

RJSC Name Clearance

Fee Schedule:

- For NC clearance: BDT 500 for each of the proposed names
- For time extension: BDT 200 for each time extension application

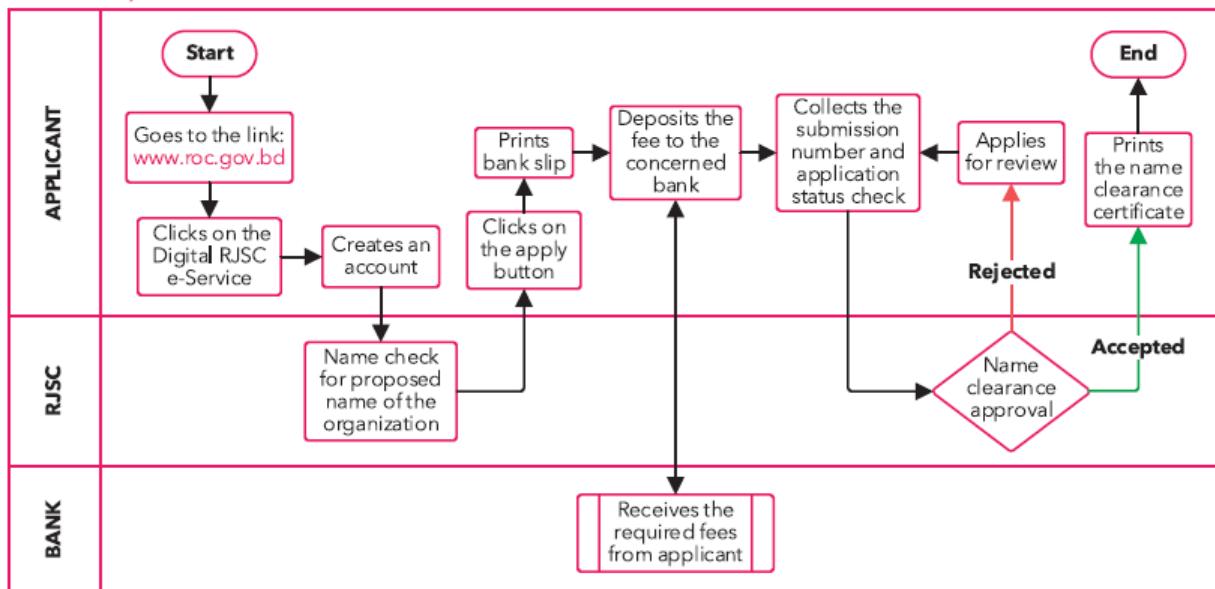
Source: [RJSC website](#)

Required Documents:

- Application form

Source: Business Start-up Licenses 2025 published by BUILD

Process Map:



Source: Business Start-up Licenses 2025 published by BUILD

RJSC Company Registration

Fee Schedule:

- Stamp fee: BDT 1,000 – BDT 10,000 (based on type of company and authorised capital)
- Registration fee: BDT 1,200 – 4,500 (based on type of company and authorised capital)

Source: [RJSC website](#)

Required Documents:

For public/private companies:

- Name Clearance Certificate
- Filled-in Form-I: Declaration on registration of company
- Filled-in Form-VI: Notice of situation of registered office
- Filled-in Form-IX: Consent of director to act
- Filled-in Form-X: List of persons consenting to be directors
- Filled-in Form-XI: Agreement to take qualification shares in proposed company
- Filled-in Form-XII: Particulars of the directors, managers, and managing agents and of any therein
- Articles of Association and Memorandum of Association
- TIN Certificates of directors
- Treasury Challan

For one-person companies:

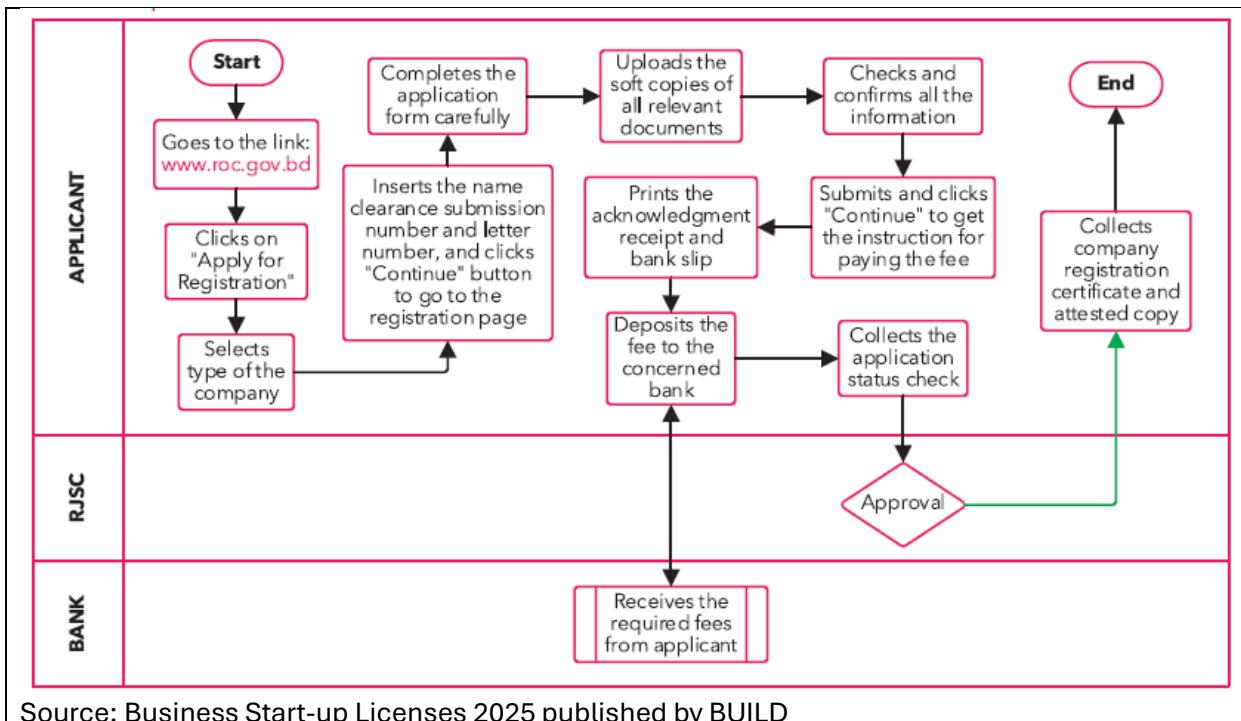
- National Identity Card (NID)
- Photograph of the applicant
- Declaration of Company Formation
- Applicant's e-TIN number
- Director's consent letter (Form-9) and scanning copy of encashment certificate issued by Scheduled Bank in support of purchased share price in case of non-resident shareholders should be submitted online.
- Tax Return (acknowledgement Slip)

For partnership firms:

- National Identity Card (NID)
- Photograph of the applicant
- Declaration of Company Formation
- Applicant's e-TIN number
- Agreement of Partners
- Information of two witnesses and their NID

Source: Business Start-up Licenses 2025 published by BUILD

Process Map:



Source: Business Start-up Licenses 2025 published by BUILD

Trade License (DNCC)

Fee Schedule:

- Application fee: BDT 10 – 50
- Stamp duty: BDT 150-300
- City Corporation fees: BDT 200 – 50,000 based on categories

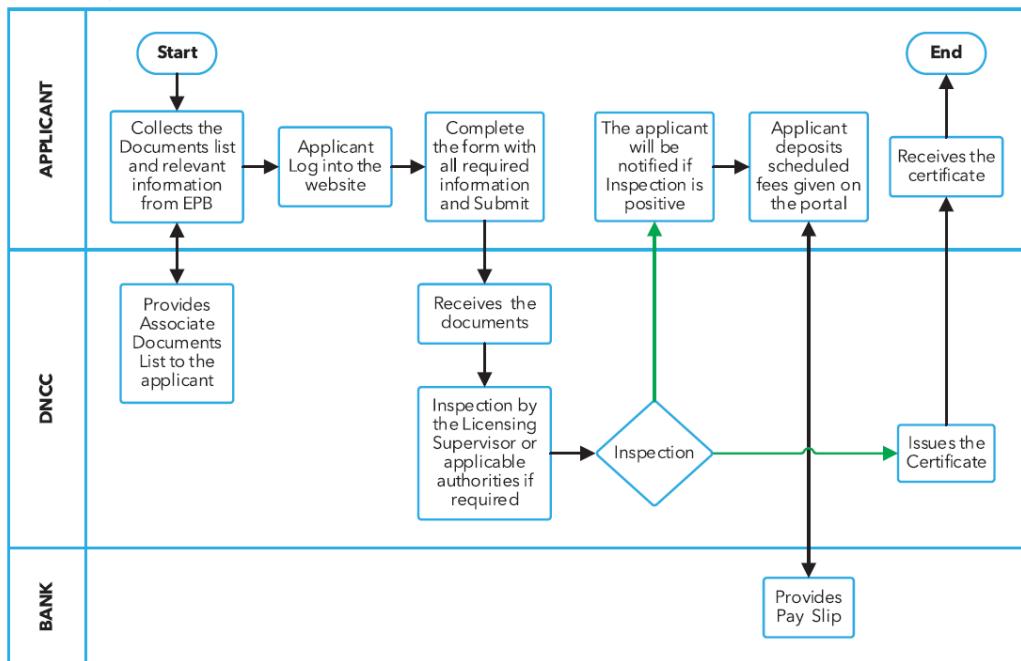
Source: [City Corporation Model Tax Rule 2016](#)

Required Documents:

- Application form
- Photograph of the applicant (principal owner of the business)
- Attested copy of the applicant's NID
- Proof of capital of the proposed business
- Attested copy of the description of the proposed business premises (including measurements and drawings)
- Attested copy of the ownership document of the proposed business premises or attested copy of the rental agreement in case of rented premises
- Attested copy of the receipt of the latest holding tax paid for the proposed business premises
- No objection letter collected from the local residents near the proposed business premises
- Affidavit stating the purpose of conducting the business on a non-judicial stamp, if applicable
- Attested copy of other necessary clearances, receipts, etc.

Source: [WeHelp, SME Foundation](#)

Process Map:



Source: [Business Start-up Licenses 2025 published by BUILD](#)

Fire License

Fee Schedule:

- License fee: BDT 900 – 40,000 (based on assessment)

Source: [FSCD circular on 27 January 2025](#)

Required Documents:

- Application form
- Treasury challan
- Trade license
- Certificate of Incorporation with Memorandum and Articles of Association (RJSC)
- Approved layout of establishment (FSCD)
- Clearance Certificate (FSCD) (for commercial/multi-storied >7 storeys)
- NOC from City corporation/municipalities
- Additional form for garments factory

Source: Business Start-up Licenses 2025 published by BUILD

Process Map:

Applicants are required to apply through <https://elicense.fireservice.gov.bd/>

Source: Business Start-up Licenses 2025 published by BUILD

Import Registration Certificate (Industrial first ad hoc)

Fee Schedule:

- Registration fee: BDT 5000 – 80,000 (based on import limits)

Source: [CCI&E circular on 21 August 2022](#)

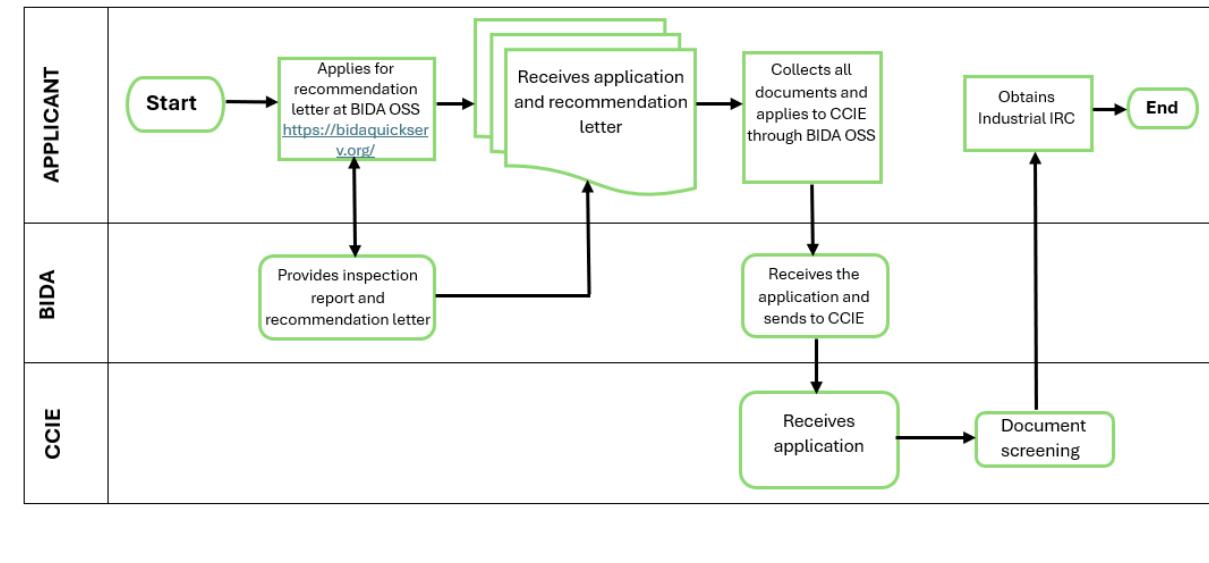
Required Documents:

Commercial ERC:

- Treasury challan of registration fee and 15% VAT;
- Recommendation letter from BIDA;
- Updated trade License
- Membership certificate from Chamber of Commerce/trade association
- Proof of bank a/c
- NID/birth certificate/passport of applicant
- Tax return certificate
- Partnership deed or Certificate of Incorporation with Memorandum and Articles of Association (RJSC) and form 12 (RJSC) for limited company
- E-TIN
- BIN (for first-time registration)
- HS code and import limit of raw materials listed in the entitlement paper from BIDA

Source: [Citizens' Charter, CCIE](#)

Process Map:



Export Registration Certificate

Fee Schedule:

- Registration fee: BDT 10,000 – 50,000 (based on categories)

Source: [CCI&E circular on 21 August 2022](#)

Required Documents:

Commercial ERC:

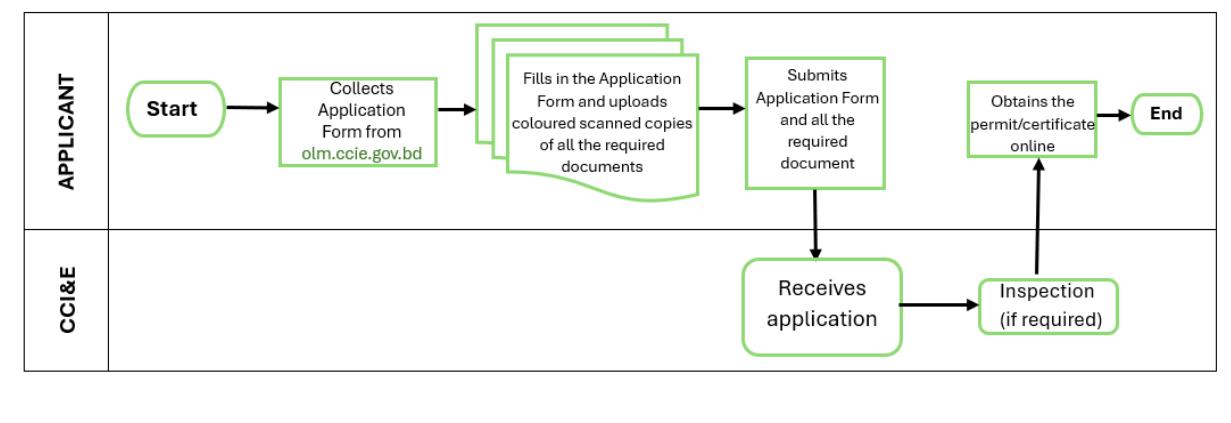
- Treasury challan of registration fee and 15% VAT;
- Updated trade license;
- E-TIN/Income Tax Certificate;
- Bank Certificate of the registered bank;
- Membership certificate of the recognized chamber/business association of the registered business;
- NID of the applicant;
- Import/Export License/Permit of the establishment (for specified business);
- Registered partnership deed (issued by the RJSC);
- Certificate of Incorporation with Memorandum and Articles of Association (RJSC) and form 12 (RJSC) for limited company
- Income Tax Return Receipt

Multinational ERC:

- Passport copy and valid work permit of all foreigners (if applicable);
- List of employees (with name, designation, remuneration, and nationality)
- Joint venture agreement (for establishments with domestic and foreign investment)
- Income Tax Return Receipt

Source: [Citizens' Charter, CCIE](#)

Process Map:



Environment Clearance

Fee Schedule:

- License fee: 3,000 - 15,00,000 (based on size of investment)

Source: [Tafsil 07 - Ministry of Environment Forest and Climate Change circular on 5 March 2023](#)

Required Documents:

Green category:

- Application Form for Environmental Clearance Certificate ([Form-3](#))
- Proof of clearance fee and VAT
- BIDA/BEZA/BSCIC Licence/Certificate
- Location map and layout plan
- Land ownership paper/Lease paper/rent agreement paper with mouza map
- Relevant government officials' licence/comments/no-objection letter (if applicable)
- NID of entrepreneur

Yellow category:

- Application Form for Environmental Clearance Certificate ([Form-3](#))
- Proof of clearance fee and VAT
- BIDA/BEZA/BSCIC Licence/Certificate
- Location map and layout plan
- Land ownership paper/Lease paper/rent agreement paper with mouza map
- Relevant government officials' licence/comments/no-objection letter (if applicable)
- NID of entrepreneur

Orange category:

- Application Form for Environmental Clearance Certificate ([Form-3](#))
- Proof of process fee, clearance fee and VAT
- Location map
- Layout plan
- Land ownership paper/Lease paper/rent agreement paper with mouza map
- Relevant government officials' licence/comments/no-objection letter (if applicable)
- NID of entrepreneur
- BIDA/BEZA/BSCIC Licence/Certificate
- IEEE report
- Description of solid waste management
- Liquid waste drainage related paper according to tafsil 12, including ETP drawing, design and calculation (if applicable)
- Air pollution control documents (if applicable)
- Feasibility study/survey of proposed industry/general information
- Other relevant licenses for factories (fire license, explosives, chemicals etc)

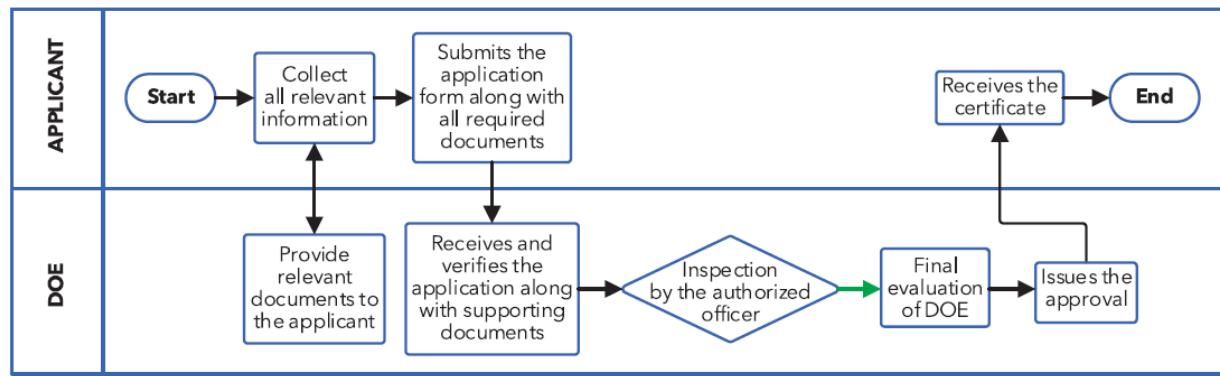
Red Category:

- Application form
- Proof of clearance fee and VAT submission
- Compliance monitoring report for site clearance (if applicable)
- Location map
- Layout plan

- Land ownership paper/Lease paper/rent agreement paper with mouza map
- Relevant government officials' licence/comments/no-objection letter (if applicable)
- NID of entrepreneur
- BIDA/BEZA/BSCIC Licence/Certificate
- Environmental management plan
- Description of solid waste management
- Liquid waste drainage related paper according to tafsil 12, including ETP drawing, design and calculation (if applicable)
- Air pollution control documents (if applicable)
- Feasibility study/survey of proposed industry/general information
- Other relevant licenses for factories (fire license, explosives, chemicals etc)

Source: DoE Citizen charter

Process Map:



Source: Business Start-up Licenses 2025 published by BUILD

Factory License (DIFE)

Fee Schedule:

- For factories and industries: BDT 500 – 18,000 (based on number of employees)
- For commercial institutions: BDT 500 – 10,000 (based on number of employees)
- For banks and insurance companies: BDT 5,000 – 20,000 (based on number of employees)
- For contractors: BDT 20,000 – 1,00,000 (based on number of employees)
- For others: BDT 100 – 5,000 (based on number of employees)

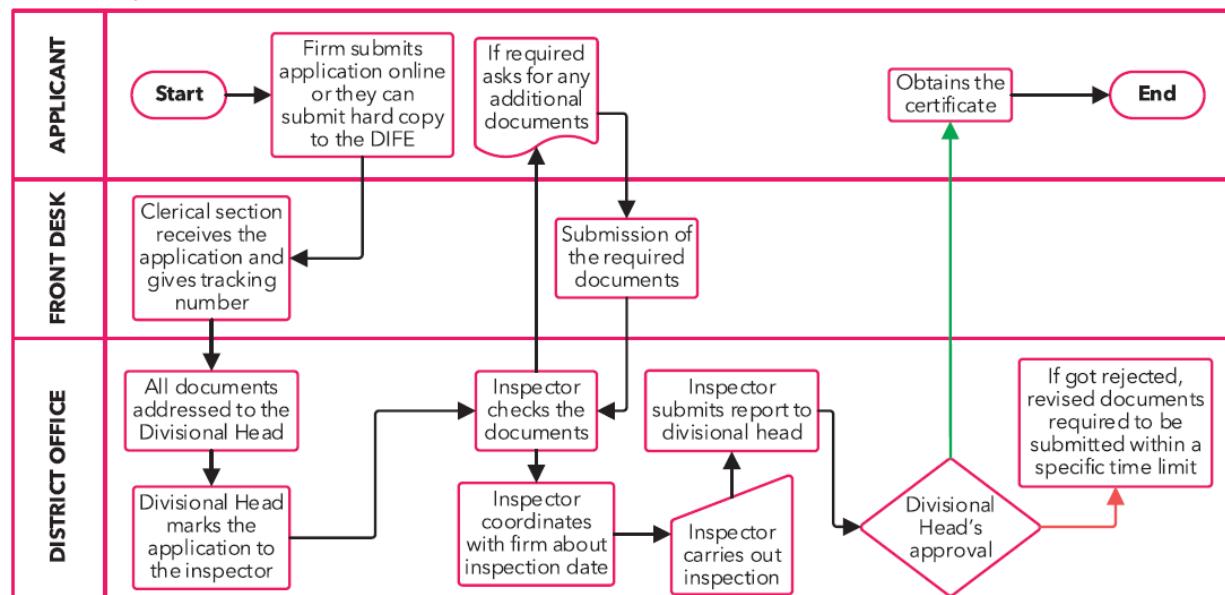
Source: [Tafsil 7 of DIFE circular on 15 September 2015](#)

Required Documents:

- Application form
- Trade license
- Rental agreement/ Mutation copy of land
- National ID
- Soil test report
- Memorandum of articles
- Layout plan by recognised engineer or firm
- Electric plan-load bearing capacity certificate by recognised engineer or firm
- Treasury challan
- Design approval by City Corporation

Source: Business Start-up Licenses 2025 published by BUILD

Process Map:



Source: Business Start-up Licenses 2025 published by BUILD

Bond License

Fee Schedule:

- License fee: BDT 10,000 + 15% VAT + a general bond printed on a non-judicial stamp valued at BDT 2000

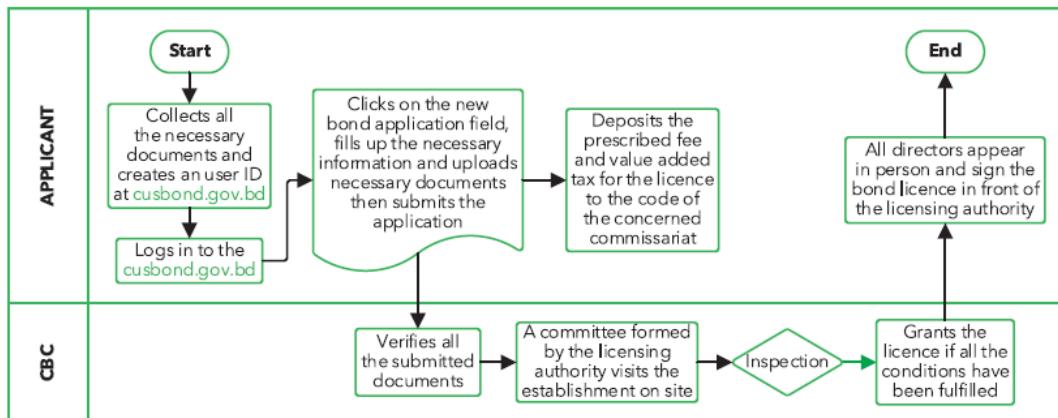
Source: [Bangladesh Trade Portal](#)

Required Documents:

- Application form
- Treasury Challan
- BIDA/BSCIC/relevant registration certificate
- Trade License
- Fire license
- VAT certificate
- Recommendation letter from relevant association
- Notary public and lien bank certification
- Boiler certificate
- Membership certificate from chamber of commerce / trade association
- Financial solvency certificate (bank)
- NID
- TIN and PI
- Rent agreement
- Commitment certificate
- Safety net design
- Certificate of Incorporation with Memorandum and Articles of Association (RJSC)
- Invoice of purchase/import of machine
- Proposed bonded warehouse design
- ECC (if applicable)
- IRC/ERC
- Life span certificate
- Audit report
- Factory certificate

Source: Business Start-up Licenses 2025 published by BUILD

Process Map:



Source: Business Start-up Licenses 2025 published by BUILD