

**Documents required for issuance of BGAPMEA
Recommendation letter for new / renewal of Bond License:**

01. Application for Recommendation Letter for new / renewal of Bond License.
 02. Dully filled in Application form (Supplied by Association)
 03. Photocopy of Trade License (Attested)
 04. Photocopy of TIN (Tax Payers Identification Number) Certificate (Attested)
 05. A copy of Memorandum of Articles of Association with incorporation Certificate (Attested)
 06. Photocopy of permission letter from BIDA / BSCIC /Dept. of Textile (Attested)
 07. List of Machineries (In company's pad) along with import documents
 08. Photocopy of IRC (Attested)
 09. Photocopy of ERC (Attested)
 10. Photocopy of Fire License (Attested)
 11. Photocopy of VAT registration Certificate (Attested)
 12. Photocopy of factory layout plan (Attested)
 13. Photocopy of Electric Demand Note (Attested)
 14. No of Employees and labor duly signed by Managing Director/Director/Proprietor
 15. Solvency Certificate of Lien Bank.
 16. Photo of Managing Director / representative of the company.
 17. (a) Admission fee-Tk.1,000/-, (b) Annual Subscription-Tk. 12,000/-, (c) Purbachol land donation total taka 1 Lac of which 1st Installment Tk.30,000/- and (d) Corporate Social Responsibility (CSR) Fund Tk. 500/-.
- [Total Pay Order/DD of Tk. 43,500/- (forty three thousand five hundred) in favour of 'BGAPMEA']**