

Bangladesh Investment Development Authority
Prime Minister's Office
(Registration and Incentive-Commercial wing)
Plot # E-6/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh.
[www. bida.gov.bd](http://www.bida.gov.bd)

Sl. No	Name of the service	Application procedure	Mandatory Documents and Source of receiving documents	Fee and system of payment	Needed period	Approval authority (Name, Designation, Phone and E-mail)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	E-visa recommendation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of permission letter of branch/liaison/representative office or Memorandum and Articles of Association and Certificate of Incorporation in case of locally incorporated company; • Board resolution for employment of foreign national(s) mentioning the expatriate name, nationality & passport number; • Photograph of the expatriate; • Copy of passport of the expatriate/employee with all arrival stamps & departure seals • Appointment letter/transfer order/service contract or agreement of expatriate/investors; • Certificates of all academic qualification & professional experience for the employee(s) • Copy of all the advertisements for recruitment of local national; • Description of the activities of the company; • Statement of all existing all local & foreign manpower with designation, salary, allowances & bonuses, nationality and date of the first appointment.; • Encashment certificate of inward remittance of U.S \$50,000.00 as initial establishment cost applicable to branch/liaison/representative office, locally incorporated, joint venture and 100% foreign ownership companies. • Up-to-date income tax clearance certificate of the organization; • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper document(s) (if any). <p>N.B: (a) Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief Executive of the Company/ Firm (b) Documents must be submitted by the authorized person</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
2.	E1-visa Recommendation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of permission letter for branch/liaison/representative office Memorandum and Article of Association and Certificate of incorporation • Board resolution for engaging the foreign national(s) • Photograph of the expatriate • Copy of passport of the expatriate/employee with all arrival stamps & departure seals • Proper service contract/ agreement for seeking E1 visa recommendation • Up-to-date income tax clearance certificate of the organization • Certificate of all academic qualification & professional experience of the expatriate(s) • L/C copy of the respective service. • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper document(s) (if any) • Document/Certificate from vendor regarding the engagement of the expatriate in this task. <p>N.B: (a) Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief Executive of the Company/ Firm</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile: +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	PI-visa recommendation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by shareholders • Board resolution for engaging foreign national(s) in Bangladesh mentioning the name, nationality & passport number. Specifying the sector where the investor actually invests. • Photograph of the investor • Copy of passport of the investor with all arrival stamp & departure seals • The specific activity of the company • Statement of all existing local & foreign manpower with designation, salary, allowance(s) & bonus(s), nationality and date of the first appointment • Encashment certificate of inward remittance of minimum U.S \$50,000.00 as initial establishment cost for locally incorporated joint-venture and 100% foreign ownership companies • Up-to-date income tax clearance certificate of the organization • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Documents regarding the ----- of this expatriate in the board. <p>N.B:</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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4.	Visa on arrival	online	<p>The applicant will apply for this service through the web portal https://bidaquicksserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the registration of industrial project with BIDA/Branch Office/Liaison Office/Representative Office • Copy of Air ticket • Copy of passport (whole used part) • A letter from the organization for the visa on arrival mentioning the reason of the visit • Additional information with proper documents (if any) <p>N.B: (a) Submitted Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief Executive officer of the Company/ Firm (b) Documents must be submitted by the authorized person.</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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5.	New work permit	online	<p>The applicant will apply for this service through the web portal https://bidaquickerv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of permission letter for branch/liaison/representative office Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by the shareholders in case of locally incorporated Company • Letter of Authorization by Project Director / authorized official in caase of Project Office. • Board resolution regarding employment of foreign national(s) including salaries, allowances, honorarium & other benefits to be provided • Copy of passport with arrival stamp, E-type, E-I visa and PI-type visa(for investors) • Service contract/ agreement and appointment letter/ transfer order in case of employee • Copies of all academic qualifications & certificate of professional certificate of the employee • Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment. • Up-to-date income tax clearance certificate of the company • Encashment certificate of inward remittance of minimum US\$ 5,0000.00 as initial establishment cost for branch/ liaison/ joint-venture and 100% foreign ownership company incorporation in Bangladesh • Visa Recommendation letter of the expatriate/investor • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • List of local Employees who will be trained up by the Expatriate <p>N.B:</p>	BDT 5,000.00 (five thousand taka) for per year for per person ONLINE PAYMENT v.org)	16 days (Sixteen) working days subject to the approval of the inter-ministerial committee meeting.	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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6.	Extension of Work Permit	online	<p>The applicant will apply for this service through the web portal https://bidaquickse.rv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Board resolution of the company regarding the extension of employment of foreign national(s) • Copy of passport with E-Type visa for employees/PI-type visa for Investors • Copy of service contract/agreement and appointment letter mentioning with Compensation & benefits • Income tax clearance certificate paid in full for the foreigner • concerned tax circle for the previous working period • Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment • Up-to-date encashment certificate of the applicant office • Up-to-date income tax clearance certificate for branch/liaison/ representative office/ locally incorporated companies (Paid in Full) • Copy of the latest work permit. • Copy of office permission/incorporation certificate. • Copy of the first work permit • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Updated List of local Employees who have been trained up by the Expatriate <p>N.B: (a) Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief executive of the</p>	<p>BDT 5,000.00 (five thousand taka) for per year for per person ONLINE PAYMENT (https://bidaquickse.rv.org)</p> <p>BDT 5,000.00 (five thousand taka) for per year for per person from any bank in favour of “Bangladesh Investment Development Authority”</p>	16 days (Sixteen) working days subject to the approval of the inter-ministerial committee meeting.	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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7.	Opening of branch/ liaison/ representative office permission	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Company's board of director's resolution regarding the opening of office in Bangladesh / Details of Project /Copy of Agreement with EPC Contractor in case of project office. • Audited Accounts of the last financial year of the principal company. • Proposed organogram of the office showing the posts to be occupied by both the expatriates and local personnels. • Detail activities of the principal company • Name and nationality of the Directors/owners of the principal company • Memorandum and Articles of Association of the principal company • Certificate of Incorporation • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Detail of activities to be performed through the proposed branch/liason/representative office in Bangladesh and future plan in industrial revolution • <p>NB: (a) Documents shall have to be attested by the concerned Bangladesh mission/ mission of the respective country in Bangladesh/ respective country's apex business chamber (b) After submitting the application, hard copies of all documents should be submitted to commercial wing of Bangladesh Investment Development</p>	<p>BDT 25,000.00 (Twenty five thousand taka) ONLINE PAYMENT (https://bidaquickserv.org)</p> <p>BDT 25,000.00 (Twenty-five thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	16 (sixteen) working days subject to the approval of the Inter-ministerial committee meeting.	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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8.	Extension of branch/ liaison/ representative office permission	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Notification letter of Bangladesh Bank under section-18(B) of Foreign Exchange Regulation Act, 1947 • Latest Income tax clearance certificate for the local office • Audited accounts of last financial year of the principal company • Company's board of director's resolution for extension/renewal of office permission • Latest audit report of Bangladesh office • Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment • Up to date encashment certificate of inward remittance • Copy of last office permission letter • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Detail of activities to be performed through the proposed branch/liaison/representative office in Bangladesh and future plan in industrial revolution <p>N.B: (a) Documents must be submitted by an authorized person of the organization including the letter of authorization. (b) Application for renewal to be submitted at least 2 months before the</p>	<p>BDT 10,000.00 (Ten Thousand taka) ONLINE PAYMENT (https://bidaquickserv.org)</p> <p>Pay order of BDT 10,000.00 (Ten thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	16 (sixteen) working days subject to approval of the inter-ministerial meeting.	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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9.	Work permit cancellation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • First work permit letter and the last work permit. • Up-to-date income tax clearance certificate for the company. • Up-to-date income tax clearance certificate for the expatriate under section- 91 of Income Tax Ordinance 1984 • Income tax certificate of the expatriate for previous three years (if applicable) • Resignation letter/transfer order • Board resolution, acceptance letter/release letter • Copy of Passport (used part with the latest departure seal from Bangladesh) • Copy of Air ticket • Updated List of local Employees who have been trained up by the Expatriate <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	without any fee	3 days	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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10.	Changing office address	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the office permission • Office rent agreement • Board resolution for changing the office address • Trade license (in case of locally incorporated company) • Register of Joint Stock Company's form VI (In case of locally incorporated company) • Updated List of local Employees who have been trained up by the Expatriate <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ firm.</p>	<p>BDT 1000.00 (One Thousand taka) ONLINE PAYMENT https://bidaquickserv.org</p> <p>Pay order of BDT 1,000.00 (One thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	3 days	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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11.	Amendment of work permit	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the office permission • Copy of the First work permit • Copy of the last work permit • Board resolution regarding amendment of work permit • Copy of passport both old and new • Others related documents such as: revise agreement/ appointment letter/ similar proper document • Up-to-date income tax clearance certificate of the expatriate <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/Firm</p>	<p>BDT 1000.00 (One Thousand taka) ONLINE PAYMENT (https://bidaquickserv.org)</p> <p>Pay order of BDT 1,000.00 (One thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	3 days	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile:+8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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12.	Recommendation for security clearance in case of any objection raised by Ministry of Home Affairs	Manual	<p>The applicant will apply manually for this service (www.bida.gov.bd)</p> <ul style="list-style-type: none"> • An application mentioning the reasons for withdrawing the objections given received by Ministry of Home Affairs • Copy of office permission • Copy of work permit • Copy of the objection letter of the Ministry of Home Affairs • Up-to-date income tax clearance certificate of the expatriate • Up-to-date income tax clearance certificate of Office • Additional information with proper documents (if any) <p>N.B: All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	without any fee	3 days	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073 E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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13.	Waiver of conditions given in the Office Permission Letter	Manual	<p>The applicant will apply manually for this service (www.bida.gov.bd)</p> <ul style="list-style-type: none"> • Copy of office permission • Board resolution regarding waiver of the condition • Justification for waiver with proper document of proof. • Audit report of the branch/liaison/representative office • Up-to-date income tax clearance certificate of the organization • Prior approval letter(s) for waiving any condition (if any) • Agreement with government/source of local income • Proof of income (invoice/bill/ check etc. for providing any goods/services/works) • Additional information with proper documents (if any) <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	without any fee	16 (sixteen) working days subject to the approval of the Inter- ministerial committee meeting	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : +8801711928073</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
14.	Change of the name of the branch/liaison/ representative office.	Manual	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of office permission • Board resolution of the parent company for changing the name of the branch/liaison/ representative office (Properly attested by Bangladesh Embassy) • Necessary document for changing the name including court decision (in case of a merger)/ Certificate of Incorporation on change of the company name) • Up-to-date income tax clearance certificate of the organization • Board resolution (shall have to be attested by the concerned Bangladesh mission/mission of the respective country in Bangladesh/ respective country's apex business chamber) • Additional information with proper documents (if any) <p>N.B: All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	Pay order of BDT 1,000.00 (One thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"	16 (sixteen) working days subject to the approval of the Inter- ministerial committee meeting.	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation) Mobile : 8801711028073</p>

Bangladesh Investment Development Authority
Prime Minister's Office
(Registration and Incentive-Commercial- Wing)
Plot # E-6/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh.
www. bida.gov.bd

Sl. No	Name of the service	Application procedure	Mandatory Documents and Source of receiving documents	Fee and system of payment	Needed period	Related officers (Name, Designation, Phone and E-mail)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
15.	The closing of branch /liaison/ representative office	Manual	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the public notice (to be published in any recognized national print media at least 03 (three) months prior to the closure of the foreign office in Bangladesh • Copy of office the permission • Board resolution of the parent company regarding the office closure • Up to date audit report • Up-to-date Income tax clearance certificate of the organization under section-89 of Income Tax Ordinance 1984 • Up-to-date bank statement • All dues settlement certificate • NOC from house owner • Copy of cancelation of work permit of all expatriates • Declaration mentioning that all liabilities including all taxes (both organizational & individual) and other future financial dues will be borne by the parent company • Additional information with proper documents (if any) 	without any fee	16 (sixteen) working days subject to the approval of the Inter- ministerial committee meeting.	<p>Mr. Nabhash Chandra Mandal. Executive Member (Addl. Secy.) Tel:8802 55007204 E-mail: em2@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-55007213 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-55007231 E-mail: faizur@bida.gov.bd</p> <p>Md. Sayful Islam Assistant Director (Facilitation)</p>