

# BUSINESS JOURNEY MAP OF **Furniture Industry** In Bangladesh



**Cabinet  
Division**  
Government of the People's  
Republic of Bangladesh



**ICT  
DIVISION**  
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# Journey Map of Furniture Industry in Bangladesh

Published by G2B Team, Aspire to Innovate (a2i) Programme

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## Chapter 1: Introduction

### 1.1 Background of the Study

Bangladesh, one of the economic miracles of the modern era, has seen phenomenal growth during the last ten years. Based on the GDP base price, the nation ranks 41st in 2022. Besides, according to Price Waterhouse Coopers (PWC), the country can become the 28th largest economy by 2030 and has the potential to become the 23rd largest economy by 2050. The Perspective Plan (PP) of Bangladesh targets Bangladesh's economy would reach roughly USD 2.5 trillion in 2041, and to attain this, the economic development needs an average of 40.87 percent investment in GDP. According to UNCTAD's LDC report, trade logistics and infrastructure development are vital to achieving SDGs by 2030. To ensure export led economic growth through product and market diversification, the government has taken initiative to reduce over-dependency on the single export item to diversification.

Furniture industry is one of the most promising and potentially growing industries in terms of export volume. Export Promotion Bureau source revealed that the contribution of this sector to the export basket has been boosting at an increasing rate since last decade. The country's furniture industry has seen rapid growth in recent decades, with over 25 lakh workers currently employed in this sector. This industry is the second largest employment generating sector after RMG in Bangladesh. The industry now enjoys an annual growth of 18-20 percent.



To facilitate the highly promising furniture industry of Bangladesh, the government has taken initiative to identify the bottlenecks/constraints faced by the stakeholders as well as to identify the way forwards to remove the barriers. Aim of the initiative is to ensure more contribution of the furniture industry to the GDP, export earnings and employment generation through proper policy advocacy and assistance.

### 1.2 Purpose & Design of the Workshop

a2i Program is playing a very vital role to attract inflow of local and foreign investment in the economy by service process simplification (SPS) of government to business (G2B) services. In that continuation, a2i Program organized a day-long, interactive workshop that was held on October 22, 2022, with the participation of sector champions and leaders of the Furniture Industry to have their views/comments and recommendations to make the existing G2B service providing module of the government more simplified. Government officials, a2i Team, and Business Process Mapping Experts joined the workshop as facilitators.

### 1.3 Objectives of the Business Journey Mapping

1. To portray the sectoral overview and export potential of Furniture Industry in Bangladesh,
2. To design the Business Journey Map of the Furniture Industry in Bangladesh,
3. To identify the G2B Services required to conduct Furniture Industry operation in Bangladesh,
4. To identify the pain points of the G2B services that create hindrance to business operations and increase the cost of doing business as well,

5. To provide a tentative way forward from the point of view of participants and experts to ensure better SPS to G2B Services.

#### **1.4 Reason to Choose the Sector**

Furniture is a labor-intensive sector and Bangladesh has a large low-cost manpower which is a vital factor in becoming competitive in the world market. So, there is good potential for the export of furniture and Bangladesh's furniture industries are ready for that. At present, about 50 thousand enterprises (registered and unregistered) and nearly 2.5 million skilled and semi-skilled people are engaged in this sector. On average 60% of the raw materials in the furniture sector are imported from different countries. Of those, timber, wood coating materials, hardware & accessories, world-class fabrics, etc., are major importable items. Moreover, the furniture industry is one of the promising export earnings sectors in Bangladesh. To ensure sustainable development of the furniture industry in Bangladesh as well as to boost the export volume, the government expects to have its voice to provide the required remedies to mitigate the sectoral constraints.

## Chapter 2: Furniture Industry in Bangladesh-Sectoral Overview

Traditionally furniture in Bangladesh developed as cottage-based industry. It is in early 90's when the furniture industry in Bangladesh transformed from cottage based industry to mechanized mass production oriented industries. Since then furniture businesses began to grow with modern machinery, innovative designs and use of diverse materials. The main varieties of furniture are produced from wood, processed wood, melamine board, Medium Density Fiber Board (MDF), particleboard, steel etc. At present Bangladesh is producing wide variety of international standard and quality furniture. People in Bangladesh are now going to choose local furniture instead of foreign furniture. The export of furniture and allied products from Bangladesh has started from 1995.

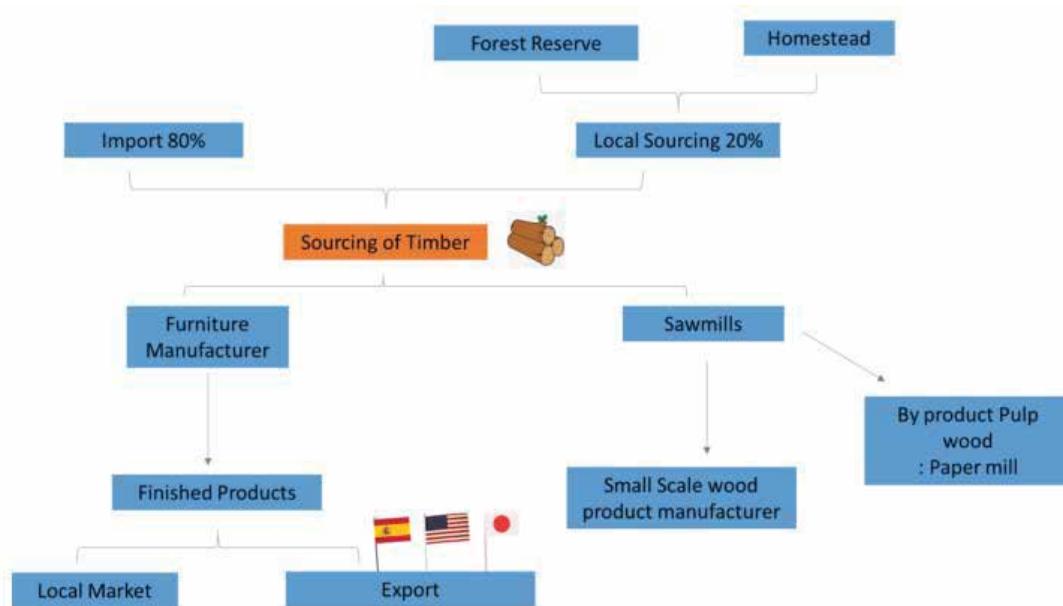


Image: Timber Value Chain in Bangladesh. (Source: Bangladesh Forestry Master Plan 2017-2036)

The chief raw materials used are wood, laminated board, wrought iron furniture, processed wood & medium density fiber wood, particleboard, and rattan bamboo. However, most of these materials need to be imported. Of the woods; Tic, Gamar, and Hardwood come from Africa, while Barmatic wood comes from Myanmar. The tariffs on these materials are prohibitively high. The import duties for all solid wood are at 10.72% while the duty on particle wood is 92.3%. This pushes the price upwards making it harder for producers to provide affordable furniture



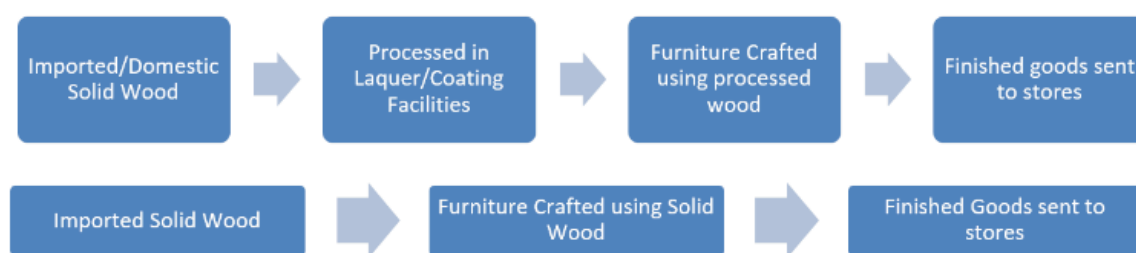
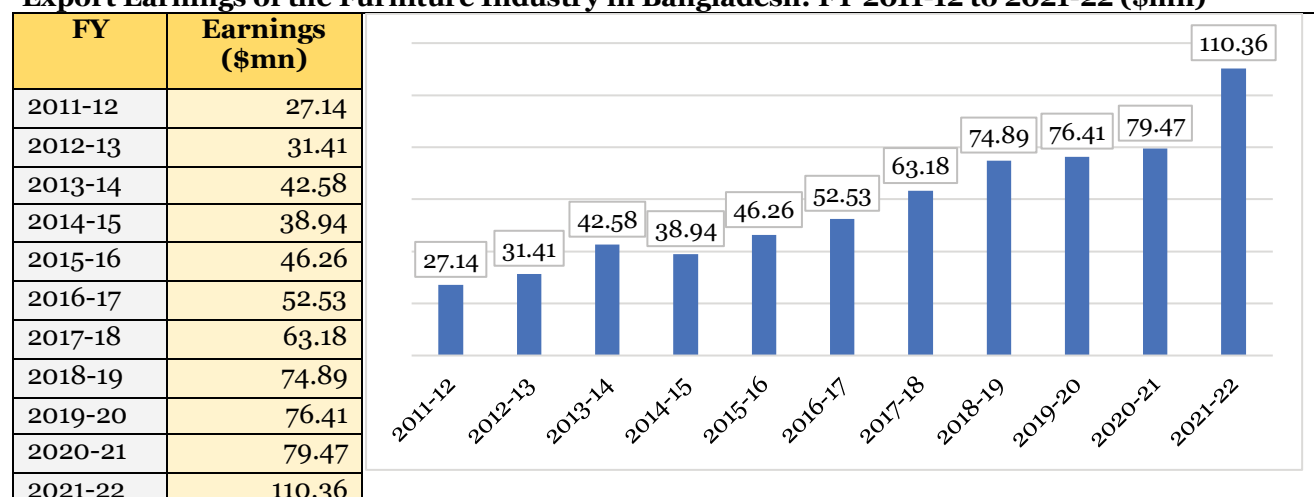


Image: Furniture Industry Value Chain in Bangladesh.

Even though 93 percent of the manufactured furniture is sold in the local market, there is a big potential for export, which has seen an annual average growth of more than 20 percent. At present, Bangladeshi furniture is shipped to the US, Canada, Australia, the UK, the Middle East and European countries. Indian and other South Asian countries are also among the export destinations. Noted that the Bangladesh Bank FE circular announced that government has announced 15% export subsidy/cash incentives to the export of furniture industry in Bangladesh.

**Export Earnings of the Furniture Industry in Bangladesh: FY 2011-12 to 2021-22 (\$mn)**



Source: Export Promotion Bureau

Shatarkool is the largest unofficial furniture industry cluster of Bangladesh which is situated in the Greater Badda area of Dhaka. Source of Bangladesh Furniture Industries Owners Association (BFIOA) revealed that there are more than 5000 furniture MSMEs conducting their business in in Shatarkool. Besides, large industries have their own production plants. Moreover, there are number of furniture manufacturers operating business all over the country. Export destination of the furniture industry of Bangladesh are India, Meddle East, USA etc. On the other hand, raw materials for this industry are mostly imported from Africa, Canada, USA, Australia, Myanmar, etc.

## Chapter 3: G2B Services Required for Furniture Industry in Bangladesh

List of G2B services (license/permission/certificate/approval/permit etc.) required to operate several segments of Furniture goods industry is tabled-

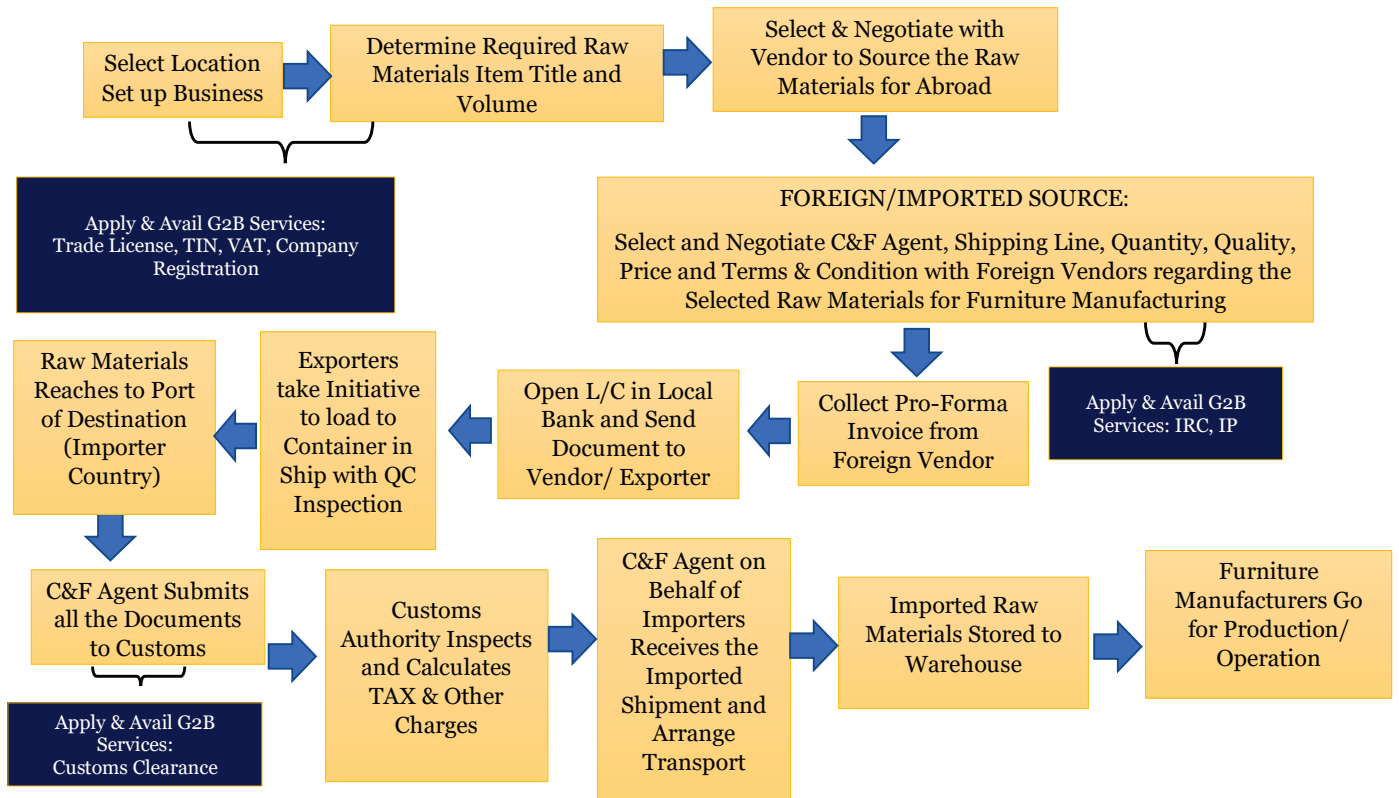
General License	License for Importers and Exporters
1. Trade License	
2. VAT	
3. TIN	
4. Company Registration	
5. Environment Certificate	
6. Fire Safety Certificate	18. Export Permit
7. Project Approval from BIDA	19. Import License
8. Approval of Factory Layout	20. Export Registration Certificate
9. Certification of Mark	21. Import Registration Certificate
10. Timber/Forest Items Collection Permit	22. EPB Enrollment Certificate
11. Timber/Forest Items Transport Permit	
12. Registration of Ownership Hammer	
13. Registration for Storing Forest Items	
14. License for Veneer Factory	
15. License for Furniture Mart	
16. License for Timber Processing Unit	
17. License for Sawmill	

Participants of “Business Journey Map Program for Furniture Industry” were representing the small entrepreneurs. To make the report comprehensive,

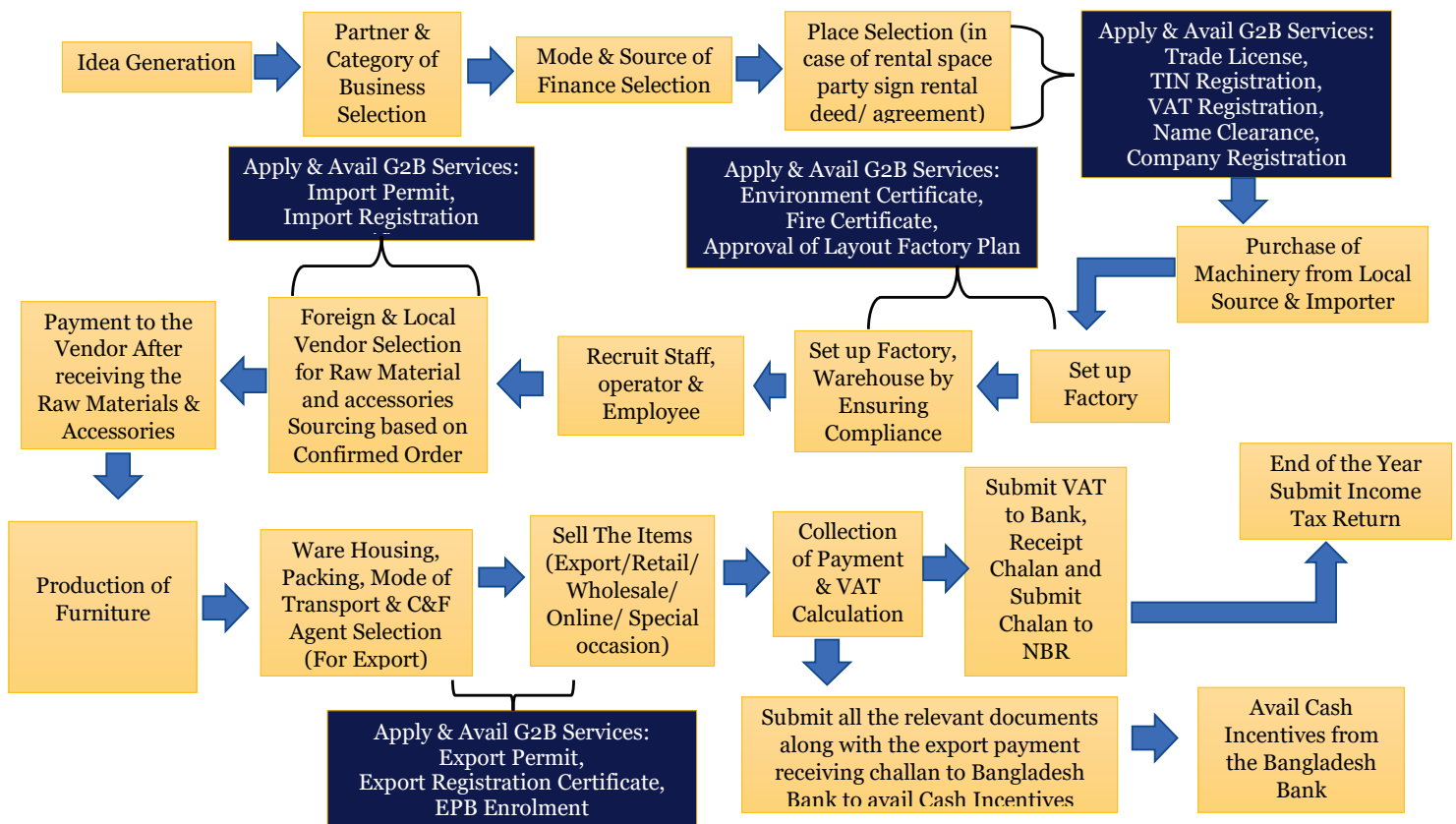


# Chapter 4: Business Journey Map of Furniture Industry in Bangladesh

## 4.1 Business Journey Map of Furniture Industry in Bangladesh: Import Raw Materials



## 4.2 Business Journey Map of Furniture Industry in Bangladesh: Supply Products to Domestic Market



## Chapter 5: Pain Points Identification & Way Forward to Facilitate the Furniture Manufacturing Industry in Bangladesh

### 5.1 Pain Points Identification & Way Forward

No.	G2B Service	Pain Points	Way Forward	Implementing Authority
1.	Trade License	Satarkul of Badda region is the largest cluster of the CMSME furniture industry. Entrepreneurs complain that government does not issue trade licenses to establish furniture manufacturing plants in Satakool, Badda.	Bangladesh Furniture Industries Association and Bangladesh Furniture Exporters Association should submit a proposal in writing to LGD by identifying the problems with availing trade licenses to operate the business in Satarkul. Such an initiative will assist LGD to take necessary measures to mitigate the constraints in availing trade license.	<ul style="list-style-type: none"> <li>Local Government Division (LGD)</li> </ul>
2.	Raw Material Import Duty	The furniture industry of Bangladesh is mostly dependent on the import of raw materials. An average of 60% of the raw materials currently used in the furniture sector are imported from other countries. Raw material import duty ranges from 60-150%. High duty and tax rate has been reducing the export competitiveness of this sector.	A study should be initiated to identify the cost-benefit analysis on reducing the tariff burden on importing raw materials for the furniture industry. Bangladesh Furniture Industries Owners Association and Bangladesh Furniture Exporters Association	<ul style="list-style-type: none"> <li>Ministry of Commerce</li> <li>National Board of Revenue</li> </ul>
3.	Quota in Government Project	The government has taken several projects on the social and infrastructure development of the country. In that respect, the government purchases furniture for this establishment. But no mandatory quota has been set to procure furniture from local sources to boost the sector.	To protect and popularize the furniture industry of Bangladesh, the government may impose a quota	<ul style="list-style-type: none"> <li>Cabinet Division</li> <li>Central Procurement Technical Unit</li> </ul>
4.	Furniture Manufacturing Cluster	The government has taken initiative to establish CMSMEs cluster for agriculture/ food processing	Satarkul of Badda region should be declared as the furniture manufacturing cluster. Advocacy from the	<ul style="list-style-type: none"> <li>Ministry of Industries</li> </ul>

No.	G2B Service	Pain Points	Way Forward	Implementing Authority
		and agricultural machinery manufacturing industries; ready-made garments, knitwear, design, and decoration; ICT; leather and leather products industry; light engineering, jute and jute industries etc. No such cluster has been declared for the furniture industry in Bangladesh.	end of the Bangladesh Furniture Industries Owners Association and Bangladesh Furniture Exporters Association should be initiated.	
5.	Unregistered Business Entity	Association leaders pointed out that there are several unregistered furniture manufacturing entities in Bangladesh. They don't have a trade license, TIN, and VAT registration. They are not members of the association as well.	A month-long joint campaign should be conducted by the LGD & NBR to facilitate the furniture manufacturers of the CMSME sector to be under the registration process of NBR and LGD.	<ul style="list-style-type: none"> <li>Local Government Division</li> <li>National Board of Revenue</li> </ul>
6.	Facility to Skill Development	There is no skill development training institute to create a skilled workforce for the furniture industry in Bangladesh.	Bangladesh Furniture Industries Owners Association and Bangladesh Furniture Exporters Association in collaboration with the Ministry of Education and NSDA may establish a training institution	<ul style="list-style-type: none"> <li>Ministry of Education</li> <li>Ministry of Commerce</li> <li>National Skills Development Authority</li> </ul>
7.	Dedicated Form for Trade License in all LGD Agencies	The application form to apply for Trade License varies from district to district or office to office. Uniformity is much required in that respect to make the application process hassle-free.	Local Government Division should formulate a uniform application form to avail of trade licenses from all the aligned offices.	<ul style="list-style-type: none"> <li>Local Government Division</li> </ul>
8.	Development of Backward Linkage	To facilitate the furniture industry of Bangladesh, a structured backward linkage has not been established yet. Entrepreneurs are bound to source raw materials from abroad in that respect.	Backward industries of the furniture industry should be identified to provide then demand-based policy and financial assistance	<ul style="list-style-type: none"> <li>Ministry of Industries</li> <li>Ministry of Finance</li> </ul>
9.	Forestation Program	Wood timber is the main raw material of the furniture industry. Sawmills collect raw wood logs to process them. Later on, furniture manufacturers purchase those from sawmills as raw materials.	The public and furniture manufacturers of the private sectors should take a joint initiative to conduct forestation campaigns all over the country. A forestation master plan	<ul style="list-style-type: none"> <li>Forest Department, Ministry of Environment, Forest and Climate Change</li> </ul>

No.	G2B Service	Pain Points	Way Forward	Implementing Authority
			should be developed and implemented.	
10.	Import Duty on Timber	As per Bangladesh Customs Tariff Schedule, 2022-23, the timber import duty in Bangladesh is 25%, which is too high for industry growth.	To mitigate the rate of deforestation as well as to facilitate the furniture industry of Bangladesh, the government should reduce the existing import duty on timber import.	<ul style="list-style-type: none"> <li>National Board of Revenue</li> </ul>
11.	Mobile Court	DC Office, Department of Environment, Department of Forest, NBR, Customs Authority, VAT Authority, etc. conduct mobile court operations individually. It was seen that entrepreneurs were punished for the same guilty by different public agencies.	A central Mobile Court Authority should be formed along with the participation of the representatives of all the relevant public agencies. Moreover, a list of compliance issues should be fixed and distributed among the entrepreneurs to follow and to maintain.	<ul style="list-style-type: none"> <li>Cabinet Division</li> </ul>
12.	Bank Financing	Entrepreneurs pointed out that there is no dedicated scheme for the furniture industry of Bangladesh to avail of bank financing. In most cases, industries have been suffering from a lack of financing to expand their business operation.	Bangladesh Furniture Industries Owners Association and Bangladesh Furniture Exporters Association should prepare a paper to submit to the Ministry of Finance to portray the justification for allowing a dedicated financing scheme to the furniture industry for further advancement.	<ul style="list-style-type: none"> <li>Ministry of Finance, Bangladesh Bank</li> </ul>
13.	Central Bonded Warehouse/ Partial Bond/ Home Consumption Bond	Except for RMG industry, most of the industries of Bangladesh have been raising their voice to have central bonded warehouse facilities for a long. Like others, sector leaders of the furniture industry echoed the same issues. The central bonded warehouse has been treated as the raw material bank for the industry.	To have the availability of raw materials at a reasonable price, entrepreneurs urge the government to establish Central Bonded Warehouse to facilitate both the export-oriented furniture manufacturers as well as manufacturers with a focus to the local market.	<ul style="list-style-type: none"> <li>National Board of Revenue</li> </ul>
14.	Quality Testing	To go for the export market, quality testing is one of the requirements. In Bangladesh, quality testing facility for furniture manufacturing is very limited.	Ministry of Industry and Bangladesh Standards and Testing Institution with the support from sector furniture sector leaders may establish a quality testing wing at BSTI to facilitate the furniture industry in	<ul style="list-style-type: none"> <li>Bangladesh Standards and Testing Institution</li> </ul>

No.	G2B Service	Pain Points	Way Forward	Implementing Authority
			Bangladesh to go for robust export expansion.	
15.	Implementation of Patent and Trademark Rules	It requires huge cost involvement to prepare a new furniture design. Unfortunately, because of the lacking of implementation of patents and the design act, some of the entrepreneurs copied the design without any permission.	Department of Patents, Designs & Trademarks may come forward to ensure a quick registration process of allowing patents and trademarks. As well as DPDT should facilitate the entrepreneurs by implementing the act to protect the interest of the furniture industry.	<ul style="list-style-type: none"> <li>Department of Patents, Designs &amp; Trademarks</li> </ul>
16.	Upgradation of Forest Act and Forest Standard ship Certificate	Forest Act of Bangladesh was prepared in 1927 which is too backdated considering the demand of present demand of the furniture industry.	The Ministry of Environment, Forest, and Climate Change should take initiative to implement Forest At 2019 as soon as possible.	<ul style="list-style-type: none"> <li>Ministry of Environment, Forest, and Climate Change</li> </ul>
17.	Reduce Harassment of Furniture Transport Pass	Entrepreneurs face constraints on the road while transporting the produced furniture to consumers from the factory.	The Ministry of Environment, Forest, and Climate Change and the Ministry of Home Affairs should work together to reduce the harassment of furniture transportation for domestic and export purposes.	<ul style="list-style-type: none"> <li>Ministry of Environment, Forest, and Climate Change</li> <li>Ministry of Home Affairs</li> </ul>
18.	Interlink between the Government Website	While depositing and submitting VAT challan, entrepreneurs face barriers as there is a lack of online interconnectivity among the NBR, scheduled bank, and others. Entrepreneurs are bound to submit a hard copy of the VAT challan to the VAT office after depositing it to Sonali Bank. This is time-consuming and increases the cost of doing business as well.	A harmonized interlink between the websites of NBR, VAT Authority, TAX Authority, Customs Authority, Bangladesh Bank, and Scheduled Banks is the demand of time to ensure the proper utilization of VAT, TAX, Customs process automation.	<ul style="list-style-type: none"> <li>Cabinet Division</li> <li>a2i</li> </ul>

## Chapter 6: Concluding Remark

To cope up with the post LDC graduation era, we need to focus on export growth through product diversification by reaching existing and unexplored markets simultaneously considering the competitive and comparative advantages. A joint initiative from the end of public and private sector needs to be ensured to establish a business enabling environment both for the local and foreign investors. Simplified and well accessed regulatory environment has been treated as one of the key factors while considering the investment decisions. Besides, access to information, ease of finance, multimodal logistics management system, etc. are considered by the investors as well.



Furniture industry is one of the most promising industries in the export environment of Bangladesh. The sector has been ensuring sustainable growth in the employment generation.



As the industry is directly related with the deforestation, a harmonization among new forestation program should be ensured. Environmental and climate change issue should be addressed properly. Most importantly, the sector needs policy and financial assistance to grow at a great pace. Initiatives should be taken at a coordinated way to mitigate the bottlenecks and constraints of this sector.

**END**



## Annex I: Participant List

1. Khandakar Iktar Ali, Managing Director, Popular Enterprise
2. . S. N. Jalal Ahmed , Proprietor , Tip Top Furniture & interior
3. John S. Munshi , Senior Vice President (Sales), Akhtar Furnishers Ltd.
4. Md Fazlul Haque , Proprietor , Decorous Furniture Complex
5. Md. Bajlul Karim Proprietor Paris Furniture
6. Md. Arif Managing Director Moontouch Furniture
7. Mohammad Salauddin Sikder EGM-Eocport Regal
8. Md. Delwar Hossain Proprietor New Generation Furniture
9. Md. Habibur Rahman Kiblu Proprietor Sagor Enterprise
10. Jul Hash Mia Chairman Abid Enterprise
11. Md. Abdur Rouf ,CEO, BFEA
12. Md. Nuruzzaman, Proprietor, Zaman Furniture
13. Md Noyamul Hasan (Abed), Proprietor ,Confidence Furniture
14. Akram Hossain, Proprietor, Dhaka Timber Complex
15. Md. Sapon ,Proprietor ,Monik Furniture
16. Md. Hedayatulla ,Sr. Manager ,Hatim Furniture
17. Md. Mostafizur Rahman ,Head of R & D, Navana Furniture ltd.
18. SK. A Awal, Proprietor ,OMEGA
19. A. Karim Mojumder , Managing Director, Nadia Furniture
20. K.M Akhtaruzzaman ,Chairman , Akhtar Furniture ltd.
21. Mr. Elias Sarker ,Managing Director ,Brother Furniture Ltd
22. Md. Abdur Rashid ,Proprietor, M/S Royal Furniture
23. Walid Ahmed , Managing Director Haat , Furniture Ltd.

## Annex II: User Journey Map to Avail G2B Services for Furniture Manufacturing Industry

### a. Trade License – Commercial Firm

#### Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Ministry of Local Government, Rural Development and Cooperatives

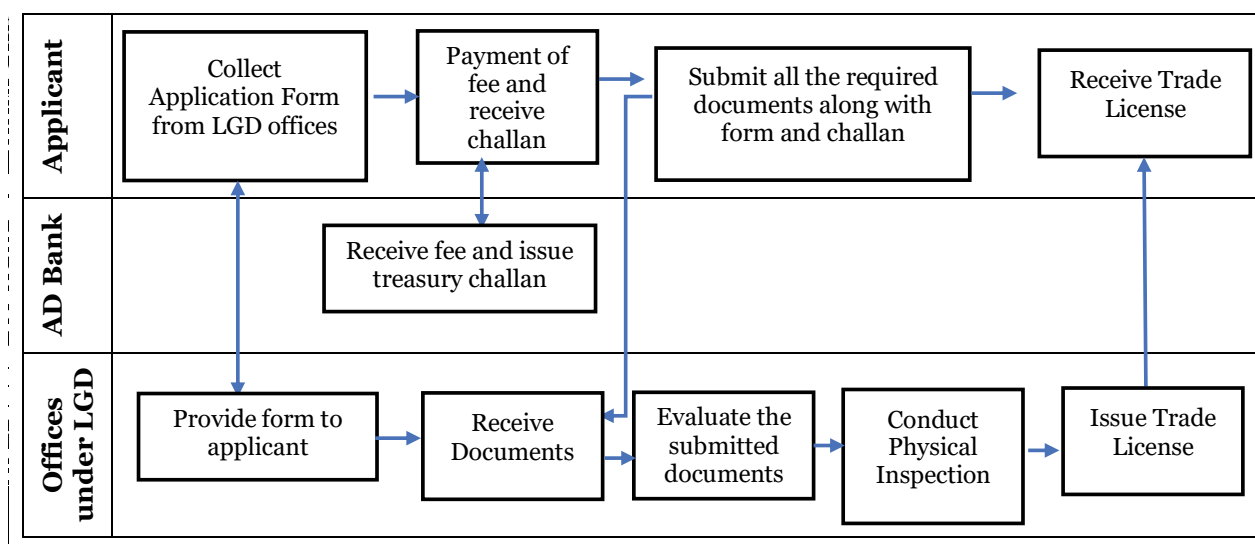
#### Required Documents – For Fresh Issues

Required Documents	Remarks
1. Application Form	Original
2. National ID card of the entrepreneur	Original Copy duly attested by a First Class gazette officer
3. Rent receipt or ownership proof	
4. Holding Tax	Payment Receipt
5. Recent passport size photo of the entrepreneur	Three (3) copies, duly attested by a First-Class gazette officer
6. Declaration on the non-judicial stamp to abide by the rules & regulation of City Corporation/ Municipality/ Union Parishad	In the case of Press/ News Paper; non-judicial stamp of BDT 150/-
7. Memorandum of Association and Articles of Association	Original Copy duly attested by a First-Class gazette officer applicable in case of a Limited Company
8. Certificate of Incorporation	Original Copy duly attested by a First-Class gazette officer in case of a Limited Company
9. Agreement of Partnership	Original Copy duly attested by a First-Class gazette officer in case of Partnership Firm
10. Work Permit from BIDA	Original Copy duly attested by a First-Class gazette officer in case of foreign investors/ nominated foreign employees
11. Statement of bank solvency	In Original; applicable in case of a Limited Company
12. TIN Certificate	Original Copy duly attested by a First-Class gazette officer, applicable in case of a Limited Company

### For Renewal:

Required Documents	Remarks
1. License Book	Provided at the time of the issuance of Trade License
2. Challan Book	
3. Rent receipt or ownership proof	Original Copy duly attested by a First-Class gazette officer
4. TIN Certificate	Original Copy duly attested by a First-Class gazette officer, in case of Company

### Process Map



### Time and Cost – For Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the License
3 – 4 working days	Time may vary

#### Fee Schedule:

- Application Form: BDT 10.00
- License fee: Ranges from BDT 100.00 – 40,000.00, which depends on the nature/type of business (information can be collected from the City Corporation/Municipality/Union Parishad office)
- For a Limited Company, the License fee is determined based on paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

### Time and Cost – For Renewal

Official Time Limit	Approximate Processing Time for Issuing the License
1 - 2 working days	Time may vary

#### Fee Schedule:

- Ranges from BDT 100.00 – 40,000.00, which depends on the nature/type of business (information can be collected from the City Corporation/Municipality/Union Parishad office)
- For Limited Company, the License fee is determined based on paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

## b. Trade License – Manufacturing Firm

### Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Ministry of Local Government, Rural Development and Cooperatives

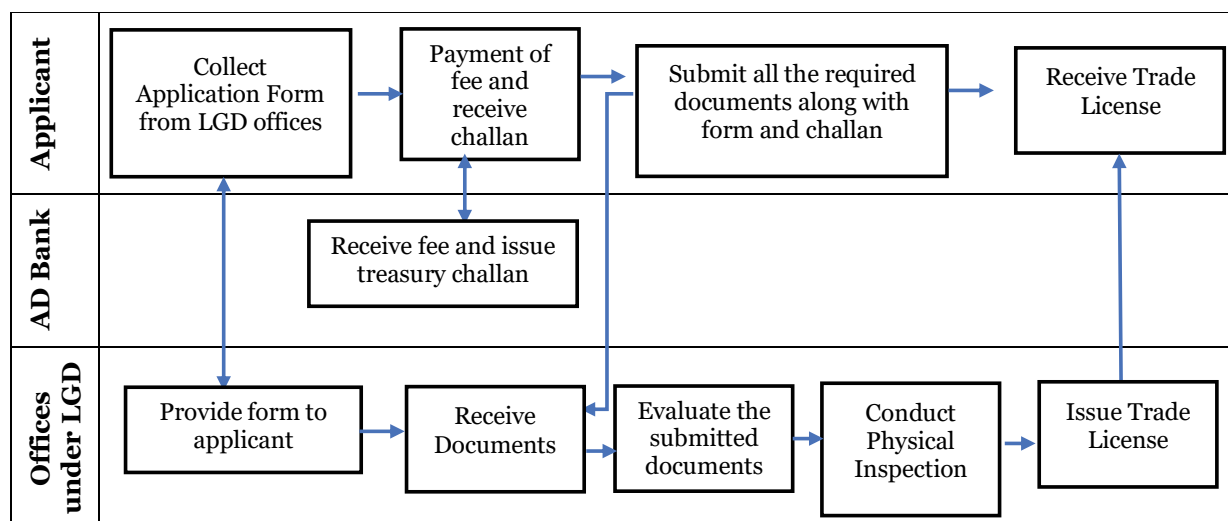
### Required Documents – For Fresh Issues

Required Documents	Remarks
1. Application Form	Original
2. National ID card of the entrepreneur	Original Copy duly attested by a First Class gazette officer
3. Rent receipt or ownership proof	
4. Holding Tax	Payment Receipt
5. Recent passport size photo of the entrepreneur	Three (3) copies, duly attested by a First-Class gazette officer
6. Declaration on the non-judicial stamp to abide by the rules & regulation of City Corporation/ Municipality/ Union Parishad	In the case of Press/ News Paper; non-judicial stamp of BDT 150/-
7. Memorandum of Association and Articles of Association	Original Copy duly attested by a First-Class gazette officer applicable in case of a Limited Company
8. Certificate of Incorporation	Original Copy duly attested by a First-Class gazette officer in case of a Limited Company
9. Agreement of Partnership	Original Copy duly attested by a First-Class gazette officer in case of Partnership Firm
10. Work Permit from BIDA	Original Copy duly attested by a First-Class gazette officer in case of foreign investors/ nominated foreign employees
11. Statement of bank solvency	In Original; applicable in case of a Limited Company
12. TIN Certificate	Original Copy duly attested by a First-Class gazette officer, applicable in case of a Limited Company
13. NOC declaration from the locality	
14. Fire License	
15. Environment Clearance Certificate	Original Copy duly attested by a First-Class gazette officer
16. NOC declaration from the locality	
17. Location Map	

## For Renewal:

Required Documents	Remarks
1. License Book	Provided at the time of the issuance of Trade License
2. Challan Book	Original Copy duly attested by a First-Class gazette officer
3. Rent receipt or ownership proof	
4. TIN Certificate	Original Copy duly attested by a First-Class gazette officer, in case of Company
5. Fire License	Original Copy duly attested by a First-Class gazette officer, in case of a Company
6. Environment Certificate	

## Process Map



## Time and Cost – For Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the License
10 - 15 working days	Time may vary

### Fee Schedule:

- Application Form: BDT 10.00
- License fee: Ranges from BDT 100.00 – 40,000.00, which depends on the nature/type of business (information can be collected from the City Corporation/Municipality/Union Parishad office)
- For a Limited Company, the License fee is determined based on paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

## Time and Cost – For Renewal

Official Time Limit	Approximate Processing Time for Issuing the License
1 - 2 working days	Time may vary

### Fee Schedule:

- Ranges from BDT 100.00 – 40,000.00, which depends on the nature/type of business (information can be collected from the City Corporation/Municipality/Union Parishad office)
- For Limited Company, the License fee is determined based on paid-up capital (information can be collected from the City Corporation/Municipality/Union Parishad office)

### c. Approval of Layout Factory Plan and Registration

#### Incumbent Office

Category	Approval and Registration
Renewal Frequency of the License	Every Financial Year
Issuing Ministry/Agency	Ministry of Labor and Employment

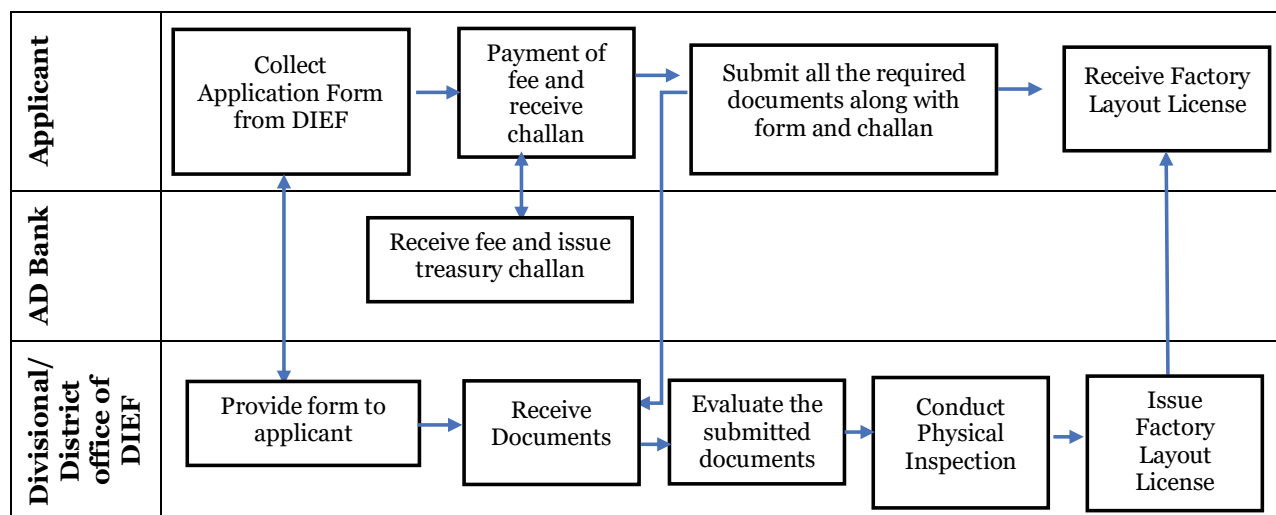
#### Required Documents – For Fresh Issues

Required Documents	Remarks
1. Land document, if rental, rent receipt and agreement is required, if owned, tax receipt is required	Copy duly attested by a First-Class gazette officer
2. Site plan/ layout or master plan	Copy duly attested by a First-Class gazette officer
3. Detailed construction plan	Copy duly attested by a First-Class gazette officer
4. Machine layout and flow chart of manufacturing process	Copy duly attested by a First-Class gazette officer
5. Previously approved plan	Original
6. Trade License (if operating)	Copy duly attested by a First-Class gazette officer
7. Electricity Demand Note	Copy duly attested by a First-Class gazette officer
8. And a fee payment slip (for factory registration)	Original
9. A copy of the Certificate of Incorporation	Copy duly attested by a First-Class gazette officer (If registered as Company)
10. A copy of Articles of Association & Memorandum of Association Previously approved plan	Copy duly attested by a First-Class gazette officer (If registered as Company)

#### For Renewal:

Required Documents	Remarks
1. Form # 2 has a clause for renewal (Form # 2 on CCI&E website)	Original
2. Application to the Divisional Head	Original
3. Certificate	Original
4. Treasury Challan addressed to the Chief Inspector of Factories and Establishment	Original

## Process Map



### Time and Cost – For Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the License
2 months	Less than two (2) months (in some cases only Fifteen (15) working days)

#### Fee Schedule:

- Approval of Factory Plan: Free
- As per the number of employees mentioned in the citizen charter of DIFE

### Time and Cost – For Renewal

#### Fee Schedule:

For renewal

Category	Numbers of Workers	Renewal Fee (in BDT)
A	10-30	30.00
B	31-50	80.00
C	51-100	160.00
D	101-200	240.00
E	201-300	320.00
F	301-500	560.00
G	501-750	640.00
H	751-1000	800.00
I	1001 <	960.00



### d. Name Clearance Certificate for Companies

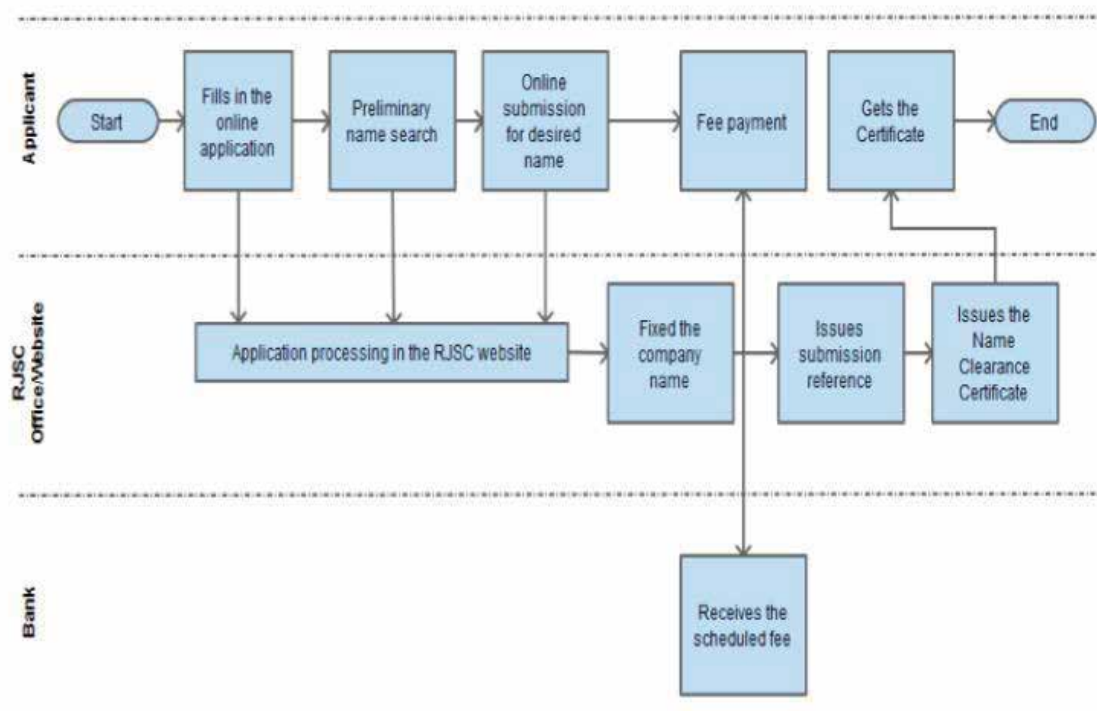
#### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Not required
Issuing Ministry/Agency	Ministry of Commerce

#### Required Documents

Required Documents	Remarks
1. Application	Online

#### Process Map



Source: Bangladesh Trade Portal

#### Time and Cost

Official Time Limit	Approximate Processing Time for Issuing the License
Immediate	Immediate

#### Fee Schedule:

- Company BDT 200.00
- Society BDT 1000.00
- Partnership BDT 200.00
- Trade Organization BDT 1,000.00

## e. Registration Of (Private and Public) Company

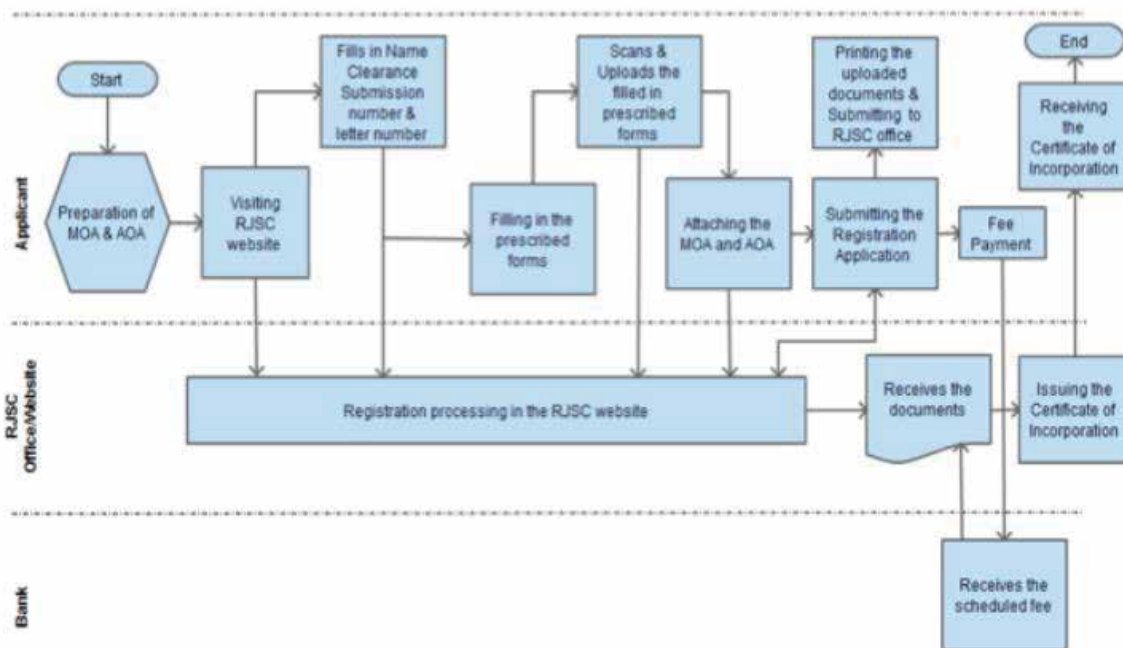
### Incumbent Office

Category	Registration
Renewal Frequency of the License	Renewal is automatically done when the yearly return is submitted
Issuing Ministry/Agency	Ministry of Commerce

### Required Documents

Required Documents	Remarks
1. Name Clearance Certificate	Issued by the RJSC
2. Filled-in Form – I: Declaration on registration of company	Required for public/ private company
3. Filled-in Form – VI: Notice of situation of registered office	Required for public/ private company
4. Filled-in Form – IX: Consent of director to act	Required for public/ private company
5. Filled-in Form – X: List of persons consenting to be directors	Required for public/ private company
6. Filled-in Form – XI: Agreement to take qualification shares in proposed company	Required for public/ private company
7. Filled-in Form – XII: Particulars of the directors, managers and managing agents and of any therein	Required for public/ private company
8. Articles of Association and Memorandum of Association	Required for public/ private company
9. TIN Certificates of directors	Original Copy
10. Treasury Challan	Original

## Process Map



Source: Bangladesh Trade Portal

## Time and Cost

Official Time Limit	Approximate Processing Time for Issuing the License
1 working day	3 working days

### Fee Schedule:

Stamps (for both, Private and Public Limited Company)

1. For affixing on the Memorandum of Association: BDT 1,000.00

2. For affixing on the Articles of Association:

Authorized Capital (BDT)

Up to 20,00,000.00

More than 20,00,000.00 but up to 6,00,00,000.00

More than 6,00,00,000.00

Stamp (BDT)

3,100.00

8,100.00

20,100.00

### Registration Fee

1. For Private Limited Company

For filing 6 documents (5 filled in forms plus 1 Memorandum & Articles of Association, @ BDT 200.00 per document): BDT 1,200.00

For Public Limited Company

For filing 8 or 9 documents (7 or 8 filled in Forms plus 1 Memorandum & Articles of Association, @ BDT 200.00 per document): BDT 1,600.00 or 1,800.00

2. For the authorized share capital (for both, Private and Public Limited Company)

Authorized Capital (BDT)

Up to 20,000.00

Additional for every 10,000 or part after first 20,000.00 up to 50,000

Additional for every 10,000 or part after first 50,000.00 up to 10,00,000

Additional for every 10,000 or part after first 10,00,000.00 up to 50,00,000

Additional for every 1,00,000 or part after first 50,00,000.00

Fee (BDT)

360.00

180.00

45.00

24.00

45.00

## f. TIN Certificate

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Renewal is not required
Issuing Ministry/Agency	Ministry of Finance

### Required Documents

Required Documents	Remarks
1. A mobile phone number	One number can be used for a single user ID only
2. Incorporation number of the company	Incorporation with RJSC
3. Date of incorporation of the company	
4. Name of the authorized person	Managing Director/Chairman of the company

Required Documents	Remarks
Step 1	Applicant visits the following website “incometax.gov.bd”
Step 2	Applicant fills-in the registration Form
Step 3	The system sends an “Activation Code” to the Applicant’s phone number to register the User ID
Step 4	Applicant fills in the other required information fields
Step 5	Applicant submits the filled-in Form online
Step 6	The applicant gets the certificate printed or emailed through the system
Step 7	Applicant obtains a TIN

### Time and Cost

Official Time Limit	Approximate Processing Time for Issuing the License
15 – 20 minutes	15 – 20 minutes

### Fee Schedule:

- No fee is required

**Screen Shot of the Registration Page**



## g. VAT Certificate

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Renewal is not required
Issuing Ministry/Agency	Ministry of Finance

### Required Documents

Required Documents	Remarks
1. Trade License	Original Copy duly attested by a First Class gazette officer
2. TIN Certificate	Original Copy duly attested by a First Class gazette officer
3. Import Registration Certificate/Export Registration Certificate	Original Copy duly attested by a First Class gazette officer
4. List of all sales shops: Sales centers, full address, equipment, machinery, fittings, product features and amendment of the products manufactured	For industrial users, Ad-hoc IRC is obtained before applying for VAT registration number, Original Copy duly attested by a First-Class gazette officer
5. List of Invoice and stored product	
6. Passport size photos	In case of Central Registration
7. Deed of Agreement	If required
8. Bank solvency certificate	Two (2) copies of the original duly attested by a First-Class gazette officer
9. BIDA registration	

### Process Map

VAT registration is now online and no fee is required in that respect. Please visit the link for vat registration: [https://vat.gov.bd/sap/bc/ui5\\_ui5/sap/zmcf\\_pri/index.html#/Form/U010](https://vat.gov.bd/sap/bc/ui5_ui5/sap/zmcf_pri/index.html#/Form/U010)

Sign-up to Create User

Notes:

- \* Mandatory Field

You may click on **Check** button to perform the validation for the inputted data before submitting the form.

User Type

User Type \*

I am a Smart VAT Trustee

### Time and Cost

Official Time Limit	Approximate Processing Time for Issuing the License
2 Working Days	2 Working Days

### Fee Schedule:

- No fee is required

## h. Certification of Mark (CM) Certificate

### Incumbent Office

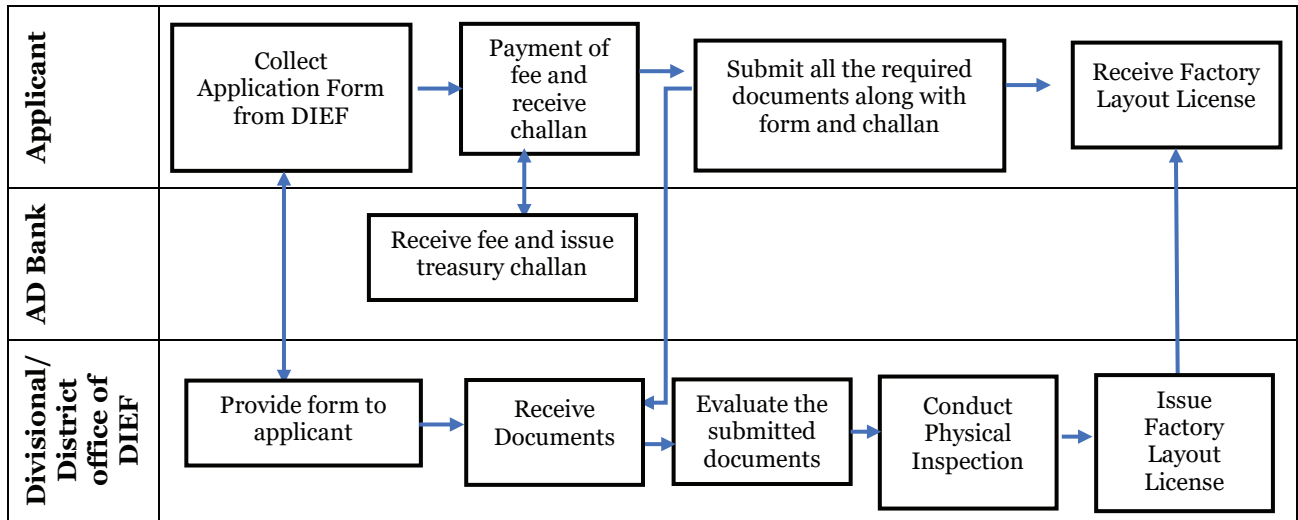
Category	License
Renewal Frequency of the License	Every three (3) years
Issuing Ministry/Agency	Ministry of Industries

### Required Documents - For Fresh Issuance & Renewal

Required Documents	Remarks
1. Trade License	Original Copy duly attested a by First Class gazette officer
2. Permit from BIDA/ BSCIC	Not Mandatory
3. Trade Mark Registration/ Application	Original Copy duly attested by a First-Class gazette officer
4. Label or Packet of the Product, and following contents should be included: <ul style="list-style-type: none"> <li>• Name of the product</li> <li>• Grade/Type/Size/Voltage</li> <li>• Weight/Quantity</li> <li>• Code/Batch no.</li> <li>• Product Ingredients'</li> <li>• Mfg. Date/Exp. date</li> <li>• Name &amp; address of the original Company</li> <li>• Highest retail price</li> <li>• Standard Mark along with BDS No.</li> </ul>	Original
5. TIN Certificate	Original Copy; if the firm fails to attest the copy of the TIN Certificate, it attested during the time of inspection
6. VAT Certificate	Original Copy; if the firm fails to attest the copy of the TIN Certificate, it attested during the time of inspection
8. Premises License	Original Copy duly attested by a First-Class gazette officer; in case of Food Sector
9. Letter of Credit (LC), Invoice, Bill of Entry, Import Registration Certificate (IRC) and Radiation Certificate (for milk powder)	Original Copy of all the documents duly attested by a First-Class gazette officer; in case of imported product
10. License from District Commissioner	For Brick field
11. Flow sheet	In each stage of production
12. List of machineries in factory	
13. Bio-data of the chemist who is appointed for testing	



## Process Map



## Time and Cost - For Fresh Issuance & Renewal

Official Time Limit (as per BSTI)	Approximate Processing Time for Issuing the License
Document checking and verification after the submission of Application	1 working day
Factory inspection, Sample sealing and issuance of Sample submission	5 working days
Sample submission in BSTI-OSS office	Depends on Applicant
Laboratory testing and reporting	Depends on Product wise time
Approval after receiving the report	5 working days
Bill Payment	2 working days
After final approval, submission of Marking fee	Depends on Applicant
Obtaining License	3 working days
Time may vary	

### Fee Schedule:

- Application fee: BDT 1000.00 + 15% VAT
- Testing fee: Product wise
- Marking fee:
  - In case of Fruits: (0.07% of approximate production capacity) x (x factory price) (at least BDT.1250 and highest BDT. 10,00,000
  - For other products: (0.1% of approximate production capacity) x (x factory price). (At least BDT. 1875 and highest BDT. 15,00,000) + 15% VAT
- License fee: BDT 200.00 + 15% VAT

## i. Export Permit

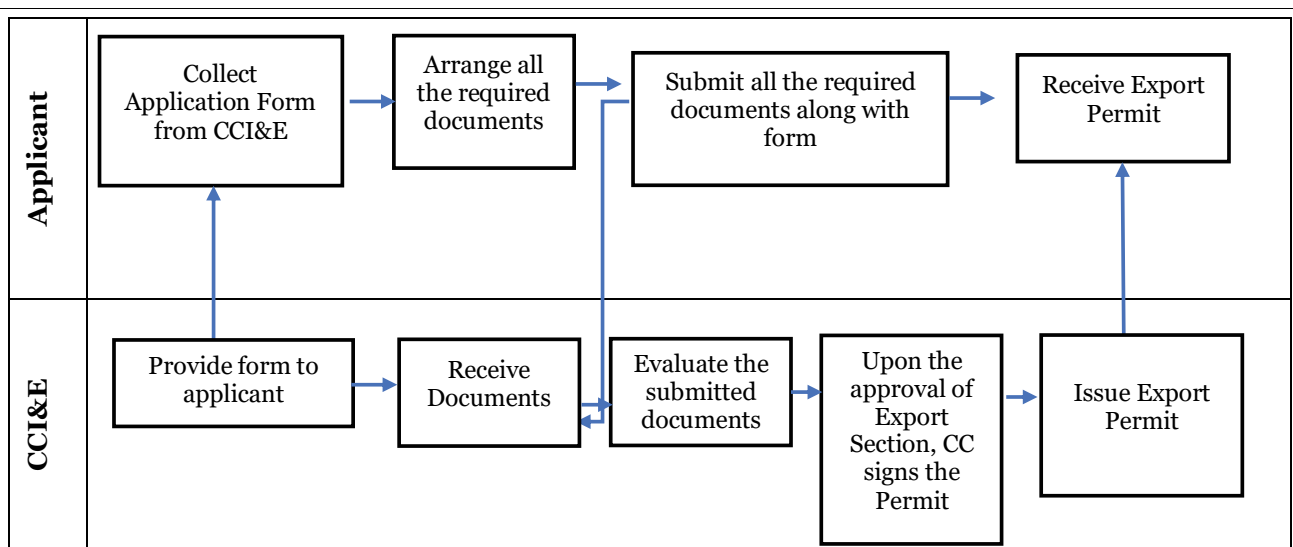
### Incumbent Office

Category	Permit
Renewal Frequency of the License	Renewal is not required
Issuing Ministry/Agency	CCI&E, Ministry of Commerce

### Required Documents

Required Documents	Remarks
1. Application Form	Original Copy
2. Approved Prayer/Application from Ministry of Foreign affairs or High commission	Original Copy
3. Invoice	Original Copy
4. Passport with valid Visa	Original Copy
5. Packing List	Original Copy
6. Income tax certificate	Original Copy

### Process Map



### Time and Cost

Official Time Limit	Approximate Processing Time for Issuing the License
3 Working Days	Time may vary

### Fee Schedule:

No fee is required

## j. Import Permit

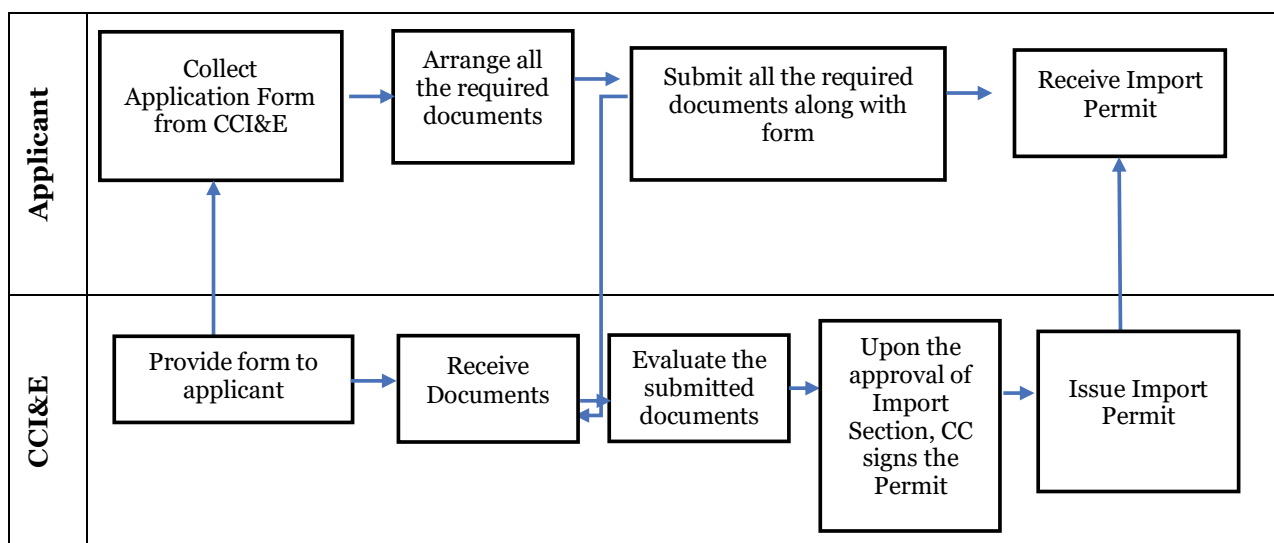
### Incumbent Office

Category	Permit
Renewal Frequency of the License	Renewal is not required
Issuing Ministry/Agency	CCI&E, Ministry of Commerce

### Required Documents

Required Documents	Remarks
1. Copy of Deed Agreement of the Project	Original Copy Sealed
2. Recommendation from allied Ministry/ Department or Sponsoring Authority.	Original Copy Sealed
3. Original copy of Shipping Documents	Original Copy

### Process Map



### Time and Cost

Official Time Limit	Approximate Processing Time for Issuing the License
3 Working Days	Time may vary

### Fee Schedule:

No fee is required

## k. Export Registration Certificate (ERC)

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	CCI&E, Ministry of Commerce

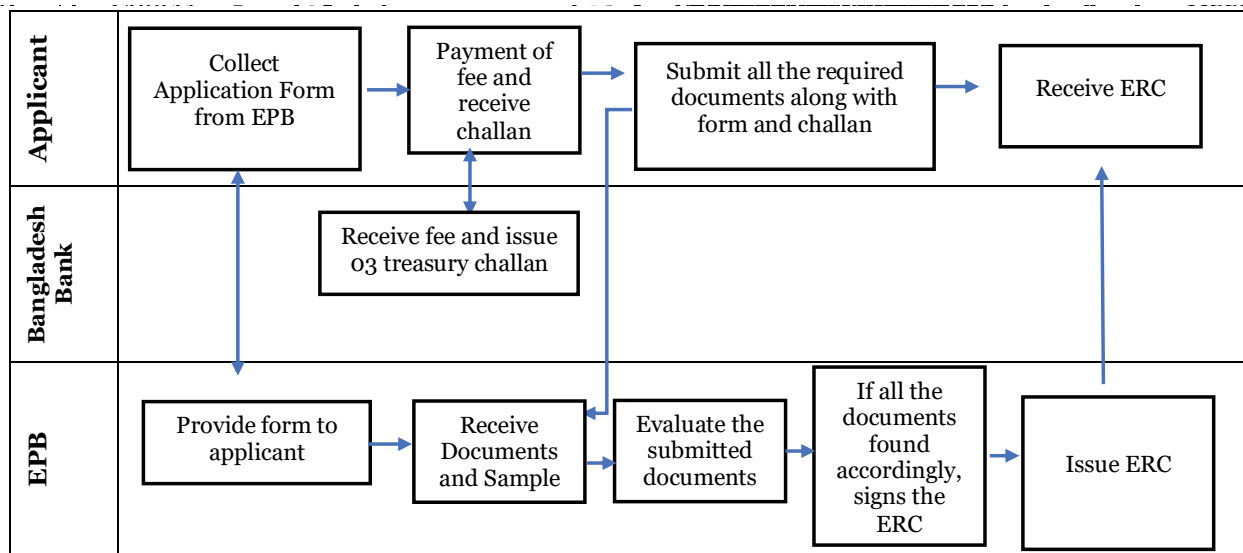
### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Passport size photograph of the entrepreneur/ managing partner /managing director	Original Copy duly attested by a First-Class gazette officer
2. Valid Trade License	Original Copy duly attested by a First-Class gazette officer
3. Valid Membership Certificate from a local Chamber of Commerce and Industry or concerned Trade Associations	Original Copy Certificate Attested by local Chambers of Commerce and Industry or Trade Associations
4. Financial solvency certificate	From bank
5. Citizenship Certificate	Original Copy duly attested by the Ward Commissioner/Union Parishad Chairman
6. Treasury Challan	Original
7. TIN Certificate	Original Copy duly attested by a First-Class gazette officer
8. Partnership Deed	Original Copy duly attested by a First-Class gazette officer, (in case of a partnership)
9. Certificate of Incorporation, Memorandum, and Articles of Association	Original Copy duly attested by a First-Class gazette officer: in case of Limited Company

### Required Documents – Renewal

Required Documents	Remarks
1. Original copy of the ERC and ERC passbook	Original copy issued by the Chief Controller of imports and Exports
2. Treasury Challan	Original

## Process Map



### Time and Cost – Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the License
2 Hours	1 Working Day

Fee Schedule:  
BDT 7,000.00

### Time and Cost – Renewal

Official Time Limit	Approximate Processing Time for Issuing the License
1 Hours	1 Working Day

Fee Schedule:  
BDT 5,000.00

## 1. Import Registration Certificate (IRC)

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	CCI&E, Ministry of Commerce

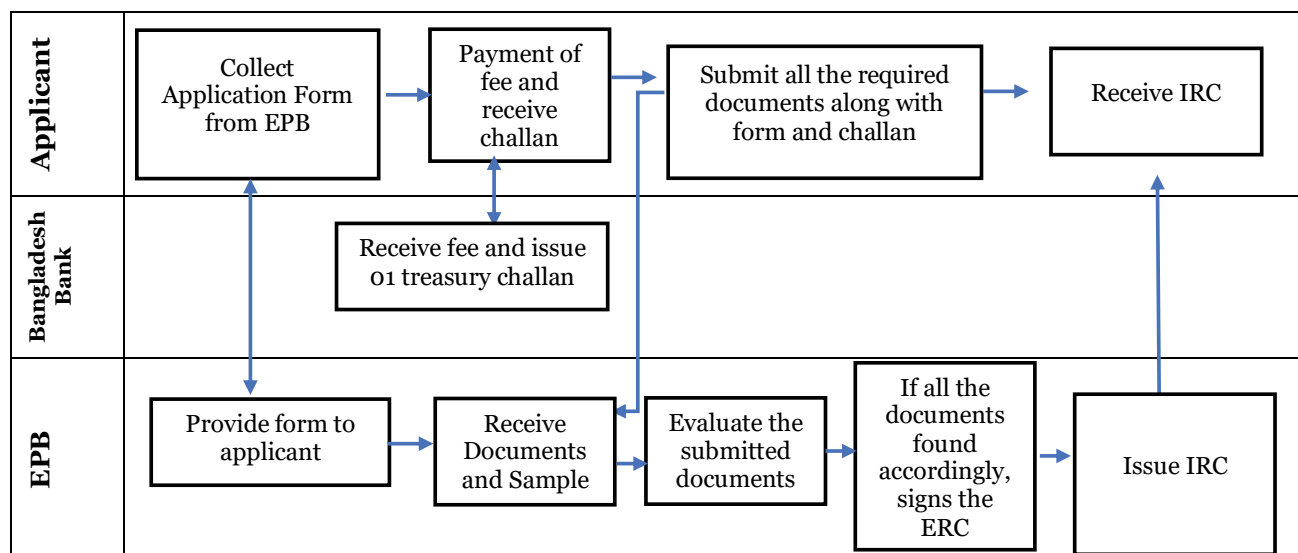
### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Passport size photograph of the entrepreneur/ managing partner / managing director	Original Copy duly attested by a First-Class gazette officer
2. Valid Trade License	Original Copy duly attested by a First-Class gazette officer
3. Valid Membership Certificate from a local Chamber of Commerce and Industry or concerned Trade Associations	Original Copy Certificate Attested by local Chambers of Commerce and Industry or Trade Associations
4. Financial solvency certificate	From bank
5. Citizenship Certificate	Original Copy duly attested by the Ward Commissioner/Union Parishad Chairman
6. Treasury Challan	Original
7. TIN Certificate	Original Copy duly attested by a First-Class gazette officer
8. Partnership Deed	Original Copy duly attested by a First-Class gazette officer, (in case of a partnership)
9. Certificate of Incorporation, Memorandum, and Articles of Association	Original Copy duly attested by a First-Class gazette officer: in case of Limited Company

### Required Documents – Renewal

Required Documents	Remarks
1. Original copy of the IRC and IRC passbook	Original copy issued by the Chief Controller of imports and Exports
2. Treasury Challan	The renewal fee can also be deposited at the Nominated Bank's counter

## Process Map



## Time and Cost – Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the License
2 Hours	1 Working Day

### Fee Schedule:

#### 1. Security deposit

Category	Value Ceiling of Annual Import	Initial Registration Fee
1st	BDT 5,00,000.00	BDT 5,000.00
2nd	BDT 25,00,000.00	BDT 10,000.00
3rd	BDT 50,00,000.00	BDT 18,000.00
4th	BDT 1,00,00,000.00	BDT 30,000.00
5th	BDT 5,00,00,000.00	BDT 45,000.00
6th	Above BDT 5,00,00,000.00	BDT 60,000.00

## Time and Cost – Renewal

Official Time Limit	Approximate Processing Time for Issuing the License
1 Hours	1 Working Day

### Fee Schedule:

#### 1. Security deposit

Category	Value Ceiling of Annual Import	Initial Registration Fee
1st	BDT 5,00,000.00	BDT 5,000.00
2nd	BDT 25,00,000.00	BDT 10,000.00
3rd	BDT 50,00,000.00	BDT 18,000.00
4th	BDT 1,00,00,000.00	BDT 30,000.00
5th	BDT 5,00,00,000.00	BDT 45,000.00
6th	Above BDT 5,00,00,000.00	BDT 60,000.00



### m. EPB Enrollment Certificate

#### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	EPB, Ministry of Commerce

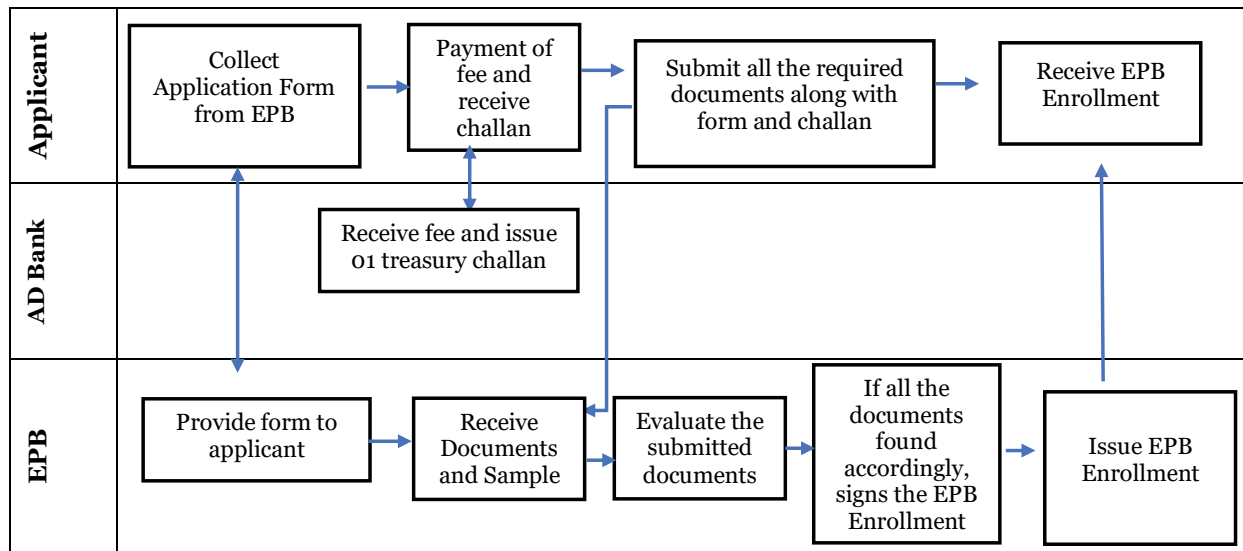
#### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application for EPB Enrolment Certificate	Original
2. Trade License	An attested copy
3. Export Registration Certificate	An attested copy
4. Pay-order for Enrollment Certificate in favor of EPB	Original
5. Association Membership Certificate	An attested copy
6. E-TIN	Original + An attested copy)
7. Photo	(2 attested copies) Passport size
8. VAT Certificate	An attested copy

#### Required Documents – Renewal

Required Documents	Remarks
1. Enrollment Certificate	Original copy
2. Application for the renewal of EPB Enrolment	Original
3. Photo	(2 attested copies) Passport size
4. Pay order	Original
5. Updated Trade License	Attested Photocopy
6. Updated Export Registration Certificate	Attested Photocopy
7. Updated Chamber / Association membership	Attested Photocopy
8. VAT registration certificate	Attested Photocopy
9. Updated E-TIN	Attested Photocopy
10. Memorandum	Attested Photocopy

## Process Map



### Time and Cost – Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the License
2 Working Day	1 Working Day

#### Fee Schedule:

1. Enrollment Fee – BDT 1,000.00

### Time and Cost – Renewal

Official Time Limit	Approximate Processing Time for Issuing the License
7 Working Days	1 Working Day

#### Fee Schedule:

1. Enrollment Fee – BDT 1,000.00

## n. Environment Certificate – Orange B

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Yearly
Issuing Ministry/Agency	Ministry of Environment, Forest & Climate Change

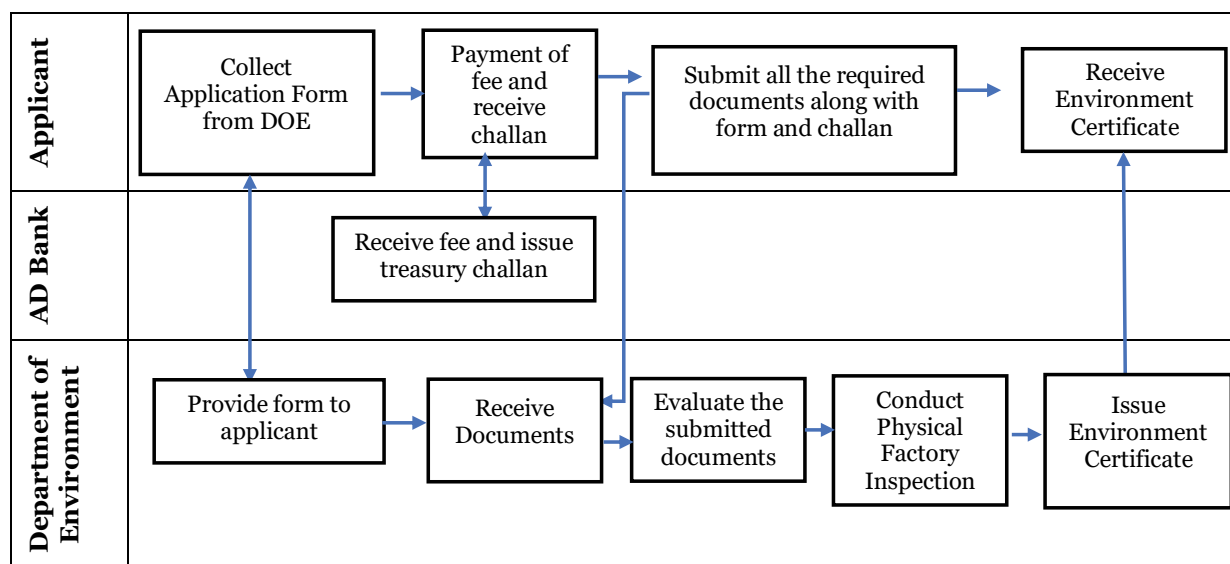
### Required Documents – For Fresh Issuance

Required Documents	Remarks
1. Application Form for Environmental Clearance Certificate (Form-3)	A copy
2. Project Profile/DPP/Feasibility Study Report/General Information	A copy
3. Treasury Chalan	A copy
4. NOC from local Chairman/ Ward Commissioner	A copy
5. Location Map and Layout of Plant/Factory	A copy
6. Details of Product with Raw Materials and Process Flow Diagram	A copy
7. Ownership Deed of the Plant	A copy
8. Mouza Map/ Khotian and Land Stain of Project	A copy
9. Trade License	A copy
10. Ownership Deed of the Plant	A copy
11. Waste management	A copy
12. License/Opinion/NoC from concerned Government Authority	A copy
13. Waste Refinery/Plan (ETP / STP / WTP / others) or ATP's Design with Time schedule or Waste Refinery / Plan (ETP / STP / WTP / others) or ATP's Design with Functionality	A copy
14. License/Registration from BEPZA/ BSCIC / BIDA	A copy
15. For Multi Store Building: I. Occupancy Certificate from RAJUK / Appropriate Authority	A copy

### Required Documents – For Renewal

Required Documents	Remarks
1. Application Form for Renewal of Environmental Clearance Certificate	Also, Online Application
2. General Information Form	Original Copy
3. Treasury Chalan	(Fee + VAT 15%)
4. Compliance and Monitoring Report	

## Process Map



## Time and Cost - For Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the Certificate
Situational- 20 days Environmental- 21 days	Depends on the fulfillment of the requirements

### Fee Schedule:

Value of Generator (BDT)	Environmental Clearance Certificate Fee (BDT)
1 lac - 5 lac	1500
5 lac – 10 lacs	3000
10 lac – 50 lacs	5000
50 lac – 1 crore	10000
1 crore – 5 crores	20000
5 crore – 20 crores	40000
20 crore – 50 crores	80000
50 crore – 100 crores	120000
100 crore – 200 crores	200000
200 crore – 500 crores	300000
500 crore – 1000 crores	400000
More than 1000 crores	500000

## Time and Cost - For Renewal

Official Time Limit	Approximate Processing Time for Issuing the Certificate
Situational- 15 days Environmental- 07 days	Depends on the fulfillment of the requirements

### Fee Schedule:

- The Environmental Clearance Certificate fee is 1/4th of the previous Treasury Chalan/ Environmental Clearance Fee

## o. Fire Safety Certificate

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Department of Fire Service and Civil Defense

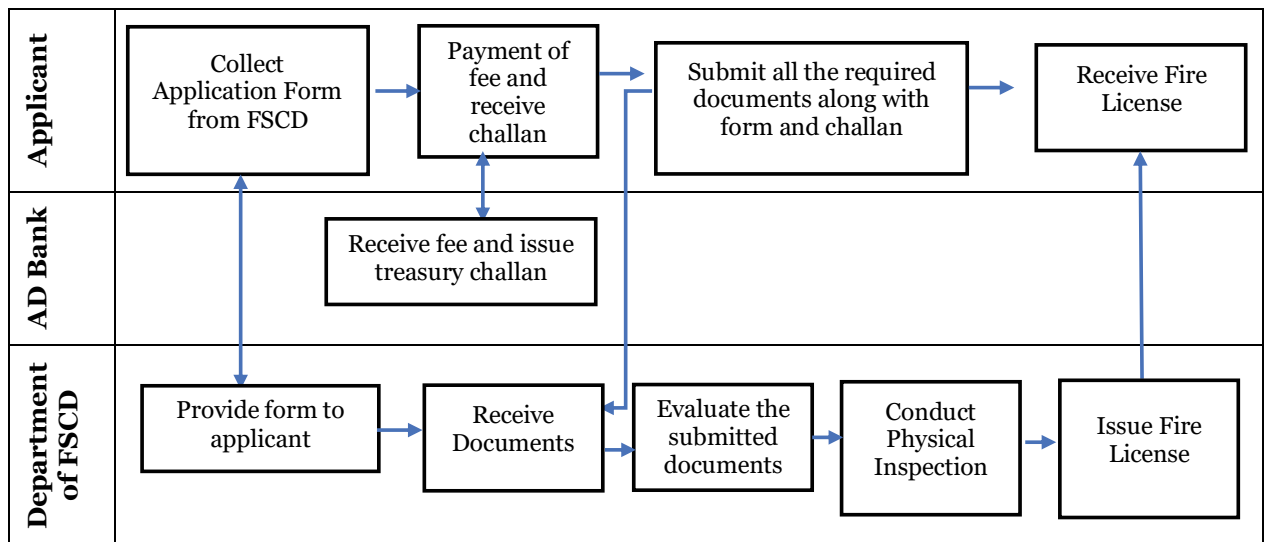
### Required Documents – For Fresh Issuance

Required Documents	Remarks
1. Filled-in prescribed Application Form	Original
2. Trade License	Original Copy duly attested by a First-Class gazette officer. The Trade License should be valid
3. Yearly Valuation Certificate from City Corporation/Municipality/Union Parishad	Original Copy duly attested by a First-Class gazette officer (Required if the business is set up in owner's space/property)
4. Deed of agreements with rental receipt	Original Copy duly attested by a First-Class gazette officer (required if rental space/property)
5. Layout of the establishment authorized by RAJUK / CDA / KDA / RDA / City Corporation / Municipality / Union Parishad	Original Copy duly attested by a First-Class gazette officer
6. Certification of Incorporation along with Memorandum of Association	Original Copy duly attested by a First-Class gazette officer (required if the business is a company)
7. No-objection-Certificate (NOC) from the local (elected) representative	Original. Councilors of Municipality or City Corporation, Chairman of Union Parishad can forward the NOC
8. Clearance Certificate from the FSCD office	Original (required only in case of commercial or multi-storied buildings). Necessary only if the building is higher than 24 meters or more than 7 stories.
9. Filled-in additional form – “Information: Garments Factory”	Original (required in case of garment factories)
10. Deposit slip/treasury Challan in favor of the demand note	Original

### Required Documents – For Renewal

Required Documents	Remarks
1. Recently expired Fire License	Original
2. Treasury Challan	Original

## Process Map



### Time and Cost - For Fresh Issuance

Official Time Limit	Approximate Processing Time for Issuing the Certificate
90 Working Days	100 – 120 Working Days

Fee Schedule:

Fee depends on the assessment

### Time and Cost - For Renewal

Official Time Limit	Approximate Processing Time for Issuing the Certificate
30 Working Days	30 working Days

Fee Schedule: Fee depends on the assessment

## p. Project Approval of BIDA

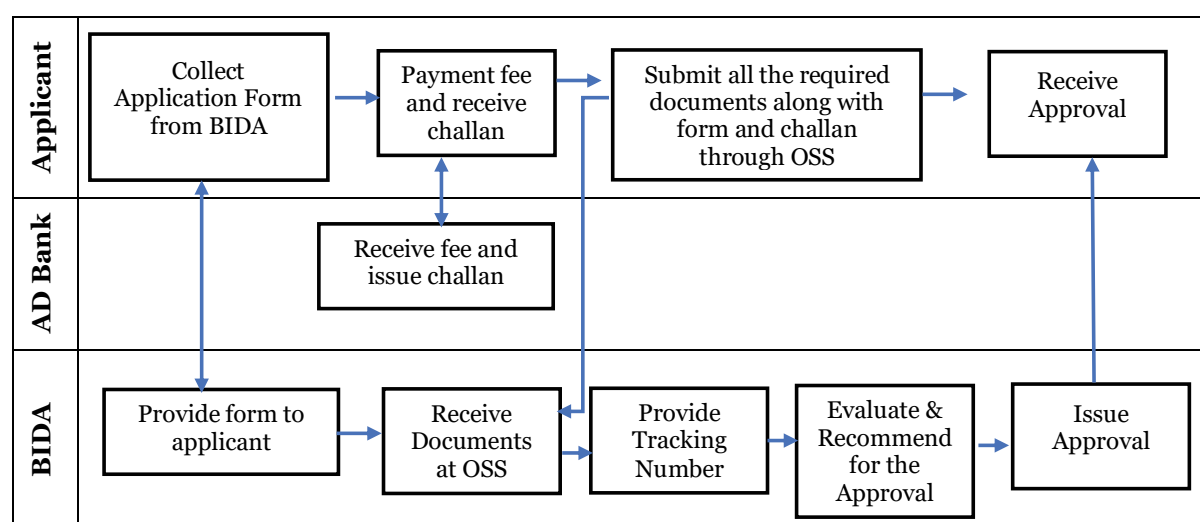
### Incumbent Office

Category	Approval
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	BIDA

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Attested Copy
2. Trade License	Attested Copy
3. Certificate of Incorporation along with Memorandum of Association (MOA)	Attested Copy
4. Partnership Deeds	Attested Copy
5. Deeds of the proposed land	Attested Copy
6. Project profile, if the total project cost exceeds BDT 100 million	Attested Copy
7. Background of the proprietors in officials letter head pad	Attested Copy
8. Pay Order/Bank Order for applicable registration fee in favor of Executive Chairman and Member Secretary of BOI	Attested Copy
9. TIN Certificate	Attested Copy
10. VAT Certificate	Attested Copy
11. Other Documents (based on requirement)	Attested Copy

### Process Map



### Time:

- 15-30 Official Days

**Cost/Fee:**

<b>Registration fee for Local Investment</b>		<b>Registration fee for Foreign Investment</b>	
<b>Amount (BDT)</b>	<b>Required Fee (BDT)</b>	<b>Amount (BDT)</b>	<b>Required Fee (BDT)</b>
Up to 1 crore	5000	Up to 10 Crore	5000
10-25 Crore	10000	10-25 Crore	10000
25-50 Crore	25000	25-50 Crore	25000
50-100 Crore	50000	50- Over 100 Crore	50000
Over 100 Crore	100000		



## q. Timber/Forest Items Collection Permit

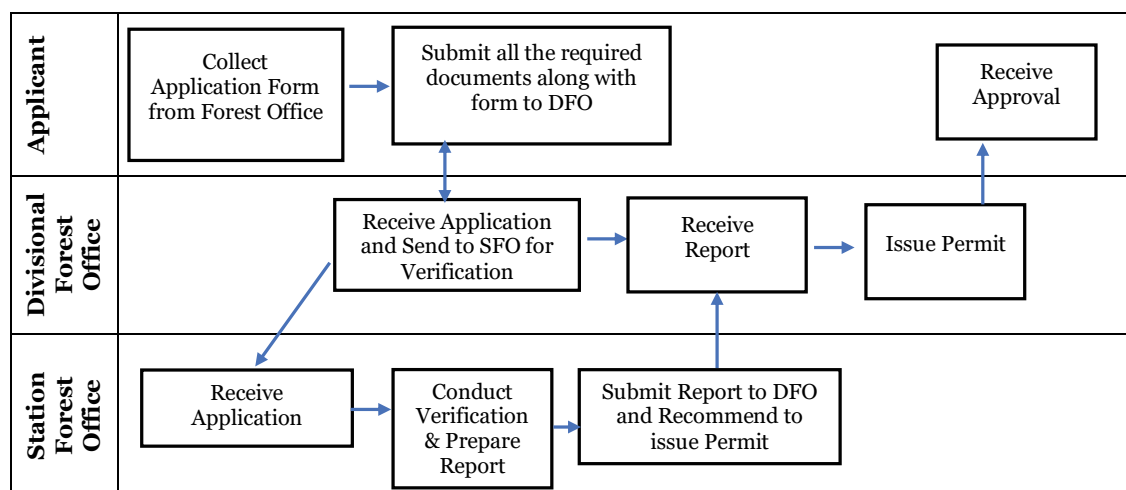
### Incumbent Office

Category	Permit
Renewal Frequency of the License	—
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Land Khajna Chalan	Attested Copy
3. Route of Transportation	Attested Copy
4. Administrative Report by Forest Station Officer	Attested Copy
5. Amount/Volume of Items	Attested Copy
6. Ownership Certificate (Dolil) of Land	Attested Copy
7. Land Survey Copy	Attested Copy
8. 4 Copies of Passport Size Photo	Attested Copy
9. NID	Attested Copy

### Process Map



### Time:

- 30 Official Days

### Cost/Fee:

- No Fee

- Source: Forest Items Transport (Control) Rules 2011

## r. Timber/Forest Items Transport Permit

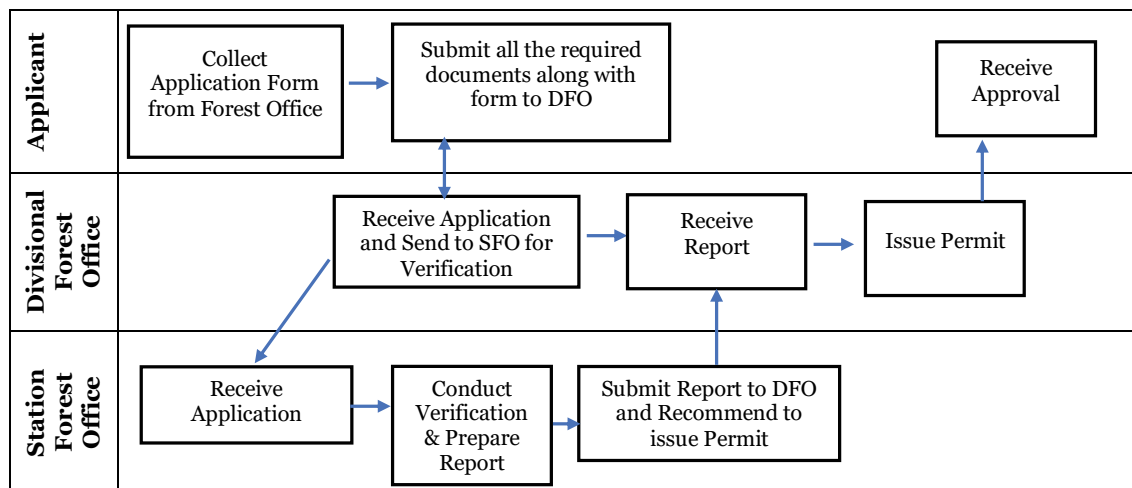
### Incumbent Office

Category	Permit
Renewal Frequency of the License	—
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Land Khajna Chalan	Attested Copy
3. Route of Transportation	Attested Copy
4. Administrative Report by Forest Station Officer	Attested Copy
5. Amount/Volume of Items	Attested Copy
6. Ownership Certificate (Dolil) of Land	Attested Copy
7. Land Survey Copy	Attested Copy
8. 4 Copies of Passport Size Photo	Attested Copy
9. NID	Attested Copy

### Process Map



### Time:

- 30 Official Days

### Cost/Fee:

- No Fee

- Source: Forest Items Transport (Control) Rules 2011

## s. Registration of Ownership Hammer

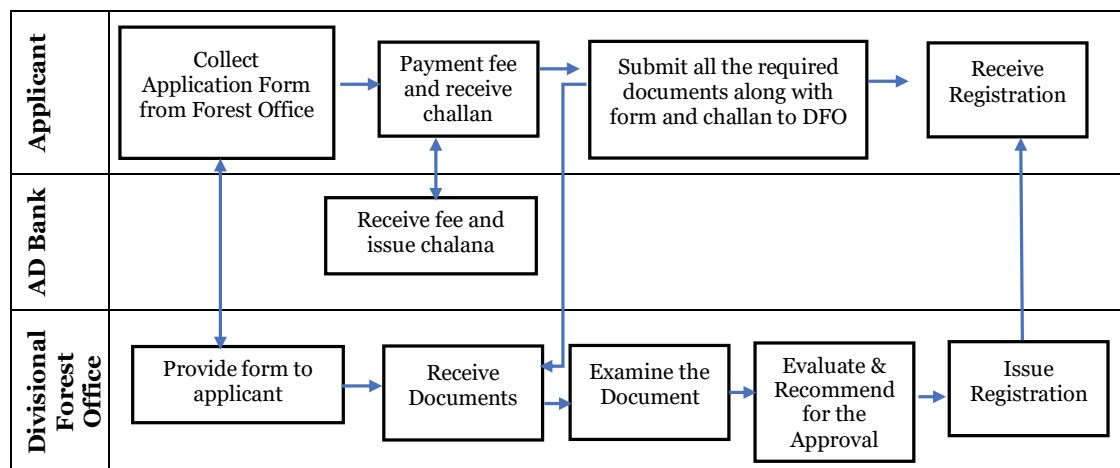
### Incumbent Office

Category	Registration
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Detail of the Applicant	Attested Copy
3. Previous Registration	Attested Copy
4. Chalan of Fees	Attested Copy
5. NID	Attested Copy
6. Sample of Hammer	Attested Copy

### Process Map



### Time:

- 30 Official Days

### Cost/Fee:

New Issuance Fee	BDT 200
Renewal Fee	BDT 100

Source: Forest Items Transport (Control) Rules 2011

## t. Registration for Storing Forest Items

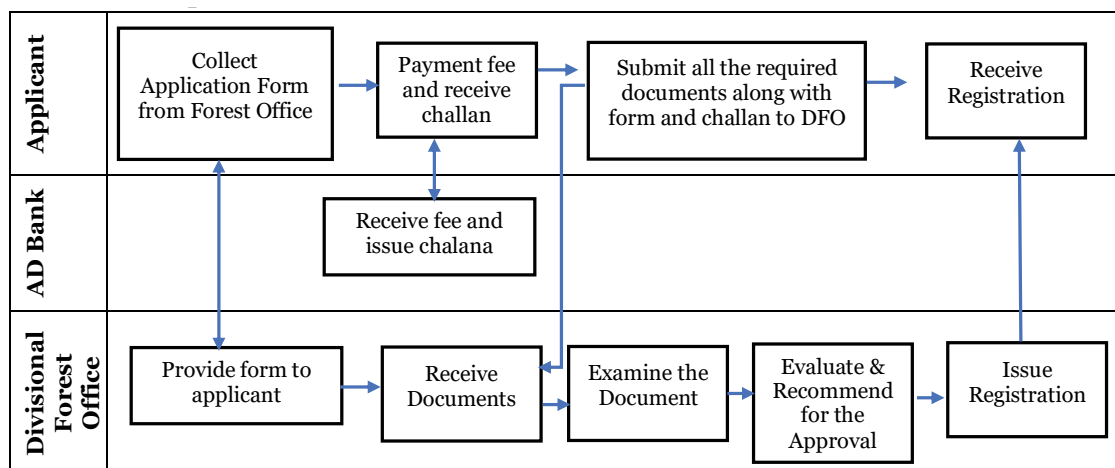
### Incumbent Office

Category	Registration
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Detail of the Applicant	Attested Copy
3. Previous Registration	Attested Copy
4. Chalan of Fees	Attested Copy
5. NID	Attested Copy
6. Sample of Hammer	Attested Copy

### Process Map



### Time:

- 45 Official Days

### Cost/Fee:

Caution Money	BDT 10,000
New Issuance Fee	BDT 1,000
Renewal Fee	BDT 500

Source: Forest Items Transport (Control) Rules 2011

## u. License for Veneer Factory

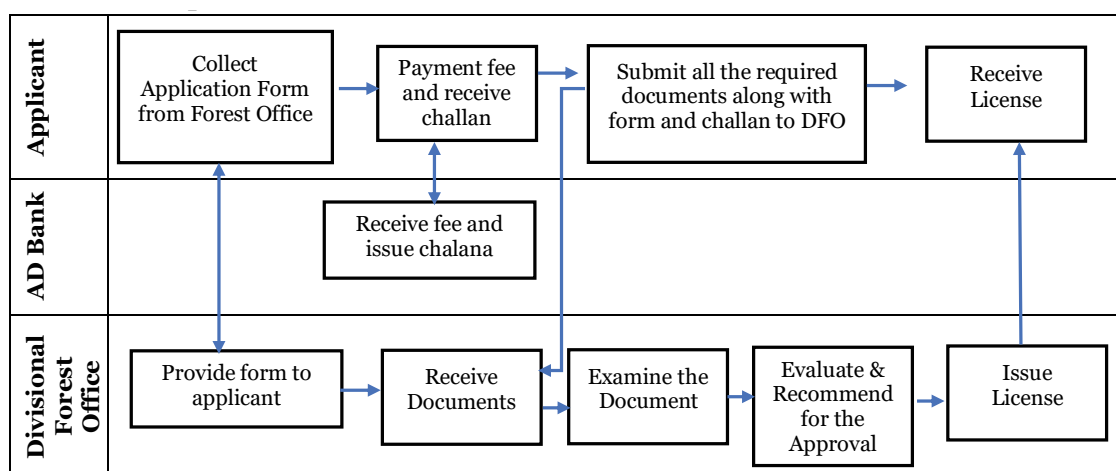
### Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Details of the Applicant	Attested Copy
3. Details of Forest Items	Attested Copy
4. No. of Employees	Attested Copy
5. Investment Amount	Attested Copy
6. Chalan of Fees	Attested Copy

### Process Map



### Time:

- 60 Official Days

### Cost/Fee:

New Issuance Fee	BDT 5,000
Renewal Fee	BDT 1,000

Source: Forest Items Transport (Control) Rules 2011

## v. License for Furniture Mart

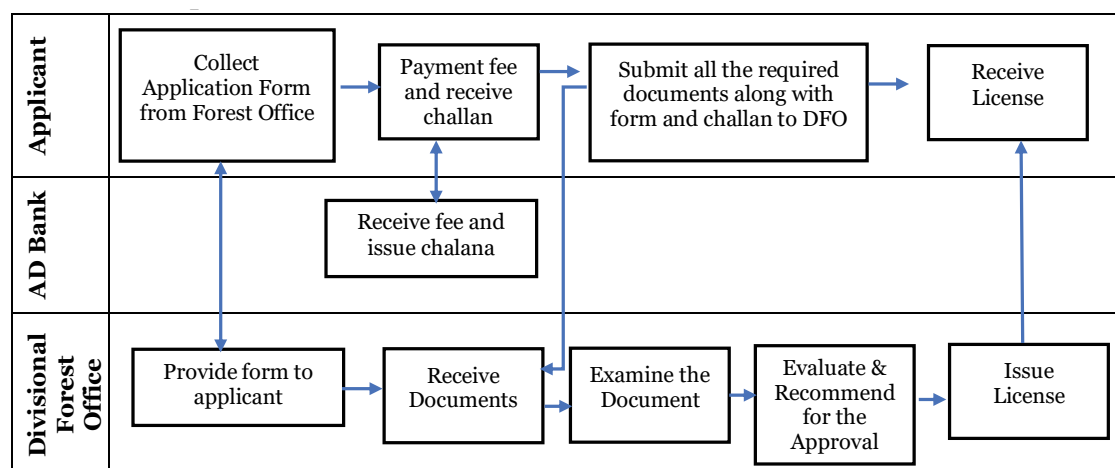
### Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Details of the Applicant	Attested Copy
3. Details of Forest Items	Attested Copy
4. No. of Employees	Attested Copy
5. Investment Amount	Attested Copy
6. Chalan of Fees	Attested Copy

### Process Map



### Time:

- 60 Official Days

### Cost/Fee:

<b>New Issuance Fee</b>	BDT 1,000
<b>Renewal Fee</b>	BDT 200

Source: Forest Items Transport (Control) Rules 2011

## w. License for Timber Processing Unit

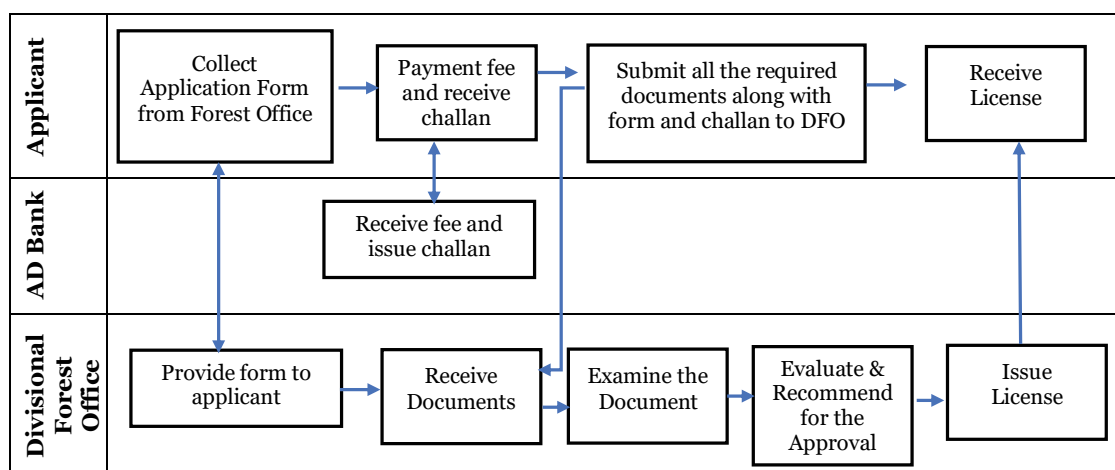
### Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Divisional Forest Office, Department of Forest, Ministry of Environment, Forest and Climate Change

### Required Documents – Fresh Issuance

Required Documents	Remarks
1. Application in duly filled in prescribed form	Original Copy
2. Details of the Applicant	Attested Copy
3. Details of Forest Items	Attested Copy
4. No. of Employees	Attested Copy
5. Investment Amount	Attested Copy
6. Chalan of Fees	Attested Copy

### Process Map



### Time:

- 60 Official Days

### Cost/Fee:

New Issuance Fee	BDT 1,000
Renewal Fee	BDT 200

Source: Forest Items Transport (Control) Rules 2011