

Checklist of required Documents for Online VAT Registration in Bangladesh.

SL	Type of documents	Remarks	Copies/ Set
1	Trade License		2
2	Certificate of Incorporation	If Limited Company	2
3	Memorandum and Article of Association (AoA)	If Limited Company	2
4	E-Tin Certificate	Owners (Firm), Company (Chairman and Company), Partnership (Partners)	2
5	Deed of Partnership Firm	If Partnership firm	2
6	Bank Solvency	In the name of firm/company	2
7	National ID Card	Owners/Shareholders	2
8	Passport of owner	If 100% Foreign ownership	-
9	Email ID		2
10	Deed Copy of Rent		2
11	Mobile Number		-
12	Picture of Proprietor / Chairman/ MD		2
13	Latter PAD		-
14	Court Fee- 20 Taka		2
15	IRC Certificate (If Import)		2
16	ERC Certificate (If Export)		2
17	Chamber of Commerce Certificate	In case of importer /Exporter and Manufacturing	2
18	Layout Plan	In Case of Manufacturing	2
19	Machinery List and Equipment Price Declaration	In Case of Manufacturing	2
20	11 Digit VAT Certificate (If Needed)		2
21	Previous and next 12 months turnover	If new then only projections for next 12 months.	-
22	BIDA Permission	In case of liaison office and manufacturing	2
23	H.S. Code of output and Input	In Case of Manufacturing	-