

Required Documents

Membership Procedures for Foreign/Joint Venture/Liaison/Representative Office.

1. Membership Form–FLR-40
2. Authorization Letter of the representative with details of contacts/NID who will process commercial Work, etc.
3. Copy of Valid Trade License (Not for Liaison/Representative Office).
4. Copy of Memorandum of Articles of Association including Form XII (Not for Liaison/Representative Office).
5. Copy of Certificate of Incorporation (Not for Liaison/Representative Office).
6. Copy of individual NID/Passport of the Board of Directors / Equivalent status of CEO/ In Charge of the Liaison/ Representative Office / Promoters of Principal Company.
7. Board resolution of the Company's / Promoters of Principal Company for the Membership of Bangladesh Garment Buying House Association.
8. Bank Solvency Certificate (Original) to be issued by scheduled Bank of the Company/Promoters of Principal Company.
9. Copy of eTIN (12 digits) Certificate of the Company, individual Board of Directors / Equivalent status of CEO/ In Charge of the Liaison/Representative Office / Promoters of Principal Company.
10. Copy of BIDA (former BOI) /DOT (Department of Textiles) Registration.
11. Copy of Security Clearance of the Foreign National (Issued by the Home Ministry).
12. Copy of the Work Permit of the Foreign National.
13. Encashment Certificate of the proposed company's scheduled Bank in the Prescribed Form.
14. Copy of the updated Rent Deed.
15. Biography of the Board of Directors / Equivalent status of CEO/ In Charge of the Liaison/Representative Office/ Promoters of Principal Company of the proposed company with indications of Past experience, working place details in the Garments sector/Garments Buying/Trading/Sourcing Houses /Liaison/ Representative Office (To be in the Company Letter Head).
16. Letter of Declaration of the sister/partnership/share unit/company(s) in Bangladesh/abroad with an indication of the nature of business (To be in the Company Letter Head).
17. Letter of Declaration of number of staff with Name/Designation/NID/Passport/Nationality of the proposed Company (To be in the Company Letter Head).
18. Export Statement of the nominated factories for the last year - Information is required in BGBA format and signature authentic by the Proposed Company's Bank. The signature of the Bank Personnel will have a clear Name/Designation/Branch. Applicable for Foreign/Joint Venture/Liaison/Representative Office.
19. Copy of the full Transferred L/C with covering letter in favor of 2nd Beneficiary (Bank to Bank) or copy of the Sales Contract endorsed by factory Bank are 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. Applicable for Foreign/Joint Venture Company.
20. 03 pcs passport size photographs and 03 pcs stamp size Photographs of the Board of Directors / Equivalent status of CEO/In Charge of the Liaison/Representative Office/Promoters of Principal Company.
21. Two reference letters (signed by Proprietor/Partner/Chairmen/MD/Board of Director) from RMG Industry or any Renowned Buying House has a membership of BGBA to authenticate your business background.
22. "Undertaking/Undertaking" –to be submitted by the authorized signatory of the Board of Directors/Equivalent status of CEO/In Charge of the Liaison/Representative Office / Promoters of Principal Company in the BGBA format of Tk.300.00 stamp and notarized.
23. Joint Venture Company Registration Fees: Tk. 50,000 (Admission Fees: Tk.25,000 / Annual Subscription Fees: Tk.10,000 / Development Charge: Tk. 15,000) and Foreign Company Registration Fees Tk. 100,000 (Admission Fees: Tk. 25,000 / Annual Subscription Fees: Tk.10,000 / Development Charge: Tk.65,000) in form of a Pay order in the name of "Bangladesh Garment Buying House Association".

Note / Guide Line:

A. Propose Members are hereby requested to send all **scan copies converted to PDF files (each PDF resolution should be 300 DPI or within 200 KB) in a single Attachment (SI No. 01 to 21, the total number of attachments will be visible, if applicable)** through our **ONLINE REGISTRATION FORM**. A confirmation of submission will be displayed, in case, if it is not displayed, submission has failed due to traffic. If so happens, please directly send a scanned copy of docs (1-11) by one mail and (12-21) 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 / Promoters of Principal Company 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/ Promoters of Principal Company will have to paste/pin up on BGBA membership Form at the top right side before scanning in PDF format.**

B. **Membership Form–FLR-40:** Applicants are requested to paste all photographs of the Board of Directors/Proprietor/Partners at 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 as up to 3 months subject to the background of the proposed company, but not exceeding 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 in the BGBA prescribed form.

D. It is to be mentioned, Yearly renewal Fee is Tk.10,000.00 which is to be paid from 1st July to 30th July in each fiscal year. Membership Renewal fees are changeable and notification will be available on the notice Board of the BGBA website. Membership will be seized/penalty subject to non-Payment of renewal fees exceeding Three (03) months.

E. Letter of Declaration of the sister unit/company(s): In case the Proposed Company does not have any Sister/ partnership/share Unit/Company(s) in Bangladesh or abroad, letters of Declaration are 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. 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 of 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.

H. "Guarantee" shall be in the BGBA format of Tk.300.00 stamp and notarized. Specimen Sample/Format will be sent after receiving documents SL. 1 to 21.

J. Registration Fees- The pay Order issuing Bank is to be the Schedule Bank of the proposed company. **Please note, that the Pay Order issue will be notified after receiving and approval of the documents SL. 22.**

K. 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.

L. Copy documents have to be attested by the applicant.

M. 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 by the Ministry of Commerce & Department of Textiles and FBCCI).
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