BGAPMEA

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

বাংলাদেশ গার্মেন্টস্ এক্সেসরিজ এন্ড প্যাকেজিং ম্যানুফ্যাকচারার্স এন্ড এক্সপোর্টার্স এসোসিয়েশন (বিজিএপিএমইএ)

No. BGAPMEA/Admin/Office Order/2026/**06** Dt: 03-01-2026

To,
All the esteemed members of BGAPMEA

Sub: Increase of BGAPMEA Annual Subscription & Renewal Fees.

Dear Sir,

Undersigned is directed to inform you that as per decision taken in its Extra Ordinary General Meeting (EGM)-2025 & also the Annual General Meeting (AGM) for 2024 held on 29-11-2025, it has been decided to enhance as followings:

(a) New Admission with Annual Subscription Tk. 25,000/- (for the fiscal year July to June [Yearly Renewal fees Tk. 18,000/-];
(b) Purbachol land donation total taka 1,00,000/- (maximum 05 installments) of which 1st Installment of Tk.20,000/-; and
(c) Corporate Social Responsibility (CSR) Fund Tk. 500/-.
(d) Half yearly renewal payment for the second half of on going fiscal year (i.e. January to June, 2026) will be 50% of renewal fees.

Now the Membership Certificate will be issued as per Fiscal year (July to June) in lieu of Calendar year.

This order shall come into force from 1st January, 2026.

Revised **Membership Application Form** as well as the list of required documents for Membership Certificate is enclosed herwith for your kind perusal.

Thanking you,

Sincerely yours,

(S M Masudur Rahman)
Action Office Secretary
BGAPMEA

BGAPMEA DHAKA Regd No C.T.O.290 (02) 91

CC for information:
01. **Mr. Arif Billah Khan**, Deputy Offie Secretary, BGAPMEA, Regional Office, Yahya Tower (5th floor), 335, CDA Avenue, M M Ali Road, Lalkhan Bazar, Chattogram.

Enclosure: Revised **Membership Application Form.**

BGAPMEA

Bangladesh Garments Accessories & Packaging Manufacturers & Exporters Association (BGAPMEA)
273/3 West Manikdi (3rd floor), ECB Chattar-Mirpur DOHS Link Road,
Dhaka Cantonment, Dhaka-1206, Bangladesh

Applicant's stamp size Photo

To
The President
BGAPMEA.

MEMBERSHIP APPLICATION FORM

Dear Sir,

I/We.....Chairman/MD/Managing Partner/Partner/Director/Proprietor)

Name of Company.....BIN No.....

Address (Office):.....

(Factory):.....

am/are desirous of becoming member of Bangladesh Garments Accessories & Packaging Manufacturers & Exporters Association (BGAPMEA) and am/are attaching required documents as per check list describe overleaf (put tick, if attached):

I/We would therefore, request you to kindly accept our application for membership and enroll us a member of the Association.

Yours truly,

.....

(Signature of Applicant) Date....., Mobile No. .....

01. Proposed by: Name..... (Chairman/MD/Managing Partner/Partner/Director/Proprietor)
Factory Address.....
Membership No.....Date:....., Mobile No.....

(Seal & Signature of Proposer)

02. Seconded by: Name..... .....(Chairman/MD/Managing Partner/Partner/Director/Proprietor)
Factory Address.....
Membership No.....Date:....., Mobile No.....

(Seal & Signature of Seconder)

Representative's passport size Photo

Authorized representative shall be Share Holder/Partner/Owner for attending meeting, casting Vote etc. of the Association(applicable, if other than applicant):

01. Name..... 02. Designation.....

03. Office Address :.....

04. NID No. ..... 05. TIN No: .....

06. Mobile: .....07. E-mail: .....

Representative's Signature.....

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BGAPMEA DHAKA Regd No C.T.O.290/02/91

Check List: required documents for Membership Certificate

(as per decision of EGM-2025 & AGM-2024 held on 29-11-2025)

[put tick (✓), if enclosed]:

1.	Forwarding Application in Company letter head pad.	
2.	Attested copy of Trade License.	
3.	Attested copy of BIN Certificate.	
4.	Attested copy of TIN Certificate (Company / Entrepreneur, if Proprietorship).	
5.	Attested copy of Memorandum & Articles of Association of the Company with incorporation Certificate.	
6.	RJSC certified Form-X of the Company (attested copy)	
7.	Attested copy of BIDA / BSCIC / Textile Department permission letter.	
8.	List of Machineries along with import documents in Company's letter head Pad.	
9.	List of products to be produced in Company's letter head Pad.	
10.	Attested copy of Electric Demand Note.	
11.	Stamp size photo of Applicant (Chairman/Managing Director/Director/Proprietor/Managing Partner/Partner).	
12.	Passport size photo of Company Representative, if other than applicant.	
13.	NID copy of Representative.	
14.	Attested copy of Company Board Resolution in favour of Company Representative.	
15.	Visiting Card of Managing Director / Proprietor / Company Representative.	
16.	(a) New Admission with Subscription Tk. 25,000/- (for the fiscal year July to June [Yearly Renewal fees Tk. 18,000/-], (b) Purbachol land donation total taka 1,00,000/- (maximum 05 installments) of which 1st Installment of Tk.20,000/- and (c) Corporate Social Responsibility (CSR) Fund Tk. 500/-. [**Total Pay order/DD of Tk. (25,000 + 20,000 + 500) = 45,500/- (forty five thousand five hundred) in favour of 'BGAPMEA' & the term will be FY July to June**]	

I hereby declare that the information furnished above & documents enclosed herewith are true and complete.

Applicant's Signature with Company seal.

BGAPMEA DHAKA Regd No C.T.O.290/02/91

Date.....

Mobile No. .....