

**Bangladesh Investment Development Authority (BIDA)**  
Prime Minister's Office



**BIDA**  
Your dream investment destination

**One Stop Service (OSS)**  
**Electronic Services for Investors**  
**User Manual**



New User Registration & Basic form Submission  
Business Licence Application to Bangladesh  
Industrial Project Registration  
Branch/Liaison/Representative office permission  
Visa Recommendation  
Work Permit

**Version 1.1**  
**December 1, 2018**

 **business  
automation**

Manage by  
Business Automation Ltd. On behalf of Bangladesh Investment Development Authority (BIDA)

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## 1. Introduction

### 1.1 Overview

The One Stop Service (OSS) is an online facilitation mechanism that seeks to bring relevant government agencies together, coordinated and streamlined, to provide efficient and transparent services to investors. Many countries around the world have established similar centres to centralize the execution of a number of regulatory, compliance, and value-added services through a single physical or virtual location. The purpose of an OSS is to provide investors with a single place for applying for and obtaining necessary approvals for different registrations, licenses, and permits required for investment in the country.

The Government of Bangladesh (GoB) aspires to be a middle-income country by 2021 and, therefore, is determined to continue improving the overall business and investment climate and strengthen the country's trade competitiveness by ensuring transparency, streamlined cross-government functions, and better access to information. Within this economic and strategic context, and following international best practices in attracting inward foreign direct investment, the GoB has envisioned to implement an OSS for facilitating investor services and promoting investment in the country. The envisioned OSS will bring the services of approximately 35 agencies into one single platform to provide easy access to investor services.

OSS's seek to reduce the time and cost required by the private sector to start up new investment businesses and comply with investment regulatory requirements—as all forms required to obtain particular registrations, permits, and licenses are submitted in a single place. OSSs also increase transparency of government processes by reducing the number of contacts between applicants and the government, which in turn reduces the possibility for rent-seeking<sup>2</sup>. Most importantly, OSSs promote a mindset of customer service within the government. All of these benefits of OSSs increase the attraction of formal investment—both foreign and domestic—which, in turn, translates to increased business activity, increased capital, and jobs' creation. Hence, OSSs are an effective part of the equation to increase investment and a country's overall competitiveness.

This scenario will be used by the investor services applicants that have access to the internet and can be authenticated on the portal through the electronic signature. The applicants will not have to visit the offices of BIDA and will be able to submit the

application in electronic format and attach all the necessary documents in electronic format as well. The applicant will apply by performing the following steps:

1. Access Bangladesh Investment Information Portal.
2. Authenticate to the portal using electronic signature
3. Browse through the list of investor services and select the necessary service.
4. After selecting the service, the applicant will fill in the electronic form with the necessary information. The form will also contain the list of attachments to be attached to the application.
5. The applicant will attach the necessary documents.
6. The applicant pays the fee for obtaining the permissive document using the Payment Gateway. After performing the payment, Investor OSS system (will receive the payment confirmation from the Payment Gateway.
7. After all of the documents are attached and application form is filled in, the applicant can save the application as “Draft” or can submit for processing to BIDA.
8. BIDA employee responsible for the service receives the notification via email or Investor OSS regarding the incoming new application.
9. If the application is not full or contains false information or documents, the representative of BIDA refuses the acceptance of the application. The applicant is notified of the refusal of the application.
10. The Investor OSS will generate a unique application number that will be used by the applicant to monitor the status of processing the application by logging in to the Investor OSS through the Bangladesh Investment Information Portal (BIIP).

## 1.2 Documents revision information

Document Identification	
Document Title	OSS User Manual
File Name	BIDAOSS User Manual_all
File Location(s) <sup>1</sup>	E:\SIR-Projects\BIDAOSS\BIDAOSS User Manual
Owner	<i>Bangladesh Investment Development Authority</i>
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Status Date	01-12-2018

### Document Distribution List

Organization	Department	Contact Information
BIDA	All	<a href="http://www.bida.gov.bd">www.bida.gov.bd</a> <a href="https://bidaquickserv.org:8012">https://bidaquickserv.org:8012</a>

### Revision History

Date	Version	Initials	Description of Change
December 1, 2018	1.1	Mohammad Sirajul Islam siraj@batworld.com	Initial document by Business Automation

<sup>1</sup> This is the location of the official and approved version; files located anywhere else should not be considered official and, therefore, should not be used.

## 2. Description of New User Registration to OSS

The objective of this assignment is to develop a national online OSS to provide electronic investor services to domestic and foreign investors. These services shall entirely be automated, paperless, and cashless. Specifically, all services shall be requested and rendered electronically via an online platform; all required supporting documents shall be transmitted, stored, and processed in electronic format; all applications shall be signed electronically; and all required official payments shall be made electronically in real time. The OSS shall be owned, operated, and regulated by BIDA. Its implementation shall adopt a service-oriented architecture that allows it to interface with already existing independent electronic systems of other participating agencies. The OSS shall ultimately serve as a single window and the only point of contact between the Government of Bangladesh and investors. The OSS shall comprise the following components:

1. A single website comprised of two sub-components. First, an online platform for delivering investor services to registered users. The platform will enable investors to view, request, and receive services and will enable the concerned government agencies to deliver those services. Second, an information portal for presenting all investment news, statistics, reports, primary and secondary laws, guidelines and instructions, and any other investment related information. This investment information portal shall be called the Bangladesh Investment Information Portal (BIIP).
2. An internal workflow management system that enables BIDA to process applications in the back office. The workflow management system shall automatically orchestrate electronic service delivery through the concerned participating government agencies as well as the flow of information among them.
3. An internal document management and archiving system.
4. A centralized backend data storage system with data redundancy, which enables BIDA to store and manage all transaction, user, and system data.
5. An internal reporting engine and data discovery and visualization tools.

### 3. Key objectives of One Stop Service (OSS)

1. Integration with the proposed national one-stop shop for investor services.

1.1 This service is entirely automated, paperless, and cashless. Specifically, this service shall be requested and rendered electronically via the OSS online platform; all required supporting documents shall be transmitted, stored, and processed in electronic format; all applications shall be signed electronically; and all required official payments shall be made electronically in real time.

1.2 Changing project registration from a review and approval process to a notification process.

1.3 Automatically checking at the time of registration that the business is fully compliant with all laws. For example, the system will automatically check in the background the company's compliance with tax and customs via NBR's portal. As another example, it can also check via RJSC's portal whether any of the company's directors have become disqualified since the company's incorporation.

1.4 Introducing an effective monitoring and evaluation system.

1.5 Freeing senior resources from routine administrative tasks that can be fully automated so that they can focus on strategic activities.

1.6 Changing the fee structure to recover actual administration costs only as opposed to generating additional revenue.

1.7 The government agencies that are involved in this process are the following: (1) BIDA; (2) NBR, RJSC, and possibly others, via their online portals and electronic systems for background checks; and (3) Concerned government agencies when the proposed industrial project operates in a controlled industry.

## 4. New User Registration & Basic form Submission

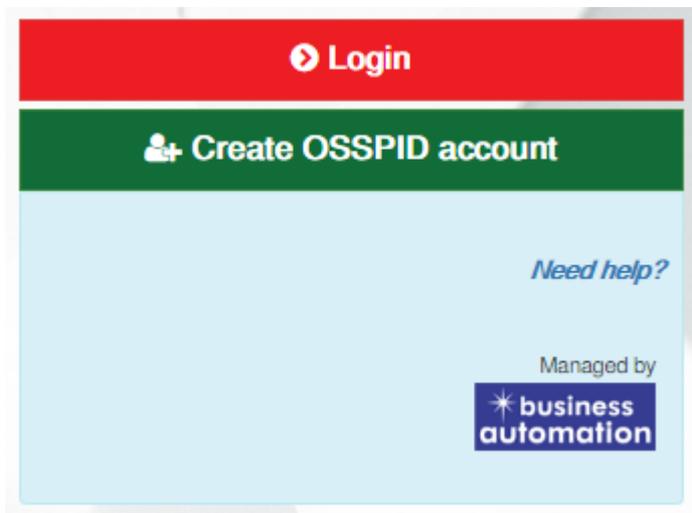
### 4.1 How can login to OSS

The online One Stop Service System is a web-based application for investors to complete Business Licence & all kind of investor’s services formalities. To start the OSS system, investor has to open an internet browser such AS Internet Explorer, Mozilla Firefox, Opera or Google Chrome and has to type “<https://bidaquickserv.org:8012>” in the address bar. Or investors have to search to google search bar as BIDA One Stop Service, or investors has to browse the BIDA information portal as [www.bida.gov.bd](http://www.bida.gov.bd) then the one stop service portal will come.

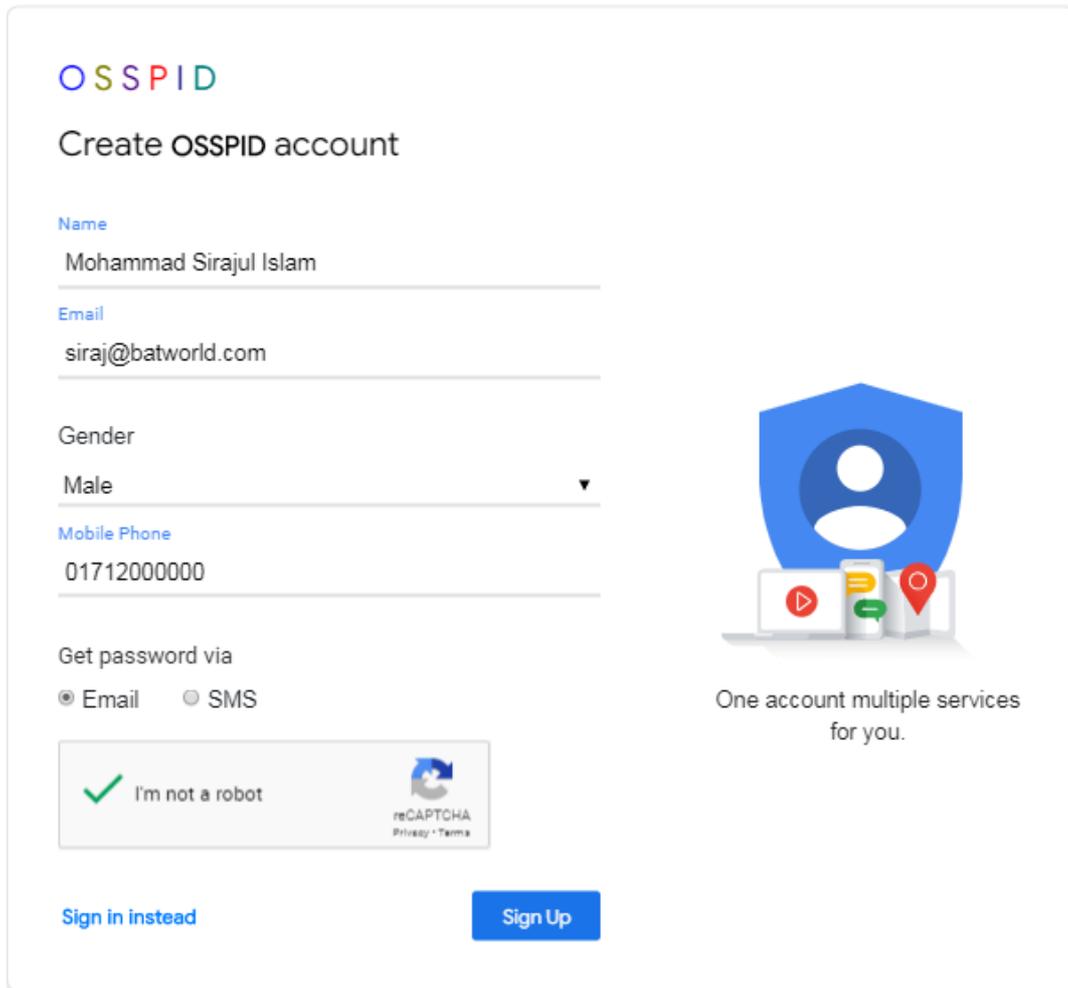


### 4.2 New User Registration

If you are a first time user you have to register yourself to the OSS system as an investor. Click to OSSPID option & fill up required information then click to sign up;

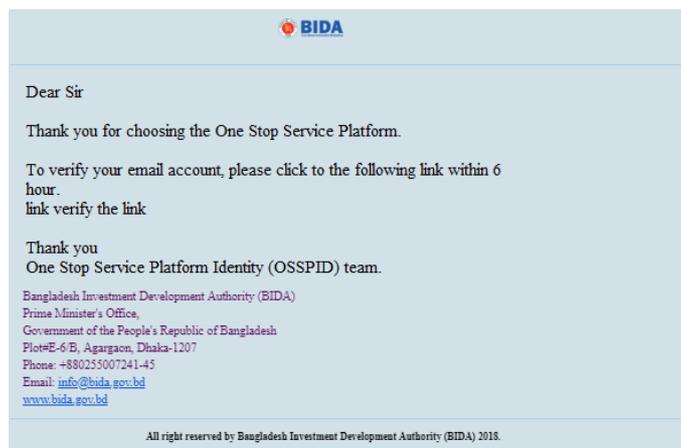


Insert your Name, Valid Email Address, Select Gender, insert valid mobile number, select password collection type & then click to sign up option.



The screenshot shows the OSSPID account creation interface. At the top left is the OSSPID logo. Below it is the heading "Create OSSPID account". The form contains several fields: "Name" with the value "Mohammad Sirajul Islam", "Email" with "siraj@batworld.com", "Gender" set to "Male", and "Mobile Phone" with "01712000000". There are radio buttons for "Get password via" with "Email" selected. A reCAPTCHA widget is present with a green checkmark and the text "I'm not a robot". At the bottom left is a "Sign in instead" link, and at the bottom right is a blue "Sign Up" button. To the right of the form is a graphic of a blue shield with a white person icon, and below it, the text "One account multiple services for you." accompanied by icons of a play button, a mobile phone, and a location pin.

After click to sign up option you have to see your email to verify the following link;

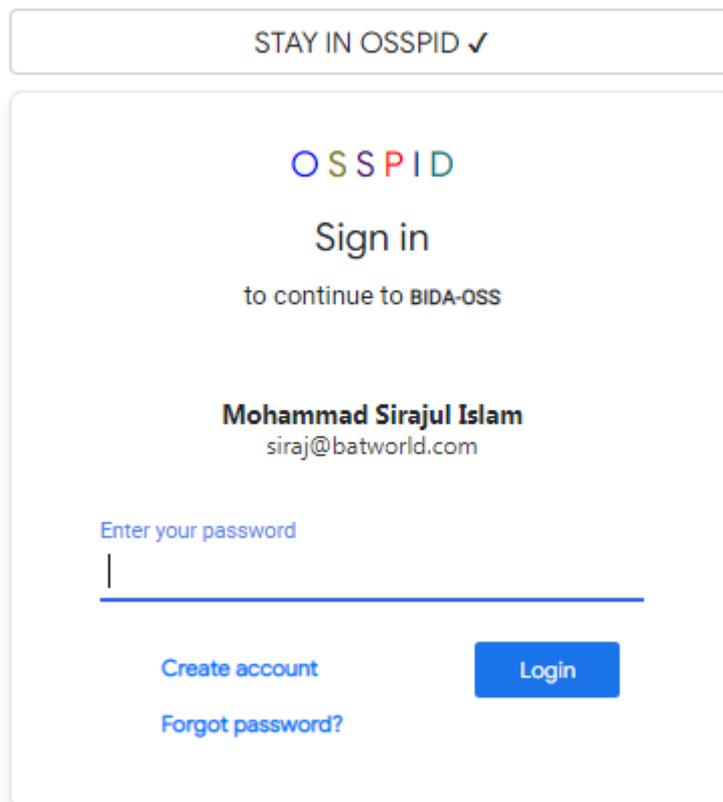


After confirmation by email, investors will see another email with user access and password;



Now your OSS use registration has been completed you can login now

Please give your user ID and password to login the OSS systems



If you are first time user you have to fill up the user registration form for BIDA, the following form will be appear to fill up;

**BIDA** Bangladesh Investment Development Authority (BIDA)  
Prime Minister's Office

### Registration process

First Name \*

Last Name

Middle Name

Gender \*  Male  Female

Date of Birth \*

Organization Types :  Existing  New

Organization Name \*

Nationality \*

National ID Number \*

**Contact Details**

Email Address \*

Mobile Number \*  Enter your mobile number

#### Terms of Usage of BIDA OSS

Terms and conditions to use this system can be briefed as

- You must follow any policies made available to you within the Services.
- You have to fill all the given fields with correct information and take responsibility if any wrong or misleading information has been given
- You are responsible for the activity that happens on or through your account. So, keep your password confidential.
- We may modify these terms or any additional terms that apply to a Service to, for example, reflect changes to the law or changes to our Services. You should look at the terms regularly.

#### What is an Authorization Letter ?

If anyone wants to work on behalf of an organization, the company's managing director / chief of the company will sanction a consent letter printed on a Letter Head pad of the respective company.

After successfully fill up the registration form you are able to enter the user dashboard.

**BIDA** Bangladesh Investment Development Authority (BIDA)

Logged in successfully, Welcome to Bangladesh Investment Development Authority (BIDA)

Md. Nazmul Huda  
Last login: 17-Dec-2018 03:26

- Dashboard
- Basic Information
- Business Licence
- BIDA Registration
- Office Permission
- Visa Recommendation
- Work Permit
- Report
- Last Activities

Logout 17-Dec-18 03:31 pm

1 Visa Recommendation New  
View details

1 Basic Information  
View details

1 Licence Application  
View details

1 Bank Account  
View details

2 Trade Licence  
View details

1 E-tin  
View details

### 4.3 User's profile update

After first time login in the OSS system you are requested to update your profile.

Profile	Change Password	Access Log	Access Log Failed	Last 50 Action	Server Time
User Type	Organization				
Email Address	nazmul@batworld.com				
User's first name *	<input type="text" value="Md."/>				
User's middle name	<input type="text" value="Nazmul"/>				
User's last name	<input type="text" value="Huda"/>				
Designation *	<input type="text" value="Implementation Engineer"/>				
Date of Birth *	<input type="text" value="01-Mar-1996"/>				
Mobile Number *	<input type="text" value="+8801755600000"/>				
National ID No. *	<input type="text" value="1254362541123"/>				
Address Line 1	<input type="text" value="12, Est Badda, Dhaka"/>				
Address Line 2	<input type="text" value="House No./ Address line 2"/>				
District	<input type="text" value="Dhaka"/>				

**My Profile** Logout

File size: 3-10x300 pixels

Reset

*S. M. Huda*

Signature \*

(File Format: \*.jpg / \*.png; File size: 3-100x100; Dimension: 300x80 pixels)

Browse Reset

Associated Company

You must update your information as per OSS requirement before starting the work to OSS systems.

### 4.4 Change Password

To change your current password please going to users profile for change password

OSSPID [Home](#)

## Your Personal Info

Profile
Change Password
Access Log

Old Password :

New Password :

[\*Minimum 6 characters at least 1 Alphabet, 1 Number and 1 Special Character]

Confirm New Password :

Save

Insert old password & insert new password two times as per direction on red mark

## 4.5 Forget password

If you forget your current password, you can collect your password from the system. Click to forget password option and follow the instruction

STAY IN OSSPID ✓

**OSSPID**

**Sign in**

to continue to BIDA-OSS

Email

[Create account](#) Next

[Forgot password?](#)

Insert your email, Mobile number then click to send option. You will receive an email from OSS system. To get the password you will click to email link & automatically system will send a password to you.

**OSSPID**

Please set your password

Enter your Email

Enter your Mobile

Reset Password via:  E-mail  SMS

I'm not a robot

[Create account](#) Send

[Sign in instead](#)

## 4.6 Basic form submission

If you are a first time user in One Stop Service system you have to fill up a Company Basic form for future. The basic form is some common information that you are using in every application when you need to submit from your user. After submitting the basic form it will be approved by BIDA officials within an hour. After approval the basic form you are able to submit all necessary service from your user;

The screenshot shows the BIDA dashboard interface. The top header includes the BIDA logo and name, and the user profile of Md. Iqbal Hosain. The sidebar on the left contains navigation options like 'Dashboard', 'Basic Information', and 'Report'. The main content area displays 'Application list for (Basic Information)' with a '+ New Application' button. Below this is a search bar and a table with columns for Tracking No, Current Desk, Process Type, Reference Data, Status, Modified, and Action. The table is currently empty, showing 'No data available in table'.

### Basic Information of the company

#### A. Company Information

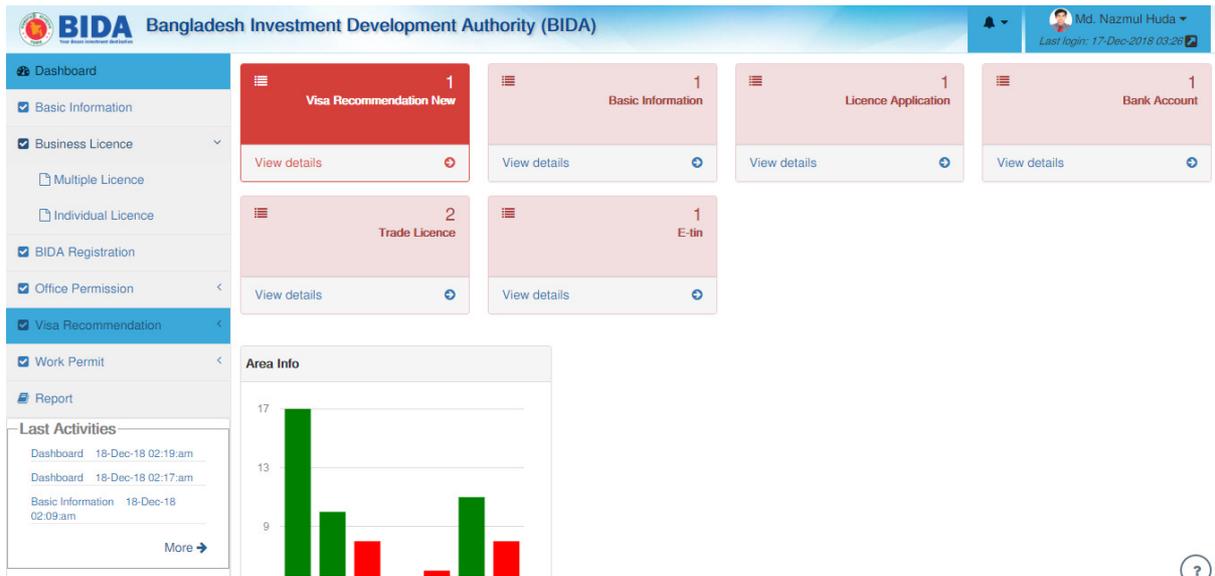
Name of Organization/ Company/ Industrial Project	<input type="text" value="Business Automation Ltd"/>
Name of Organization/ Company/ Industrial Project (বাংলায়)	<input type="text" value="বিজনেস অটোমেশন লি."/>
Country of Origin	<input type="text" value="Bangladesh"/>
Type of the organization	<input type="text" value="Private Limited Company"/>
Status of the organization	<input type="text" value="Foreign"/>
Ownership Status	<input type="text" value="Company"/>
Business Sector	<input type="text" value="Textile"/>
Sub Sector	<input type="text" value="Automobiles"/>
Major activities in brief	<input type="text" value="Software development &amp; services"/>

#### B. Information of Principal Promoter/Chairman/Managing Director/CEO/Country Manager

Country	<input type="text" value="Bangladesh"/>	Date of Birth	<input type="text" value="mm/dd/yyyy"/>
NID No. *	<input type="text" value="1234567890"/>	Designation *	<input type="text" value="Managing Director"/>
Full Name	<input type="text" value="Mohammad Sirajul Islam"/>	District/City/State *	<input type="text" value="Dhaka"/>
Police Station/Town *	<input type="text" value="Dhaka"/>	Post/Zip Code *	<input type="text" value="1212"/>

After fill up the basic form click to submit option. It will be submitted to BIDA. After checking by BIDA officials your basic form will be approved within an hour.

After approved the basic form you will see the following dashboard;



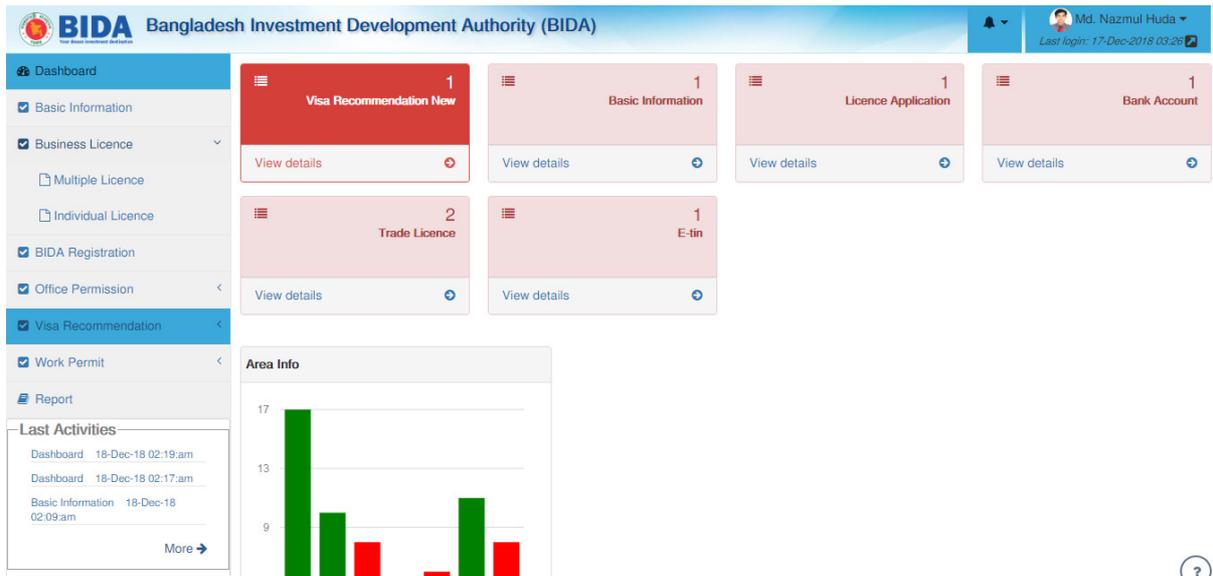
## 5. Business Licence Application to Bangladesh

The Bangladesh Investment Development Authority (BIDA) introducing a new concept to investor's service in Bangladesh. If you are a new investor's in Bangladesh you will get five licence services in single application. There are

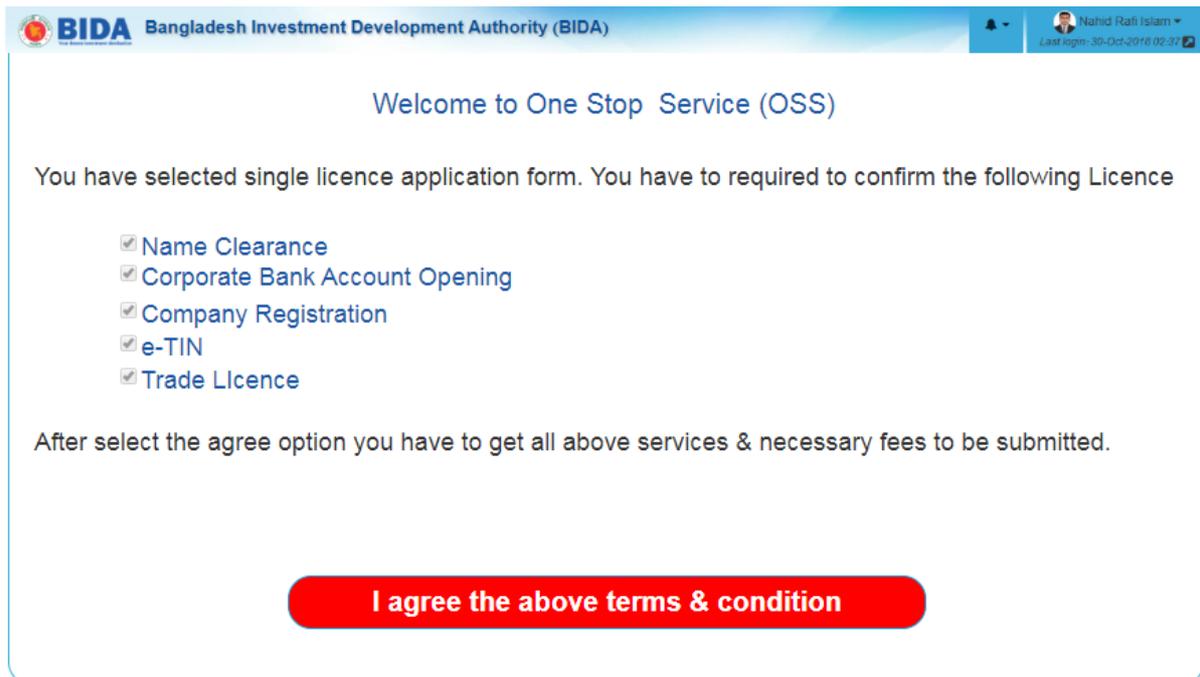
1. Name Clearance,
2. Corporate Bank Account Opening,
3. Company Registration,
4. Corporate TIN opening &
5. Trade Licence.

To get the above licence you must follow the following instruction

You are requested to login the OSS Account and click to “Business Licence” menu



For single licence application please click to Multiple Licence Menu then the following window will be appearing.



To submit the application please click to “I agreed the above terms & condition” option.

After click to “I agreed the above terms & condition” option the licence form will be come step by step, you just confirm every time

**BIDA Bangladesh Investment Development Authority (BIDA)**

**Basic Information of the company**

**A. Company Information**

Name of Organization/ Company/ Industrial Project:

Name of Organization/ Company/ Industrial Project (বিকল্প):

Country of Origin:  Type of the organization:

Status of the organization:  Ownership Status:

Business Sector:  Sub Sector:

Major activities in brief:

**B. Information of Principal Promoter/Chairman/Managing Director/CEO/Country Manager**

Country:  Date of Birth:

Designation:

Full Name:  District/City/State:

Police Station/Town:  Post/Zip Code:

House, Flat/Apartment/Road:  Telephone No.:

Mobile No.:  Father's Name:

Email:  Mother's Name:

Fax No.:  Spouse Name:

**C. Office Address**

Division:  Police Station:

District:  Post Code:

Post Office:  Telephone No.:

House, Flat/Apartment/Road:  Fax No.:

Mobile No.:  Email:

**D. Factory Address (Optional)**

District:  Police Station:

Post Office:  Post Code:

House, Flat/Apartment/Road:  Telephone No.:

Mobile No.:  Fax No.:

Email:  Mouja No.:

**Next**

Firstly the automatic fill up Basic form will show to you, please confirm for next.

## 5.1 Name Clearance submission

After confirm the Basic form automatic fill up “Name Clearance” will show to you for confirm. Firstly you can check the company name in RJSC, please click to search option, instantly the RJSC confirm to you the name is available or not. If the name is available you can submit the name clearance application form

**Apply for Name Clearance to Bangladesh**


**Registrar of Joint Stock Companies And Firms (RJSC)**

Registrar of Joint Stock Companies And Firms (RJSC) TCB Bhaban, Kawran Bazar, Dhaka

To:  
The Registrar,  
Joint Stock Companies & Firms,  
TCB Bhaban (8th Floor), 1 Kawran Bazar, Dhaka - 1215.

Sub -> Clearance of Name for formation of a new Company

Dear Sir,

I have gone through the conditions of name clearance and in full agreement with those conditions, I, the undersigned, on behalf of the promoters request to examine and clear one of the names specified hereunder in order of priority for registration.

**RJSC Name Clearance Certificate Terms and Condition as follows:**

1. Same company name is not acceptable. Its hearing sound, written style etc.
2. Similar name of international company, organization, social & Cultural organization are not acceptable.
3. Not acceptable existing company, business body, Social, Cultural, Entertainment & Sporting organization's name.
4. Name could not same Govt. Organization or Company.
5. Nationally fame person's name or famous family's name need to permission from particular person and take permission to Government.
6. To take freedom fighter related name for your company must be essential approval of Freedom Fighter Ministry.
7. Not acceptable similar of Govt. development program or development organization.
8. Existing political party's slogan, name and program not acceptable.
9. Must avoid Rebuke, Slang word
10. Name could not harm Social, Religious and national harmony.
11. In case of long established (at least 10 years) Social Institutions, if they want to register after their current name, they have to apply for name clearance appearing personally along with board of committee's resolution.
12. Must be taken Ministry permission of Social, cultural & sporting Organization for Limited company.
13. Name clearance is not final name for Company Registration, RJSC holds power to change.

1. Click the checkbox confirming agreement to the aforementioned conditions:

SL No	Name
1	

Thanking you and with best regards.

Yours Sincerely,

Name : Ariful Islam  
Position : Managing Director  
Mobile Phone : xxxxxxxxxxxx  
E-mail : text@batworld.com  
Address : SOBL Bhaban, Level 5, 12 Kawran Bazar

Please do not tick if you do not have digital signature certificate from an authorized certifying authority

**Apply Digital Signature**  
(If you want to insert digital signature please ensure java version 1.6.0\_45 is installed in your computer and set security level medium in browser)

After successfully submission the name clearance application goes to RJSC system automatically & you will submit the required fess.

When the name clearance will approved you are requested to submit the application for Bank account opening in Bangladesh.

## 5.2 Corporate Bank Account Opening

After approval the Name Clearance application you are requested submit the Bank account opening application to Bangladesh.

Apply for Bank Account opening to Bangladesh


**Sonali Bank Ltd.**

Select Bank Sonali Bank LTD ▼
Select Branch Gulshan Branch ▼

A. Company Information

Name of Organization/ Company/ Industrial Project	<input style="width: 90%;" type="text"/>
Name of Organization/ Company/ Industrial Project (বাংলায়)	<input style="width: 90%;" type="text"/>
Country of Origin	<span style="border: 1px solid #ccc; padding: 2px;">Bangladesh</span> ▼
Type of the organization	<span style="border: 1px solid #ccc; padding: 2px;">Public Limited Company</span> ▼
Status of the organization	<span style="border: 1px solid #ccc; padding: 2px;">Select a Status</span> ▼
Ownership Status	<span style="border: 1px solid #ccc; padding: 2px;">Select Status</span> ▼
Business Sector	<span style="border: 1px solid #ccc; padding: 2px;">Select Business Sector</span> ▼
Sub Sector	<span style="border: 1px solid #ccc; padding: 2px;">Select Sector</span> ▼
Major activities in brief	<input style="width: 90%; height: 30px;" type="text"/>

B. Information of Principal Promoter/Chairman/Managing Director/CEO/Country Manager

Country	<span style="border: 1px solid #ccc; padding: 2px;">Select Country</span> ▼	Date of Birth	<span style="border: 1px solid #ccc; padding: 2px;">mm/dd/yyyy</span> 
Full Name	<input style="width: 90%;" type="text"/>	Designation *	<input style="width: 90%;" type="text"/>
Police Station/Town *	<span style="border: 1px solid #ccc; padding: 2px;">Dhaka</span> ▼	District/City/State *	<span style="border: 1px solid #ccc; padding: 2px;">Dhaka</span> ▼
House, Flat/Apartment, Road *	<input style="width: 90%;" type="text"/>	Post/Zip Code *	<input style="width: 90%;" type="text"/>
Mobile No. *	<input style="width: 90%;" type="text"/>	Telephone No.	<input style="width: 90%;" type="text"/>
Email *	<input style="width: 90%;" type="text"/>	Father's Name *	<input style="width: 90%;" type="text"/>
Fax No. *	<input style="width: 90%;" type="text"/>	Mother's Name *	<input style="width: 90%;" type="text"/>
		Spouse Name	<input style="width: 90%;" type="text"/>

As per Basic form the Bank Account form automatically fills up for submission. Please click to confirm option to submit the application.

## 5.3 Company Registration

When your Bank Account application will approved you are requested fills up the Company Registration to Bangladesh.

Apply for Company Registration to Bangladesh



### Registrar of Joint Stock Companies And Firms (RJSC)

Application for Company Registration to Registrar of Joint Stock Companies And Firms (RJSC)

A. General Information

Main Business Objective	<input type="text"/>	Minimum No. of Directors	<input type="text"/>
Authorized Capital (BDT)	<input type="text"/>	Maximum No. of Directors	<input type="text"/>
Number of Shares	<input type="text"/>	Quorum of AGM/EGM	<input type="text"/>
Quorum of Board of Director's Meeting	<input type="text"/>	Duration for Chairmanship (year)	<input type="text"/>
Duration for Managing Directorship (year)	<input type="text"/>	Value of each Share (BDT)	<input type="text"/>

B. Qualification Shares of Each Director

1. Number	<input type="text"/>	2. Value	<input type="text"/>
3. Witness to the agreement of taking qualification Shares		<input type="text"/>	
a. Name of Witness	<input type="text"/>		
b. Address of Witness	<input type="text"/>		

C. Particulars of Body Corporate Subscribers (if any, as of Memorandum and Articles of Association)

SL. No	Name (of the corporate body)	Represented By (name of the representative)	License Application Form For Five Services V 1.1.htm	Number of Subscribed Shares	District
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Dhaka ▼

+ Add More

D. List of Subscribers/Directors/Managers/Managing Agents

As per Basic form, Name clearance & Bank account the company registration form will be showing to submit by you. Another necessary required filed will be showing as per RJSC guideline you just fill up the application then submit. The registration fees will automatically calculated. When you submit the application you must complete the payment process.

## 5.4 Corporate TIN opening

After approval the Company Registration application you are eligible for Corporate TIN opening application submission. To confirm the eTIN submission please click to the eTIN application form;

Apply for e-TIN Registration to Bangladesh



### National Board of Revenue (NBR)

Taxpayer's Status	<input type="text" value="Company"/>
Type of the organization	<input type="text" value="Public Limited Company"/>
Registration Type	<input type="text" value="New Registration"/>
Main Source of Income	<input type="text" value="Select Type"/>
Location of main source of income	<input type="text" value="Dhaka"/>
Company	<input type="text" value="A K Khan &amp; Company"/>
Name of Organization/ Company/ Industrial Project	<input type="text"/>
Incorporation Number	<input type="text"/>
Date of in corporation	<input type="text" value="mm/dd/yyyy"/>
Principal Promoter Designation	<input type="text"/>
Full Name	<input type="text"/>
Mobile Number	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Save As Draft

Save As Next

After approval the Company Registration application then eTIN application will be available. All required filed will be filling up automatically. To submit the application you just confirm.

## 5.5 Trade Licence

After Completing the Name Clearance, Bank Account Opening, Company Registration, eTIN submission then you are eligible for Trade Licence application submission. To submit the Trade Licence application click to the Trade Licence form;

Apply for Trade License to Bangladesh


City Corporation

**A. Company Information**

Name of Organization/ Company/ Industrial Project

Country of Origin  Type of the organization

Status of the organization  Ownership Status

Business Sector  Sub Sector

Major activities in brief

**B. Application for Trade License to Dhaka South City Corporation**

Country  Picture of CEO/MD/Head of Organization 

Name of Organization  Spouse Name

Name of Applicant  E-mail

Father's Name  License Type

Mother's Name  Date of Birth

**C. Business Information**

Business Name

Business Details

Holding No

Address

Road Name  Ward / Market

Zone / Market Branch  Name of Market

Business Area  Shop No

Floor No  Nature of Business

Date of Business Start  Business Sub-Category

Business Category

Signboard (Feet) Height  Width

All relevant fields to be fill up automatically, as per city corporation guideline you are required to fill up further necessary field & then submit. After submission the fees automatically calculated by system, please confirm the submission you must payment before.

After successfully submission all application status will be showing in user dashboard with last action

Submitted Application Information					
Tracking ID	Service	Service Type	Approval Remaining Time	Status	Current Desk
NC20181107RJSC01	Name Clearance	New	0	Approved	Applicant
BAO20181107SCB01	Bank Account Opening	New	1 Day	Waiting	SBL - Senior Officer
CR20181107RJSC01	Company Registration	New	1 Day	Recommended	RJSC - AR
TIN20181107NBR01	e-TIN	New	0	Approved	Applicant
TL20181107DSCC01	Trade License	New	1 Day	Approved	DSCC - ARO

[Next](#)

After successfully approved from all stakeholders the certificate will be shown in user dashboard

Submitted Application Information				
Tracking ID	Service	Service Type	Status	Download Certificate
NC20181107RJSC01	Name Clearance	New	Approved	<a href="#">Download</a>
BAO20181107SCB01	Bank Account Opening	New	Approved	<a href="#">Download</a>
CR20181107RJSC01	Company Registration	New	Approved	<a href="#">Download</a>
TIN20181107NBR01	e-TIN	New	Approved	<a href="#">Download</a>
TL20181107DSCC01	Trade License	New	Approved	<a href="#">Download</a>

Email notification for licence application



## 5.6 Licence application submission individually

Investors can apply for licence application individually. To get individual licence please click to “Individual Licence” menu.

Licence Entities	Name of Licence	Service Details	Apply
Registrar of Joint Stock Companies And Firms (RJSC)	Name Clearance	<a href="#">Service Details</a>	<a href="#">Apply</a>
Bangladesh Bank	Bank Account Open	<a href="#">Service Details</a>	<a href="#">Apply</a>
Registrar of Joint Stock Companies And Firms (RJSC)	Company Registration	<a href="#">Service Details</a>	<a href="#">Apply</a>
National Board of Revenue (NBR)	e-TIN Registration	<a href="#">Service Details</a>	<a href="#">Apply</a>
City Corporation (DNCC, DSCC, CCC)	Trade License	<a href="#">Service Details</a>	<a href="#">Apply</a>

The above licence information will show to your, which is your required just click to apply. Before apply you can see the details of the licence information.

## 6. Industrial Project Registration

To get industrial project registration please login to OSS account and click to BIDA Registration menu. The following application form will be appear, maximum information to be fill up automatically as per basic form data;

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆ BR-16Dec2018-00002	Applicant	Licence Application	Applicant Name:Md. Nazmul Huda, Applicant Email:nazmul@batworld.com, Company Name:ABC Test Company Ltd.,	Approved	1 day ago	<a href="#">Open</a>

Showing 1 to 1 of 1 entries

Previous **1** Next

To fill up new application, please click to “New Applcnation” menu

**Apply Industrial Project Registration to Bangladesh**

**A. Company Information**

Name of Organization/ Company/ Industrial Project \*

Name of Organization/ Company/ Industrial Project (বাংলা)

Country of Origin \*  Type of the organization \*

Status of the organization \*  Ownership status \*

Business sector \*  Sub sector \*

Major activities in brief

**B. Information of Principal Promoter/Chairman/Managing Director/CEO/Country Manager**

Country \*  Date of Birth

NID No. \*  Designation \*

Full Name \*  District/City/State \*

Police Station/Town \*  Post/Zip Code \*

After successfully fill up, please click to submit option. All required payment will automatically calculated before submission you must payment first.

List Favorite Search Switch to another module's applications:

Show  entries search:

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆ BR-16Dec2018-00002	Applicant	Licence Application	Applicant Name:Md. Nazmul Huda, Applicant Email:nazmul@batworld.com, Company Name:ABC Test Company Ltd.,	Approved	1 day ago	<a href="#">Open</a>

Showing 1 to 1 of 1 entries Previous **1** Next

After approval from BIDA you will get the registration certificate from your user

**Apply Industrial Project Registration to Bangladesh** [Application Download as PDF](#)

Tracking no. : BR-16Dec2018-00002 / Date of Submission: 16.12.2018 / Current Status : Approved / Current Desk : Applicant / [Download Certificate](#)

**A. Company Information**

Department \*

Name of Organization/ Company/ Industrial Project \*

Name of Organization/ Company/ Industrial Project (বাংলা) \*

Country of Origin \*  Type of the organization \*

Status of the organization \*  Ownership status \*

Business sector  Sub sector \*

Major activities in brief

To get the registration certificate please click to Download Certificate option.



## Bangladesh Investment Development Authority (BIDA)

Prime Minister's Office

Ref No: BR-16Dec2018-00002

Date: 16 December 2018

**Subject: Registration of proposed industrial project under the title ABC Test Company Ltd.**

Dear Sir/ Madam,

With reference to your application received on 16 December 2018 concerning the above subject, I am pleased to confirm that your proposed industrial project has been duly registered with the Bangladesh Investment Development Authority (BIDA). The Registration number for this project is L-191119035894001-H and the particulars of the terms and conditions of which are appended.

If we could be of any further assistance to you, please do not hesitate to call our service center representative who could be reached at telephone # 9577271-2

In the meantime, we would like to take this opportunity to extend our best wishes to you in your future endeavors.

Thanking You,

Mohammad Sirajul Islam

ABC Test Company Ltd.  
NHB 5/2, B3, Mirpur 14, ,1210 ,BANGLADESH



Your Faithfully

(Md. Abduljalil)  
Asst. Director

**Copy forwarded for information and necessary action (Not according to seniority):**

1. Director General, Department of Environment, Poribesh Bhaban, Sher-e-Bangla Nagar, Dhaka
2. Registrar, Joint Stock Companies & Firms, TCB Bhaban, Karwan Bazar, Dhaka
3. General Manager, Statistics Department, Bangladesh Bank, Motijheel, Dhaka
4. Deputy Commission, Dhaka
5. Director (P&P), Bangladesh Investment Development Authority, Dhaka
6. Director (IIMC) Bangladesh Investment Development Authority, Dhaka
7. P.S. Executive Chairman, Bangladesh Investment Development Authority, Dhaka

Bangladesh Investment Development Authority, Prime Minister's Office, Plot # E-6(B), Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.  
Phone : PABX 88-02-55007241-5, Fax : 88-02-55007238, E-mail : info@bida.gov.bd, Web : www.bida.gov.bd



## Bangladesh Investment Development Authority (BIDA)

Prime Minister's Office

This industrial Project is registered with BIDA on the basis of the following information submitted by the investor's



Registration No : L-191119035894001-H

Dated: 16 December 2018

1. Title of the Registered Project: Business Automation Ltd
2. Office address: BDBL Bhaon, Level 9, 12 Karwan Bazar, Dhaka 1215, Bangladesh
3. Factory Address: BDBL Bhaon, Level 9, 12 Karwan Bazar, Dhaka 1215, Bangladesh
4. Type of industry: Software Technology
5. Target Date of Commercial Operation: November 20, 2016
6. Annual Production Capacity:

Product Name	Quantity/ Pieces	Value
	888	5884.413696
	777	65.137464
	8888	662.973696

7. Sales: Local, Foreign 25%

8. Investment (Taka/ USD in Million):

SL	Description	Value
1	Land	null
2	Building	
3	Machinery & Equipment	null
4	Others	199 Taka (millions)
5	Working Capital	null
Total		507340000 Taka (millions)

9. Equity (Taka/ USD in Millions):

1	Local Equity	2828	159951.68
2	Foreign Equity	2828	159951.68
3	Local Loan	8777	
4	Foreign Loan	9999	
5	Local Equity		
Total			

10. Number of Employee: Local 149 Persons, Foreign 11 Persons, Total 160 Persons.

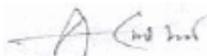
11. Principal Promoter's Information:

Name: Mohammad Sirajul Islam, Nationality:

Address: NHB 5/2, B3, Mirpur 14, ,1210 ,BANGLADESH

12. List of share holders/Directors (Please see the enclose)



  
(Md. Abduljalil)  
Asst. Director

Bangladesh Investment Development Authority, Prime Minister's Office, Plot # E-6/B, Agrargaon, Sher-E-Bangla Nagar, Dhaka-1207.  
Phone : PABX 88-02-55007241-5, Fax : 88-02-55007238, E-mail : info@bida.gov.bd, Web : www.bida.gov.bd



## Bangladesh Investment Development Authority (BIDA)

Prime Minister's Office



Registration No : BR-16Dec2018-0002

Dated: 16 December 2018

1. As per the industrial policy the sub-sector is neither in the reserved list nor discouraged list. Therefore the proposal of the project may be registered on the following conditions:

Investors should be aware that:

(a) They are free to procure infrastructural and other services/utilities (including environment clearance) needed for the implementation and operation of their projects directly from the concerned agencies/departments. Alternatively, the BIDA will also assist investors in obtaining requisite services/utilities from the concerned government agencies/departments on request from your company. In this connection, investors shall have to contact the BIDA Utility services cell.

(b) BIDA is ready to assist/provide a range of services, including advice, information and clarification on a range of investment related issues, government policies procedures and regulations.

(c) The project, eligible for various tax incentives, as articulated in the government's industrial and economic policies and in public notices issued from time to time by relevant government agencies, may obtain copies from BIDA Utility Services Cell.

(d) Certain products are required to conform to standards established by the Bangladesh Standards & Testing (BSTI), prior to marketing. Please check your product standard.

2. Investors shall have to follow/take the under mentioned conditions/measures:

3. You shall have to take necessary safety measures as per Factories Act, 1965.

4. You shall have to import the machinery, spare parts and raw materials as per existing import policy order of the Government.

5. You shall have to arrange sufficient fire fighting equipments as safety measure to the project

6. You shall have to obtain necessary clearance from the Department of Environment before implementation of your project.

7. You shall have to submit the Quarterly report to BIDA (IIMC) regarding progress of implementation of the project in every quarter till the unit goes into commercial production. After going into commercial production, half-yearly performance report regarding production and employment of your project shall have to be submitted.

8. You shall have to arrange preservation of rain water for using in your factory to reduce pressure on ground water.

9. You shall have to take prior permission from BIDA in case of any amendment of this registration letter including ownership or location of the project.

10. Any effluent of the industrial unit should not be discharged into the river connecting lake or general water reservoir without proper treatment

11. You shall have to provide/create the following facilities, if applicable;

(a) Day care center

(b) Maternity leaves

(c) Low cost & safe housing facilities for the low paid female works, near & around the establishment

(d) Equal pays & allowance for male & female workers in your organization

(e) Low priced canteen for workers

(f) Enact effective rules of conduct to enable working atmosphere among the male & female workers.

12. You shall not be allowed to do any business/trade other than services at column No. 7 under this registration.

13. You shall have to abide by the guidelines of the government in case of employment of expatriate personnel in your project.

\* You shall have to market 0.00% and export 100% of your products

\* You shall have to implement your project within June, 2016

The Bangladesh Investment Development Authority reserves the right to cancel the registration of the investment if any of the above conditions or any part of the conditions is violated.

You are requested to mention Registration Number in all your future correspondence with BIDA



(Md. AbdulJalil)  
Asst. Director

## 7. Branch/Liaison/Representative office permission

Investor's can apply for office permission through the OSS systems. Login to OSS accounts and click to Office permission menu for Opening/ Extension/ Amendment/ Cancellation of Branch/Liaison/Representative office permission.

Application list for (Office Permission New) + New Application

List Favorite Search Switch to another module's applications: Office Permission New

Show 25 entries search:

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆	Applicant	Office Permission New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Draft	3 days ago	<a href="#">Open</a>
☆ OPN-06Dec2018-00001	Assistant Director (AD)	Office Permission New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Submitted	3 days ago	<a href="#">Open</a>

Showing 1 to 2 of 2 entries Previous 1 Next

Click to New Application option to fill up the details application.

Application for New Office Permission

1. Application Information 2. Office Info 3. Attachments 4. Declaration 5. Payment & Submit

**Basic Information**

Office Type \*

**Information about the principal company**

**Company information**

Name of the principal company: \*

Status of the Organization \*

House/ Plot/ Holding No.

Street Name/ Street No.

City

State/ Province

Major Activities in Brief \*

Country of Origin of Principal Office \*

Flat/ Apartment/ Floor No.

Post/ Zip Code

Email

Telephone No.

Fax No.

**The capital of the principal company (in US \$)**

(i) Authorized capital \*  (ii) Paid up capital \*

Previous Next

Fill up all required field & submit accordingly.

After submission investors can see the application status as bellow.

Application list for (Office Permission New) + New Application

List Favorite Search Switch to another module's applications: Office Permission New

Show 25 entries search:

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆	Applicant	Office Permission New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Draft	3 days ago	<a href="#">Open</a>
☆ OPN-06Dec2018-00001	Assistant Director (AD)	Office Permission New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Submitted	3 days ago	<a href="#">Open</a>

Showing 1 to 2 of 2 entries Previous 1 Next

After approval from BIDA investors can see the permission letter as bellow;



## Bangladesh Investment Development Authority (BIDA)

Prime Minister's Office



Date: 16 December 2018

Ref No: OPE-16Dec2018-00001

MD,  
Sky Elevator  
566, BBBBB, Barua  
Barguna-5656

Sub: Extension of permission for Branch Office

Dear Sir,

With reference to your applications received on 16 December 2018 & 16.12.2018 on the above subject, this is to inform you that according to the decision of 1008 Interministerial Committee meeting held on 16.12.2018, the Bangladesh Investment Development Authority of Bangladesh has been pleased to extend the period of Branch Office in Dhaka for further with effect from on the following terms and condition:-

1. The activities of your Branch Office shall remain confined to This is test one.
2. You shall have to report to Bangladesh Bank within 30(thirty) days of obtaining permission from Bangladesh Investment Development Authority to establish in Bangladesh a branch office or liaison office or representative office or any other place of business for carrying on any activity of a commercial nature and the same reported letter shall have to submit to BIDA for recording.
3. In case you intend to continue your office beyond the period approved in this order, you shall have to apply for necessary renewal in the prescribed form at least 2(two) months before expiry of present term.
4. Ministry of Home will issue security clearance in favour of your office after verification.
5. If you intend to employ any foreign national(s) in your office, prior government approval should be obtained from this Authority. In this context, you are to ensure appointment of 5(five) local people at your office preferably in executive position under appropriate pay structure against 1(one) foreign national.
6. While operating, your business programme in this country, you shall have to abide by the rules, regulations, orders and instructions issued by the Government of Bangladesh from time to time.
7. All operational, functional and establishment costs including salaries of the expatriates and local employees in your office will be met on receipt of remittance from abroad.
8. No outward remittance of any kind from Bangladesh sources will be allowed.
9. If your office earns profit locally and wants to meet the necessary expenditure of the company in Bangladesh with that profit, you can apply to this Authority with proper justification and sufficient supporting documents for exemption of condition-7 & 8.
10. You shall have to open an account with any scheduled Bank of Bangladesh for receipt of remittance to meet the expenses mentioned in condition-7 & 8 above.
11. Quarterly return of income and expenditure out of remittance receipt from abroad shall have to be submitted to this Authority, Deputy Commissioner of Taxes, Companies Circle-17 or circle-59(as applicable) and Bangladesh Bank.
12. Any change of your present address should be intimated to this Authority for necessary action before the change is actuated.
13. The permission issued under this order does not exempt you from the responsibility for obtaining clearance from any other Govt. agency if required under the existing Laws/Rules of the country.
14. You are not entitled to open any other business establishment beyond what has been sanctioned under the coverage of this order. If you intend to open any business establishment other than this, you have to apply separately.
15. Income tax shall have to be deducted at source while paying house rent, salaries, bills for supply of goods, services and contract work &amp; subsequently to be deposited to the government accounts as per provisions of Income Tax Ordinance, 1984.
16. The permission issued under this order may be revoked, suspended and altered either in part or whole and new condition be added at any time without assigning any reason thereof.



Copy forwarded for information and necessary action (Not according to seniority):

1. Bangladesh Bank, Motijheel C/A, Dhaka (Attention: The Governor).
2. Ministry of Foreign Affairs, Segunbagicha, Dhaka (Attention: Foreign Secretary).
3. Ministry of Home Affairs, Bangladesh Secretariat, Dhaka (Attention: The Secretary).
4. National Board of Revenue, Segunbagicha, Dhaka (Attention: The Chairman).
5. Registrar of Joint Stock Companies & Firms, TCB Bhaban, Karwan Bazar, Dhaka (Attention: The Registrar)
6. moair, MD, Sky Elevator, Barguna

Your Faithfully

(Md.HossainAli)

Asst. Director

Phone: +8801755676726

Email: softtest2021@gmail.com

Bangladesh Investment Development Authority, Prime Minister's Office, Plot # E-6/B, Agrargaon, Sher-E-Bangla Nagar, Dhaka-1207.  
Phone : PABX 88-02-55007241-5, Fax : 88-02-55007238, E-mail : info@bida.gov.bd, Web : www.bida.gov.bd

## 8. Visa Recommendation

To get visa recommendation for foreign expatriate please login to OSS account and click to visa recommendation menu. The following application form will be appear, maximum information to be fill up automatically as per basic form data. Investors can apply for new visa recommendation for E Type Visa, PI Type Visa, E1 Type Visa, A3 Type Visa & Visa On arrival. Also can apply for amendment of visa recommendation.

After click to visa recommendation menu then the following window will be appear. Please click to New Application option to go to the visa application form.

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆ VR-15Dec2018-00003	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	2 days ago	Open

Before submission you must confirm your visa type. The click to agree option for opening the visa recommendation application form.

Application for Visa Recommendation

1. Basic Instructions 2. Expatriate Info 3. Travel Info 4. Attachments 5. Declaration 6. Payment & Submit

Please specify your visa type: \*

N.B.: Once you save or submit the application, the visa type cannot be changed anymore.

E Type Visa  PI Type Visa  E1 Type Visa  Visa On Arrival

Previous Next

### Fill up application carefully

1. Basic Instructions
2. Expatriate Info
3. Travel Info
4. Attachments
5. Declaration
6. Payment & Submit

**Basic Information**

**Bangladesh embassy/ high commission in abroad where recommendation letter to be sent:**

Select desired country \*  Embassy/ High Commission \*

---

**Information of Expatriate/ Investor/ Employee**

**General Information:**

Full Name \*

Position/ Designation \*

Does the expatriate require courtesy service at the airport? \*  Yes  No

Photo \*  No file chosen  
(File Format: \*.jpg/ .jpeg/ .png | Width 300PX, Height 300PX)

**Passport Information:**

Passport No. \*  Personal No.

Surname \*  Issuing authority \*

Given Name \*  Nationality \*

After successfully submission your application will show the following view

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆ VR-15Dec2018-00003	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	2 days ago	<a href="#">Open</a>
☆ VR-14Dec2018-00003	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	3 days ago	<a href="#">Open</a>
☆ VR-14Dec2018-00002	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	3 days ago	<a href="#">Open</a>
☆ VR-12Dec2018-00003	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	5 days ago	<a href="#">Open</a>
☆ VR-12Dec2018-00002	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	5 days ago	<a href="#">Open</a>
☆ VR-11Dec2018-00008	Applicant	Visa Recommendation New	Applicant Name:Md. Rubel Hasan, Applicant Email:habibbas13@gmail.com, Company Name:1st Test Company Ltd,	Approved	5 days ago	<a href="#">Open</a>

When any application will fallen shortfall you can edit the application & again submission. Before submission you must confirm your payment for service fees. After confirm the service fees then application to be submission successfully.

When BIDA approved the visa recommendation then electronically generated certificate will be sent to user's accounts also the email.



**Bangladesh Investment Development Authority (BIDA)**  
Prime Minister's Office



Ref No: VR-15Dec2018-00003

Date: 15 December, 2018

Subject: Request for issuance of visa

Dear Sir/ Madam,

With reference to the above mentioned subject, it is to inform you that 1st Test Company Ltd is a commercial/industrial unit registered with the Bangladesh Investment Development Authority. The Company has requested for visa recommendation for the following expatriate :

Name : Dhuleep Mahanta  
Nationality : Indian  
Passport No : IN235345  
Designation : Senior Application Head  
Type of Visa required : PI Type Visa

It would be highly appreciated if you would kindly issue the desired visa in favour of the above-mentioned national on proper verification of papers upon submission of application for the same.

**The High Commissioner/ Ambassador**  
High Commission/ Embassy of the People's Republic of Bangladesh  
Deputy High Commission, Kolkata, India

Your Faithfully



(Ruma Aktar )  
Director  
Phone: +8801755676726  
Email: quaderjabir@gmail.com

CC to

For kind information and necessary action:

1. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
2. Director General, Department of Immigration and Passport, Dhaka
3. Rahul Sardar, Managing Director, 1st Test Company Ltd, Gazipur

The above mentioned foreign national may be advised to approach in Embassy/ High Commission of Bangladesh in INDIA with the copy of his appointment letter and other related documents for obtaining PI Type Visa visa. The company shall be responsible for all action of the expatriate during his/ her stay in Bangladesh.

## 9. Work Permit

To get work permit for foreign expatriate please login to OSS account and click to work permit menu. The following application form will be appear, maximum information to be fill up automatically as per basic form data. Investors can apply for new work permit, extension of work permit, amendment of work permit & cancellation of work permit.

After click to Work permit menu the following view will be appear

Click to New Application

Confirm the visa recommendation received information

Confirm the arrival information the click to next option

Automatically fill up the work permit application form

**Information of Expatriate/ Investor/ Employee**

**General Information:**

Full Name \*  Photo \*  No file chosen   
 Position/ Designation \*   
 Does the expatriate require courtesy service at the airport? \*  Yes  No  
 If the answer is yes, justify the reason   
37/200

**Passport Information:**

Passport No. \*  Personal No.   
 Surname \*  Issuing authority \*   
 Given Name \*  Nationality \*   
 Date of Birth \*   Place of Birth \*   
 Date of issue \*   Date of expiry \*  

**Contact address of the expatriate in Bangladesh:**

City/ District \*  Thana/ Upazilla \*   
 Post Office \*  Post Code \*  

Confirm the Salary information then click to next

**Compensation and Benefit**

Salary structure	Payment	Amount	Currency
a. Basic salary/ Honorarium *	Annually	5000.00	USD
b. Overseas allowance	Annually	500.00	USD
c. House rent	Annually	200.00	USD
d. Conveyance	Annually	1000.00	USD
e. Medical allowance	Annually	0.00	USD
f. Entertainment allowance	Annually	0.00	USD
g. Annual Bonus	Annually	0.00	USD
h. Other fringe benefits (if any)	<input type="text" value="i will get the benefit in bangladeshi taka"/> <small>42/200</small>		



Confirm previous travel history in Bangladesh then click to next option

**Previous Travel history of the expatriate to Bangladesh**

Have you visited to Bangladesh previously? \*  Yes  No

**In which period:**

Start Date	End Date	Type of visa availed	#
dd-mm-yyyy	dd-mm-yyyy	E Type Visa	+

Have you visited to Bangladesh with Employment Visa? \*  Yes  No

Have you received work permit from Bangladesh? \*  Yes  No

**Previous work permit information in Bangladesh**

TIN Number \*

Name of the employer organization \*

City/ District \*

Post Office \*

Contact Number \*

Last Work Permit Ref. No. \*

Address of the organization \*

Thana/ Upazilla \*

Post Code \*

Email \*

No.	Required Attachments	Attached PDF file (Each File Maximum size 2MB)
1 *	Copy of the first work permit	<input type="button" value="Choose File"/> No file chosen

After completing the application then click to submit option, before submission you are requested confirm the service fees. Then application will be submitted.

**Application list for (Work Permit New)** + New Application

List Favorite Search Switch to another module's applications: Work Permit New

Show 25 entries search:

Tracking No	Current Desk	Process Type	Reference Data	Status	Modified	Action
☆	Applicant	Work Permit New	Applicant Name: Md. Rubel Hasan, Applicant Email: habibbas13@gmail.com, Company Name: 1st Test Company Ltd.	Draft	3 minutes ago	<input type="button" value="Open"/>
☆ WPN-17Dec2018-00001	Applicant	Work Permit New	Applicant Name: Md. Rubel Hasan, Applicant Email: habibbas13@gmail.com, Company Name: 1st Test Company Ltd.	Issue Work Permit	14 hours ago	<input type="button" value="Open"/>
☆ WPN-15Dec2018-00004	Applicant	Work Permit New	Applicant Name: Md. Rubel Hasan, Applicant Email: habibbas13@gmail.com, Company Name: 1st Test Company Ltd.	Issue Work Permit	2 days ago	<input type="button" value="Open"/>
☆ WPN-15Dec2018-00003	Applicant	Work Permit New	Applicant Name: Md. Rubel Hasan, Applicant Email: habibbas13@gmail.com, Company Name: 1st Test Company Ltd.	Issue Work Permit	2 days ago	<input type="button" value="Open"/>
☆ WPN-15Dec2018-00001	Applicant	Work Permit New	Applicant Name: Md. Rubel Hasan, Applicant Email: habibbas13@gmail.com, Company Name: 1st Test Company Ltd.	Issue Work Permit	2 days ago	<input type="button" value="Open"/>
☆ WPN-04Dec2018-00003	Director (D)	Work Permit New	Applicant Name: Md. Rubel Hasan, Applicant Email: habibbas13@gmail.com, Company Name: 1st Test Company Ltd.	Verified	1 day ago	<input type="button" value="Open"/>

After approval from BIDA user will found the desired work permit through email & OSS user



**Bangladesh Investment Development Authority (BIDA)**  
Prime Minister's Office



RefNo: WPN-17Dec2018-00001

Date: 17 December 2018

To  
The Managing Director  
1st Test Company Ltd  
House No # 20, Apartment -2, Gazipur Sadar, Kaliganj  
Gazipur-5520

Subject: Work Permit for Foreign National

Dear Sir/ Madam,

With reference to your letter of 17 12 2018 & 17 12 2018 on the above mentioned subject, this is to inform you that according to the decision of 1002 Inter-ministerial Committee meeting held on 17.12.2018, the Bangladesh Investment Development Authority has been pleased to issue work permit for the following foreign national employed in your company/office for the period shown against his name on the terms, conditions and remuneration as shown below:

Name	: Mohammad Sirajul Islam	Work Permit Duration	: 1
Designation	: Director	Effect From	: 15/02/2019
Nationality	: Indian		
Passport No	: AB9876567		

Remuneration Details:

Payment	Payment Category	Payable Amount
Basic salary	Monthly	USD 1000.00
Overseas allowance	Monthly	BDT 500.00
House rent	Monthly	USD 10.00
Conveyance	Annually	USD 1000.00
Medical allowance	Annually	USD 500.00
Entertainment allowance	Monthly	USD 90.00
Annual Bonus	Monthly	USD 99.00

Other fringe benefits: The company will provide the daily lunch & dinner amount.

Terms and Conditions:

- The expenditure in this connection would be borne out of foreign exchange remittance received from abroad. This condition is not applicable in case of appointment of foreign nationals in Foreign Bank, Insurance, Airlines, Bangladeshi Company etc.
- If your Company earns profit locally and wants to meet the necessary expenditure of the company in Bangladesh with that profit, they can apply to the Authority with proper justification and sufficient supporting documents for exemption of condition-1.
- Appointment of Bangladeshi national, as per ratio i.e. One Foreign national: Five Bangladeshi national (1:5) with suitable and appropriate pay structure shall have to be ensured.
- Income tax payable to the Government shall have to be deducted at source and to be paid as per provisions of Bangladesh Government I.T Ordinance 1984.
- The Foreign national(s) is/are required to submit Income Tax Certificate/Income Tax Exemption Certificate according to the provision of section 107 of Income Tax Ordinance, 1984 before the concerned Income Tax Office at the time of leaving Bangladesh as notified in Office memorandum File No.Zarbo/Kar-7/A:A.B/16/2002/38 dated 18/03/2002 of the NBR.
- The date of departure of the expatriate(s) must be intimated to this Board within 7(seven) days from the date of expiry of the work permit. The company will also be held responsible for the illegal stay/employment of the foreign national, after expiry of the work permit.
- Ministry of Home Affairs will issue security clearance of the expatriate after verification.



Copy forwarded for information and necessary action (Not according to seniority):

- Secretary, Security Service Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
- Secretary, Ministry of Foreign Affairs, Segumbagicha, Dhaka
- Director General, Department of Immigration and Passport, Sher-e-Bangla Nagar, Dhaka
- Companies Circle-221, Taxes Zone-11, 9, Segumbagicha, Dhaka
- General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka
- Rahul Sardar, Managing Director, 1st Test Company Ltd, Gazipur

Your Faithfully

(Md Hossain Ali)

Asst. Director

Phone: +8801755676726

Email: softtest2021@gmail.com

Bangladesh Investment Development Authority, Prime Minister's Office, Plot # E-6/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.  
Phone : PABX 88-02-55007241-5, Fax : 88-02-55007238, E-mail : info@bida.gov.bd, Web : www.bida.gov.bd

## 10. Contact Us

To more information please visit our information portal [www.bida.gov.bd](http://www.bida.gov.bd) & OSS portal <https://bidaquickserv.org:8012>

*Bangladesh Investment Development Authority (BIDA)*

*Prime Minister's Office,*

*Government of the People's Republic of Bangladesh*

*Plot#E-6/B, Agargaon, Dhaka-1207, Bangladesh*

*Phone: +880255007241-45*

*Email: [info@bida.gov.bd](mailto:info@bida.gov.bd), [support@batworld.com](mailto:support@batworld.com), [siraj@batworld.com](mailto:siraj@batworld.com)*

*[www.bida.gov.bd](http://www.bida.gov.bd)*

The End