



## LEATHERGOODS AND FOOTWEAR MANUFACTURERS & EXPORTERS ASSOCIATION OF BANGLADESH

### **New Membership:**

a. **Requirement of documents for Provisional Membership (New Entry):** Following valid and updated documents have to be submitted to obtain Provisional Membership of the Association:

- i. Application form duly filled and signed
- ii. Trade License
- iii. Fire License from FSCD
- iv. Factory License from DIFE
- v. Registration Certificate from BIDA (Foreign-80%, Local-20%)
- vi. Factory Layout plan
- vii. Factory Structural Design / Building Design Document approved by Rajuk/Local Municipality/UP
- viii. NID / Passport of MD/Proprietor

b. **Other Requirements:**

- 1) The factory building/shed should have at least two unobstructed exits, each not less than 1.15 meters in width and 2 meters in height.
- 2) Multi storied building should have an emergency exit stair with both side hand rail.
- 3) An emergency assembly point in front of the building/structure.
- 4) Fire Safety Plan as per the instruction of FSCD.

### **Limited Company**

#### **New Membership Fee**

Yearly (25,000) +KRC (8,000) +Admission (40,000) =73,000+15%VAT (10,950) = 83,950/=

#### **Renewal Fee**

Yearly (25,000) +KRC (8,000) +Compliance (25,000) =58,000+15%VAT (8,700) = 66,700/=

### **Proprietorship Company**

#### **New Membership Fee**

Yearly (25,000) +KRC (8,000) +Admission (25,000) =58,000+15%VAT (8,700) = 66,700/=

#### **Renewal Fee**

Yearly (25,000) +KRC (8,000) +Compliance (25,000) =58,000+15%VAT (8,700) = 66,700/=