

# BUSINESS JOURNEY MAP OF

# Agriculture and Agro- Processing Industry in Bangladesh



# Business Journey Map of Agriculture & Agro-Processing Industry in Bangladesh

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### 1.1 Background of the Study

Agriculture has been treated as the basic backbone of the nation as it ensures food security and employment. Moreover, this cross-cutting sector is directly linked to national peace and prosperity. Once the contribution of agriculture sector to GDP was more than 80% and the sector created 85% of national employment generation. Because of the emerge of the industrialization and increase of domestic and export market demand, agro processing industry has been evolved globally. Bangladesh is trying to increase market share in export market by expanding this sector. Government is very much willing to support the primary agriculture sector and the agro-processing sector by providing policy, fiscal and monetary assistance as per requirement.

By addressing the potentials of the agriculture and agro-processing sector along with the existing constraints that are creating hindrances in this sector, the government has aimed to organize an interactive stakeholder's session/workshop with the participation of agro sector to have their voice to make a suitable business environment both for the local and domestic entrepreneurs.

### 1.2 Structure 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 April 24, 2022 with the participation of stakeholders from Agriculture and Agro-Processing Industries 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 Study

1. To portray the sector overview as well as local and foreign market demand of agricultural and agro-processing items,
2. To design the Business Journey Map of Agriculture and Agro-Processing Bangladesh,
3. To identify the G2B Services required to conduct Agriculture and Agro-Processing Industries business 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**

BIDA pointed out that the agriculture sector employs around 40.6% of the labor force and contributes 14.23% to GDP. The agro-food processing industry now contributes about 1.7 percent to GDP and employs about 250,000 people. Its share of total exports now stands at around 3.5 percent. Export earnings from this sector was \$1162 mn in FY 2021-22. National peace and food security are directly linked with the agriculture sector. Simultaneously, the agriculture and agro-processing sectors have been treated as promising export-earning sectors. To mitigate the pain points of this sector, the government has included this sector in the BJM program to upgrade this to the next level.

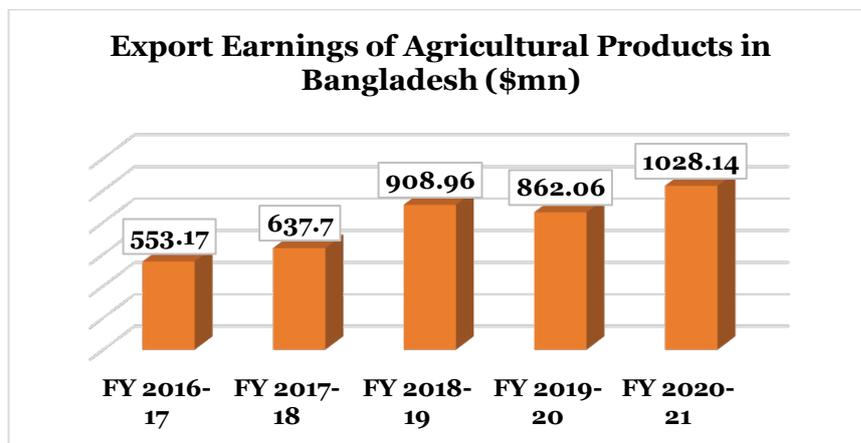
## Chapter 2: Business Journey Map of Agriculture & Agro-Processing Industry in Bangladesh

### 2.1 Industry Overview

Bangladesh is an agrarian country with a tropical climate perfectly suitable for the production of a variety of crops, fruits & vegetables, livestock and fisheries and a promising Agro and Food-Processing industry. The agriculture sector employs around 40.6% of the labor force and contributes 14.23% to GDP. The agricultural products industry now contributes about 1.7 per cent to GDP and employs about 37.35% of total employment (ILO). Its share of total exports now stands at around 2.65 per cent in FY 2020-21.

Bangladesh exports more than 700 items, including 63 basic processed agro products, most of which are cereal grains, frozen fish, processed meat, tea, vegetables, tobacco, cut flower, fruits, spices, dry food and other processed agricultural products including livestock, poultry and fish feed, to more than 140 countries, the document mentioned.

At present, Bangladeshi firms export processed food to well over hundred countries, including the US, Canada, UK, Saudi Arabia, UAE, China, Japan, Middle East, Gulf and Australia. The products include among others spices, fruit juice, fruit drinks, biscuits, processed nuts, potato chips, potato flakes and pickles.



In FY 2020-21, the agro sector realized export earnings worth \$ 1.02 billion which made this sector as the second largest export earnings sector. Currently, more or less 90 processed agro items are enjoying export subsidies under existing 20 categories.

Primarily, Bangladeshi migrants are the main consumers of these products, and with more and more quality products made available to them, their preference for home-grown products are very likely to increase.

#### Global Ranking of BD Agriculture Sector

- 2nd largest producer of jackfruit
- 9th largest mango producer
- 8th largest producer of guava
- 8th largest potato producer
- 10th largest chili producer
- 12th largest cattle inventory producer
- 3rd largest producer of tomato in South Asia
- Top 10 fruit producer

Domestic market for agro-processed products is also growing as people are getting increasingly inclined to ready-to-cook and ready-to-eat food items. The domestic market size of packaged food was about 5.2 billion in 2018 and is forecasted to reach 7.3 billion in 2023. In the packaged food market, edible oils, dairy products and snacks dominate in terms of sales value.

These products are expected to continue growing steadily by around 6 per cent per annum till 2023. Products that are expected to expand rapidly include processed fruits and vegetables, seafood, and meat, which are expected to grow by 8 per cent, 13 per cent, and 13 per cent per year respectively. Over the years, the export potential of organic products has grown exponentially due to the world becoming more health-conscious. Therefore, a number of courtesies export vegetables from Bangladesh, around over 40 different countries, as Bangladesh has the high export potential of organic products.

In Bangladesh, private consumption accounts for 77.17% of the GDP. <sup>83</sup> With a young demography, rising per capita income, urbanization and dual-income family, demand for packaged food is increasing at above GDP growth rate. Besides, an expanding middle income population, estimated to be growing at a rate of 10.5% per annum, and an increasing focus on health benefits is driving the demand for healthy food, while the demand for convenience food is being propelled by the busy lifestyles.

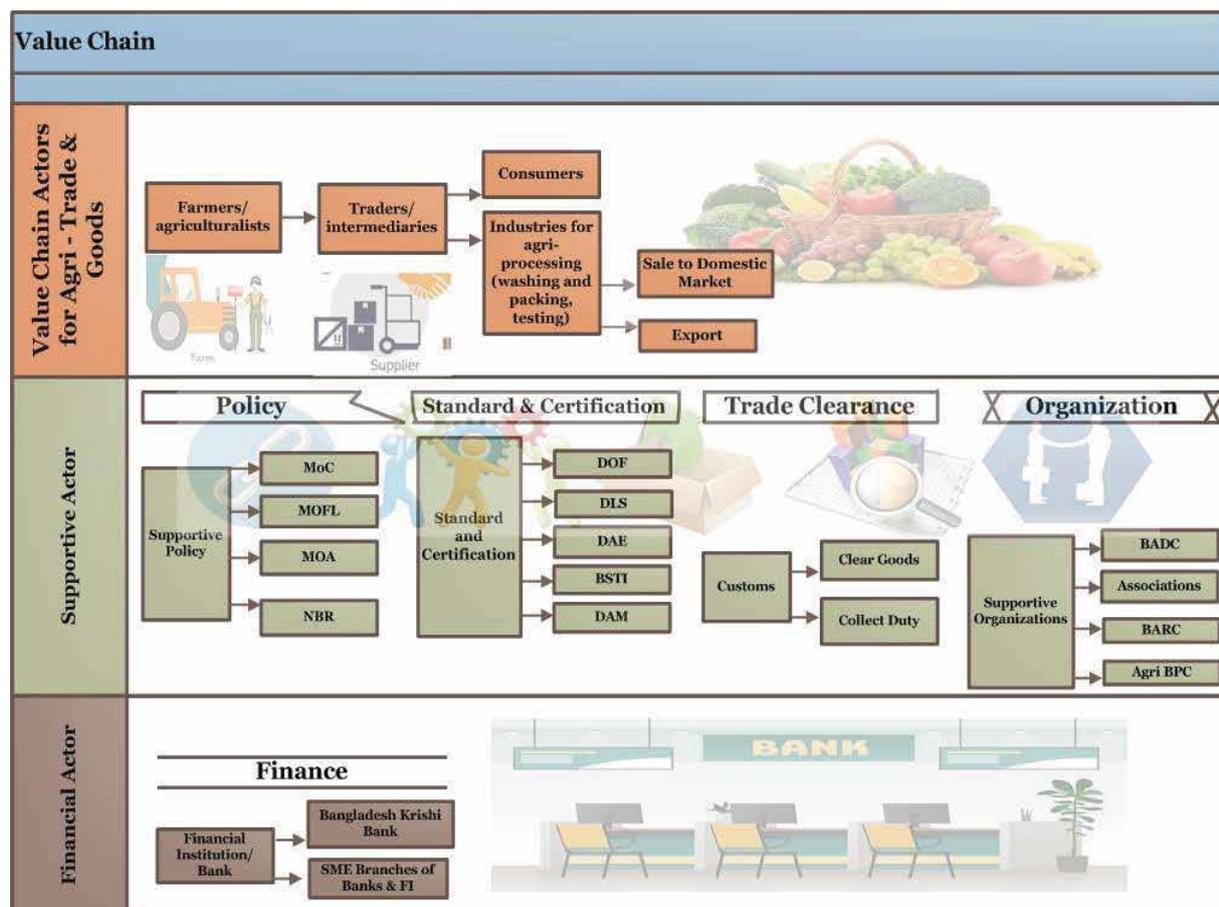
Most importantly, people's integration in an urban way of life leads to less time available to prepare traditional foods at home. Urban people benefit from the availability of stored, processed, easy-to-prepare or convenient foods in some form or other. In these contexts, the agro-processing sector of Bangladesh has prospects concerning both the domestic and the international markets. There are three vital reasons for brighter prospects in the agro-processing sector in Bangladesh.<sup>1</sup>

-  First, agro-processing in Bangladesh, compared with other manufacturing sub-sectors, enjoys a much higher value addition in the production process, given the domestic availability of raw materials.
-  Second, as the sector is expanding, there is a shortage of workers in packaging, temperature control and other technical works, which indicates that this sector enjoys the potential to absorb a large number of skilled and semi-skilled workers in the coming years. Moreover, this sector can generate employment for women, which can help enhance female labour market participation in Bangladesh.
-  Third, this sector has enormous potential for development through the forward and backward linkage industries.

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<sup>1</sup> Challenges of the agro-processing industry in Bangladesh (2022) by Dr Selim Raihan, Professor, Department of Economics, University of Dhaka

## 2.2 Agriculture Sector Value Chain and Key Players

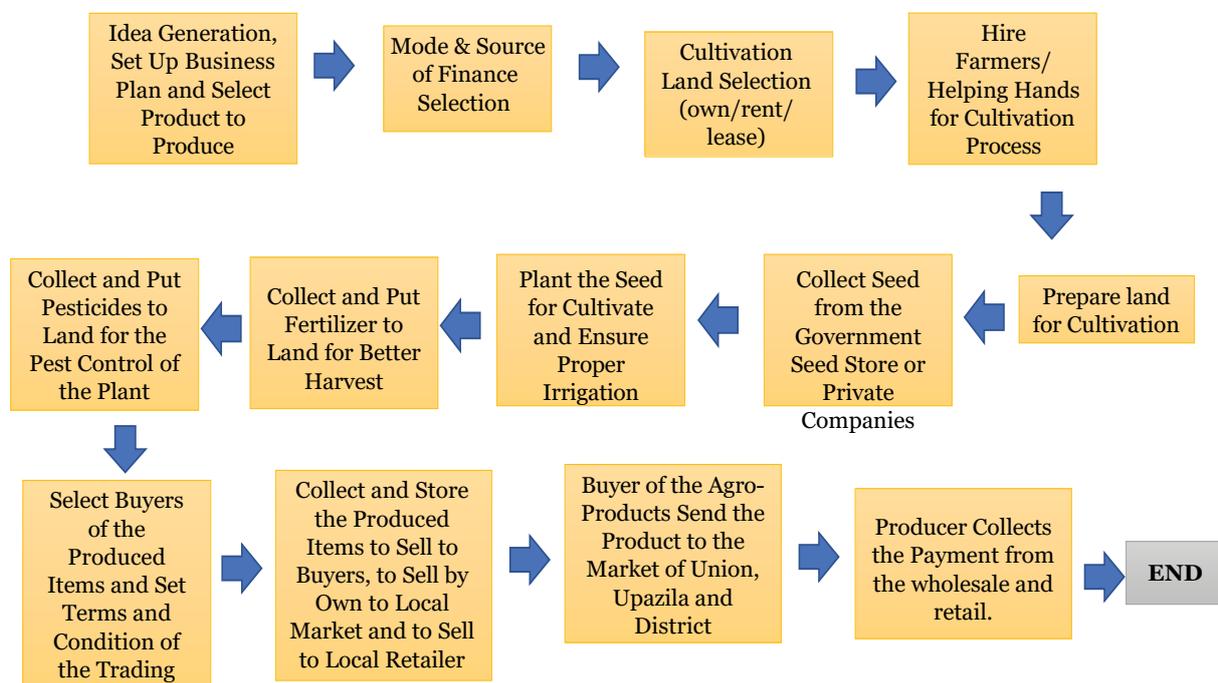


At present, there are 486 agro-processing manufacturers in the country; of which, 241 are exporters and 235 cater to the domestic market. Besides, number of local agricultural product producers, dealers, wholesalers, retailers, transporters, seasonal producers and traders etc. are too big in number to identify as more than 37 percent of total employed people are directly or indirectly linked with this sector. Players of agriculture and agro-processing industries are-

<ol style="list-style-type: none"> <li>1. Local agricultural product producer</li> <li>2. Local agro-processed item producer</li> <li>3. Contract farmers</li> <li>4. Export Oriented agro-processed items producers</li> <li>5. Agricultural product wholesaler</li> <li>6. Agricultural products retailer</li> <li>7. Seasonal agricultural items producer</li> <li>8. Seasonal agricultural items trader</li> <li>9. Seed Producer</li> <li>10. Seed Dealer</li> <li>11. Seed Wholesaler</li> </ol>	<ol style="list-style-type: none"> <li>12. Seed Retailer</li> <li>13. Seed Importer</li> <li>14. Fertilizer Producer</li> <li>15. Fertilizer Dealer</li> <li>16. Fertilizer Wholesaler</li> <li>17. Fertilizer Retailer</li> <li>18. Fertilizer Importer</li> <li>19. Pesticides Producer</li> <li>20. Pesticides Dealer</li> <li>21. Pesticides Wholesaler</li> <li>22. Pesticides Retailer</li> <li>23. Pesticides Importer, etc.</li> </ol>
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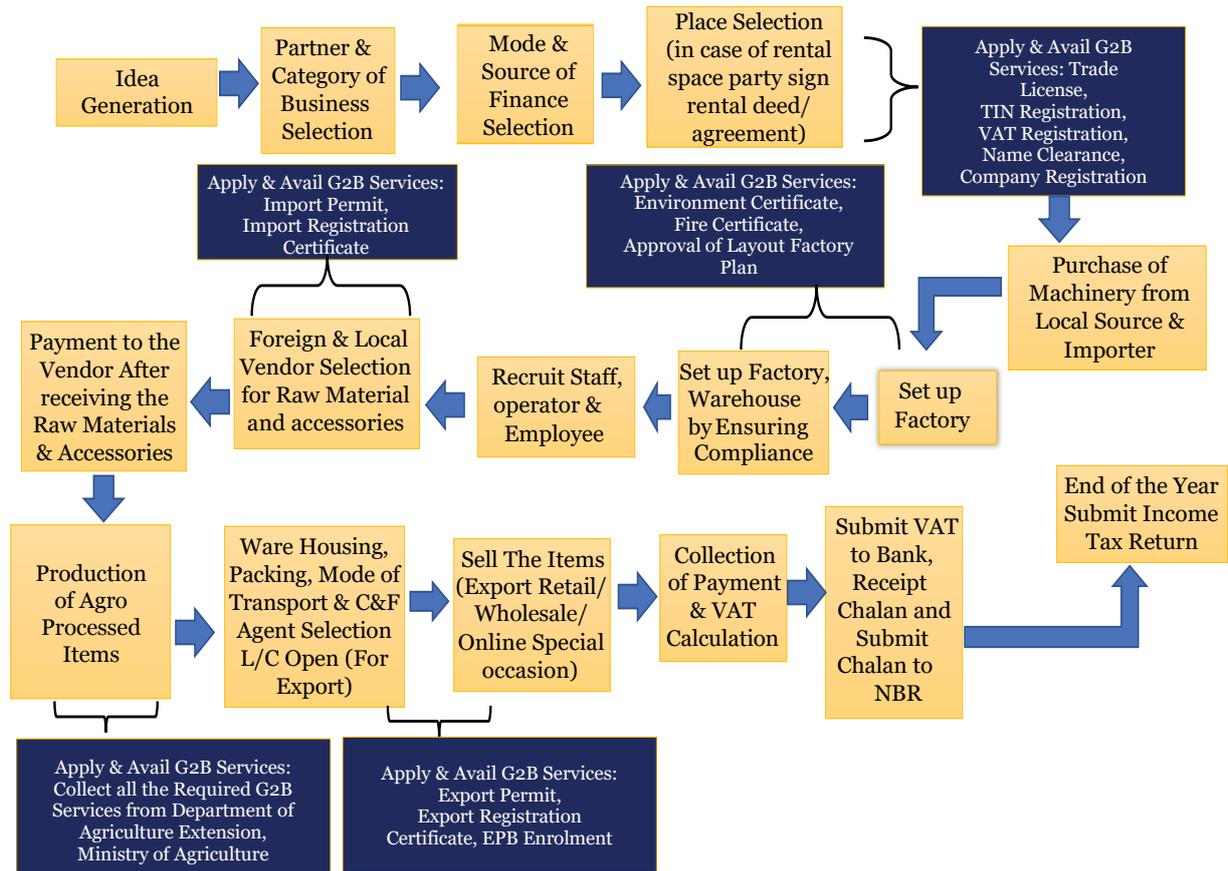
## 2.3 Business Journey Map of Agriculture and Agro Processing Industry in Bangladesh

### 2.3.1 Business Journey Map of Local Agricultural Items Producer (focused to supply products to Dhaka district)



**Note: Most of the local agricultural product producers do not avail any sort of G2B services to operate the business.**

## 2.3.2 Business Journey Map of Domestic and Export Oriented Agro-Processing Items Producing Industry



## 2.4 List of Required G2B Services to Operate Agriculture and Agro Processing Industry in Bangladesh

To operate a commercial agricultural production house or a domestic and export oriented agro-processing industry, entrepreneurs need to avail the following G2B services (license, permit, certificate, clearance, etc.) from designated government offices.

1. Trade License for Commercial Firm
2. Trade License for Manufacturing Firm
3. Approval of Layout Factory Plan and Registration
4. Name Clearance Certificate for Companies
5. Registration of (Private and Public) Company
6. TIN Certificate
7. VAT Certificate
8. Export Permit
9. Import Permit
10. Import Registration Certificate (IRC)
11. Export Registration Certificate (ERC)
12. Environment Certificate: Orange-A
13. Fire Safety Certificate
14. Import Permit for Phyto (Plant) Items
15. Phytosanitary (Plant Health) Certificate
16. Clearance Certificate of Phyto (Plant) Items
17. Anchoring Permit of Phyto (Plant) Items
18. Special Clearance Certificate for Phyto (Plant) Items
19. Certification of Mark (CM) Certificate
20. Registration of Product Packing
21. Health Certificate

**NOTE:** User Journey Maps of the above-listed G2B services are attached in **Annex**.

## Chapter 3: Pain Points Identification and Way Forward/Policy Advocacy for the Growth of Agriculture and Agro-Processing Industry in Bangladesh

Participants of the stakeholders' consultation session of the "Program on Business Journey Map of Agriculture and Agro-Processing Industry" pointed out the following pain points that create hindrance to the growth of this highly potential sector. Besides, policy advocacy and way forward to mitigate the constraints are also designed below-

No.	Pain Points	Way Forward
1.	Interest rates to avail loans from NGO, NBFI, and local lenders are very much higher than the AD Banks. On the other hand, Banks are not interested to provide loans to the agro producers of the SME sector.	Bangladesh Bank should come forward to monitor the activities of AD Banks to ensure proper disbursement of the agriculture loan. On the other hand, loan activities of NGOs, and NBFI should be monitored.
2.	Entrepreneurs of the agriculture and agro-processing industry are deprived of availing information on G2B services, government policy assistance, fiscal and monetary incentives, domestic and international market demand, product price, cross-border market, trading process, logistics and transport system, etc.	A dedicated website would be formed to provide all sorts of the required information to the entrepreneurs of the agriculture and agro-processing industry. Union Digital Centre could be a key play to disseminate the information as well as an information hub to assist the entrepreneurs with the desired information.
3.	There is lack of cold storage to store agro-products for the offseason.	Government and Bangladesh Cold Storage Association should work together ensure investment to establish cold storage nationwide as per requirement.
4.	Temperature Controlled Logistics System has not been established yet in Bangladesh.	Presently, IFC, World Bank is working with private sector to develop TCL System in Bangladesh. Ministry of Agriculture should play a potential role in this operation
5.	There is no legal obligation to formulate an agriculture insurance system in Bangladesh.	Agriculture insurance is a protection shield to cope up with any financial lose in cultivation stage. Ministry of Finance should play an important role to strengthen the capacity of insurance companies so that they would be able to extend their business operation in agriculture sector.
6.	Farmers are bound to use chemical fertilizer instead of organic fertilizer in some cases.	A proper combination of chemical and organic fertilizer should be set to use in the harvesting period.

<b>No.</b>	<b>Pain Points</b>	<b>Way Forward</b>
7.	Contact farming system is not popularized and developed yet.	Fiscal and monetary incentives would be offered to agro-processing companies to engage in contract farming. This will help the farmers to get proper price of the product.
8.	There is the existence of third-party middlemen and syndicates in this sector. Such middlemen gain huge profits by depriving the actual stakeholders of the agro sector.	A monitoring cell should be formed to protect the right of farmers as well as mitigate the illegal unhealthy existence of the third party in the agri-marketing process.
9.	Compliance with SPS standards, especially in high-end destination markets, such as in the EU and the US, remains a challenge for many Bangladeshi agro-processing exporters. For SMEs in particular, the burden is much higher.	Department of Agriculture Extension should simplify the SPS process along with other G2B services provided from their end to assist the agriculture industry of Bangladesh. One-stop service of DAE should be formed at the every air, sea and land ports.
10.	High transport costs, resulting from road congestion and transportation-related delays, affect business operations.	Ministry of Rail and Ministry of Road and Transport should work together to reduce the transport cost of agricultural products. A dedicated transport management system to ensure flawless transportation of agricultural should be developed.
11.	Lack of access to electricity is also a drawback to the sustainable agro-industrial development of the country. Despite the improvement in the availability of electricity in recent years, many firms, especially SMEs, still face problems related to accessing new connections to the power supply and accessing quality power.	Agriculture and Agro-processing Industry should get the priority to have the quick permission of electricity connection. Ministry of Agriculture and Ministry of Power and Energy may work in that respect.
12.	There are also problems related to poor air cargo management, inadequate cold storage and cold chain transportation facilities for vegetables and lack of processing unit near the airport.	Airport management system should be upgraded at the international level to provide services to agriculture and agro-processing sector while exporting and importing agro items.
13.	The agro-processing sector encounters problems at most of the processing stages. Problems exist from the cultivation of vegetables or crops to the packaging stage. At the primary level, farmers use too much pesticide and fertilizer.	A proper combination of chemical and organic fertilizer should be set to use in the harvesting period. DAE should come forward to monitor the overall pesticide and fertilizer management system in harvesting session.

<b>No.</b>	<b>Pain Points</b>	<b>Way Forward</b>
<b>14.</b>	Farmers' lack of knowledge on post-harvesting techniques also leads to a very high level of damage. At the packaging stage, exporters face challenges regarding buyers' differences in packaging requirements. Also, tariff rates on the import of packaging materials are high.	Ministry of Commerce, Ministry of Industries and Ministry of Agriculture should organize a Upazila wise training session to provide post harvesting management training to farmers to reduce the product damage.
<b>15.</b>	Access to finance is one of the most critical problems affecting supply and export responses. The problem is even worse for SMEs, including export-oriented ones.	Ministry of Finance, Ministry of Industries, Ministry of Commerce, BSCIC SME Foundation, Ministry of Agriculture and Bangladesh Bank may form a fund to provide loans at simplified ways to the agriculture sector.
<b>16.</b>	Although GoB's cash incentive plays a vital role in the export of agro-food processing products, exporters complain about difficulties in access to this subsidy due to bureaucratic and other procedural obstacles.	Bangladesh Bank should monitor the cash incentives disbursement process to mitigate any sort of difficulties in that process. On the other hand, the provision to cut tax at source from the cash incentives should be mitigated.

## Chapter 4: Concluding Remark

A harmonized balanced growth of the agriculture, service and manufacturing sectors is the key to ensure a sustainable economic prospect of a nation. Government has taken several initiatives to assist all the three sectors. To ensure food safety and security as well as to ensure decent employment especially for rural area, there is no alternative to utilize the agro land properly. Policy, monetary and fiscal assistance to agro sector will attract the foreign and domestic investors to invest in agriculture and agro-processing sectors. Government is very much keen to facilitate the expansion of agro sector along with its sub sectors through G2B service process simplification. It is high time to ensure a synchronization between the public and private sectors players to work together. To attain the SDGs, agriculture sector has been treated as one of the vital sectors to play role. All the trade bodies/associations/chambers related to agriculture and agro-processing industries should come under a single umbrella to raise and reach their voice to the government for the betterment of this sector. Such a joint initiative will lead to form a healthy business eco-system to practice.

## Annex-I: Participant List

1. Razia Sultana, Managing Director, Raiyan Agro Link
2. Mili Ahmed Shoma , proprietor/Owner, Malini Agro Enterprise
3. .Sadrul Alam, Proprietor, AR Fertilizer Limited
4. Md. Azad Hossain , Manager, Blessing Agrovet Ind. Ltd
5. Md. Sazzad Hossain Mithu , Head-of-Technical , Genetica Ind. Ltd.
6. Golam Azam Khan , Deputy General Manager, Khan Agriculture Products Ltd.
7. Bidhan Chandra Paul, Business Manager - Seeds, Bayer CropScience
8. A. B. Mohammed Ahsanul Haque ,Business Development Manager, Ingenious Crop Science LimitedKbd
9. Dr. Sultan Mahmud ,General Manager, NAAFCO Group
10. Md. Shadequr Rahman , Founder , Al- Maniu Agrovet
11. ABU NAYEM JEWEL, Founder CEO , Uran Agro
12. Kamrul Hasan Shimul , Founder , Taifa Expo
13. Nizamul Huda Khan , Owner , Girosto BD
14. MD. AHSAN HABIB, CEO, Green Fruits Agro
15. Md. Shuhanur Rahman , Founder & CEO , Noor Food Products
16. Md.Samim Hossain , Proprietor, Imam Corporation
17. Kbd. Hafez Ahmed , Product Executive , Square Pharmaceutical Ltd.
18. Md. Enamul Haque , Deputy Manager (Development) , Nokon Limited
19. Md. Ahsan Kabir , Regulatory Manager , Syngenta Bangladesh Ltd.
20. Md. Mustafijur Rahman , Senior Product Executive , Square Crop Care Division
21. Md Samsuddin, Managing director, Sunseed pesticides

## Annex-II: User Journey Map to Avail G2B Services for Agro Chemical Industry in Bangladesh

### 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

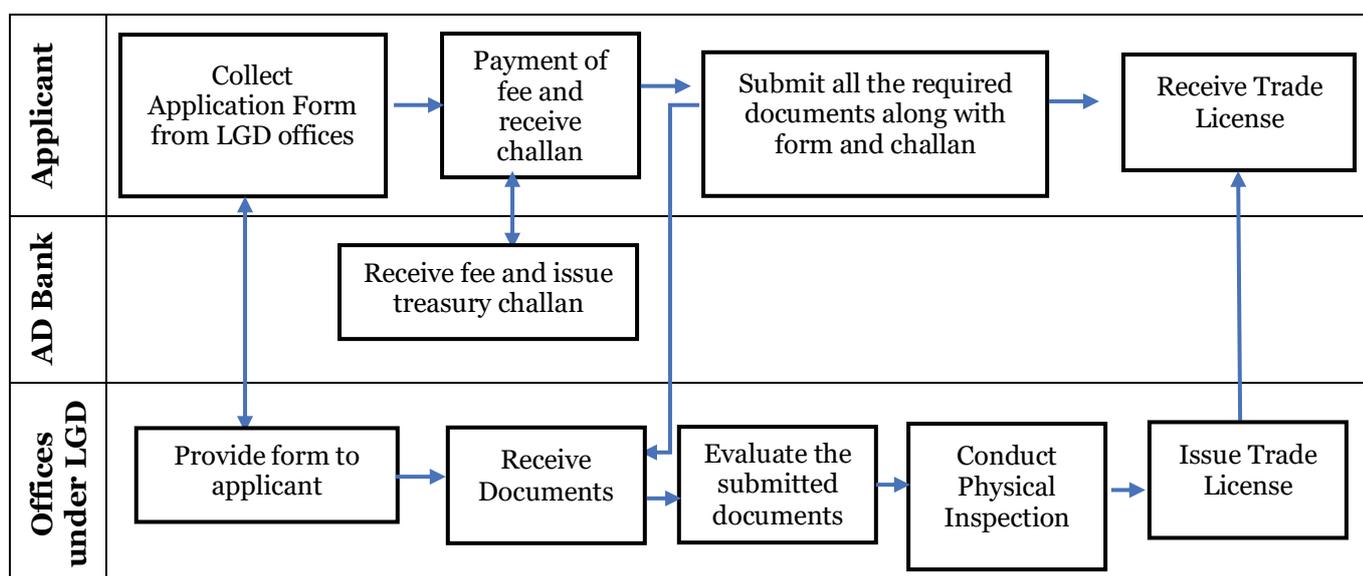
#### Required Documents – For Fresh Issues

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

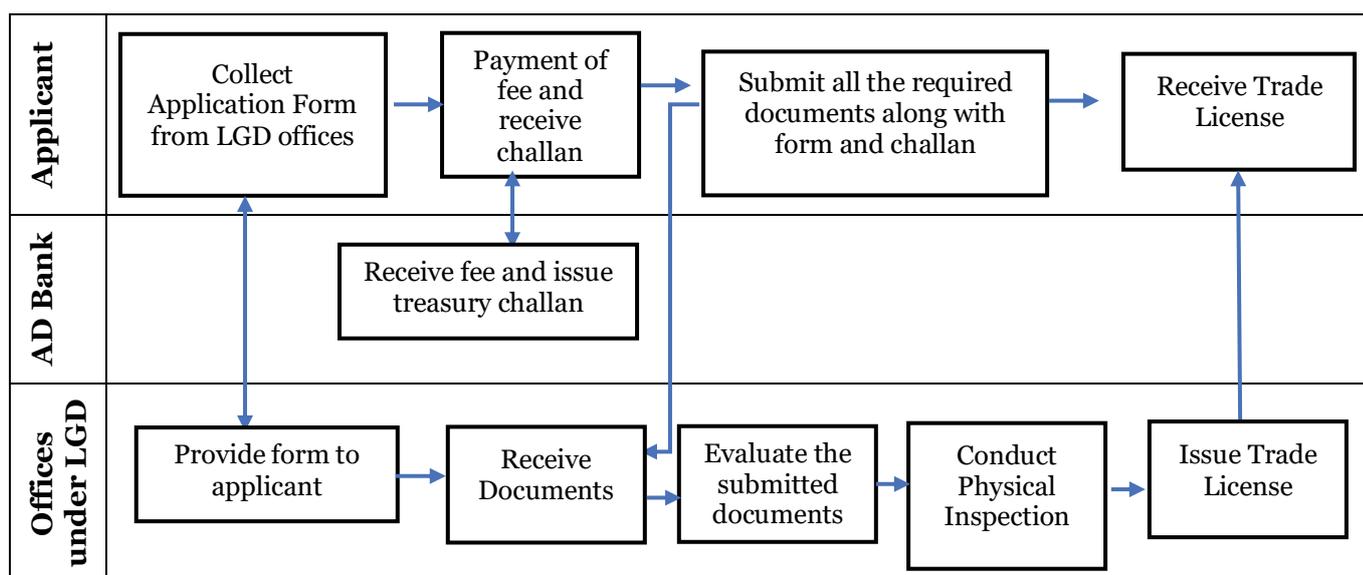
### Required Documents – For Fresh Issues

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

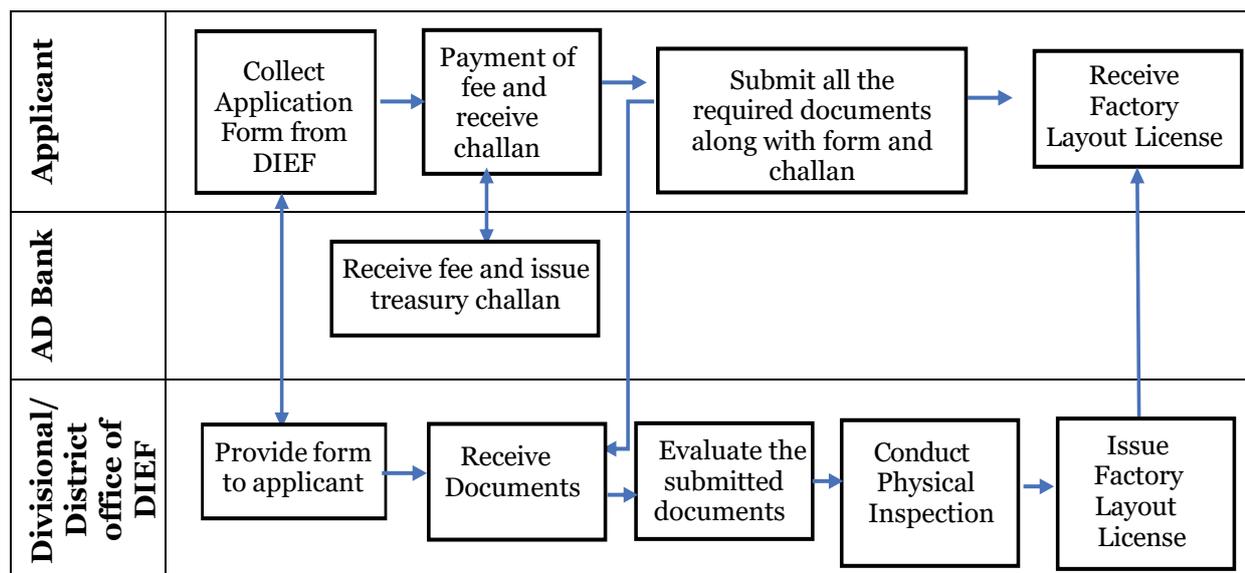
### Required Documents – For Fresh Issues

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

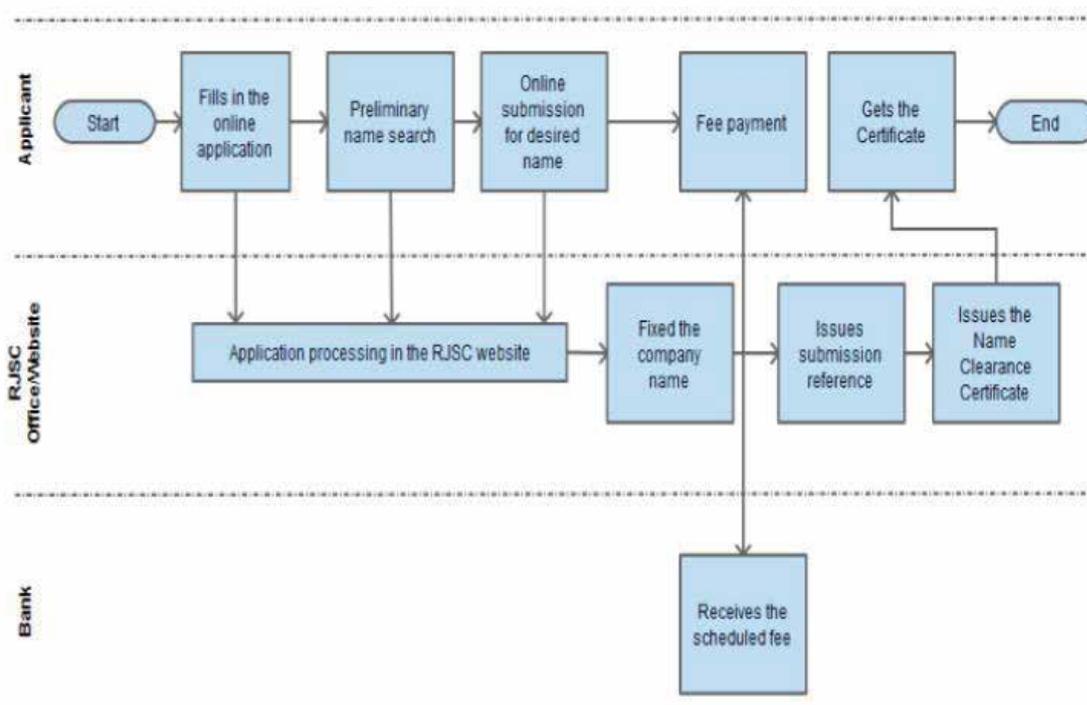
### Incumbent Office

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

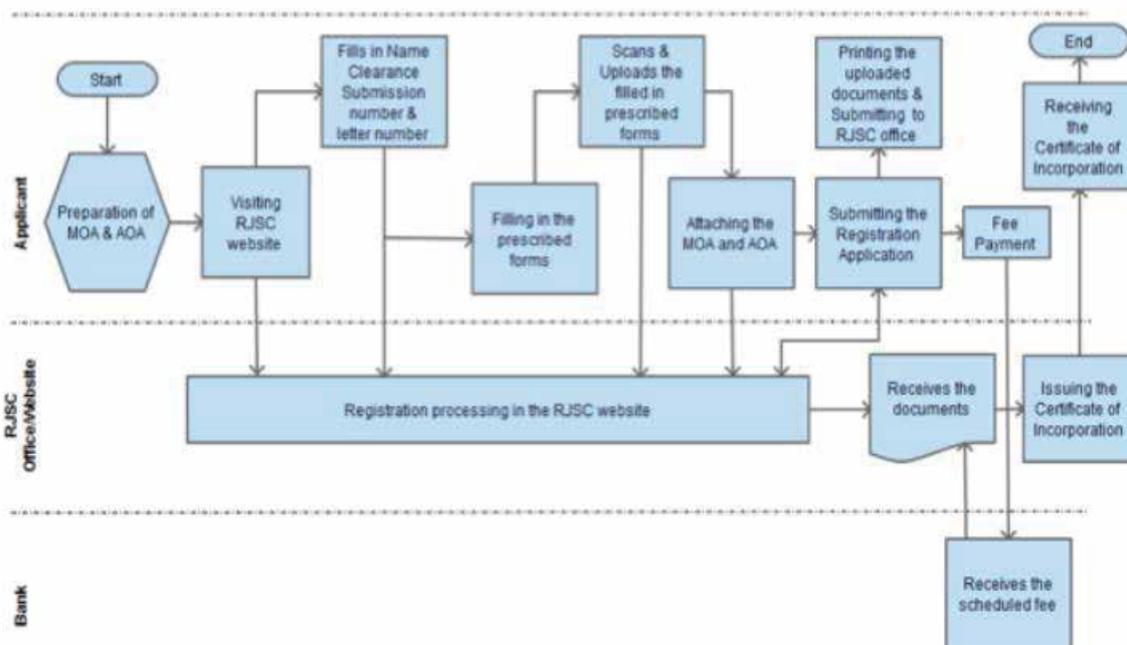
### Incumbent Office

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)

Stamp (BDT)

Up to 20,00,000.00

3,100.00

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

8,100.00

More than 6,00,00,000.00

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)

Fee (BDT)

Up to 20,000.00

360.00

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

180.00

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

45.00

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

24.00

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

45.00

## f. TIN Certificate

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Renewal is not required
Issuing Ministry/Agency	NBR, 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. NID	
4. Name of the authorized person	Managing Director/Chairman of the company

### Steps

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)

### 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. Export Permit

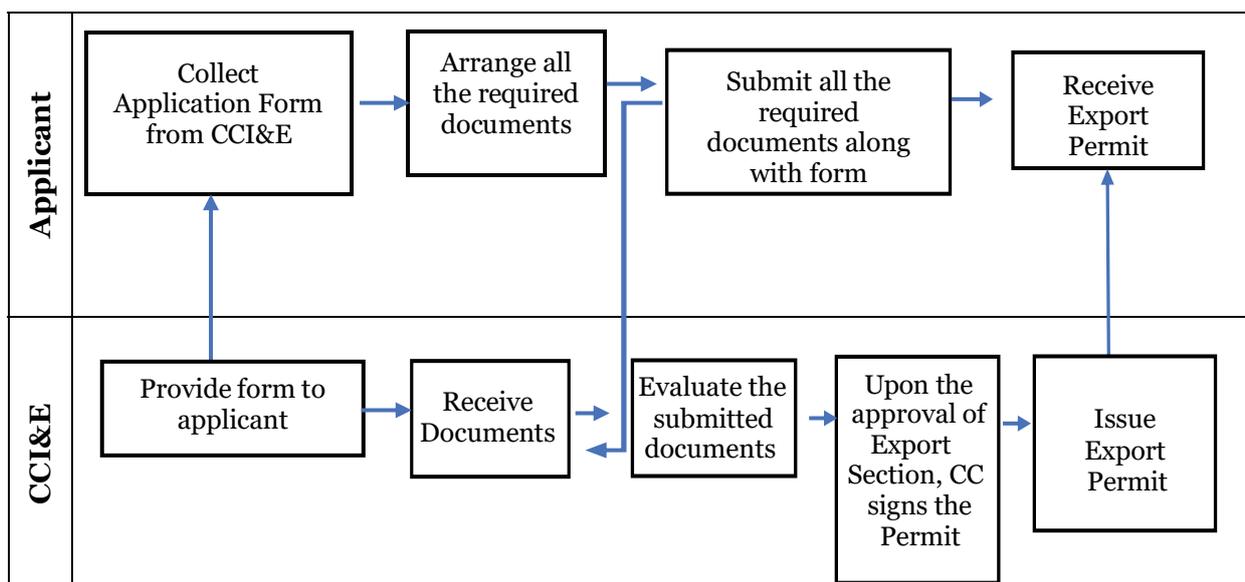
### Incumbent Office

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

## i. Import Permit

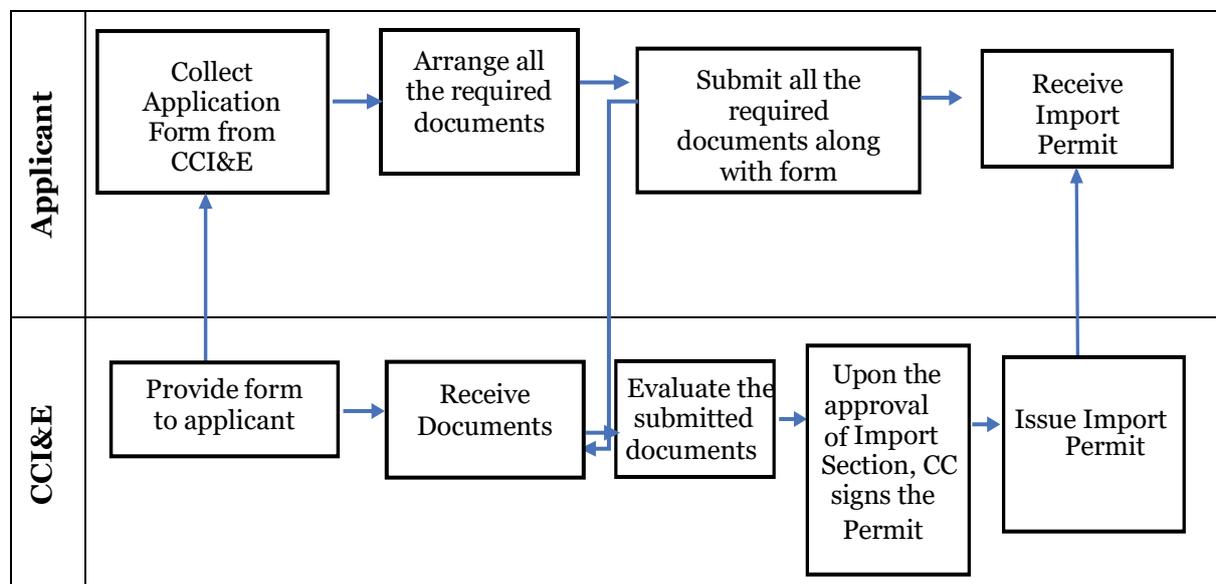
### Incumbent Office

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

## j. Import Registration Certificate (IRC)

### Incumbent Office

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

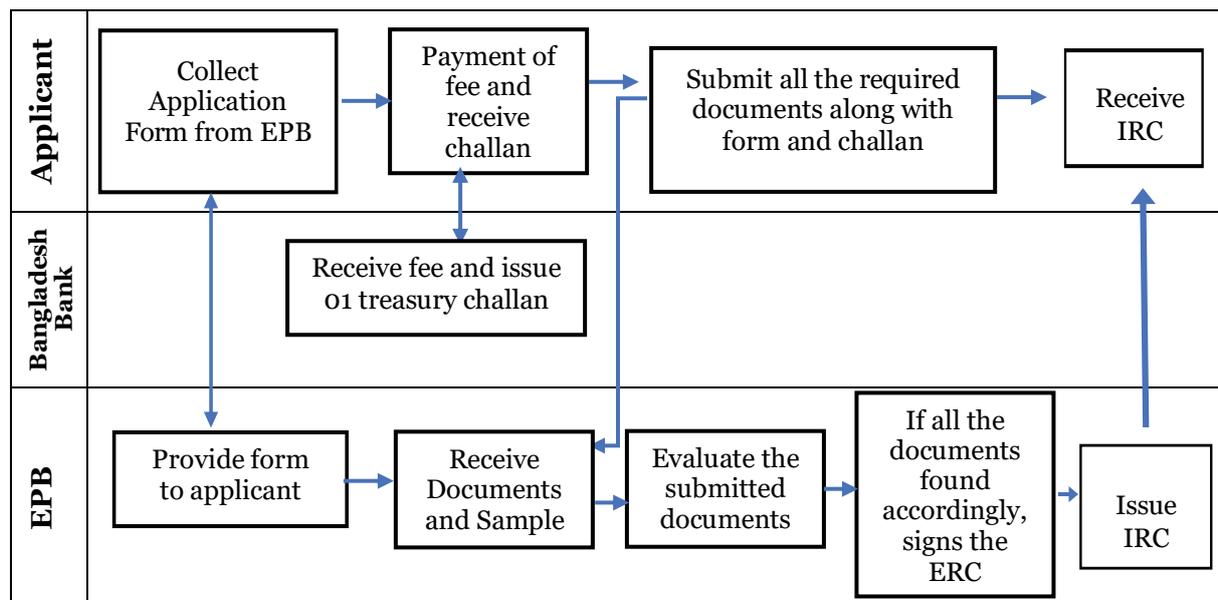
### Required Documents – Fresh Issuance

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

## k. Export Registration Certificate (ERC)

### Incumbent Office

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

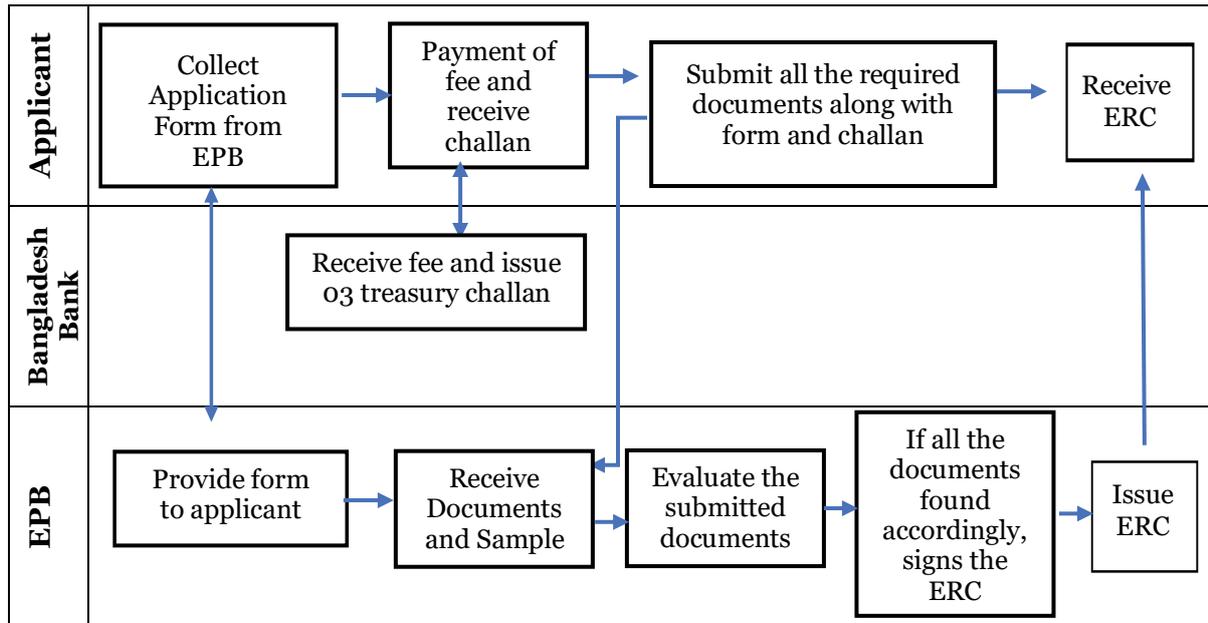
### Required Documents – Fresh Issuance

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. Environment Certificate: Orange-A

### Incumbent Office

Category	Certificate
Renewal Frequency of the License	Yearly
Issuing Ministry/Agency	Ministry of Environment & Forests

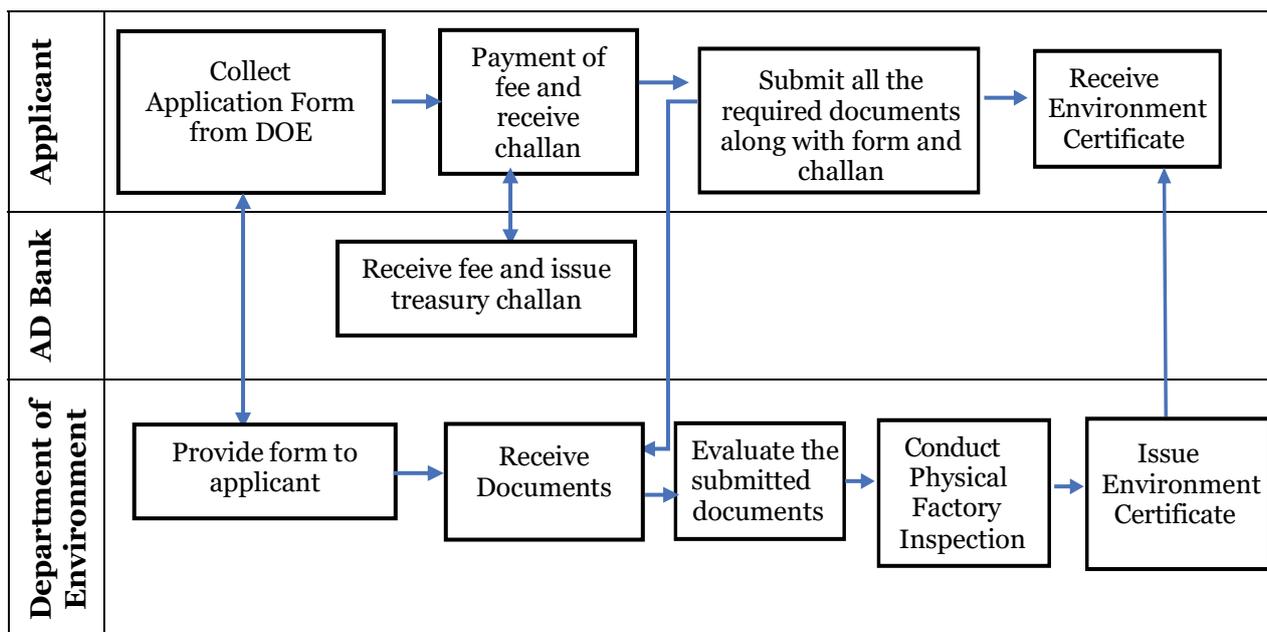
### Required Documents – For Fresh Issuance

Required Documents	Remarks
1. Application Form for Environmental Clearance Certificate (Form-3)	Main Copy
2. Project Profile/DPP/Feasibility Study Report/General Information	Attested Copy
3. Treasury Chalan	Main Copy
4. NOC from local Chairman/ Ward Commissioner	Attested Copy
5. Location Map and Layout of Plant/Factory	Attested Copy
6. Details of Product with Raw Materials and Process Flow Diagram	Attested Copy
7. Ownership Deed of the Plant	Attested Copy
8. Mouza Map/ Khotian and Land Stain of Project	Attested Copy
9. Trade License	Attested Copy
10. Ownership Deed of the Plant	Attested Copy
11. Waste management	Attested Copy
12. License/Opinion/NoC from concerned Government Authority	Attested 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- 15 days Environmental- 07 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 + 15% VAT

## m. Fire Safety Certificate

### Incumbent Office

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

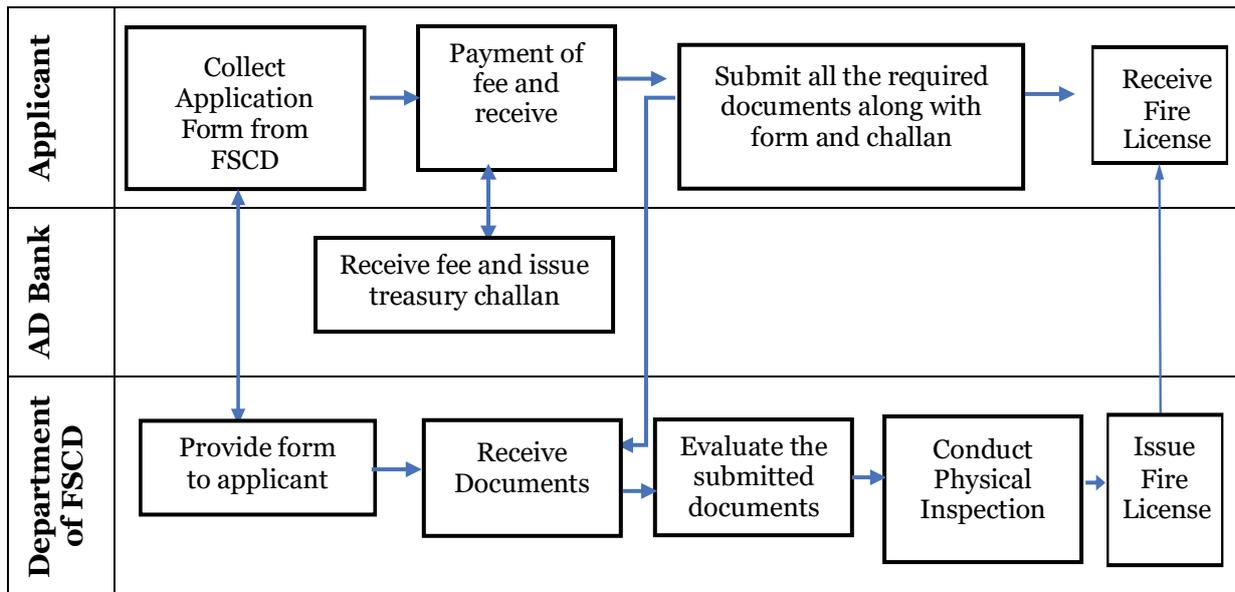
### Required Documents – For Fresh Issuance

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

## n. Import Permit for Phyto (Plant) Items

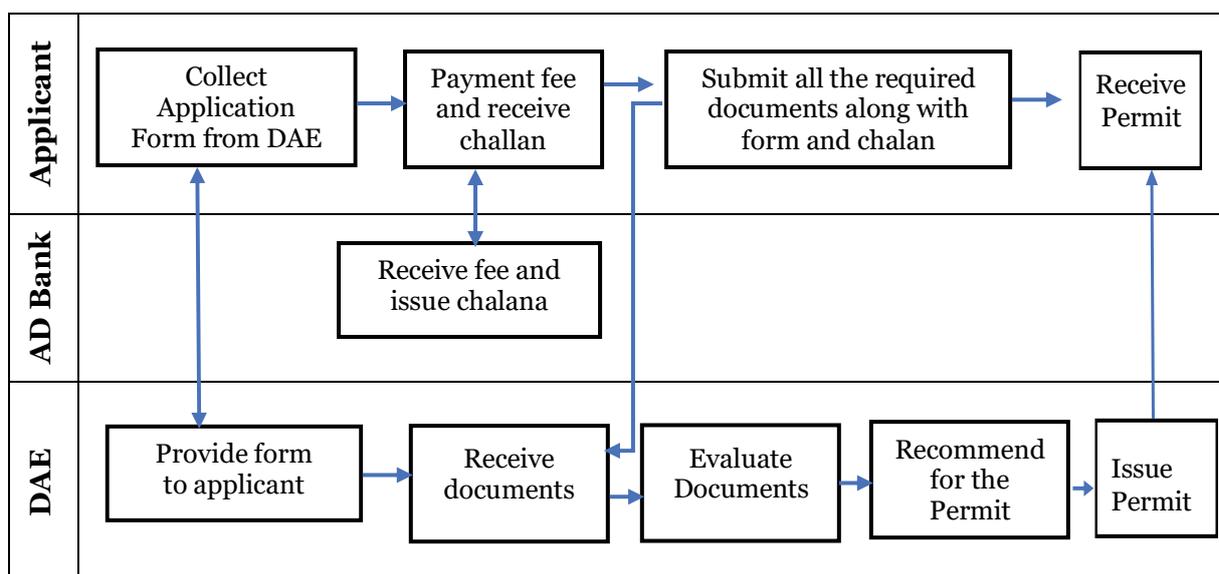
### Incumbent Office

Category	Permit
Renewal Frequency of the License	-
Issuing Ministry/Agency	Plant Quarantine Wing (Import), Department of Agriculture Extension, Ministry of Agriculture

### Required Documents – For Fresh Issuance

Required Documents	Remarks
Required Form	Original Copy
Trade License	Attested Copy
Import Registration Certificate	Attested Copy
VAT Certificate	Attested Copy
TIN Certificate	Attested Copy
Treasury Chalan	Original Copy
Registration Certificate from Ministry of Agriculture for Seed Import	Attested Copy

### Process Map



### Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
7 Days	-

### Fee Schedule:

- 1<sup>st</sup> 1000kg BDT 10
- For each 1000kg BDT 1

## o. Phytosanitary Certificate

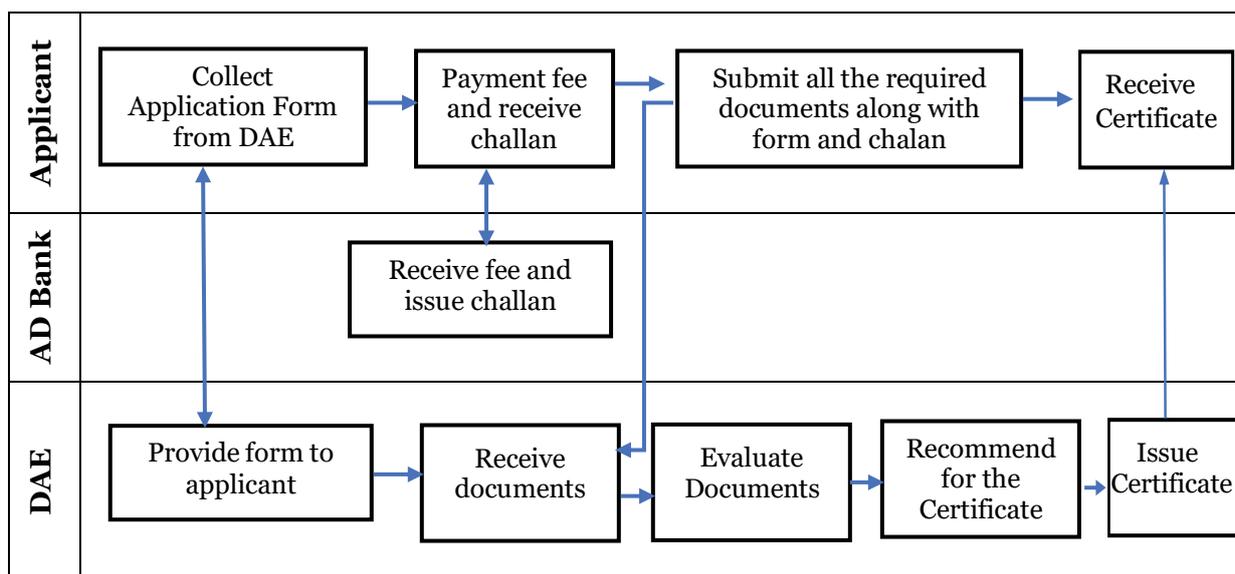
### Incumbent Office

Category	Certificate
Renewal Frequency of the License	-
Issuing Ministry/Agency	Plant Quarantine Wing (Export), Department of Agriculture Extension, Ministry of Agriculture

### Required Documents – For Fresh Issuance

Required Documents	Remarks
Required Form	Original Copy
Trade License	Attested Copy
Export Registration Certificate	Attested Copy
VAT Certificate	Attested Copy
TIN Certificate	Attested Copy
Treasury Chalan	Original Copy
Registration Certificate from Ministry of Agriculture for Seed Import	Attested Copy

### Process Map



### Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
3 Days	-

### Fee Schedule:

- BDT 50 for each 1000kg
- Fumigation Fee (if required)

## p. Clearance Certificate of Phyto (Plant) Items

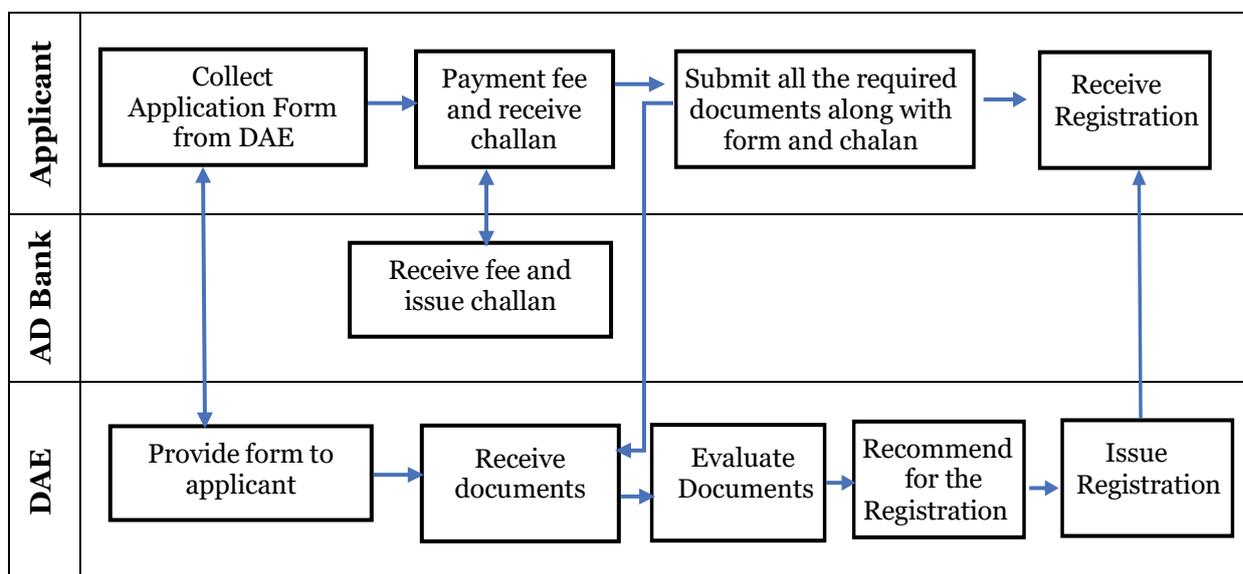
### Incumbent Office

Category	Certificate
Renewal Frequency of the License	-
Issuing Ministry/Agency	Plant Quarantine Wing, Department of Agriculture Extension, Ministry of Agriculture

### Required Documents – For Fresh Issuance

Required Documents	Remarks
Required Form	Original Copy
Phytosanitary certificate of Exporting Country	A copy
Import Registration Certificate	A copy
Phytosanitary certificate	A copy
In voice	A copy
Packing List	A copy
Bill of Lading	A copy

### Process Map



### Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
3 Days	-

### Fee Schedule:

Applicant will deposit fee set by the government through treasury challan based on the type of product.

## q. Anchoring Permit of Phyto Items

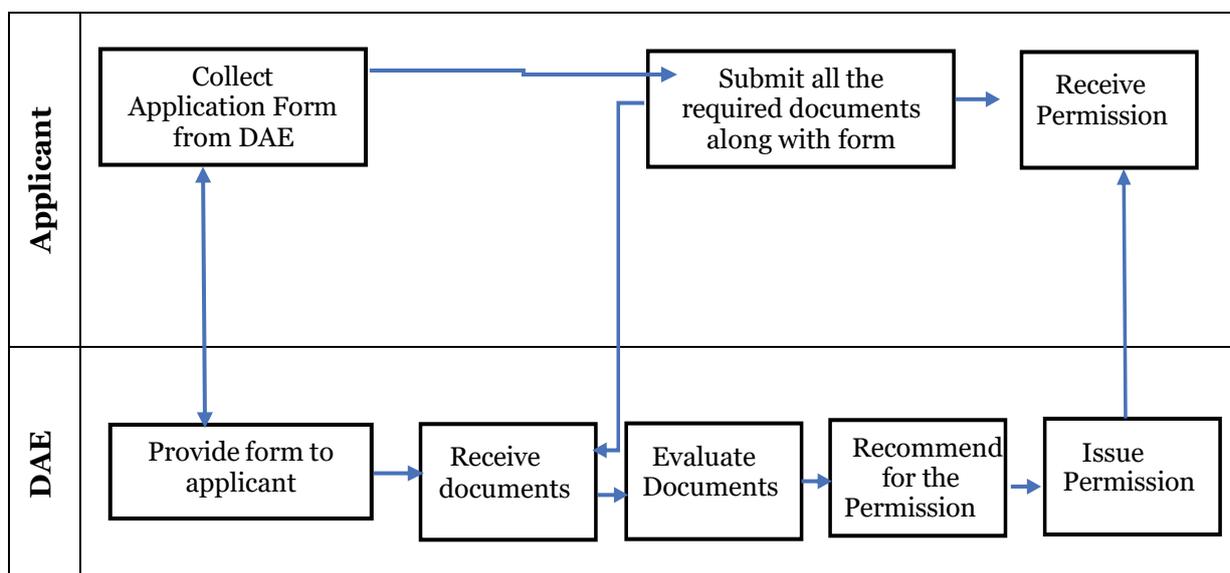
### Incumbent Office

Category	Permit
Renewal Frequency of the License	-
Issuing Ministry/Agency	Plant Quarantine Wing, Department of Agriculture Extension, Ministry of Agriculture

### Required Documents – For Fresh Issuance

Required Documents	Remarks
Required Form	Original Copy
Phytosanitary certificate of Exporting Country	A copy
Import Registration Certificate	A copy
Phytosanitary certificate	A copy
Airway Bill	A copy
Packing List	A copy
L/C	A copy
Certificate of Origin	A copy

### Process Map



### Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
3 Daya	-

Fee Schedule:  
Free of charge

## r. Special Clearance Certificate for Phyto Items

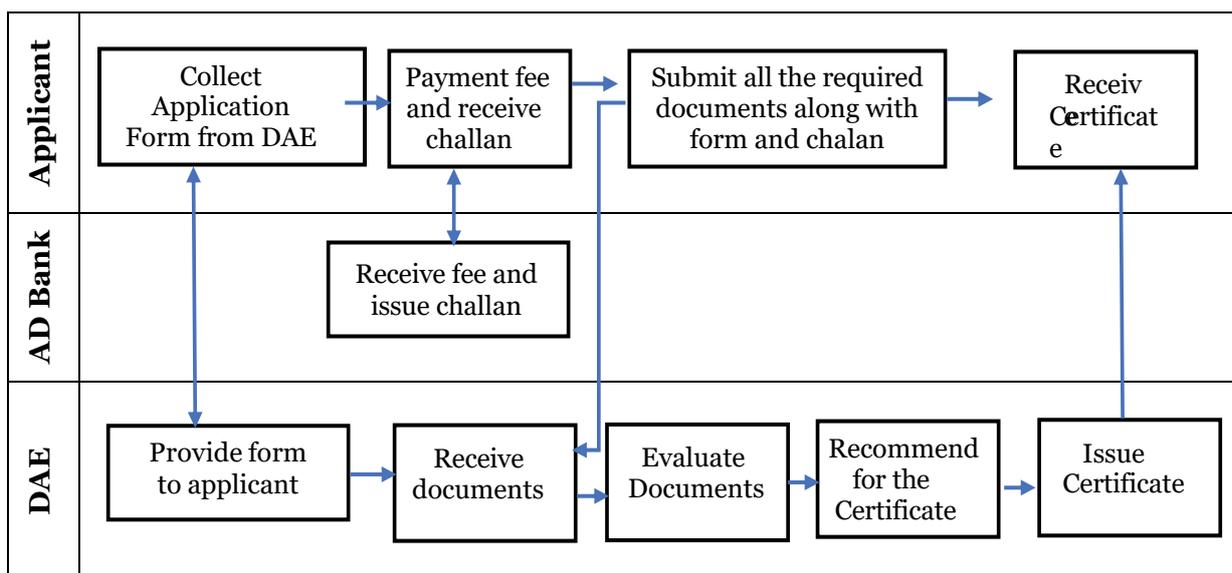
### Incumbent Office

Category	Certificate
Renewal Frequency of the License	-
Issuing Ministry/Agency	Plant Quarantine Wing, Department of Agriculture Extension, Ministry of Agriculture

### Required Documents – For Fresh Issuance

Required Documents	Remarks
Required Form	Original Copy
Phytosanitary certificate of Exporting Country	A copy
Import Registration Certificate	A copy
Phytosanitary certificate	A copy
Airway Bill	A copy
Packing List	A copy
L/C	A copy
Certificate of Origin	A copy

### Process Map



### Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
3 Days	-

### Fee Schedule:

Applicant will deposit fee set by the government through treasury challan based on the type of product.

## s. Certification of Mark (CM) Certificate

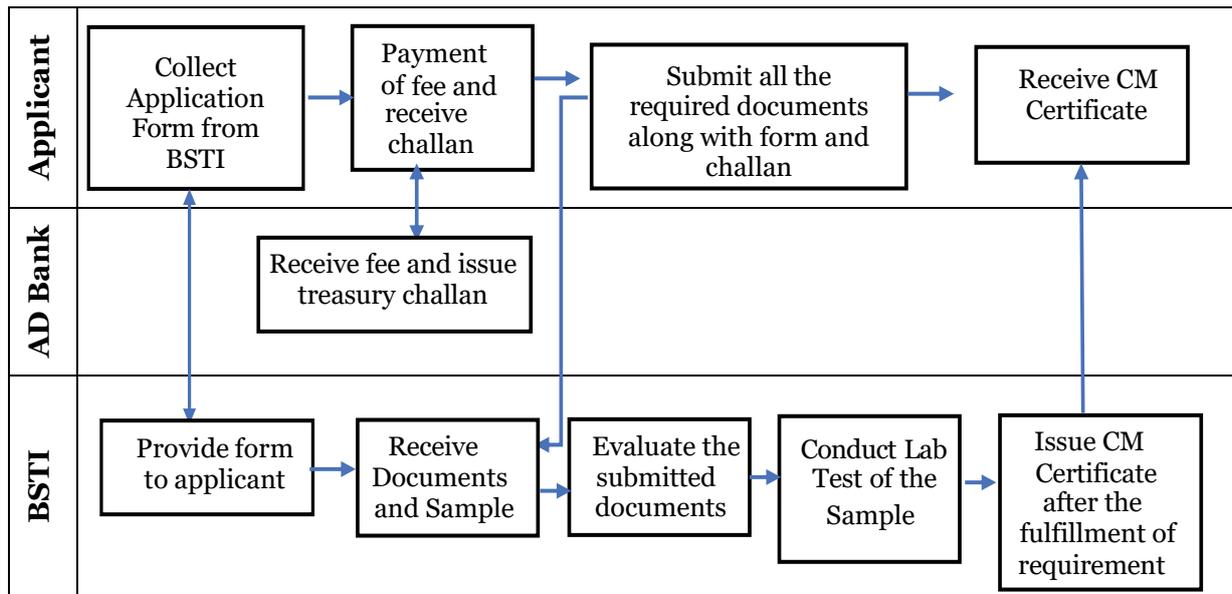
### Incumbent Office

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



## t. Registration of Product Packing

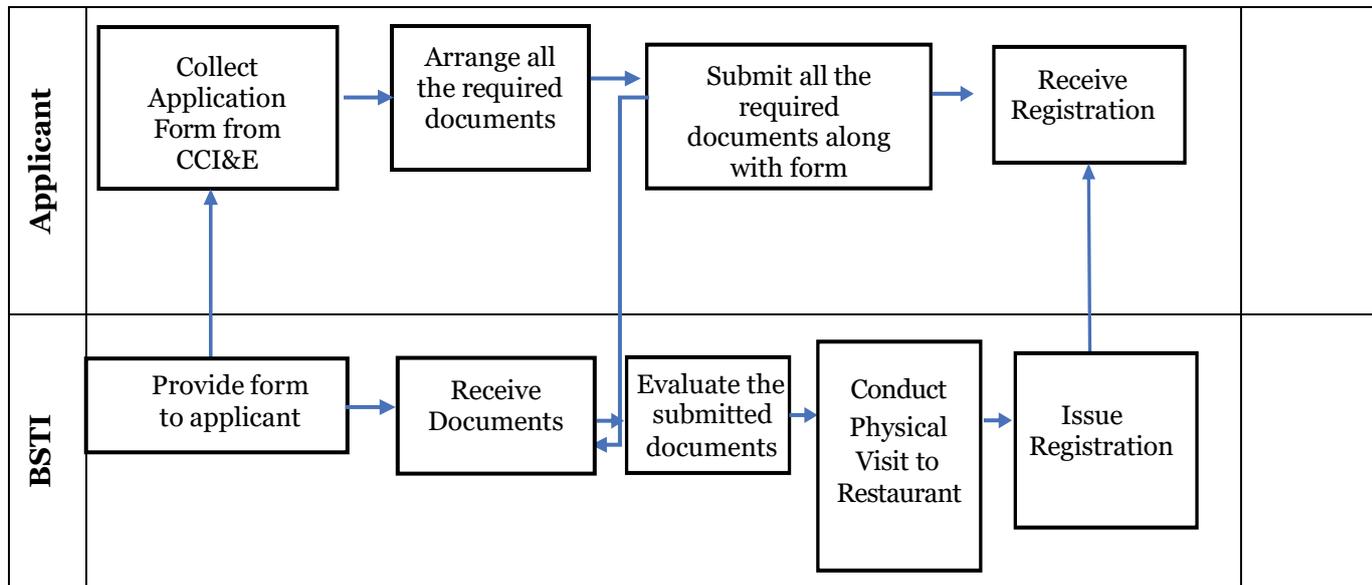
### Incumbent Office

Category	Registration
Renewal Frequency of the License	Not required
Issuing Ministry/Agency	Bangladesh Standards & Testing Institution

### Required Documents

Required Documents	Remarks
1. Prescribed Form	Main Copy
2. TIN Certificate	Photocopy
3. Trade License	Photocopy
4. Packet of the Product as Sample	

### Process Map



### Time and Cost

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

### Fee Schedule:

BDT 1000