

# BUSINESS START-UP LICENSES

A Regulatory Guide | 5<sup>th</sup> Edition

Prepared & Published by  
**Business Initiative Leading  
Development (BUILD)**



**BIDA**

Bangladesh Investment  
Development Authority



dialogue • research • advocacy  
**Business Initiative  
Leading Development**

Right Information at right time is one of the pre-requisites for sustainable business. The Business Start-Up Licenses- A Regulatory Guide Book is a window to the investors to look through on future road map for initiating new business in Bangladesh.

Undoubtedly, information plays a vital role and acts as a key player in business. Structured and systematic information for starting a new business is rarely found in Bangladesh. The procedural, chronological steps of a new approval or renewal of an old license is difficult to chalk it out for both foreign & local investors.

Considering the importance of the above issues, BUILD came up with the gigantic task to prepare the first ever of this type of publication namely Business Start-Up Licenses- A Regulatory Guide in the year of 2012, since then BUILD is updating the Book and has prepared the 5<sup>th</sup> edition in 2018. Objectives and other features of the Book have been furnished below:



### The objective is to provide the entrepreneurs with a stepwise dictation on:

- Who to contact to collect the preparatory information regarding application;
- What supporting documents to collect to prepare the application;
- When to pay the necessary fees for the application or not to pay;
- Where to submit the application;
- How to get subsequent renewals;
- How to follow each and every steps, required amount of fees and other necessary information etc.



### Main Features of the 5<sup>th</sup> Edition:

- ★ The 5<sup>th</sup> Edition contains Licenses under the following heads:
  1. Trading
  2. Export-Import
  3. Investment
  4. Foreign Investment
  5. Sectoral Businesses
  6. Institutional
  7. Chemical & Narcotics
  8. Explosive
  9. Services
  10. Safety, Quality and Standard
  11. Chamber and Association Membership
  12. Special Category Licenses etc.



### Other Useful Information Included in the 5<sup>th</sup> edition:

- ➡ Required list of documents, process steps, time limits, fee schedules, process map, renewal procedure, list of forms, website address or collection point of application;
- ➡ In total 215 Licenses have been included. CD of the book will be available;
- ➡ All the existing licenses have been updated;
- ➡ The process and time of some of the licenses have been reduced because of automation. In that respect License/Permit/Recommendations received from BIDA is one of the successful examples;
- ➡ Foreign Investors are very much willing to have the Book and translate it in their own language;
- ➡ Some new critical information such as citizen charter, automation process have been included in the new addition.

## List of Licenses



### Trading

1. Trade License (For Commercial Firms)
2. Trade License (For Manufacturing Firms)
3. Taxpayer Identification Number (for Company)
4. Trade Mark Registration
5. Customs Clearance for Export Via Airplane
6. Customs Clearance for Import Via Airplane



### Export-Import

7. Export Permit
8. Import Permit
9. NOC for Import of Capital Machineries
10. Declaration as a Group Leader Permit
11. Import Registration Certificate (IRC)-Regular-Recommendation letter
12. Import Permit Recommendation Letter
13. Utilization and Deceleration (UD) Permit from BGMEA
14. Import Registration Certificate (IRC-Commercial)
15. Recommendation Letter for Import Registration Certificate (Ad-hoc)
16. Export Registration Certificate (ERC)
17. Indenting Registration Certificate (IRC-Indenting)
18. License for Drugs (Medicine) Export
19. Jute Goods Export License
20. Raw Jute Export License
21. Registration for Foreign Medicine
22. Bonded Warehouse License
23. Utilization Permit (UP)
24. Tax Holiday Certificate



### Investment

25. Establishment of a New Private Bank
26. Approval of Lay-out Factory Plan and Registration/ Licenses for Factories and Establishment
27. Name Clearance Certificate for Company
28. Registration of (Public and Private) Company
29. Registration of Local Investment Projects with Bangladesh Investment Development Authority (BIDA)
30. Registration with Bangladesh Small & Cottage Industries Corporation (BSCIC)
31. Value Added Tax (VAT) Registration



### Foreign Investment - Bangladesh Investment Development Authority (BIDA)

32. License for Approval of Foreign Loan
33. Approval of Remittance
34. Approval/Renewal of Branch/Liaison and Representative Office-New
35. Approval/Renewal of Branch/Liaison and Representative office-Extension
36. Approval/Extension of Work Permit for Expatriate - New (Commercial)
37. Approval/Extension of Work Permit for Expatriate - Extension (Commercial)
38. Approval/Extension of Work Permit for Expatriate - New (Industrial)
39. Approval/ Extension of Work Permit for Expatriate - Extension (Industrial)
40. E-Visa Recommendation for Foreign Investors/Workers (Commercial)

41. E-Visa Recommendation for Foreign Investors/Workers (Industrial)
42. E-1 Visa Recommendation for Foreign Investors (Commercial)
43. E-1 Recommendation for Foreign Investors / Workers (Industrial)
44. PI Visa Recommendation for Foreign Investors (Commercial)
45. PI Visa Recommendation for Foreign Investors / Workers (Industrial)
46. Registration of Foreign Investment Projects with BIDA
47. Approval for Foreign Borrowing Agreement

## Sectoral

### Agro and Agro Processing

48. Phytosanitary Certificate for Export of Plant and Plant Related Products
49. Import Permit of Plant and Plant Related Products
50. Release Order for Import & Export of Plant and Plant Related Products
51. Wholesale License of Pesticide
52. Pest Control License
53. Pesticide Advertisement License
54. Retail License of Pesticide
55. Certificate of Registration for Horticulture Products Export
56. License for Import of Pesticide
57. Registration for Fertilizer Dealer
58. Registration as Seed Dealer
59. Registration of Pesticide
60. License for Repacking Pesticides
61. Manufacturing or Formulation of Pesticides License

### Leather

62. Recommendation Letter for Indemnity Bond Release Certification
63. Certification for Capital Machinery Release
64. Dhaka International Trade Fair Participation Approval (National/International)

### Pharmaceuticals

65. Project Approval for Pharmaceuticals (Manufacturing) Business
66. Packing Materials Approval (for Pharmaceuticals Product Registration)
67. Recipe Approval for Introduced and Non-Introduced Product (For Pharmaceuticals Product Registration)
68. Product Inclusion and Trade Name Check (for Pharmaceuticals Product Registration)

### Fish & Fisheries

69. License for Hatchery
70. License for Fish Feed Business
71. Salubrity/Health Certificate
72. No Objection Certificate (NOC) From Ministry of Fisheries and Livestock
73. Membership Certificate from Bangladesh Frozen Foods Exporters Association (BFFEA)
74. Export Certificate from Bangladesh Frozen Foods Exporters Association (BFFEA)
75. NOC for Importing Fish Feed/Ingredients/Aquamarine From DOF
76. License from FIQC, Department of Fisheries (DOF)
77. EU Approval from EU Approval Committee (Ministry of Fisheries and Livestock)
78. European Commission (EC) Health Certificate

### Information Technology (BTCL/BTRC)

79. License for Internet Services
80. License for Cyber Café
81. License for International Internet Gateway (IIG)
82. License for International Gateway (IGW) Services
83. License for Interconnection Exchange (ICX) Service

84. License for VOIP Service Provider (VSP)
85. Approval for Domain Registration (.Bangla and.bd) Domain Service
86. Approval for Leased Line Internet (LLI) Service
87. Approval for VPN Connection



### **Sectoral Businesses**

88. Tea Trading (As a Blender, Bidder, Retail-wholesale) License
89. License for Jewelry Business
90. License for Selling (Wholesale) Cotton Cloth
91. License for Selling (Retail) Cotton Cloth
92. License for Selling (Wholesale) Cotton Yarn
93. License for Selling (Retail) Cotton Yarn
94. License for Selling (Retail) Cement
95. License for Selling Milk Products
96. License for Selling Iron and Steel Materials
97. Jute Goods Manufacturer's License
98. License for Brick Kiln
99. License for Saw Mill
100. License for Call Center



### **Institutional**

#### **Dhaka Stock Exchange (DSE)**

101. Issuance of Authorized Representative (AR) Registration Certificate
102. Issuance of Trading Right Entitlement Certificate (TREC)
103. Issuance of Trader Certificate (TC)
104. Stock Broker Membership (DSE)

#### **Bangladesh Security and Exchange Commission (BSEC)**

105. Alternative Investment Funds
106. Fund Manager Registration
107. Trustee to a Fund

#### **Bangladesh Export Processing Zone Authority (BEPZA)**

108. Allotment of Land in the Export Processing Zones
109. Work Permit for Expatriate Personnel (Working in EPZ)

#### **Export Promotion Bureau (EPB)**

110. EPB Enrollment Certificate
111. GSP Certification (Textile)
112. APTA Certification (Textile)
113. SAFTA and SAPTA Certificate (Textile)
114. SAPTA (C.O.) Certificate (Textile)
115. Certificate of Origin (China) (Textile)
116. Certificate of Origin (Korea) (Textile)
117. Certificate of Origin (Thailand) (Textile)
118. Certificate of Origin Chili (Textile)
119. Annex-iii Certification (Textile)
120. APTA Certification (Non-Textile)
121. SAFTA, SAPTA Certification (Non-Textile)
122. Certificate of Origin Chili (Non-Textile)
123. Certificate of Origin (Thailand) (Non-Textile)
124. Annex-iii Certification (Non-Textile)
125. TPS-OIC Certification (Non-Textile)
126. Export Promotion Bureau Registration for Textile Units
127. Export Promotion Bureau Registration for Non-Textile Organization

## Bangladesh Economic Zone s Authority (BEZA)

128. Project Clearance
129. Work Permit
130. Visa Recommendation
131. Import Permit
132. Export Permit
133. Sample Permit
134. Local Sale Permit
135. Local Purchase Permit
136. NoC for Bank Loan

## Office of the Chief Inspector of Boiler

137. Certificate for Manufacturing Boilers (Domestic)
138. Certificate for Renewal of Boilers
139. Certificate for Boiler Operators
140. Change of Ownership of Boiler
141. No Objection Certificate for Import of Boilers
142. Registration of Boilers for User



## Chemical & Narcotics

143. License for use and Storage of Rectified Spirits/Alcohol (for Homio Dilution)
144. License or Permit For Collecting, Importing, Processing, Storage And Retail Whole Sale of Rectified Spirit/Absolute Alcohol/ Ethel Alcohol/Strong Alcohol (HS Code 2207) Used In Homeopathic Drugs Production
145. License or Permit for Collecting, Transporting, Processing, Storage of Rectified Spirit/ Absolute Alcohol/ Ethel Alcohol/ Strong Alcohol (HS Code 2207) Used As Raw Material In Homeopathic Drugs Production
146. License or Permit For Export, Import, Production, Processing, Storage and Wholesale of Narcotics Drug and Medicated Alcohol
147. License or Permit For Rectified Spirit/ Absolute Alcohol/ Ethel Alcohol/Strong Alcohol Export, Import, Production, Processing, Storage and Wholesale
148. License or Permit For Rectified Spirit/ Absolute Alcohol/ Ethel Alcohol/ Strong Alcohol Used for Scientific Research, Medication and Other Use
149. License or Permit for Rectified Spirit/ Absolute Alcohol/ Ethel Alcohol/Strong Alcohol Used In Allopathic Drugs Industry
150. Permit for Use of Rectified Spirits / Alcohol (For Allopathic Drug Industry)
151. Export License for Narcotics Drug
152. Import License for Narcotics Drug
153. Production & Processing License of Narcotics Drug
154. Selling License of Narcotics Drug (Retail)
155. Alcohol or Liquor License for Hotel/Restaurant (Commercial)
156. User's License (Precursor Chemical) for Narcotics Drug



## Explosive

157. License for Gas or empty Cylinder Import permit
158. License for Sulfuric Acid
159. License for Explosive Importing by Water or Land (Form 17)
160. License for Explosives Transportation by Land (Form-18)
161. LPG Cylinder Storage License



## Services

162. Bank Solvency Certificate
163. Route Permit for Vehicles
164. Driving License
165. Community Radio License
166. Issuance of UNESCO Coupon
167. License for Petroleum Filling Station
168. No-Objection-Certificate for Filling and CNG Station
169. License for CNG Filling Station
170. License for Carrying Petroleum by Land
171. License for Carrying Petroleum by Water
172. License for Class I and II Petroleum (Bulk, Non-Bulk)
173. Man-Power Recruiting License
174. Registration of Vehicle (Reconditioned)

175. Driving Instructor's License
176. FM Radio License
177. Conductor's License
178. Fitness Renewal for Vehicles
179. License for Movie Theater/Cinema Hall
180. Registration of Hotel & License for Hotel
181. Registration of Restaurant & License for Restaurant
182. License for Travel Agency
183. License for Customs Agent/Clearing & Forwarding Agent



### Real Estate/Logistics/Utility/Compliance

184. Business Establishments License other than Factories
185. Ownership Transfer of BSCIC Industrial Plot
186. Approval for Gas Connection
187. Approval for Telephone Connection
188. Approval for Electricity Connection
189. Approval for Water Connection
190. Allotment of Land in the Industrial Estate
191. Construction Permit by RAJUK
192. Reference for Allotment of Plot or Acquisition of Land in Industrial Area
193. Approval for Deep Tube well



### Safety, Quality and Standard

194. Certification Mark (CM) License
195. Radiation Certificate
196. Fire License
197. Environment Clearance Certificate (Komola Ka)
198. Environment Clearance Certificate (Lal)
199. Environment Clearance Certificate (Shabuj)
200. Environment Clearance Certificate (Komola Kha)



### Chamber and Association Membership

201. Bangladesh Garment Manufacturers and Exporters Association (BGMEA) Membership (Factory)
202. Bangladesh Garment Manufacturers and Exporters Association (BGMEA) Membership (Buying House)
203. Bangladesh Association of Software and Information Services (BASIS) Membership Certificate
204. Bangladesh Engineering Industry Owners' Association (BEIOA) Membership
205. Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA) Membership
206. Dhaka Chamber of Commerce & Industry (DCCI) Membership Certificate
207. Membership Certificate from Leathersgoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB)
208. Membership Certificate from Bangladesh Tanners Association (BTA)
209. Bangladesh Fruits, Vegetables and Allied Products Exporters Association (BFVAPEA) Membership

### Special Category

210. Police Clearance Certificate
211. Copyright Registration
212. ISBN License Registration
213. Certificate of Patent (Letters of Patent)
214. Registration Certificate for Designs
215. Geographical Indications (GI) Goods

### Appendices

- Appendix 1: Research and Editorial Panel of the 5<sup>th</sup> Edition  
 Appendix 2: Process Map Legends  
 Appendix 3: Suggestion and Comment

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Helping businesses and investment to grow is the key priority of the Government of Bangladesh, in this journey private sector is the crucial partner in supporting to attain SDG targets. In the horizon of complex and difficult business start-up process, the well-researched **Business Start-up Licenses-A Regulatory Guide** prepared by BUILD eases the entry into the business world, outlining as clearly as possible many of the licenses/certificates/ approvals simple for existing and would be entrepreneurs. The information in the publication is accurate at time of publication, but it may be subject to change due to revisions in law and administrative policies of the Government. The information provided here is intended to make the administrative components of beginning a business as modest as possible. We hope to see the maximum use of the publication".

— **Abul Kalam Azad**Principal Coordinator (SDG)  
Prime Minister's Office, Government of Bangladesh

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**"Business Start-Up Licenses-A regulatory Guide"** is a pathfinder for an entrepreneur willing to enter into a new business. It works as a dictionary of Licenses/documents vital for businesses and contains information with regard to time, fees, and the process flow to obtain a License/Approval/ Certificate which is a unique support for the business. I wish BUILD the best wishes for their noble endeavor for the **5<sup>th</sup> edition**.

— **Shubhashish Bose**

Secretary, Ministry of Commerce, Government of Bangladesh

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**"Business Start-Up Licenses-A Regulatory Guide"** -a precise and comprehensive publication of BUILD- is very informative, well-researched and documented book much needed for the private sector and foreign investors. I would endorse this book as a great reference for a successful business. The **5<sup>th</sup> edition** of the book is obviously an effective source of information to support entrepreneurs for their business start-ups.

— **Enamul Hoque**Additional Secretary (BIRA & Private Sector)  
Ministry of Industries, Government of Bangladesh

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Copy of the Business Licensing Guide Book is available at the BUILD office, DCCI Building (9<sup>th</sup> Floor), 65-66 Motijheel C/A, Dhaka-100

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#### Business Initiative Leading Development (BUILD)

DCCI Building (9<sup>th</sup> Floor), 65-66 Motijheel C/A  
Dhaka-1000, Bangladesh

Phone: +88-02-9569961, 9561388

Email: [info@buildbd.org](mailto:info@buildbd.org) | [f/buildbdorg](https://www.facebook.com/buildbdorg)

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