

The following papers/documents are required for application for opening of branch/liaison/representative office

1. Application in prescribed form signed by the authorized person for establishment of branch/liaison/representative office - 4 copies.
2. Memorandum and Articles of Association and Certificate of Incorporation of the principal/ parent company.
3. Name and nationality of the directors/promoters of the principal company.
4. Audited Accounts of last financial year of the principal company.
5. Company's board of director's resolution regarding opening of office in Bangladesh.
6. Proposed organogram of the office showing the posts to be occupied by both expatriates and local personnel.
7. Details of activities to be performed through the proposed branch/liaison/representative office in Bangladesh.

- N.B
- (a) Documents (item 2-5) shall have to be attested by the concern Bangladesh mission/mission of the respective country in Bangladesh/respective country's apex business chamber/local business chambers.
 - (b) For issuing permission letter the company shall have to deposit the fee amounting Tk. 25,000/- in any branch of Bangladesh Bank or Sonali Bank through Treasury Chalan (Code No. 1-3901-0001- 1876).



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

**Application for opening of branch/liaison/ representative office of foreign origin
(✓ mark one)**

A. Information about principal company

01. Name and address of the principal company including phone/fax number and e-mail address :
02. Status of the organization (private/public limited company) :
03. Major Activities in brief :
04. Capital (in US\$) :
 - (i) Authorized capital :
 - (ii) Paid up capital :
05. Country of origin and full address with telephone & fax no and e-mail address. :

B. Information about the proposed branch/liaison/ representative office

01. Local address of the branch/liaison/representative office including phone/fax number :
02. Intended field of business in Bangladesh through the proposed branch/liaison/representative office :
03. Target date of operation of the proposed office. :
04. Period for which permission is sought for :
05. Proposed organizational set up of the office with expatriate and local manpower ratio :
06. Establishment expenses and operational expenses of the office :
 - (a) Estimated initial expenses:
 - (b) Estimated monthly expenses:
 - (c) Source of financing :

(Signature of the applicant)
Name and designation of the signatory

**The following papers/documents are required for application for
Extension of branch/ liaison/ representative office**

1. Permission letter of Bangladesh Bank under Article-18(B).
2. Income tax clearance certificate for the previous periods from the concerned Tax Circle.
3. Company's board resolution for extension/renewal of office permission.
4. Latest audit report.
5. List of manpower (local and foreign) showing designation/salary/job description/nationality.
6. Encashment certificate of inward remittances for the last 2 years.

- N.B
- (a) Application for renewal of permission shall have to be submitted at least 2 months before the date of expiry.
 - (b) All documents shall have to be signed by the Country Manager or Chief Executive of the company.
 - (c) For issuing permission letter the company shall have to deposit the fee amounting Tk. 10,000/- in any branch of Bangladesh Bank or Sonali Bank through Treasury Chalan (Code No. 1-3901-0001- 1876).