

Required Documents for Membership

Required Documents:

1. Application on company letter head to President for membership.
2. Duly filled up prescribed membership form of BKMEA.
3. Registration of DOT (Directorate of Textile)/BIDA (Bangladesh Investment Development Authority).
4. Copy of up to date Trade License.
5. Copy of soil test report, building layout plan approved by concern authority, Architectural drawing/ structural design signed and completion certificate by IEB registered engineer.
6. Copy of L/C of Machinery/ Commercial Invoice, Bill of lading & Bill of entry. If purchase locally, provide deed of Tk. 300.00 with relevant documents (Minimum requirement: 75 machines and machinery list)
7. Copy of Memorandum & Articles of association & Incorporation Certificate.
8. Copy of Fire License and list.
9. Land and floor purchase/ rental deed.
10. Copy of electricity demand note.
11. 2 stairs and child labor free declaration on company letter head.
12. Factory Machine layout plan. (Approved by DIFE)
13. Copy of TIN certificate with latest income tax certificate
14. Copy of ERC & IRC.
15. Copy of VAT registration certificate.
16. Specimen signature of Board of Directors/ Managing Partners/ Proprietor with 2 copy photographs of each attested by lien bank.
17. Undertaking on implementation of minimum wages.
18. Copy of National ID/ Passport (Board of Directors)/ Managing Partners/ Proprietor). For foreigner:
Copies of Passport and work permit

Note: All photocopies must be attested by the authorized person of the company, like Managing Director/ Director/ Managing Partner/ Proprietor.