

c. Application for Registration of Foreign/Joint Venture Commercial Offices
[Commercial Offices include Branch/Representative/Liaison Office, Buying House, Educational Institute of Foreign Origin]



BOARD OF INVESTMENT
PRIME MINISTERS'S OFFICE
JIBAN BIMA TOWER, 10, DILKUSHA C.A
DHAKA-1000, BANGLADESH

APPLICATION FOR OPENING/EXTENSION OF BRANCH OFFICE/LIAISON OFFICE/COMMERCIAL ENTERPRISE OF FOREIGN ORIGIN

A. INFORMATION ABOUT PRINCIPAL COMPANY

01. Name and address of the principle company including phone/fax number :
02. Nature of the organization (Private/Public Limited Company) :
03. Major activities in details :
04. Type of business: :
05. Capital:
 - (i) Authorized capital :
 - (ii) Paid up capital :
06. Country of origin and full address with telephone & fax no. :

B. INFORMATION ABOUT LIAISON /BRANCH OFFICE

01. Name and local address of the Liaison/Branch office including phone/fax number. :
02. Intended field of business in Bangladesh through proposed branch/liaison office :
03. Major activities of the principal company in brief :
04. Target date of operation/extension of the proposed branch/liaison office/commercial enterprise. :
05. period for which permission/extension is sought for :
06. Reference on of the previous permission in case of extension (copy to be enclosed) :
07. Proposed organizational set up of the company (in case of new application) :
08. Establishment expenses and operational expenses forecast of the concerned office and source of financing :
 - (a) Estimated initial expenses:
 - (b) Estimated operational/monthly expenses:
 - (c) Source of financing:

C. REMITTANCE :

Amount of remittances made from Bangladesh/into Bangladesh for the last two years (in case of extension

(.....)
Signature with name and Designation of the applicant
(Chairman/managing Director/Proprietor)

The following papers/documents are required to be furnished for application for opening of NEW Branch Office/Liaison Office/ Representative Office

1. Application in prescribed form signed by authorized persons for establishment of Branch Office/Liaison Office - 4 copies;
2. Memorandum and Articles of Association of principal company - 2 copies;
3. Certificate of Incorporation - 2 copies;
4. Name and nationality of the Directors/Promoters of the principal company - 4 copies;
5. Company's Board of Directors resolution regarding opening of office in Bangladesh -2 copies;
6. Audited Accounts of last financial year of the principal company - copies
7. Proposed organogram of the office showing the posts to be occupied by expatriates as well as local personnel - 2 copies;
8. Details of activities to be performed through the proposed office in Bangladesh - 2 copies.

N.B. Documents (item 2-6) must be attested by Bangladesh Mission/Principal country's Mission in Bangladesh/Principal country's Apex Chamber.

The following papers/documents are required to be furnished for application for EXTENSION of Branch Office/Liaison Office/ Representative Office

1. Application in prescribed form to be submitted to the BOI for renewal of the permission at least 2 months before expiry of the existing permission.
2. Following documents are to be enclosed:
 - a. Duly filled in Prescribed Form in duplicate;
 - b. Permission letter of Bangladesh Bank under Article-18 (B);
 - c. Income tax clearance certificate for the previous period from concerned Tax Circle;
 - d. Company's Board Resolution for extension/renewal;
 - e. Audit Accounts of the office;
 - f. List of manpower employed showing designation/salary/functions;
 - g. Encashment certificate of remittance for the last 2 years;
 - h. Security clearance of the office, if any.