

**The following papers/documents are required for New Work Permit for employment of expatriate personnel in branch/liaison/representative office and other private and public enterprises.**

1. Application in prescribed form signed by the authorized person ( 4 copies)
  2. Copy of permission letter for branch/liaison/representative office or Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by the shareholders in case of locally incorporated company. (if not submitted earlier)
  3. Passport size photographs (4 copies) of the expatriate(s) attested by the Managing Director/partner/proprietor/appropriate authority.
  4. Board resolution regarding employment of foreign national(s) including honourarium & other benefit to be provided.
  5. Copy of passport with arrival stamp, 'E' type visa for employees and 'PI' type visa for investors.
  6. Service contract/agreement and appointment letter/transfer order in case of employee.
  7. Copies all academic qualification & professional experience certificates for the employee.
  8. Paper clipping showing advertisement or copy of online advertisement made for recruitment of local personnel prior to appointment of the expatriate(s).
  9. Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment.
  10. Up-to-date income tax clearance certificate of the company.
  11. Encashment certificate of inward remittance of minimum US\$ 50,000.00 as initial establishment cost for branch/liaison/joint-venture and 100% foreign ownership company incorporation in Bangladesh.
- N.B. (a) All documents shall have to be attested by Managing Director/Partner/Proprietor/Chief Executive of the company/firm.
- (b) For issuing permission letter the company shall have to deposit the fee amounting Tk. 5,000/- per year per person in any branch of Bangladesh Bank or Sonali Bank through Treasury Chalan (Code No. 1-3901-0001- 1876).

PHOTOGRAPH  
OF THE  
EXPATRIATE  
(2 COPIES)



BOARD OF INVESTMENT  
PRIME MINISTER'S OFFICE  
JIBAN BIMA TOWER,  
10, DILKUSHA C.A.  
DHAKA-1000, BANGLADESH  
Website: [www.boi.gov.bd](http://www.boi.gov.bd)

**Application for employment of foreign national in branch/liaison/representative office and other private and public enterprise (✓ mark one)**

**A. Particulars of sponsor/employer**

1. Name and address of the enterprise including :  
phone/fax no. and e-mail address
2. Type of the organization :
3. Nature of business/activities of the company :
4. Previous reference of permission for opening :  
branch/liaison office and period of permission
5. Capital structure:  
(i) Authorized capital :  
(ii) Paid up capital
6. Inward remittance (for foreign owned :  
company)

**B. Particulars of expatriate:**

1. Name of the foreign national in BLOCK letters :
2. Nationality with passport no., date & place of :  
issue and period of validity
3. Permanent address :
4. Date of birth :
5. Marital status (married, unmarried)  
(i) If married, number of family members :  
(ii) Whether any of the family members will :  
live in Bangladesh, if yes, name(s),  
relationship & age
6. Academic qualification (please attach :  
certificates)

7. Work experiences and Professional qualification (please attach certificates) :

**C. Details of job description**

1. Name of the post employed for :  
 2. Brief job description :  
 3. Whether the post has been advertised in Bangladesh (please attach copy of paper clipping or online advertisement) :  
 4. Justification for employment of foreign national :  
 5. Date of arrival in Bangladesh :  
 6. Type of visa & period of validity :  
 7. Period of employment :  
 8. Whether the employment is new, extension or transfer in Bangladesh. :

**D. Monthly remuneration (BD Taka/ US\$)**

Salary structure		Amount
a.	Basic salary	
b.	Overseas allowance	
c.	House rent	
d.	Conveyance allowance	
e.	Entertainment allowance	
f.	Annual bonus	
g.	Other fringe benefit, if any	

**E. Manpower of the office:**

Local			Foreign			Ratio
Executive	Supporting Staff	Total	Executive	Supporting Staff	Total	Local : Foreign

**Date:**

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**Signature of the employer and Seal**

**The following papers/documents are required for Extension of Work Permit in favour of the expatriate(s) employment in branch/liaison/representative office and other private and public establishment.**

1. Application in prescribed form along with passport size photograph of the expatriate.
2. Resolution of director's of the company/partners of the firm regarding extension of employment of foreign national(s).
3. Photocopy of passport with 'E' type visa for employee and 'PI' type visa for investor.
4. Copy of extension of service contract/agreement and appointment letter.
5. Income tax clearance certificate from the concerned tax circle for the previous working period.
6. Bangladesh Bank's permission under section 18(A), in case of branch/liaison/representative office.
7. Statement of existing manpower showing list of local and expatriate personnel with salary break-up, designation, nationality and date of first appointment.
8. Encashment certificate of inward remittance in favour of branch/ liaison/representative office for the last 2 years.
9. Up-to-date Income tax clearance certificate for branch/liaison/representative office/locally incorporated companies.

N.B. (a) Documents shall have to be attested by the Managing Director/Partner/Proprietor/ Chief Executive of the company/firm.

(b) For issuing permission letter the company shall have to deposit the fee amounting Tk. 5,000/- per year per person in any branch of Bangladesh Bank or Sonali Bank through Treasury Chalan (Code No. 1-3901-0001- 1876).