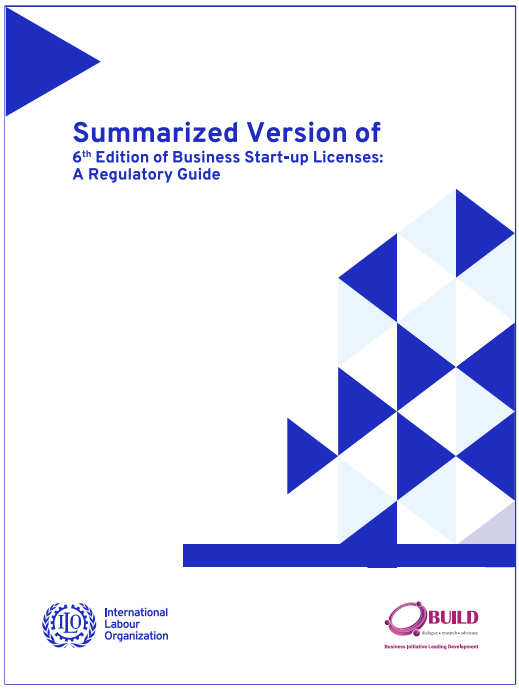
Summarized Version of

6th Edition of Business Start-up Licenses: A Regulatory Guide



International Labour Organization

BUILD
dialogue • research • advocacy
Business Initiative Leading Development



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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Business Initiative Leading Development (BUILD)
DCCI Building (9th Floor)
65-66 Motijheel Commercial Area, Dhaka-1000, Bangladesh
Email: ceo@buildbd.org, info@buildbd.org
Website: www.buildbd.org

Disclaimer

This *Summarized Version of 6th Edition of Business Start-up Licenses: A Regulatory Guide* 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 have been compiled from interviews with relevant officials and representatives of concerned ministries and agencies, as well as from government websites and other secondary sources. While most information is authentic as per the cited sources, a certain degree of discrepancy may exist due to differences in interpretation, periodic regulatory changes, or updates made by the relevant authorities.

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

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

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Message

Message from the Chairperson of BUILD

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It is my privilege to present the Summarized version of the 6th Edition of the Business Start-Up Licenses – A Regulatory Guide, a concise yet comprehensive resource developed to assist entrepreneurs in navigating Bangladesh's regulatory framework.

This guide outlines, in a structured manner, the licenses, permits, and approvals required to establish, operate, or expand a business. It further identifies the relevant government agencies, indicative processing times, and associated costs.

In recognition of the challenges posed by overlapping and complex regulatory requirements, this edition has been designed as a single, consolidated source of information to facilitate compliance. Through detailed process maps and practical guidance, it seeks to minimize delays, reduce costs, and contribute to improving the ease of doing business in Bangladesh.

It is our expectation that this guide will serve as a valuable reference for both domestic and foreign investors, thereby contributing to the creation of a more enabling business environment in Bangladesh. BUILD remains steadfast in its commitment to public–private dialogue and regulatory reform and continues to work in close partnership with ILO, other development partners and other stakeholders to promote sustainable economic growth.

I wish to extend my sincere appreciation to the research team of BUILD and all contributors and partners whose support has made the publication of this edition possible.

Abul Kasem Khan
Chairperson
Business Initiative Leading Development (BUILD)

Message from the International Labour Organization (ILO)

It is a pleasure to introduce this 6th edition of the Summarized 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 licensing process simpler and clearer. It translates complex requirements into practical, step-by-step guidance so entrepreneurs especially cottage, micro, small, and medium enterprises (CMSMEs) can start, operate, and grow with confidence. By improving access to information, the guidebook supports formalization efforts by making the pathway clear, practical and predictable.

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

The ILO's mandate to promote decent work and advance social justice aligns with the objectives of this publication. In particular, the guidebook supports the ILO's Recommendation 204 on the transition from informality to formality, advances SDG 8 on decent work and sustainable economic growth and complements ongoing national efforts to streamline regulatory service delivery, including one-stop and digital service platforms.

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

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

Message from the CEO of BUILD

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It is with great pride that BUILD presents the Summarized Version of the 6th Edition of the Business Start-Up Licenses – A Regulatory Guide, a practical resource designed to assist entrepreneurs in navigating Bangladesh's regulatory landscape with clarity. By condensing the essential licenses, permits, and approvals required to establish and operate a business, this edition offers investors a reliable and accessible reference.

Developed through research, consultation, and validation with government agencies, the guide highlights the critical regulatory requirements across sectors, including emerging industries such as e-commerce and renewable energy. It retains the strengths of the full edition—step-by-step processes, indicative costs, and timelines—while ensuring a streamlined and user-friendly format.

I wish to express my deep appreciation to our government and private sector partners for their valuable contributions, and to the BUILD team for their dedication in producing this publication.

It is our hope that this guide will help reduce barriers, strengthen compliance, and foster a more competitive business environment in Bangladesh.

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

About Summarized version of the Business Start-Up Licenses *–A Regulatory Guide*

This Guide is intended for aspiring, new, as well as veteran entrepreneurs looking for obtaining a License/ Permit/Approval/Certificate, etc., for their businesses in Bangladesh. The Book is specially meant for SMEs for whom access to the highest level of bureaucracy is almost impossible.

The objective of this Guide is to provide entrepreneurs with a step-by-step guide both in English & Bengali version on:

 Who-
to contact to collect the preparatory information regarding the application?

 What-
supporting documents to collect and collate to prepare the application?

 When-
to pay the associated fees for the application?

 Where-
to submit their application?

 How-
to seek subsequent renewals?

The Guide will assist you to comprehend the entire process involved in obtaining a License/Permit/ Approval/Certificate, etc. The tasks leading up to lodging an application and obtaining a License and such are set out under different heads of Trading, manufacturing & Services.

The Guide concentrates on demonstrating the interaction of the applicant with the issuing agency using the "Process Map" provided in the Guide for each of the Licenses, and such other items. Hence, it will help any entrepreneur to identify the steps by which you can intervene to speed up the process. Going through this Guide, you would be able to notice the requirements of documents, updating the same as and when required to avoid refusals. At the same time, it should be realized that there is no hard and fast rule to fast-track the process.

Each License/Permit/ Approval/Certificate, etc. has had and will have different overriding challenges or has been practiced in the country. Correctly identifying those challenges and managing those issues forms an integral part of the solution. In such a view, this Guide simply looks to serve as a 'one-stop information source' on business licensing needs, as well as to share some practical tips for overcoming some challenges.

BUILD in collaboration with ILO have taken the initiative to carry out the research to prepare the summarized version of the 6th edition of the Business start-up licensing book due to the overwhelming response from the entrepreneurs – whom we consider to be the main driving engine of Bangladesh's economy.

Main Features of the Summarized Version:

- In the summarized version of the 6th Edition of Business Strat-up License- A Regulatory Guide, 23 licenses along with their renewal processes have been incorporated.
- This edition focuses on the basic licenses required for starting a business.
- These licenses are essential for any entrepreneur, regardless of the type of business they intend to establish.
- For wider circulation and making information available to all types of business it will be published in Bengali and digital version be available to all concerned.
- The soft version will be made available on the digital portal (BDS Portals) and through the website of BUILD & ILO.

We believe the summarized version of the 6th Business Licensing guidebook will encourage entrepreneurs to formalize their business and enjoy the benefits of the policy support announced by the government from time to time and contribute to the economy.

About Business Initiative Leading Development (BUILD)

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

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

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

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

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.

How Can BUILD Help You?

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

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

BUILD initiates research, surveys projects in collaboration with a number of international organizations & development partners to provide professional services to the private sector to make them competitive in the changing global business area.

About International Labour Organization (ILO)

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

How the ILO Works

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

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

Recent Focus: Formalization of Informal Businesses

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

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

Why It Matters

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

Main Important Elements and components of the Summarized version of the 6th Edition

1. Simplified Business Licensing Information

- Provides a concise yet comprehensive overview of primary licenses, permits, and approvals required to start and operate a business in Bangladesh.
- Focuses on critical regulatory steps, reducing complexity for entrepreneurs transitioning from the informal to the formal economy.

2. Step-by-Step Process Maps

- Outlines clear, sequential steps for obtaining licenses, including application procedures, required documents, and submission channels.
- Includes estimated timeframes and costs to improve planning and reduce delays.

3. Digital and Print Accessibility

- Available in both e-book and printed formats for wider reach and convenience.

4. User-Friendly Design

- Features visual aids, checklists, and quick-reference tables for ease of use.
- Help businesses avoid common pitfalls and fast-track compliance.

This summarized edition serves as a practical toolkit for entrepreneurs, investors, and policymakers, supporting Bangladesh's goal of fostering a more inclusive, transparent, and formalized business ecosystem.

Acronyms and Abbreviations

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

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

List of Key Terms Used in this Guide

A-Challan

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

E-Challan

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

ASYCUDA

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

Ad Hoc IRC

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

Affidavit

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

Articles of Association

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

Bank Solvency Certificate

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

Bill of Entry

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

Bill of Lading

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

Bond

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

Business and Commerce Section in DC Office

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

C&F Agent

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

CIB

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

Call Centre

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

Certificate of Incorporation

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

Challan

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

Citizen's Charter

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

Demand Note

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

Direct Trader Input

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

DEED

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

Duplicate Carbon Receipt (DCR)

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

E-Challan

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

Firm

Partnership firm registered under the Partnership Act 1932.

GSP

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

GSP Rules of Origin

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

Gazetted Officer

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

Incumbent office

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

Mutation

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

Indemnity Bond

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

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

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

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

PSR

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

Treasury Challan- Treasury Invoice (mainly prescribed by Bangladesh Bank) as a form of deposit slip

Union Podishod- this is the smallest rural administrative and local government units of Bangladesh

Tracking Number

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

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

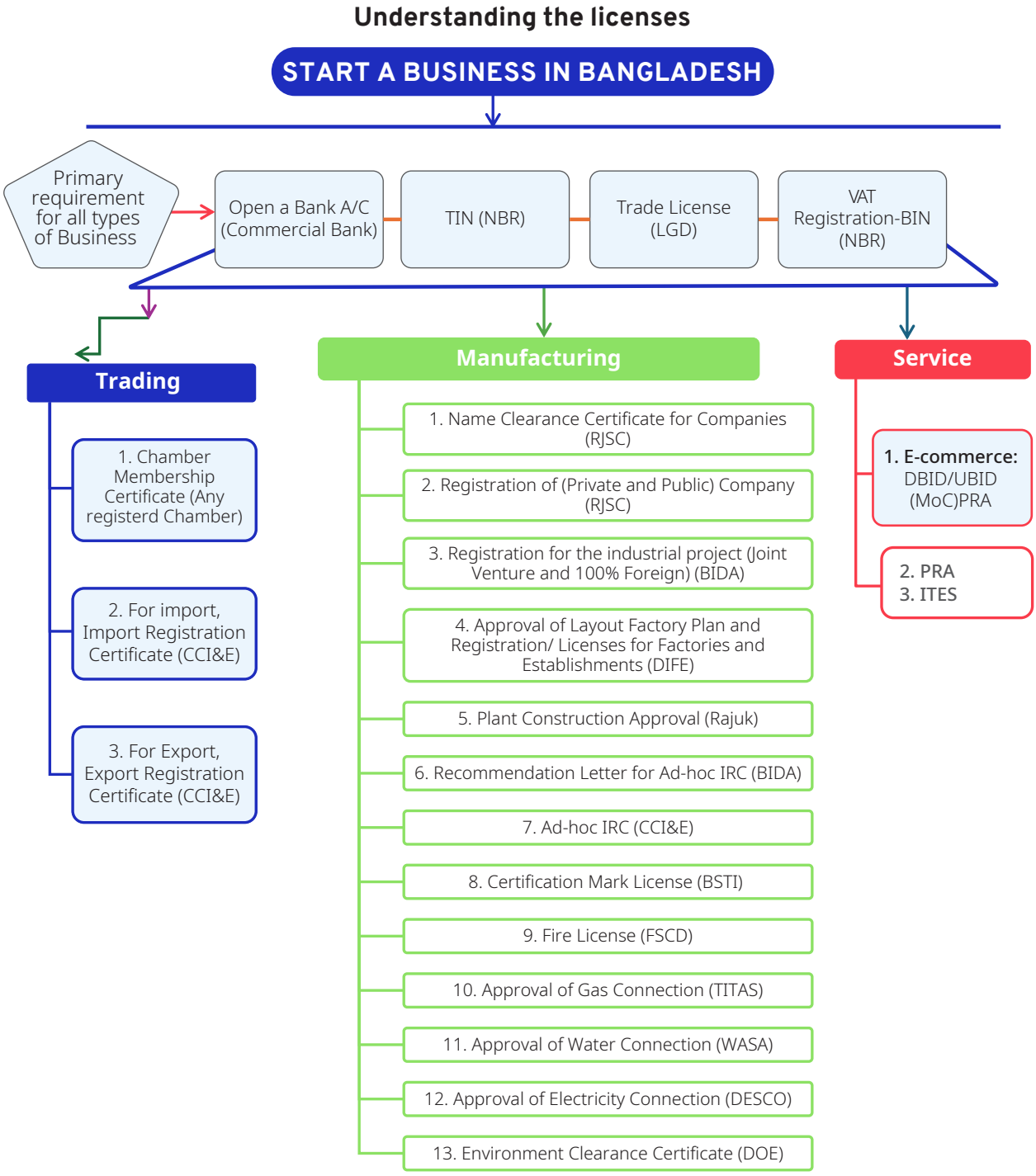
	Any Scheduled Bank[4]	https://fid.gov.bd/pages/static-pages/694032-ba35ce18e1c05614ba	Opening a Bank Account
DCCI	DCCI	https://www.dhakachamber.com/	Chamber Membership Certificate
MCCI	MCCI	https://mccibd.org/	Chamber Membership Certificate
	CCCI	https://www.chittagongchamber.com/	Chamber Membership Certificate
FBCCI	FBCCI	https://fbcci.org/	Chamber Membership Certificate

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

Useful Links

Sl.	Organization	Website
1.	Registrar of Joint Stock Companies and Firms (RJSC)	https://app.roc.gov.bd/
2.	National Board of Revenue (NBR), Bangladesh	https://nbr.gov.bd/
3.	Dhaka Chamber of Commerce & Industry (DCCI)	https://www.dhakachamber.com/
4.	Bangladesh Investment Development Authority (BIDA)	https://www.investbangladesh.gov.bd/
5.	The Department of Environment (DoE)	https://doe.gov.bd/
6.	Department of Inspection for Factories and Establishments	https://dife.dhaka.gov.bd/en
7.	Chief Controller of Imports & Exports (CCI&E)	https://olm.ccie.gov.bd/
8.	Dhaka Water Supply & Sewerage Authority	https://dwasa.org.bd/
9.	Dhaka Electric Supply Company (DESCO) Limited	https://desco.gov.bd/
10.	Fire Service and Civil Defense	https://fireservice.gov.bd/
11.	Titas Gas Transmission and Distribution PLC	https://titasgas.gov.bd/
12.	Local Government Engineering Department (LGED)	https://lged.gov.bd/
13.	Export Promotion Bureau	https://epb.gov.bd/
14.	Federation of Bangladesh Chambers of Commerce and Industry	https://fbcci.org/

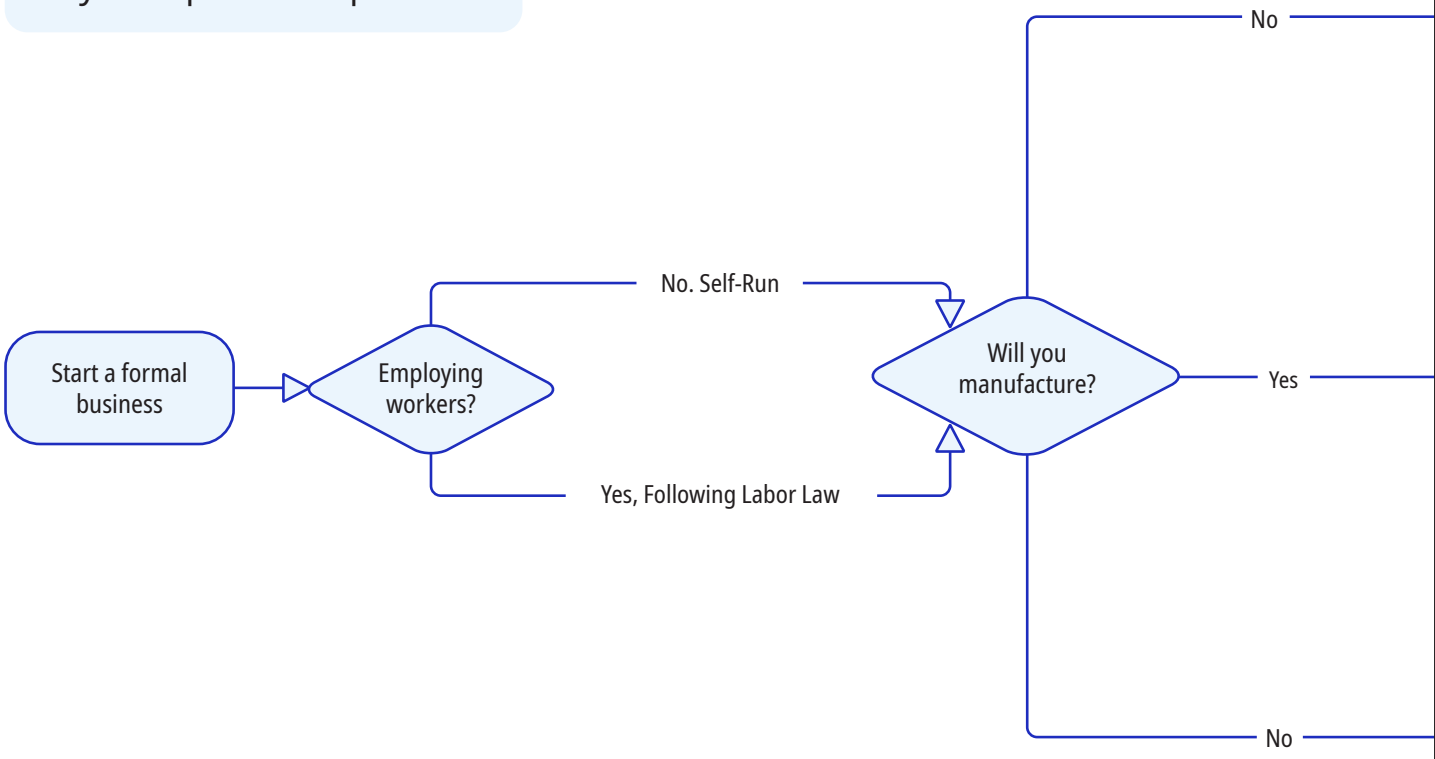
Understanding the Licenses- Business Tree



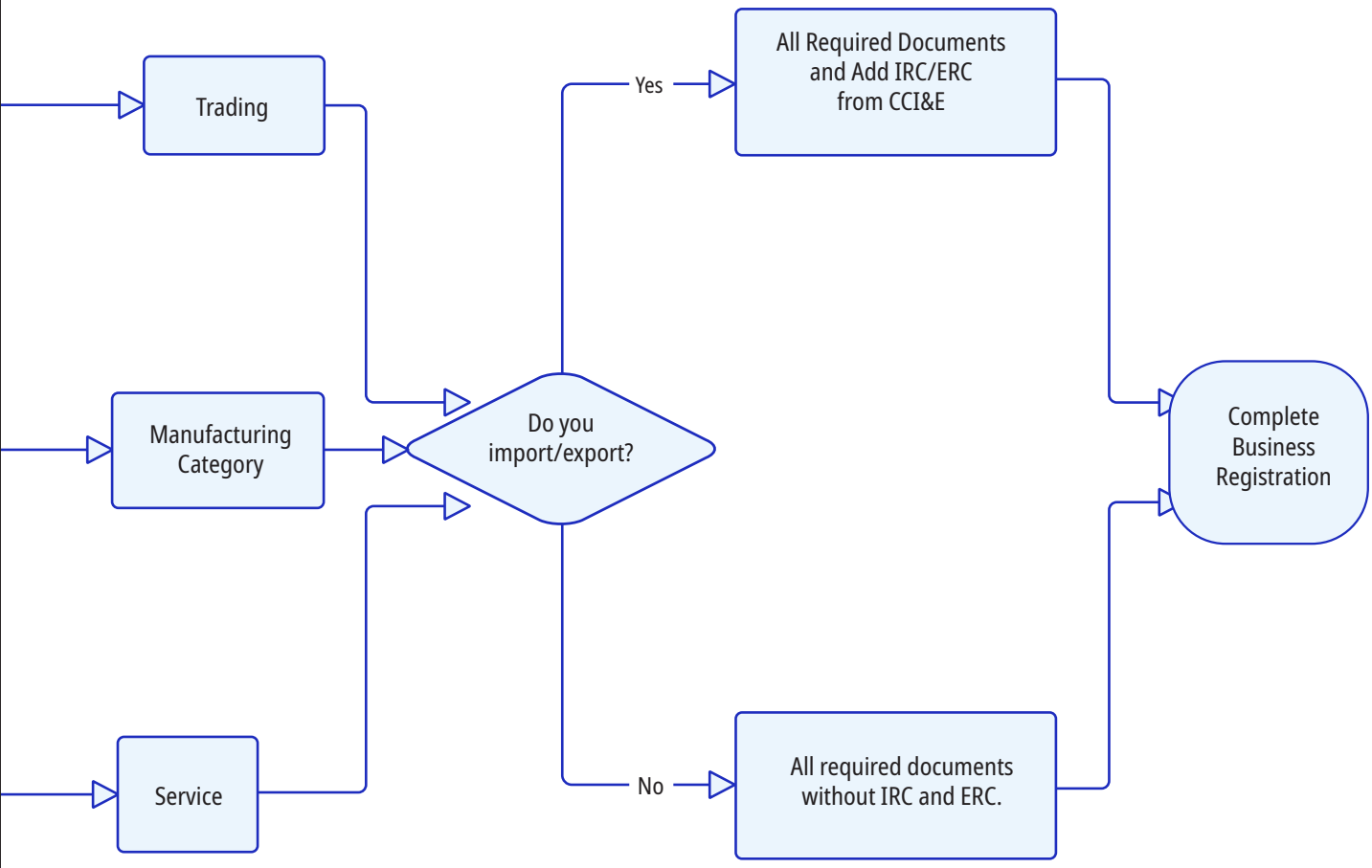
	Trading	Manufacturing	Service
Total License Required (Depends on the nature of Business)	7	20	7
Number of Ministries/ Departments/ Offices	5	15	7

Decision - Business Tree

QUESTIONS:
Are you employing workers?
Will you be Manufacturer?
Do you export or import?



Primary Licenses	Manufacturing Licenses	Trading	Service
• Bank Account • Trade License • TIN • VAT	• BIDA • RJSC • DIFE • BSTI • DoE • Utilities	• Chamber Membership • IRC • ERC	E-Commerce (DBID/PRA)


Trading
Manufacturing Category
Service
Do you import/export?
Yes
No
All Required Documents and Add IRC/ERC from CCI&E
All required documents without IRC and ERC.
Complete Business Registration

Starting a Business (Trading, Manufacturing and Service sector) in Bangladesh – 23 Licenses Required

Prioritization of 23 Licenses for Starting a Business in Bangladesh

Over the past years, BUILD has published six editions of the Business Start-up Licensing Guidebook, which collectively catalogues over 500 business-related licenses across diverse sectors. The development of these guidebooks was grounded in extensive consultations with relevant government agencies, private sector representatives, and other stakeholders.

Through systematic analysis of stakeholder feedback, regulatory requirements, and sectoral priorities, BUILD identified 23 priority licenses that are essential for commencing manufacturing, trading, and service-oriented businesses in Bangladesh. The selection was based on criteria such as frequency of requirements, significance for business entry, and applicability across multiple sectors.

Basic

- Taxpayer's Identification Number for companies
- Trade License
- Business Identification Number (BIN) / VAT Registration
- Opening a Bank Account for Business in Bangladesh

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

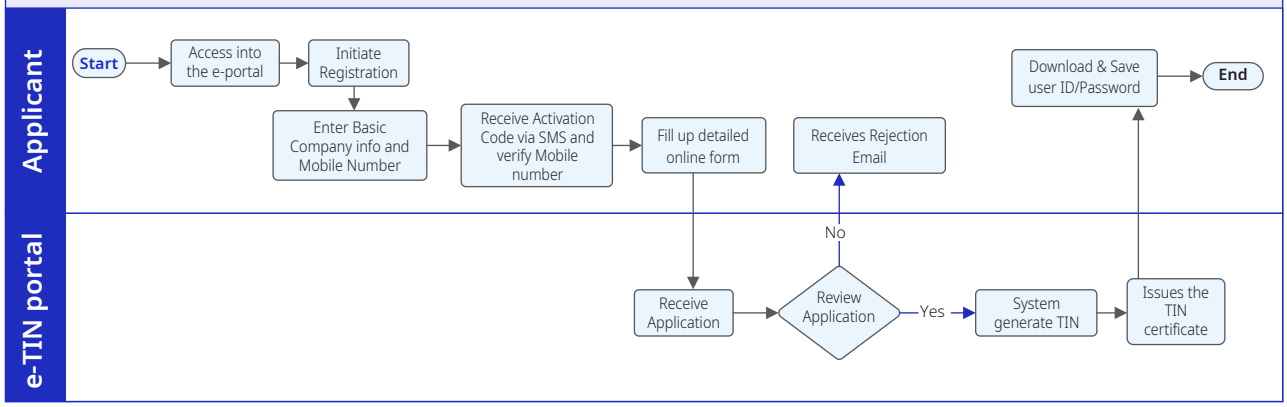
Note: Non-RJSC registered companies must submit enrollment documents from the relevant authority. Document uploads may not always be required initially, but all incorporation documents should be kept ready.

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

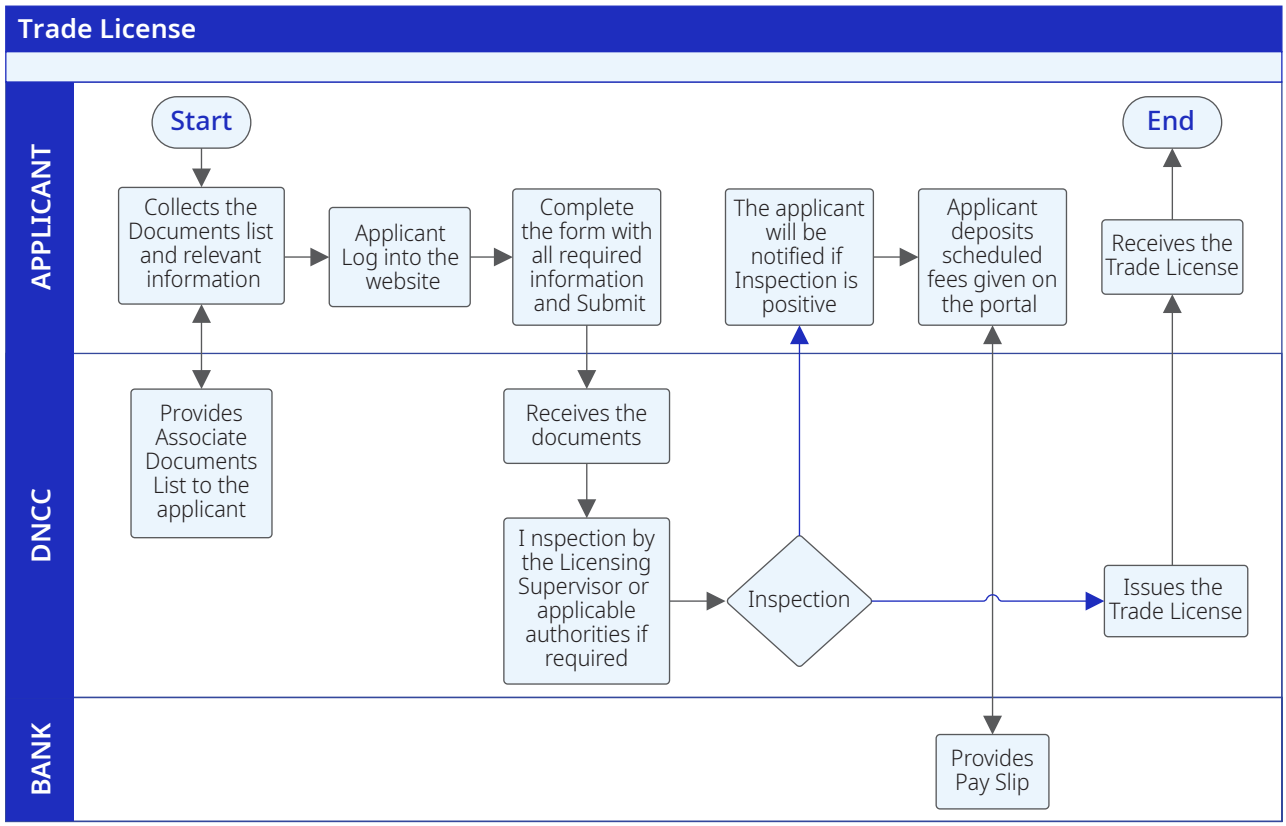
Requirements

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

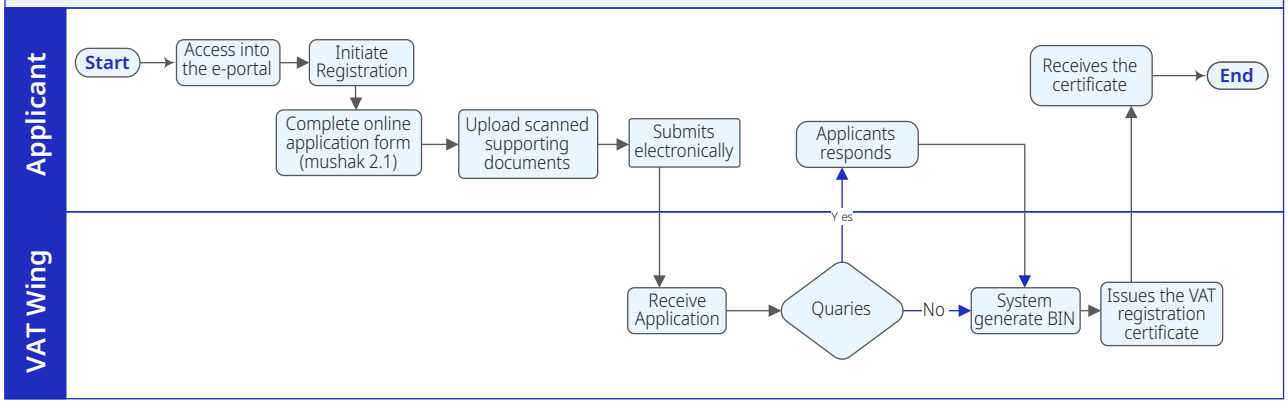
Prerequisites	Valid Trade License and TIN Certificate. Industrial entities may require IRC/ERC tdepending on operations.	
Required Documents	**Documents**	**Remarks**
	Valid Trade License	Copy of the original
	TIN Certificate	Copy of the original
	Copy of Import/Export Registration Certificate	If applicable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

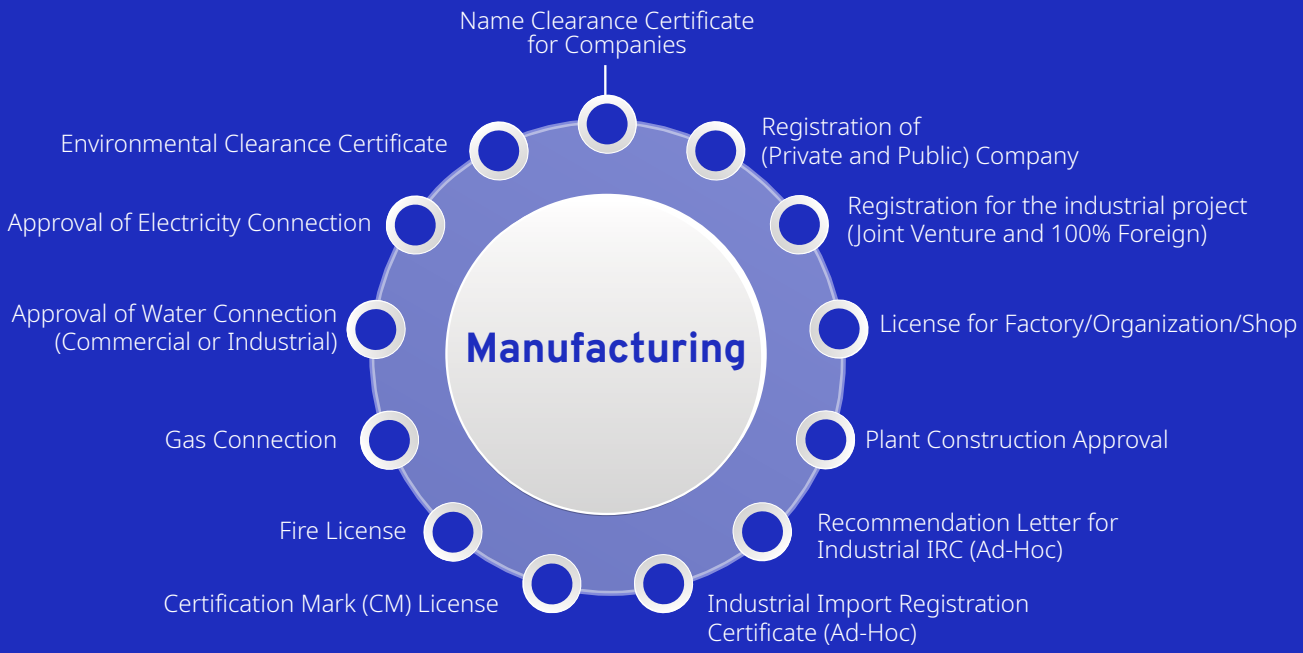
The required documents for opening a bank account in Bangladesh based on business type:

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.


Manufacturing
Name Clearance Certificate for Companies
Registration of (Private and Public) Company
Registration for the industrial project (Joint Venture and 100% Foreign)
License for Factory/Organization/Shop
Plant Construction Approval
Recommendation Letter for Industrial IRC (Ad-Hoc)
Industrial Import Registration Certificate (Ad-Hoc)
Certification Mark (CM) License
Fire License
Gas Connection
Approval of Water Connection (Commercial or Industrial)
Approval of Electricity Connection
Environmental Clearance Certificate

Name Clearance Certificate for Companies

Overview

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

Authority

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

Renewal

Frequency	Not required
Modality	Online

Requirements

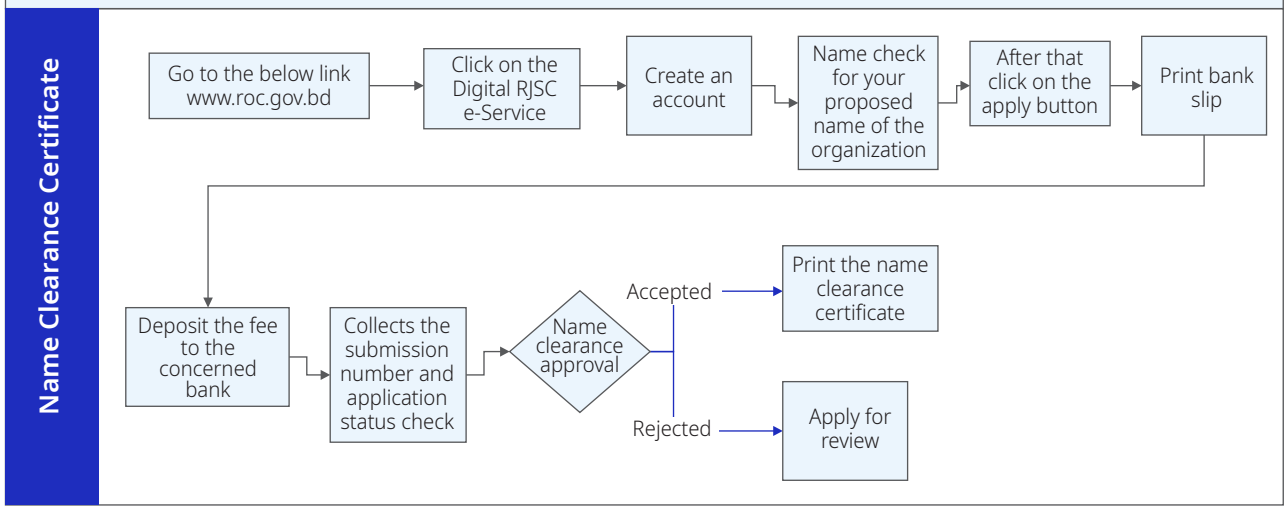
Prerequisites	Must be a promoter of a proposed new entity.	
Required Documents	**Documents**	**Remarks**
	A Name Clearance (NC) application	
	Minutes of the 1st General Meeting of the promoters	For company only

Process

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

Process Map

Name Clearance Certificate



Fees

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

Timelines

SLA/Time	4 hours
Typical Processing Time	1 days

Renewal

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Notes / Tips

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

Registration of (Private and Public) Company

Overview

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

Authority

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

Renewal

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

Requirements

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

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

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

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

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

Fees

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

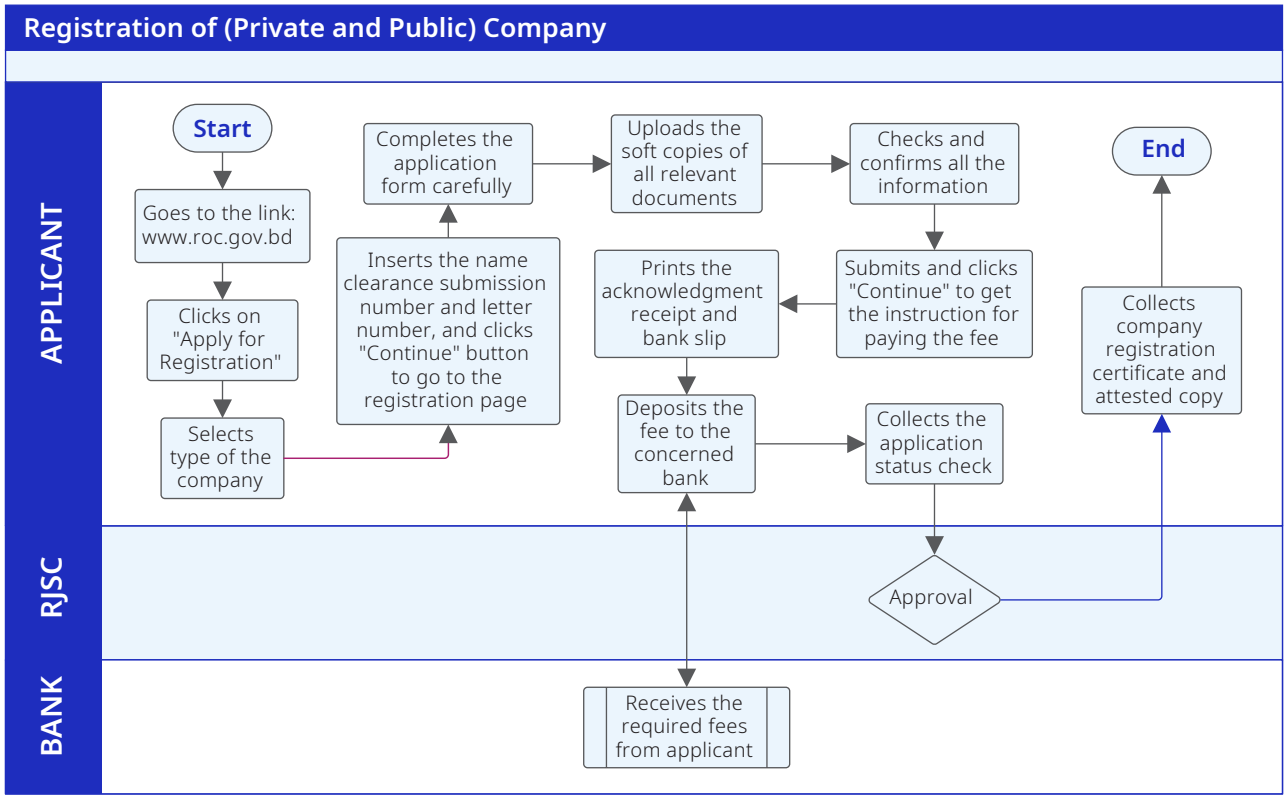
Timelines

SLA/Time	30 days
Typical Processing Time	Time may vary

Process

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

Process Map



Renewal

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

Notes / Tips

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

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

Overview

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

Authority

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

Renewal

Frequency	Not required
Modality	Online

Requirements

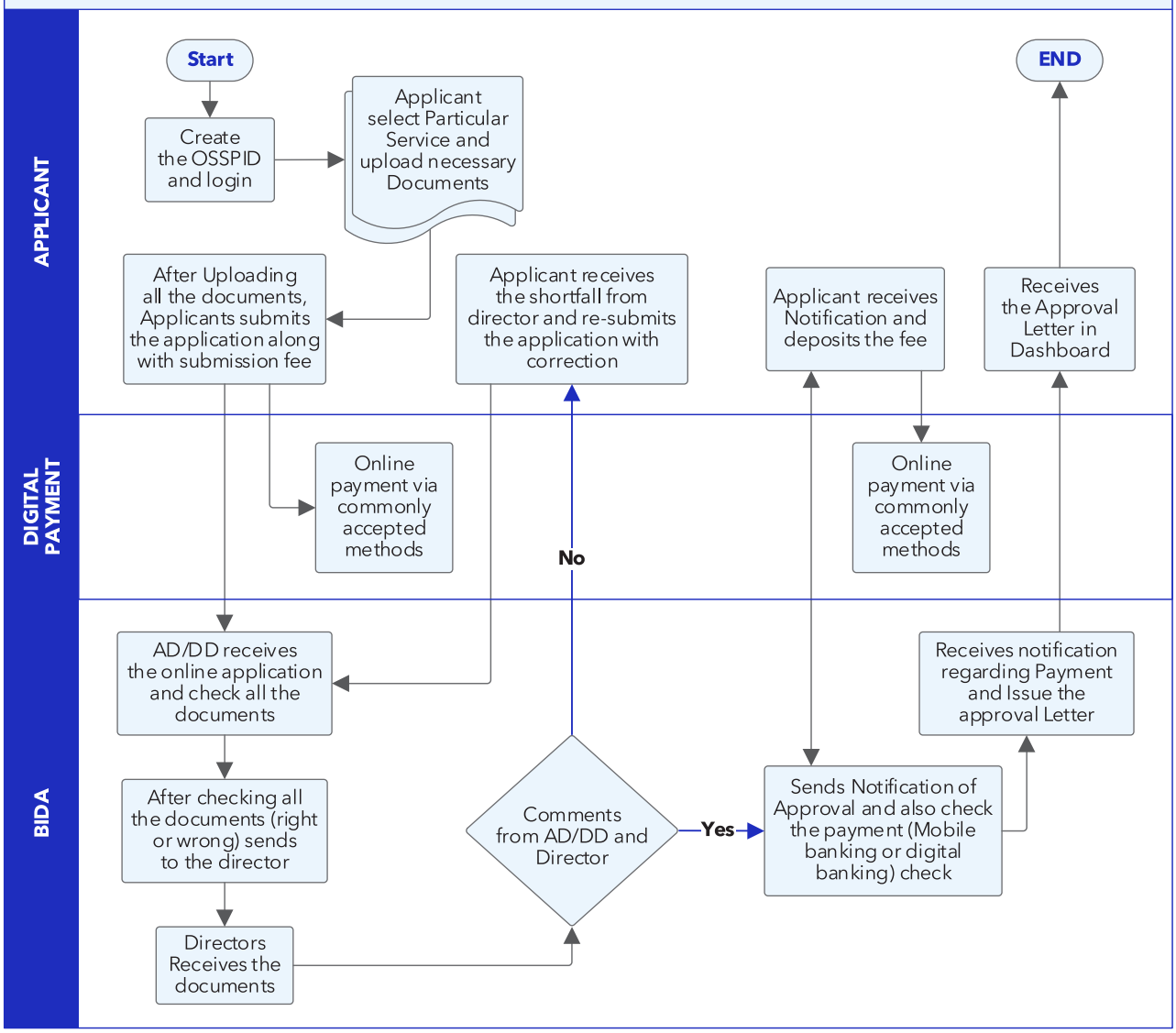
Prerequisites	The company must be incorporated and have a trade license for the factory location.
Required Documents	**Remarks**
1. Duly filled in One Stop Service (OSS) prescribed application form;	
2. Certificate of Incorporation;	Issued by concerned authority of the factory location mentioning specific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

Process

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

Process Map

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



Fees

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

Timelines

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

Renewal

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Requirements

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

License for Factory/Organization/Shop

Overview

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

Authority

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

Renewal

Frequency	Annual
Modality	Online/Offline

Requirements

Prerequisites

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

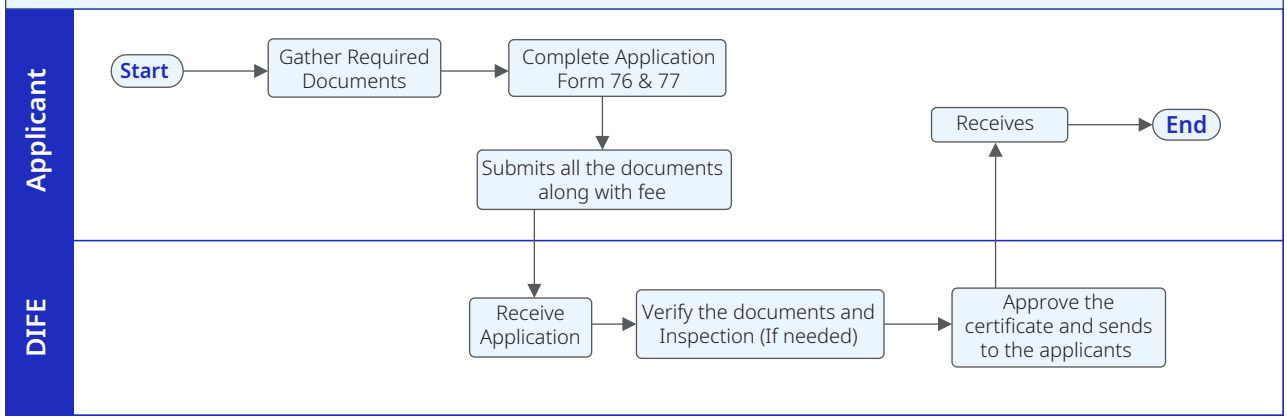
Process

Frequency

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

Process Map

License for Factory/Organization/Shop



Fees

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

Timelines

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

Renewal

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

Notes/Tips (If any)

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

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

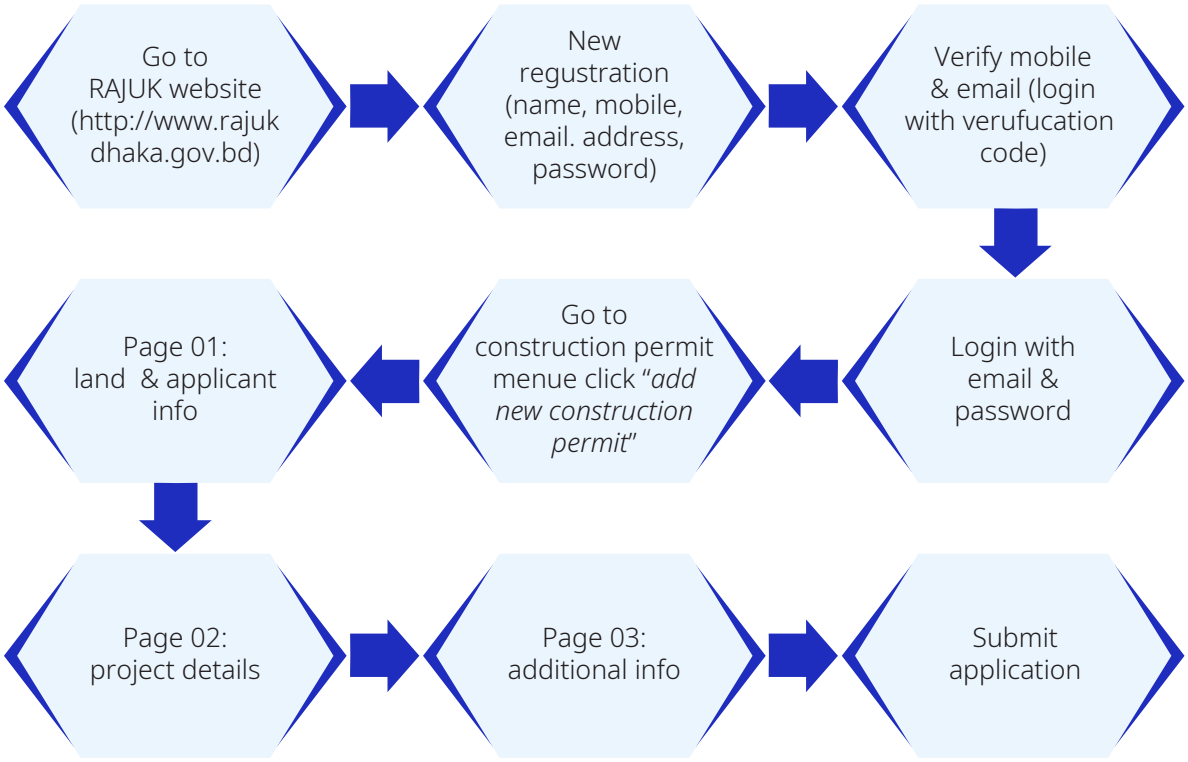
Prerequisites	Must have legal ownership or rights to the land.

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

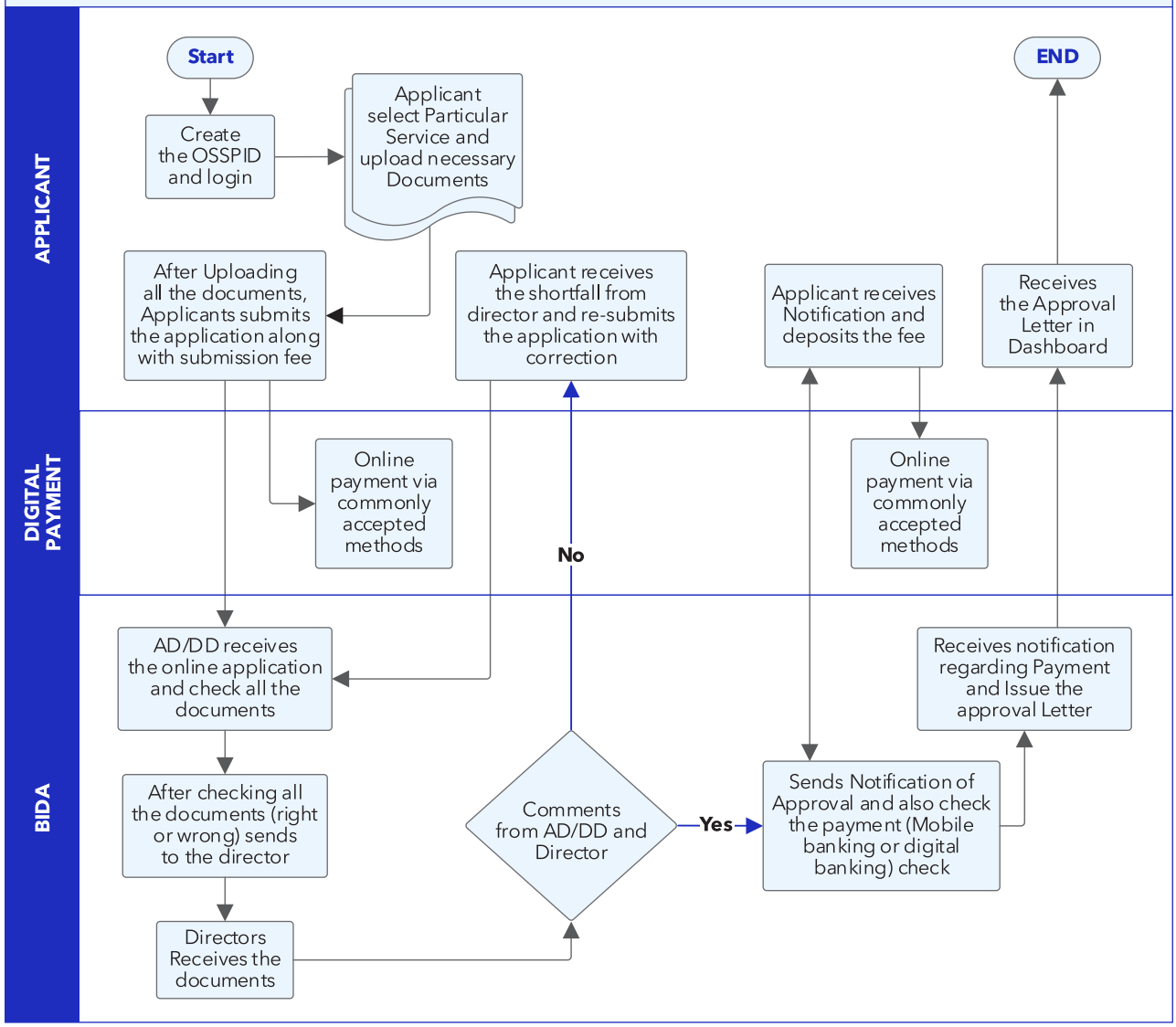
(All documents shall have to be attested by the Chairman/Managing Director/Director of the company)

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

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



Fees

Application Form	BDT 250
License Fee	Included
Other charges	None specified

Timelines

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

Renewal (if needed)

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

Notes/Tips (If any)

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

Industrial Import Registration Certificate (Ad-Hoc)

Overview

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

Authority

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

Renewal

Frequency	Yearly
Modality	Online

Requirements

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

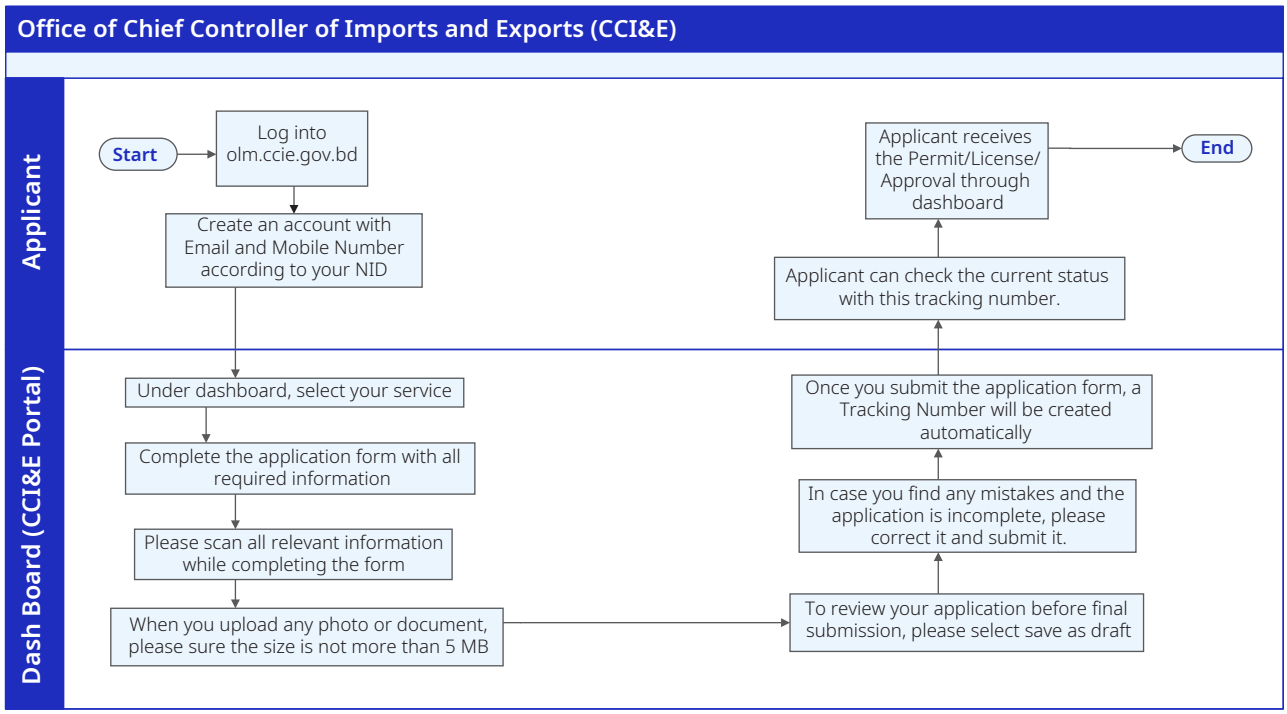
Required Documents	Remarks
Trade License	Issued by the City Corporation/ Municipality
Copy of e-TIN and VAT return submission/acknowledgement slip	
Recommendation letter from a scheduled bank	
Certificate of membership from the concerned Chamber/Business Association	
Applicants' National Identity Card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

Process

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

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

Process Map



Fees

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

Timelines

SLA/Time	3 days
Typical Processing Time	Not specified

Renewal

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

Notes/Tips (If any)

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

Certification Mark (CM) License

Overview

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

Authority

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

Renewal

Frequency	Every Three Years
Modality	Online

Requirements

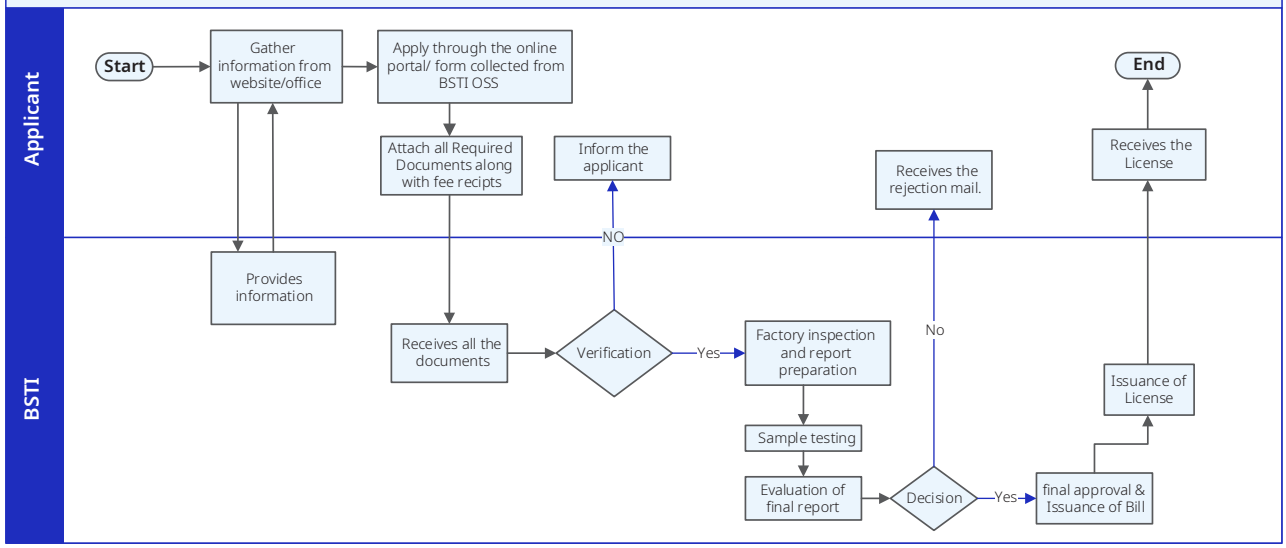
Prerequisites	Product must meet relevant Bangladesh Standards.
Required Documents	**Remarks**
Application Form	Available from BSTI One Stop Service Center and BSTI
Updated trade license	Photocopy
Trademark registration	Photocopy
VAT / TIN / Updated Income Tax Return Submission Certificate	Photocopy
Updated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

Process

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

Process Map

Certification Mark License from BSTI



Fees

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

Timelines

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

Renewal (if needed)

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

Notes/Tips (If any)

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

Fire License

Overview

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

Authority

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

Renewal

Frequency	Yearly
Modality	Offline/Online

Requirements

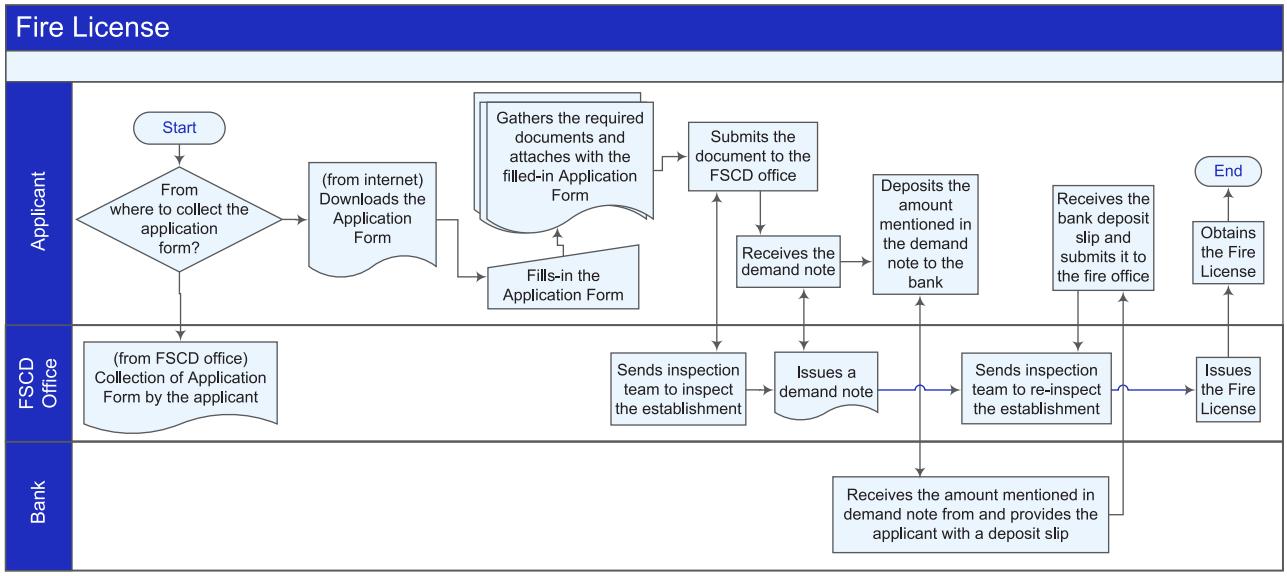
Prerequisites	The establishment must meet fire safety standards.

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

Process

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

Process Map



Fees

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

Timelines

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

Renewal (if needed)

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

Notes/Tips (If any)

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

Gas Connection

Overview

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

Authority

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

Renewal

Frequency	Not required
Modality	Offline

Requirements

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

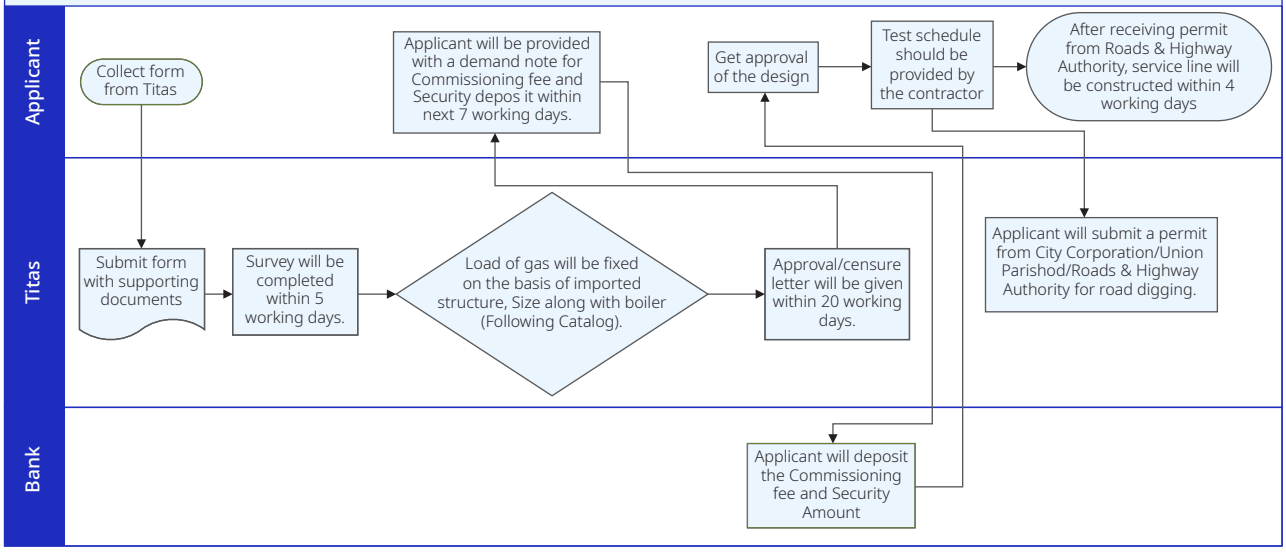
Process

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

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

Process Map

Gas Connection

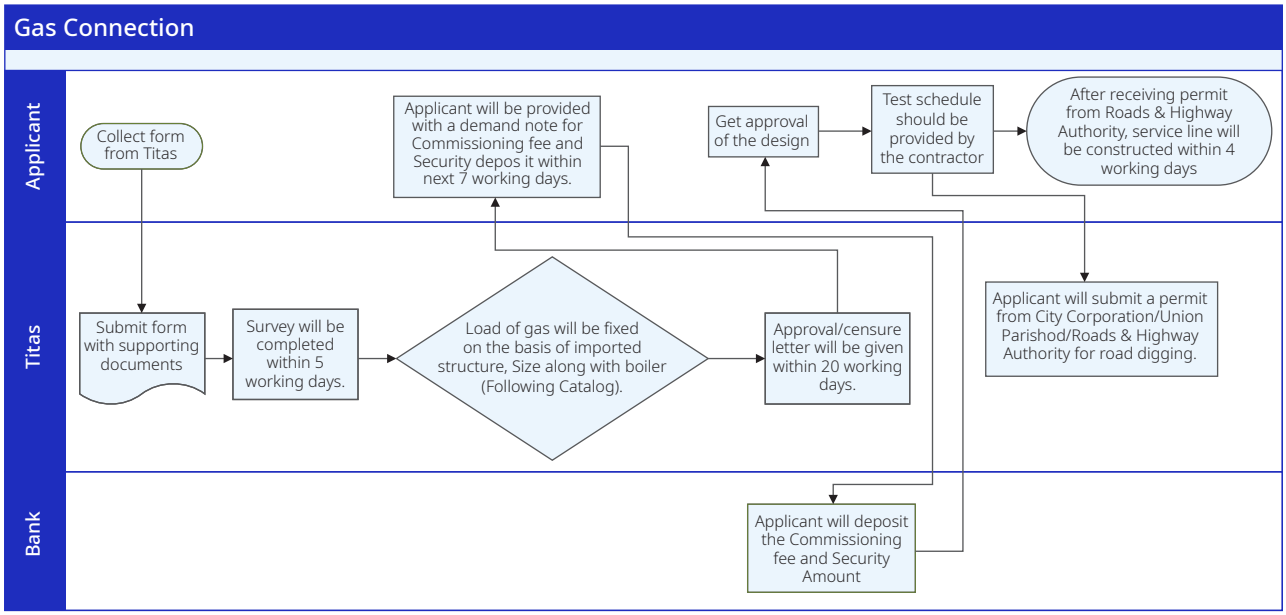


Required Documents for Industrial Connection	Remarks
1. The applicant should collect the prescribed application form (from prescribed bank/company's Zone/Regional offices/photocopy/download from website etc.)	
2. Three (3) attested passport-size photographs of the applicant.	Need Attestation
3. Attested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

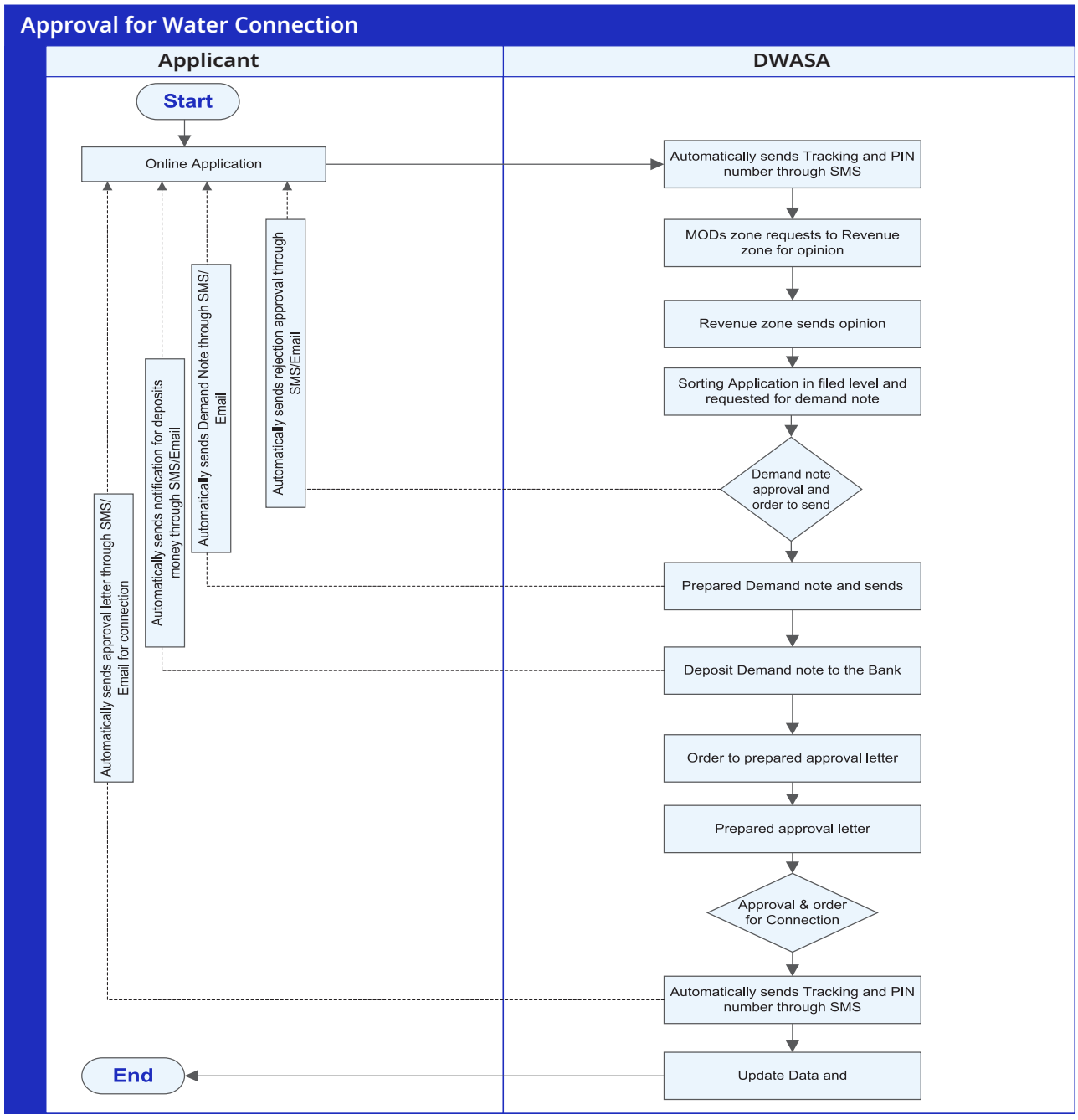
Required Documents	Remarks
Recently taken color photograph	300x300 pixels, max 100 KB, JPG
National Identity Card / Birth Certificate / Passport	Copy of the original
City Corporation holding tax receipt or land plot (dag) number	Copy of the original
The land ownership deed	Copy of the original
The building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

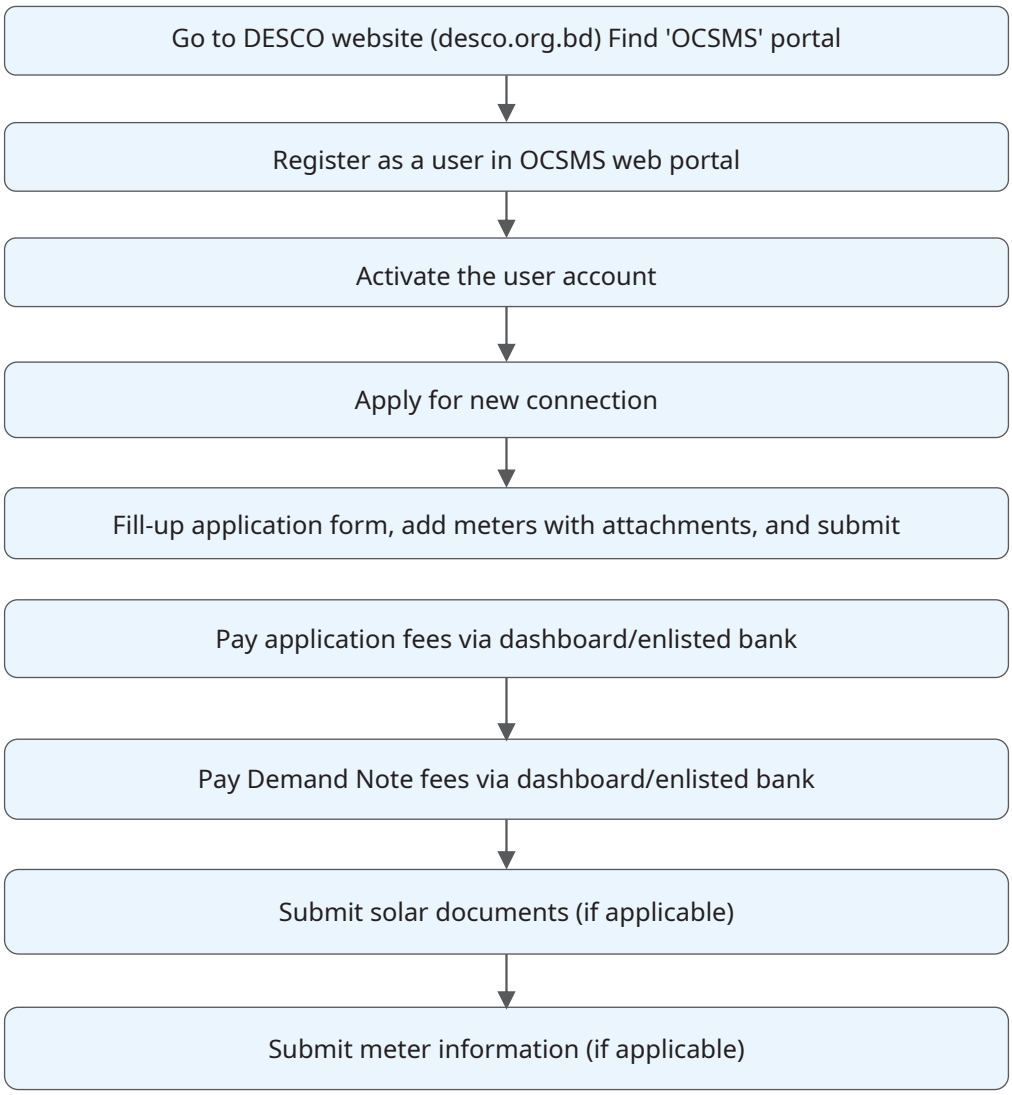
Requirements

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.

Environmental Clearance Certificate

Overview

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

Authority

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

Renewal

Frequency	Annual
Modality	Online/Offline

Requirements

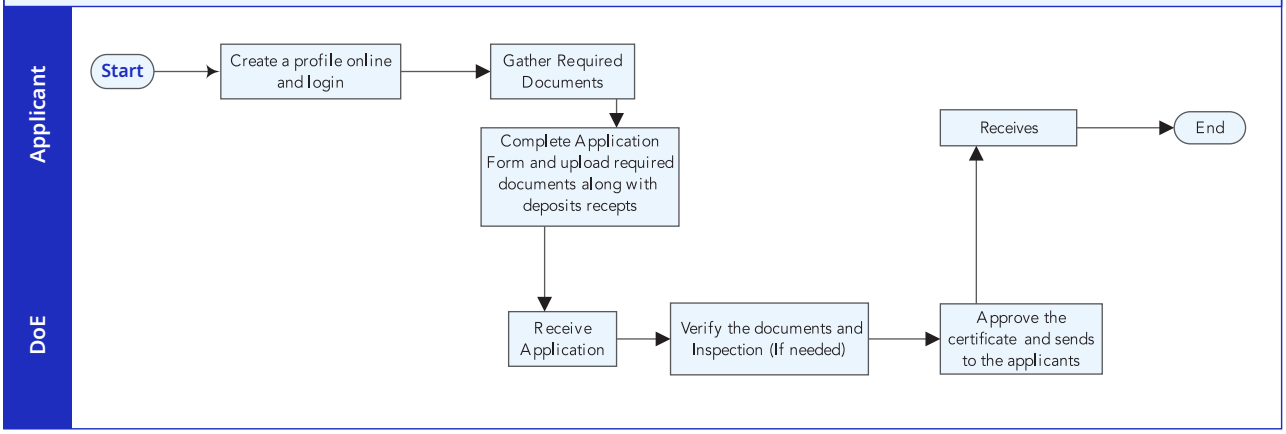
Required Documents	Remarks
• Online Application	Form- 3
• Receipt of fee and VAT submission	
• Location map and layout plan	Copy
• Land/mutation documents	Copy
• Permission from local govt	
• NID of Entrepreneur	Copy
• Registration of BIDA/BSCIC/ DoT	If Applicable
• Other documents from the government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

Process

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

Process Map

Environment Clearance Certificate



Fees

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

Timelines

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

Renewal (if needed)

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

Notes/Tips (If any)

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

Trading

- Chamber membership certificate
- Import registration certificate (IRC commercial)
- Export registration certificate (ERC)

Chamber Membership Certificate

Overview

Purpose	Formalization and recognition as a member of the chamber & industry for business networking and support.
Who needs it	Proprietorship, partnership, and limited firms seeking chamber membership.
Territorial Scope	National

Authority

Issuing Ministry/Agency	Dhaka chamber of commerce & industry (This office address has been provided as an example.)
Responsible office	Dhaka chamber of commerce & industry (DCCI) 65-66 motijheel C/A, dhaka-1000 Phone: +88-0247122986, IP phone: +88-09-666888555, Fax :+88-02223380830 Email : info@dhakachamber.Com Website : www.Dhakachamber.Com
Online Portal/Link	https://membership.dhakachamber.com

Renewal

Frequency	Annual
Modality	Offline and Online

Requirements

Prerequisites	Must be a registered business entity (proprietorship, partnership, or limited company).

Requirements

Proprietorship Firm	Partnership Firm	Limited Firm
• Pay order of BDT 29,350/- for General Member and BDT 23,150/- for Associate Member in favor of "Dhaka Chamber of Commerce & Industry (DCCI)"	• Pay order of BDT 29,350/- for General Member and BDT 23,150/- for Associate Member in favor of "Dhaka Chamber of Commerce & Industry (DCCI)"	• Pay order of BDT 29,350/- for General Member and BDT 23,150/- for Associate Member in favor of "Dhaka Chamber of Commerce & Industry (DCCI)"
• Updated Trade License	• Bank Certificate	• Updated Trade License
• Bank Solvency Certificate	• Updated Trade License	• Bank Solvency Certificate
• TIN Certificate with Proof of Submission of Return (PSR) of Applicants & Representative	• Bank Solvency Certificate	• TIN Certificate with Proof of Submission of Return (PSR) of Company, Applicants, Representative & Board of Directors.
• BIN Certificate	• TIN Certificate with Proof of Submission of Return (PSR) of Applicants, Representative & Partners	• BIN Certificate
• NID of Applicants & Representative	• BIN Certificate	• NID of Applicants, Representative & Board of Directors
• Recently taken passport size photograph	• NID of Applicants, Representative & Partners	• Recently taken passport size photograph of Representative & Board of Directors
• Application Letter to the Secretary General, DCCI and it must be written in the letterhead pad of respective interested Firm/Company.	• Recently taken passport size photograph	• Application Letter to the Secretary General, DCCI and it must be written in the letterhead pad of respective interested Firm/Company.

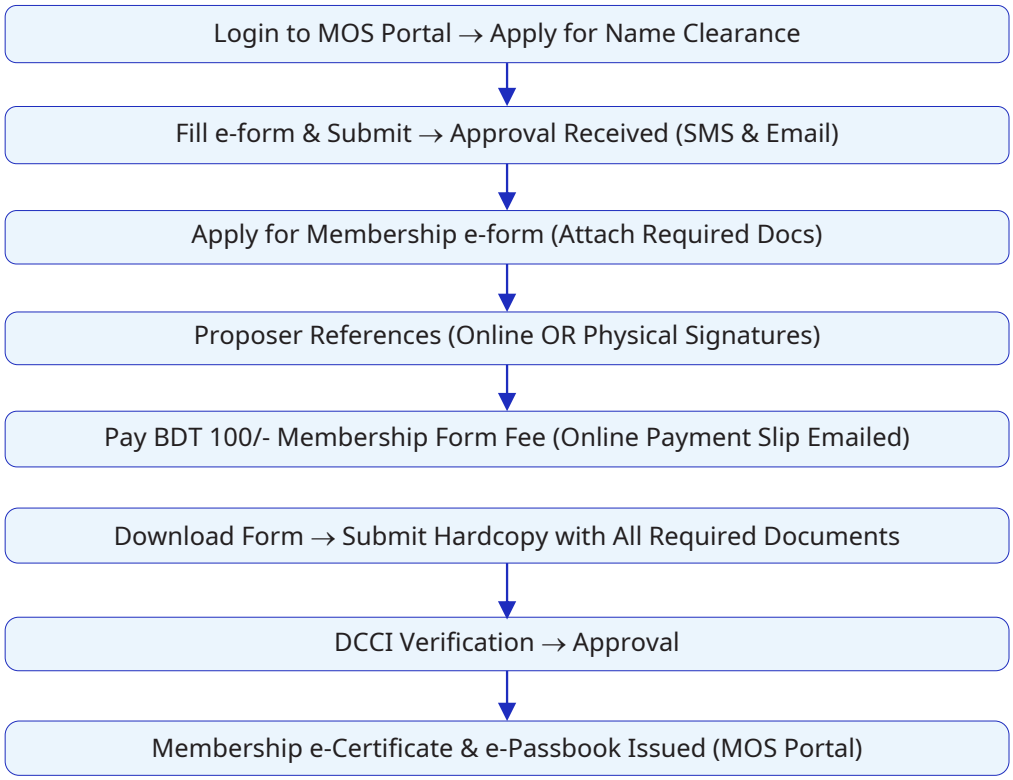
Proprietorship Firm	Partnership Firm	Limited Firm
• Other: VAT, IRC, ERC (Not Mandatory)	• Application Letter to the Secretary General, DCCI and it must be written in the letterhead pad of respective interested Firm/Company	• Memorandum & Articles of Association
	• Other: VAT, IRC, ERC (Not Mandatory)	• Form XII Certificate
	• Partnership Deed	• Other: VAT, IRC, ERC, Joint Venture Agreement, Passport for foreign nationals, BIDA permission paper, work permit and branch office permission (Not Mandatory for Local Company).

Ensure all documents are attested by MD/Managing Partner/Proprietor.
Bring original documents for verification.

Process

Outline step	
Step 1	Name Clearance: Log in to MOS portal, apply for name clearance, and wait for SMS/email approval.
Step 2	Membership e-Form: After name clearance, fill out the "Apply for Membership" e-form and attach required documents.
Step 3	Proposer: Obtain consent from two existing Chamber Membership (for example DCCI) members either online or via physical signatures.
Step 4	Membership Form Fee: Pay BDT 100/- online via mobile wallet, banking, or card.
Step 5	Final Submission: Download the form, submit hard copy with pay order, payment slip, photo, and visiting card. Receive e-Certificate and e-Passbook upon approval.

Process Map



Fees

Application Form	BDT 100
License Fee	General Subscription: BDT 29,350; Associate Subscription: BDT 23,150
Other charges	None specified

Timelines

SLA/Time	30 days
Typical Processing Time	Time may vary

Renewal (if needed)

Required Documents	Copy of BIN, TIN Certificate/Tax Return Submission Receipts/PSR, and money receipt (BDT 10,350 for general, BDT 7,150 for associate).
Process Steps	Submit documents for verification. After approval, updated e-passbook is available on the MOS portal.
Fees	General: BDT 10,350; Associate: BDT 7,150

Notes/Tips (If any)

Common bottlenecks	• Invalid or insufficient TIN information • Expired trade license • Incorrect application form • Lack of up-to-date company documents • Failure to submit hardcopy documents
Local Variations	Follow the citizen charter or contact district office
Contact Points	Dhaka Chamber of Commerce & Industry (DCCI), 65-66 Motijheel C/A, Dhaka-1000. Phone: +88-0247122986, IP Phone: +88-09-666888555. Fax: +88-02223380830. Email: info@dhakachamber.com. Website: www.dhakachamber.com

Import Registration Certificate (IRC–Commercial)

Overview

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

Authority

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

Renewal

Frequency	Annual
Modality	Online

Requirements

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

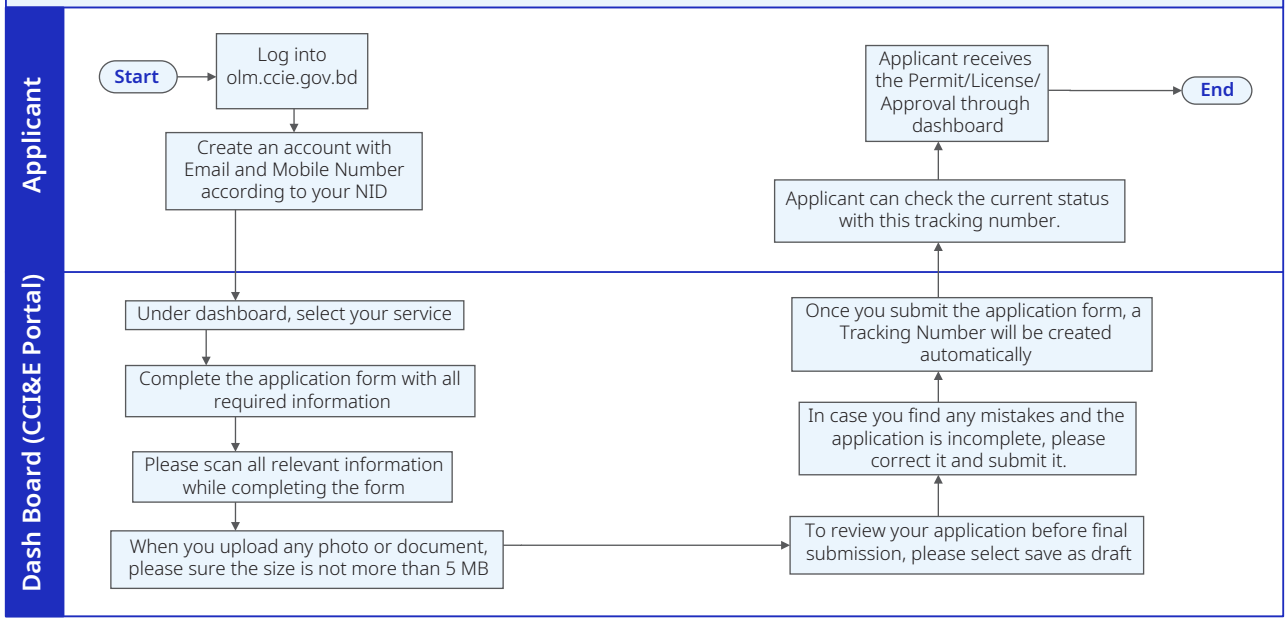
All scanned documents must be in color and contain the correct address.

Process

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

Process Map

Import Registration Certificate (IRC–Commercial)



Fees

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

Timelines

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

Renewal (if needed)

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

Notes/Tips (If any)

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

Export Registration Certificate (ERC)

Overview

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

Authority

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

Renewal

Frequency	Annual
Modality	Online

Requirements

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

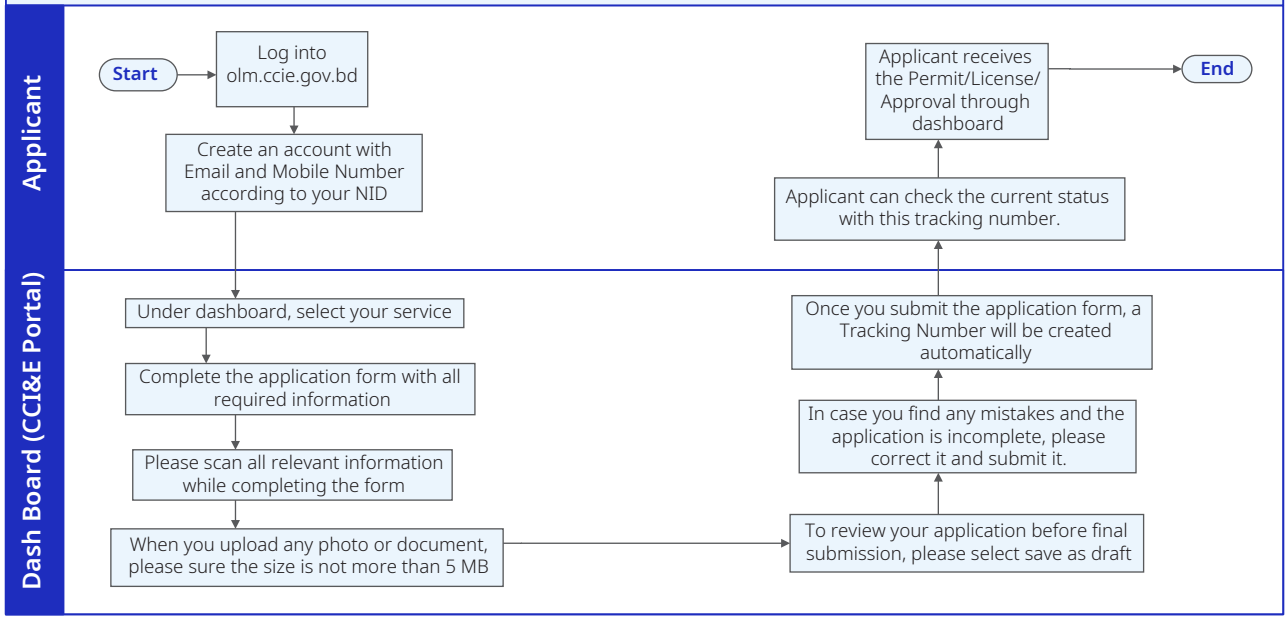
All scanned documents must be in color and contain the correct address.

Process

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

Process Map

Export Registration Certificate (ERC)



Fees

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

Timelines

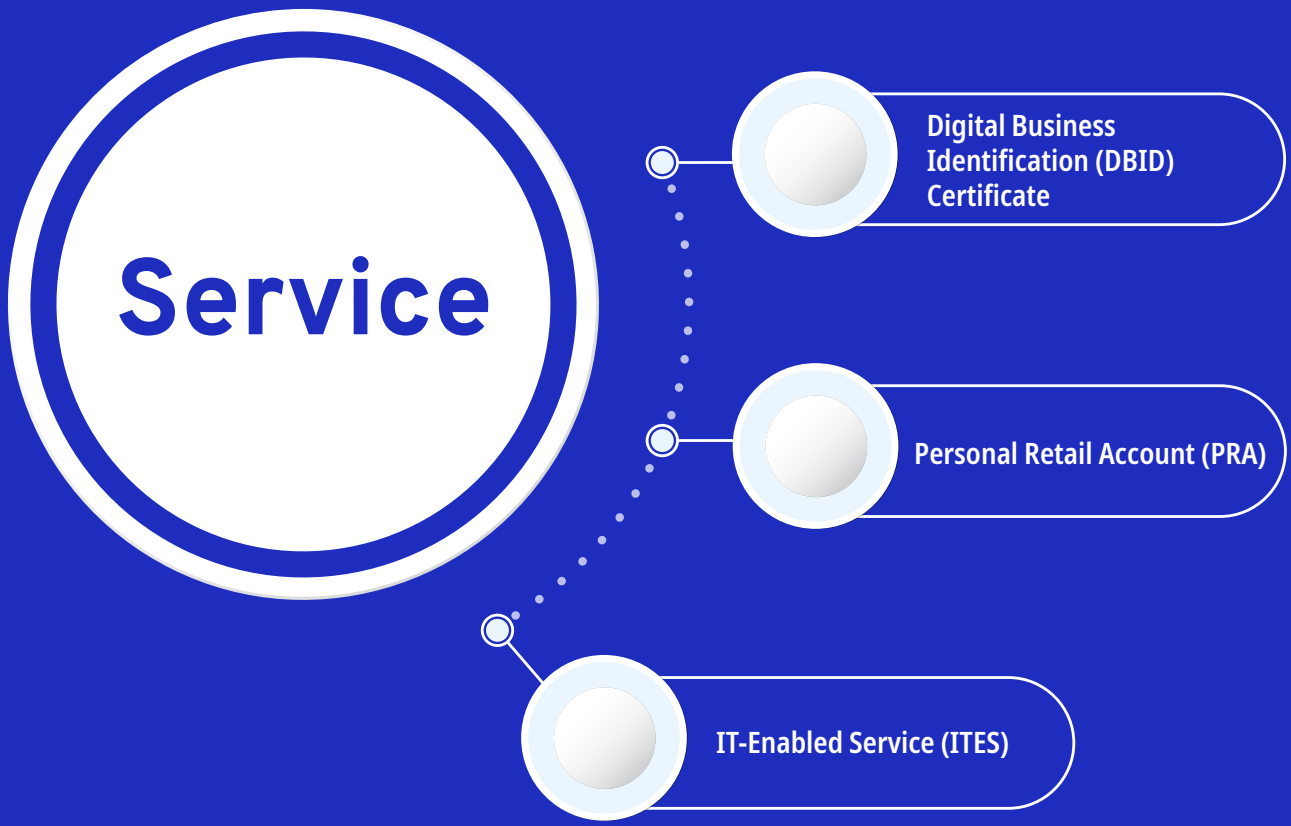
SLA/Time	3 days
Typical Processing Time	The primary reason for a delay in getting an Export Registration Certificate (ERC) from the Office of the Chief Controller of Imports & Exports (CCIE) in Bangladesh is incomplete or inaccurate documentation.

Renewal (if needed)

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

Notes/Tips (If any)

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


Service
Digital Business Identification (DBID) Certificate
Personal Retail Account (PRA)
IT-Enabled Service (ITES)

Digital Business Identification (DBID) Certificate

Overview

Purpose	To check if a company has an authorization for a name.
Who needs it	Start-Up & General businesses
Territorial Scope	Bangladesh

Authority

Issuing Ministry/Agency	Ministry of Commerce
Responsible office	Registrar of Joint Stock Companies and Firms (RJSC)
Online Portal/Link	http://www.dbid.gov.bd

Renewal

Frequency	Not required
Modality	Online

Requirements

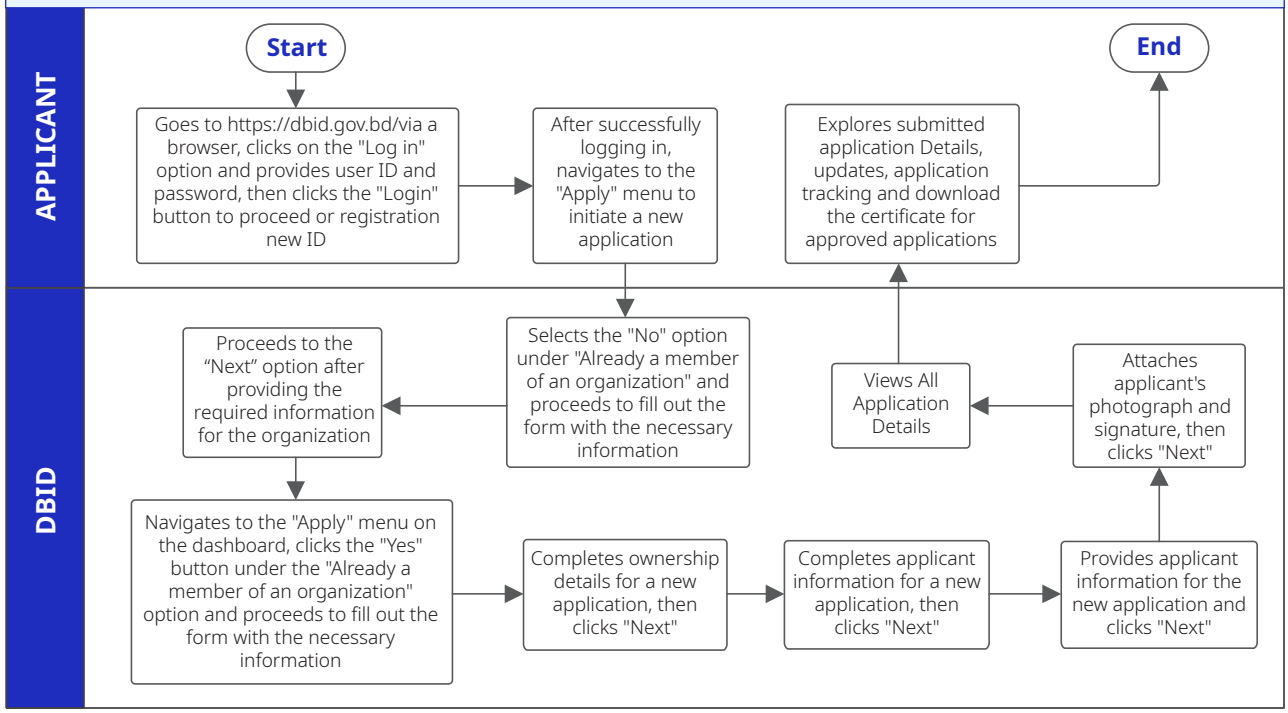
Prerequisites	Must be a registered business entity.
Required Documents for Industrial	**Remarks**
Photo of Applicant	
Signature of Applicant	
National Identity Card of the applicant	
Income Tax Registration number	Copy (if any)
Company Incorporation	Copy (if any)
Trade license	Copy (if any)
National Identity Card of Directors	Copy
National Identity Card of the Chairman of the Institution	Copy
National Identity Card of landlord	Copy
The Rental Agreement in case of rental office	Copy
VAT/ BIN registration number	Copy (if any)
Recommendation of Local Chairman / Ward Commissioner / Eminent Person	

Process

Outline step	
Step 1	The fields marked with a red star in the application form must be filled. Other fields are optional.
Step 2	Before completing the application process, if required, the draft application can be saved and later resumed from the service management option.
Step 3	After submission of the application, a unique tracking number will be assigned to each application which can be used to track the progress of the application from the service management option.

Process map

Digital Business Identification (DBID) Certificate



Fees

Application Form	No charges/ Free of Cost
License Fee	No charges/ Free of Cost
Other charges	No charges/ Free of Cost

Timelines

SLA/Time	60 days
Typical Processing Time	Incomplete or incorrect submissions by the applicant, and initial technical problems with the online platform.

Renewal (if needed)

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Notes/Tips

Common bottlenecks	• Slow processing time • Lack of awareness • Difficult for small, informal businesses • Incomplete or incorrect documentation
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

Personal Retail Account (PRA)

Overview

Purpose	Business
Who needs it	Labor intensive micro and floating entrepreneurs; Sellers or service providers of various marginal professions; Self-made product sellers or individual sellers & service providers through social media
Territorial Scope	Bangladesh

Authority

Issuing Ministry/Agency	Bangladesh Bank
Responsible office	Any Bank
Online Portal/Link	

Renewal

Frequency	Not required
Modality	Online

Requirements

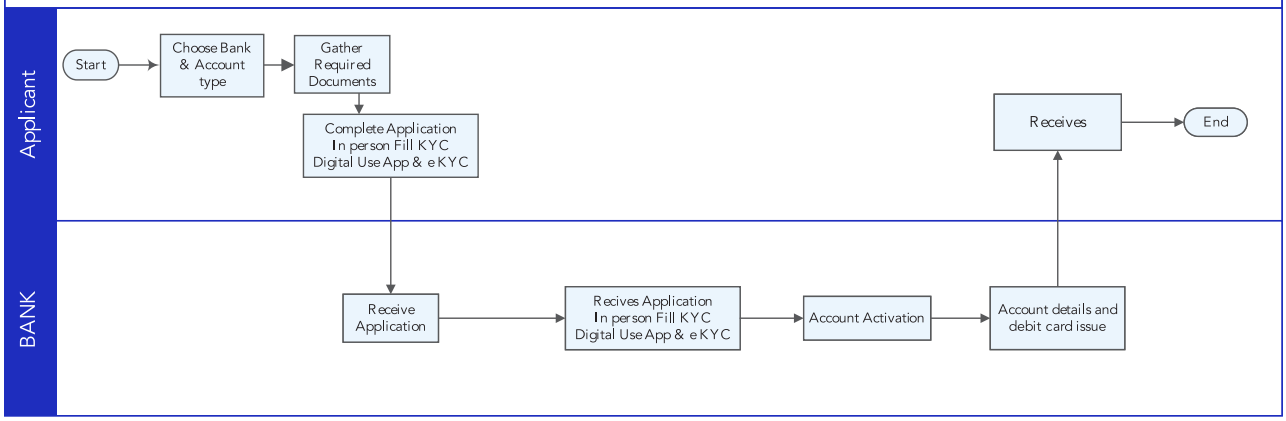
Prerequisites	Resident Bangladeshi Citizen of Age 18 years & above
Required Documents for Industrial	**Remarks**
Completed account opening form.	
NID/Passport/Birth Certificate of the applicant(s) & nominee(s)	Identity proof document
Address proof document	Recent copy of utility bill (Telephone /Electricity/Water bill etc.)
Income/Profession proof document: Attestation/ certificate from Local Public Representative/Professional Association	No trade license is required
Self-attested recent passport size photo (02 copies of the applicant(s) & 01 Photos of nominee(s) attested by account holder)	
Proof of Submission of Tax Return (PSR)/E-TIN Certificate Foreign Account Tax Compliance Act (FATCA) form	Where applicable

Process

Outline step	
Step 1	Choose a Bank and Account Type
Step 2	Gather Required Documents
Step 3	Complete the Application
Step 4	Submit & verify
Step 5	Account Activation

Process Map

Personal Retail Account (PRA)



Fees

Application Form	No charges/ Free of Cost
License Fee	No charges/ Free of Cost
Other charges	No charges/ Free of Cost

Timelines

SLA/Time	3 days
Typical Processing Time	PRA holders are mostly in informal business and they lack of awareness about official processes, a reason for taking additional time.

Renewal (if needed)

Required Documents	Not required
Process Steps	Not required
Fees	Not required

Notes/Tips (If any)

Common bottlenecks	• Banks must comply with anti-money laundering (AML) and know your Customer (KYC) regulation. These types of verification of documents and identification through multiple channels is time consuming. • NID, proof of address, passport size photo and sometimes information about reference • Policies vary from bank to bank • Online account opening required digital devices. • Mobile banking registration is sometimes difficult for PRA applicants.
Local Variations	Follow the citizen charter or contact district office
Contact Points	Any bank

IT-Enabled Service (ITES)

Overview

Purpose	To legally establish and operate a software/IT-enabled service company in Bangladesh and access government incentives.
Who needs it	Entrepreneurs and investors establishing software companies or providing IT-enabled services.
Territorial Scope	Bangladesh

Authority

Issuing Ministry/Agency	Multiple: registrar of joint stock companies and firms (RJSC), Bangladesh Investment development authority (BIDA), Bangladesh hi-tech park authority, Bangladesh association of software and information services (BASIS), Bangladesh Telecommunication Regulatory Commission (BTRC)
Responsible office	Varies by step (RJSC, local government, NBR, BIDA, etc.)
Online Portal/Link	

Renewal

Frequency	Varies by license (e.g., trade license typically annual)
Modality	Varies (online/offline)

Requirements

Prerequisites	Varies by registration/license type. generally, it requires completed application forms, company documents, proof of address, identity, and business details.
Required Documents	**Remarks**
Varies by step	*See detailed process below*

Process

Outline step	
Step 1	Company Registration (RJSC): Submit necessary documents, pay fees, and obtain certificate of incorporation.
Step 2	Trade license: obtain from respective city corporation, municipality, or union parishad.
Step 3	Tax and VAT registration (NBR): secure taxpayer identification number (TIN) and VAT registration certificate (BIN/e-BIN).
Step 4	Investment registration (Optional – BIDA): Register if there is foreign investment or to access government incentives.
Step 5	Sectoral membership and special registrations (optional): register with Bangladesh hi-tech park authority, join BASIS, or obtain BTRC license for call center/BPO if applicable.

Fees

Application Form	Varies by authority and service
License Fee	Varies by authority and service
Other charges	Varies by authority and service

Timelines

SLA	Not Required
Typical Processing Time	Time May Vary

Renewal (if needed)

Required Documents	Varies by license (e.g., for Trade License renewal, typically requires application form, previous license, proof of tax payment).
Process Steps	Varies by license and issue authority. Generally, it involves submitting a renewal application, required documents, and paying fees.
Fees	Varies by license and issuing authority.

Notes / Tips

Common bottlenecks	Unstable present business environment BASIS is not working
Local Variations	Requirements and processes may vary slightly depending on the local government authority for Trade Licenses.
Contact Points	RJSC, BIDA, Bangladesh Hi-Tech Park Authority, BASIS, BTRC.

Summary of Relevant Policies

1. Bangladesh Industrial Policy 2022: Summary

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

The Government of Bangladesh has formulated the Industrial Policy 2022 to promote export-oriented industries, SMEs, innovative industries, and green and sustainable industrialization. The policy aims to modernize the industrial sector, make it competitive, environmentally friendly, and technology-driven, strengthening Bangladesh's position in both domestic and global markets. It provides a strategic framework for developing the industrial sector toward a "prosperous Bangladesh by 2041."

The policy emphasizes the central role of the industrial sector in economic development, focusing on employment generation, foreign exchange earnings, technology transfer, entrepreneurial development, regional equity, and environmentally sustainable industrialization. It also aligns with the United Nations Sustainable Development Goals (SDGs), Vision 2041, and targets increasing the industrial sector's contribution to national income to 40 percent by 2027. The Industrial Policy 2022 is not merely a blueprint for industrial expansion but aims to build a modern, competitive, inclusive, and sustainable economy.

Objectives

The policy aims to create employment and reduce poverty through industrialization, strengthen the local economy by promoting SMEs and entrepreneurship, encourage technology transfer, innovation, and R&D, ensure optimal use of domestic raw materials, support export-oriented and import-substitute industries, and prioritize environmentally sustainable and green industrialization.

Priority Sectors

Certain sectors are identified as priority sectors under the policy, including Ready-Made Garments (RMG), leather and leather products, pharmaceuticals, light engineering, agro-based industries, IT and ICT, automobiles, shipbuilding, renewable energy, and creative industries. These sectors are provided with specific incentives, support measures, and infrastructure development guidelines.

Sectoral Guidelines

For SMEs, the policy recognizes the sector as the backbone of the economy. Special incentives for women and youth entrepreneurs are planned, including simplified loan access, dedicated funds, skill development training, and support for local and international market access. The pharmaceutical and healthcare industries are to benefit from tax incentives, export promotion strategies, quality control, modern technology adoption, and R&D investment. Leather and leather goods industries will focus on environmentally friendly tanneries, international certifications, modern machinery, and market expansion. The ICT and high-tech sector is encouraged through software exports, freelancing, BPO, and startup ecosystems, seen as a new source of foreign exchange. Creative industries, including fashion design, handicrafts, cultural products, media, and entertainment, are recognized as a new sector to create added value from domestic heritage and culture while generating export potential.

Focused Area

The policy emphasizes strengthening export sectors, SME development (with women-focused incentives, easier loan access, training, and market entry), establishment of industrial zones, high-tech parks, and special economic zones through public-private partnerships. Green industrialization is prioritized through renewable energy use, pollution control, and industrial waste management. Digital transformation, including e-commerce, IT-enabled services, and adoption of Fourth Industrial Revolution (4IR) technologies, is also highlighted. A business-friendly environment will be ensured through one-stop services, tax incentives, and improved infrastructure, including electricity, gas, water, and communications.

Industrial Classification

Industries are classified by size (cottage, small, medium, and large), by structure (export-oriented, import-substitute, and domestic market-based), by priority sectors (agro-based, ICT, leather, pharmaceuticals, light engineering, shipbuilding, automobiles), and emerging sectors (biotechnology, nanotechnology, artificial intelligence, renewable energy).

Special Guidelines

Women and youth entrepreneurs receive simplified loan procedures, enhanced market access, and targeted training. Regional balance is promoted through incentives for establishing industries in remote areas. Research and innovation are encouraged through collaboration between universities and industries to develop research-based industries. Sustainable development objectives are emphasized, including poverty alleviation, energy efficiency, employment generation, and climate-resilient industrialization.

Challenges and Opportunities (Clause 7.1–7.2)

The policy identifies challenges such as energy and electricity shortages, lack of technical skills, infrastructural limitations, environmental pollution, and rising global competition. Opportunities include Bangladesh's strategic geographic location, young workforce, agro-based industrial potential, adoption of 4IR technologies, and regional cooperation agreements (SAARC, BIMSTEC, FTAs).

Key Chapters and Initiatives

Informal Sector Development (Chapter 5): A national action plan will formalize the informal sector (Clause 5.1), with SME Foundation, BSCIC, and NSDA providing training, skill development, and registration support. A national informal sector database will be created (Clause 5.7.1), and registration simplified through Union Digital Centers. Safe and dignified workplaces will be promoted in line with SDG-8 (Clause 5.5).

Entrepreneur Creation and Development (Chapter 6): Simplified business registration (Clause 6.1.2), online licensing and clearance systems (Clause 6.1.3), and establishment of business incubation centers (Clause 6.1.4) are the main initiatives. Business plan competitions at the university level will encourage youth entrepreneurs. Bangladesh Bank will provide a startup financing scheme (Clause 6.1.9).

Women Entrepreneurs Empowerment (Chapter 7): At least 25 percent of total SME allocation is reserved for women entrepreneurs (Clause 7.4.4). At least 15 percent of plots in economic zones, high-tech parks, and industrial parks will be reserved for women entrepreneurs (Clause 7.4.10). Special incentives are provided to increase women-led exports (Clause 7.4.9).

Regional Balance and Underdeveloped Areas (Chapter 8): Allocation of government resources for industrial cities/parks in underdeveloped areas (Clause 8.1) and the use of government khas land and idle industrial land for new industries (Clause 8.2) aim to reduce regional disparities.

Productivity Improvement (Chapter 10): The National Productivity Master Plan (2021–2030) will improve productivity at both worker and industry levels (Clause 10.4). Productivity Development Officers will be

appointed in each industry (Clause 10.7), and "Productivity and Quality Excellence Awards" will be granted to productive establishments (Clause 10.10).

Human Resource Management and Quality Standards (Chapter 11): Intellectual property law will align with international TRIPS agreements (Clause 11.2). Domestic products with certification will receive procurement preference (Clause 11.4), and imported goods must meet local quality standards (Clause 11.5). Special emphasis is placed on protecting and commercializing Geographical Indication (GI) products (Clause 11.12). Import-Substitute Industries (Chapter 12): Special incentives are announced to reduce import dependence, including subsidies, tax exemptions, and duty relief for import-substitute products (Clause 12.1). Backward linkage industries and priority sectors will receive timely investment incentives (Clause 12.2).

Overall, the Industrial Policy 2022 provides a comprehensive framework to elevate Bangladesh's industrialization to a higher level. By integrating modernization, technology adoption, environmental protection, and social inclusion, the policy aims to diversify the economy, generate widespread employment, and establish the industrial sector as a key driver for a prosperous Bangladesh by 2041.

2. Export Policy 2024-27 Summary & its intervention in the Light Engineering sector

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

The Ministry of Commerce is assigned to formulate the 'Export Policy' considering the global trade context and needs of the export sectors. Export policies are developed every 3 (three) years under the Import and Export (Control) Act, 1950.

Application and Scope of the Policy (Clause 3.1)

The Export Policy 2024–27 applies to all goods and services exported from Bangladesh, effective from its publication until June 30, 2027 (and until a new policy is issued). It covers the whole country except areas under BEPZA, BEZA, and Hi-Tech Park Authority. In case of customs duties and taxes, National Budget/NBR rules will take precedence. If any government order conflicts with this policy, that order will override the policy.

Objectives (Clause 2.2)

The export policy of Bangladesh aims to accelerate export growth, expand production capacity, generate employment, and ensure a fair-trade balance while making a significant contribution to poverty alleviation and the national economy. It seeks to foster an export-friendly and business-supportive environment to strengthen Bangladesh's position in competitive global trade. The policy's objectives focus on achieving sustained high export growth, enhancing competitiveness, and advancing towards upper middle-income status by 2031 and high-income status by 2041. To this end, it prioritizes product and market diversification, investment support for integration into the global value chain, and modernization of the trade regime. Moreover, it emphasizes forging long-term trade relations through bilateral, multilateral, and free trade agreements, while leveraging post-LDC graduation opportunities by replacing financial incentives with alternative support measures. Ultimately, the policy aims to create a conducive trade environment to achieve the export earnings target of USD 110 billion during 2024–27.

Long-term Strategic Vision

The Long-term Strategic Vision (Clause 1.3) is to address the challenges of employment generation, inclusive development, countering the adverse effects of climate change, fourth industrial revolution and graduation of LDCs have been given due consideration. Export policy 2024-27 has been formulated with special emphasis on diversifying export products and services, expanding markets, providing balanced support to all export sectors, capacity building, increasing export volumes, and placing special emphasis on industrial-oriented exports.

Addressing Climate change issue

In Clause 1.7, the Adoption of environment-friendly technology and circular economy strategies is considered in the Export Policy 2024-27. It says that the negative impact of global climate change is currently greater than at any other time, and Bangladesh is considered by various

international organizations as one of the most climate-vulnerable countries. The effects of climate change include declining groundwater levels, reduced soil fertility, food security crises, disruption of ecosystem cycles, rising temperatures, and ozone depletion. Therefore, the Export Policy 2024-27 includes provisions for necessary incentives to address the adverse effects of climate change and achieve sustainable development, including reducing greenhouse gas emissions from factories, using environment-friendly technologies, and encouraging the establishment of industries capable of climate change mitigation.

General rules and facilities mentioned in the Export Policy (applicable for Light Engineering Sector also)

Rules and Regulations to be followed for Exporting Products described in the 5th Chapter. It includes, (5.1) Exportable Products (except prohibited products listed in Appendix-1 & Conditioned products listed in Appendix-2), (5.2) Steps in the Export Process (14 steps), (5.3) Export Control of Products, (5.3.3.2) Conditionalities of Export of Sample, (5.5.1) Details of Entrepot trade & Re-export, (5.6) Export under Foreign Buyer's L/C, (5.7) Temporary export for re-import, (5.7.3) Re-export of Frustrated Cargo, Requirements of (5.8.1) Quality Control Certificate & (5.8.2) Quality Compliance, (5.9) Trade Dispute etc. are included.

In Clause 6.5, Facilities provided to the Highest Priority and Special Development Sectors are described which includes, project loans and export credit at lower interest rates, income tax rebates, possible subsidies for utilities, priority access to air transport, and duty drawback/bond facilities, supporting the development of linkage industries, quality control facilities, and duty-free import of equipment. Additionally, it ensures assistance in production, marketing, and overseas market exploration, along with initiatives to attract foreign investment etc.

Chapter Seven describes 29 types of Supportive Measures for Export Expansion (Development). At present, notable export incentives (7.1) are: duty drawback scheme, interest rate subsidy, special bonded warehouse, back-to-back letter of credit, Bangladesh Export Processing Zone (EPZ), import of machinery by export-oriented industries, cash incentives, income tax rebate, currency retention scheme, export credit guarantee scheme, Export Development Fund, VAT exemption on exports, VAT refund to exporters on export supportive services, etc.

Details of the facilities and benefits to be provided to the export sectors are also described.

Highlighted points of Light Engineering Sector in the Export Policy:

The fourth Chapter describes the Definitions of 34 different terms/items, where the definition of Light Engineering is also provided.

'(34) "Light engineering products" refers to the products recommended by the Ministry of Commerce as light engineering products for the purpose of fulfilling the Export Policy 2024-27.'

· In Chapter 6, (6.1) Formation of sector-specific (Goods & Services) Business Promotion Council is mentioned.

So Far, 8 Business Councils have been established by the Ministry of Commerce, including the Light engineering Business Council1.

· In Clause 6.3, 14 Highest Priority Sectors have been included and Light Engineering Products (Auto-parts, Bicycle Metal and Non-Metal Parts, Motorcycles, Batteries, etc.) have been included.

Chapter Eight describes 'Product- Specific Export Benefits' to be provided for 14 specific products and some Miscellaneous products. Light Engineering Products are included in this segment. Detail Product- Specific Export Benefits for this sector are as follows:

8.10 Light Engineering Products:

8.10.1 A "Light Engineering Cluster Village" will be established near Dhaka to develop the light engineering industry.

8.10.2 Initiatives will be taken to set up a state-of-the-art laboratory, and common facilities center for testing the quality of light engineering products. Research and development, and skill development programs for workers will be undertaken to develop light engineering products and enhance capacity.

8.10.3 Initiatives to increase the export of light engineering products in the international market by increasing productivity and undertaking product development activities.

8.10.4 Industrial owners will be encouraged to classify the factories of the light engineering industry as environmentally green.

8.10.5 Arrangements will be made for easy loan disbursement at low interest rates for the installation of advanced technology in the light engineering industry.

8.10.6 Necessary measures will be taken to develop the skills of workers employed in the light engineering industry.

8.10.7 The tariff rates for importing products and raw materials of the light engineering sector will be rationalized and long-term tax exemption will be provided for the development of the light engineering sector.

3. Import Policy Order 2021–2024: Summary

Web Link: https://surl.lu/mqdtqo

The Import Policy Order 2021–2024, issued under Section 3(1) of the Imports and Exports (Control) Act, 1950 (Act No. XXXIX of 1950), governs the importation of goods into Bangladesh. The Order aims to ensure an orderly and transparent import regime that supports industrial growth, protects domestic industries, and maintains the country's balance of payments stability.

Objectives and Applicability (Section 1)

Import Policy Order 2021–2024 of Bangladesh represents a continuation of the government's effort to modernize and streamline the country's trade regime in response to changing global and domestic economic realities. The policy was formulated by the Ministry of Commerce, Government of the People's Republic of Bangladesh, under the authority of Section 3(1) of the Imports and Exports (Control) Act, 1950 (Act No. XXXIX of 1950). It was officially issued on 19 April 2022 (corresponding to 6 Baishakh 1429 Bangla year) through S.R.O. No. 85-Ain/2022 and came into effect immediately upon its publication in the official Gazette. The policy is valid for the period from 2021 to 2024, but, as in earlier editions, it remains in force beyond that period until a new Import Policy Order is announced.

The objectives of the Import Policy Order 2021–2024 are multifaceted, reflecting both developmental and regulatory priorities. Its primary goal is to regulate, manage, and monitor the importation of goods into Bangladesh in a manner that aligns with the country's national economic policy, industrial growth targets, export diversification strategy, and overall balance of payments stability.

Definitions (Section 2)

The Order provides clear definitions for new terms such as Entre-port trade" (Section 2(1)) , "Internationally recognised surveying organisation" (Section 2(3)), "Import base" (Section 2(6)) , "Import Control Authority" (Section 2(5)), 5. "Importer" (Section 2(4)). These definitions clarify the roles of key stakeholders and the scope of import operations. The H.S. Code system is mandated for identifying goods according to the Customs Act 1969 (Act IV of 1969).

Notable new provisions introduced in the Import Policy Order 2021 2024

A. Expanded "Permit-free" Imports by Small Users

Under the new IPO, individuals or institutions who are not registered importers may now import permissible goods up to USD 10,000 for their personal use under foreign cash payment.

B. Clearer HS Code Requirements (Section 2(5)(01) / Chapter 2, Clause 5(01))

The policy explicitly mandates the use of the eight-digit (or more) HS Code from the First Schedule of the Customs Act 1969 for all goods

C. Revised Provisions for Sample Imports

D. The value limit for sample imports by exporters has been increased (for example, for foreign manufacturers operating in Bangladesh: up to USD 5,000).

a. Specific provisions permit sample imports without opening an LC in some cases.

b. Special Industrial/Export-oriented Provisions

E. For export-oriented specialized textile units:

F. The permitted "raw material import via supervised bonded warehouse without back-to-back LC" has been enhanced: allowed raw material import window extended from 4 to 6 months.

G. The proportion of raw materials allowed (as % of production capacity) increased from 33% to 50%.

H. Formal Recognition of Pre-existing Laws & Supremacy Clause (Section 4)

I. The IPO explicitly includes a clause that, notwithstanding anything in the Order, where another law (such as the Finance Act) or notification prevails, that provision will override.

J. Definition & Conditions for "Entre-port Trade" (Section 2(1))

K. The IPO retains the definition of "entre-port trade" but imposes a minimum 5% value-addition requirement when goods are imported and then re-exported via another port without leaving port limits.

L. Changes in Commercial Importer Grouping / Joint Importation

M. The IPO provides that industrial consumers may form groups with other industrial consumers for joint importation; similarly, commercial importers may group among themselves.

N. Inclusion of Import of duty Free Raw-Material for Partial export

O. Section 21(4) of Chapter four of IPO 2021-24 mentions about duty free import of raw materials against bank guarantee, UP/UD and entitlement would be required for this purpose.

General Conditions of Import (Section 5)

- Mandatory use of H.S. Code (Art. 5(1)) for every import.
- No Objection Certificate (NOC) requirements for restricted goods.
- Pre-shipment inspection (Art. 5(3)) for quality control.
- Competitive pricing obligation (Art. 5(4)), requiring importers to obtain multiple quotations.
- Use of Incoterms (Art. 5(5)): Imports can be made on FOB, CIF, or CIP basis, subject to the Foreign Exchange Regulation Act, 1947.
- Country of Origin certification (Art. 5(6)) is mandatory to ensure traceability and intellectual property protection.

Import Procedures (Section 8)

Imports generally require an LC Authorization (LCA) Form and an irrevocable Letter of Credit (LC), except for limited exemptions (e.g., small-scale imports under $10,000 or government food imports).

Other procedural highlights:

- Imports without LC are allowed for books, journals, or small-value raw materials.
- Direct payment abroad is permitted for expatriate Bangladeshis (Art. 8(7)).
- The time limit for opening LC is 180 days (Art. 8(8)), and goods must be shipped within 9–17 months depending on type.
- Any shipment made before the LC or after expiry is deemed illegal (Art. 8(14)).

Banks are tasked with verifying importers' registration, tax compliance, and insurance coverage before opening LCs.

Special Import Provisions (Chapter Four)

- Joint Import (Art. 10): Importers may form groups to import jointly.
- Imports by Actual Users (Art. 11): Individuals or institutions may import up to USD 7,000 for personal use.
- Import by Expatriate Professionals (Art. 12): Professionals abroad can import tools and equipment without restrictions.
- Import of Samples and Gifts (Art. 13): Importers may bring samples or advertising materials up to Tk. 3,00,000 without permission.
- Temporary Import for Re-export (Art. 14): Allows import of machinery and goods for exhibitions or reprocessing, provided they are re-exported within one year.

Import into BEZ and EPZ (Art. 14)

Imports into Bangladesh Economic Zones (BEZ) and Export Processing Zones (EPZ) are exempt from the general import regime, though bans on restricted goods still apply. Transactions in these zones must comply with Bangladesh Bank and NBR rules.

8. Food Import Regulations (Art. 16)

Stringent health and safety measures are imposed:

- Radioactivity and melamine tests are mandatory for milk, food, and edible oils.
- Certificates from the exporting country's competent authority must accompany shipments.
- Only after compliance with testing conditions may goods be released from ports.

The Import Policy Order 2021–2024 established a comprehensive regulatory structure balancing liberalized trade with protection of domestic interests. By ensuring traceability, competitive pricing, and consumer safety, the policy contributed to import discipline and industrialization. Key sections—Sections 3–5, 8–9, 10–16—remain crucial references for understanding import procedures, compliance obligations, and sectoral safeguards in Bangladesh's trade governance framework.

4. Overview of the Factories Act, 1965 (Bangladesh)

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

The Factories Act, 1965 is a key piece of legislation in Bangladesh that regulates the working conditions in factories to ensure the safety, health, and welfare of workers. It provides a legal framework for managing industrial workplaces, focusing on occupational safety, employee welfare, and labor rights. This Act is crucial for industrial development while protecting workers from exploitation and hazardous working environments.

Objective and Scope

The main objective of the Factories Act, 1965, is to safeguard the health and safety of workers employed in factories and to regulate working hours and conditions. It applies to all manufacturing establishments where ten or more workers are employed using power, or twenty or more workers if no power is used. The Act covers a wide range of industries including textiles, garments, pharmaceuticals, chemicals, and engineering plants.

The Act emphasizes three broad areas: health, safety, and welfare. It sets standards to prevent occupational hazards, ensures hygienic working conditions, provides facilities for rest and recreation, and regulates work hours to prevent exploitation.

Key Provisions

1. Health Measures

   The Act mandates employers to maintain cleanliness and hygiene in factories. Adequate ventilation, lighting, and temperature control are required. It also covers drinking water facilities, disposal of wastes, and precautions against hazardous fumes and dust. Factories handling dangerous substances must follow strict regulations to prevent accidents and occupational diseases.

2. Safety Regulations

   Workers' safety is a core focus of the Act. It requires proper machinery guarding, fire safety measures, and precautions against hazardous operations. Emergency exits, fire-fighting equipment, and first-aid facilities must be readily available. Employers are required to provide safety training and personal protective equipment to workers. The Act also prohibits employment in certain hazardous processes for children under the legal working age.

3. Welfare Facilities

   Welfare provisions include facilities for washing, bathing, canteens, restrooms, and crèches for female employees. The Act emphasizes the well-being of workers, especially women, ensuring that their workplace accommodates basic personal and family needs.

4. Working Hours and Leave

   The Act regulates working hours, rest intervals, and weekly holidays. Normally, workers should not exceed eight hours a day or 48 hours a week. Provisions for overtime pay, annual leave with wages, and maternity leave are also included, ensuring a balance between work and personal life.

5. Employment of Young Persons and Women

   The Act strictly regulates child labor and employment of young workers, specifying the minimum age and permissible working hours. Women's employment in certain hazardous operations is restricted, and protective measures are provided during pregnancy.

6. Inspection and Compliance

   The government appoints inspectors to ensure compliance with the Act. Inspectors have the power to enter factories, examine working conditions, and enforce legal penalties for violations. Employers are required to maintain records related to employment, accidents, and health measures.

Implication of the law

The Factories Act, 1965, plays a crucial role in promoting industrial harmony, worker protection, and productivity. By ensuring safe and hygienic conditions, it reduces occupational accidents and enhances worker morale. Compliance with the Act also improves Bangladesh's international reputation, particularly in sectors like garments and textiles, which are heavily export-oriented. Enforcement remains a challenge in some small and medium-sized factories, but awareness and stricter monitoring have gradually improved compliance.

The Factories Act, 1965, is a cornerstone of labor legislation in Bangladesh, reflecting a balance between industrial growth and worker welfare. It protects workers from unsafe and unhealthy conditions, ensures fair working hours and welfare facilities, and regulates employment of vulnerable groups like children and women. Its effective implementation is essential for fostering a safe, productive, and sustainable industrial environment in Bangladesh.

5. Income Tax Act 2023: Summary

Web Link: https://nbr.gov.bd/regulations/acts/income-tax-acts/eng

The Income Tax Act, 2023 (Act No. XII of 2023) is a comprehensive and modern legislation enacted by the Government of Bangladesh to replace the Income Tax Ordinance, 1984. Published by the National Board of Revenue (NBR) on June 22, 2023, the Act aims to simplify, modernize, and digitize the country's income tax system while aligning it with global standards of fiscal governance and compliance.

Purpose and Background

The Act was formulated following the constitutional repeal of several martial law ordinances and the government's decision to consolidate and modernize tax laws specially in Bangla. According to its preamble, it seeks to "expand the scope of taxation, establish financial discipline, and update provisions in a time-befitting manner." It covers all aspects of income tax administration, assessment, exemptions, penalties, and appeals which were in the previous ordinance for income tax.

Structure and Scope

The Act is divided into several Parts, part I (Act) has 25 chapters, 345 sections while Part II (Rules) has yet to be published. Part I starts with a Chapter named – Preliminary, which provides key definitions and the Act's overriding authority (Section 3). It applies to all individuals and entities earning income within or derived from Bangladesh, and to certain categories of income earned abroad by residents.

Tax Administration (Sections 4–6)

Section 4 specifies the classes of income tax authorities—ranging from the National Board of Revenue, Commissioners of Taxes, Deputy Commissioners, and Tax Recovery Officers—who are responsible for enforcement. This hierarchical structure ensures transparency, oversight, and administrative efficiency.

Scope of Income and Computation (Sections 26–31)

Section 26 defines the scope of total income, including income accrued, arisen, or received in Bangladesh. For residents, global income is taxable, while for non-residents, only Bangladesh-sourced income is considered. Section 27 elaborates on income deemed to accrue or arise in Bangladesh, covering employment income, dividends, royalties, and digital or electronic business transactions.

Section 30 categorizes income under seven heads:(a) Employment, (b) Rent, (c) Agriculture, (d) Business, (e) Capital gains, (f) Financial assets, and (g) Other sources. Every head of income computation comprises total income, allowable or disallowable expenses. Income from business includes 12 aspects (income from business, special cases, calculation profit from business, speculative business profit computation, allowable and disallowable expenses, allowable bad loan expenses, deductible special computation for interest or profit, limit for determining interest, condition for deductible items, Computation of special business income).

Special Provisions and Voluntary Disclosure (Sections 24–25)

Section 24 allows voluntary disclosure of undisclosed income or investment by paying a special tax, thereby encouraging tax compliance. Section 25 provides special computation methods outlined in the Eighth Schedule, addressing specific industries or transactions.

Phases of Tax collection.

Income tax is mainly collected through submission of yearly Tax return and Tax Deduction at Source (Section 86 -139 and 153) Modality. The present law permits us to adjust the excess amount of taxes paid before annual return submission, except the provision of minimum tax (Section 163) which declares some TDS as final discharge. All income tax is collected as per the rate announce in the Finance Act schedule-3 in every fiscal year budget.

Return and Statement of Income

Return (Section 165) Specifies the requirement for filing a return containing statements of income, assets, liabilities, and expenses. –Submission of Return (Section 166) Defines who must file a return of income and the conditions for exemption. Time for Filing of Return (Section 167) Prescribes deadlines for filing returns depending on the category of the assessee (individual, company, etc.) Filing of Revised Return(Section 168) Allows submission of a revised return in case of errors or omissions in the original return.

Verification of Return (Section 169) Lays down how returns must be signed, verified, and authenticated by assessees or authorized representatives. Return Filed After Due Date (Section 170) Explains procedures and conditions for filing returns after the statutory deadline. Defective or Incomplete Return (Section 171) Details how defective or incomplete returns are to be rectified and consequences of failure to do so. Return of Income of Representative Assessee (Section 173) Specifies how returns are to be submitted by representatives or guardians for minors and others.

Return of Income of Non-Residents (Section 174) Outlines requirements for filing returns by non-residents earning Bangladesh-sourced income. Return in Response to Notice (Section 176) Provides for returns filed in response to a notice issued by the tax authority. Return of Withholding Tax (Section 177) Requires specific entities (companies, firms, hospitals, etc.) to file monthly returns of tax deducted or collected at source (TDS/TCS).

Tax Exemptions and Holidays (Sections 76–82)

The Act contains several exceptions for specific sectors and entities. Section 81 grants tax holidays to approved businesses, especially those in priority industries, under conditions defined in the Sixth Schedule. This includes new manufacturing units, ICT services, and export-oriented enterprises.

Taxpayer Registration and Compliance (Sections 261–262) : All taxpayers must obtain a Taxpayer Identification Number (TIN) under Section 261. Failure to register or file returns within prescribed time limits may lead to automatic registration and penalties.

Governance issues: appeal, penalty, Alternative Dispute Resolution, electronic tax administration are covered under section 266-328

Significance: The Income Tax Act, 2023 marks a major reform toward a digital, transparent, and equitable tax regime in Bangladesh. It introduces clear definitions, codifies taxpayer rights and responsibilities, broadens the tax base, and strengthens enforcement mechanisms. By replacing the 1984 Ordinance, it ensures consistency with modern business practices, international taxation norms, and Bangladesh's development vision.

6. Tax Holiday in the Income Tax Act 2023: Summary

Web Link: https://nbr.gov.bd/regulations/acts/income-tax-acts/eng

Schedule 6 of the Income Tax Act 2023 of Bangladesh provides tax holiday incentives to promote investment in specific sectors and regions. These incentives aim to stimulate economic growth, encourage industrialization, and attract both domestic and foreign investments.

Eligible Sectors:

Thirty-five eligible Sectors and Industries for tax holiday.

(1) active pharmaceuticals ingredient and radio pharmaceuticals.
(2) agriculture machineries.
(3) automatic bricks.
(4) automobiles.
(5) barrier contraceptive and rubber latex.
(6) basic components of electronics (e.g. resistor, capacitor, transistor, integrated circuit, multilayer PCB).
(7) bicycle including parts thereof.
(8) bio-fertilizer.
(9) biotechnology based agricultural products/ agro products.
(10) boiler including parts and equipment thereof.
(11) compressor including parts thereof.
(12) computer hardware.
(13) furniture.
(14) home appliances (blender, rice cooker, microwave oven, electric oven, washing machine, induction cooker, water filter etc.).
(15) insecticides or pesticides.
(16) leather and leather goods.
(17) LED TV.
(18) locally produced fruits and vegetables processing
(19) mobile phone.
(20) petrochemicals.
(21) pharmaceuticals.
(22) plastic recycling.
(23) textile machinery.
(24) tissue grafting.
(25) toy manufacturing.
(26) tyre manufacturing.
(27) Electrical transformers.
(28) Artificial fiber or manmade fiber manufacturing.
(29) Automobile parts and components manufacturing.
(30) Automation and Robotics design, manufacturing including parts and components thereof.
(31) Artificial Intelligence based system design and/or manufacturing.
(32) Nanotechnology based products manufacturing.
(33) Aircraft heavy maintenance services including parts manufacturing.
(34) locally produced fruits and vegetables processing.
(35) Tissue grafting,

Location and Tenure: The industries located in Dhaka and Chittagong region (except city area) will avail 5 years tax exemption start with 90% exemption in first year and 25% at fifth year after the commencement of commercial production.

The industrial establishments except Dhaka, Chittagong and hill districts will be eligible for Tax holiday for ten consecutive years, starts with 90% tax exemption in first two years and ends with 25% in the tenth-year slab wise.

Tax Holiday for Physical Infrastructure: There is also a provision for tax holiday for ten years investment on fourteen physical infrastructure investments; deep sea port, sea port, river port, Elevated expressway, EPZ, Flyover, Toll road and bridge, Gas pipe line, ICT park, High-tech park, Water treatment plant, Water and sewerage management line, Liquefied natural gas, Mono rail and subway rail and Renewable energy.

Tax holiday for ten consecutive years, starts with 90% tax exemption in first two years and ends with 25% in the tenth-year slab wise.

Appendices

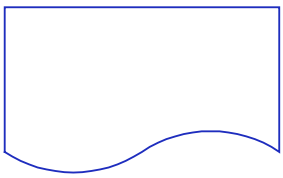
Appendix 1:
Process Map Legends



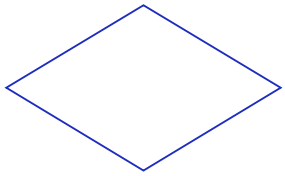
Terminator
(Start or End)



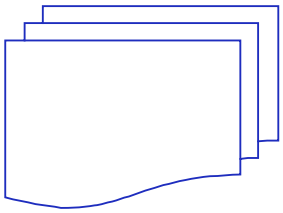
Process



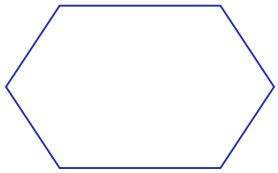
Document



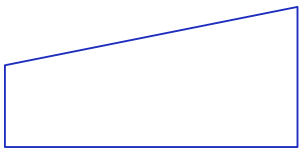
Decision



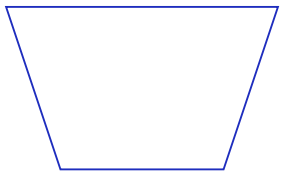
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with Copies



Preparation



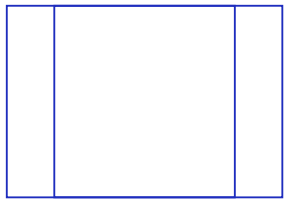
Manual Input



Manual
Operation

Process Flow
(One
Direction)

Process Flow
(Vice-Versa)



Predefined
Process

Appendix 2:
Suggestions and Comments Form

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

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International Labour Organization

ILO Country Office for Bangladesh

PPD Secretariat Office Complex, Block F
Plot-17/B&C, Agargaon, Sher-e-Bangla Nagar
Dhaka-1207, Bangladesh
+880 9678 777 456-7
DHAKA@ilo.org
ilo.org/Bangladesh

BUILD
dialogue • research • advocacy
Business Initiative Leading Development

9th Floor, DCCI Building
65-66 Motijheel C/A
Dhaka-1000, Bangladesh
+880 1675 481 544
+880 1673 339 062
info@buildbd.org
www.buildbd.org
facebook.com/buildbdorg
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