

## Checklist for **BIAA**

### **(Bangladesh Indenting Agent's Association)**

This checklist is for prepared to assess the requirements of the client.

All firms, companies businessmen intending to get Membership of Bangladesh Indenting Agents' Association may collect Membership Application Form from the BIAA Website/Office with the amount of Tk. 100/= BDT deposited to NCC Bank, Bijoy Nagar Branch in favor of Bangladesh Indenting Agents' Association.

**The followings should be submitted with the duly completed Application Form.**

SL. No	Documents
1	Up-to-date Trade License
2	Up-to-date income tax certificate
3	Bank solvency certificate
4	National ID/ Passport
5	Memorandum & Article of Association (For Limited Company)
6	Partnership Deed (For partnership company)

**Note: \*\*There are two category of Membership of BIAA namely General and Associate.**

**\*\* Application form must be filled in capital letters.**

**\*\* All documents will be attested by (1<sup>st</sup> Gazetted officer or ward councilor).**

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