

## **Required Documents for Provisional Membership**

1. Application on company letterhead addressed to the Secretary, BGMEA for Provisional Membership.
2. Duly filled-in prescribed Application Form for Membership of BGMEA.
3. Copy of registration from Department of Textiles (DOT) / Bangladesh Investment Development Authority (BIDA).
4. Specimen signature of Board of Directors / Managing Partners / Proprietor with 2 passport-size photographs of each, attested by Lien Bank.
5. Copy of Memorandum & Articles of Association and Incorporation Certificate for Private Limited Company.
6. Copy of National ID / Passport (of Board of Directors / Managing Partners / Proprietor).
7. Copy of updated Trade License.
8. Copy of updated Fire License.
9. Copy of TIN Certificate (Company).
10. List of Machineries (on company letterhead).
11. Copy of L/C of Machinery, Commercial Invoice, Bill of Lading & Bill of Entry (if available).
12. Copy of Deed Agreement with Land Owner / Land Ownership Documents.
13. Copy of Soil Test Report & details of issuing company.
14. Copy of Approved Building Plan (from RAJUK / CDA / City Corporation / Pourashava / PWD / Union Parishad).
15. Copy of Structural Design signed by IEB registered Engineer.
16. Load Bearing Certificate provided by IEB registered Engineer (may be partial or full).
17. Building Lay-Out Plan (Architectural Drawing).
18. Electrical Drawing (Single Line Diagram).
19. Certificate & Machine Layout Plan from Department of Inspection for Factories and Establishment (DIFE).