

Bangladesh Investment Development Authority
Prime Minister's Office
(Registration and Incentive-Commercial wing)
Plot # E-6/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh.
www.bida.gov.bd **(Updated on: 13 August 2023)**

Sl. No	Name of the service	Application procedure	Mandatory Documents and Source of receiving documents	Fee and system of payment	Needed period	Approval authority (Name, Designation, Phone and E-mail)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	E-visa recommendation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of permission letter of branch/liaison/representative office or Memorandum and Articles of Association and Certificate of Incorporation in case of locally incorporated company; • Board resolution for employment of foreign national(s) mentioning the expatriate name, nationality & passport number; • Photograph of the expatriate; • Copy of passport of the expatriate/employee with all arrival stamps & departure seals • Appointment letter/transfer order/service contract or agreement of expatriate/investors; • Certificates of all academic qualification & professional experience for the employee(s) • Copy of all the advertisements for recruitment of local national; • Description of the activities of the company; • Statement of all existing all local & foreign manpower with designation, salary, allowances & bonuses, nationality and date of the first appointment.; • Encashment certificate of inward remittance of U.S \$50,000.00 as initial establishment cost applicable to branch/liaison/representative office, locally incorporated, joint venture and 100% foreign ownership companies. • Up-to-date income tax clearance certificate of the organization; • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper document(s) (if any). <p>N.B: (a) Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief Executive of the Company/ Firm (b) Documents must be submitted by the authorized person</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
2.	E1-visa Recommendation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of permission letter for branch/liaison/representative office Memorandum and Article of Association and Certificate of incorporation • Board resolution for engaging the foreign national(s) • Photograph of the expatriate • Copy of passport of the expatriate/employee with all arrival stamps & departure seals • Proper service contract/ agreement for seeking E1 visa recommendation • Up-to-date income tax clearance certificate of the organization • Certificate of all academic qualification & professional experience of the expatriate(s) • L/C copy of the respective service. • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper document(s) (if any) • Document/Certificate from vendor regarding the engagement of the expatriate in this task. <p>N.B: (a) Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief Executive of the Company/ Firm</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	PI-visa recommendation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by shareholders • Board resolution for engaging foreign national(s) in Bangladesh mentioning the name, nationality & passport number. Specifying the sector where the investor actually invests. • Photograph of the investor • Copy of passport of the investor with all arrival stamp & departure seals • The specific activity of the company • Statement of all existing local & foreign manpower with designation, salary, allowance(s) & bonus(s), nationality and date of the first appointment • Encashment certificate of inward remittance of minimum U.S \$50,000.00 as initial establishment cost for locally incorporated joint-venture and 100% foreign ownership companies • Up-to-date income tax clearance certificate of the organization • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Documents regarding the ----- of this expatriate in the board. <p>N.B:</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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4.	Visa on arrival	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the registration of industrial project with BIDA/Branch Office/Liaison Office/Representative Office • Copy of Air ticket • Copy of passport (whole used part) • A letter from the organization for the visa on arrival mentioning the reason of the visit • Additional information with proper documents (if any) <p>N.B: (a) Submitted Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief Executive officer of the Company/ Firm (b) Documents must be submitted by the authorized person.</p>	without any fee	24 Hours	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	New work permit	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of permission letter for branch/liaison/representative office Memorandum & Articles of Association and Certificate of Incorporation of the company duly signed by the shareholders in case of locally incorporated Company • Letter of Authorization by Project Director / authorized official in caase of Project Office. • Board resolution regarding employment of foreign national(s) including salaries, allowances, honorarium & other benefits to be provided • Copy of passport with arrival stamp, E-type, E-I visa and PI-type visa(for investors) • Service contract/ agreement and appointment letter/ transfer order in case of employee • Copies of all academic qualifications & certificate of professional certificate of the employee • Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment. • Up-to-date income tax clearance certificate of the company • Encashment certificate of inward remittance of minimum US\$ 5,0000.00 as initial establishment cost for branch/ liaison/ joint-venture and 100% foreign ownership company incorporation in Bangladesh • Visa Recommendation letter of the expatriate/investor • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • List of local Employees who will be trained up by the Expatriate <p>N.B:</p>	BDT 5,000.00 (five thousand taka) for per year for per person ONLINE PAYMENT https://bidaquickserv.org)	16 days (Sixteen) working days subject to the approval of the inter-ministerial committee meeting.	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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6.	Extension of Work Permit	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Board resolution of the company regarding the extension of employment of foreign national(s) • Copy of passport with E-Type visa for employees/PI-type visa for Investors • Copy of service contract/agreement and appointment letter mentioning with Compensation & benefits • Income tax clearance certificate paid in full for the foreigner • concerned tax circle for the previous working period • Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment • Up-to-date encashment certificate of the applicant office • Up-to-date income tax clearance certificate for branch/liaison/ representative office/ locally incorporated companies (Paid in Full) • Copy of the latest work permit. • Copy of office permission/incorporation certificate. • Copy of the first work permit • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Updated List of local Employees who have been trained up by the Expatriate <p>N.B: (a) Documents have to be attested by the Chairman/ CEO /Managing Director/ Country Manager/ Chief executive of the</p>	<p>BDT 5,000.00 (five thousand taka) for per year for per person ONLINE PAYMENT https://bidaquickse rv.org)</p> <p>BDT 5,000.00 (five thousand taka) for per year for per person from any bank in favour of “Bangladesh Investment Development Authority”</p>	16 days (Sixteen) working days subject to the approval of the inter-ministerial committee meeting.	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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7.	Opening of branch/ liaison/ representative office permission	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> Company's board of director's resolution regarding the opening of office in Bangladesh / Details of Project /Copy of Agreement with EPC Contractor in case of project office. Audited Accounts of the last financial year of the principal company. Proposed organogram of the office showing the posts to be occupied by both the expatriates and local personnels. Detail activities of the principal company Name and nationality of the Directors/owners of the principal company Memorandum and Articles of Association of the principal company Certificate of Incorporation Letter of authorization signed by Management of the company for submitting the application. Additional information with proper documents (if any) Detail of activities to be performed through the proposed branch/liaison/representative office in Bangladesh and future plan in industrial revolution <p>NB: (a) Documents shall have to be attested by the concerned Bangladesh mission/ mission of the respective country in Bangladesh/ respective country's apex business chamber (b) After submitting the application, hard copies of all documents should be submitted to commercial wing of Bangladesh Investment Development</p>	<p>BDT 25,000.00 (Twenty five thousand taka) ONLINE PAYMENT (https://bidaquickserv.org)</p> <p>BDT 25,000.00 (Twenty-five thousand taka only) from any bank in favour of “Bangladesh Investment Development Authority”</p>	16 (sixteen) working days subject to the approval of the Inter-ministerial committee meeting.	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
8.	Extension of branch/ liaison/ representative office permission	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Notification letter of Bangladesh Bank under section-18(B) of Foreign Exchange Regulation Act, 1947 • Latest Income tax clearance certificate for the local office • Audited accounts of last financial year of the principal company • Company's board of director's resolution for extension/renewal of office permission • Latest audit report of Bangladesh office • Statement of all existing local & foreign manpower with designation, salary and allowances, nationality and date of the first appointment • Up to date encashment certificate of inward remittance • Copy of last office permission letter • Letter of authorization signed by Management of the company for submitting the application. • Additional information with proper documents (if any) • Detail of activities to be performed through the proposed branch/liaison/representative office in Bangladesh and future plan in industrial revolution <p><u>N.B:</u></p> <p>(a) Documents must be submitted by an authorized person of the organization including the letter of authorization.</p> <p>(b) Application for renewal to be submitted at least 2 months before the</p>	<p>BDT 10,000.00 (Ten Thousand taka) ONLINE PAYMENT (https://bidaquickserv.org)</p> <p>Pay order of BDT 10,000.00 (Ten thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	16 (sixteen) working days subject to approval of the inter-ministerial meeting.	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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9.	Work permit cancellation	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • First work permit letter and the last work permit. • Up-to-date income tax clearance certificate for the company. • Up-to-date income tax clearance certificate for the expatriate under section- 91 of Income Tax Ordinance 1984 • Income tax certificate of the expatriate for previous three years (if applicable) • Resignation letter/transfer order • Board resolution, acceptance letter/release letter • Copy of Passport (used part with the latest departure seal from Bangladesh) • Copy of Air ticket • Updated List of local Employees who have been trained up by the Expatriate <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	without any fee	3 days	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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10.	Changing office address	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the office permission • Office rent agreement • Board resolution for changing the office address • Trade license (in case of locally incorporated company) • Register of Joint Stock Company's form VI (In case of locally incorporated company) • Updated List of local Employees who have been trained up by the Expatriate <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ firm.</p>	<p>BDT 1000.00 (One Thousand taka) ONLINE PAYMENT https://bidaquickserv.org</p> <p>Pay order of BDT 1,000.00 (One thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	3 days	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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11.	Amendment of work permit	online	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the office permission • Copy of the First work permit • Copy of the last work permit • Board resolution regarding amendment of work permit • Copy of passport both old and new • Others related documents such as: revise agreement/ appointment letter/ similar proper document • Up-to-date income tax clearance certificate of the expatriate <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/Firm</p>	<p>BDT 1000.00 (One Thousand taka) ONLINE PAYMENT (https://bidaquickserv.org)</p> <p>Pay order of BDT 1,000.00 (One thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"</p>	3 days	<p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
12.	Recommendation for security clearance in case of any objection raised by Ministry of Home Affairs	Manual	<p>The applicant will apply manually for this service (www.bida.gov.bd)</p> <ul style="list-style-type: none"> • An application mentioning the reasons for withdrawing the objections given received by Ministry of Home Affairs • Copy of office permission • Copy of work permit • Copy of the objection letter of the Ministry of Home Affairs • Up-to-date income tax clearance certificate of the expatriate • Up-to-date income tax clearance certificate of Office • Additional information with proper documents (if any) <p>N.B: All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	without any fee	3 days	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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13.	Waiver of conditions given in the Office Permission Letter	Manual	<p>The applicant will apply manually for this service (www.bida.gov.bd)</p> <ul style="list-style-type: none"> • Copy of office permission • Board resolution regarding waiver of the condition • Justification for waiver with proper document of proof. • Audit report of the branch/liaison/representative office • Up-to-date income tax clearance certificate of the organization • Prior approval letter(s) for waiving any condition (if any) • Agreement with government/source of local income • Proof of income (invoice/bill/ check etc. for providing any goods/services/works) • Additional information with proper documents (if any) <p>N.B All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	without any fee	16 (sixteen) working days subject to the approval of the Inter- ministerial committee meeting	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd E-mail: sayful@bida.gov.bd Sayful.legal@yahoo.com</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
14.	Change of the name of the branch/liaison/ representative office.	Manual	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of office permission • Board resolution of the parent company for changing the name of the branch/liaison/ representative office (Properly attested by Bangladesh Embassy) • Necessary document for changing the name including court decision (in case of a merger)/ Certificate of Incorporation on change of the company name) • Up-to-date income tax clearance certificate of the organization • Board resolution (shall have to be attested by the concerned Bangladesh mission/mission of the respective country in Bangladesh/ respective country's apex business chamber) • Additional information with proper documents (if any) <p>N.B: All documents shall have to be attested by the Managing Director/ Country Manager, Chief Executive of the company/ Firm</p>	Pay order of BDT 1,000.00 (One thousand taka only) from any bank in favour of "Bangladesh Investment Development Authority"	16 (sixteen) working days subject to the approval of the Inter- ministerial committee meeting.	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd</p>

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15.	The closing of branch /liaison/ representative office	Manual	<p>The applicant will apply for this service through the web portal https://bidaquickserv.org with the uploading the following documents in the respective link ;</p> <ul style="list-style-type: none"> • Copy of the public notice (to be published in any recognized national print media at least 03 (three) months prior to the closure of the foreign office in Bangladesh • Copy of office the permission • Board resolution of the parent company regarding the office closure • Up to date audit report • Up-to-date Income tax clearance certificate of the organization under section-89 of Income Tax Ordinance 1984 • Up-to-date bank statement • All dues settlement certificate • NOC from house owner • Copy of cancelation of work permit of all expatriates • Declaration mentioning that all liabilities including all taxes (both organizational & individual) and other future financial dues will be borne by the parent company • Additional information with proper documents (if any) 	without any fee	16 (sixteen) working days subject to the approval of the Inter- ministerial committee meeting.	<p>Executive Member-3 (Grade-1) Tel:880-2-44826717 E-mail: em3@bida.gov.bd</p> <p>Md. Ariful Hoque Director (Deputy Secretary) Phone: 880-2-44826764 E-mail: arif@bida.gov.bd</p> <p>Faizur Rabbee Assistant Director (Commercial) Phone : 880-2-44826785 E-mail: faizur@bida.gov.bd Mobile : +8801711928073</p>