

Business Regulatory Guide
Plastic Waste Management

The project is co-funded under the Team Europe Initiative on Decent Work in Bangladesh.



Published by
Business Initiative Leading Development (BUILD) &
The International Labour Organization (ILO)

Researched by
Research, Dialogue, Advocacy and Communication Wing of BUILD

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ISBN: 978-984-37-0694-2

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Disclaimer

This *Business Regulatory Guide on Plastic Waste Management* for the Plastic Waste Management 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 here 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.

Table of Contents

Message from the chairperson of BUILD 5
Message from the international labour organization (ILO) 6
Message from the CEO of BUILD 7
About the Plastic Waste Management guidebook 8
About business initiative leading development (BUILD) 10
About the International Labor Organization (ILO) 11
Acronyms and Abbreviations 13
List of key terms used in this guide 15
Matrix of Licenses Issued by Different Government Organizations 19
Useful links 22
Summary of Licenses for Commercial Operation of Plastic Waste Management in Bangladesh 23

CHAPTER I

Turning Plastic Waste into Economic Opportunity: Unlocking the Potential of Recycling in Bangladesh 25

CHAPTER II

2. General Licensing Mapping 32
   - 2.1 Taxpayer's Identification Number (TIN) 33
   - 2.2 Trade License 35
   - 2.3 Business Identification Number (BIN) / VAT Registration 39
   - 2.4 Opening a Bank Account for Business in Bangladesh 40
   - 2.5 Name Clearance Certificate for Companies 41
   - 2.6 Registration of (Private and Public) Company 43
   - 2.7 Registration for the industrial project (Joint Venture and 100% Foreign) 47
   - 2.8 Plant Construction Approval 50
   - 2.9 Recommendation Letter for Industrial Import Registration Certificate (Ad-Hoc) 52
   - 2.10 Industrial Import Registration Certificate (Ad-Hoc) 55
   - 2.11 Fire License 58
   - 2.12 Gas Connection 60
   - 2.13 Approval of Water Connection (Commercial or Industrial) 64
   - 2.14 Approval of Electricity Connection 67
   - 2.15 Import Registration Certificate (IRC–Commercial) 70
   - 2.16 Export Registration Certificate (ERC) 72

CHAPTER III

3 Plastic Waste Management Licensing Mapping 75
   - 3.1 Environmental Clearance Certificate 76
   - 3.2 Boiler Registration Certificate 78
   - 3.3 Boiler Operator License 81
   - 3.4 License for Factory/Organization/Shop 83
   - 3.5 BSCIC Registration Certification 86
   - 3.6 Certification Mark License from BSTI 88
   - 3.7 Management System Certification from BSTI 91

3.8 Management System Certificate from Private Entities 94
3.9 EPB Enrolment Certificate 96
3.10 Waste Collection Permit 98
3.11 Bangladesh PET Flakes Manufacturers & Exporters Association Membership 100
3.12 Global Recycle Standard (GRS) Certificate 102
3.13 Recycled Claim Standard (RCS) Certificate 104
3.14 Transaction Certificate 105
3.15 Zero Discharge of Hazardous Chemical (ZDHC) 108
3.16 Plastic Waste Recycling Certification (EN-15343) 110

CHAPTER IV

4. Summary of Important Policies 113

CHAPTER V

Appendix 1: Process Map Legends 115
Appendix 2: Suggestion and Comment 116

Message

Message from the chairperson of BUILD

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Business Initiative Leading Development

I am pleased to know that BUILD, in collaboration with the ILO, is going to publish an important Business Licensing Guidebook on Plastic Waste Management. This would be one of the first efforts in the country to support and educate the private sector in this crucial area.

I believe that plastic waste management is a critical priority for sustainable development, environmental protection, and public health. As the volume of plastic waste continues to grow globally and in Bangladesh, establishing a well-regulated and efficient business in this sector requires clear guidance and compliance with relevant regulations.

This Plastic Waste Management Business Licensing Guide Book has been developed to provide comprehensive information for entrepreneurs, business owners, and stakeholders interested in entering this sector especially those who are new in this sector It outlines the basic information of regulatory requirements to be a compliant business entrepreneur, necessary licensing procedures, regulatory requirements, environmental clearances, and operational standards that must be met to legally and effectively operate a venture towards proper management of plastic waste which has a long-lasting impact to the environment and climate change. .

By following the guidance in this book, businesses can not only ensure compliance with the government regulations but also adopt best practices in waste collection, recycling, and sustainable resource management. This will contribute to reducing environmental pollution, promoting circular economy practices, and supporting national development goals.

We hope this Guidebook serves as a practical and accessible reference for all stakeholders, helping to streamline the licensing process and foster responsible, innovative, and sustainable plastic waste management businesses across Bangladesh.

I would like to extend my sincere thanks to the ILO for supporting BUILD in this endeavor, and hope this collaboration will have immense benefits in the context of Bangladesh, which is going to graduate as a developing country in the coming year. I would also extend my sincere thanks to the BUILD research team for their excellent work in initiating such an important effort.

Abul Kasem Khan
Chairperson
Business Initiative Leading Development (BUILD)

Message from the international labour organization (ILO)

International Labour Organization

It is a pleasure to introduce this Plastic Waste Management Business Licensing Guidebook for Bangladesh, developed by BUILD with technical assistance from the ILO. This guidebook responds to the needs of Bangladesh's enterprise ecosystem by making the licensing process simpler and clearer. It helps enterprises, especially cottage, micro, small, and medium enterprises (CMSMEs), navigate complex licensing requirements through clear, step-by-step guidance. By improving access to information, the guidebook supports formalization efforts and enables entrepreneurs to focus on building and growing their businesses with confidence.

The Plastics and waste management sector deserves special attention. While it holds significant potential for export diversification and circular economy practices, it is also marked by high levels of informality and vulnerability - particularly in small-scale converting, collection, sorting, and recycling activities. Establishing clear licensing pathways on permits, product standards, waste handling, and safe recycling helps enterprises meet occupational health and safety and environmental requirements, reduce informality, strengthen resilience, and gain access to higher-value markets. Embedding circular practices in plastics value chains can make them cleaner, safer, and more inclusive, contributing to sustainable economic growth and a just transition toward circularity. Beyond sectoral focus, 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 a unified service platform would reduce barriers for enterprises and improve the overall business environment.

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 of our formalization efforts through the 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 with government, employers' organizations, and workers' organizations 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

The preparation of a Business Licensing Guidebook is a unique effort that came up during our extensive discussion with the ILO, considering the need for transitioning informal businesses towards formal ones. We are aware that without enterprise formalization, it is difficult to formalize employment. The presence of the informal economy in Bangladesh is a significant challenge to sustainable economic growth. With over 84% of workers and 86% private businesses operating informally poses significant challenges for worker protection and reduced enterprise competitiveness.

At BUILD, we recognize that effective waste management is not only an environmental imperative but also an opportunity for innovation, entrepreneurship, and sustainable economic growth. As our cities and industries continue to grow, the challenge of managing plastic and other waste becomes increasingly urgent.

We are committed to promoting responsible waste management practices, supporting businesses and entrepreneurs in this sector, and facilitating access to clear regulatory guidance. By fostering innovation in recycling, resource recovery, and sustainable waste solutions, we, in collaboration with development partners, aim to transform waste from a challenge into a valuable resource.

This guide on Plastic Waste Management is designed to assist businesses in navigating the regulatory landscape, understanding licensing requirements, and implementing best practices. Our hope is that it will empower enterprises to operate efficiently, comply with environmental standards, and contribute meaningfully to a cleaner, healthier, and more sustainable Bangladesh.

Together, through collaboration, innovation, and adherence to the best practices, we can turn the vision of a circular economy into reality. I, on behalf of my team, would like to extend my sincere thanks to the ILO for their outstanding support towards this endeavor; otherwise, it would not have been possible for us. I would also like to thank our research team, who have made this impossible thing possible. This is our first try, hope to do much better in the future.

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

About the Plastic Waste Management guidebook

Bangladesh, with a population exceeding 175.7 million and a population density of over 1,350 people per square kilometer, is among the most densely populated countries in the world[1]. This population is heavily concentrated in urban centers such as Dhaka, Chattogram, and Khulna, where rapid urbanization, industrialization, and the growth of commercial activities have intensified the demand for goods, packaging, and daily consumables. Plastic has become a universal component of modern life, particularly in packaging, single-use products, and consumer goods. According to the World Bank report[2], 2020, on average, the per capita plastic consumption in Bangladesh is estimated at 9 kilograms per year, a figure that has been steadily increasing due to the expansion of e-commerce, retail, and lifestyle modernization. In the capital city, the annual per capita plastic consumption stands at 22.25 kg, which is more than double then the national urban consumption[3].

While plastic has facilitated convenience and efficiency in daily life and commerce, it has also created a significant environmental challenge. The uncontrolled generation, collection, and disposal of plastic waste have become major obstacles to sustainable urban living. The accumulation of plastic waste in streets, drains, rivers, and landfills contributes to flooding, environmental degradation, and public health hazards and poses long-term ecological risks.

The plastic waste sector in Bangladesh has been dominated by informal actors, who operate without proper licensing, environmental clearance, or integration into formal waste management systems. While this informal sector plays a critical role in collecting and recycling plastic, it faces several challenges. The Plastic Waste Management Regulatory Guidebook is developed to address these challenges by providing a comprehensive, practical, and structured reference for stakeholders involved in plastic waste management. The Guidebook consolidates regulatory requirements, licensing procedures, certificates, and permissions needed to establish, operate, and sustain plastic waste management enterprises. It is intended as a roadmap for responsible business practices that balance economic opportunity with environmental stewardship.

Purpose and Scope of the Guidebook

The Plastic Waste Management Regulatory Guidebook is designed as a comprehensive, practical resource for entrepreneurs, start-ups, businesses, government agencies, and other stakeholders interested in the sector. It serves several key purposes:

- **Regulatory Clarity:** Informal operators often lack access to clear information on licensing, permits, and compliance requirements. This guidebook consolidates information on relevant authorities, licensing requirements, environmental clearances, operational permits, and renewal procedures. It provides step-by-step guidance to simplify compliance and reduce procedural ambiguity.
- **Operational Guidance:** Informal businesses have minimal exposure to technical guidance, financial support, training, or capacity-building programs offered by government and support organizations. Beyond regulatory compliance, the guidebook provides insights into best practices for the business formalization, waste collection, segregation, recycling, and disposal of plastic waste, helping stakeholders adopt efficient, sustainable, and environmentally responsible methods.
- **Sector Development:** Informal collection and recycling practices result in health hazards, environmental pollution, and inconsistent quality of recycled products. By offering detailed guidance, the publication supports entrepreneurs in plastic waste management and promotes business in recycling, waste-to-resource initiatives, and circular economy approaches.
- **Market and Growth Constraints:** Lack of formal registration limits access to finance, technology, markets, and partnership opportunities, restricting the potential for growth and scaling sustainable operations.
- **Stakeholder Engagement:** The Guidebook highlights the roles of government institutions, private sector actors, civil society organizations, and international development partners in fostering collaboration, providing technical support, and strengthening the overall plastic management ecosystem.

[1] https://www.unfpa.org/data/world-population/BD

[2] https://www.worldbank.org/en/news/feature/2021/12/23/meeting-bangladesh-s-plastic-challenge-through-a-multisectoral-approach#:~:text=STORY%20HIGHLIGHTS, bags%2C%20packs%2C%20and%20wrappers.

[3] https://academic.oup.com/ieam/advance-article-abstract/doi/10.1093/inteam/ vjaf108/8231076?redirectedFrom= fulltext

The transition from informal to formal operations is critical not only for environmental management but also for economic empowerment, business sustainability, and integration into circular economy initiatives. Formalization ensures that operators can benefit from government support, comply with regulations, access development services, and contribute meaningfully to a sustainable waste management ecosystem. In doing so, this Guidebook bridges the gap between regulatory frameworks and operational realities, enabling businesses and entrepreneurs to comply with legal requirements while contributing to sustainable environmental outcomes.

Regulatory and Institutional Landscape

Effective plastic waste management requires a robust regulatory and institutional framework. In Bangladesh, multiple government authorities, laws, and policies interact to create the legal and operational environment for managing plastic waste. Key elements include:

- **Licensing and Permits:** Entrepreneurs must navigate licensing requirements for establishing recycling units, collection centres, and waste management facilities. This includes business registration, environmental clearance certificates (ECCs), operational permits, and periodic renewals.
- **Environmental Clearance and Compliance:** The Department of Environment (DoE) and Ministry of Environment, Forests and Climate Change (MoEFCC) oversee compliance with environmental standards, including safe handling, storage, and disposal of plastic waste. Industrial and commercial operators are required to implement waste management plans, ensure pollution control, and monitor environmental impacts.
- **Circular Economy Regulations:** Policies such as the National 3R Strategy (Reduce–Reuse–Recycle) and draft Extended Producer Responsibility (EPR) framework encourage producers, retailers, and manufacturers to minimize waste generation, promote recycling, and adopt shared responsibility for the lifecycle of plastic products.
- **Supporting Institutions:** Beyond government agencies, private sector stakeholders, NGOs, and technical support organizations play a key role in capacity building, innovation, and market development for recycled plastic products. These actors facilitate technology transfer, awareness campaigns, and public-private partnerships to strengthen the waste management value chain.

By consolidating this information, the Guidebook enables businesses to understand not only what regulatory requirements exist but also how to comply with them effectively, ensuring legal and operational certainty.

Strategic Benefits and Impact

The Plastic Waste Management Regulatory Guidebook aims to:

i. Facilitate compliance by providing clear procedural guidance. Businesses can efficiently navigate licensing, permitting, and environmental requirements.
ii. Promote sustainable practices by encouraging proper collection, recycling, and disposal that can contribute to cleaner cities, reduced pollution, and enhanced public health.
iii. Enable economic opportunities through recycling and waste management. Plastic waste management is an emerging sector with significant potential for entrepreneurship, job creation, and industrial innovation.
iv. Support circular economy goals by operationalizing the 3R principles and EPR requirements. Bangladesh can reduce reliance on virgin materials, close material loops, and move toward a sustainable, resilient economy.
v. Strengthening governance and collaboration by clarifying the roles of government agencies, private actors, and supporting institutions, fostering coordinated action and institutional accountability.

In conclusion, plastic waste management is no longer optional, but rather a national necessity for environmental protection, public health, and sustainable development. The **Plastic Waste Management Regulatory Guidebook** serves as both a practical roadmap and a strategic reference, empowering stakeholders to transform plastic waste challenges into economic and environmental opportunities. By bridging regulatory frameworks, operational guidance, and best practices, this Guidebook supports Bangladesh's vision of a cleaner, healthier, and more sustainable future. Through effective implementation, entrepreneurship, and innovation, Bangladesh can demonstrate leadership in circular economy practices, meet national and international sustainability commitments, and create a resilient ecosystem for responsible plastic waste management.

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 business and investment climate.

BUILD was established in October 2011 and registered under the Trusts Act as a joint initiative of the Dhaka Chamber of Commerce and Industry (DCCI), Metropolitan Chamber of Commerce and Industry (MCCI), and Chittagong Chamber of Commerce & Industry (CCCI). BUILD signed MOUs with several national and international organizations, universities, chambers, and think tanks to work closely with them for 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. Its establishes strong and effective partnerships with private sector development experts for initiating projects for providing professional and extended services to the private sector to make them competitive nationally and globally.

BUILD provides a sustainable platform to advocate for 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. In view of that, BUILD has the partnerships and is working closely with all relevant Ministries engaged in trade and businesses, and especially with the Prime Minister's Office.

BUILD received technical support from the Bangladesh Investment Climate Fund (BICF), managed by IFC of The World Bank Group, in partnership with the UK Government and the European Union at its initial stage. Now, it is running as an independent organization under the guidance of an able trustee board supported by a strong secretariat.

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 additional expenditure of the government exchequer.
- BUILD initiates projects accommodating global experiences in innovation in business process reengineering to achieve significant improvement. International organizations & development partners to provide professional services to the private sector.

About the International Labor Organization (ILO)

The International Labour Organization (ILO) has been working in Bangladesh since 1972, promoting "Decent Work for All" through policies and programmes that ensure fair employment, workers' rights, social protection, and social dialogue. The ILO's mission in Bangladesh aligns with its global mandate to advance social justice and internationally recognized labour standards.

What They Do

- Labour law reform to align national legislation with international labour standards.
- Occupational safety and health (OSH) improvement, particularly in the ready-made garments sector and the informal economy.
- Skills development and youth employment promotion to enhance employability and entrepreneurship.
- Social protection and gender equality initiatives to reduce vulnerability and discrimination at work.
- Support for small and medium enterprises (SMEs) and promotion of decent working conditions.

How They Work

The ILO follows a tripartite approach, engaging the government, employers, and workers to jointly develop policies and programmes. Its interventions are guided by the Decent Work Country Programme (DWCP) 2022–2026, which defines national priorities in consultation with partners. The ILO also provides technical assistance, training, policy advice, and research to strengthen labour governance and institutional capacity. Many of its projects are implemented in partnership with national agencies and development partners, such as the European Union and the SME Foundation.

Recent Work: Formalization of Informal Businesses

Recognizing that over 85% of Bangladesh's workforce operates informally, the ILO has made formalization of informal enterprises a central focus of its recent work. In 2024, the ILO highlighted that formalization is essential for shared prosperity, as informal workers often lack legal recognition, social protection, and access to finance. Through initiatives such as the ProGRESS Project, the ILO, in collaboration with the SME Foundation and government institutions, promotes formalization, compliance with labour and tax systems, and sustainable growth of MSMEs. It also advocates extending occupational safety and health protections to the informal sectors, ensuring that all workers enjoy decent and safe conditions.

Why It Matters

Formalization enables small enterprises and workers to access markets, social protection, and financial services while contributing to productivity, revenue generation, and inclusive economic growth. The ILO's continued efforts to bring informal businesses into the formal economy support Bangladesh's transition toward a more equitable, resilient, and sustainable development path—aligned with SDG 8: Decent Work and Economic Growth.

Acknowledgement

This ***Plastic Waste Management Business Start-up Licenses Regulatory Guide*** has been developed under the project *"Facilitating the Transition to Formality: Enhancing Business Information, Development Services, and Policy Inputs in Bangladesh"*, implemented by the International Labour Organization (ILO). This guidebook represents the first national initiative in Bangladesh to provide structured regulatory guidance on plastic waste

management and formalization, marking a significant milestone in promoting environmental sustainability and circular economy practices.

The BUILD team conveys its profound gratitude to the Trustee Board of BUILD for its continued strategic guidance, encouragement, and institutional oversight, which have been central to the successful completion of this work. Sincere appreciation is also extended to the Chairperson of BUILD for his visionary leadership, constructive feedback, and continuous motivation throughout the process.

A heartfelt thanks is due to the ILO team for their unwavering guidance, technical support, and close collaboration throughout this assignment. Their constructive feedback, insights, and facilitation were crucial in shaping the methodology, structure, and content of this guidebook. The BUILD team deeply appreciates ILO's commitment to strengthening Bangladesh's transition to formality and fostering sustainable enterprise development.

We want to express our heartfelt thanks to the concerned public sector organizations such as, Ministry of Environment, Forest and Climate Change (MoEFCC), Department of Environment (DoE), Ministry of Industries, Bangladesh Standards and Testing Institution (BSTI), Ministry of Commerce, Export Promotion Bureau, Business Promotion Council (BPC), Dhaka South City Corporation and many others. In the private sector, the research team has received overwhelming support from Unilever Bangladesh, BRAC International, SGS, Intertek, TQCSI, Bangladesh Plastic Goods Manufacturers and Exporters Association (BPGMEA), Bangladesh Pet Flakes Manufacturers and Exporters Association (BPFMEA), and many others. We are grateful for their active cooperation, valuable insights, and technical contributions throughout the assignment.

Our gratitude also extends to the concerned officials of relevant ministries, regulatory bodies, development partners, private sector representatives, and industry associations, whose participation in consultations, interviews, and validation meetings enriched the findings and recommendations presented in this publication. Their commitment to promoting sustainable and formalized waste management practices has been truly inspiring.

Special thanks are also due to the research and coordination team of BUILD, whose dedication, analytical rigor, and teamwork ensured the timely and quality completion of the guidebook. We also acknowledge the invaluable support of the designer and translator, whose efforts facilitated the communication and presentation of this document in an accessible and user-friendly format.

Finally, the BUILD team expresses its sincere appreciation to all stakeholders, experts, and practitioners who shared their time, experiences, and data, thereby making this guidebook a collective product of shared knowledge and collaboration.

Acronyms and Abbreviations

Abbreviation	Full Form
AAO	Assistant Administrative Officer
ACT	Assistant Commissioner of Taxes
AO	Assessing Officer
AOA	Articles of Association
AR	Assistant Registrar
BAB	Bangladesh Accreditation Board
BAU	Business As Usual
BB	Bangladesh Bank
BDS	Business Development Services
BDT	Bangladeshi Taka
BECA	Bangladesh Environment Conservation Act
BEPZA	Bangladesh Export Processing Zones Authority
BERC	Energy Regulatory Commission of Bangladesh
BEZA	Bangladesh Economic Zones Authority
BIAA	Bangladesh Indenting Agents' Association
BIDA	Bangladesh Investment Development Authority
BIN	Business Identification Number
BoD	Board of Directors
BPFMEA	Bangladesh Pet Flakes Manufacturers and Exporters Associations
BPO	Business Process Outsourcing
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
CM	Certification Mark
CO	Certificate of Origin
DBID	Digital Business Identity
DC	Deputy Commissioner
DCCI	Dhaka Chamber of Commerce and Industry
DCT	Deputy Commissioner of Taxes
DESCO	Dhaka Electric Supply Company
DIFE	Department of Inspection for Factories and Establishments
DIG	Deputy Inspector General
DMP	Dhaka Metropolitan Police
DNCC	Dhaka North City Corporation
DoE	Department of Environment
DOT	Department of Transportation
DR	Deputy Registrar
DSCC	Dhaka South City Corporation
DWASA	Dhaka Water Supply and Sewerage Authority

Abbreviation	Full Form
ECA	Ecologically Critical Area
ECC	Environment Clearance Certificate
ECR	Environmental Conservation Rules
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
EPB	Export Promotion Bureau
ERC	Export Registration Certificate
ES	Enterprise Section
ETF	Enhanced Transparency Framework
EV	Electric Vehicle
FSCD	Fire Service and Civil Defense
G2G	Government to Government
GHG	Greenhouse Gas
GoB	Government of Bangladesh
GRS	Global Recycled Standard
GEDSI	Gender Equality, Disability, and Social Inclusion
HACCP	Hazard Analysis and Critical Control Points
HDPE	High-Density Polyethylene
HFC	Hydrofluorocarbons
HQ	Head Quarter
IPO	Import Policy Order
IPPU	Industrial Processes and Product Use
ITA	Income Tax Act
LC	Letter of Credit
LCC	Location Clearance Certificate
MMF	Man-Made Fiber
MOEFCC	Ministry of Environment, Forest and Climate Change
MRSL	Manufacturing Restricted Substances List
MT	Metric Tons
MRV	Measurement, Reporting, and Verification
N/A	Not Applicable
NAP	National Adaptation Plan
NEP	National Environment Policy
NID	National Identity Card
NSW	National Single Window
OBP	Ocean Bound Plastic
OECD	Organization for Economic Co-operation and Development
PE	Polyethylene
PET	Polyethylene Terephthalate
PP	Polypropylene
PSF	Polyester Staple Fiber
RCS	Recycled Claim Standard
RMG	Ready-Made Garments
SCC	Site Clearance Certificate
SLA	Service Level Agreement
SMEs	Small Medium Enterprise
SSP	Solid State Polymerization
TC	Transaction Certificate
TIN	Tax Identification Number
VAT	Value Added Tax
WEF	World Economic Forum
ZDHC	Zero Discharge of Hazardous Chemicals

List of Key Terms Used in This Guide

AFOLU	Agriculture, Forestry, and Other Land Use: a collective term used in climate science and policy to refer to human activities and their influence on land areas. The sector is significant because it is both a major source of greenhouse gas (GHG) emissions (such as carbon dioxide, methane, and nitrous oxide from deforestation, agriculture, and livestock) and a potential natural carbon sink for mitigating climate change.
A-Challan	The Automated Challan System (A-Challan) will enable fast and secure deposit of VAT, tax, and government fees.
Ad Hoc IRC	The Temporary Import Registration Certificate, 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.
AGG	Aggregate Greenhouse Gas Emission: This refers to the total amount of different GHGs (such as carbon dioxide, methane, and nitrous oxide) combined and expressed as a single metric, typically carbon dioxide equivalent (CO_2e). This aggregation enables a standardized comparison of the climate impacts of different gases based on their Global Warming Potentials (GWPs).
APA	Ad Hoc Working Group on the Paris Agreement to prepare for the entry into force of the Paris Agreement and to support the work of the UNFCCC.
AQI	Air Quality Index, a numerical scale used to report how polluted the air is and its associated health effects. It provides the public with a daily estimate of air quality, helping them understand the potential health risks of breathing in polluted air within a few hours or days.
Articles of Association	A document that specifies the regulations for a company's operations. The articles of association define the company's purpose and lay 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 will have exact control over the board of directors and how financial records will be handled.
ASYCUDA	Automated System for Customs Data (ASYCUDA) is a computerized customs management system that covers most foreign trade procedures.
Bank Solvency Certificate	A written document that certifies a person's or a company's ability to meet its long-term obligations through its operations.
BCCSAP	Bangladesh Climate Change Strategy and Action Plan, a comprehensive plan developed by the government of Bangladesh to address the challenges of climate change through a series of programs across different sectors.
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	The section in each DC Office that deals with the licenses, permits, section of the DC Offices, and NOCs for business.
Call Centre	A centralized office used to receive or transmit large requests by telephone.
Certificate of Incorporation	A Certificate of Incorporation is a legal document relating to the formation of a company or corporation issued by the state RJSC. It is for a new business entity upon satisfaction that the application conforms to the provisions of the applicable act and that the 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.

CIB	CIB reports to assess their prospective/existing 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.
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 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.
DEED	A DEED is a legal document that is signed and delivered, especially concerning the ownership of property or legal rights.
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.
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.
ECC	An Environmental Clearance Certificate (ECC) is a mandatory approval required for industrial, infrastructure, and development projects.
E-Challan	The Electronic Challan system will enable fast and secure deposit of finance-related activities.
E-Challan	The access-to-information program 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.
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.
Firm	Partnership firm registered under the Partnership Act 1932
Gazette 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.
GRS	Global Recycled Standard is an international certification for products made from recycled materials that also verifies social and environmental practices and chemical restrictions.
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.
GTP	Green Technology Program to promote or implement environmentally friendly technologies to reduce negative environmental impacts on specific areas like renewable energy, waste management, and sustainable agriculture.
Incumbent office	The office that deals with issuing the License, sometimes on behalf of the Ministry.
Indemnity Bond	An indemnity bond assures the holder of the bond that they will be duly compensated in case of a possible loss.

ISCC	International Sustainability Strategy and Carbon Certificates. A certification system for sustainable and RE sources, ensuring environmental and social responsibility.
ISO	International Organization for Standardization: An independent, non-governmental organization. That develops and publishes standards, including those related to environmental management and sustainability permits.
MRSL	A Manufacturing Restricted Substances List (MRSL) is a list of hazardous chemicals that are prohibited from intentional use during manufacturing processes.
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.
N2O	Nitrous Oxide: A powerful greenhouse gas released during agricultural activities like fertilizer use and livestock farming, as well as from industrial processes and the combustion of fossil fuels and solid waste.
NACOM	Nature Conservation Management (NACOM): A pioneer non-government, pro-environment organization in Bangladesh, focuses on natural resource management, climate change and resilience, biodiversity conservation, poverty alleviation, and sustainable development through research and community engagement.
NAPCC	National Action Plan on Climate Change (NAPCC) is a government strategy to address climate change by outlining policies and programs for both mitigation (reducing greenhouse gas emissions) and adaptation (adjusting to current and future climate impacts). These plans typically identify priority areas, such as food security, water management, energy, and public health, and detail the actions needed for implementation across various sectors and ministries.
NDCs	Nationally Determined Contributions (NDCs) are climate action plans submitted by countries that have signed the Paris Agreement. These documents outline each country's commitments to reducing greenhouse gas emissions and building resilience to climate change, to achieve the Paris Agreement's targets. The contributions are unique to each country, allowing for different levels of ambition based on national circumstances.
NDE	Non-Destructive Evaluation (also known as testing or examination) is used to inspect infrastructure and equipment to prevent leaks and failures that could harm the environment.
NEM	Net Energy Metering is a billing mechanism that allows a customer to receive money back on their electricity bill when their solar or wind power system generates more electricity than is used on-site.
NIE	National Implementing Entity, a national institution accredited by organizations to directly receive funds for climate adaptation projects. This direct access allows developing countries to strengthen their capacity to address climate change and build resilience by managing projects from start to finish.
Nominated Bank	For Importers, an Authorized Dealer (AD) bank has been identified as the lien bank in the application for the Import Registration Certificate.
OBP	Ocean Bound Plastic Certificate, which is designed to encourage the removal of Ocean Bound Plastic from the environment by adding value in effectively collecting and treating it before it reaches the ocean.
Private Ltd Company	According to the Companies Act 1994, a registered limited liability company will be a private limited company if the number of stakeholders of that company is between 2-50.
PSR	As per Section 264 of the Income Tax Act, 2023, it is mandatory to submit proof of submission of return (PSR) to avail various services, at the time of purchasing goods, and in other fields.

Public Ltd Company	According to the Companies Act 1994, a registered limited liability company will be a private limited company if the number of stakeholders of that company is from 7 to a certain number set by the shares, such as 0.5 shares for each share held.
RCS	An international standard that verifies the presence and amount of recycled material in a product, ensuring supply chain transparency and a consistent claim from the source to the final product.
SLA	A contract between a service provider and a customer that 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.
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.
Treasury Challan	Treasury Invoice (mainly prescribed by Bangladesh Bank) is a form of a deposit slip.
Union Parishod	The smallest rural administrative and local government units of Bangladesh
WEC	The World Energy Council (WEC) is a global, member-based network of energy leaders and practitioners to promote the sustainable supply and use of energy to provide clean, affordable, and reliable energy for all.
WRAP	Water Reduction Action Plan is a strategic document outlining how an organization or government will decrease its water consumption through specific, measurable steps. These plans typically include identifying water usage, setting goals for reduction, establishing a timeline, defining roles and responsibilities, and creating a monitoring system to track progress toward goals like saving costs, improving efficiency, or meeting environmental targets.
WSA	Water Security Assessment is a process used to evaluate how well a region or city can provide and manage its water resources to meet the needs of people, the economy, and the environment. It assesses multiple factors like water availability, quality, access, and governance, often using a framework with specific indicators to measure progress, identify risks, and inform policy decisions.
ZC	Zero Carbon is a broad strategy to eliminate carbon emissions by focusing on sectors through methods such as transitioning to renewables, increasing energy efficiency, and capturing carbon. These initiatives are crucial for combating climate change and are implemented globally by governments, corporations, and cities through various means.
ZDHC	Zero Discharge of Hazardous Chemicals, a collaborative initiative in the textile, apparel, and footwear industries working to eliminate hazardous chemical discharge from the manufacturing supply chain. It is a multi-stakeholder organization that provides guidelines, tools, and a certification system to promote sustainable chemical management.

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 (RJSCF)	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 Plastic Goods Manufacturers & Exporters Association	https://bpgmea.org.bd/	Technical and Testing Services
	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
MCCI	MCCI	https://mccibd.org/	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
	CCCI	https://www.chittagongc-hamber.com/	Chamber Membership Certificate
	FBCCI	https://fbcci.org/	Chamber Membership Certificate
	Bangladesh PET Flakes Association	https://bpfmea-bd.com/	Bangladesh PET Flakes Association Membership Certificate
	TQCSI Bangladesh	https://www.tqcsi.com/lo-cation/iso-certification-ban-gladesh-dhaka-office	Management System 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 is a multi-stakeholder organization	https://www.zdhc.org/	Zero Discharge of Hazardous Chemical (ZDHC)
	Textile Exchange		A global non-profit organization

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.	Ministry of Labour and Employment	https://mole.gov.bd/
4.	Ministry of Industry	https://moind.gov.bd/
5.	Bangladesh Investment Development Authority (BIDA)	https://www.investbangladesh.gov.bd/
6.	The Department of Environment (DoE)	https://doe.gov.bd/
7.	Export Promotion Bureau	https://epb.gov.bd/
8.	Department of Inspection for Factories and Establishments (DIFE)	https://dife.dhaka.gov.bd/en
9.	Chief Controller of Imports & Exports (CCI&E)	https://olm.ccie.gov.bd/
10.	Bangladesh Small and Cottage Industries Corporation (BSCIC)	https://bscic.gov.bd/
11.	Dhaka Water Supply & Sewerage Authority	https://dwasa.org.bd/
12.	Dhaka Electric Supply Company (DESCO) Limited	https://desco.gov.bd/
13.	Fire Service and Civil Defense	https://fireservice.gov.bd/
14.	Titas Gas Transmission and Distribution PLC	https://titasgas.gov.bd/
15.	Textile Exchange	https://textileexchange.org/
16.	Bangladesh Standard Testing Institute	https://bsti.gov.bd/
17.	Total Quality Certification Services International (TQCSI)	https://www.tqcsi.com/
18.	SGS	https://www.sgs.com/en-bd
19.	Bangladesh Pet Flakes Manufacturers and Exporters Association (BPFMEA)	https://bpfmea-bd.com/
20.	Bangladesh Plastic Goods Manufacturers & Exporters Association (BPGMEA)	https://bpgmea.org.bd/
21.	Unilever Bangladesh	https://www.unilever.com.bd/
22.	Building Resources Across Communities (BRAC)	https://www.brac.net/
23.	Zero Discharge of Hazardous Chemicals (ZDHC)	https://www.roadmaptozero.com/
24.	Manufacturing Restricted Substances List (MRSL)	https://mrsl-30.roadmaptozero.com/

Summary of Licenses for Commercial Operation of Plastic Waste Management in Bangladesh



General Licenses: 15

Plastic Waste Management: 16

Total: 31

CHAPTER I
Glimpses into the Plastic Waste Management

Turning Plastic Waste into Economic Opportunity: Unlocking the Potential of Recycling in Bangladesh

Plastic has become one of the most indispensable materials of modern life. Its versatility, affordability, and wide-ranging applications from household goods to industrial packaging have made it integral to contemporary consumption and production systems. However, this convenience comes at a substantial environmental cost. Plastic is non-biodegradable, and its uncontrolled production, use, and disposal have emerged as one of the most pressing global environmental challenges.

The production of plastics is energy-intensive, contributing significantly to greenhouse gas emissions and climate change. Toxic chemicals used in manufacturing further exacerbate environmental and health risks. Once in circulation, a large share of plastic waste is mismanaged, disposed of in landfills, or released into the environment, contaminating soil, groundwater, and waterways. The World Economic Forum (2016) warns that by 2050; plastics may outweigh fish in the oceans[4].

Bangladesh, with its rapid urbanization and industrial expansion, mirrors these global trends. As of 2019, an estimated 87,000 tons of single-use plastics were discarded annually in the country, of which 96% originated from consumer items, and about 33% comprised non-recyclable sachets[5].



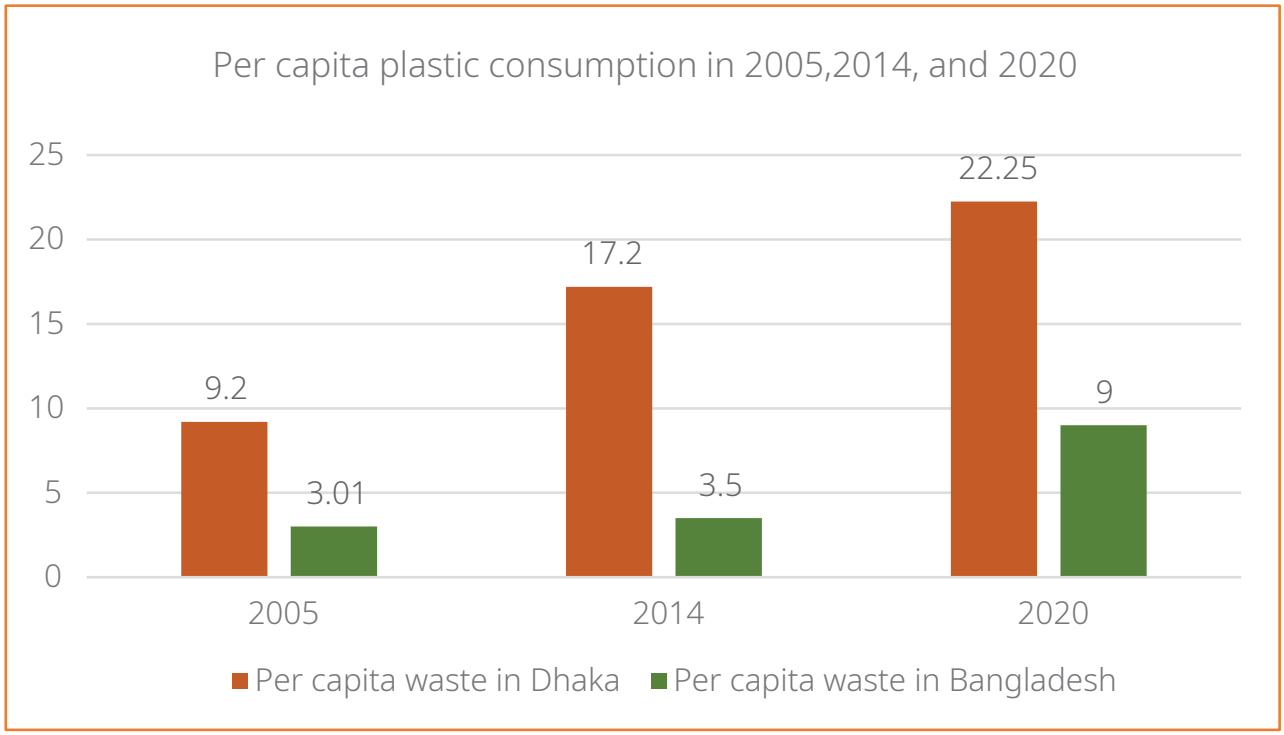
According to the World Bank (2021), Bangladesh's annual per capita plastic consumption in urban areas tripled between 2005 and 2020, reaching nearly 977,000 tons of plastic used in 2020. BUILD estimates that the country generates approximately 821,250 metric tons (MT) of plastic waste annually, of which 293,825 MT (34.77%) is recycled, a rate significantly higher than the global average of 9% (OECD, 2022). Yet, an estimated 207,685 MT leaks into the environment each year, while 319,740 MT is sent to landfills.

Bangladesh's plastics industry is a fast-growing, employment-intensive sector supporting both domestic demand and global trade. According to the Bangladesh Investment Development Authority (BIDA) sectoral overview, the country is home to over 6,000 plastic manufacturing units, with 80% small and medium enterprises (SMEs) and 450 export-oriented firms. The industry employs approximately 1.5 million workers, meets over 80% of domestic demand (valued at USD 3 billion), and is growing at an estimated 20% annually[6]. Most of which process post-consumer waste into low-grade recycled materials

4 https://www.weforum.org/press/2016/01/more-plastic-than-fish-in-the-ocean-by-2050-report-offers-blueprint-for-change/

5 https://esdo.org/2023/03/single-use-plastic-hidden-costs-of-health-and-environment- in-bangladesh/#:~:text=ESDO%2C%20the%20Environment%20&%20Social%20 Development,rivers%2C%20or%20in%20the%20ocean.

Chart 1: Comparison of per capita plastic waste consumption in Dhaka within Bangladesh



Source: World Bank Report (2021)

This sector produces more than 2,500 types of plastic products, including packaging, construction, textiles, consumer goods, pharmaceuticals, automotive, and electronics. Recent EPB data estimates that around 17% of the sector's output is exported, reflecting growing global competitiveness. As a priority sector for export diversification under the National Industry Policy 2022, plastics exports recorded a 21.25% year-on-year growth in the July–February period of FY2024–25, reaching USD 203.63 million. While exports were historically concentrated in Europe, the sector is now expanding into North America, Australia, and emerging African markets.

According to the Geneva Environment Network, the global plastics market, valued at $712 billion in 2023, is expected to exceed $1,050 billion by 2033 (CAGR: 4%). This growth presents significant opportunities for Bangladeshi exporters looking to expand their reach. Bangladesh currently holds only 0.5% of the global market, with clear ambitions to increase its share to 3%, backed by rising capacity, strong price competitiveness, and improving product standards.

The majority of plastic waste management activities in Bangladesh are driven by the informal sector, accounting for up to 90% of waste collection and recycling, compared to the global average of 60%. Despite this informality, the plastic waste market is estimated to be worth Tk 400 billion (Financial Express, 2024). A general flow diagram of plastic recycling can be seen here like;

[6] https://www.investbangladesh.gov.bd/investment-sector/plastics

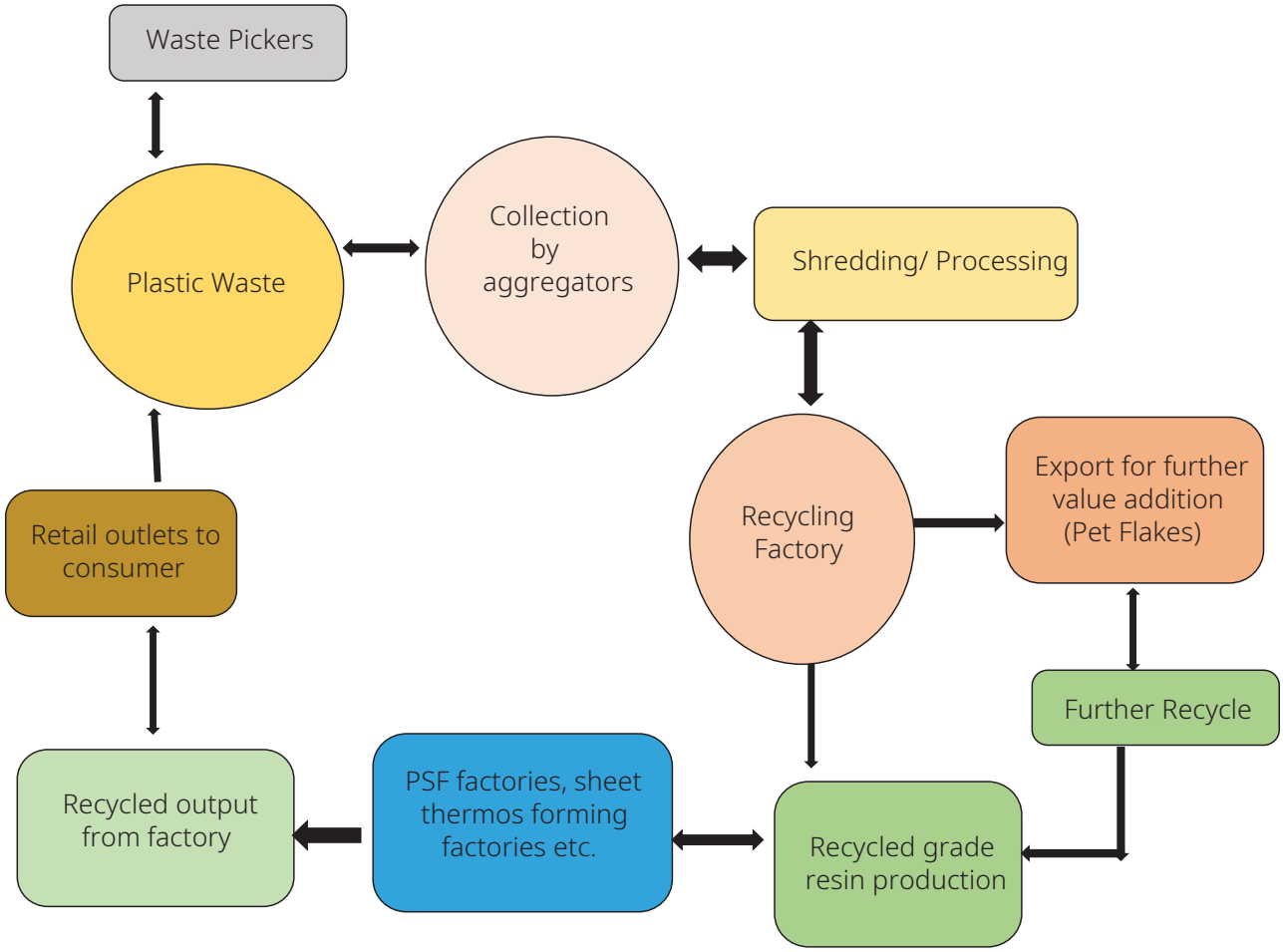


Figure: Flow Diagram on Plastic Recycling

The Bangladesh Pet Flakes Manufacturers & Exporters Association (BPFMEA) reports 92 small exporters engaged in recycling and exporting PET flakes, while many others serve domestic markets. PET flakes are increasingly valuable as raw material for polyester staple fibre (PSF) production, a key input in man-made fiber (MMF) manufacturing for the RMG and textile industries. PSF can be used to produce resins and sheet thermoforming materials, including solid-state polymerization (SSP) resins for bottle-to-bottle recycling. At this stage, Bangladesh Pet Flakes Manufacturers and Exporters do not get an Environmental Clearance Certificate (ECC) because the raw materials they use are collected in an informal way. On the other hand, PSF and SSP manufacturers are suffering because of a shortage of raw materials. Policy intervention in this respect is important to address informality.

Policy Evolution and National Commitment

Bangladesh has been a global pioneer in combating plastic pollution. It became the first country in the world to ban plastic shopping bags in 2002. More recently, the government adopted the National Action Plan for Sustainable Plastic Management, setting ambitious targets to:

- Recycle 50% of plastics by 2025,
- Reduce single-use plastics by 90% by 2026, and
- Cut plastic waste generation by 30% by 2030.

These policies signal a strong national commitment to sustainable resource management and align with global circular economy objectives.

Challenges and Constraints of Plastic Waste Management

Despite policy ambition and entrepreneurial dynamism, significant challenges persist across the plastic waste management ecosystem:

i. **Limited Waste Management Infrastructure:** The collection, segregation, and treatment systems are inadequate for the volume of plastic generated. Municipal and private capacities are overstretched, especially in rapidly urbanizing areas.

ii. **Informal Sector Dominance:** While the informal sector is vital for recovery and recycling, it lacks formal recognition, certification, and access to finance.

iii. **Quality Constraints:** The absence of sorting and contamination control limits the production of high-quality recycled plastics suitable for industrial use.

iv. **Regulatory and Financing Barriers:** SMEs often face difficulties in obtaining environmental clearance and certifications from the Department of Environment, restricting their eligibility for institutional financing.

Opportunities for Circular Economy Transition

Bangladesh stands at a critical juncture to transform its plastic challenge into an opportunity through strategic interventions:

- **Plastic-to-Textile Recycling Integration:** Developing domestic capacity to convert PET flakes into high-quality polyester staple fibre for the RMG sector could reduce imports, add value, and create green jobs.
- **Formalization of the Informal Sector:** Providing policy recognition, licensing support, and access to green financing can enhance both compliance and efficiency.
- **Infrastructure Investments:** Strengthening waste collection, sorting, and processing infrastructure, especially at the municipal level, can minimize leakage and maximize resource recovery.
- **Policy Coherence and Enforcement:** Harmonizing the National Action Plan for Plastics with industrial, trade, and environmental policies will be essential to sustain progress.
- **Private Sector Engagement:** Encouraging corporate extended producer responsibility (EPR), green certification, and circular design innovation can build a resilient market for recycled plastics.

Plastic waste management in Bangladesh is not merely an environmental imperative. It is a socio-economic opportunity tied to green industrialization, export diversification, and sustainable urban development. However, start-ups and SMEs are in the dark about having certification from the Department of Environment and others, thus they cannot qualify for institutional financing from banks and financial institutions. The country's extensive informal recycling network, dynamic SME base, and growing industrial demand for synthetic fibers together form a strong foundation for transition toward a **circular plastic economy**. Strategic investments, regulatory reform, and coordinated public-private action can turn Bangladesh's plastic waste into a valuable resource, contributing to national sustainability goals and the broader global agenda for climate resilience and circularity. This summary book will facilitate the stakeholders to serve as a practical guide for licensing with a clear way out to be formalized and competitive in the global arena.

Approach and Methodology

Overall Approach

The **Plastic Waste Management Guidebook** was designed using a participatory, evidence-based, and iterative methodology that reflects the realities of Bangladesh's plastic value chain and incorporates insights from a wide range of stakeholders. As plastic waste management involves interconnected stages like production, consumption, collection, recycling, and policy enforcement, the methodology was developed to be inclusive, flexible, and firmly grounded in practical evidence.

By combining qualitative research with participatory engagement, the book systematically captured perspectives from diverse actors considering local practices, standards, and institutional constraints. Triangulating inputs from consultations, snowball sampling, and key informant interviews (KIIs) provided detailed operational and regulatory understanding and scope, through engagement with formal and informal actors.

Methodological Design

Participatory Engagement

Rationale:

Plastic waste management requires behavioral, institutional, and systemic change. A participatory approach ensures inclusivity, ownership, and alignment with national and local priorities.

Process:

Structured engagements were conducted with stakeholders across the value chain, including government agencies (DoE, BPC, BSCIC, BSTI, City Corporations), private sector firms, informal recyclers, community-based organizations, and support service providers. Multi-stakeholder consultations and validation meetings were facilitated using standardized agenda to identify operational challenges, regulatory gaps, and practical solutions. The outputs were documented, synthesized, and shared in subsequent interviews.

Justification:

Participatory engagement ensured that the guidebook is not merely technical but operationally relevant, reflecting local realities, institutional constraints, and stakeholder perspectives.

Snowball Sampling

Rationale:

The plastic waste management, especially at the collection and recycling stages, is highly fragmented and informal. Conventional sampling frames underrepresent informal actors whose practices are crucial for understanding flows of recyclable materials.

Process:

The team began with a purposive set of primary contacts from formal institutions and industry associations. Each contact provided referrals to other relevant actors, including informal collectors, aggregators, small-scale recyclers, and waste traders. The referral chain was iteratively expanded until the thematic target was reached. The number of referrals rounds and sources were documented to ensure transparency.

Justification:

Snowball sampling facilitated mapping of the stakeholders, supply chains, and informal practices that are often absent in official datasets. This method was essential for identifying opportunities for formalization, licensing, and circular economy interventions.

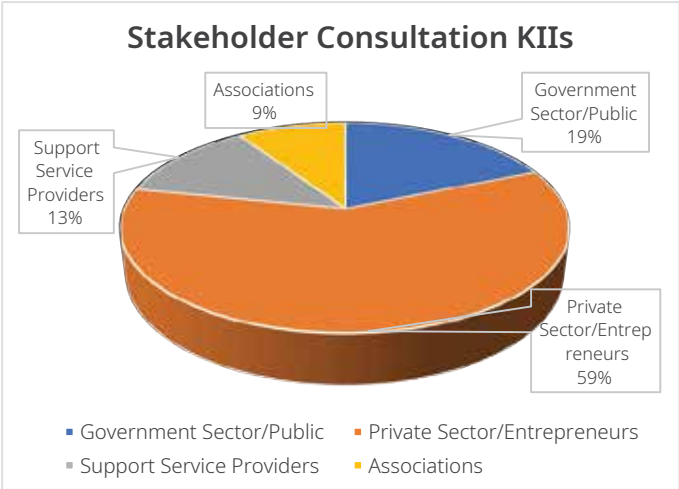
Key Informant Interviews (KIIs)

Rationale:

KIIs provided detailed insights into institutional, regulatory, and operational realities from individuals with sector-specific knowledge and decision-making authority.

Process:

Thirty-two (32) semi-structured KIIs were conducted with officials from relevant authorities (BSTI, DoE, City Corporations), industry and trade associations, recycling firms, support service providers, and informal sector leaders. A semi-structured interview guide ensured consistency, including licensing and permitting processes, enforcement challenges, operational practices, and economic realities.



Justification:

KIIs complemented participatory consultations and field observations, anchoring the guidebook in administrative and regulatory practices. The insights informed actionable recommendations grounded in practical feasibility.

Data Integration, Validation, and Quality Assurance

Triangulation:

Findings from participatory consultations, snowball-sampled fieldwork, and KIIs were triangulated to identify convergent evidence and resolve discrepancies. This strengthened the credibility of the outputs.

Draft Review and Validation:

Preliminary findings and recommendations were shared with stakeholders for review. Targeted validation meetings were also conducted to verify the technical details, correct factual errors, and ensure endorsement of practical actions.

Quality Assurance (QA):

Standard QA measures included interviewer training, debriefs, structured instruments and templates, contemporaneous field notes, and audio recordings using a thematic framework.

Ethics, Consent, and Data Management

All participants provided informed consent. Recorded interviews were stored securely, and personal identifiers were removed unless explicit consent was given. Data were retained on encrypted drives, accessible only to authorized project personnel. The study adhered to national regulations and established ethical standards for social research.

Limitations

Key limitations include potential bias from snowball sampling toward better-connected actors, qualitative findings that limit statistical coherence, and access constraints in some areas. These were mitigated through triangulation, transparent documentation of referral chains, and follow-up consultations.

Conclusion

The combination of participatory engagement, snowball sampling, and KIIs produced a comprehensive, operationally grounded evidence base. This methodology provides a holistic understanding of Bangladesh's plastic waste management ecosystem, encompassing both formal and informal actors to develop the licensing guidebook that is technically robust, feasible, and institutionally anchored.

CHAPTER II
(Regulatory Requirements for General Licenses/ Certificates/permits/ Registrations/NOC)

General Licensing Mapping

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 a 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

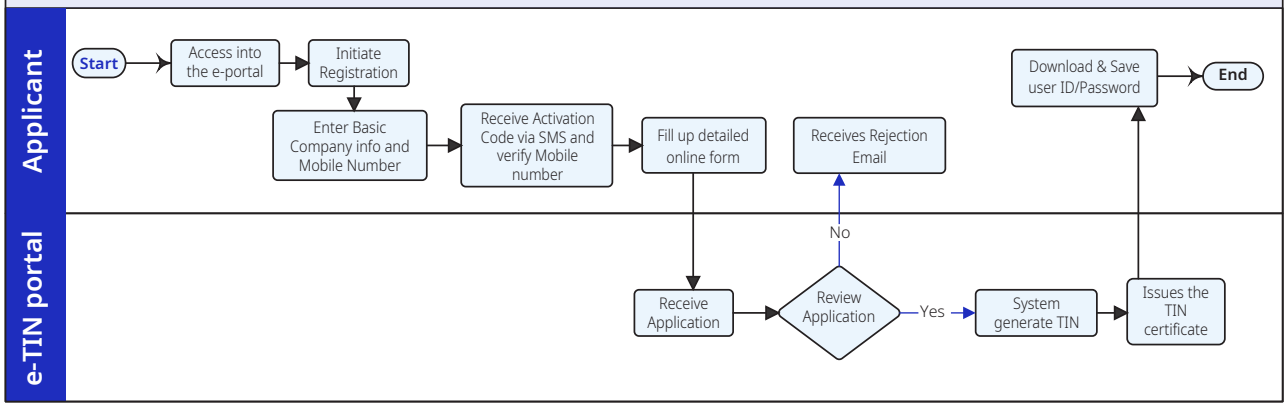
Note: Non-RJSC registered companies must submit enrollment documents from the relevant authority. Document uploads may not always be required initially, but all incorporation documents should be kept ready.

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

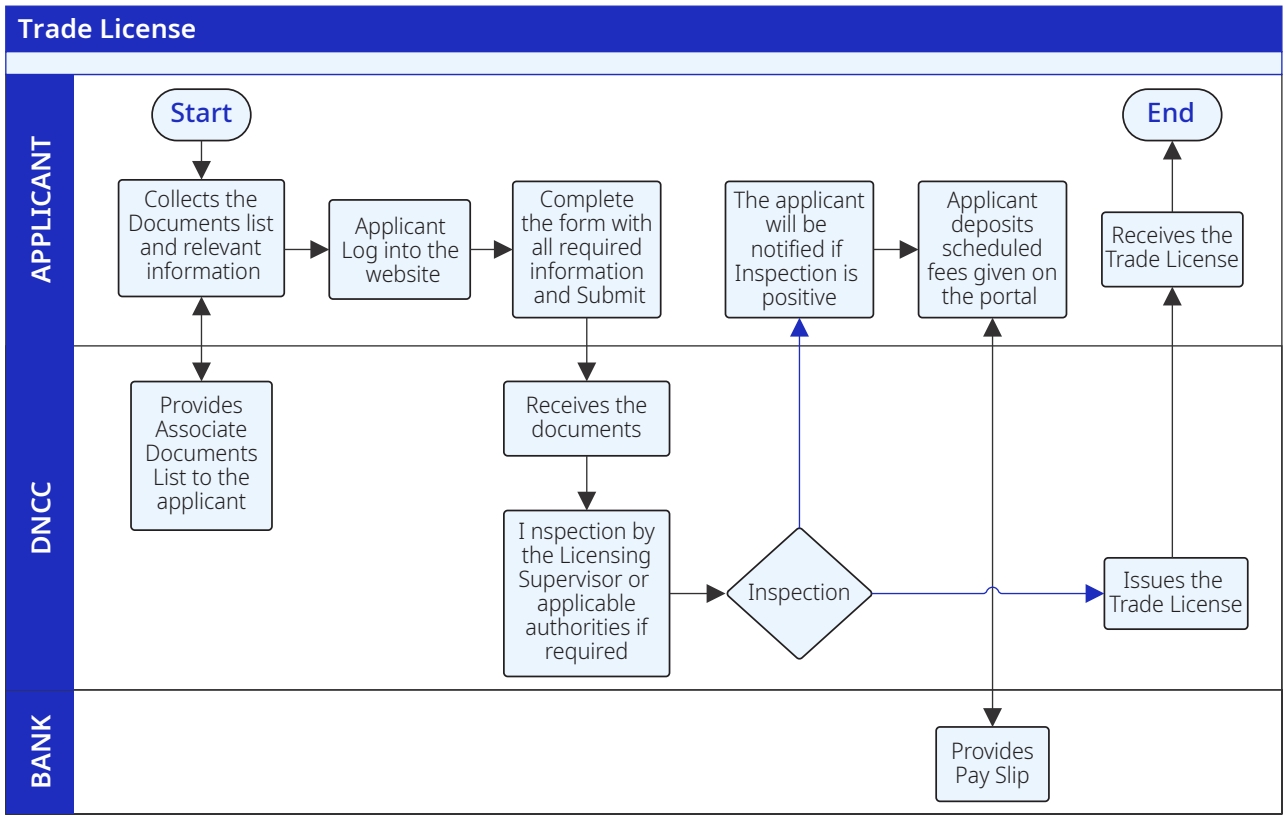
Requirements

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

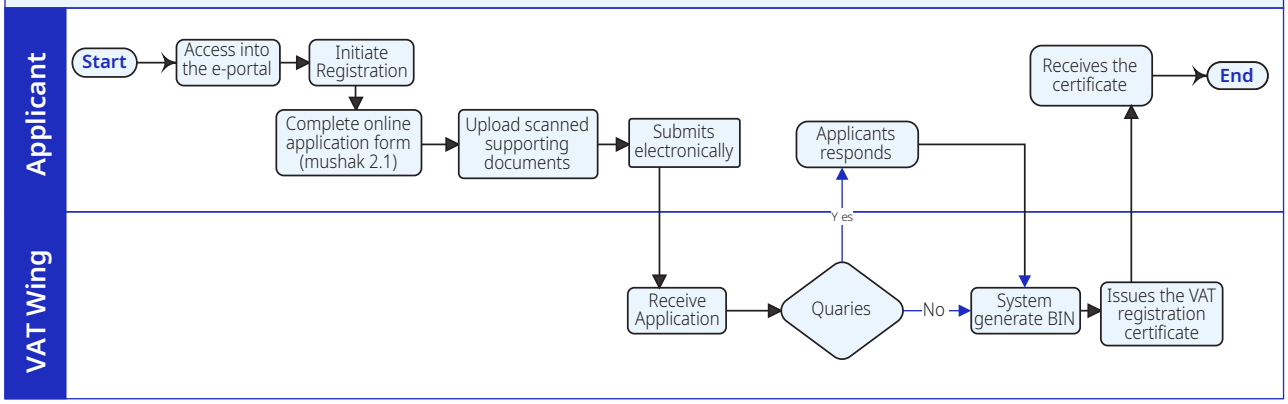
Prerequisites	Valid Trade License and TIN Certificate. Industrial entities may require IRC/ERC tdepending on operations.	
Required Documents	**Documents**	**Remarks**
	Valid Trade License	Copy of the original
	TIN Certificate	Copy of the original
	Copy of Import/Export Registration Certificate	If applicable
	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

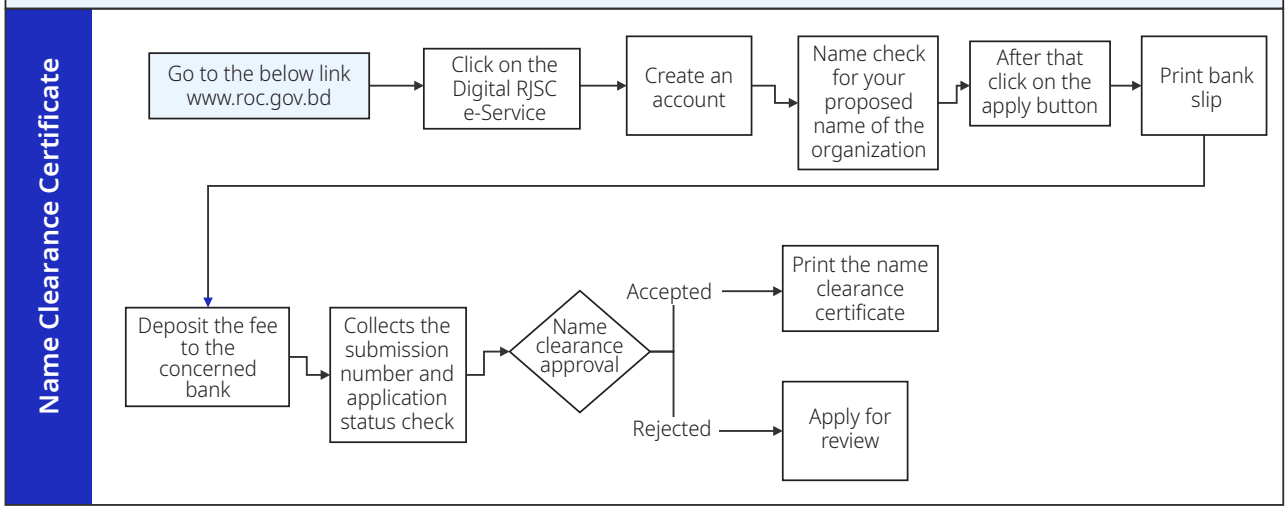
Prerequisites	Must be a promoter of a proposed new entity.	
Required Documents	**Documents**	**Remarks**
	A Name Clearance (NC) application	
	Minutes of the 1st General Meeting of the promoters	For company only

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

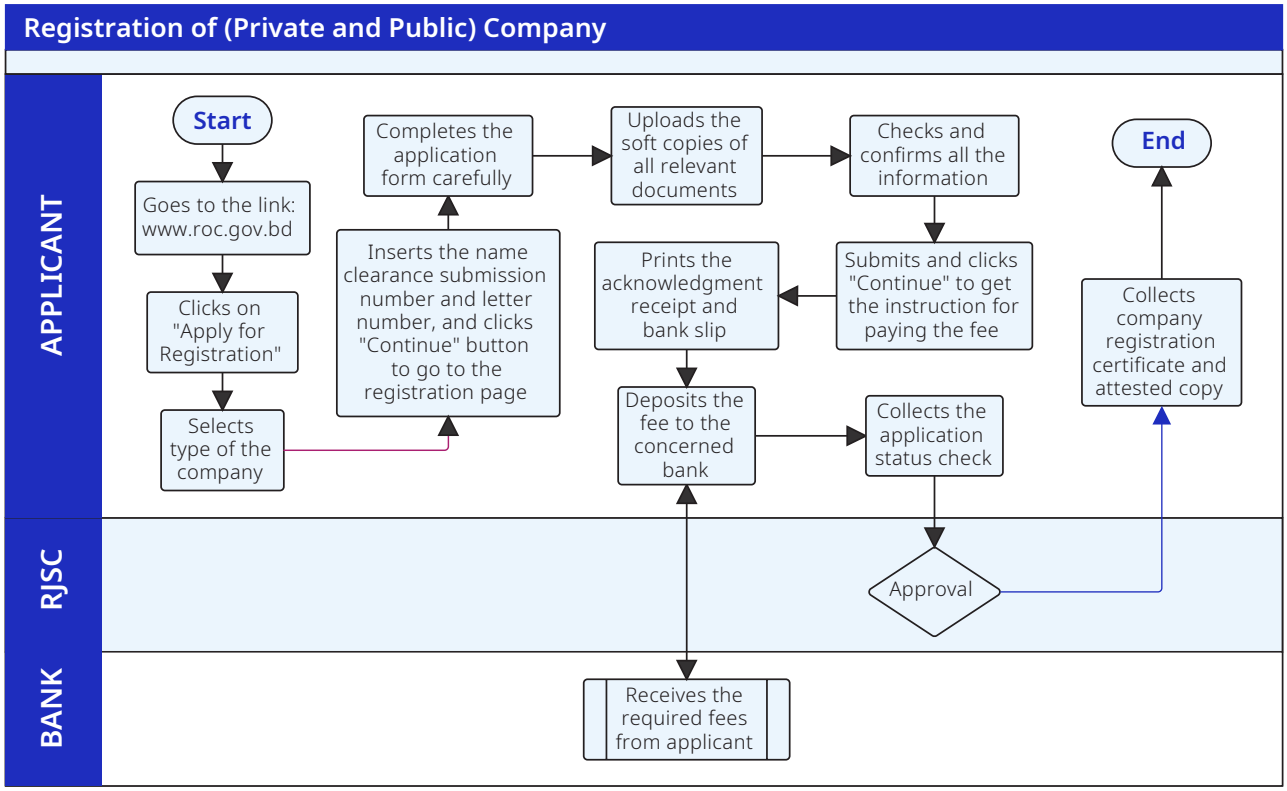
Timelines

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

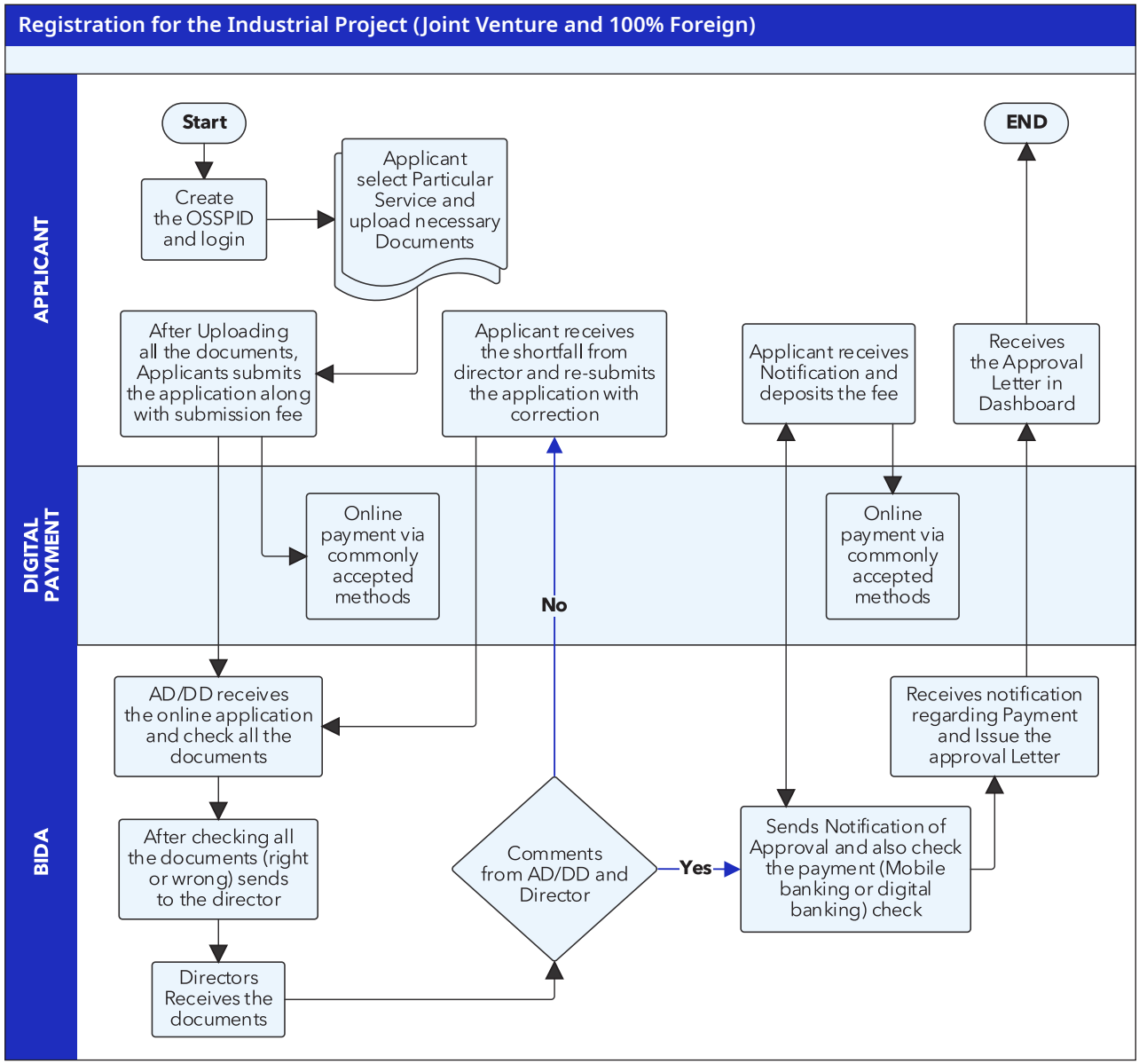
Requirements

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



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.

Plant Construction Approval

Overview

Purpose	To obtain official permission for the construction of a plant/building.
Who needs it	Entities and individuals are planning to construct a building or plant.
Territorial Scope	Regional (area-specific)

Authority

Issuing ministry/agency	Ministry of housing and public works
Responsible office	Rajdhani Unnayan Katripakkha (RAJUK) 01, rajuk avenue, motijhil, dhaka-1000 E-Mail: chairman@rajukdhaka.gov.bd Phone: +88-02-9564577 Website: www.rajukdhaka.gov.bd/
Online Portal/Link	http://www.rajukdhaka.gov.bd

Renewal

Frequency	Not required
Modality	Online

Requirements

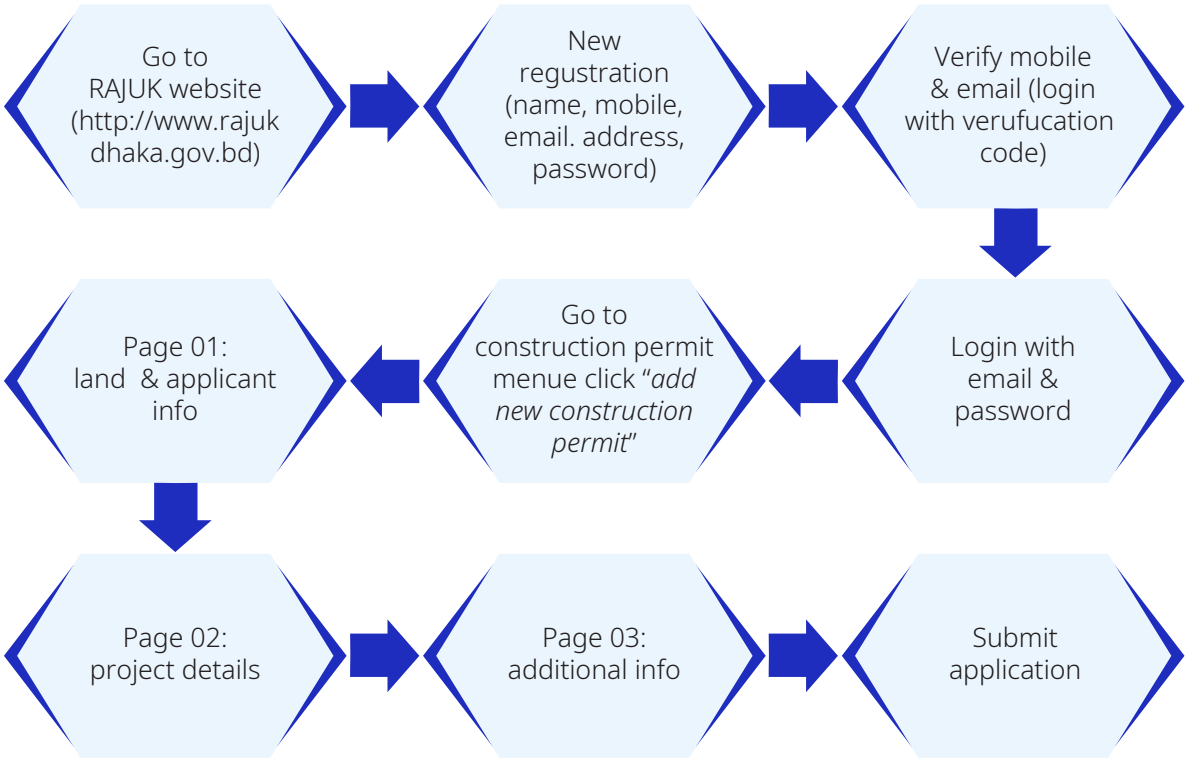
Prerequisites	Must have legal ownership or rights to the land.

Documents	Remarks
Application form	Form no: 101
Deed Land	Copy of the original
Duplicate carbon receipt (DCR)	
Power of Attorney	if applicable
Mutation	Copy of the original
Indemnity bond	
Publication form	Draft
Nine (9) copies of the plan	for buildings up to ten floors
Special project clearance plus structural design	for buildings over 10 floors, plus prior clearance from 9 organizations

Process

Outline step	
Step 1	Go to RAJUK Website
Step 2	New Registration (Name, Mobile, Email, Address, Password)
Step 3	Verify Mobile & Email (Login with verification code)
Step 4	Login with Email & Password
Step 5	Go to Construction Permit Menu → Click “Add New Construction Permit”
Step 6	Page 01: Land & Applicant Info
Step 7	Page 02: Project Details
Step 8	Page 03: Additional Info
Step 9	Submit Application

Process map



Fees

Application Form	BDT 300
Land clearance Form fee	BDT 1000
License Fee	Varies based on construction square feet (scale of fees in Building Construction Rules 2008)

Timelines

SLA/Time	45 - 100 days
Typical Processing Time	Time may vary

Renewal

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Notes/Tips (If any)

Common bottlenecks	• Multi agencies approvals such as, fire service & civil defense, local govt. Are sometimes not known by the applicants. • No specific guidelines • Delays occur if additional EIA report is required.
Local Variations	Follow the citizen charter or contact district office
Contact Points	Rajdhani Unnayan Katripakkha (RAJUK), 01, rajuk avenue, motijhil, dhaka-1000. E-Mail: chairman@rajukdhaka.gov.bd. Phone: +88-02-9564577. Website: www.rajukdhaka.gov.bd/

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

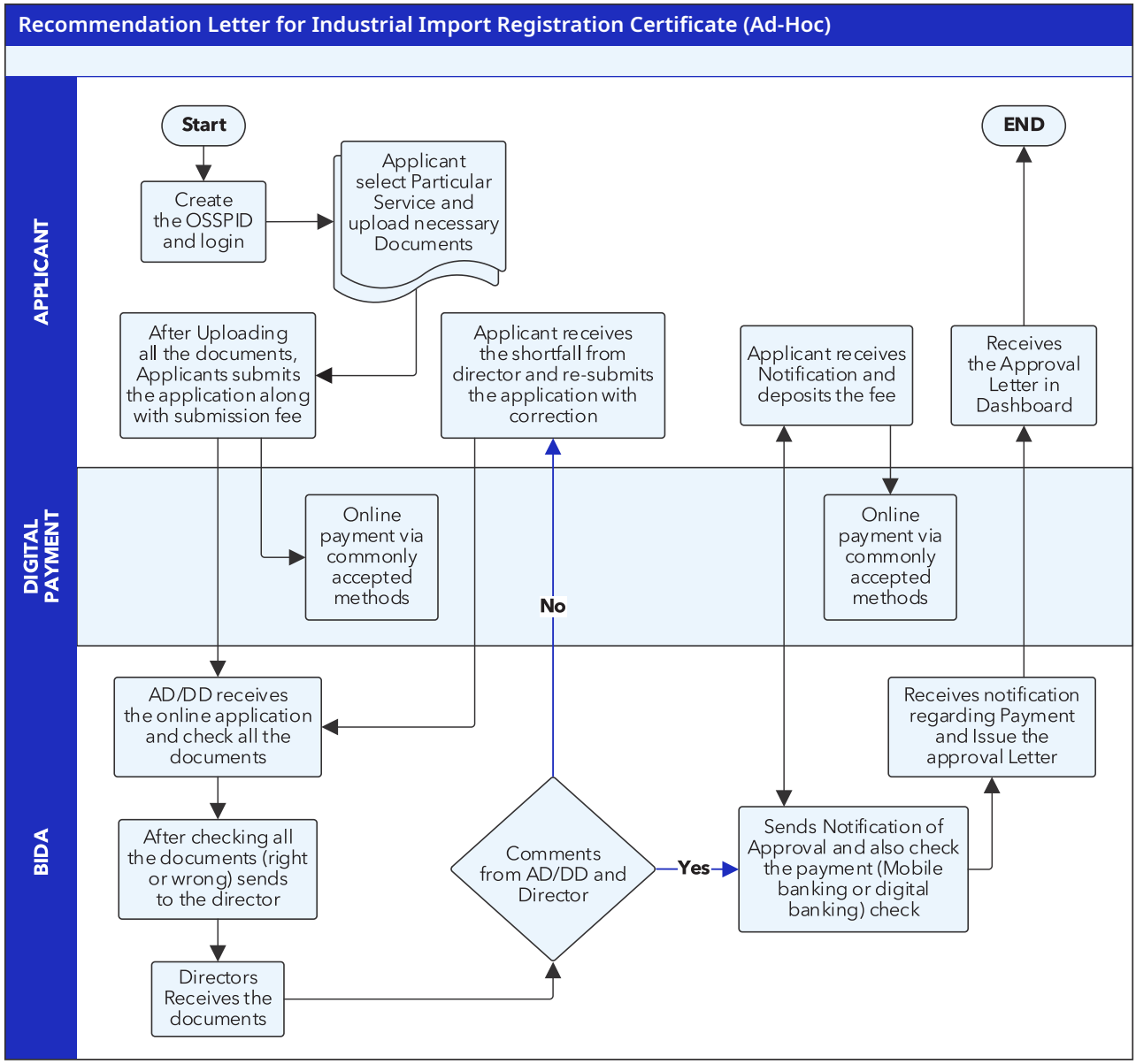
Prerequisites	Must be a registered company with BIDA.
Required Documents	**Remarks**
BIDA registration along with last amendment	
Application form to be duly filled in.	
Certificate of incorporation.	
Tax identification number (TIN) certificate.	
List of importable raw material for producing per unit 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



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).

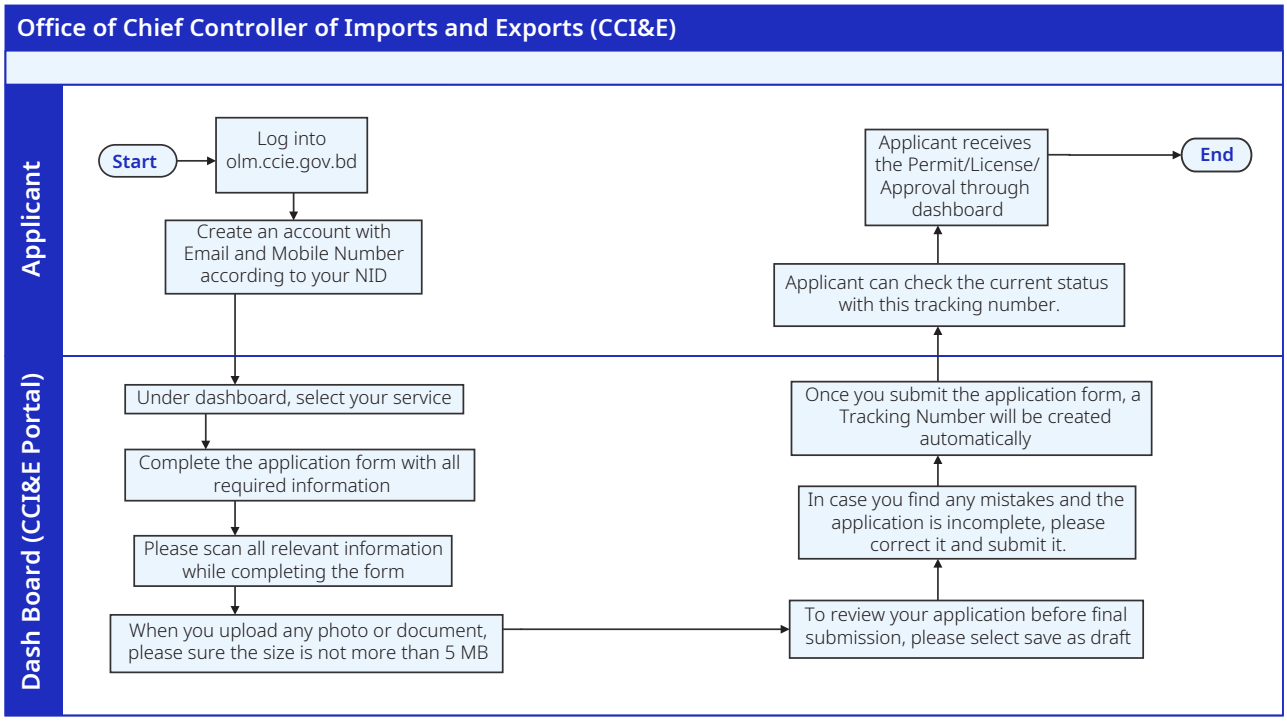
Required Documents	Remarks
Trade License	Issued by the City Corporation/ Municipality
Copy of e-TIN and VAT return submission/acknowledgement slip	
Recommendation letter from a scheduled bank	
Certificate of membership from the concerned Chamber/Business Association	
Applicants' National Identity Card (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.

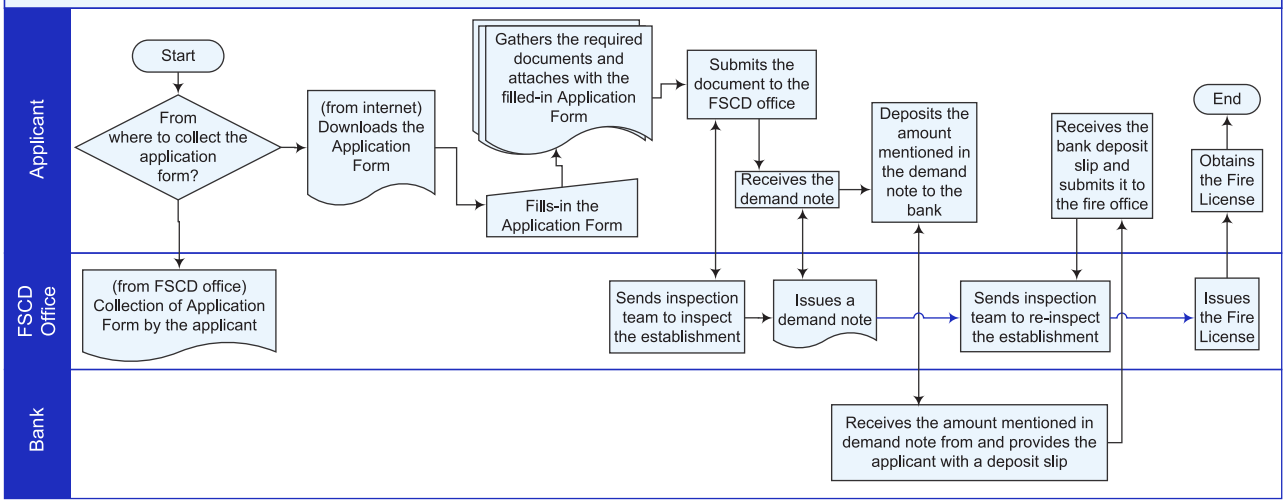
Required Documents	**Remarks**
Filled-in prescribed Application Form	
Copy of valid trade license	Attested by First Class gazetted officer
Copy of yearly Valuation Certificate or rental agreement	Attested by First Class gazetted officer
Copy of authorized layout	Attested by First Class gazetted officer
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

Fire License



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

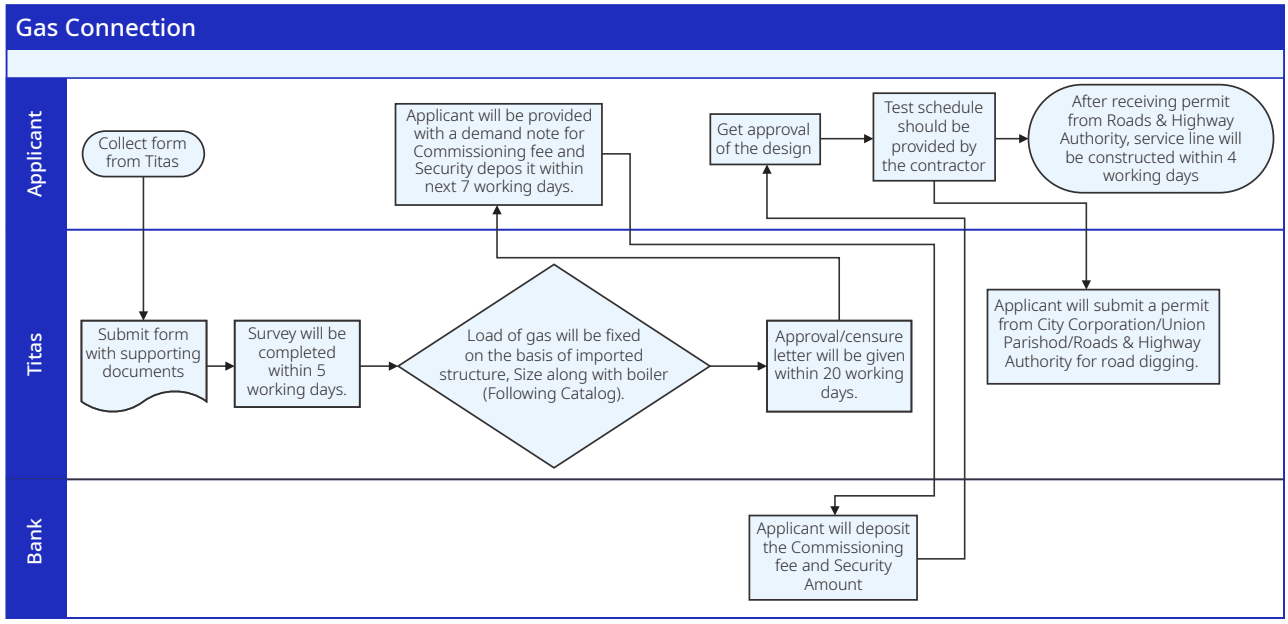
Prerequisites	Must have physical premises and meet technical requirements.
Required Documents for Industrial Connection	**Remarks**
Prescribed application form	Original
Three (3) copies of recent Passport size color photo	Need Attestation
Copy of NID	Need Attestation
Copy of Updated Trade License	Need 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

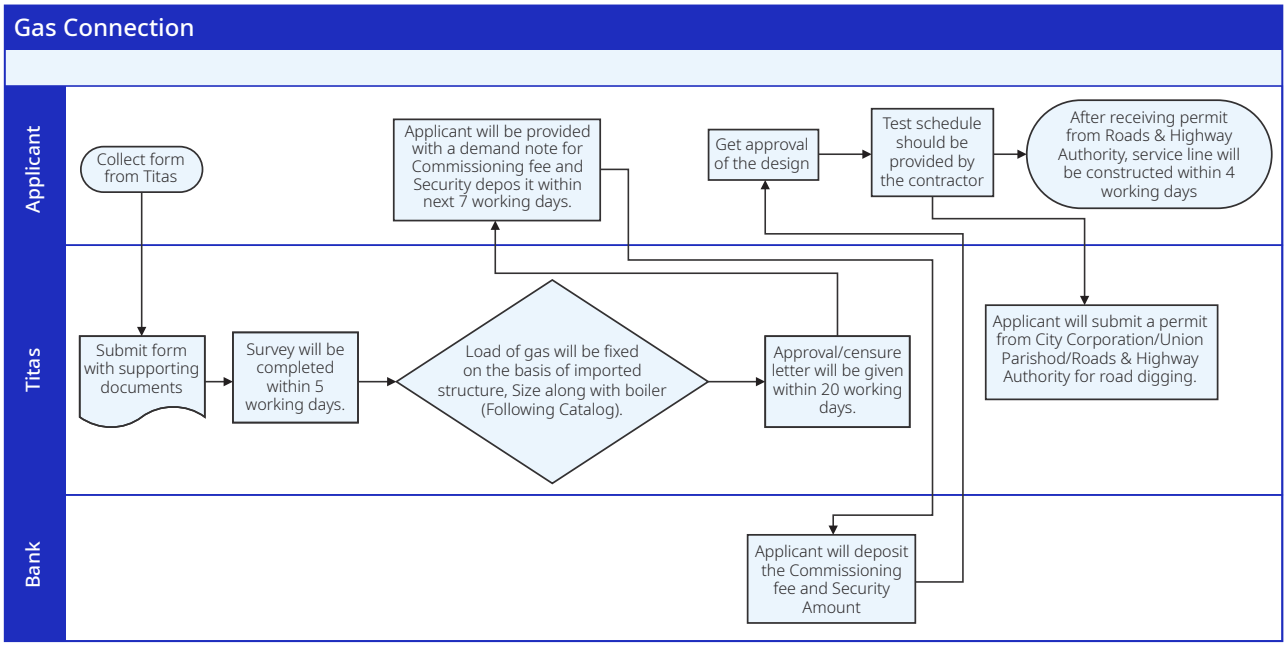


Required Documents for Industrial Connection	Remarks
1. The applicant should collect the prescribed application form (from prescribed bank/company's Zone/Regional offices/photocopy/download from website etc.)	
2. Three (3) attested passport-size photographs of the applicant.	Need Attestation
3. Attested 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.

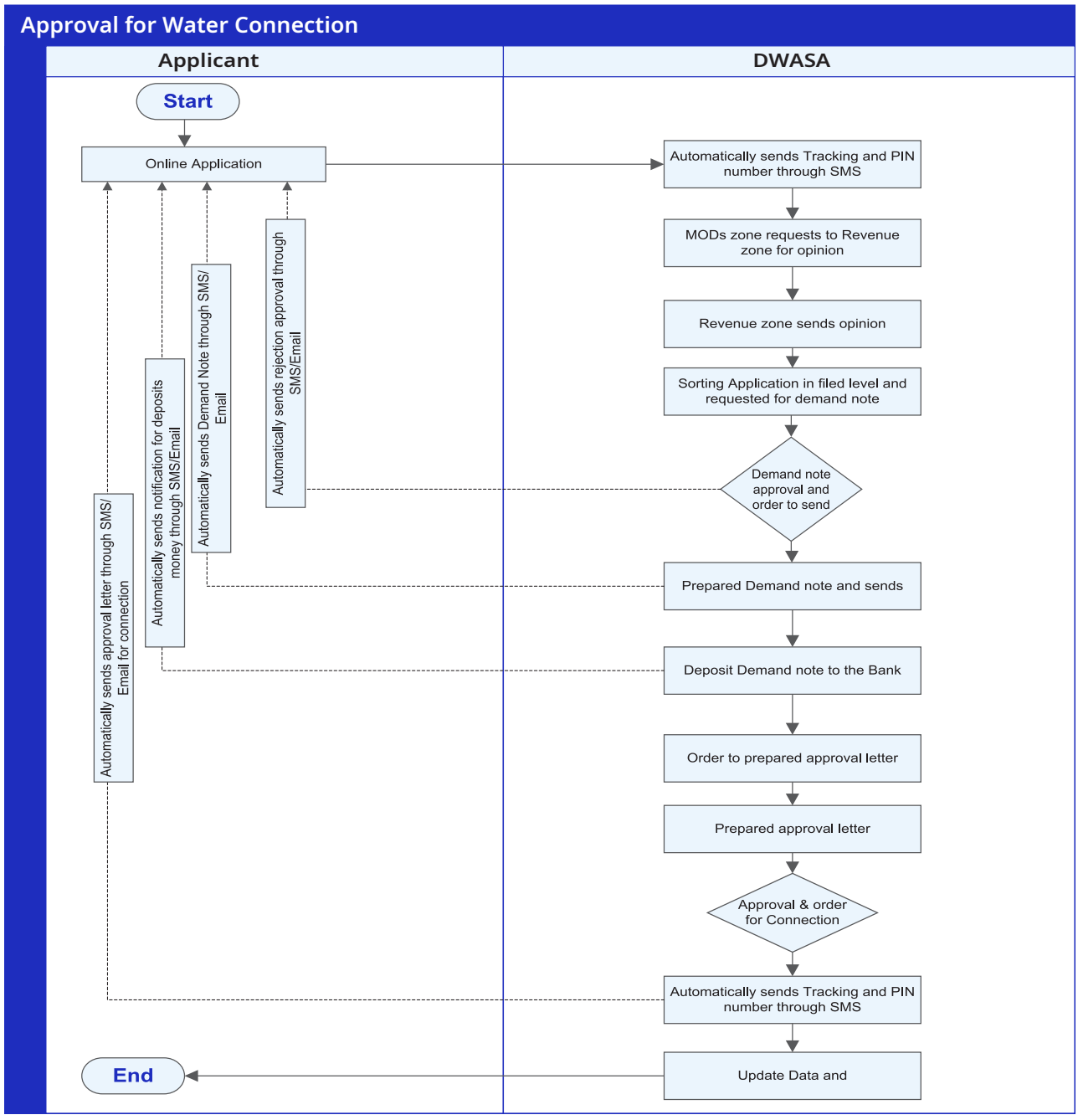
Required Documents	Remarks
Recently taken color photograph	300x300 pixels, max 100 KB, JPG
National Identity Card / Birth Certificate / Passport	Copy of the original
City Corporation holding tax receipt or land plot (dag) number	Copy of the original
The land ownership deed	Copy of the original
The building 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

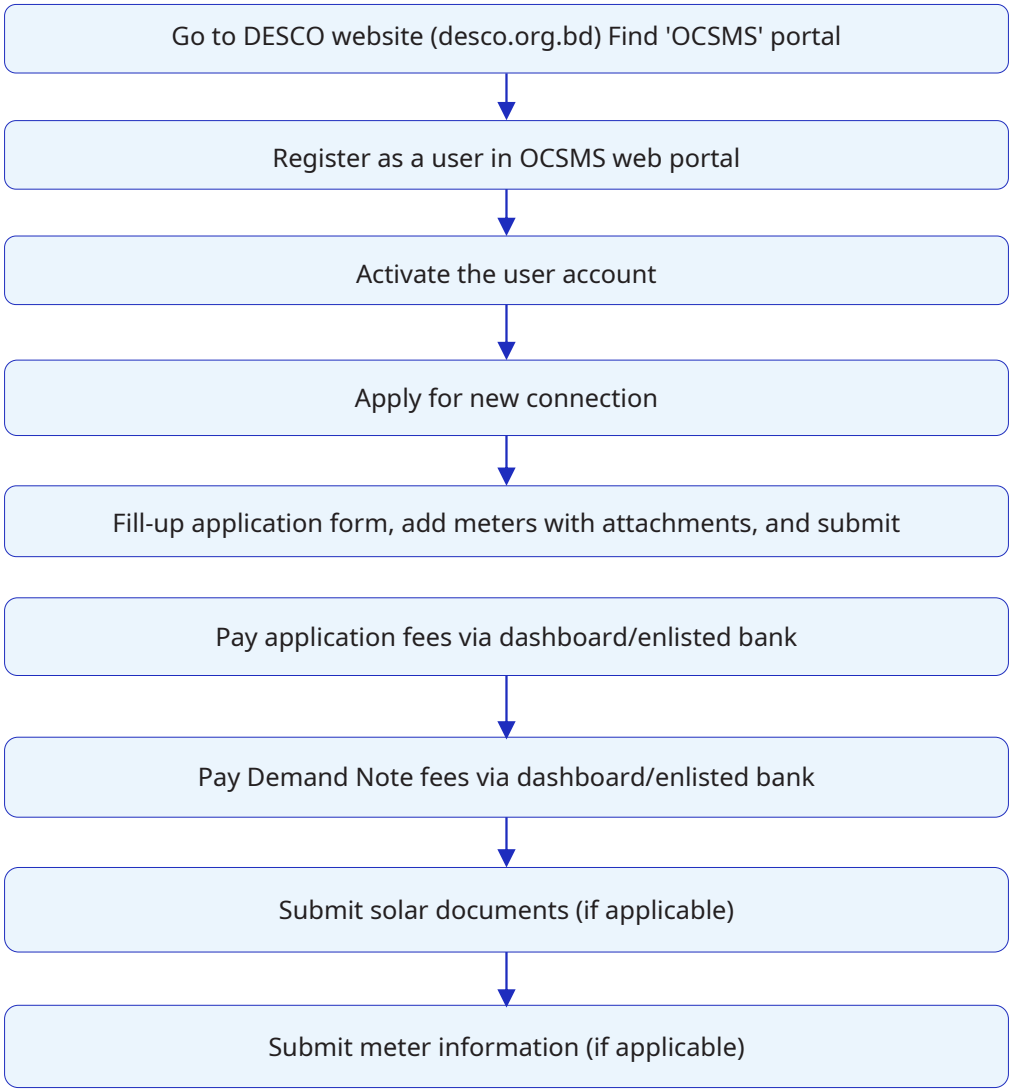
Requirements

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

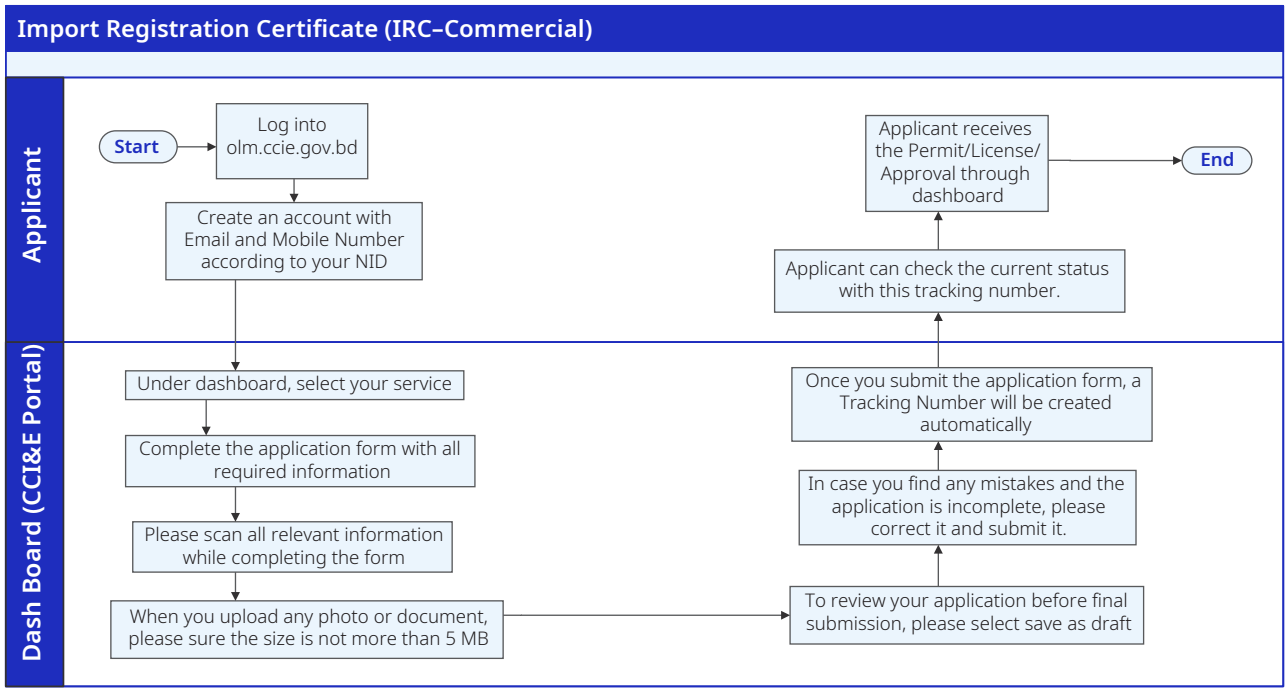
Prerequisites	Must be a registered business entity.
Required Documents for Industrial	**Remarks**
Filled online form	
The scanned documents Must be formats: PDF, JPG, PNG.	File size <5MB,
Trade license with matching address	For sole proprietorship, partnership, or company
TIN certificate	For individual 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



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

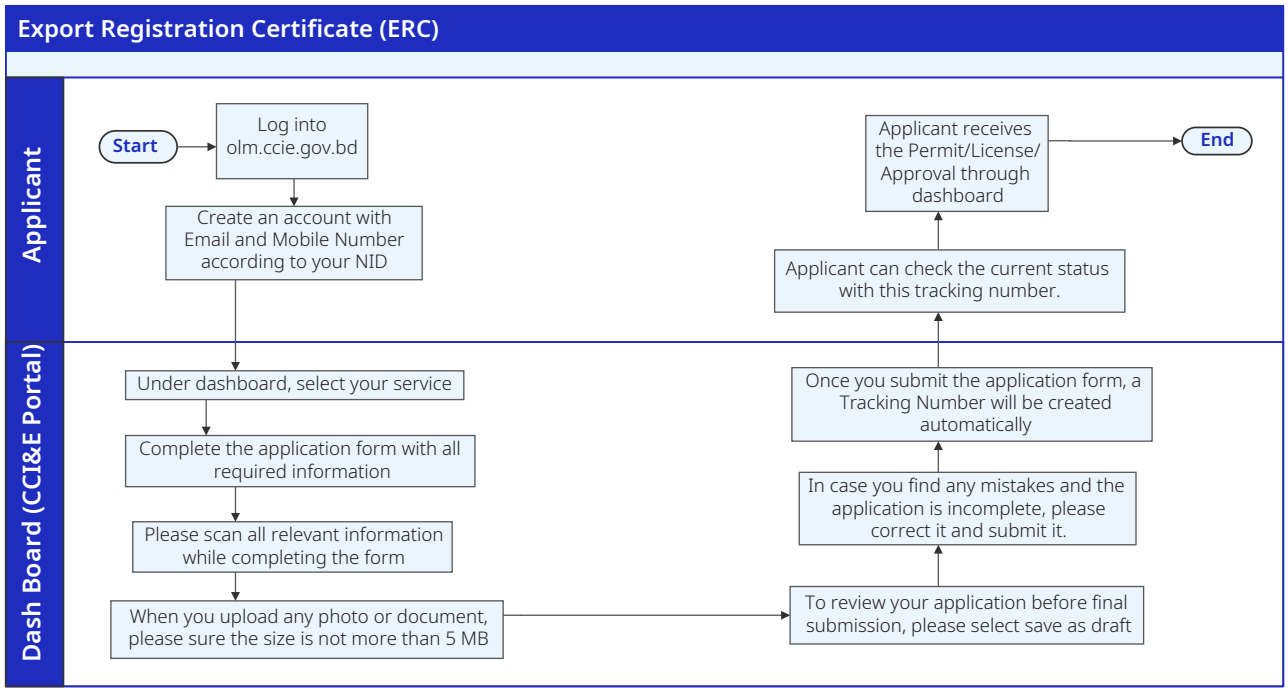
Prerequisites	Must be a registered business entity.
Required Documents for Industrial	**Remarks**
Filled online form	
The scanned documents Must be formats: PDF, JPG, PNG.	File size <5MB,
Trade license with matching address	For sole proprietorship, partnership, or company
TIN certificate	For individual 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



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 III
(Regulatory requirements of the sector-specific / certificates/permits/ registrations/NOC)

Plastic Waste Management Licensing Mapping

Starting a commercial operation with the plastic waste in Bangladesh, it requires a comprehensive set of regulatory, operational, and quality assurance requirements to be compliant, typically involving around sixteen (16) licenses and certifications; however, depending on the nature of business, type, and stages of recycling, it may vary. For export, compliance issues are more stringent; there are standards and compliance requirements at the country level as well as individual company levels. It is difficult to quantify all the required regulatory requirements; however, it is easy to mention that these requirements are increasing day by day because of concerns of countries regarding environmental and climate change-related issues.

Core regulatory approvals include the Environmental Clearance Certificate (ECC) from the Department of Environment, Boiler Registration Certificate, and Factory License from the Department of Inspection for Factories and Establishments (DIFE). In addition, businesses must secure Management System Certifications from the Bangladesh Standards and Testing Institution (BSTI) or authorized private entities, as well as enrollment with the Export Promotion Bureau (EPB) for export-oriented operations.

Specialized permits and certifications, such as waste collection permits, association memberships, and internationally recognized standards, including GRS, RCS, ZDHC, EN 15343, and Plastic Recycling Certifications, are also required to ensure product traceability, safety, and sustainability compliance.

Collectively, these licenses form the foundation for legal operation, environmental responsibility, and international market access in Bangladesh's growing plastic recycling and waste management industry. The detailed process of obtaining these foundational licenses or permits are below for a new startup. Chapter III of the Guidebook compiles the Licenses/approvals required in this sector.

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 (MOEFCC)
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

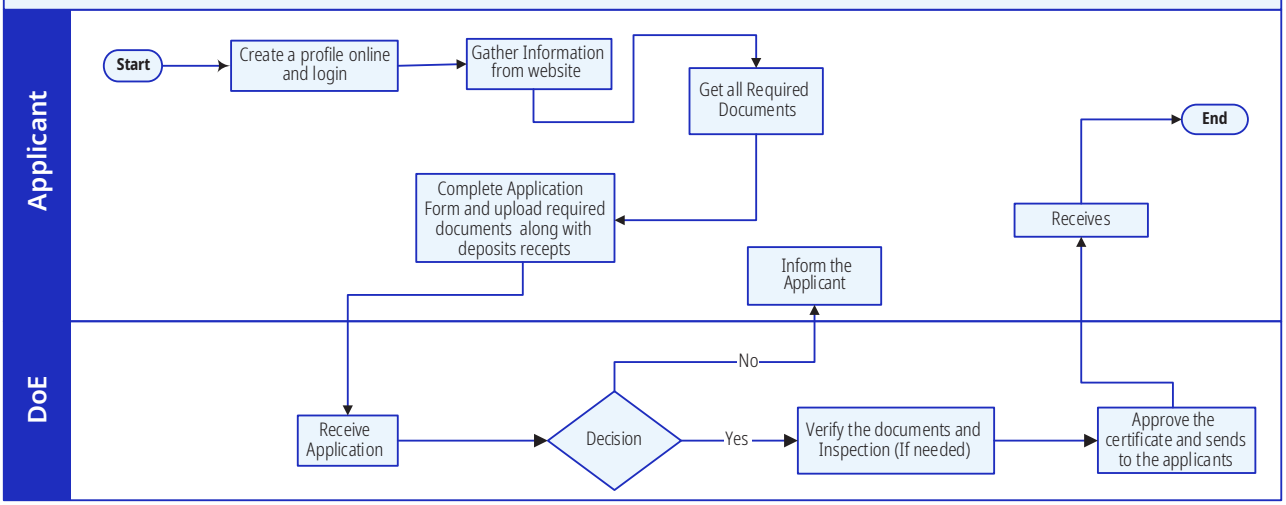
Prerequisites		
Required Documents	**Remarks**	
	• Online Application	Form- 3
	• Receipt of fee and VAT submission	
	• Location map and layout plan	Copy
	• Land/mutation documents	Copy
	• Permission from the local govt	
	• NID of Entrepreneur	Copy
	• Registration of BIDA/BSCIC/ DoT	If Applicable
	• Other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

Process

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

Process Map

Environment Clearance Certificate



Fees

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

Timeline (As per Citizen's Charter)

SLA	7 -30 working days
Typical processing time	15-60 days

Renewal

Required documents	• Copy of existing ECC • Updated Trade License • Updated fire and factory license • Environmental Monitoring Report • Treasury Challan
Steps	1. Application through 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	• Lack of coordination between DoE and local government, • Prolonged inspection and reviewing time • Manpower shortage of DoE
Local variations	Throughout Bangladesh
Contact points	Paribesh Bhaban, E/16 Agargaon, Sher-e-Bangla Nagar, Dhaka-1207 Telephone: 88-02-222218500, E-Mail: dg@doe.gov.bd
Recommendation	Introducing a tire-based clearance system (small-scale vs. large-scale projects) can smooth the process of resource mobilization. Self-declaration allowance with random audits for micro-enterprises can make a sophisticated business environment. Digitizing submission and renewal of documents can reduce delays.

Boiler Registration Certificate

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

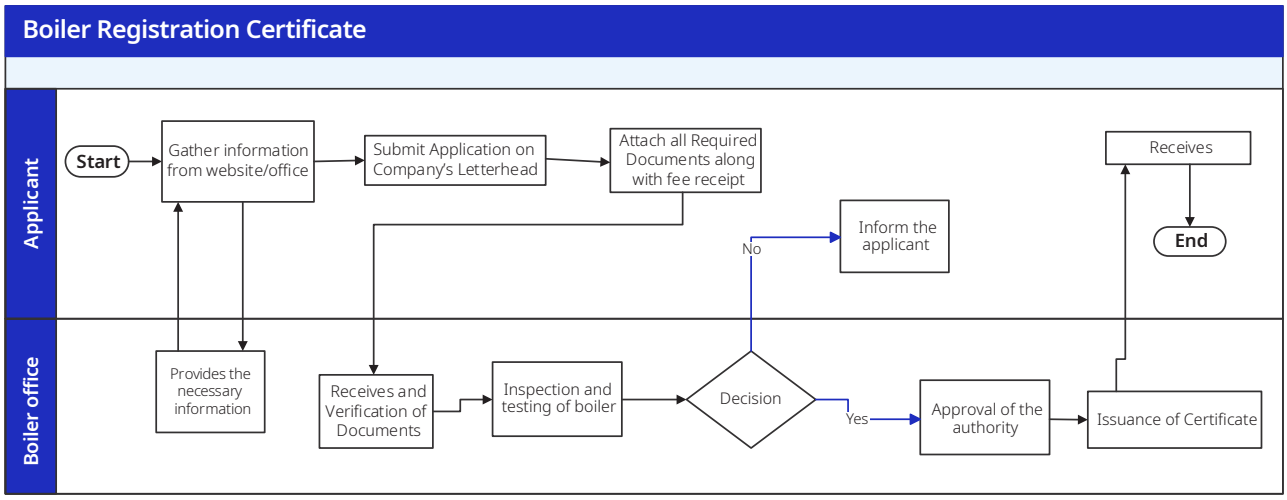
Requirements

Prerequisites	
Required Documents	**Remarks**
	• 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

Process

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

Process Map



Fees

Application form	Not required
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

Timelines (As per Citizen's Charter)

SLA	21 working days after application submission
Typical processing time	...

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	Consolidated boiler registration and operator license into a single compliance certificate can reduce the backlog and delays.

Boiler Operator 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

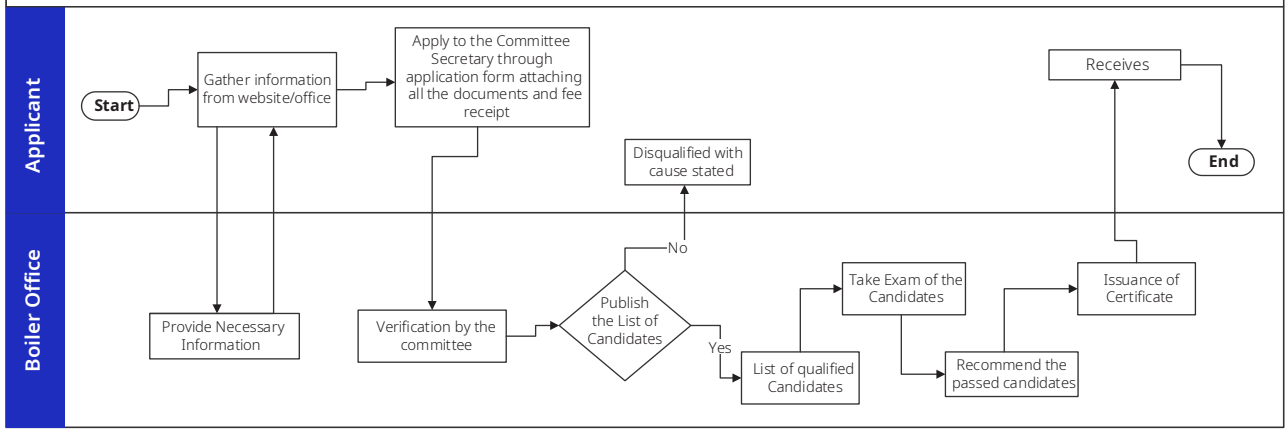
Required Documents	Remarks	Remarks
	NID	Copy
	Educational Qualification Certificate	Copy
	Experience Certificate	Copy
	Passport-Sized Photograph	
	License of Lower Grade	If Applicable
	Fee Receipt	Copy of Automated Challan

Process

Outline	
Step 1	Apply to the Committee through the form in Schedule 6 and pay the fee as per Schedule 6 of the Boiler Regulations 2025
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.
Step 7	Any lower-grade license holder must submit his/her license to get a higher-grade license

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
Recommendation	Consolidated boiler registration and operator license into a single compliance certificate can reduce the backlog and delays. Short modular training programs & certifications for operators can allow the process to be most compliant.

License for Factory/Organization/Shop

Overview

Purpose	To ensure the factory is compliant
Who needs it	Any business entity that wants to build a factory
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

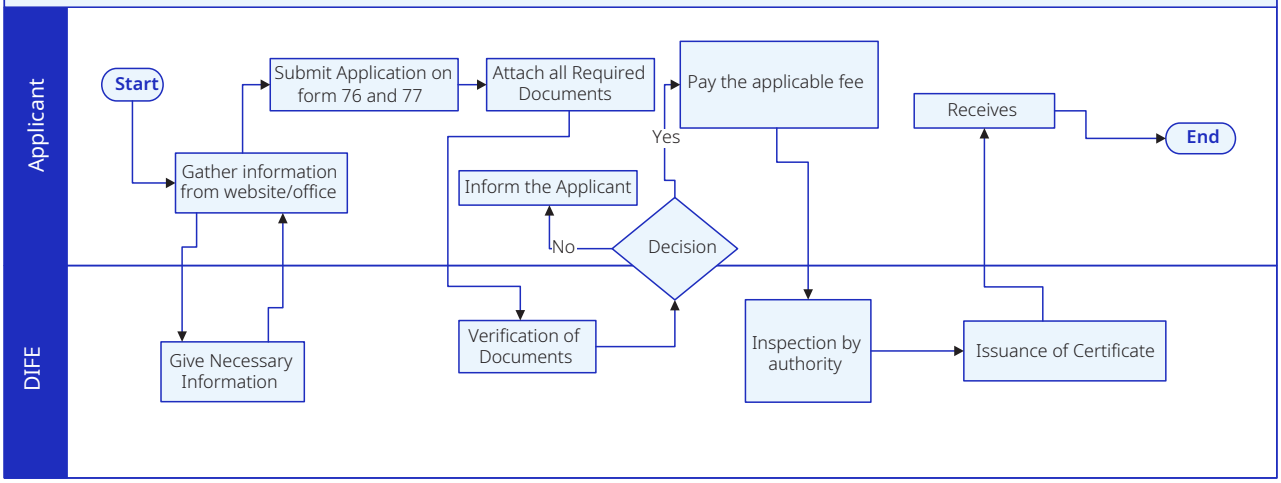
Prerequisites	Must be a promoter of a proposed new entity.	
Required Documents		
	• Copy of Trade License	
	• Deed of Rent	if applicable
	• NID of owner	
	• Demand Note of Electricity	if applicable
	• Memorandum of Article	if applicable
	• Layout Plan of Factory	if applicable
	• Blueprint Copy of Factory	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

Outline step	
Step 1	Apply based on Form 76 and Form 77
Step 2	Inspection by the Authority
Step 3	Pay the applicable fee
Step 4	Verification of the documents by the Authority
Step 5	Issuance of the Certificate

Process Map

Factory License from DIFE



Fees

Application form	As per Bangladesh Labour Rules 2015, Schedule 7
Fees	As per Bangladesh Labour Rules 2015, Schedule 7
Other charges	15% VAT

Timelines (Following Citizen's Charter)

SLA	
Typical processing time	45 working days

Renewal

Prerequisites		
Required Documents	**Documents**	**Remarks**
	• 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

Outline	
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 • Limited online tracking leads to delays and uncertainty for applicants. • Repetitive visits and extended processing time because of the return of an incomplete application.
Local variations	Offices are throughout Bangladesh
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	A one-stop digital portal for factory licensing can simplify the business process. Reduce renewal frequency (e.g., every 3 years instead of annually).

BSCIC Registration Certification

Overview

Purpose	To give a license to different categories of enterprises
Who needs it	All kinds of enterprises, from cottage to large
Territorial Scope	All over Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Industries
Responsible office	Bangladesh Small and Cottage Industries Corporation (BSCIC) 398, Mayor Anisul Haque Road, Tejgaon Industrial Area, Dhaka. info@bscic.gov.bd
Online Portal/Link	https://bscic.gov.bd/

Renewal

Frequency	Annual
Modality	Online/Offline

Requirements

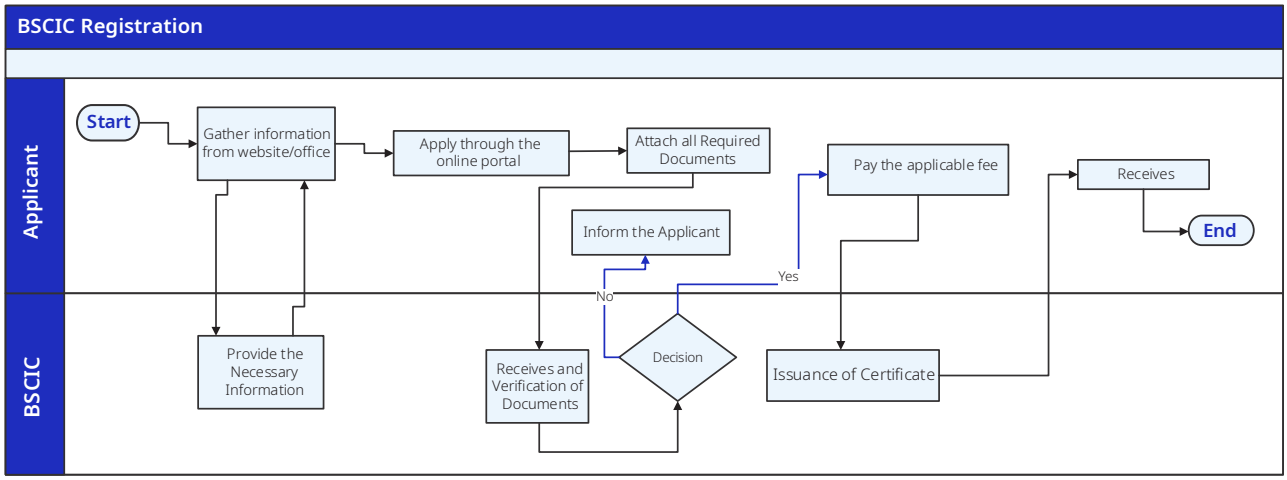
Prerequisites	Must be a promoter of a proposed new entity.

Required Documents	Remarks
• Copy of NID	
• Copy of Trade License	
• Information of the company, like annual production, value, raw materials used, and total investment.	In a white paper or note pad of company
• Passport-sized photograph	1 copy
• E-mail ID and Signature	

Process

Outline step	
Step 1	Apply through the online portal of BSCIC, link: https://ossbscic.gov.bd/
Step 2	Fee payment
Step 3	Verification of the documents by the Authority
Step 4	Issuance of the Certificate

Process Map



Fees

Application form	N/A
Fees	BDT 240 – BDT 3800
Other charges	15% VAT

Timeline (As per Citizen's Charter)

SLA	3 working days
Typical processing time	

Renewal

Prerequisites	

Required Documents	Remarks
• Copy of Updated Trade License	
• Copy of Utility Bill	

Process

Outline step	
Step 1	Apply through the online web portal
Step 2	Fee Payment
Step 3	Verification of the documents by the Authority
Step 4	Issuance of the Certificate
Fees	BDT 120.31

Notes/Tips (If any)

Common bottlenecks	• The one-stop service does not function properly • The process is lengthy and time-consuming • Weak coordination with other agencies
Local variations	
Contact points	Bangladesh Small and Cottage Industries Corporation (BSCIC) 398, Mayor Anisul Haque Road, Tejgaon Industrial Area, Dhaka. E-mail: info@bscic.gov.bd
Recommendation	Simplification of registration process by linking it with trade license and TIN can be more effective. Provide cluster-based registration for SMEs in industrial zones.

Certification Mark License from BSTI

Overview

Purpose	To obtain BSTI Certification
Who needs it	Any business entity that needs BSTI certification
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Industries
Responsible office	Bangladesh Standards and Testing Institution (BSTI) Maan Bhaban, 116/A, Tejgaon Industrial Area, Dhaka-1208 Tel: 55030054, 55030063, 55030069, 55030080, 55030076, 55030083, 55030113 Fax: 88-02-55030092 E-mail: dg@bsti.gov.bd, bsti@bangla.net
Online Portal/Link	https://bsti.gov.bd/

Renewal

Frequency	Annual
Modality	Offline

Requirements

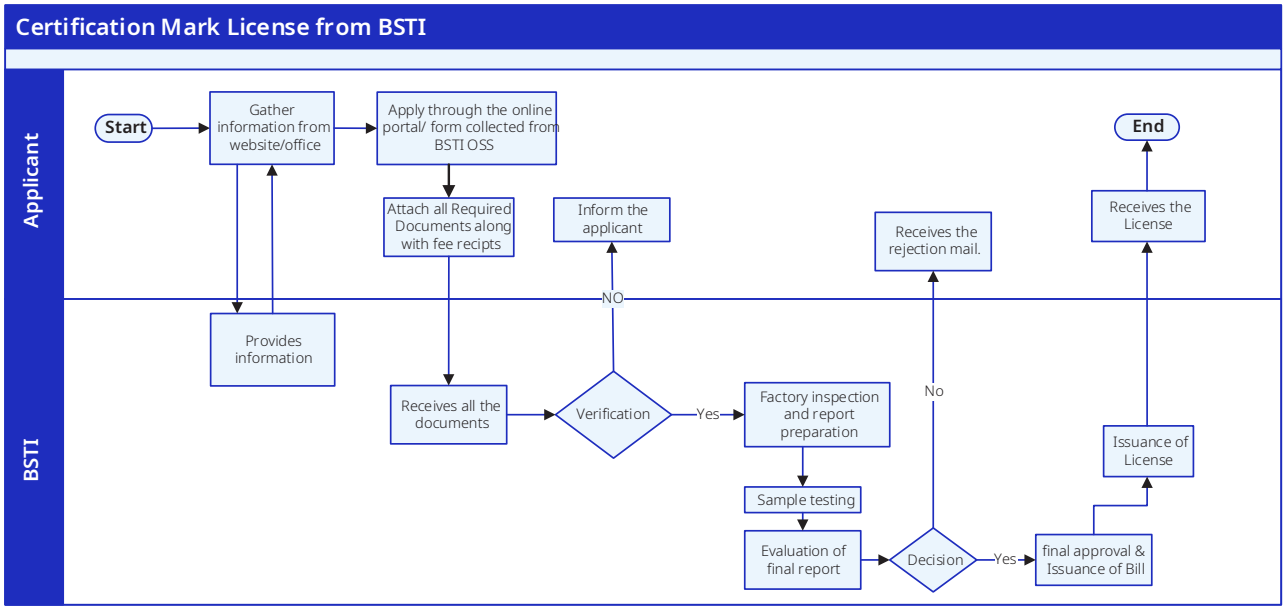
Prerequisites	

Documents	Remarks
• Application Form	
• Updated Trade License	Copy
• Trademark Registration	Copy
• VAT/TIN Certificate	Copy
• Certificate of Incorporation	For limited company
• Updated Premises License	For food products
• Information on the packet label	

Process

Outline step	
Step 1	Application through the form collected from the website or the BSTI OSS Centre
Step 2	Verification of the application
Step 3	Factory inspection and report preparation
Step 4	Sample testing
Step 5	Evaluation of the final report and final approval
Step 6	Bill Issuance
Step 7	Issuance of the license

Process Map



Fees

Application form	BDT 1,000
Fees	BDT 1,500 to BDT 35,00,000
Other charges	

Timeline (As per Citizen's Charter)

SLA	12 working days, except for inspection and testing
Typical processing time	Not specified

Renewal

Required documents	• Application Form collected from website or BSTI OSS Centre • Updated Trade License • Trademark Registration • VAT/TIN Certificate • Certificate of Incorporation • Updated Premises License • Information on the packet label
Steps	• Application through the form • Verification of the application • Factory inspection and report preparation • Sample testing • Evaluation of the final report and final approval • Bill Issuance • Issuance of the license
Fees	BDT 1,500 to BDT 35,00,000

Notes/Tips (If any)

Common bottlenecks	• Lengthy Inspection and Testing time • Lack of manpower
Local variations	
Contact points	Bangladesh Standards and Testing Institution (BSTI) Maan Bhaban, 116/A, Tejgaon Industrial Area, Dhaka-1208 Tel: 55030054, 55030063, 55030069, 55030080, 55030076, 55030083, 55030113 Fax: 88-02-55030092 E-mail : dg@bsti.gov.bd, bsti@bangla.net
Recommendation	Merge multiple BSTI certifications into one quality assurance license. Introduce fast-track approval for recycled plastic products.

Management System Certification from BSTI

Overview

Purpose	To obtain an ISO standards certificate (ISO 9001, ISO 14001, ISO 45001)
Who needs it	Any business entity that needs a standards certificate for business
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Industries
Responsible office	Bangladesh Standards and Testing Institution (BSTI) Maan Bhaban, 116/A, Tejgaon Industrial Area, Dhaka-1208 Tel: 55030054, 55030063, 55030069, 55030080, 55030076, 55030083, 55030113 Fax: 88-02-55030092 E-mail: dg@bsti.gov.bd, bsti@bangla.net
Online Portal/Link	https://bsti.gov.bd/

Renewal

Frequency	Tri-annual
Modality	Online/Offline

Requirements

Prerequisites

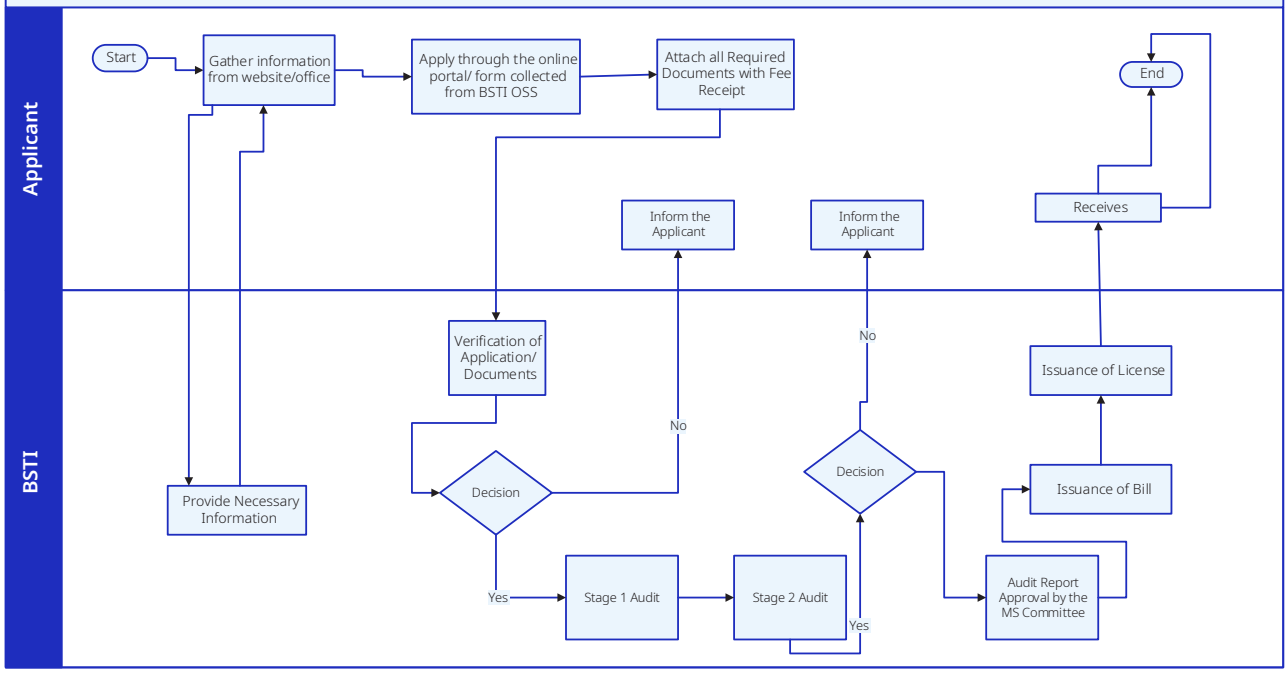
Required Documents	Remarks
• Application Form	
• Management System Manual	In accordance with relevant standards
• Updated Trade License	Copy
• NID	Copy
• Certificate of Incorporation	For a limited company
• Trademark Registration	If applicable
• Environmental Clearance Certificate	When Applicable
• Premises License	When Applicable
• Registration from the Fire Department	
• Additional Documents	As mentioned in the form for individual standards

Process

Outline step	
Step 1	Application through the form and fee payment
Step 2	Verification of the application and formation of the audit team
Step 3	Verification of the required documents submitted
Step 4	Stage 1 Audit
Step 5	Stage 2 Audit
Step 6	Placement of the audit report to the system certification committee after correcting the necessary problems
Step 7	Approval of the Management System Certification Committee
Step 8	Payment of the necessary fee by the applicant
Step 9	Issuance of the certificate

Process Map

Management System Certification from BSTI



Fees

Application form	BDT 10,000 (SMEs) & 15,000 (LE)
Fees	As per Schedule 2 of the Management System Certificate Regulations. Link: https://bsti.gov.bd/sites/default/files/files/bsti.portal.gov.bd/law/df78a221_0b4d_45bc_9120_08b66a5cb875/2020-07-14-12-17-83fa065c777533468d432bac32f1056d.pdf
Other charges	Audit Fee, Special Visit Fee, and Surveillance Visit Fee

Timelines (As per Citizen's Charter)

SLA	Not specified
Typical processing time	Not specified

Renewal

Required documents	Application Form Management System Manual Copy of Updated Trade License Copy of NID Copy of Certificate of Incorporation Copy of Trademark Registration Copy of Environmental Clearance Certificate Copy of Premises License Copy of Registration from Fire Department
Additional Documents	
Steps	• Application through form • Re-certification audit • Report preparation • Corrective actions taken by the applicant • Final report presented to the committee • Approval of the renewal certificate • Payment of the necessary fee • Issuance of the renewal certificate Apply 90 days before the expiry of the certificate
Fees	

Notes/Tips (If any)

Common bottlenecks	• BDS standards have anomalies • Too many documents required • Lengthy processing time • Lack of manpower • Weak testing facilities
Local variations	
Contact Points	Bangladesh Standards and Testing Institution (BSTI) Maan Bhaban, 116/A, Tejgaon Industrial Area, Dhaka-1208 Tel: 55030054, 55030063, 55030069, 55030080, 55030076, 55030083, 55030113 Fax: 88-02-55030092 E-mail: dg@bsti.gov.bd, bsti@bangla.net
Recommendation	Merge multiple BSTI certifications into one quality assurance license. Reduce duplication by recognizing private certification audits.

Management System Certificate from Private Entities

Overview

Purpose	To ensure the management system as per standard.
Who needs it	Any kind of business that wants to maintain the management system as per standards
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Private Service Provider (SGS, Intertek, TQCSI)
Responsible office	TQCSI Bangladesh (As an Example of private service Presider) House: 438 (3rd Floor), Road: 30, DOHS Mohakhali, Dhaka. Bangladesh. E-mail: suman.baidya@tqcsi.com Cell: +8801787658792
Online Portal/Link	www.tqcsi.com; https://tqcsibd.com/

Renewal

Frequency	Tri-annual
Modality	Online/Offline

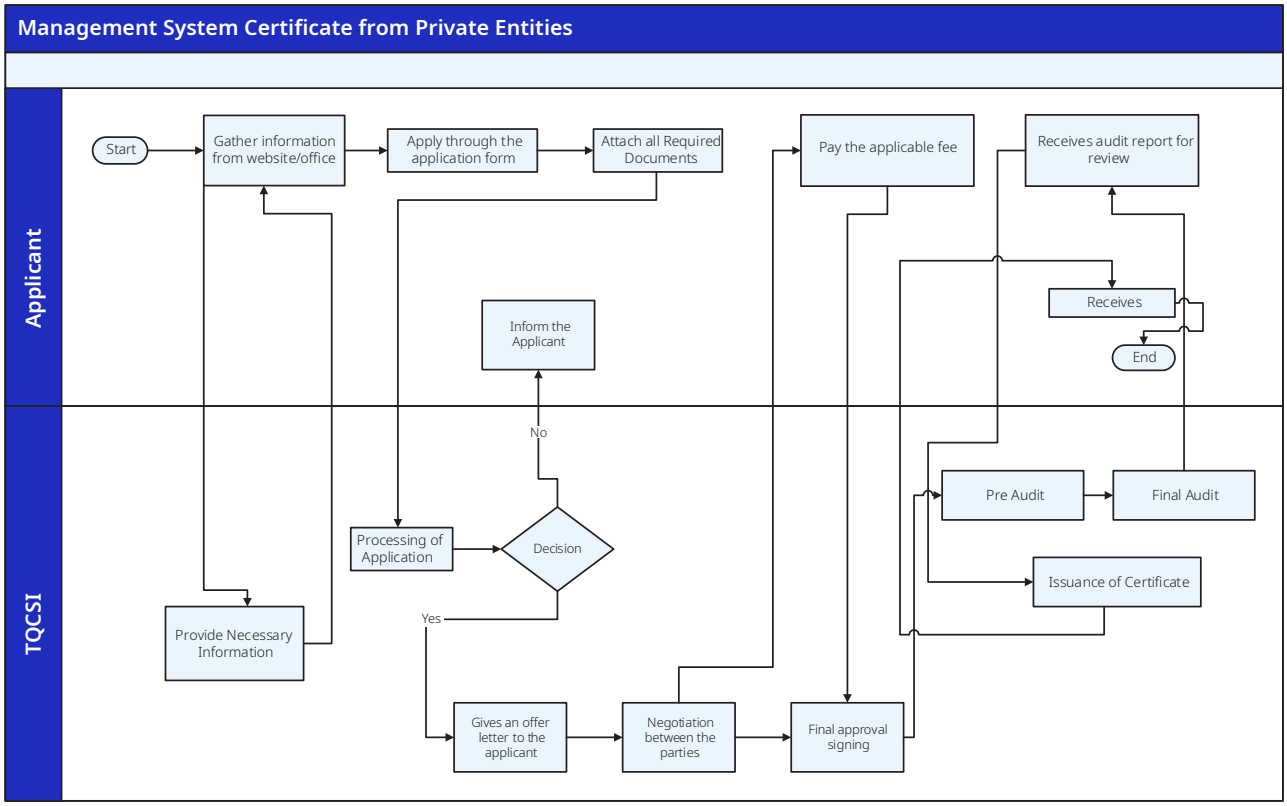
Requirements

Prerequisites	
Required Documents	The statutory and regulatory requirements for the product

Process

Outline	
TQCSI Certification Process	
Step1	Submit application through the TQCSI application form
Step 2	Application review and processing by TQCSI
Step 3	Issuance of offer letter/agreement to the applicant
Step 4	Review and negotiation of terms between TQCSI and the applicant
Step 5	Final agreement signed by both parties
Step 6	Registration and audit planning
Audit & Certification (Year 1)	
Step 7	Stage 1 Audit (Preliminary/Readiness Audit)
Step 8	Stage 2 Audit (Final Certification Audit)
Step 9	Audit report provided to the applicant
Step 11	Submission of audit report and relevant documents to the certification decision office
Step 12	Issuance of certificate (valid for 3 years)
Surveillance Audits	
Step 13	Surveillance Audit I (2nd Year)
Step 14	Surveillance Audit II (3rd Year)

Process Map



Fees

Application form	
Fees	Minimum 1,00,000 BDT (Negotiable & varies from firm to firm)
Other charges	VAT

Timelines

SLA	
Typical processing time	5 days to 6 months (following SLA of the concerned organization)

Renewal

Required documents	As per standard, organization and any statutory and regulatory requirements for the product
Steps	Application
Fees	

Notes/Tips (If any)

Common bottlenecks	• Some organizations issue MS certificates without conducting a proper audit • Costs might be higher if there are more workers and factories • No direct surveillance in Bangladesh • BAB is yet to gain global recognition for many MS certificates
Local variations	SGS Bangladesh, Bureau Veritas Bangladesh etc.
Contact points	TQCSI Bangladesh House: 438 (3rd Floor), Road: 30, DOHS Mohakhali, Dhaka, Bangladesh. E-mail: suman.baidya@tqcsi.com Cell: +8801787658792
Recommendation	Provide subsidies for SMEs adopting certified systems.

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 Bureau 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.epb.gov.bd

Renewal

Frequency	Annual
Modality	Online/Offline

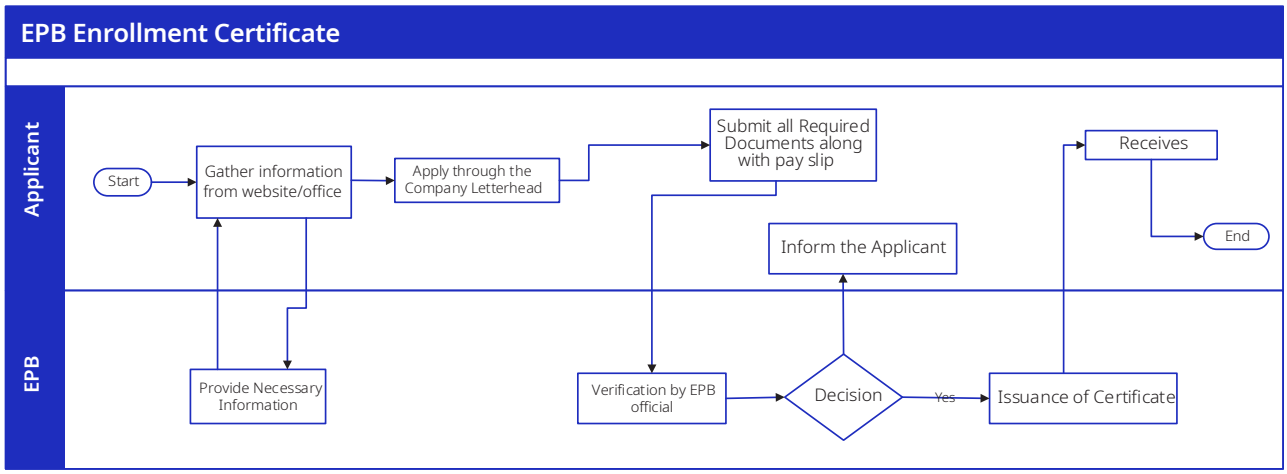
Requirements

Prerequisites	for the exporter	
Required Documents		
	• Application	Original Document
	• Trade license	An attested copy
	• Export Registration Certificate	An attested copy
	• Pay slip for enrolment in favour of EPB	Original Document
	• Association Membership Certificate	An attested copy
	• E-TIN	Original Document and attested copy
	• Photo	2 attested passport-size
	• VAT Certificate	An attested copy

Process

Outline step	
Step 1	Apply through the company letterhead
Step 2	Pay the fee as a pay slip to the bank
Step 3	Apply along with the required documents and pay slip at the counter
Step 4	Authorized EPB Officials verify the documents
Step 5	If the documents are okay, the issue on the same day

Process Map



Fees

Application form	
Fees	BDT 2,300
Other charges	VAT – BDT 15%

Timeline (As per Citizen's Charter)

SLA	2 working days
Typical processing time	Not mentioned

Renewal

Required documents	• Original document of the enrolment certificate • Application for the renewal of EPB Enrolment • 2 copies of attested passport-sized photo • Pay slip • Updated Trade License (attested photocopy) • Updated Export Registration Certificate (attested photocopy) • Updated chamber/association membership certificate (attested photocopy) • VAT Registration Certificate (attested photocopy) • Updated E-TIN (attested photocopy) • Memorandum (attested photocopy)
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 1,725

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
Recommendation	Integrate EPB enrolment with export registration (ERC). Offer online enrolment and renewal to reduce paperwork.

Waste Collection Permit

Overview

Purpose	To get permission for waste collection by private entities
Who needs it	The company reproduce product from waste.
Territorial Scope	Anywhere in Bangladesh

Authority

Issuing Ministry/Agency	Local Government Division
Responsible office	Dhaka South City Corporation (DSCC) (As example) Nagar Bhaban, Dhaka -1000. E-mail: info@dscc.gov.bd Phone: 8801709900888 Website: www.dscc.gov.bd
Online Portal/Link	

Renewal (if needed)

Frequency	Monthly/Half Yearly/ Annual
Modality	Offline

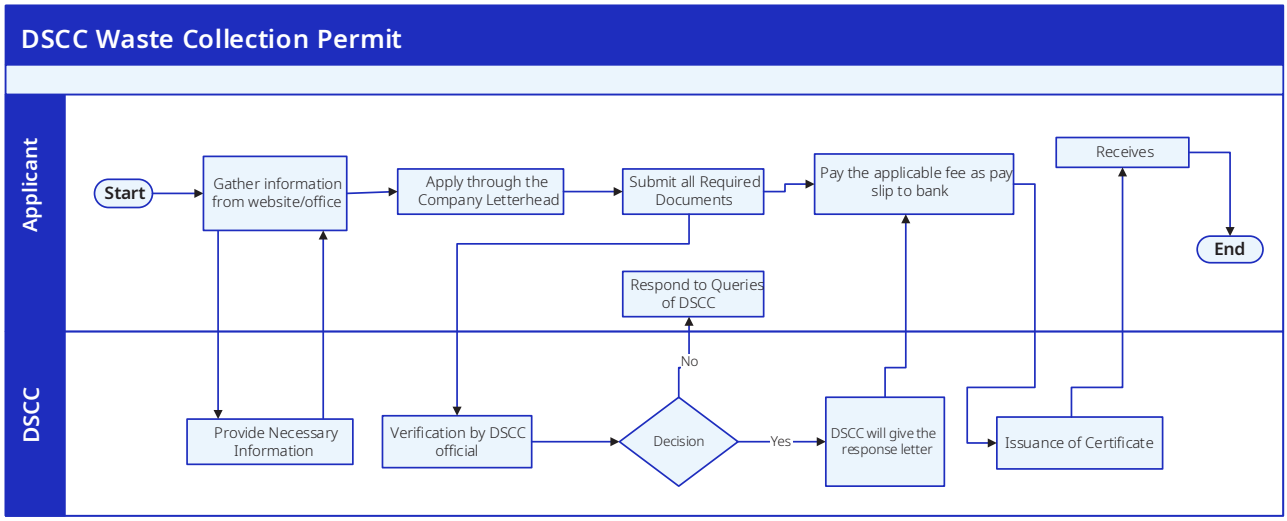
Requirements

Prerequisites	
Required Documents	• Application through organization note pad • Trade License • TIN/VAT certificate • Other legal documents required for business

Process

Outline step	
Step 1	Detailed application to the Chief Waste Management Officer using the organization's notepad
Step 2	DSCC will verify the application
Step 3	DSCC CEO will place for Administrator/Mayor's approval
Step 4	DSCC will issue a response letter to the applicant
Step 5	Fee payment by the applicant
Step 6	Issuance of permission

Process Map



Fees

Application form	N/A
Fees	BDT 6,095 per ton for plastic wastes (Applicable for DSCC)
Other charges	15% VAT

Timelines

SLA	Not Specified
Typical processing time	Not Specified

Renewal

Required documents	• Application for renewal • Permission Approval Letter • Other documents specified by law
Steps	• Apply to DSCC before the expiry of the tenure of the permit • DSCC will verify the application • Issuance of renewal
Fees	Not required

Notes/Tips (If any)

Common bottlenecks	• Problems with source Aggregation • Lack of technology for DSCC • Time lag might arise during approval
Local variations	Local government authority issues the permit in local units.
Contact Points	Dhaka South City Corporation (DSCC) Nagar Bhaban, Dhaka -1000. E-mail: info@dscc.gov.bd Phone:8801709900888 Website: www.dscc.gov.bd
Recommendation	Consolidate with Environmental Clearance Certificate. Allow community-based permits for SME clusters.

Bangladesh PET Flakes Manufacturers & Exporters Association Membership

Overview

Purpose	This license is required to operate or conduct PET Flakes specific business or industrial activities legally.
Who needs it	Proprietorship, Partnership, Private Limited Company, or Small/Medium/Large Industry.
Territorial Scope	Entire Bangladesh

Authority

Issuing Ministry/Agency	BPFMEA
Responsible office	Bangladesh PET Flakes Manufacturers and Exporters Association (BPFMEA) City Heart Shopping Complex, Suite: 5/8 (4th Floor) 67, Naya Paltan, VIP Road, Dhaka-1000. Mobile: 01746-759976 Email: bpfmeabd@gmail.com Web: https://bpfmea-bd.com/
Online Portal/Link	https://bpfmea-bd.com/

Renewal

Frequency	Monthly/Half Yearly/Annual
Modality	Offline

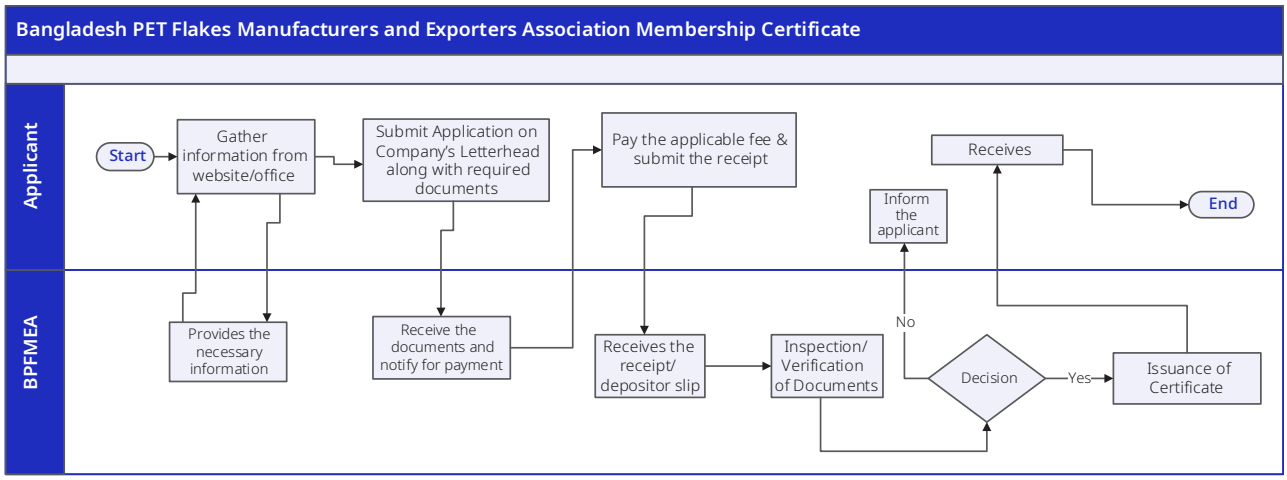
Requirements

Prerequisites	• Trade license • TIN • Layout Plan • Other Documents
Required documents	• Updated Trade License • TIN Certificate • Acknowledgement Slip • Other Documents

Process

Outline step	
Step 1	First, the applicant must be an exporter or entrepreneur engaged in legitimate business activities.
Step 2	The application must be submitted on the company's official letterhead
Step 3	Attach all required documents.
Step 4	Inspection or verification
Step 5	Pay the applicable fees.
Step 6	Approval and license issuance.

Process Map



Fees

Admission Fees	BDT 7000.00
Annual Fees	BDT 5000.00
Certificate Fees	BDT 200.00
Subtotal	BDT 12,200.00
Other charges	Signboard/VAT/Surcharges

Timeline

SLA	
Typical processing time	1-7 Days

Renewal

Required documents	• Update Trade License • TIN Certificate • Acknowledgement Slip • Other Documents
Steps	• Application for the renewal • Payment of the fee • Issuance of the renewal
Fees	BDT 5,200

Notes/Tips (If any)

Common bottlenecks	• Inspection delays • Mismatched address
Local variations	
Contact Points	Bangladesh PET Flakes Manufacturers & Exporters Association (BPFMEA), City Heart Shopping Complex, Suite: 5/8 (4th Floor), 67, Naya Paltan, VIP Road, Dhaka-1000. Mobile: 01746-759976 Email: bpfmeabd@gmail.com Web: https://bpfmea-bd.com/
Recommendation	Provide group membership discounts for SMEs.

Global Recycle Standard (GRS) Certificate

Overview

Purpose	Claiming recycled raw materials in the product (20%-100%)
Who needs it	Exporters
Territorial Scope	Global (mostly EU buyers)

Authority

Issuing Ministry/Agency	Textile Exchange
Responsible office	Intertek Bangladesh (As example) 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	Annual
Modality	Online/Offline

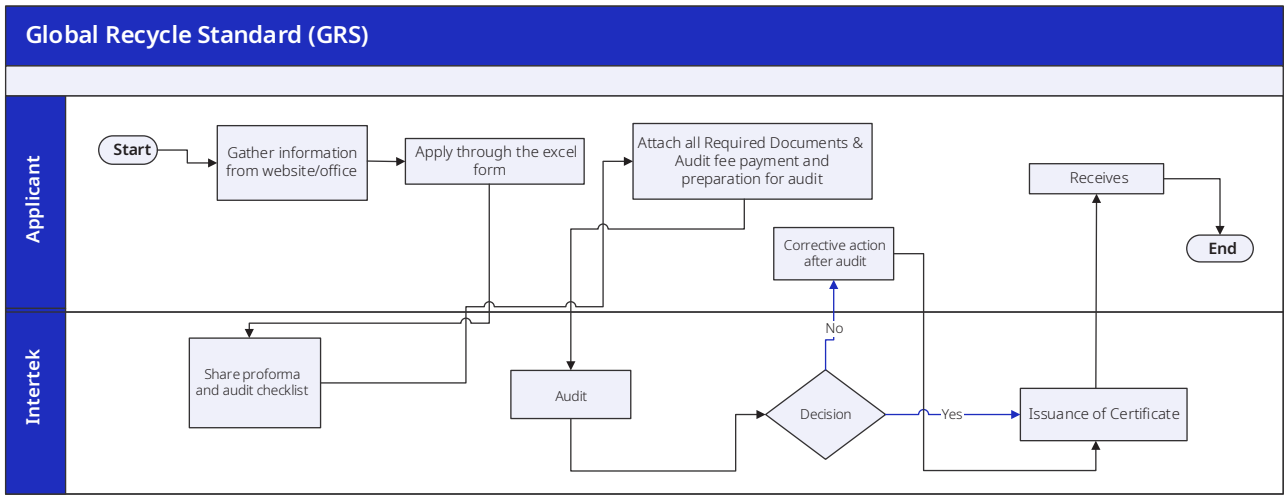
Requirements

Prerequisites	
Required Documents	• Traceability • Social permit (factory compliance) • Environmental compliance (ECC) • Chemical (ZDHC -4) • MRSL

Process

Outline step	
Step 1	Apply to Intertek (Excel Form)
Step 2	Intertek will share a proforma invoice (PI) and audit checklist
Step 3	Audit fee payment and preparation as per the audit checklist
Step 4	If documents are ready as per the checklist, an audit date is given within a month
Step 5	If no corrective actions are required, at the end of the audit, the certificate is issued within 14 days.
Step 6	If corrective action is needed, then the applicant needs to complete it and respond to Intertek, and the certificate is issued within 14 days.
Step 7	A transaction certificate is required for every batch. The application can be collected from the Source Clear Portal.

Process Map



Fees (As per Intertek)

Application form	
Fees	USD 2000 (but will vary on size of the firms, numbers of employees)
Other charges	15% VAT (NBR)

Timeline (As per Intertek)

SLA	14 working days if no corrective action is required
Typical processing time	18 working days

Renewal

Required documents	ECC
Steps	• Apply to Intertek (Excel Form) • Intertek will share a proforma invoice (PI) and audit checklist • Audit fee payment and preparation as per the audit checklist • If documents are ready as per the checklist, an audit date is given within a month • If no corrective actions are required, at the end of the audit, the certificate is issued within 14 days. • If corrective action is needed, then the applicant needs to complete it and respond to Intertek, and the certificate is issued within 14 days. • A transaction certificate is required for every batch. The application can be collected from the Source Clear Portal.
Fees	

Notes/Tips (If any)

Common bottlenecks	• Traceability is present, but in some cases, social compliance is absent. • The chemical components are mostly imported; as a result, the ZDHC and MRSL levels cannot be measured.
Local variations	
Contact Points	Intertek Bangladesh (As example) Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area, Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Recommendation	Subsidize certification costs for SMEs. Promote shared certification models for clusters of recyclers.

Recycled Claim Standard (RCS) Certificate

Overview

Purpose	Claiming recycled raw materials in the product (5%-20%)
Who needs it	Exporters
Territorial Scope	Global (mostly EU buyers)

Authority

Issuing Ministry/Agency	Textile Exchange
Responsible office	Intertek Bangladesh (As example) 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	Annual
Modality	Online/Offline

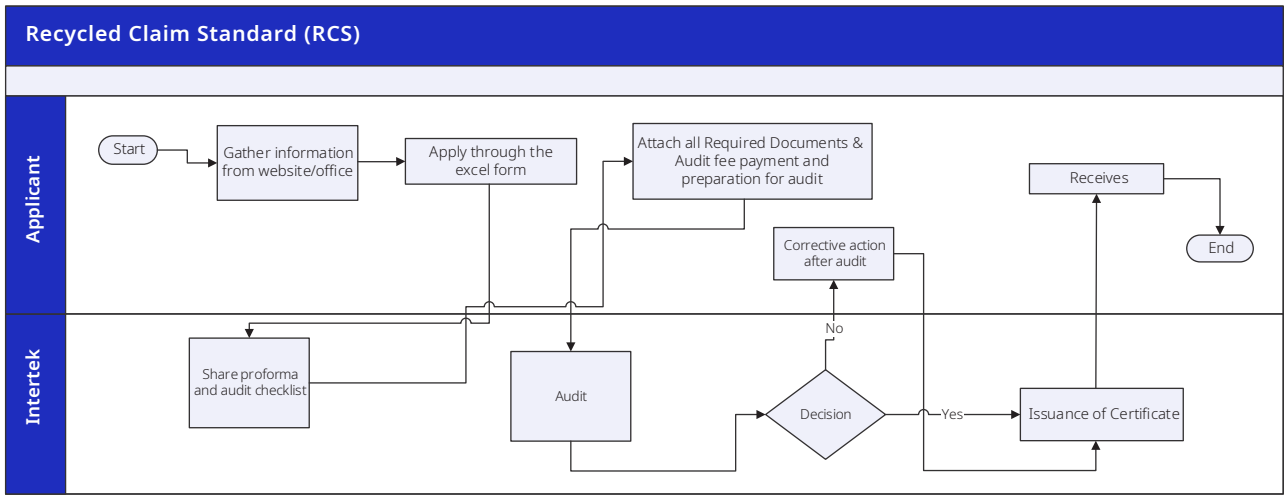
Requirements

Prerequisites	
Required Documents	• Traceability

Process

Outline step	
Step 1	Apply to Intertek (Excel Form)
Step 2	Intertek will share a proforma invoice (PI) and audit checklist
Step 3	Audit fee payment and preparation as per the audit checklist
Step 4	If documents are ready as per the checklist, an audit date is given within a month
Step 5	If no corrective actions are required, at the end of the audit, the certificate is issued within 14 days.
Step 6	If corrective action is needed, then the applicant needs to complete it and respond to Intertek, and the certificate will be issued within 14 days.
Step 7	A transaction certificate is required for every batch. The application can be collected from the Source Clear Portal.

Process Map



Fees (As per Intertek)

Application form	
Fees	USD 2000 (but will vary on size of the firms, numbers of employees)
Other charges	15% VAT (NBR)

Timeline (As per Intertek)

SLA	14 working days if no corrective action is required
Typical processing time	18 working days

Renewal

Required documents	ECC
Steps	• Apply to Intertek (Excel Form) • Intertek will share a proforma invoice (PI) and audit checklist • Audit fee payment and preparation as per the audit checklist • If documents are ready as per the checklist, an audit date is given within a month • If no corrective actions are required, at the end of the audit, the certificate is issued within 14 days. • If corrective action is needed, then the applicant needs to complete it and respond to Intertek, and the certificate is issued within 14 days. • A transaction certificate is required for every batch. The application can be collected from the Source Clear Portal.
Fees	

Notes/Tips (If any)

Common bottlenecks	• Traceability is present, but in some cases, social compliance is absent. • The chemical components are mostly imported; as a result, the ZDHC and MRSL levels cannot be measured.
Local variations	
Contact Points	Intertek Bangladesh Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area, Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Recommendation	Simplify documentation requirements for small recyclers. Recognize local certification bodies to reduce costs.

Transaction Certificate

Overview

Purpose	Ensuring the claim for a particular batch
Who needs it	Exporters
Territorial Scope	Global (mostly EU buyers)

Authority

Issuing Ministry/Agency	Textile Exchange
Responsible office	Intertek Bangladesh (As examples) 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	Once
Modality	Online/Offline

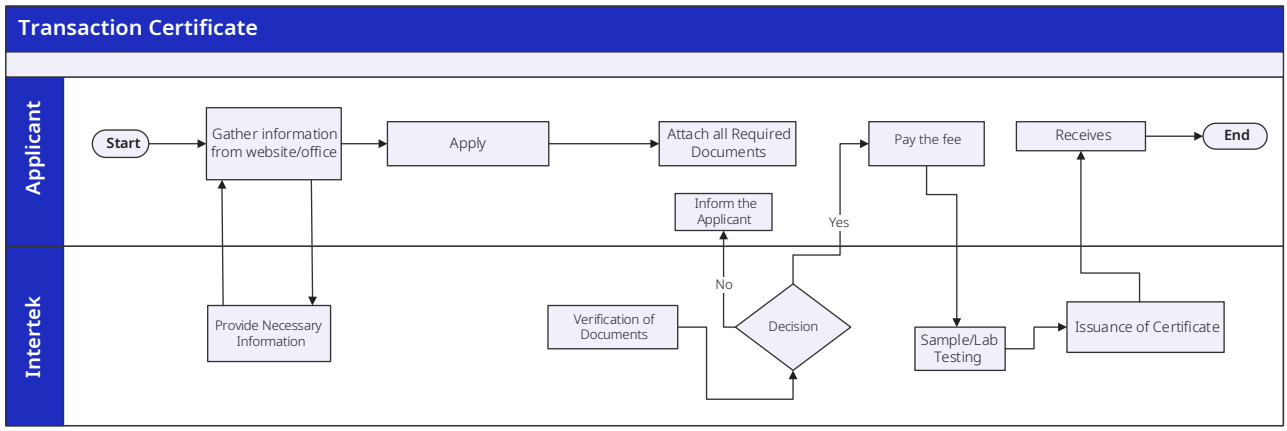
Requirements

Prerequisites	
Required Documents	• Shipment document • Purchase document

Process

Outline step	
Step 1	Apply to Intertek
Step 2	Provide the necessary documents
Step 3	No need for an audit
Step 4	Issuance of certificate

Process Map



Fees (As per Intertek)

Application form	
Fees	USD 10
Other charges	15% VAT

Timeline (As per Intertek)

SLA	4 working days
Typical processing time	

Renewal

Required documents	
Steps	
Fees	

Notes/Tips (If any)

Common bottlenecks	• The documents are not given properly
Local variations	
Contact Points	Intertek Bangladesh Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Recommendation	Automate issuance through digital traceability platforms. Allow SMEs to use blockchain-based verification for exports.

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 (As example) 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

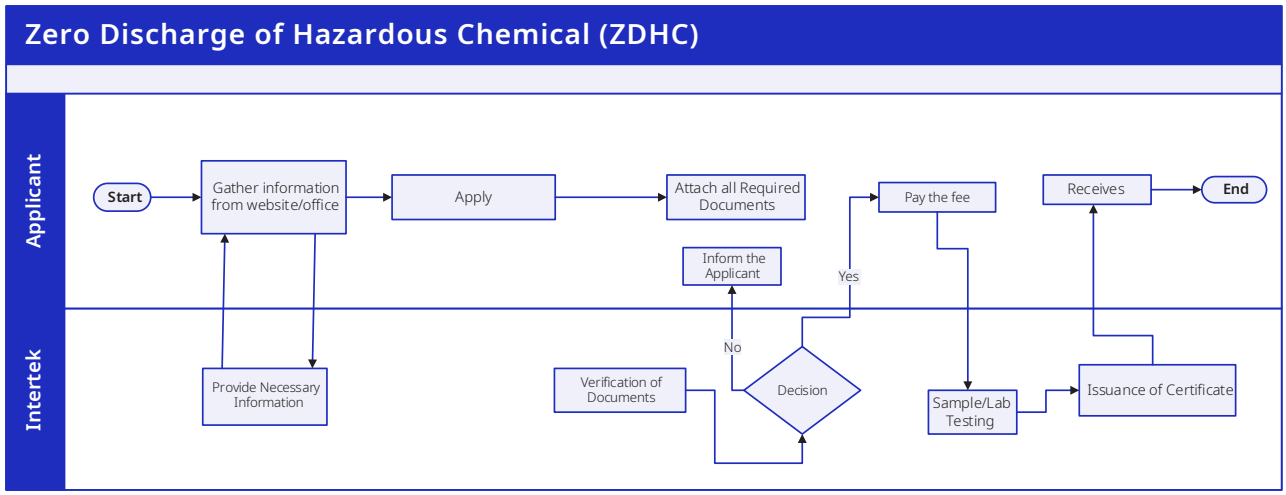
Requirements

Prerequisites	
Required Documents	Lab test reports following ZDHC standards

Process

Outline step	
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

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 (If any)

Common bottlenecks	• Difficult to prove no intentional use • Lack of knowledge and skills
Local variations	
Contact Points	Intertek Bangladesh Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Recommendation	Provide government-funded testing labs for SMEs. Phase-in compliance gradually with grace periods.

Plastic Waste Recycling Certification (EN-15343)

Overview

Purpose	Traceable plastic recycling
Who needs it	To export to EU countries
Territorial Scope	European Union

Authority

Issuing Ministry/Agency	Textile Exchange
Responsible office	Intertek Bangladesh (As example) 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	Annual
Modality	Online/Offline

Requirements

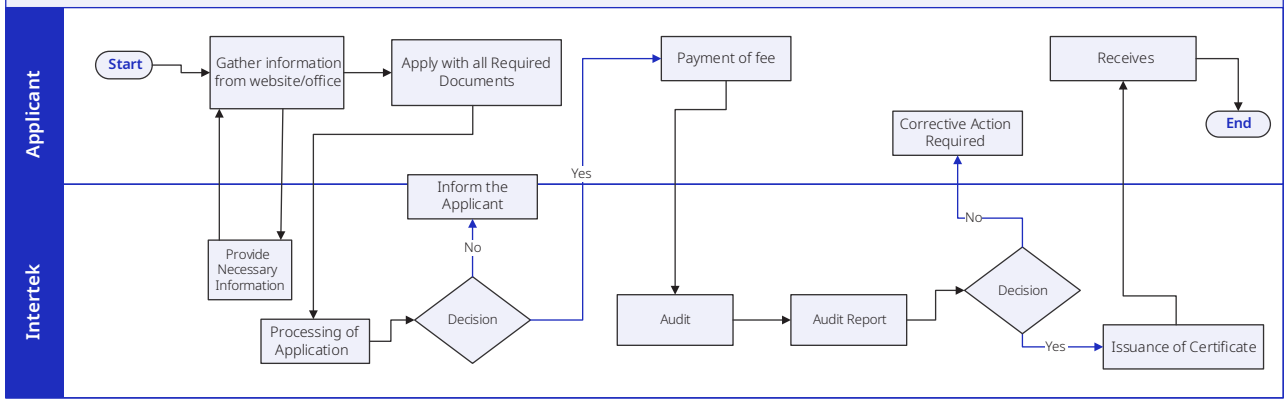
Prerequisites	
Required Documents	• Traceability documents • Documents of recycled granules • GRS certificate

Process

Outline step	
Step 1	Apply to Intertek
Step 2	Fee payment
Step 3	Audit
Step 4	Audit report
Step 5	Certificate issuance

Process Map

Plastic Waste Recycling Certification (EN-15343)



Fees (As per Intertek)

Application Fee	
Fees	
Other charges	15% VAT

Timeline (As per Intertek)

SLA	14 working days
Typical processing time	

Renewal

Required documents	• Apply to Intertek • Sample/lab testing • Report issued if no corrective action needed
Steps	
Fees	

Notes/Tips (If any)

Common bottlenecks	• Lack of awareness • Lack of compliance
Local variations	
Contact Points	Intertek Bangladesh Phoenix Tower, 2nd & 3rd Floors 407, Tejgaon Industrial Area Dhaka 1208, Bangladesh Phone: 8809666776669, Ext -2404
Recommendation	Recognize regional equivalents to reduce duplication.

CHAPTER IV
(Summary of Important Policies Relevant for Plastic Waste Management)

Summary of Important Policies

4.1 Bangladesh's Third Nationally Determined Contribution (NDC 3.0)

Policy Link: https://unfccc.int/sites/default/files/2025-09/Bangladesh%20Third%20Nationally%20Determined%20Contribution%20%28NDC%203.0%29.pdf

4.2 National 3R Strategy for Waste Management, 2010

Policy Link: https://doe.portal.gov.bd/sites/default/files/files/doe.portal.gov.bd/publications/7dc258b2_ 4501_400d_b066_5e56d84f439f/National_3R_Strategy.pdf

4.3 Environment Conservation Rules 2023

Policy Link: https://file-chittagong.portal.gov.bd/uploads/c2caafaa-e471-422d-9344-8bbc195d1a74/641/180/9a8/6411809a82e0b221760915.pdf

4.4 National Environment Policy 2018

Policy Link: https://www.planning.gov.tt/sites/default/files/National%20Environmental%20Policy%20%28NEP%29%20T%26T%202018.pdf

4.5 The Environment Conservation Act 1995

Policy Link: http://bdlaws.minlaw.gov.bd/act-791.html

4.6 Solid Waste Management Rules 2021

Policy Link: https://file-chittagong.portal.gov.bd/uploads/f39f7057-6518-42cc-9940-fd10a95363a7//625/f19/af5/625f19af5b498955912439.pdf

4.7 Export Policy 2024-2027 (Plastic waste management and Products related)

Policy Link: https://www.bangladeshtradeportal.gov.bd/kcfinder/upload/files/Legal_1756180440.pdf

4.8 Import Policy Order-related to Plastic Waste Management and Products

Policy Link: https://ccie.portal.gov.bd/sites/default/files/files/ccie.portal.gov.bd/page/b2e8afec_108d_ 48dd_97f9_7c88d3d372f9/2022-06-02-04-00-522cda138e2b1c0751a4c4146163acd1.pdf

4.9 Income Tax Act 2023

Policy Link: https://nbr.gov.bd/uploads/acts/Income_Tax_act.pdf

CHAPTER V
Appendices

Appendix 1: Process Map Legends



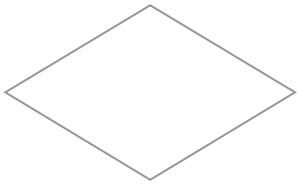
Terminator (Start or End)



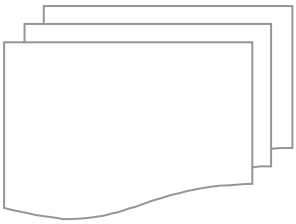
Process



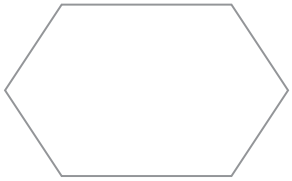
Document



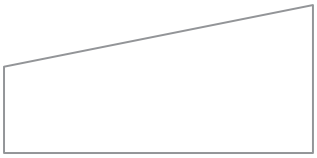
Decision



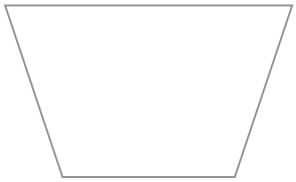
Documents with Copies



Preparation



Manual Input



Manual Operation

Process Flow (One Direction)

Process Flow (Vice-Versa)



Predefined Process

Appendix 2: 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:
Business Initiative Leading Development (BUILD)
DCCI Building (9th Floor), 65-66 Motijheel C/A
Dhaka-1000, Bangladesh. Phone: +88-02-9569961
Email: info@buildbd.org, ceo@buildbd.org
Website: www.buildbd.org



ISBN 978-984-33-7307-6

The project is co-funded under the Team Europe Initiative on Decent Work in Bangladesh

International Labour Organization

Co-funded by the European Union

EMBASSY OF DENMARK

Kingdom of the Netherlands

Sweden Sverige

In partnership with Canada

BUILD dialogue • research • advocacy Business Initiative Leading Development