

Key Information on Licensing Requirements (post BanglaBiz launch)

Note: All process maps are represented from the perspective investor interface & do not include internal/ back-end processes of the agencies

Updated: February 2026

Name Clearance

Fee Schedule:

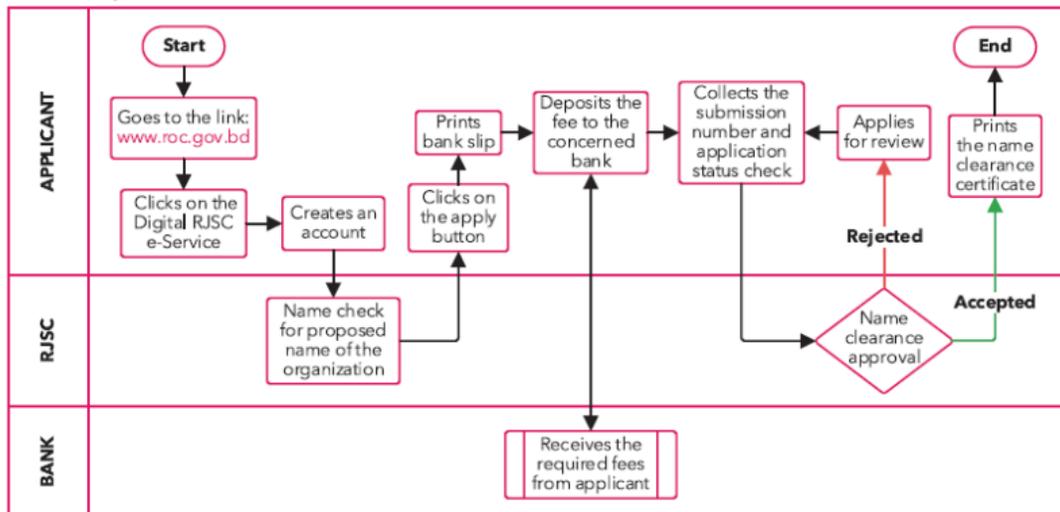
- For NC clearance: BDT 500 for each of the proposed names

Previous journey (pre BanglaBiz)

Required Documents:

- Application form

Process Map:



Source: Business Start-up Licenses 2025 published by BUILD

Current journey (via BanglaBiz)

Required Documents:

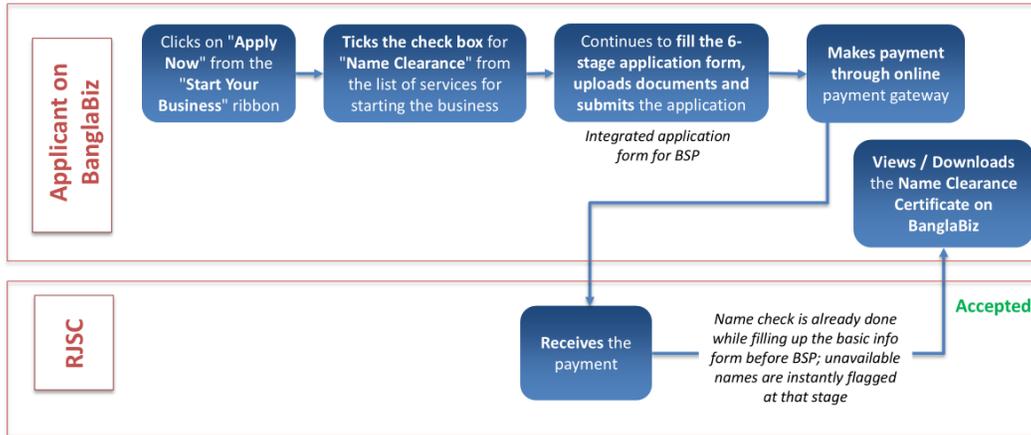
- Application form

RJSC Name Clearance – Process Flow

Part of the Business Starter Package (BSP)

5 minutes

1 minutes



RJSC Company Registration

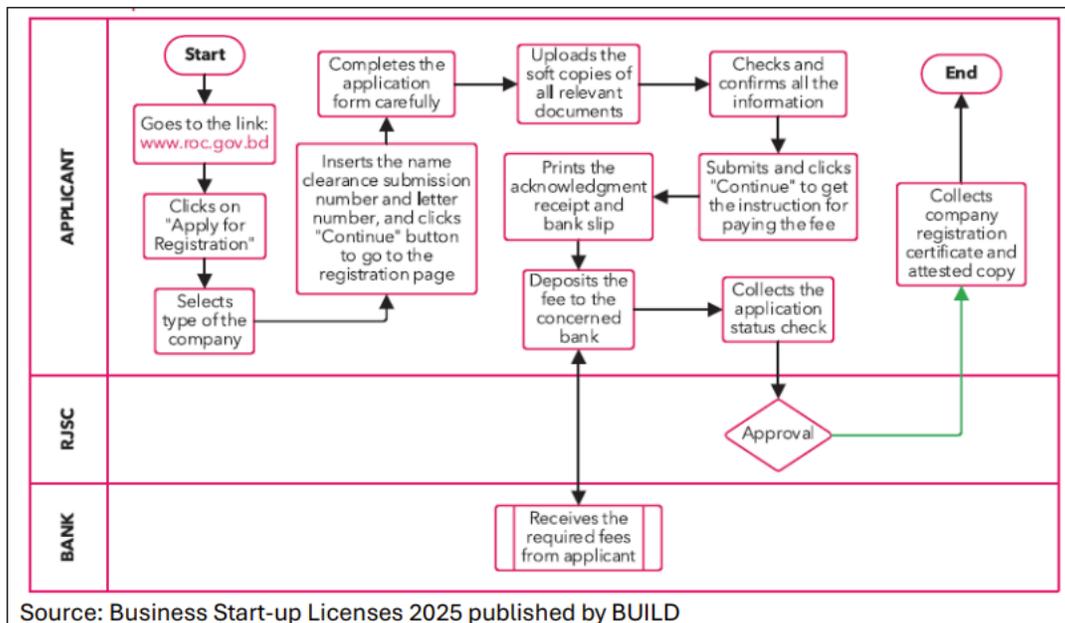
Fee Schedule:

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

Previous journey (pre BanglaBiz)

Required Documents: (For private limited 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



Current journey (via BanglaBiz)

Required Information (to complete the BSP application form)

- Filled-in Form - Entity Information
- Filled-in Form - Share Capital & Board Information

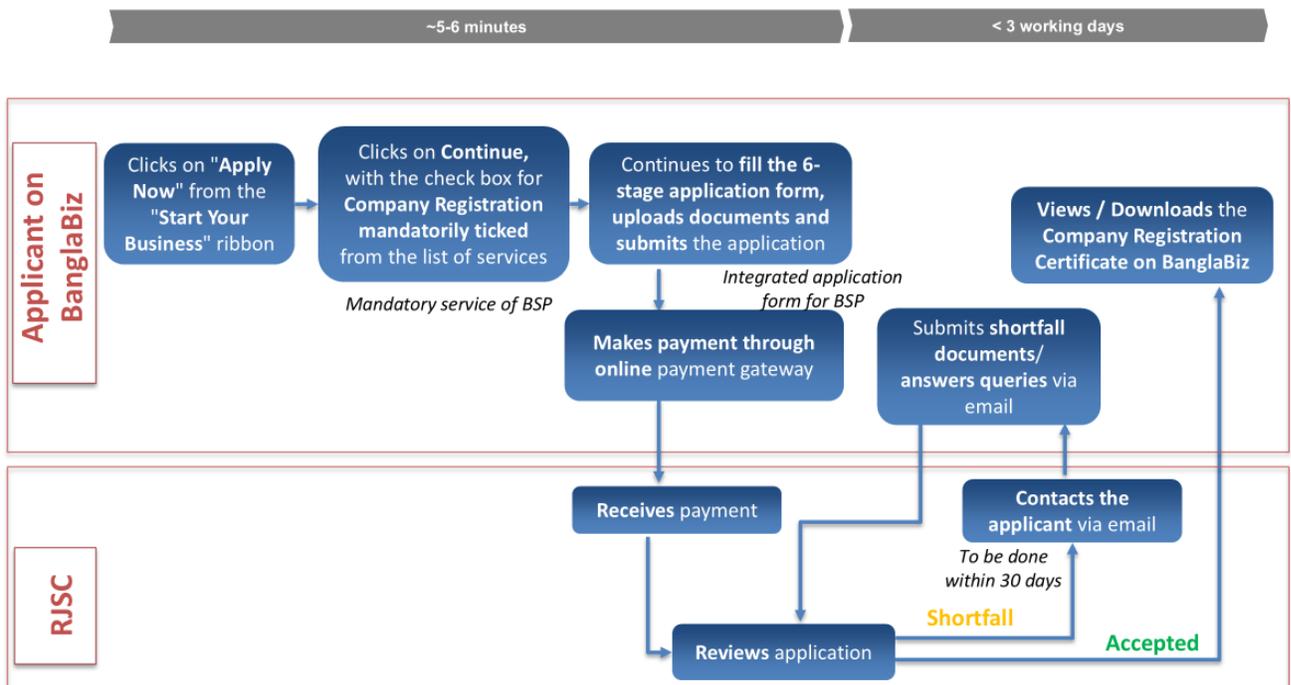
- Filled-in Form - Subscriber Information
- Filled-in Form - Principal Promoter & Applicant Information
- Filled-in Form - Bank Information
- Declaration Information (with witness information)

Required Documents (to complete the BSP application form)

- Articles of Association (AoA) and Memorandum of Association (MoA)
- Pre-populated Form I - Declaration on registration of company
- Pre-populated Form IX - Consent of director to act
- Pre-populated subscriber form

RJSC Company Registration– Process Flow

Part of the Business Starter Package (BSP)



DNCC Trade license

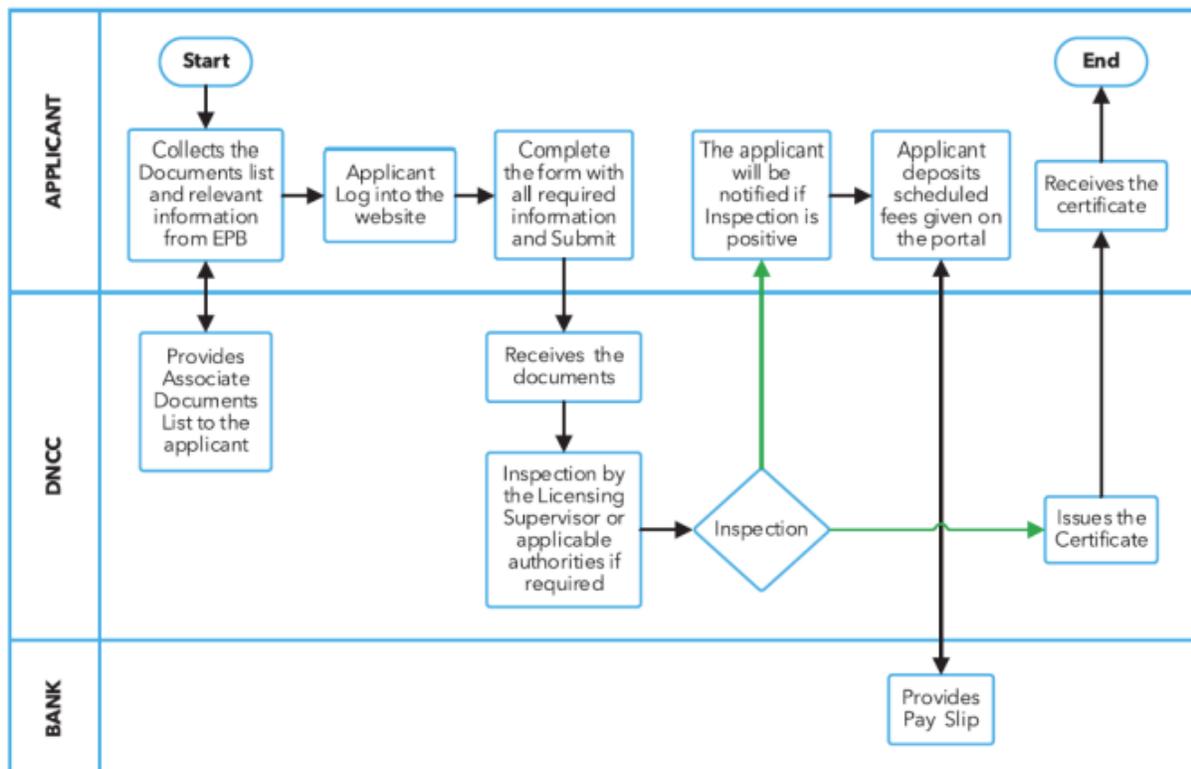
Fee Schedule:

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

Previous journey (pre BanglaBiz)

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



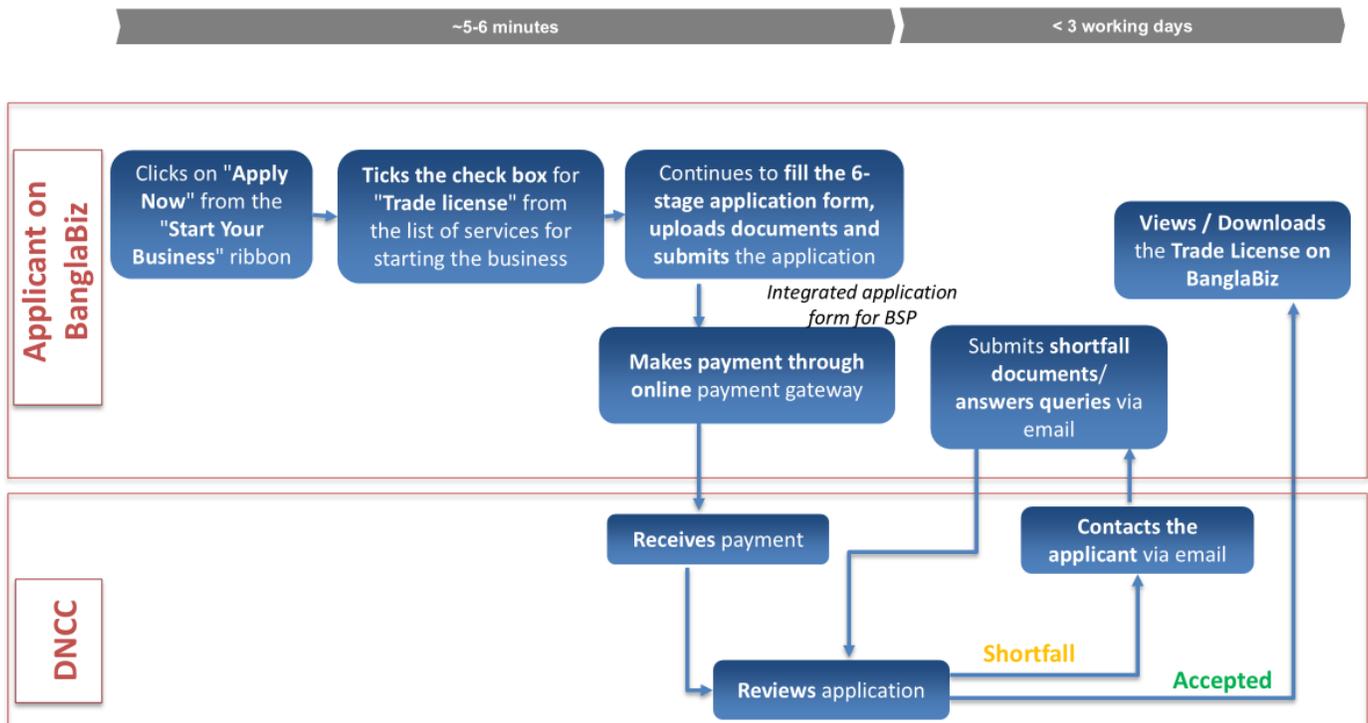
Current journey (via BanglaBiz)

Required documents

- Application form
- Photograph of the applicant (principal owner of the business)
- Documents for proof of capital (Articles of Association and Memorandum of Articles in case of limited company)
- 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
- License by Fire Service & Civil Defense (in case of industrial factories)

DNCC Trade license – Process Flow

Part of the Business Starter Package (BSP),
along with the other integrated services



Import Registration Certificate (IRC)

Fee Schedule:

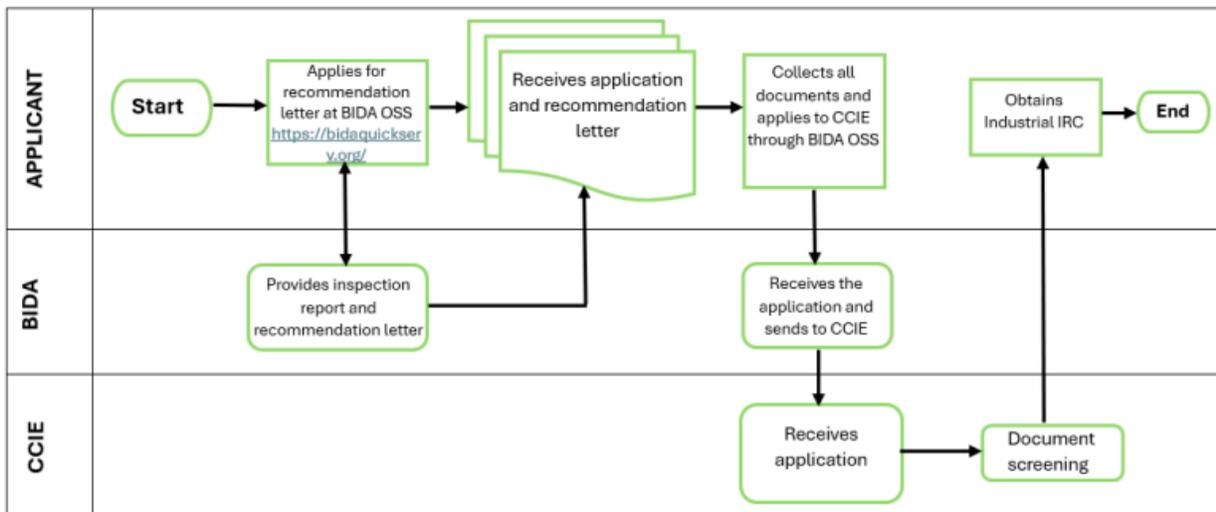
- Registration fee: BDT 5000 – 80,000 (based on import limits)

Previous journey (pre BanglaBiz)

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

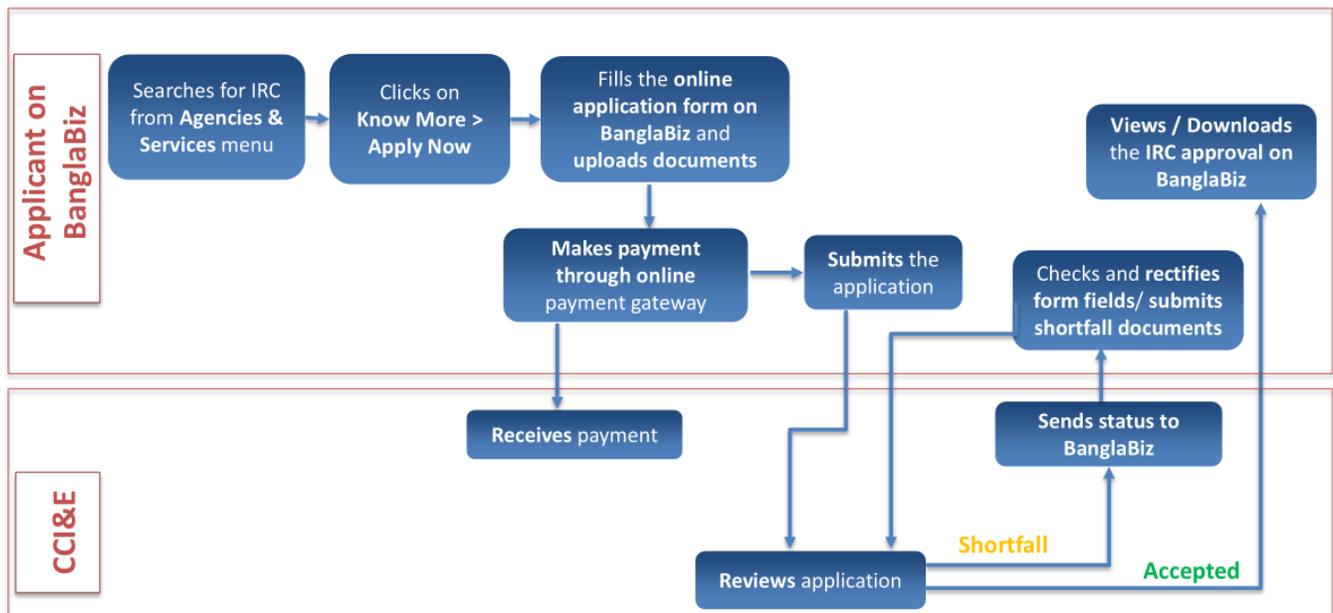


Current journey (via BanglaBiz)

Required documents (For Private Ltd. Company)

- Owner photograph
- List of raw material with HS Code
- Registration Certificate for Industrial Project issued by the sponsoring authority (In case of Ad hoc IRC)
- E-TIN/Income Tax Certificate
- Updated Membership Certificate of concerned Trade Association/ Recognized Chamber
- Bank Solvency Certificate from Nominated Bank/ NOC from both the bank in case of changing nominated bank
- Certificate of Incorporation with Memorandum and Articles of Association (RJSC) and form XII (RJSC) for limited company
- Recommendation of relevant sponsoring authority
- In case of specialized business of Import/Export, relevant License/Permission is essential

IRC – Process Flow



Export Registration Certificate (ERC)

Fee Schedule:

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

Previous journey (pre BanglaBiz)

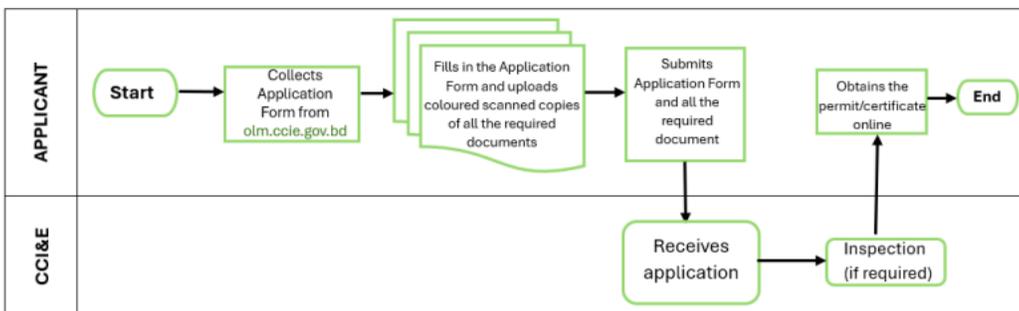
Required documents:

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



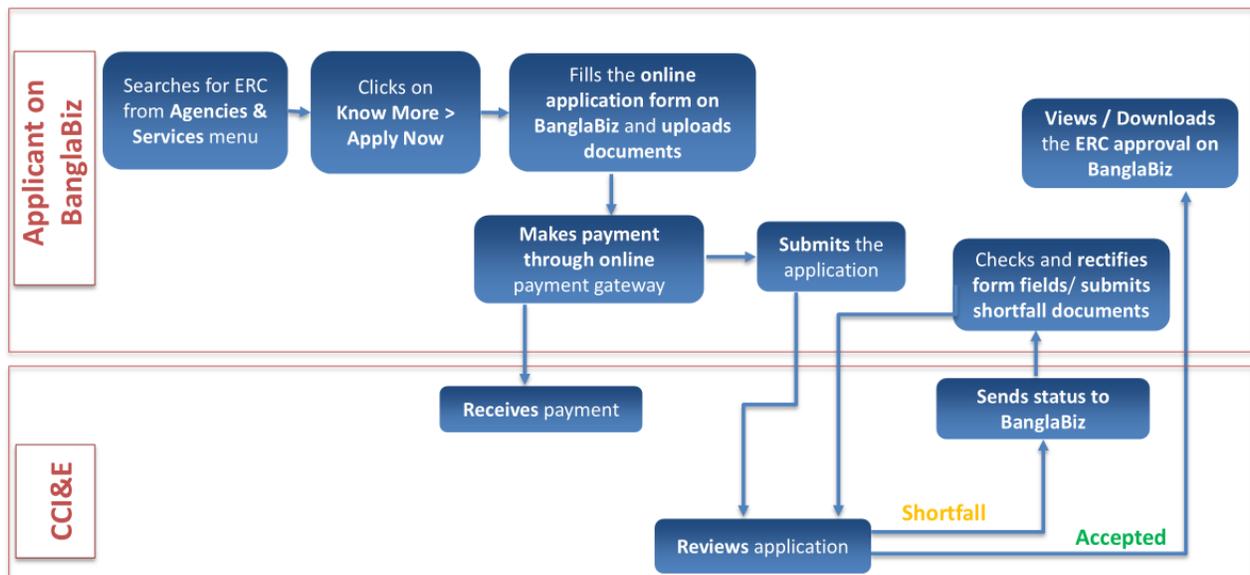
Current journey (via BanglaBiz)

Required documents:

General ERC

- Owner photograph
- In case of specialized business of import/export, relevant license/permission is essential
- Updated Trade License as per name & address of firm
- E-TIN/Income Tax Certificate
- Bank Solvency Certificate from nominated bank
- Updated Membership Certificate of concerned Trade Association/Recognized Chamber
- National Identity Card (NID)/Birth Certificate/Passport of Applicant
- Certificate of Incorporation with Memorandum and Articles of Association (RJSC) and form XII (RJSC) for limited company
- In case of specialized business of Import/Export, relevant License/Permission is essential

ERC – Process Flow



Environment Clearance

Fee Schedule:

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

Previous journey (pre BanglaBiz)

Required documents:

Green category:

- Application Form for Environmental Clearance Certificate (Form-3)
- Proof of clearance fee and VAT
- BIDA/BEZA/BSCIC License/Certificate
- Location map and layout plan
- Land ownership paper/Lease paper/rent agreement paper with mouza map
- Relevant government officials' license/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

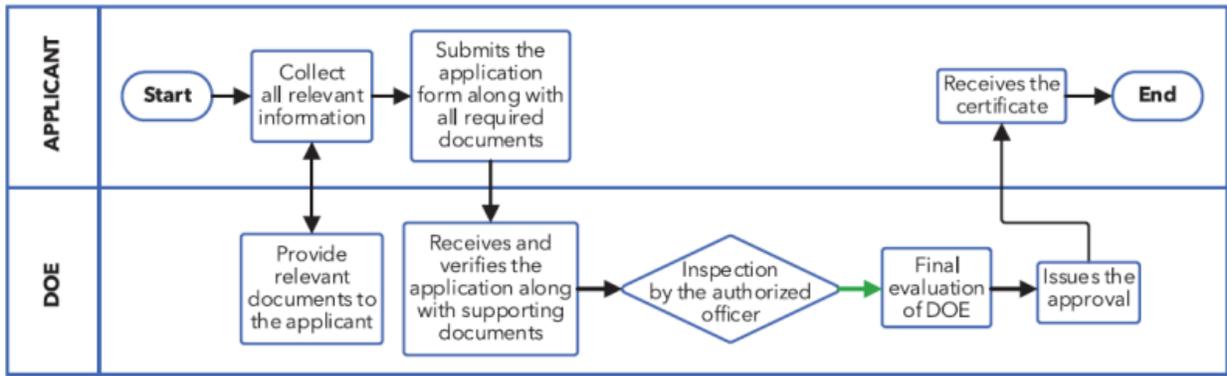
Orange category:

- 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

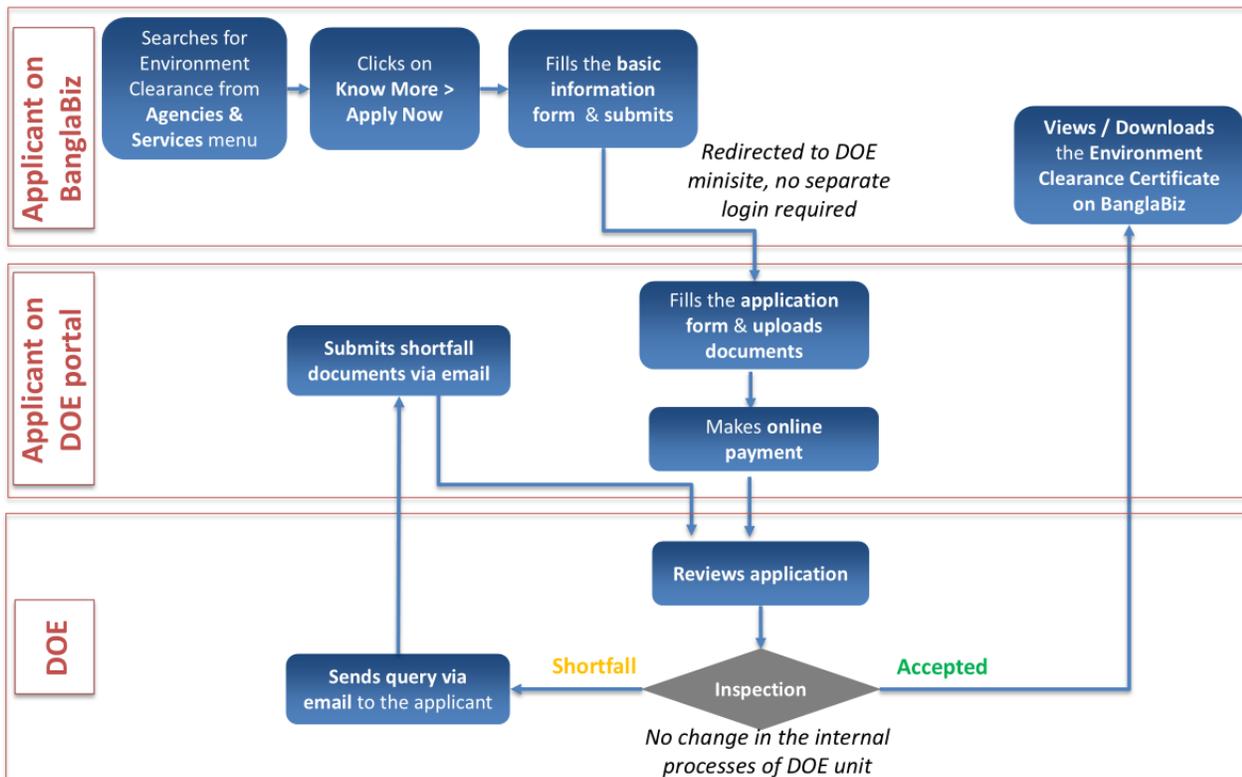


Current journey (via BanglaBiz)

Required documents:

- Same as previous journey

Environment Clearance – Process Flow



Factory License

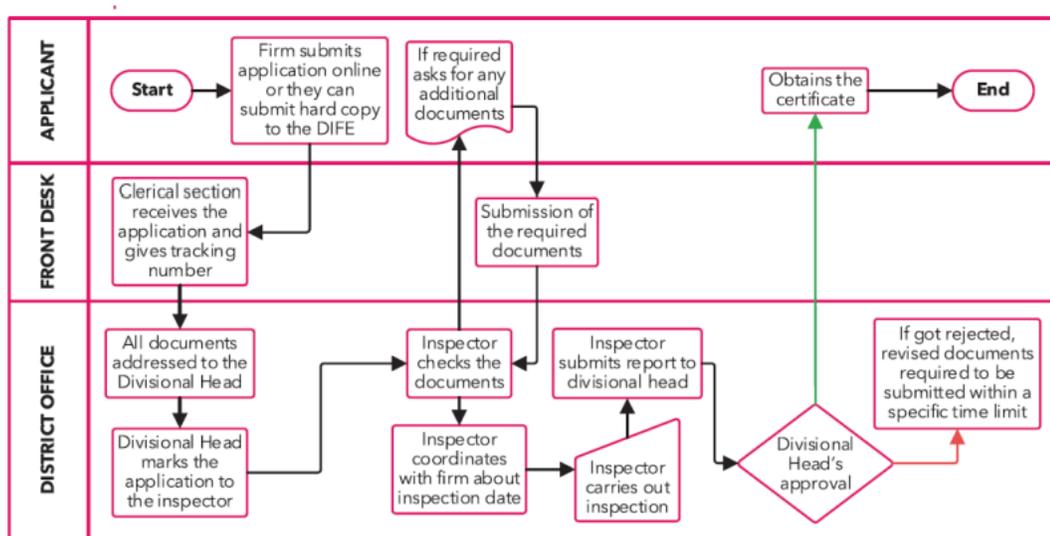
Fee Schedule:

- 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)

Previous journey (pre BanglaBiz)

Required documents:

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



Current journey (via BanglaBiz)

Required documents:

- Same as previous journey

Factory License – Process Flow

