

Bangladesh Investment Development Authority  
**One Stop Service (OSS)**  
List of necessary attachment for OSS services

**Department: Registration & Incentives- Commercial**

Available Services in OSS:

1. Branch/Liaison/Representative Office Permission (New, Extension, Cancellation & Amendment)
2. Visa Recommendation -E Type, E1 Type, PI Type & Visa On Arrival Type (New & Amendment)
3. Work Permit (New, Extension, Cancellation & Amendment)

Sl.	Work Permit New	File Type PDF Maximum 2MB
1	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company	
2	Board Resolution for employment of foreign nation(s) mentioning Expatriate Name, Nationality & Passport Number	
3	Visa Recommendation Letter of the Expatriate/Investors issued by BIDA	
4	Copies of all academic qualification & professional experience certificate for the employee	
5	Service contract/ agreement and appointment letter/ transfer order in case of employee	
6	Passport of the Employee/Expatriate/Investor/ (including arrival seal of immigration)	
7	Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment	
8	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)	
9	Up-to-date Income tax clearance certificate (Organization)	
Note: The application will be approved by Inter-Ministerial meeting. Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Tk5000.00 for new work permit fees shall be submitted by online payment gateway (Credit Card (Visa/Master Card), Mobile Banking (Bkash), Counter payment for Sonali Bank after approved the application.		

Sl.	Work Permit Extension	File Type PDF Maximum 2MB
1	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company	
2	Copy of the board resolution for extension the work permit.	
3	Security clearance of the expatriate from Ministry of Home Affairs, Bangladesh	
4	Appointment Letter/Service Contract Agreement/Transfer Letter of the Expatriate/Investor.	
5	Up-to-date Encashment certificate	
6	Appointment Letter/Service Contract Agreement/Transfer Letter of the Expatriate/Investor.	
7	Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment	
8	Up-to-date income tax clearance certificate for branch/ liaison/ representative office/ locally incorporated companies (Paid in Full)	
9	Income tax clearance certificate from the concerned tax circle for the previous working period	
10	Copy of the last Work Permit issued by BIDA	
11	Copy of the first work permit issued by BIDA	
12	Copy of passport with VISA and arrival stamps for employees/Investors	
Note: The application will be approved by Inter-Ministerial meeting. Documents shall have to be attested by the Principal Promoter/Managing Director/Head of Organization.		
Tk5000.00 for Extension of every year shall be submitted by online payment gateway (Credit Card (Visa/Master Card), Mobile Banking (Bkash), Counter payment for Sonali Bank after approved the application.		

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Sl.	Work Permit Cancellation	File Type PDF Maximum 2MB
1	Copy of the last work permit.	
2	Copy of the Passport with the last arrival and departure seal.	
3	Board resolution or acceptance of the resignation letter/release letter.	
4	Resignation letter/transfer order	
5	Up-to-date income tax clearance certificate of the expatriate under section-91 of ITO 1984 for the year.	
6	Up-to-date income tax clearance of the expatriate for the previous years.	
7	Copy of the First work permit.	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Pricipal Promoter/Managing Director/Head of Organization.		
Fees : No Fees		

Sl.	Work Permit Amendment	File Type PDF Maximum 2MB
1	Copy of Board Resolution regarding the Amendment.	
2	Reason of the amendment	
3	Copy of amendment related documents (Passport/Appointment letter/Name/Address etc)	
4	Copy of the last Work Permit issued by BIDA	
Note: The application will be approved by Respected Desk Officer.		
Documents shall have to be attested by the Pricipal Promoter/Managing Director/Head of Organization.		
Tk1000.00 for Amendment fees shall be submitted by online payment gateway (Credit Card (Visa/Master Card), Mobile Banking (Bkash), Counter payment for Sonali Bank after approved the application.		