



Government of the People's Republic of Bangladesh  
**Bangladesh Export Processing Zones Authority**  
**Prime Minister's Office**  
 ..... Export Processing Zone  
 .....



License No. : .....

Previous TL No.: .....

Date of Issuance: .....

Valid Till : .....

## Trade License (New/Renew)

Name of Company : .....

Name of Export Processing Zone : .....

**Factory Address:**

Plot/SFB No. : .....

Mouza/Village : .....

Union Parishad : .....

Upazilla : .....

District : .....

Name of Licensee : .....

Designation : .....

Nationality : .....

NID/Passport No. : .....

Office Address : .....

Nature of Business : .....

Date of Expiry : .....

**Terms and Conditions:**

(1)The Trade License given is not transferable.

(2)The violation of any of the terms and conditions given in the Trade license policy will be considered as punishable offence.

Yours faithfully

.....  
 General Manager  
 ..... Export Processing Zone  
 .....



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**Prime Minister's Office**  
..... Export Processing Zone  
.....



Serial No. : .....

## Trade License Application Form

### I. Company Information:

- Name of the Applicant Company : .....
- Name of Export Processing Zone : .....
- Factory Address : Plot /SFB No.: ....., Mouza/Village: .....  
Union Parishad: ....., Upazilla: .....  
District: .....
- Office Address : .....
- Nature of Business : .....
- Total Paid-up Capital of the Company : .....  
(As per Memorandum of Association)

### II. The Acquisition of License/Permit/Approval (if obtained):

- Investment Registration : Sanction No.: ..... Sanction Date: .....
- Certificate of Incorporation : Issue No.: ..... Issue Date: .....

I declare that the statement mentioned hereinabove is correct to the best of my knowledge. If any inaccurate or incomplete information is communicated in the said statement, then I shall have no objection if my license is cancelled in accordance with the Act/Rules/Policy/SROs of Bangladesh Export Processing Zones Authority (BEPZA).

Applicant's Name and Signature  
On behalf of the Company  
Date: .....

### Required Documents:

- Application Addressing to the Convener of Regional One Stop Service Center;
- Certificate of Incorporation (Required for Limited Company);
- 03 (Three) attested Passport Size Photographs of Proprietor/Managing Director/Director/Authorized Representative;
- 01 (One) copy of NID/Passport (Attested) of Proprietor/Managing Director/Director/Authorized Representative;
- Copy of Money Receipt in favor of the payment of Trade License Fee and BEPZA Service Charge.