

Bangladesh Investment Development Authority (BIDA)
Citizen's Charter of Registration & Incentives-Foreign Industry Department (Updated On: 13/08/2023)

Sl	Name of service	Process of Service	Required documents & Receipt	Service Fees	Time limit of Service	Designated Officer (Name, Designation, Phone & Email)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Registration of industrial project (Joint Venture and 100% Foreign)	OSS (One Stop Service)	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad;</p> <p>2. Copy of BOI/BIDA registration</p> <p>3. Duly filled in application in prescribed form of BIDA duly filled in;</p> <p>4. Certificate of Incorporation;</p> <p>5. Copy of Trade License issued by concern authority of the factory location mentioning specific sector;</p> <p>6. Copy of TIN Certificate of company;</p> <p>7. List of Machineries Local & Imported to be submitted in official pad of the company (SL No, Name of Machine, H.S Code, Quantity and value (in million Tk./US\$));</p> <p>8. Encashment certificate;</p> <p>9. According to the industrial policy, 2016 NOC from concern Ministry/Directorate/ Department for the controlled sector to be submitted;</p> <p>10. Pay order/Bank draft in favour of “Bangladesh Investment Development Authority”;</p> <p>Receipt: Bangladesh Investment Development Authority Web site: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)</p>	<p>Registration fee based on Project Investment: Up to 1 Tk. 10 Core Tk.5,000/- 10 Core Tk. 25 Core Tk. 10,000/- 25 Core Tk. 50 Core Tk. 25,000/- 50 Core Tk. 100 Core Tk. 50,000/- 100 Core Tk. Above Tk. 1,00,000/- Pay order/ Bank draft in favour of Bangladesh Investment Development Authority</p>	3 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
2.	Adhoc (IRC)	Manual & OSS (One Stop Service) Method	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad</p> <p>2. Copy of BOI/BIDA registration.</p> <p>3.Application form to be duly-filled in.</p> <p>4.Certificate of Incorporation.</p> <p>5.Tax Identification Number (TIN) Certificate.</p> <p>6.List of Importable raw material for producing per unit product.</p> <p>7. Copy of Trade License issued by concern authority of the factory location mentioning specific sector;</p> <p>8.Fire License (Up to Date).</p> <p>9.Environment clearance Certificate/NOC (Up to Date).</p>	<p>There are six categories of Fees starting from Fees of 5000/-Tk. With annual renewal fees of 3000/- Tk Up to Fees of 60000/-Tk. With annual renewal fees of 30000/- Tk</p> <p>To be paid via treasury challan to the account 1/1731/0001/1801</p>	30 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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(1)	(2)	(3)	(4)	(5)	(6)	(7))
			10.Membership of concern association (Up to Date). 11.Machinery List Local /Imported (SL No, Name of Machine, Quantity and value (in million Tk./US\$)). 12.Treasury Challan (in favor of Chief Controller of Import & Export office as per import policy). Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)			
3.	Second Adhoc (IRC) (If the company fails to import minimum 70% of total import capacity, 2 nd adhoc is applicable)	Manual & OSS (One Stop Service) Method	1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad 2.Copy of BOI/BIDA registration 3.Import statement of raw materials/spare parts from Lien Bank. 4.Sales/Export statements. 5.Copy of Trade License issued by concern authority of the factory location mentioning specific sector; 6.Fire License (Up to Date). 7.Environment clearance Certificate/NOC (Up to Date). 8.Membership of concern association (Up to Date). 9. Machinery List Local /Imported (SL No, Name of Machine, Quantity and value (in million Tk./US\$) Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)	Free of charge	30 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
4.	Third Adhok (IRC) (If the company fails to import minimum 70% of total import capacity, 3 rd adhoc is applicable)	Manual & OSS (One Stop Service) Method	1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad 2.Copy of BOI/BIDA registration 3.Import statement of raw materials/spare parts from Lien Bank. 4.Sales/Export statements. 5. Copy of Trade License issued by concern authority of the factory location mentioning specific sector;	Free of charge	30 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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			<p>6.Fire License (Up to Date). 7.Environment clearance Certificate/NOC (Up to Date). 8.Membership of concern association (Up to Date). 9. Machinery List Local /Imported (SL No, Name of Machine, Quantity and value (in million Tk./US\$) Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)</p>			
5.	IRC regularization	Manual & OSS (One Stop Service) Method	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad. 2. Copy of BOI/BIDA registration 3..Import statement of raw materials/spare parts from Lien Bank. 4.Sales/Export statements. 5. Copy of Trade License issued by concern authority of the factory location mentioning specific sector; 6.Fire License (Up to Date). 7.Environment clearance Certificate/NOC (Up to Date). 8. Membership of concern association (Up to Date). 9. Machinery List Local /Imported (SL No, Name of Machine, Quantity and value (in million Tk./US\$) Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)</p>	Free of charge	30 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
6.	Recommendation for Import Permit(IP) and	Manual & OSS (One Stop Service) Method	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad 2. Copy of BOI/BIDA registration 3.Commercial Invoice (Original & Photocopy). 4.Bill of Lading/Air way bill/Consignment note (Original & Photocopy). 5.Packing List (Original & Photocopy).</p>	Free of charge	3 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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			5.Certificate of Origin (Original & Photocopy). 6.Survey report in case of used / running machinery. (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)			
7.	Machinery clearance certificate (MCC)	Manual & OSS (One Stop Service) Method	1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad 2.Copy of BOI/BIDA registration 3..Letter of Credit (LC) Copy (Attested by Lean Bank). 4.Commercial Invoice (Original & Photocopy). 5.Bill of Lading/Air way bill/Consignment note (Original & Photocopy). 6.Packing List (Original & Photocopy). 7.Certificate of Origin (Original & Photocopy). 8.Survey report in case of used / running machinery. Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)	Free of charge	3 days Subject to submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
8.	Amendment of Machinery & Others	Manual & OSS (One Stop Service) Method	1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad 2.Copy of BOI/BIDA registration 3.Board Resolution of the Company regarding amendment. 4.List of machinery local/To be imported (SI No, Name of machinery, HS Code, Quantity and value in million Tk.) 5.Pay order of Tk. 1000/- (One Thousand) in favor of Bangladesh Investment Development Authority. Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)	Pay order/ Bank draft in favour of Bangladesh Investment Development Authority Amendment fee Tk. 1000/-	3 days Subject to submission of necessary documents.	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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9.	Amendment in Board of Director/Share Holder	Manual & OSS (One Stop Service) Method	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad</p> <p>2.Copy of BOI/BIDA registration</p> <p>3.Board Resolution of the Company regarding change in Board of Director/Share Holder.</p> <p>4.Form-117, XII, XV & Schedule X approved by the RJSC & F (if applicable).</p> <p>5.Pay order of Tk. 1000/- (One Thousand) in favor of Bangladesh Investment Development Authority.</p> <p>Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)</p>	Pay order/ Bank draft in favour of Bangladesh Investment Development Authority Amendment fee Tk. 1000/-	3 days Subject to submission of necessary documents.	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
10.	Amendment of Office & Factory Address	Manual & OSS (One Stop Service) Method	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad</p> <p>2. Copy of BOI/BIDA registration</p> <p>3.Board Resolution of the Company regarding change in Office & Factory Address.</p> <p>4.Form-VI approved by the RJSC&F (for Office address change).</p> <p>5.Trade License (Office & Factory if applicable).</p> <p>6.Land Deed/Lease agreement (mentioning Office & Factory address).</p> <p>7.Pay order of Tk. 1000/- (One Thousand) in favor of Bangladesh Investment Development Authority.</p> <p>Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)</p>	Pay order/ Bank draft in favour of Bangladesh Investment Development Authority Amendment fee Tk. 1000/-	3 days Subject to submission of necessary documents.	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
11.	Amendment/ Change in Company Name	Manual & OSS (One Stop Service) Method	<p>1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad</p>	Pay order/ Bank draft in favour of Bangladesh Investment Development Authority Amendment fee Tk. 1000/-	3 days Subject to submission of necessary documents.	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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		Service) Method	2.Copy of BOI/BIDA registration 3.Board Resolution of the Company regarding Change of Company name. 4.Name change certificate approved by the RJSC&F. 5.Pay order of Tk. 1000/- (One Thousand) in favor of Bangladesh Investment Development Authority. Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)		necessary documents.	
12.	Amalgamation	Manual & OSS (One Stop Service) Method	1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official pad 2. Copy of BOI/BIDA registration 3.Board Resolution of the Company regarding amalgamation. 4..List of machinery local/To be imported (Sl. No, Name of machinery, Quantity and value million Tk.) 5.Scheme of Amalgamation from in the Supreme 5.Court of Bangladesh (High Court Division). 6.Pay order Tk. 1000/- (One Thousand) in favor of Bangladesh Investment Development Authority. Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)	Pay order/ Bank draft in favour of Bangladesh Investment Development Authority Amendment fee Tk. 1000/-	15 days Subject to submission of necessary documents. & Subject to approval of Executive Committee meeting & submission of necessary documents	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd
13	Approval of remittances in relation to royalty fees, technical assistance fees, technical know-how and other fees	Manual Method	1.Forwarding letter submitted to Director General, Registration and Incentives Foreign Industry, Bangladesh Investment Development Authority, Dhaka by Chairman/Managing Director of the company/ Organization in official Letter head pad. 2.A copy of Registration letter issued by the Bangladesh Investment Development Authority (BIDA); 3. A copy of Technology Transfer Agreement (Royalty/Technical Know-how/Technical Assistance/Franchise Agreement) ;	Fee (depending on approved amount): Up to 10 lakh Tk - . 5000/- tk 10 to 50 lakh. -Tk. 10000/- Tk 50 lakh to 1 crore. - Tk. 50000/- Tk 1 to 5 Crore - Tk 100000/- Tk.5 to 10 Crore – Tk.200000/- 10 Crore Tk. and above- 500000/- Tk.	28 days & Subject to approval of Executive Committee meeting & submission of necessary documents.	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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			<p>4.Filled-in Prescribed Application Form supplied by BIDA signed by the Managing Director/Managing Partner/Proprietor;</p> <p>5. Resolution of the Board of Directors of the company/ Partners of the Firm regarding remittance of fees/showing amount, due year of remittance and name & address of the foreign service provider as per Agreement;</p> <p>6. A copy of Annual Report of the company/Firm comprising Audited Balance Sheet along with the Profit and Loss Accounts (in case of the project in operation) or Bill of Entry/Invoices of the Imported Machinery (in case of under implementation project);</p> <p>7.Income Tax Return certified/authenticated/attested by Chartered Accountant Firm for the concerned Assessment Year along with Computation Sheet for taxable income for the same period and Tax Clearance Certificate issued by Deputy Commissioner of Taxes of the concerned Tax Circle;</p> <p>8.A copy of Memorandum & Articles of Association and Certificate of Incorporation of the company (if not submitted earlier);</p> <p>9.Invoice(s) in support of fees to be remitted;</p> <p>10. Authenticated Banking documents showing Export Earning (if any);</p> <p>11. Attested copy of Patent Right/Trade Mark/Brand Name Registration in Bangladesh (if any). (All documents shall have to be attested by the Chairman/Managing Director/Director of the company)</p>			
14	E-Visa (Online Base Service)	OSS (One Stop Services)	<p>Paper's/documents needed for recommendation of 'E' (Employment) type Visa in favor of the expatriate's:</p> <p>1. Copy of the registration letter of the Bangladesh Investment Development Authority, if not submitted earlier</p> <p>2. Copy of the memorandum and articles of the association.</p>	Free Of Charge	24 Hrs. (1 day)	(M. Jashim Uddin Khan) Director (R&I-Foreign Industry) Phone: 44826780 E-mail:dir.rifi@bida.gov.bd

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
			<p>3. Certificate of incorporation in case of the locally incorporated company.</p> <p>4. Board Resolution for employment of the foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number.</p> <p>5. Photograph of the Expatriate.</p> <p>6. Copy of passport (Full set) of the Expatriate (Whole of the used part).</p> <p>7. Appointment Letter/Service Agreement/Transfer Letter of the expatriate.</p> <p>8. Certificate of all academic qualification & professional experience of the employee</p> <p>9. Copy of the advertisement prior to the appointment of the expatriate with date of publishing and URL of the online advertisement</p> <p>10 Specific activities of the company</p> <p>11 Statement of manpower showing list of the local and expatriate personnel employed with designation, salary break-up, nationality and date of first appointment.</p> <p>NB: (a) All documents shall have to be attested by the Chairman/ CEO / Managing director/ Country Manager/ Chief executive of the Company/ firms. (b) Document's must be submitted by an authorized person of the organization including the letter of authorization.</p> <p>Receipt:</p> <p>Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd</p>			
15.	E1-Visa (Online Base Service)	OSS (One Stop Services)	<p>Paper/s/ documents needed for recommendation of 'E1' (Employment) type Visa in favor of the expatriate's:</p> <p>1. Copy of BOI/BIDA registration.</p> <p>Copy of the memorandum and articles of</p> <p>2. association of the Company duly signed by shareholders.</p>	Free Of Charge	24 Hrs. (1 day)	-Do-

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
			<p>3. Certificate of the incorporation</p> <p>4. Board resolution for engaging the foreign national(s)</p> <p>5. Photograph of the Expatriate.</p> <p>6. Copy of passport (Full set) of the Expatriate (Whole of the used part).</p> <p>7. Service contact/ agreement with the machinery supplier or service provider</p> <p>8. Copy of Letter of Credit (L/C), Bill of Lading (B/L) or Bill of Entry (B/E) in case of machinery supplier's representative</p> <p>9. Copy of machinery supplier's/service provider's nomination letter</p> <p>NB: (a) All documents shall have to be attested by the Chairman/ CEO / Managing director/ Country Manager/ Chief executive of the Company/ firms. (b) Documents must be submitted by an authorized person of the organization including the letter of authorization.</p> <p>Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd</p>			
16.	PI-Visa (Online Base Service)	OSS (One Stop Services)	<p>Paper/s/ documents needed for recommendation of 'PI' (Private Investor) type Visa in favor of the expatriate's:</p> <p>1. Copy of BOI/BIDA registration.</p> <p>2. Memorandum & article of Association. and certificate of incorporation of the company.</p> <p>3. Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number</p>	Free Of Charge	24 Hrs. (1 day)	-Do-

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
			<p>4. Photograph of the Investor</p> <p>5. Copy of passport (Full set) of the Investor (Whole of the used part).</p> <p>6. Specific activity of the company</p> <p>7. Statement of manpower showing list of the local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment</p> <p>NB: (a) All documents shall have to be attested by the Chairman/ CEO / Managing director/ Country Manager/ Chief executive of the Company/ firms. (b) Document's must be submitted by an authorized person of the organization including the letter of authorization.</p> <p>Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd</p>			
17.	New Work Permit (Online Base Service)	OSS (One Stop Services)	<p>Necessary documents for New Work Permit of employment of expatriate:</p> <p>1. Copy of registration letter of the Bangladesh Investment Development Authority, if not submitted earlier</p> <p>2. Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality, Passport Number & Salary</p> <p>3. Memorandum & Articles of Association of the company duly signed by shareholders along with</p>	<p>Per Person every year BDT 5,000/- (Pay Order in favour of "Bangladesh Investment Development Authority"</p>	72 Hrs. (3 days)	-Do-

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(1)	(2)	(3)	(4)	(5)	(6)	(7))
			<p>Certificate of Incorporation (In case of limited company), if not submitted earlier</p> <p>4. Copy of passport with E/PI VISA and arrival stamps for employees/Investors</p> <p>5. Copy of service contract/ agreement/ appointment letter in case of the employee</p> <p>6. Copy of buyer's nomination letter in case of employment of the buyer's representative</p> <p>7. Academic qualification & experience certificates of the expatriate</p> <p>8. Visa Recommendation Letter of the Expatriate/Investors.</p> <p>NB:</p> <p>(a) All documents shall have to be attested by the Chairman/ CEO / Managing director/ Country Manager/ Chief executive of the Company/ firms.</p> <p>(b) Document's must be submitted by an authorized person of the organization including the letter of authorization.</p> <p>Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd</p>			
18.	Extension Work Permit (Online Base Service)	OSS (One Stop Services)	<p>Necessary documents for Extension Work Permit of employment of expatriate:</p> <p>1. Decision of the Board of the Directors of the company regarding extension of employment of foreign nationals (In case of limited company) including salary & other facilities duly signed by Directors present in the meeting</p> <p>2. Copy of Passport with E-Type visa for employees/ PI-type visa for Investors</p> <p>3. Copy of service contract/ agreement/ appointment letter in case of the employee</p>	Per Person every year BDT 5,000/- (Pay Order in favour of "Bangladesh Investment Development Authority")	72 Hrs. (3 days)	-Do-

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			<p>4. Copy of buyer's nomination letter in case of employment of buyer's representative</p> <p>5. Tax Assessment order sheet tax payment receipt and Income Tax Clearance Certificate</p> <p>6. Copy of the last Work Permit/Copy of Visa Recommendation (where applicable)</p> <p>7. Copy of the first work permit</p> <p>8. Security clearance of the expatriate from Ministry of Home Affairs (if available)</p> <p>NB:</p> <p>(a) All documents shall have to be attested by the Chairman/ CEO / Managing director/ Country Manager/ Chief executive of the Company/ firms.</p> <p>(b) Document's must be submitted by an authorized person of the organization including the letter of authorization.</p> <p>Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd</p>			
19.	<p><u>Miscellaneous Service:</u></p> <p>(a) Work Permit Cancellation</p>	OSS (One Stop Services)	<p>Documents required for cancellation of work permit:</p> <p>1. Resignation Letter/Transfer Order Letter.</p> <p>2. Release Letter/ Acceptance Letter.</p> <p>3. Board Resolution.</p> <p>4. First Work Permit Letter.</p> <p>5. Last Extension of work permit</p> <p>6. Up-to date Income tax clearance Certificate (expatriate).</p> <p>Receipt:</p>	Free Of Charge	48 Hrs. (2 days)	-

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			Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd																					
	(b) Amendment of Work Permit	OSS (One Stop Services)	Documents required for amendment of work permit: 1. Forwarding Letter 2. Copy of work permit 3. Board resolution regarding amendment of work permit 4. Others related documents regarding amendment of work permit. Receipt: Bangladesh Investment Development Authority (BIDA) Website: www.bida.gov.bd	Per Person BDT 1,000/- (Pay Order in favour of "Bangladesh Investment Development Authority")	48 Hrs. (2 days)	-Do-																		
20)	Foreign Loan Approval	Manual	<p>The following checklist is required for foreign loan approval by The Scrutiny Committee:</p> <ol style="list-style-type: none"> 1) Forwarding Letter. 2) Application form duly filled in. 3) Certificate of Incorporation and Certificate of Commencements from RJSC, Bangladesh. 4) Memorandum & Articles of Association (Certified copy). 5) Form-X, Form-XII and Form-XV from RJSC as a proof of authorized capital, paid up capital, shareholding structure, etc. Please note that the paid up capital should be at least 30% of authorized capital. 6) Latest registration (full set) from Bangladesh Investment Development Authority (BIDA) with the inclusion of proposed loan/deferred payment maintaining debt-equity ratio of at least 70:30. 7) Term Sheet/Loan Agreement/Supply Agreement between the parties 8) Board's Resolution related to the proposed loan/deferred payment. 9) Up-to-date feasibility report in details. 10) Up-to-date financial analysis in details which includes Internal Rate of Return (IRR), Break-Even Analysis, Payback Period, Debt-Equity ratio of the project, Debt Service Coverage Ratio (DSCR) analysis for both Base case and 	<table border="1"> <thead> <tr> <th colspan="2">Loan Processing Fee</th> <th rowspan="2">At least 15 days but depend on The Scrutiny Committee's Meeting</th> </tr> <tr> <th>Loan Amount</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 1 Core Tk.</td> <td>Tk. 5,000/-</td> <td rowspan="7"></td> </tr> <tr> <td>1 Core Tk. – 5 Core</td> <td>Tk. 10,000/-</td> </tr> <tr> <td>5 Core Tk. – 10 Core</td> <td>Tk. 20,000/-</td> </tr> <tr> <td>10 Core Tk. – 25 Core</td> <td>Tk. 50,000/-</td> </tr> <tr> <td>25 Core Tk. – Above</td> <td>Tk. 1,00,000/-</td> </tr> <tr> <td colspan="2"> <p><i>If the foreign loan is approved in the scrutiny committee, you will have to pay processing fee by pay order in favor of "Bangladesh Investment Development Authority" .</i></p> </td> </tr> </tbody> </table>		Loan Processing Fee		At least 15 days but depend on The Scrutiny Committee's Meeting	Loan Amount	Fee	Up to 1 Core Tk.	Tk. 5,000/-		1 Core Tk. – 5 Core	Tk. 10,000/-	5 Core Tk. – 10 Core	Tk. 20,000/-	10 Core Tk. – 25 Core	Tk. 50,000/-	25 Core Tk. – Above	Tk. 1,00,000/-	<p><i>If the foreign loan is approved in the scrutiny committee, you will have to pay processing fee by pay order in favor of "Bangladesh Investment Development Authority" .</i></p>		<p>1) A. T. M. Ahasan Habib, Joint Director (Bangladesh Bank)</p> <p>2) Md. Sayedul Islam, Joint Director (Bangladesh Bank)</p> <p>Phone: 55007235</p>
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SI	Name of service	Process of Service	Required documents & Receipt	Service Fees	Time limit of Service	Designated Officer (Name, Designation, Phone & Email)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			<p>Sensitivity cases (5% increase in cost of production, 5% decrease in sales, etc.) with all others.</p> <p>11) Last Year Audited Balance Sheet. Please be informed that existing debt-equity ratio based on Audited Balance Sheet (including proposed amount) should be at least 70:30.</p> <p>12) Up-to-date Credit Rating Report of the company.</p> <p>13) The utilization certificate from nominated bank containing the justification of the estimated price/quotation of the capital machineries, spare parts, etc. (Summary of the capital machineries (imported or to be imported) for the purpose of the proposed loan/deferred payment) submitted by the borrower in comparison with the latest market price with supporting documents (for example: Proforma Invoice, Bill of Lading, L/C copy, etc.).</p> <p>14) Track record of the past foreign loans/deferred payments (if any) with approval letter and bank certificate of all transactions, utilizations and outstanding.</p> <p>15) CIB certificate of the company and its Sponsors/Directors from the nominated bank. The CIB certificate will clearly specify the recent date of searching CIB online and the status in general.</p> <p>16) Relevant CIB enquiry forms (Enquiry Form-1& 2) and under taking from Sponsors/Directors duly filled in for collection of up-to-date CIB report from Bangladesh Bank.</p> <p>17) Credential of the Sponsors/Directors.</p> <p>18) Clearance Certificate/NOC from Directorate of Environment.</p>			