

Office of the Registrar of Joint Stock Companies and Firms (RJSC)

Documents Constituting a Registration Application

❖ Private Company (Companies Act, 1994)

- Evidence of Name Clearance
- Memorandum & Articles of Association, original + 2 copies
- Filled in Form I: Declaration on Registration of Company [Section 25]
- Filled in Form VI: Notice of Situation of Registered Office and of Any Change therein [Section 77]
- Filled in Form IX: Consent of Director to act [Section 92]
- Filled in Form X: List of Persons Consenting to be Directors [Section 92]
- Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115]
- Special Adhesive Stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps
- NID, e-TIN & Photo of Director/Managing Director/Chairman

❖ If Public Company additional Documents as follows:

- Filled in Form XIV: Declaration before Commencing Business in case of Company Filing Statement in lieu of Prospectus [Section 150]
- Filled in Form XI (if necessary): Agreement to Take Qualification Shares in Proposed Company [Section 92]

❖ Trade Organization (Companies Act, 1994)

- Evidence of Name Clearance
- Memorandum and Articles of Association, original + 2 copies
- Filled in Form I: Declaration on Registration of Company [Section 25]
- Filled in Form VI: Notice of Situation of Registered Office and of any Change therein [Section 77]
- Filled in Form IX: Consent of Director to act [Section 92]
- Filled in Form X: List of Persons Consenting to be Directors [Section 92]
- Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115]
- Government License (Trade License from the Ministry of Commerce)

de tempête Limited

Contact

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❖ Partnership Firm (Partnership Act, 1932)

- Evidence of Name Clearance
- Deed of Agreement on Partnership
- Filled in Form- I: Statement Containing the Particulars of the Firm for Registration
- Partners NID & 2 copies pp size photo
- Percentage of the share of profit of each partner

❖ Society (Societies Registration Act, 1860)

- Evidence of Name Clearance
- Memorandum of Association
 - ✓ The name of the society
 - ✓ The objects of the society
 - ✓ The names, addresses, and occupations of the governors, council, directors, committee or other governing body to whom, by the rules of the society

❖ GENERAL INFORMATION

- Name of the Company to be incorporated in Bangladesh (Please provide at least three names).
- Business address must be Commercial Address and must have commercial place permission.
- The current online process of RJSC does not allow more than seven clauses and will have not more than 900 characters with space.

SL	PRIMARY INFORMATION				
1.	ENTITY NAME				
2.	COMMERCIAL ADDRESS				
3.	NATURE OF BUSINESS				
4.	AUTHORIZED SHARE CAPITAL	<i>Practice is to set an authorized capital of BDT 10,000,000 since the government fees payable for any authorized capital less than that is the same.</i>		QUORUM for AGM & BOARD MEETING:	
5.	PAID UP CAPITAL	<i>No minimum paid up capital requirement.</i>		PER SHARE PRICE:	

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SHAREHOLDER'S INFORMATION							
PARTICULARS <i>** minimum 2 & maximum 50</i> <i>** insert more rows if required</i>			DESIGNATION (Chairman / MD / Director	HOLDING SHARE AND (%)	Photo (PP)	SIGNATURE	For CHAIRMAN / MD (Holding the designation)- MAX 5 YEARS
1.	SHAREHOLDER:	Name: Father name: Mother name: Date of birth: Address: National ID: TIN No: e-mail: Mobile no:					
2.	SHAREHOLDER:	Name: Father name: Mother name: Date of birth: Address: National ID: TIN No: e-mail: Mobile no:					
3.	SHAREHOLDER:	Name: Father name: Mother name: Date of birth: Address: National ID: TIN No: e-mail: Mobile no:					

Legal/Company Adviser Name: _____

Company Adviser: _____

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