



Required Documents for Obtaining Trade License

Basic Documents

1. National ID (NID) copy of owner
2. Recent 2 copies passport size photographs
3. TIN certificate
4. Rent agreement / Ownership deed

For Partnership Business

9. Partnership deed (agreement)
10. NID copy of all partners
11. Passport size photos of all partners
12. TIN copies of all partners
13. Certificate of Incorporation (if applicable)

For Company

(Registered under RJSC (Registrar of Joint Stock Companies and Firms))

13. Certificate of Incorporation
14. Memorandum of Association (MOA)
15. Articles of Association (AOA)
16. NID copies of directors
17. Passport size photos of directors
18. Company TIN certificate

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

