

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]	
1.	Type of Company (Public/Private)	
2.	Registered office address Note: Business address must be Commercial Address and must have commercial place permission.	
3.	Objective of the Company <i>Note: the current online process of RJSC does not allow more than seven clauses and will have not more than 900 characters with space.</i>	

No	SHAREHOLDERS AND SHARE CAPITAL	RESPONSE
1.	Authorized capital with value of each share	BDT _____ (BDT _____ per share)

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No	SHAREHOLDERS AND SHARE CAPITAL	RESPONSE
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	

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

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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.	Current directors	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

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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

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