

## The form has been uploaded here with some dummy information for your kind information:

Application for Project Office New

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1. Application Info. 2. Project Office Info. 3. Attachments 4. Declaration 5. Payment & Submit

Basic Company Information (Non editable info. pulled from the basic information provided at the first time by your company)

**Company Information:**

Department	Registration & Incentives-I (Commercial)
Name of Organization in English (Proposed)	
Name of Organization in Bangla (Proposed)	
Desired Service from BIDA	Registered Commercial Offices
Commercial office type	Commercial Company
Ownership status	Company
Type of the organization	Private Limited Company
Major activities in brief	.

**Information of Principal Promoter/ Chairman/ Project Manager/ Project Director/ Managing Director/ State CEO:**

Country *	Select One	Date of Birth *
Passport No. *		Designation *
Full Name *		District/ City/ State *
State/ Province *		Post/ Zip Code *
House, Flat/ Apartment, Road *		Telephone No. *
Mobile No. *	+880 • 1812-345678	+880 • 1812-345678
Email *		Father's Name *
Fax No. *		Mother's Name *
Gender *	Select One	Spouse name *

**Office Address:**

Division	District
Police Station	Post Office
Post Code	House, Flat/ Apartment, Road
Telephone No.	Mobile No.
Fax No.	+880 • 1812-345678

**1. Project Information**

Name of the Project *	Name of the Project
Project Major Activities In Brief *	Maximum 250 characters 0/250
Project Major In Details *	Maximum 3000 characters 0/3000

**2. Information of the company(s) composing JV/ Consortium/ association office**

[+ Add Another Company](#)

**Company Information**

The company Office Permission been approved by BIDA? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did you receive your Office Permission New / Office Permission Extension online OSS?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please give your approved Office Permission New / Office Permission Extension Tracking No.	OPN-01Jan2022-00001/OPE-01Jan2022-00001
Approved Date *	<a href="#">Load OPN/OPE Data</a>
N.B.: Once you save or submit the application, the Office Permission tracking no cannot be changed anymore.	
Name of company: *	Country of origin *
Type of the organization *	Select One
House/ Plot/ Holding no. *	Flat/ Apartment/ Floor no. *
Street name/ Street no. *	Post/ Zip code *
City *	Email *
State/ Province *	Mobile no. *
Major activities in brief *	Shareholder percentage *
Maximum 250 characters 0/250	

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## Information about the Project Office

## 3. Project Office Address (corporate office)

Division *	Select One	District *	Select division first
Police station *	Select district first	Post office *	
Post code *		House, Flat/ Apartment, Road *	
Telephone no.	+880 - 1812-345678	Mobile no. *	+880 - 1812-345678
Fax no.		Email *	

## 4. Project Office Address (site office)

Division *	Select One	District *	Select division first
Police station *	Select district first	Post office *	
Post code *		House, Flat/ Apartment, Road *	
Telephone no.	+880 - 1812-345678	Mobile no. *	+880 - 1812-345678
Fax no.		Email *	
Site Office Incharge Information :			
Name *		Designation *	
Mobile No. *	+880 - 1812-345678	Email *	
Authorize Letter *	<input type="button" value="Choose File"/> No file chosen		

## 5. The contact Amount of the Project (in US \$)

The contact Amount of the Project (in US \$) \*

The contact Amount of the Project (in US \$)

## 6. Proposed Project Duration (as per contract)

Start and effective date *	dd-mm-yyyy	End date *	dd-mm-yyyy	Period of validity *		Payable amount *	
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## 7. Authorized Person of Procurement Entity:

Name *		Designation *	
Organization / Department *		Address *	
Mobile No. *	+880 - 1812-345678	Email *	
Authorize Letter *	<input type="button" value="Choose File"/> No file chosen		

## 8. Ministry/Department/Organization of the project to be implemented

Name *		Address *	
Contract signing Date *	dd-mm-yyyy		

## 9. Proposed organizational set up of the project Office with expatriate and local man power

Local (a)		Foreign (b)		Grand total		
Technical *	General *	Total	Technical *	General *	Total	(a+b)



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## Necessary documents to be attached here (Only PDF file)

No.	Required attachment (you may prefer to select file from recent attachment)	Attached PDF file (Each File Max. size 2MB)
1 *	Copy of board resolution of foreign parent company/entity regarding the establishment of an office in Bangladesh	<input type="button" value="Choose File"/> No file chosen
2	copy of the part of the project document containing the information regarding the establishment of the project office and the appointment of foreign workers in the said office and payment of their salaries and allowances	<input type="button" value="Choose File"/> No file chosen
3	Copy of the Engineering, Procurement, and Construction (EPC)/ appropriate agreement executed between the concerned parties in case of contracting office	<input type="button" value="Choose File"/> No file chosen
4	Copy of sub-contractor agreement attested by the office of the Project Director in case of sub-contractor office	<input type="button" value="Choose File"/> No file chosen
5	Up-to-date audited statement of accounts of the parent company/entity	<input type="button" value="Choose File"/> No file chosen
6	The organizational structure of the proposed office regarding the positions of local staff and foreign staff	<input type="button" value="Choose File"/> No file chosen
7	Description of activities carried out by the parent company/organization	<input type="button" value="Choose File"/> No file chosen
8	Details of activities to be carried out in Bangladesh through the proposed office	<input type="button" value="Choose File"/> No file chosen
9	Name and nationality of directors/ investors of the parent company/entity	<input type="button" value="Choose File"/> No file chosen
10	Copy of Memorandum of Association and Articles of Association of the parent company	<input type="button" value="Choose File"/> No file chosen
11	Copy of Incorporation Certificate	<input type="button" value="Choose File"/> No file chosen
12	Power of attorney issued by the Managing Director of the parent company/organization for applying	<input type="button" value="Choose File"/> No file chosen
13	In the case of a branch office, a copy of the time-bound action plan certified by the board of the foreign parent company/entity regarding the transformation of the said office into a future industry	<input type="button" value="Choose File"/> No file chosen
14	If applying as a Joint/Consortium/Association (JICA) project office, the following documents should be submitted: (a) Copy of Joint/Consortium/Association (JICA) Agreement, (b) Copy of work order issued by procuring entity, (c) Copy of approval (if any)	<input type="button" value="Choose File"/> No file chosen
15	The documents submitted along with the application for setting up the office should be signed/attested by the company's Head of institution/Managing Director and certified by the Bangladesh Mission located in the concerned country or the mission of the co	<input type="button" value="Choose File"/> No file chosen
16	Others necessary documents (please attach if any)	<input type="button" value="Choose File"/> No file chosen
N.B All documents shall have to be attested by the Chairman/ CEO / Managing director/ Country Manager/ Chief executive of the Company/ firms.		Document's must be submitted by an authorized person of the organization including the letter of authorization.

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[1. Application Info.](#)[2. Project Office Info.](#)[3. Attachments](#)[4. Declaration](#)[5. Payment & Submit](#)**Declaration and undertaking**

- a. I do hereby declare that the information given above is true to the best of my knowledge and I shall be liable for any false information/ statement given
- b. I do hereby undertake full responsibility of the expatriate for whom visa recommendation is sought during their stay in Bangladesh.

**Authorized person of the organization**

Full Name

Designation

Mobile No.

+880 10111111

Email address

Picture

 I do here by declare that the information given above is true to the best of my knowledge and I shall be liable for any false information/ statement is given.[Save as Draft](#)[Previous](#)[Next](#)

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## Service fee payment

Contact name \*

Contact email \*

Contact phone \*

+880 1812-345678

Contact address \*

Pay amount

250

VAT on pay amount

0

Total Amount

250.00

Payment status

Net Paid

Vat/ Tax and Transaction charge is an approximate amount, those may vary based on the Sonali Bank system and those will be visible here after payment submission.

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