



**A. Standard Operating Procedure  
For  
Investment Registration and  
Investment Clearance**



## A. Procedure for Investment Clearance

In order to establish any industries in the EZs, first of all, the EZ Unit Investors shall apply for **Commitment for Allotment of Land** to the EZ Developer where they would like to invest.

In case of EZ developed and promoted by BEZA, the EZ Unit Investor shall apply for plots to BEZA.

After obtaining a letter of Commitment for Allotment of Land that issued either by BEZA or by any EZ Developers, all the EZ Unit Investors shall complete Investment Registration through BEZA OSSC. For Investment Registration, EZ Unit investors have to fill-in below fields (mandatory fields) of the online application form (FORM-IC-01):

- 1. Authorized Applicant's Information
- 4 (a). Investment Plan
- 7. Area of Land/SFB to be allotted
- 9. Proposed Production Plan
- 11. Manpower Requirement

EZ Unit investors may fill-in other fields as well. But, EZ Unit investors have to fill-in above stated fields (mandatory fields) for the application of Investment Registration.

After receiving **Investment Registration Certificate** issued by BEZA with the Registration Number and Date, the EZ Unit Investors may go to next steps such as **Certificate of Incorporation** issued by RJSC, **Trade License** issued by BEZA and **Income Tax/VAT Registration Certificates** issued by NBR accordingly.

Then, they may apply for Investment Clearance through BEZA OSSC. For Investment Clearance Certificate, EZ Unit investors have to fill-in all the fields of the online application form (FORM-IC-01). If the submitted documents are in right order, BEZA starts the assessment of the proposed investment proposal. After confirming its conformity of the proposed investment proposal BEZA issues the **Investment Clearance Certificate** and provide it to the EZ Unit Investor through BEZA OSSC.

Meanwhile, if the proposed investment proposal is falling under “**Red Category**” industry as defined in the Environmental Conservations Rules 1997, the Investment Clearance Certificate is issued after the EZ Unit Investor receives the **Approval of EIA Report** issued by DOE.

It may be mentioned here that the formal land lease agreement for allotment of land shall be executed by the EZ Developer and the EZ Unit Investor before the issuance of Investment Clearance Certificate by BEZA.

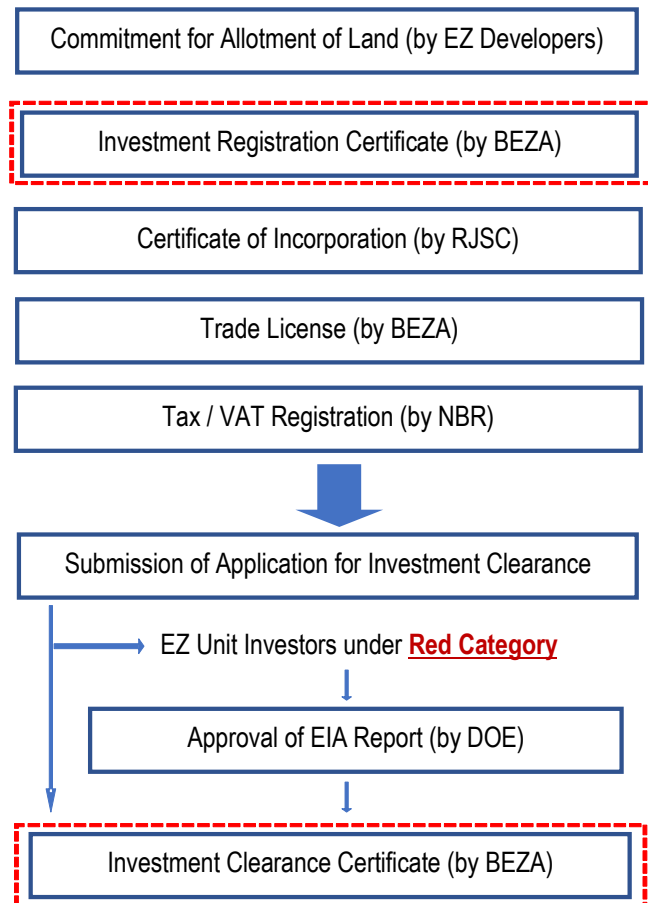


Figure: Flow Chart of Investment Clearance Procedures

### A.1 Issuance of Investment Registration Certificate

Required Documents	<ol style="list-style-type: none"> <li>1. Application Form (FORM-IC-01) signed by the Legal Representative of the Applicant Company</li> <li>2. Copy of Commitment for Allotment of LAND issued by EZ Developer</li> <li>3. Conceptual Master Plan indicating the specific plots allotted to the applicant company</li> <li>4. Copies of License/Approval Certificates (if obtained)</li> </ol>
Legal Basis	BEZA Act 2010 Section 19 (5)
Actual Procedures	<p>Following processes will be performed through online basis.</p> <ol style="list-style-type: none"> <li>1. The applicant visits BEZA OSSC portal and creates an account</li> <li>2. The applicant fills-in the Application Form [applicant must fill up field no. 1, 4 (a), 7, 9 &amp; 11 of the application form] through online and uploads required documents</li> <li>3. The BEZA official reviews and checks the Application Form and other documents submitted by the applicant</li> <li>4. If the submitted documents are confirmed its conformity, the BEZA issues “<b>Investment Registration Certificate</b>”.</li> <li>5. The applicant receives Investment Registration Certificate electronically and BEZA OSSC also hands over a hard copy.</li> </ol>
Time Frame	7 (seven) working days after officially receiving the application
Application Fee	USD 500 equivalent BDT + 15% VAT
Remarks	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.

### A.2 Investment Clearance Certificate

#### A.2-1 Issuance of Investment Clearance Certificate

Required Documents	<ol style="list-style-type: none"> <li>1. Application Form (FORM-IC-02) signed by the Legal Representative of the Applicant Company</li> <li>2. Land lease agreement document</li> <li>3. Plot Number, Mouza &amp; Daag Number (if applicable)</li> <li>4. Outline of Proposed Investment</li> <li>5. Details of Signatory- Particulars of the Directors, Manager and Managing Agents and of any Therein (Form-12)</li> <li>6. Conceptual Master Plan indicating the specific plots allotted to the applicant company</li> <li>7. Design &amp; Schedule of Construction</li> <li>8. Shareholders’ Investment Agreement duly notarized</li> <li>9. Audited Financial Statements of the sponsor company for the last 3 years (if applicable)</li> <li>10. Bank Solvency Certificate issued by the applicant’s bank</li> <li>11. Tax Return of the sponsor company for the last 3 years</li> <li>12. Certificate of Incorporation along with Memorandum &amp; Articles of Association of the company duly notarized (English version)</li> <li>13. Trade License</li> <li>14. Summary of Project Details (Notarized)</li> </ol>
--------------------	--

	15. VAT Registration
Legal Basis	BEZA Act 2010 Section 19 (5)
Actual Procedures	<p>Following processes will be performed through online basis.</p> <ol style="list-style-type: none"> <li>1. The applicant visits BEZA OSSC portal and creates an account</li> <li>2. The applicant fills-in the Application Form through online and uploads required supporting documents</li> <li>3. The BEZA official reviews and checks the Application Form and other documents submitted by the applicant</li> <li>4. If the submitted documents are confirmed its conformity, the BEZA issues “<b>Investment Clearance Certificate</b>”.</li> <li>5. The applicant receives Investment Clearance Certificate electronically and BEZA OSSC also hands over a hard copy.</li> </ol>
Time Frame	20 (twenty) days after officially receiving the application
Application Fee	USD 500 equivalent BDT + 15% VAT
Remarks	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.

**A.2-2 Issuance of Investment Clearance Certificate (for Red Category Industries)**

Required Documents	<ol style="list-style-type: none"> <li>1. Application Form (FORM-IC-02) signed by the Legal Representative of the Applicant Company</li> <li>2. Land lease agreement document</li> <li>3. Plot Number, Mouza &amp; Daag Number (if applicable)</li> <li>4. Outline of Proposed Investment</li> <li>5. Details of Signatory- Particulars of the Directors, Manager and Managing Agents and of any Therein (Form-12)</li> <li>6. Conceptual Master Plan indicating the specific plots allotted to the applicant company</li> <li>7. Design &amp; Schedule of Construction</li> <li>8. Shareholders’ Investment Agreement duly notarized</li> <li>9. Audited Financial Statements of the sponsor company for the last 3 years (if applicable)</li> <li>10. Bank Solvency Certificate issued by the applicant’s bank</li> <li>11. Tax Return of the sponsor company for the last 3 years</li> <li>12. Certificate of Incorporation along with Memorandum &amp; Articles of Association of the company duly notarized (English version)</li> <li>13. Trade License</li> <li>14. Summary of Project Details (Notarized)</li> <li>15. VAT Registration</li> </ol> <p><u>After receiving Approval of EIA</u></p> <ol style="list-style-type: none"> <li>1. Copy of DOE letter mentioning the approval of the EIA report</li> </ol>
Legal Basis	BEZA Act 2010 Section 19 (5)

Actual Procedures	<p>Following processes will be performed through online basis.</p> <ol style="list-style-type: none"> <li>1. The applicant visits BEZA OSSC portal and creates an account</li> <li>2. The applicant fills-in the Application Form through online and uploads required supporting documents</li> <li>3. The BEZA official reviews and checks the Application Form and other documents submitted by the applicant</li> <li>4. The applicant submits the EIA approval letter approved by DOE along with required documents through online BEZA OSSC</li> <li>5. The BEZA official reviews and checks the EIA Report and other documents submitted by the applicant</li> <li>6. If the submitted documents are confirmed its conformity, the BEZA issues “Investment Clearance Certificate (ICC)”</li> <li>7. The applicant receives Investment Clearance Certificate electronically and BEZA OSSC also hands over a hard copy.</li> </ol>
Time Frame	20 (twenty) days after officially receiving the application
Application Fee	USD 500 equivalent BDT + 15% VAT
Remarks	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.

**List of Forms**

<b>Form No.</b>	<b>Name</b>
FORM-IC-01	Application for Investment Registration/ Clearance Form



FORM-IC-01

BEZA::Bangladesh Economic Zones Authority  
Application for Investment Registration/ Clearance

Tracking no.:                      Date of Submission:                      Current Status:                      Current Desk:

### Pay order (with VAT) related information

Pay Order No:	Date:
Bank Name:	Branch Name:
Amount:	Pay order copy:
VAT Challan No :	Amount of VAT :

### 1. Authorized Applicant's Information \*\*

#### 1.1 Applicant's Information (if applicable)

Legal Representative of Applying Firm or Company :

Full Name :	Sex (Male or Female) :
Date of Birth :	Nationality :
Passport :	Title :
Permanent Address:	Resident Address :
Phone No.:	Fax No.:
Email:	

#### 1.2 Parent Company Information

Authorized Capital & Paid-up Capital :	Actual Operating Business (Types of Business) :
Item(s) of Manufacturing/Service Activity :	Number of Employees (home country/other regions) :
Business Locations and Activities at Each Location :	
(1)	(3)
(2)	(4)

Company History (state brief history) :

Prominent Features of the Company (Features of technology, products, markets, etc.)

\*To change any information, investors have to apply for the approval

### 1.3 Obtaining Licenses Information (for parent company)

Certificate of Incorporation Number :

Trade License Number :

Tax Identification Number (TIN) :

Value Added Tax (VAT) Number :

## 2. Proposed Project

### 2.1 Project Information

Type of Economic Zone where business to be set :

Name of the Economic Zone & Location :

Proposed Project/ Company Name which will carry out the Business :

Company Logo :

New Company or Extension :

Legal Representative

Full Name :

Sex (Male or Female) :

Date of Birth :

Nationality :

Passport :

Title :

Permanent Address:

Resident Address :

Phone No.:

Fax No.:

Email:

Types of Business(Manufacturing or Services) :

Form of Ownership :

Type of Industry (ownership) :

Category of Industry :

### 2.2 Obtaining Licenses Information (if obtained)

Company Name :

Company Address :

Country :

Certificate of Incorporation Number :

Trade License Number :

Tax Identification Number (TIN) :

Value Added Tax (VAT) Number :

Copy of Environmental Impact Assessment (EIA) Approval Letter by DoE : Attached here (only for Red Category)

## 3. Proposed Implementation Plan

Construction Schedule

Start Time:

End Time :

Duration:

Expected Date of Commercial Operation :



#### 4 (a). Investment Plan \*\*

Description	Value in Million USD			
	Fixed Asset	Local Currency	Foreign Currency	Total
Land				
Factory Building and other civil constructions				
Imported machineries and equipment				
Transport & Vehicles				
Local machineries and equipment				
Furniture and Fixtures				
Preliminary Expenses				
Contingency				
Others				
Grand total:				

#### 4 (b). Source of Investment (Value in Million USD)

	Amount	Percentage (%)
Equity:		
Local loan:		
Foreign loan:		
Total:		

#### 4 (c). Proposed Financial Plan (Value in Million USD)

	Total
Capital structure:	
Authorized capital:	
Paid-up capital:	
Borrowing/Loan:	
Equity loan ratio:	

#### 5. Contribution in Paid-up Capital among Shareholders

Name of Shareholder	Local share	Foreign share	Total share
Paid-up Capital (%)			

#### 6. Sponsors and their Shareholding Structure

Name	Address	Nationality	Status in the proposed company	Extent of shareholding (%)

\*To change any information, investors have to apply for the approval

### 7. Area of Land/ SFB to be allotted \*\*

Agreed land of EZ developers (square meter)	Plot Address
Specify area of Mouza & Daag no. (if applicable)	

### 8. Manufactured Products/ Services

a. Name/description of the product(s) & H.S. Code:

b. Usage of the product(s):

c. Manufacturing process: (Please attach details with diagram flow and marking the machines)

d. Cost of the project (in US\$)

e. Name of the Raw Materials in chart of the Production process (including the symbol of the machine) and explanation of the production process as below:

Name of Raw Material	H.S. Code	Quantity (Annually)

### 9. Proposed Production Plan \*\*

	Description	Unit	1 <sup>st</sup> Year Qty	2nd Year Qty	3rd Year Qty	4 <sup>th</sup> Year Qty	5 <sup>th</sup> Year Qty	Total
Export		Quantity						
Domestic		Quantity						
Total		Quantity						

### 10. Detail List of Machinery and Equipment

Details of machinery	H.S. Code	Country of origin	Name of the Vendor	Value	State	If old, how old? (Year)

### 11. Manpower Requirement \*\*

Year	Foreign				Local				Grand total			
	Managerial	Skilled	Unskilled	Total	Managerial	Skilled	Unskilled	Total	Managerial	Skilled	Unskilled	Total

\*To change any information, investors have to apply for the approval

## 12. Cost of production

Total production cost per unit (in us\$)	Raw materials per annum (in us\$)		Packaging materials per annum (in us\$)	
	From Bangladesh	From other countries	From Bangladesh	From other country

## 13. Sales Revenue (at maximum capacity)

Domestic :	Export :
Sales to Export Oriented :	Total :

## 14. Required Infrastructure Facilities

Infrastructure	Initial period	Regular operation period at maximum capacity
Land (in Square meter) :		
Power (in KW/H) :		
GAS (in CM) :		
Water (in CM) :		
Central ETP (in CM) :		

## 15. List of Required Documents to be attached

No.	Required attachments	Attached PDF file
1	Copy of Commitment for Allotment of Land (for Registration)	
2	Conceptual Master Plan (for Registration)	
3	Copies of License/Approval Certificates (if obtained) (for Registration)	
4	Land Lease Agreement	
5	Plot no., Mouza & Daag no. (if applicable)	
6	Outline of Proposed Investment	
7	Details of Signatory (Form XII)	
8	Design & Schedule of Construction	
9	Shareholder's Investment Agreement (duly notarized)	
10	Audited Financial Statements of the sponsor company (if applicable)	
11	Bank Solvency Certificate	
12	Tax Return of the sponsor company	
13	Certificate of Incorporation with MOA & AOA (notarized)	
14	Trade License	
15	Summary of Project Details (notarized)	
16	VAT Registration	

**\*\* Note:**

1. For Investment Registration, EZ Unit investors need to fill-in all the mandatory fields which are: 1. Authorized Applicant's information; 4(a). Investment Plan; 7. Area of Land/ SFB to be allotted; 9. Proposed Production Plan; & 11. Manpower Requirement. Investors may also fill-in other fields of the online application form (FORM-IC-01) as well.
2. For Investment Clearance, EZ Unit investors have to fill-in all the fields of the online application form (FORM-IC-01).

\*To change any information, investors have to apply for the approval