

Required Documents for Trade Licence

❖ Proprietorship Trade License

- House rent agreement, Electricity bill (Photocopy)
- Three copy passport size photo
- National ID (Photocopy)
- Business identification & Business Address

❖ Partnership Trade License

- Partnership Deed (2000 Tk)
- Notary of Partnership deed
- House rent agreement, Electricity bill (Photocopy)
- Three copy passport size photo (All Partners)
- National ID (Photocopy) All Partners
- Business identification & Business Address

❖ Company Trade License

- Memorandum & Articles of Association
- House rent agreement, Electricity bill (Photocopy)
- Three copy passport size photo (Authorized Shareholder)
- National ID (Photocopy) Authorized Shareholder
- Business identification & Business Address

Notes: Others Documents like Fire Licence, Civil defense Certificate etc depend on Industry.

❖ For Limited Company Govt. fees depend on as follows:

Paid Up Capital	Govt. Fees
Up to 1 Lac	1,500 Tk.
1 Lac up to 5 Lac	2,000 Tk.
5 Lac up to 10 Lac	3,500 Tk.
10 Lac up to 25 Lac	4,500 Tk.
25 Lac up to 50 Lac	5,500 Tk.
50 Lac up to 1 Crore	7,500 Tk.
1 Core up to 5 Crore	10,000 Tk.
Above 5 Crore	12,000 Tk.

✓ Renewal last date September 30 of each year

** As per Rural Development and Co-operative Division gazette 31, January 2016

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