

Peoples Republic of Bangladesh
Customs Bond Commissionerate, Dhaka
342/1 Segunbagicha, Dhaka-1000

Required Document for application of Bond License

1	Application on Standard Format with appropriate revenue stamp
2	BOI/BSCIC Registration
3	Company TIN and Certified copy of wealth statement issued by Income Tax Department (IT-10B) for all directors/owner
4	Updated trade license
5	Updated Fire License
6	Value added tax (VAT) Registration certificate (Business Identification Number- BIN)
7	Recommendation by concern business association (if applicable). If applicant is not member of association, he can apply without recommendation for Bond License.
8	Name, Designation, present and permanent address, signature and photo attached/put on non-judicial stamp of value BDT 300/- of owner/directors. It should be duly notarized by competent authority and be attested by the lien bank(s).
9	Boiler certificate (if applicable)
10	One original copy of Memorandum and Article of Association and Certificate of Incorporation issued by RJSC (if applicant is a company)
11	Purchase document for machinery. Invoice and Bills of Entry for import and VAT invoice (Challan) for local purchase.
12	Two copies of layout plan of factory. It could be ammonia printed and duly signed by registered engineer.
13	Deed of land/space ownership or Duly notarized Rental deed (incase of rental space)
14	Affidavit (Halafnama) to follow the law, rules and procedures on non-judicial stamp of value BDT 300/- by Managing Director/Proprietor/Sole Partner. It could be duly notarized by competent authority.
15	Certificate from lien bank(s) that the applicant has financial strength to submit General Bond of appropriate amount of money.
16	License fee of BDT 50,000/ + 15% Vat

- NB:
1. License fee to be deposited to the treasury in **Account**
 2. General Bond to be printed on non-judicial stamp of value BDT 2000/- after approval of license.
 3. 15% VAT is applicable on license fee. It could be deposited in the treasury using Account code of the concern VAT Commissionerate under which the applicant is registered for VAT. For further assistance, please call -9347000