

FLOW CHART FOR BUSINESS AT BANGLADESH BY INDIAN VENDOR

Opening of Branch Office at Bangladesh

(Company has to apply online as new user in BIDA portal <https://eservice.bida.gov.bd/> and to upload all documents** duly attested by High Commission / Dy. High Commission of Bangladesh in India/ Any Chamber of Commerce in India along with the application)



Company to Authorise Mr./Mrs. X by giving Power of Attorney



Mr./Mrs. X has to request BHEL-Dhaka office for B-Type Visa invitation in their letter head along with LOI or other documents to substantiate that his/her Company has awarded to work for BHEL at Rampal Project, Bangladesh



Now, Mr./Mrs. X has to apply for B-Type Visa in the office of High Commission / Dy. High Commission of Bangladesh in India along with the Visa recommendation letter of BHEL- Dhaka office.



After getting B-Type Visa, Mr./Mrs. X has to move Bangladesh along with all hard copies which he/she has uploaded online during application for opening of Branch Office with BIDA.



In Bangladesh, Mr./Mrs. X has to contact BHEL-Dhaka office before going to BIDA for preparation of all documents (hard copies) along

with recommendation letter of BHEL-Dhaka office for submission of the same to BIDA



Approval from BIDA is generally received in 10-15 days for Opening of Branch office in Bangladesh for certain periods.



After the approval from BIDA, Mr./Mrs. X has to pay necessary fees (Presently TK. 25000/-) through pay order in favour of Bangladesh Investment Development Authority.



After getting the approval from BIDA, Company has to apply for Company Trade Licence, E-TIN (Taxpayers Identification No.), Vat Registration etc.



The Company has to open a Bank Account locally

****Documents to be submitted:**

- Online Application
- Memorandum and Article of Association
- Certificate of Incorporation
- Name & nationality of the directors/promoters of principal company
- Audited accounts of last financial year of the principle company
- Company's board of directors resolution regarding opening of office in Bangladesh
- Power of Attorney
- Proposed organogram
- Activities of proposed branch office.

 After getting the approval from BIDA for opening a branch Office in Bangladesh, Members of the Company who wish to come to Bangladesh has to apply for E-Visa $\Rightarrow$ Work Permit $\Rightarrow$ E- TIN $\Rightarrow$ Bank Account $\Rightarrow$ Security Clearance from Special Branch, Bangladesh.