

Government of the People's Republic of Bangladesh.
Prime Minister's Office
Bangladesh Investment Development Authority
Investment after care Unit
Plot: E-6 / B, Sher-e-Bangla Nagar, Dhaka-1207
www.bida.gov.bd

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Dated: 07.07.2017

Subject: **Investment after care service.**

It has been informed that, If any Industry/ Branch/ Liaison / Representative Office encountered obstruction/failure in accessing the services provided by the applicant organization in case of an application for these below services. The organization can apply to BIDA for assisting in getting the service. If it appears that the service has been interrupted considering the rationale of the application, BIDA will assist the applicant organization

SL. No.	Service Name	Name of Service Provider
1	2	3
1	Trade License	City Corporation/ Union Parishad / Municipality
2	a) Name Clarence b) Certificate of Incorporation c) Certificate of Commencement of Business d) Approval of Articles of Association e) Approval of Memorandum of Association f) Share Transfer g) Amendment of Memorandum / Articles of Association h) Change of Director i) Authorized capital increase.	Office of the Registrar of Joint Stock Companies and Firms
3	a) Land Purchase Deed/ Lease Agreement Registration / Binding Deal / Registration of power of attorney. b) Supply of copy registered Deed.	Directorate of Registration & Sub Registry Office
4	Mutation (নামজারী ও জমাথারিজ)	Concerned Upazila Land Office
5	Issuance of different categories of visas recommended by the Bangladesh Investment Development Authority.	Embassies of Bangladesh, Ministry of Foreign Affairs
6	a) E-Visa extension b) Expiry of E1 visa c) Extension of PI visa d) Extension of A3 Visa	Department of Immigration and Passports
7	Visa extension with class change (subject to receipt of security clearance / SB report / recommended by Bangladesh Investment Development Authority) Submission of Special Branch (SB) report for visa. Submission of SB report for security clearance Submission of NSI report for security clearance	Security Services Division, Ministry of Home Affairs Special Branch (SB) NSI



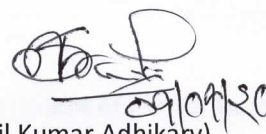
	Issuance of Security Clearance for Visa / Work Permit Renewal (subject to receipt of report)		Ministry of Home Affairs
8	a) Issuance of Industrial IRC		Office of the Chief Controller of Imports and Exports
	b) Sample Import / Export Permission		
	c) Control Products Import (subject to receipt of Recommendation)		
9	Land Acquisition		(a) Bangladesh Investment Development Authority (b) Deputy Commissioner's Office (c) Ministry of Land
10	Green	Environmental	Department of the Environment
	Orange -A	Environmental	
		Positional	
	Orange -B	Environmental	
		Positional	
Red	Environmental		
11	Green	Environmental	Department of the Environment
	Orange-A	Environmental	
	Orange-B	Environmental	
	Red	Environmental	
12	a) Land use clearance		Capital Development Authority, Chittagong Development Authority, City Corporation, Municipality, Union Parishad.
	b) Special project clearance		
	c) On-site inspection		
	d) Building construction approval		
	e) Living use certificate		
13	a) Technical investigation and survey work completed		Department of Power and its distribution companies.
	b) Load allotment		
	c) Demand note issue		
	d) Deposit of money		
	e) Meter supply and electricity connection Gas connection		
14	Provide gas connection approvals		Gas Distribution Companies under the Department of Energy and Mineral Resources
15	Water connection and sewerage.		WASA, city corporations and municipalities of the respective regions
16	Telephone and internet connection		Bangladesh Telecommunication Company Limited
17	a) Approval of fire safety plan		Department of Fire Service and Civil Defense
	b) Fire Safety License Approval (with final inspection)		
	c) Renewal of fire safety license		
18	a) Issuance of explosives license		Department of Explosives
	b) Renewal of explosives license		
19	a) Licensing		Department of Factory and Establishment Inspection
	b) Approval of factory machine layout plan		
	c) License renewal and amendment		

20	a) No Objection Certificate of Boiler Import	Chief Boiler Inspector's office
	b) Boiler registration and issuance of certificate	
	c) Renewal of Boiler Certificate (with inspection)	
	d) Change of ownership (name / address)	
21	a) TIN registration	National Board of Revenue
	b) VAT registration	
	c) Business Identification Number (BIN),	
	d) Bond license	
	e) Customs clearance	
	f) Deduction of duty / tax	
	g) Utilization Permit (UP)	
22	Certificate of Origin	Export Promotion Bureau, Chamber of Commerce
23	Utilization Declaration	BGMEA
24	Issuance of Mark License (with inspection)	Bangladesh Standards and Testing Institution, Ministry of Industries
25	a) Permission to take foreign currency term loan from Off-Shore Banking Unit (OBU) by a private industrial project registered with BIDA.	Bangladesh Bank
	b) to inform matters relating to the issue / transfer of shares in favor of non-resident to resident, resident to non-resident and non-resident to non-resident in unlisted companies on the Stock Exchange.	
	c) Profit and Dividend Return	
	d) Permission to send consultancy fees outside the general authority.	
	e) the proceeds from the sale of shares held by a non-resident in an unlisted company on the Stock Exchange to a resident and the return of the remaining money abroad in proportion to the company's liquidation.	

In order to get the above-mentioned services for the Industry/ Branch / Liaison / Representative Office, Please send your application with the required documents to the following emails (1)

investmentaftercare@bida.gov.bd & (2) dir.aftercare@bida.gov.bd

OR send the application with the required documents to the address- Director, Investment After Care Wing, Bangladesh Investment Development Authority, Plot: E - 6 / B, Sher - e - Bangla Nagar, Dhaka - 1207.



(Sunil Kumar Adhikary)

Director

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