



Required Documents for BGMEA

1. Application on company letter head pad to Secretary/ Secretary General, BGMEA for Provisional Membership
2. Duly filled up Prescribed Application for Membership Form of BGMEA.
3. Copy of registration of Department of Textile (DOT) / Bangladesh Investment Development Authority (BIDA).
4. Specimen Signature of Board of Directors /Managing Partners/ Proprietor with 2 Copy passport size Photographs of each attested by Lien Bank.
5. Copy of Memorandum & Articles of Association & Incorporation Certificate for Private Limited Company.
6. Copy of National ID / Passport (Board of Directors /Managing Partners/ Proprietor).
7. Copy of Updated Trade License.
8. Copy of Updated Fire License.
9. Copy of TIN Certificate (Company).
10. List of Machineries (On Company letter head pad).
11. Copy of L/C of Machinery, Commercial Invoice, Bill of Lading & Bill of Entry (if available).
12. Copy of Deed Agreement with Land Owner/ Land ownership documents.
13. Copy of Soil Test Report & details of issuing company.
14. Copy of Approved Building Plan. (From RAJUK/CDA/ City Corporation/Pourashava/PWD/Union Parishad).
15. Copy of Structural Design signed by IEB registered Engineer.
16. Load Bearing Certificate provided by IEB registered Engineer (May be partial/Full).
17. Building Lay-Out Plan (Architectural Drawing).
18. Electrical Drawing (Single Line Diagram).
19. Certificate & Machine lay-out plan from department of inspection for factories and establishment (DIFE).

Paltan (Head Office):

M.H Tower Level-8 Block(C), 42/43,
Purana Paltan, Dhaka-1100
Mob: 01934020111

Lalbagh Branch:

59/17, RND Road Kellar Mor,
Lalbagh, Dhaka-1211
Mob: 01934020777

Jatrabari Branch:

35, Sohid Faruque Road, Beside Toni
Tower, Uttor Jatrabari, Dhaka - 1204
Mob: 01934020444

Keraniganj Branch:

38, Kadamtoli Gol Chatter,
Keraniganj, Dhaka - 1310
Mob: 01934020222

Narayanganj Branch:

Central Plaza (6th Floor), Sign-
board Mor, Bhuighor bazar,
Fatullah, Narayanganj - 1421
Mob: 01934020666

Nayabazar Branch:

10, Ananda Mohan Basak Lane, Basa-
bari Lane, Nayabazar, Dhaka- 1100
Mob: 01934020333

