



**A2. Standard Operating Procedure
For
Trade License**



Procedure for Trade License

All business entities which perform their business in Bangladesh are required to obtain Trade license before starting their business. For EZ unit Investors, the Trade License is issued by BEZA and each EZ unit investor can apply for the License to BEZA OSSC.

EZ unit investors may submit the application form of Trade License to BEZA OSSC after the completion of Certificate of Incorporation. After receiving the Trade License through BEZA OSSC, the EZ Unit Investor may apply for TIN/VAT Registration.

The validity period of Trade License is one year from the issue date. The investor is required to complete the renewal procedure through BEZA OSSC before the expire date of the Trade License.

Trade License

Required Documents	<ol style="list-style-type: none">1. Application Form (FORM-TL-01)2. Copy of Certificate of Incorporation3. Attested photographs of the Owner/Managing Director/Director/ authorized representative (3 copies)4. Attested copy of National ID card/passport of the Owner/Managing Director/Director/ authorized representative
Legal Basis	S.R.O. no-37-Law/2019
Actual Procedures	<ol style="list-style-type: none">1. Applicant submits the filled-up application form with required documents and pays the application fee to BESA-OSSC.2. BEZA OSSC verifies and reviews the documents.3. BEZA OSSC issues Trade License and handovers it to the applicant.
Time Frame	3 working days
Application Fee	BDT: 1000/-
Remarks	The Trade License shall be renewed annually and the renewal procedure shall be completed before the expire date of the Trade License

List of Forms

Form No.	Name
FORM-TL-01	Trade License Application Form

Sample of Application Form TL-01



Bangladesh Economic Zones Authority (BEZA),
Level 12
Monem Business District
111, Bir Uttam C.R. Dutta Road
Karwanbazar, Dhaka-1205, Bangladesh
Phone : +88029632482

Fee: Taka Serial No. -

Trade License Application Form

I. Company Information

1. Name of the Applicant Company:
2. Name of Economic Zone:
3. Plot no./Dag no. /Name of Mouza (if applicable):.....
Union Parishad.....Upazilla.....
District.....
4. Nature of Business to be applied:
5. Total Paid-up Capital of the Company (as per Memorandum of Association)::

II. The Acquisition of License/Permit/Approval (if obtained)

1. Investment Registration: (Registration Date:.....,Registration No.....)
2. Certificate of Incorporation (Issue Date:.....Issue No.....)

I declare that the statement mentioned hereinabove is correct to the best of my knowledge. If any inaccurate or incomplete information is communicated in the said statement, then I shall have no objection if my license is cancelled in accordance with the Act/Rules/SROs of Bangladesh Economic Zones Authority (BEZA).

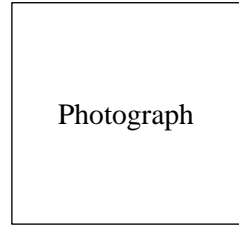
Applicant's Name and Signature on
behalf of the Company

Date:.....

Sample of Certificate



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Serial No:

License No:

Trade License

Fiscal Year 20...-20...

New/Renewal

Validity:

Date of Issuance:

Name of Company:.....

Name of the Economic Zone:.....

Plot no. /Dag no. /Name of Mouza (if applicable):.....

Union Parishad.....,Upazilla.....

District.....

Owner/Managing Director/ Chairman's Information

Name of the Owner/Managing Director/Chairman:

National Identity Card No./Passport Number:

Nationality:

Address:

Nature of Business:

Terms and Conditions:

Copy for Information to:

- a) Managing Director, Name of the EZ
- b)
- c).....
- d).....

Yours faithfully

Signature

General Manager (Investment
Promotion)/Secretary, BEZA Executive Board
Bangladesh Economic Zones Authority (BEZA)