

SCHEDULE

[See Rule 2(g)]

SL No	Name of Services	Service Providing Organization/Authority	Scheduled time (Working days)
(1)	(2)	(3)	(4)
1	Investment Clearance:		
	1.1 Investment Registration	Bangladesh Economic Zones Authority	7
	1.2 Investment Clearance		20
2	Company Registration		
	2.1 Name Clearance	Registrar of Joint Stock Companies and Firms	1
	2.2 Certificate of Incorporation		7
	2.3 Share Transfer/Change		7
	2.4 Change of Shareholder		7
	2.5 Change of Director		7
	2.6 Increase Authorized Capital		7
3	Trade License		Union Parishad/Municipality/City Corporation
4	Tax related Registration		
	4.1 TIN Registration Certificate	National Board of Revenue	1
	4.2 VAT Registration Certificate		1
5	5.1 Registration of Land Purchase Deed/Lease Agreement	Relevant Sub-register Office, Department of Registration	3
	5.2 Providing Certified Copy of Land Deeds		5
6	Land Mutation	Related Upazilla Land Office	15
7	Resident and Non-resident Visa		
	7.1 Visa Recommendation	Bangladesh Economic Zones Authority	2
	7.2 Issuance of Business Visa	Embassies of Bangladesh, Ministry of Foreign Affairs	10
	7.3 Issuance of Initial E Visa	Embassies of Bangladesh, Ministry of Foreign Affairs	10
	7.4 Issuance of Initial E1 visa	Embassies of Bangladesh, Ministry of Foreign Affairs	10
	7.5 Issuance of Initial PI visa	Embassies of Bangladesh, Ministry of Foreign Affairs	10
	7.6 Issuance of Initial A3 Visa	Embassies of Bangladesh, Ministry of Foreign Affairs	10
	7.7 Extension of E Visa	Department of Immigration and Passport	10
	7.8 Extension of E1 Visa		10
	7.9 Extension of PI Visa		10
	7.10 Extension of A3 Visa		10
7.11 Extension of Visa including Change of Category (Subject to obtaining Recommendation from	Security Services Division, Ministry of Home Affairs	7	

	BEZA/Security Clearance/Report from SB)		
	7.12 Submission of Report by Special Branch (SB) for Visa	Special Branch (SB)	21
	7.13 Submission of Report by SB for Security Clearance	Special Branch (SB)	45
	7.14 Submission of Report by NSI for Security Clearance	NSI	30
	7.15 Issuance of Security Clearance for VISA (subject to receipt of the report)	Security Services Division, Ministry of Home Affairs	3
8	Work Permit		
	8.1 Issuance of Work Permit		
	a. Issuance of Work Permit	Bangladesh Economic Zones Authority	9
	b. Security Clearance	Public Security Division, Ministry of Home Affairs	21
	8.2 Extension of Work Permit		
	a. Extension of Work Permit	Bangladesh Economic Zones Authority	9 (except security clearance)
	b. Security Clearance	Public Security Division, Ministry of Home Affairs	21
9	Environmental Clearance		
	9.1 Green category factory:		
	a. Issuance of Environment Clearance Certificate	Department of Environment	7
	b. Renewal of Environment Clearance Certificate		7
	9.2. Orange-A category factory:		
	a. Issuance of Environment Clearance Certificate	Department of Environment	7
	b. Renewal of Environment Clearance Certificate		7
	9.3. Orange-B category factory:		
	a. Issuance of Environment Clearance Certificate	Department of Environment	20
	b. Renewal of Environment Clearance Certificate		20
	9.4. Red category factory		
	a. TOR approval for EIA (including site visit)	Department of Environment	15
	b. EIA Approval		30
	c. Issuance of Environment Clearance Certificate		30
d. Renewal of Environment Clearance Certificate	30		
10	Building Construction		
	10.1 Approval for Land Use Plan	Bangladesh Economic Zones Authority	7
	10.2 Clearance for Building Construction (Approval for Building Design)		30
	10.3 Final Inspection and Issuance of Occupancy Certificate		7

	10.4 Approval for Design Change		7
	10.5 Approval for Partial Use of Building		7
	Services and Clearance relating to Fire Extinction		
11	11.1 Approval of Fire Safety Plan	Fire Service and Civil Defense Department	30
	11.2 Approval of Fire Safety License (including Final Inspection)		15
	11.3 Renewal of Fire Safety License		15
	Electricity Connection		
12	12.1 Electricity Plan Approval/No Objection Certificate	Office of the Chief Electrical Inspector	7
	12.2 Approval of Electricity Connection and Issuance of Certificate		14
	12.3 Renewal of Electrical Safety Certificate		14
	Generator Installation		
13	13.1 Permission for Importation/Installation of Generator	Bangladesh Economic Zones Authority	5
	13.2 Certificate for Generator Use (including Inspection)		10
	13.3 Renewal Certificate for Generator Use (including Inspection)		10
	Boiler Installation		
14	14.1 No Objection Certificate for Importation of Boiler	Office of Chief Inspector of Boilers	3
	14.2 Registration of Boiler and Issuance of Certificate (including Inspection)		14
	14.3 Renewal of Boiler Certificate (including Inspection)		21
	14.4 Change of Ownership (name/address)		15
	Factory License		
15	15.1 Approval of Factory Lay-out Design	Department of Inspection for Factories and Establishments	10
	15.2 Issuance of License for Factory and Establishments		15
	15.3 Renewal and Amendment of License for Factory and Establishments		10
16	Issuance of Bond License (including Inspection)	National Board of Revenue	22
17	Gas connection at Factories	Gas distribution Companies under Division of Energy and Mineral Resources	7
18	18.1 Telephone/Telecom Connection	Bangladesh Telecommunications Company Limited/Other Companies	3
	18.2 Internet Connection		3
	License for Explosives		
19	19.1 Issuance of Explosives License	Department of Explosives	21
	19.2 Renewal of Explosives License		21
20	Recommendation for Incentives	Bangladesh Economic Zones Authority	7

	Foreign Loan and Repatriation of Remittance		
	21.1. No Objection Certificate for Foreign Loan	Bangladesh Economic Zones Authority	3
	21.2 Approval of Foreign Loan	Bangladesh Bank	15
	21.3 No Objection Certificate for Bank Loan	Bangladesh Economic Zones Authority	3
	21.4 No Objection Certificate for Offshore Banking		7
	21.5 License for Offshore Banking	Bangladesh Bank	15
	21.6 Approval for Repatriation of Technical know-how and Assistance fee (in case of exceeding 6% of the cost of imported machinery)	Bangladesh Economic Zones Authority	7
	21.7 Approval for Repatriation of Royalty (in case of exceeding 6% annual sales on income Tax return on previous year)		7
	21.8 Recommendation for Repatriation of Profit and Dividend		3
	21.9 Repatriation of Profit and Dividend	Bangladesh Bank	10
21	21.10 Recommendation for repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed in stock exchange	Bangladesh Economic Zones Authority	3
	21.11 Recommendation for repatriation of remaining sum on a proportionate basis, in the event of winding up of a company		3
	21.12 Approval for repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed on stock exchange	Bangladesh Bank	15
	21.13 Approval for repatriation of remaining sum on a proportionate basis, in the event of winding up of a company		15
	21.14 Recommendation for repatriation of consultancy fee which is outside the ambit of general privilege/preference	Bangladesh Economic Zones Authority	3
	21.15 Permission for repatriation of consultancy fee which is outside the ambit of general privilege/preference	Bangladesh Bank	7
		Import /Export and Customs Clearance	
22	22.1 Import/Export Clearance		
	a.Import Permit	Bangladesh Economic Zones Authority	1
	b. Export Permit		1
	c. Sample Permit (Import)		1
	d. Sample Permit (Export)		1
	e. Customs related Clearance	National Board of Revenue	1
	22.2 Customs Clearance		
a. Local Purchase Permit	Bangladesh Economic Zones	1	

	b. Local Sales Permit	Authority	2
	c. Approval of Sub-contract		3
	d. Customs related Clearance	National Board of Revenue	1
23	Certificate of Origin		
	23.1 Certificate of Country of Origin (GS)	Bangladesh Export Promotion Bureau/Chamber of Commerce	3
	23.2. Certificate of Country of Origin (General)	Chamber of Commerce	1
	23.3 Utilization Declaration (UD)	BGMEA	3
	23.4 Utilization Permission (UP)	National Board of Revenue	3
24	Electrical Sub-station		
	24.1 No Objection Certificate of Installation of Electrical Sub-station	Bangladesh Economic Zones Authority	3
	24.2 Permit to Use (including Inspection)	Office of Chief Electrical Inspector	15
25	Other Physical Infrastructures (Utilities)		
	25.1 Establishment of Power Plant		
	a. No Objection Certificate for Establishment of Power Plant	Bangladesh Economic Zones Authority	3
	b. Approval of TOR for EIA	Department of Environment	15
	c. EIA Approval		30
	d. Issuance of Environment Clearance Certificate		30
	e. Renewal of Environment Clearance Certificate		30
	25.2 Construction/Establishment of Water Treatment Plant		
	a. No Objection Certificate for Construction of Water Treatment Plant	Bangladesh Economic Zones Authority	3
	b. Approval of TOR for EIA	Department of Environment	15
	c. EIA approval		30
	d. Issuance of Environment Clearance Certificate		30
	e. Renewal of Environment Clearance Certificate		30
	25.3 Construction/Establishment of Central Effluent Treatment Plant (CETP)		
	a. No Objection Certificate for construction of CETP	Bangladesh Economic Zones Authority	3
	b. Approval of TOR for EIA	Department of Environment	15
	c. EIA Approval		30
	d. Issuance of Environment Clearance Certificate		30
	e. Renewal of Environment Clearance Certificate		30
	25.4 Construction/Establishment of Sewage Treatment Plant		
	a. No Objection Certificate for Construction of Sewage Treatment Plant	Bangladesh Economic Zones Authority	3
	b. Approval of TOR for EIA	Department of Environment	15
	c. EIA approval		30
	d. Issuance of Environment Clearance Certificate		30
	e. Renewal of Environment		30

	Clearance Certificate		
26	26.1 Issuance for Mark License (including Inspection)	Bangladesh Standards and Testing Institution, Ministries of Industries	22
	26.2 Registration of Patent/Design	Department of Patent, Design and Trademarks, Ministry of Industries	30
	26.3 Registration of Trademarks		30
27	Certificate for Commencement of Commercial Operation (including Inspection)	Bangladesh Economic Zones Authority	7

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