

## Appendix I: Investment Application Forms

### a. Application for Registration of Foreign/Joint Venture Investment

#### Application for Registration of Foreign Investment /Joint Venture Project



**BOARD OF INVESTMENT**  
Prime Minister's Office, Jiban Bima Tower  
10 Dilkusha C/A, Dhaka 1000, Bangladesh  
Phone: 880-2-9561430-1 Fax 880-2-9562312

This space is for OFFICIAL USE ONLY. Please DO NOT write in this space.

Registration No. :	
Date of Approval :	

[Please fill in each of the following fields accurately and clearly in BLOCK letters.]

a. Project Status (please tick ( ) : Proposed Existing b. Application Date: / /200 \_

1.	<b>Name of Industrial Project:</b>				
2.	<b>Addresses:</b>				
	a. Office				
	House / Holding No.:	Road No.:	Phone :		
	Area :	City / District :		Fax :	
	City / District :		Email :		
	b. Factory				
	Mouza / Village :		Phone :		
	Plot / Holding No.:	Post Office:	Fax :		
	Upazila:	City / District:	Email :		
3	<b>Background of the Promoters</b> (Local & Foreign):			<input type="checkbox"/> Details Enclosed	
	a. Name of the Main Promoter :				
	b. Permanent Address :				
	c. Mailing Address :				
	d. Experience (business/ industrial):				
4.	<b>Type of Industry:</b>				
5.	<b>Target Date of Commercial Operation:</b>				
6.	<b>Investment Details:</b>				
	Items	Local (Million Taka)	Foreign (Million Taka)	Total (Million Taka)	
	a. Fixed Investment:				
	i. Land				
	ii. Building				
	iii. Machinery & Equipment				
	iv. Others				
	b. Working Capital (3 months):				
	Total	In Million Taka			
		In Million US\$			
7.	<b>Sources of Finance:</b>				
	Sources	Local (Million Taka)	Foreign (Million Taka)	Total (Million Taka)	Investment Country (ies)
	a. Equity				
	b. Loan				
	Total	In Million Taka			
		In Million US\$			
8.	<b>Equity</b> (in percentage):	Local :	%	Foreign:	%

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9.	<b>List of Machinery &amp; Equipment:</b>			List Enclosed
	Procurement Sources	Quantity	Estimated Value	
			(Million Taka)	(Million US\$)
	a. Procured/ To Be Procured Locally			
	b. Imported / To Be Imported			
Total Value :				
10.	<b>Annual Production Capacity:</b>			
	Name of the Product / Services (Top Five Only)	Quantity	Estimated Value	
			(Million Taka)	(Million US\$)
	1.			
	2.			
	3.			
11.	<b>Description of Raw &amp; Packing Materials:</b>			
	a. <input type="checkbox"/> Local <input type="checkbox"/> :			
	b. <input type="checkbox"/> Importable <input type="checkbox"/> :			
12.	<b>Utility Service Requirement:</b>			
	Utility Type	Required Quantity (Minimum - Maximum)	Targeted Date of Commissioning (mm-yy)	Distance of the Site from Nearest Source (in meter)
	a. Electricity			
	b. Gas			
	c. Telephone			
13.	<b>Employment</b>			
	Job Level	Local (person)	Foreign (person)	Total (person)
	a. Managerial			
	b. Worker			
	Total			
14.	<b>Marketing</b> (not applicable for service):		Local : .....%	Foreign : .....%
15.	<b>Tax Identification No.</b> (TIN), if any :			
16.	<b>Enclosed Pay Order / Bank Draft</b> No.:		Amount: Tk.	
	Name of the Bank and Branch :			

I do hereby declare that the information furnished above are true and correct to the best of my knowledge.

Signature : .....  
 Name : .....  
 Designation : (Managing Director/Partner/Proprietor)  
 Date : .....

**List of documents to be enclosed with the application:**

- i. Application in prescribed Form duly filled in. **2 (two) copies.**
- ii. Certificate of incorporation along with Memorandum & Articles of Association in case of Public / Private Limited Company. In case of Joint Venture Project (JVP), JVP Agreement duly signed in by both the parties. **2 (two) copies.**
- iii. Attested copies of Deeds/Documents in support of project land (in case of own land, Purchase Deed and in case of lease / rental premises, Deed of Agreement). **2 (two) copies.**
- iv. If the total project cost exceeds Tk. 50 (fifty) million, submit Project Profile. **2 (two) copies.**
- v. Background of the Promoters in official letterhead pad describing a) Name, b) Permanent and c) Mailing Address, d) Position and e) Nationality (as part of Item # 3). **3 (three) copies.**
- vi. List of machinery indicating quantity and price (as part of Item # 9). **3 (three) copies.**
- vii. In case the project is financed by loan, copy of relevant documents in support of loan. **2 (two) copies.**
- viii. Pay order / bank draft amounting required amount in favor of "EXECUTIVE CHAIRMAN AND MEMBER-SECRETARY, BOARD OF INVESTMENT".