

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 (New & Amendment)
3. Work Permit (New, Extension, Cancellation & Amendment)

Sl.	Branch/Liaison/Representative Office Permission- (New)	File Type PDF Maximum 2MB
1	Audited Accounts of last financial year of the principal company.	
2	Company's board of director's resolution regarding opening of office in Bangladesh.	
3	Proposed organogram of the office showing the posts to be occupied by both expatriates and local personnel.	
4	Details of activities of the principle company and Details of the activities to be performed through the proposed branch office in Bangladesh.	
5	Name and Nationality of the Directors/Promoters of the Principal Company.	
6	Memorandum and Articles of Association of the Principal Company	
7	Certificate of Incorporation	
Note: The application will be approved by Inter-Ministerial meeting. To process the file in Inter-Ministerial meeting, please submit original copy (Hard Copy) of all documents to Director, Registration & Incentives-Commercial. Bangladesh Investment Development Authority.		
Documents shall have to be attested by the concern Bangladesh/Embassy/High Commission/mission/apex business chamber/ local business chambers.		
Tk25,000.00 for new permission fees shall be submitted by online payment gateway (Credit Card (Visa/Master Card), Mobile Banking (Bkash), Counter payment for Sonali Bank after approved the application.		

Sl.	Branch/Liaison/Representative Office Permission- (Extension)	File Type PDF Maximum 2MB
1	Copy of the last office permission letter	
2	Company's Board of Director's resolution for extension/renewal of the office permission	
3	Latest income tax clearance certificate of the office	
4	Audited accounts of last financial year of the principal company	
5	Latest audit report of the Bangladesh office	
6	Up to date encashment certificate of inward remittance	
7	Notification letter of Bangladesh Bank under section-18(B) of the Foreign Exchange Regulation Act, 1947	
8	Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment	
Note: The application will be approved by Inter-Ministerial meeting.		
Documents shall have to be attested by Country Manager/Head of the offices		
Tk10,000.00 for Extension fees of Two (02) years shall be submitted by online payment gateway (Credit Card (Visa/Master Card), Mobile Banking (Bkash), Counter payment for Sonali Bank after approved the application.		

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Sl.	Branch/Liaison/Representative Office Permission- (Amendment) File Type PDF Maximum 2MB
1	Copy of the office permission letter
2	Copy of Globally board resolution
3	Description of Amendment
<p>Note: The application will be approved by Inter-Ministerial meeting. Documents shall have to be attested by Country Manager/Head of the offices</p> <p>Tk1000.00 for Amendment fees shall be submitted by online payment gateway (Credit Card (Visa/Master Card), Mobile Banking (Bkash), Counter payment for Sonali Bank after approved the application.</p>	

Sl.	Branch/Liaison/Representative Office Permission- (Cancellation/Closing) File Type PDF Maximum 2MB
1	Copy of the office permission letter
2	Income tax clearance (Paid in full) certificate (Org.) last 03 (three) years & under section-89
3	NOC from House holder
4	Copy of Globally board resolution for closing of the office
5	Cancellation letter of work permit of all expatriate
6	All dues Settlement certificate
7	Up to date Bank Statement
8	Up to date Audit Report
9	Copy of public notice (to be published at least before 03 (three) months for closure of foreign office in Bangladesh
<p>Note: The application will be approved by respected desk officer. Documents shall have to be attested by Country Manager/Head of the offices</p> <p>Fees: No fees</p>	