



Required Documents for Obtaining BIN Certificate

Basic Documents

1. Trade license (Update Copy)
2. TIN certificate
3. National ID (NID) copy of owner / applicant
4. Rent agreement or Ownership deed
5. Bank Solvency/ Statement (Business/ Owner)
6. Layout Plan (for Factory)
7. Machinery List (if Manufacture)
8. IRC Certificate (if Importer)
9. ERC Certificate (if Exporter)
10. BIDA (if foreign Investor)
11. Business name Seal

For Partnership Business

12. **Trade License** (Update Copy)
13. TIN all partners
14. NID copies of all partners
15. Partnership deed (agreement)
16. **Partnership Firm TIN Certificate**
17. Certificate of Incorporation (If any)

For Company:

(Registered under Registrar of Joint Stock Companies and Firms)

16. Certificate of Incorporation
17. Memorandum of Association (MOA)
18. Articles of Association (AOA)
19. Form XII
20. Company TIN Certificate
21. NID copies of all Director
22. TIN Certificate of all Shareholders

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

