



Bangladesh Investment Development Authority (BIDA)

Application for Registration of Industrial Investment Project

To submit Online Registration System just log on to: <http://www.bida.gov.bd>

For Office use

Registration #

Date:

Please Tick (√): Joint Venture Foreign Local

Please Tick (√): Proposed Existing

1.	Company Name/Name of Industrial Project:		
2.	Office Address:		
	House/Plot/Holding Number:	Flat/Apartment/Floor Number:	Road Name/Road Number:
	Post Office (PO):	Post Code/ZIP Code:	Thana/Upazilla:
	City/District:	Telephone #	Fax #
3.	Factory Address		
	Mouja:	House/Plot/Holding/Village:	Flat/Apartment/Floor/Daag:
	Post Office (PO):	Post Code/ZIP Code:	Thana/Upazilla:
	City/District:	Telephone #	Fax #
4.	Name of Principal Promoter:		
5.	Address Principal Promoter:		
	House/Plot/Holding Number:	Flat/Apartment/Floor Number:	Road Name/Road Number:
	Post Office (PO) :	Post Code/ZIP Code:	Thana/Upazilla (Town/City):
	Country:	City/District (County/State):	
	Telephone #	Fax #	E-Mail:
6.	Type of Industry (following International Standard of Industrial Classification):		
7.	Annual Production Capacity (name maximum 5 products):		
	Product Name	Quantity/Pieces	Value Taka (million)
8.	Target Commercial Operation Date:		
9.	Sales (%):	Local: %	Foreign: %
10.	Employees (Male/Female)	Local (Male): Local (Female):	Foreign (Male): Foreign (Female):
11.	Investment:		
	Items	Local (Million Taka/Million US\$)	Foreign (Million Taka/Million US\$)/ (To be imported machinery)
	(a) Fixed Investment:		
	Land		
	Building		
	Machinery & Equipment		
	Other		
	(b) Working Capital (3 months):		
	Total Investment (a+b):		Million Taka
	Total Investment (a+b):		Million US\$

12.	Source of Finance:						
	Local Equity (Taka Million)		Local Equity:			%
	Foreign Equity (Taka Million)		Foreign Equity:			%
	(a) Total Equity						Million Taka
	Total Equity						Million US\$
	Local Loan (Taka Million)		(b) Total Loan				
	Foreign Loan (Taka Million)-		(Taka Million)				
	Total Financing (a+b):						Million Taka
	Total Financing (a+b):						Million US\$
13.	Investing Country (ies)						
	Country Name	Amount (Tk. million/US million)			Equity Percentage		
14.	Public Utility Service Required: (Please Tick)	Electricity	Gas	Telephone	Road	Water	Drainage
15.	Tax Identification Number of the Company						
16.	Registration Fee:						
	Paid Amount:	Payment Method:			Issue Date		
	Bank Draft Number:	Bank Name:			Branch:		

I hereby declare that the information provided in this application and supporting documents submitted with it are true and correct.

Signature :
Name :
Designation : (Chairman/Managing Director)

17. Other Documents to be submitted:

- i. Forwarding letter to be submitted by Chairman/Managing Director of the company/ Organization in official pad;
- ii. Application in prescribed form of BIDA duly filled in (2copies);
- iii. Certificate of Incorporation along with Memorandum &Articles of Association in case of public/private Limited Company;
- iv. Joint venture agreement duly signed by the both parties in case of joint venture project (2 copies);
- v. List of Shareholder/Directors to be submitted in official pad of the company (SL No, Name and address, Position & Nationality);
- vi. Copy of Trade License issued by concern authority of the factory location mentioning specific sector;
- vii. Copy of TIN Certificate of Company;
- viii. List of Machineries Local & Imported to be submitted in official pad of the company (SL No, Name of Machine, Quantity and value (in million Tk./US\$));
- ix. Copy of agreement/deed (in case of rental/lease land),ownership document (in case of own land) in the name of Company;
- x. Encashment certificate;
- xi. Project profile;
- xii. NOC from BSCIC if the project location is in BSCIC Area;
- xiii. According to the industrial policy, 2016 NOC from concern Ministry/Directorate/ Department for the controlled sector to be submitted;
- xiv. In case of power plant, power Purchase Agreement (PPA);
- XV. Pay order/Bank draft in favour of "BANGLADESH INVESTMENT DEVELOPMENT AUTHORITY";

Investment Fee:

Upto 1 Tk. – 10 Core	Tk.5,000/-
10 Core Tk. – 25 Core	Tk. 10,000/-
25 Core Tk. – 50 Core	Tk. 25,000/-
50 Core Tk. – 100 Core	Tk. 50,000/-
100 Core Tk. – Above	Tk. 1,00,000/-

All documents (Except Bank Draft) must be attested by Chairman/ MD of the company

Required Documents for 100% Foreign / Joint Venture Project Registration

SL No.	Necessary Documents	Quantity	Submitted (Please√)	
			Yes	No
1.	Forwarding letter to be submitted by Chairman/Managing Director of the company/ Organization in official pad;	1 copy	Yes	No
2.	Application in prescribed form of BIDA duly filled in;	2 copies	Yes	No
3.	Certificate of Incorporation along with Memorandum &Articles of Association in case of public/private Limited Company;	1 copy	Yes	No
4.	Joint venture agreement duly signed by the both parties in case of joint venture project;	1 copy	Yes	No
5.	List of Shareholder/Directors to be submitted in official pad of the company (SL No, Name and address, Position & Nationality);	3 copies	Yes	No
6.	Copy of Trade License issued by concern authority of the factory location mentioning specific sector;	1 copy	Yes	No
7.	Copy of TIN Certificate of company;	1 copy	Yes	No
8.	List of Machineries Local & Imported to be submitted in official pad of the company (SL No, Name of Machine, Quantity and value (in million Tk./US\$));	3 copies	Yes	No
9.	Copy of agreement/deed (in case of rental/lease land)/ownership document (in case of own land) in the name of Company;	1 copy	Yes	No
10.	Encashment certificate;	1 copy	Yes	No
11.	Project profile;	1 copy	Yes	No
12.	NOC from BSCIC if the project location is in BSCIC Area;	1 copy	Yes	No
13.	According to the industrial policy, 2016 NOC from concern Ministry/Directorate/ Department for the controlled sector to be submitted;	1 copy	Yes	No
14.	In case of power plant, power Purchase Agreement (PPA);	1 copy	Yes	No
15.	Pay order/Bank draft in favour of "BANGLADESH INVESTMENT DEVELOPMENT AUTHORITY";	1 copy	Yes	No

I hereby declare that the information provided in this application and supporting documents submitted with it are true and correct.

Signature.....

Designation.....

Seal.....

Investment Fee:	
Upto 1 Tk. – 10 Core	Tk.5,000/-
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100 Core Tk. – Above	Tk. 1,00,000/-

*** Forwarding letter to be submitted for registration in official pad of the company/ Organization signed by Chairman/Managing Director**

***All documents (Except Bank Draft) must be attested by Chairman/ MD of the company**