



# **Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB)**

## **Required Documents for Provisional Membership**

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

**[Bangladesh Investment Development Authority (BIDA):** Prime Minister's Office, 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@bida.gov.bd](mailto:service@bida.gov.bd), **Web:** [www.bida.gov.bd](http://www.bida.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.** (If available)
- 12. Factory Layout plan certified by concerned authority with details plan.** (If available)

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



**13. Factory Structure Layout / Building Design Document approved from competent Authority.**

14. ECC (Environmental Clearance Certificate) from DOE (Directorate of Environment)/NOC (No Objection 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/>]**

15. Two copy passport size Photographs of Managing Director / Proprietor / Owner.

16. Factory Profile.

17. 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/>]**

18. IRC / ERC. (If any)

19. Custom Bond License. (If available)

20. Membership Fee: For Limited Company: **BDT 60,000** (Renewal Fee **BDT 23,000**)

For Proprietorship: **BDT 45,000** (Renewal Fee **BDT 20,000**)

21. KRC Membership Fee: **BDT 8,000**

22. 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 having an emergency exit stair with handle.
3. An emergency assembly point in front of the building is required as well.