

BUSINESS JOURNEY MAP OF

Agro Chemical Industry in Bangladesh: A Study on Fertilizer and Pesticides Products



Business Journey Map of Agro Chemical Industry in Bangladesh

A Study on Fertilizer and Pesticides Products

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

Research Advisory Panel

Dr. Dewan Muhammad Humayun Kabir

Project Director (Additional Secretary)
Aspire to Innovate (a2i) Programme

Anir Chowdhury

Policy Advisor
Aspire to Innovate (a2i) Programme

Manik Mahmud

Programme Specialist Innovation
Aspire to Innovate (a2i) Programme

Research Supervisor

Mohammad Salahuddin

Project Analyst (Deputy Secretary)
Aspire to Innovate (a2i) Programme

Researched & Collated by

Mst. Shammy Akter

Consultant (DS), a2i

Iffat Jahan

Consultant (SAS), a2i

Muhammad Shameem Kibria

National Consultant (SAS), a2i

Jahir Emam

Consultant (SAS), a2i

Sharif Mohammad Rezaul Karim

Capacity Development Expert, a2i

Shakera Nahar

National Consultant, a2i

Md. Shafat Hossain

Programme Facilitator, a2i

Mohammad Nazimuddin

Programme Facilitator, a2i

Tanvira Tabassum

Young Professional, a2i

Mayeesha Farzana Mou

Young Professional, a2i

Report requirement: Public Dissemination

Table of Contents

Chapter 1: Introduction	1
1.1 Background of the Study	1
1.2 Structure of the Workshop	1
1.3 Objectives of the Study	1
1.4 Reason to Choose the Sector	2
Chapter 2: Business Journey Map of Fertilizer Industry in Bangladesh	3
2.1 Industry Overview Fertilizer Industry	3
2.2 Business Journey Map of Fertilizer Industry	4
2.3 List of Required G2B Services for Fertilizer Industry.....	5
Chapter 3: Business Journey Map of Pesticides Industry in Bangladesh	6
3.1 Industry Overview of Pesticides Industry	6
3.2 Business Journey Map of Pesticides Industry	7
3.3 List of Required G2B Services for Pesticides Industry	8
Chapter 4: Pain Points Identification and Way Forward to Ensure Sustainable Growth of Fertilizer and Pesticides Industry in Bangladesh	9
4.1 Pain Points Identification and Way Forward to Ensure Sustainable Growth of Fertilizer Industry in Bangladesh	9
4.2 Pain Points Identification and Way Forward to Ensure Sustainable Growth of Pesticides Industry in Bangladesh.....	10
Chapter 5: Concluding Remark	11
Annex: User Journey Map to Avail G2B Services for Agro Chemical Industry in Bangladesh	ii
a. Trade License – Commercial Firm	ii
b. Trade License – Manufacturing Firm.....	v
c. Approval Of Layout Factory Plan and Registration.....	viii
d. Name Clearance Certificate for Companies	x
e. Registration Of (Private and Public) Company.....	xi
f. TIN Certificate.....	xiii
g. VAT Certificate	xiv
h. Export Permit	xv
i. Import Permit.....	xvi
j. Import Registration Certificate (IRC).....	xvii
k. Export Registration Certificate (ERC)	xix
l. Environment Certificate: Red Category	xxi
m. Fire Safety Certificate.....	xxiii
n. Import Registration of Fertilizer	xxv
o. Production Registration of Fertilizer	xxvi
p. Advertisement Registration of Fertilizer	xxvii
q. Registration of Fertilizer (Renewal)	xxviii
r. Fertilizer Dealership Registration.....	xxix
s. License for Pesticides Import.....	xxxi
t. License for Pesticides Formulation.....	xxxii
u. License for Pesticides Wholesale	xxxiii
v. License for Pesticides Retail.....	xxxiv
w. License for Pesticides Re-packing.....	xxxv
x. License for Pesticides Control Operation on Commercial Basis.....	xxxvi
y. License for Pesticides Advertisement	xxxvii
z. Product Registration: Chemical Pesticides	xxxviii
aa. Product Registration: Bio Pesticides.....	xxxix
bb. Product Registration: Microbial Pesticides	xxxx

Chapter 1: Introduction

1.1 Background of the Study

The growth of the agriculture industry depends both on nature and human intervention. Agriculture is a sector that accommodates several players like the agro-producer, agro-processing producers, seed industry, fertilizer industry, pesticides industry, cold storage, etc. A harmonized coordination among this sector leads to the sustainable growth of agriculture industry.

Fertilizers replace the nutrients that crops remove from the soil. Without the addition of fertilizers, crop yields and agricultural productivity would be significantly reduced. That's why mineral fertilizers are used to supplement the soil's nutrient stocks with minerals that can be quickly absorbed and used by crops. On the other hand, Pesticides enable farmers to produce more crops per unit area, thus reducing deforestation and conserving natural resources. Pesticides allow farmers to secure their investment for crop production and maximize the benefit of other valuable agricultural tools, such as high-quality seeds, fertilizers, and water resources. Pesticide technologies add millions of dollars a year to Bangladesh's economy by increasing farmers' harvests and improving crop quality. Pesticide helps to ensure safe and affordable foods to eat that increase the life expectancy of Bangladeshi people. Numerous scientific studies show that eating fruit and vegetables regularly reduces the risk of many cancers, high blood pressure, heart disease, diabetes, stroke, and other chronic diseases. Both the fertilizer and pesticides industries have been treated as the vital supportive industries for the agriculture sector.

To ensure holistic growth of the agriculture sector, the government has aimed to provide every possible policy assistance to its supportive sectors like fertilizer, pesticides, etc. In that respect, the government has taken a program titled Business Journey Map to have the voice of private sector entrepreneurs to improve the existing G2B services through service process simplification.

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 February 24, 2022, with the participation of stakeholders from the Agro Chemical 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 Study

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

Fertilizers and pesticides are the major sub-sectors of agrochemical industry. To attain the expected volume of crop production mostly depends on the slandered quality of chemicals. The growth of the agriculture industry is positively correlated with the agrochemical industry. Food safety and food security both are linked to this sector. In that respect to ensure sustainable development of the agrochemical 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: Business Journey Map of Fertilizer Industry in Bangladesh

2.1 Industry Overview Fertilizer Industry

The expansion of modern agricultural farming practices like the use of High Yielding Variety (HYV) together with intensified cultivation is needed to ensure food for all, which leads to an increased demand for fertilizers. Therefore, it is necessary to ensure a timely supply of both organic and chemical fertilizers to meet the nutritional demand of these varieties. The use of chemical fertilizer is increasing with the increased demand for food production in the country. The use of urea fertilizer alone is the highest in the agriculture of the country.

Table: Use of Chemical Fertilizer in Bangladesh

(In '000' metric ton)

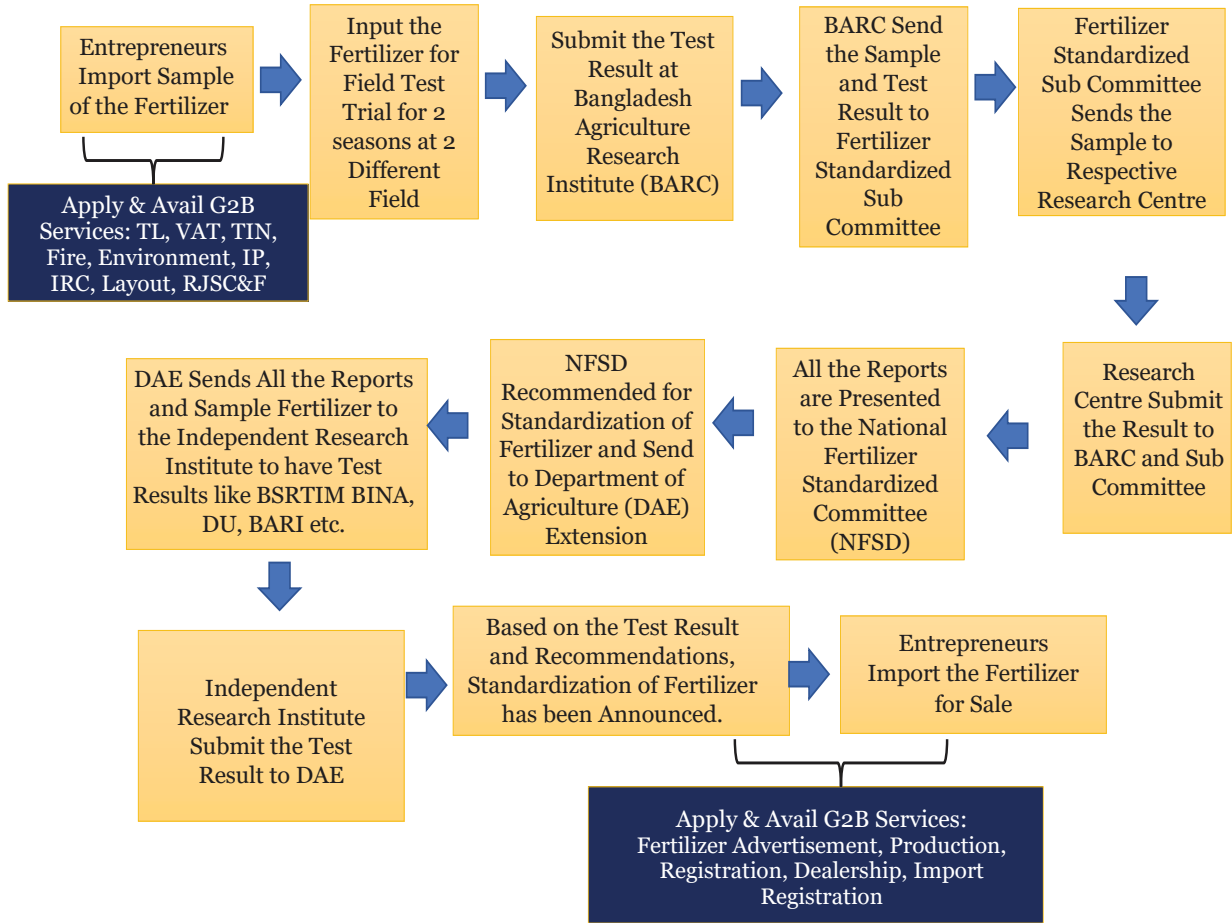
FY	Name of Fertiliser										Total
	Urea	TSP	DAP	SSP	NPKS	MOP	AS	Gypsum	Zinc	Others	
2013-14	2462.00	685.00	543.00	0	27.00	577.00	3.00	126.00	42.00	0.40	4465.40
2014-15	2638.00	722.00	597.00	0	27.00	640.00	6.22	122.00	39.00	0.00	4791.22
2015-16	2291.00	730.00	658.00	0	39.59	727.00	9.96	229.42	53.43	0.00	4738.40
2016-17	2366.00	740.00	609.00	0	40.00	781.00	10.00	323.30	57.47	0.00	4926.77
2017-18	2427.46	706.62	689.90	0	50.00	789.47	10.00	250.00	80.00	90.00	5093.45
2018-19	2594.00	781.00	763.00	0	50.00	724.00	10.00	285.00	95.00	120.00	5422.00
2019-20	2505.00	660.00	953.00	0	42.00	715.00	6.00	360.00	115.00	101.00	5457.00
2020-21*	2450.00	500.00	1300.00	0	40.00	750.00	4.00	550.00	141.00	130.00	5865.00

Source: FFM, Ministry of Agriculture. * provisional figure.

Trade Body of Fertilizer Industry: Bangladesh Fertilizer Association (BFA) was established in 1994. This is a non-profit and non-political organization financed through the subscription by its 7000 members. This is the largest private business organization in the country serving the most important sector agriculture of the country, which plays vital role in national economy. The vision of the Association is to protect, develop, support and promote all measures and steps towards open/free competitive marketing, trade and manufacture of all fertilizers and plant nutrients in Bangladesh, to co-ordinate the efforts of the members of the Association and to serve and protect the interest of the farmers of the country. BFA is represented in different Government Committees related to policy making and agricultural development activities. The fertilizer importers, manufacturers of NPKS, SSP, micronutrient and organic fertilizers are the members of this Association. So long all related activities with fertilizers are dealt with by BFA; it plays key role of federation in agricultural sector.

Key Players of Fertilizer Industry in Bangladesh	1. Fertilizer Producer
	2. Fertilizer Exporter
	3. Fertilizer Importer
	4. Fertilizer Dealer
	5. Fertilizer Retailer

2.2 Business Journey Map of Fertilizer Industry



2.3 List of Required G2B Services for Fertilizer Industry

To operate a fertilizer company, entrepreneur needs to avail the following listed G2B service-

1. Trade License – Commercial Firm
2. Trade License – 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. Import Permit
9. Import Registration Certificate (IRC)
10. Environment Certificate: Red Category
11. Fire Safety Certificate
12. Import Registration of Fertilizer
13. Production Registration of Fertilizer
14. Advertisement Registration of Fertilizer
15. Registration of Fertilizer (Renewal)
16. Fertilizer Dealership Registration

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

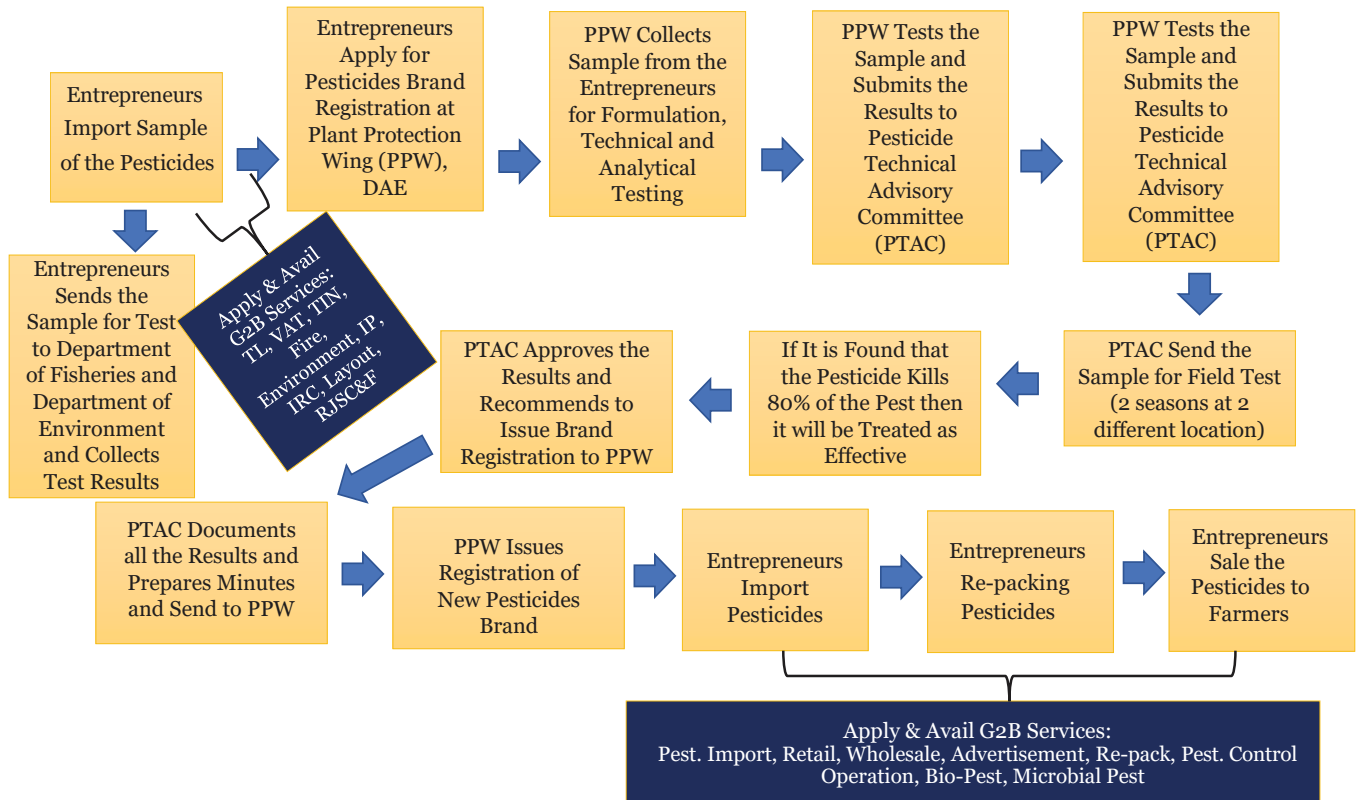
Chapter 3: Business Journey Map of Pesticides Industry in Bangladesh

3.1 Industry Overview of Pesticides Industry

Pesticide technologies add millions of dollars a year to Bangladesh's economy by increasing farmers' harvests and improving crop quality. Pesticide helps to ensure safe and affordable foods to eat that increase life expectancy of Bangladeshi peoples. Pesticides enable farmers to produce more crops per unit area, thus reducing deforestation and conserving natural resources. Pesticides allow farmers to secure their investment for crop production and maximize the benefit of other valuable agricultural tools, such as high-quality seeds, fertilizers and water resources. Pesticides used in stored products can prolong the viable life of the produce, prevent huge post-harvest losses from pests and diseases and protect the grain so it is safe to eat. Pesticide innovations allow farmers to drive over their field's fewer times, which saves up millions of working hours and allow farmers to engage with non-farm activities to earn more for their livelihood. Pesticide improves productivity of animal foodstuffs. Pesticides are used to control mosquito, flies, cockroach, bugs, etc and protect our people & livestock from different vector borne diseases.

Trade Bodies for Pesticides Industry: Bangladesh Crop Protection Association (BCPA) is a unique national trade organization of pesticide companies involve in import, manufacture, formulation and marketing of agricultural pesticides and public health pesticides in Bangladesh. BCPA is dignitary member of Pesticide Technical Advisory Committee (PTAC) which is the apex committee to approve pesticide registration and advise the Government on general policy relating to pesticide and pest management in Bangladesh. BCPA support legislative and regulatory advocacy to safeguard the interest of member companies and developing the plant protection chemical business in the country. BCPA is a non-profit organization, committed to ensure sustainable development of agriculture by promoting responsible use of pesticides through engagement and partnership. BCPA encourages in developing diverse and innovative toolbox for pest management in farms and premises. BCPA was established in 1976 and now a leading association with 500+ pesticides company.

3.2 Business Journey Map of Pesticides Industry



3.3 List of Required G2B Services for Pesticides Industry

To operate a pesticides company, entrepreneur needs to avail the following listed G2B service-

- 1.** Trade License – Commercial Firm
- 2.** Trade License – 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.** Import Permit
- 9.** Import Registration Certificate (IRC)
- 10.** Environment Certificate: Red Category
- 11.** Fire Safety Certificate
- 12.** License for Pesticides Import
- 13.** License for Pesticides Formulation
- 14.** License for Pesticides Wholesale
- 15.** License for Pesticides Retail
- 16.** License for Pesticides Re-packing
- 17.** License for Pesticides Advertisement
- 18.** License for Pesticides Control Operation on Commercial Basis
- 19.** Product Registration: Bio Pesticides
- 20.** Product Registration: Microbial Pesticides

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

Chapter 4: Pain Points Identification and Way Forward to Ensure Sustainable Growth of Fertilizer and Pesticides Industry in Bangladesh

4.1 Pain Points Identification and Way Forward to Ensure Sustainable Growth of Fertilizer Industry in Bangladesh

No.	Pain Points	Way Forward
1.	In case of availing the standardization of new fertilizer, entrepreneurs are bound to submit samples again to the Department of Agriculture Extension (DAE) for chemical testing though it has already been tested and recommended by the National Fertilizer Standardization Committee (NFSD). It takes addition 6 months and increases the testing cost by 50%.	A synchronization among BARC, NFSD and DAE should be ensured to avoid the redundancy of similar test same products.
2.	Restructuring of National Fertilizer Standardization Committee (NFSD) is demand of time.	There should be representation of the representatives from Ministry of Industries, Ministry of Agriculture, DAE, Department of Fisheries, Department of Environment etc. at NFSD to simplify the fertilizer standardization testing procedure.
3.	Hassel faces by the entrepreneurs while go for renew the license. Entrepreneurs are bound to follow the same procedure (fresh issuance of license) while applying for renewal.	Provision of product testing should be relaxed in the time of availing renewal of license/registration etc.
4.	Lack of digitalization to store the product data.	NFSD should be run under fully automation system to reduce the time to avail services.
5.	Problems in renewal frequency.	Renewal frequency of the registration is 5 years. Unfortunately, entrepreneurs are bound to apply for registration by every 2 years which increases the cost of doing business. Department of Agriculture should resolve the pain point immediately.
6.	Trade License renewal frequency and fee.	Renewal frequency of trade license should be minimum of 5 years instead of 1 year. Besides, renewal fees should be minimized at a justified rate.
7.	Provision to mention the name, contact detail of sourcing company in the packet of fertilizer.	A company collects fertilizer from number of vendor companies. To mention name and contact detail crates hindrance in the day to day business operation. Such provision could be relaxed.
8.	Government imposes a 5% VAT on Gypsum import but the rate is much higher for other product.	As all types of fertilizer are very much essential for agriculture sector, a single tax rate should be followed.

4.2 Pain Points Identification and Way Forward to Ensure Sustainable Growth of Pesticides Industry in Bangladesh

No.	Pain Points/Issue	Way Forward
1.	Permission from BIDA/BSCIC	It requires permission from BIDA/BSCIC to operate pesticides company in Bangladesh. The provision should be relaxed to make the overall business process simplified.
2.	Single test result should be counted for Me-Too Products.	All products under Me-Too category should be treated and considered under a single test result to mitigate test time and cost.
3.	Modernization of Pesticides Rules and Act	Pesticides Rules, Act, Policy should be restructured by the consultation with the stakeholders of pesticides industry.
4.	Lack of testing facility/lab.	Testing lab to test the pesticides for registration is very few. Number of lab facility should be increased.
5.	Strengthen the capacity of PTAC.	Pesticide Technical Advisory Committee (PTAC) should be equipped with modern technology, upgraded machinery and skilled workforce.
6.	Submission of test sample once or twice in a year.	There should be a provision to submit the sample for testing at PTAC all over the year.
7.	B2B trading is not allowed in pesticides industry.	Government may allow B2B trading among the pesticides companies.
8.	Restriction in exporting of pesticides.	Fertilizer industry avails the permission to export fertilizer. Such facility could be provided to the pesticides industry as well.

Chapter 5: Concluding Remark

Presently, the government puts focus on process simplification while providing G2B services to private sector. The government aims to create a business-friendly ecosystem that will be capitalized as a mega factor to attract foreign and domestic investment through synchronized industrial decentralization. The link between G2B process simplification and trade is clear that the simplified process to avail G2B services leads to more trade, greater export diversification, increased attractiveness to local and foreign investment, and economic growth.

Pain points identified by the stakeholders of fertilizer and pesticides industries as well as the way forwards to mitigate the pain points will be treated with utmost care to make the existing service providing mechanism simplified.

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

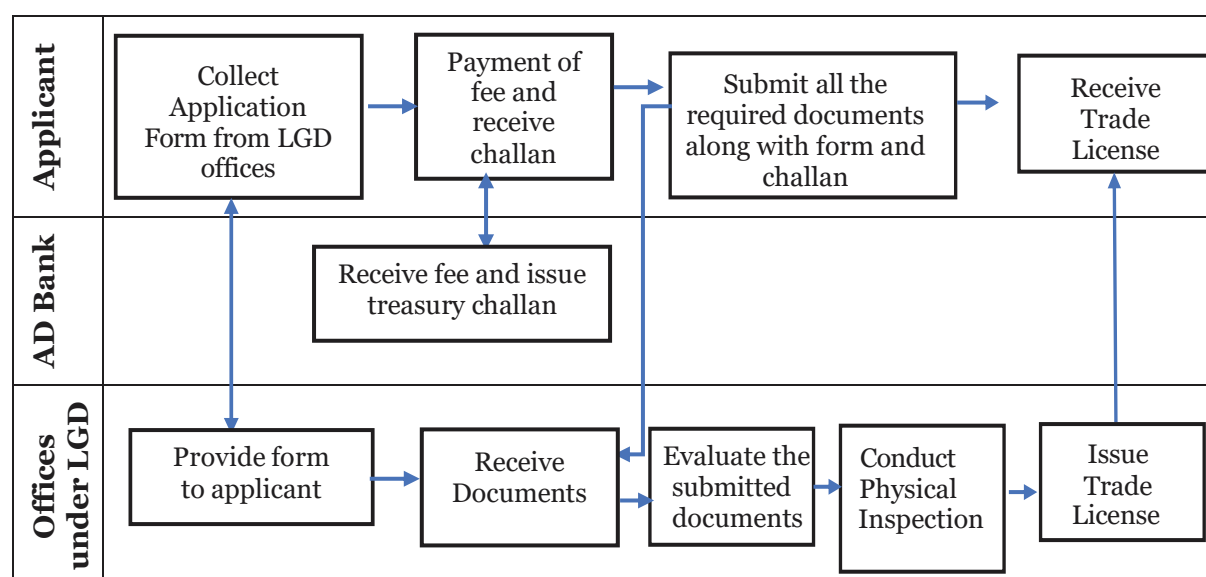
Required Documents – For Fresh Issues

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	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

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

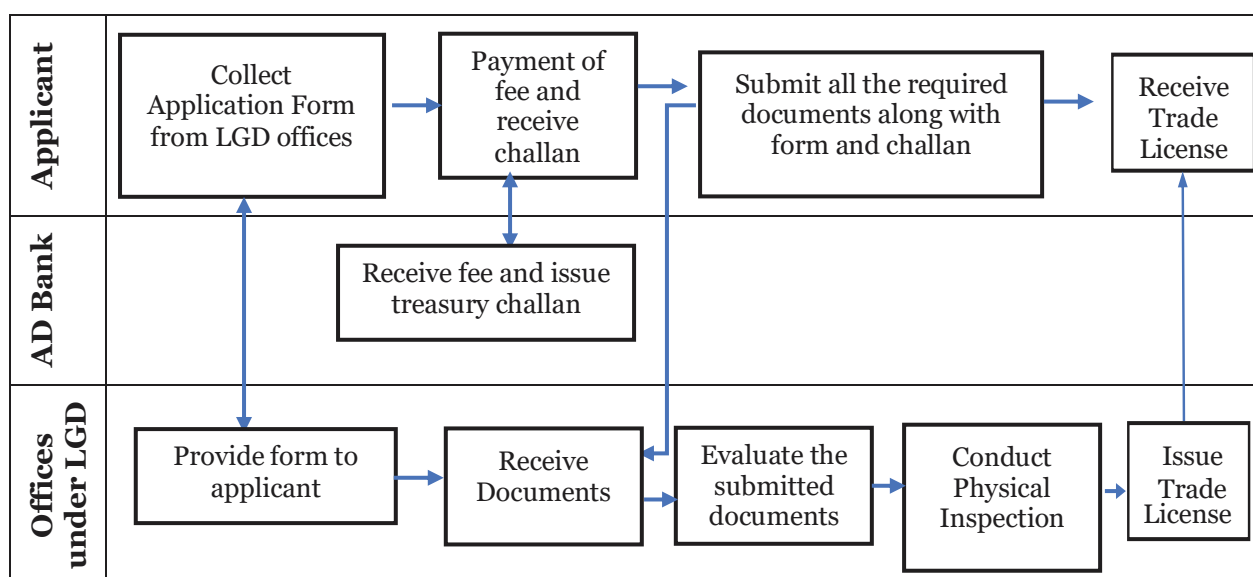
Required Documents – For Fresh Issues

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	
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
5. Fire License	Original Copy duly attested by a First-Class gazette officer,
6. Environment Certificate	in case of a Company

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

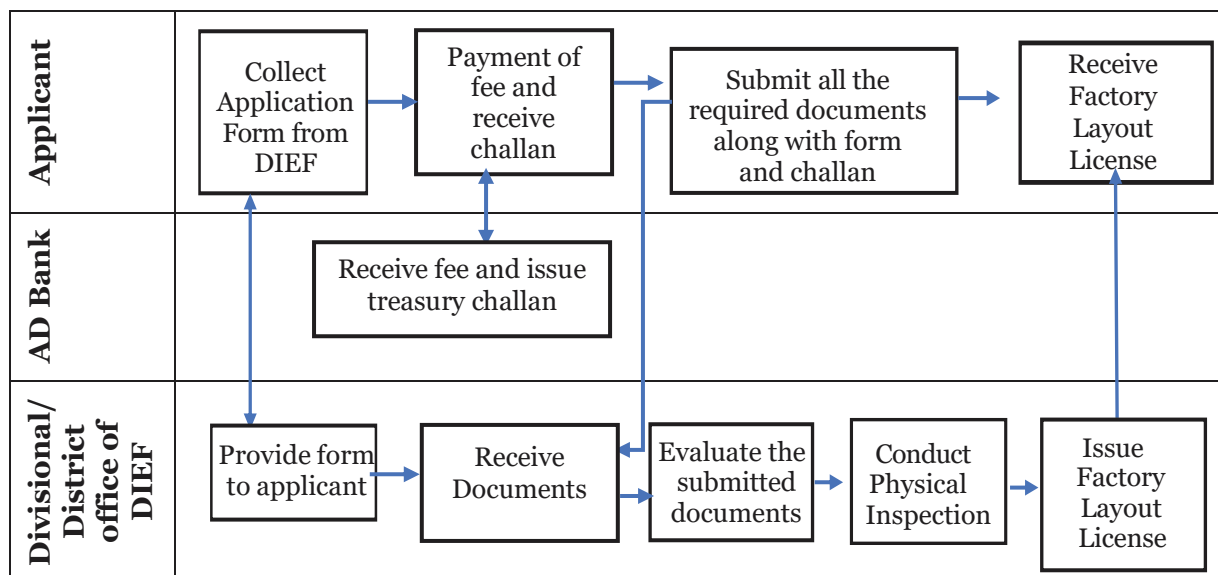
Required Documents – For Fresh Issues

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

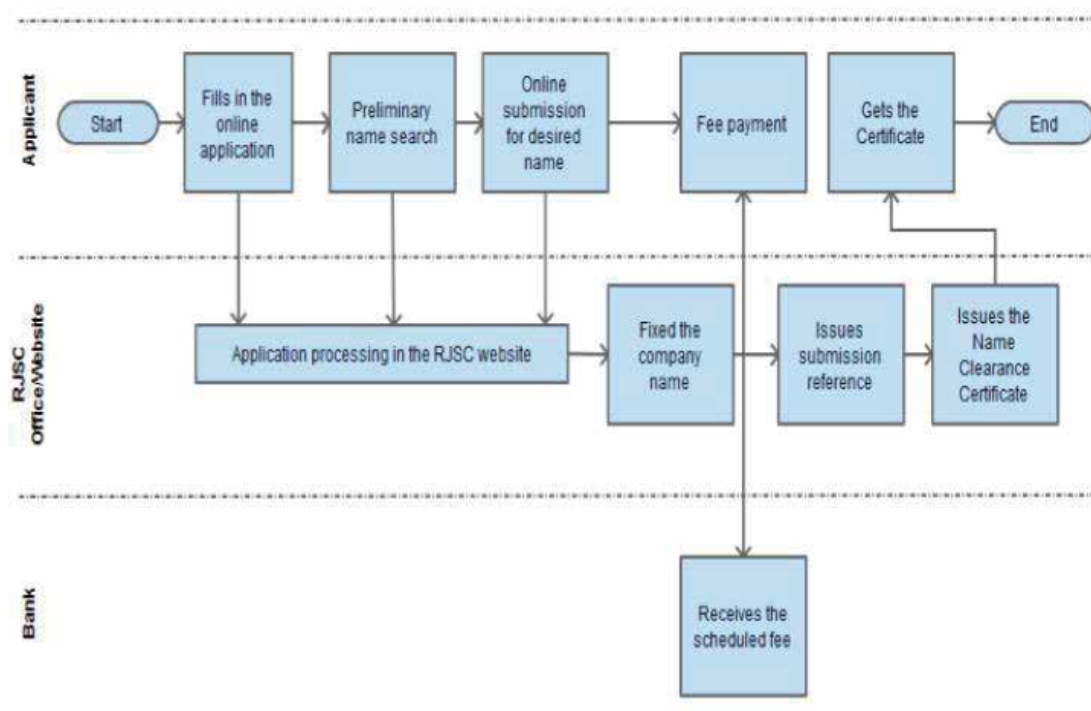
Incumbent Office

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

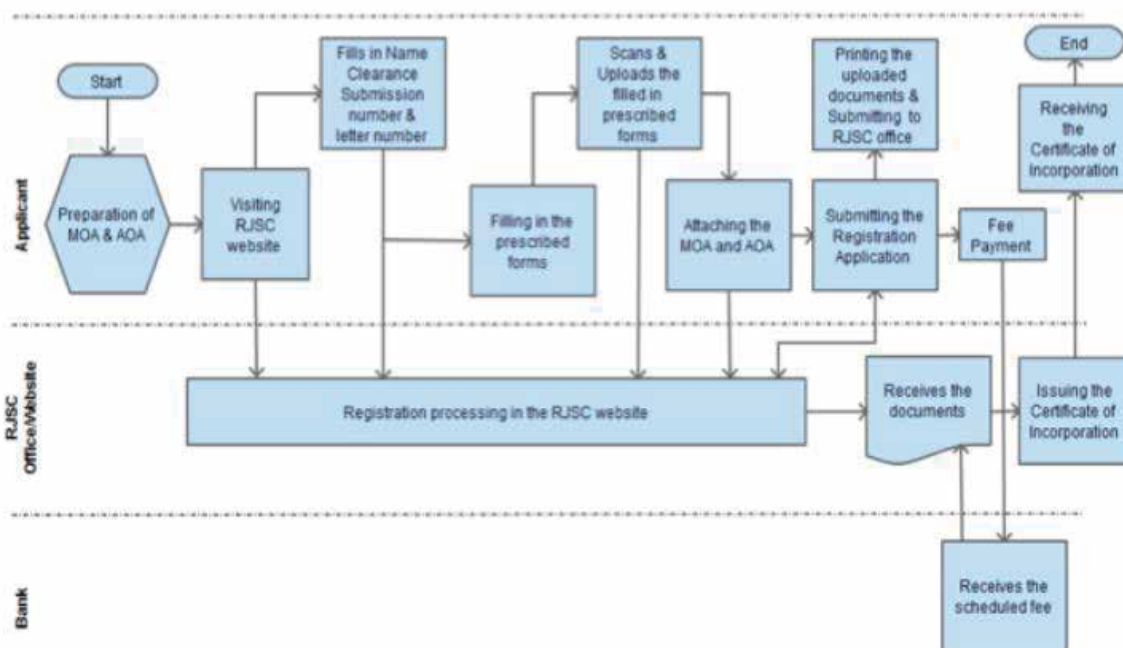
Incumbent Office

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)

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

- 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

- 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
9. BIDA registration	by a First-Class gazette officer

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

The screenshot shows the 'Sign-up to Create User' form on the VAT Online portal. The form includes a 'Notes' section with a mandatory field indicator and a 'Check' button. Below this is a 'User Type' dropdown menu currently set to 'Resident'. The page header includes the National Board of Revenue logo and navigation links like Home, Back, Documents, FAQ, User Manual, and Contact. A cartoon character holding a briefcase is on the right with the text '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. Export Permit

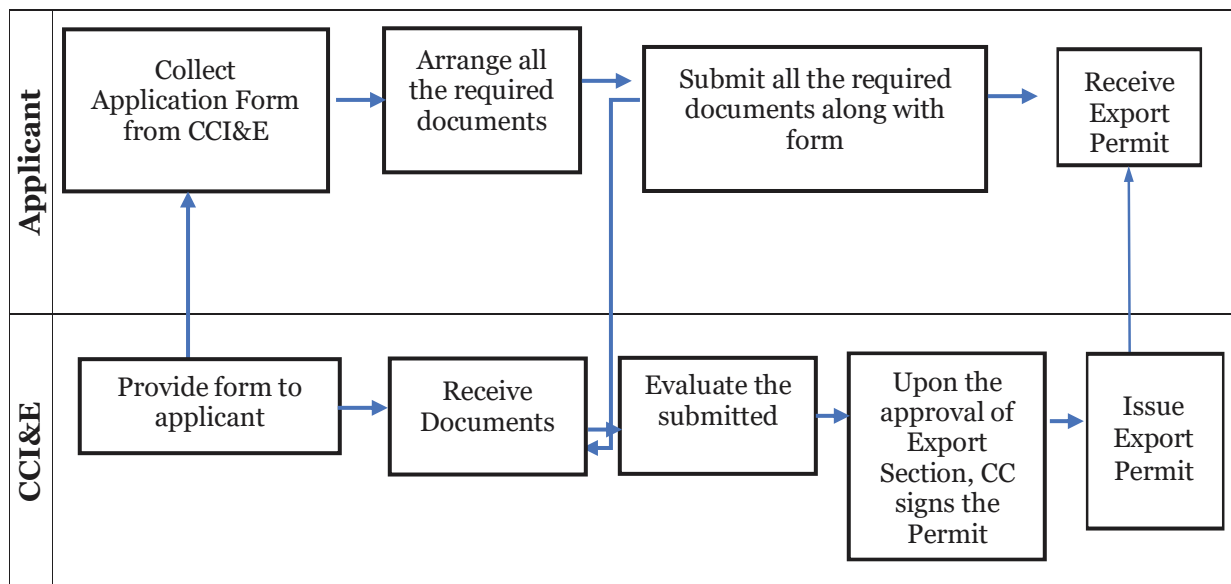
Incumbent Office

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

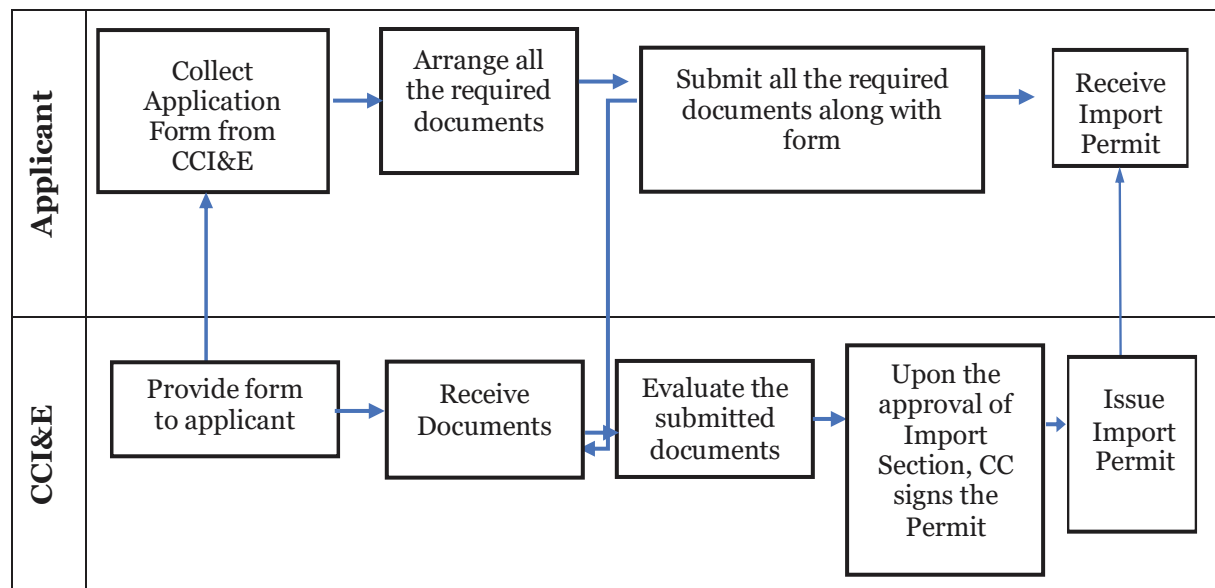
Incumbent Office

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

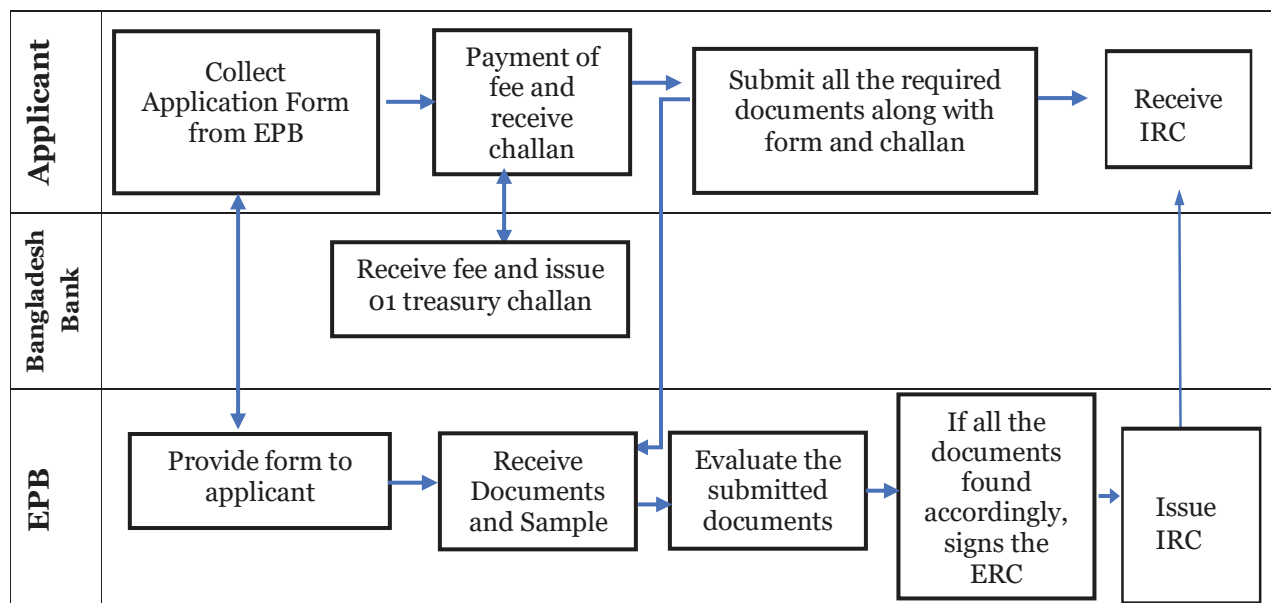
Required Documents – Fresh Issuance

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

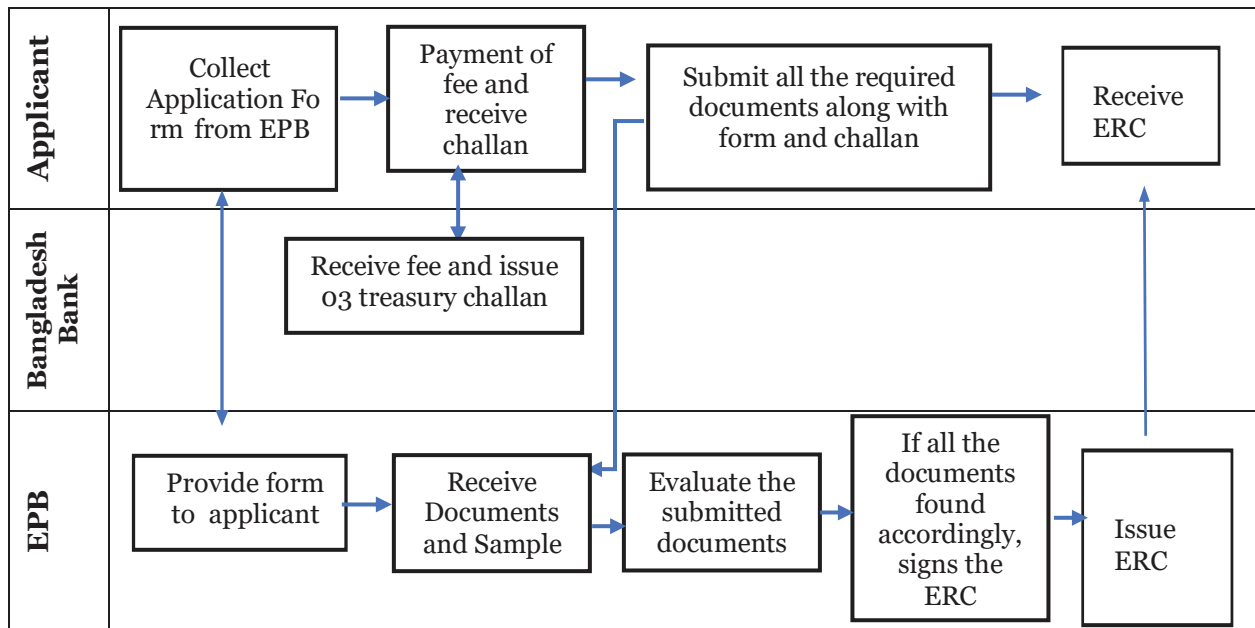
Required Documents – Fresh Issuance

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: Red Category

Incumbent Office

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

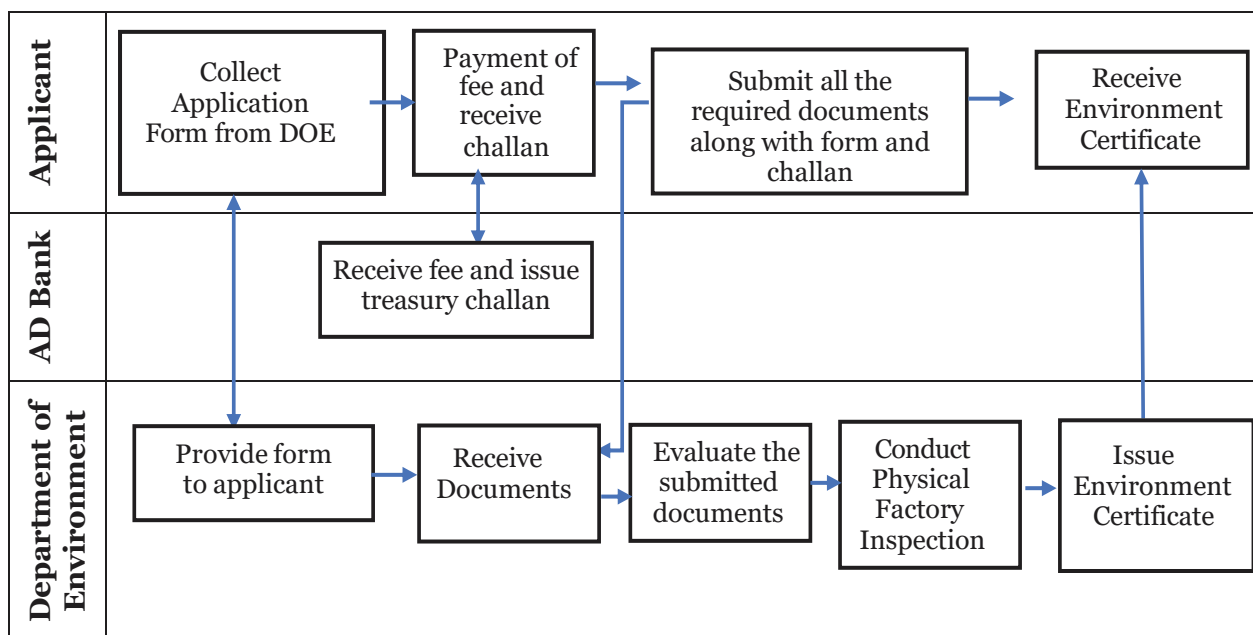
Required Documents – For Fresh Issuance

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
16. Fire Certificate	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
45 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

m. Fire Safety Certificate

Incumbent Office

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

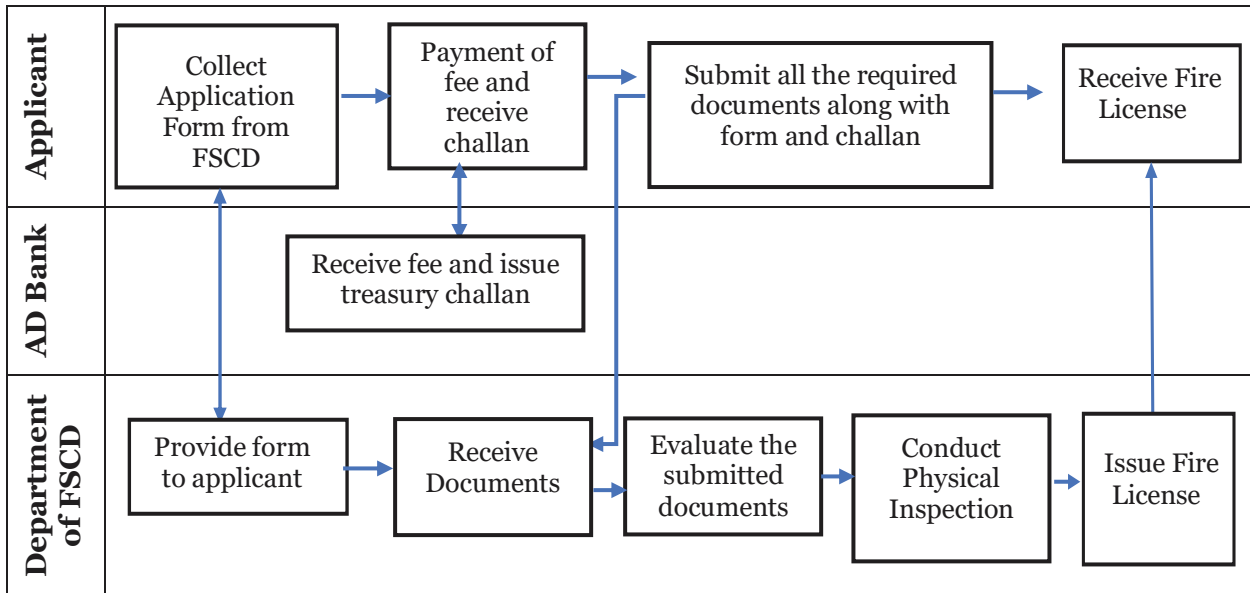
Required Documents – For Fresh Issuance

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 Registration of Fertilizer

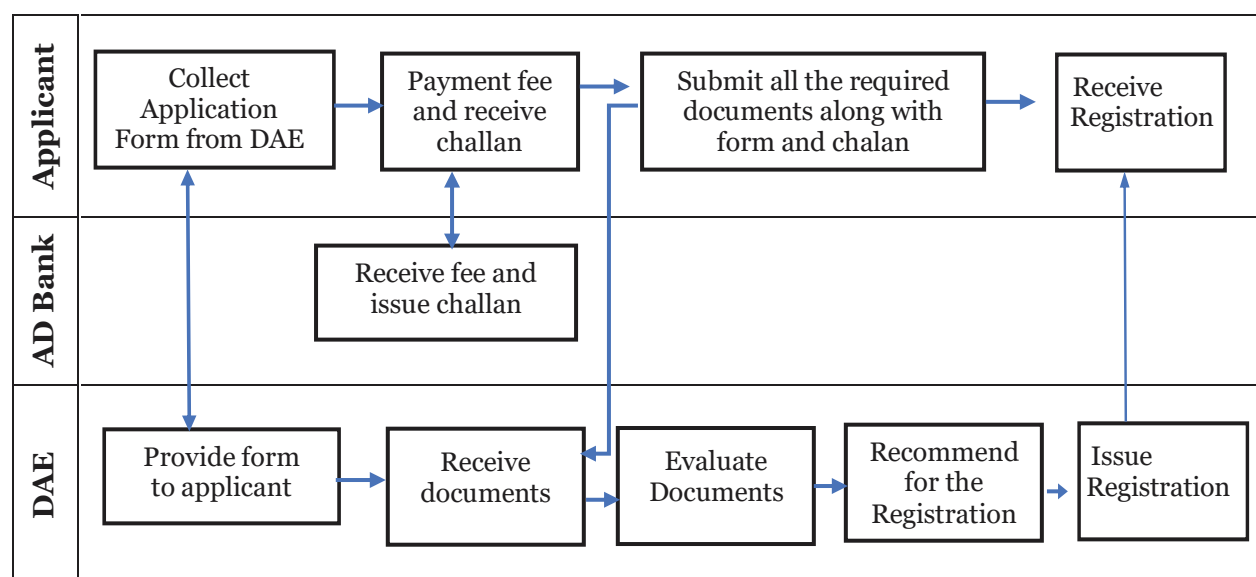
Incumbent Office

Category	Registration
Renewal Frequency of the License	5 Years
Issuing Ministry/Agency	Implementation Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-2 (Application form for import registration)	Original Copy
5 copies of passport size photo	Attested copy
Citizen Certificate	Attested copy
Passport	Attested copy
TIN Certificate	Attested copy
Trade License	Attested copy
VAT Certificate	Attested copy
Bank Solvency Certificate	Attested copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
30 Days	Depends on the proper submission of required documents

Fee Schedule:

- BDT 1000/= through treasury challan.

o. Production Registration of Fertilizer

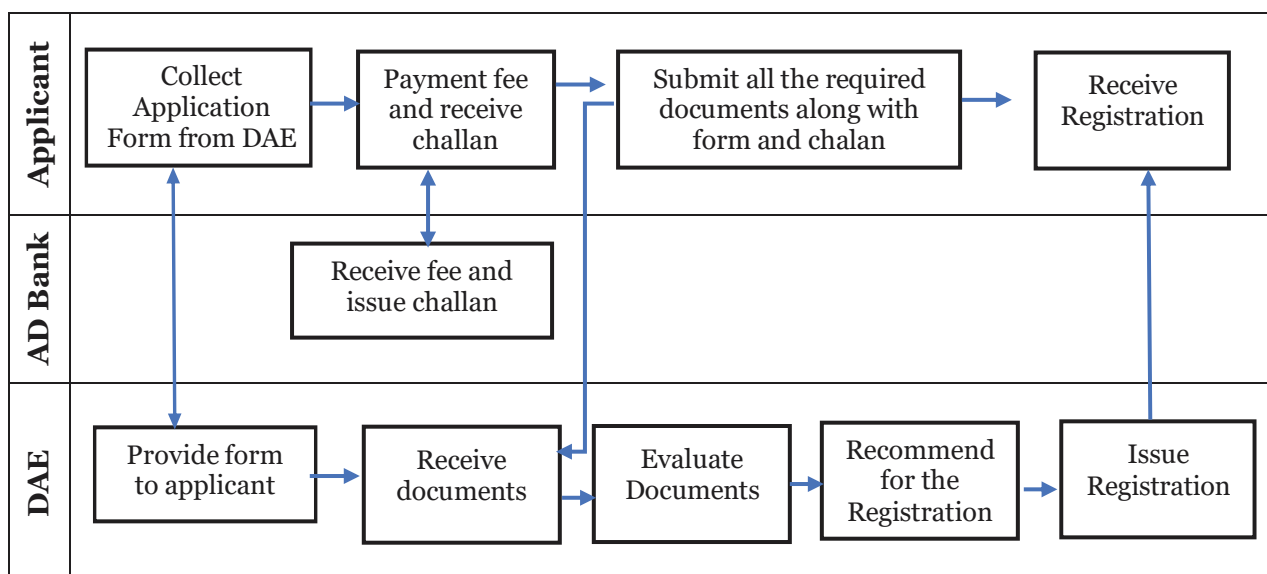
Incumbent Office

Category	Registration
Renewal Frequency of the License	5 Years
Issuing Ministry/Agency	Implementation Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-2 (Application form for import registration)	Original Copy
5 copies of passport size photo	Attested copy
Citizen Certificate	Attested copy
Passport	Attested copy
TIN Certificate	Attested copy
Trade License	Attested copy
VAT Certificate	Attested copy
Bank Solvency Certificate	Attested copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
30 Days	Depends on the proper submission of required documents

Fee Schedule:

- BDT 1000/= through treasury challan.

p. Advertisement Registration of Fertilizer

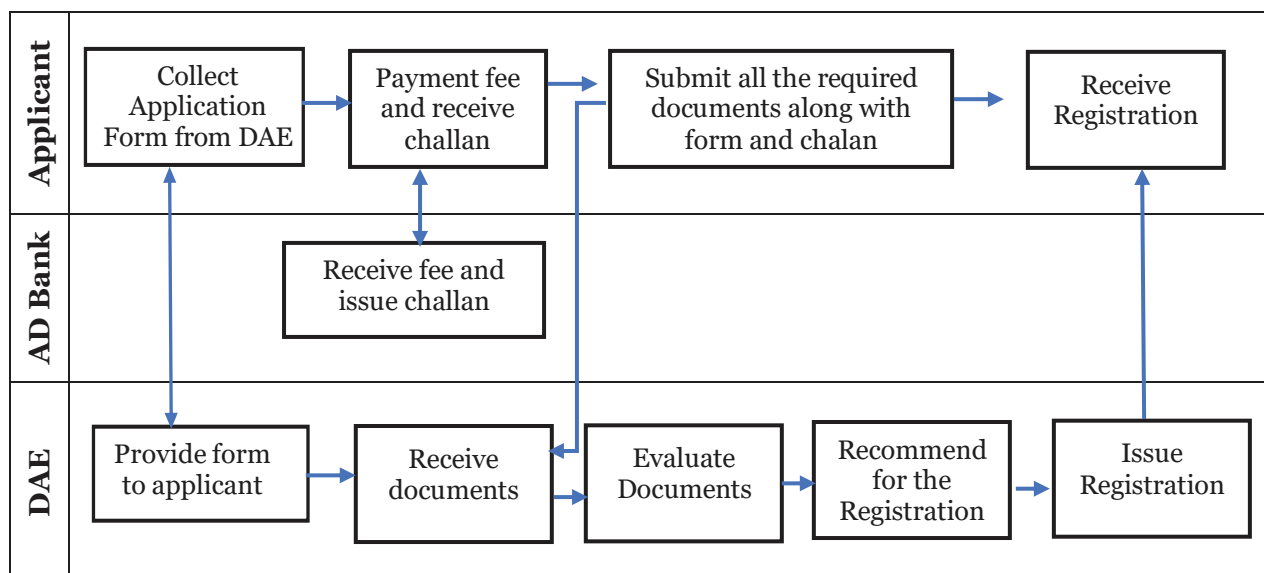
Incumbent Office

Category	Registration
Renewal Frequency of the License	5 Years
Issuing Ministry/Agency	Implementation Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-2 (Application form for import registration)	Original Copy
5 copies of passport size photo	Attested copy
Citizen Certificate	Attested copy
Passport	Attested copy
TIN Certificate	Attested copy
Trade License	Attested copy
VAT Certificate	Attested copy
Bank Solvency Certificate	Attested copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
30 Days	Depends on the proper submission of required documents

Fee Schedule:

- BDT 1000/= through treasury challan.

q. Registration of Fertilizer (Renewal)

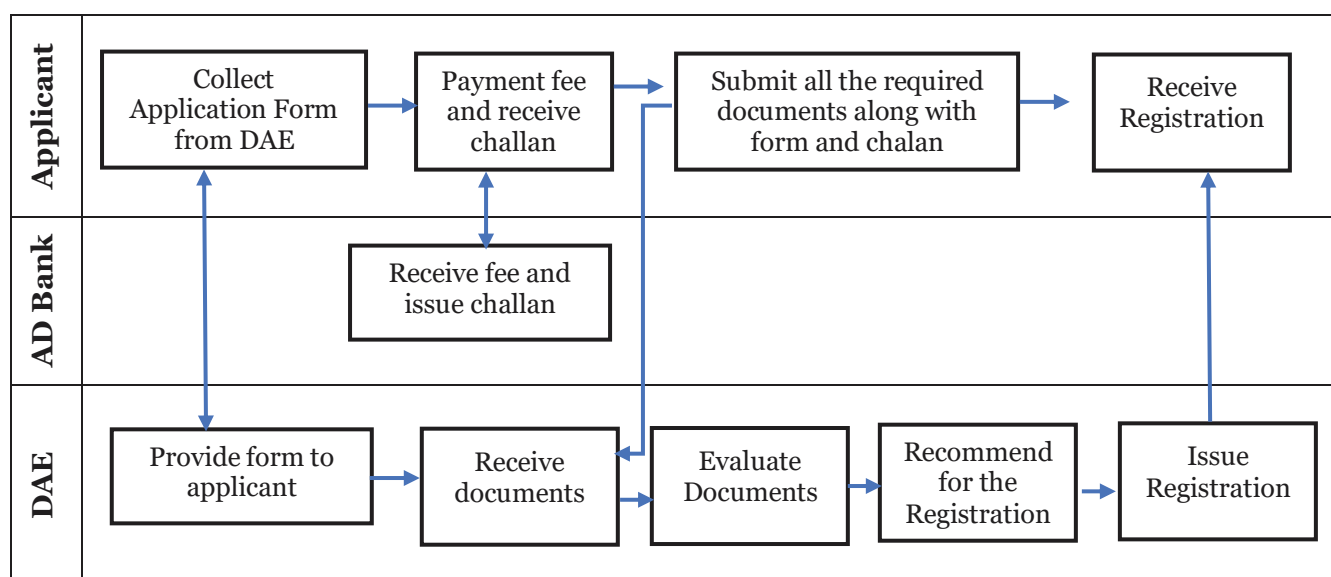
Incumbent Office

Category	Registration
Renewal Frequency of the License	5 Years
Issuing Ministry/Agency	Implementation Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-2 (Application form for import registration)	Original Copy
5 copies of passport size photo	Attested copy
Citizen Certificate	Attested copy
Passport	Attested copy
TIN Certificate	Attested copy
Trade License	Attested copy
VAT Certificate	Attested copy
Bank Solvency Certificate	Attested copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
30 Days	Depends on the proper submission of required documents

Fee Schedule:

- BDT 1000/= through treasury challan.

r. Fertilizer Dealership Registration

Incumbent Office

Category	Registration
Renewal Frequency of the License	5 Years
Issuing Ministry/Agency	Implementation Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application printed in company pad	Original Copy
Birth Certificate	Attested copy
SSC Certificate	Attested copy
4 copies of Passport size photo	Attested copy
Trade License	Attested copy
Shop/Warehouse Ownership/Rent Deed	Attested copy
Bank Solvency Certificate	Attested copy
Experience Certificate	Attested copy

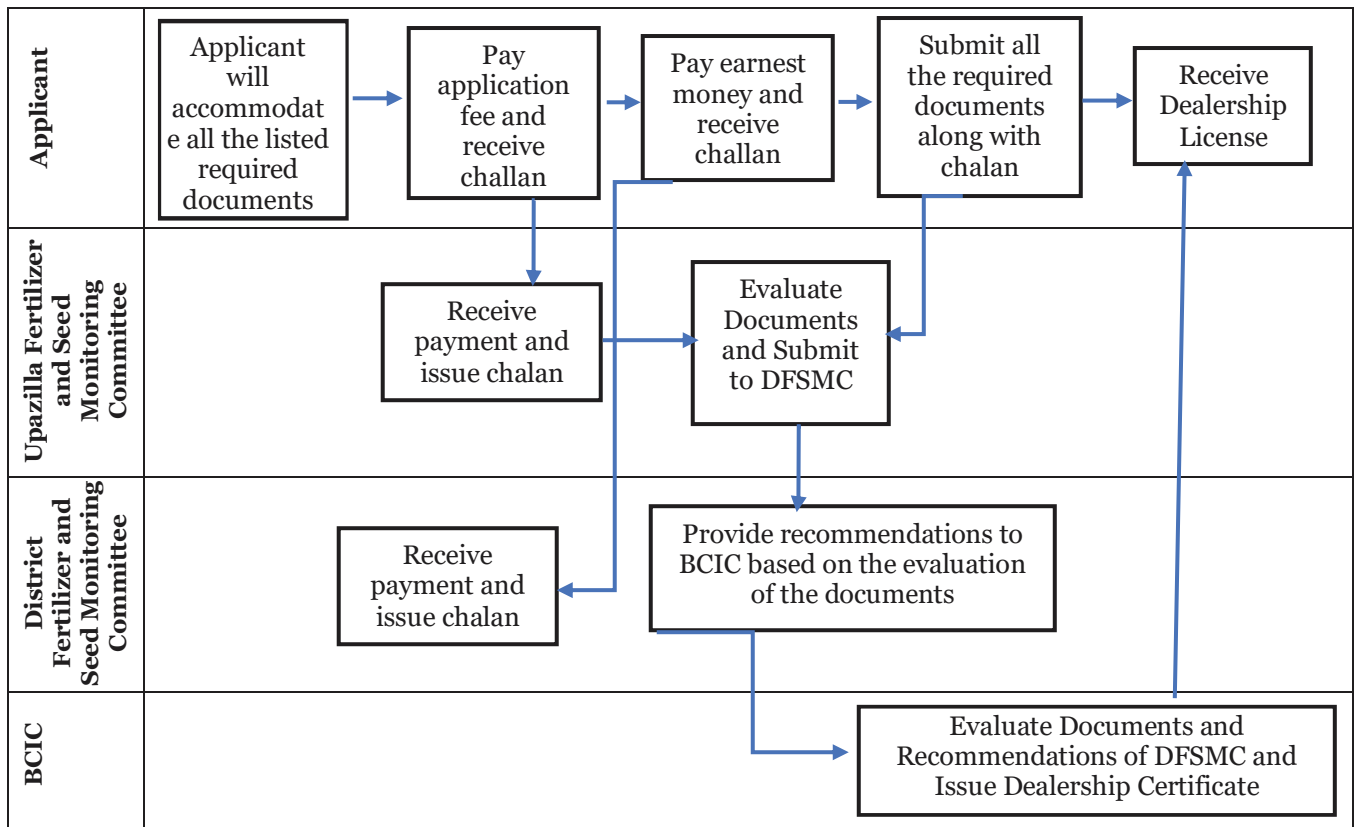
Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate

Fee Schedule:

- Application fee BDT 500.00 (nonrefundable)
- Earnest money BDT 5000.00
- Security money BDT 2,00,000.00
- Non-judicial stamp fee BDT 150.00
- Bank Solvency Certificate of BDT 5,00,000.00

Process Map



s. License for Pesticides Import

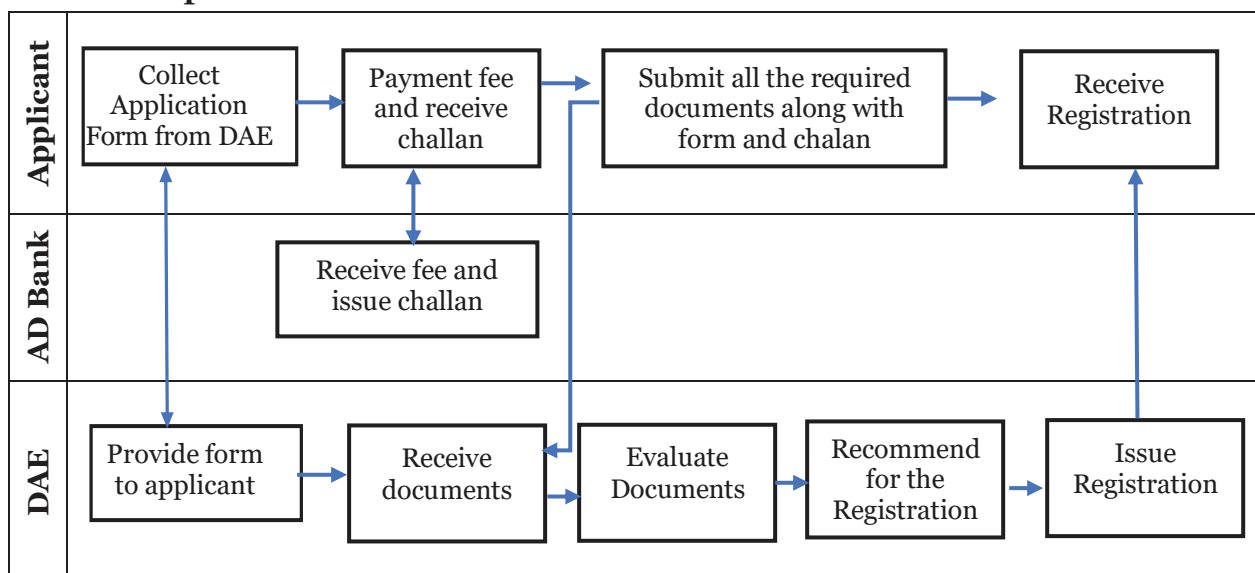
Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-5	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Registration Certificate	Attested Copy
Factory/Warehouse Ownership/Rent Deed	Attested Copy
Bank Solvency Certificate	Attested Copy
Certification from Local Authority	Attested Copy
Environment Certificate	Attested Copy
Fire Certificate	Attested Copy
Appointment Letter of MBBS Doctor	Attested Copy
ETP Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 2,000.00
- Renewal Fee BDT 1,000.00

t. License for Pesticides Formulation

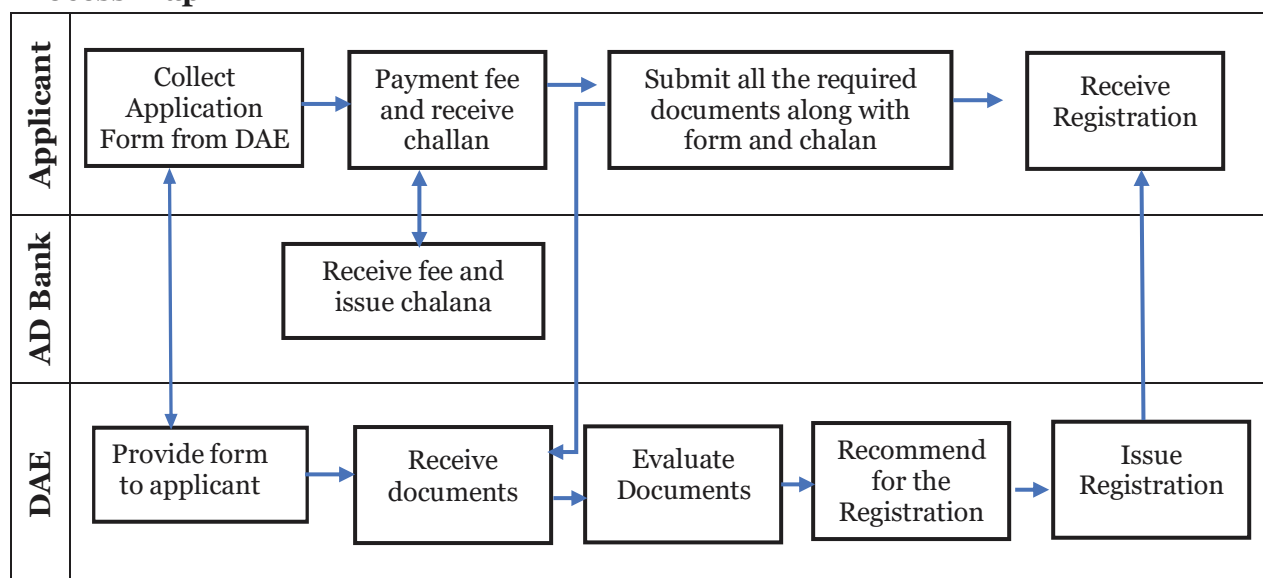
Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-6	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Registration Certificate	Attested Copy
Factory/Warehouse Ownership/Rent Deed	Attested Copy
Bank Solvency Certificate	Attested Copy
Certification from Local Authority	Attested Copy
Environment Certificate	Attested Copy
Fire Certificate	Attested Copy
Appointment Letter of MBBS Doctor	Attested Copy
Factory Layout	Attested Copy
Appointment Letter of Chemist	Attested Copy
Factory Inspection Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 5,000.00
- Renewal Fee BDT 1,000.00

u. License for Pesticides Wholesale

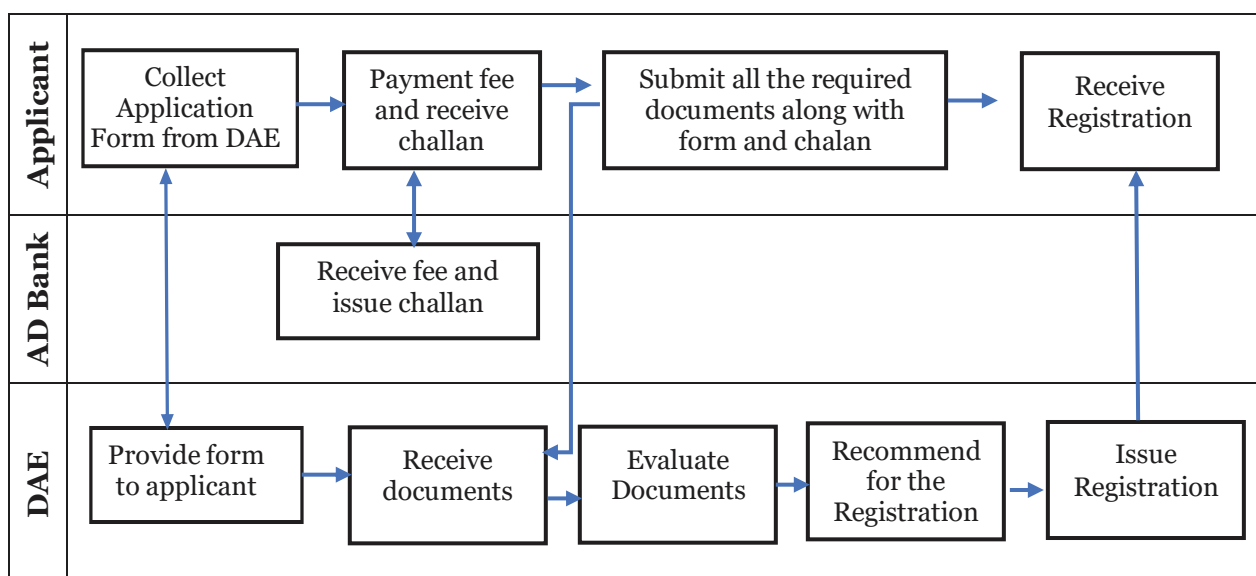
Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-7	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Registration Certificate	Attested Copy
Bank Solvency Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 1,000.00
- Renewal Fee BDT 500.00

v. License for Pesticides Retail

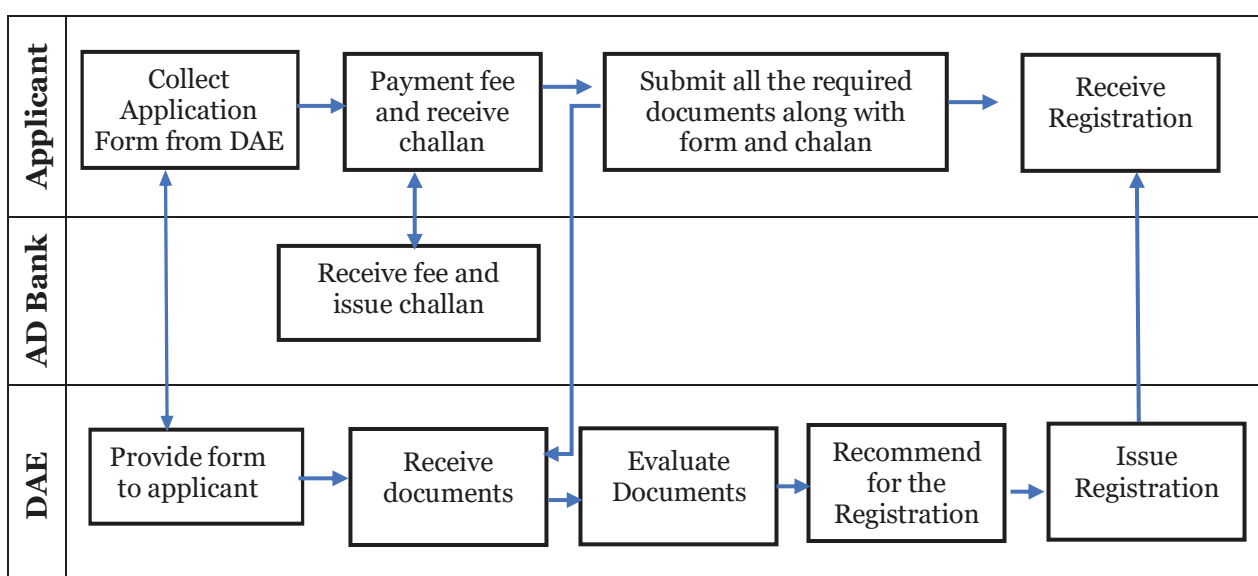
Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	District and Upazila Office of Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-8	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Registration Certificate	Attested Copy
Description of Shop	Attested Copy
Citizen Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 300.00
- Renewal Fee BDT 200.00

w. License for Pesticides Re-packing

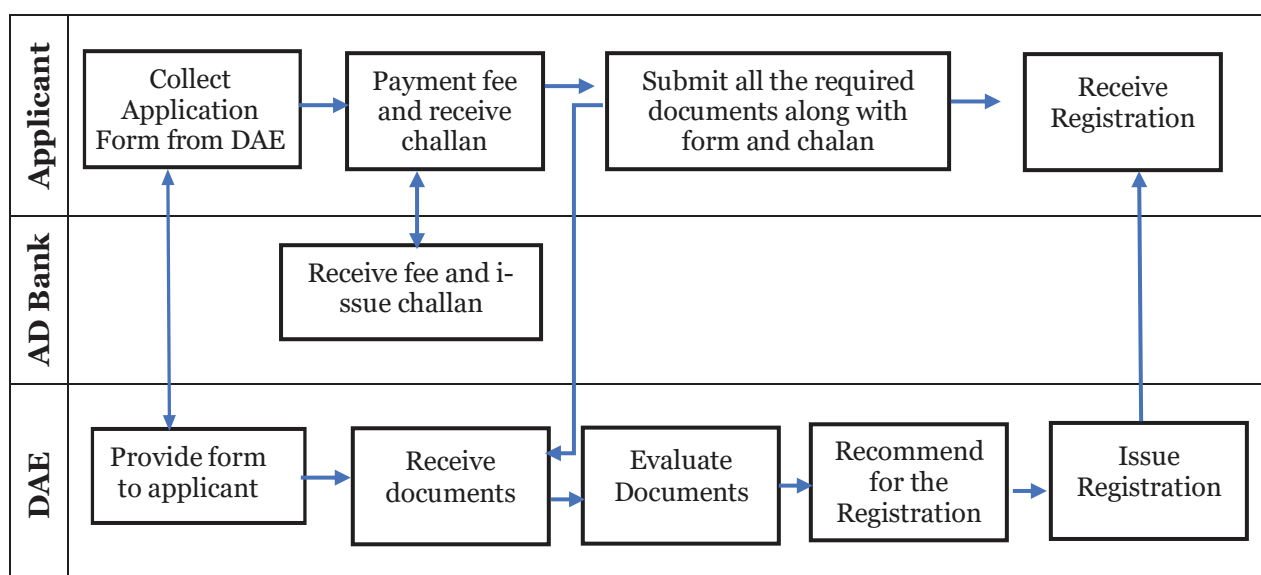
Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-9	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Registration Certificate	Attested Copy
Factory/Warehouse Ownership/Rent Deed	Attested Copy
Bank Solvency Certificate	Attested Copy
Certification from Local Authority	Attested Copy
Environment Certificate	Attested Copy
Fire Certificate	Attested Copy
Appointment Letter of MBBS Doctor	Attested Copy
Factory Layout	Attested Copy
Appointment Letter of Chemist	Attested Copy
Factory Inspection Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 2,000.00
- Renewal Fee BDT 1,000.00

x. License for Pesticides Control Operation on Commercial Basis

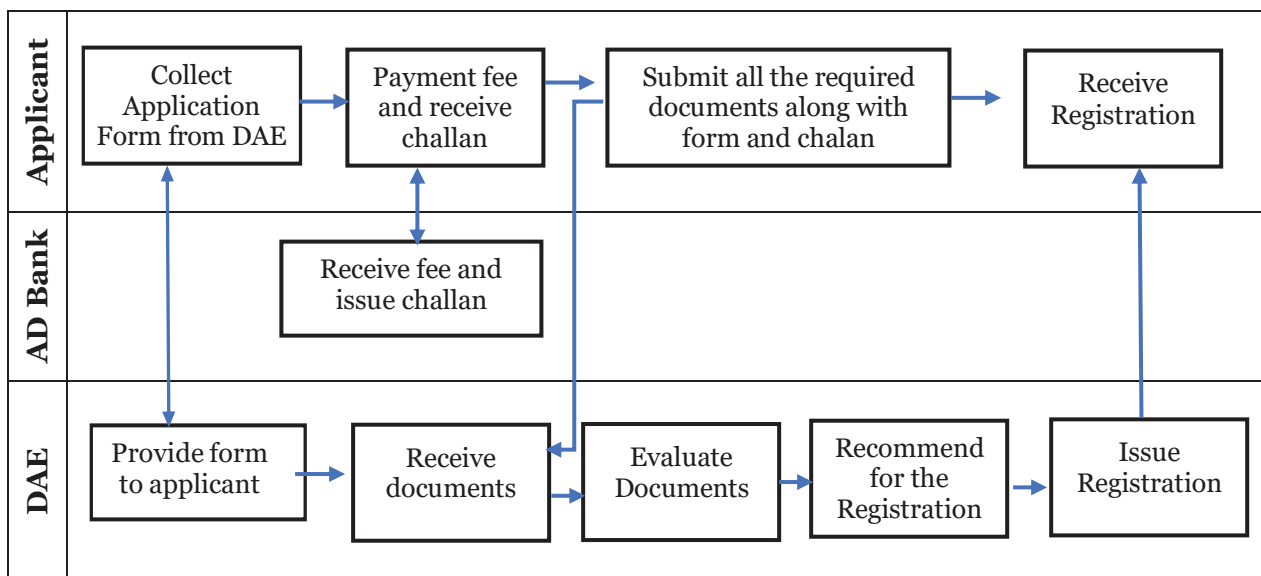
Incumbent Office

Category	License
Renewal Frequency of the License	Annual
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-10	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Certification from Local Authority	Attested Copy
Fire Certificate	Attested Copy
Appointment Letter of Skilled Labour	Attested Copy
Appointment Letter of Chemist	Attested Copy
Factory Inspection Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 2,000.00
- Renewal Fee BDT 500.00

y. License for Pesticides Advertisement

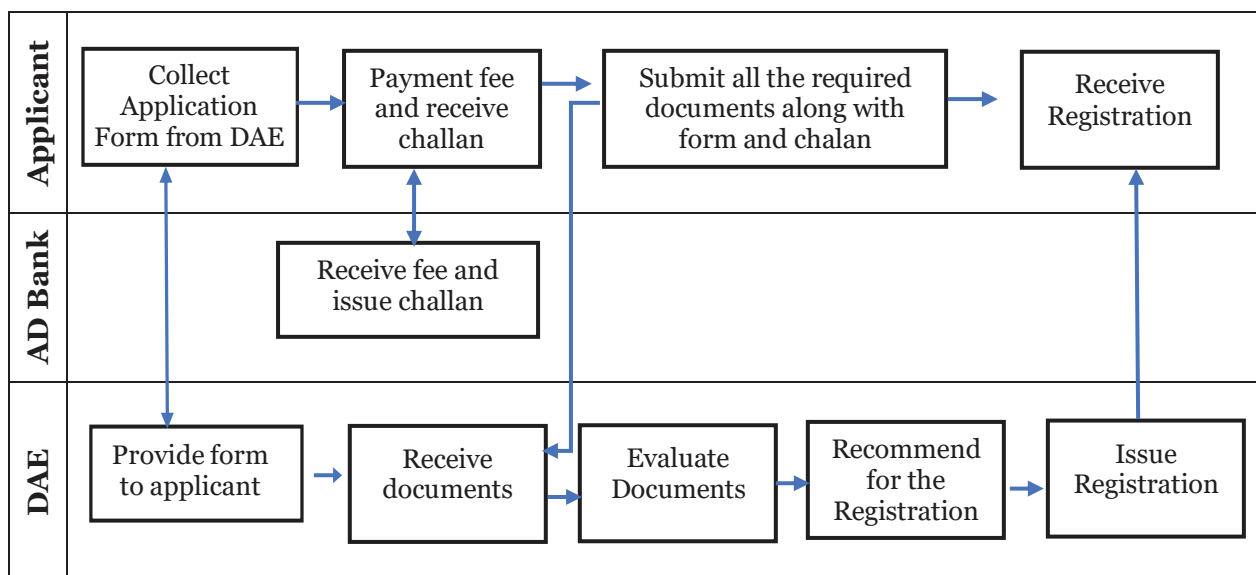
Incumbent Office

Category	License
Renewal Frequency of the License	N/A
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Application Form-11	Original Copy
Trade License	Attested Copy
TIN Certificate	Attested Copy
VAT Registration	Attested Copy
Registration Certificate	Attested Copy
Bank Solvency Certificate	Attested Copy

Process Map



Time and Cost -

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

Fee Schedule:

- Fresh Issuance Fee BDT 1,000.00
- Renewal Fee BDT 500.00

z. Product Registration: Chemical Pesticides

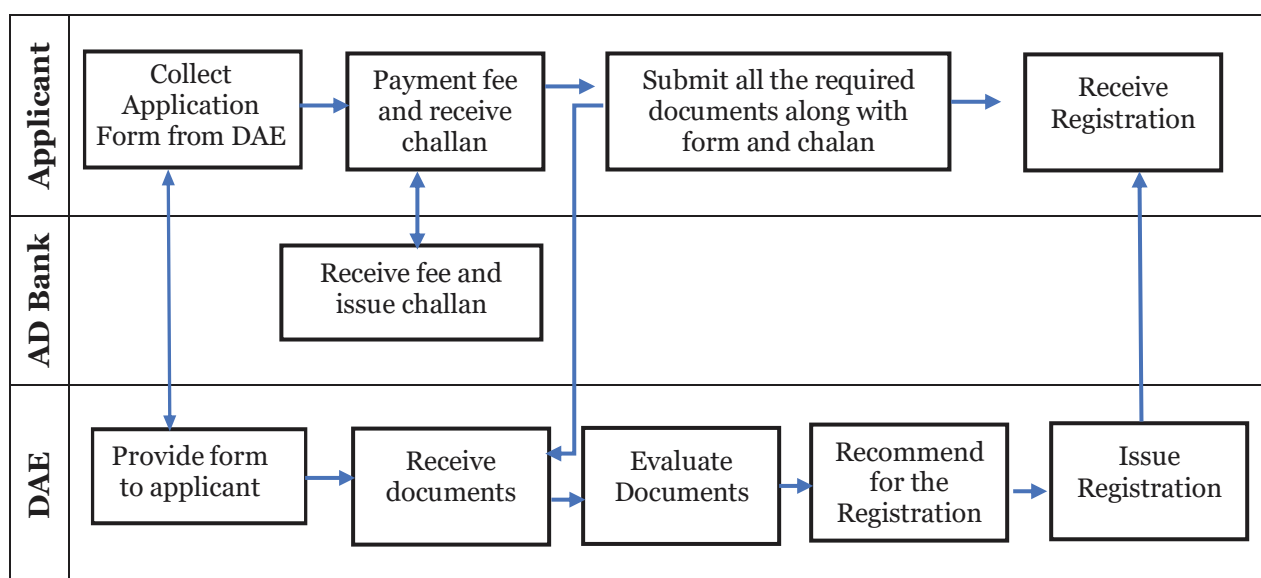
Incumbent Office

Category	Registration
Renewal Frequency of the License	3 years
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-1 (A) (Application form for Registration of Chemical Pesticides)	Original Copy
All the Required Test Report Stated in Form 1 (A)	Attested copy
Treasury Chalan of Registration Fee	Original copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
Two Crop Seasons/2 Years	

Fee Schedule:

- Registration Fee BDT 20,000.00
- Renewal Fee BDT 5,000.00

aa. Product Registration: Bio Pesticides

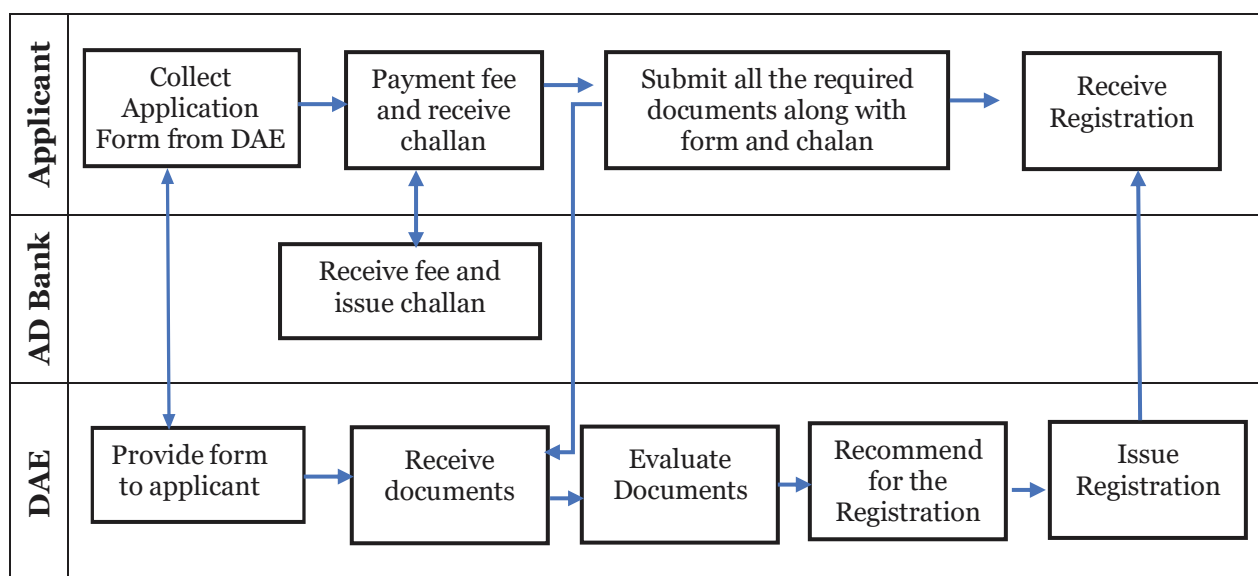
Incumbent Office

Category	Registration
Renewal Frequency of the License	3 years
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-1 (B) (Application form for Registration of Bio Pesticides)	Original Copy
All the Required Test Report Stated in Form 1 (A)	Attested copy
Treasury Chalan of Registration Fee	Original copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
Two Crop Seasons/2 Years	

Fee Schedule:

- Registration Fee BDT 20,000.00
- Renewal Fee BDT 5,000.00

bb. Product Registration: Microbial Pesticides

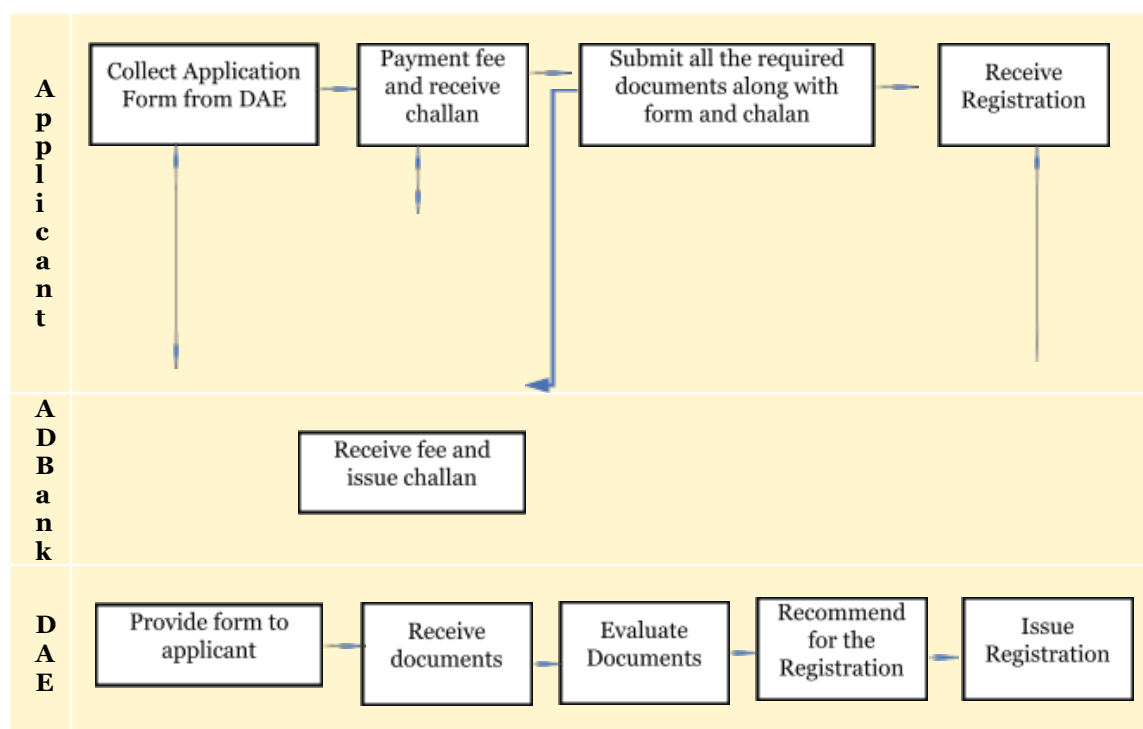
Incumbent Office

Category	Registration
Renewal Frequency of the License	3 years
Issuing Ministry/Agency	Plant Protection Wing, Department of Agriculture Extension, Ministry of Agriculture

Required Documents – For Fresh Issuance

Required Documents	Remarks
Form-1 (C) (Application form for Registration of Microbial Pesticides)	Original Copy
All the Required Test Report Stated in Form 1 (A)	Attested copy
Treasury Chalan of Registration Fee	Original copy

Process Map



Time and Cost -

Official Time Limit	Approximate Processing Time for Issuing the Certificate
Two Crop Seasons/2 Years	-

Fee Schedule:

- Registration Fee BDT 20,000.00
- Renewal Fee BDT 5,000.00