



**BANGLADESH GARMENTS ACCESSORIES & PACKAGING
MANUFACTURERS & EXPORTERS ASSOCIATION [BGAPMEA]**

বাংলাদেশ গার্মেন্টস এক্সেসরিস এন্ড প্যাকেজিং ম্যানুফ্যাকচারার্স এন্ড এক্সপোর্টার্স এসোসিয়েশন (বিজিএপিএমইএ)

273/3, West Manikdi (3rd FL), ECB Chattar-Mirpur DOHS Link Road, Dhaka Cantonment, Dhaka-1206
Mobile : 01817564993, 01768676037 Email : bgapmea@gmail.com, info@bgapmea.org, Web : www.bgapmea.org
Regional Office: Yahya Tower (4th FL), 335 CDA Avenue, Mirpur Road, Lakhon Bazar, Chittogram. Email: bgapmeaotg@com@gmail.com

FACTORY INSPECTION FORM

Two copies attested
Photograph of the
Chairman/Managing
Director/ Proprietor and
Authorized Signatory

Note:

01. Duly filled in Factory Inspection Form (05 pages) should be submitted at the time of applying for New Bond License, Inclusion of Machine & Entitlement.
02. Items other than 'if any' marked should be filled in.
03. Copy of the Machinery documents mentioning Production Capacity;
04. DEDO Co-efficient documents of the raw materials applied for entitlement;

01.	Name of the Applicant with Designation (Chairman / Managing Director / Director / Proprietor):		
Mobile:		Land Phone:	
E-mail Address:		NID No.	

02.	Name of Organization:	03.	BGAPMEA Membership No.

04. Factory Address:

Mobile:		Land Phone:	

05. Business/Correspondence address:

Mobile:		Land Phone:	

06. Type of Organization [use tick (✓) mark]:

Corporate (Private)		Corporate (Public)		Partnership		Proprietorship	
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07. Land: [use tick (✓) mark]:

Rented		Own Land	
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08. Type of Building: [use tick (✓) mark]:

Building		Semi Paka/ Tin Sheed		Steel Structure		Retrofitting	
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09. Construction Design Approval Authority:

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10. Electricity Sanction Authority & Load capacity:

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11. Water supply Authority/ Self:

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12. RJSC Reg. No./Incorporation No.:

Issue Date:

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13. Trade License No. & Issuing Authority:

Renewed up to (Date):

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14. Bond License No (if any):

Renewed up to (Date):

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15. VAT Reg./BIN No.:

Effective up to (Date):

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16. Company TIN No.:

Issue Date:

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17. BOI / BSCIC / Textile / Others Reg. No:

Issue Date:

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18. Fire License No (if any):

Renewed up to (Date):

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19.	Environment Clearance Certificate No.	Renewed up to (Date):
20.	Import Registration Certificate (IRC):	Renewed up to (Date):
21.	Export Registration Certificate (ERC):	Renewed up to (Date):

22.	Total number of Employee:	Male: _____, Female: _____
23.	Total Investment (approx):	Local: _____, Foreign: _____
24.	Total yearly turnover (approx):	
25.	Total Export (approx):	Deemed: _____, Direct: _____
26.	For direct export, mention exported country name:	
27.	(a) Group Insurance with BGAPMEA, if YES, mention the Certificate Number: (b) if NO, mention Insurance Company name:	

28. Bank details of the Company (Lien Bank/s)/Proprietor:

Sl.	Name of Bank	Branch Name	Account Number

29. Setup Machineries (Import/Local) with Entitlement:

Sl. No	Name of Machine with Model No. & Origin	Manufacturing Year	Production capacity as per catalogue	Qty Pcs/Set	Required raw materials	Requirement of raw materials @ 100% entitlement (20 hr/day & 300 day/year) [production capacity X 20 X 300 X number of machine]% X 100] in ton	% of raw material required as per DEDO Co-efficient	Entitlement as per %	Produced finished products	Remarks (if needed, clarify your calculation)
1	2	3	4	5	6	7	8	9	10	11
Example:	Lace & Brand Crochet Machine, ----- Hongkong	2016	165 gm per line per machine per minute	Machine-15 (each machine has 8 lines) Line-120	(a) Thread (b) Rubber	{(165x60x20x300)x120} x100% = 71280000000 gm/1,000 = 7128000 kg/1,000 = 7128 ton	(a) 70% (b) 30%	(a) 4,989.60 ton (b) 2,138.40 ton	Elastic	
a)										
b)										
c)										

*If needed, please use separate sheet.

I hereby declare that the information furnished above is true and complete.

Name

Position/Title

Mobile No.

E-mail Address

Date

Signature & Company seal

For BGAPMEA use only

Inspection Report: to be filled up by the BGAPMEA Inspection Authority.



BGAPMEA

Signature
Inspection Authority of BGAPMEA
Date:

Countersignature
Chairman, Standing Committee on Inspection, BGAPMEA
Date: