

## Required Documents

### Membership Procedures for Bangladeshi Proprietorship/Partnership/Limited Company.

BGBA needs the following papers along with a completed Membership Form, subject to your **Trade License having Nature of Business is Buying House & Exporter**. The membership will take Four (04) to five (05) working days upon submission for approval. Once you become a member, BGBA will provide all support within the availability of BGBA and according to the guideline of the Ministry of Commerce/ Department of Textiles, Bangladesh Bank, and FBCCI. For your Information, BGBA's most the activities as similar to other leading Trade Association related to RMG, BGBA does not issue UD, as well as C/O, because It is dealt with by Custom & EPB respectively.

1. Membership Form–BD-PPL-30
2. Authorization Letter of the representative with details of contacts/NID who will process commercial work, etc with BGBA (To be in the Company Letter Head).
3. Copy of the Updated Trade License.
4. Copy of the Partnership Deed (For Partnership Company)
5. Copy of Memorandum of Articles of Association including Form XII (For Limited Company).
6. Copy of Certificate of Incorporation (For Partnership & Limited Company)
7. Copy of National ID of the individual Partner's / Proprietor/ Board of Directors.
8. Bank Solvency Certificate (Original), to be issued by scheduled Bank of the Proposed Company.
9. Copy of eTIN (12 digit) Certificate of the Company / Partners / Proprietor / Board of Directors.
10. Biography of the Proprietor / Partners/ Board of Directors of the proposed company with an indication of Past experience, working place details in the Garments sector/Garments Buying Houses (To be in the Company Letterhead).
11. Letter of Declaration of the sister/partnership/share unit/company(s) in Bangladesh or abroad with Indication of nature of business (To be in the Company Letter Head).
12. Letter of Declaration of number of staff with Name/Designation/NID Number/Nationality of the Proposed Company (To be in the Company Letter Head).
13. Copy of Rent Deed of the Office Premises. In case Office space/Premises owned by the Partners/Proprietor/Board of Directors shall require submission of the last three months of WASA / Electric Bill, Phone bills are not acceptable.
14. Copy of the full transferred L/C with covering letter in favor of 2<sup>nd</sup> Beneficiary (Bank to Bank) or copy of the Sales Contract endorsed by the factory Bank.
15. 03 pcs passport size photographs and 03 pcs stamp size Photographs of the Partners / Proprietor/ Board of Directors.
16. Two reference letters (signed by Proprietor/Partner/Chairmen/MD/Board of Director) from Buying House having membership of BGBA to authenticate your business background. (Please see the Note/Guide Line).
17. "Undertaking/Guarantee" – to be submitted by the authorized signatory of the Company (Proprietor / Partners / Chairman / Managing Director) in the BGBA format of Tk.300.00 stamp and notarized.
18. Tk. 30,000. 00(Admission Fees: Tk.25,000 / Annual Subscription Fees: Tk.5,000) as fees in form of a Pay order in the name of "**Bangladesh Garment Buying House Association**" to be issued from the proposed Company's scheduled Bank.

**Note / Guide Line:**

A. Propose Member is hereby requested to send **all scan copies converted to PDF file (each PDF resolution should be 300 DPI or within 200 KB) in a single Attachment (SL. No. 01 to 18, the total number of attachments will be visible, if applicable)** through **ONLINE REGISTRATION FORM**. A confirmation of submission will be displayed, in case, if it is not displayed, submission was failed due to traffic, If so happens, please directly send a scanned copy of docs (1-9) by one mail and (10-18) by other mail to BGBA ID **info@bgbabd.org** with mentioning your Company Name/Submission in the subject line.

There will be a short meeting to be arranged for verification of the above original papers with the Proprietor or Partner or one of your Board of Directors or with any employee(s) subject to prior appointment with the undersigned. Please bring one set of the above papers during the meeting for the BGBA record. Once the original paper review has been done, proposed members shall be advised by official email to deposit Registration fees/amounts. **Please note, Photographs of your company Partners/Proprietor/Board of Directors will have to paste/pin up on BGBA membership Form at the top right side before scanning in PDF format.**

B. **Membership Form–BD-PPL-30:** Applicants are requested to paste all photographs (Full Board of Directors, Proprietor, Partners) on the right top side of the form and to follow all contents strictly and fill up. Any modification / Edit / Replacement on BGBA Form will result in the disqualification of the applicant.

C. New membership Certificate will be probationary for up to 3months subject to the background of the proposed company, but not exceeding a fiscal year or 30th June and General membership on condition that the proposed company is required to submit a copy of export documents along with a statement on the prescribed form.

D. It is to be mentioned, Yearly renewal (Annual Subscription) Fees is Tk.5,000.00 which is to be paid from 1st July to 31<sup>st</sup> July in each Fiscal year. Membership will be seized/penalized subject to non-Payment of renewal Fees.

E. Letter of Declaration of the sister unit/company(s): In case the Proposed Company does not have any sister /partnership/share Unit/Companies in Bangladesh or abroad, a Letter of Declaration is required to submit with contents that the proposed company does not have any sister/partnership/share unit/companies in Bangladesh and abroad. Any false information will result in a non-process of membership application or cease the membership.

F. Proposed Company shall not be allowed to get membership in case Office's physical address is situated in the Shopping Market/shopping mall or in the manner of Shop.

G. Proposed Company shall not act as Importer of Readymade Garments, producer or supplier of Fabrics, Yarns, Accessories and sell to the local market. If it is found, membership will be seized or terminated.

H. Nature of Business in the Trade License will have to be "Buying House/Export/Import"

I. Copy of the full transferred L/C with a covering letter in favor of 2<sup>nd</sup> Beneficiary (Bank to Bank) or copy of the Sales Contract endorsed by factory Bank is required to submit. In case the order is executed on a FOC basis, a copy of the sales contract (Factory Bank endorsement) along with export documents are required to submit.

J. Two reference letters are required from Buying House (valid member of BGBA). The letter should be signed by the Proprietor / Partner / Managing Director or any one of the Board of Directors. **The name of the signing person with a mobile number should be clearly mentioned as well as the membership number.**

K. "Undertaking/Guarantee" shall be in the BGBA format of Tk.300.00 stamp and notarized. A specimen Sample/Format will be sent after receiving documents of 1 to 16.

L. Registration Fees- The pay Order issuing Bank is to be the Schedule Bank of the proposed company.

M. Membership requirements do not have any single expenses except Registration Fees and Annual renewal fees. Any sort of donation or inside or outside tips to its staff to get a membership Certificate shall be prohibited and will result be treated as disqualification or cease the qualification of application.

N. BGBA reserves the right to accept or reject any application as well as to see more papers/verification/physical interviews as required.

Hope the above information will serve your purpose. Please do not feel any hesitation to contact us, if you are required to discuss any issue.

Thanks and Regards  
Aminul Islam  
Secretary-General

**Bangladesh Garment Buying House Association (BGBA)**

(A Recognized Trade Body, Licensed by the Ministry of Commerce, Affiliated with the Department of Textiles and FBCCI),  
House # 37, Road # 27, Block # A, Banani, Dhaka-1213. Bangladesh. Hotline: +8801673230851  
Tel: +880255033375-76 Email: info@bgbabd.org Web: www.bgbabd.org