



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

### Required Documents for Provisional Membership

Following valid and update documents have to be submitted to obtain Membership of the Association:

- 1) An application for membership on company letterhead pad addressed to the President.
- 2) Application form duly filled and signed. [APPLICATION FORM FOR MEMBERSHIP.pdf \(lfmeab.org\)](#)
- 3) Updated Trade License
- 4) Updated Fire License [Updated Fire Service License. [**Bangladesh Fire Service and Civil Defense**: Address: <http://www.fireservice.gov.bd> ]
- 5) Factory License from DIFE.
- 6) Copy of Registration from Bangladesh Investment Development Authority (BIDA) [Sell: Foreign-80%, Local-20%]

**[Bangladesh Investment Development Authority (BIDA):** Prime Minister's Office, Government of the People's Republic of Bangladesh, Plot#E-6/B, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh. Contact: +880 2 55007241-45, Fax: +88 02 55007238-40, Email: [info@bida.gov.bd](mailto:info@bida.gov.bd), [ec@bida.gov.bd](mailto:ec@bida.gov.bd) Web: [www.bida.gov.bd](http://www.bida.gov.bd) Web Application: [eservice.bida.gov.bd](http://eservice.bida.gov.bd) ]

- 7) Copy of Company's Memorandum. (For Limited Company)
- 8) Articles of Association. (For Limited Company)
- 9) Certificate of Incorporation (COI). (For Limited Company)
- 10) List of Machineries.
- 11) 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](mailto:addig@dife.gov.bd) **Web:** <http://www.dife.gov.bd>]

- 12) Factory Structure Layout / Building Design Document approved from competent Authority.
- 13) NOC on environment from local authority or ECC (Environmental Clearance Certificate) from DoE (Department of Environment).

**[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](mailto:towfiqul@doe.gov.bd), Web: <http://www.doe.gov.bd/>]

- 14) Two copies passport size Photographs of Managing Director / Proprietor / Owner
- 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) TIN certificate

19) Updated Income Tax Return Receipt

20) **Membership Fees:**

i. For Limited Company BDT 73,000 (Renewal 58,000/-)

ii. For Proprietorship BDT 58,000 (Renewal 58,000/-)

21) Provisional membership will be issued 21 working days from the date of application.

### **Additional Requirements**

- (a) Factory building/ shed should have at least two unobstructed exits of not less than 1.15-meter width & not less than 2 meters height.
- (b) If the factory is in a multi storied building then, it requires to have an emergency exit stair with both side hand rail.
- (c) An emergency assembly point in front of the building/structure is required as well.
- (d) Safe electrical installation
- (e) Fire safety as per the instruction of FSCD.