



Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA) Pre-Membership Check List for new Factory

Visit date:

Factory Information:

1. Factory Name:

2. Factory Address:

Postal Code:

District:

BKMEA Service Zone (Please Tick Mark): Dhaka ☐ Narayanganj ☐ Chattogram ☐

Phone: E-mail:

3. Contact Person:

Mobile: WhatsApp: E-mail:

4. Owner's Name & Designation:

Phone/Mob: WhatsApp: E-mail:

5. Number of Building:..... Storied: Building 1: Building 2: Building 3:

6. Total Floor Space:

7. Number of Machine: Sewing- Knitting- Dyeing- Washing-

Printing- Linking- Others-

8. Number of Worker: Total- Male- Female-

Sl No	Issues	Reference	Answers (Yes/No)	Remarks
Documentation:				
01.	Registration from Directorate of Textile	Directorate of Textile/BIDA/BEZA/BE PZA		
02.	Trade License	Commerce Ministry/LGRD		
03.	Approved Fire License	FSCD- Act-2003:4(1)		
04.	Factory License is available in the factory with renewal.	DIFE: BLA-326(1)(Ka)		
05.	Building layout plan: Architectural Drawing, Structural Design	Competent Legal Authority like-RAJUK/ /BSCIC/ BEZA/BEPZA/Local Govt./ District Committee/ Cantonment board/ IAB or MIEB registered Engineer		
06.	Factory/ Machine Layout Plan (Approved by DIFE)	DIFE: DIFE: BLA-326(1)(Ka)		
07.	Load bearing certificate	IAB/BUET/RAJUK		
08.	Special Bonded Ware House License (If applicable)	Customs Bond Commissionerate		
09.	Memorandum & Articles (If limited).	Registrar of Joint Stock Companies & Firms (RJSC)		
10.	Electricity Demand Note	PDB/ DPDC/ DESCO/REB		
11.	Machinery Invoices (Minimum 75 Nos Sewing Machines is required). If machineries purchased locally, you have to provide deed on Stamp of Tk. 300/-, L/C and B/L copy, if imported, then only L/C and B/L copy with commercial invoice.	BKMEA Membership Requirement		
12.	Land & floor Purchase/ Rental Deed.	Factory Authority/ BKMEA		
13.	Declaration of implementation of updated Bangladesh Labour Law and Bangladesh Labour Rules. (On Company Letter Head pad)	Factory Authority/BKMEA		
14.	Lien Bank attested photograph of each Director & Specimen Signature of each Director	Factory Authority/BKMEA		
15.	TIN certificate & Latest Income Tax Payment Receipt (Treasury Challan). Attested by Bank	NBR		
16.	VAT registration certificate/ BIN No.	NBR		
17.	National ID card for each director or Work permits/ Copy of Investor VISA & passport for foreign nationals	Factory Authority/EC/BIDA		

Sl No	Issues	Reference	Answers (Yes/No)	Remarks
Industrial Safety Measures:				
18.	At least Two blockade free Exits are available	BLR-54(3)		
19.	Main Exit/ Exit Stair-Minimum width- 1.15 Meter/ 45.275 inch up to 6 storied building.	BLR-54(2)		
20.	Emergency Exit/Exit Stair if building is more than 6 storied - Minimum width 2 Meter/ 78.74 inch	BLR-54(7)		
21.	Both side Handrails of the staircases are available.	BLR-54(5)		
22.	Fire extinguishers: One DCP is required for 90 square meters (968.75Sft). No of DCP:	BLR-55(2)		
23.	Fire extinguishers: One CO2 is required for each MDB & SDB. No of Co2:..... For liquid substance FOAM type Fire extinguishers required No of Foam Type:	BLR-55(3)(4)		
24.	Fire Hose Pipes are available and effective (cover all areas of the floors). 1 for every 850 square meter (9149.32 Sft) and each floor.	BLR-55(1)(Gha)		
25.	Collapsible/ Sitter type Gate are available in the factory.	BNBC-2020 part-4 Page-889 3.9.3 & 3.9.4		
26.	Factory is not in the Shared Building except garments.			
27.	Sprinklers installed inside the factory if building height is more than 75 feet.	BNBC-Part-4, Chapter-6 BLR-54(7)		
28.	Fire Hydrant Pump is required as per approved fire plan	BLR-55(16) FSCD		
29.	Aisles and escape routes are marked properly and always kept blockade free. width- 39.37inch	BLR-59		
30.	Roof top for the new factory building will be kept 100% free	FSCD Rules-2022 Schedule-3(3)		
31.	Roof top for the existing factory building may be temporarily occupied up to 25% (Dining/ Prayer/Training Purpose)	FSCD Rules-2022 Schedule-3(3)		
32.	Wall/Railings of Roof Top are available.	FSCD Rules-2022 Schedule-3(3) Accord-6.12.2.4		
33.	Other necessary fire equipment like lock cutter, fire beater, fire buckets, fire hook, Fire Alarms etc. are available and checked regularly.	FSCD		
34.	Road's width in front of the factory Building 30 foot.	Proposed FSCD Rules-2022 Schedule-13(9.5)		
35.	Boiler operator is trained and has certificate of competency	Boiler Attendant Rules-1953 (2)(3)		
36.	Boiler registration from competent authority is available and safely installed, operated and maintained	Boiler Act-1923-7(1)(2)(Kha)		

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Compliance:				
37.	Appointment letter and ID card are provided	BLA-5 Wages Gazette-2018		
38.	Minimum wage is being ensured			
39.	Pure drinking water facility is available	BLA-58		
40.	First Aid Boxes are available with required materials. Number of boxes:	BLA-89(2)		
41.	Adequate No. of Toilets: Male- Female:	BLA-59, BLR-Schedule-2		
42.	PPEs are provided and properly used.	BLA-78(Ka)		

Note: All factory should be maintained all national laws (Bangladesh Labour Law, Bangladesh Labour Rules, Fire Service and Civil Defense Act & rules, Bangladesh National and Building Code (BNBC) etc.

Made by factory Authority
Signature with Seal



Registration Charges:

Ordinary Membership:	Registration Fee.	Tk. 22,000/-
	Biometric Workers Database Fee	Tk. 50,000/-
	Total	Tk. 72,000/-

Associate Member:	Registration Fee.	Tk. 17,000/-
	Biometric Workers Database Fee	Tk. 50,000/-
	Total	Tk. 67,000/-

Associate Member for Buying House:

Registration Fee	Tk. 25,000/-
Biometric Workers Database Fee	Tk. 50,000/-
Total	Tk. 75,000/-

Demand draft/Pay order will be in favor of **BKMEA** or Cash deposit to **Jamuna Bank Ltd**, Sonargaon Road branch, Dhaka)

N.B: All application must be forwarded to President, BKMEA