Assistant High Commission for the People's Republic of Bangladesh
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স্মার্ট বাংলাদেশ
Smart Bangladesh

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বিশেষ বিজ্ঞপ্তি

বাংলাদেশ সহকারী হাই-কমিশন, ম্যানচেষ্টার কর্তৃক আগামী ২১ এপ্রিল ২০২৪ তারিখে লিডস্ এবং আশে-পাশে বসবাসরত বাংলাদেশী/বৃটিশ বাংলাদেশীদেরকে নিম্মোক্ত সময় ও স্থান অনুযায়ী কনস্যুলার সেবা প্রদান করা হবেঃ

তারিখঃ ২১ এপ্রিল ২০২৪, রবিবার (সকাল ১১.০০ টা থেকে বিকাল ৪.০০ টা পর্যন্ত)
স্থানঃ বাংলাদেশ কমিউনিটি সেন্টার, রাউন্ড হে রোড, হেয়ারহিলস, লিডস, এলএস৮ ৫এএন
(Bangladesh Community Centre, Roundhay Road, Harehills, Leeds, LS8 5AN).

১। **ই-পাসপোর্টঃ** শুধুমাত্র ই-পাসপোর্ট আবেদনপত্র গ্রহণ করা হবে। এমআরপি'র জন্য নতুন কোন আবেদনপত্র অথবা এমআরপি রি-ইসুর আবেদনপত্র গ্রহণ করা হবে না। আবেদনের সাথে স্পেশাল পেইড রিটার্ন এনভেলপ সরবরাহ করতে হবে।
২। **নো-ভিসা-রিকুয়ার্ড (এনভিআর)ঃ** এনভিআর এর পূর্ণাঙ্গ আবেদনপত্র গ্রহণ করা হবে। আবেদনের সাথে স্পেশাল পেইড রিটার্ন এনভেলপ সরবরাহ করতে হবে।
৩। **পাওয়ার অব এ্যাটর্ণীঃ** পাওয়ার অব এ্যাটর্ণীর পূর্ণাঙ্গ আবেদনপত্র গ্রহণ করা হবে। **আবেদনকারীর মেয়াদী বাংলাদেশ পাসপোর্ট থাকতে হবে**। আবেদনের সাথে স্পেশাল পেইড রিটার্ন এনভেলপ সরবরাহ করতে হবে।
৪। **জন্ম সনদঃ** জন্ম সনদের আবেদনপত্র গ্রহণ করা হবে। আবেদনের সাথে স্পেশাল পেইড রিটার্ন এনভেলপ সরবরাহ করতে হবে।
৫। **অন্যান্য কাগজপত্র সত্যয়নঃ** আবেদনের সাথে প্রয়োজনীয় কাগজপত্র সংযুক্ত করা সাপেক্ষে অন্যান্য কাগজপত্রাদি সাথে সাথে সত্যয়ন ও ডেলিভারী প্রদান করা হবে।

Announcement

Bangladesh Assistant High Commission, Manchester will render consular services in Leeds and surrounding areas as per the following schedule:

Date : 21 April 2024, Sunday (From 11.00 am to 4.00 pm)
Venue: Bangladesh Community Centre, Roundhay Road, Harehills, Leeds, LS8 5AN.
Local Contact Person: Councillor Abdul Hannan, Mr. Waish Miah, Mr. Jahed Ali, and Mr. Bodor Ahmed, Bangladesh Community Centre.

Following Consular Services will be provided on the day:

1. e-Passport Application: e-Passport application will be received on the day. **Application for MRP/MRP re-issue will not be accepted.** Please make sure you bring a special paid return envelope.
2. No Visa Required (NVR): Application will be received on the day. Please make sure you bring a special paid return envelope along with your application.
3. Attestation of Power of Attorney: POA application will be received only. **A valid Bangladesh passport is a Mandatory requirement for execution of a POA**. Delivery will be made by post. Please make sure you bring a special paid return envelope.
4. Birth Registration: Application will be received. Please make sure you bring a special paid return envelope.
5. Other attestation Service: On the spot delivery (cases may vary).

সেবা প্রার্থীদের জন্য পরামর্শ

১। সকল সেবার জন্য প্রয়োজনীয় তথ্য এই manchester.mofa.gov.bd ওয়েবসাইট থেকে দেখে নেয়ার জন্য অনুরোধ করা হলো।

২। ই-পাসপোর্ট রি-ইস্যুর জন্য:
https://manchester.mofa.gov.bd/en/site/page/E-passport লিংকে বর্ণিত ফরমটি অনলাইনে পূরণপূর্বক প্রিন্ট আউট করতে হবে। প্রয়োজনীয় কাগজপত্রের জন্য সংযুক্ত নির্দেশাবলী দেখুন।

৩। এনভিআর এর জন্য অবশ্যই https://manchester.mofa.gov.bd/en/site/page/NVR-for-Bangladeshi-Origin ওয়েবসাইটে অনলাইন ফরম পূরণপূর্বক প্রিন্ট আউট নিয়ে আসতে হবে এবং গাইডলাইনে বর্ণিত কাগজপত্র সংযুক্ত করতে হবে।

৪। পাওয়ার অব এ্যাটর্ণী সম্পাদনের জন্য পাওয়ার দাতার মেয়াদী বাংলাদেশী পাসপোর্ট থাকতে হবে। মেয়াদী বাংলাদেশী পাসপোর্ট ব্যতিত পাওয়ার অব এ্যাটর্নী সম্পাদন করা যাবে না। পাওয়ার অব এ্যাটর্ণীর জন্য সকল পাওয়ার দাতাকে ব্যক্তিগতভাবে উপস্থিত থাকতে হবে। পাওয়ার অব এ্যাটর্ণীর নির্ধারিত ফরম্যাট বাংলাদেশ সহকারী হাই-কমিশন, ম্যানচেষ্টারের ওয়েবসাইট দ্রষ্টব্য:
https://manchester.mofa.gov.bd/en/site/page/Power-of-Attorney

৫। জন্ম নিবন্ধনের জন্য অবশ্যই অনলাইন আবেদন পূরণ করে প্রিন্ট আইট নিয়ে আসতে হবে। নীচের ওয়েবসাইট হতে পূরণ করতে হবে https://manchester.mofa.gov.bd/en/site/page/Birth-Registgration ।

***বিশেষ দ্রষ্টব্য: প্রয়োজনীয় কাগজপত্রের ফটোকপি অবশ্যই সঙ্গে আনতে হবে। কনস্যুলার সেবাস্থলে কোন ফটোকপি মেশিন সুবিধার নিশ্চয়তা নেই।

Documents Required for the Services those will be provided

Please read the carefully and prepare the documents before arriving for service.

For e-Passport:

- For new e-Passport or conversion of MRP to e-Passport:

Printed copy of duly filled-in and signed Online e-Passport Application Form (with bar code) along with **summery page** To fill out the application, please visit: manchester.mofa.gov.bd or epassport.gov.bd
Photocopy of applicant's Bangladesh National ID Card or Bangladesh 17digit Birth Certificate (BRC) with online Verified copy.
Original Bangladeshi Passport (MRP or hand-written). (i) Any mismatch between the application and applicant's NID will not be accepted under any circumstances. Application will be processed as per NID information. Those who do not have NID and have Bangladeshi Birth Certificate (BRC) containing all information in English information as per BRC and MRP shall match. (ii) For lost passport: police report containing lost passport number is mandatory. (iii) MRP against Home Office: An original Home Office letter mentioning the name and passport number of the applicant /copy of passport certified by the Home Office (in case the passport is retained by the Home office); (iv) Letter from Home Office must be recent and not older than 03 (three) months.
Recently taken 3R sized color photograph (Lab Printed) with white background (For applicant's aged below 06)
Photocopy of applicant's foreign passport or BRP.
Parent's Passport copy [Parent must be a citizen of Bangladesh by birth] Child's detailed UK Birth Certificate mentioning parents name.
Marriage Certificate / Divorce Certificate (If applicable); ** Document(s) generated in Bangladesh must be attested by the Ministry of Foreign Affairs [For marriage/ divorce certificate or document, the process is to get first attestation from the Ministry of Law, Justice and Parliament Affairs and then subsequent final attestation from the Ministry of Foreign Affairs] **Document(s) generated in United Kingdom must be attested by FCDO (Foreign, Commonwealth and Development Office).
Student ID card and letter confirming full time studentship from respective educational institution (If the applicant is a student).
UK Proof of address such as Council Tax/ H M Revenue statement/ OR Latest Bank Statement/ OR Gas bill/ Electricity bill/ water bill/ (Not more that 3 months old) OR Driving License Copy/ OR University letter mentioning UK address.
In order to receive e-Passport by post (royal mail only), a duly filled-in and signed declaration must be submitted with application.

For No Visa Required (NVR) for the First time:

Following documents must be submitted along with NVR application-

1. Print-out of duly filled-in and submitted online NVR application form with applicant's signature on 3rd page;
2. 01 (one) recent passport size (45X35 mm) colour photograph with white background;
3. Passport (with at least for six months validity);
4. Valid or expired Bangladesh Passport along with photocopy (MRP's photo & address pages/Hand written passport's pages 1-5);
   or
   Bangladeshi Citizenship Certificate issued by the Ministry of Home Affairs, Bangladesh and attested by Ministry of Foreign Affairs, Bangladesh along with photocopy (in case the applicant born in Bangladesh);
   or
   Online verified Birth Certificate with 17 digit Birth Registration No. issued by the competent authority in Bangladesh along with photocopy;
   or Previous Passport with NVR along with photocopy;
5. For any change in the present passport from the previous one, a deed poll clearly mentioning the changes and attested by UK Foreign & Commonwealth Office (FCO) must be submitted along with application;
6. UK Proof of address such as Council Tax/ H M Revenue statement/ **OR** Latest Bank Statement/ **OR** Gas bill/ Electricity bill/ water bill/(Not more that 3 months old) **OR** Driving License Copy/ **OR** University letter mentioning UK address.

For Power of Attorney

For Executant(s) :

1. Duly filled-in and signed application form; (in case of more than one executant, only the first executant should fill-in and sign the application);
2. 02 (two) sets of unsigned Power of Attorney;
3. Executant(s) valid Bangladeshi passport only (Passport validity should be minimum 6 months);
4. 3 (three) copies of recent passport size photograph (colour photo with white background) for each of the executant(s);
5. In case of Land Property related POA, copy of updated tax receipt (Dakhila) of respective land and update Record of Rights (Khatian/Porcha);
6. Land Registration Certificate (জমির দলিল);
7. Succession certificate (attested by the Ministry of Foreign Affairs, Dhaka, Bangladesh) where applicable;
8. Any relevant Bangladeshi document (s) [attested by the Ministry of Foreign Affairs, Dhaka, Bangladesh]
9. UK Proof of address such as Council Tax/ H M Revenue statement / Latest Bank Statement/ Utility Bill (Gas bill/ Electricity bill/ Water bill) not more than 3 months old/ Driving License/ University letter mentioning UK address.

For Recipient(s) :

1. Copy of Bangladeshi Voter / National ID card / Valid Bangladeshi Passport / Bangladesh Birth Certificate with online verified copy.
2. 3 (three) copies of recent passport size photograph (colour photo with white background);

For Attestation

1. Duly filled-in and signed application form;
2. The original and photocopy of the document(s);
3. One passport sized recent photograph;
4. **Valid Bangladeshi Passport** (at least 6 months validity) shall be produced as an identification document in case of the following document(s) attestation;
    1. **Any land related document**
    2. **Any financial related document**
    3. **Photo**
    4. **Copy of Bangladeshi Passport**
    5. **Police Clearance Certificate**
5. *For Bangladeshi origin UK/EU nationals*:
   Bangladeshi Passport with at least 6 months validity or Valid UK / EU passport (at least 6 months) with No Visa Required (NVR) sticker/stamp;
6. UK Proof of address such as Council Tax/ H M Revenue statement / Latest Bank Statement/ Utility Bill (Gas bill/ Electricity bill/ Water bill) not more than 3 months old/ Driving License/ University letter mentioning UK address.

Birth Certificate

1. Duly fill-in and signed Birth Registration online form. (online form link: bdris.gov.bd).
2. One copy of recent passport size photograph (colour photo with white background) of the applicant. In case of minor children photos of both parents are required;
3. Photocopies of both parents' Bangladeshi passport/ NID card;
4. In case the child is born after 2000, copy of both parents' 17 digit online verified Bangladeshi Birth Certificate;
5. Photocopies of Bangladeshi passport where all of information is given;
6. Photocopy of Applicant's UK / EU passport (if any);
7. UK Proof of address such as Council Tax/ H M Revenue statement / Latest Bank Statement/ Utility Bill (Gas bill/ Electricity bill/ Water bill) not more than 3 months old/ Driving License/ University letter mentioning UK address.

In case of child(ren) born UK / EU countries:

1. Duly fill-in and signed Birth Registration online form.
2. Photocopy of UK detailed Birth [**Birth Certificate originated from other countries must be translated in english and attested by the respective embassy in UK] Certificate of the child;
3. One copy of recent passport size photograph (colour photo with white background) of the applicant. In case of minor children photos of both parents are required;
4. Photocopy of both parents' Bangladeshi passport where all of information is given;
5. In case the child is born after 2000, copy of both parents' 17 digit online verified Bangladeshi Birth Certificate;
6. Photocopy of Applicant's UK / EU passport (if any) , if not, photocopy of both parents UK / EU passport;
7. UK Proof of address such as Council Tax/ H M Revenue statement / Latest Bank Statement/ Utility Bill (Gas bill/ Electricity bill/ Water bill) not more than 3 months old/ Driving License/ University letter mentioning UK address.

Fees

The fee will be taken by POS machine from the applicants Bank Debit Card only. Credit card and cash will not be accepted.

e-Passport General-

10 (ten) years-£118.00 and 05 (five years)- £96.00 for

e-Passport-Student-

10 (ten) years (student must be 18 years or above)- £50.00 and 05 (five years) £30.00

NVR	**£46**
Power Attorney	**£40**
Attestation	**£7**
Birth-Registration	**£4**
Travel Permit	**£25**

For any queries, please send emails to mission.manchester@mofa.gov.bd