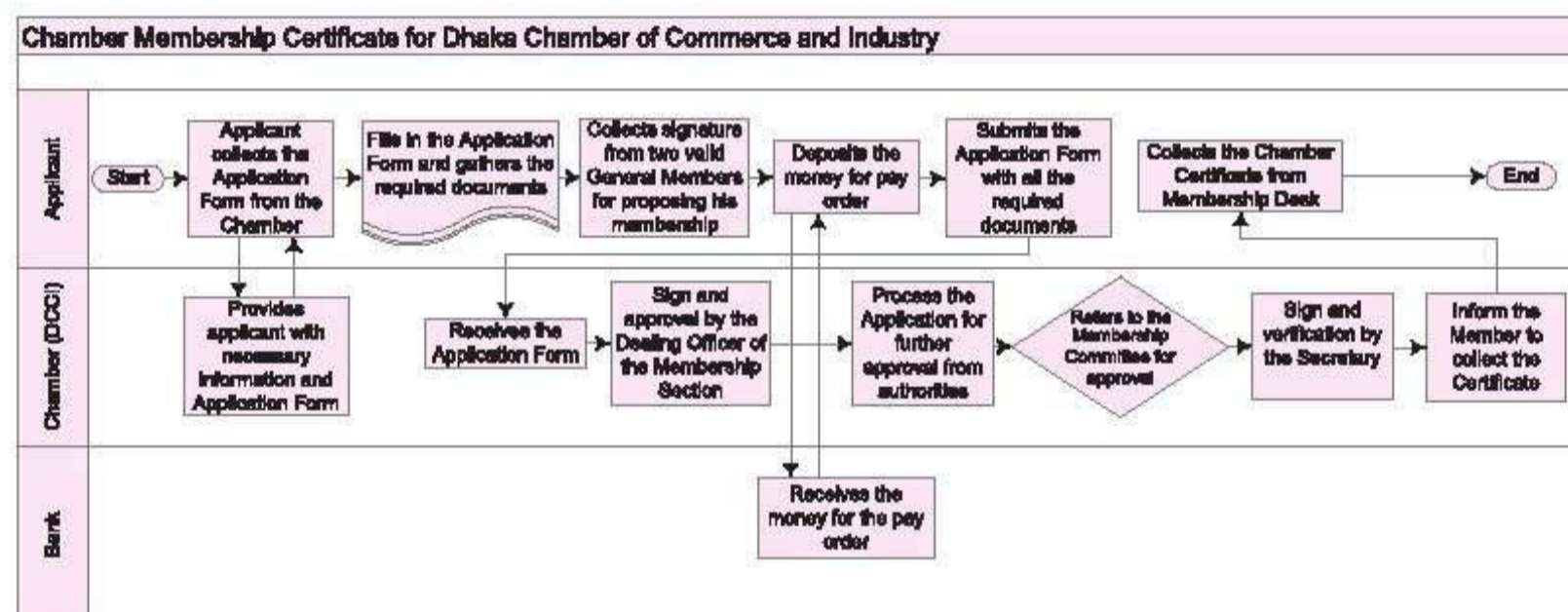
<sup>1</sup> Dhaka Chamber of Commerce & Industry (DCCI) has been taken as an example. In Dhaka there are other Chambers like MCCI, FICCI, BCI etc. In Bangladesh in all the districts there are Chambers. Recognized Chambers and Associations are members of Federation of Bangladesh Chamber of Commerce &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

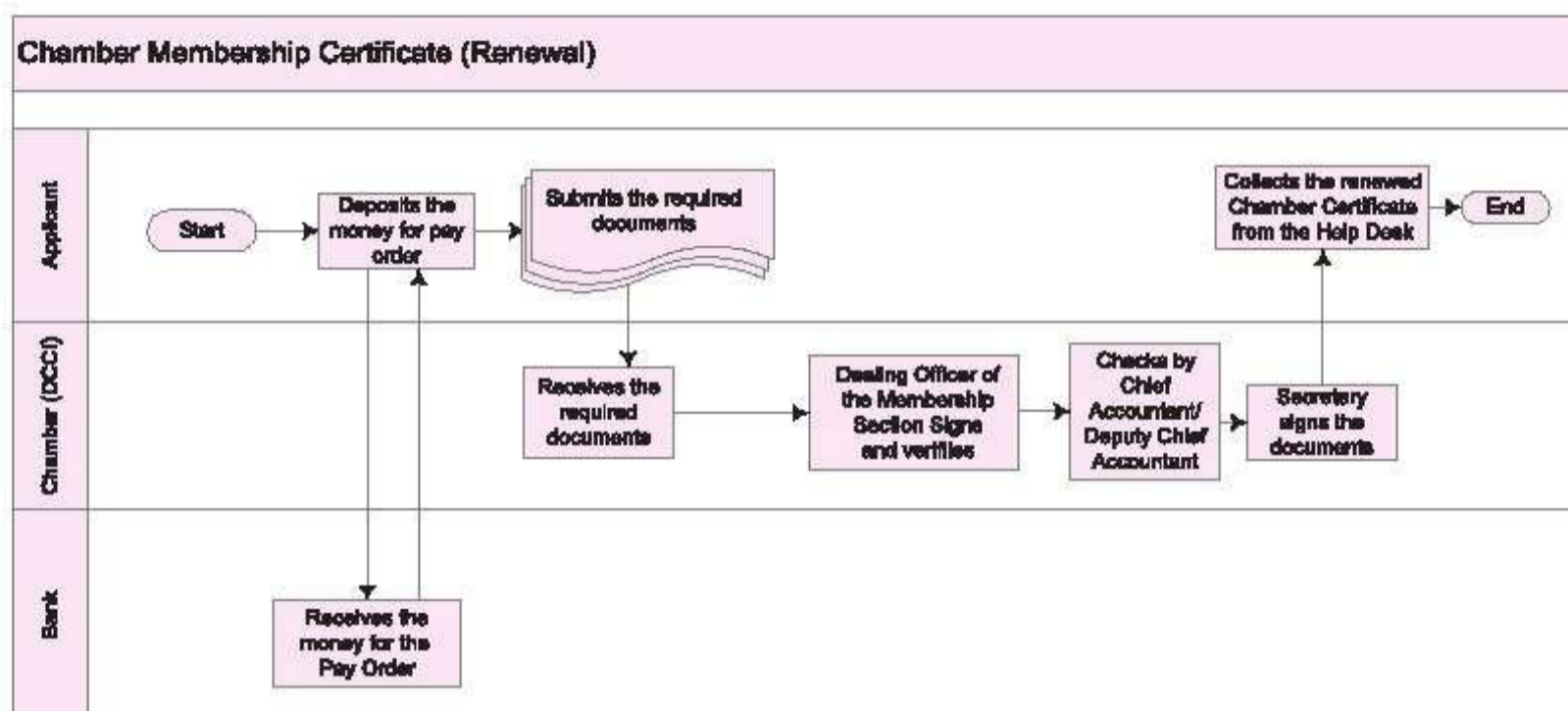
## TRADING

| 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)<br>Address: 111-113, Motijheel C/A, Dhaka-1000<br>Phone : +88-02-9551556, +88-02-9550289<br>Fax : +88-02-9550217<br>E-Mail : info@ccie.gov.bd<br>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  |

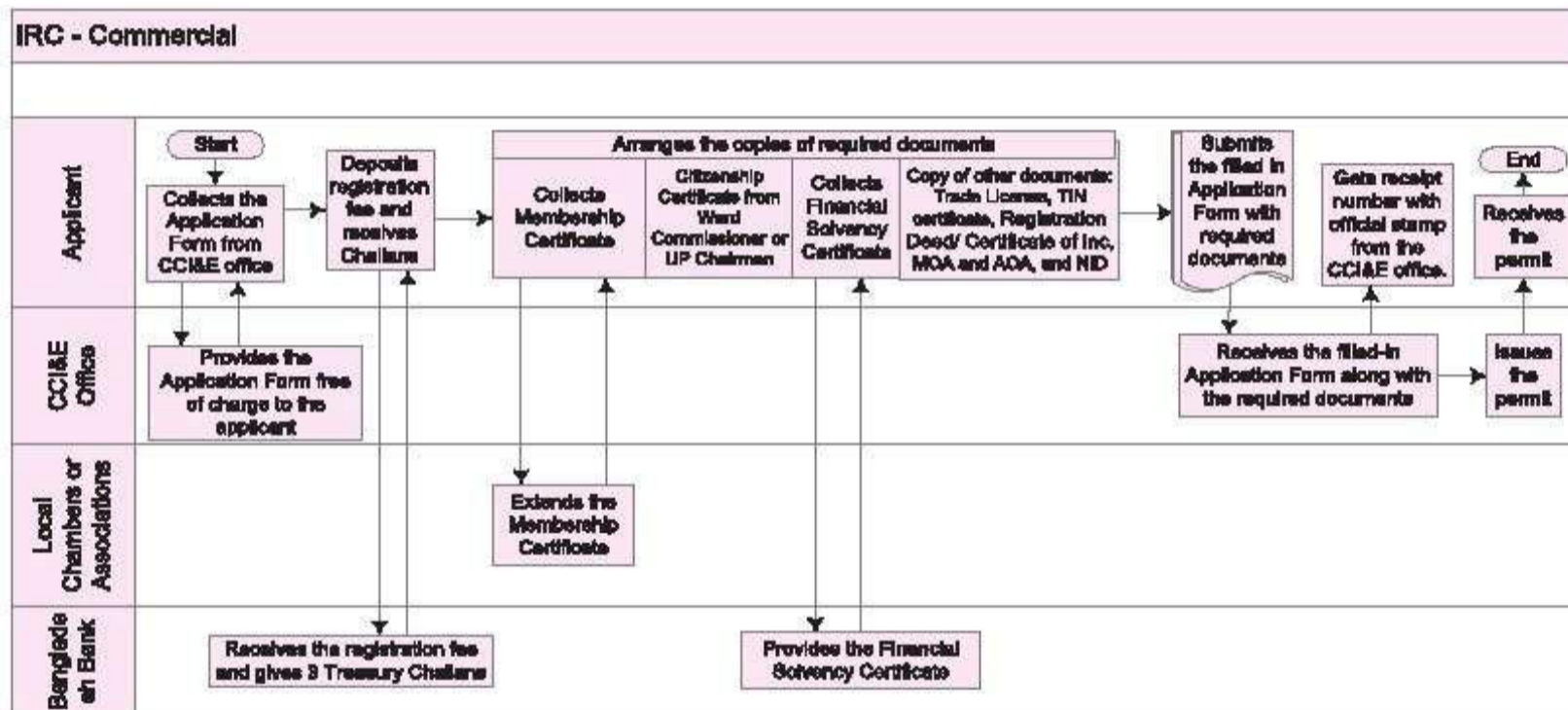
| Official Time Limit | Approximate Processing Time for Issuing the Permit |
|---------------------|--|
| 3 working days      | 8 - 11 working days                                |

### 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<br>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                                       |

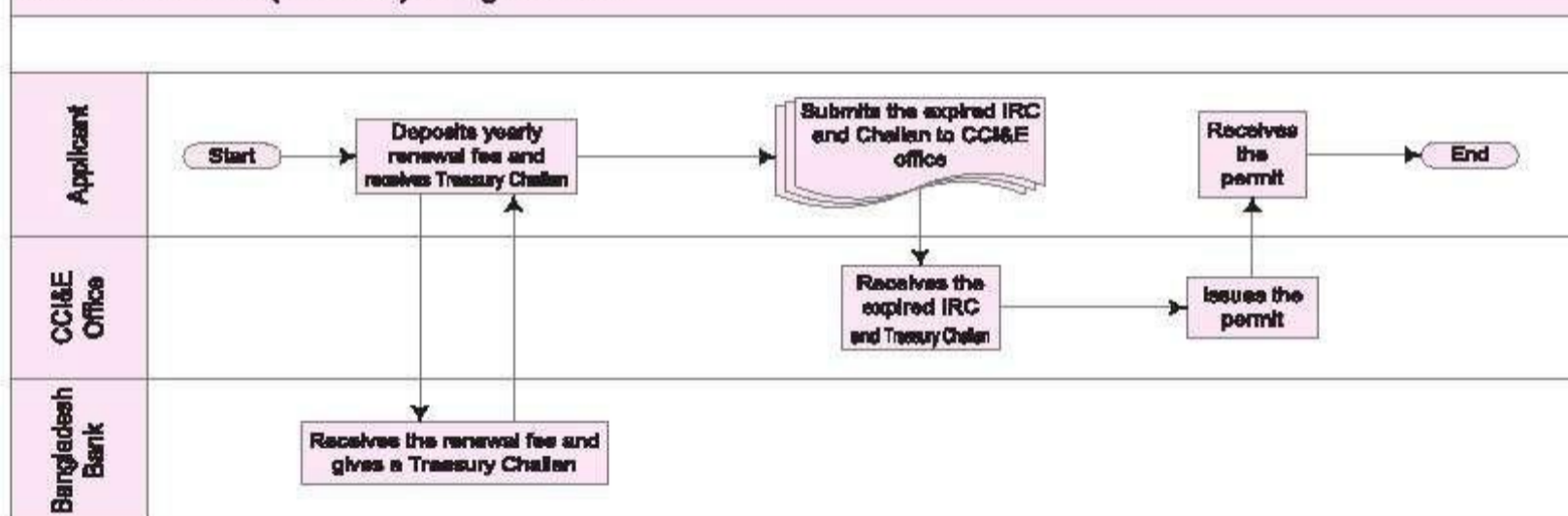
### Fee Schedule

#### 1. Security deposit

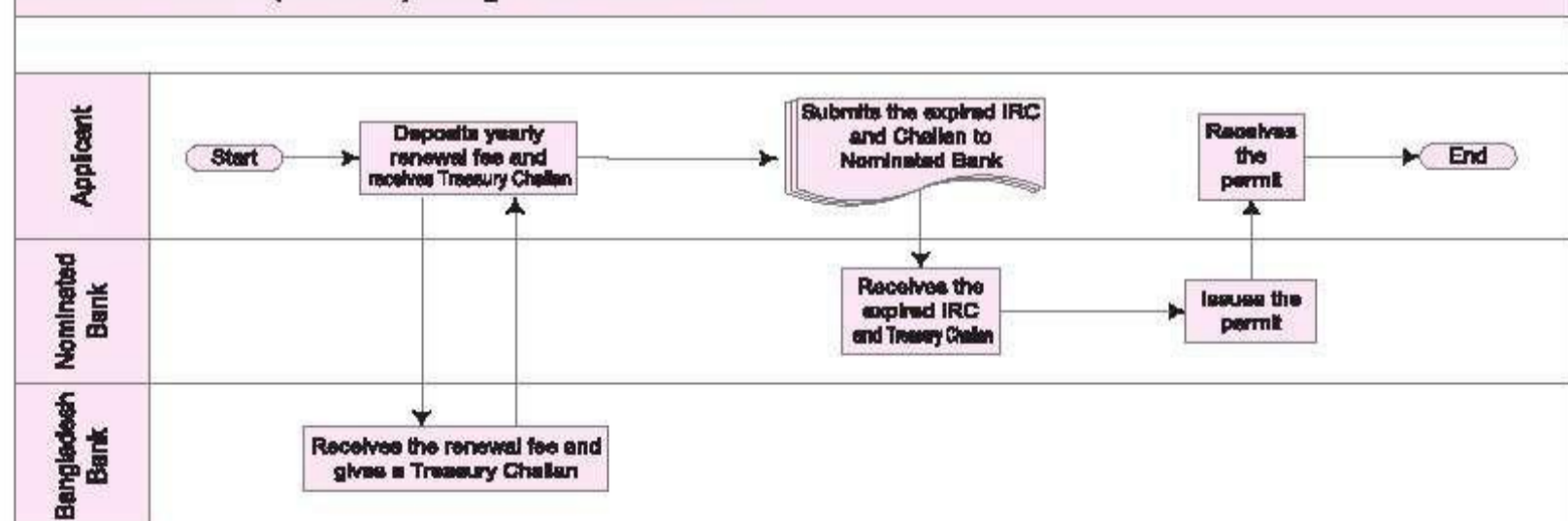
| Category | Value Ceiling of Annual Import | Annual Renewal Fee |
|----------|--------------------------------|--------------------|
| 1st      | BDT 1,00,000.00                | BDT 1,700.00       |
| 2nd      | BDT 5,00,000.00                | BDT 2,300.00       |
| 3rd      | BDT 15,00,000.00               | 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

#### IRC - Commercial (Renewal)through CCI&E



#### IRC - Commercial (Renewal)through Nominated banks



### 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)<br>Address : Jibon Bima Tower (18th floor), 10, Dilkusha C/A, Dhaka-1000<br>Phone : +88-02-7169580<br>E-Mail : service@bol.gov.bd<br>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**

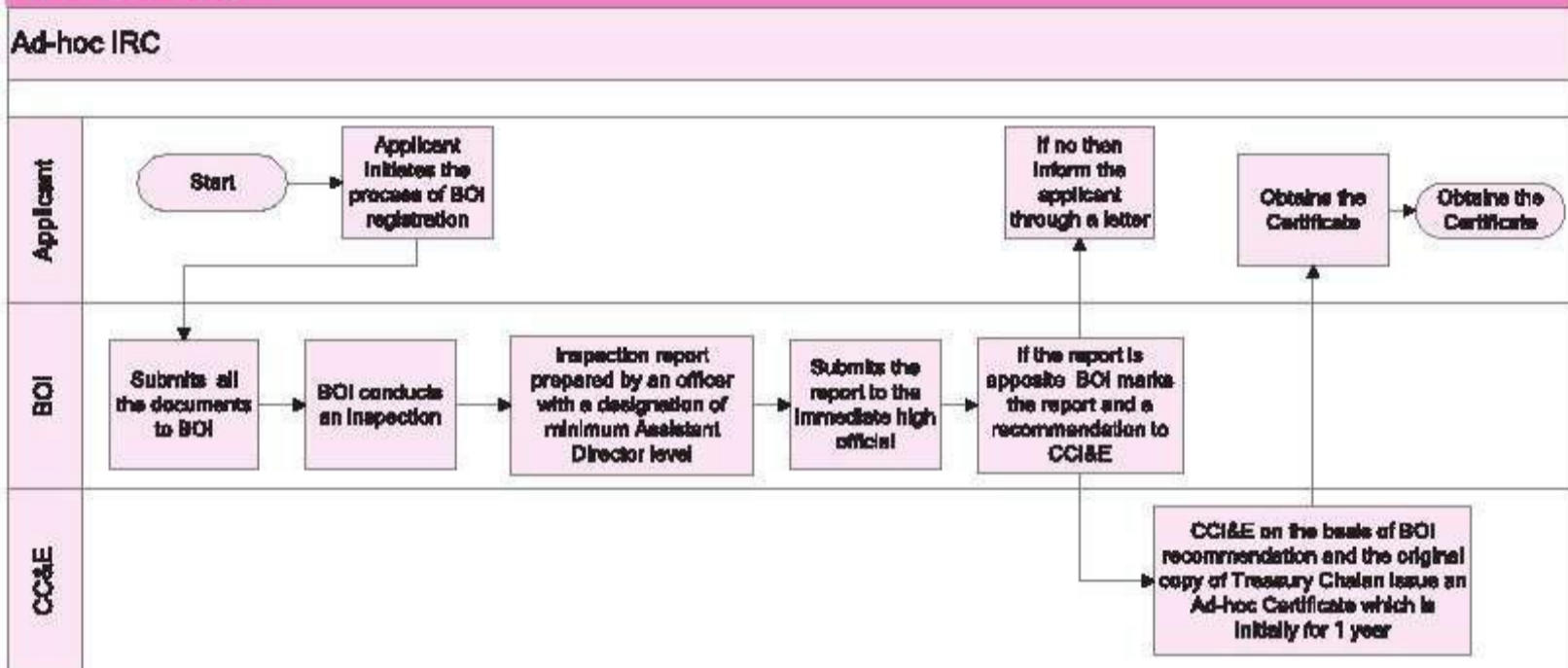
|        |  |
|--------|--|
| Step 1 | BOI registration                                       |
| Step 2 | Application on official Letter Head                    |
| Step 3 | A BOI official Form needs to be filled-In              |
| Step 4 | Relevant fee payment (Treasury Challan)                |
| 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 |
|----------------|---|

**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)<br>Address : 111-113, Motijheel C/A, Dhaka-1000<br>Phone : +88-02-9551556, +88-02-9550289<br>Fax : +88-02-9550217<br>E-Mail : info@ccie.gov.bd<br>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

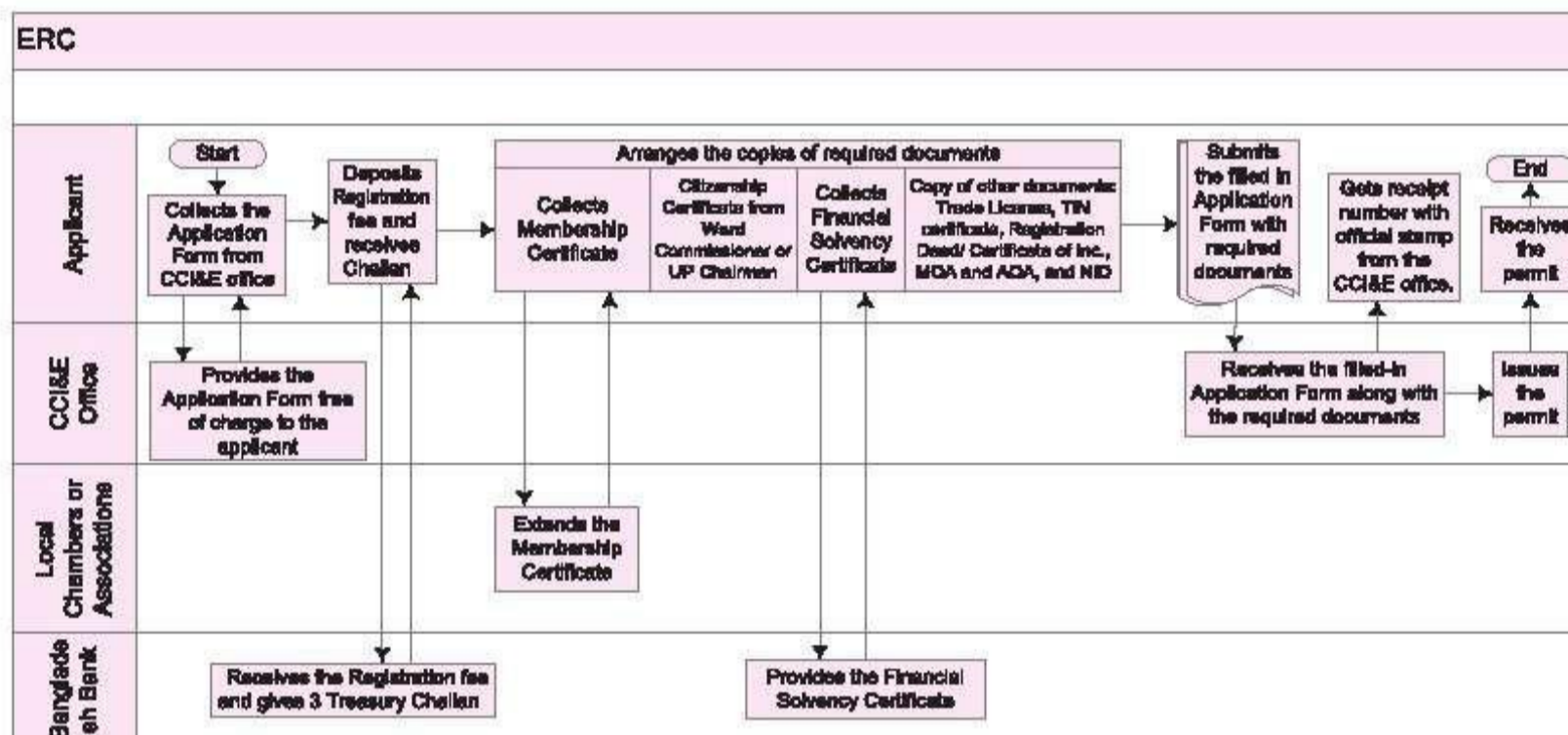
|        |  |
|--------|--|
| Step 1 | Collects the Form of ERC, for free of cost, from the 3rd floor of CCI&E office Or at the counter of the Nominated Bank                                 |
| Step 2 | Deposits the registration fee and the cost of Passbook in Bangladesh Bank or designated bank and collection 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 |

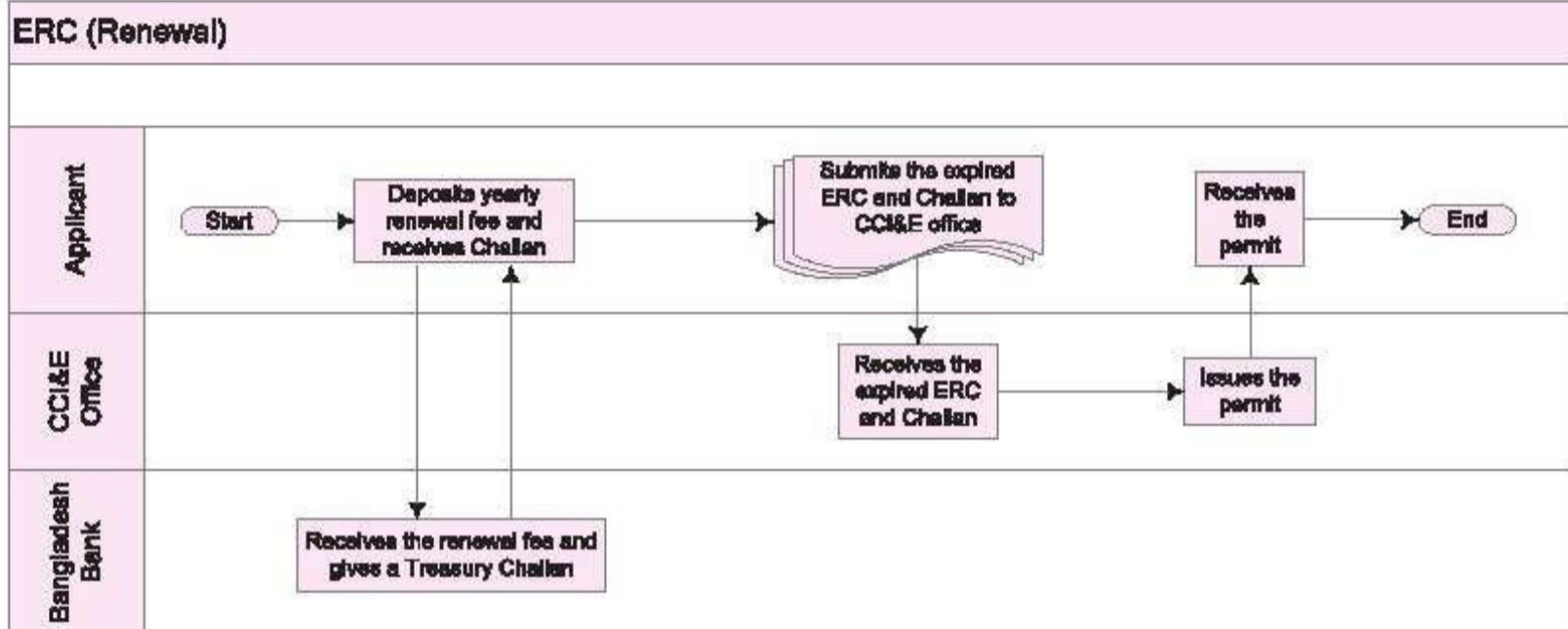
| Process Steps |   |
|---------------|---|
| Step 1        | Arranges the required document                                |
| Step 2        | Deposits the yearly renewal fee at Bangladesh Bank            |
| Step 3        | Submits a copy of the Challan along with expired ERC at CCI&E |
| Step 4        | 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)<br>Address: 111-113, Motijheel C/A, Dhaka-1000<br>Phone : +88-02-9551556, +88-02-9550289<br>Fax : +88-02-9550217<br>E-Mail : info@ccie.gov.bd<br>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.<br>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.<br>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).<br>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 |

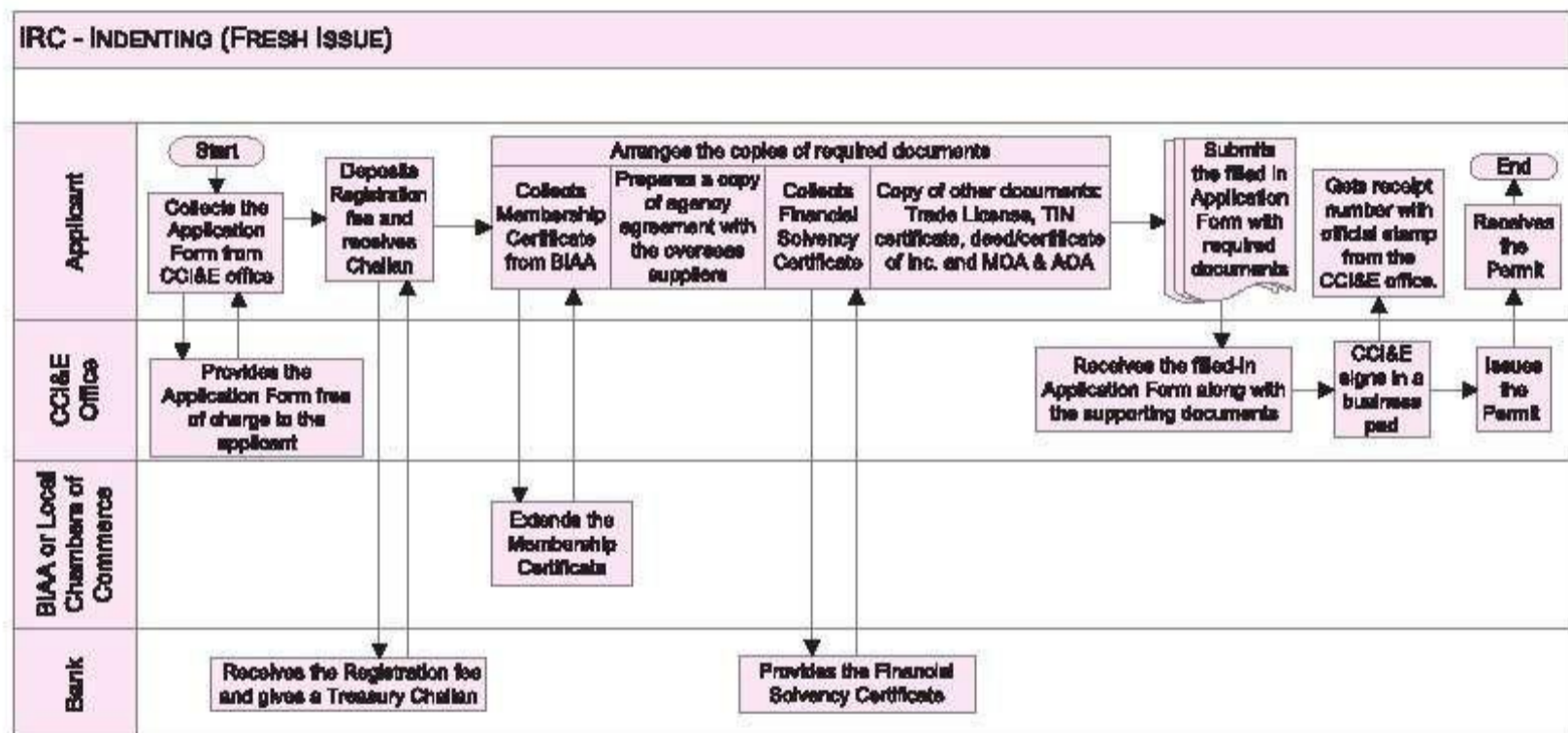
|        |   |
|--------|---|
| Step 4 | Applicant submits filled-In Application Form along with required documents at the receipt room on 3rd floor of CCI&E office |
| Step 5 | Applicant gets the receipt number with an official stamp from the CCI&E office  |
| Step 6 | Applicant obtains the Permit when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

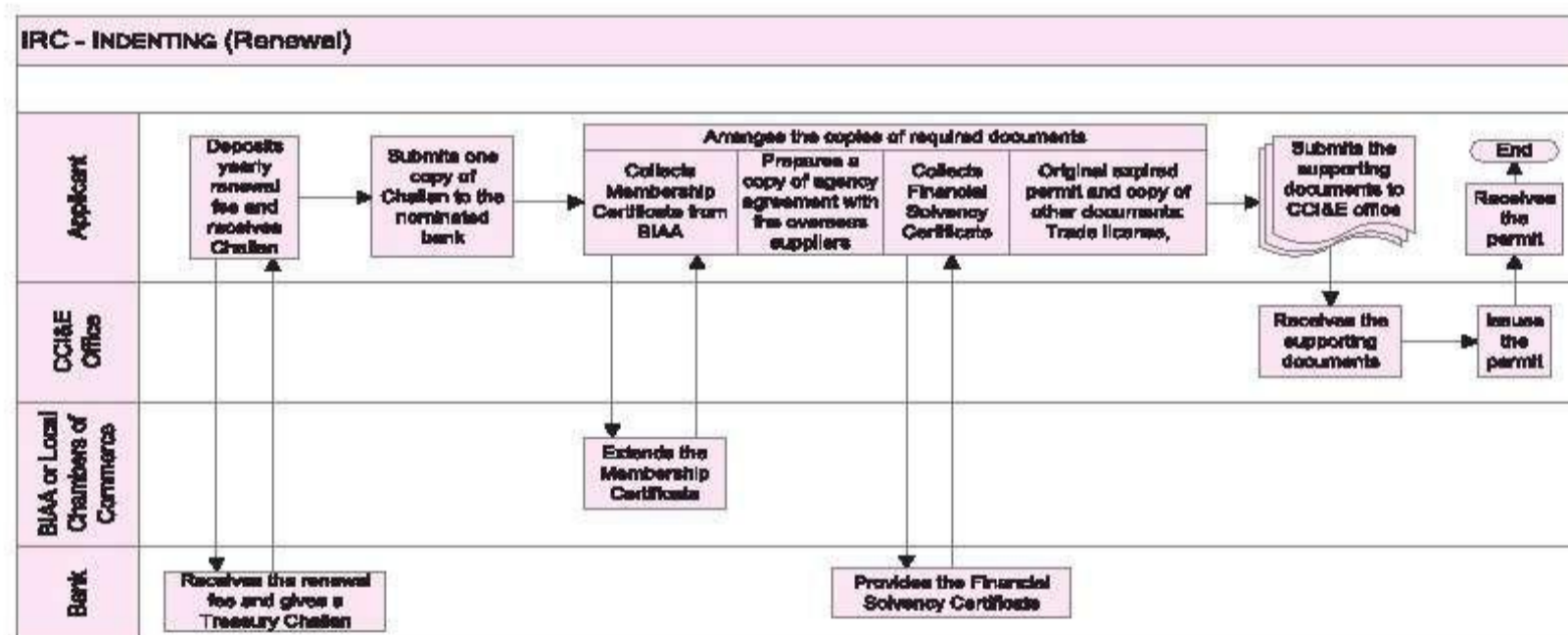
|        |   |
|--------|---|
| Step 1 | Applicant arranges of the copies of required documents i.e. original IRC - Indenting, up-to-date Trade License, up-to-date Membership Certificate from Bangladesh Indenting Agents' Association, financial solvency certificate, agency agreement, and treasury Challan |
| 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 | Approximate Processing Time for Renewing the Permit |
|---------------------|---|
| 3 days              | 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<br>Address : 105-106, Motijheel C/ A, Dhaka-1000, Bangladesh<br>E-Mail : drugs@citech.net<br>Website : www.dgda.gov.bd |

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

| Required Documents   | Remarks   |
|--|---|
| <b>Good Manufacturing Practice (GMP) Certificate:</b> <ol style="list-style-type: none"> <li>1. An Application in Company Letter Head</li> <li>2. Manufacturing License of Medicine</li> <li>3. Company profile</li> </ol>   | A copy of the original duly attested by a First Class gazetted officer  |
| <b>Certificate for Pharmaceuticals Products (CPP) and the Free Sale Certificate (FSC):</b> <ol style="list-style-type: none"> <li>1. An Application In company letter head</li> <li>2. Annexure copy<sup>1</sup> of expiry date of the selected medicines for export.</li> <li>3. Approval for the brand name.</li> <li>4. Fill up the CPP and FSC<sup>2</sup>, according to WHO format<sup>3</sup></li> </ol> | If the brand name is changed; otherwise not required<br>FSC is needed only if Drug Administration asks for it |
| <b>To get the license for Export:</b> <ol style="list-style-type: none"> <li>1. A completed Application on Form 8, 9A and 10A<sup>4</sup></li> <li>2. LC/ Purchase order</li> </ol>  | 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

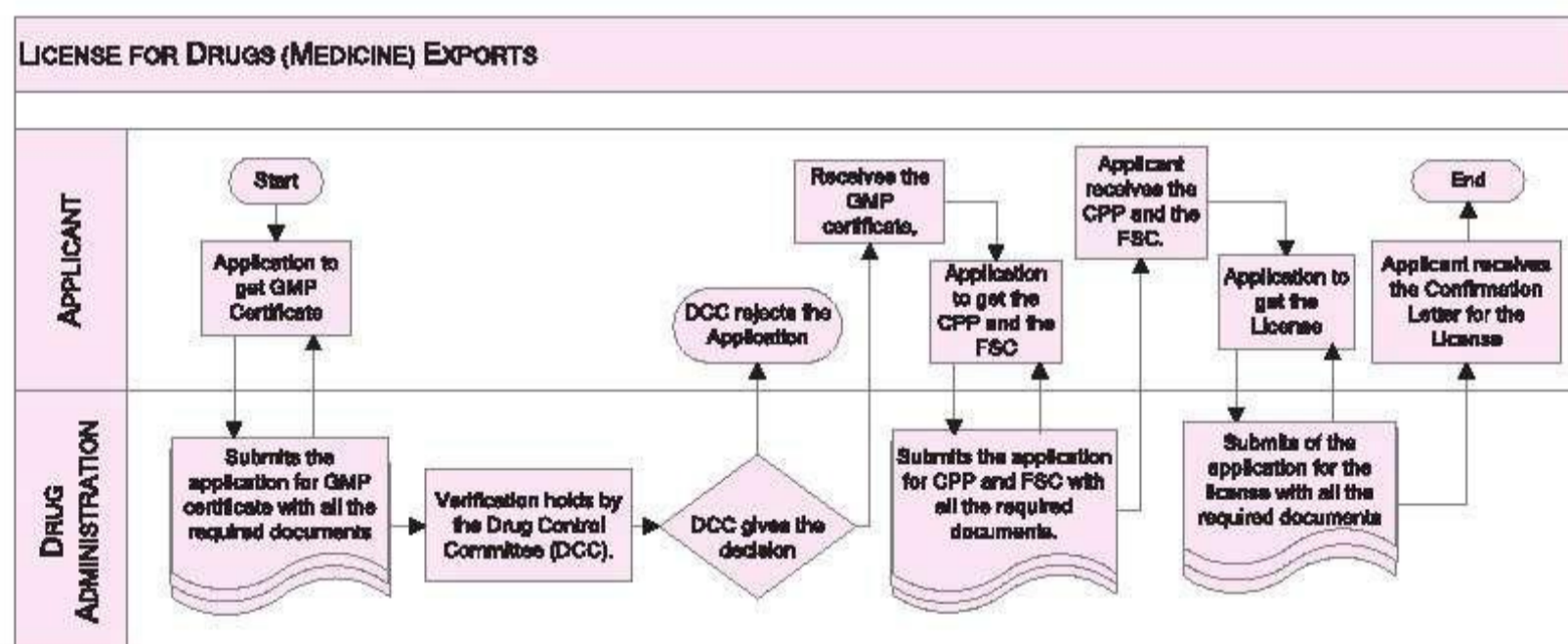
### Approximate Processing Time for Issuing the License

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<br>Address : Karim Chamber (1st & 2nd floor) 99, Motijheel Commercial Area, Dhaka 1000.<br>Phone : +88-02- 9561546, +88-02-9566714, +88-02-9566714<br>E-Mail : dojute@agnlonline.com<br>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 |

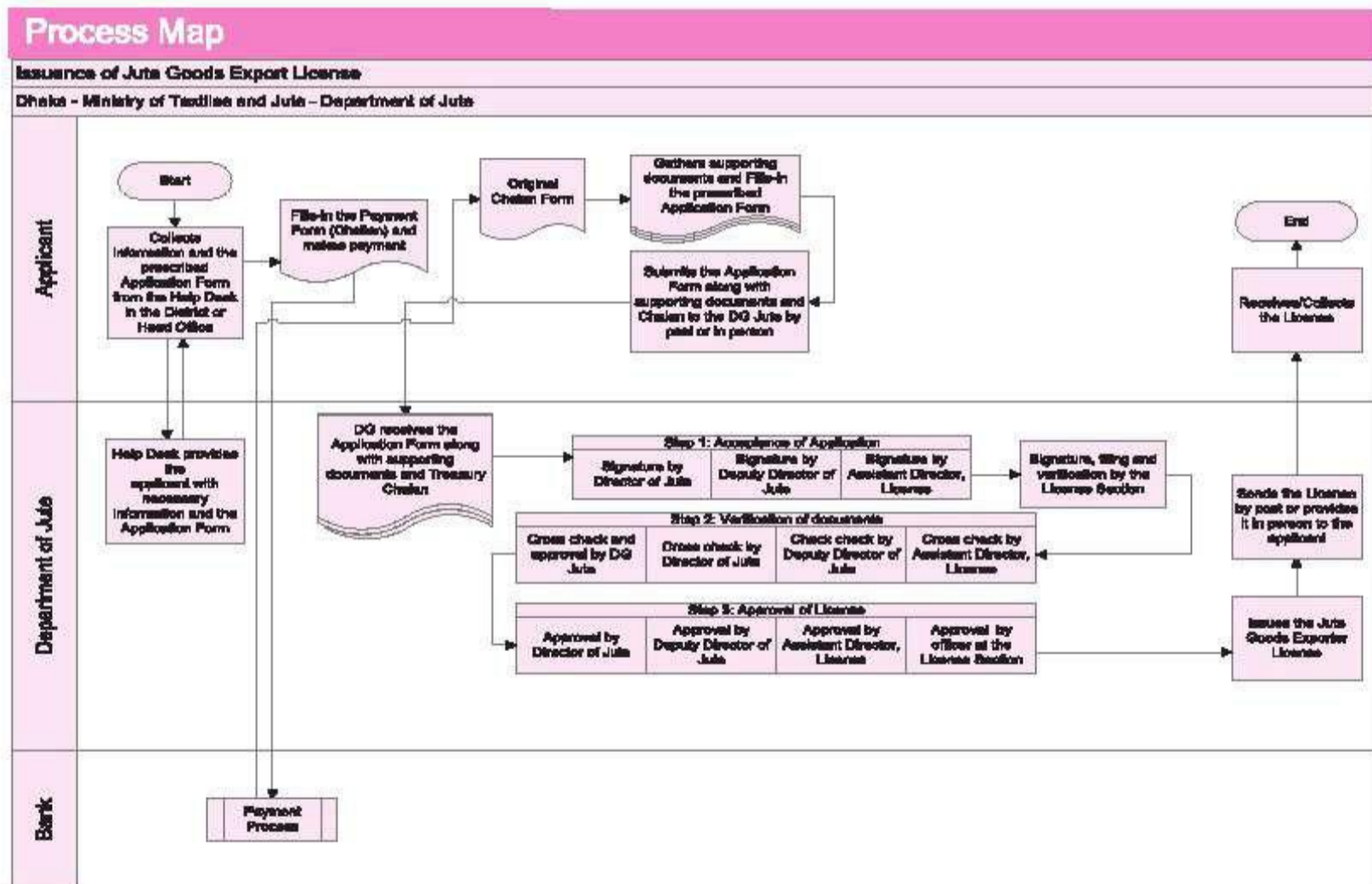
#### Process Steps

|        |   |
|--------|---|
| 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 |

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

|                     |
|---------------------|
| <b>Fee Schedule</b> |
| 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

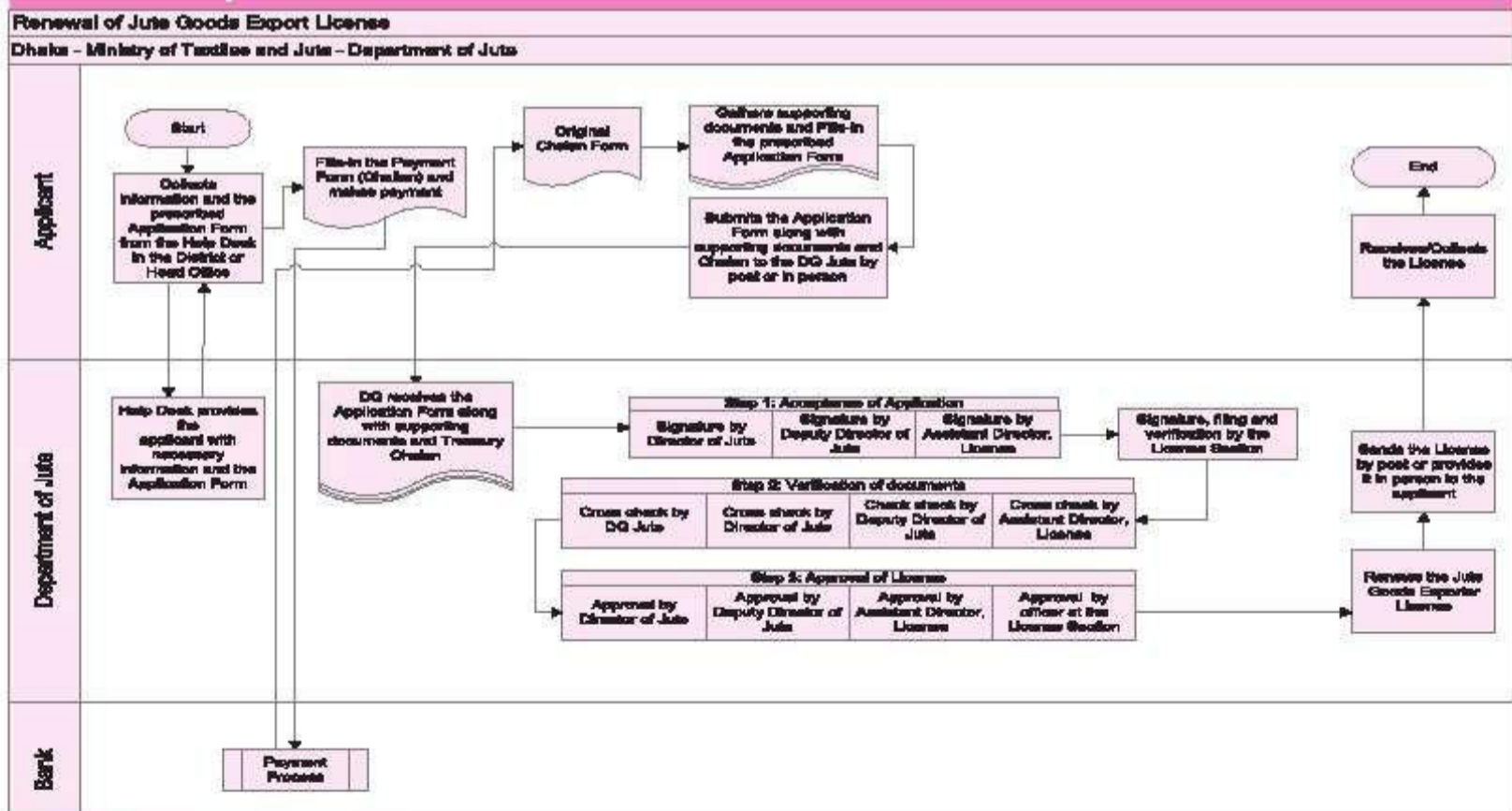
|        |   |
|--------|---|
| Step 1 | Collection of the prescribed Application Form from the District or Head Office of the Department of Jute  |
| Step 2 | Payment and collection of a Treasury Challan  |
| Step 3 | Submission of the filled-in Application Form along with supporting documentation and 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             | Name : Department of Jute<br>Address : Karim Chamber (1st & 2nd floor) 99, Motijheel Commercial Area, Dhaka 1000.<br>Phone : + 880-2- 9561546, +880-2-9566714, +880-2-9566714<br>E-Mail : dojute@agnlonline.com<br>Website : www.motj.gov.bd |

### 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.,<br>Bangladesh Jute Association/Bangladesh Jute Goods Association/<br>Bangladesh Jute Exporters Association/<br>Bangladesh Jute Spinners Association/<br>Bangladesh Jute Mills Association/<br>Bangladesh Jute Exporters Association/<br>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:<br>(i) The applicant has no arrears with any government agency<br>(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**

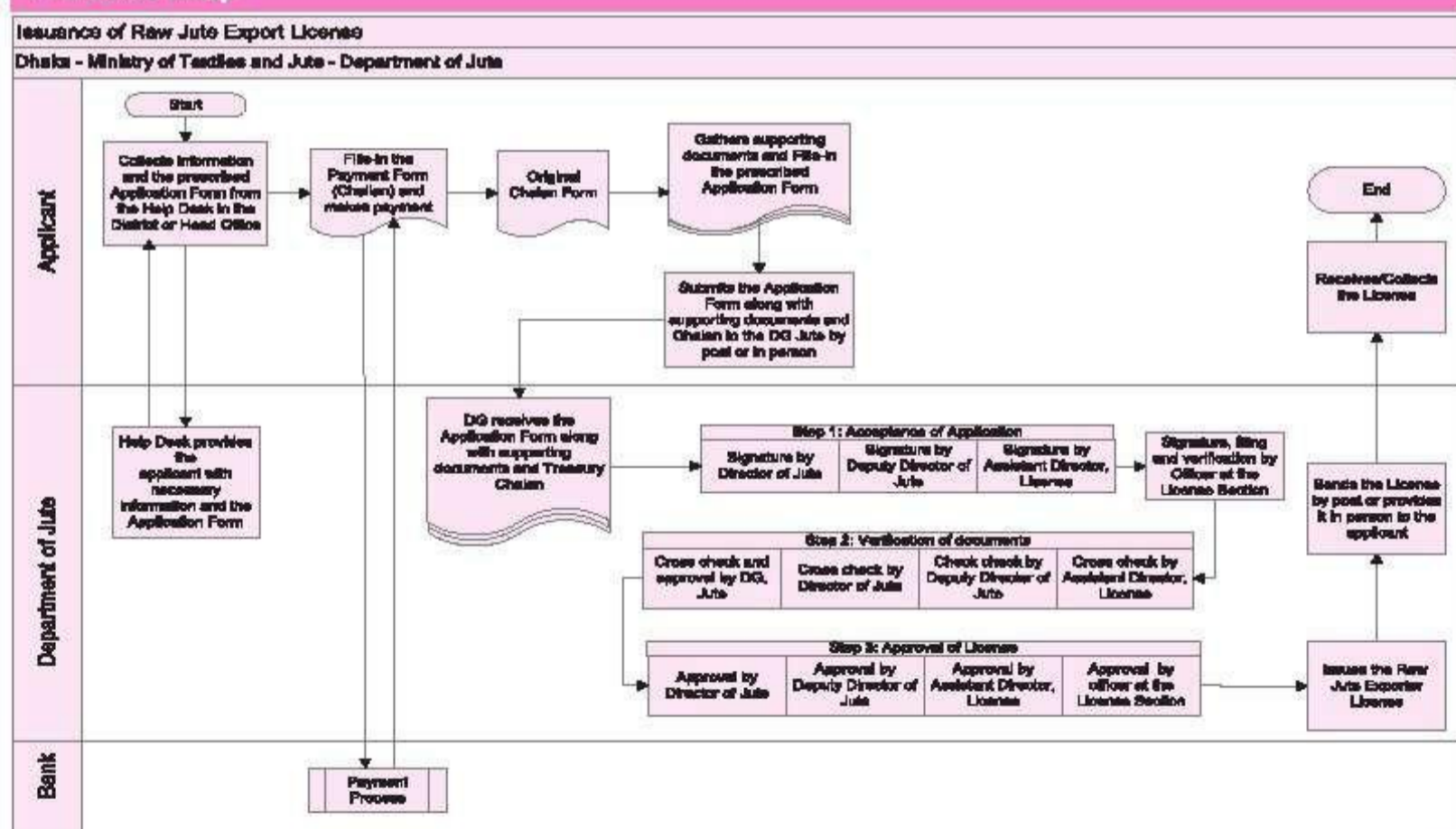
|        |   |
|--------|---|
| Step 1 | Collection of the prescribed Application Form from the District Office or Head Office of the Department of Jute   |
| Step 2 | Make payment and collect Treasury Chalan from Bangladesh Bank   |
| Step 3 | Submission of the filled-in Application Form along with 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 |
|--------------|-----------|

**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

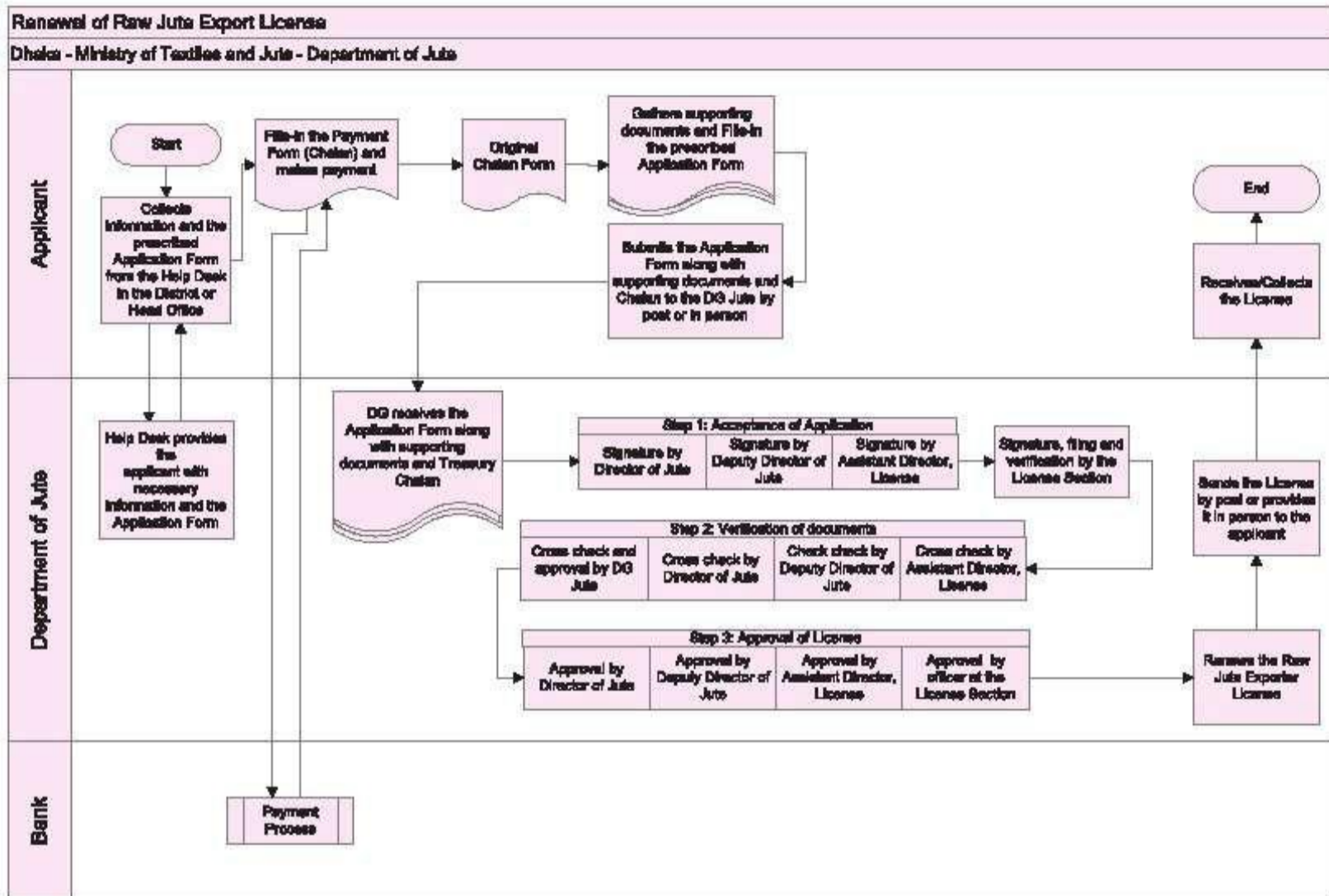
The duration may vary depending on situational circumstances.

### 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

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

### 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

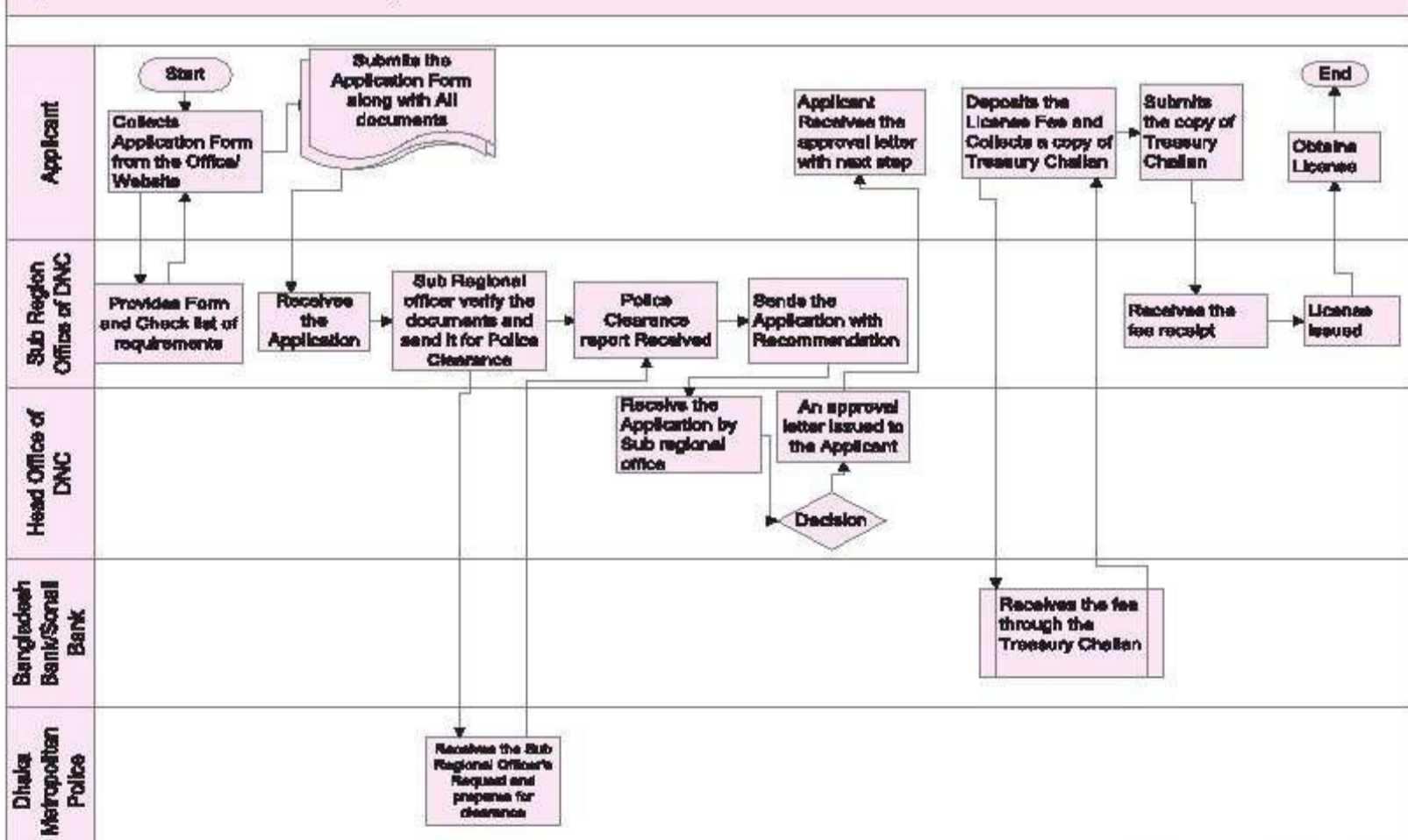
|         |   |
|---------|---|
| Step 1  | Collection of the Application Form from Department of Narcotics Control Office or website   |
| Step 2  | Submission of the Application Form and a letter in Company Letter Head addressed to the Director General of Narcotics Control.  |
| Step 3  | Submission 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

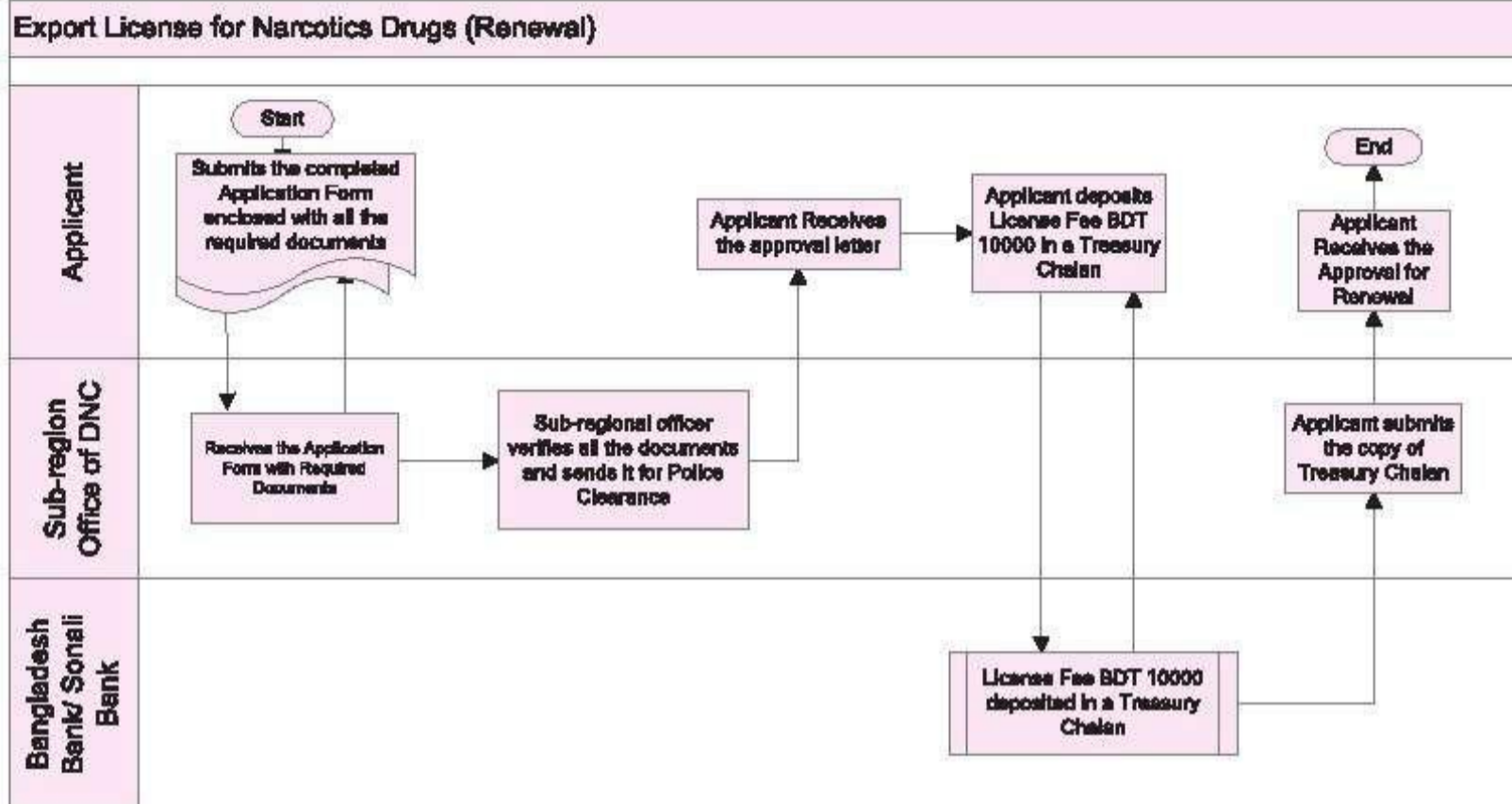
|        |   |
|--------|---|
| Step 1 | Applicant fills-in the Application In a Company's official Letter Head addressed to the Director General of Narcotics Control office    |
| Step 2 | Submission of the Application with the required documents at the Sub-region at Office of Narcotics Control.                             |
| 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

|   |  |
|---|--|
| <b>Legal Basis of the License</b>                 | Narcotics Control Act 1990 (Amendment 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<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)<br>Address : 441, Tejgaon Industrial Area, Dhaka-1208<br>Phone : +88 02 8870011, +88 02 8870012<br>E-Mail : dgdncbd@gmail.com<br>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

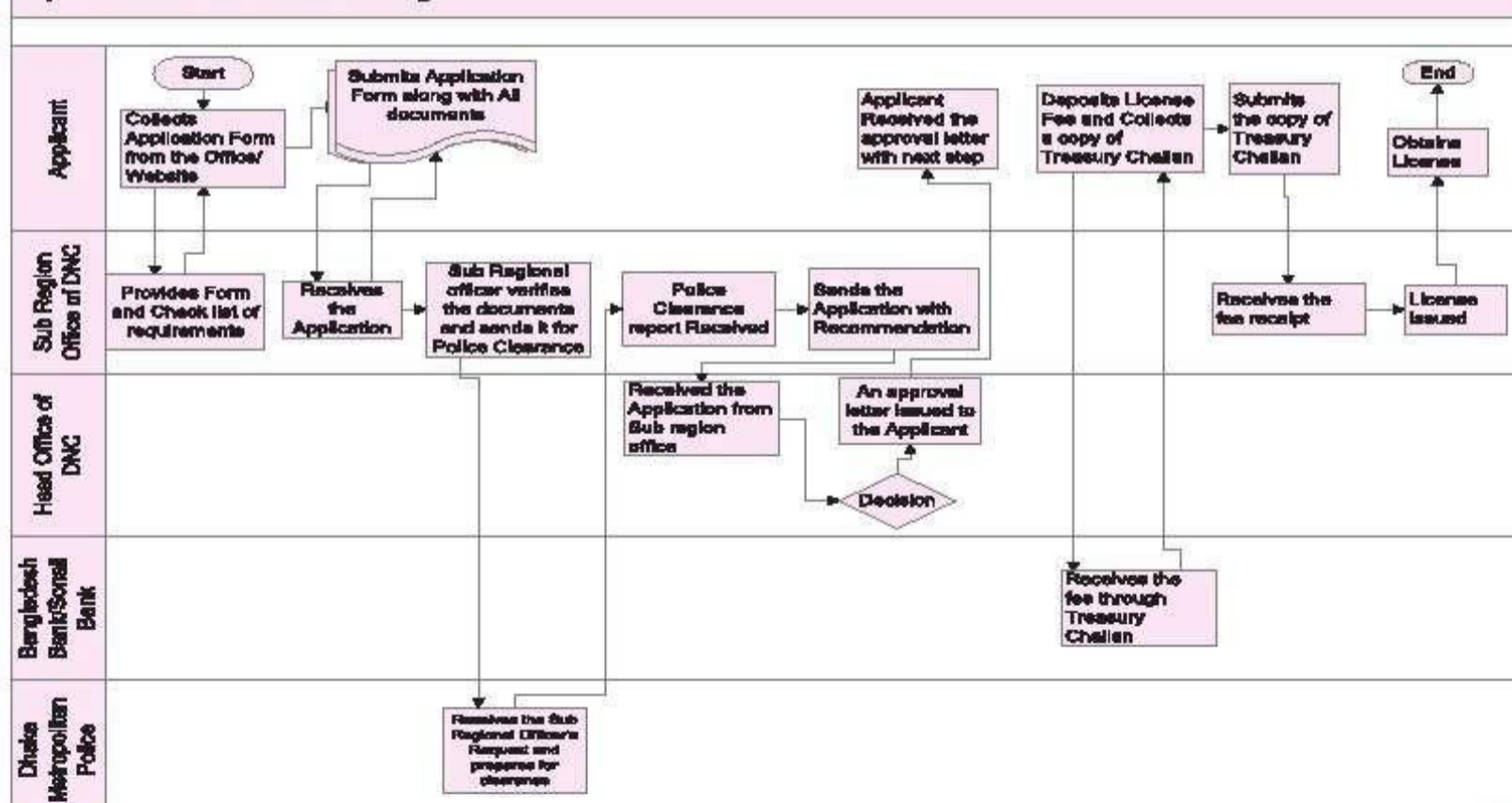
Time May vary

Fee Schedule

BDT 10,000.00

Process Map

Import License for Narcotics Drugs



## 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.   |

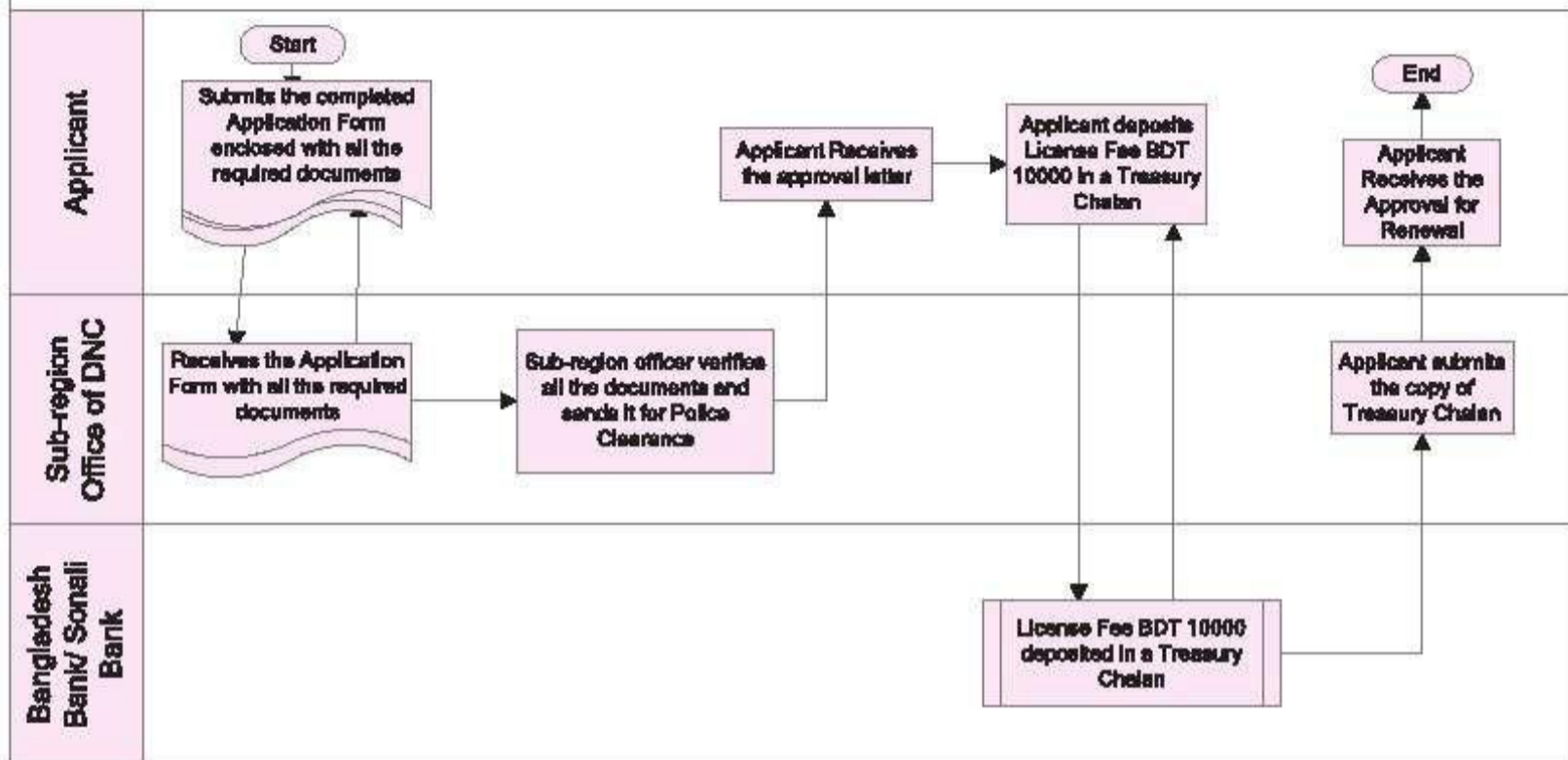
| Official Time Limit | Approximate Processing Time for Issuing the License |
|---------------------|---|
| 7-10 days           | Time May Vary                                       |

### 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             | Name : Department of Narcotics Control (DNC)<br>Address : 441, Tejgaon Industrial Area, Dhaka-1208<br>Phone : +88-02-8870016, +88-02-8870020<br>E-Mail : dgdncbd@gmail.com<br>Website : www.dnc.gov.bd |

### 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  | Original  |
| 2. Recommendations of the Directorate of Drug Administration.   | A copy of all the original documents duly attested by a First Class gazetted officer and Regional Officer |
| 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**

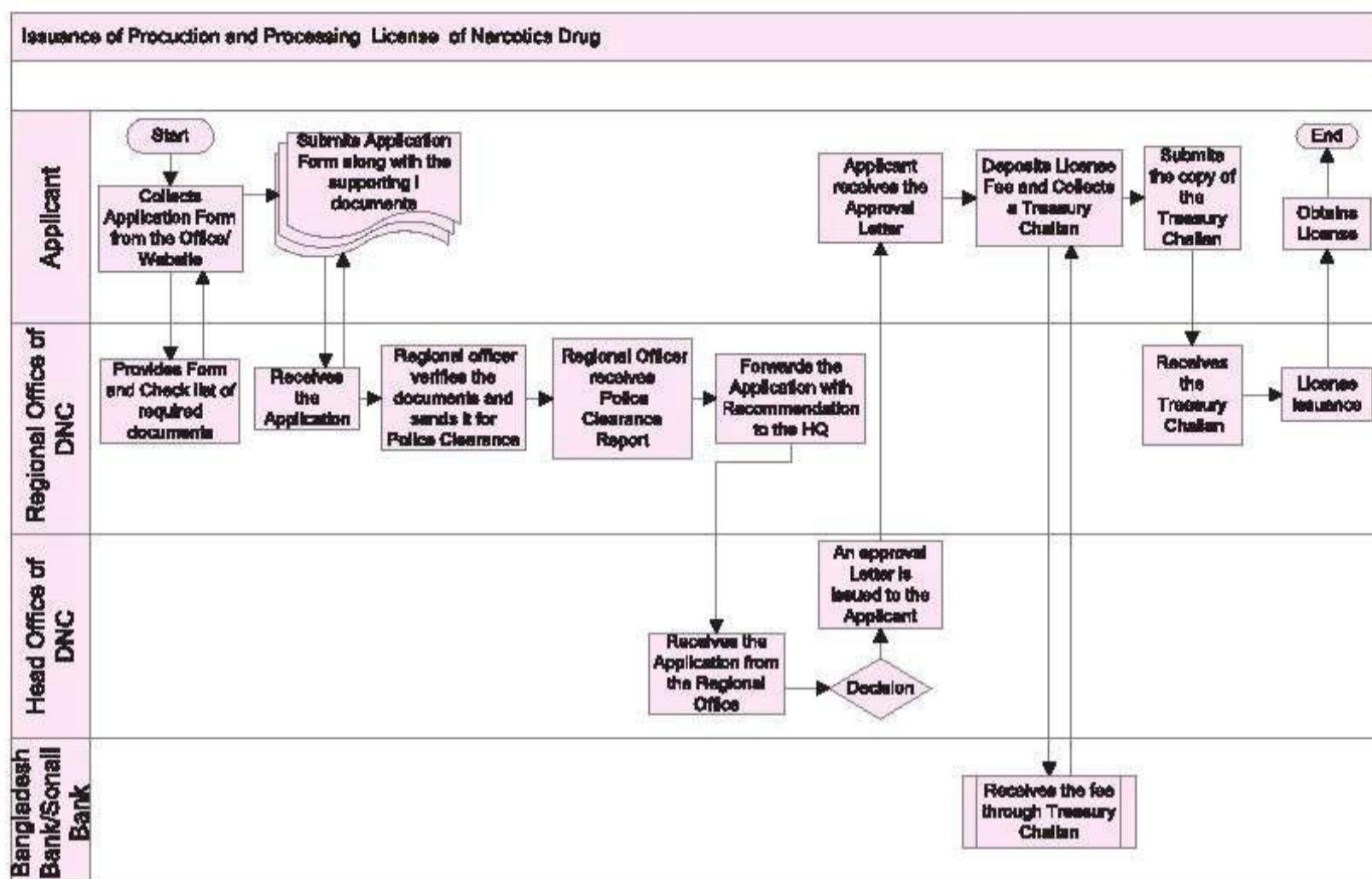
Time may vary

**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

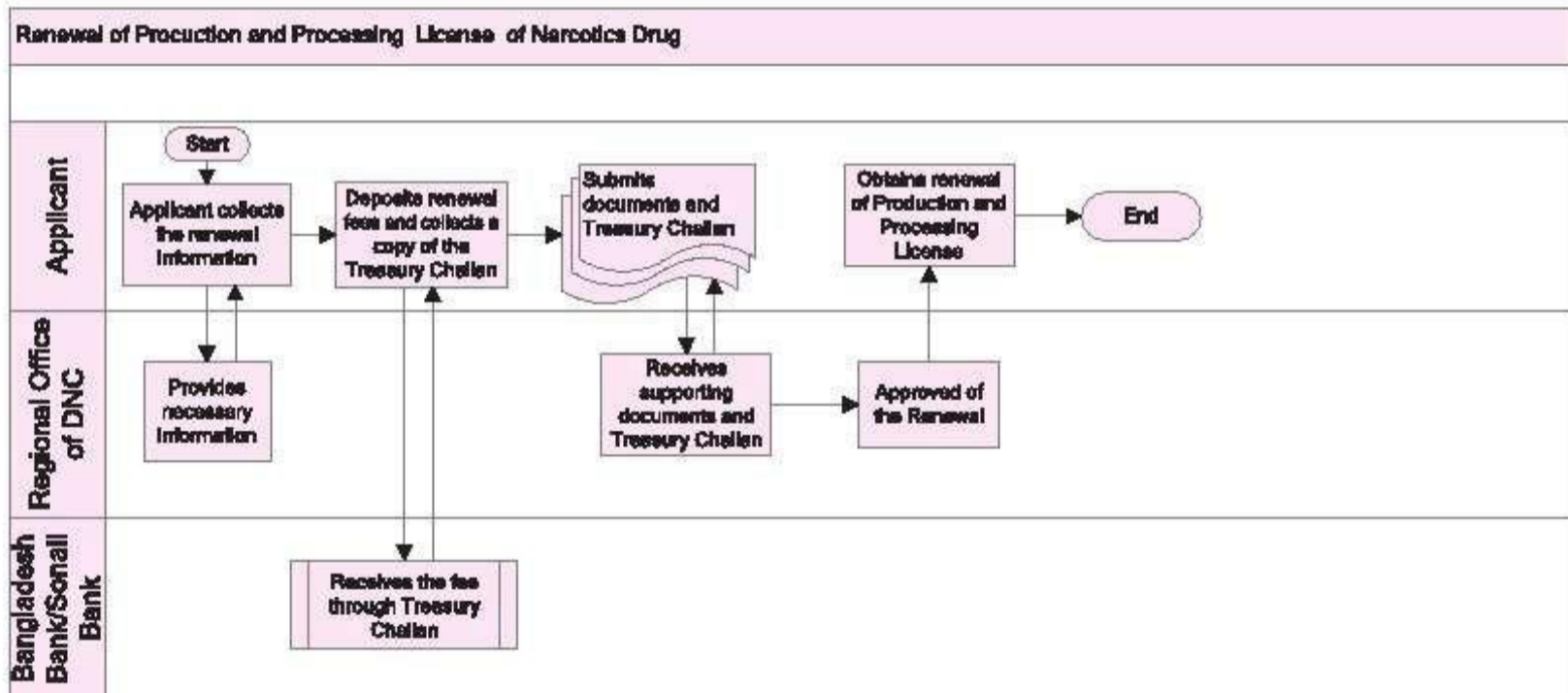
**Approximate Processing Time for Issuing the License**

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/<br>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<br>Bangladesh Embassy of<br>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

5-6 months

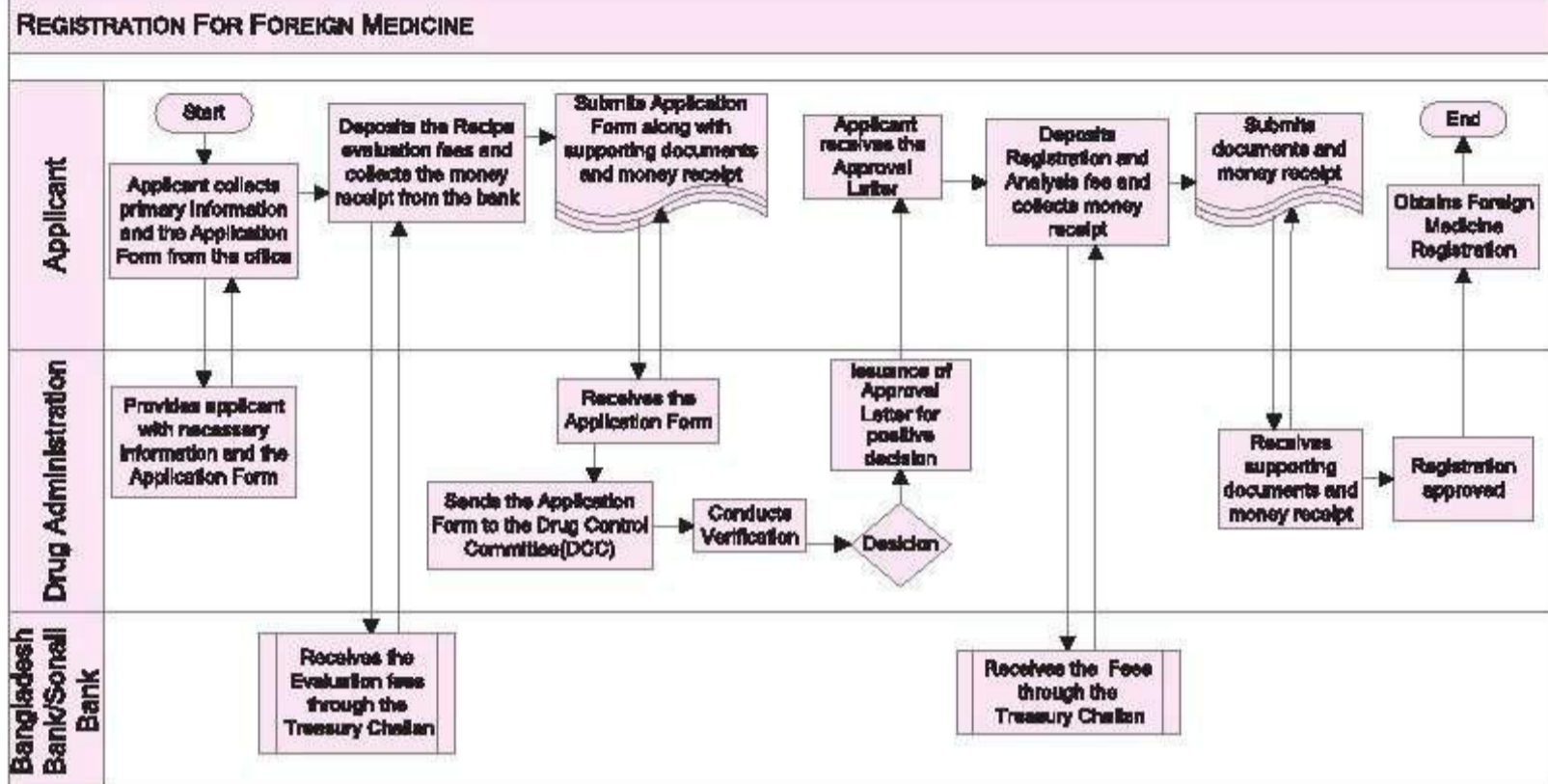
### Approximate Processing Time for Issuing the Registration

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                                    |

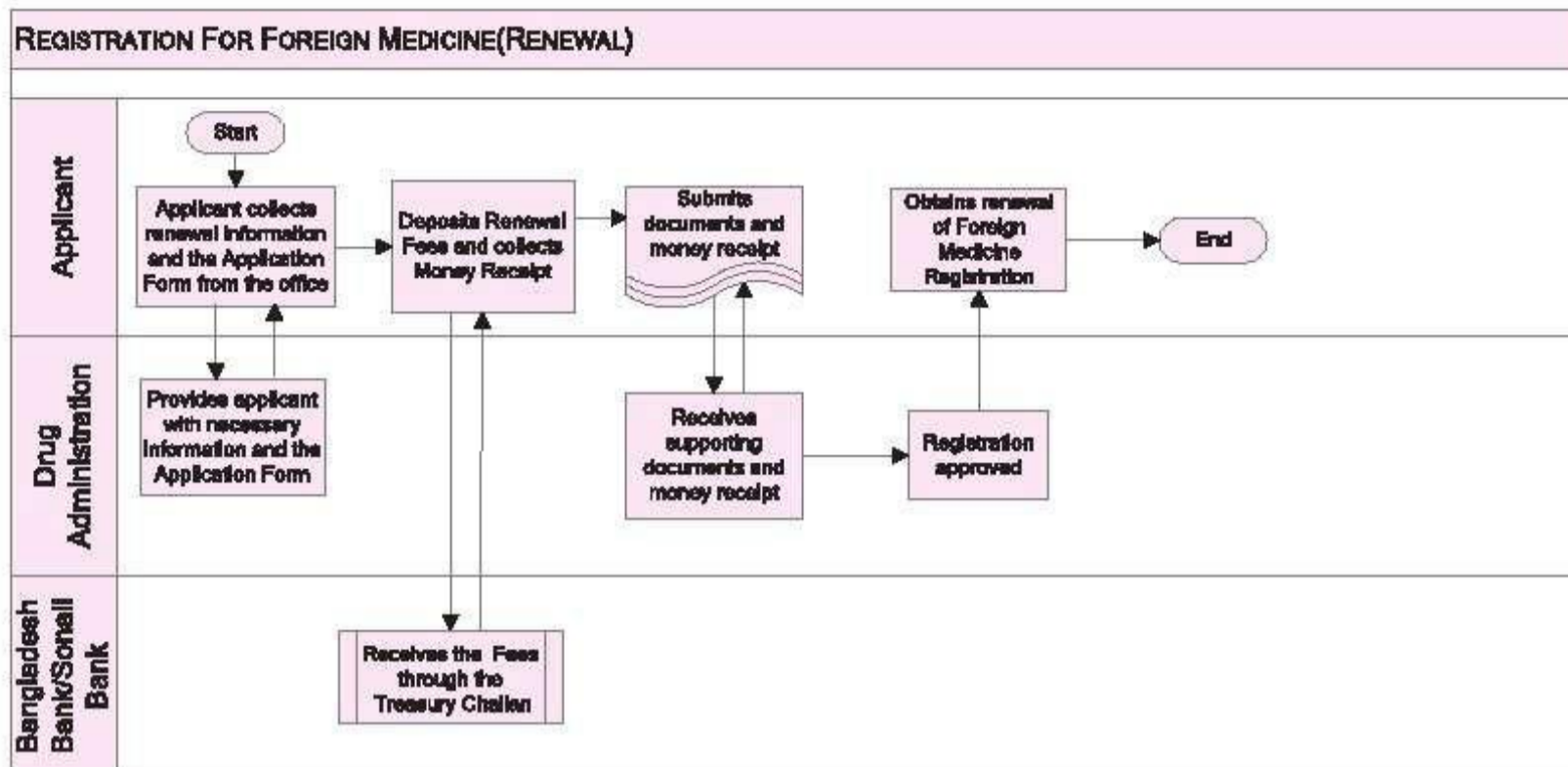
| Official Time Limit | Approximate Processing Time for Issuing the Registration |
|---------------------|--|
| 1-2 month           | Time may vary  |

Fee Schedule

|                      |               |
|----------------------|---------------|
| Per Item of Medicine | BDT 10,000.00 |
|----------------------|---------------|

## 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

- The Authority can ask for further documents if required
- 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]<br>Address : TCB Bhaban1, Kawran Bazar (2nd & 4th floor), Dhaka-1215<br>E-Mail : Info@epb.gov.bd<br>Phone : +88-02-9144821-4 (PABX)<br>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

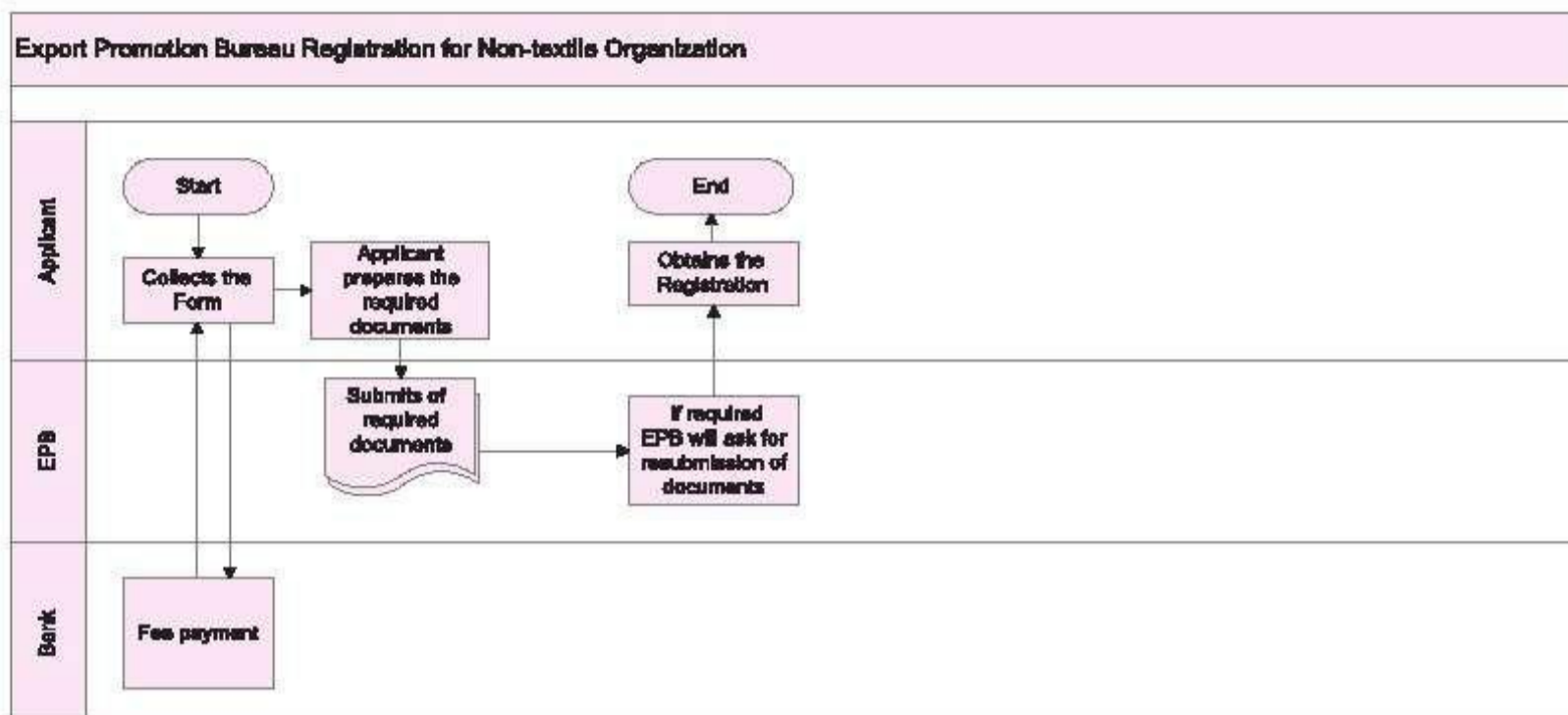
|         |  |
|---------|--|
| 2-3 day | On the basis of required documents time may vary |
|---------|--|

### Fee Schedule

|                      |             |
|----------------------|-------------|
| EPB Registration fee | BDT 1000.00 |
|----------------------|-------------|

## 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]<br>Address : TCB Bhaban1, Kawran Bazar (2nd & 4th floor), Dhaka-1215<br>E-Mail : Info@epb.gov.bd<br>Phone : +88-02-9144821-4 (PABX)<br>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  |

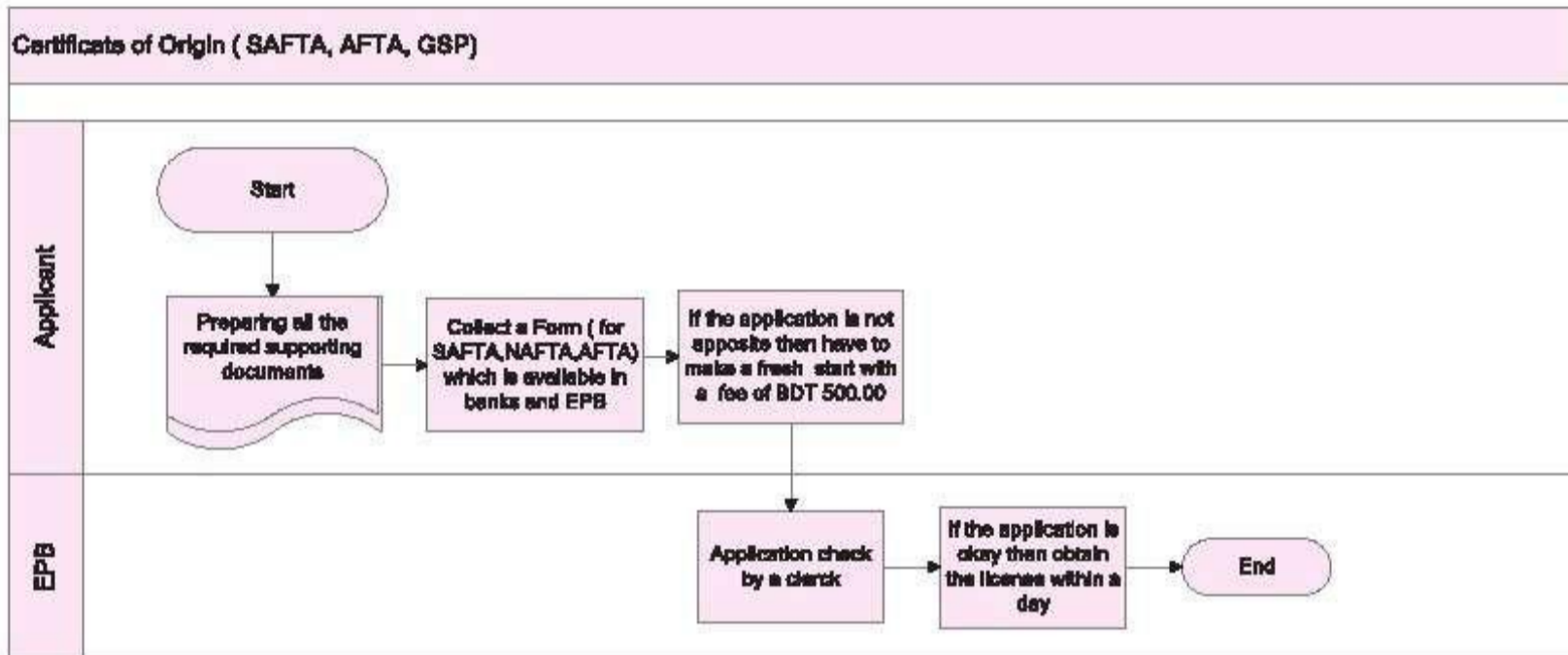
#### Process Steps

|        |  |
|--------|--|
| 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

|  |  |
|--|--|
| Legal Basis of the Certificate               | Trade Agreement among the countries  |
| The Nature of the Certificate                | Operational  |
| The Purpose of the Certificate               | To enjoy a free trade agreement facilities among SAFTA, APTA, SAPTA countries  |
| Territorial Scope of the Certificate         | International  |
| Eligibility Criteria to Obtain a Certificate | <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> |
| Information Availability                     | <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<br>Address: 342/1, Segunbagicha<br>Dhaka-1000<br>Phone : +88-02-9360554<br>Fax : +88-02-9341076<br>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

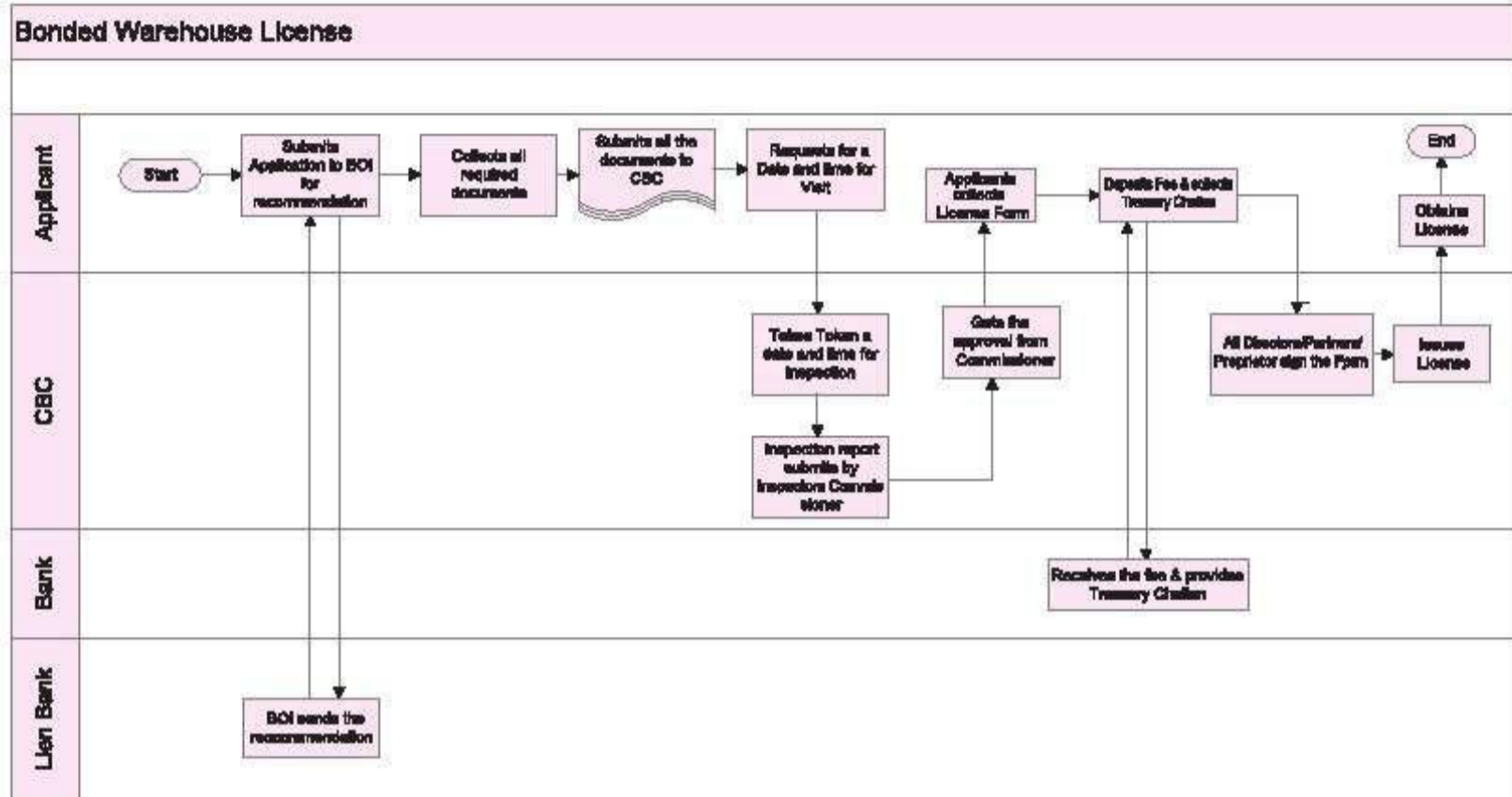
|         |   |
|---------|---|
| Step 1  | Applicant submits application to BOI for their recommendation   |
| Step 2  | Applicant receives the recommendation   |
| Step 3  | Collects or downloads Bond License Application Form.  |
| Step 4  | Download the list of documents needed for Bond License.   |
| 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   |

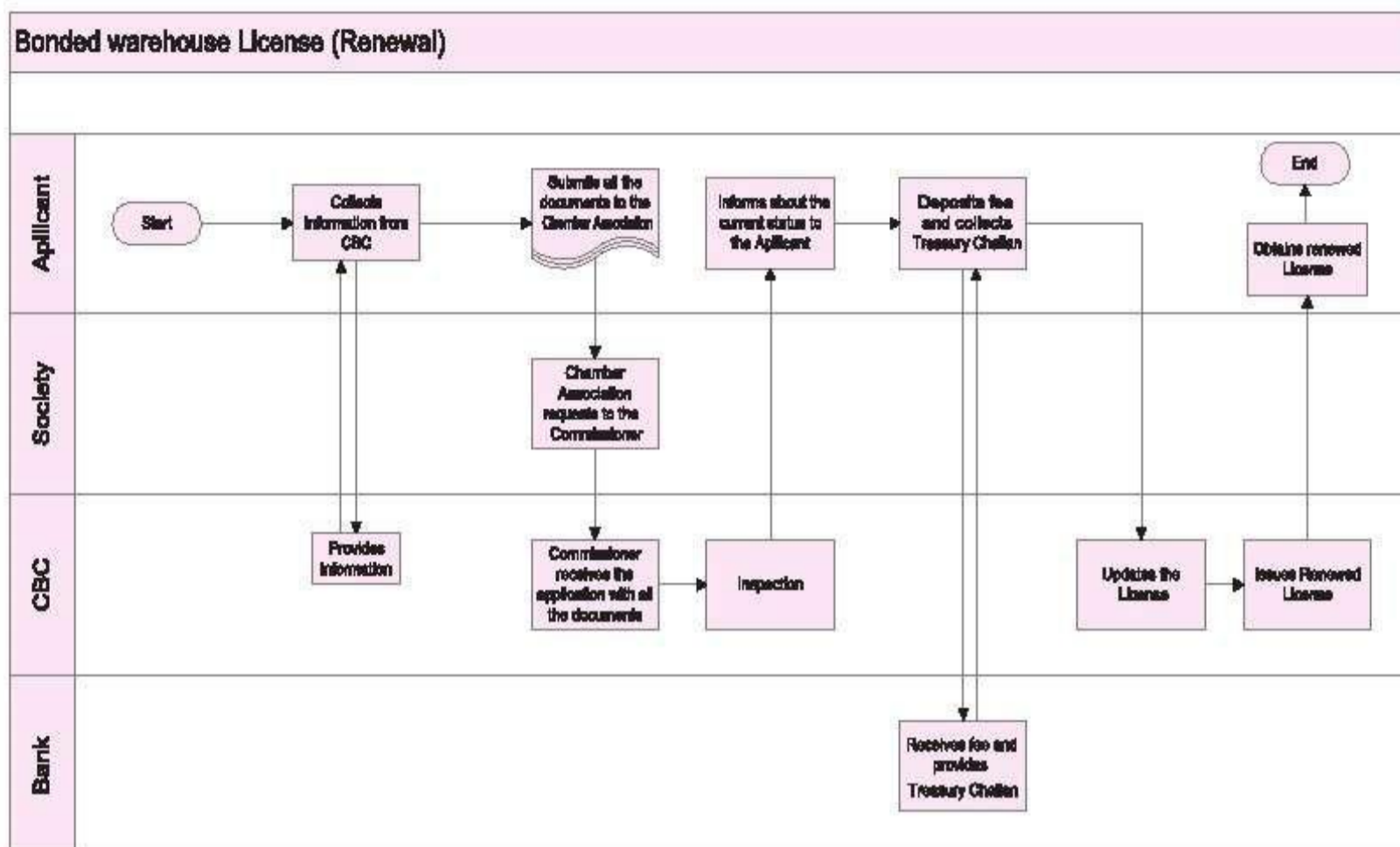
| Official Time Limit | Approximate Processing Time for Renewing the License |
|---------------------|--|
| 7 days              | Time may vary  |

## 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)<br>Address : TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka - 1215<br>Phone : +88-02-8189403<br>Fax : +88-02-8189402<br>Email : rjsc@roc.gov.bd<br>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     |

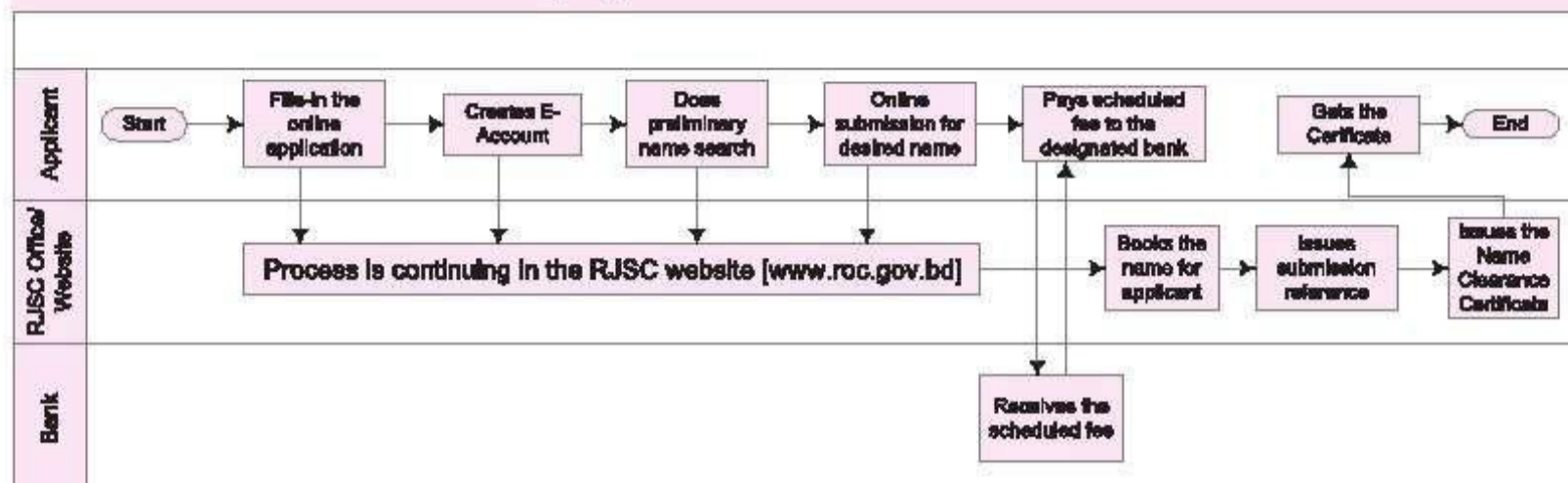
| Official Time Limit | Approximate Processing Time for Issuing the Certificate |
|---------------------|---|
| 4 hours             | 1 working day   |

#### 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)<br>Address: TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka - 1215<br>Phone : +88-02-8189403<br>Fax : +88-02-8189402<br>Email : rjsc@roc.gov.bd<br>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

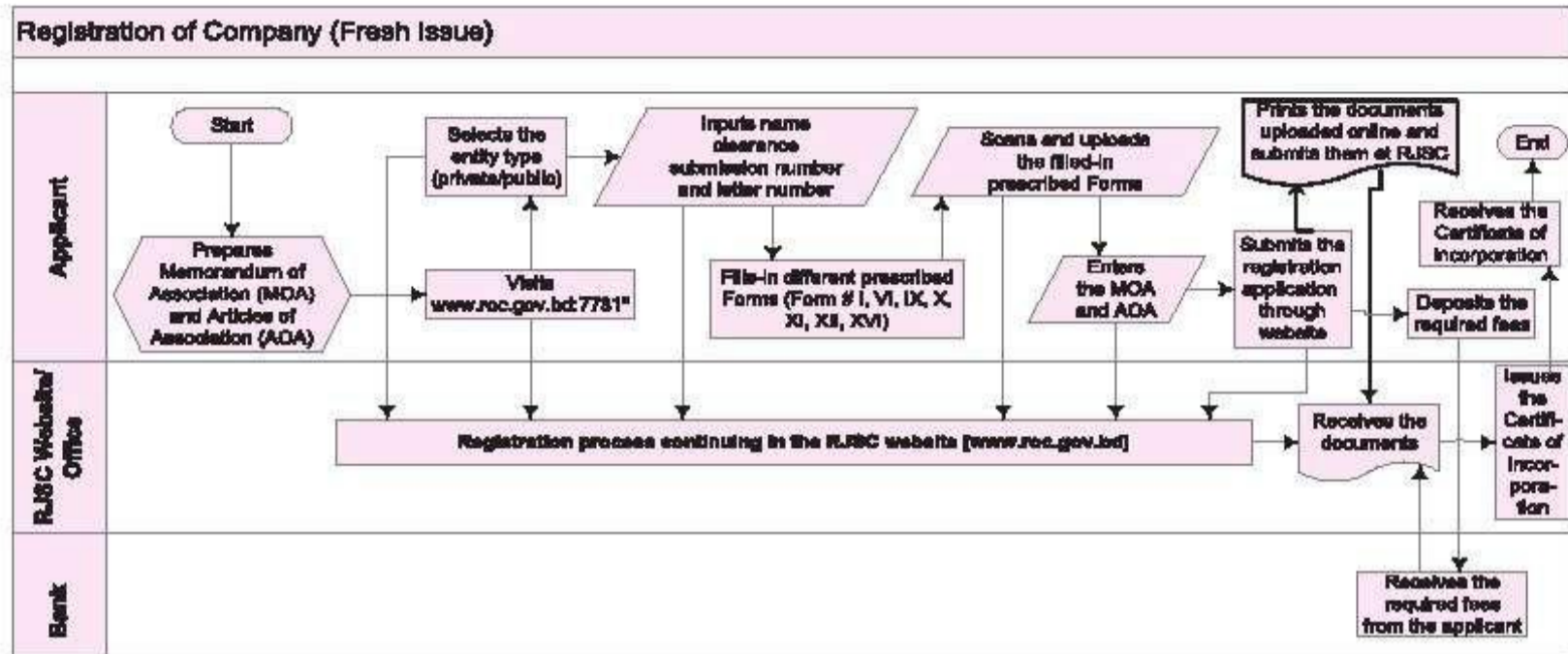
For filing 8 or 9 documents (7 or 8 filled in Forms plus 1 Memorandum & Articles of Association, @ BDT 200.00 per document): BDT 1,600.00 or 1,800.00

- 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),<br/>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

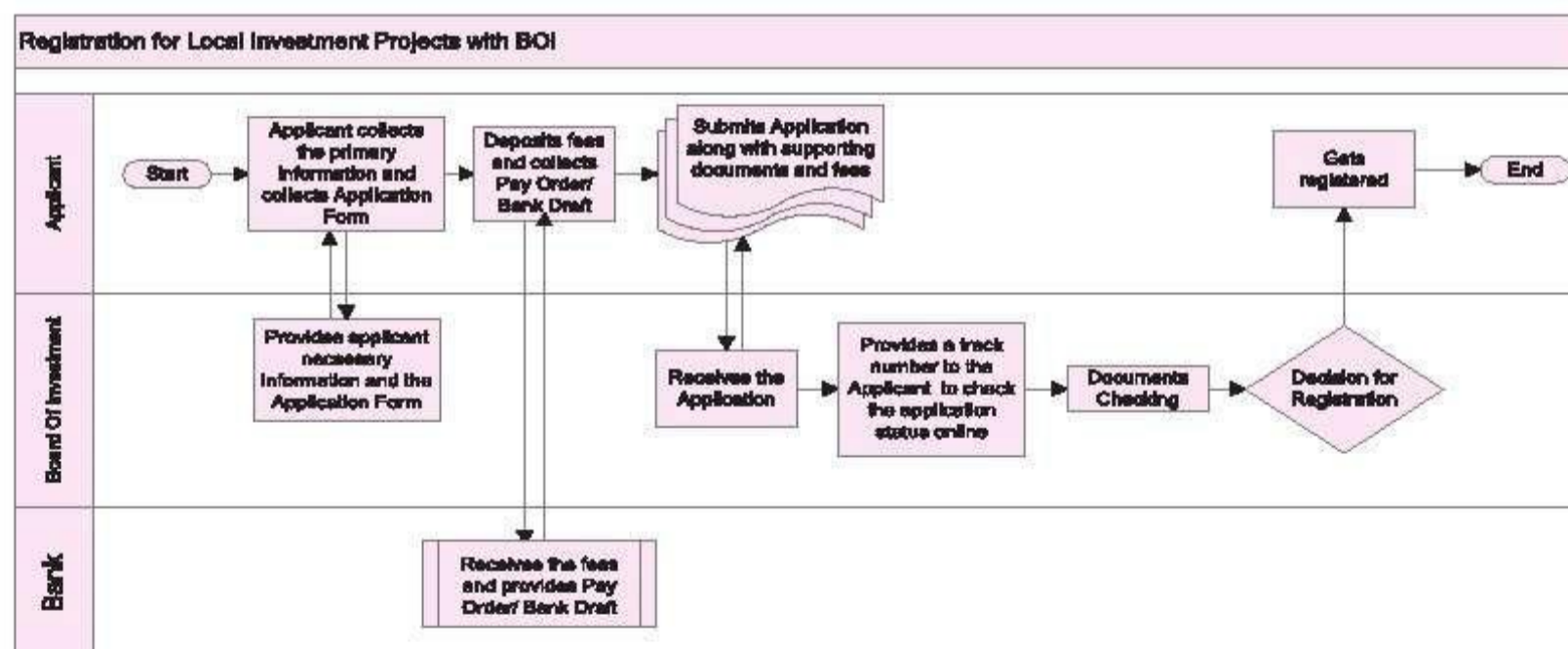
|        |   |
|--------|---|
| Step 1 | Applicant collects (for free) a local Registration Form of Investment project from Registration & Investment (R & I)-2 division or relevant divisional office of BOI  |
| Step 2 | Applicant deposits the Registration fee, as per Fee Schedule Table, from any scheduled 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)<br>Address : 4, DIT Avenue, Motijheel C/A, Dhaka - 1000<br>Phone : +88-02-9566711<br>E-Mail : dcig.dhaka@gmail.com<br>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)<br>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

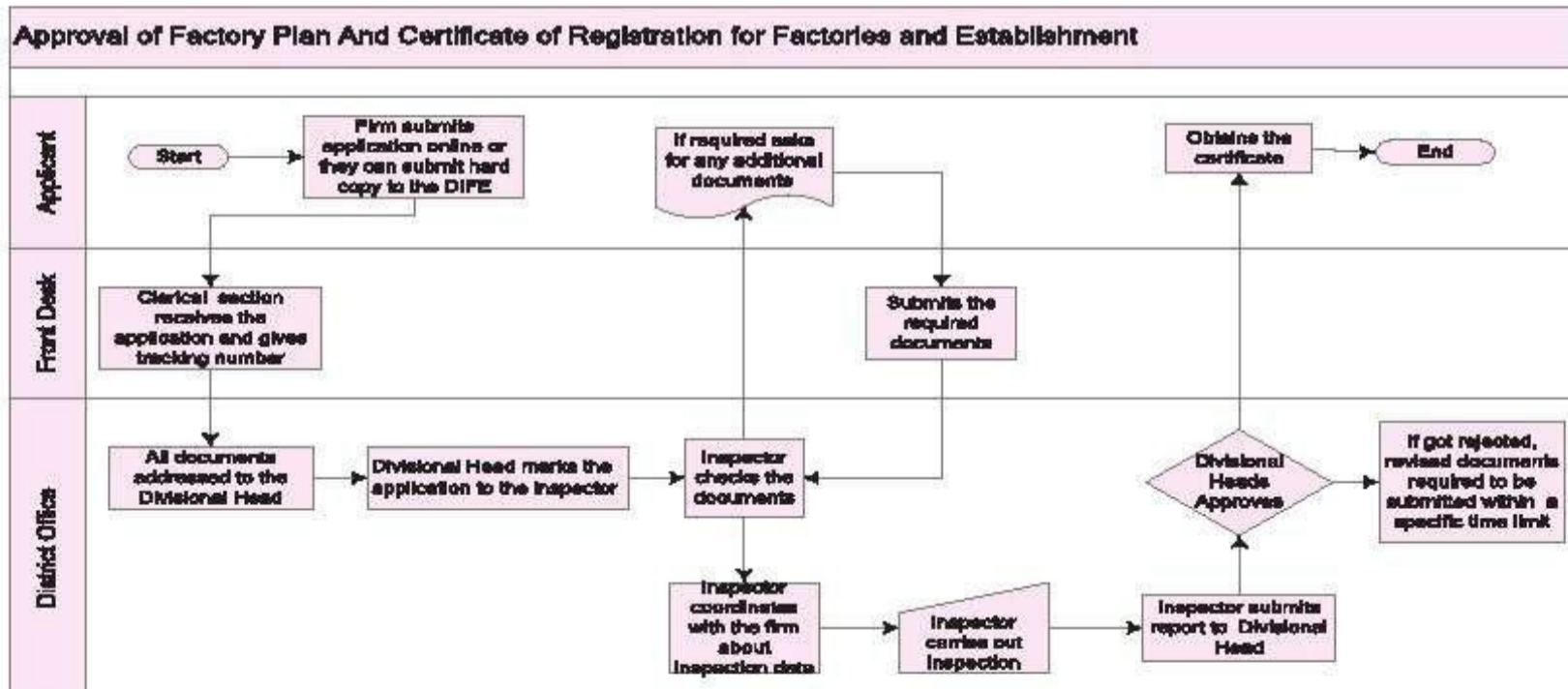
Number of Worker

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

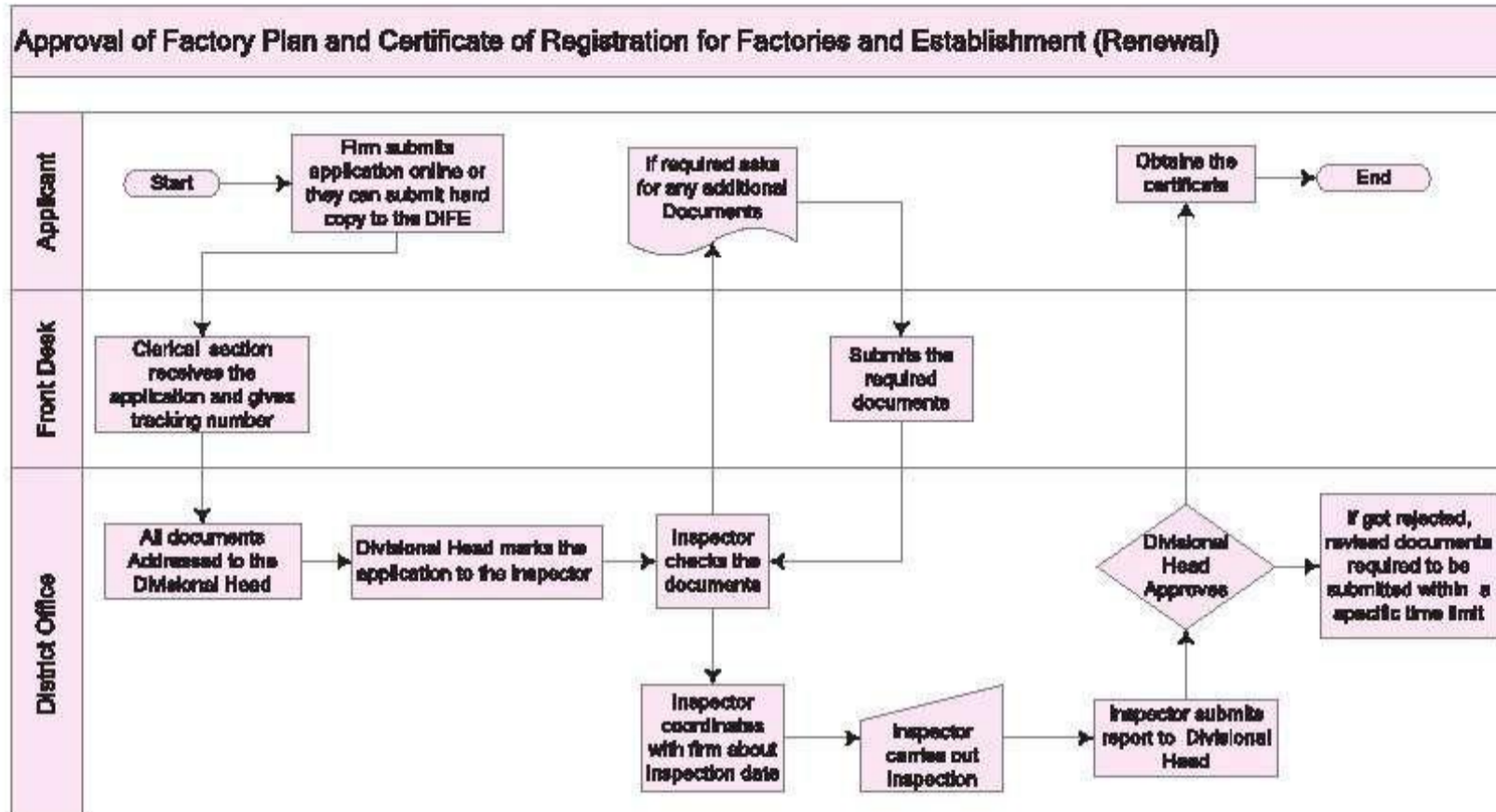
| Required Documents  | Remarks  |
|---|----------|
| 1. Form # 2 has a clause for renewal (Form # 2 on CCI&E website)                  | Original |
| 2. Application to the Divisional Head   | Original |
| 3. Certificate  | Original |
| 4. Treasury Challan address to the Chief Inspector of Factories 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)<br>Address: 137-138, Motijheel Commercial Area, Dhaka-1000<br>Phone : +88-02-9556191/2<br>Fax : +88-02-9550704<br>E-Mail : info@bscic.gov.bd<br>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**

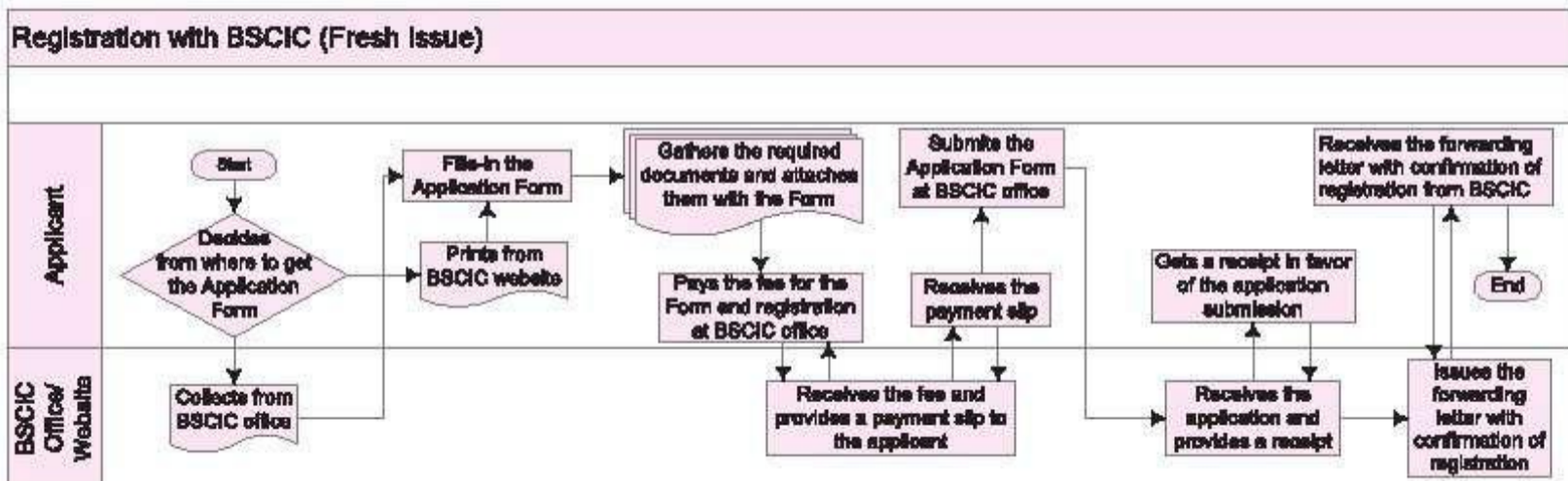
**A. Cost of application form**

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

**B. Registration fee**

| Types               | Level of Investment<br>(in BDT) | Registration Fee<br>(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  |

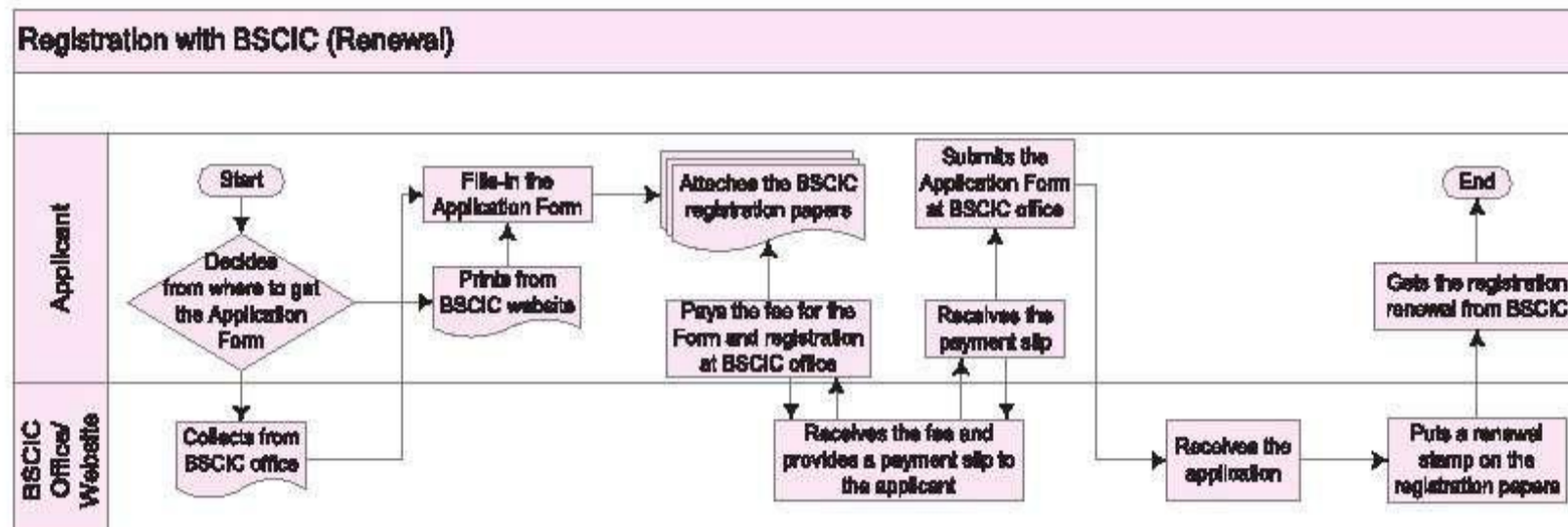
| Official Time Limit | Approximate Processing Time for Renewal of Registration |
|---------------------|---|
| 3 working days      | 3 working days  |

### Fee Schedule

#### A. Renewal fee

| Types               | Level of Investment     | Renewal Fee<br>(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/registration_form.pdf">www.bscic.gov.bd/images/pdf/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)<br>Address : Segun Bagicha, Dhaka 1000<br>Phone : +88-02-9358223<br>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   |

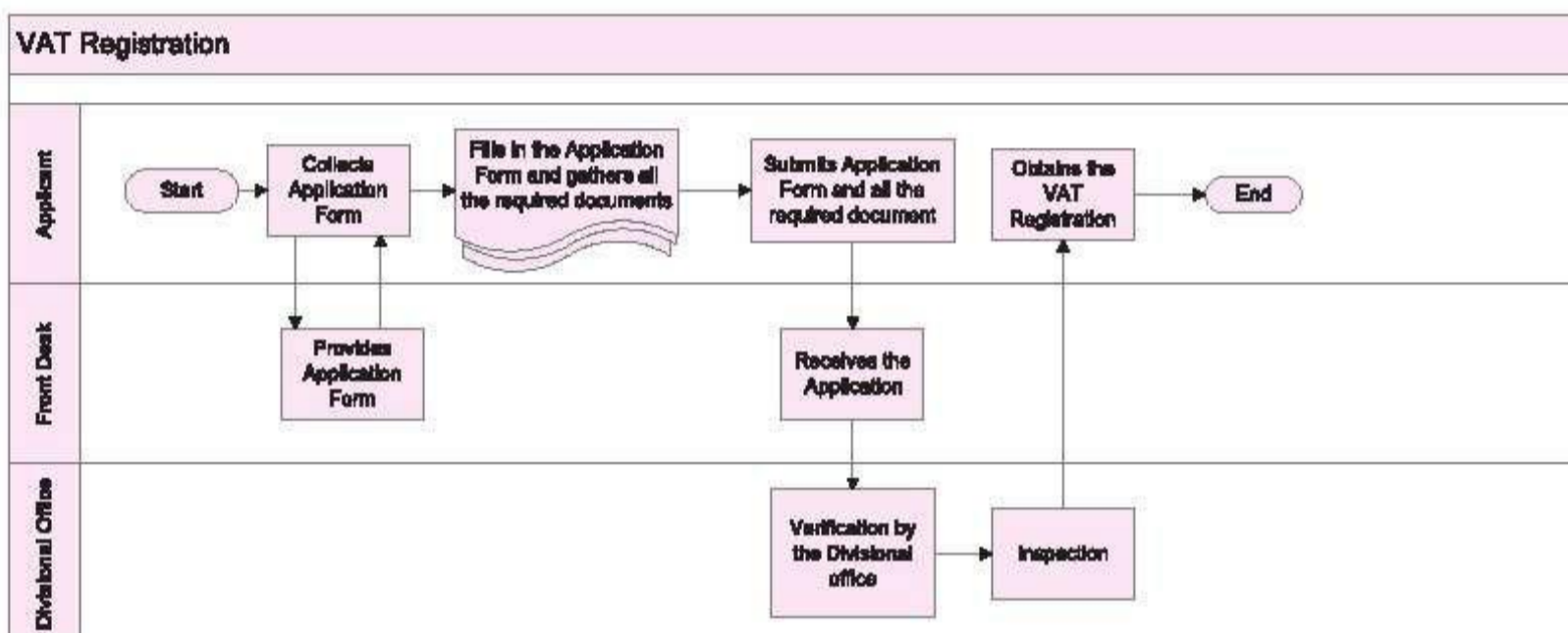
| Official Time Limit | Approximate Processing Time for Issuing the Registration |
|---------------------|--|
|---------------------|--|

|                |                |
|----------------|----------------|
| 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)<br/>Dhaka-1215 Bangladesh</p> <p><b>Phone</b> : +8802-9144821-24, +88-02-8180084, +88-02-8180086,<br/>+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**

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

**Official Time Limit**

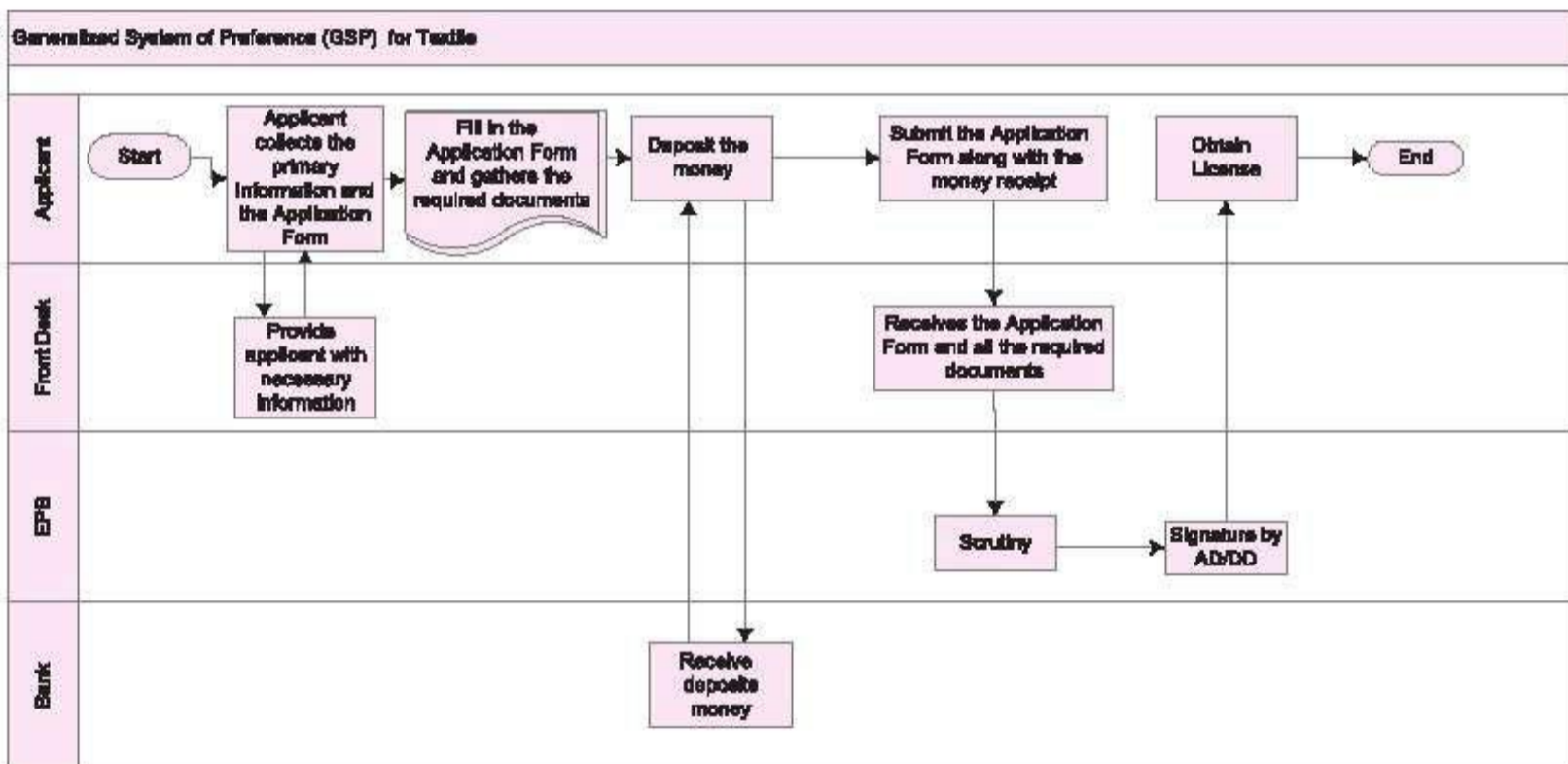
**Approximate Processing Time for Issuing the Certificate**

|                       |                       |
|-----------------------|-----------------------|
| <b>3 working days</b> | <b>3 working days</b> |
|-----------------------|-----------------------|

**Fee Schedule**

**Pay order: BDT 300.00**

**Process Map**



**General Information**

|   |   |
|---|---|
| <b>Legal Basis of the Certificate</b>       | <b>European Union Rules</b>   |
| <b>The Nature of the Certificate</b>        | <b>Sector specific and operational certificate (Textile)</b>  |
| <b>Territorial Scope of the Certificate</b> | <b>National</b>   |
| <b>Information Availability</b>             | <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

|   |  |
|---|--|
| <b>Category</b>                             | <b>Certificate</b>   |
| <b>Renewal Frequency of the Certificate</b> | Renewal is not required  |
| <b>Issuing 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)<br/>Dhaka-1215.</p> <p><b>Phone</b> : +88-02-9144821-24, +88-02-8180084, +88-02-8180086,<br/>+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 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

|               |  |
|---------------|--|
| <b>Step 1</b> | Applicant Collects three (3) sets of Application Form          |
| <b>Step 2</b> | Applicant submits Application Form with the relevant documents |
| <b>Step 3</b> | Obtains Certificate from the Front Desk                        |

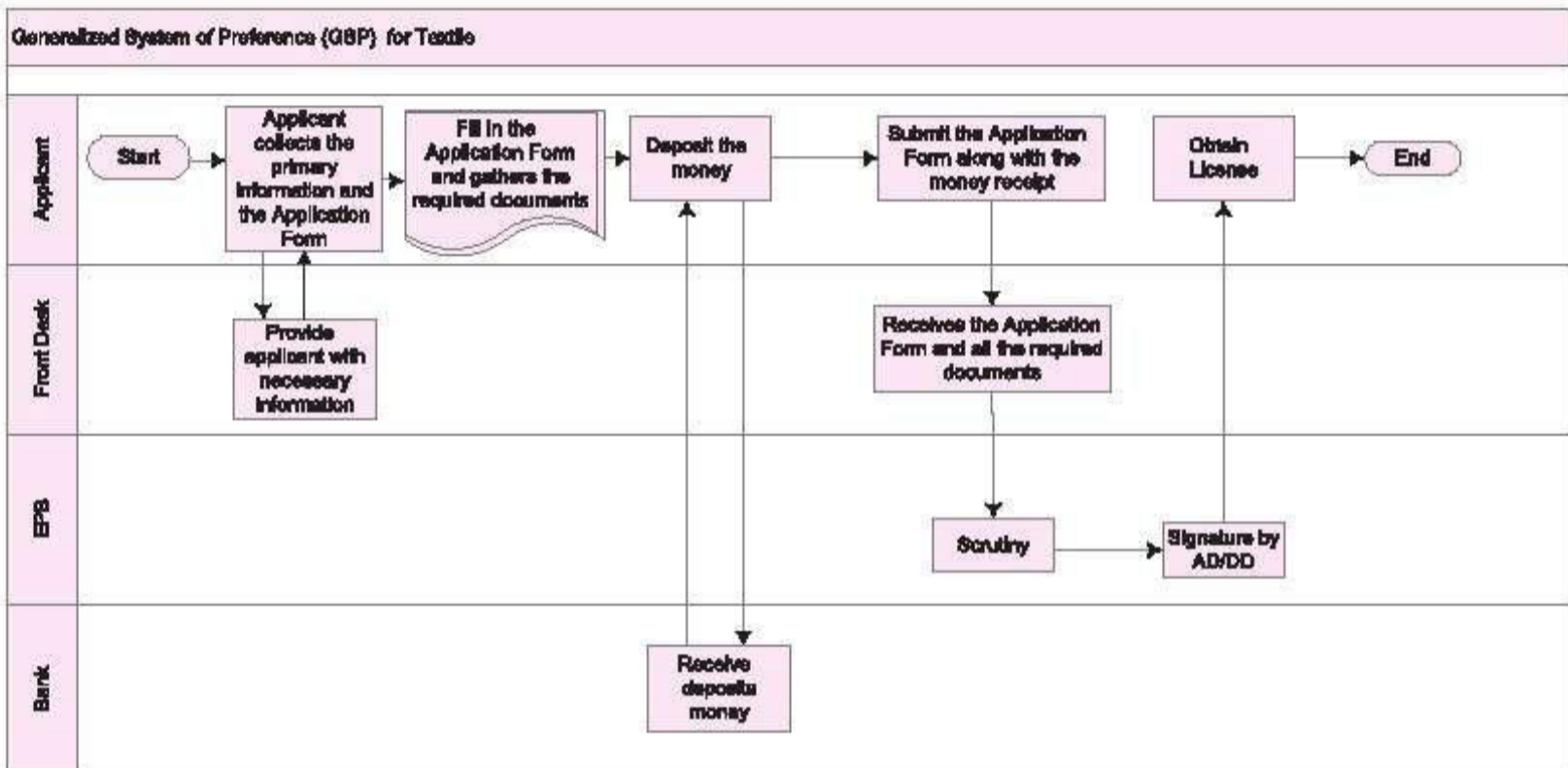
## INVESTMENT

| 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                   | <p>Name : Bangladesh Standards and Testing Institutions (BSTI)</p> <p>Address : 116 A, Tejgaon I/A, Dhaka-1208</p> <p>Phone : +88-02-8821462, +88-02-9131581</p> <p>E-Mail : bsti@bangla.net</p> <p>Website : www.bstibd.org</p> |

### 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

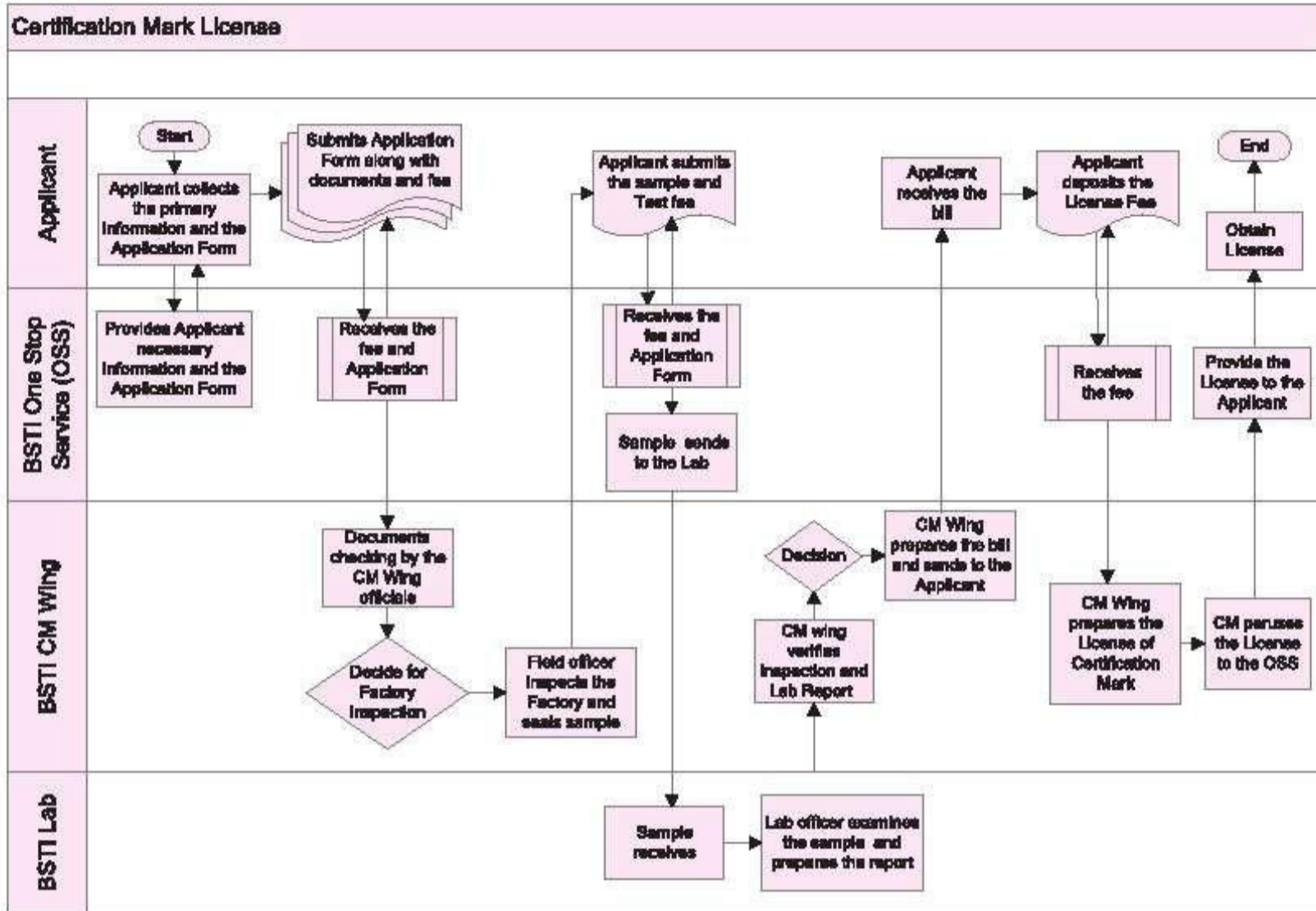
Marking fee (0.1% of approximate production capacity) x (x factory price)

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   |

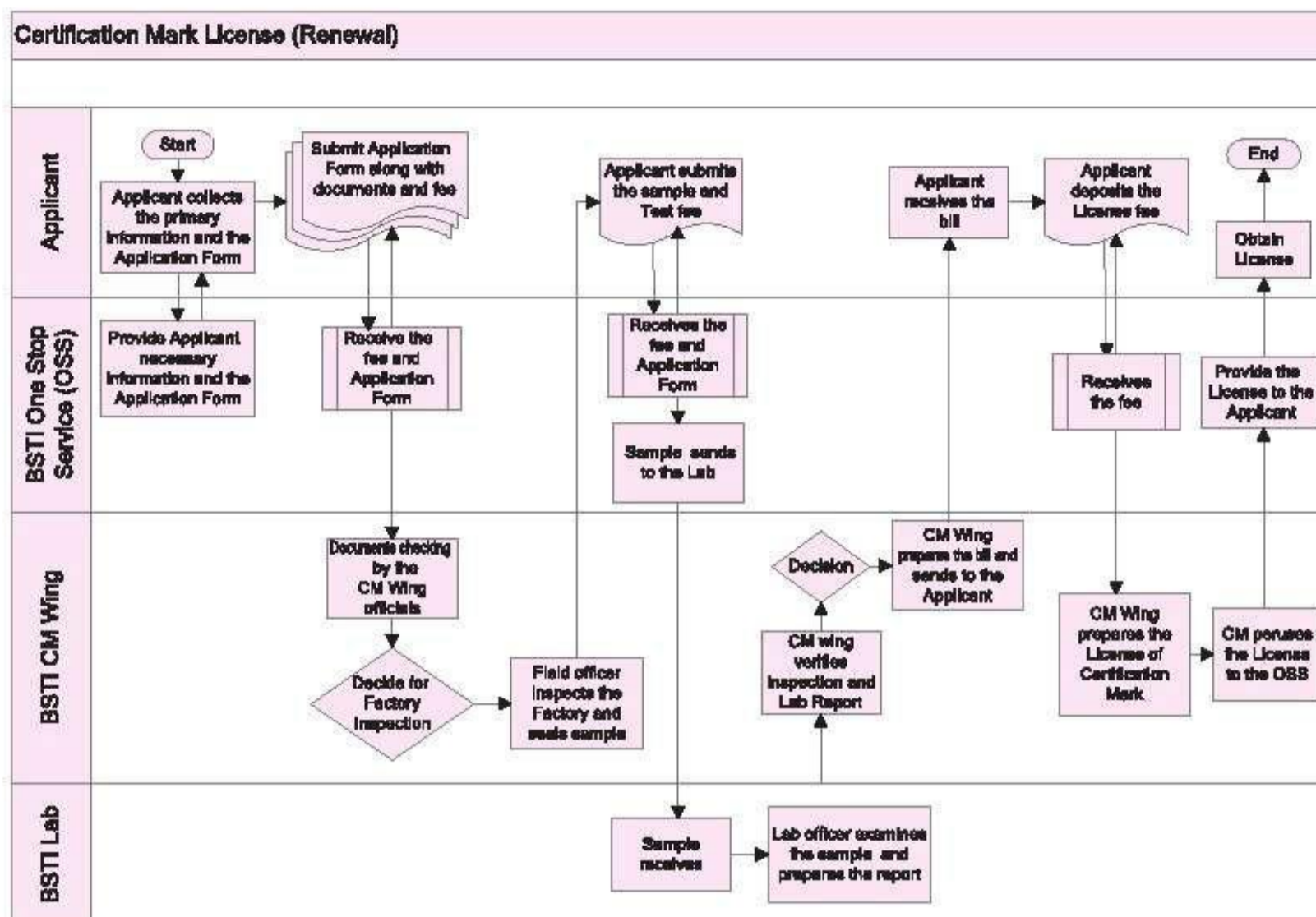
## INVESTMENT

|         |  |
|---------|--|
| 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<br>( 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                      | <p>Name : Board of Investment (BOI)</p> <p>Address : Prime Minister's Office, Jiban Bima Tower (19th Floor),<br/>10 Dilkusha C/A, Dhaka 1000</p> <p>PABX : +88-02-7169580</p> <p>Fax : +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> |

### 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  |

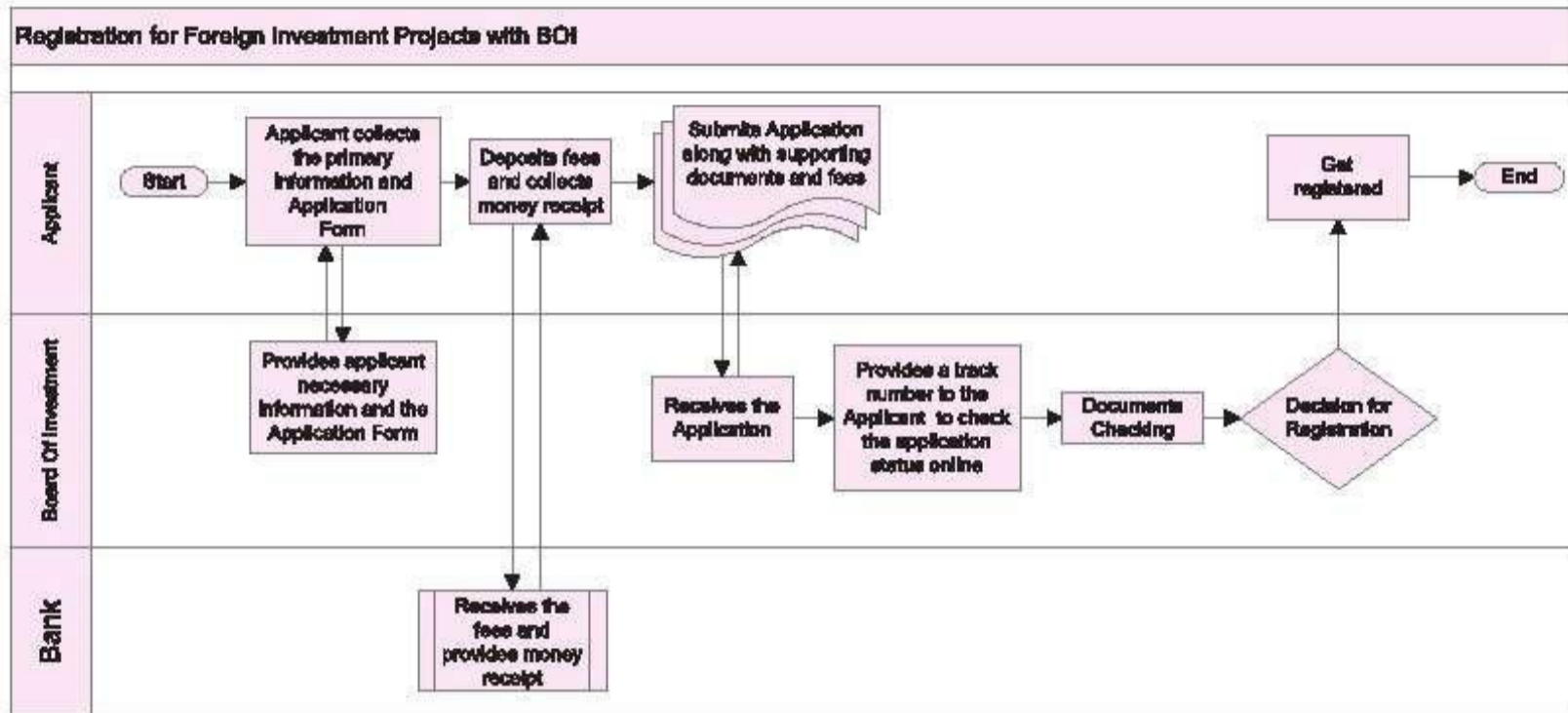
| Official Time Limit | Approximate Processing Time for Issuing the Registration |
|---------------------|--|
| 1-2 working days    | 15 - 30 working days                                     |

### 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>Permission</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>                  | <p><b>Name</b> : Board of Investment (BOI)</p> <p><b>Address</b> : Jiban Bima Tower, 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> : service@boi.gov.bd</p> <p><b>Website</b> : www.boi.gov.bd</p> |

**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 |
|---|---|

### 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 |
|-------------|--------------|

### 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> | Submits the Application Form with relevant documents at the BOI office.  |
| <b>Step 2</b> | BOI transfers all the documents to the Ministry of Home Affairs for clearance  |
| <b>Step 3</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>Step 4</b> | Obtains the renewal Permit from R & I -(Commercial) Wing of BOI  |

**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>                 | Bangladesh Visa Policy, 2007   |
| <b>The Nature of the Permit</b>                  | Sector specific (Industrial Units)   |
| <b>The Purpose of the Permit</b>                 | In order for any business registered in Bangladesh to employ foreign nationals   |
| <b>Territorial Scope of the Permit</b>           | National   |
| <b>Eligibility Criteria to Obtain the Permit</b> | <ul style="list-style-type: none"> <li>Nationals of the countries recognized by Bangladesh will be considered for employment</li> <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

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

### 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>      |

**Official Time Limit**

**15 working days**

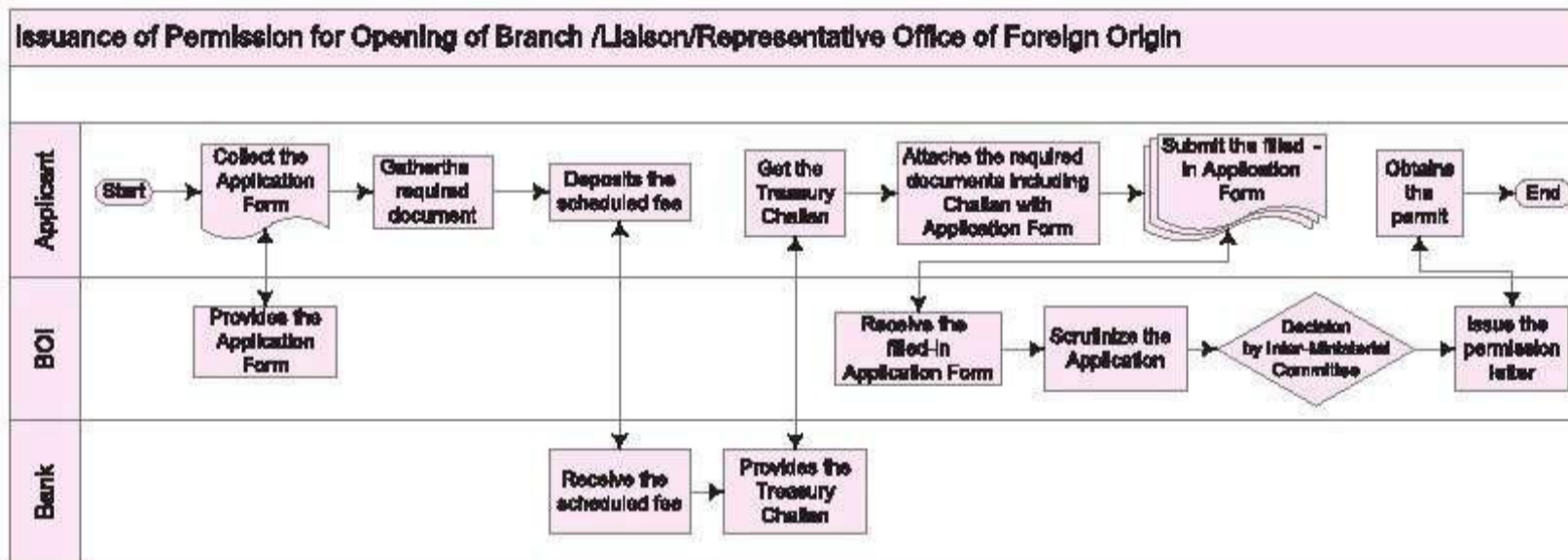
**Approximate Processing Time for Issuing the Permit**

**15 working days**

**Fee Schedule**

**BDT 25,000.00**

**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

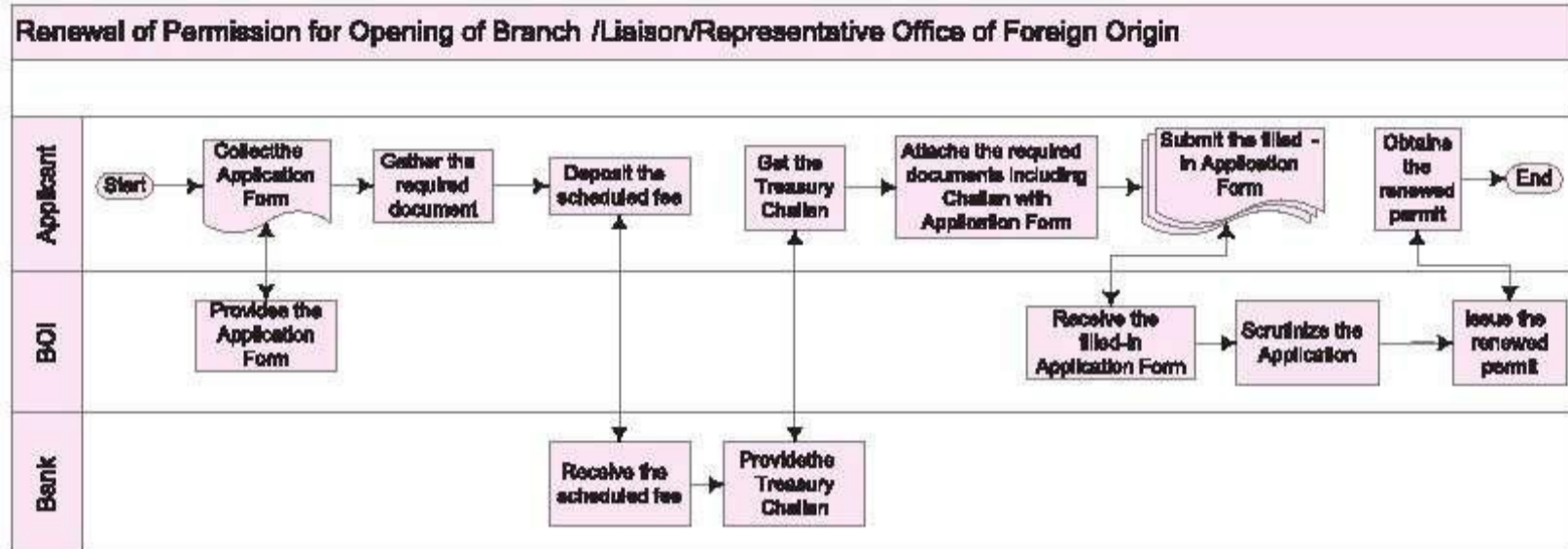
|        |   |
|--------|---|
| Step 1 | Applicant collects of the Application Form  |
| Step 2 | Gathers required documents  |
| Step 3 | Applicant makes payment of the scheduled fee and collects the Treasury Challan            |
| Step 4 | Fills-In the Application Form and attaching the required documents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

| Official Time Limit | Approximate Processing Time for Renewing the Permit |
|---------------------|---|
| 15 working days     | 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<br><br>(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

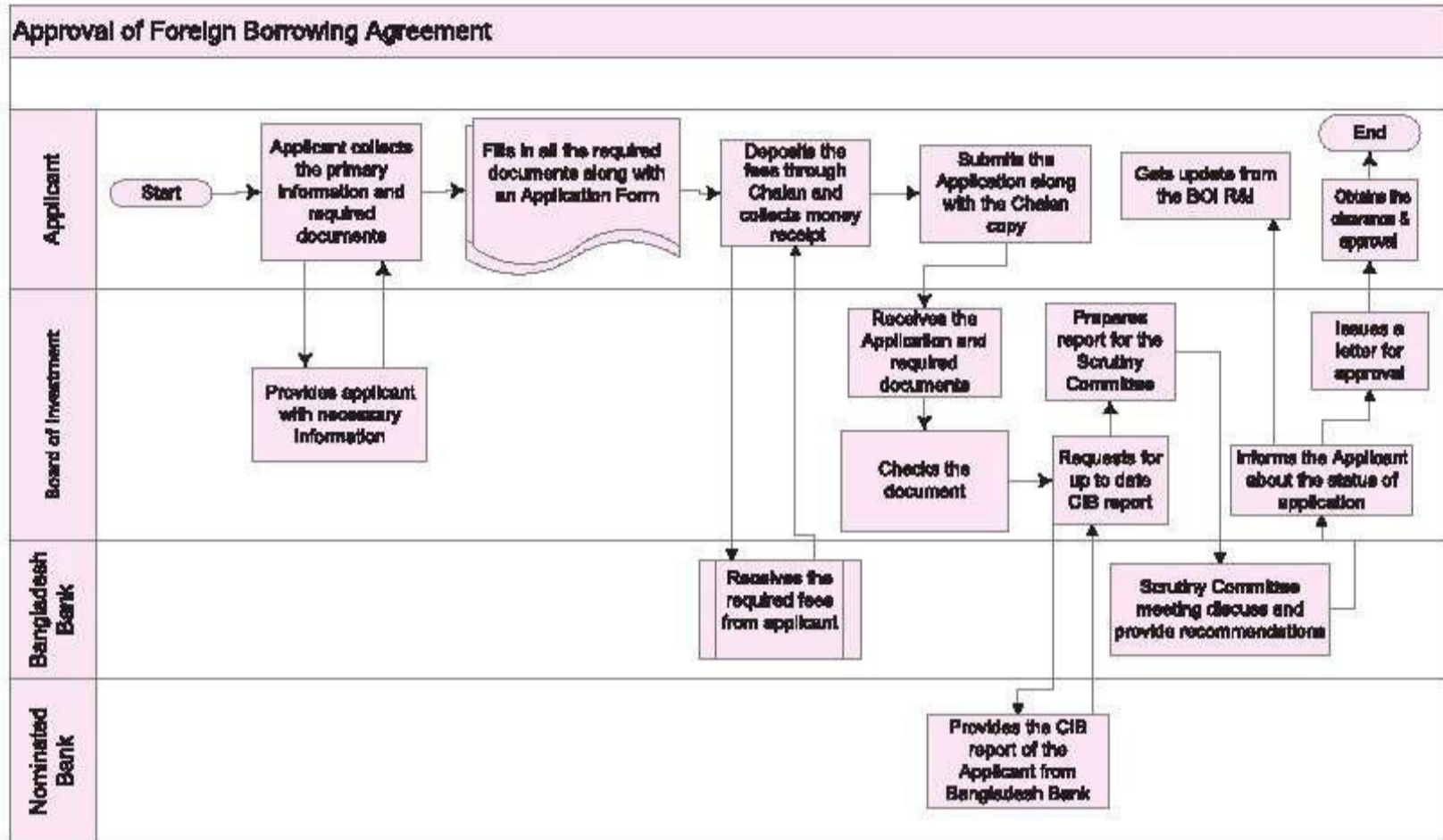
Depends on the Scrutiny Committee meeting

### 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

|  |   |
|--|---|
| <b>Category</b>                          | <b>Approval</b>   |
| <b>Renewal Frequency of the Approval</b> | Renewal is not required   |
| <b>Issuing Ministry</b>                  | Ministry of Power, Energy and Mineral Resources   |
| <b>Incumbent Office</b>                  | <p><b>Name</b> : Titas Gas Transmission &amp; Distribution Company Limited</p> <p><b>Address</b> : Titas Gas Bhaban, 105 Kazi Nazrul Islam Avenue, Kawranbazar Commercial Area, Dhaka - 1215</p> <p><b>Phone</b> : +88-02-8112135-42; +88-02-8150261; +88-02-8150805</p> <p><b>Website</b> : <a href="http://www.titasgas.org.bd">www.titasgas.org.bd</a></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 | Approximate Processing Time for Issuing the Approval |
|---------------------|--|
| 120 day             | 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]

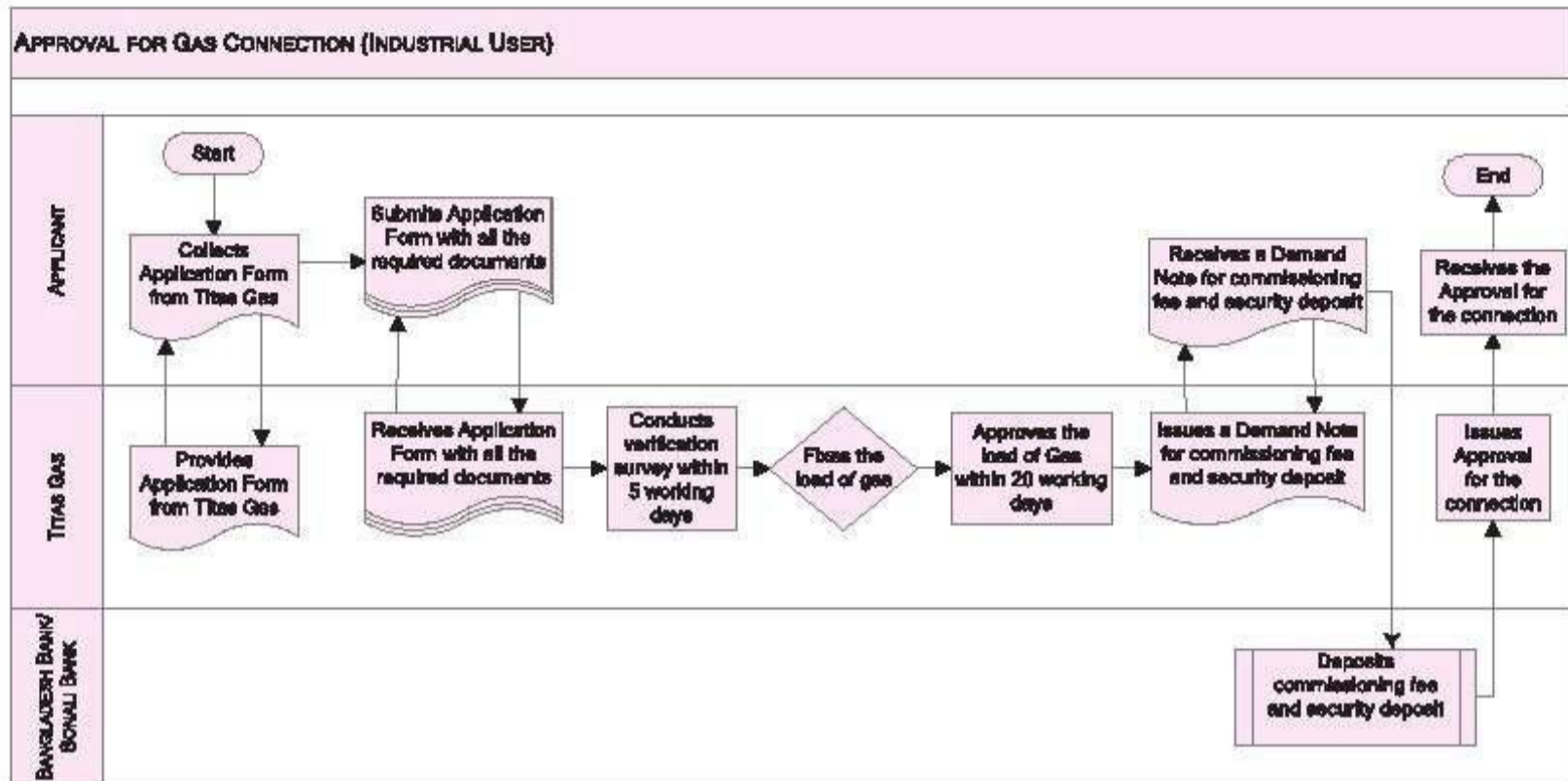
Security deposit (according to rate fixed by Titas Gas):

- (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]

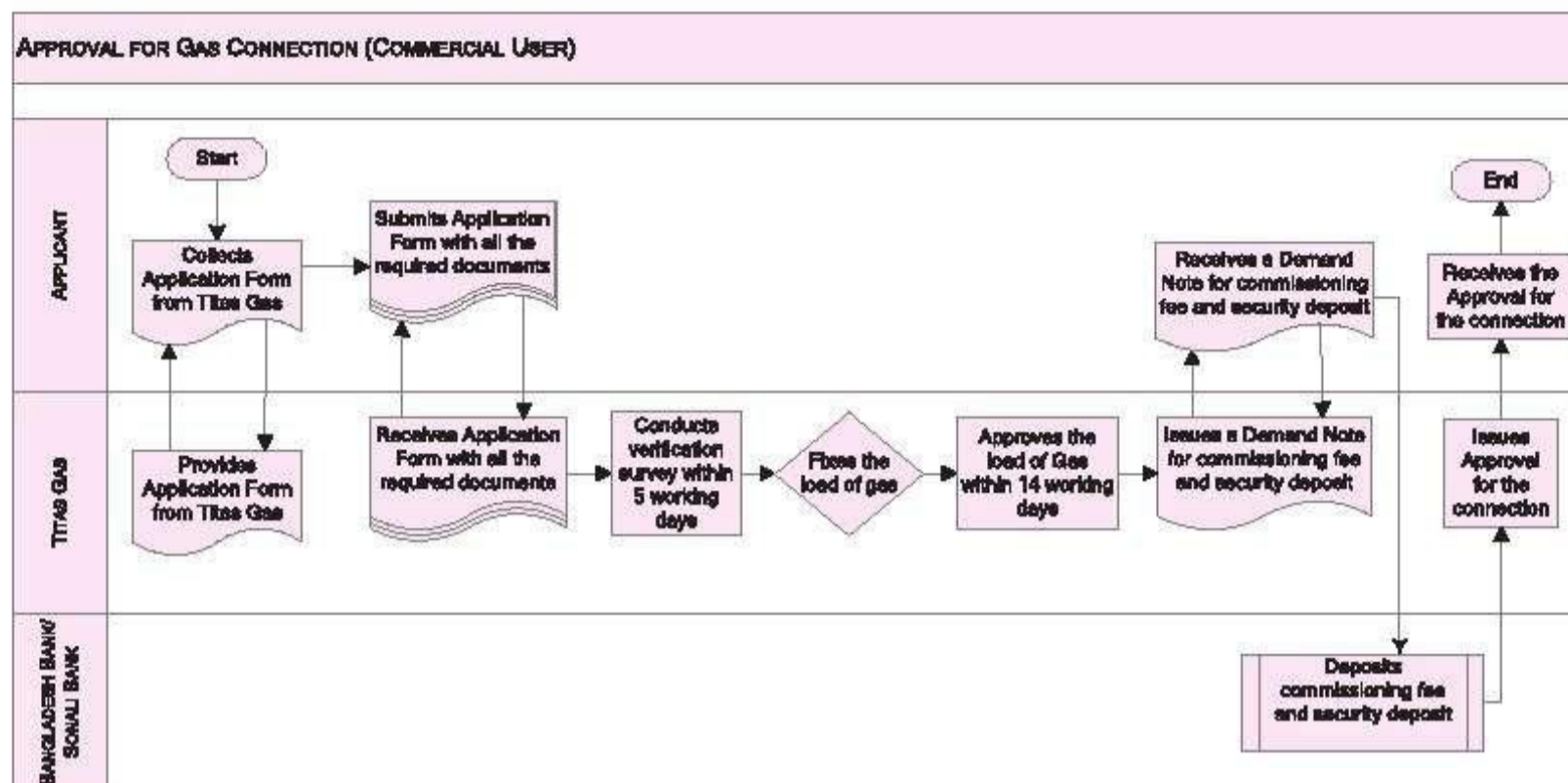
Security deposit (according to rate fixed by Titas Gas):

(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

|  |  |
|--|--|
| <b>Legal Basis of the Approval</b>                 | <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>   |
| <b>The Nature of the Approval</b>                  | General  |
| <b>The Purpose of the Approval</b>                 | Start-up   |
| <b>Territorial Scope of the Approval</b>           | Local  |
| <b>Eligibility Criteria to Obtain the Approval</b> | Resident of Bangladesh   |
| <b>Information Availability</b>                    | <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 : Bakhrebah 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)<br>Address : Telejogajog Bhaban, 37/E, Eskaton Garden, Dhaka<br>Phone : +88-02-9320100<br>E-Mail : ddt@btcl.net.bd, duralaponi@gmail.com<br>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                                      |

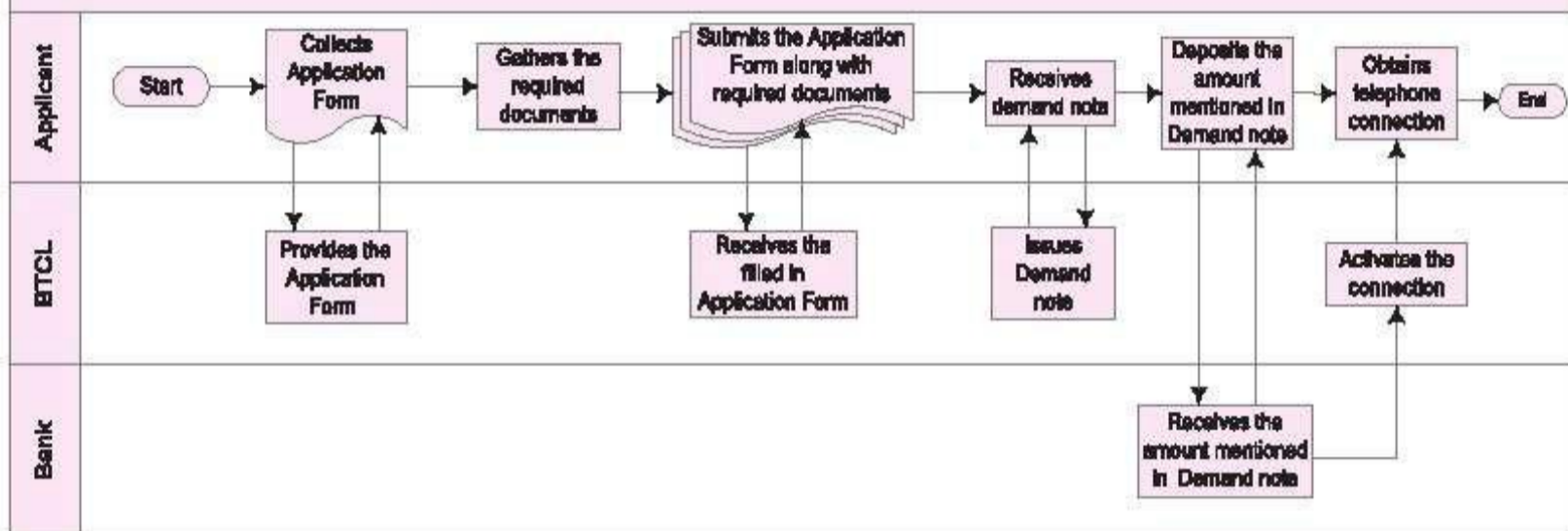
**Fee Schedule**

| 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

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

|        |  |
|--------|--|
| 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 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

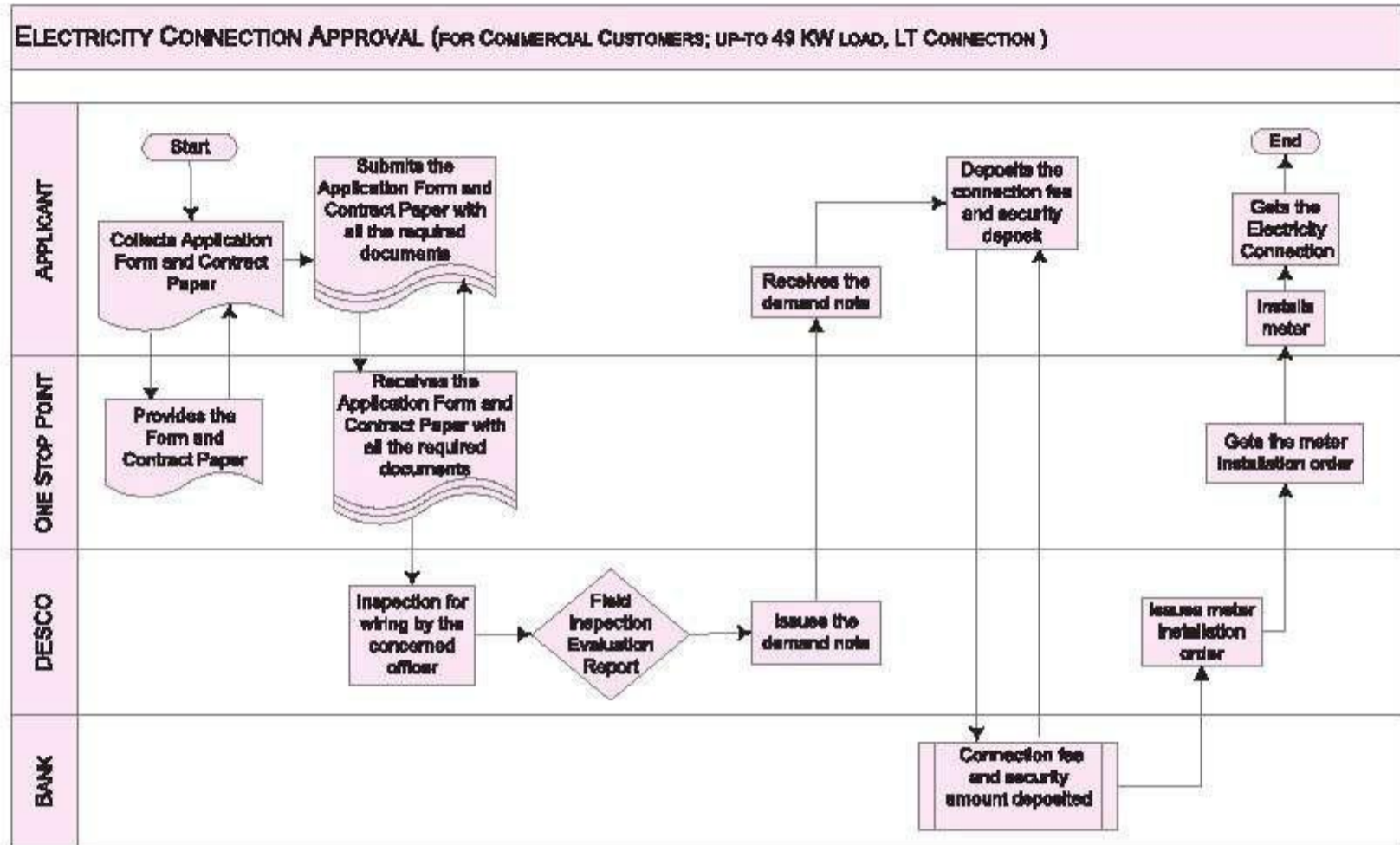
(b) 9 to 20 KW load BDT 4,500.00

(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 machineries 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

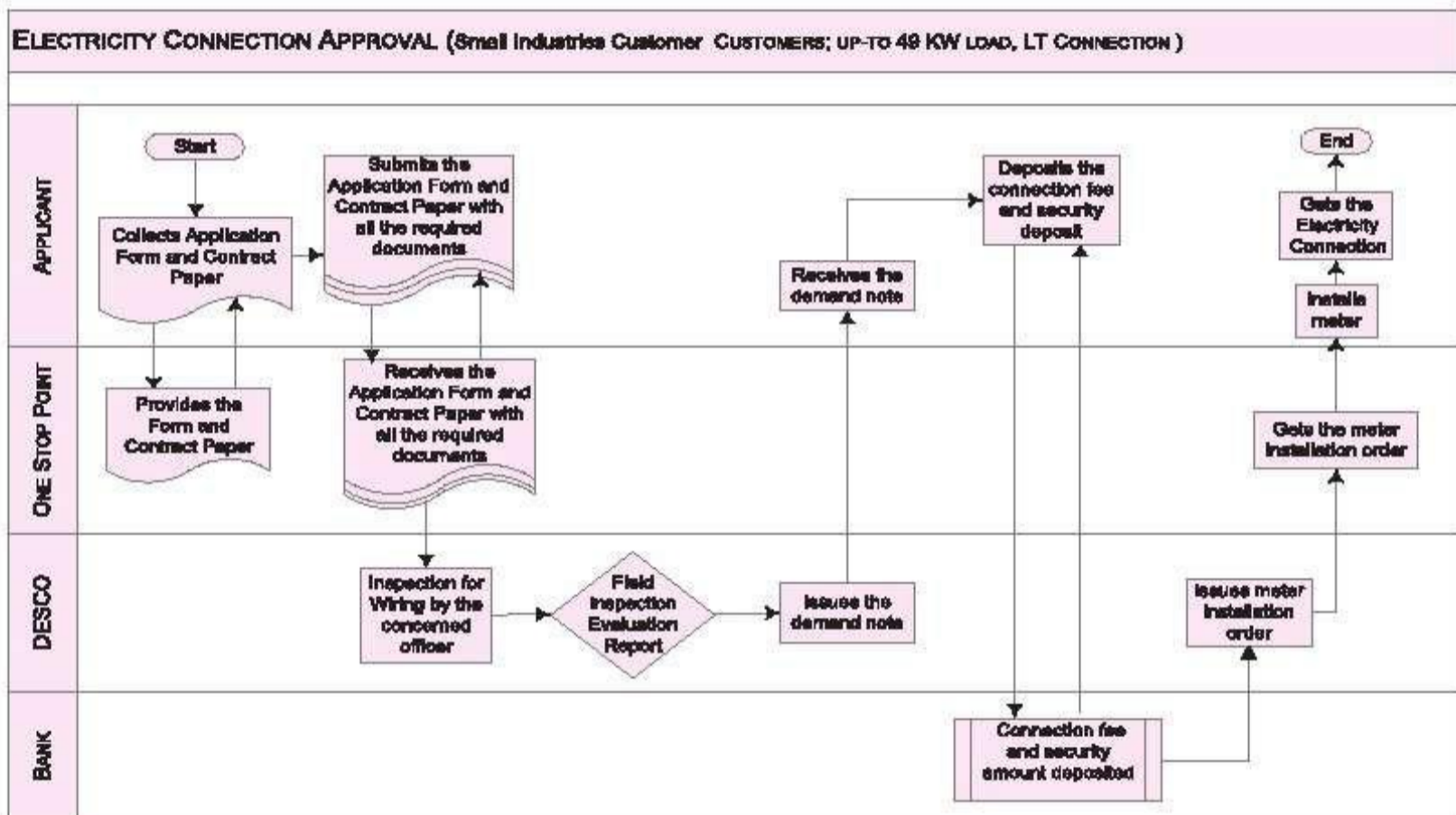
BDT 4,500.00

(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

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

### 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

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

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

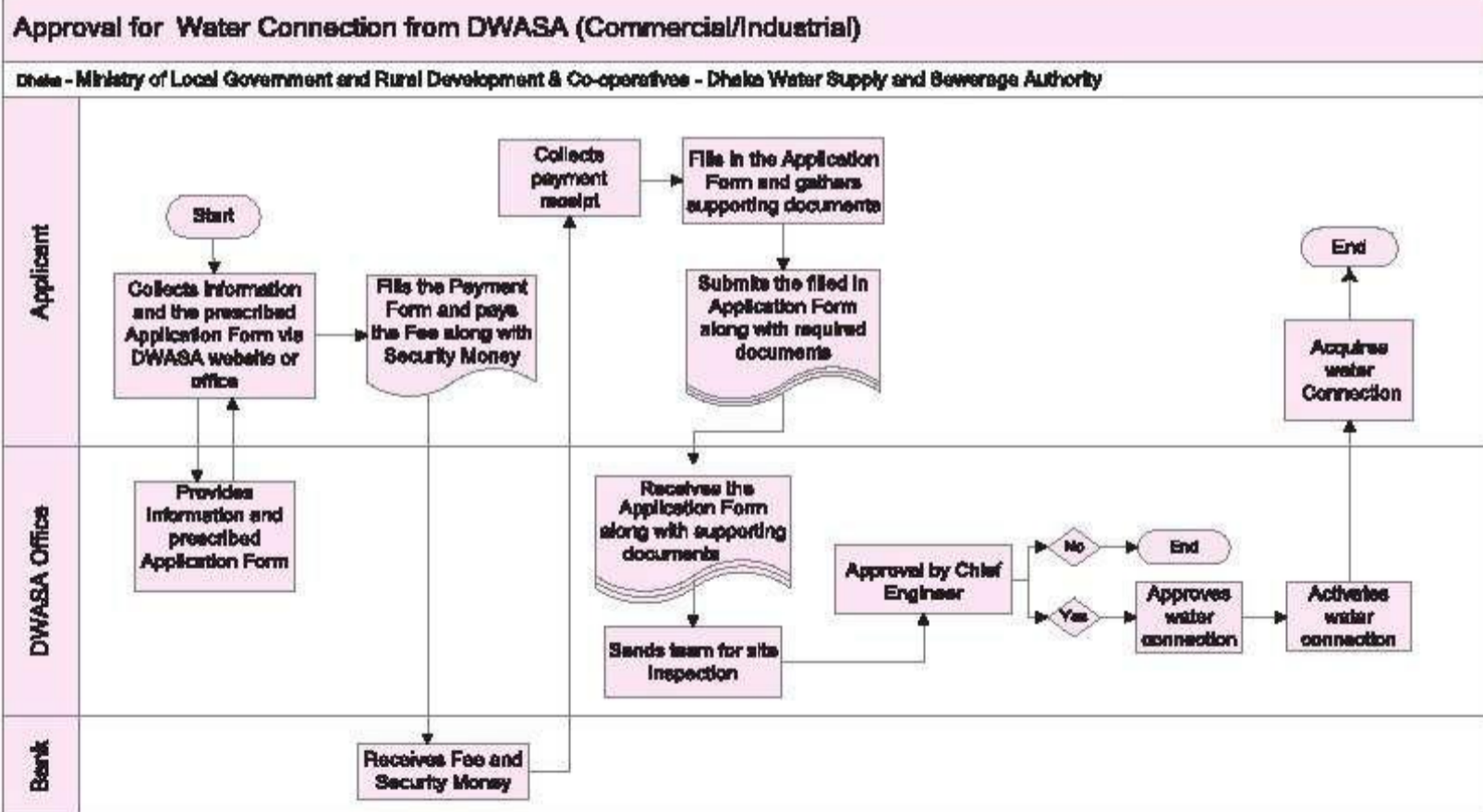
**Fee Schedule**

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

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

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

| Required Documents   | Remarks  |
|--|--|
| 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

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

<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                                    |

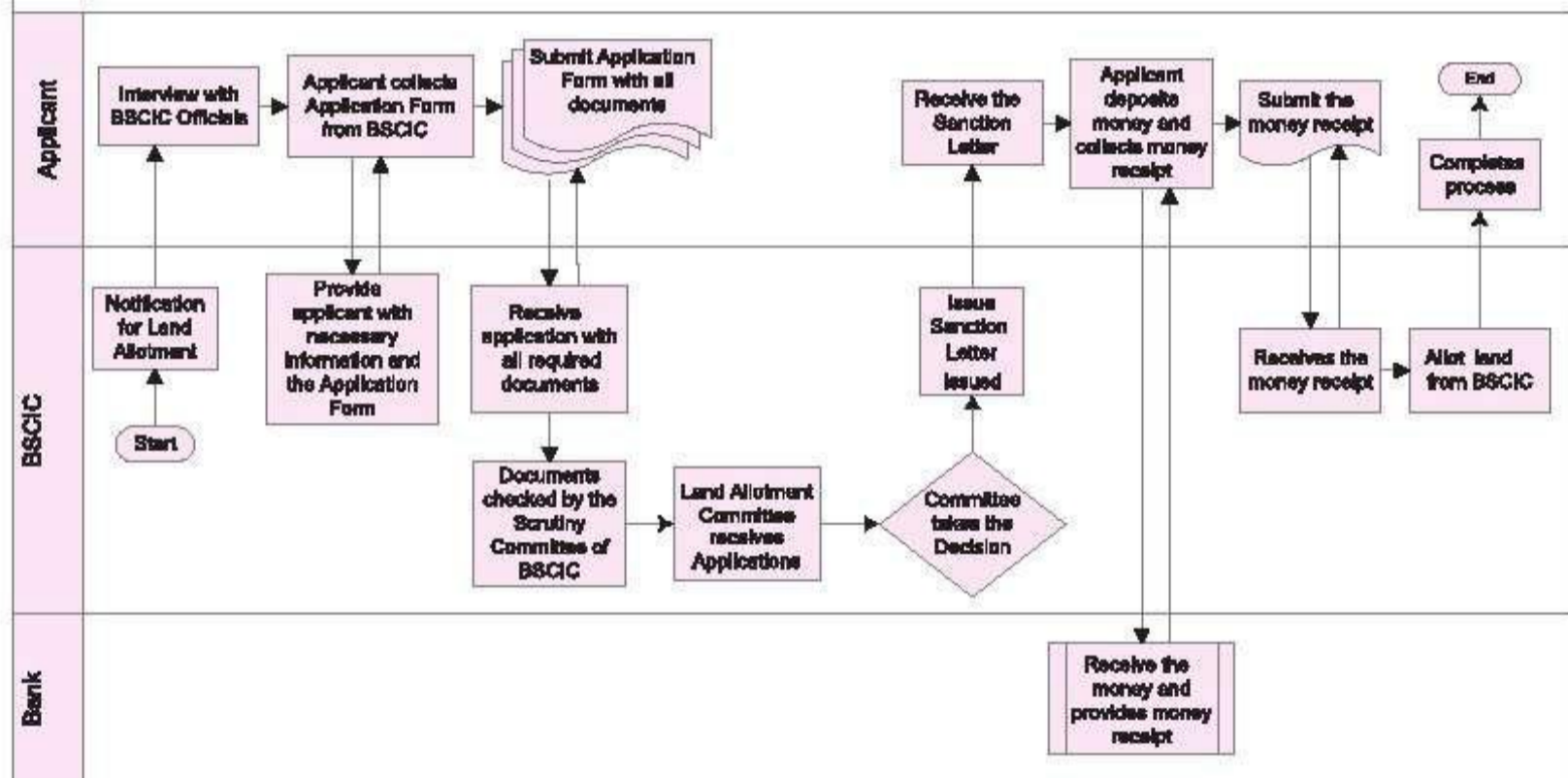
### Fee Schedule

Application Form: BDT 1,000.00

Cost of Land

### Process Map

#### Allotment of Land In the Industrial Estate



### 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)<br>Address : 01, Rajuk Avenue, Motijhil, Dhaka-1000<br>E-Mail : chairman@rajukdhaka.gov.bd<br>Phone : +88-02-9564577<br>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 |

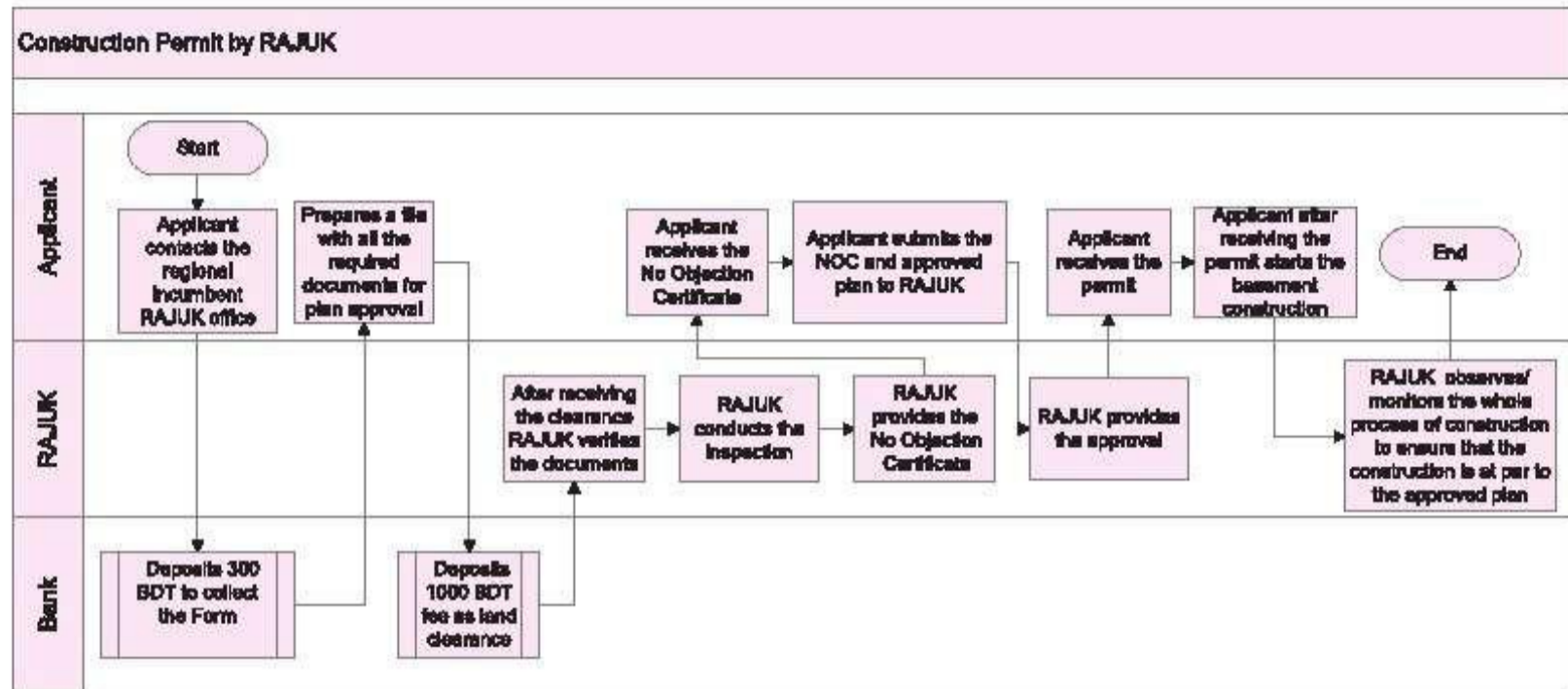
| Official Time Limit | Approximate Processing Time for Issuing the Certificate |
|---------------------|---|
| 6 months to 1 year  | Depending on the inspection report time may vary        |

### 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) |

## REAL ESTATE/LOGISTICS/UTILITY

### Process Map



### General Information

|  |  |
|--|--|
| <b>Legal Basis of the Permission</b>                 | Town Improvement Act 1953 for area development   |
| <b>The Nature of the Permission</b>                  | Start-up   |
| <b>Territorial Scope of the Permission</b>           | Regional (area specific)   |
| <b>Eligibility Criteria to Obtain the Permission</b> | Positive Inspection report   |
| <b>Information Availability</b>                      | <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*<br><b>Address</b> : 16 Johnson Road, Dhaka 1100<br><b>Phone</b> : +88-02-9556628<br><b>Fax</b> : +88-02-9550028<br><b>E-Mail</b> : dcdhaka@moestab.gov.bd<br><b>Website</b> : www.dcdhaka.gov.bd |

#### Issuance 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  |
| 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

After a favorable investigation report is forwarded, maximum 15 days

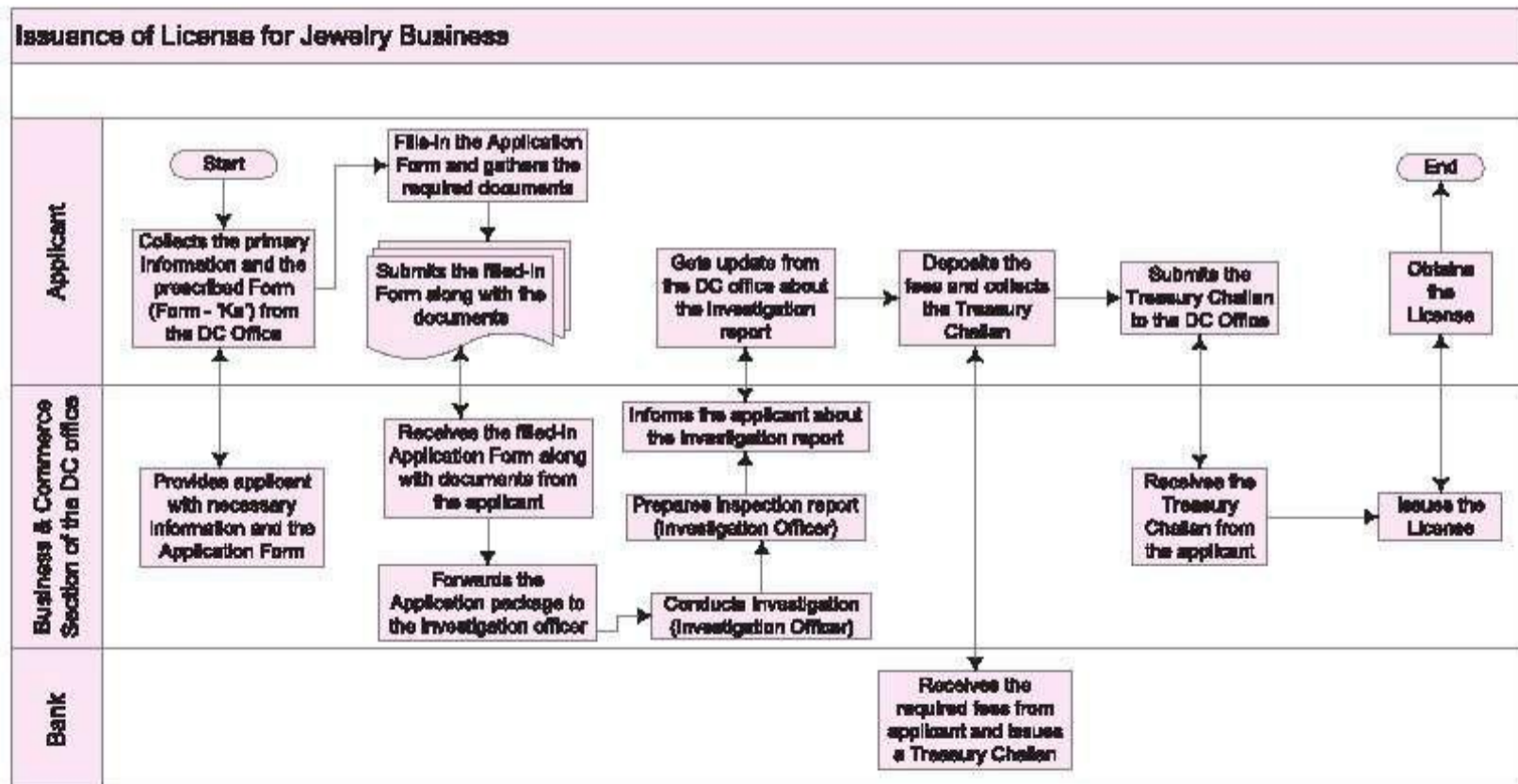
Approximate Processing Time for Issuing the License

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

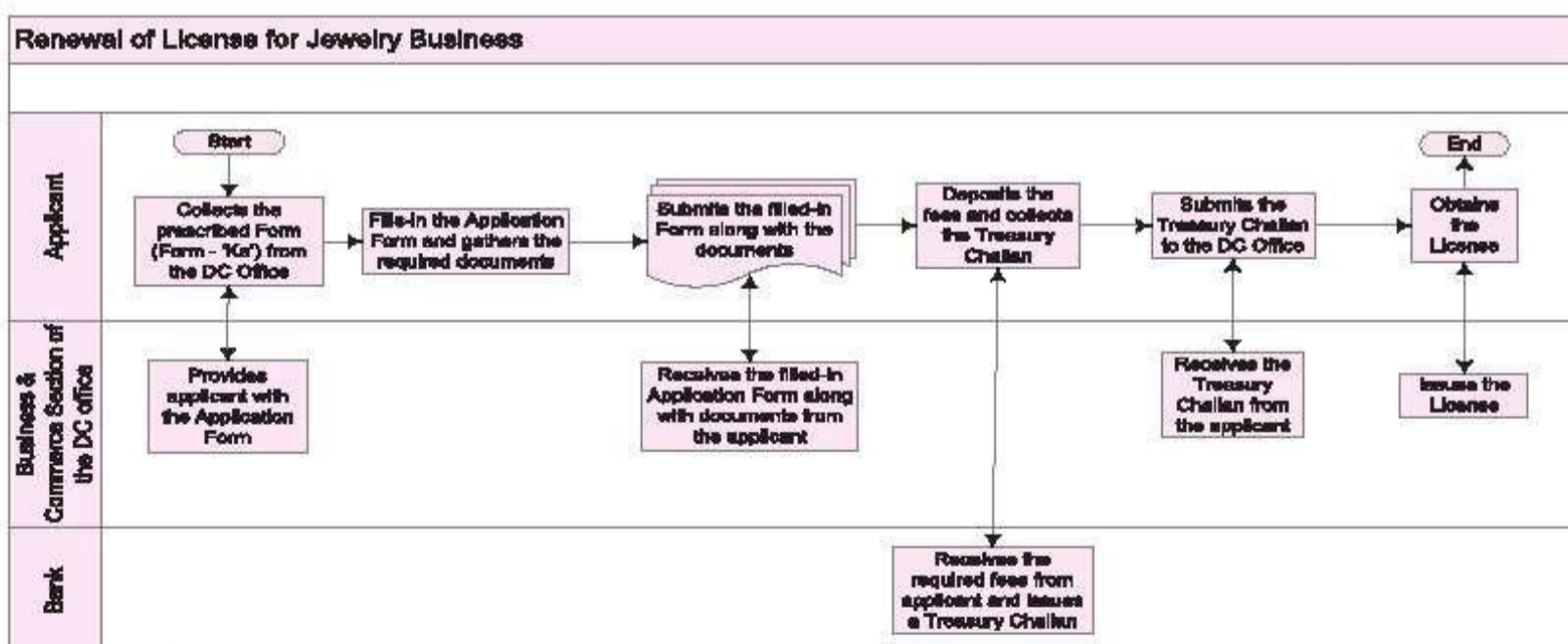
|        |  |
|--------|--|
| Step 1 | Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices |
| Step 2 | Applicant submits the filled-in Form, along with necessary documents, to the Business & Commerce section of the DC Office    |
| 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>                 | 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 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*<br>Address : 16 Johnson Road, Dhaka 1100<br>Telephone : +88-02-9556628<br>Fax : +88-02-9550028<br>E-Mail : dcdhaka@moestab.gov.bd<br>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

After a favorable investigation report is forwarded, maximum 15 days

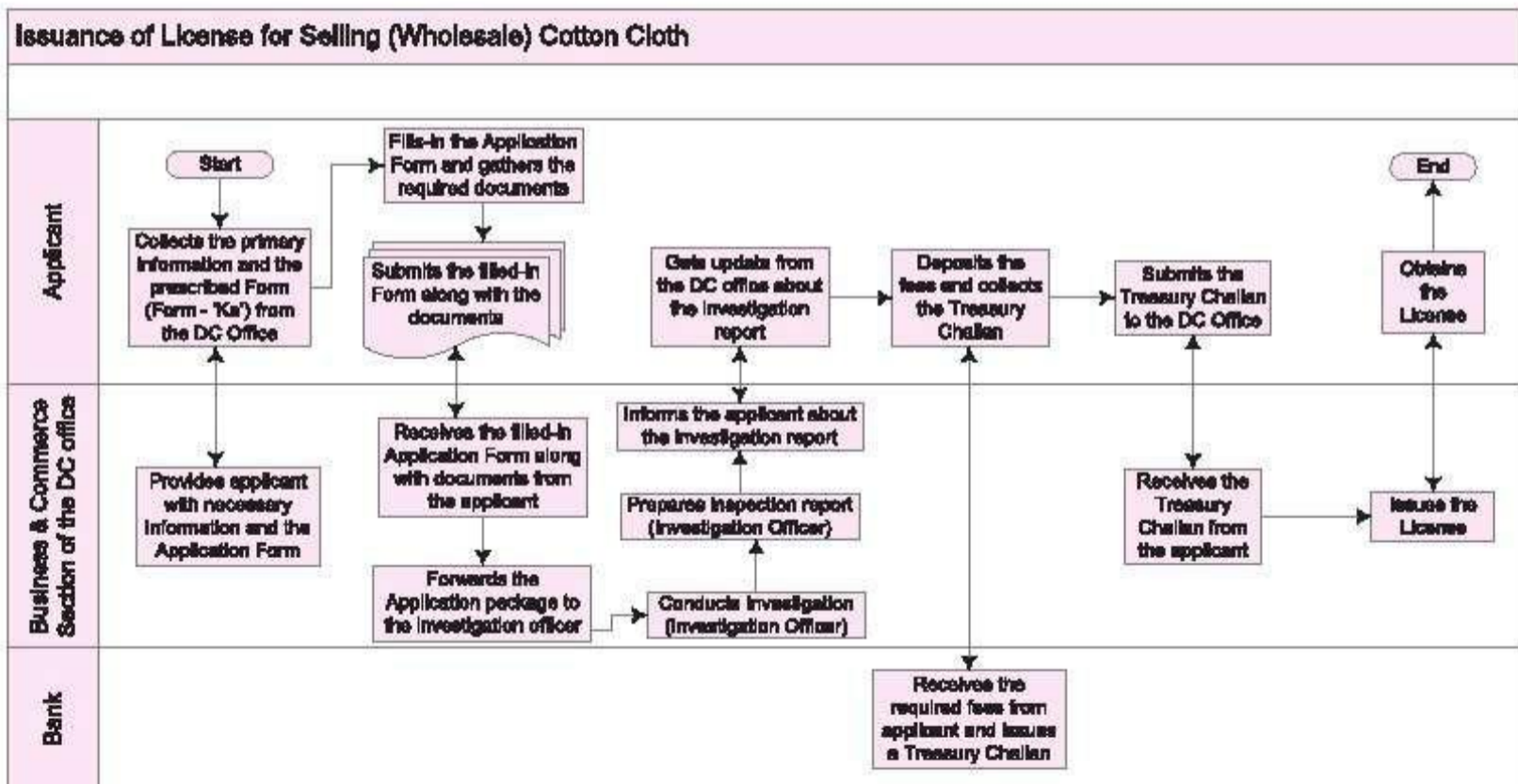
Approximate Processing Time for Issuing the License

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

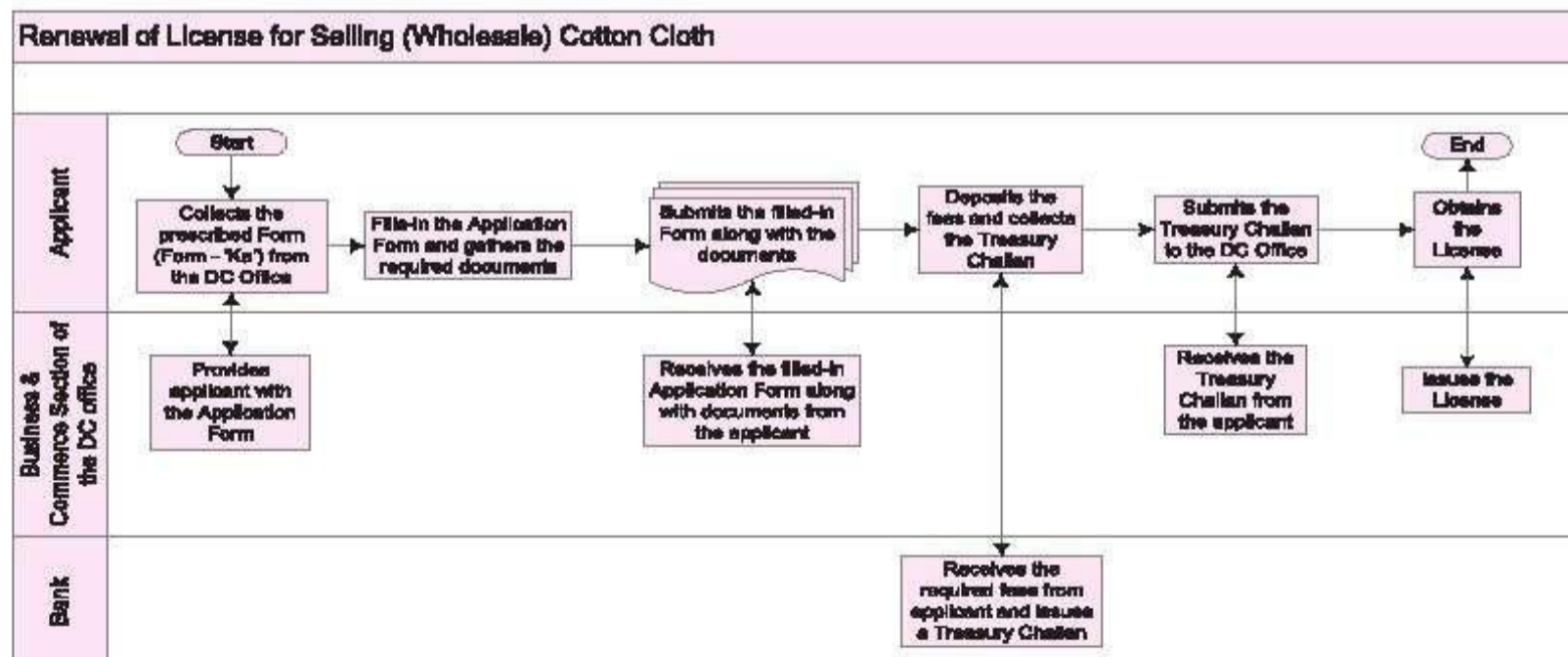
|        |  |
|--------|--|
| Step 1 | Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices |
| Step 2 | Applicant submits the filled-In Form, along with necessary documents, to the Business & Commerce section of the DC Office    |
| 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

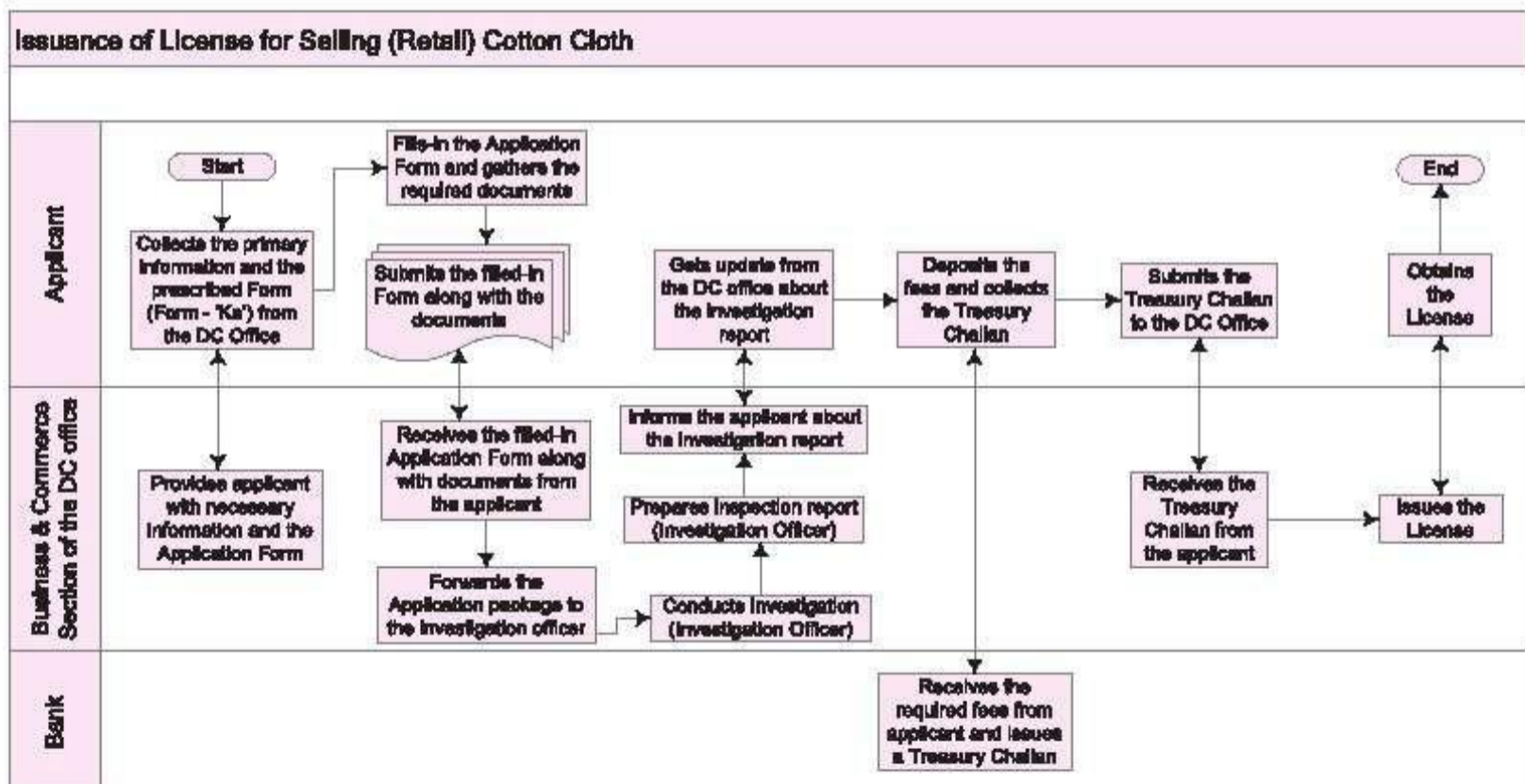
**Approximate Processing Time for Issuing the License**

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

