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ONE STOP SERVICE (BIDA) RULES 2020

A NEW BEGINNING

One-Stop Service (Bangladesh Investment Development Authority) Rules 2020

The Government of Bangladesh has formulated "One-Stop Service (Bangladesh Investment Development Authority) Rules, 2020. These Rules will be applicable to all services pertaining to investment. Under the Rules, Central One Stop Service Authority and Regional One Stop Service Centers will be constituted.

Central One Stop Service Authority will have the following responsibilities:

- Formulating standard operating procedures to dispense services in accordance with One Stop Service method;
- Consulting and assisting the applicants;
- Providing necessary advice and directives to Regional One Stop Service Center and Focal Point;
- Determining, controlling, supervising and observing the activities of Regional One Stop Service Center;
- Monitoring the progress of applications, and to take steps for unsettled applications;
- Taking necessary steps to ensure due completion of the services;
- Constituting the One Stop Service Observance Cell and determining its duties and responsibilities;

In order to provide One Stop Services to other places except BIDA Head Office, it will form Regional One Stop Service Center as well. The Regional One Stop Service Center will have more or less the same functions as the Central One Stop Service Authority.

Depending on necessities of the Central One Stop Service Authority or Regional One Stop Service Center, the concerned service provider, i.e. City Corporation or Registrar of Joint Stock Companies & Firms (RJSC) or any other licensing office will determine Focal Point. The functions of the Focal Point will be as follows:

- Focal points will dispose of the applications within a fixed time. Focal points will initiate its activities based on affidavit of the applicants, despite having lack of information or documents. Provided that, after receiving the desired information or documents, disposing of that such applications will not exceed the period prescribed in the schedule.
- After satisfaction, focal points will transmit the permission letter to the applicant through one-stop service portal or letter.
- If any application is cancelled then the applicant will be able to reapply within 15 days for a review.

Central One Stop Service Authority will formulate and ensure availability of all the forms in regard to One Stop Service. It will also take necessary measures to update and exhibit all the information in a conspicuous place.

- Submission and processing of One Stop Service Facility Forms-
 - Every applicant will need to register first and then to log in into the One Stop Service Portal, to avail of the facilities. Provided that, if accessing the portal is not possible then the manual submission will be acceptable;

- Relevant information, documents and fees (if any) should be submitted therewith the application;
- Applicant should affirm that all the information is true and correct;
- Before availing of any facility, the applicant should submit the fees of the same electronically and should mention regarding that deposition in the application form. Provided that, if electronic transfer is not feasible then fees should be submitted as per the recommendation of Central One Stop Service Authority or Regional One Stop Service Center.

Central One-Stop Service Authority or Regional One-Stop Service Center will be able to establish a One Stop Service help desk to dispense One Stop Service information and advice.

The following Schedule lists the services related to business along with the name of the service providers and the timeframe to receive the service.

SCHEDULE

SI No.	Service Name	Service Provider	Fixed Time (Working Day)
1	Trade License	City corporation/ Municipality Office/ Union Porishod	01
2	Company Registration		
	a. Name clearance	Registrar of Joint Stock Companies & Firms (RJSC)	01
	b. Certificate of incorporation		01
	c. Certificate of commencement of business		01
	d. Approval of Article of Association		03
	e. Approval of Memorandum of Association		03
	f. Share transfer		07
	g. Amendment of Memorandum/ Articles of Association		07
	h. Change of director		07
	i. Enhancement of authorized capital		03
3	Registration of land		
	a. Instrument of land purchase/ registration of agreement of lease/ bayna instrument/ registration of power of attorney for land	Registration office and all sub-registry offices	01

	b. Delivery of duplicate copy of registered instrument		03
4	Mutation	Relevant sub-district land office	28
5	Services of BIDA		
	a. Industry registration	Bangladesh Investment Development Authority (BIDA)	01
	b. Permission letter to establish branch, liaison and commercial office		15
	c. Recommendation of resident/non-resident visa/ visa on arrival (industry)		01
	d. Recommendation of resident/ non resident visa (commercial)		01
	e. Approval of new work permit (industry)		03
	f. Approval of new work permit (commercial)		16
	g. Renewal of work permit (industry)		03
	h. Renewal of work permit (commercial)		16
	i. Recommendation of Import Registration Certificate for Industry		10
	j. Recommendation for import permit		01
	k. Providing certificate to import capital machineries		01
	l. Recommendation for import of controlled product		01
	m. Amendment of registration		01
	n. Granting permission to provide foreign remittance		07
6	Delivering visas of different classes recommended by BIDA	Bangladesh Embassies, Ministry of Foreign Affairs	07
7	Extension of period of resident/ non resident visas		
	a. Extension of tenure of E- Visa	Department of Immigration and Passport	07
	b. Extension of tenure of E1 visa		07
	c. Extension of tenure of PI visa		07
	d. Extension of tenure of A3 visa		07

8	Change of visa class/ extension of period and security clearance		
	a. Extension of visa period including change of visa class (on receipt of approval from BIDA/ Security clearance/ SB report)	Security Service Division, Ministry of Home Affairs	07
	b. Submission of report from Special Branch (SB) for visa	Special Branch (SB), Bangladesh Police	21
	c. Submission of report from SB for security clearance		30
	d. Submission of report from NSI for security clearance	National Security Intelligence (NSI)	30
	e. Issuance of security clearance for renewal of visa/ work permit (on receipt of report)	Security Service Division, Ministry of Home Affairs	03
9	Services by Ministry of Commerce and its subsidiaries		
	a. Rendering industry IRC	Office of the Chief Controller of Imports and Exports	03
	b. Sample import/ export permission		03
	c. Permission to import controlled products		03
10	Land acquisition	a. Bangladesh Investment Development Authority (BIDA) b. Deputy Commissioner's Office (DC Office) c. Ministry of Land	a. 01 b. 90 c. 60
11	Environmental Clearance letter		
	Green (Environmental)	Department of Environment	07
	Orange – A (Environmental)		07
	Orange – A (Location-wise)		15
	Orange – B (Environmental)		20
	Orange – B (Location-wise)		21
	Red (Environmental)		30
	Red (Location-wise)		45

	EIA approval		30
12	Renewal of Environmental Clearance Letter		
	Green (Environmental)	Department of Environment	07
	Orange – A (Environmental)		07
	Orange – B (Environmental)		20
	Red (Environmental)		30
13	Building Construction		
	a. Clearance letter for land use	RAJUK, Chittagong Development Authority, City Corporation, Municipality, Union Porishod	15
	b. Provision of clearance letter for special projects		15
	c. Field inspection		03
	d. Approval of building construction		20
	e. Certificate of residence or use		07
14	Electricity connection		
	a. Technical inspection and completion of survey	Electricity Division and its subsidiaries distributing electricity	05
	b. Allocation of power load		10
	c. Issuance of demand note		02
	d. Money deposition		04
	e. Delivery of meter and electricity connection		07
15	Approval of gas connection	Gas supplying agencies under Energy & Mineral Resources Division	30
16	Water connection and sewerage	Territorial WASA, City Corporation and, Municipality	07
17	Telephone and internet connection	Bangladesh Telecommunications Company Limited (BTCL)	03
18	Firefighting services and clearance letter		
	a. Approval of fire security and planning	Department of Fire Service and Civil Defence	30
	b. Issuance of license for fire security (including final inspection)		21
	c. Renewal of fire security license		15

19	Explosives License		
	a. Issuance of explosive license	Department of Explosives	21
	b. Renewal of explosive license		21
20	Factory license		
	a. Approval of license	Department of Factories and Establishment	15
	b. Approval of machine layout plan for factories		10
	c. License renewal and amendment		10
21	Setting up boilers		
	a. Non-objection certificate to import boilers	Office of the Chief Inspector of Boiler	03
	b. Registration of boiler and issuance of certificate		14
	c. Renewal of boiler certificate (with inspection)		21
	d. Change of owner (Name/ address)		15
22	Regarding NBR		
	a. TIN registration	National Board of Revenue (NBR)	01
	b. VAT registration		01
	c. BIN Number		01
	d. Bond license		15
	e. Customs clearance letter		01
	f. Duty/ tax return		15
	g. Utilization permit (UP)		03
23	Certificate of origin	Bangladesh Export Promotion Bureau, Chamber of Commerce	02
24	Utilization Declaration	Bangladesh Garment Manufacturers and Exporters Association (BGMEA)	02
25	Issuance of Mark license (with inspection)	Bangladesh Standards and Testing Institution, Ministry of Industries	22
26	Services by Bangladesh Bank		
	a. Permission to borrow term loans in foreign currency from Off-Shore Banking Unit (OBU) by private industrial projects which obtained	Bangladesh Bank	15

	registration from BIDA		
	b. Notification of facts relevant to issuance of shares/ transfer in favor of from residents to non-residents, non-residents to residents and non-residents to non-residents in unlisted companies In Stock Exchange		10
	c. Repatriation of profit and dividend		10
	d. Permission pertaining to sending consultancy fees that are not included in general priorities		07
	e. Remittance of money for unlisted companies in Stock Exchange; money acquired by selling shares held by non-residents to residents and money residue in a proportionate rate in respect of wound up of companies.		15

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Disclaimer: BIDA Rules 2020 is originally in Bangla and the unofficial translation of the Rules in this Article was carried out by Mahbub & Company. Original Rules can be found [here](#).

Mahbub & Company

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