

Documents Required for opening Liaison Office/Branch Office

- / 1) Memorandum & Articles of Association of the company. (by- laws) -3 copies
(Attested by the Bangladesh embassy / high commission in the country origin concerned)
- / 2) Incorporation Certificate-3 copies
(Attested by the Bangladesh embassy / high commission in the country of origin concerned)
- / 3) Principal function of the company-3 copies
(Attested by the Bangladesh embassy / high commission in the country of origin concerned)
- / 4) Function of the proposed liaison office in Bangladesh-3 copies
(Attested by the Bangladesh embassy / high commission in the country of origin concerned)
- / 5) List of Directors with the address , Nationality and Passport No.-3 copies.
(Attested by the Bangladesh embassy / high commission in the country of origin concerned)
- / 6) Resolution of Board Meeting for opening the liaison office. -3 copies.
(Attested by the Bangladesh embassy / high commission in the country of origin concerned).
- / 7) Last audit report of the principal office.-2 copies
(Attested by the Bangladesh embassy / high commission in the country of origin concerned)
- (items 8,9, . . N/A)
- / 8) Address of the liaison office to be situated in Bangladesh.
- 9) Organogram of the liaison office.
- 10) Resolution of Board Meeting for Opening Bank Account and Authorizing to operate Bank Account & sign all types of documents on behalf of the company. (Attested by the Bangladesh embassy / high commission in the country of origin concerned)

NOTE : ALL DOCUMENTS ARE REQUIRED TO BE TRANSLATED IN ENGLISH

Noted: After getting Permission from BOI the Liaison Office needs to get 18B permission from the Bangladesh Bank through its Transacting Bank.