

Bangladesh Investment Development Authority
One Stop Service (OSS)
List of necessary attachment for OSS services

Department: Registration & Incentives- Commercial

Available Services in OSS:

1. Branch/Liaison/Representative Office Permission (New, Extension, Cancellation & Amendment)
2. Visa Recommendation -E Type, E1 Type & PI Type & Visa On Arrival Type (New & Amendment)
3. Work Permit (New, Extension, Cancellation & Amendment)

Sl.	E Type Visa Recommandation - (New)	File Type PDF Maximum 2MB
1	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally	
2	Paper clipping showing advertisement made for recruitment of local personal prior to appointment of the expatriate's	
3	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number	
4	Appointment Letter/transfer order/service contract or agreement for expatriate/investors.	
5	All academic & professional certificate as per advertisement	
6	Experience certificate as per advertisement	
7	Up-to-date Income tax clearance certificate (Organization)	
8	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part).	
9	Encashment certificate of inward remittance of minimum U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)	
10	Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment. (Latest Copy)	
11	Specific activities of the organization	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Fees : No Fees		

Sl.	E1 Type Visa Recommandation - (New)	File Type PDF Maximum 2MB
1	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company	
2	Service contact/ agreement with the machinery supplier	
3	Certificate of all academic qualification & professional experience for the expatriate	
4	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number	
5	Up-to-date Income tax clearance certificate (Organization)	
6	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part)	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Fees : No Fees		

Bangladesh Investment Development Authority
One Stop Service (OSS)
List of necessary attachment for OSS services

Sl.	PI Type Visa Recommandation - (New)	File Type PDF Maximum 2MB
1	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company	
2	Board Resolution for engaging of foreign national(s) in Bangladesh mentioning Name, Nationality & Passport Number	
3	Memorandum & article of Association and certificate of incorporation of the company duly signed by shareholders.	
4	Up-to-date Income tax clearance certificate (Organization)	
5	Encashment certificate of inward remittance of minimum U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)	
6	Copy of passport of the Investor (Whole of the used part) each of the pages chronologically	
7	Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment. (Latest Copy)	
8	Specific Activity of the Company (in Company Letter Head Pad)	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Fees : No Fees		

Sl.	Visa On Arrival Type	File Type PDF Maximum 2MB
1	Copy of the registration of industrial project with BIDA / Branch office / Liaison office / Representative office permission.	
2	A letter for the visa on arrival Mentioning the reason of the visit, passport number, Nationality name of the foreigner.	
3	Copy of passport (whole used part)	
4	Copy of Air Ticket	
5	Additional information with proper documents (if any)	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Fees : No Fees		

Sl.	E, E1,PI,On Arrival Type Visa Recommandation - (Amendment)	File Type PDF Maximum 2MB
1	Copy of Visa Recommendation already issued by BIDA	
2	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)	
3	Copy of old and New Passport in case of amendment of Passport Information (Whole of the used part)	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Fees : No Fees		