

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

Application for Project Office New

Download Sample Form

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

Passport No. \*

Full Name \*

State/ Province \*

House, Flat/ Apartment, Road \*

Mobile No. \*

+880

1812-345678

Email \*

Fax No. \*

Gender \*

Select One

Date of Birth \*

Designation \*

District/ City/ State \*

Post/ Zip Code \*

Telephone No. \*

+880

1812-345678

Father's Name \*

Mother's Name \*

Spouse name \*

Office Address:

Division

Police Station

Post Code

Telephone No.

+880

1812-345678

Fax No.

District

Post Office

House, Flat/ Apartment, Road

Mobile No.

+880

1812-345678

Email

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 JW/ Consortium/ association office

Add Another Company

Company Information

The company Office Permission been approved by BIDA? \*

Yes

No

Did you receive your Office Permission New / Office Permission Extension online OSS?

Yes

No

Please give your approved Office Permission New / Office Permission Extension Tracking No.

OPN-01-Jan2022-00001/OPE-01-Jan2022-00001

Load OPN/OPE Data

Approved Date \*

N.B.: Once you save or submit the application, the Office Permission tracking no cannot be changed anymore.

Name of company: \*

Type of the organization \*

Select One

House/ Plot/ Holding no. \*

Street name/ Street no. \*

City \*

State/ Province \*

Major activities in brief \*

Maximum 250 characters

0/250

Country of origin \*

Select One

Flat/ Apartment/ Floor no. \*

Post/ Zip code \*

Email \*

Mobile no. \*

+880

1812-345678

Shareholder percentage \*

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Managed by Bangladesh Investment Development Authority (BIDA)

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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	<a href="#">+ Add More</a>
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 *	<a href="#">Choose File</a> 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 *	End date *	Period of validity *	Payable amount *
dd-mm-yyyy	dd-mm-yyyy		

## 7. Authorized Person of Procurement Entity:

Name *		Designation *	
Organization / Department *		Address *	
Mobile No. *	+880 1812-345678	Email *	
Authorize Letter *	<a href="#">Choose File</a> 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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1. Application Info.





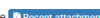
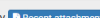



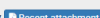







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## Necessary documents to be attached here (Only PDF file)

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 (JVCA) project office, the following documents should be submitted: (a) Copy of Joint/Consortium/Association (JVCA) 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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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

1011111111

Email address

Picture

User Photo

☐ 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.

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Service fee payment

Contact name *	<input type="text"/>	Contact email *	<input type="text"/>
Contact phone *	<div>+880 1812-345678</div>	Contact address *	<input type="text"/>
Pay amount	<div>250</div>	VAT on pay amount	<div>0</div>
Total Amount	<div>250.00</div>	Payment status	<div>Not Paid</div>

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.