



Required Documents for Obtaining IRC Certificate

Basic Documents

1. Trade License (Update Copy)
2. TIN Certificate/ Proof of Tax Return (Update Copy)
3. National ID (NID) copy of owner / authorized person
4. Bank solvency certificate
5. Rent agreement or Ownership deed
6. Association of Membership Certificate

For Company/Firm

(Registered under Registrar of Joint Stock Companies and Firms)

7. Certificate of Incorporation
8. Memorandum of Association (MOA)
9. Articles of Association (AOA)
10. Form XII
11. Company TIN/ Proof of Tax Return
12. TIN Certificate of all shareholders
13. NID copies of directors
14. Association of Membership Certificate
15. Agreements of Partnership

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

