

## **Necessary documents:**

For membership, enrollment businesses need to submit the following documents

1. **Company Logo** (JPG/PNG)
2. **Updated Trade License** - Scan copy of color image
3. **TIN Certificate** - Scan copy of color image
4. **Tax Return/Acknowledgment** - Scan copy of color image
5. **Owner National ID** - Scan copy of color image
6. **Owner Passport Size Photo**
10. **Copy of Utility Bills** (Gas/ Water/ Phone/ Electricity) - Scan copy of color image
12. **Company Profile / Service Overview**
15. **Term and Conditions, Returns, Exchanges, and refund policies** should be both in English & Bangla on the website.
  
18. **Owner Passport Copy** - Scan copy of color image
19. **Bank Statement or Bank Certificate** - Scan copy of color image
20. **BIN Certificate** - Scan copy of color image
21. **DBID**- Digital Business Identification Number
  
22. LTD company - **Memorandum of Article, Meeting Regulation & Incorporation Certificate**
23. Partnership - **Partnership Memorandum & Board Resolution** - Scan copy of color image
24. Online **Special Certificate** for related Sector

**Membership Duration:** (from 01 January 2025)