

BUSINESS START-UP LICENSES

A REGULATORY GUIDE

214 Edition

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Business Initiative Leading Development (BUILD)

A REGULATORY GUIDE

2nd Edition

7 | Cau

ACT ' Assistant Commissioner of Taxes

AEC 'Atomic Energy Centre

AFTA 'Asean Free Trade Area

AOA 'Articles of Association

AR : Assistant Registrar

B26 : Business to Business

B2G 'Business to Government

BAEC 'Bangladesh Atomic Energy Commission

ECSIR : Bangladesh Council of Scientific and Industrial Research

BDS 'Bangladesh Standard

EDT : Bangladeshi Taka (Currency)

BEP7A :Bangladesh Export Processing Zones Authority

EGPress :Bangladesh Government Press

BLAA 'Bangladesh Indenting Agents' Association

BMET : Bureau of Manpower Employment and Training

BOI 'Board of Investment

EPC : Bangladesh Petroleum Corporation

BRTA 'Bangladesh Road Transport Authority

BSCICc : Bangladesh Small & Cottage Industries Corporation

BSTI 'Bangladesh Standard Testing Institution

BTCL : Bangladesh Telecommunication Company Limited

BTRC : Bangladesh Telecommunication Regulatory Commission.

CCIZE : Chief Controller of Imports and Exports

CDA : Chittagong Development Authority

CIB ' Credit Information Bureau

CIFE : Chief Inspector of Labour & Employment

CPP ' Certificate for Pharmaceuticals Products

DC : Deputy Commissioner

DCC 'Drug Control Committee

DCT : Deputy Commissioner of Taxes

DESCG = : Dhaka Electric Supply Company

DGDA : Director General of Drug Administration

DIFE : Department of Inspection for Factories and Establishments

DMP : Dhaka Metropolitan Police

DNC : Department of Narcotics Control

DOE 'Department of Environment

DPDAT 8: Department of Patents, Designs and Trade Marks

DR : Deputy Registrar

[75900 : Dhaka South City Corporation

DSE : Dhaka Stock Exchange

DWASA :Dhaka Water Supply and Sewerage Authority

EPZ : Export Processing Zone

ERC : Export Registration Certificate

ES : Enterprise Section
 FDI Foreign Direct Investment
 FA : Frequency Modulation
 FSC : Free Sale Certificate
 ■■■■ : Fire Service and Civil Defence
 26 'Government to Business
 G26 ;Government to Government
 SMP 'Good Manufacturing Practice
 GSP : Generalized System of Preferences
 HG sHead Quarter
 HT 'High Transmission
 ID 'Identity
 INCB : International Narcotics Control Board
 IPC 'Initial Public Offer
 IRC : Import Registration Certificate
 IRR 'Internal Rate of Return
 ISBN : International Standard Book Number
 Tu 'International Telecommunication Union
 KDA : Khulna Development Authority
 LCA 'Letter of Credit Agreement
 LT : Low Transmission
 MOA :>Memorandum of Association
 MOX : Ministry of Commerce
 Mol : Ministry of Industries
 MOLE ;Ministry of Labour and Employment
 NAPTA :North American Free Trade Agreement
 NB :Noaminated Bank
 NID : National Identification
 NOC :Ne Objection Certificate
 O55 :One Stop Service Centre
 PMO) > Prime Minister's Office
 PSDPCC s: Private Sector Development Policy Coordination Committee
 PSI :Pre-Shipment Inspection
 ■■ : Registration and Investment
 RAJUK :Rajdhani Unnayan Kortripakhsha
 RDA :Rajshahi Development Authority
 RHD : Roads and Highways Department
 RISC 'Registrar of Joint Stock Companies
 SAFTA \$:South Asian Preferential Trade Agreement
 SEC : Securities and Exchange Commission
 SFB 'Standard Factory Building
 SFYP :Sixth Ave Year Plan
 TCB : Trading Corporation of Bangladesh
 TIN 'Tax Identification Number
 TT 'Telegraphic Transfer
 UDA : Upper Division Assistant
 UNG :Upazilla Nirbahi Officer (Upazilla Executive Officer}
 UP 'Union Porishod
 VAT 'Value Added Tax
 VSP 'VoIP Service Provider

Ad-Hoc IRC- Temporary Import Registration Certificate issued only for one year initially for Industrial units

Affidavit - Written statement made voluntarily, confirmed by the oath or affirmation of the party making it, and signed before an officer empowered to administer such oaths.

Articles of Association- A document that specifies the regulations for a company's operations. The articles of association define the company's purpose and lays out how tasks are to be accomplished within the organization, including the process for appointing directors, responsibilities of directors, the kind of business to be undertaken and the means by which the stakeholders exact control over the board of directors and how financial records will be handled.

Business & Commerce Section in DC Office The section in each DC Office that deals with the Licenses, Permits, section of the DC Offices and NOCs for business,

Community Radio- Community radio is a radio service offering a third model of radio broadcasting in addition to commercial and public broadcasting. Community stations serve geographic communities and communities of Interest,

Citizen Charter- 4 Citizen's Charter represents the commitment of the Government to its citizens on the standard of service it provides. In each Government office, there are boards of Citizen Charter on the services the office offers.

Demand Note- In order to establish a legitimate demand for getting a service, an application with some appropriate requisition/invoice/Indent.

Drug Annexure- Drug Annexure copy is a document submitted by the Applicant for each product which includes Ingredients and the other details of the product, approved by the Directorate General of Drug Administration.

E-type Visa- Employment type Visa

Essential Commodities- Commodities such as iron products, milk products, cotton yarn, cotton fabrics are considered as essential commodities under the purview of the Control of Essential Commodities Act, 1956.

FM - FM broadcasting is a broadcasting technology which uses frequency modulation (FM) to provide high-fidelity sound over broadcast radio.

Form 'Ka': A prescribed format of Application Form. Please note that Form 'Ka' is not a dedicated Form code of any specific government office. This code can be of any prescribed Application Form of any government office.

Firm- Partnership firm registered under the Partnership Act 1932.

Gazetted Officer- Usually, the Class — I/First Class government official.

International Telegraph Union- International Telegraph Union, is a specialized agency of the United Nations that is responsible for issues that concern information and communication technologies.

Incumbent Office- The office that deals with issuing the License, sometimes on behalf of the Ministry.

Letters Patent- Department of Patents Designs & Trademarks defined Certificate of Patent as Letters Patent.

Memorandum of Association - A document that regulates a company's external activities and must be drawn up on the formation of a registered or incorporated company.

Business Start-up License Matrix'

Sino. Sala Proprietorship Limited Company Partnership

1 Trade License Name ■■■■■ Partnership Deed

2 TIN Certificate MOA AOA Certificate of Incorporation Trade License-Commercial

3 Bank Solvency Certificate Trade License- Commercial TIN Certificate

Chamber Membership

2 4 Certificate Company TIN Certificate Bank Solvency Certificate

2 8 Commercial IRC & ERC Bank Solvency "Certificate Chamber Membership Certificate

7 6 VAT registration Certificate Chamber Membership Certificate Commercial IRC ■ ERC

Retail License from DC Office

7 (essential commodities) Commercial IRC & ERC VAT Registration Certificate

Retail License from DX Office

a VAT Registration Certificate (commodities)

Retail License from DC Office

a {commodities}

1 Name Clearance Partnership Deed

2 MOA! AOAS Certificate of Incorporation Land Registration' Rental Agreement

RAJUKS City Corporation approved

3 Land Registration' Rental Agreement building/site plan

RAJUK City Corporation approved No-objection-certificate (NOXC) from the

4 building'site plan local (elected) representative

No-objection-certificate (NOG) from the

5 local (elected) representative Water Connection Permit

5 Water Connection Permit Trade License {Manufacturing}

7 Trade License (Manufacturing) TIN Certificate

3 TIN Certificate Fire License

o Approval of Factory Plan & Factory

= 9 Fire License Registration Certificate

■■■ Approval of Factory Plan & Factory

10 Registration Certificate BO! Registration (if needed)

oe Environment Clearance Certificate if

= 11 BCH Registration (if needed) applicables

Environment Clearance Certificate (if applicable)
 12 Gas Connection! Electricity Connection
 13 Gas Connection Electricity Connection Chamber Membership Certificate
 Ad-hoc IRGC (consequently Industrial Chamber Membership Certificate IRC)
 Ad-hoc IRC (consequently Industrial Chamber Membership Certificate IRC)
 15 IRC) VAT Registration
 16 VAT Registration Certificate Mark License
 17 Certification Mark License Bond License (if applicable)
 18 Bond License (if applicable) EPS enrolment & Issuance of GSP
 19 EPS enrolment & Issuance of GSP
 1 Business Is of different types. This Is an example of Licenses required for different types of business.

■■ TRADING

BUSINESS START-UP LICENSES : A REGULATORY GUIDE ■■

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Local Government, Rural Development and Cooperatives

Incumbent Office Name : Dhaka South City Corporation (DSCC)

Address : Nagar Bhaban, Fulbaria, Dhaka - 1000

Phone =: +88-02-95635(0), +88-02-9563506

Fax : +88-02-95635 14

E-Mail -: administrator@dhakacity.org

Website : www.dhakacity.org

1. Application Form* Original

2. National ID card of the entrepreneur A copy of the original duly

. attested by a First Class

4. Rent receipt or ownership proof from the owner/officer

4. Holding Tax payment receipt

5. Recent passport size photo of the entrepreneur Three (3) copies, duly attested by

a First Class gazetted officer

6. Declaration on nonjudicial stamp to abide by the rules & = In case of Press/ News Paper, regulation of City Corporation/Municipality/Union Parishad non-judicial stamp of Tk. 150/-

7. Memorandum of Association and Articles of Association A copy of the original duly attested by a First Class gazetted officer

applicable In case of a Limited

Company

■. Certificate of Incorporation A copy of the original duly attested

by a First Class gazetted officer in

case of a Limited Company

9. Agreement of Partnership A copy of the original duly attested

by a First Class gazetted officer in

case of Partnership Firm

10. Work Permit from Board of Investment A copy of the original duly attested

by a First Class gazetted officer In

case of foreign

Investors/nominated foreign

employees

11. Statement of bank solvency In Original; applicable in case of a

Limited Company

12. TIN Certificate A copy of the original duly attested

by a First Class gazetted officer,

applicable in case of a Limited Company

1 There are City Corporation offices all over the country. Dhaka South City Corporation (OSC) address has been taken as an example.

■ hitetAwww.dhakacity.org/pdf/trade_form.pdf

BUSINESS START-UP LICENSES : A REGULATORY GUIDE

step 1 Applicant collects the prescribed Application Form from City Corporation/Municipality's relevant Zonal office

step 2 Applicant submits filled-in Application Form to the Taxation Officer along with support-

ing documents

step 3 Inspection by the Licensing Supervisor

Step 4 Applicant deposits scheduled fees at the City Corporation/Municipality/Union Parishad office

step 4 Obtains Trade License from City Corporation/Municipality/Union Parishad office.

3-4 working days Time may vary

Application Form: BDT 10.00

License fee: Ranges from BDT 190.00 - 20,000.00, which depends on the nature/type of Business (information can be collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

Trade License (for Commercial Firms) |

Corporation! i | End |

5. Provide and gather the | — ■■ ee ■■■■ ■■■■ | [■■■■■

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sf: Provides App ■■■ | ■■■ |___Report ■■■ ■■■ ■■■ | reonee une

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of the of Application ■■■■

1. License Book Provided at the time of the Issuance of Trade

2. Challan Book License

3. Rent receipt or ownership proof A copy of the original duly attested by a First Class gazetted officer

4. TIN Certificate A copy of the original duly attested by a First Class gazetted officer, in case of Company

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Local Government, Rural Development and Cooperatives

Incumbent Office Names : Dhaka South City Corporation (DSCC)

Address : Nagar Bhaban, Fulbaria, Dhaka - 1000

Phone +: +88-02-9569504, +88-02-9563506

Fax : +38-02-9563514

E-Mail : administrator@dhakacity.org

Website : www.dhakacity.org

1. Application Form? Original

2. National ID card A copy of the original duly attested

3. Rent receipt or ownership proof by a First Class gazetted officer

4. Holding Tax payment receipt

5. Recent passport size photo of the entrepreneur Three (3) copies, duly attested by

■ First Class gazetted officer

8. Declaration on non-judicial stamp to abide by the rules & in case of Press/ News Paper regulation of City Corporation/Municipality/Union Parishad Non-judicial stamp of Tk. 150/-

7. NOC declaration from the locality

§. Location map A copy of the original duly attested

by a First Class gazetted officer

9. Sketch along with details of the proposed organization/factory/ surrounding of the factory

10. Fire License A copy of the original duly

attested by a First Class

11. Environment Clearance Certificate gazetted Officer

12. Memorandum of Association and Articles of Association A copy of the original duly attested by a First Class gazetted officer,

in case of a Limited Company

13. Certificate of Incorporation A copy of the original duly attested

by a First Class gazetted officer,

In case of a Limited Company

14. Agreement of Partnership A copy of the original duly attested

by a First Class gazetted officer In

case of a Partnership Firm

1 There are City Corporation offices all over the country. Dhaka South City Corporation (DSCC) address has been taken as an

■ http://www.dhakacity.gov.bd/trade_form, put

|| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

15. Work Permit from Board of Investment A copy of the original duly attested

by ■ First Class gazetted officer in

case of foreign investors! nomi-

nated employees

16. Statement of bank solvency Original, In case of Limited Company

17. TIN Certificate A copy of the original duly attested

by a First Class gazetted officer

in case of a Limited Company

Step 1 Applicant collects the prescribed Application Form from City Corporation/Municipality's

relevant Zonal office

step 2 Applicant submits filled-in Application Form to the Taxation Officer along with

supporting documents

step 3 Inspection by the Sanitary Inspector of the City Corporation Office

Step 4 Inspection by the Licensing Supervisor

step 5 Applicant deposits scheduled fees at the City Corporation/Municipality/Union Parishad

step 6 Obtains Trade License from City Corporation/Municipality/Union Parishad office

10-15 working days Time may vary

Application Form: BDT 10.00

License fee: Ranges from BDT 100.00 - 20,000.00, which depends on the nature/type of business

(information can be collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (information can be

collected from the City Corporation/Municipality/Union Parishad office)

Trade License {for Manufacturing Firms}

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7 Application Form Inspection

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BUSINESS START-UP LICENSES : A REGULATORY GUIDE | ■

1. License Book Provided at the time of the issuance of Trade

2. Challan Book License

4. Rent receipt or ownership proof A copy of the original duly attested by a First

Class gazetted officer

4. TIN Certificate A copy of the original duly attested by a First

5. Fire License Class gazetted officer, in case of a Company

6. Environment Clearance Certificate

■■■ 1 Applicant deposits the scheduled fees at the designated bank (a Renewal book and
challan book are given at the time of providing license).

Step 2 City Corporation/Municipality/Union Parishad receives the fee receipt from the
designated bank

Step 3 City Corporation/Municipality/Union Parishad office updates their register

step 4 Completion of renewal process

1-2 working days Time may vary

Ranges from BDT 100.00 - 20,000.00, which depends on the nature/type of business (information can be
collected from the City Corporation/Municipality/Union Parishad office)

For Limited Company, License fee is determined on the basis of paid-up capital (information can be

collected from the City Corporation/Municipality/Union Panshaed office)

ae Licanées {for Manufacturing Finns) (Renewal)

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Category Cerbfcate

Renewal Frequency of the Certificate Renewal 1s not required

Issuing Ministry Ministry of Finance

Incumbent Office Name : National Board of Revenue (NBR)

Address : Sequn Bagicha, Dhaka-1000

Phone :+88-02-9358223

Website : www.nbr-bd.org

1. Trade License A copy of the original duly attested by ■ First Class

gazetted officer, ff Company

2. Certificate of Incorporation A copy of the original duly attested by a First Class

gazetted officer

3. Memorandum of Articles A copy of the original duly attested by a First Class

gazotied officer

4. Partnership agreement A copy of the original duly attested by ■ First Class

gazatted officer

■■■. Photograph of Chainman/MD Three (3) Copies duly attested by a First Class

gazetted officer

6. TIN Certificates of all Directors A copy of the original duly attested by a First Class

gazotted officer

step 1 Applicant collects the prescribed Application Form {free of cost) for obtaining a Tax

Identification Number (TIN) from NBR, Zonal Office or alternatively can be downloaded
from NEBR website

step 2 Applicant submits the filladin Application Form to the appropriate Zonal Office {NBR
website has got all the details of the Zonal Office of the respected companias)

Step 3 Apoileant collects the Issuance recelpt from tha tax supervisor

step 4 Applicant obtains a TIN Number

2 working days 2 working days

No fees are required

BUSINESS START-UP LICENSES ; A REGULATORY GUIDE

Category Certificate

Renewal Frequency of the Certificate Annual

Issuing Authority Concemed Chamber/Association

Incumbent Office' Name : Dhaka Chamber of Commerce & Industry

Address : 65-66 Motiheel C/A, Dnaka-1000

Phene :+88-02-9552562

Fax -+88-02-9560830

E-Mail : infogfdhakachamber.com

Wabsite : www.dhakachamber.com

1. Trade Licanss A copy of the anginal duly attested

by a First Class gazatted officer

2. Tax Identification Number A copy of the original duly attested

by a First Class gazetted officer

3. Money Receipt From Nominated Bank

4. Bank Certificate A copy of the anginal duly attested

by the Nominated Bank

=. Partnership Deed A copy of the original duly attested

by a First Class gazetted officer

6. Memorandum of Association and Articles of Association A copy of the original duly attested

by a First Class gazetted officer

7. Certificate of Incorporation A copy of the original duly attested

by a First Class gazetted officer

&. Photograph of the Applicant A copy of the original duly attested

by a First Class gazetted officer

9. Visiting Card of the Applicant From the current Organization

10. National ID Card A copy of the original duly attested

by a First Class gazetted officer

11. Other: Copy of VAT, IRC, ERC, Joint Venture agreement, A copy of the original duly attested

Passport photocopy (foreign applicant), BOI Certificate by a First Class gazetted officers

(foreign applicant), Work Permit (foreign applicant) and related organizations

Step 1 Applicant collects the Chamber Membership Application Form from Chamber's Help Desk

■ 2 Applicant submits the application at the Help Desk addressed to the Secretary (with required documents and signature By the Applicant and his/ her Representative)

' Oheke Chamber of Commerce ■ Industry (OCC) has been taken 83 as an example. In Dhaka there are other Chambers like MCO

BCI etc. In Bangladesh In all the districts there are Chambers. Recognized Chambers and Associations are members of Federal

Bangladesh Chamber of Commerce & Industry (FBCCI)

BUSINESS START-UP LICENSES : A REGULATORY GUIDE

TRADING

Step 3 Chamber official obtains sign and Approval from the Dealing Officer of Membership

Section and verification by the Membership Committee

Step 4 Chamber official obtains sign from the Chamber Secretary

Step 5 Applicant collects the membership certificate from the Help Desk/ Dealing Officer.

Official Time Limit Approximate Processing Time for Issuing the Certificate

1 month (if urgent, Provisional 1 month

Certificate is given within 7 day}

Fee Schedule

General (updated Information for 2012) BDT 26,850.00

Associate (updated information for 2012) BDT 18,650.00

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5 Form from the | | ■■ for proposing his ■■■■ required Membership Desk

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Renewal of Chamber Membership Certificate

Required Documents

1. Chamber Membership Certificate (Certified by the Chamber)

Process Steps

Step 1 Submits the Certificate attached with the pay order from Bank

step 2 Gets sign and Approval from the Dealing Officer of Membership Section, Chief

Accountant(Deputy Chief Accountant and Chamber's Secretary

Step 3 Collects the Renewal Certificate from Membership Desk

BUSINESS START-UP LICENSES : A REGULATORY GUIDE [EF nnn

TRADING

| Official Time Limit | Approximate Processing Time for Issuing the Certificate

1 working day 1 working day

General (updated information for 2012) BDT 8,850.00

Associate (updated Information for 2012) BDT 5,650.00

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Pay Order

General Information

Legal Basis ofthe Certificate "*" ##The Companies Act, 1994

« The Trade Organization Ordinance, 1961

e The Import Policy, 2013-2015

The Nature of the Certificate General and start-up

Territorial Scope of the National

Certificate

Eligibility Criteria to Obtaln = = Applicant should have his own business, Trade License, TIN and bank the Certificate account

Information Availability e Yritten procedures are easily accessible by the public at thea DCC! website.

- Farms are available in the DCC! website.

« There is a Membership Desk in the Chamber.

Editorial Comments

Tha Ghamber Membership Certificate process varies from one chamber to another. However, the required documents are almost the same.

Associations are also allowed to provide certification to their Members.

FB BUSINESS START-UP LICENSES : A REGULATORY GUIDE

mM EXPORT-IMPORT

BUSINESS START-UP LICENSES : A REGULATORY GUIDE ■■

Category Parmit

Renewal Frequency of the Parmit Annual

Issulng Ministry Ministry of Commerce

Incumbant Cifica Name: Office of Chisf Controtisr of Imports and Exports (CCI&E)

Acidress: 111-113, Motiheel C/A, Dhaka-1000

Phone : +88-02-95517556, +88-02-9550289

Fax : +88-02-955021/7

E-Mail : infog@ccie.gov.bd

Website : www.ccie.gov.bd

1. Passport size photograph of the entrepreneur! A copy of the original duly attested by a First managing partner 'managing director Class gazetted officer

2. Trade License A copy of the original duly attested by a First Class gazetted officer

3. MeambBership Certificate from alecal Chamberef <A copy of the original Certificate Attested by lccal Commerce and Indusiry or from concemed Chambers of Commercs and Industry or Trade Trade Associations Associations

4. Financial solvency certificate From bank

5. Crizenship Certificate A copy of the original duly attested by the Ward Commissioner/Union Parishad Chairman

■. Treasury Challan Original

7. TIN Certificate A copy of the original duly attested by a First Class gazetted officer

%. Registration Deed A copy of the original duly attested by a First Class gazetted officer, (in case of partnership)

9. Certiicate of Incorporation, Memorandum and A copy of the original duly attested Gy a First Articles of Association {In case of Limited Company) Class gazatted officer

Step 1 Collects of the Form of IRC - Commercial, for free of cost, from the 3rd floor of Controller of Imports & Exports (CCISE) office

Step 2 Deposits the Registration fee and the cost of pass-book in Bangladesh Bank or Sonali

4. Contract for machinery Original copy has to be shown and

4 photocopy of the original has to be submitted

5. Pro-forma of invoice Original copy has to be shown and a photocopy of the original has to be submitted

6. Manufacturing list List of products along with quantity

7. Nationality Certificate of entrepreneur A copy of the original duly attested by 4 First Class gazetted officer

8. Copy of deed of land ownership document H rental, contract should be for next 10 years

9. TIN Certificate A copy of the original duly attested by a First Class gazetted officer

10. Membership Certificate from local Chambers of Commerce A copy of the original duly attested and Industry or from Trade Association by 4 First Class gazetted officer

11. Bank Solvency Certificate Original

12. Treasury Challan Original

13. Environment Clearance Certificate (if applicable) Original copy has to be shown with 4 photocopy of the original for submission

14. Certificate from Drug Administration (if applicable) Original copy has to be shown with a photocopy of the original for submission

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Step 1 BOI registration

Step 2 Application on official Letter Head

Step 3 A BOI official Form 19505 to be filled in

Step 4 Relevant fee payment (Treasury Challan)

Step 5 Submission of all the required documents

Step 6 BOI conducts an Inspection

Step 7 Obtaining the Permit on the basis of BOI shuparishnama

5 working days Depending on the application status time may vary

Ad-hoc IRC

6. 1. || patente 1.1.1.1 applicant Obreina the |. "Obreina the | 1.1.1.1 registration 'through 1.1.1.1 letter' 1.1.1.1 \ Cartificte

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5 Subenite all BOI] canchacis prepared by an officer Soe ethe =

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| | Director level | COMBE

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CCE on the basis of BOI

Recimnnendcation and thes original

1.1.1.1 copy of Treasury Chalan legue an

Ad-hoc Cartificnbe which ie

Indeliy for 1 year

Legal Basis of the Permit * Investment Beard Act, 1989

« Import Policy, 2012 - 2015

The Nature of the Permit wectar speciic (import based industry); start-up and operational permit

Temtonal Scope of the Permit National

Eligibility Criterla te Obtain Industrial Importers

the Permit

Information Availability 1.1.1.1 Written procedures are easily accessible by the public

. Forms are available online

+ There is a Help Desk In the BOI office

BOI gives two types of Ad-hoc IRC: one is for industrial import and the other one is for the commercial Import The above mentioned process is for Industrial Import.

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

(■) Industrial units approved on a regular basis will be allowed to import up to three times of their regular Import entitlement of the Items, Import of which is banned for commercial purpose and which are Importable by industrial consumers only;

(0) Industrial units approved on ad-hoc basis will be allowed to import up to the = maximum value limit not exceeding two times of their half-yearly Import entitlement

{c} After receiving the 1st ad-hoc share the concerned industrial units shall apply through the concerned sponsoring authority to the Chief Controller of Imports & Exports for regularization of their import entitlement;

{d} Import entitlement and IRC of the concerned industrial unit will be regularized on the basis of the recommendation of the sponsoring authority, if 70% of the first ad-hoc share had been utilized. Otherwise, clearances will be issued for the 2nd ad-hoc share;

(■) Ad-hoc IRC of the concerned industrial unit shall not be renewed until the Chief Controller of Imports and Exports issues clearance for the 2nd ad-hoc share or regularizes its import entitlement on the basis of recommendation of the sponsoring authority;

{f} If, after the utilization of the 1st ad-hoc share, an industrial unit is allowed to utilize their 2nd ad-hoc share as per recommendation of the sponsoring authority instead of regularizing their import entitlement, the industrial unit, after utilization of the 2nd ad-hoc share, will be able to apply to the sponsoring authority for regularization of their import entitlement. The ad-hoc entitlement and the ad-hoc IRC will be regularized as per recommendation of the sponsoring authority.

{g} In case of Import by these sectors of Industries for which entitlement has been fixed on the basis of more than one shift, units accepted on a regular basis under such a sector shall not be eligible to import more than 100% of the annual entitlement for such restricted raw materials or packing Heme and the industrial units accepted on an ad-hoc basis, under such a sector shall not be eligible to import more than 100% of the half-yearly amount for such restricted items;

{h} Govt sector Industrial units will obtain approval of the ■■■ of Commerce through their administrative Ministry the total annual requirement of the restricted items at the Beginning of the financial year,

{i} Regular Industrial units which have been provided with special financial benefit along with payment of advance income tax with respect to import of industrial raw materials/packing materials/spare parts will not Import those items three times more than the import criteria even if those items are freely importable;

{j} Amount of approved Import entitlement (sum and word in taka) will be clearly quoted in the IRC at the time of its issue by the office of the Controller of Imports and Exports and the regional office of the Chief Controller of Imports & Exports will deliver a copy of the entitlement paper approved by sponsoring authority duly countersigned by the concerned regional office of Imports & Exports;

{k} A copy of the entitlement paper duly endorsed shall be provided to the sponsoring authority;

{l} These provisions in sub-para (0) and (0) above shall not apply in case of import by the ready-made garments, hosiery and special textile industries operating under ■ bonded warehouse system and the pharmaceutical (allopathic) industries; but the provisions of sub-para (6) and (9) of paragraph 24 in import policy 2012-2015 respectively shall apply in these cases;

{m} According to the import policy 2012-2015, under the provisions in sub-para (b) and (g) the industries those who have no specific allotment declaration from the government regarding the foreign exchange import in cash can import their raw materials, packaging materials and machineries with their cash foreign currency and there is no calling for Import in this case;

{n} IRC of an abolished/shutdown industry has to be submitted to the office of the Controller of Imports and Exports within the 120 days immediately after such abolishment;

|| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Permit

Renewal Frequency of the Permit Annual

Issuing Ministry Ministry of Commerce

Incumbent Offices Name : Office of Chief Controller of Imports and Exports (CCI&E)

Address : 1711-113, Motilal C/A, Dhaka-1000

Phone :-+88-02-8551556, +88-02-0550285

Fax :-+88-02-9550217

E-Mail : infogccis.gov.bd

Website : www.ccis.gov.bd

1. Passport size photograph of the entrepreneurs A copy of the original duly attested by a Managing partner/Managing Director First Class gazetted officer

2. Trade License A copy of the original duly attested by a

First Class gazetted officer

3. Membership Certificate from a local Chambers of Commerce and Industry or from concerned Trade Chambers of Commerce and Industry or Associations Trade Associations

4. Citizenship Certificate of applicant A copy of the original duly attested by the Ward Commissioner Union Parishad Chairman

5. Treasury Challan A copy of the original duly attested by a First Class gazetted officer

6. Tax Identification Number (TIN) certificate A copy of the original duly attested by a First Class gazetted officer

7. Registration Deed (In case of partnership) A copy of the original duly attested by a First Class gazetted officer

8. Certificate of Incorporation, Memorandum and Articles of Association (in case of limited company) Class gazetted officer

Step 1 Collects the Form of ERC, for free of cost, from the 3rd floor of CCI&E office Or at the counter of the Nominated Bank

Step 2 Deposits the registration fee and the cost of Passbook in Bangladesh Bank or designated bank and collection of three (3) copies of Treasury Challan

Step 3 Arranges the copies of required documents

Step 4 Submits the filled-in Application Form along with required documents and Treasury Challan at the receipt Dispatch Section on 3rd floor of CCI&E office

Step 5 Gets the office entry number with an official stamp from the CCI&E office

Step 6 Obtains the Permit when issued

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

EXPORT-IMPORT

Official Time Limit | Approximate Processing Time for Issuing the Permit

3 working days

Fee Schedule

BDT 3,500.00.

| (as per the copy of required documents Submitted)

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office Challan UP Chair | | 2 and ACSA, NIG documents) | 155 office, |

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Renewal of ERC

1. Original copy of ERC and ERC passbook Original copy issued by the Chief Controller of imports and Exports

2. Treasury Challan A copy of the original duly attested by a First Class

gazetted officer

Process Steps

Step 1 Arranges the required document

Step 2 Deposits the yearly renewal fee at Bangladesh Bank

Step 3 Submits a copy of the Challan along with expired ERC at CCI&E

Step 4 Obtains the renewed permit when issued

Official Time Limit | Approximate Processing Time for Renewing the Permit

3 working days

SB BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Permit

Renewal Frequency of the Permit Annual

Issuing Ministry Ministry of Commerce

Incumbent Office Name : Office of Chief Controller of Imports and Exports (CCI&E)

Address: 111-113, Motijheel C/A, Dhaka-1000

2. Trade License A copy of the original duly attested

3. Membership Certificate from BIAA A, copy of the original duly attested by BIAA
4. Certificate of Bank Solvency Original
59. Agency Agreement with overseas suppliers A, copy of the original duly attested
by the authorized dealer bank
6. Treasury Challan Original

step 1 Applicant arranges of the copies of required documents [9. original IRC - indenting, Up-to-date Trade License, up-to-date Membership Certificate from Bangladesh Indenting Agents' Association, financial solvency certificate, agency agreement, and treasury Challan

3 days 3 days

1

|| -■ Chan OO

Parmit

BUSINESS START-UP LICENSES : A REGULATORY GUIDE

1. An Application In company letter head

2. Annexure copy' of expiry date of the selected medicines for export

3. Approval for the brand name. If the brand name is changed:

otherwise not required

4, Fill up the CPP and FSC", according to WHO format FSC 8 needed only If Drug

Administration asks for it

To get the license for Export

1. A completed Application on Form 8, 9A and 10A'

■, LC/ Purchase order A copy of the original

1 Annexure copy 15 a document submitted by the applicant for each product which include extensive product information like name, composition, ingredients' and other details of the product.

2 Free Sale Certificate (FSC) Is a document required in certain countries for certain commodities (such as pharmaceuticals), which states that the specified imported goods are normally and freely sold in the exporting country's open markets and are approved for export.

+ The certificate of pharmaceutical product (CPP) is a certificate issued in the format recommended by the World Health Organization (WHO), which establishes the status of the pharmaceutical product and of the applicant for this certificate in the exporting country.

" Prescribed in the Drug Rules, 1945; available also in online-

{http: /www.dope.gov. bd/index. php ?menuNameApplication 420 Form}

BUSINESS START-UP LICENSES : A REGULATORY GUIDE|

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Textiles and Jute

Incumbent Department Name : Department of Jute

Address : Karm Chamber (1st & 2nd floor) 59, Moti[heal

Commercial Area, Dhaka 1000.

Phone : +88-02- 9561546, +88-02-9566714, +88-02-9566714

E-Mail : dojutegagnionline.com

Website : www_mot.gov.bd

1. Completed prescribed Application Form Original

2. Treasury Chalan A, copy of the original duly attested

by a First Class gazetted officer

3. Memorandum of Association and Articles of Association 4, copy of the original duly attested

{applicable only for a Limited Company} by 2 First Class gazetted officer

4. Recent Bank Solvency Certificate A copy of the original duly attested

by 4 First Class gazetted officer

5. Valid Export Registration Certificate A copy of the original duly attested

by a First Class gazetted officer

6. Valid Membership Certificate issued by any of the concerned 4 copy of the original duly attested

agency 16. Bangladesh Jute Association/Bangladesh Jute by a First Class gazetted officer

Goods Association/Bangladesh Jute Spinners Association/

Bangladesh Jute Mills Association/Bangladesh Jute Exporters

Association/Local Chamber of Commerce and Industry

7. Valid Trade License A copy of the original duly

attested by a First Class

gazetted officer

8. Incomes Tax Certificate A copy of the original duly

attested by a First Class

gazetted officer

step 1 Collection of the prescribed Application Form from the District Office or Head Office of the Department of Jute

step 2 Payment and collection of a Treasury Chalan

Step 3 Submission of the filled in Application Form along with supporting documentation and

Treasury Chalan to the Director General of the Department of Jute at the Head Office

step 4 Verification and approval by the Department of Jute

step 5 Obtains Licenses from the Head Office of the Department of Jute

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

EXPORT-IMPORT

9. Nationality Certificate (to be provided by all board members in A copy of the original duly

case of a Limited Company) attested by a First Class

10. Statement of Immovable assets Original

11. Name, Permanent address and Nationality Certificate for adult | A copy of the original duly members of the family (To be provided by all board members = attested by a First Class in case of a Limited Company) gazetted officer

Official Time Limit | Approximate Processing Time for Issuing the License

1-5 working days The duration may vary depending on situational circumstances.

Fee Schedule

BDT 25000.00

'Process Map

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Renewal of Jute Goods Exporter License

1. Completed prescribed Application Form Original

2. Treasury Chalan Original

3. Memorandum of Association and Articles of Association A copy of the original duly attested (applicable only for a Limited Company) by a First Class gazetted officer

BUSINESS START-UP LICENSES : A REGULATORY ■■■006:

4. Recent Bank Solvency Certificate A copy of the original duly attested by a First Class gazetted officer

5. Valki Export Registration Certificate A copy of the original duly attested by a First Class gazetted officer

6 A-valid Membership Certificate issued by any of the concerned A copy of the original duly agency 1. i.e. Bangladesh Jute Association/Bangladesh Jute Goods attested by a First Class Association/Bangladesh Jute Spinners Association/Bangladesh gazetted officer

Jute Mills Association/Bangladesh Jute Exporters

Association/Local Chamber of Commerce and Industry

Step 1 Collection of the prescribed Application Form from the District or Head Office of the Department of Jute

Step 2 Payment and collection of a Treasury Challan

Step 3 Submission of the filled-in Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office

Step 4 Verification and approval by the Department of Jute

Step 5 Obtains a renewed License from the Head Office of the Department of Jute

1-3 working days The duration may vary depending on situational circumstances.

BDT 25000.00 Annually

Renewal A like @oode Export Liner

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| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Textiles and Jute

Address : Karm Chamber {1st & 2nd floor} 99, Motihsal

Commercial Area, Dhaka 1000.

Phone :-+ 880-2- 9561546, +880-2-9566714, +8280-2-9566714

E-Mail : doluteg@adgnioaniine.com

Website : www.mot.gov.bd

1. Completed application in prescribed Application Form Original

2. Treasury Challan Original

3. Memorandum of Association and Articles of Association A copy of the original duly (applicable only for a Limited Company) attested by a First Class gazetted officer

4. Recent Bank Solvency Certificate Original

5. Valid Export Registration Certificate A copy of the original duly attested by a First Class gazetted officer

6. A valid Membership Certificate Issued by any of the concerned = A copy of the original duly attested by a First Class gazetted officer

Bangladesh Jute Association/Bangladesh Jute Goods Association' (98 2#tted officer
Bangladesh Jute Exporters Association/
Bangladesh Jute Spinners Association
Bangladesh Jute Mills Associations
Bangladesh Jute Exporters Association/
Local Chamber of Commerce and Industry

7. Valid Trade License A copy of the original duly attested by a First Class gazetted officer

8. Income Tax Certificate A copy of the original duly attested by a First Class gazetted officer

9. Nationality Certificate (to be provided by all board members in a copy of the original duly attested case of a Limited Company) by a First Class gazetted officer

10. Affidavit (Bank documents related to the use of bank loan to Raw A copy of the original duly attested Jute Export business) by a First Class gazetted officer

11. Declaration of: Original
|| The applicant has no arrears with any government agency
| The applicant has no illegal possession of any government owned warehouse, office, house, land, bungalow and such

BUSINESS START-UP LICENSES : A REGULATORY GUIDE

[■] 6 warehouses rental ownership documents A copy of the original duly attested by a First Class gazetted officer

13. Permit for use of warehouse A copy of the original duly attested by a First Class gazetted officer

14. Name, Permanent address and Nationality Certificate for adult A copy of the original duly attested by a First Class gazetted officer

15. Statement of Immovable Assets Original

Step 1 Collection of the prescribed Application Form from the District Office or Head Office of the Department of Jute

Step 2 Make payment and collect Treasury Chalan from Bangladesh Bank

Step 3 Submission of the filled-in Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office

Step 4 Verification and approval by the Department of Jute

1-5 working days This duration may vary depending on situational circumstances.

BDT 25000.00 BDT 20.00

[■] of Raw Jute Export License

Dhaka - Ministry of Industries and Jute - Department of Jute

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Submits the Application in Licensee

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BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

1. Completed prescribed Application Form Original

2. Treasury Chalan Original

3. Memorandum of Association and Articles of Association A copy of the original duly (applicable only for a Limited Company) attested by a First Class gazetted officer

4. Recent Bank Solvency Certificate Original

5. Value Export Registration Certificate A copy of the original duly attested by a First Class gazetted officer

5. A valid Membership Certificate Issued by any of the concerned A copy of the original duly agencies 1.6. Bangladesh Jute Association/Bangladesh Jute Goods attested by a First Class Association/Bangladesh Jute Exporters Association/Bangladesh gazetted officer

Jute Spinners Association/Bangladesh Jute Mills Association/Bangladesh Jute Exporters Association/Local Chamber of Commerce and Industry

7. Valid Trade License A copy of the original duly attested by a First Class gazetted officer

8. Income Tax Certificate A copy of the original duly attested by a First Class gazetted officer

9. Nationality Certificate (to be provided by all board members in case A copy of the original duly of a Limited Company) attested by a First Class gazetted officer

10. Affidavit (Bank documents related to the use of bank loan to Raw A, copy of the original duly Jute Export business) attested by a First Class gazetted officer

Step 1 Collecting the prescribed Application Form from the District Office or the Head Office of the Department of Jute

Step 2 Makes payment and collects Treasury Chalan

Step 3 Submission of the filled-in Application Form along with supporting documentation and Treasury Chalan to the Director General of the Department of Jute at the Head Office

Step 4 Verification and approval by the Department of Jute

Step 5 Obtaining Licenses from the Head Office of the Department of Jute

1-3 working days The duration may vary depending on situational circumstances.

BOT 26000.00 annually BDT 20.00

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Terminology License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Home Affairs

Incumbent Department Name : Department of Narcotics Control (DNC)

Address : 441, Taigaon Industrial Area, Dhaka-1208

Phones : +88 02 4370011, +88 02 8870012

E-Mail : dgdncbd@gmail.com

Website : www.dne.gov.bd

1. & Prescribed Application Form of the Department of Narcotics Control «= Original copy

#. Recommendations from the Directorate of Drug Administration. A copy of the original duly attested by a First Class gazetted officer

■. Trade license {value} A copy of the original duly attested by a First Class gazetted officer

4. Treasury Chalan Main copy received from Bangladesh Bank
5. Drug Manufacturing License A copy of the original duly attested by a First Class gazetted officer and the regional officer
6. Drug Manufacturing Annexure' A copy of the original duly attested by a First Class gazetted officer and the Regional Officer
7. Export Registration Certificate A copy issued by the Chief Controller of Import and Export office (CCIGE)
- 8 TIN? Certificate A copy of the original duly attested by the First Class gazetted officer
9. Blo-data, an Academic certificate, a Pharmacists certificate, A copy of the original duly attested by appoinment letter of the appointed pharmacist of the factory a First Class gazetted officer and the regional officer
10. 0109 Clearance Certificate From the Dhaka Metropolitan Police (DMP) or from regional Police Station (Thana')

11. Recommendation from the Zonal Regional Office of DNC Original

12. Recommendation from the Regional Office of DNC Original

1 Ingredients required for manufacturing drug(item Est), Annexure is different for different items

2 Tax Identification Number

4 A Bangal word meaning Police Station

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Step 1 Collection of the Application Form from Department of Narcotics Control Office or website

Step 2 Submission of the Application Form and a letter in Company Letter Head addressed to the Director General of Narcotics Control.

step 3 Submission of the Application with the required documents at the Haad Office (HQ) sub-region at Office of Narcotics Control.

step 4 sub-regional Officer verifies the documents and sends it for Police Clearance.

Step 5 After getting the Police Clearance Certificate, Sub-regional Officer sends the Application along with the documents to the Head Quarter of Narcotics Control with recommendation.

step 6 Based on the recommendation given by the Sub-regional Officer, Haad Quarter of Narcotics Control decides whether to give License to the applicant or not.

Step 7 A letter is Issued from the Head Quarter of Narcotics Control If the Applicant gets the approval.

Step 8 The Applicant deposits License fee at Bangladesh Bank ■■■ designated branches of Sonali Bank and collects a copy of Treasury Challan.

51909 The Applicant then has to submit the Copy of Treasury Challan at the Sub-regional Office, step 10 Sub-regional Office then Issues the License.

120 Days May vary

BDT 10,000

[Export Licenses for Narcotics Drugs

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BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

1. Drug License from Drug Administration. Updated copy of the original duly attested by a First Class gazetted officer
 2. Income Tax Certificate Updated copy of the original duly attested by a First Class gazetted officer
 - . Export License of the Narcotics Drug Expired copy of the previously issued License.
 4. Trade License. Updated copy of the original duly attested by a First Class gazetted officer
 5. Drug Manufacturing Annexure Updated copy of the original duly attested by the Department of Narcotics Control
 6. Renewed copy of Export Registration Certificate © Updated copy of the original duly issued by the Chief Controller of Imports and Exporters (CCI&E)
 9. Treasury Chalan Main copy received from Bangladesh Bank
 10. Any other documents that enhance the If required credibility of the information
- Step 1 Applicant fills in the Application in a Company's official Letter Head addressed to the Director General of Narcotics Control office
- Step 2 submission of the Application with the required documents at the Sub-region at Office of Narcotics Control.
- Step 3 Sub-regional Officer verifies all the documents and gives approval.
- Step 4 The Applicant deposits renewal fees at Bangladesh Bank or designated branches of sonali Bank and collects copy of the Treasury Chalan.
- Step 5 The Applicant then has to submit the Copy of Treasury Chalan at the Sub-regional Office,
- Step 6 Sub-regional Office then issues the renewed License.
- 7-10 days May Vary
- BDT10,000

|| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Tenninology License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Home Affairs

Incumbent Department Name - Department of Narcotics Control (DNC)

Address :441, Tejgaon Industrial Area, Dhaka-1208

Phone : +88 02 8870011, +68 02 8870012

E-Mail -:dgdncebd@gmail.com

Website > www-.dne.gov.bd

1. A Prescribed Application Form of the Department of Original copy Narcotics Control
2. Recommendations from the Directorate of Drug Administration A copy of the original duly attested by a First Class gazetted officer
3. Trade License A copy of the original duly attested by a First Class gazetted officer
4. Treasury Chalan Main copy received from Bangladesh Bank
5. Drug Manufacturing License A copy of the original duly attested by a First Class gazetted officer and the Regional Officer
9. Drug Manufacturing Annexure' A copy of the original duly attested by ■ First Class gazetted officer and the Regional Officer
7. Import Registration Certificate A copy issued by the Chief Controller of Imports and Exports office (CCI&E)
8. TIN* Certificate A copy of the original duly attested by First Class gazetted officer
9. Bio-data, an Academic certificate, ■ Pharmacists A copy of the original duly certificate, appointment letter of the appointed pharmacist attested by a First Class gazetted officer and the Regional Officer
10. Police Clearance Certificate from the Dhaka Metropolitan Police (OMP) or from regional Police Station (Thana *)
11. Recommendation from the Sub-Regional Office Original

12. Recommendation from the Regional Office Original

7 Ingredients required for manufacturing drug(item Est), Annecdure is differant for differant Itama

“ Tax Hentification Number

3A Bengali word meaning Police Station

[BUSINESS START-UP LICENSES : A REGULATORY GUIDE

step 1 Collection of the Application Form from ONC Office or website

step 2 Applicant fills in the Form § (1) and an official letter in Company Letter Head addressed to the Director General of Narcotics Contral.

step 3 Submission of the Application with the entire required document at the Head Office (HOY Sub-regional Office of Narcotics Control.

step 4 sub-regional Officer verifies the entire document and sends It for Pollice Clearances.

step 5 After getting the Police Clearance, Sub-regional Officer sends the Application along with documents to the Head Quarter of Narcotics Control with recommendation.

step 6 Based on the recommendation by Sub-regional Officer, Head Quarter of Narcotics Control decides whether to give License to the applicant or not.

Step 7 A latter Is Issued from the Head Quarter of Narcotics Control if the Applicant gets the approval.

step 8 The Applicant deposits License fee at Bangladesh Bank or designated branches of Sonali Bank and collects a copy of Treasury Challan.

steps The Applicant then have to submit the Copy of Treasury Challan at the Sub-regional Office,

step 10 subregional Cffica then Issues the license.

120 Days Time May vary

BDBT 10,000.00

Import License for Narcotics Drugs

3 | ADOlostion Form - ■■■ ■■ approval letter ■■■ ■■■ of ■■, ■■■■ ■■

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BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

1. Drug License from Drug Adminstration. Updated copy of the ■■■■ duly attested by a First Class gazetied officer

2. Income Tax Certificate Updated copy of the enginal duly attested by a First Class gazetied officer

3. Import License of the Narcotics Drug Explred copy of the previously Issued License.

4. Trade Liceanas. Undated copy of the original duly attastad by a First Class gazetted officer

5. Drug Manufacturing Annexure Updated copy of the duly attested by the Department of Narcotics Control

6. Updated copy of a Import Registration Cartificate Updated copy of the original duly Issued by the Chisf Controller of Imports and Exporters (CCI&E)

9■. Treseury Challan Maln copy recealved from Bangladesh Bank

10. Any other documents that enhance the creditality —slf required of the Information

Step 1 Application in Company's official Letter Head addressed to the Director General of Narcotics control.

stop 2 submission of the Application with the required documents at the Subregional Office of Narcotics Control.

stap 3 cub-region Officer verifies all the documents and gives approval

Step 4. The Applicant deposits renewal fee at Bangladesh Bank or designated branches of Sonali Bank and collects the Treasury Challan-

stop 5 The Applicant than have te submit the Copy of Treasury Chalen at the Subregional Office,

stap 6 sub-regional Office then Issues tha Renewed Licanse.

7-10 days Time May Vary

BGT 10,000.00

|| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Home Affairs

Incumbent Department Name : Department of Narcotics Control (DNC)

Address : 441, Talgaon Industrial Area, Dhaka-1208

Phone : +88-02-8870016, +88-02-88 70020

E-Mail : dgdncbdi@iymail.com

Website : www.dne.gov.bd

1. Prescribed Application Form of the Department of Narcotics Control Original

2. Recommendations of the Directorate of Drug Administration.

3. Trade License

4. Drug Manufacturing License

5. Drug Manufacturing Annexure*

6. Import Registration Certificate {IRC}

7. TIN Certificate A copy of all the original

8. Blue print of the Factory/Laboratory ■■■ officer

9. Environment Certificate and Regional Officer

10. Fire and Civil Defense License

11. List of Machines

12. List of Workers, Employees of the Factory

13. Bio-data, Academic Certificate, Pharmacists Certificate, Appointment

Letter of the appointed Pharmacist of the Factory

14. Police Clearance Report of the Applicant

15. Recommendation of the Regional Office

16. Recommendation from the Zonal Office

17. Annual allotment of the International Narcotics Control Board (INCB)

in favour of Bangladesh

18. The Quantity of Allotment In favour of other Drug Manufacturing

Units by the Director General of Drug Administration (DGDA)

19. The quantity mentioned in the Application of the relevant organization

20. Deed of Land (Deed of Ownership, Deed of Leasehold, Rent Agreement 900)

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9 Drug Annexure copy is a document submitted by the Applicant for each product which include ingredients and the other details

product, approved by the Directorate General of Drug Administration-

[BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Registration

Renewal Frequency of the Registration = Every five Years

Issuing Ministry The Ministry of Health & Family Welfare

Incumbent Office Name ' Directorate General of Drug Administration (DGDA)}

Address : 105-106, Motijheel Commercial Area, Dhaka-1000

E-Mail : druigs@citech.net

Website : weew.dgda.gov.bd

1. Application by the local nominated representative In Bangladesh Original

2. Completed Form DA-1/188*. Original

3. Evaluation fee of Recipe through Treasury Challan Through Bangladesh Bank?

Sonali Bank

4. Organization's Profile

5. Product Profile

§. Certificate of Pharmaceuticals Products (CPP) /Free Sale Certificate A copy duly attested by the

(FSC) signed by the producing country's health authority Bangladesh Embassy of

that concern country

7. In case of medicine for human being:

a. FSC/CPP of Country of Origin (if Australia, France, Germany, Switzerland, Japan, UK, USA }

b. FSC/CPP from any of the above seven countries {for countries

other than the above country of origin)

■. In case of Veterinary Medicine Registration:

- a. CPP of Country of origin { Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hungary, Ireland, Italy, Japan, The Netherlands, Norway, Singapore, Sweden, Switzerland, UK, USA, Russia, Poland, Spain and South Korea }
- b. FSC/CPP from one of the 24 countries (if the country is none of the above mentioned then Country of Origin)

9. Packet sample In English/ Bengali and Brochure. Original

4 hitswew.dgda.gov. bd/download/da 1-88. pdf.

® The certificate of pharmaceutical product {CPP} is ■ certificate issued in the format recommended by the World Health Organization (WHO), which establishes the status of the pharmaceutical product and of the applicant for this certificate in the exporting country

© A document required in certain countries or for certain commodities (such as pharmaceuticals), certifying that the specified medicines are normally and freely sold in the exporting country's open markets and are approved for export

BUSINESS START-UP LICENSES : A REGULATORY GUIDE | |

Category Registration

Renewal Frequency of the Registration Annual

Issuing Ministry Ministry of Commerce

Incumbent Office Name : Export Promotion Bureau [■■■■]

Address - TCB Bhaban1, Kawran Bazar (2nd & 4th floor), Dhaka-1215

E-Mail : Infe@epb.gov.bd

Phone ■: +88-02-9144821-4 (PABX)

Website: www.apb.gov.bd

1. Completed application in prescribed Application Form Original

2. Pay Order to EPB Original

3. Photos of the applicant 2 copies of the original duly attested

by ■ First Class gazetted officer

4. Trade License (updated) A copy of the original duly attested

by a First Class gazetted officer

5. Export Registration Certificate (ERC) A copy of the original of the original duly

attested by a First Class gazetted officer

6. Chamber Membership A copy of the original duly attested

by a First Class gazetted officer

7. VAT Registration Number A copy of the original duly attested

by a First Class gazetted officer

& Income Tax Submission A copy of the original duly attested

by a First Class gazetted officer

5. Articles of Memorandum of Association Applicable in case of a Limited Company

step 1 Collects of the Application Form from the website or from ■■■:

step 2 Makes a payment of BOT 1000.00

step 3 Submits of the filled-in Application Form along with the supporting documentation

Step 4 Obtains the Registration

2-3 day on the basis of required documents time may vary

EPB Registration fee BDT 1000.00

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

Category Certificate

Renewal Frequency of the Annual

Certificate

Issuing Ministry Ministry of Commerce

Incumbent Office Name : Export Promotion Bureau [EPB]

Address: [28 Bhaban1, Kawran Bazar (2nd & 4th floor), Dhaka-1215

E-Mail : Infept.gov.bd

Phone : +88-02-9144821-4 (PABX)

Website: www.epb.gov.bd

1. Approval Sheet duly filled in Original

2 [0 Original

■. Shipping Bill (Value of Export)

4. BL First Original Copy/Invoice Bill

5. Trade License A copy of the original duly attested by 9 First Class gazetted Officer
 6. Expat Permission Attested by the owner
 7. Bill of Entry
 8. Export Registration Certificate (ERC) A copy of the original duly attested by the owner
 3. EPB Membership Certificate's photocopy A copy of the original duly attested by the owner
 10. Commercial Invoice A copy of the original duly attested by the owner
 11. Packing List
 12. Import related paper If any
 13. Telegraphic Transfer (TT)
 14. Short Shipment Certificate If required: a copy of the original duly attested by a First Class gazetted officer
 15. Freight Certificate If required: a copy of the original duly attested by a First Class gazetted officer
- Step 1 Collects and completes of the required Form according to the category (SAFTA, APTA, GSP)
- Step 2 Makes ■ payment of the Government required fees
- Step 3 submits of all the required documents to EPB
- Step 4 if all the documents are apposite obtains the certificate
- , | BUSINESS START-UP LICENSES : A REGULATORY GUIDE
- Category License
- Renewal frequency of the License Every two (2) years
- Issuing Agency National Board of Revenue
- Incumbent Office Name : Customs Bond Commissioner's Office
- Address: 342/1, Segunbagicha
- Dhaka- 1900
- Phone : +88-02-9560554
- Fax | +88-02-9341076
- Website | www.cbc.gov.bd
1. Application on Standard Format with appropriate revenue stamp Original
 2. BOI/BSCIC Registration and BOI recommendation Original
 3. Company TIN and Certified copy of wealth statement issued = Original by Income Tax Department (IT-10B) for all directors/owner
 4. Trade License Updated and a copy of the original duly attested by the concerned lien bank(s).
 - . Fire License Updated and a copy of the original duly attested by the concerned lien bank(s).
 - . Value added tax (VAT) Registration certificate (Business Updated and a copy of the original Identification Number- BIN) duly attested by the concerned lien bank(s).
 7. Recommendation by concerned business association If applicant is not a member of any (If applicable). Association, he can apply without recommendation for Bond License.
 8. Name, Designation, present and permanent address, It should be duly notarized by a signature and photo attached/put on Non-judicial stamp of Competent Authority and be value BDT 300/- of owner/directors. attested by the lien bank(s).
 9. Boiler certificate If applicable
 10. Memorandum and Articles of Association and Certificate of Incorporation A copy of the original, if applicant Incorporated Issued by RJSC as company
 11. Purchase document for machinery. Invoice and Bills of Entry A copy of the original for import and VAT invoice (Challan) for local purchase.
 12. Layout plan of the factory Two (2) copies of the original, a

ammonia printed copy signed by a
registered engineer

BUSINESS START-UP LICENSES : A REGULATORY GUIDE ||

13. Deed of land/space ownership or rental deed A copy of the original duly notarized, In case of rental space

14. Affidavit (Halainama) to follow the law, rules and procedures on it could be duly notarized by a non-judicial stamp of Value BDT 300/- by Managing Director/ § Competent Authority.
Proprietor/Sole Partner.

15. Certificate from lien bank(s) that the applicant has financial A copy of the original strength to submit General Bond of appropriate amount of money.

16. IRC/ERC Updated and a copy of the original
duly attested by the concerned
lien bank(s).

step 1 Applicant submits application to BOI for their recommendation

Step 2 Applicant receives the recommendation

step 3 Collects or downloads Bond License Application Form.

step 4 Download the ■■■ of documents needed for Bond License.

step 5 Collects applicable documents from NBR, Municipal, BOI etc.

step 6 Fills up the Bond License Application form correctly. If needed, applicant can consult with Bond License Branch of CBC.

Step 7 Submits Application Form with all documents. During submission, ensure that concerned receiving officer checks the application and writes comment "All documents submitted along with application" on applicant's received copy.

Step 8 Takes Token with the date and time of Factory inspection.

step 9 After Inspection (checks warehouses, machine layout, visits bank), CBC officer submits a report

Step 10 Commissioner approves the report

step 11 CEC informs the applicant after getting approval from Commissioner,

step 12 Applicant submits appropriate fees to Bangladesh Bank and obtains received copy of the Treasury Challan

Step 13 All directors/partners/proprietor sign the Form in presence of the officer in charge of CBC.

step 14 Receives the Bond License

15 days 15 days (if all documents are in order)

License Fee BGT 10000.00

VAT BOT 1606.00

[BUSINESS START-UP LICENSES : A REGULATORY GUIDE

EXPORT/IMPORT

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Bf RE

Renewal of Bonded Warehouse License

1. Company TIN Certificate A copy of the original duly attested by a First Class gazetted officer

2 Trade License Updated and a copy of the original duly attested by the concerned lien bank(s)-

=. Fire License Updated and ■ copy of the original duly attested by the concerned lien bank(s).

4. IRCERC A copy of the original duly attested by a First Class gazetted officer

5. Environment Clearance Certificate A copy of the original duly attested by a First Class gazetted officer

Process Steps

Step 1 Applicant submits Application to the concerned Chamber Association with all the required documents

Step 2 Chamber Association sends request to the Commissioner

Step 3 Applicant deposits the renewal fee to Bangladesh Bank and obtains Treasury Challan

Step 4 Submits the Treasury Challan along with all required documents

Step 5 Obtains renewed License from CBC

Official Time Limit | Approximate Processing Time for Renewing the License

7 days Time may vary

BUSINESS START-UP LICENSES : A REGULATORY GUIDE [C+

■■ INVESTMENT

Category Registration

Renewal Frequency of the Registration Renewal is automatically done when the yearly return is submitted

Issuing Ministry Ministry of Commerce

Incumbent Office Name : Registrar of Joint Stock Companies and Firms (RJSC)

Address: TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka - 1215

Phone : +88-02-8189403

Fax : +88-02-2189402

Email : ysc@roc.gov.bd

Website : www.rec.gov.bd

1. Name Clearance Certificate Issued by RJSC

2. Filled-in Form - I: Declaration on registration of company Required for public/
private company

3. Filled-in Form - VI: Notice of situation of registered office Required for public/
private Company

4. Filled-in Form - X: Consent of director to act Required for public/
private company

5. Filled-in Form - X: List of persons consenting to be directors Required for public/
private Company

6. Filled-in Form - A: Agreement to take qualification shares in proposed Required only for public
company limited company

7. Filled-in Form - All: Particulars of the directors, managers and managing Required for public/
agents and of any therein private company

8. Articles of Association and Memorandum of Association 4 copy of the original for
each document

9. TIN Certificates of directors A, copy of the original

10. Treasury Challan Original

Step 1 Applicant prepares Memorandum of Association (MOA) and Articles of Association (AOA)
as appropriate to the entity type

Step 2 Applicant visits "www.roc.gov.bd" In order to apply for company registration

Step 3 Applicant selects entity type in the website Form

Step 4 Applicant fills-in Name Clearance submission number and letter number

Step 5 Applicant fills-in as well as, scans and uploads the prescribed forms (a.g., Form # I, VI,
IX, %, XI, ■■■, XVI)

Step 6 Applicant attaches the MOA and AOA,

90807 Applicant submits the Registration Application through completing the web Form

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Step 3 Applicant receives the payment/deposit slip for payment of the Registration fee from
designated bank once Application is submitted

Step 9 Applicant makes photocopies of the payment/deposit slip as well as prints out copies of
all applications filled documents uploaded online, and submits them at the dealing
officers counter at RJSC Office

Step 10 Applicant gets a receipt of the Certificate of Incorporation from the Dealing Officer after
the Deputy Registrar have checked and signed the Application

1 working day 3 working days

Stamps (for both, Private and Public Limited Company)

1. For affixing on the Memorandum of Association: BOT 1,000.00

2. For affixing on the Articles of Association:

Authorized Capital (BDT) stamp (BDT)

Up to 20,00,000.00 2, 100.00

More than 20,00,000.00 But up to 6,00,00,000.00 8,100.00

More than 6,00,00,000.00 20,100.00

Registration Fee

1. For Private Limited Company

For filling 6 documents (5 filled In forms plus 1 Mamorandum & Articies of Association, @ BDT 200.00 per document): BDT 1,206.00

For Public Limited Company

For filing 8 or \$ documents (7 or 8 filled in Farms plus 1 Memorandum & Articies of Association, ■■■ BOT 200.00 per document): BOT 1,600.00 or 1,800.00

2. For the authorized share capital (for both, Private and Publle Limited Company)

Authorized Capital (BDT) Fee {(BDT)

Up to 20,000.00 360.00

Additional for avery 10,000.00 or part after first 20,000.00 up to 50,000.00 180.00

Additional for avery 10,000.00 or part after first 50,000.00 up to 10,00,000.00 45.00

Additional for every 10,000.00 or pert after first 10,00,000.00 up te 50,00,000.00 24.00

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

Category Registration

Renewal Frequency of the Registration Renewal is not required

Issuing Cifice Prime Minister's Offices (PMO)

Incumbent Office Name : Board of Investment (81041)

Address : Prime Minister's Office, Jiban Bima Tower (19th Ficor),

10 Dilkusha C/A, Dhaka - 1000

PABX : +88-02-7169580

Fax : +88-02-8562312

E-Mail :service@boi.gov.bd

Website : www.Dol.gov.bd

1. Application In Preseribed Form' duly filled In Two 2] coples

2. Trade Licanse A copy of the original duly attested

by a First Class gazettd officer, in

case of existing Industries

3. Certificate of Incorporation along with Memorandum of A copy of the original duly attested

Associaton and Articles of Association in case Company by the company's Managing

Director/Firm's Managing Partner

4. JVP Agreement Two (2} copies of the original duly

attested in by both the parties, in

case of Joint Venture Project ■■■■■)

». Partnership Deeds Two (2) copies of the original duly

attested by the partners, in case of

Partnership Finns,

6. Deeds of the proposed land Two (2) copies; attested by the

company's Managing Director. if

the land Is owned by the

Entrepreneur, then attach copies of

the orginal deed, or copy of loan

agreement Tor rented building

7. If the total project cost exceeds BDT 100 million, then project profile Two (2) copies

& Background of the prompters in officials letierhead pad deserbing Two {2} copies

I, Name

||. Permanent and Mailing Addrass

|||. Designation

Iv. Natlonallty

9. Relevant documents in support of loan If the project is financed by lean;

two (2) coples

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BUSINESS START-UP LICENSES : A REGULATORY GUIDE ||

10. Pay Order! Bank Draft for applicable registration fee Infavorof Orginal

"Executlve Chalm and MemberSecretary, Board of

Investment'

11. TIN Certificate 4 copy of the orginal duly attested

by a First Class gazetted officer

step 1 Applicant collects (for free) ■ local Registration Form of Investment project from

Registration & Investment (R & I-2 division or relevant divisional office of BOI

Step 2 Applicant deposits the Registration fee, as per Fee Schedule Tabk, from any sched
Wied bank in favor of “Executive Chairman and Member-Secretary, Board of Invest-
ment” and collects 4 pay order! bank dratt
step 3 Applicant submits the Application Form with required documents as per Registration
Application

step 4 BOI reviews the Appiicantion and documents and, If found sultatie Registration
Certificate will be issued

Total Proposed Project Cost

Up to BOT 10,00,00,000.00 BOT 5,000.00

BOT 10,00,00,000.00 to BDT 25, 00,00,000.00 BOT 10,000.00

BDT 25, 00,00,000.00 to BDT 50,00,00,000.00 BDT 25,000.00

BDT 50,00,00,000.00 to BDT 100,00,00,000.00 BOT \$0,000.00

More than BDT 100,00 00,000.00 BDT 100,000.00

Registration correction fee BDT = 1,000.00

1-2 working days 15 - 30 working days

Peghtination for Local Inmewastinient Project: with BAH

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| | BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Approval and Registration

Renewal Frequency of Annual

Approval and Registration

Ministry Ministry of Labor and Employment

Incumbent Department Name : Office of the Chief Inspector of Factories and Establishment (CIFE)

Address : 4, DIT Avenue, Motjheel C/A, Dhaka - 1000

Phone : +88-02-0566711

E-Mail -: deig.dhakag@gmail.com

Website : www.mole.gov.bd

1. Land document, if rental, rent receipt and agreement is required,
f owned, tax receipt is required

2. Site plan/ layout or master plan

3. Datallad construction plan

4. Machine layout and flow chart of manufacturing process

For Registration Certificate additional requiraments are :

5. Previously approved plan Onginal

6. Trade License (if operating) A copy of the original duly
attested by a First Class

gazetted officer

7. Electricity Demand Note A copy of the orginal duly attasted
by a First Class gazetted officer

8. And a fee payment slip (for factory registration) Onginal

Some additional documents to valldate factory existence are required:

9. A copy of the Certiicate of Incorporation A copy of the orginal duly
attested by a First Class

gazetted officer (If registrarad as
Company)

10. A copy of Articles of Association & Memorandum of Association A copy of the original duly
attested by a First Class

gazetied officer (If registered as
Company)

| BUSINESS START-UP LICENSES ; A REGULATORY GUIDE

step 1 Applicant downloads Form # 1 for Factory Plan Approval and Form 2 for Registration Certificate (available on CIFE web page)
 Step 2 Applicant Submits two (2) sets of Forms with supporting documents
 Step 3 Clerical Section Issues a Tracking number
 Step 4 Office Master assigns Inspector
 step 5 Clerical Section Records Inspector
 step & Inspector carries out Inspection
 step 7 Inspector submits report
 step & Clerical section records submission
 step 9 Office Master takes approval decision
 Step 10 Clerical section issues letter
 Step 11 Clerical section prepares and records issuance
 Step 12 Office Master signs
 Step 13 Applicant obtains approval from DIFE
 2 months Less than two (2) months (in some cases only Fifteen (15) days) working days
 Approval of Factory Plan: Free
 Registration Category
 NT Number of Worker License Fee (BDT)

A 10-30 160.00
 B 31-50 400.00
 ■■ 51-100 800.00
 D 101-200 1200.00
 E 201-300 1606.00
 F 301-500 2800.00
 ■■ 501-750 3200.00
 H 751-1000 4000.00
 I 1001 = 4£00.00

Approval of Factory Plan And Certificate of Registration for Factories and Establishment

■■■■ =
 ze application online or if required ■■ | indi ■■
 i ■■■■ agate ■■■■ | certificate _ eH
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BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

Category Registration

Renewal Frequency of the Every five (5) years

Registration

Issuing Ministry Ministry of Industries

Incumbent Office Name : Bangladesh Small & Cottage Industries Corporation (BSCIC)

Address: 137-138, Monjheel Commercial Area, Dhaka-1000

Phones : +88-02-9556191/2

Fax : +88-02-9550 /04

E-Mail : info@bscic.gov.bd

Website : www.bscic.gov.bd

1. Filled and prescribed Application Form Original; duly attested by a First Class gazetted officer

2. Passport size photograph of the entrepreneur 1 copy of the photograph duly attested by a First Class gazetted officer or a BSCIC officer

3. Land Deed (Ownership Deed, Leasehold deed or Rent 3 A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer

4. Voucher, invoice etc. of procurement of machine 1 copy of the original for each document

>. Trade License A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer, the Trade License should be valid

6. National ID card of the entrepreneur 1 copy of the original

7. Feasibility study report Required, if the business starts with the help of bank loans

%. Fire License A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer, the Fire License should be valid

9. Environment Clearance Certificate A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer, the Environment Clearance Certificate should be valid (required in particular cases)

10. Product certification by BSTI/BCSIR 4 copy of the original duly attested by a First Class gazetted officer or a BSCIC officer (required if product line of the business includes human and/or animal food)

11. Certificate of Incorporation A copy of the original duly attested by a First Class gazetted officer or a BSCIC officer (required if the business is enlisted as a Company)

12. Payment of money receipt from BSCIC in favor of the Original application fee and registration fee

BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Step 1 Applicant collects the prescribed Application Form from BSCIC Office or prints out the Application Form from BSCIC website

Step 2 Applicant fills-in the Application Form (with the help of a BSCIC expansion officer)

step 3 Applicant gathers required documents and attaches the documents with the Application Form

step 4 Applicant pays the required fee for the Application Form and registration at the BSCIC office

step 5 Applicant receives the money receipt from BSCIC in favor of the fees deposited

step 6 Applicant submits the filled-in Application Form at BSCIC Office

step 7 Applicant gets the receipt number with official stamp from the BSCIC Office

step 8 Applicant receives forwarding letter from BSCIC with confirmation of registration

6 working days 7-10 working days

A. Cost of application form

1. For Cottage Industry BDT 20.00

2. For Small Industry BDT 20.00

B. Registration fees Level of Investment Registration Fee

Types (in BDT) (in BDT)

1. Cottage Industry — 30.00

2. Small Industry

i. Category 1 Upto 10 lacs 200.00

ii. Category 2 From 10 lacs to 25 lacs 400.00

iii. Category 3 From 25 lacs to 50 lacs 600.00

iv. Category 4 From 50 lacs to 75 lacs 700.00

v. Category 5 From 70 lacs to 1 crore 800.00

vi. Category 6 Above 1 crore 1,000.00

Registration with BSCIC (Fresh Issue)

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BUSINESS START-UP LICENSES : A REGULATORY GUIDE | :

1. Filled-in prescribed Application Form for renewal of Original: duly attested by a First Class gazetted officer

2. Payment money receipt from BSCIC in favor of the A copy of the original duly attested by a application fee and registration fee First Class gazetted officer or a BSCIC officer

3. Papers of registration with BSCIC A. copy of the original duly attested by a First Class gazetted officer or a BSCIC officer

step 1 Applicant collects the prescribed Application Form from BSCIC Office or prints the Application Form from BSCIC website

step 2 Applicant fills in the Application Form (with the help of a BSCIC expansion officer)

Step 3 Applicant attaches the BSCIC registration papers

step 4 Applicant pays the required fee for the prescribed Application Form and renewal at BSCIC Office

step 5 Applicant receives the money receipt from BSCIC Office In favor of the fees

Step 6 Applicant submits the filled-in Application Form at BSCIC Offices

step 7 Applicant gets the renewal stamp on the registration papers from BSCIC Office

■ working days 3 working days

A. Renewal fee

Types Level of Investment Renewal Fee

1. Cottage Industry (In BDT)

2, Small Industry 20,00

7 4

■■■■■ Upto BDT 10 lacs 200.00

' Category From 10 lacs to 25 lacs 400.00

II. Category 3 From 25 lacs to 50 lacs 600.00

iv. Category 4 From 50 lacs to 75 lacs 700.00

¥. Category 5 From 70 lacs to 1 crore \$00.00

vi. Category 6 Above 1 crore 1,000.00

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Registration

Renewal Frequency of the Registration Renewal Is not required

Issuing Ministry Ministry of Finance

Incumbent Office Name : National Board of Revenue (NBR)

Address : Segun Bagicha, Dhaka 1000

Phone = - +88-02-9358223

Website > www.nirbd.org

1. Trade License A. copy of the original duly attested by a First Class gazetted officer

2. TIN Certificate A copy of the original duly attested by a First Class gazetted officer

3. Import Registration Certificate/Export Registration For industrial users, Ad-hoc IRC is Certificate obtained before applying for VAT

registration number, A copy of the original duly attested By a First Class gazetted officer

4, [■] of all sales shops: Sales centers, full address, In case of Central Registration equipment, machinery, fittings, product features and amendment of the products manufactured

5. List of Invoice and stored product If required

■. Passport size photos Two (2) copies of the original duly attested by ■ First Class gazetted officer

7. Deed of Agreement In case of rented property

8■. Bank solvency certificate Original

9. BOI registration A copy of the original duly issued by the Board of Investment

10. Memorandum of Association (MOA) and Articles of Association of Limited Companies; a copy of Association (AQA) the original duly attested by a First Class gazetted officer

step 1 Applicant collects the prescribed Application Forms from Zonal NBR offices or from NBR website

step 2 Applicant submits the Application Form with supporting documents

step 3 NER officials verify the documents

step 4 NBR officials Inspect the documents

step 5 Applicant obtains VAT Registration Certificate

| BUSINESS START-UP LICENSES ; A REGULATORY GUIDE

Category Certificate

Renewal Frequency of the Certificate Renewal Is not required

Ministry Ministry of Commerce

Incumbent Office Name : Export Promotion Bureau [EPB]

Address :TCB Bhaban, 1 Kawran Bazar (2nd & 4th Floor)

Dhaka-1215 Bangladesh

Phone | +8802-9144871-24, +38-02-81890084, +88-02-3 180086,

+82-02-8 180087, +88-02-2180090, +88-02-8150095

E-Mail _—: infoepb.gov.bd

Website : waww-_epb.gov.bd

1. Application for GSP Original duly attested by a First Class gazetted officer

2. Commercial Invoice A copy of the original duly attested by a First Class gazetted officer

3. Packing list A copy of the original duly attested by a First Class gazetted officer

4. [10 4 copy of the original duly attested by ■ First Class gazetted officer

5. Shipping bill A copy of the original duly attested by ■ First Class gazetted officer

6. Bill of Lading A copy of the original duly attested by a First Class gazetted officer

7. Back to back LG

8. EP Registration copy A copy of the original duly attested by ■ First Class gazetted officer

9. Bank certificate A copy of the original duly attested by a First Class gazetted officer

10. Utilization declaration

11. National ID of the Applicant A copy of the original duly attested by ■ First Class gazetted officer

12. Money receipt from BRAC Bank Original

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Certificate

Renewal Frequency of the Renewal is not required Certificate

Issuing Ministry Ministry of Commerce

Incumbent Office Name : Export Promotion Bureau (EPB)

Address :TCB Bhaban, 1, Kawran Bazar (2nd & 4th Floor)

Dhaka-1215.

Phone =: +88-02-9144621-24, +88-02-8180084, +88-02-8180086,

+88-02-818005 7188-02-61 50090188-02-8 180095

E-Mail _—: infodepb.gov.bd

Website :www.epb.gov.bd

1. Prescribed Application Form Original

2. Commercial Invoice by customs Attested by the Owner

3. Packing list by customs Attested by the Owner

4. BL/Airway Bill/Invoice Attested by the Owner

5. Bill of export/shipping bill Attested by the Owner

6. EXP Form/bank solvency certificate Attested by the Owner

7. LC/Contract TT Attested by the Owner

8. Recommendation from concerned Trade Association

9. ERC Attested by the Owner

10. Trade Licenses Attested by the Owner

11. Phyto Sanitary' Association Atested by the Gwner
12. Cost sheet If applicable
13. Additional Import related paper (ag, Import Permit) If required
14. Bank Solvency Certificate Applicable where ; in Original
15. Testimony from the thread supplier
16. Delivery Invoice/Cash Memo/Purchase Contract
17. EPS Enrolment Certificate Atested by the owner

Step 1 Applicant Collects thers (■9) sets of Application Form

Step 2 Applicant submits Application Form with the relevant documents

step 3 Obtains Certificate from the Front Desk

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

Category License

Renewal Frequency of the License Every three (3) years

Issuing Ministry Ministry of Industries

Incumbent Unit Name : Bangladesh Standards and Testing Institutions (BSTI)

Address :1168A, Telgaon A, Dhaka-1208

Phone :+88-02-8821462, +28-02-9131581

E-Mail : bstig@bangla.net

Website : www.bstibd.org

1. Trade License A copy of the original duly attested

■ by First Class gazetted officer

2. Permit from BOI BSCIC Not Mandatory

4. Trade Mark Registration! Application A copy of the original duly attested

by a First Class gazetted officer

■. Label or Packet of the Product, and following contents should be Included: Original

s Name of the product

s Grade/Type/Size/Voltage

se Weight/Quantity

s Code/Batch no.

es Product Ingredients'

s Name & address of the original Company

a Highest retail price

a Standard Mark along with BDS No.

5. TIN Certificate A copy of the original; if the firm fails

to attest the copy of the TIN Certificate,

It attested during the time of inspection

6. VAT Certificate A. copy of the original: if the firm fails to

attest the copy of the VAT Certificate, it

is attested during the time of inspection

7. Environment Certificate A copy of the original duly attested

by ■ First Class gazetted officer

A of the original duly attested

8. Premises License Copying

by a First Class gazetted officer, in

case of Food Sector

9. Letter of Credit (LC), Invoice, Bill of Entry, Import Registration A copy of the original of all the

Certificates (IRC) and Radiation Certificate (for milk powder) documents duly attested by a

First Class gazetted officer In case

of Imported product

' The Certification Mark scheme, under which the manufacturers/Exporters are Licensed to use the standard mark on goods produced

Imported by them In conformity to the relevant Bangladesh Standard (ADS)

| BUSINESS START-UP LICENSES ;: A REGULATORY GUIDE

step 1 Applicant collects the Prescribed Form' from the One Stop Service (OSS) Section of

BSTI Office' downloads it from the Website

Step 2 Applicant submits the Application along with all the supporting documents at the One

Stop Service (OSS)

Step 3 BSTI official checks the documents and provides a date of Factory inspection

step 4 Field Officer! BSTI official inspects the health and hygiene condition of the Factory

premises and seals sample product randomly for testing

step 5 Applicant submits the sealed sample and deposits the test fee at the CSS

Step 6 BST carries out the test according to the relevant Bangladesh Standard at the BST| Lab Wing

step 7 CM wing of BST! verifies the Inspection and Test Report and prepares a bill ts it 'of or 'for

Certificate and Licenss fee based on a formula {(0.1% of Approximate production capacity)}(X factory price)}

9908 OSS dispatches the EII te the Applicant

Step 9 Applicant deposits the hill at the OSS of BST!

Step 10 Obtains License of Certificate Mark License

Document checking and sampling {6 working days}

Sample submission at BSTII- OSS office (Depends on sample submission)

Laboratory testing and reporting (Product wise)

Approval after receiving the report (5 working days) -«- About Two (2) months

After final approval, submission of Marking fee (Depends on fee submission)

Obtaining License (within 2 working days after subnitting the marking Tea)

Application fae: BDT 1000.00

Testing fee: Product wise

Marking fag $(0.1\% \text{ of approximate production capacity}) \times (\text{x factory price})$

License fee: BDT 200.00

1 <http://fostl.gov.bd/download/GM/ApplicationFormGM.pdf>

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

1. Trade Licanse A copy of the original duly

attested by a First Class

gazetted officer

2. Permit from BOL BSCIC Not mandatory

3. Trade Mark Registration' Application A copy of the original duly

attested bya First Class

gazetted officar

4. Label or Packet of the Product; following contents should be included: Original (Revised)

o Name of the product

o Grade/Type/Size/Valtage

o Welght/Quantity

o Code/Batch nec.

o Product Ingredients'

o Mig. Date'Exp. date

o Name & address of the original Company

o Highsst retail price

o standard Mark along with BDS ne.

5. TIN Certificate A copy of the original, if the firm

falls to attast In copy of the TIN

Cortificats, It Is attested during

the time of inspection

80. VAT Certificate A. copy of the original, If the firm

fails to attest in copy of the VAT

Certificate, it is attested during

the time of inspection

7. Environment Certificate (if applicable) A copy of the original duly

attested by a First Class

gazetted officer

8. Premises License A copy of the original duly attested

by a First Class gazetted officer, in

case of Food Sector

9. Letter of Credit(LC), Invelce, Bill of Entry, Import Registration. 4 Copy of the original of all the

Certificate (IRC) and Radiation Certificate (in case milk powder) documents duly attested by a

First Class gazetted officar; In

case of imported product

Step 1 Applicant collects the Prescribed Form from BSTI Office/Website

Step 2 Applicant submits the Application along with all supporting documents at the One Stop Service (OSS)

Step 3 BSTI official checks the documents and provides a date of Factory inspection

Step 4 Field Officer, BSTI official) Inspects the health and hygiene condition of the Factory premises and seals sample product randomly to test

Step 5 Applicant submits the sealed sample and deposits the test fee at the OSS

Step 6 BSTI Lab Wing carries out tests according to relevant Bangladesh Standard

BUSINESS START-UP LICENSES ; A REGULATORY GUIDE |

■■ FOREIGN INVESTMENT

BUSINESS START-UP LICENSES : A REGULATORY ■■0107

Category Registration

Renewal Frequency of the Renewal is not required

Registration

Issuing Office Prime Minister's Office (PMO)

Incumbent Office Name - Board of Investment 801)

Address : Prime Minister's Office, Jiban Bima Tower (18th Floor),
10 Dilkusha C/A, Dhaka 1000

PABX - +88-02-7169580

Fax - +88-02-95623 17

E-Mail : service@boi.gov.bd

Website : www.boi.gov.bd

1. Application in the Prescribed Form duly filled in Two (2) copies

2. Trade License A copy of the original duly attested

by a First Class gazetted officer, In

case of existing Industries

3. Certificate of Incorporation along with Memorandum ■■ A copy of the original duly attested

Association and Articles of Association in case Company by the company's Managing

Director/Firm's Managing Partner

4. Joint Venture Project (VP) Agreement Two (2) copies of the original duly

attested in by both the parties, in

case of a Joint Venture Project (VP)

5. Partnership Deeds Two (2) copies of the original duly

attested by the partners, In case of

Partnership Firms,

6. Deeds of the proposed land Two (2) copies; attested by the

company's Managing Director. If

the land is owned by the Entrepreneur,

then attach copies of the

original deed, or copies of loan

agreement for rented building

7. If the total project cost exceeds EDT 100 million, then project profile Two (2) copies

■. Background of the promoters In officials Letter Two (2) copies

Head describing

a. Name

b. Permanent and Mailing Address

■, Designation

d. Nationality

| <http://www.boi.gov.bd/images/firms/registration-c-industrial-investment-project-1.pdf>

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Permission

Renewal Frequency of the Every Two (2) years (will not apply to foreigners working in diplomatic or

Permit other non-commercial posts); Renewal up to five years

Issuing Office Prime Minister's Office (PMO)

Incumbent Unit Name : Board of Investment (801)

Address: Jiban Bima Tower, 10 Dilkusha C/A, Dhaka 1000

PABA | +88-02- 7159580

Fax : +88-02-95623512

E-Mail : service@boi.gov.bd

Website : www.bo.gov.bd

1. Application in prescribed Form signed by the authorized Two {2} copies of the original duly perscy attested by the Managing Director!

Partner' Proprietor Appropriate authority

2. Permission letter for branchliaison/representative offica A copy of tha original duly attested by a or Memorandum & Articles of Association and Certificate First Class gazetted officer of Incorporation of the company duly signed by the shareholders in case of locally incorporated company. [if not submitted earilar)

3. Passport size photographs {4 copies) of the expatriate(s) A copy of the original duly attested by the Managing Director! Parner! Proprietor' Appropriate authority

4. Board resolution regarding employment of foreign national(s) A copy of the original duly attested by Including honorarium & other benefit to bs provided the Managing Director? Partners Proprietor Appropriate authority

>. Passport with arrival stamp, ■ type visa for employees A copy of the original duly attested by and "PI type visa for Investors the Board of Investmant

6. Service contractfagreement and appointment latter! A copy of the original duly attested by transfer order in case of employee the Managing Director! Partner/ Proprietor Appropriate authority

7. All academic qualification & professional experience A copy of the anginal duly attested by ceriticates for the employes the Managing Director! Partner Proprietor! Appropriate authority

§. Paper clipping showing advertisement er copy of onilna A copy of the original duly attested by advertisement made for recrltment of local personnel the Managing Director/ Pariner/ prior to the appointment of the expatnata(s) Proprietor Appropriate authority

■. A statement of the manpower showing list of local & A copy of the original duly attested by expatriate personnel employed with dasignation, salary the Managing Director/ Partner/ breakdown, nationality and date of first appolntment Proprietor! Appropriate authority

10. Up-to-date Income Tax Clearance Certificate of the A copy of the original duly attested by a company First Class gazetted officer

11. Eneashment certificate of inward remittance of minimum A copy of the original duly attested by USD 50,000 as initial establishment cost for the Managing Director! Pariner/ branchliaison/joint-venture and 100% forsign ownership Proprietor! Appropriate authority company incorporation in Bangladesh

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

12. The permission letter for Branch/Liaison/ Representative A copy of the original duly attested by offica/Company the Managing Director Partner!

Proprietor Appropriate authority

step 1 Collects the Application for employment form (free of cost) of foreign nationals in the private sector industries fram 801 office

Step 2 Submits the Application Form with relevant documents

step 3 Deposits the Work Fernilt fees at any scheduled bank In favor of "Executive Chairman and Membesr- Secretary, Board of Invesiment' and collect a Pay order Bank draft. The pay order [5 required to submit after approval of the prayer.

step 4 Issues the necessary security clearance certiicate by Ministry of Home Affairs

Step 5 Submits the Application with proper document at BOI office

step 6 Obtains York Femit from Registration & Investment (R&) (Commercial) Wing of BOI

15 working days Time May vary

Each person BDT 5,000.00

1. Income Tax Clearance/ Exemption Certificate for the previous A copy of the onginal securtty working 09100 clearance from the Ministry of Home Affairs

2. Resolution of the company's board of directors/irm's partners A copy of the original securty regarding extension parod of work permit clearance from the Ministry of Home Affairs

■, Full set of the expatriates having valid visa of proper type A copy of the original duly atiested by the Board of

Investment and a copy of the original security Clearance from the Ministry of Home Affairs

4. Passport size photo A copy of the original security clearance from the Ministry of Home Affairs

5. Re-appointment letter A copy of the original security clearance from the Ministry of Home Affairs

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Step 1 Submits the Application Form with relevant documents at the BOI office.

Step 2 BOI transfers all the documents to the Ministry of Home Affairs for clearance

Step 3 Deposits the Work Permit fees at any scheduled bank in favor of "Executive Chairman and Member- Secretary, Board of Investment" and collect a pay order/ Bank draft. The Pay Order is required to submit after approval of the prayer.

Step 4 Obtains the renewal Permit from R & I (Commercial) Wing of BOI

1-2 working days 15-20 working days

Each person BDT 5,000.00

Legal Basis of the Permit Bangladesh Visa Policy, 2007

The Nature of the Permit Sector specific (Industrial Units)

The Purpose of the Permit In order for any business registered In Bangladesh to employ foreign nationals

Territorial Scope of the National

Permit

« Nationals of the countries recognized by Bangladesh will be considered for employment

- Employment of expatriate personnel will be considered only for industrial Establishments registered with BOI

Te Pande tera to Obtain * Employment of foreign nationals is normally considered for the job for which local experts / Specialists are not available and persons below 18 years of age are not eligible for employment

- Valid Visa

Information Availability + Written procedures are easily accessible by the public.

* Forms are available online.

« There is 4 Help Desk in the Incumbent office

While filling-In the Application Form, Instead of writing "see attached sheet "■■■■ ■■■" etc., specific replies In short should be given In each column. Additional sheets may be attached, if required, with the Application Form.

Necessary security clearance has to be obtained from the Ministry of Home Affairs after issuance of work Permit and the duration of visa should be extended up to the period of Work Permit

For obtaining new Work Permit, the expatriate Investors and employees must arrive In Bangladesh with 'Pr and 'E' types' visa respectively obtained from concerned Bangladesh Mission abroad.

Application for Expatriates Work Permit must be submitted to BOI within 15 (fifteen) days from the date of arrival.

Number of the expatriate employees in an industrial enterprise should not exceed 1:20 (foreign: local) ratio at any time during regular production and the ratio for commercial enterprises be 1:5 (foreign: local).

Detailed Information on work permit for foreign nationals working In Bangladesh can be seen at the link- bol.gov.bd/how-to-Invest-firms-a-procedures/guideline-for-branch-and-head-office

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

Category Permit

Renewal Frequency of the Three (3) years for Initial Issuance of permit and two (2) years for

Permit subsequent renewals

Issuing Office Prime Minister's Office

Incumbent Unit Name 'Board of Investment (BOI)

Address ■ Prime Ministers Office, Jiban Bima Tower, 10 Dilkusha

C/A, Dhaka 19000

E-Mail =: service@bol.gov.bd

Website : www.boi.gov.bd

1. Application In the prescribed Form signed by the authorized Four (4) copies: attested by the person for the establishment of Branch/Representative Bangladesh Mission abroad / office Mission of the concerned foreign

country in Bangladesh or Apex
Chamber of Commerce & Industries of the country of
origin/state/district

2. Memorandum of Association and Articles of Association and = Attested by the Bangladesh
Certificate of Incorporation of the principal/parent company Mission abroad/Mission of the
concerned foreign country in
Bangladesh or Apex Chamber of
Commerce & Industries of the
country of origin/state/district

3. A list of the name and nationalities of the Directors/Promoters of As above
the principal Company

4. Audited accounts of the last financial year of the principal company. ■■■■ above

5. Resolution of the Company's Board of Directors regarding the As above
opening of an office In Bangladesh

6. Proposed organogram of the office showing the posts to be As above
occupied by both expatriate and local personnel

7. Details of activities to be performed through the proposed As above
branch/via representative office in Bangladesh

■. TIN Certificate of foreign employees Original

9. Treasury Challan Original

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

1. Duly filled in Prescribed Form Original

2. Permit Original

3. Audited accounts of last financial year of the principal
company

4. Proposed Organogram of the office showing the posts to be
occupied by both expatriate and local personnel.

>. Permission letter of Bangladesh Bank under Section 18(B) of
Foreign Exchange Regulation Act, 1947 (vide Foreign
Exchange Regulation (Amendment) Ordinance, 1976)

6. Income Tax Clearance Certificate for the previous year Concerned Tax Circles of NBR

7. Resolution of company's board of directors for
extension/renewal of the office

■. List of the manpower employed (local and foreigner) showing
designation, nationality, remuneration, functions and date of
Joining of the company

9. Details of activities to be performed through the proposed
Branch/Liaison/Representative office in Bangladesh.

10. Treasury Challan Original

Step 1 Applicant collects of the Application Form

Step 2 Gathers required documents

Step 3 Applicant makes payment of the scheduled fee and collects the Treasury Challan

Step 4 Fills in the Application Form and attaching the required documents along with the
Challan

Step 5 Applicant submits the completed Application Form at BOT

Step 6 Obtains Renewal from BOI

15 working days 15 working days

BDT 10,900.00

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Approval

Renewal Frequency of the Not required

Licence

Issuing Office Prime Minister's Office

Incumbent Offices Name : Board of Investment (BOI)

Address - Prime Minister's Office, Jibon Bima Tower (18th Floor), 10

Dilkusha C/A, Dhaka-1000

Phone : +88 02 7169580, +88 02 9562312

E-mail : servicegboi.gov.bd

Website : wyw.bol.gov.bd

1. A copy of the BOI Registration A copy of the original duly attested by a First Class gazetted officer

2. Application A forwarding letter in organization's Letter Head

3. Loan Agreement Original copy

4. Application Form A copy of the Form received from BOI for the Foreign Borrowing Agreement.

5. Repayment period A copy along with Repayment Schedule in details from Bank

5. Grade period A copy of the original if required

7. The calculation of effective rate of Interest as defined Original copy

8. The feasibility report of the project Original copy

9. A Financial Analysis of the borrower Original copy

A. copy of the original from RJSC; In

10. Memorandum and Articles of Association case of a limited company A copy of the original from RSC; in

11. Certificate of Incorporation case of a limited company

12. It should Be "Credit Information Bureau Undertaking of all Updated copy of the Form obtained sponsors/ directors as per latest Form All" from Bangladesh Bank/ scheduled banks

13. A Proforma' Invoice/Price Quotation For Importing of capital machinery

14. Bank Solvency Certificate Original copy

information required on the creditworthiness of the borrowing company and its sponsors)

| Description of financial statements that have one or more assumptions or hypothetical conditions built into the data. Often used in balance sheets and ? statements.

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

■] ESTATE/LOGISTICS/UTILITY

Category Approval

Renewal Frequency of the Renewal is not required

Approval

Issuing Ministry Ministry of Power, Energy and Mineral Resources

Incumbent Office Name : Tas Gas Transmission & Distribution Company Limited

Address : Titas Gas Bhaban, 195 Kazi Nazrul Islam Avenue, Kawranbazar

Commercial Area, Dhaka - 1215

Phone | +88-02-8112135-42: +88-02-8150261: +88-02-3150805

Website : www.tasgas.org.bd

1. Recent passport size color photo of the applicant Two (2) copies of the original duly attested by a

First Class gazetted officer

2. Trade License (Updated) A copy of the original duly attested by a First Class gazetted officer

3. TIN Certificate A copy of the original duly attested by a First Class gazetted officer

4. Authorization letter from partners Applicable for Joint-Venture or Partnership concerns

5. Memorandum of Articles and Certificate of Incorporation of the company Applicable for Company

6. Documents of land ownership/occupancy A copy of the original duly attested by a First Class gazetted officer

7. Succession Certificate (In absence of the land ownership) A copy of the original duly

attested by a First Class
gazetted officer

8. Receipt of Holding Tax and Name Clearance Certificate issued A copy of the original duly
by RAJUK/ City Corporation/competent authority attested by a First Class
gazetted officer

9. Rental agreement (in case of rented place) A copy of the original

10. Detailed description of the connection and paid bills (for existing A copy of the original
gas connection)

11. Building/site plan approved by RAJUK/ City Corporation/competent A copy of the original duly
authority (In case of buildings) attested by a First Class
gazetted officer

[BUSINESS START-UP LICENSES : A REGULATORY GUIDE

12. Factory Plan approved by Department of Inspection for Factory A copy of the original duly
and Establishment -DIFE (in case of factories) attested by a First Class
gazetted officer

13. Proposed pipe line design Four {4} copies of the
original

14. Technical catalog of gas equipment that will be established For boiler/oven/drier etc.

15. Fire License/Clearance for high-rise building from FSCD A copy of the original duly
{if applicable} attested by a First Class
gazetted officer

16. Environment Clearance Certificate (if applicable) A copy of the original duly
attested by a First Class
gazetted officer

Step 1 Applicant collects the prescribed Application Form from the office of Titas Gas Transmis-
sion and Distribution Company Ltd.

Step 2 Applicant submits the Form along with required documents

Step 3 Concerned officer of Titas Gas conducts a verification survey within 5 working days

Step 4 Concerned officer of Titas Gas fixes the load of gas on the basis of Imported structure,
size and boiler requirements

Step 5 Office of Titas Gas approves the load of Gas within 20 working days, after the completion
of verification

Step 6 Applicant receives a Demand Note for commissioning fee and security deposit within
next 7 working days from Titas Gas

Step 7 Applicant submits the money receipt at office of Titas Gas (deposited at Bangladesh
Bank or designated branches of Sonali Bank as commissioning fee and security deposit)

Step 8 Applicant receives the Approval

120 day Time may vary

Application Form: BDT 300.00 [Cash payment at Titas Gas office at the time of submission]

Commissioning fee:

Load under 4,000 cubic foot (per hour) BDT 3,000.00

Load 4,000 or more cubic foot (per hour) BDT 5,000.00

[Required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

Security deposit (according to rate fixed by Titas Gas):

(a) Gas bill of 3 months {If the applicant is the owner of the land}

(b) Gas Bill of 6 months {if the applicant is tenant}

[Required to be deposited in a Treasury Challan at Bangladesh Bank or designated branches of Sonali Bank]

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

APPROVAL FOR GAS CONNECTION {INDUSTRIAL USER}

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| _ A | |

Provides Form with all the verification | Fowathe™ ■■■ of fine for commissioning fee Approval

k: Application Form required documents: ar ■■■. ■■■■ of gas." within 20 working * and security deposit for the
Form from Titas Gas a day or day ■■■■■ connection

Sf

commissioning tra

| ■

1. Recent passport size color photo of the applicant Two (2) copies of the original duly attested by a First Class gazetted officer
2. Trade License (Updated) A copy of the original duly attested By a First Class gazetted officer
3. TIN Certificate A copy of the original duly attested by a First Class gazetted officer
4. Documents of land ownership/occupancy A copy of the original duly attested by a First Class gazetted officer
5. Receipt of Holding Tax and Name Clearance Certificate issued by RAJUK City Corporation/competent authority attested by a First Class gazetted officer
6. Rental agreement (in case of rented place) A copy of the original
7. Succession Certificate (in absence of the land ownership) A copy of the original duly attested by a First Class gazetted officer
8. Detailed description of the connection and paid bills (for existing A copy of the original gas connection)

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

9. Proposed pipe line design Four (4) copies of the original
10. Technical catalogue of gas equipment that will be established For boiler/oven/dryer etc.
11. Fire License/Clearance for high-rise building from FSCD A copy of the original duly (if applicable) attested by a First Class gazetted officer
12. Environment Clearance Certificate (if applicable) A copy of the original duly attested by a First Class gazetted officer

Step 1 Applicant collects the prescribed Application Form from the office of Titas Gas Transmission and Distribution Company Ltd.

Step 2 Applicant submits the Form along with required documents

Step 3 Concerned officer of Titas Gas conducts a verification survey within 5 working days

Step 4 Concerned officer of Titas Gas fixes the load of gas on the basis of Imported structure, size and boiler requirements

Step 5 Office of Titas Gas approves the load of Gas within 14 working days, after the completion of verification

Step 6 Applicant receives a Demand Note for commissioning fee and security deposit within next 5 working days from Titas Gas

Step 7 Applicant submits the money receipt at office of Titas Gas (deposited at Bangladesh Bank or designated branches of Sonali Bank 48 commissioning fee and security deposit)

Step 8 Applicant receives the Approval

Two (2) months Three and half (3.5) months

Application Form: BDT 300.00 (Cash payment at Titas Gas office at the time of submission)

Commissioning fee: BDT 500.00

[Required to be deposited In a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

Security deposit (according to rate fixed by Titas Gas):

(a) Gas bill of 3 months (If the applicant is the owner of the land)

(b) Gas bill of 6 months (if the applicant is tenant)

[Required to be deposited in a Treasury Chalan at Bangladesh Bank or designated branches of Sonali Bank]

BUSINESS START-UP LICENSES : A REGULATORY GUIDE |

REAL ESTATE/LOGISTICS/UTILITY

Category Approval

Renewal Frequency after the Renewal is not required

Approval

Issuing Ministry Ministry of Posts & Telecommunications

Incumbent Office Name § : Bangladesh Telocommunication Company Limited (BTCL)

Address : Telelogajog Bhaban, 37/E, Eskaton Garden, Dhaka

Phone =: +88-02-9320100

E-Mail : ddté@btcl.net.bd, duralaponig@gmail.com

Wabsite : www.btcl.gov.bd

1. Prescribed filledin Application Form Original

2. Recent passport size color photographs Four (4) copies; attested by a First

Class gazetted officer

3. National ID card or driving License or gun License or passport 3 Copy of the original

Step 1 Collects prascrbed Application Form from BTCL office or webelte which Is free of cost.

Step 2 Arranges required documtnts

Stop 3 Fills-in the Application Form

Step 4 Submits Form along with all the required documents

Step 5 Receives a demand note

step 6 Deposits the amount mentioned in the demand note te Basic bank

stap 7 Submits ■ copy of money recalpt

Step 8 Activation/Approval of Connection

No time limit 15-30 days

120 BUSINESS START-UP LICENSES : A REGULATORY GUIDE

SI Ares Connection secunty Total

1 Dhaka MultiExchange + Na an r Charge = _ Deposit

| " ■■■■■ PRPS (in BDT) {in BDT) (in BDT)

+ Gazipur proper 1,000.00 1,000.00 2,000.00

2 Chittagong Mult-Exchange 200.00 300.00 1,000.00

3 Other Districts, Zilla, Upazilia* and Growth Centres 300.00 300.00 600.00

If the bill Is due for three months, connection will be disconnected temporary. BDT 375.00 (Including VAT) for reconnection.

APPROVAL FOR TELEPHONE CONNECTION

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B | en }—| ■■ ■■■■ ■ | red documents Recsives ■■■) er he

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Appicaton fllad In Demand

fi in Demand nots

Nature of the Approval General and operational approval

Territorial Scope of the Local

Approval

Eligibility Criteria to Any person ar legal entity can obtain the Connection

obtain the Approval

Information Availability : No written procedure Is easily accessible by the publ.

■■■ An online form |s avaiable In the BTCL website.

htto-/Aawew. Biel. gev.Ba/index.him

. Customer care centars are there In aach BIC. office.

Getting a Telephone Connection sometimes depends on the applicant's 11 01 with BTCL.

BUSINESS START-UP LICENSES : & REGULATORY GUIDE |

Category Approval

Renewal Frequency of the Renewal is not required

Approval

Issulng Ministry Mintstry of Power, Enargy & Mineral Resources

Incumbent Office Name ' Dhaka Electricity Supply Company Limited (DESCO)'

Address : Plot-22/6, Faruk Soroni, Nikunjo 2, Uttara Dhaka

Phone =: +88-02-8900110/11

E-Mail =: infog@desco.org.bd; mddescogadesco.org-bd

Website : www.desco.org.bd

1. Recent passport size color photo of the applicant Two (2) copies of the original duly

attested by a First Class gazetted

officer

2. Receipt of secunty deposit Original

3. Trade License (Updated) A copy of the original duly attested by a First Class gazetted officer
4. Authorization letter from partners Applicable for Joint-Venture or Partnership concerns
5. Documents of land ownership/occupancy A copy of the original duly attested by ■ First Class gazetted officer
6. Succession Certificate (In absence of the land ownership) A copy of the original duly attested by ■ First Class gazetted officer
7. Rental agreement (In case of rented place) A copy of the original & Agreement Between the owner of flat with the developer A copy of the original company and the land owner (for multi-storied building/ apartment)
9. Building/site plan approved by RAJUK/ City Corporation' A copy of the original duly attested competent authority (In case of buildings) by ■ First Class gazetted officer
10. Document regarding holding number and Name Clearance A copy of the original duly attested authority Issued by RAJUK/ City Corporation/ competent by a First Class gazetted officer
11. Location map
12. Detailed Information and paid bills (In case of existing "COPY of the original connection)
13. Load distribution diagram For 3 phase connection
| For the divisional offices, follow the link- <https://www.desco.org.bd/Index.php?page=s-t-s-anc-offices>
[BUSINESS START-UP LICENSES : A REGULATORY GUIDE
7. Succession Certificate (in absence of the land ownership) A copy of the original duly attested by a First Class gazetted officer
8. Rental agreement (in case of rented place) A copy of the original
5. Agreement between the owner of flat with the developer/company A copy of the original and the landowner (for multi-storied building/ apartment)
10. Building/site plan approved by RAJU City A copy of the original duly Corporation/competent authority (in case of buildings) attested by a First Class gazetted officer
11. Receipt of Holding Tax and Name Clearance Certificate issued A copy of the original duly by RAJUK City Corporation/'competent authority attested by 4 First Class gazetted officer
12. Location map
13. Detailed Information and paid bills (In case of existing connection) A copy of the original
14. Load distribution diagram For existing machineries and 3-phase connection
15. Clearance from Fire Service and Civil Defense (if applicable) A copy of the original duly attested by 4 First Class gazetted officer
16. Clearance from Department of Environment (if applicable) A copy of the original duly attested by a First Class gazetted officer
- Step 1 Applicant collects the prescribed Application Form and contract paper from "One-Point Counter" of Dhaka Electricity Supply Company Limited (DESCO)
- step 2 Applicant submits the Application form and contract paper with required documents at the One Point Counter
- Step 3 Concerned officer of DESCO conducts field inspection for wiring (the length of service cable will not be more than 100 feet)
- Step 4 DESCO high officials evaluate the field inspection [Assistant Manager, Deputy Manager and Manager (new connection); Deputy General Manager (below 30 KW); General Manager (more than 30 KW)]
- step 5 if the field inspection is approved, a Demand Note is issued to the applicant with the details about connection and connection fees. If the connection could not be provided for any reason, applicant receives an official letter from DESCO
- Step 6 Applicant submits the money receipt at office of DESCO (deposited at Bangladesh Bank

or designated branches of Sonall Bank as connection fee and security deposit)

Step 7 Applicant receives meter installation order

step & Applicant receives the Approval and installs meter after getting the Connection
1 month One and a half months

BUSINESS START-UP LICENSES : A REGULATORY GUIDE | :

Category Approval

Renewal Frequency of the Renewal is not required

Approval

Issuing Ministry Ministry of Local Government and Rural Development & Co-operatives

Incumbent Office Name : Dhaka Water Supply and Sewerage Authority, Bangladesh

Address : WASA Bhaban, 98 Kazi Nazrul Islam Avenue,
Kawran Bazar, Dhaka-1215, Bangladesh.

Phone ; \$88-02-8117829-31, +88-02-8120223/27

Website : www.dwasas.org.bd

1. Completed Application Form in prescribed format © Original

2. Proof of ownership, building plan and site plan A copy of the original duly attested by a First
Class gazetted officer

3. Plot description recorded in City Corporation or A copy of the original duly attested by a First
RAJU. Class gazetted officer

4. If the plot is not listed with City Corporation or Attestation by local Ward Commissioner or
RAJUK, then a Name Clearance Certificate Chairman

(Mutation Certificate) is required

5. Existing or proposed plumbing system A copy of the original duly attested by a First
Class gazetted officer

6. In case of fire hydrant, park or garden, the applicant A copy of the original duly attested by a First
class should submit the site plan and existing or Class gazetted officer
proposed plumbing system

step 1 Enquiry about Application (website/front desk)

Step 2 Applicant collects the prescribed Application Form # 1 from Dhaka WASA (DWASA)
office or downloading from website

Step 3 Fills-In the Application Form and submits along with all relevant documents as men-
tioned In Form 1 and In Water Rule 2009

step 4 Makes a payment of Connection fee and security deposit within 30 days at any local
branch of Proamier Bank Ltd.

step 5 Applicant submits payment receipt to DWASA

Step 6 Applicant collects the approval for site plan and plumbing system from Chief Engineer
of DWASA (if required, there might be further Inquiries by Chief Engineer of DWASA)

step 7 site inspection within 30 days of Application

Step & Based on the site inspection report, decision by the Chief Engineer within 15 days

Step ■ Applicant obtains Connection

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Allotment

Renewal Frequency of the Renewal is not required

Allotment

Issuing Ministry Ministry of Industries

Incumbent Unit Name : Bangladesh Small & Cottage Industries Corporation (BSCIC)

Address : 137-138, Motilheal C/A, Dhaka - 1000

Phone =: +88-02-9555313

E-Mail Info bscic.gov.bd

Web-Site : www.bscic.gov.bd

1. Application Form! Original

2. Trade License A copy of the original duly attested
by a First Class gazetted officer

3. Passport size photographs Two (2) copies, attested by a First
Class gazetted officer

4. Project proposal

3». Building layout plan

6. Machinery layout plan

7. Bank solvency Certificate Original
8. Reasonable project implementation schedule
5. Offer Letter' Consent letter from financial institution In case of credit financing
10. Quotation of machinery If new
11. Nationality ID of entrepreneur A copy of the original duly attested by a First Class gazetted officer
12. Product description

Step 1 Applicant collects prescribed Application Form from Cash Section of BSCIC

Step 2 Applicant prepares feasibility study and project proposal

step 3 submits the Application along with required documents

Step 4 The scrutiny committee of the BSCIC checks the documents

step 5 Land Allotment Committee(LAC) receives the Application

Step 6 LAC Committee takes the decision

Step 7 The Member Secretary Issues the Sanction letter

Step 3 Applicant deposits the money In favour of BSCIC Account

Step 9 Applicant collects the Sanction letter

7 weew.bselc.gov.bd/images/pdf/files/Industrials_estata_applicathon_form.paf

BUSINESS START-UP LICENSES : A REGULATORY GUIDE

REAL ESTATE/LOGISTICS/UTILITY

Official Time Limit | Approximate Processing Time for Issuing the Allotment

1-2 months More than 2 months

Fee Schedule

Application Form: BDT 1,000.00

Cost of Land

Process Map

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General Information

Legal Basis of the Allotment The BSCIC Act, 1957

The Nature of the Allotment General and start-up License

The Purpose of the Allotment § To balance regional growth

Territorial Scope of the Allotment Regional

Eligibility Criteria to Obtain = Only for small and cottage Industries (capital less than 10 Crore)

the Allotment |

Information Availability » Written procedures are easily accessible by the public In the web

site and the office of BSCIC

" Fonns are available online.

+ There is a Help Desk the office.

Editorial Comment

District Commissioner chairs the Land Allotment Committee.

| 7BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category Permission

Renewal Frequency of the Renewal Is not required

Permission

Issuing Ministry Ministry of Housing and Public Works

Incumbent Office Name : Rajuk Unnayan Kathpakkha (RAJU)

Address : 01, Rajuk Avenue, Motjhil, Dhaka-1000

E-Mail : chairman@rajukdhaka.gov.bd

Phone -: +88-02-0564577

Website : www.rajukdhaka.gov.bd

1. Main deed of land Original copy has to be shown and a photocopy of the original has to be submitted

2. Bila deed of land Original copy has to be shown and a photocopy of the original has to be submitted

3. Bangladesh survey (BS) Lessor Available at RAJUK (to be collected By applicant)

4 The above three documents are required for the No Fram RAJUK Objection Certificate (NOC)

5. Plan and NOC for plan approval Original

Step 1 Applicant submits the supporting documents

Step 2 Applicant gets the NOC from RAJUK

Step 3 Applicant gets the Plan approved by RAJUK

Step 4 Applicant starts the construction work according to the approved plan

■■ months to 1 year Depending on the Inspection report it may vary

Application Form fee BDT 300.00

Land clearance Form fee BDT 1000.00

Applicant has to pay an amount of money This amount may vary from entity to entity on the basis of depending on the square feet of the construction size (scale of the fees mentioned in the construction Building construction rules 2008)

BUSINESS START-UP LICENSES ■ A REGULATORY GUIDE

M SECTORAL BUSINESS

BUSINESS START-UP LICENSES : A REGULATORY GUIDE (i; |

Category License

Renewal Frequency of the License Annual

issuing Ministry Ministry of Commerce

Incumbent Office [Example] Name : Deputy Commissioner's (DC) Office, Dhaka*

Address : 16 Johnson Road, Dhaka 1100

Phone : +88-02-9556628

Fax - +88-02-9550028

E-Mail : dedhakagdmoe@stl.gov.bd

Website : www.dedhaka.gov.bd

1. Filled-in prescribed Application Form - Ka Original

2. Trade License (valid) A copy of the original duly

attested by a First Class

gazetted officer

3. Nationality Certificate A copy attested and forwarded

by local government

representative

4. Land Deed (Ownership Deed, Leasehold deed or Rent 3 A copy of the original duly

Agreement) attested by a First Class

gazetted officer

5. Receipt of most recent Land Tax Payment A copy of the original duly attested

by a First Class gazetted officer,

required only In case of property

ownership

G. Certificate of bank solvency Original

7. TIN certificate/income tax certificate A copy of the original duly

attested by a First Class

gazetted officer,

8. VAT registration Certificate A copy of the original duly

attested by a First Class

gazetted officer;

S. List of addresses where the business will be operating Original

(showroom, warehouse 910.)

10. History of dealing with essential commodities Original: for, both, current as well

46 past dealings

11. Treasury Challan Original

| **BUSINESS START-UP LICENSES : A REGULATORY GUIDE**

SECTORAL BUSINESS

Renewal of License for Jewelry Business

1. Filled-in prescribed Application Form - Ka Original
2. Trade License (Valid) A copy of the original duly attested by
a First Class gazetted officer; the
Trade License should be valid
3. Land Deed (Ownership Deed, Leasehold deed or Rent Agreement) A copy of the original duly attested by
a First Class gazetted officer
4. Receipt of most recent Land Tax Payment A copy of the original duly attested by
a First Class gazetted officer; required
only in case of property ownership
5. Treasury Challan Original

Process Steps

- Step 1 Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices
- Step 2 Applicant submits the filled-in Form, along with necessary documents, to the Business & Commerce section of the DC Office
- Step 3 Applicant pays the required fee
- Step 4 Applicant submits the Treasury Challan at the Business & Commerce section of the DC Office
- Step 5 DC Office renews the License

Official Time Limit | Approximate Processing Time for Issuing the License

Not mentioned Usually, 5 working days

Fee Schedule

BDT 500.00

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■■■ 1■■: 3 BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Commerce

Incumbent Office [Example] Name : Deputy Commissioner's (00) Office, Dhaka*

Address : 18 Johnson Road, Chaka 1100

Telephone : +88-02-9556628

Fax : +88-02-9550028

E-Mail : dcdhaka@moestlab.gov.bd

Website : www.dcdhaka.gov.bd

1. Filled-in prescribed Application Form - Ka Original

2. Trade License (Valid) A copy of the original duly

attested by a First Class

gazetted officer:

3. Nationality Certificate A copy attested and forwarded

by local government

representative

4. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement) A copy of the original duly

attested by ■ First Class

gazetted officer

5. Receipt of most recent Land Tax Payment A copy of the original duly

attested by a First Class

gazetted officer; required only in
case of property ownership

§. ■■■■■■■■ of bank solvency Original

7. TIN Certificate income tax Certificate A copy of the original duly
attested by a First Class
gazetted officer:

■. VAT Registration Certificate A copy of the original duly
attested by a First Class
gazetted officer:

9. List of addresses where the business will be operated Original
(showroom, warehouse etc.)

10. History of dealing with essential commodities Original: for, both, current as
well as past dealings

11. Treasury Challan Original

| BUSINESS START-UP LICENSES ; A REGULATORY GUIDE

step 1 Applicant collects the prescribed Application Form (Form 'Ka' from the Business &
Commerce section of respective DC Offices

Step 2 Applicant submits the filled-in Application Form, along with necessary documents, to
the Business & Commerce section of the DC Office

Step 3 DG Office forwards the Application package to the concerned investigation officer
{usually, UNO and Assistant Commissioner} for an Investigation report

Step 4 Assigned Investigation officer sends the Investigation report along with the Application
package to DC Office

Step 5 Applicant pays the required fee at the conferral of satisfactory Investigation report by
the investigation officer

Step 6 Applicant submits Treasury Challan at the Business & Commerce section of the DC
Office

step 7 DC Office Issues the License

After a favorable investigation 25 - 30 working days

report is forwarded, maximum 15 days

BDT 1,000.00

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the DG Office ■■■ ■■■ report Challan —

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@ Treasury Challan

ELISINESS START-UP LICENSES : A REGULATORY GUIDE

SECTORAL BUSINESS

Renewal of License for Selling (Wholesale) Cotton Cloth

1. Filled-in prescribed Application Form - Ka Original

2. Trade License (valid) A copy of the original duly attested by
a First Class gazetted officer,

3. Receipt of most recent Land Tax Payment A copy of the original duly attested by

| ■ First Class gazetted officer, required

only in case of property ownership

4. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement) a First Class gazetted officer

5. Treasury Challan Original

step 1 Applicant collects the prescribed Application Form (Form Ka) from the Business & Commerce section of respective DC Offices

step 2 Applicant submits the filled-in Form, along with necessary documents, to the Business & Commerce section of the DC Office

step 3 Applicant pays the required fee

Step 4 Applicant submits the Treasury Challan at the Business & Commerce section of the DC Office

Step 5 DC Office renews the License

Official Time Limit | Approximate Processing Time for Issuing the License.

Not mentioned Usually, 5 working days

Fee Schedule

BDT 500.00

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CY BUSINESS START-UP LICENSES : A REGULATORY GUIDE

Category License

Renewal Frequency of the License Annual

Issuing Ministry Ministry of Commerce

Incumbent Office [Example] Name : Deputy Commissioner's (DC) Office, Dhaka *

Address : 16 Johnson Road, Dhaka 1100

Phone :-+88-02-9556628

Fax - +88-02-9550028

E-Mail : dedhakag@moestab.gov.bd

Website : www.dedhaka.gov.bd

1. Filled-in prescribed Application Form - Ka Original

2. Trade Licenses {valid} A copy of the original duly attested by a First Class

gazetted officer,

3. Nationality Certificate A copy attested and forwarded

by local government

representative

4. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement) attested by a First Class

gazetted officer

5. Receipt of most recent Land Tax Payment A copy of the original duly attested by a First Class

gazetted officer; required only in

case of property ownership

6. Certificate of bank solvency Original

*. TIN Certificate/income tax Certificate A copy of the original duly attested by a First Class

gazetted officer,

8. VAT Registration Certificate A copy of the original duly

attested by a First Class

gazetted officer,

9. List of addresses where the business will be operating Original (showroom, warehouse 20.)

10. History of dealing with essential commodities Original; for, both, current as well as past dealings

11. Treasury Challan Original

| BUSINESS START-UP LICENSES : A REGULATORY GUIDE SECTORAL BUSINESS

Renewal of License for Selling (Retail) Cotton Cloth

Required Documents Remarks

1. Filled-in prescribed Application Form - Ka Original

2. Trade License A copy of the original duly attested by a First Class gazetted officer, the Trade License should be valid

3. Land Deed (Ownership Deed, Leasehold deed or Rental Agreement) a First Class gazetted officer A copy of the original duly attested by

4. Receipt of most recent Land Tax Payment A copy of the original duly attested by a First Class gazetted officer, required only in case of property ownership

5. Treasury Challan Original

Process Steps

step 1 Applicant collects the prescribed Application Form (Form 'Ka') from the Business & Commerce section of respective DC Offices

Step 2 Applicant submits the filled-in Form, along with necessary documents, to the Business & Commerce section of the DC Office

Step 3 Applicant pays the required fee

step 4. Applicant submits the Treasury Challan at the Business & Commerce section of the DC Office

step 5 DC. Office renews the License

Official Time Limit | Approximate Processing Time for Issuing the License

Not mentioned Usually, 5 working days

Fee Schedule

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