

CHECKLIST FOR COMPANY INCORPORATION IN BANGLADESH

NOTE: This checklist is for prepared to assess the requirements of the client. Based on the response of this checklist, we advise our client.

No.	General Information	Response
1	Name of the Company to be incorporated in Bangladesh. (Please provide at least three names) [subject to availability of the desired name]	
2	Type of Company (Public/Private)	
3	Registered office address Note: Business address must be Commercial Address and must have commercial place permission.	
4	Objective of the Company Note: the current online process of RJSC does not allow more than seven clauses and will have not more than 900 characters with space.	

No.	Shareholders And Share Capital	Response
1	Authorized capital with value of each share	BDT _____ (BDT _____ per share)
2	Paid up capital	BDT _____
3	Names of shareholders and their respective Shares <i>Note: minimum two shareholders are required for private limited company</i>	1. Name & _____ (Number of share) 2. Name & _____ (Number of share)
Special instruction in relation to:		
4	Decisions that are required to be approved by the shareholders	
5	Quorum for shareholders meeting	----- Person
6	Signatory	
7	Qualification of share	





Shareholders <i>Note: minimum two shareholders required</i>	Number of Shares	Voting power	Class of Shares	Paid up shares
<i>(use this template if the shareholder is a natural person)</i> Name:				
Father's Name: Mother's Name: Date of Birth: Email: Phone: TIN: Profession: Nationality: Passport No.:				
Shareholders <i>Note: minimum two shareholders required</i>	Number of Shares	Voting power	Class of Shares	Paid up shares
<i>(use this template if the shareholder is a natural person)</i> Name: Father's Name: Mother's Name: Date of Birth: Email: Phone: TIN: Profession: Nationality: Passport No.:				

No.	Management	Response
1	Number of directors <i>Note: minimum two directors are required for private limited company. You can have nominated director.</i>	
2	Type of Company (Public/Private)	1. 2.
3	Chairman	
4	Power of the Chairman	
5	Managing Director	
6	Power of the Managing Director	
7	Quorum for directors meetings	----- Person
8	Bank accounts	
9	Rotation of Chairman and MD	----- Year/s

Required Documents:

1. Copies of passport(s) or National ID card (if Bangladeshi) of the shareholder(s) (if natural person) and directors;
2. ETIN of all shareholders

