



Leathergoods & Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB)

Requirements for Provisional Membership

1. Application in Letterhead Pad.
2. Application form duly filled and signed.
3. Copy of Company's Memorandum.
4. Articles of Association.
5. Certificate of Incorporation (COI).
6. Copy of Registration from *Board* of Investment (BOI). - (Sell: [Local-20%, Foreign-80%])

[Board of Investment: Prime Minister's Office, Address: Jiban Bima Tower (19th Floor),10 Dilkusha C/A, Dhaka 1000,Bangladesh,PABX: +880 2 957 7271-2,Fax: +880 2 956 2312, **Email :** service@boi.gov.bd
Web: www.boi.gov.bd]

7. Updated Trade License.
8. Updated Tin Certificate.
9. List of Machineries.
10. Fire Service License.

[Bangladesh Fire Service and Civil Defense: Address: <http://www.fireservice.gov.bd/>]

11. Factory License.
12. Factory Layout plan certified by concerned authority with details plan.

[Department of Inspection for Factories and Establishments: Address:4, Rajuk Avenue,Dhaka 1000,Bangladesh, 02-9568706, **Email:**addig@dife.gov.bd.**Web:** <http://www.dife.gov.bd>]

13. ECC (Environmental Clearance Certificate) from DOE (Directorate of Environment)/NOC (NoObjection Certificate) from Local Authority.

[Department of Environment, Dhaka Divisional Office: Address: Pariesh Bhaban, E/16,2nd Floor, Agargaon, Sher-e-Bangla Nagar, Dhaka(Regional)-1207, Phone:02-8181794, Email:towfiqul@doe.gov.bd, Web: <http://www.doe.gov.bd/>]

14. Photographs of Managing Director/Proprietor/Owner. [02/two copy]
15. Factory Profile.
16. Generator Certificate. (if available)
[Bangladesh Energy Regulatory Commission: Address: TCB Building (3rd floor), 1 Karwan Bazar, Dhaka-1215. , Email: berc2003@gmail.com; info@berc.org.bd Web: <http://www.berc.org.bd/>]
17. IRC/ERC. (if any)
18. Custom Bond License. (if available)
19. Membership Fee: Tk. 60,000 (For Limited Company-23,000 [renewal] Tk. 45, 000 (For Proprietorship-20,000 [renewal])).
20. KRC Membership Fee : Tk 8,000
21. Provisional Membership Certification will take One (01) Month from the receiving date.

Health & Safety issues

1. Emergency exit door is required at the opposite side of the main exit (that must be in outward direction).
2. If the facility/factory is in a multi storied building, then it requires to have an emergency exit stair with handle.
3. An emergency assembly point in front of the building is required as well.