

Bangladesh Investment Development Authority
Online One Stop Service System
List of Attachment for BIDA's Services
Last Update: April 10,2020

SI	Name of Services	Name of Attachment
1	Project Registration-Foreign Company	Certificate of Incorporation
2	Project Registration-Foreign Company	Memorandum & article of Association
3	Project Registration-Foreign Company	Trade Licence
4	Project Registration-Foreign Company	Up to date TIN Certificate
5	Project Registration-Foreign Company	Land Purchase/Rental deed agreement of Project.
6	Project Registration-Foreign Company	List of Directors with Nationality & Address
7	Project Registration-Foreign Company	Encashment certificate
8	Project Registration-Foreign Company	List of Machineries Local & Imported to be submitted in official pad of the company
9	Project Registration-Foreign Company	Project profile if project cost is 100 million above
10	Project Registration-Foreign Company	According to the industrial policy, 2016 NOC from concern Ministry/Directorate/ Department for the controlled sector to be submitted
11	Project Registration-Foreign Company	Others necessary documents (please attach if any)
12	Project Registration-Foreign Company	Attachment of Company's Comments as per BIDA Requirement
13	Project Registration-Join Venture Company	Certificate of Incorporation
14	Project Registration-Join Venture Company	Memorandum and Article of Association
15	Project Registration-Join Venture Company	Trade License
16	Project Registration-Join Venture Company	Up to date TIN Certificate
17	Project Registration-Join Venture Company	Land Purchase/Rental deed agreement of Project
18	Project Registration-Join Venture Company	List of Directors with Nationality & Address
19	Project Registration-Join Venture Company	Project profile if project cost is 100 million above
20	Project Registration-Join Venture Company	List of Machineries Local & Imported to be submitted in official pad of the company 9.Encashment certificate
21	Project Registration-Join Venture Company	Encashment certificate
22	Project Registration-Join Venture Company	According to the industrial policy, 2016 NOC from concern Ministry/Directorate/ Department for the controlled sector to be submitted
23	Project Registration-Join Venture Company	Others necessary documents (please attach if any)
24	Project Registration-Join Venture Company	Attachment of Company's Comments as per BIDA Requirement
25	Project Registration-Local Company	Certificate of Incorporation
26	Project Registration-Local Company	Memorandum and Article of Association
27	Project Registration-Local Company	Trade License
28	Project Registration-Local Company	Up to date TIN Certificate
29	Project Registration-Local Company	Land Purchase/Rental deed agreement of Project.
30	Project Registration-Local Company	List of Directors with Nationality & Address
31	Project Registration-Local Company	Project profile if project cost is 100 million above
32	Project Registration-Local Company	According to the industrial policy, 2016 NOC from concern Ministry/Directorate/ Department for the controlled sector to be submitted
33	Project Registration-Local Company	Others necessary documents (please attach if any)
34	Project Registration-Local Company	Attachment of Company's Comments as per BIDA Requirement
35	Branch Office Permission New	Audited Accounts of last financial year of the principal company.
36	Branch Office Permission New	Company's board of directors resolution regarding opening of office in Bangladesh.
37	Branch Office Permission New	Proposed organogram of the office showing the posts to be occupied by both expatriates and local personnel.
38	Branch Office Permission New	Details of activities of the principle company and Details of the activities to be performed through the proposed branch office in Bangladesh.
39	Branch Office Permission New	Memorandum and Articles of Association of the Principal Company
40	Branch Office Permission New	Name and Nationality of the Directors/Promoters of the Principal Company.
41	Branch Office Permission New	Certificate of Incorporation
42	Branch Office Permission New	Attachment of Company's Comments as per BIDA Requirement
43	Liaison Office Permission New	Audited Accounts of last financial year of the principal company.

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44	Liaison Office Permission New	Company's board of director's resolution regarding opening of office in Bangladesh.
45	Liaison Office Permission New	Proposed organogram of the office showing the posts to be occupied by both expatriates and local personnel.
46	Liaison Office Permission New	Details of activities of the principle company and Details of the activities to be performed through the proposed liaison office in Bangladesh.
47	Liaison Office Permission New	Name and Nationality of the Directors/Promoters of the Principal Company.
48	Liaison Office Permission New	Memorandum and Articles of Association of the Principal Company
49	Liaison Office Permission New	Certificate of Incorporation
50	Liaison Office Permission New	Attachment of company's comments as per remarks (if any)
51	Representative Office Permission New	Audited Accounts of last financial year of the principal company.
52	Representative Office Permission New	Company's board of director's resolution regarding opening of office in Bangladesh.
53	Representative Office Permission New	Proposed organogram of the office showing the posts to be occupied by both expatriates and local personnel.
54	Representative Office Permission New	Details of activities of the principle company and Details of the activities to be performed through the proposed representative office in Bangladesh.
55	Representative Office Permission New	Name and Nationality of the Directors/Promoters of the Principal Company.
56	Representative Office Permission New	Memorandum and Articles of Association of the Principal Company
57	Representative Office Permission New	Certificate of Incorporation
58	Representative Office Permission New	Attachment of company's comments as per remarks (if any)
59	Branch Office Permission Extension	Notification letter of Bangladesh Bank under section-18(B) of the Foreign Exchange Regulation Act, 1947
60	Branch Office Permission Extension	Latest income tax clearance certificate of the office
61	Branch Office Permission Extension	Audited accounts of last financial year of the principal company
62	Branch Office Permission Extension	Company's Board of Director's resolution for extension/renewal of the office permission
63	Branch Office Permission Extension	Latest audit report of the Bangladesh office
64	Branch Office Permission Extension	Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment
65	Branch Office Permission Extension	Up to date encashment certificate of inward remittance
66	Branch Office Permission Extension	Copy of the last office permission letter
67	Branch Office Permission Extension	Additional information with proper documents (if any)
68	Liaison Office Permission Extension	Notification letter of Bangladesh Bank under section-18(B) of the Foreign Exchange Regulation Act, 1947
69	Liaison Office Permission Extension	Latest income tax clearance certificate of the office
70	Liaison Office Permission Extension	Audited accounts of last financial year of the principal company
71	Liaison Office Permission Extension	Company's Board of Director's resolution for extension/renewal of the office permission
72	Liaison Office Permission Extension	Latest audit report of the Bangladesh office
73	Liaison Office Permission Extension	Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment
74	Liaison Office Permission Extension	Up to date encashment certificate of inward remittance
75	Liaison Office Permission Extension	Copy of the last office permission letter
76	Liaison Office Permission Extension	Additional information with proper documents (if any)
77	Representative Office Permission Extension	Notification letter of Bangladesh Bank under section-18(B) of the Foreign Exchange Regulation Act, 1947
78	Representative Office Permission Extension	Latest income tax clearance certificate of the office
79	Representative Office Permission Extension	Audited accounts of last financial year of the principal company
80	Representative Office Permission Extension	Company's Board of Director's resolution for extension/renewal of the office permission

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81	Representative Office Permission Extension	Latest audit report of the Bangladesh office
82	Representative Office Permission Extension	Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment
83	Representative Office Permission Extension	Up to date encashment certificate of inward remittance
84	Representative Office Permission Extension	Copy of the last office permission letter
85	Representative Office Permission Extension	Additional information with proper documents (if any)
86	Branch Office Permission Amendment	Copy of office permission
87	Branch Office Permission Amendment	Copy of Globally board resolution
88	Branch Office Permission Amendment	Attachment of amendment related documents (if any)
89	Branch Office Permission Amendment	Attachment of Company's Comments as per BIDA Requirement (if any)
90	Branch Office Permission Amendment	Attachment of company's comments as per remarks (if any)
91	Liaison Office Permission Amendment	Copy of office permission
92	Liaison Office Permission Amendment	Copy of Globally board resolution
93	Liaison Office Permission Amendment	Attachment of amendment related documents (if any)
94	Liaison Office Permission Amendment	Attachment of Company's Comments as per BIDA Requirement (if any)
95	Liaison Office Permission Amendment	Attachment of company's comments as per remarks (if any)
96	Representative Office Permission Amendment	Copy of office permission
97	Representative Office Permission Amendment	Copy of Globally board resolution
98	Representative Office Permission Amendment	Attachment of amendment related documents (if any)
99	Representative Office Permission Amendment	Attachment of Company's Comments as per BIDA Requirement (if any)
100	Representative Office Permission Amendment	Attachment of company's comments as per remarks (if any)
101	Branch Office Permission Cancellation	Copy of public notice (to be published at least before 03 (three) months for closure of foreign office in Bangladesh
102	Branch Office Permission Cancellation	Copy of Office permission issued by BIDA
103	Branch Office Permission Cancellation	Globally board resolution
104	Branch Office Permission Cancellation	Up to date Audit Report
105	Branch Office Permission Cancellation	Income tax clearance (Paid in full) certificate (Org.) last 03 (three) years & under section-89
106	Branch Office Permission Cancellation	Up to date Bank Statement
107	Branch Office Permission Cancellation	All dues Settlement certificate
108	Branch Office Permission Cancellation	NOC from House holder
109	Branch Office Permission Cancellation	Cancellation letter of work permit of all expatriate
110	Branch Office Permission Cancellation	Attachment of Company's Comments as per BIDA Requirement (if any)
111	Branch Office Permission Cancellation	Attachment of company's comments as per remarks (if any)
112	Liaison Office Permission Cancellation	Copy of public notice (to be published at least before 03 (three) months for closure of foreign office in Bangladesh
113	Liaison Office Permission Cancellation	Copy of Office permission issued by BIDA
114	Liaison Office Permission Cancellation	Globally board resolution
115	Liaison Office Permission Cancellation	Up to date Audit Report
116	Liaison Office Permission Cancellation	Income tax clearance (Paid in full) certificate (Org.) last 03 (three) years & under section-89
117	Liaison Office Permission Cancellation	Up to date Bank Statement
118	Liaison Office Permission Cancellation	All dues Settlement certificate
119	Liaison Office Permission Cancellation	NOC from House holder
120	Liaison Office Permission Cancellation	Cancellation letter of work permit of all expatriate

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SI	Name of Services	Name of Attachment
121	Liaison Office Permission Cancellation	Attachment of Company's Comments as per BIDA Requirement (if any)
122	Liaison Office Permission Cancellation	Attachment of company's comments as per remarks (if any)
123	Representative Office Permission Cancellation	Copy of public notice (to be published at least before 03 (three) months for closure of foreign office in Bangladesh
124	Representative Office Permission Cancellation	Copy of Office permission issued by BIDA
125	Representative Office Permission Cancellation	Globally board resolution
126	Representative Office Permission Cancellation	Up to date Audit Report
127	Representative Office Permission Cancellation	Income tax clearance (Paid in full) certificate (Org.) last 03 (three) years & under section-89
128	Representative Office Permission Cancellation	Up to date Bank Statement
129	Representative Office Permission Cancellation	All dues Settlement certificate
130	Representative Office Permission Cancellation	NOC from House holder
131	Representative Office Permission Cancellation	Cancellation letter of work permit of all expatriate
132	Representative Office Permission Cancellation	Attachment of Company's Comments as per BIDA Requirement (if any)
133	Representative Office Permission Cancellation	Attachment of company's comments as per remarks (if any)
134	E Type Visa Recommendation New - Commercial	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company
135	E Type Visa Recommendation New - Commercial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
136	E Type Visa Recommendation New - Commercial	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part).
137	E Type Visa Recommendation New - Commercial	Appointment Letter/transfer order/service contract or agreement for expatriate/investors.
138	E Type Visa Recommendation New - Commercial	Paper clipping showing advertisement made for recruitment of local personal prior to appointment of the expatriate's
139	E Type Visa Recommendation New - Commercial	Experience certificate as per advertisement
140	E Type Visa Recommendation New - Commercial	All academic & professional certificate as per advertisement
141	E Type Visa Recommendation New - Commercial	Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment. (Latest Copy)
142	E Type Visa Recommendation New - Commercial	Encashment certificate of inward remittance of minium U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)
143	E Type Visa Recommendation New - Commercial	Up-to-date Income tax clearance certificate (Organization)
144	E Type Visa Recommendation New - Commercial	Specific activities of the organization
145	E Type Visa Recommendation New - Commercial	Others necessary documents (please attach if any)
146	E Type Visa Recommendation New - Commercial	Attachment of company's comments as per remarks (if any)
147	E Type Visa Recommendation New - Industrial	Memorandum & article of Association

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SI	Name of Services	Name of Attachment
148	E Type Visa Recommendation New - Industrial	Certificate of Incorporation
149	E Type Visa Recommendation New - Industrial	Registration letter of industrial project with BIDA
150	E Type Visa Recommendation New - Industrial	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part)
151	E Type Visa Recommendation New - Industrial	Paper clipping showing advertisement made for recruitment of local personal prior to appointment of the expatriate's
152	E Type Visa Recommendation New - Industrial	Appointment Letter/transfer order/service contract or agreement for expatriate/investors.
153	E Type Visa Recommendation New - Industrial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
154	E Type Visa Recommendation New - Industrial	Certificate of all academic qualification and Experience as per advertisement
155	E Type Visa Recommendation New - Industrial	Specific activities of the organization
156	E Type Visa Recommendation New - Industrial	Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment. (Latest Copy)
157	E Type Visa Recommendation New - Industrial	Encashment certificate of inward remittance of minimum U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)
158	E Type Visa Recommendation New - Industrial	Others necessary documents (please attach if any)
159	E Type Visa Recommendation New - Industrial	Attachment of Company's Comments as per BIDA Requirement
160	E1 Type Visa Recommendation New - Commercial	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company
161	E1 Type Visa Recommendation New - Commercial	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part)
162	E1 Type Visa Recommendation New - Commercial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
163	E1 Type Visa Recommendation New - Commercial	Certificate of all academic qualification & professional experience for the expatriate
164	E1 Type Visa Recommendation New - Commercial	Service contact/ agreement with the machinery supplier
165	E1 Type Visa Recommendation New - Commercial	Up-to-date Income tax clearance certificate (Organization)
166	E1 Type Visa Recommendation New - Commercial	Others necessary documents (please attach if any)
167	E1 Type Visa Recommendation New - Commercial	Attachment of company's comments as per remarks (if any)
168	E1 Type Visa Recommendation New - Industrial	Memorandum & article of Association
169	E1 Type Visa Recommendation New - Industrial	Certificate of Incorporation
170	E1 Type Visa Recommendation New - Industrial	Registration letter of industrial project with BIDA
171	E1 Type Visa Recommendation New - Industrial	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part)
172	E1 Type Visa Recommendation New - Industrial	Service contract/ agreement with the machinery supplier or service provider
173	E1 Type Visa Recommendation New - Industrial	Copy of Letter of Credit (L/C), Bill of Lading (B/L) or Bill of Entry (B/E) in case of machinery supplier representative

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SI	Name of Services	Name of Attachment
174	E1 Type Visa Recommendation New - Industrial	Copy of machinery supplier's/service provider's nomination letter
175	E1 Type Visa Recommendation New - Industrial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
176	E1 Type Visa Recommendation New - Industrial	Others necessary documents (please attach if any)
177	E1 Type Visa Recommendation New - Industrial	Attachment of Company's Comments as per BIDA Requirement
178	PI Type Visa Recommendation New - Commercial	Memorandum & article of Association and certificate of incorporation of the company duly signed by shareholders.
179	PI Type Visa Recommendation New - Commercial	Board Resolution for engaging of foreign national(s) in Bangladesh mentioning Name, Nationality & Passport Number
180	PI Type Visa Recommendation New - Commercial	Copy of passport of the Investor (Whole of the used part) each of the pages chronologically
181	PI Type Visa Recommendation New - Commercial	Specific Activity of the Company (in Company Letter Head Pad)
182	PI Type Visa Recommendation New - Commercial	Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment. (Latest Copy)
183	PI Type Visa Recommendation New - Commercial	Encashment certificate of inward remittance of minium U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)
184	PI Type Visa Recommendation New - Commercial	Up-to-date Income tax clearance certificate (Organization)
185	PI Type Visa Recommendation New - Commercial	Others necessary documents (please attach if any)
186	PI Type Visa Recommendation New - Commercial	Attachment of company's comments as per remarks (if any)
187	PI Type Visa Recommendation New - Industrial	Memorandum & article of Association and certificate of incorporation of the company.
188	PI Type Visa Recommendation New - Industrial	Certificate of Incorporation
189	PI Type Visa Recommendation New - Industrial	Registration letter of industrial project with BIDA
190	PI Type Visa Recommendation New - Industrial	Copy of passport of the Expatriate/Investor/Employee (Whole of the used part)
191	PI Type Visa Recommendation New - Industrial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
192	PI Type Visa Recommendation New - Industrial	Specific activity of the company
193	PI Type Visa Recommendation New - Industrial	Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment
194	PI Type Visa Recommendation New - Industrial	Encashment certificate of inward remittance of minium U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)
195	PI Type Visa Recommendation New - Industrial	Others necessary documents (please attach if any)
196	PI Type Visa Recommendation New - Industrial	Attachment of Company's Comments as per BIDA Requirement
197	Visa On Arrival - New	Copy of the registration of industrial project with BIDA / Branch office / Liaison office / Representative office permission.
198	Visa On Arrival - New	A Letter to the BIDA for the Visa on Arrival(VoA) mention the reason of the visit with the passport number & Nationality.

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SI	Name of Services	Name of Attachment
199	Visa On Arrival - New	Copy of Air Ticket
200	Visa On Arrival - New	Copy of passport (whole used part)
201	Visa On Arrival - New	Additional information with proper documents (if any)
202	E Type Visa Recommendation Amendment - Commercial	Visa Recommendation /Work Permit copy already issued by BIDA
203	E Type Visa Recommendation Amendment - Commercial	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
204	E Type Visa Recommendation Amendment - Commercial	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
205	E Type Visa Recommendation Amendment - Commercial	Attachment of Company's Comments as per BIDA Requirement (if any)
206	E Type Visa Recommendation Amendment - Industrial	Visa Recommendation /Work Permit copy already issued by BIDA
207	E Type Visa Recommendation Amendment - Industrial	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
208	E Type Visa Recommendation Amendment - Industrial	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
209	E Type Visa Recommendation Amendment - Industrial	Attachment of Company's Comments as per BIDA Requirement (if any)
210	E1 Type Visa Recommendation Amendment - Commercial	Visa Recommendation /Work Permit copy already issued by BIDA
211	E1 Type Visa Recommendation Amendment - Commercial	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
212	E1 Type Visa Recommendation Amendment - Commercial	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
213	E1 Type Visa Recommendation Amendment - Commercial	Attachment of Company's Comments as per BIDA Requirement (if any)
214	E1 Type Visa Recommendation Amendment - Industrial	Visa Recommendation /Work Permit copy already issued by BIDA
215	E1 Type Visa Recommendation Amendment - Industrial	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
216	E1 Type Visa Recommendation Amendment - Industrial	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
217	E1 Type Visa Recommendation Amendment - Industrial	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
218	E1 Type Visa Recommendation Amendment - Industrial	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
219	E1 Type Visa Recommendation Amendment - Industrial	Attachment of Company's Comments as per BIDA Requirement (if any)
220	E1 Type Visa Recommendation Amendment - Industrial	Attachment of Company's Comments as per BIDA Requirement (if any)
221	PI Type Visa Recommendation Amendment - Commercial	Visa Recommendation /Work Permit copy already issued by BIDA
222	PI Type Visa Recommendation Amendment - Commercial	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
223	PI Type Visa Recommendation Amendment - Commercial	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
224	PI Type Visa Recommendation Amendment - Commercial	Attachment of Company's Comments as per BIDA Requirement (if any)
225	Visa On Arrival Amendment	Visa Recommendation /Work Permit copy already issued by BIDA
226	Visa On Arrival Amendment	Copy of Old and New Passport in case of amendment of Passport Information (Whole of the used part)
227	Visa On Arrival Amendment	Copy of Board Resolution amendment related documents (Passport/Appointment letter/Name/Address etc)
228	Visa On Arrival Amendment	Attachment of Company's Comments as per BIDA Requirement (if any)

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229	Work Permit New - Commercial	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company
230	Work Permit New - Commercial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
231	Work Permit New - Commercial	Passport of the Employee/Expatriate/Investor/ (Whole of the used part)
232	Work Permit New - Commercial	Service contract/ agreement and appointment letter/ transfer order in case of employee
233	Work Permit New - Commercial	Copies of all academic qualification & professional experience certificate for the employee
234	Work Permit New - Commercial	Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment
235	Work Permit New - Commercial	Encashment certificate of inward remittance of minimum U.S \$50,000.00 as initial establishment cost for branch/liaison/representative office and locally incorporated/ joint venture and 100% foreign ownership companies.(Please attach if any)
236	Work Permit New - Commercial	Up-to-date Income tax clearance certificate (Organization)
237	Work Permit New - Commercial	Visa Recommendation Letter of the Expatriate/Investors issued by BIDA
238	Work Permit New - Commercial	Others necessary documents (please attach if any)
239	Work Permit New - Commercial	Attachment of company's comments as per remarks (if any)
240	Work Permit New - Industrial	Registration letter of industrial project with BIDA
241	Work Permit New - Industrial	Memorandum & Articles of Association of the company duly signed by shareholders along with Certificate of Incorporation (In case of limited company)
242	Work Permit New - Industrial	Copy of passport of the Investor/Employee/Expatriate with E-Visa page and arrival seal should be submitted.
243	Work Permit New - Industrial	Decision of the Board of the Directors of the company regarding employment of foreign nationals (In case of limited company) including salary & other facilities duly signed by Directors present in the meeting
244	Work Permit New - Industrial	Visa Recommendation Letter of the Expatriate/Investors issued by BIDA
245	Work Permit New - Industrial	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number
246	Work Permit New - Industrial	Appointment Letter/transfer order/service contract or agreement for expatriate/investors.
247	Work Permit New - Industrial	Academic qualification experience certificate for employment
248	Work Permit New - Industrial	Others necessary documents (please attach if any)
249	Work Permit New - Industrial	Attachment of Company's Comments as per BIDA Requirement
250	Work Permit Extension - Commercial	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company
251	Work Permit Extension - Commercial	Copy of passport with VISA and arrival stamps for employees/Investors
252	Work Permit Extension - Commercial	Copy of the first work permit issued by BIDA
253	Work Permit Extension - Commercial	Copy of the last Work Permit issued by BIDA
254	Work Permit Extension - Commercial	Income tax clearance certificate from the concerned tax circle for the previous working period
255	Work Permit Extension - Commercial	Up-to-date income tax clearance certificate for branch/ liaison/ representative office/ locally incorporated companies (Paid in Full)
256	Work Permit Extension - Commercial	Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment
257	Work Permit Extension - Commercial	Copy of the board resolution for extension the work permit.

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258	Work Permit Extension - Commercial	Appointment Letter/Service Contract Agreement/Transfer Letter of the Expatriate/Investor.
259	Work Permit Extension - Commercial	Up-to-date Encashment certificate
260	Work Permit Extension - Commercial	Security clearance of the expatriate from Ministry of Home Affairs, Bangladesh
261	Work Permit Extension - Commercial	Others necessary documents (please attach if any)
262	Work Permit Extension - Commercial	Attachment of company's comments as per remarks (if any)
263	Work Permit Extension - Industrial	Registration letter of industrial project with BIDA
264	Work Permit Extension - Industrial	Copy of Passport with E-Type visa for employees/ PI-type visa for Investors
265	Work Permit Extension - Industrial	Decision of the Board of the Directors of the company regarding employment of foreign nationals (In case of limited company) including salary & other facilities duly signed by Directors present in the meeting
266	Work Permit Extension - Industrial	Copy of service contract/ agreement/ appointment letter in case of employee
267	Work Permit Extension - Industrial	Tax Assessment order sheet tax payment receipt and Income Tax Certificate
268	Work Permit Extension - Industrial	Copy of the first work permit issued by BIDA
269	Work Permit Extension - Industrial	Copy of the last work permit issued by BIDA
270	Work Permit Extension - Industrial	Security clearance of the expatriate from Ministry of Home Affairs, Bangladesh
271	Work Permit Extension - Industrial	Company's production statement of the previous year.
272	Work Permit Extension - Industrial	List of local employees trained by the foreign expatriate personnel if any, during his/her previous year.
273	Work Permit Extension - Industrial	Others necessary documents (please attach if any)
274	Work Permit Extension - Industrial	Attachment of company's comments as per remarks (if any)
275	Work Permit Cancellation - Commercial	Copy of the Passport with the last arrival and departure seal.
276	Work Permit Cancellation - Commercial	Copy of the First work permit.
277	Work Permit Cancellation - Commercial	Copy of the last work permit.
278	Work Permit Cancellation - Commercial	Up-to-date income tax clearance of the expatriate for the previous years.
279	Work Permit Cancellation - Commercial	Up-to-date income tax clearance certificate of the expatriate under section-91 of ITO 1984 for the year.
280	Work Permit Cancellation - Commercial	Resignation letter/transfer order
281	Work Permit Cancellation - Commercial	Board resolution or acceptance of the resignation letter/release letter.
282	Work Permit Cancellation - Commercial	Attachment of Company's Comments as per BIDA (if any)
283	Work Permit Cancellation - Industrial	Copy of the last Work Permit issued by BIDA
284	Work Permit Cancellation - Industrial	Copy of Board resolution regarding cancellation of work permit
285	Work Permit Cancellation - Industrial	Up-to-date income tax clearance certificate under section-91 of Income Tax ordinance 1984
286	Work Permit Cancellation - Industrial	Copy of the Resignation letter
287	Work Permit Cancellation - Industrial	Copy of the release order/termination letter/No objection certificate
288	Work Permit Cancellation - Industrial	Attachment of Company's Comments as per BIDA Requirement
289	Work Permit Amendment - Commercial	Copy of the office permission
290	Work Permit Amendment - Commercial	Copy of the last Work Permit issued by BIDA
291	Work Permit Amendment - Commercial	Copy of the First Work Permit issued by BIDA
292	Work Permit Amendment - Commercial	Board resolution regarding amendment of work permit
293	Work Permit Amendment - Commercial	Copy of amendment related documents (Appointment letter/Name/Address etc)
294	Work Permit Amendment - Commercial	Copy of both Passport (Old & New)
295	Work Permit Amendment - Commercial	Up-to-date income tax clearance certificate of the expatriate
296	Work Permit Amendment - Commercial	Attachment of Company's Comments as per BIDA Requirement (if any)
297	Work Permit Amendment - Industrial	Copy of the last Work Permit issued by BIDA
298	Work Permit Amendment - Industrial	Copy of amendment related documents (Passport/Appointment letter/Name/Address etc)

Bangladesh Investment Development Authority
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List of Attachment for BIDA's Services
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SI	Name of Services	Name of Attachment
299	Work Permit Amendment - Industrial	Copy of Board Resolution regarding the Amendment.
300	Work Permit Amendment - Industrial	Reason of the amendment
301	Work Permit Amendment - Industrial	Attachment of Company's Comments as per BIDA Requirement (if any)
302	Outward Remittance Franchise	Copy of Technology Transfer Agreement (Franchise/Other Fee Agreement)
303	Outward Remittance Franchise	Resolution of the Board of Directors of the company/ Partners of the Firm regarding remittance of fees/showing amount, due year of remittance and name & address of the foreign service provider as per Agreement
304	Outward Remittance Franchise	Copy of Annual Report of the company/Firm comprising Audited Balance Sheet along with the Profit and Loss Accounts (in case of the project in operation) or Bill of Entry/Invoices of the Imported Machinery (in case of under implementation project)
305	Outward Remittance Franchise	Income Tax Return certified/authenticated/attested by Chartered Accountant Firm for the concerned Assessment Year along with Computation Sheet for taxable income for the same period and Tax Clearance Certificate issued by Deputy Commissioner of Taxes of t
306	Outward Remittance Franchise	Invoice(s) in support of fees to be remitted
307	Outward Remittance Franchise	Authenticated Banking documents showing Export Earning (if any)
308	Outward Remittance Franchise	Attested copy of Patent Right/Trade Mark/Brand Name Registration in Bangladesh (if any)
309	Outward Remittance Franchise	Attachment of Company's Comments as per BIDA Requirement (if any)
310	Outward Remittance Royalty	Copy of Technology Transfer Agreement (Royalty/Other Fee Agreement)
311	Outward Remittance Royalty	Resolution of the Board of Directors of the company/ Partners of the Firm regarding remittance of fees/showing amount, due year of remittance and name & address of the foreign service provider as per Agreement
312	Outward Remittance Royalty	Copy of Annual Report of the company/Firm comprising Audited Balance Sheet along with the Profit and Loss Accounts (in case of the project in operation) or Bill of Entry/Invoices of the Imported Machinery (in case of under implementation project)
313	Outward Remittance Royalty	Income Tax Return certified/authenticated/attested by Chartered Accountant Firm for the concerned Assessment Year along with Computation Sheet for taxable income for the same period and Tax Clearance Certificate issued by Deputy Commissioner of Taxes of t
314	Outward Remittance Royalty	Invoice(s) in support of fees to be remitted
315	Outward Remittance Royalty	Authenticated Banking documents showing Export Earning (if any)
316	Outward Remittance Royalty	Attested copy of Patent Right/Trade Mark/Brand Name Registration in Bangladesh (if any)
317	Outward Remittance Royalty	Attachment of Company's Comments as per BIDA Requirement (if any)
318	Outward Remittance Technical Assistance	Copy of Technology Transfer Agreement (Technical Assistance/Other Fee Agreement)
319	Outward Remittance Technical Assistance	Resolution of the Board of Directors of the company/ Partners of the Firm regarding remittance of fees/showing amount, due year of remittance and name & address of the foreign service provider as per Agreement
320	Outward Remittance Technical Assistance	Copy of Annual Report of the company/Firm comprising Audited Balance Sheet along with the Profit and Loss Accounts (in case of the project in operation) or Bill of Entry/Invoices of the Imported Machinery (in case of under implementation project)

Bangladesh Investment Development Authority
 Online One Stop Service System
 List of Attachment for BIDA's Services
 Last Update: April 10,2020

SI	Name of Services	Name of Attachment
321	Outward Remittance Technical Assistance	Income Tax Return certified/authenticated/attested by Chartered Accountant Firm for the concerned Assessment Year along with Computation Sheet for taxable income for the same period and Tax Clearance Certificate issued by Deputy Commissioner of Taxes of t
322	Outward Remittance Technical Assistance	Invoice(s) in support of fees to be remitted
323	Outward Remittance Technical Assistance	Authenticated Banking documents showing Export Earning (if any)
324	Outward Remittance Technical Assistance	Attested copy of Patent Right/Trade Mark/Brand Name Registration in Bangladesh (if any)
325	Outward Remittance Technical Assistance	Attachment of Company's Comments as per BIDA Requirement (if any)
326	Outward Remittance Technical Know-How	Copy of Technology Transfer Agreement (Technical Know-how/Other Fee Agreement)
327	Outward Remittance Technical Know-How	Resolution of the Board of Directors of the company/ Partners of the Firm regarding remittance of fees/showing amount, due year of remittance and name & address of the foreign service provider as per Agreement
328	Outward Remittance Technical Know-How	Copy of Annual Report of the company/Firm comprising Audited Balance Sheet along with the Profit and Loss Accounts (in case of the project in operation) or Bill of Entry/Invoices of the Imported Machinery (in case of under implementation project)
329	Outward Remittance Technical Know-How	Income Tax Return certified/authenticated/attested by Chartered Accountant Firm for the concerned Assessment Year along with Computation Sheet for taxable income for the same period and Tax Clearance Certificate issued by Deputy Commissioner of Taxes of t
330	Outward Remittance Technical Know-How	Invoice(s) in support of fees to be remitted
331	Outward Remittance Technical Know-How	Authenticated Banking documents showing Export Earning (if any)
332	Outward Remittance Technical Know-How	Attested copy of Patent Right/Trade Mark/Brand Name Registration in Bangladesh (if any)
333	Outward Remittance Technical Know-How	Attachment of Company's Comments as per BIDA Requirement (if any)