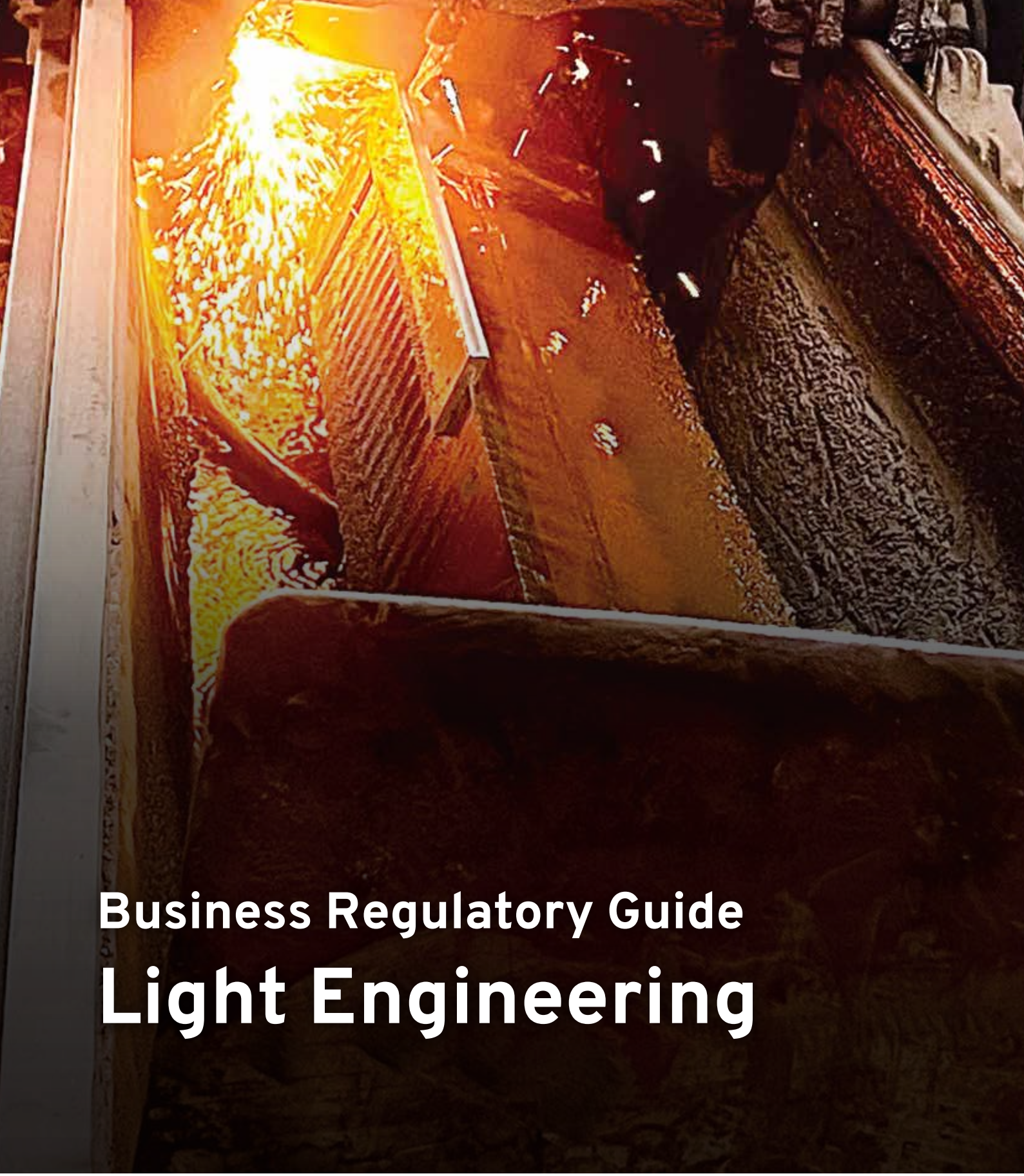


Business Regulatory Guide

Light Engineering

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International Labour Organization

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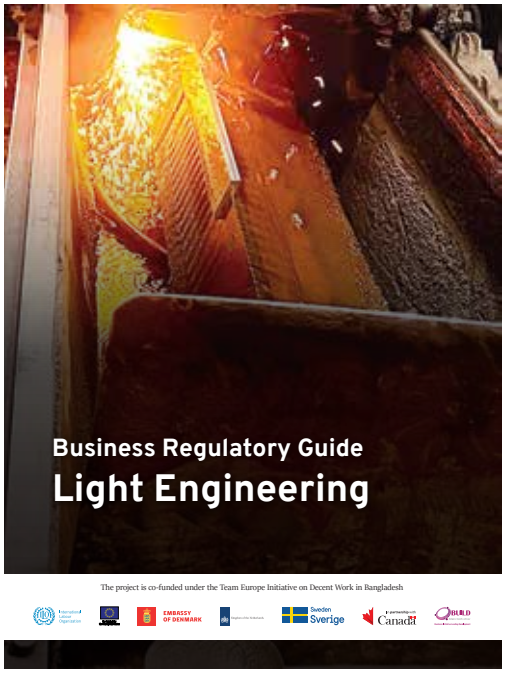
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Disclaimer

This *Business Regulatory Guide on Light Engineering* for the Light Engineering Sector has been published through a joint initiative of **Business Initiative Leading Development (BUILD)** and the **International Labour Organization (ILO)**. It serves as an umbrella publication, consolidating all relevant information on licenses, approvals, certificates, permits, and applicable fees required for entrepreneurs, particularly new and small-scale business owners to establish and operate their ventures.

This guidebook was developed with technical assistance from the ILO and implemented by BUILD. This product is funded under the European Union, Denmark, the Netherlands, and Sweden's Team Europe Initiative on Decent Work in Bangladesh and Canada. The information presented has been compiled from interviews with relevant officials and representatives of concerned ministries and agencies, as well as from government websites and other secondary sources. While most information is authentic as per the cited sources, a certain degree of discrepancy may exist due to differences in interpretation, periodic regulatory changes, or updates made by the relevant authorities.

While BUILD and ILO have exercised the highest level of diligence and professionalism to ensure the accuracy and reliability of the information contained in this guide, it should not be considered a legal document. Rather, it is intended to serve as a practical guidebook for reference. The **Ministry of Industries** provided comprehensive support in reviewing and verifying the accuracy and overall preparation of this publication.

For more information, it is advised that readers visit the relevant authority's website for the latest details on any specific license. Links to the respective websites are provided throughout this guidebook.

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Message

Message from the chairperson of BUILD

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It is my privilege to present the Light Engineering Business Start-up Licenses - A Regulatory guide by BUILD under the ILO project "Facilitating the Transition to Formality: Enhancing Business Information, Development Services, and Policy Inputs in Bangladesh." This publication is a sector-focused, practical resource designed to assist entrepreneurs—particularly those operating in or transitioning from the informal economy—in understanding and navigating the regulatory requirements of the light engineering sector in Bangladesh.

The guide provides a structured overview of the key licenses, permits, and approvals required to establish and operate a light engineering enterprise. It identifies the responsible government agencies, indicative processing times, and associated fees, helping entrepreneurs prepare and comply with formal procedures more effectively.

Recognizing that complex and overlapping regulatory frameworks often hinder the growth of small and medium enterprises, this guide consolidates essential licensing information into one accessible reference.

By incorporating detailed process maps and step-by-step instructions, it aims to simplify compliance, reduce administrative burdens, and promote a smoother transition to formality for entrepreneurs.

We believe this guidebook will serve as a valuable reference for light engineering enterprises, policymakers, and development partners working to promote inclusive industrial growth. By supporting formalization and improved regulatory awareness, it contributes to building a more enabling business environment for one of Bangladesh's most promising manufacturing sectors.

I would like to express my sincere appreciation to the International Labour Organization for its partnership, to the relevant government agencies for their cooperation, and to the BUILD team for their dedicated efforts in developing this important publication.

Abul Kasem Khan
Chairperson
Business Initiative Leading Development (BUILD)

Message from the International Labour Organization (ILO)

It is a pleasure to introduce this Light Engineering Business Stat – Up Licenses _ A Regulatory Guide Bangladesh by BUILD with technical assistance from the ILO. This guidebook responds to the needs of Bangladesh's enterprise ecosystem by making licensing process simpler and clearer. It translates complex requirements into practical, step-by-step guidance so entrepreneurs especially cottage, micro, small, and medium enterprises (CMSMEs) can start, operate, and grow with confidence. By improving access to information, the guidebook supports formalization efforts by making the pathway clear, practical and predictable.

Light engineering merits particular attention. As the backbone of local manufacturing, the sector spans casting and foundries, machining, metal fabrication, welding, electro-plating, heat treatment, tool-and-die, and repair and maintenance—supporting value chains from agriculture to transport. Yet much of the value chain remains highly informal, with widespread unsafe working practices and low compliance with occupational health and safety standards.

Establishing a clear licensing roadmap is therefore critical, not only for factory registration and product certification but also for ensuring machinery and electrical safety, managing chemicals and hazardous waste, controlling emissions and effluents, and improving energy efficiency. Equally important is coherence between licensing requirements and supporting services—testing and metrology, BSTI certification, boiler and pressure-vessel compliance, fire and electrical safety, and environmental clearances. Streamlined and predictable processes not only help enterprises comply with regulations but also drive improvements in product quality, competitiveness, workplace safety, and the shift toward greener, more circular production models.

This publication is a step towards improving the overall business environment. By giving enterprises easier access to reliable licensing information, it helps release them from time lost in navigating requirements and enables them to focus on productive, value-adding activities. At the same time, the very process of developing this guidebook has shown that licensing procedures across Bangladesh can be further simplified and standardized. Streamlined processes, more consistent fee structures, stronger coordination, and eventually even a unified service platform would make starting and growing a business even more efficient. The ILO looks forward to working closely with government, employers' organizations, and workers' organizations to advance these efforts and accelerate formalization for the benefit of businesses, workers, and the wider economy.

The ILO's mandate to promote decent work and advance social justice aligns with the objectives of this publication. In particular, the guidebook supports the ILO's Recommendation 204 on the transition from informality to formality, advances SDG 8 on decent work and sustainable economic growth and complements ongoing national efforts to streamline regulatory service delivery, including one-stop and digital service platforms. Here, I mention our development partners, the Team Europe Initiative on Decent Work in Bangladesh of the European Union, Denmark, the Netherlands, and Sweden and also Canada for their generous support to our formalization efforts through Advancing Decent Work in Bangladesh project.

On behalf of the ILO Country Office for Bangladesh, I congratulate all contributors and look forward to continued collaboration to make it easier to start, operate, and grow a business—so that more enterprises can formalize, thrive, and create decent work for all.

Max Tuñón
Country Director
ILO Country Office for Bangladesh
Dhaka, Bangladesh

Message from the CEO of BUILD

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It is with great pride that BUILD presents the Light Engineering Sector-Specific Licensing Guidebook, developed under the ILO project "Facilitating the Transition to Formality: Enhancing Business Information, Development Services, and Policy Inputs in Bangladesh." This guide is designed as a practical resource to assist entrepreneurs—particularly those operating in or transitioning from the informal economy—in navigating the regulatory landscape of Bangladesh's light engineering sector.

The publication brings together the key licenses, permits, and approvals required to establish and operate a light engineering business, presenting them in a simplified, step-by-step manner. By outlining indicative costs, timelines, and responsible agencies, the guide aims to make regulatory compliance more transparent and accessible for entrepreneurs and small enterprises alike.

For Light Engineering sector (LE), a licensing guidebook serves as a practical tool to enhance regulatory transparency and ease of doing business. The Business Startup License Guidebook tried to consolidate scattered regulatory information into a single reference will help SMEs complex approval process, thus reducing transaction cost. The basic information on the regulatory bodies included in the book will help concerned enterprises know exactly what permission they need, how to apply and which offices to visit.

The LE is one of the promising and diversified industrial sub-sectors. It is vital for the growth of all industries, as it supplies people, machinery, transport, construction, and function and services as a backward linkage industry.

The sector contributes about 2% of GDP, creating direct and indirect employment opportunities.

Developed through rigorous research, consultations, and validation with relevant government bodies and private stakeholders, the guide reflects BUILD's continued commitment to promoting formalization, reducing administrative barriers, and enhancing ease of doing business in Bangladesh.

I wish to extend my sincere appreciation to the International Labour Organization for its partnership and guidance, to the government agencies concerned for their valuable cooperation, and to the BUILD team for their dedication in developing this important publication. We hope that this guide will serve as a catalyst for supporting formalization, improving regulatory compliance, and fostering sustainable growth within the light engineering sector.

Ferdaus Ara Begum
Chief Executive Officer (CEO)
Business Initiative Leading Development (BUILD)

About the Light Engineering Sector-Specific Licensing Guidebook

This Light Engineering Sector-Specific Licensing Guidebook is designed to support existing, new, and aspiring entrepreneurs—particularly those transitioning from informal to formal enterprises—who seek to obtain the necessary Licenses, Permits, Approvals, and Certificates to operate in Bangladesh's light engineering sector. As a vital sub-sector of manufacturing, light engineering is a key driver of industrial growth and employment; however, many entrepreneurs face challenges in accessing regulatory information and navigating administrative procedures.

This guide aims to bridge that gap by providing clear, step-by-step instructions in both English and Bangla on:

Who – to contact for preparatory information regarding the application process.
What – documents and supporting materials to prepare and collate for submission.
When – to pay the associated fees at different stages of the process.
Where – to submit applications to the appropriate government agencies.
How – to manage subsequent renewals and maintain compliance.

The publication helps entrepreneurs understand the entire process of obtaining sector-specific Licenses, Permits, and Approvals. The regulatory procedures are presented under different operational categories—such as manufacturing, trading, and service-related activities—reflecting the diversity of enterprises within the light engineering sector.

Each license entry is accompanied by a "Process Map" illustrating the applicant's interaction with the relevant issuing agency. This visualization helps entrepreneurs identify where they can take proactive steps to expedite the process and avoid common pitfalls such as incomplete documentation or delays in renewal. While processes may vary across agencies, the guide serves as a standardized reference point for compliance and efficiency.

Recognizing that regulatory challenges differ across license types, the guide also highlights practical insights gathered through consultations with entrepreneurs and public authorities. It is intended to serve as a "one-stop information source" for light engineering businesses—helping them formalize their operations, understand their obligations, and leverage available support mechanisms.

This guidebook has been developed by BUILD in collaboration with the International Labour Organization (ILO) under the project "Facilitating the Transition to Formality: Enhancing Business Information, Development Services, and Policy Inputs in Bangladesh." The initiative stems from the growing demand among light engineering entrepreneurs for accessible, reliable, and simplified licensing information to support their journey toward formalization.

Main Features of the Guidebook:

- Focuses exclusively on the licensing and regulatory requirements of the light engineering sector.
- Includes detailed information on key Licenses, Permits, and Approvals, along with their renewal processes.
- Provides step-by-step guidance and "Process Maps" for easy understanding of procedures.
- Developed in both English and Bangla to reach a wider audience of entrepreneurs.
- A digital version will be made available through BUILD and ILO websites for open access.

We believe this Light Engineering Sector-Specific Licensing Guidebook will empower entrepreneurs to formalize their businesses, improve compliance, and take full advantage of the policy incentives and institutional support offered by the Government of Bangladesh—thereby contributing to a more vibrant, sustainable, and inclusive industrial economy.

About Business Initiative Leading Development (BUILD)

BUILD is a unified voice of the private sector representatives of Bangladesh. It was born out of a strong, timely emphasis on private sector-led growth targeted by the government. It acts as the bridge that connects the private and public sectors for better communication, coordination and collaboration in bringing reforms to improve the country's investment climate.

BUILD was established in October 2011 and registered under the Trusts Act is a joint initiative of the Dhaka Chamber of Commerce and Industry (DCCI), the Metropolitan Chamber of Commerce and Industry (MCCI), Chittagong Chamber of Commerce & Industry (CCCI). BUILD has signed MOU with a number of national and international organizations, and universities, working closely with them for a number of research, surveys & studies.

BUILD works with premier private sector development thought leaders, with access to the most recent and relevant data, information, and analysis of the private sector. It can help establish strong and effective partnerships with think tanks, academics, chambers, and private sector development experts.

BUILD provides a sustainable platform to advocate reforms to the government on behalf of the private sector, under an institutional framework. Reform recommendations from BUILD are backed by sound research and analysis to focus on concrete and demonstrable business-friendly policies.

How Can BUILD Help You?

BUILD supports private sector economic policy analysis, business information, and different sectoral businesses.

- BUILD can help you establish strong and effective partnerships with think tanks, academics, chambers, and private sector development experts. By working together, it will provide a united voice on business reforms.
- BUILD can advocate for business reforms in Bangladesh that directly improve the environment in which you do business. It can pursue reforms primarily focused on business development, business simplification, and cost-effectiveness.
- BUILD can allow you to participate in making concrete and positive changes, the benefits of which BUILD can later quantify through monitoring and evaluation.
- BUILD can analyze business processes and suggest changes through business process reengineering.
- BUILD takes up cases from the private sector for simplifying those through policy reforms without involving the additional expenditure of the government exchequers.

BUILD initiates projects in collaboration with a number of international organizations & development partners to provide professional services to the private sector which was almost.

About International Labour Organization (ILO)

The International Labour Organization (ILO) has been working in Bangladesh since 1972, promoting decent work and social justice through policies and programmes that foster employment creation, improved working conditions, social protection, and social dialogue. In Bangladesh, it partners with the Government, employers, and workers to strengthen labour market governance, promote safe and productive workplaces, expand opportunities for job creation, enterprise development and skills, and enhance the governance of labour migration.

How the ILO Works

The ILO follows a tripartite approach, engaging the Government, employers, and workers to jointly design and implement policies and programmes that promote decent work. Its interventions in Bangladesh are guided by the Decent Work Country Programme (DWCP) 2022–2026, which sets national priorities through social dialogue and collaboration with partners.

The ILO provides technical assistance, policy advice, training, and research to strengthen labour governance and institutional capacity. Many of its initiatives are implemented in partnership with national agencies and development partners, including the European Union, the SME Foundation, and others.

Recent Focus: Formalization of Informal Businesses

With 84% of total employment in Bangladesh being informal (LFS 2024), the ILO has made formalization a national priority. Formalization expands access to markets, finance, and social protection supporting productivity, business resilience, and fair competition.

The ILO works with the Government, workers' and employers' organizations, and institutions to identify barriers to formalization, streamline registration and compliance processes, and promote decent work in the informal economy. In specific sectors, it also supports efforts to extend occupational safety and health (OSH) protections and improve the enabling environment for micro, small, and medium-sized enterprises (MSMEs) to grow sustainably and transition into formality, supporting decent job creation.

Why It Matters

Formalization allows small enterprises and workers to benefit from legal recognition, social protection, and access to finance, while contributing to higher productivity, better working conditions, and inclusive economic growth. The ILO's continued support for formalization helps Bangladesh advance toward a more equitable, resilient, and sustainable labour market fully aligned with SDG 8: Decent Work and Economic Growth.

Acronyms and Abbreviations

Abbreviation	Full Form
AAO	Assistant Administrative Officer
ACT	Assistant Commissioner of Taxes
AOA	Articles of Association
AO	Assessing Officer
AR	Assistant Registrar
BDT	Bangladeshi Taka
BERC	Energy Regulatory Commission of Bangladesh
BIAA	Bangladesh Indenting Agents' Association
BB	Bangladesh
BoD	Board of Directors
BPO	Business Process Outsourcing
BDS	Business Development Services
BRPD	Banking Regulation and Policy Department
BRTA	Bangladesh Road Transport Authority
BSCIC	Bangladesh Small and Cottage Industries Corporation
BSTI	Bangladesh Standard Testing Institution
CBC	Customs Bond Commissionerate
CCI&E	Chief Controller of Imports and Exports
CD	Compact Disk
CDA	Chittagong Development Authority
CEO	Chief Executive Officer
CIB	Credit Information Bureau
CO	Certificate of Origin
CM	Certification Mark
DC	Deputy Commissioner
DBID	Digital Business Identity
DCCI	Dhaka Chamber of Commerce and Industry
DCT	Deputy Commissioner of Taxes
DESCO	Dhaka Electric Supply Company
DIFE	Department of Inspection for Factories and Establishment
DIG	Deputy Inspector General
DMP	Dhaka Metropolitan Police
DNCC	Dhaka North City Corporation
DOE	Department of Environment
DR	Deputy Registrar
DSCC	Dhaka South City Corporation
DWASA	Dhaka Water Supply and Sewerage Authority
ECC	Environment Clearance Certificate
ECR	Environmental Conservation Rules
EIA	Environmental Impact Assessment

Abbreviation	Full Form
ERC	Export Registration Certificate
ES	Enterprise Section
FSCD	Fire Service and Civil Defense
G2G	Government to Government
GoB	Government of Bangladesh
HACCP	Hazard Analysis and Critical Control Points
HCCSP	Hosted Call Centre Service Provider's Centre
HQ	Head Quarter
HT	High Tension (referring to high voltage in electricity)
IBAN	International Bank Account Number
ID	Identity
ILO	International Labour Organization
IRC	Import Registration Certificate
IRR	Internal Rate of Return
ISBN	International Standard Book Number
ISP	Internet Service Provider
IT	Information Technology
ITES	Information Technology Enabled Service
ITU	International Telecommunication Union
KDA	Khulna Development Authority
KW	Kilowatt
L/C	Letter of Credit
LCA	Letter of Credit Agreement
LCA	Letter of Credit Authorization
MD	Managing Director
MoC	Ministry of Commerce
MOA	Memorandum of Association
MODS Zone	Maintenance, Operation, Distribution, and Service Zone
OPC	One Person Company
OSS	One Stop Service
OLM	Online Licensing Module
SLA	Service Legal Agreement
TIN	Tax Identification Number
TL	Team Leader
VAT	Value Added Tax
PRA	Personal Retail Account
SMS	Short Message Service

List of Key Terms Used in This Guide

A-Challan

The Automated Challan System (A-Challan) will enable fast and secure deposit of VAT, tax, and government fees.

E-Challan

The Electronic Challan system will enable fast and secure deposit of Finance related activities.

ASYCUDA

Automated System for Customs Data (ASYCUDA) is a computerized custom management system which covers most foreign trade procedures.

Ad Hoc IRC

Temporary Import Registration Certificate is initially issued for industrial units for only one year.

Affidavit

A 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, the 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.

Bank Solvency Certificate

A written document that certifies a person's or company's ability to meet its long-term obligations through its operations.

Bill of Entry

A declaration by an importer or exporter of the exact nature, precise quantity and value of goods that have landed or are being shipped out.

Bill of Lading

A bill of lading is a legal document between the shipper of goods and the carrier detailing the type, quantity and destination of the goods being carried.

Bond

An instrument of indebtedness of the bond issuer to the holders.

Business and Commerce Section in DC Office

The section in each DC Office that deals with the licences, permits, section of the DC Offices and NOCs for business.

C&F Agent

A C&F agent (clearing and forwarding agent) is any person who is engaged in providing any service, either directly or indirectly, concerned with the clearing and forwarding operations in any manner to any other person, including a consignment agent.

CIB

CIB reports to assess their prospective/existing borrowers' creditworthiness. The CIB report is instrumental when lending institutions make decisions regarding individuals and SMEs. While lending to large companies, a detailed analysis of the potential borrower's financial standing and payment history is a sufficiently good predictor of those companies' default probability.

Call Centre

A centralized office used to receive or transmit large requests by telephone.

Certificate of Incorporation

A Certificate of Incorporation is legal document relating to the formation of a company or corporation issued by state RJSC. It is for a new business entity upon satisfaction that the application confirms to the provisions of the applicable act and that requisite fees are paid.

Challan

A Challan is a document sent by the service provider/vendor of a product or service to the purchaser that mentions a description of the product or service, e.g., quantity, date and specifications.

Citizen's Charter

A Citizen's Charter represents the commitment of the government to its citizens on the standard of service it provides. Each government office has boards of Citizen's Charter on the services the office offers.

Demand Note

To establish a legitimate demand for getting a service, an application with some appropriate requisition or invoice or indent.

Direct Trader Input

DTI is a short description of how Direct Trader Input (DTI) is implemented using the ASYCUDA++ Customs computer system.

DEED

A deed is a legal document that is signed and delivered, especially concerning the ownership of property or legal rights.

Duplicate Carbon Receipt (DCR)

A Duplicate Carbon Receipt (DCR) is a document, often a carbon copy from a multi-part receipt book, used to provide a record of a transaction or fee payment, with one copy for the recipient and one for the payer.

E-Challan

The access-to-information programme under the prime minister's office (PMO) has created the E-Challan system through which people can deposit government revenue alongside the existing bank challans.

Firm

Partnership firm registered under the Partnership Act 1932.

GSP

Generalized System of Preferences or GSP is a preferential tariff system that provides a formal system of exemption from the more general rules of the World Trade Organization (WTO), formerly the General Agreement on Tariffs and Trade or GATT.

GSP Rules of Origin

A set of rules used to determine the country of origin of a product for international trade under the GSP tariff system.

Gazetted Officer

A class 1/first-class government official who has been appointed to a position that is listed in the official gazette of the government.

Incumbent office

The office that deals with issuing the License, sometimes on behalf of the Ministry

Mutation

The legal process of updating government records to reflect a new owner's name in place of the previous owner's name in the Record of Rights (Khatian) after a property transfer through sale, inheritance, or other means.

Indemnity Bond

An indemnity bond assures the holder of the bond, that they will be duly compensated in case of a possible loss.

Nominated bank- For Importers, an Authorized Dealer (AD) bank this has been identified as the lien bank in the application for Import Registration Certificate

Private Ltd Company- According to the Companies Act-1994, registered limited liability company will be a private limited company if number of stakeholders of that company is from 2-50

Public Ltd Company- According to the Companies Act-1994, registered limited liability company will be a private limited company if number of stakeholders of that company is from 7 to a certain number of set by the shares such as 0.5 shares for each share held

PSR

As per Section 264 of the Income Tax Act, 2023, it is mandatory to submit proof of submission of return (PSR) in availing various services, at the time of purchases of goods, and in other fields.

Treasury Challan- Treasury Invoice (mainly prescribed by Bangladesh Bank) as a form of deposit slip Union Podishod- this is the smallest rural administrative and local government units of Bangladesh

Tracking Number

A tracking number is a unique code assigned to a shipment that allows both the sender and recipient to monitor its progress and location during transit.

Service Level Agreement

A contract between a service provider and a customer defines the level of service to be expected, including metrics like performance, timelines, availability, and responsibilities. It outlines how performance will be measured and what remedies or penalties will be applied if the service levels are not met.

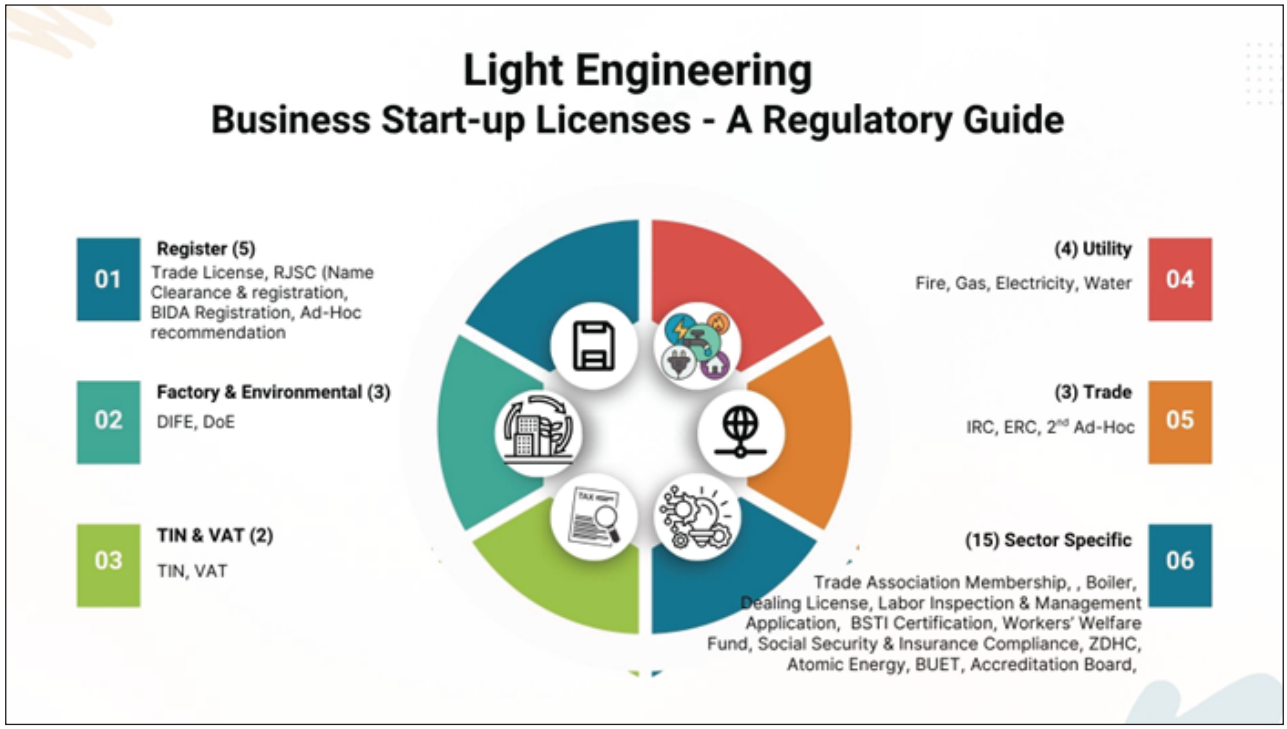
Citizen Charter

A Citizen's Charter represents the commitment of the government to its citizens on the standard of service it provides. Each government office has boards of Citizens' Charter on the services the office offers. Initiated in 2007 by the Cabinet Division following recommendations from the 2000 Public Administration Reform Commission, these charters outline the services provided, the standards for service delivery, and the rights and obligations of both the citizen and the service provider. Both government agencies and private sector entities, such as banks, are required or have voluntarily adopted them, with standardized formats developed for different levels of government offices.

ZDHC

Zero Discharge of Hazardous Chemicals, a collaborative initiative in the textile, apparel, and footwear industries working to eliminate hazardous chemicals from the manufacturing supply chain. It is a multi-stakeholder organization that provides guidelines, tools, and a certification system to promote sustainable chemical management.

Business Mapping



Matrix of Licenses Issued by Different Government Organizations

General Note: Where a specific authority is mentioned, applicants located outside the respective jurisdiction should obtain the required license, permit, approval, clearance, or utility connection from the relevant authority or service provider having jurisdiction over their business location.

Public Sector

Logo	Organization's Name	Link	Name of the Licenses
	Dhaka South City Corporation (DSCC)	https://dscc.gov.bd/[1]	Trade License
Bangladesh Investment Development Authority BIDA	Bangladesh Investment Development Authority (BIDA)	https://www.investbangladesh.gov.bd/	• Registration for Industrial Projects (Joint Venture & 100% Foreign Investment) • Recommendation Letter for Industrial Import Registration Certificate (Ad-hoc)
BSTI	Bangladesh Standards and Testing Institutions (BSTI)	https://bsti.gov.bd/	Certification Mark (CM) License
	Department of Environment (DOE)	https://doe.gov.bd/	Environmental Clearance Certificate
	Department of Inspection for Factories and Establishment (DIFE)	https://dife.dhaka.gov.bd/en	Approval of Factory Plan Certificate of Registration of Factories and Establishments
DESCO	Dhaka Electricity Supply Company Limited (DESCO)	https://desco.gov.bd/[2]	Electricity Connection Approval
ওয়াসা	Dhaka Water Supply and Sewerage Authority (DWASA)	https://dwasa.org.bd/[3]	Water Connection Approval
	Fire Service and Civil Defense (FSCD)	https://fireservice.gov.bd/	Fire License
	National Board of Revenue (NBR)	https://nbr.gov.bd/	Taxpayer Identification Number (TIN) Certificate VAT Registration

[1] Applicants can obtain a Trade License from the relevant City Corporation, Municipality (Pourashava), or Union Parishad in Bangladesh, depending on the location of their business.

[2] Applicants located outside Dhaka should obtain the required connection, approval, permit, or No Objection Certificate (NOC), as applicable, from the relevant local utility service provider or competent authority in their respective jurisdiction.

[3] Applicants located outside Dhaka should obtain the required connection, approval, permit, or No Objection Certificate (NOC), as applicable, from the relevant local utility service provider or competent authority in their respective jurisdiction.

Logo	Organization's Name	Link	Name of the Licenses
	Office of Chief Controller of Imports and Exports (CCI&E)	https://olm.ccie.gov.bd/	Import Registration Certificate (IRC – Commercial) Export Registration Certificate (ERC)
Registrar of Joint Stock Companies and Firms	Registrar of Joint Stock Companies and Firms (RJSC)	https://app.roc.gov.bd/	Name Clearance Certificate for Company Registration of (Private and Public) Company Digital Business Identification (DBID) Certificate
	Titas Gas Transmission & Distribution Company Limited	https://titasgas.gov.bd/	Gas Connection Approval
	National Skills Development Authority (NSDA)	https://nsda.gov.bd/	Skills Development Services
	Office of the Chief Inspector of Boilers	https://boiler.gov.bd/	Boiler Approval
	Ministry of Labour and Employment (MoLE)	https://mole.gov.bd/	Labour Monitoring and Compliance

Private Sector

	Bangladesh Engineering Industry Owners' Association (BEIOA)	http://www.beioa.org.bd/	Membership Certificate
	Bangladesh Electrical Merchandise Manufacturers Association (BEMMA)	https://bemma.org.bd/	Membership Certificate
	Any Scheduled Bank[4]	https://fid.gov.bd/pages/static-pages/694032-ba35ce18e1c05614ba	Opening a Bank Account
	Bangladesh Industrial Technical Assistance Center (BITAC)	https://bitac.gov.bd/	Technical and Testing Services
DCCI	DCCI	https://www.dhakachamber.com/	Chamber Membership Certificate

[4] In Bangladesh, apart from the Central Bank, there are four categories of scheduled banks.

Logo	Organization's Name	Link	Name of the Licenses
	MCCI	https://mccibd.org/	Chamber Membership Certificate
	CCCI	https://www.chittagongc-hamber.com/	Chamber Membership Certificate
	FBCCI	https://fbcci.org/	Chamber Membership Certificate
	Intertek Bangladesh	https://www.inter-tek.com/bangladesh/	1. Global Recycle Standard (GRS) 2. Recycled Claimed Standard (RCS) 3. Transaction Certificate 4. Plastic Waste Recycling Certification (EN -15343)
ZDHC	ZDHC is a multi-stakeholder organization	https://www.zdhc.org/	Zero Discharge of Hazardous Chemical (ZDHC)

Useful Links

Sl.	Organization	Website
1.	Registrar of Joint Stock Companies and Firms (RJSC)	https://app.roc.gov.bd/
2.	National Board of Revenue (NBR), Bangladesh	https://nbr.gov.bd/
3.	Dhaka Chamber of Commerce & Industry (DCCI)	https://www.dhakachamber.com/
4.	Bangladesh Investment Development Authority (BIDA)	https://www.investbangladesh.gov.bd/
5.	The Department of Environment (DoE)	https://doe.gov.bd/
6.	Department of Inspection for Factories and Establishments	https://dife.dhaka.gov.bd/en
7.	Chief Controller of Imports & Exports (CCI&E)	https://olm.ccie.gov.bd/
8.	Dhaka Water Supply & Sewerage Authority	https://dwasa.org.bd/
9.	Dhaka Electric Supply Company (DESCO) Limited	https://desco.gov.bd/
10.	Fire Service and Civil Defense	https://fireservice.gov.bd/
11.	Titas Gas Transmission and Distribution PLC	https://titasgas.gov.bd/
12.	National Skill Development Authority (NSDA)	https://nsda.gov.bd/
13.	Office of the chief Inspectors of Boilers	https://boiler.gov.bd/
14.	Bangladesh Engineering Industry Owners Association (BEIOA)	http://www.beioa.org.bd/
15.	Bangladesh Electrical Merchandise Manufacturers Association (BEMMA)	https://bemma.org.bd/
16.	Bangladesh Atomic Energy Commission	https://baec.gov.bd/

CHAPTER I
Sectoral Profile

Glimpses into Light Engineering

1.1 Overview

The light engineering sector refers to the production of relatively small, low-weight, and less capital-intensive machinery, equipment, and components that support both industrial and household needs. It includes the manufacturing of spare parts, tools, molds, agricultural implements, furniture fittings, consumer durables, and machinery components for industries such as textiles, automobiles, construction, and electronics. Unlike heavy industries, light engineering requires lower investment in plant and machinery but depends heavily on skilled labor and innovation.

The light engineering industry (LEI) sector is an important sub-sector of the overall manufacturing sector in Bangladesh, and it is fuelling the growth of many other industries in the country. It serves as the mother industry supporting agriculture, textiles, construction, and RMG sectors. Light Engineering Sector (LES) has been recognized as an important sector in Bangladesh, which has the potential to play a significant role in the economic development, along with a vast scope of employment generation. To promote the country's Light Engineering Sector, the Ministry of Commerce formed a Council on March 04, 2004, entitled "Light Engineering Product Business Promotion Council" (LEPBPC) with the partnership of both public and private sectors. The government has announced Light Engineering as "Product of the year" in 2020. LES has generated investments worth USD 20 billion, resulting in an annual turnover of Tk 200 billion. With 20,000 SMEs and 60,000 micro-enterprises, the sector employs more than a million skilled and semi-skilled individuals, demonstrating its contribution to job creation and poverty reduction. Additionally, it contributes to lowering the nation's dependency on imports by manufacturing over 50% of industrial substitutes, such as electrical components that satisfy almost half of the need domestically. LES makes a significant contribution to the country's economy and contributes around 2%-3% of Bangladesh's total GDP, which falls under the broader manufacturing sector's 20% share.

Initially, LES was concentrated in Dholaikhal and Jinjira, which are part of the Dhaka division. But something devastating happened in 1985. LES of these areas failed due to a massive flood at that time. Now the LE industry is scattered. The Light Engineering Sector concentration is now located in Dhaka, Chattogram, Narayanganj, Bogura, Jessore, Gazipur, and Kishoreganj. This sector provides employment for almost 1 million skilled and semi-skilled people. It is rare that a non-engineering people are making engineering products with huge success. The sector's domestic market was valued at approximately Tk 25,000 crores annually before the pandemic, growing at a pace of 20 to 25 percent annually. The industry accounts for roughly 10% of manufacturing GDP. Two-digit harmonized systems (HS) product codes 72–87 are categorized as engineering products by the Bangladeshi Export Promotion Bureau and are that is known as light engineering exports. Iron and steel (HS72–73), copper wire (HS74), stainless steel ware (HS82), engineering equipment (HS84), electric items (HS85), and bicycles (HS8712) are a few examples of these.

1.1.1 Definition

The Light Engineering sector is a subsector of the manufacturing sector that involves producing smaller mechanical components, machinery, and equipment. Light Engineering Product Development Policy 2022 provides a definition. According to the policy, the Light Engineering Sector refers to small-scale industries engaged in the manufacturing, production, development, or design of machinery, equipment, and parts using metallic and non-metallic materials, through manual, semi-automatic, or automatic methods, integrating technology. The major products are hydraulic power press, automobile, pump, car, rice thresher machine, poultry food machine, power tiller, metal door, mixer machine, cutting tools, etc. Though the definition is inclusive, but not specific, it gives a broader idea. There is no mention of specific weight, size or any threshold of value addition. This definition does not specify the difference between Light Engineering and Heavy Engineering.

1.1.2 Policy Framework: Light Engineering Industry Development Policy 2022

The Ministry of Industries in Bangladesh accomplished the Light Engineering Industry Development Policy 2022, which offers a revolutionary vision for one of the most promising but underdeveloped industries in the nation. The Light Engineering Sector (LES), also referred to as the "mother of all industries," is essential to the production of machinery, tools, and spare parts for the construction, textile, and agricultural industries, among others. By embracing innovation and enhancing current technology, this policy aims to provide a technologically sophisticated and sustainable foundation for the industry. This policy aims to improve current technologies and embrace innovation to provide a technologically sophisticated and sustainable foundation for industry. By creating competent people resources, bolstering industrial infrastructure, improving the business climate, opening new markets, and increasing product quality and diversification, it seeks to equip the industry for the challenges of the Fourth Industrial Revolution.

To encourage export diversification, especially in industries like LE, the Bangladeshi government has implemented several numbers of incentives and reforms. The ambitious action plan outlined in the Light Engineering Industry Development Policy (2022) aims to raise the sector's GDP contribution by 40% by 2027.

1.1.3 In View of Industrial Policy 2022

Industrial Policy 2022 highlights the potential of the Light Engineering Sector to support sustainable industrialization by building technological capacity and by fostering linkages with heavy and high-tech industries. In this sense, the sector is viewed not merely as a collection of small workshops but as a backbone that strengthens the overall manufacturing ecosystem.

The recognition of light engineering as a priority sector is timely, particularly because it can diversify exports beyond the dominance of garments. The policy points to the sector’s role in producing items like bicycles, electrical appliances, and spare parts, which already show promise in international markets. However, while the policy acknowledges this importance, it provides only general commitments rather than concrete strategies. Issues such as outdated technology, informality in production, inadequate access to finance, and the shortage of skilled manpower remain major constraints. Without addressing this, the sector risks being trapped in low-value segments of the global supply chain. The strength of the Industrial Policy lies in elevating light engineering to the level of a national growth engine and aligning it with broader development goals. Yet, the critical challenge is implementation. For the sector to fulfill its potential, there must be focused investment in research and innovation, training for modern skills, and stronger institutional support that moves beyond broad promises into an actionable program.

light engineering is appropriately positioned as a key industry that may promote industrial diversification and lessen reliance on imports under the Industrial Policy 2022. Though the sector has a lot of potential, it runs the risk of not reaching its lofty objectives unless the structural obstacles of technology, funding, and skills are tackled with tangible steps.

Bangladesh's Light Engineering (LE) sector holds significant promise, yet its growth is shaped by a combination of opportunities and challenges. While the sector's economic contribution is growing, it still faces barriers such as limited technological advancement, skill shortages, and inconsistent export performance. Despite these hurdles, there is immense potential for expansion, particularly in areas like import substitution and export diversification. By leveraging policy incentives, embracing modern technologies, and improving industry coordination, the LE sector could play a pivotal role in the country’s industrial transformation.

Table 2 Light Engineering Sector (Bangladesh): Condensed Analytical Table

Dimension	Current Status	Opportunities	Challenges
Economic Contribution	2-3% of GDP; ~10,000 products	Potential to raise GDP share through import substitute & export	Still small compared to national demand; informality limits growth
Domestic Market	US$ 8.2b demand; 50% unmet	Huge room for local producers to replace imports	Quality, productivity, and cost competitiveness gaps
Exports	US$ 585m in 2022–23; peak US$ 795m (2021–22)	Target US$12.56 b by 2030; scope in electronics, machinery, bicycles	Volatile performance, limited diversification, and strong global competition
Policy & Priority Status	High-Priority Sector (Industrial Policy 2022); special incentives	Tax holidays, duty exemptions, export incentives	Policy execution gaps, weak institutional coordination
Technology & Skills	Predominantly low-tech, labor-intensive	Scope to adopt CNC, robotics, Industry 4.0, and skill upgrading	Lack of R&D, training, certification; outdated machinery
Investment Climate	Growing interest from Japan, Singapore, and China	Industrial parks, cluster development, e-commerce for SMEs	Access to finance is difficult, regulatory bottlenecks

Source: Bangladesh Investment Development Authority (BIDA)

1.1.4 Current Status of the Sector

By producing a wide range of spare parts, castings, moulds and dies, oil and gas pipeline fittings, light machinery and repairing those, Light Engineering Sector is now lending vital support to the industrial, agricultural and construction industries. Industry participants assert that LES-made electrical products, such as switches, outlets, light shades, channels, cables, electrical fans, and generators, are now satisfying 48% to 52% of the nation's needs, which were formerly satisfied by imports. The export revenue target of this sector is now USD 12.5 billion by 2030.

Export growth was estimated at 30%. The light engineering sector as 'the mother of all sectors,' because it provides backup support to cement, paper, jute, textile, sugar, food processing, railway, shipping, garments, and capital machinery by repairing and maintaining them.

1.2 Domestic Market Size

The Light Engineering sector emerged by providing maintenance assistance to large-scale industrial facilities in the 1950s in Bangladesh (then East Pakistan). After that this industry has been growing gradually and now provides almost half of the total domestic demand. The sector's domestic market was valued at approximately Tk 25,000 crores annually before the pandemic, growing at a pace of 20 to 25 percent annually. About 10% of manufacturing and 2-3 percent of GDP are contributed by this industry. This sector manufactures almost 3815 types of products. Having a domestic market demand of $8.2 billion, it can meet only 50% of it. This sector produces around 50% of substitutes for imported items in the country.

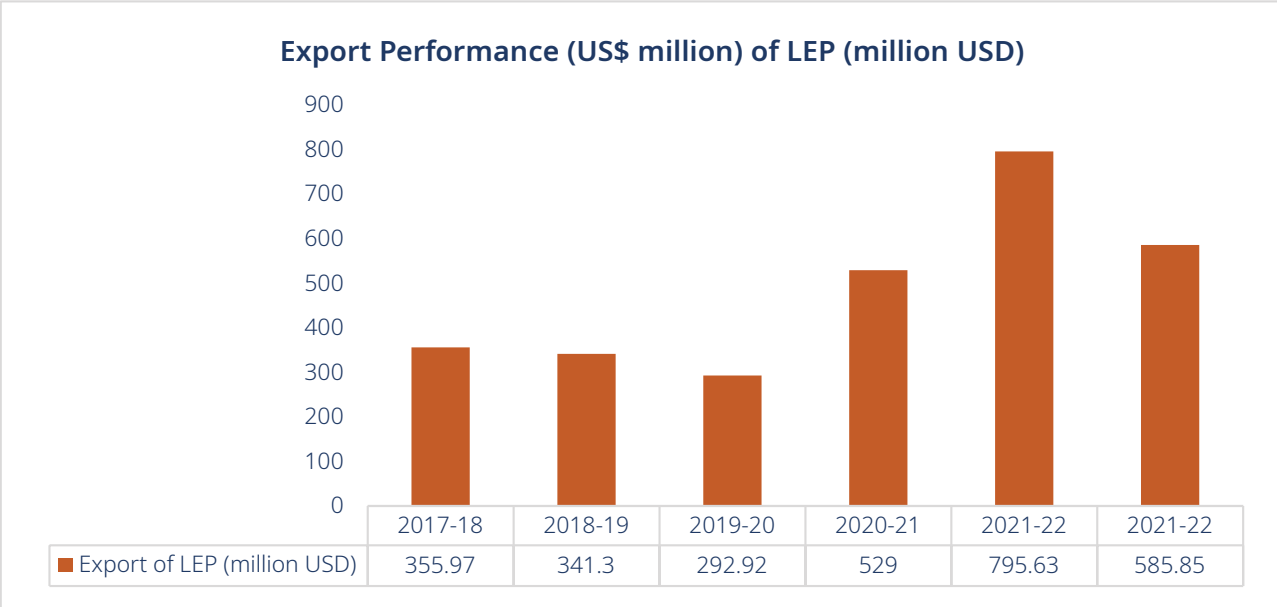
1.3 Export Market

LES exports have shown steady annual growth of around 30% in recent years [3]. Having many constraints, such as a lack of quality raw materials, limited production capacities, capital shortage, and unskilled labour, around 2% of firms in Bangladesh currently export [5]. Major products that are being exported include:

- Paper
- Cement
- Bicycle and spare parts
- Fancy light fittings and electronics
- Carbon rods and cast-iron items
- Voltage stabilizers and batteries
- Auto parts and precision tools

Export also includes different types of spare electronics, automobile engines, and powered local boats, such as launches, steamers, trawlers, barges, and dredgers.

Table 1Light Engineering Sector (Bangladesh): Condensed Analytical Table



Source: Bangladesh Investment Development Authority (BIDA)

1.3.1 Major Exporters:

- RFL (PRAN-RFL Group): bicycle parts, tools
- Runner Automobiles: automotive parts
- Eastern Engineering Works: ship and marine spares
- SMC Group, BRB Cables, Eastern Cables: electrical and industrial goods

LES exports mostly to India, Japan, China, Nepal, Sri Lanka, the United Kingdom, as well as some Middle Eastern and African countries [1]. Export potential is expanding as Bangladesh positions itself as a low-cost, skilled manufacturing hub. Major export products include

Bangladesh's Light Engineering Sector holds tremendous potential to become a key driver of industrial diversification and economic transformation. With policy recognition, growing domestic demand, and rising global interest in cost-effective engineering products, LES is well-positioned to emerge as a strong export earner alongside garments.

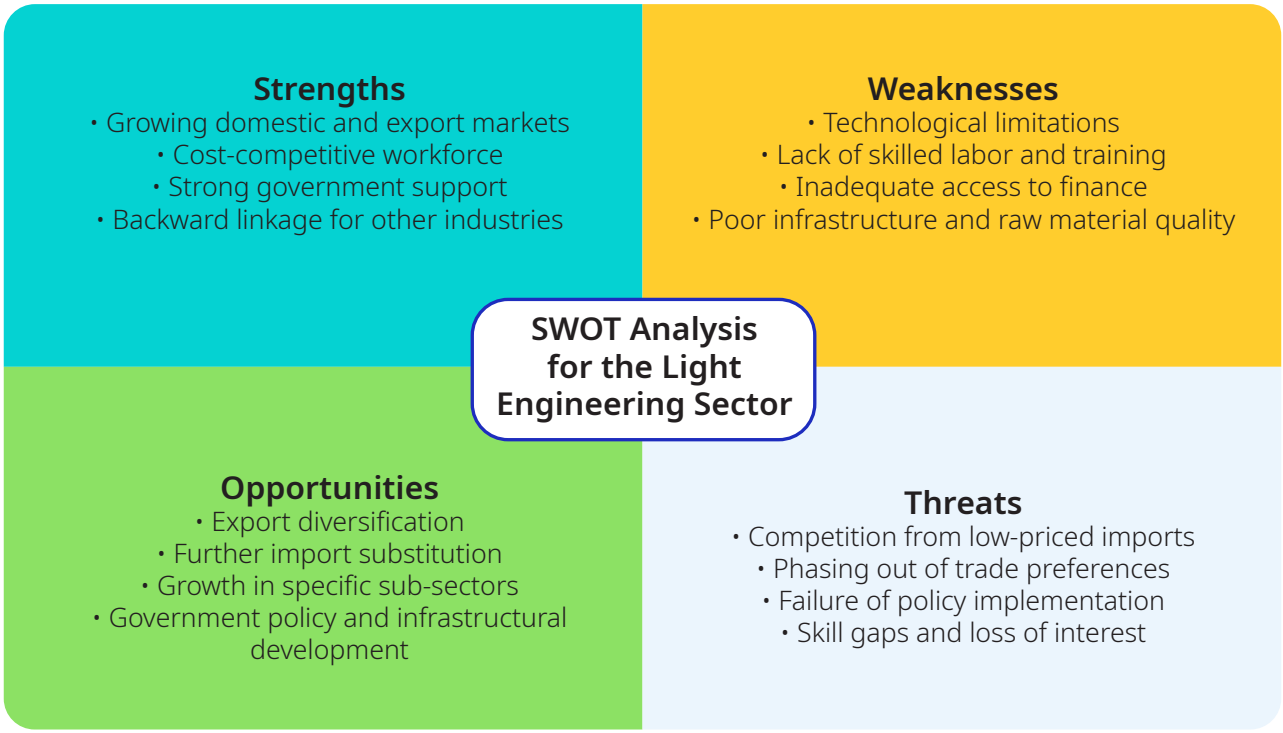
1.3.2 Role in Industrialization

The light engineering sector plays a catalytic role in industrialization. It:

- Provides vital machinery, spares, and tools for agriculture, textiles, transport, and construction, thereby supporting larger industries.
- Serves as a seedbed for entrepreneurship and SME development.
- Generates large-scale employment, particularly for semi-skilled and skilled workers.
- Contributes to technology diffusion by adapting, modifying, and indigenizing imported technologies.
- Supports industrial self-reliance by reducing dependency on imports.
- Creates linkages across value chains, strengthening both forward and backward industrial integration.

1.4 SWOT Analysis

A SWOT analysis of Bangladesh's light engineering sector reveals its potential as a major economic driver, despite facing significant challenges related to technology, skills, and financing.



1.5 Light Engineering Sector needs research-based pyramid model

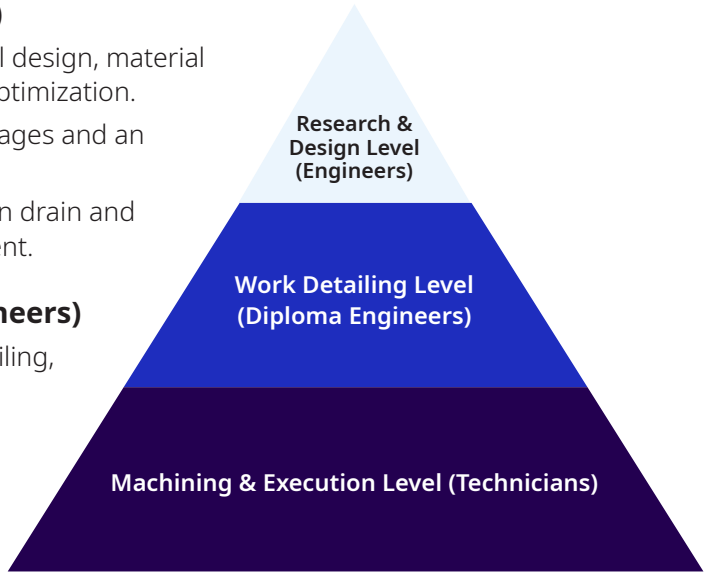
The Light Engineering (LE) sector holds significant potential to become one of Bangladesh's most impactful industries—both as an alternative to the garments sector and as a major contributor to job creation. A single research initiative in engineering can generate work for multiple engineers, diploma engineers, and technicians, creating a cascading multiplier effect across the workforce.

Three-Level Engineering Ecosystem

A sustainable and competitive Light Engineering industry depends on a structured workflow built across three interconnected levels:

1. Research & Design Level (Engineers)

- Conduct advanced research, conceptual design, material specification, and production process optimization.
- Requires strong university–industry linkages and an entrepreneurship-friendly environment.
- Locally executed research prevents brain drain and helps retain high-value engineering talent.



2. Work Detailing Level (Diploma Engineers)

- Responsible for working drawings, detailing, supervision, production planning, and field-level engineering tasks.
- Expansion of local R&D will create substantial employment opportunities for unemployed diploma engineers.

3. Machining & Execution Level (Technicians)

- Handle machining, fabrication, assembly, and on-ground technical operations.
- Each diploma engineer's work generates multiple roles for technicians, ensuring broad employment generation.

Why Local Research Matters

- Local research and design ensure that high-value engineering jobs remain within the country.
- When universities and industry collaborate, new entrepreneurs emerge instead of graduates seeking only traditional jobs.
- Research outcomes must be commercially viable and protected through Intellectual Property (IP) frameworks.

Cluster Opportunities

Dholaikhal and other Light Engineering clusters already have strong manpower capacity. However, they need worthy, research-driven projects to unlock their full potential. University-level experts can enable these clusters to shift from low-value fabrication to high-value engineering production.

Global Market Potential

The global Light Engineering market is worth nearly USD 7 trillion. With its population dividend and manufacturing capabilities, Bangladesh could capture a significant market share particularly in products like bicycles and other value-added engineering goods.

Research-driven product development will help the country move up the value chain from assembly-based work to high-value manufacturing.

1.6 Reference

1. Bangladesh Investment Development Authority, (June 2024) Sectoral Profile: Light Engineering Sector. Sector.https://cdn.prod.website-files.com/677b6bb4f4d7d19e2c0575a9/685b61ee19e6dbd000840177_Light%20Engineering%20Industry.pdf
2. Business Promotion Council, Light Engineering Sector, Ministry of Commerce
3. Demand Dynamics of the Light Engineering Sector of Bangladesh and Recommendations for Local Enterprises, Jan 2017
4. A developing database survey on the light engineering sector (June 2022), LEPBPC, Ministry of Commerce.
5. Eusuf, M. A., Khan, M. A. R., Rahman, J., & Nabila, H. A. (2024). Unleashing the export potential of light engineering products: Evidence from a firm-level survey. Social Science Review (The Dhaka University Studies, Part-D)

CHAPTER II
Methodology and Approach

2 Overview

The preparation of the Light Engineering Sector Business Start-Up Licensing Guidebook followed a systematic and participatory research approach, combining secondary literature review with extensive stakeholder consultations. The goal was to produce a comprehensive and practical reference that reflects both the regulatory framework and the on-ground realities of the light engineering (LE) sector in Bangladesh.

2.1 Literature Review and Secondary Research

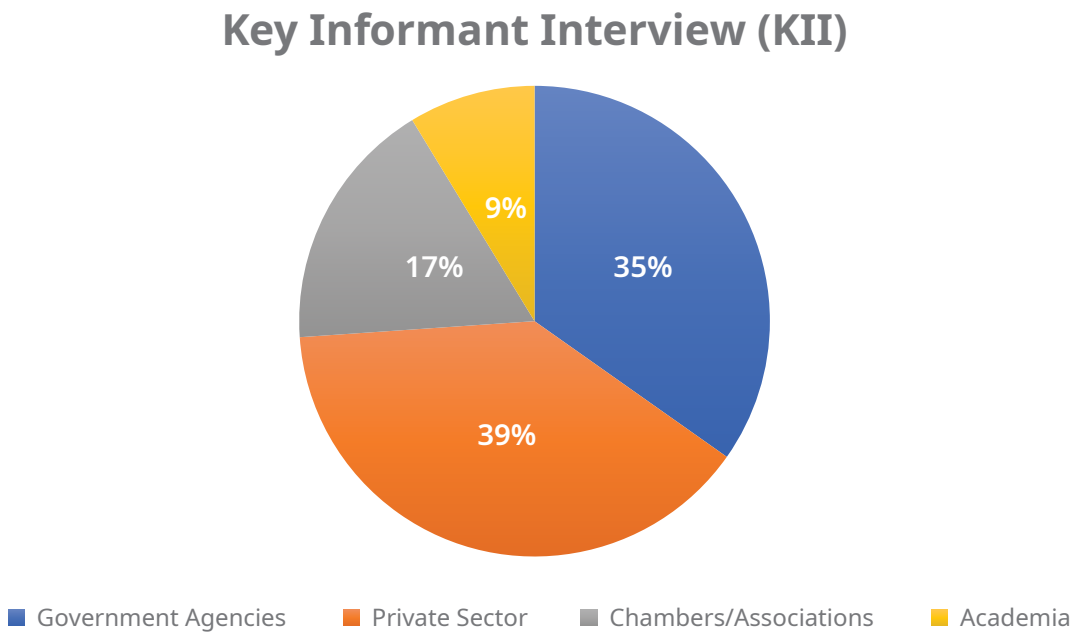
A comprehensive literature review was undertaken to understand the regulatory, institutional, and operational landscape of the LE sector. Key reference materials included:

- Light Engineering Industry Development Policy 2022
- Industrial Policy 2022
- Export Policy 2024–2027
- Import Policy Order 2021–2024
- SME Policy 2025 (Draft)
- Income Tax Act 2023

The research was significantly supported by BUILD's recently published 6th Edition of 'Business Start-Up Licenses: A Regulatory Guidebook (Two-Volume Series, 2025)'. This guidebook served as a foundational framework, enabling alignment in structure while adapting it to the specific needs of the LE sector.

2.2 Stakeholder Consultations and Key Informant Interviews (KIIs)

To ensure the guidebook reflects ground realities, the research incorporated a wide range of stakeholder insights. A total of 23 Key Informant Interviews (KIIs) were conducted with representatives from associations, chambers, private sector, government agencies, and academia.



These KIIs included consultations with Bangladesh Engineering Industry Owners Association (BEIOA), Bangladesh Electrical Merchandise Manufacturers Association (BEMMA), and Bicycle and Parts Manufacturers and Exporters Association (BPMEA), Bangladesh Chamber of Industries (BCI), small and medium manufacturers, machinery producers, component suppliers, relevant government agencies including Ministry of Labour and Employment (MoLE), Department of Inspection for Factories and Establishments (DIFE), Bangladesh Standards and Testing Institution (BSTI), Department of Environment (DoE), Bangladesh Investment Development Authority (BIDA), City Corporation, Office of The Chief Inspector of Boilers, and academic researchers working on industrial development. These interviews played a critical role in:

- Identifying regulatory bottlenecks
- Understanding real licensing challenges
- Mapping sector-specific requirements
- Validating the accuracy of licensing procedures

2.3 Scope and Product Coverage

The research covered a wide spectrum of LE sub-sectors to ensure that the guidebook reflects the diversity of the industry. Major product categories included:

- Automobiles and Auto Parts
- Agro-Machinery and Equipment
- Spare Parts and Metal Components
- Green Technology Products
- Battery & Solar Components
- Bicycles and Bicycle Accessories

This mapping ensures relevance for both traditional engineering workshops and emerging technology-oriented enterprises.

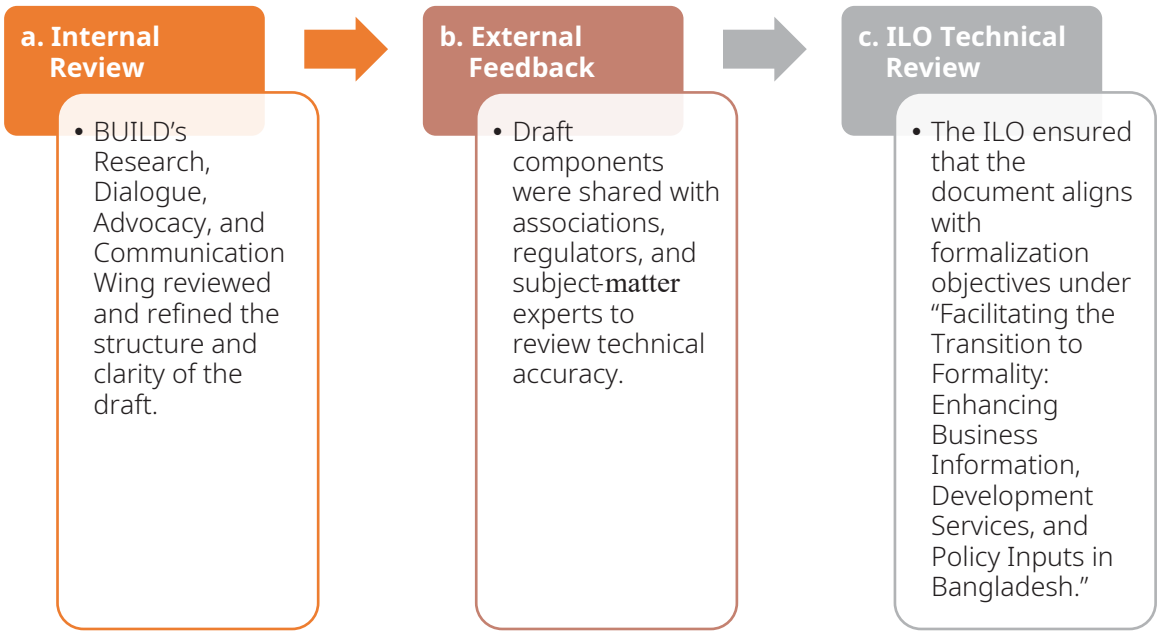
2.4 Analytical Framework and Data Triangulation

The methodological design involved:

- Analysing government circulars, licensing forms, application processes, fee structures, and renewal systems.
- Reviewing digital portals (RJSC, NBR, BSTI, DOE, BIDA, etc.).
- Cross-verification of information from literature, KIIs, and stakeholder feedback.
- Development of Process Maps, License Matrices, and Compliance Checklists
- The triangulation technique improved the reliability, accuracy, and sectoral relevance of the findings.

2.5 Validation and Quality Assurance

The validation process followed three layers:



2.6 Expected Outputs and Contribution

The final guidebook consolidates dispersed regulatory information into an accessible format and provides:

- A complete mapping of licenses required to start and operate an LE business
- Clear step-by-step procedures
- Responsible agency details, indicative costs, and processing times
- Renewal requirements
- Process Maps to visually simplify licensing steps

The guidebook aims to:

- Enhance regulatory transparency
- Reduce the cost of compliance
- Support formalization of SMEs
- Improve ease of doing business
- Strengthen competitiveness in one of Bangladesh's most promising manufacturing sectors

CHAPTER III

General Licenses

(Regulatory Requirements of the General/Certificates/permits/ Registrations/NOC)

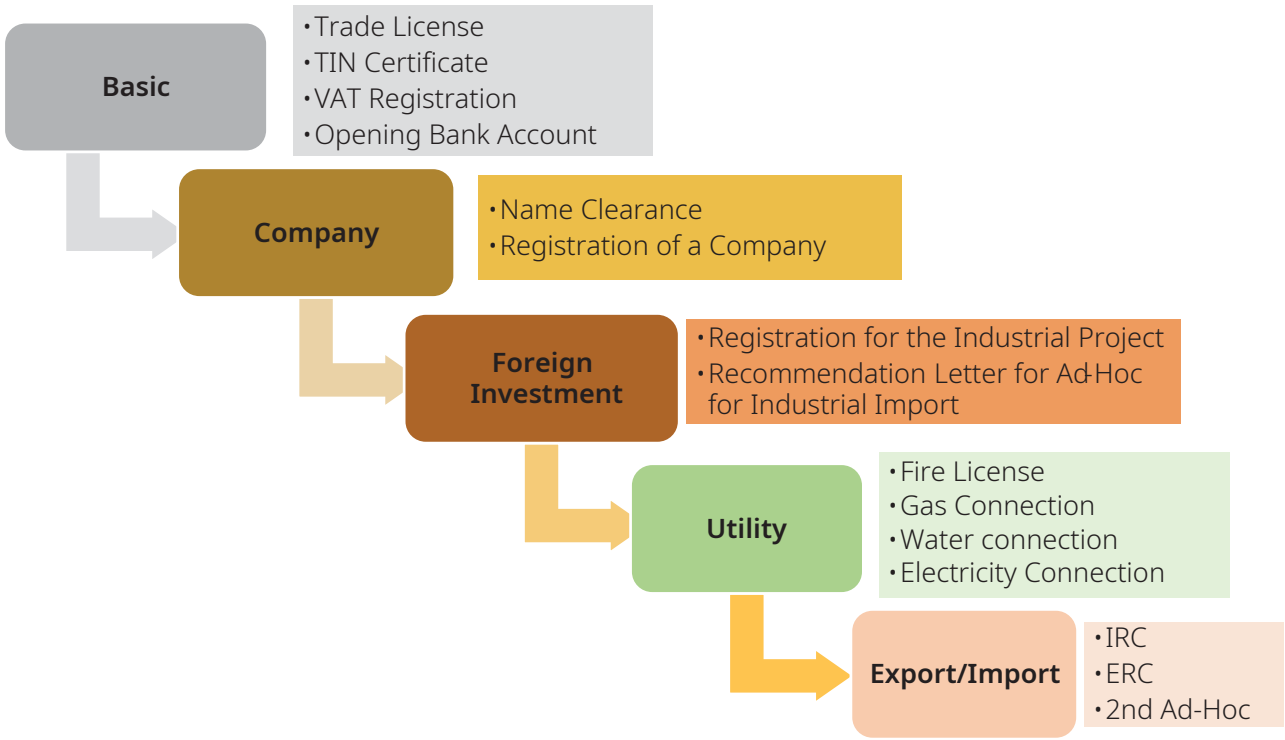
1 General Licenses

Starting a business in Bangladesh, whether in the trading, manufacturing, or service sector, requires obtaining a series of regulatory approvals and licenses to ensure legal and operational compliance. Generally, entrepreneurs must secure around fifteen (15) key licenses and registrations, beginning with foundational requirements such as a Tax Identification Number (TIN), trade license, and business bank account, etc.

For incorporated entities, a name clearance certificate and registration with the Registrar of Joint Stock Companies and Firms (RJSC) are essential.

Industrial projects further require approvals for factory layout, plant construction, and registrations for industrial production, along with fire safety, gas, water, and electricity connection licenses. Additionally, importers and exporters must obtain Import Registration Certificates (IRC), Export Registration Certificates (ERC), and Business Identification Number (BIN).

These processes collectively formalize business operations, ensuring compliance with taxation, safety, and sectoral regulations in Bangladesh. The detailed process of obtaining these foundational licenses or permits is below for a new startup.



Taxpayer's Identification Number (TIN)

Overview

Purpose	To obtain a Taxpayer Identification Number (TIN) required for companies to legally operate and pay taxes in Bangladesh.
Who needs it	Newly incorporated companies or existing businesses without a TIN.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Finance
Responsible office	National Board of Revenue (NBR), Income Tax Wing Rajashwa Bhaban Plot# F 1/A, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207 Tel: (+88) 02222217700-09
Online Portal/Link	https://www.incometax.gov.bd

Renewal

Frequency	Not required
Modality	Online

Requirements

Prerequisites	Company registration under RJSC or enrollment under DC Office, Union Parishad, or City Corporation.	
Required Documents	**Documents**	**Remarks**
	Company's registered name	As per RJSC registration
	Incorporation number and date	Obtained from RJSC
	Registered address of the company	
	Name of the authorized person Unique mobile number	Managing Director, Chairman, or representative
	Valid email address for communication and certificate delivery	Used for verification & Communication

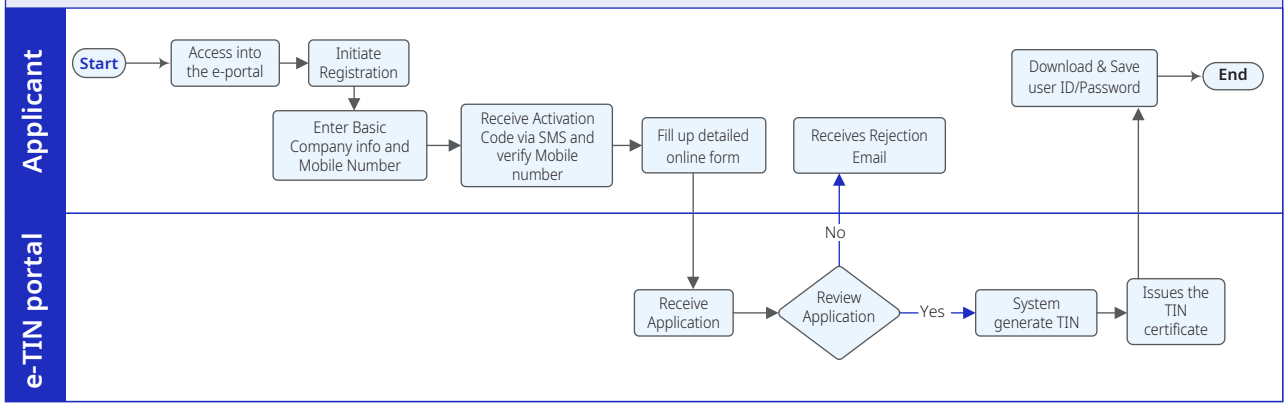
Note: Non-RJSC registered companies must submit enrollment documents from the relevant authority. Document uploads may not always be required initially, but all incorporation documents should be kept ready.

Process

Outline step	
Step 1	Applicant visits https://www.incometax.gov.bd
Step 2	Applicant fills in the registration form
Step 3	System sends activation code to applicant's phone
Step 4	Applicant enters other required information
Step 5	Applicant submits the completed form online
Step 6	Applicant receives the certificate via email or can print it
Step 7	Applicant obtains TIN certificate

Process Map

Taxpayer's Identification Number (TIN)



Fees

Application Form	No fees
License Fee	Not required
Other charges	Not required

Timelines

SLA/Time	30 minutes
Typical Processing Time	Engaging a support service providers sometimes requires additional and increased cost.

Renewal

Required documents	Not required
Process steps	Not required
Fees	Not required

Notes / Tips

Common bottlenecks	• Filled up the wrong form • Wrong information (e.g. name spelling, Mobile number) • Address mismatch
Local variations	Circle office
Contact points	National Board of Revenue (NBR)
Recommendation	Introduce a Single Business Registration Portal where one application can generate/activate e-TIN, BIN and other relevant registrations.

Trade License

Overview

Purpose	• To obtain legal permission to operate a business. • All businesses in Bangladesh must have a valid trade license to commence operations formally and comply with local government regulations.
Who needs it	• All businesses including proprietorships, partnerships, and limited companies, whether engaged in trading, services, or manufacturing. • Applicable to micro, small, medium, and large enterprises.
Territorial Scope	Nationwide (through City Corporations, Municipalities, and Union Parishads).

Authority

Issuing Ministry/Agency	Ministry of Local Government, Rural Development and Cooperatives
Responsible office	Dhaka North City Corporation (DNCC) Gulshan Center Point, Plot No# 23-26 Road No# 46, Gulshan-2, Dhaka-1212 Phone: +88 02-9860688 Website: www.dncc.gov.bd
Online Portal/Link	http://erevenue.dncc.gov.bd

Renewal

Frequency	Yearly (Applicants can secure a Trade License for up to five years at once.)
Modality	Online and Offline (E-Trade License, Local Government Division) https://www.etradelicense.gov.bd/DefaultEng

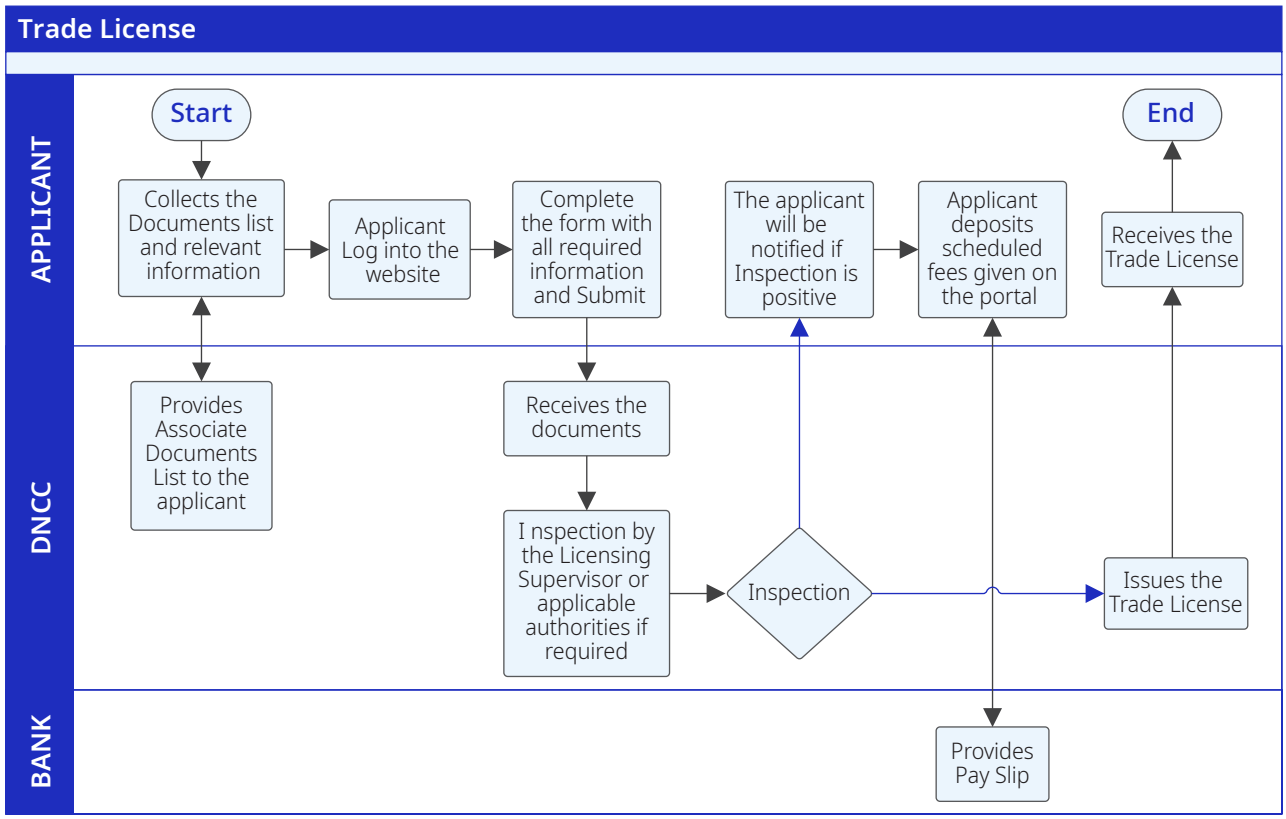
Requirements

Prerequisites	Residency should be legal and valid.					
Required Documents	**Documents**	**Remarks**	**Sole**	**Partnership**	**Limited**	**Industry/ Manufacturer**
	Prescribed Application Form	http://erevenue.dncc.gov.bd	✓	✓	✓	✓
	Recent passport size photo	3 Copies & attested by the Magistrate	✓	✓	✓	✓
	Rent Agreement/ Ownership proof	Holding Tax Receipts in case the property is owned	✓	✓	✓	✓
	Receipt for paying rent	Copy of the receipt	✓	✓	✓	✓
	Memorandum for Limited Companies	Applicable for Limited Company	✗	✗	✓	✗
	National Identity (NID)	Copy of the Original	✓	✓	✓	✓
	Paid Up Capital	Applicable for Limited Company	✗	✗	✓	✗
	Tax Identification Number (TIN)	Copy of the Original	✓	✓	✓	✓
	Statement of Bank Solvency		✓	✓	✓	✓
	License from Fire Service and civil Defense	Copy of the original	✗	✗	✗	✓
Note: All categories of business modes cover both trading and services.						

Process

Outline step		Sole	Partnership	Limited	Industry
Step 1	Log into http://erevenue.dncc.gov.bd	✓	✓	✓	✓
Step 2	Complete the form with all required information and submit	✓	✓	✓	✓
Step 3	Inspection by the Licensing Supervisor or applicable authorities (if required)	✗	✗	✓	✓
Step 4	Applicants are notified if the inspection is positive	✗	✗	✓	✓
Step 5	Applicant deposits scheduled fees through the portal	✓	✓	✓	✓
Step 6	Applicant obtains Trade License	✓	✓	✓	✓

Process Map



Fees

Application Form	BDT 10.00
License Fee	Fees are determined based on types of business.
Other charges	15% VAT

Timelines

SLA/ Time	3-7 working days (As per citizen charter)
Typical Processing Time	If all required documents are properly prepared and submitted with the application, the processing time for issuing licenses should not be delayed. In most cases, delays occur because applicants fail to provide complete or properly prepared updated documents, which in turn creates opportunities for discretionary treatment by government officials. Undocumented requirements cause some delay.

Renewal

Required Documents		
	Documents	**Remarks**
	Existing Trade License Number	For identification
	Renewal fees	As per government policy

Process

Process Steps	
Step 1	Applicant submits Trade License Number through the portal
Step 2	Pays the renewal fees for 1–5 years as per government policy
Step 3	Receives renewed Trade License

Fees

	The renewal fee is the same as the issuance fee, including applicable surcharges, VAT, and income tax (15% VAT on the renewal fee and income tax ranging from BDT 500 to BDT 3,000).

Notes / Tips

Common bottlenecks	• Excessive documentation and overlapping requirements • Manual / mixed manual-digital processes • Lack of transparency and unclear procedures • Frequent renewals and short validity periods • Limited capacity / inefficiency of personnel. • Delay in inspection • Absence of uniformity in case documentation, process of issuance
Local Variations	There are local variations of fees and documentations requirements among City Corporations, Municipalities, and Union Parishads.
Contact Points	Dhaka North City Corporation (DNCC) Gulshan Center Point, Plot No# 23-26 Road No# 46, Gulshan-2, Dhaka-1212 Phone: +88 02-9860688 Website: www.dncc.gov.bd
Recommendations	• Trade license issuance and renewal processes should be unified, standardized, and fully online across all authorities (City Corporations, Municipalities, and Union Parishads). • A centralized software system can be developed to facilitate license issuance and renewal, which will be managed using dedicated systems and personnel. • Introduce and widely promote a system that allows trade licenses to be issued or renewed for a maximum validity period of five years across all authorities (City Corporations, Municipalities, and Union Parishads). A provision should also be incorporated into the trade license application form stating that licenses can be obtained for up to five years.

Business Identification Number (BIN) / VAT Registration

Overview

Purpose	To obtain a Business Identification Number (BIN) for VAT compliance under the VAT and Supplementary Duty Act, 2012.
Who needs it	Any business involved in the sale, manufacture, or import/export of goods or services subject to VAT.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Finance
Responsible office	National Board of Revenue (NBR) Rajashwa Bhaban Plot# F 1/A, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207 Tel: (+88) 02222217700-09
Online Portal/Link	https://www.nbr.gov.bd (feedbackvat@nbr.gov.bd)

Renewal

Frequency	Not required
Modality	Online

Requirements

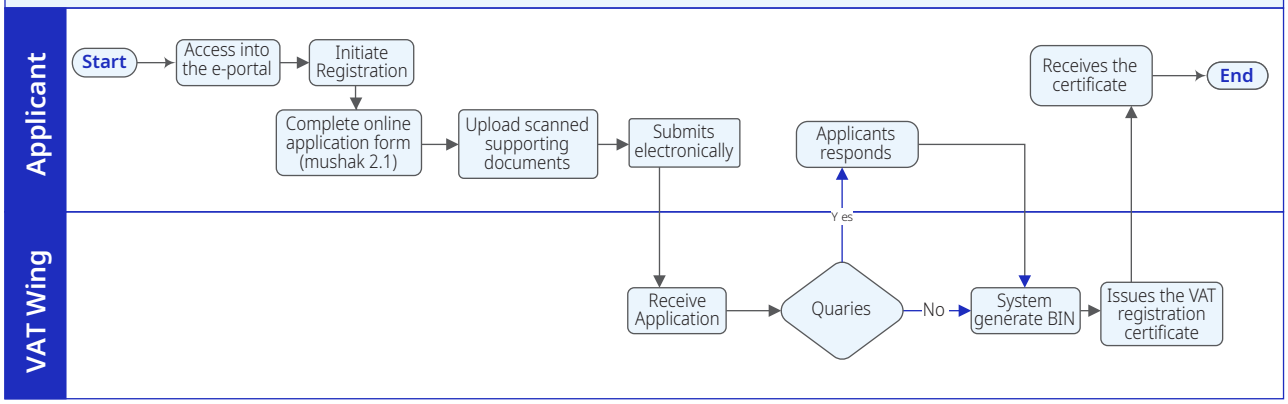
Prerequisites	Valid Trade License and TIN Certificate. Industrial entities may require IRC/ERC tdepending on operations.	
Required Documents	**Documents**	**Remarks**
	Valid Trade License	Copy of the original
	TIN Certificate	Copy of the original
	Copy of Import/Export Registration Certificate	If applicable
	List of all business outlets with addresses	
	Original Bank Solvency Certificate	
	Copy of BIDA Registration Certificate	If applicable
	Memorandum and Articles of Association	Limited companies
	Passport-size photographs of the owner/managing director	Two Copies
	Deed of Agreement or proof of ownership for business premises	Copy of the original
After registration, BIN must be displayed at all business premises and businesses must maintain proper VAT records.		

Process

Outline step	
Step 1	Collect prescribed application form from zonal NBR offices or NBR website
Step 2	Submit the completed form with required documents
Step 3	NBR verifies documents
Step 4	NBR inspects premises if required
Step 5	Applicant receives VAT registration certificate

Process Map

BIN (Value Added Tax) Registration



Fees

Application Form	No official government fees or other charges.
License Fee	Not required
Other charges	Not required

Timelines

SLA/Time	7–14 days
Typical Processing Time	7–14 days
Ensure all submitted documents are attested and complete to avoid processing delays. Maintain compliance with VAT regulations.	

Renewal

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Notes / Tips

Common bottlenecks	• Inaccurate or incomplete information • Missing or outdated documents • Confusing VAT rates • Technical issues with online portals • Misunderstanding business intents • Absence of business interest
Local Variations	Circle office
Contact Points	VAT Circle
Recommendation	Introduce QR-code-based verification for e-TIN and BIN certificates so banks, government agencies and businesses can verify them instantly.

Opening a Bank Account for Business in Bangladesh

To start a business in Bangladesh, opening a bank account is a critical first step. Entrepreneurs must choose a scheduled bank, prepare required documents such as a trade license (or name clearance for companies in formation), Tax Identification Number (TIN), National ID/passport, and relevant business registration papers. The account is usually opened in the business's name, ensuring all transactions are legally recorded and transparent.

Why it is Important

A business bank account is essential for separating personal and business finances, maintaining proper financial records, and complying with Bangladesh Bank (BB) regulations. It facilitates receiving payments, paying suppliers, and securing loans or credit. Moreover, for company registration and many licensing processes, proof of a business bank account is mandatory, making it a foundational step in the formal business startup process.

The required documents for opening a bank account in Bangladesh based on business type:

Business Type	Required Documents
Sole Proprietorship	• Valid **Trade License** • **National ID** or Passport of the proprietor • **Tax Identification Number (TIN) Certificate**- Recent passport-size photographs of the proprietor • **Proof of business** address (utility bill or rental agreement)
Partnership Firm	• **Partnership Deed** (registered, if applicable) • Valid **Trade License** • **TIN Certificate** for the partnership • **National ID** or Passport copies of all partners • **Passport-size photographs** of all partners • **Partnership resolution** to open the account • **Proof of business** address
Limited Company	• **Certificate of Incorporation** from RJSC • **Memorandum and Articles of Association-Form XII** (Particulars of Directors) from RJSC • Valid **Trade License** • **TIN Certificate** for the company • **National ID** or Passport copies of all directors • **Passport-size photographs** of authorized signatories • **Board resolution** authorizing account opening • **Proof of registered office** address

Opening a current account involves selecting a preferred bank, visiting the branch, and completing an application form. You must submit the required documents, make the initial deposit, and once the bank processes your application, your account will be activated for use.

Most of the banks have online services now and opening a bank account is possible with in a day from single visit provided all documents are ready and updated

Recommendation	Integrate banking portals with government digital ID systems to allow for same-day account activation.

Name Clearance Certificate for Companies

Overview

Purpose	A prerequisite to reserve a unique name for registering a new entity (except Foreign Companies and Partnership Firms).
Who needs it	Promoters of a new company, society, or trade organization.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Registrar of Joint Stock Companies and Firms (RJSC) TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka–1215 Phone: +88-02-8189403, 8189401 Fax: +88-02-8189402 Email: rjsc@roc.gov.bd Website: www.roc.gov.bd
Online Portal/Link	https://app.roc.gov.bd/

Renewal

Frequency	Not required
Modality	Online

Requirements

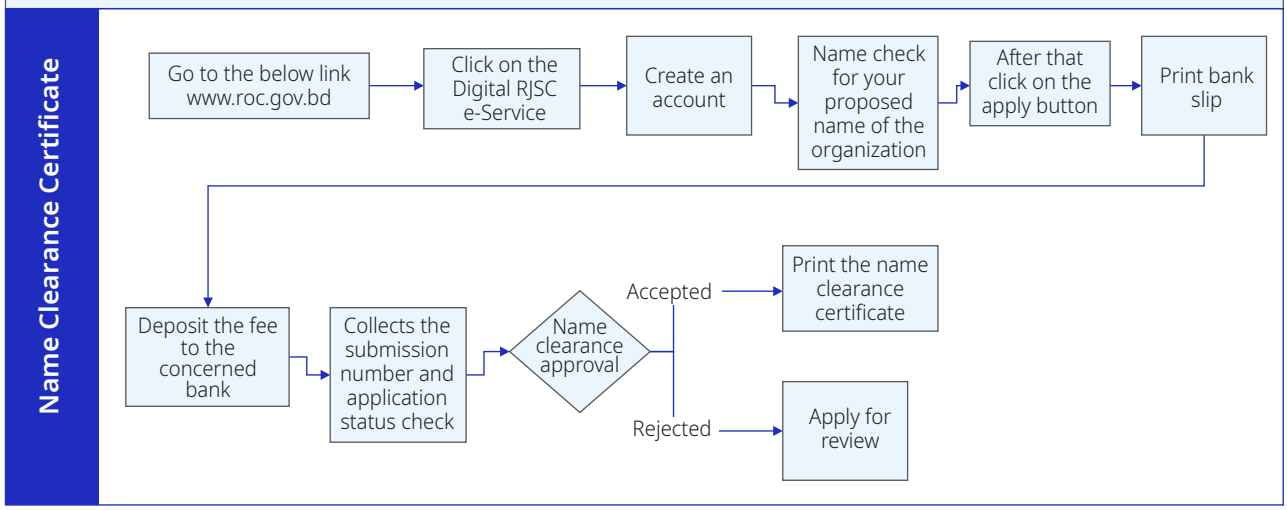
Prerequisites	Must be a promoter of a proposed new entity.	
Required Documents	**Documents**	**Remarks**
	A name clearance (NC) application	
	Minutes of the 1st general meeting of the promoters	For company only

Process

Outline step	
Step 1	Applicant fills out online application
Step 2	Opening an E-account on RJSC website
Step 3	Preliminary name search on RJSC website
Step 4	Deposits the fee
Step 5	Submits the money receipt
Step 6	Obtains the name clearance certificate

Process Map

Name Clearance Certificate



Fees

Application Form	Online
License Fee	NC for company: BDT 500.00 for each proposed name. NC for partnership firm: BDT 500.00. NC for society: BDT 2000.00. NC for trade organization: BDT 500.00.
Other charges	None specified

Timelines

SLA/Time	4 hours
Typical Processing Time	1 days

Renewal

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Notes / Tips

Common bottlenecks	• Problems with the proposed names (uniqueness) • Issues with the application process • Website and server issues (Internet connectivity, server down etc.)
Local Variations	Follow the citizen charter or contact district office
Contact Points	Registrar of Joint Stock Companies and Firms (RJSC), TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka–1215. Phone: +88-02-8189403, 8189401. Fax: +88-02-8189402. Email: rjsc@roc.gov.bd. Website: www.roc.gov.bd
Recommendation	Implement a more robust preliminary name search tool that provides immediate feedback on name availability.

Registration of (Private and Public) Company

Overview

Purpose	To formally establish the legal existence of a company in Bangladesh.
Who needs it	Promoters of Private Companies, Public Companies, One Person Companies (OPC), Foreign Companies, Trade Organizations, Societies, and Partnership Firms.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Registrar of Joint Stock Companies and Firms (RJSC) TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka–1215 Phone: +88-02-8189403, 8189401 Fax: +88-02-8189402 Email: rjsc@roc.gov.bd Website: www.roc.gov.bd
Online Portal/Link	https://app.roc.gov.bd/

Renewal

Frequency	Renewal automatically takes place when the yearly return is submitted.
Modality	Online

Requirements

Prerequisites	Must have a valid Name Clearance Certificate (not required for Foreign Companies and Partnership Firms).

Required Documents	Remarks
Varies by entity type. See detailed list in original text.	

Entity Type	Required Documents
Private Company	1. Memorandum & Articles of Association, original + 2 copies 2. Filled in Form I: Declaration on Registration of Company [Section 25]. 3. Filled in Form VI: Notice of Situation of Registered Office and of Any Change therein [Section 77]. 4. Filled in Form IX: Consent of Director to act [Section 92]. 5. Filled in Form X: List of Persons Consenting to be Directors [Section 92] 6. Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115] 7. Evidence of Name Clearance. 8. Special Adhesive Stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps
Public Company	1. Memorandum & Articles of Association, original + 2 copies 2. Filled in Form I: Declaration on Registration of Company [Section 25]. 3. Filled in Form VI: Notice of situation of Registered Office and of any change therein [Section 77]. 4. Filled in Form IX: Consents of Directors to Act [Section 92]. 5. Filled in Form X: List of Persons Consenting to be Directors [Section 92] 6. Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any Change therein [Section 115].

Entity Type	Required Documents
Public Company	7. Filled in Form XIV: Declaration before Commencing Business in case of Company Filing Statement In lieu of Prospectus [Section 150] 8. Filled in Form XI (if necessary): Agreement to Take Qualification Shares in Proposed Company [Section 92]. 9. Evidence of Name Clearance 10. Special Adhesive Stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps
OPC	1. Filled in Form XXXVI - Charter or Statutes or Memorandum and Articles of the Company or Other Instrument Constituting or Defining the Constitution of the Company. 2. Filled in Form XXXVII – Notice of the Address of the Registered or Principal Office of the Company. 3. Filled in Form XXXVIII - List of Directors and Managers [Section 379]. 4. Filled in Form XXXIX – Return of Persons Authorized to Accept Service [Section 379]. 5. Filled in form XLII: Notice of Situation of the Principal Place of Business in Bangladesh or of any Change therein [Section 379 (I)]. 6. Encashment Certificate Obtained From any Scheduled Bank. 7. Permission from Board of Investment of Bangladesh.
Foreign Company	1. Filled in Form XXXVI - Charter or Statutes or Memorandum and Articles of the Company or Other Instrument Constituting or Defining the Constitution of the Company. 2. Filled in Form XXXVII – Notice of the Address of the Registered or Principal Office of the Company. 3. Filled in Form XXXVIII - List of Directors and Managers [Section 379]. 4. Filled in Form XXXIX – Return of Persons Authorized to Accept Service [Section 379]. 5. Filled in form XLII: Notice of Situation of the Principal Place of Business in Bangladesh or of any Change therein [Section 379 (I)]. 6. Encashment Certificate Obtained From any Scheduled Bank. 7. Permission from Board of Investment of Bangladesh.
Trade Organization	1. Memorandum and Articles of Association, original + 2 copies. 2. Filled in Form I: Declaration on Registration of Company [Section 25]. 3. Filled in Form VI: Notice of Situation of Registered Office and of any Change therein [Section 77]. 4. Filled in Form IX: Consent of Director to act [Section 92]. 5. Filled in Form X: List of Persons Consenting to be Directors [Section 92]. 6. Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115]. 7. Government License (Trade License from the Ministry of Commerce). 8. Evidence of Name Clearance. 9. Special adhesive stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps.

Entity Type	Required Documents
Society	1. Memorandum of Association 2. Evidence of Name Clearance
Partnership Firm	1. Form I: Statement Containing the Particulars of the Firm for Registration. 2. Partnership Deed

Fees

Application Form	Online
License Fee	Company/Partnership Firm/ Trade Organization: 500 TK. Society: 2000 TK.
Other charges	15% VAT is applicable

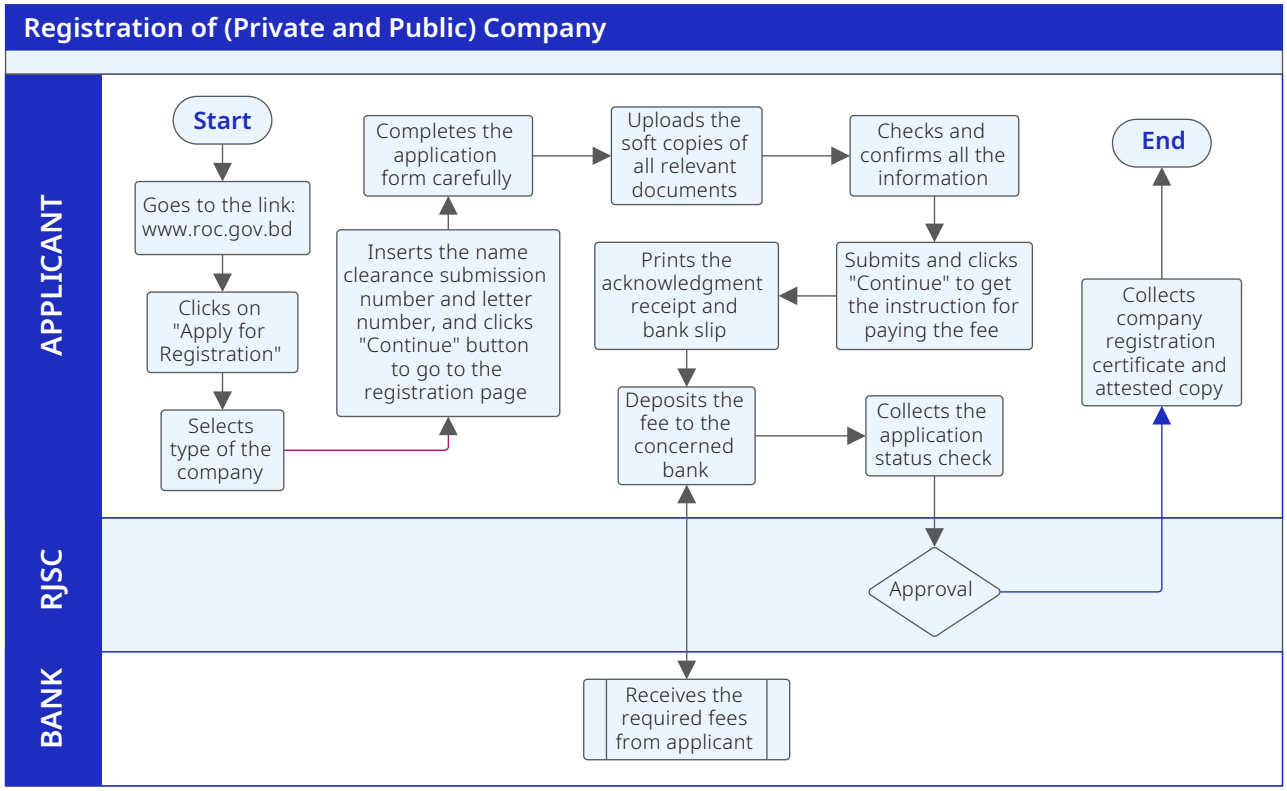
Timelines

SLA/Time	30 days
Typical Processing Time	Time may vary

Process

Outline step	
Step 1	Please create an account at first on RJSC Portal with email address and mobile number through (https://app.roc.gov.bd/)
Step 2	Applicant fills out online Application
Step 3	Complete the application form (Do not miss the mandatory fields)
Step 4	Review all information and save the application
Step 5	Upload all scanned copies of all relevant documents
Step 6	Save and submit the completed application
Step 7	If the application is approved, the Applicant will be notified to deposit the payment
Step 8	Applicants should submit the payment through payment gateway or counter as advised
Step 9	Please wait for the stipulated day
Step 10	The applicant obtains the approval/certificate/registration/permit online.

Process Map



Renewal

Required Documents	Not specified for renewal (handled via annual return).
Process Steps	Submission of yearly return.
Fees	Associated with annual return filing.

Notes / Tips

Common bottlenecks	• Expired name clearance • RJSC portal issues • Incomplete or incorrect documents • Bank account complications (especially for foreign shareholders) • Lack of awareness of ongoing requirements
Local Variations	RJSC issues a 'Certificate of Incorporation' upon satisfaction that the promoters- • Obtained name clearance of the proposed entity (not applicable for Foreign Companies and Partnership Firms) prior to the registration application. • Submitted the registration application within the validity period of the name clearance (not applicable for Foreign Companies and Partnership Firms). • Prepared and submitted the Memorandum & Articles of Association (MoA & AoA), prescribed forms and schedules etc., as applicable. Provided applicable stamps and fees.
Contact Points	Registrar of Joint Stock Companies and Firms (RJSC), TCB Bhaban (6th Floor), 1 Kawran Bazar, Dhaka–1215. Phone: +88-02-8189403, 8189401. Fax: +88-02-8189402. Email: rjsc@roc.gov.bd. Website: www.roc.gov.bd
Recommendation	Automatically extend name clearance periods if the registration process is delayed by portal or banking issues.

Registration for the Industrial Project (Joint Venture and 100% Foreign)

Overview

Purpose	To formally register an industrial project with foreign investment (Joint Venture or 100% Foreign) with BIDA.
Who needs it	Companies with foreign investment establishing an industrial project in Bangladesh.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Prime Minister's Office (PMO)
Responsible office	Bangladesh Investment Development Authority (BIDA) Biniyog Bhaban, E-6/B, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207 +880-2-44826795-99 info@bida.gov.bd
Online Portal/Link	https://www.bida.gov.bd

Renewal

Frequency	Not required
Modality	Online

Requirements

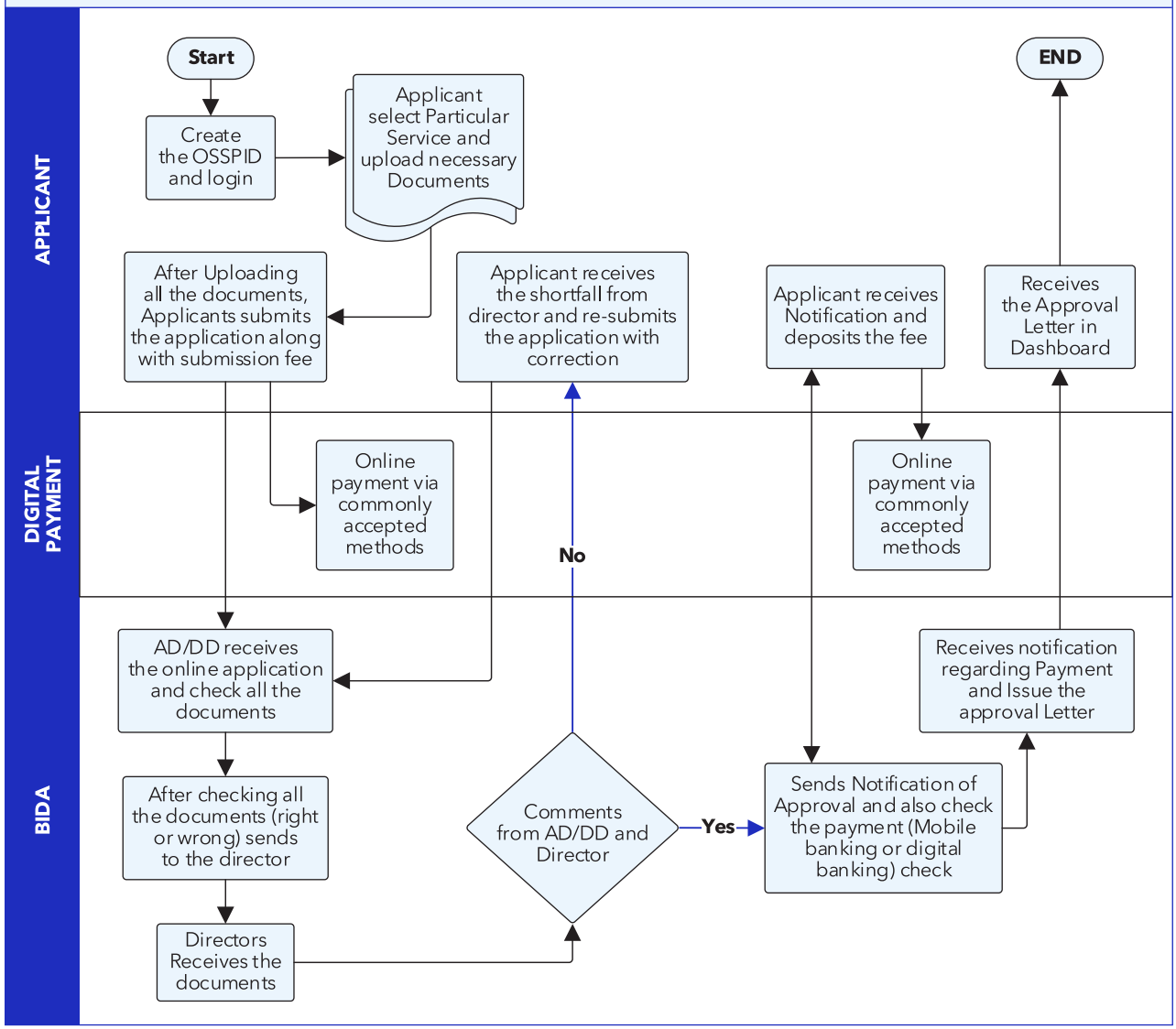
Prerequisites	The company must be incorporated and have a trade license for the factory location.
Required Documents	**Remarks**
1. Duly filled in One Stop Service (OSS) prescribed application form;	
2. Certificate of Incorporation;	Issued by concerned authority of the factory location mentioning specific sector
3. Copy of Trade License;	To be submitted in official pad of the company
4. Copy of TIN Certificate of company;	
5. List of Local & Imported Machineries;	For controlled sectors according to the industrial policy, 2022
6. Encashment certificate;	
7. NOC from concern Ministry/Directorate;	
8. Memorandum and Article of Association	
All documents shall have to be attested by the Chairman/Managing Director/Director of the company	

Process

Outline step	
Step 1	Applicant fills out the OSS form
Step 2	Applicants deposit the Registration fee, as per Fee Schedule Table, from any scheduled bank in favor of BIDA and collects a pay order/ bank draft
Step 3	Applicant submits the Application Form with required documents
Step 4	BIDA receives the Application Form and provides a tracking number to the Applicant over its counter or reception
Step 5	BIDA reviews the application along with documents and if found suitable Registration Certificate is issued

Process Map

Registration for the Industrial Project (Joint Venture and 100% Foreign)



Fees

Application Form	250
License Fee	Registration fee based on Project Investment (See Fee Schedule in original text, ranging from Tk. 5,000 to Tk. 1,00,000)
Other charges	None specified

Timelines

SLA/Time	1 day
Typical Processing Time	Subject of necessary updated documents information

Renewal

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Requirements

Common bottlenecks	• Lengthy approval process because of multiple layers of verifications • Overlapping documents e.g. Trade license, TIN, project profile, NoC required for several times. • Online one stop service is available but in some cases off-Time follow up is required, • Absence of proper integration with other agencies such as RJSC, NBR and city corporation. Insufficient technical and procedural guidance
Local Variations	Follow the citizen charter or contact district office
Contact Points	Bangladesh Investment Development Authority (BIDA), E-6/B, Sher-e-Bangla Nagar, Agargon, Dhaka 1207, Bangladesh. PABX: +88 02 956 1416. Fax: +880 2 956 2312. Email: service@bida.gov.bd
Recommendation	**Integrate the One-Stop Service (OSS):** Fully link BIDA's portal with RJSC, NBR, and City Corporations to eliminate the need for entrepreneurs to submit the same documents (TIN, Trade License) multiple times.

Recommendation Letter for Industrial Import Registration Certificate (Ad-Hoc)

Overview

Purpose	To obtain a recommendation from BIDA required for the Industrial Import Registration Certificate.
Who needs it	Industrial companies need to import raw materials.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Prime Minister's Office (PMO)
Responsible office	Bangladesh Investment Development Authority (BIDA) E-6/B, Sher-e-Bangla Nagar, Agargon, Dhaka 1207, Bangladesh PABX: +88 02 956 1416, Fax: +880 2 956 2312 Email: service@bida.gov.bd
Online Portal/Link	https://www.bida.gov.bd

Renewal

Frequency	Yearly
Modality	Online

Requirements

Prerequisites	Must be a registered company with BIDA.
Required Documents	**Remarks**
Bida registration along with last amendment	
Application form to be duly filled in.	
Certificate of incorporation.	
Tax identification number (TIN) certificate.	
List of importable raw material for producing per unit product.	
Copy of trade license	Issued by concern authority of the factory location mentioning specific sector
Fire license	Up to date
Environment clearance certificate/NOC	Up to date
Membership of concern association	Up to date
Machinery list local /imported	Sl no, name of machine, quantity and value
Treasury challan	In favor of chief controller of import & export office as per import policy

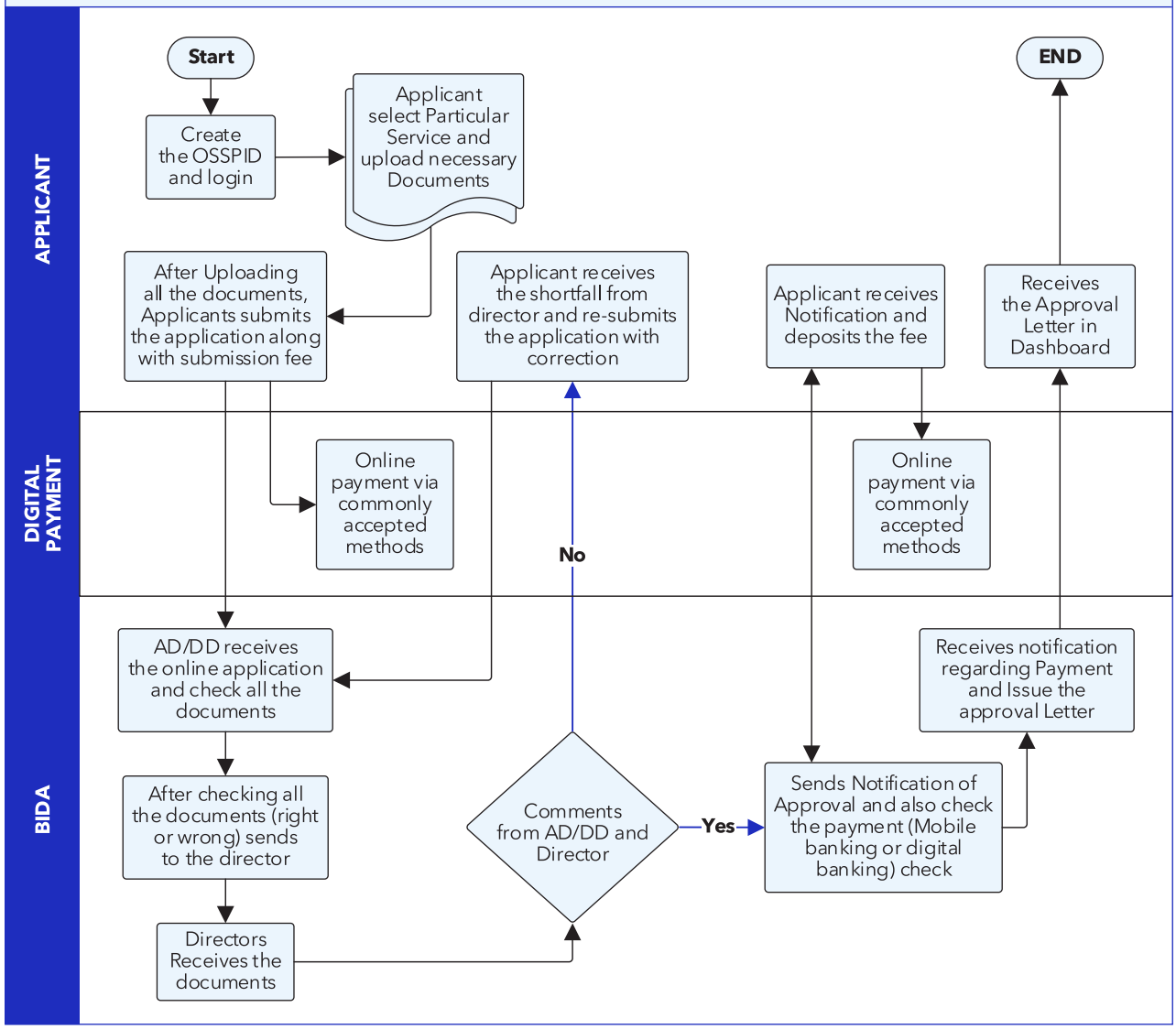
(All documents shall have to be attested by the Chairman/Managing Director/Director of the company)

Process

Outline step	
Step 1	Applicant fills out the OSS form
Step 2	Applicants deposit the Registration fee (BDT 250) from any scheduled bank in favor of BIDA and collects a pay order/ bank draft
Step 3	Applicant submits the Application Form with required documents
Step 4	BIDA receives the Application Form and provides a tracking number to the Applicant over its counter or reception
Step 5	BIDA reviews the application along with documents and if found suitable Registration Certificate is issued

Process Map

Recommendation Letter for Industrial Import Registration Certificate (Ad-Hoc)



Fees

Application Form	BDT 250
License Fee	Included
Other charges	None specified

Timelines

SLA/Time	Not specified
Typical Processing Time	Seven working days (subject to submission of necessary documents)

Renewal (if needed)

Required Documents	Similar to fresh issuance	
Process Steps	Similar to fresh issuance	
Fees	Similar to fresh issuance	

Notes/Tips (If any)

Common bottlenecks	• Verification from BIDA, DIFE, Local Govt authorities and utilities providers take time. • Limited availability of end to end digital • Investors awareness gaps
Local Variations	Follow the citizen charter or contact district office
Contact Points	Bangladesh Investment Development Authority (BIDA) E-6/B, Sher-e-Bangla Nagar, Agargon, Dhaka 1207, Bangladesh. PABX: +88 02 956 1416, Fax: +880 2 956 2312 Email: service@bida.gov.bd
Recommendation	**Integrate the One-Stop Service (OSS):** Fully link BIDA's portal with RJSC, NBR, and City Corporations to eliminate the need for entrepreneurs to submit the same documents (TIN, Trade License) multiple times.

Industrial Import Registration Certificate (Ad-Hoc)

Overview

Purpose	Compliance with import regulations for industrial entities.
Who needs it	Businesses involved in importing industrial raw materials.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Office of Chief Controller of Imports and Exports (CCI&E) NSC Tower (15th floor), 62/3 Purana Paltan, Dhaka-1000 Phone: +880-2-9553349, Fax: +880-2-9550217 Email: controller.chief@ccie.gov.bd Website: www.ccie.gov.bd
Online Portal/Link	https://olm.ccie.gov.bd/

Renewal

Frequency	Yearly
Modality	Online

Requirements

Prerequisites	Must have a recommendation letter from BIDA (for industries).

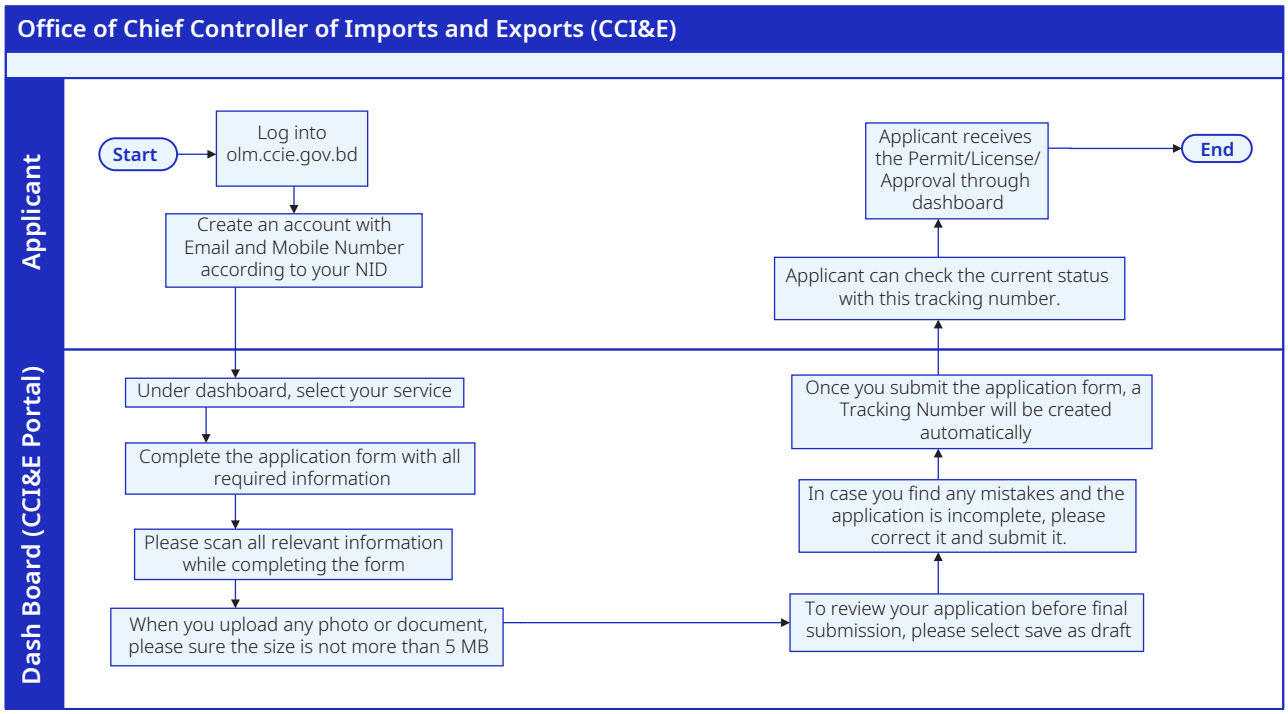
Required Documents	Remarks
Trade License	Issued by the City Corporation/ Municipality
Copy of e-TIN and VAT return submission/acknowledgement slip	
Recommendation letter from a scheduled bank	
Certificate of membership from the concerned Chamber/Business Association	
Applicants' National Identity Card (NID)	
Relevant license/permission for import/export	for specialized business institutions
Registered Partnership Deed or RJSC-issued Certificate	in case of partnership business
Certificate of Incorporation and Form-XII issued by RJSC	in case of limited companies
Bank's recommendation with details of account transactions	in case of proprietorship business

Process

Outline step	
Step 1	Log in https://olm.ccie.gov.bd/
Step 2	Create an account with Email and Mobile Number according to your NID
Step 3	Under dashboard, select your service
Step 4	Complete the application form with all required information
Step 5	Please scan all relevant information while completing the form
Step 6	When you upload any photo or document, please sure the size is not more than 5 MB
Step 7	To review your application before final submission, please select save as draft

Step 8	Go to Dashboard and review your application
Step 9	In case you find any mistakes, and the application is incomplete, please correct it and submit it.
Step 10	Once you submit the application form, a Tracking Number will be created automatically

Process Map



Fees

Application Form			
License Fee	**Import Limit BDT**	**Registration FeeBDT**	**Renewal Fee BDT**
	(i) Upto 5,00,000	5,000	3000
	(ii) 5,00,001-25,00,000	10,000	6000
	(iii) 25,00,001-50,00,000	24,000	10,000
	(iv) 50,00,001-1,00,00,000	40,000	15000
	(v) 1,00,00,001-5,00,00,000	50,000	22000
	(vi) 5,00,00,001-20,00,00,000	60,000	24,000
	(vii) 20,00,00,001-50,00,00,000	70,000	28000
	(viii) 50,00,00,001- 100,00,00,000 or more	80,000	32000
Other charges	15% VAT applicable		

Timelines

SLA/Time	3 days
Typical Processing Time	Not specified

Renewal

Required Documents	Similar to fresh issuance
Process Steps	Similar to fresh issuance
Fees	See Renewal Fee in Fee Schedule (original text)

Notes/Tips (If any)

Common bottlenecks	Verification time boundness is unclear Delay in getting clearance from the organizations such as water, gas, electricity, environment etc.
Local Variations	Follow the citizen charter or contact district office
Contact Points	Office of Chief Controller of Imports and Exports (CCI&E), NSC Tower (15th floor), 62/3 Purana Paltan, Dhaka-1000. Phone: +880-2-9553349, Fax: +880-2-9550217. Email: controller.chief@ccie.gov.bd. Website: www.ccie.gov.bd
Recommendation	Create a centralized verification bridge between BIDA, DIFE, and utility providers to speed up prerequisite checks.

Fire License

Overview

Purpose	To ensure fire safety compliance for establishments.
Who needs it	Owners of commercial, industrial, and multi-storied buildings.
Territorial Scope	Local

Authority

Issuing Ministry/Agency	Ministry of Home Affairs
Responsible office	Fire Service and Civil Defense (FSCD), 38 - 46 Kazi Alauddin Road, Dhaka – 1000. Phone: +880-2-9555555. Website: www.fireservice.gov.bd
Online Portal/Link	www.fireservice.gov.bd

Renewal

Frequency	Yearly
Modality	Offline/Online

Requirements

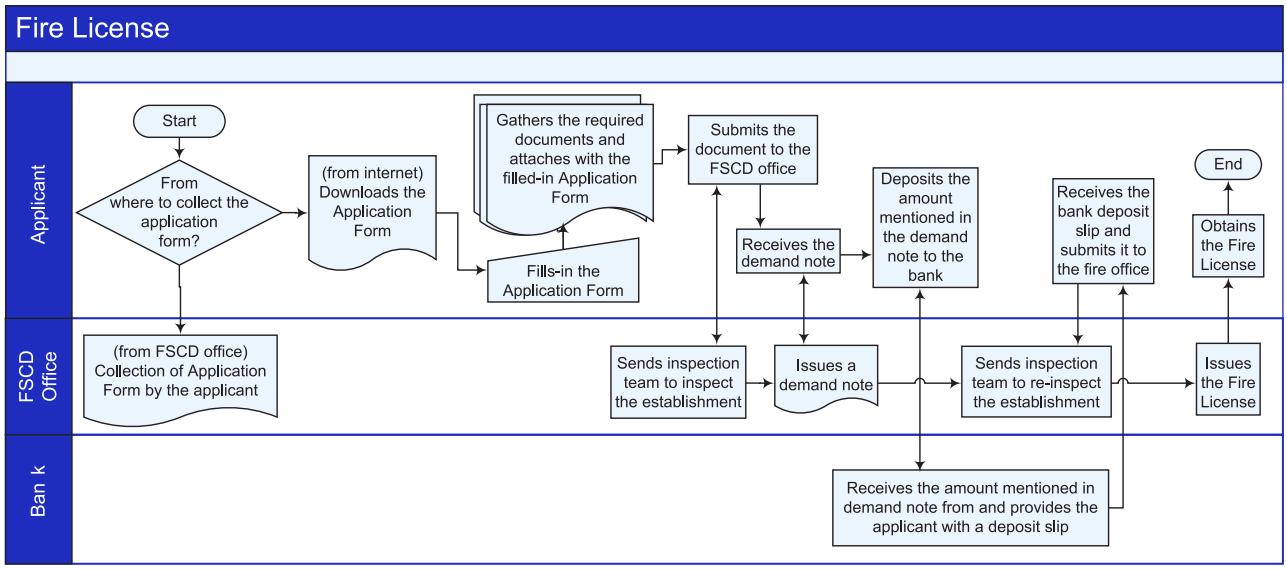
Prerequisites	The establishment must meet fire safety standards.

Required Documents	**Remarks**
Filled-in prescribed Application Form	
Copy of valid trade license	Attested by First Class gazetted officer
Copy of yearly Valuation Certificate or rental agreement	Attested by First Class gazetted officer
Copy of authorized layout	Attested by First Class gazetted officer
Copy of Certification of Incorporation & Memorandum of Association	if the applicant is a company
No-objection-certificate (NOC) from the local representative	
Clearance certificate from the FSCD office	for commercial or multi-storied buildings higher than 24 meters or more than 7 stories
Filled-in "Information: Garments Factory" form	In case of garment factories
Deposit slip/treasury Challan	

Process

Outline step	
Step 1	Collection of Application Form (either from FSCD Office or from internet)
Step 2	Filling in the Application Form
Step 3	Gathering the required documents and attaching them with the filled-in Application Form
Step 4	Submission of Application Form to the FSCD office
Step 5	Inspection of the establishment by the FSCD inspector
Step 6	Demand note issuance by the FSCD Office
Step 7	Deposit of the amount mentioned in the demand note
Step 8	Receipt of the bank deposit slip/treasury Challan and submitting it to the FSCD office
Step 9	Re-inspection of the establishment by the FSCD inspector
Step 10	Issuance of Fire License

Process Map



Fees

Application Form	
License Fee	BDT 5,000 to BDT 50,000
Other charges	Not specified

Timelines

SLA/Time	60-90 days
Typical processing time	Time may vary

Renewal (if needed)

Required documents	Original copy of the expired Fire License and Treasury Challan
Process steps	Submit documents and undergo inspection
Fees	Depends on assessment

Notes/Tips (If any)

Common bottlenecks	• Limited lab capacities cause delay. • Compliance with multiple standards such as national, sectoral and international • Factory inspections and sample verifications delayed because of standard compliance & resource constraints • Lack of fully end-to-end digital system • Different importers interpret compliance requirement differently because of lack of guidelines
Local Variations	Applicants need to contact local FSCD offices.
Contact Points	Fire Service and Civil Defense (FSCD), 38 - 46 Kazi Alauddin Road, Dhaka – 1000. Phone: +880-2-9555555. Web-Site: www.fireservice.gov.bd
Recommendation	• link BIDA's portal with RJSC, NBR, and City Corporations to eliminate the need for entrepreneurs to submit the same documents (TIN, Trade License) multiple times.

Gas Connection

Overview

Purpose	To obtain a natural gas connection for industrial or commercial use.
Who needs it	Industrial and commercial entities.
Territorial Scope	Service area of Titas Gas.

Authority

Issuing Ministry/Agency	Ministry of Power, Energy & Mineral Resources
Responsible office	Titas Gas Transmission & Distribution Company Limited Titas Gas Bhaban; 105, Kazi Nazrul Islam Avenue, Kawran bazar Commercial Area, Dhaka-1215, Bangladesh Phone: +88028112135-42; +88028150261; +88028150805. Website: www.titasgas.org.bd

Renewal

Frequency	Not required
Modality	Offline

Requirements

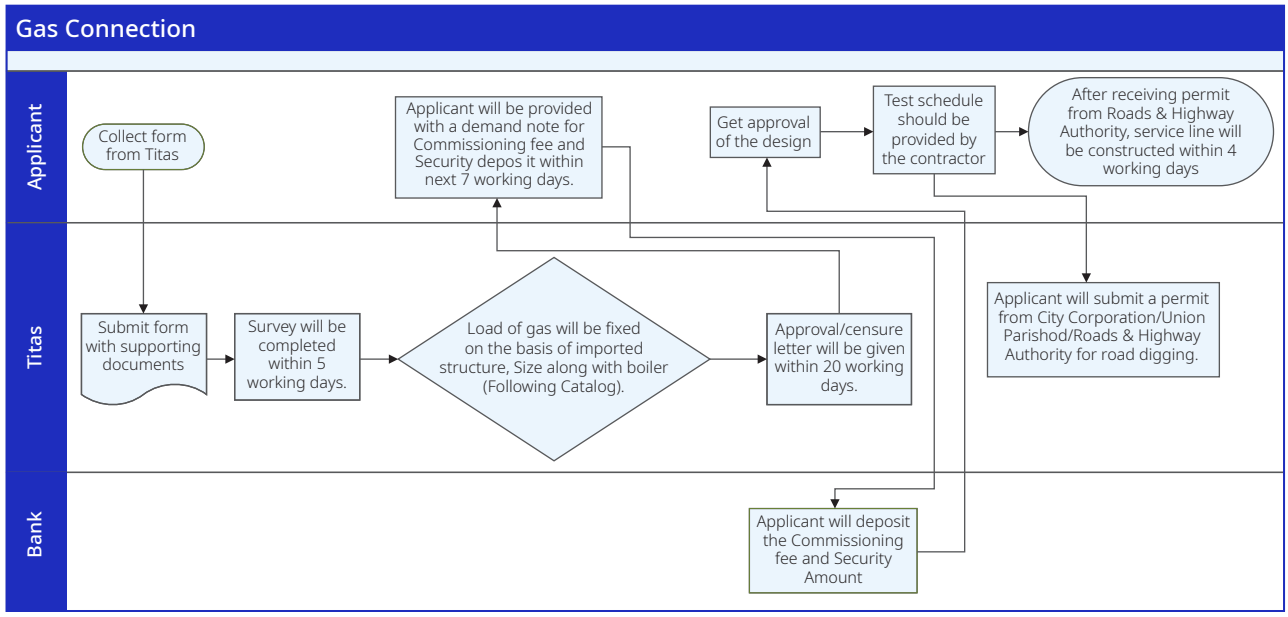
Prerequisites	Must have physical premises and meet technical requirements.
Required Documents for Industrial Connection	**Remarks**
Prescribed application form	Original
Three (3) copies of recent Passport size color photo	Need Attestation
Copy of NID	Need Attestation
Copy of Updated Trade License	Need Attestation
Copy of TIN Certificate	Need Attestation
Copy of Memorandum of Articles and Certificate of Incorporation	For Limited Company
Proof of land ownership	Deed/document and land development tax receipt
Lease/rental agreement and documentary proof	Applicant
Notarized affidavit from owner	if tenant, assuming responsibility for bills/illegal activities
Proposed pipeline design	Four copies
Technical Catalog of Gas Equipment	Boiler/Oven/Drier etc.
Revenue clearance certificate	for full payment of all dues at the proposed location
Applicable clearance/certificates	from relevant authority
Receipt for depositing application fee	Tk. 500 (Industrial) / Tk. 300 (Commercial)
Contractor appointment letter	Copy of the Original

Process

Outline step	
Step 1	Collect the Application form from Titas Gas
Step 2	Submit form with the required documents.
Step 3	A verification survey will be completed within 5 working days
Step 4	Load of gas will be fixed based on structure and equipment
Step 5	Approval letter will be given within 14-20 working days

Step 6	The office provides a demand note for commissioning fee and Security deposit within next 7 working days
Step 7	Applicants deposit the Commissioning fee and Security Amount and get design approval
Step 8	Internal pipelines will be constructed by the applicant
Step 9	A test schedule should be provided by the contractor
Step 10	Applicant will submit a permit from City Corporation/ Union Parishad/ Roads & Highway Authority for road digging
Step 11	After receiving permit, gas selling deal will be completed
Step 12	Service line will be constructed within 4 working days
Step 13	Company will receive the connection

Process Map

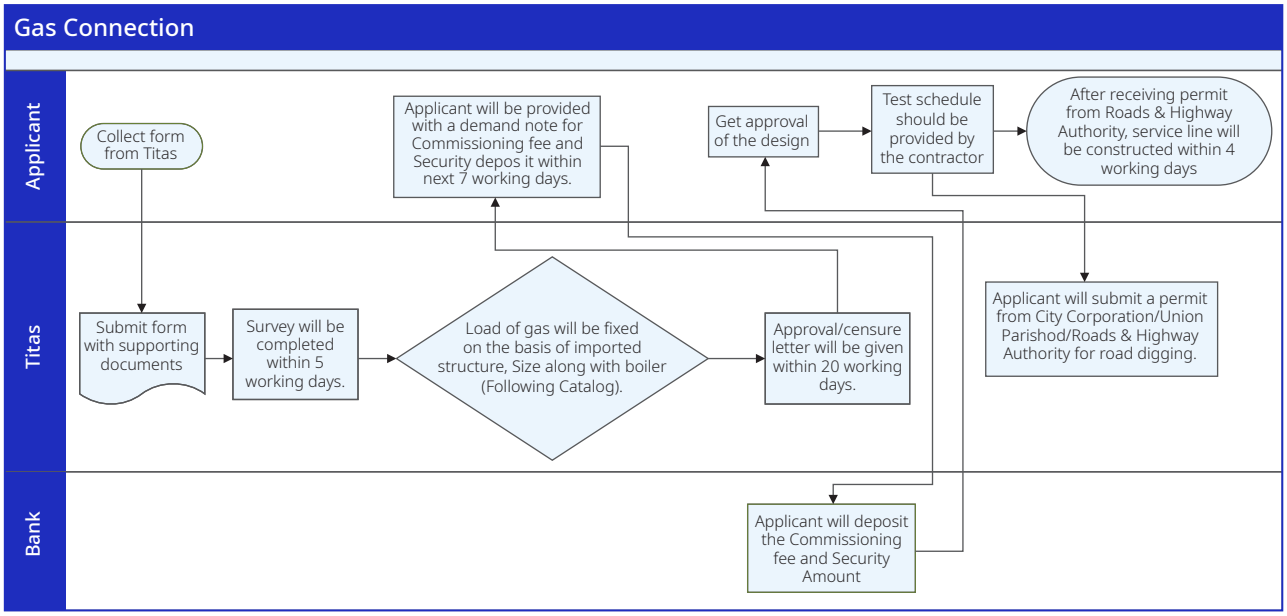


Required Documents for Industrial Connection	Remarks
1. The applicant should collect the prescribed application form (from prescribed bank/company's Zone/Regional offices/photocopy/download from website etc.)	
2. Three (3) attested passport-size photographs of the applicant.	Need Attestation
3. Attested photocopy of the National Identity Card.	Need Attestation
4. Attested photocopy of the updated and renewed Trade License.	Need Attestation
5. TIN certificate.	Need Attestation
6. As proof of land ownership, a deed/document of registration (anyone) and a receipt for land development tax payment (anyone).	Need Attestation
7. Lease/rental agreement if established on leased/rented premises.	
8. In the event that the lessee/tenant customer fails to pay the gas bill or engages in illegal activities, the owner must provide a notarized affidavit certified by a Notary Public, stating that they will assume responsibility.	Need Attestation
9. Four (4) copies of the proposed internal pipeline layout.	
10. Technical catalog of gas equipment (if applicable). Boilers, generators, and other equipment must meet minimum fuel efficiency standards.	Four Copies
11. Revenue clearance certificate regarding full payment of all dues to the company for any active/disconnected gas connection at the proposed location.	Boiler/Oven/Drier etc
12. Clearance from the Department of Environment, if applicable.	If applicable
13. Receipt for depositing an application fee of 300/- (three hundred) taka.	If applicable
14. Contractor appointment letter.	

Process

Outline step	
Step 1	Collect the Application form from Titas Gas Transmission and Distribution Company Ltd.
Step 2	Submit form with the required documents.
Step 3	A verification survey will be completed within 5 working days by the concern officer of Titas.
Step 4	Loads of gas will be fixed on the basis of Imported Structure, Size along with boiler (Following Catalog)
Step 5	After completion of verification, approval letter will be given within 14 working days
Step 6	The office concerned will provide the applicant with a demand note for commissioning fee and Security deposit within next 7 working days.
Step 7	Applicants will deposit the Commissioning fee and Security Amount and get approval of the design.
Step 8	Internal pipelines will be constructed by the applicant.
Step 9	A test schedule should be provided by the contractor.
Step 10	Applicant will submit a permit from City Corporation/ Union Parishod/ Roads & Highway Authority for road digging.
Step 11	After receiving permit from Roads & Highway Authority, gas selling deal will be completed
Step 12	After the deal is primed, service line will be constructed within 4 working days
Step 13	Company will receive the connection

Process Map



Fees

Application Form	
License Fee	Application Fee: Tk. 500 Industrial, Tk 300 for commercial For captive customers with a capacity of 10 megawatts or more: Commission Fee 11500 Increase Capacity Fee 5000
Other charges	Security Deposit

Timelines

Statutory SLA	For Commercial 49 Working days For Industrial 53 Working days
Typical Processing Time	It takes more than three and a half months for commercial)

Renewal (if needed)

Required Documents	Not Applicable
Process Steps	Not Applicable
Fees	Not Applicable

Notes/Tips (If any)

Common bottlenecks	• Receiving a permit from Roads & Highway Authority is time-consuming • Existing Infrastructure and its limitations delay connection • File for pipeline feasibility, safety measures and distance from other utilities data unavailability.
Local Variations	Districts
Contact Points	Titas Gas Transmission & Distribution Company Limited, Titas Gas Bhaban; 105, Kazi Nazrul Islam Avenue, Kawran bazar Commercial Area, Dhaka-1215, Bangladesh. Phone: +88028112135-42; +88028150261; +88028150805. Website: www.titasgas.org.bd
Recommendation	• Establish a coordinated approval system between Titas Gas and the Roads & Highway Authority to resolve time-consuming road-digging permit delays.

Approval of Water Connection (Commercial or Industrial)

Overview

Purpose	To obtain a legal water connection for commercial or industrial premises.
Who needs it	Commercial and industrial entities.
Territorial Scope	WASA service area.

Authority

Issuing Ministry/Agency	Ministry of Local Government and Rural Development & Co-operatives
Responsible office	Dhaka Water Supply and Sewerage Authority (WASA) WASA Bhaban, 98 Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka-1215, Bangladesh. Phone: +55012416-22, Wasa Link: 16162 www.dwasa.org.bd
Online Portal/Link	www.dwasa.org.bd

Renewal

Frequency	N/A
Modality	Online

Requirements

Prerequisites	Must have premises within the service area.

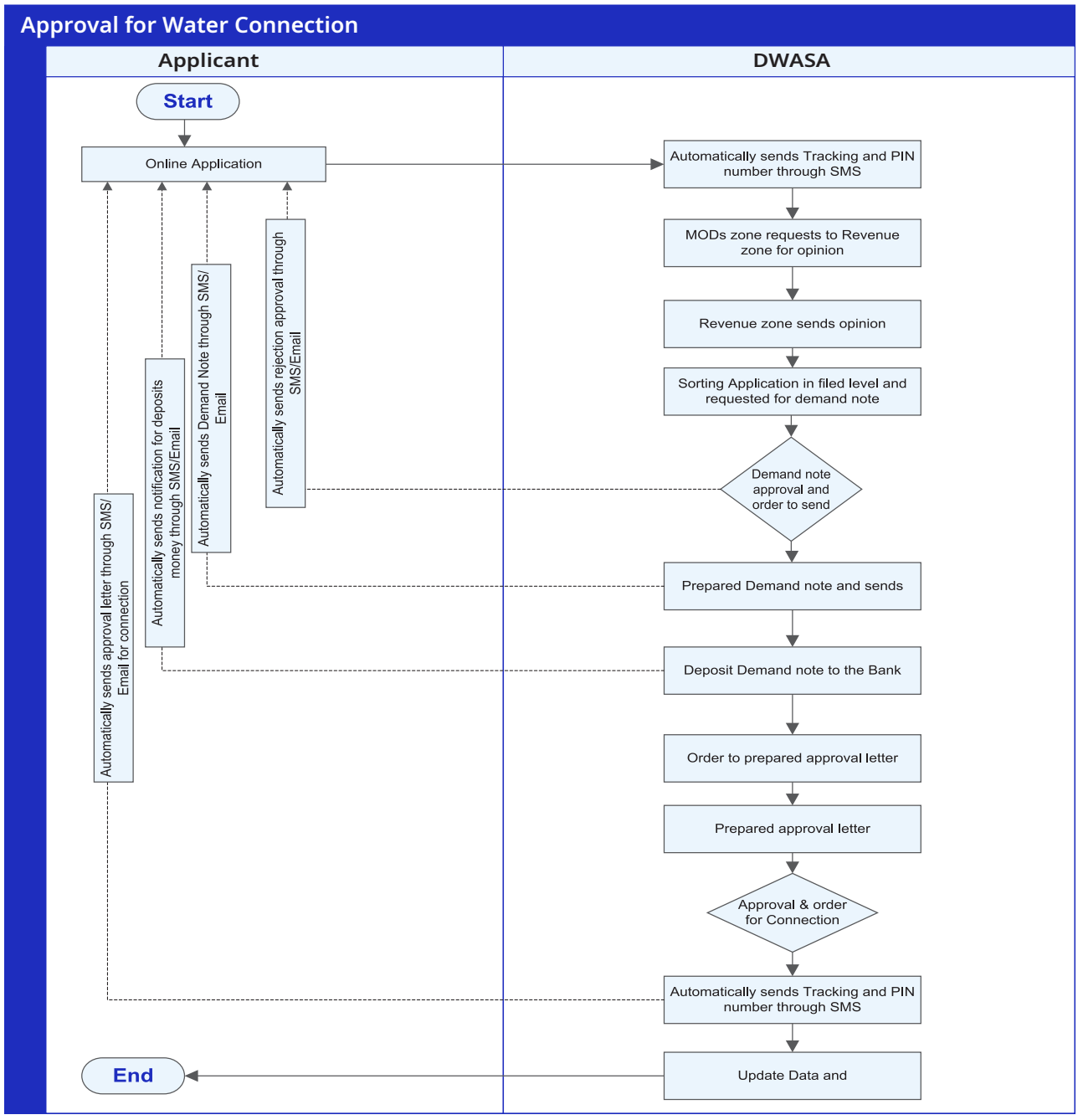
Required Documents	Remarks
Recently taken color photograph	300x300 pixels, max 100 KB, JPG
National Identity Card / Birth Certificate / Passport	Copy of the original
City Corporation holding tax receipt or land plot (dag) number	Copy of the original
The land ownership deed	Copy of the original
The building plan and clearance certificate from DoE	if applicable
Attested copy of land ownership deed or lease/rental agreement and trade license	for commercial/industrial, if land is rented
Copy of the Memorandum of Articles	For limited companies
Copy of the company's Articles of Association	For industrial connections
Copy of the application on institution's official letterhead	For government or institutional connections
Copy of the resolution of the management committee	For community connections
Existing account number	For extension/relocation/second connection
Active mobile number	For shifting

Deep Tube Well

Required Documents	Remarks
1. Land Deed /mutation /Rent	
2. City Tax	Attested by a First Class gazetted officer
3. Plot description, recorded in City Corporation or RAJUK	Attested by a First Class gazetted officer
4. Water bill	If required

Process

Outline step	
Step 1	Enquiry about application from Dhaka WASA website.
Step 2	Applicants can submit the application with proper documents online.
Step 3	Makes a payment of connection fee at any local branch of premier bank Ltd.
Step 4	Respected MODS and revenue zone will take necessary action
Step 5	After approval of compatative authority (managing director), applicant get a text about approval.
Step 6	After Then XEN of MODs Zone can create demand note (if applicable).
Step 7	After makes a payment of demand note (connection fee + meter cost) and security deposit, applicant can collect the connection permission.
Step 8	After that applicant give a deep tubewell digging date (for deep tubewell).
Step 9	Then XEN of MODS Zone gives a certificate (for deep tubewell).



Fees

Application Form	
License Fee	Dhaka WASA water and sewer connection charges for various sizes (Assuming a distance of 10 meters from the road water line)

Serial No.	Size of Water &	Charge/Fee (BDT) Sewer Connection	Meter charge (without VAT)
1	37 mm (1.5 inch)	41,196.00	20,136.00
2	25 mm (1.0 inch)	14,836.00	9,028.00
3	20 mm (3/4 inch)	10,616.00	6,675.00
4	50 mm (deep tubewell)	25,260.00 (without VAT)	

Other charges	Security deposit (LIC and temporary connection)

Timelines (As per Citizen's Charter)

SLA/Time	14 dayes
Typical processing time	1 Months

Renewal (if needed)

Required documents	Not required
Process steps	Not required
Fees	Required (for deep tubewell)

Notes / Tips

Common bottlenecks	• Manual verification and bureaucratic procedure delay connection • Involvement of multiple dependent and their challenges cause delay.
Local Variations	Districts Level
Contact Points	Dhaka water supply and sewerage authority, WASA Bhaban, 98 kazi nazrul islam avenue, kawran bazar, Dhaka-1215, Bangladesh. Phone: +55012416-22, Wasa Link: 16162 www.dwasa.org.bd
Recommendation	Replace current manual checks and bureaucratic procedures with an automated, timeline-driven approval system.

Approval of Electricity Connection

Overview

Purpose	To obtain a legal electricity connection for premises.
Who needs it	Residential, commercial, and industrial consumers.
Territorial Scope	DESCO service area.

Authority

Issuing Ministry/Agency	Ministry of Power, Energy & Mineral Resources
Responsible office	Dhaka Electricity Supply Company Limited (DESCO) Plot-22/B, Faruk Soroni, Nikunjo 2, Uttara Dhaka Phone: +88-02-8900110/11 E-Mail: info@desco.org.bd; mddesco@desco.org.bd Website: www.desco.org.bd
Online Portal/Link	https://ocsms.desco.org.bd/login

Renewal

Frequency	Renewal is not required
Modality	Online

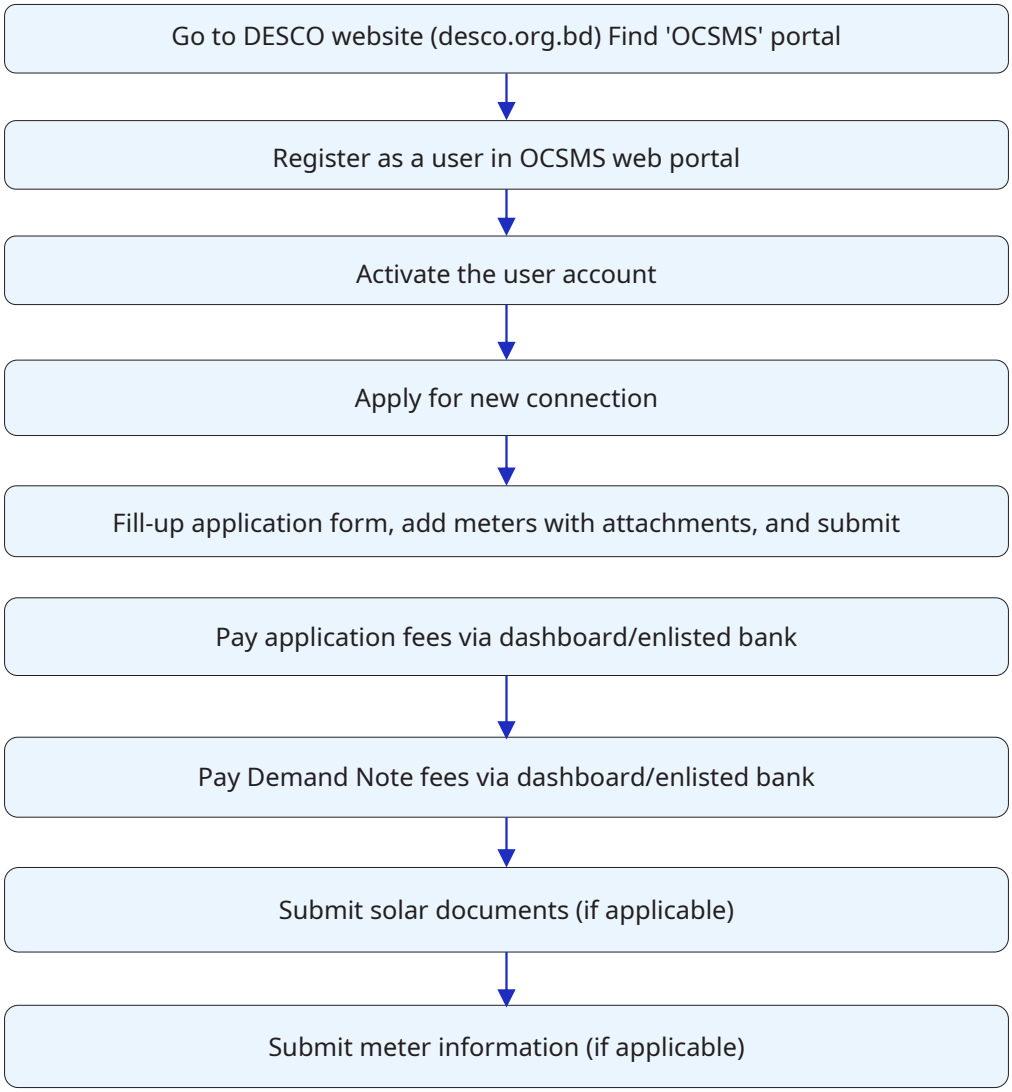
Requirements

Prerequisites	Premises must be wired by a DESCO-registered contractor.
Required Documents for Industrial	**Remarks**
Passport-sized photograph and National ID/passport	
Ownership deed/land tax receipt/mutation/lease deed/government allocation letter	Various proofs of ownership/tenancy
RAJUK or Cantonment Board-approved building plan, holding number	if applicable
Approval for substation operation from Chief Electrical Inspector	For MT/HT/EHT connections
Fire license/certificate from FSCD	For high-rise buildings or industries with load >50 kW
Copy of paid bill or demand note	If there was a previous connection
Wiring certificate	Issued by a contractor registered with DESCO
Applicant's e-TIN certificate	
Load clearance certificate	If the load exceeds 250 kW

Process

Outline step	
Step 1	Register/Log in to DESCO portal and apply online
Step 2	For MT/HT/EHT connections, establish substation and obtain approval from Chief Electrical Inspector
Step 3	Field inspection and online submission of reports (Wiring, Load, Earthing, etc.)
Step 4	Submission to the appropriate online authority for load approval
Step 5	Online issuance of the demand note
Step 6	Payment of the issued demand note online. For commercials, install net metering solar system as per guidelines.
Step 7	After solar inspection, issuance of Customer Meter Order (CMO) for meter installation

Process Map



Fees

Application Form	Online

License Fee	• For LT connections:
	  o Single-phase: 120
	  o Three-phase: 360
	• For MT and HT connections: 1,200
	• For EHT connections: 2,400
	• For temporary connections:
	  o LT Single-phase: 300
	  o LT Three-phase: 600
	MT: 1,200

Other charges	Cost of solar system for commercial connections (as per Net Metering Guidelines)

Timelines

SLA/Time	LT Connection: 7 days, MT Connection: 18 days
Typical Processing Time	As per SLA

Renewal (if needed)

Required Documents	Not required
Process Steps	Not required
Fees	Not requiredle

Notes/Tips (If any)

Common bottlenecks	• Power shortages • Political influence • Inadequate infrastructure • Confusing policies
Contact Points	Dhaka Electricity Supply Company Limited (DESCO), Plot-22/B, Faruk Soroni, Nikunjo 2, Uttara Dhaka. Phone: +88-02-8900110/11. E-Mail: info@desco.org.bd; mddesco@desco.org.bd. Website: www.desco.org.bd
Recommendation	Prioritize upgrading inadequate local infrastructure that currently prevents new industrial connections.

Import Registration Certificate (IRC–Commercial)

Overview

Purpose	Compliance with import regulations for commercial entities.
Who needs it	Businesses involved in commercial import activities.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Office of Chief Controller of Imports and Exports (CCI&E) NSC Tower, Level 15 62/3, Purana Palton, Dhaka-1000. Phone: 02-9551556. E-mail: controller.chief@ccie.gov.bd
Online Portal/Link	https://olm.ccie.gov.bd/

Renewal

Frequency	Annual
Modality	Online

Requirements

Prerequisites	Must be a registered business entity.
Required Documents for Industrial	**Remarks**
Filled online form	
The scanned documents Must be formats: PDF, JPG, PNG.	File size <5MB,
Trade license with matching address	For sole proprietorship, partnership, or company
TIN certificate	For individual proprietors or companies
Membership certificate of relevant association/chamber of commerce	
National ID card (NID)	Of owner/proprietor
Bank solvency certificate/recommendation letter	From concerned bank branch
Partnership deed	If applicable, registered with RJSC
Required License or permit for Import/Export	For specialized business
Certificate of Incorporation and Form-XII	For limited companies

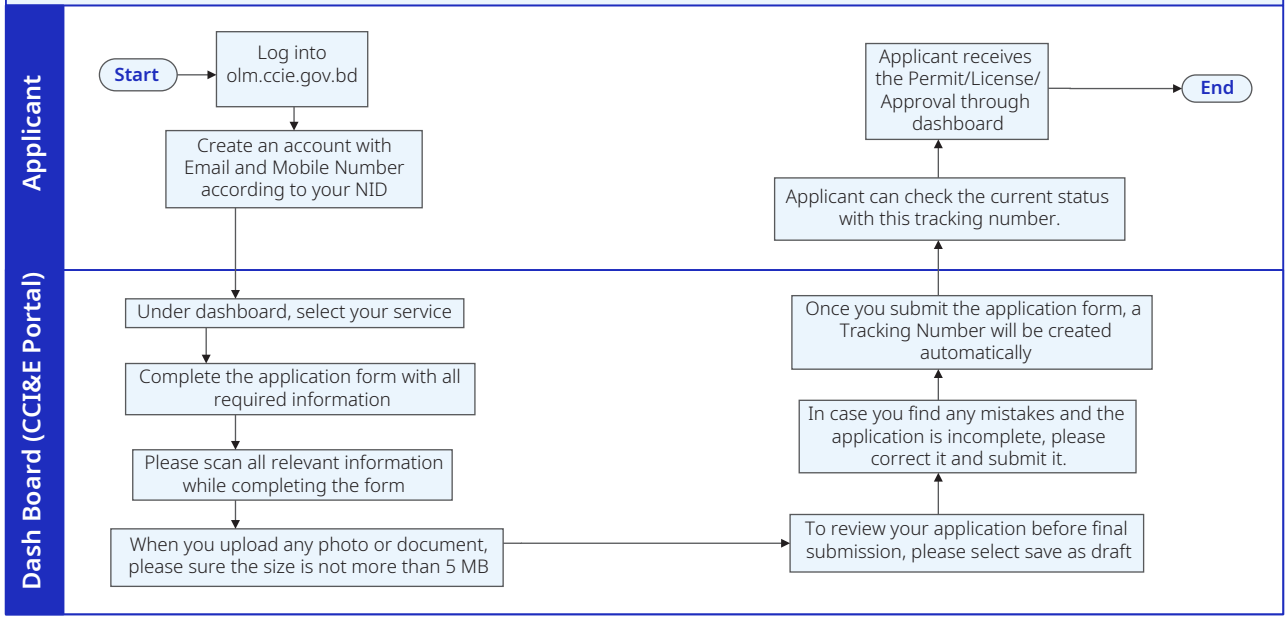
All scanned documents must be in color and contain the correct address.

Process

Outline step	
Step 1	Log in to https://olm.ccie.gov.bd/
Step 2	Create an account with Email and Mobile Number according to your NID
Step 3	Under dashboard, select your service
Step 4	Complete the application form with all required information
Step 5	Please scan all relevant information while completing the form
Step 6	When you upload any photo or document, ensure the size is not more than 5 MB
Step 7	To review your application before final submission, please select save as draft
Step 8	Go to Dashboard and review your application
Step 9	In case you find any mistakes, and the application is incomplete, please correct it and submit it.
Step 10	Once you submit the application form, a Tracking Number will be created automatically

Process Map

Import Registration Certificate (IRC–Commercial)



Fees

Application Form	Online
License Fee	Registration Fee varies by import limit (from BDT 5,000 to BDT 80,000).
Other charges	15% VAT applicable

Timelines

SLA/Time	3 days
Typical Processing Time	Depends on proper and accurate documentation

Renewal (if needed)

Required Documents	Copy of BIN, TIN Certificate, Tax Return Submission Receipts, or Proof of Submission of Return (PSR) with payment receipts.
Process Steps	Submit complete documents for renewal. Certificate issued within 3 working days.
Fees	Renewal Fee varies by import limit (from BDT 3,000 to BDT 32,000). 15% VAT applicable.

Notes/Tips (If any)

Common bottlenecks	• Inaccurate information • Outdated documents • Lack of policy awareness • Unofficial costs
Local Variations	Divisions or selected growth center, Help Desk: 02-9553349.
Contact Points	Office of Chief Controller of Imports and Exports (CCI&E), NSC Tower (15th floor), 62/3 Purana Paltan, Dhaka-1000. Phone: +880-2-9553349. Fax: +880-2-9550217. Email: controller.chief@ccie.gov.bd. Website: www.ccie.gov.bd

Export Registration Certificate (ERC)

Overview

Purpose	Compliance with export regulations for commercial entities.
Who needs it	Businesses involved in commercial export activities.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Office of Chief Controller of Imports and Exports (CCI&E) Office of the Chief Controller of Imports & Exports NSC Tower, Level 15, 62/3, Purana Palton, Dhaka-1000. Phone: 02-9551556. E-mail: controller.chief@ccie.gov.bd
Online Portal/Link	https://olm.ccie.gov.bd/

Renewal

Frequency	Annual
Modality	Online

Requirements

Prerequisites	Must be a registered business entity.
Required Documents for Industrial	**Remarks**
Filled online form	
The scanned documents Must be formats: PDF, JPG, PNG.	File size <5MB,
Trade license with matching address	For sole proprietorship, partnership, or company
TIN certificate	For individual proprietors or companies
Membership certificate of relevant association/chamber of commerce	
National ID card (NID)	Of owner/proprietor
Bank solvency certificate/recommendation letter	From concerned bank branch
Partnership deed	If applicable, registered with RJSC
Required License or permit for Import/Export	For specialized business
Certificate of Incorporation and Form-XII	For limited companies

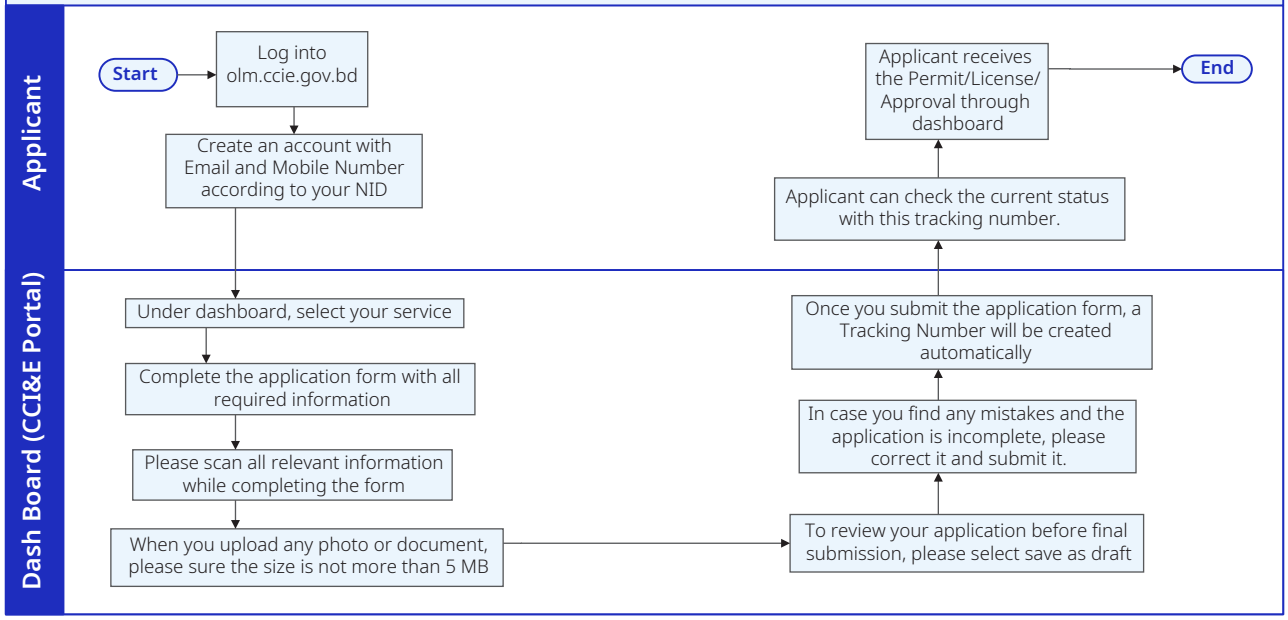
All scanned documents must be in color and contain the correct address.

Process

Outline step	
Step 1	Log in to https://olm.ccie.gov.bd/
Step 2	Create an account with Email and Mobile Number according to your NID
Step 3	Under dashboard, select your service
Step 4	Complete the application form with all required information
Step 5	Please scan all relevant information while completing the form
Step 6	When you upload any photo or document, ensure the size is not more than 5 MB
Step 7	To review your application before final submission, please select save as draft
Step 8	Go to Dashboard and review your application
Step 9	In case you find any mistakes, and the application is incomplete, please correct it and submit it.
Step 10	Once you submit the application form, a Tracking Number will be created automatically

Process Map

Export Registration Certificate (ERC)



Fees

Application Form	
License Fee	BDT 10,000
Other charges	15% VAT (BDT 1,500)

Timelines

SLA/Time	3 days
Typical Processing Time	The primary reason for a delay in getting an Export Registration Certificate (ERC) from the Office of the Chief Controller of Imports & Exports (CCIE) in Bangladesh is incomplete or inaccurate documentation.

Renewal (if needed)

Required Documents	• TIN Certificate, • Tax Return Submission Receipts or Proof of Submission of Return (PSR) with payment receipts.
Process Steps	Submit complete documents for renewal. Certificate issued within 3 working days.
Fees	BDT 7,000 + 15% VAT (BDT 1,050)

Notes/Tips (If any)

Common bottlenecks	• Inaccurate information • Outdated documents • Lack of policy awareness • Unofficial costs
Local Variations	Divisions or selected growth center
Contact Points	Office of Chief Controller of Imports and Exports (CCI&E), NSC Tower (15th floor), 62/3 Purana Paltan, Dhaka-1000. Phone: +880-2-9553349. Fax: +880-2-9550217. Email: controller.chief@ccie.gov.bd. Website: www.ccie.gov.bd

CHAPTER IV
Sector Specific Licenses
(Regulatory Requirements of the Sector-specific/Certificates/permits/ Registrations/NOC)

Light Engineering Licensing Mapping

Starting a commercial operation with the Light Engineering business in Bangladesh it requires a comprehensive set of regulatory, operational, and quality assurance requirements to be compliant, typically involving around 15 licenses and certifications; however, depending on the nature of business, type, and stages of recycling, it may vary.

License for Factory/Organization/Shop

Overview

Purpose	To ensure that the factory, establishment, or shop is compliant with rules and regulations.
Who needs it	Factories, establishments, or shops.
Territorial Scope	All over Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Labour and Employment
Responsible office	Department of Inspection for Factories and Establishments Shromo Bhaban 196, Shaheed Syed Nazrul Islam Soroni, Bijoynagar, Dhaka-1000. Phone: +88-02-226664202 Fax: +88-02-226664203 E-mail: ig@dife.gov.bd
Online Portal/Link	https://dife.gov.bd/

Renewal

Frequency	Annual
Modality	Online/Offline

Requirements

Prerequisites

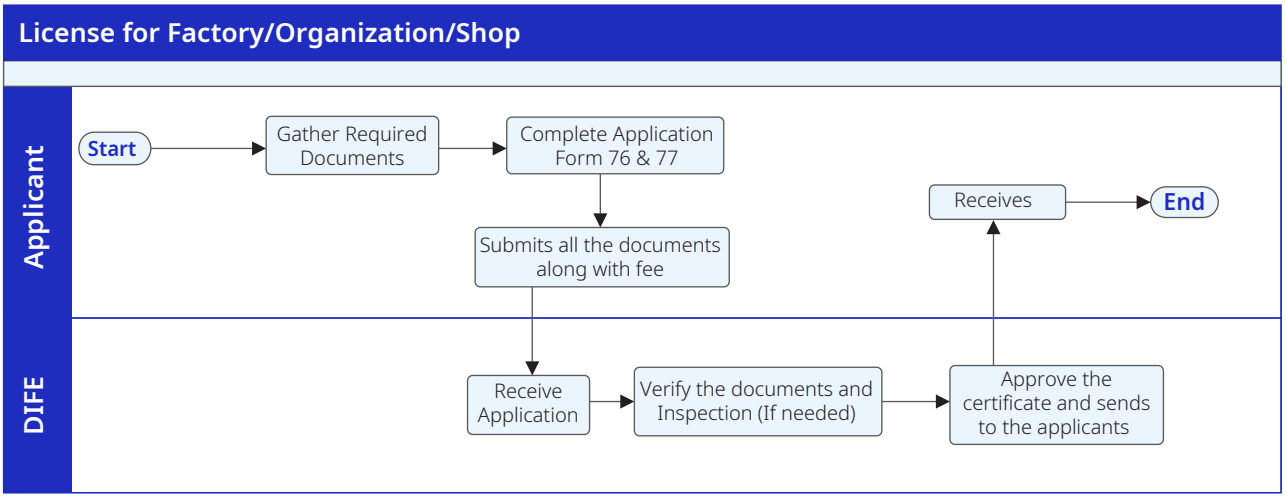
Required Documents	Documents	Remarks
	• Form 76 & 77 (Factory)	Form 77 only for shop
	• Copy of Trade License	
	• Deed of Rent	if applicable
	• NID of owner	
	• Demand Note of Electricity	if applicable
	• Memorandum of Article	if applicable
	• Layout Plan of Factory	if applicable
	• Blueprint Copy of Factory	if applicable
	• Treasury Challan	
	• List of Employees of Factory	
	• Fire License	
	• Environmental Clearance Certificate	if applicable
	• Boiler License	if applicable
	• Other Documents as per Law	

Process

Frequency

Step 1 Apply based on form- 76 and form - 77
Step 2 Inspection by the Authority
Step 3 Verification of the documents by the Authority
Step 4 Issuance of the Certificate

Process Map



Fees

Application Form	Not required
License Fee	As per Bangladesh Labour Rules 2015, Schedule 7
Other charges	15% VAT

Timelines

SLA/Time	45 working days
Typical Processing Time	Time may vary

Renewal

Required Documents	Documents	Remarks
	• Copy of Trade License	if applicable
	• Deed of Rent	
	• NID of owner	if applicable
	• Demand Note of Electricity	if applicable
	• Memorandum of Article	if applicable
	• Layout Plan of Factory	if applicable
	• Blueprint Copy of Factory	
	• Treasury Challan	
	• List of Employees of Factory	
	• Fire License	if applicable
	• Environmental Clearance Certificate	if applicable
	• Boiler License	As per law
	• Other Documents	
Steps	Step 1 Apply based on form - 77 Step 2 Inspection by the Authority Step 3 Verification of the documents by the Authority Step 4 Issuance of the Certificate	
Fees	As per Bangladesh Labour Rules 2015, Schedule 7	

Notes/Tips (If any)

Common bottlenecks	A lot of documents are required for renewal • The application is reviewed by multiple parties: Authorized Officer (AO), Assistant Administrative Officer (AAO), Chief Inspector, Inspector, Tracer, etc. • Compliance with multiple regulations such as labor laws, safety buildings codes, environmental regulation etc. • Conflicting requirements Inter-agency coordination
Local variations	Follow the citizen charter or contact district office
Contact points	Shromo Bhaban, 196, Shaheed Syed Nazrul Islam Soroni, Bijoynagar, Dhaka-1000. Phone: +88-02-226664202 Fax: +88-02-226664203 E-mail: ig@dife.gov.bd
Recommendation	**Integrate the One-Stop Service (OSS):** Fully link BIDA's portal with RJSC, NBR, and City Corporations to eliminate the need for entrepreneurs to submit the same documents (TIN, Trade License) multiple times.

Certification Mark (CM) License

Overview

Purpose	To enable consumers to distinguish a quality product from an untested/ substandard product in the market.
Who needs it	Manufacturers of products covered by Bangladesh Standards.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Ministry of Industries
Responsible office	Bangladesh Standards and Testing Institutions (BSTI) 116 A, Tejgaon I/A, Dhaka-1208. Phone: +88-0255030066. Email: onestop@bsti.gov.bd. Website: http://bsti.portal.gov.bd/
Online Portal/Link	http://bsti.portal.gov.bd/

Renewal

Frequency	Every Three Years
Modality	Online

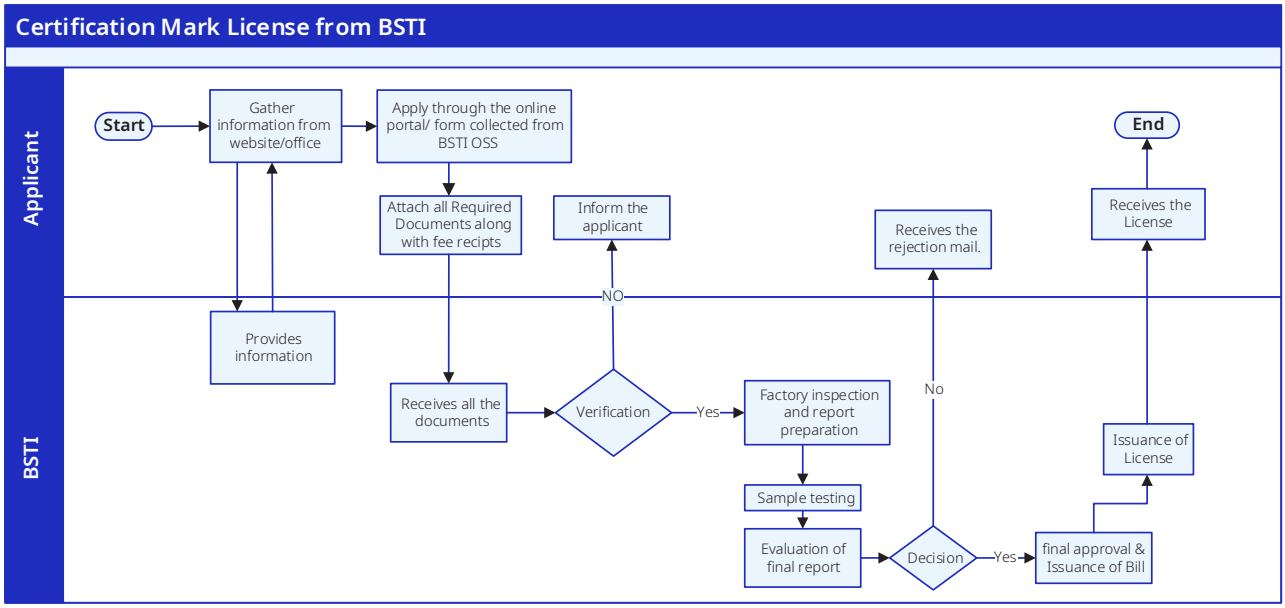
Requirements

Prerequisites	Product must meet relevant Bangladesh Standards.
Required Documents	**Remarks**
Application Form	Available from BSTI One Stop Service Center and BSTI
Updated trade license	Photocopy
Trademark registration	Photocopy
VAT / TIN / Updated Income Tax Return Submission Certificate	Photocopy
Updated premises license	in case of food products
Product packaging/label information	Must be in Bengali (Product name, Grade, Quantity, Components, Dates, Manufacturer address, Price, BDS Mark)

Process

Outline step	
Step 1	Verification of the application;
Step 2	Factory inspection, sample sealing and issuance of sample submission letters;
Step 3	Product testing & reporting
Step 4	Overall evaluation of the report and obtaining final approval;
Step 5	Issue of bills;
Step 6	Issue of CM License.

Process Map



Fees

Application Form	BDT 1000.00
License Fee	Varies: 0.07%-0.10% on annual production value (see Fee Schedule in original text for min/max)
Other charges	None specified

Timelines

SLA	12 working days (after application receipt, excluding testing duration)
Typical Processing Time	May change if application volume is high

Renewal (if needed)

Required Documents	Similar to fresh issuance
Process Steps	Closely mirrors initial issuance procedures
Fees	Similar to fresh issuance

Notes/Tips (If any)

Common bottlenecks	• Incomplete or Inaccurate Documentation • Misunderstanding Certification Requirements/Standards • Documentation Gaps and Preparation • Inadequate Testing Facilities and Procedures • Inadequate Testing Facilities and Procedures
Local Variations	Follow the citizen charter or contact district office
Contact Points	Bangladesh Standards and Testing Institutions (BSTI) 116 A Tejgaon I/A, Dhaka-1208. Phone: +88-0255030066. Email: onestop@bsti.gov.bd. Website: http://bsti.portal.gov.bd/
Recommendation	Provide technical workshops to help light engineering entrepreneurs understand complex certification standards before they apply.

Environmental Clearance Certificate

Overview

Purpose	To get clearance for environmental safety
Who needs it	Any business entities
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Environment, Forest and Climate Change
Responsible office	Department of Environment (DoE), Paribesh Bhaban, E/16 Agargaon, Sher-e-Bangla Nagar, Dhaka -1207.
Online Portal/Link	https://doe.gov.bd/

Renewal

Frequency	Annual
Modality	Online/Offline

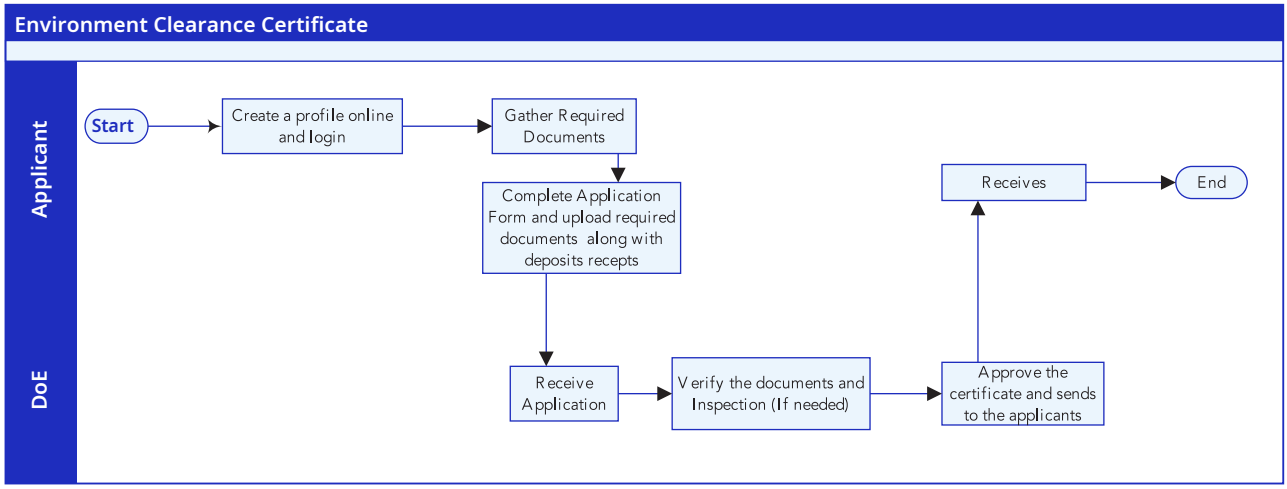
Requirements

Required Documents	Remarks
• Online Application	Form- 3
• Receipt of fee and VAT submission	
• Location map and layout plan	Copy
• Land/mutation documents	Copy
• Permission from local govt	
• NID of Entrepreneur	Copy
• Registration of BIDA/BSCIC/ DoT	If Applicable
• Other documents from the government organization	If required

Process

Outline	
Step 1	Create a profile online and login
Step 2	Give the necessary information
Step 3	Pay the fee online
Step 4	Save invoice copy
Step 5	Submit the application online

Process Map



Fees

Application Form	BDT 2,000 - 10,000
License Fee	As per Schedule 7 of the Environment Conservation Rules 2023
Other charges	VAT – BDT 15%

Timelines

SLA/Time	7 -30 working days
Typical Processing Time	15-60 days

Renewal (if needed)

Required Documents	• Copy of existing ECC • Updated Trade License • Updated fire and factory license • Environmental Monitoring Report • Treasury Challan
Steps	1. Application online as per form- 5 2. Pay the renewal fee and VAT 3. Compliance Monitoring Report (if applicable) 4. Copy of the latest clearance/renewal certificate 5. Other documents as per requirement
Fees	As per Schedule 7 of the Environment Conservation Rules 2023

Notes/Tips (If any)

Common bottlenecks	• There are multiple categories such as red, orange, green to determine different approvals levels added complexity • For large projects, public hearings of consolidation may be mandatory, added objection causing delays. • Lack of coordination between DoE and local government, • Prolonged inspection and reviewing time • Manpower shortage of DoE
Local Variations	District Levels
Contact Points	Paribesh Bhaban, E/16 Agargaon, Sher-e-Bangla Nagar, Dhaka-1207 Telephone: 88-02-222218500 E-Mail: dg@doe.gov.bd

Boiler Registration

Overview

Purpose	To set up the boiler for production
Who needs it	Manufacturing Business
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Industries
Responsible office	Office of the Chief Inspector of Boilers BSCIC Electronics Complex Building (Level 7) Plot-1/1, Section-7, Mirpur, Dhaka-1216. E-mail: ibho4@boiler.gov.bd Phone: 8801674650151
Online Portal/Link	https://boiler.gov.bd/

Renewal

Frequency	Annual
Modality	Online/Offline

Requirements

Prerequisites	
Required Documents	
	• Cross-sectional drawing of boiler and boiler component as per code
	• Calculation of Heating Surface
	• Calculation of Strength of Pressure Parts
	• Inspection Authority's Certificate of Inspection during Construction
	• Constructor's Certificate of Manufacture & Test
	• Steel Maker's Certificate of Manufacture & Results of Tests
	• Steam pipe Certificate for pipes over 3" I/D
	• Maker's Stamp
	• Operation & Maintenance Manual
	• Copy of Boiler Operator License
	• P&I diagram of pipes including boiler, steam header, steam line
	• Cross Sectional Construction Drawing with Design & Certificate of Economizer
	• Application through letterhead pad
	• Attached copy of trade license • Attached copy of LC, bill of lading and invoice of boiler import

Timeline (As per Citizen's Charter)

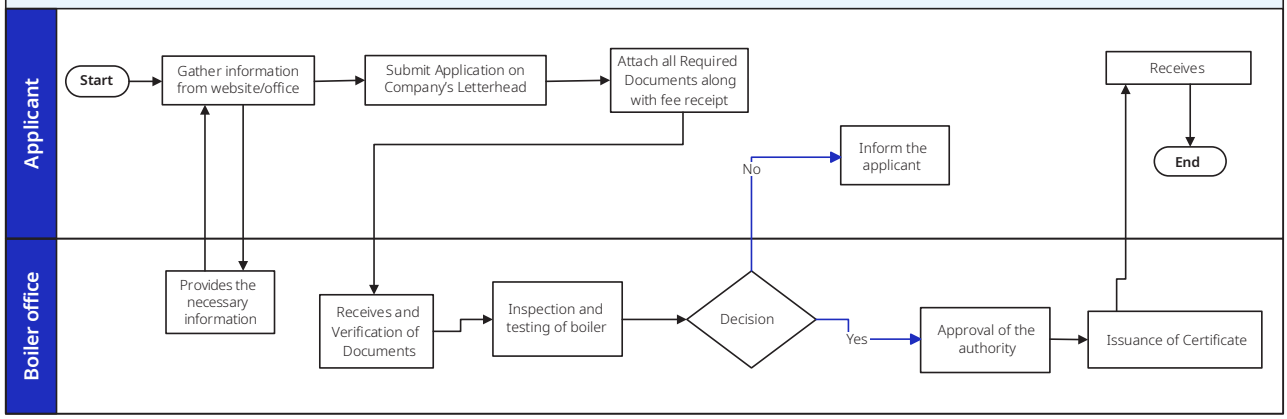
SLA/Citizen Charter	21 working days after application submission
Typical processing time	...

Process

Outline	
Step 1	Application through the letter head pad
Step 2	Application verification
Step 3	Inspection and testing of boiler
Step 4	Approval of the authority
Step 5	Registration certificate through posts or e-mail or direct medium

Process Map

Boiler Registration Certificate (Mould)



Fees

Application form	
Fees	As given below
Other charges	15% VAT

Fee Schedule:

Boiler Rating	Annual Inspection Fee (BDT)	Total Fee for Registration
1-100	2,500	7,500
101-300	3,500	10,500
301-500	4,500	13,500
501-700	5,000	15,000
701-900	5,500	16,500
901-1100	6,000	18,000
1101-2000	6,500	19,500
2001-4000	7,000	21,000
4001-6000	7,500	22,500
6001-8000	8,000	24,000
8001-10000	8,500	25,500
10001 and above	9,000	27,000

Renewal

Required Documents	• Copy of Trade License • License of the boiler owner • Required documents for mending and inspection and testing reports • Fee receipt
Steps	• Application through form and fee • Boiler inspection and testing in the field • Approval of the authority • Issuance of certificate
Fees	BDT 1,000-4,000

Notes/Tips (If any)

Common bottlenecks	• Lack of inspectors in the agency • Backlog and delays
Local variations	
Contact Points	Office of the Chief Inspector of Boilers BSCIC Electronics Complex Building (Level 7), E-mail: ibho4@boiler.gov.bd Phone: 8801674650151
Recommendation	• Move the review of engineering drawings and strength calculations to a digital platform for faster processing. • Schedule boiler operator exams more frequently to prevent candidates from being stalled by bureaucratic wait times.

Boiler Operators License

Overview

Purpose	For ensuring the smooth functioning of the boiler
Who needs it	Any business entity that needs boilers in factories
Territorial Scope	All over Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Industries
Responsible office	Office of the Chief Inspector of Boilers BSCIC Electronics Complex Building (Level-7) Plot-1/1, Section-7, Mirpur, Dhaka-1216. E-mail: ibho4@boiler.gov.bd Phone: 8801674650151
Online Portal/Link	https://boiler.gov.bd/

Renewal

Frequency	Annual
Modality	Online (https://olm.ccie.gov.bd/)

Requirements

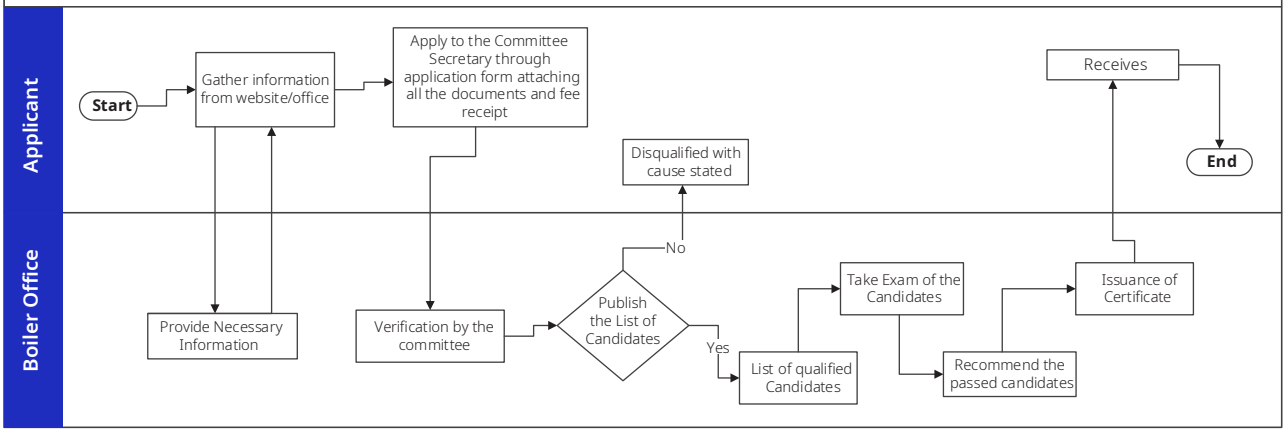
Prerequisites	Any lower-grade license holder must submit his/her license to get a higher-grade license	
Required Documents	**Remarks**	**Remarks**
	NID	Copy
	Educational Qualification Certificate	Copy
	Experience Certificate	Copy
	Passport-Sized Photograph	
	License of Lower Grade	If Applicable
	Fee Receipt	Copy of Automated Challan

Process

Outline	
Step 1:	Apply to the Committee through the form in Schedule 6 and pay the fee as per Schedule 6 of the
Step 2:	The committee will publish the list of qualified and disqualified candidates by stating the cause of disqualification
Step 3:	The Committee will take the exam of the qualified candidates at a specified time and place
Step 4:	After the publication of results, the committee will send the list of candidates passed to the Chief Boiler Inspector
Step 5:	The Chief Boiler Inspector will verify the passed candidates and will approve the permission to give a license to them
Step 6:	After getting the approval, the Deputy Chief Boiler Inspector will issue the license to the eligible candidates.

Process Map

Boiler Operator License



Fees

Application Form	N/A
Fee	BDT 3,000 to BDT 5,000. Link: https://boiler.portal.gov.bd/sites/default/files/files/boiler.portal.gov.bd/files/6e904bf0_d1f3_403a_bdbc_21ee374c57ff/2025-07-01-04-45-ce3504165b2d8eb0404fd1a01d4e33b2.pdf
Other charges	15% VAT

Timelines (As per Citizen's Charter)

SLA/Citizen Charter	Depends on executive committee meeting
Typical processing time	Not Specified

Renewal

Required documents	• Copy of NID • Copy of Boiler Operator License • Experience Certificate from the factory • Passport-sized photograph • Fee Receipt/ Copy of Automated Challan
Steps	• Apply a month before the expiry with the fee • Authority will verify the application • Issuance of renewal
Fees	BDT 1,000-4,000. Link: same

Notes/Tips (If any)

Common bottlenecks	Technical Complexity Balancing Study with Work Navigating Bureaucracy
Local variations	
Contact Points	Office of the Chief Inspector of Boilers BSCIC Electronics Complex Building (Level 7) Plot-1/1, Section-7, Mirpur, Dhaka-1216. E-mail: ibho4@boiler.gov.bd Phone: 8801674650151

Application for obtaining a dealing license for selling hardware

Overview

Purpose	To legally operate a wholesale business for selling hardware.
Who needs it	Wholesalers and suppliers of hardware products.
Territorial Scope	Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Public Administration
Responsible office	Office of the District Commissioner, Dhaka 16 Johnson Rd, Dhaka 1100
Online Portal/Link	https://www.mygov.bd/services?type=office#::doptor-115:: (Payment via provided e-Challan link)

Renewal

Frequency	Not Specified
Modality	Online

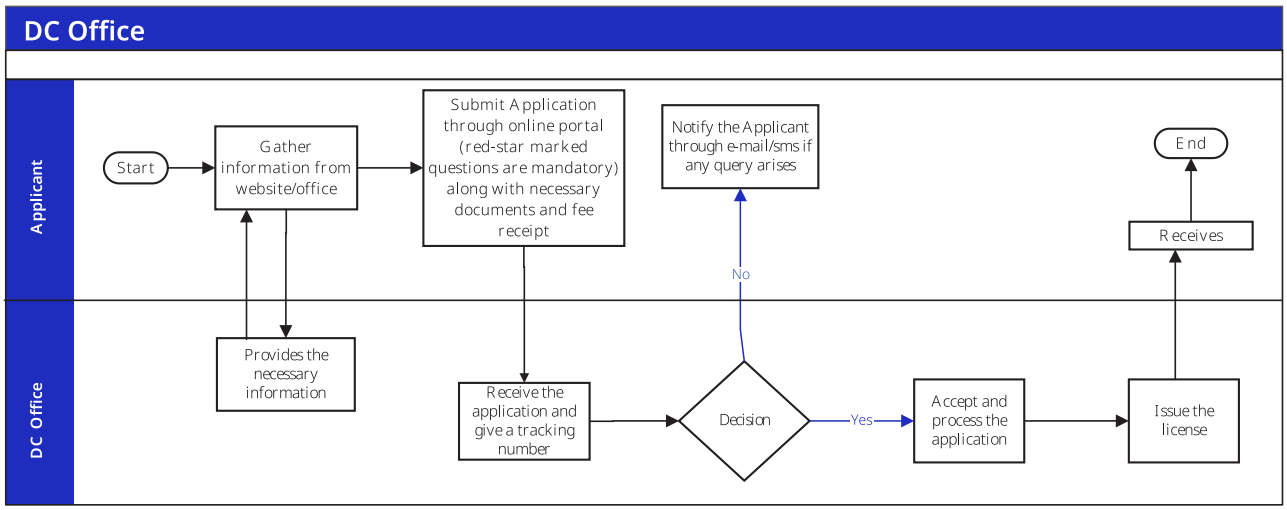
Requirements

Prerequisites	Must have business premises and a valid trade license.
Required Documents	**Remarks**
Applicant's picture	Mandatory
Applicants' National Identity Card	Mandatory
Applicant's Trade License (updated)	Mandatory
Income Tax Certificate (Previous Financial Year)	
Shop Ownership Documents	
License Fee Invoice	
VAT Invoice	Copy
Invoice of tax at source	

Process

Outline step	
Step 1	Fill out the online application form, ensuring all fields marked with a red star are completed.
Step 2	Save the draft application if needed and resume later from the service management option.
Step 3	Submit the application to receive a unique tracking number for progress monitoring.
Step 4	Get the license online.

Process Map



Fees

Application Form	License Fee: 3,000 BDT
License Fee	Included above
Other charges	VAT (15%): 450 BDT; Tax at Source (10%): 300 BDT

Timeline (As per Citizen's Charter)

SLA	30 Working Days
Typical Processing Time	Not Specified

Renewal

Required Documents	Not Specified
Process Steps	Not Specified
Fees	Not Specified

Notes/Tips

Common bottlenecks	Incomplete applications (missing mandatory fields) will not be accepted.
Local Variations	District
Contact Points	Office of the District Commissioner, Dhaka 16 Johnson Rd, Dhaka 1100 Front Desk: 09677602560
Recommendation	• Enhance the mygov.bd portal to provide immediate guidance on missing mandatory fields before submission. • Allow entrepreneurs to apply for a single "Light Engineering Retail License" rather than separate permits for hardware, parts, and equipment.

Application for a license to sell Bicycle and Bicycle spare parts, tires and tubes

Overview

Purpose	To legally manufacture bicycles, bicycle parts, tires, and tubes.
Who needs it	Businesses involved in the manufacturing of bicycles and their components.
Territorial Scope	Not Specified

Authority

Issuing Ministry/Agency	Ministry of Public Administration
Responsible office	Office of the District Commissioner, Dhaka 16 Johnson Rd, Dhaka 1100
Online Portal/Link	https://www.mygov.bd/services?type=office#::doptor-115:: (Payment via provided e-Challan link)

Renewal

Frequency	Not Specified
Modality	Online

Requirements

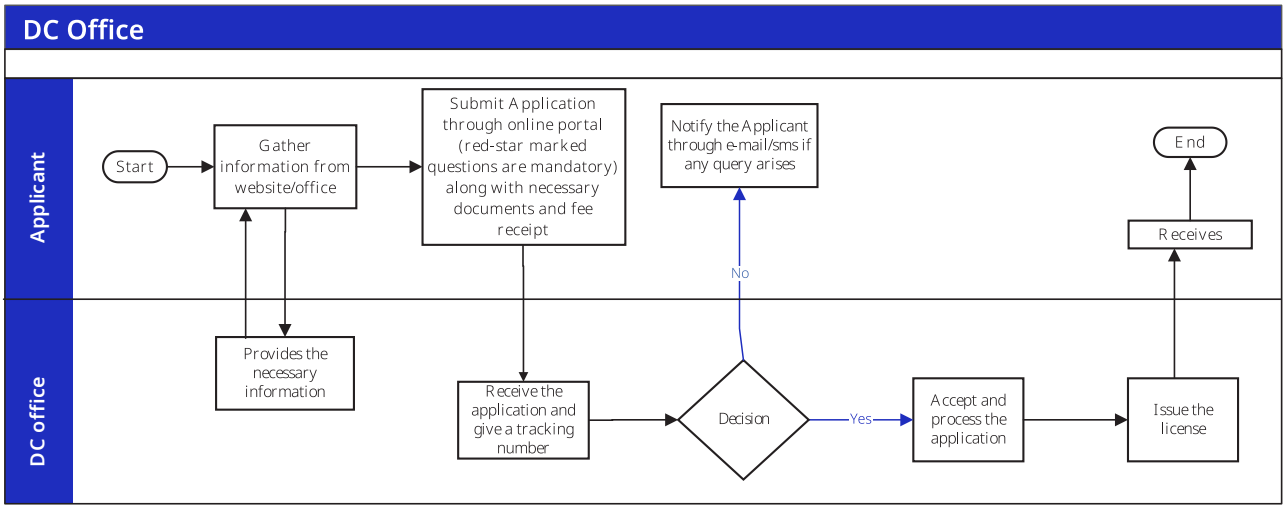
Prerequisites	Must have a business establishment and a valid trade license.

Required Documents	Remarks
Photograph of the applicant	
National identity card of the applicant	
Trade license of the applicant	Mandatory
Tax Identification Number (TIN) certificate	If applicable
Documents related to ownership or rent of the establishment	
Fire license	If applicable
Electricity bill of the establishment	
Holding tax receipt of the establishment	

Process

Outline Step	
Step 1	Fill out the online application form, ensuring all fields marked with a red star are completed.
Step 2	Save the draft application if needed and resume later from the service management option.
Step 3	Submit the application to receive a unique tracking number for progress monitoring.
Step 4	Get the license online.

Process Map



Fees

Application Form	License Processing Fee: 2,000 BDT
License Fee	Included above
Other charges	VAT (15%): 300 BDT; Advance Income Tax (10%): 200 BDT

Timeline (As per Citizen's Charter)

SLA	30days
Typical Processing Time	Not Specified

Renewal (if needed)

Required Documents	Not Specified
Process Steps	Not Specified
Fees	Not Specified

Notes/Tips

Common bottlenecks	Incomplete applications (missing mandatory fields) will not be accepted.
Local Variations	District
Contact Points	Office of the District Commissioner, Dhaka 16 Johnson Rd, Dhaka 1100 Front Desk: 09677602560
Recommendation	• Enhance the mygov.bd portal to provide immediate guidance on missing mandatory fields before submission. • Allow entrepreneurs to apply for a single "Light Engineering Retail License" rather than separate permits for hardware, parts, and equipment.

Application for a license to sell medical equipment and surgical instruments (wholesaler/supplier)

Overview

Purpose	To legally manufacture or assemble medical equipment and apparatus.
Who needs it	Businesses involved in the manufacturing of medical devices and apparatus.
Territorial Scope	Not Specified

Authority

Issuing Ministry/Agency	Ministry of Public Administration
Responsible office	Office of the District Commissioner, Dhaka 16 Johnson Rd, Dhaka 1100
Online Portal/Link	https://www.mygov.bd/services?type=office#::doptor-115:: (Payment via provided e-Challan link)

Renewal

Frequency	Not Specified
Modality	Online

Requirements

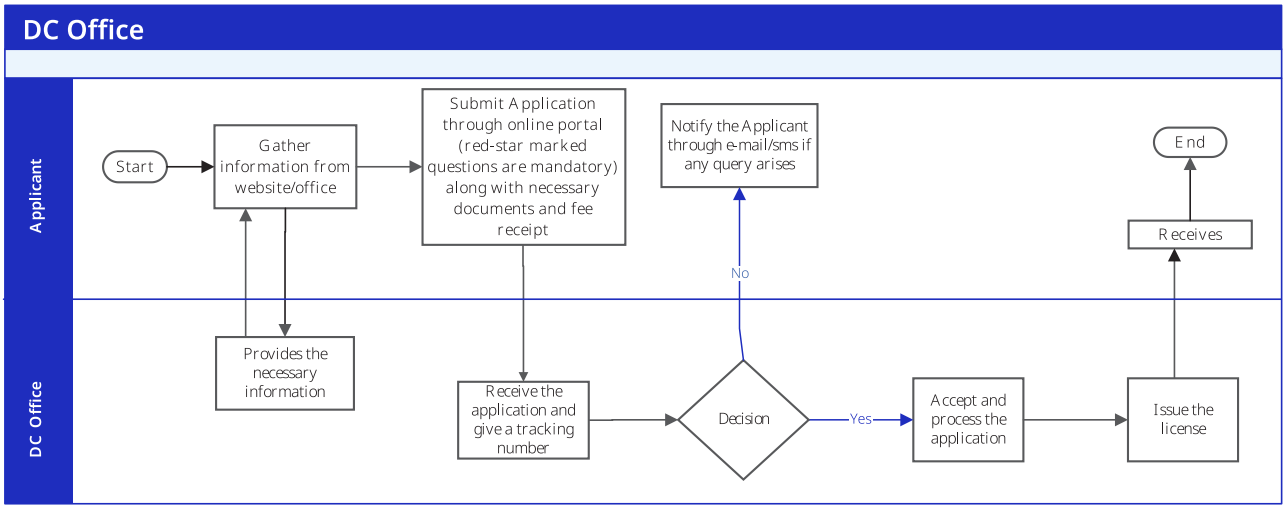
Prerequisites	Must have a business establishment and a valid trade license.

Required Documents	Remarks
Photograph of the applicant	
National identity card of the applicant	
Trade license of the applicant	Mandatory
Tax Identification Number (TIN) certificate	If applicable
Documents related to ownership or rent of the establishment	
Fire license	If applicable
Electricity bill of the establishment	
Holding tax receipt of the establishment	

Process

Outline Step	
Step 1	Fill out the online application form, ensuring all fields marked with a red star are completed.
Step 2	Save the draft application if needed and resume later from the service management option.
Step 3	Submit the application to receive a unique tracking number for progress monitoring.
Step 4	Get the license online.

Process Map



Fees

Application Form	License Processing Fee: 1,000 BDT
License Fee	Included above
Other charges	VAT (15%): 150 BDT; Advance Income Tax (10%): 100 BDT

Timeline (As per Citizen's Charter)

SLA	30 days
Typical Processing Time	Not Specified

Renewal (if needed)

Required Documents	Not Specified
Process Steps	Not Specified
Fees	Not Specified

Notes/Tips

Common bottlenecks	Incomplete applications (missing mandatory fields) will not be accepted.
Local Variations	District
Contact Points	Office of the District Commissioner, Dhaka 16 Johnson Rd, Dhaka 1100 Front Desk: 09677602560
Recommendation	• Enhance the mygov.bd portal to provide immediate guidance on missing mandatory fields before submission. • Allow entrepreneurs to apply for a single "Light Engineering Retail License" rather than separate permits for hardware, parts, and equipment.

Membership certificate from BEIOA

Overview

Purpose	To become a formal member of the Bangladesh Engineering Industry Owners Association for industry representation, networking, and benefits.
Who needs it	Engineering industry businesses, particularly those with mechanical or electrical engineering qualifications.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Bangladesh Engineering Industry Owners Association (BEIOA)
Responsible office	Bangladesh Engineering Industry Owners Association (BEIOA)
Online Portal/Link	Not Specified

Renewal

Frequency	Annual
Modality	Offline

Requirements

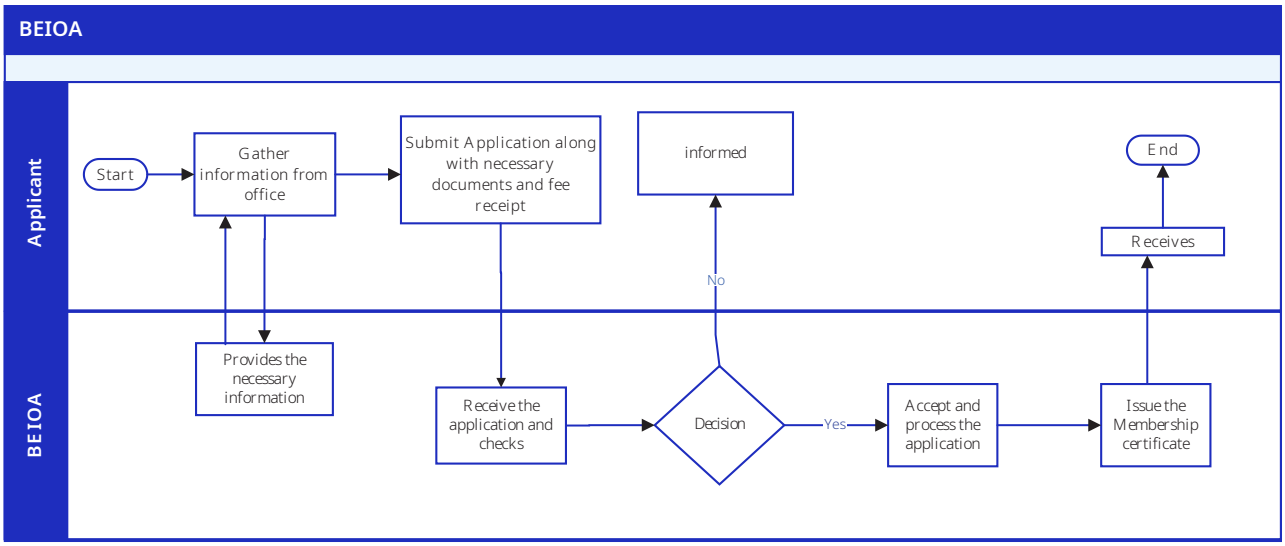
Prerequisites	Must be in the engineering industry with relevant qualifications (Mechanical/Electrical).

Required Documents	Remarks
Photocopy of Bangladesh Trade License	1 set
Photocopy of TIN	1 set
Photocopy of National ID Card	1 set
Visiting Card	1 piece
Passport Size Photograph	2 copies
Photocopy of Certificate and Board Registration of Diploma in Mechanical and Electrical	1 set

Process

Outline Step	
Step 1	Collect and complete the membership application form.
Step 2	Gather all required documents as per the checklist.
Step 3	Submit the completed application form with all documents and the total fee of Tk 6,500 to the BEIOA office.

Process Map



Fees

Application Form	Form Fee: Tk 500
License Fee	Admission Fee: Tk 3,000; Annual Fee: Tk 3,000
Other charges	None specified

Timeline (As per Citizen's Charter)

SLA	2–3 days
Typical processing time	2–3 days

Renewal

Required documents	Likely similar to initial application
Process steps	Likely similar to initial steps
Fees	Annual Fee: Tk 3,000 (based on initial fee structure)

Notes/Tips

Common bottlenecks	Requirements for engineering qualification documents (Diploma in Mechanical/Electrical) may be a barrier for some applicants.
Local variations	
Contact Points	Bangladesh engineering industry owners association (BEIOA)
Recommendation	• Create a pathway for informal businesses to join while they finalize formal engineering diplomas. • Develop an association-led platform to help new entrepreneurs find the two existing members required to propose their application.

Membership certificate from BEMMA

Overview

Purpose	To become a formal member of BEMMA (Bangladesh Electrical Merchandise Manufacturers Association), facilitating industry networking and representation.
Who needs it	Firms, Companies, Organizations, or Institutions involved in the electrical merchandise sector with a valid trade license.
Territorial Scope	National (Bangladesh)

Authority

Issuing Ministry/Agency	Bangladesh Electrical Merchandise Manufacturers Association (BEMMA)
Responsible office	Bangladesh Electrical Merchandise Manufactures Association (BEMMA) 6, 1st Floor, BCC Road, Thatari Bazar, Nawabpur, Dhaka 1100
Online Portal/Link	Not Specified

Renewal

Frequency	Annual (Inferred from "Annual Fee")
Modality	Offline

Requirements

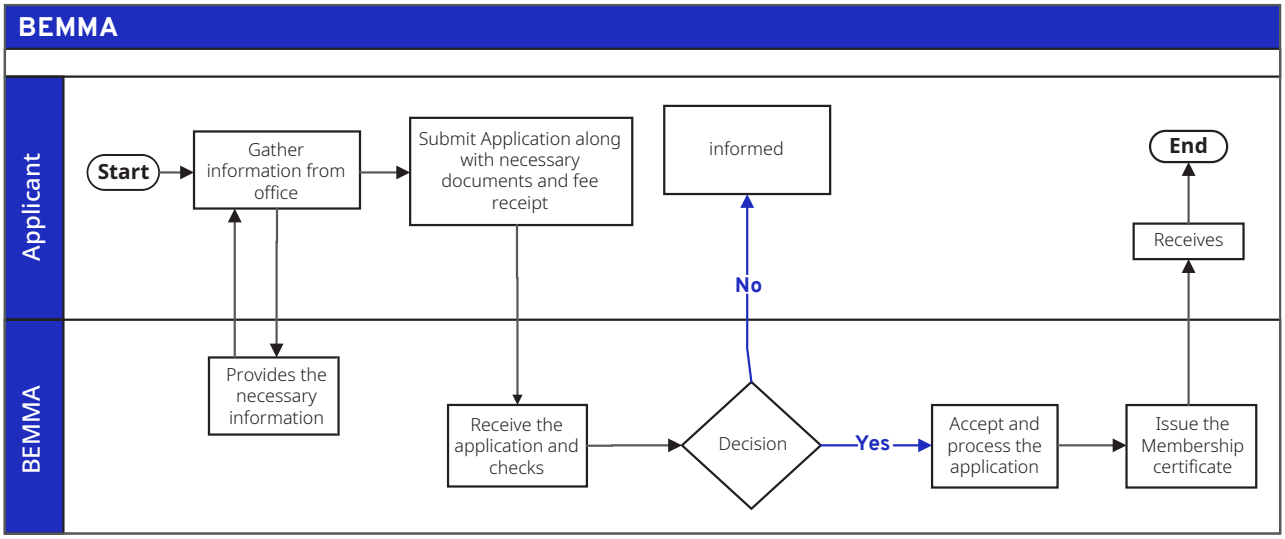
Prerequisites	Must be a business entity in the electrical merchandise sector with a valid trade license.

Required Documents	Remarks
Completed Membership Application Form	Collected from the BEMMA office
Copy of Trade License	
Copy of Certificate of Incorporation	If applicable
TIN	Copy of the original
NID	Copy of the original
Pay order / Cheque / Cash	Fees payable to the BEMMA bank account (details to be confirmed with the office)
Proposal & Support from two existing BEMMA members	Application must be proposed and supported with seal and signature of two existing members.

Process

Outline Step	
Step 1	Collect the membership application form from the BEMMA office.
Step 2	Prepare the required supporting documents and obtain proposal/support from two existing BEMMA members.
Step 3	Submit the completed application form along with all documents and the membership fee to the BEMMA office.

Process Map



Fees

Application Form	Form Fee: 2,000 BDT
License Fee	Entry Fee: 2,000 BDT; Annual Fee: To be confirmed with BEMMA office
Other charges	Mashjid: 200 BDT; Chada: 2,000 BDT

Timeline (As per Citizen's Charter)

SLA	2 months
Typical Processing Time	Not Specified

Renewal

Required Documents	Not Specified (Likely similar to initial application plus proof of previous membership)
Process Steps	Not Specified
Fees	Annual Fee (Amount to be confirmed)

Notes/Tips

Common bottlenecks	Requirement to find two existing members for proposal and support.
Local Variations	
Contact Points	Bangladesh Electrical Merchandise Manufactures Association (BEMMA) 6, 1st Floor, BCC Road, Thatari Bazar, Nawabpur, Dhaka 1100 For more details call: +8801631-746575, 01705-051156
Recommendation	• Enhance the mygov.bd portal to provide immediate guidance on missing mandatory fields before submission. • Allow entrepreneurs to apply for a single "Light Engineering Retail License" rather than separate permits for hardware, parts, and equipment.

EPB Enrolment Certificate

Overview

Purpose	To get clearance as a regular exporter
Who needs it	Any business entities
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Export Promotion TCB Bhaban (1st, 4th Floor & 9th Floor), 1 Kawran Bazar, Dhaka-1215, Bangladesh Phone: +880-02-55013420 Email: info@epb.gov.bd
Online Portal/Link	www.ems.epb.gov.bd

Renewal

Frequency	1-5 years
Modality	Online / Offline

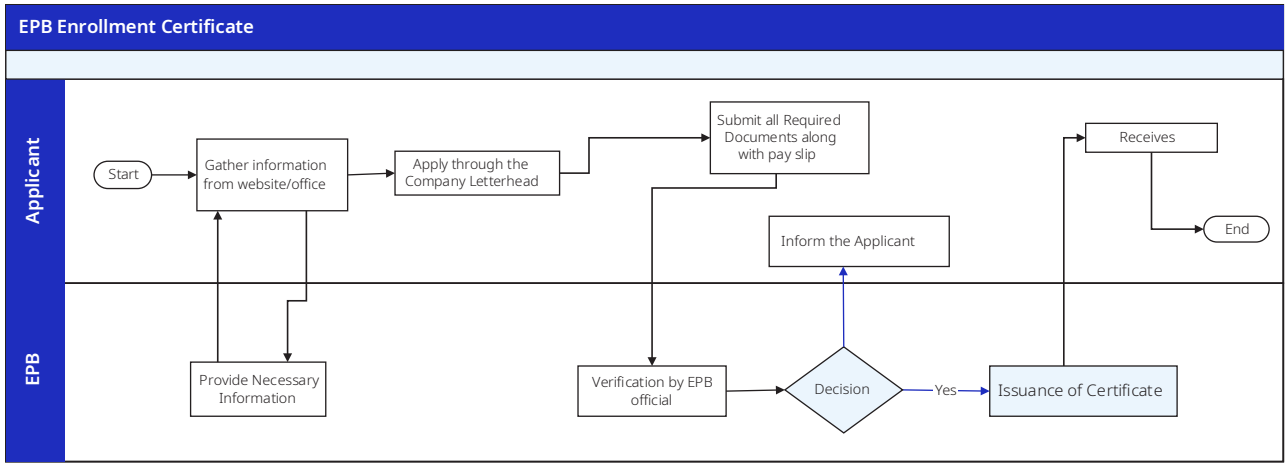
Requirements

	Documents	Remarks
Required Documents	Treasury Challan for a new registration	bKash, Nagad, Rocket or Brac Bank
	Applicant's photograph	One copy (to be uploaded online)
	Updated Trade License	One copy (to be uploaded online)
	Updated TIN Certificate	One copy (to be uploaded online)
	Updated Membership Certificate of the relevant association .	Where applicable (to be uploaded online)
	VAT Registration Certificate	Uploaded online
	ERC	Uploaded online

Process

Outline step	
Step 1	Submit the application online using the prescribed format.
Step 2	Pay the prescribed fee through bank Pay Slip or mobile banking.
Step 3	The submitted application will be verified by the competent authority.
Step 4	After verification, a nominated officer will conduct an inspection.
Step 5	The nominated inspection officer will prepare and submit an inspection report.
Step 6	If the inspection report is satisfactory, the Enrollment Certificate will be issued in favor of the applicant institution.

Process Map



Fees

Application form	
Fees	BDT 5,750 (Account No.: 0100208297030001 (via Pay Slip)).
Other charges	VAT – BDT 15%

Timeline (As per Citizen's Charter)

SLA	2 working days
Typical processing time	Not mentioned

Renewal

Required documents	• Applicant's photograph. • Renewed Trade License. • Renewed Membership Certificate. • Renewed Membership Certificate of the relevant association (where applicable). • VAT Registration Certificate. • BIN Registration Certificate.
Steps	• Application on the company letterhead • Submission of the required documents and pay order • EPB Officials verify the documents • Issuance of the renewal certificate
Fees	BDT 3,450 (VAT included); in case of late renew fee BDT 4,600 (VAT included).

Notes/Tips (If any)

Common bottlenecks	• A lot of documents are required • Limited online tracking leads to delays and a lack of manpower
Local variations	
Contact Points	TCB Bhaban (1st, 4th Floor & 9th Floor) 1, Kawran Bazar, Dhaka-1215, Bangladesh Phone: +880-02-55013420 Email: info@epb.gov.bd

Zero Discharge of Hazardous Chemical (ZDHC)

Overview

Purpose	For environmental clearance
Who needs it	Exporters on buyers' requirements
Territorial Scope	Global (mostly EU buyers)

Authority

Issuing Ministry/Agency	Textile Exchange (Global)
Responsible office	Intertek Bangladesh Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Online Portal/Link	https://www.intertek.com/bangladesh/

Renewal

Frequency	Half Yearly
Modality	Online/Offline

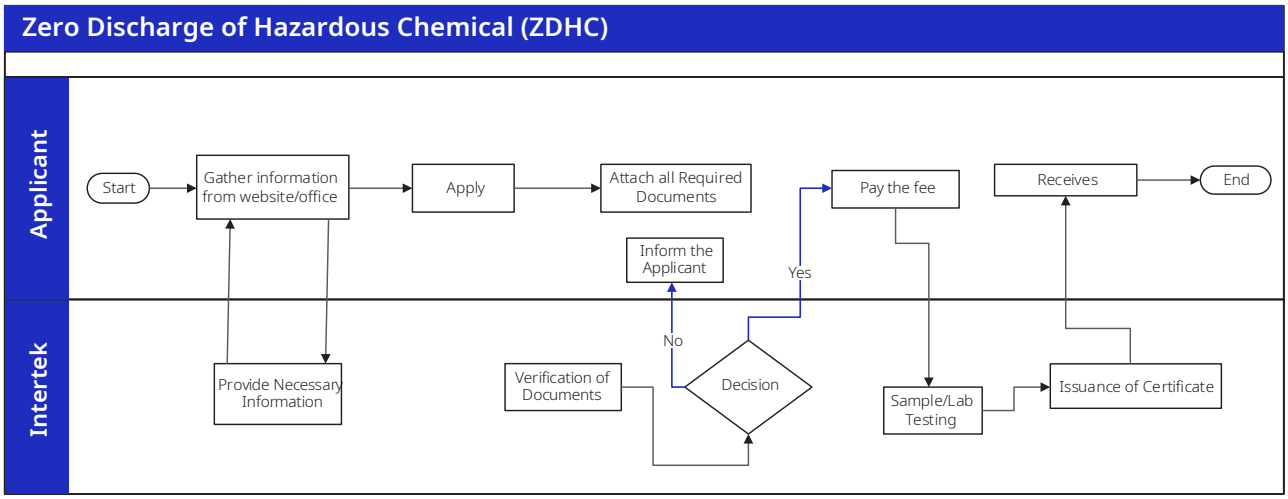
Requirements

Prerequisites	Must have a business establishment and a valid trade license.
Required Documents	Lab test reports following ZDHC standards

Process

Outline	
Step 1:	Apply to Intertek
Step 2:	Sample/lab testing
Step 3:	Report issued if no corrective action needed

Process Map



Fees (As per Intertek)

Testing charge	USD 300
Fees	USD 700
Other charges	15% VAT

Timeline (As per Intertek)

SLA	14 working days
Typical processing time	

Renewal (if needed)

Required documents	• Apply to Intertek • Sample/lab testing • Report issued if no corrective action needed
Steps	
Fees	USD 1000 (300+700) + 15% VAT

Notes/Tips

Common bottlenecks	• Difficult to prove no intentional use • Lack of knowledge and skills
Local variations	Chattogram, Narayanganj, and Gazipur
Contact points	Intertek Bangladesh Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Recommendation	• Create a pathway for informal businesses to join while they finalize formal engineering diplomas. • Develop an association-led platform to help new entrepreneurs find the two existing members required to propose their application.

Irradiating apparatus License

Overview

Purpose	To obtain BAERA approval for a nominated individual responsible for overseeing radiation safety within an institution.
Who needs it	Institutions/Organizations that use radiation equipment, facilities, or sources.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Bangladesh Atomic Energy Regulatory Authority (BAERA)
Responsible office	Bangladesh Atomic Energy Regulatory Authority (BAERA)
Online Portal/Link	Not Specified

Renewal

Frequency	Not Specified
Modality	Online

Requirements

Prerequisites	Applicant must be registered as an "Institution/Organization" in the BAERA system. Individual accounts cannot apply.

Required Documents	Remarks
Academic Certificates of RCO	
Photograph of the RCO	
Other necessary supporting documents	

Process

Outline step	
Step 1	Ensure user account is registered as an "Institution/Organization".
Step 2	Prepare required soft copy documents: Academic Certificates, RCO Photograph, and other supporting documents.
Step 3	Complete the online application form with details on Institution, Radiation Inventory, Monitoring Instruments, Past Incidents, and Radiation Workers.
Step 4	Submit the application for BAERA approval.

Fees

Application Form	Not Specified
License Fee	Not Specified
Other charges	Not Specified

Timelines (As per Citizen charter)

Statutory SLA	Not Specified
Typical Processing Time	Not Specified

Renewal (if needed)

Required Documents	Not Specified
Process Steps	Not Specified
Fees	Not Specified

Notes / Tips

Common bottlenecks	Individual user accounts cannot apply; must be registered as an Institution/Organization.
Local Variations	
Contact Points	Bangladesh Atomic Energy Regulatory Authority (BAERA)

Nomination of radiation Control Officer

Overview

Purpose	To obtain BAERA approval for a nominated individual responsible for overseeing radiation safety within an institution.
Who needs it	Institutions/Organizations that use radiation equipment, facilities, or sources.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Bangladesh Atomic Energy Regulatory Authority (BAERA)
Responsible office	Bangladesh Atomic Energy Regulatory Authority (BAERA) E-12/A Agargaon, Dhaka 1207
Online Portal/Link	https://services.most.gov.bd/services?category=2

Renewal

Frequency	Not Specified
Modality	Online and offline

Requirements

Prerequisites	Applicant must be registered as an "Institution/Organization" in the BAERA system. Individual accounts cannot apply.

Required Documents	Remarks
Academic Certificates of RCO	
Photograph of the RCO	
Other necessary supporting documents	

Process

Outline step	
Step 1	Ensure user account is registered as an "Institution/Organization".
Step 2	Prepare required soft copy documents: Academic Certificates, RCO Photograph, and other supporting documents.
Step 3	Complete the online application form with details on Institution, Radiation Inventory, Monitoring Instruments, Past Incidents, and Radiation Workers.
Step 4	Submit the application for BAERA approval.

Fees

Application Form	Not Specified
License Fee	Diagnostic X-ray 4000 BDT Industrial practice 10000 BDT
Other charges	Not Specified

Timelines (As per Citizen charter)

Statutory SLA	30 days after Advertisement.
Typical Processing Time	Not Specified

Renewal (if needed)

Required Documents	Same as like issuance
Process Steps	Same as like issuance
Fees	Same as like issuance

Notes / Tips

Common bottlenecks	Individual user accounts cannot apply; must be registered as an Institution/Organization.
Local Variations	
Contact Points	Bangladesh Atomic Energy Regulatory Authority (BAERA) E-12/A Agargaon, Dhaka 1207

Testing Gap in Bangladesh's Light Engineering Sector

Testing and quality assurance remain one of the weakest links in the Light Engineering sector of Bangladesh. Despite the availability of some institutional testing facilities—such as BUET, BCSIR, and limited BSTI labs testing adoption across LE workshops are extremely low. The fundamental challenge is not the lack of testing infrastructure, but the absence of market demand for tested or certified products. Most buyers—whether farmers purchasing agro-machinery, transport owners requiring repair services, or small manufacturers sourcing parts—prioritize speed, cost, and immediate usability over formal testing. They typically want quick turnaround and low-cost solutions, which discourage both workshop owners and clients from pursuing laboratory verification of materials, load capacity, strength, or durability.

As a result, LE production is driven by 'trust-based transactions and reputation rather than objective quality benchmarks. Workshop owners often report that even when they propose testing, buyers reject it due to additional time and cost. This low demand creates a cycle: workshops avoid investing in improved testing, buyers remain unaware of its value, and the sector continues to rely on informal quality estimation instead of standardized measurements. The lack of easy-access, low-cost, cluster-based testing centers further reinforces this culture. Consequently, the LE sector struggles to meet higher-end industrial requirements, export standards, and integration into formal supply chains—making testing adoption a critical bottleneck for modernization, quality assurance, and competitiveness.

CHAPTER V
Summary of Relevant Policies

Summary of Relevant Policies

5.1 National Industrial Policy 2022

Web Link: https://moind.gov.bd/site/view/policies/%E0%A6%A8%E0%A7%80%E0%A6%A4%E0%A6%BF%E0%A6%AE%E0%A6%BE%E0%A6%B2%E0%A6%BE

5.2 Bangladesh Light Engineering Industry Development Policy 2022

Web Link: https://moind.gov.bd/site/view/policies/%E0%A6%A8%E0%A7%80%E0%A6%A4%E0%A6%BF%E0%A6%AE%E0%A6%BE%E0%A6%B2%E0%A6%BE

5.3 Overview of the Factories Act, 1965

Web Link: http://182.160.97.198:8080/xmlui/bitstream/handle/123456789/911/The%20Factories%20act%2C%201965. pdf?sequence=3

5.4 Summary of the Boiler Act, 2022

Web Link: https://boiler.gov.bd/site/files/dabfb52c-850c-4111-8408-20678e5282e3/-

CHAPTER VI
Appendices

6.1 Appendix 2: Process Map Legends



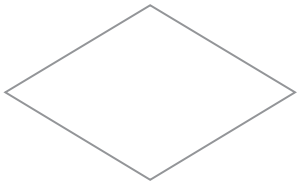
Terminator (Start or End)



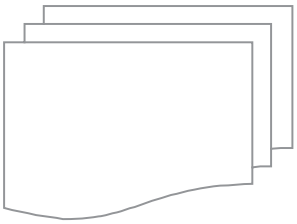
Process



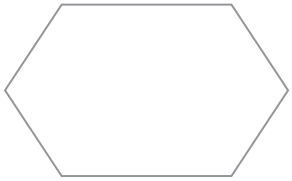
Document



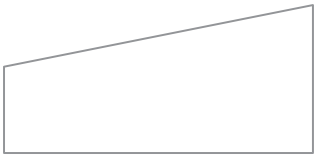
Decision



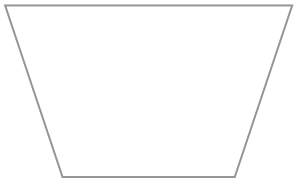
Documents with Copies



Preparation



Manual Input



Manual Operation



Process Flow (One Direction)



Process Flow (Vice-Versa)





Predefined Process

6.2 Appendix 3: Suggestion and Comment

Readers of the GUIDE may use the space below for suggestion and comments:

1. Which part of the Guide is/are most relevant to you?

.....

.....

2. Which part of the Guide is/are least relevant to you?

.....

.....

3. What else could we have included in the Guide?

.....

.....

Name:.....

Company:.....

Position:.....

Address:.....

Phone:..... Fax: .....

E-mail:..... Website: .....

Please send the completed Form to:
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