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## REGISTERING A NEW COMPANY IN BANGLADESH

Frequently Asked Question (FAQ) Format

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### **What should I do, if I want to register a company in Bangladesh?**

In order to register a company, one has to visit primarily the website of the office of the Registrar of Joint Stock Companies and Firms (RJSC). The web address is [www.roc.gov.bd](http://www.roc.gov.bd)

### **What is RJSC?**

The Registrar of Joint Stock Companies and Firms (RJSC) is the sole authority which facilitates formation of companies etc.; and keeps track of all ownership related issues as prescribed by the laws in Bangladesh. The Registrar is the authority of the Office of the Registrar of Joint Stock Companies and Firms, Bangladesh.

RJSC deals with the following types of entities

- |                        |                         |
|------------------------|-------------------------|
| i. Private companies   | ii. Public companies    |
| iii. Foreign companies | iv. Trade organizations |
| v. Societies, and      | vi. Partnership firms   |

RJSC accords registration and ensures lawful administration of the entities under the provisions of applicable act as under:

- i. Companies & Trade Organizations: Companies Act, 1994 (Amendment of Companies Act 1913)
- ii. Societies: Societies Registration Act, 1860
- iii. Partnership Firms: Partnership Act, 1932

### **Why is RJSC?**

The major functions and activities of RJSC are:

- To incorporate Companies (including Trade Organization), Societies and Partnership Firms under the respective Companies Act 1994, Societies Registration Act 1860 and Partnership Act 1932, and
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- To administer and enforce the relevant statutory provisions of these acts in relation to the incorporated companies (including Trade Organization), societies and partnership firms.



## **Where is RJSC and how can I reach RJSC offices?**

Currently, RJSC has its head office in Dhaka and three (3) divisional offices in the following locations:

1. **Head Office, Dhaka:**  
TCB Bhaban (6th Floor),  
1 Kawran Bazar, Dhaka - 1215.  
Tel: 88028189401, 88 02 8189403, Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)
2. **Divisional Office, Chittagong:**  
CDA Annex building (5th floor), Kotowali, Chittagong.  
Tel: 88 031636225 Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)
3. **Divisional Office, Khulna:**  
16, Barada Datta Lane (opp. power house), Khulna.  
Tel: 88 041 720217 Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)
4. **Divisional Office, Rajshahi:**  
Sadharan Bima Bhaban, (7th floor), C&B Mor, Kazihata, Laxmipur, Rajshahi 6000.  
Tel: 88 0721 773396 Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)

In near future, RJSC will setup divisional offices in Sylhet, Barisal, Bogra & Comilla.

### Administrative Districts Coverage

The offices of RJSC deal with the entities of the following administrative districts of the country.

- Dhaka Office
- Chittagong Office
- Khulna Office
- Rajshahi Office

### Districts under Dhaka and Sylhet administrative divisions of Bangladesh

(21 nos.). Dhaka, Faridpur, Gopalganj, Habiganj, Jamalpur, Kishoregonj, Madaripur, Manikgonj, Moulavibazar, Munshigonj, Mymensing, Narayagonj, Narasindi, Netrokona, Rajbari, Shariatpur, Sherpur, Sunamgonj, Sylhet & Tangail.

### Districts under Chittagong administrative division of Bangladesh

(11 nos.). Feni, Khagrachari, Lakshmipur, Noakhali, Rangamati, Bandarban, Brahman Baria, Chandpur, Chittagong, Comilla & Cox's Bazar

### Districts under Khulna and Barisal administrative divisions of Bangladesh

(16 nos.) Bagerhat, Chuadanga, Jessore, Jhenaidaha, Khulna, Kushtia, Magura, Meherpur, Narail, Sathkhira, Barguna, Barisal, Bhola, Jhalokathi, Patuakhali & Pirojpur

### Districts under Rajshahi administrative division of Bangladesh

(16 nos.) Bogra, Dinajpur, Gaibandha, Joypurhat, Kurigram, Lalmonirhat, Naogaon, Natore, Nawabganj, Nilphamari, Pabna, Panchagarh, Rajshahi, Rangpur, Sirajganj, Thakurgaon,

## **Which entities RJSC deals with?**



RJSC deals with the following types of entities:

- i. Private companies
- ii. Public companies
- iii. Foreign companies
- iv. Trade organizations
- v. Societies, and
- vi. Partnership firms

### **What is the applicable act for each type of entity?**

RJSC accords registration and ensures lawful administration of the entities under the provisions of applicable act as under: Companies and Trade Organizations:

- Companies Act, 1994 (Amendment of Companies Act 1913)
- Societies: Societies Registration Act, 1860
- Partnership Firms: Partnership Act, 1932

### **What is Name Clearance?**

This is a pre-requisite for registration of a new company (other than Foreign Company and Partnership firms) or a society or a trade organization.

Promoters of a new entity (company, society or trade organization) apply for and RJSC provides name clearance for one of the proposed names upon satisfaction that it does not closely match or resembles with any of the already taken names (registered, booked or under the process of registration of the same entity type)

### **What is Registration?**

Promoters of a new entity apply for and RJSC issues a certificate of incorporation for a new entity upon satisfaction that the application conforms to the provisions of the applicable act and that requisite fees are paid.

### **What is returns filing?**

Registered entities are to file returns in prescribed forms & schedules, and RJSC upon satisfaction approves and archives such records. There are two (2) types of returns, viz., Annual Returns and Returns for any Change in the Entity

### **What is Issuance of Certified Copies?**



Anyone can apply for certified copy of record(s) of an entity. In response to any such application and after getting requisite payment, RJSC issues certified copy of the historical records of an entity. Profit & loss account is however open to only authorized personnel of the respective entity.

### **What is winding Up?**

A company having resolved to or the court makes an order or Memorandum & Articles of Association provide so for winding up of the company, submits to RJSC documents of winding up procedures and dissolution.



### **What is struck off?**

RJSC strikes off the Register a company's name if it is not in operation any more.

### **To which RJSC office shall I submit applications/returns?**

The offices of RJSC deal with the entities of the following administrative districts of the country.

- Dhaka Office
- Chittagong Office
- Khulna Office
- Rajshahi Office

### **How can I submit applications/returns?**

RJSC Computerized Application facilitates online submission of application/returns (through internet). If a RJSC client does not have access to internet (web), s/he may submit applications/returns of the following two (2) ways:

1. Using kiosks facility at RJSC (also an Online Submission) or
2. Manual Submission at RJSC counter

### **What document(s) shall I submit with Name Clearance (NC) application?**

Documents Constituting a NC Application. A Name Clearance Application.

### **What document(s) shall I submit with Registration application?**

- A. PRIVATE Company
- B. PUBLIC Company
- C. FOREIGN Company
- D. TRADE Organization
- E. SOCIETY
- F. PARTNERSHIP Firm

Documents Constituting a Registration Application for a PRIVATE Company (Companies Act, 1994)

1. Memorandum & Articles of Association, original + 2 copies



2. Filled in Form I: Declaration on Registration of Company [Section 25].
3. Filled in Form VI: Notice of Situation of Registered Office and of Any Change therein [Section 77]
4. Filled in Form IX: Consent of Director to act [Section 92].
5. Filled in Form X: List of Persons Consenting to be Directors [Section 92]
6. Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115]
7. Evidence of Name Clearance.
8. Special Adhesive Stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps

#### Documents Constituting a Registration Application for a PUBLIC Company (Companies Act, 1994)

1. Memorandum & Articles of Association, original + 2 copies
2. Filled in Form I: Declaration on Registration of Company [Section 25].
3. Filled in Form VI: Notice of situation of Registered Office and of any change therein [Section 77].
4. Filled in Form IX: Consents of Directors to Act [Section 92].
5. Filled in Form X: List of Persons Consenting to be Directors [Section 92].
6. Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any Change therein [Section 115].
7. Filled in Form XIV: Declaration before Commencing Business in case of Company Filing Statement in lieu of Prospectus [Section 150]
8. Filled in Form XI (if necessary): Agreement to Take Qualification Shares in Proposed Company [Section 92].
9. Evidence of Name Clearance
10. Special Adhesive Stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps

#### Documents Constituting a Registration Application for a FOREIGN Company (Companies Act, 1994)

1. Filled in Form XXXVI - Charter or Statutes or Memorandum and Articles of the Company or Other Instrument Constituting or Defining the Constitution of the Company.
2. Filled in Form XXXVII - Notice of the Address of the Registered or Principal Office of the Company.
3. Filled in Form XXXVIII - List of Directors and Managers [Section 379].
4. Filled in Form XXXIX - Return of Persons Authorized to Accept Service [Section 379].
5. Filled in form XLII: Notice of Situation of the Principal Place of Business in Bangladesh or of any Change therein [Section 379 (I)].
6. Encashment Certificate Obtained From any Scheduled Bank.
7. Permission from Board of Investment of Bangladesh.

#### Documents Constituting a Registration Application for a TRADE Organization (Companies Act, 1994)

1. Memorandum and Articles of Association, original + 2 copies.



2. Filled in Form I: Declaration on Registration of Company [Section 25]
3. Filled in Form VI: Notice of Situation of Registered Office and of any Change therein[Section 77].
4. Filled in Form IX: Consent of Director to act [Section 92].
5. Filled in Form X: List of Persons Consenting to be Directors [Section 92].
6. Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115].
7. Government License (Trade License from the Ministry of Commerce).
8. Evidence of Name Clearance.
9. Special adhesive stamps and Treasury Challan from Bangladesh Bank to Treasury (photocopy) of Collecting the Stamps.

#### Documents Constituting a Registration Application for a SOCIETY (Societies Registration Act, 1860)

1. Memorandum of Association
2. Evidence of Name Clearance.

#### Documents Constituting a Registration Application for a PARTNERSHIP Firm (Partnership Act, 1932)

1. Filled in FORM- I: Statement Containing the Particulars of the Firm for Registration.
2. Deed of Agreement on Partnership.

### **What document(s) shall I submit for annual returns?**

#### For PRIVATE Company

1. Schedule X - Annual summary of share capital and list of shareholders and Directors: to be filed within 21 days of AGM [Section 36].
2. Balance Sheet: to be filed within 30 days of AGM
3. Profit & Loss Account: to be filed within 30 days of AGM
4. Form 23B - Notice by Auditor: to be filed within 30 days of receiving appointment information from the company [Section 210 (2)].

#### For PUBLIC Company

1. Schedule X - Annual summary of share capital and list of shareholders, Directors: to be filed within 21 days of AGM [Section 36].
2. Balance Sheet: to be filed within 30 days of AGM.
3. Profit & Loss Account: to be filed within 30 days of AGM
4. Form 23B - Notice by Auditor: to be filed within 30 days of receiving appointment information from the company [Section 210 (2)].
5. Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92]
6. Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115].



#### For FOREIGN Company

1. Balance sheet
2. Profit & loss account or income or expenditure account (if not trading for profit).

#### For TRADE Organization

1. Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92]
2. Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115]
3. Balance Sheet: to be filed within 30 days of AGM Income and Expenditure Account

#### For SOCIETY

1. Annual list of Managing Body: to be filed within 14 days of AGM or in January if the rules do not provide for an AGM.

### **What document(s) shall I submit in returns for change?**

#### In case of PRIVATE Company

1. Filled in Form III - Notice of consolidation, division, subdivision or conversion into stock of shares: to be filed within 15 days of consolidation and division etc. [Section 53 & 54].
2. Filled in Form IV - Notice of increase share capital: to be filed within 15 days of increase of share capital/member [Section 56].
3. Filled in Form VIII - Special Resolution/ Extraordinary Resolution including name change, conversion into public company, alteration of the memorandum of association, alteration of articles of association etc : to be filed within 15 days of the meeting [Section 88 (1)].
4. Filled in Form VIII - Special Resolution/ Extraordinary Resolution including name change, conversion into public company, alteration of the memorandum of association, alteration of articles of association etc : to be filed within 15 days of the meeting [Section 88 (1)].
5. Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92].
6. Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115].
7. Filled in Form XV - Return of allotment: to be filed within 60 days of allotment [Section 151].
8. Filled in Form XVIII - Particulars of mortgages or charges: to be filed within 21 days of creation of the mortgage or charge [Section 159 & 391].
9. Filled in Form XIX - Particulars of Modification of Mortgage or Charge: to be filed within 21 days of the date modification [Section 167(3) & 319].





10. Filled in Form XXVIII - Memorandum of satisfaction of mortgage charge: to be filed within 21 days of the date satisfaction [Section 12 & 391].
11. Filled in Form 117 - Instrument of Transfer of Shares. Digital copy of original Memorandum & Articles of Association

#### In case of PUBLIC Company

1. Filled in Form III - Notice of consolidation, division, subdivision or conversion into stock of shares: to be filed within 15 days of consolidation and division etc. [Section 53 & 54].
2. Filled in Form IV - Notice of increase share capital: to be filed within 15 days of increase of share capital/member [Section 56].
3. Filled in Form VI - Notice of situation of Registered Office and of any change therein: to be filed within 28 days of establishment or change [Section 77].
4. Filled in Form VII - Statutory report: to be filed after sending copy of the statutory report to the members not less than 21 days before meeting [Section 83].
5. Filled in Form VIII - Special Resolution/ Extraordinary Resolution including name change, conversion onto private company, alteration of the memorandum of association, alteration of articles of association etc.: to be filed within 15 days of the meeting [Section 88 (1)].
6. Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92].
7. Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115].
8. Filled in Form XV - Return of allotment: to be filed within 60 days of allotment [Section 151].
9. Filled in Form XVIII - Particulars of mortgages or charges: to be filed within 21 days of creation of the mortgage or charge [Section 159 & 391].
10. Filled in Form XIX - Particulars of Modification of Mortgage or Charge: to be filed within 21 days of modification [Section 167(3) & 319].
11. Filled in Form XXVIII - Memorandum of satisfaction of mortgage charge: to be filed within 21 days of satisfaction [Section 12 & 391].
12. Filled in Form 117 - Instrument of Transfer of Share. Prospectus for issue of shares: to be filed at least 3 days before the 1st allotment of share or debenture [Section 141].
13. Prospectus following conversion of Private company into Public company [Section 231]. Digital copy of original Memorandum & Articles of Association

#### In case of FOREIGN Company

1. Filled in form XL: Notice of alteration in charter, etc. [Section 277].
2. Filled in form XLI: Notice of alteration in the address of the registered or principal office of company [Section 277].
3. Filled in form XLII: Notice of situation of the principal place of business in Bangladesh or of any change therein [Section 379 (I)]
4. Filled in form XXXVIII: List of Directors and Managers [Section 379]
5. Filled in form XXXIX: Return of persons authorized to accept service [Section 379].
6. Filled in Form XVIII - Particulars of mortgages or charges: to be filed within 21 days of creation of the mortgage or charge [Section 159 & 391]



7. Filled in Form XIX - Particulars of Modification of Mortgage or Charge: to be filed within 21 days of modification [Section 167(3) & 319]
8. Filled in Form XXVIII - Memorandum of satisfaction of mortgage charge: to be filed within 21 days of satisfaction [Section 12 & 391]
9. Digital copy of original Memorandum & Articles of Association

#### In case of TRADE Organization

1. Filled in Form VI - Notice of situation of registered office and of any change therein: to be filed within 28 days of establishment or change [Section 77].
2. Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92].
3. Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115].
4. Filled in Form XVIII - Particulars of mortgages or charges: to be filed within 21 days of creation of the mortgage or charge [Section 159 & 391].
5. Filled in Form XIX - Particulars of Modification of Mortgage or Charge: to be filed within 21 days of modification [Section 167(3) & 319].
6. Filled in Form XXVIII - Memorandum of satisfaction of mortgage charge: to be filed within 21 days of satisfaction [Section 12 & 391]
7. Digital copy of original Memorandum & Articles of Association

#### In case of SOCIETY

1. Filing of Change of Address
2. Filing of Alteration of Name
3. Digital copy of original Memorandum of Association

#### In case of PARTNERSHIP Firm

1. Filled in Form II - Notice of alteration of name or principal place of business of the firm.
2. Filled in Form V - Intimation for recording of changes in the constitution of a firm [Section 63 & Rule 4 (6)].
3. Filled in Form VI - Notice of intimation for dissolution of the partnership firm [Section 63 (1) & Rule (6)]

#### **What are the applicable fees for Name Clearance (NC)?**

- i. For NC clearance: @ BDT 100.00 for each of the proposed names
- ii. For time extension: @ BDT 100.00 for each time extension application.



## What are the applicable fees for Registration?

### Stamps and Fees of Registration

#### In case of PRIVATE Company (Companies Act, 1994)

##### Stamps

- i. For affixing on the Memorandum of Association: BDT 500.00
- ii. For affixing on the Articles of Association:

<u>For Authorized Capital (in BDT)</u>	<u>Stamp Fess (in BDT)</u>
Up to 10,00,000.00	2,000.00
More than 10,00,000.00 up to 3,00,00,000.00	4,000.00
More than 3,00,00,000.00	10,000.00

##### Registration fee

- i. For filing 6 documents (5 filled in forms plus 1 memorandum & articles of association, @ BDT 200.00 per document): BDT 1,200.00
- ii. For the authorized share capital:

<u>For Authorized Capital (in BDT)</u>	<u>Registration Fee (in BDT)</u>
Up to 20,000.00	360.00
Addl for every 10,000.00 or part after first 20,000.00 up to 50,000.00	180.00
Addl for every 10,000.00 or part after first 50,000.00 up to 10,00,000.00	45.00
Addl for every 10,000.00 or part after first 10,00,000.00 up to 50,00,000.00	24.00
Addl for every 1,00,000.00 or part after first 50,00,000.00	45.00

#### In case of PUBLIC Company (Companies Act, 1994)

##### Stamps

- i. For affixing on the Memorandum of Association: BDT 500.00
- ii. For affixing on the Articles of Association:

<u>For Authorized Capital (in BDT)</u>	<u>Stamp Fess (in BDT)</u>
Up to 10,00,000.00	2,000.00
More than 10,00,000.00 up to 3,00,00,000.00	4,000.00
More than 3,00,00,000.00	10,000.00



Registration fee

- iii. For filing 6 documents (5 filled in forms plus 1 memorandum & articles of association, @ BDT 200.00 per document): BDT 1,200.00
- iv. For the authorized share capital:

<u>For Authorized Capital (in BDT)</u>	<u>Registration Fee (in BDT)</u>
Up to 20,000.00	360.00
Addl for every 10,000.00 or part after first 20,000.00 up to 50,000.00	180.00
Addl for every 10,000.00 or part after first 50,000.00 up to 10,00,000.00	45.00
Addl for every 10,000.00 or part after first 10,00,000.00 up to 50,00,000.00	24.00
Addl for every 1,00,000.00 or part after first 50,00,000.00	45.00

In case of FOREIGN Company (Companies Act, 1994)

- i. For filing 6 document (1 memorandum and articles of association @ BDT 200.00 and 5 other documents @ BDT 200.00 per document): BDT 1,200.00

In case of TRADE Organization (Companies Act, 1994)

Stamps

- i. For affixing on the Articles of Association: BDT 1,500.00

Registration fee

- i. for filing 6 documents (5 filled in forms @ BDT 200.00 per document plus 1 memorandum & articles of association, @ BDT 200.00): BDT 1,200.00
- ii. For the number of members of association:
 

For up to 20:	BDT 600.00
For more than 20 up to 100:	BDT 1,500.00
For every 100 or part above the first 100 (limited member)	BDT 150.00
For unlimited members	BDT 4,500.00

In case of SOCIETY (Societies Registration Act, 1860)

- i. Registration Fee: BDT. 250.00
- ii. Registration Filing Fee: BDT. 0.00

In case of PARTNERSHIP FIRM (Partnership Act, 1932)

- i. Registration fee: BDT. 110.00



## Fees of Returns Filing

### In case of COMPANIES (Private & Public)

- a. Returns Filing
- i. For filing any document within the schedule time: @ BDT 200.00 per document
- ii. Late fee for filing any document beyond the schedule time: @ BDT 2.00 per day not exceeding BDT 1,000.00 per document.
- b. Registration of Mortgage, Debentures and Charges
- | <u>Secured Amount (BDT)</u>  | <u>Fee (BDT)</u> |
|--|------------------|
| upto 5,00,000.00   | 150.00           |
| Addl for every 5,00,000.00 or part after the first 5,00,000.00 upto 50,00,000.00 | 120.00           |
| Addl for every 5,00,000.00 or part after the first 50,00,000.00                  | 60.00            |

### In case of FOREIGN Company

- a. Returns Filing
- i. For filing any document within the schedule time: @ BDT 200.00 per document
- ii. Late fee for filing any document beyond the schedule time: @ BDT 2.00 per day not exceeding BDT 1,000.00 per document.
- b. Registration of Mortgage, Debentures and Charges
- | <u>Secured Amount (BDT)</u>   | <u>Fee (BDT)</u> |
|---|------------------|
| upto 5,00,000.00  | 150.00           |
| Addl for every 5,00,000.00 or part after the first 5,00,000.00 up to 50,00,000.00 | 120.00           |
| Addl for every 5,00,000.00 or part after the first 50,00,000.00                   | 60.00            |

### In case of TRADE Organization

- a. Returns Filing
- i. For filing any document within the schedule time: @ BDT 200.00 per document
- ii. Late fee for filing any document beyond the schedule time: @ BDT 2.00 per day not exceeding BDT 1,000.00 per document
- b. Registration of Mortgage, Debentures and Charges
- | <u>Secured Amount (BDT)</u>   | <u>Fee (BDT)</u> |
|---|------------------|
| Up to 5,00,000.00   | 200.00           |
| Addl for every 5,00,000.00 or part after the first 5,00,000.00 up to 50,00,000.00 | 120.00           |
| Addl for every 5,00,000.00 or part after the first 50,00,000.00                   | 60.00            |

### In case of SOCIETIES

- i. For filing any document: @ BDT 200.00 per document



In case of PARTNERSHIP Firm

- i. For filing Form -2, 5 or 6: BDT 4.00 each.

**Stamps and Fees of Issuance of Certified Copies**

Private Company, Public Company, Trade Organization and Foreign Company

- a. Non-judicial stamp
  - i. For Memorandum of Association or part thereof: BDT 20.00
  - ii. For Articles of Association or part thereof: BDT 20.00
  - iii. For each of other document : BDT 20.00
- b. Court fee (stamp) - per application per company: BDT 20.00
- c. Fees
  - i. For inspection of records: BDT 100.00
  - ii. For copy of certificate of incorporation: BDT 100.00
  - iii. For copy of certificate of commencement of business: BDT 100.00
  - iv. Copying of documents for each 100 words or part: @ BDT 5.00 subject to a minimum of BDT 100.00
  - v. Comparison of document each 100 words or part: @ BDT 5.00 subject to a minimum of BDT 100.00 of each document

In case of Society

- a. Identified by the applicable year
  - For Inspection of documents: BDT 1.50
  - For copy of Annual list of Managing Body: BDT 20.00
- b. Identified by the effective date
  - For copy of Address : BDT 20.00
  - For copy of Alteration of Name: BDT 20.00
  - For copy: BDT 0.50 for each 100 words or part thereof

In case of Partnership firm

- a. Identified by the effective date
  - i. For Inspection of documents: BDT 1.50
  - ii. For copy: BDT 0.50 for each 100 words or part thereof

**Fees of Winding Up**

- i. For Private and Public Company: BDT 20.00
- ii. For Trade Organization and Foreign Company: BDT 10.00



### **How can I contact RJSC?**

At present, RJSC has its head office in Dhaka and three (3) divisional offices in the following locations.

5. **Head Office, Dhaka:**  
TCB Bhaban (6th Floor),  
1 Kawran Bazar, Dhaka - 1215.  
Tel: 88028189401, 88 02 8189403, Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)
6. **Divisional Office, Chittagong:**  
CDA Annex building (5th floor), Kotowali, Chittagong.  
Tel: 88 031636225 Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)
7. **Divisional Office, Khulna:**  
16, Barada Datta Lane (opp. power house), Khulna.  
Tel: 88 041 720217 Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)
8. **Divisional Office, Rajshahi:**  
Sadharan Bima Bhaban, (7th floor), C&B Mor, Kazihata, Laxmipur, Rajshahi 6000.  
Tel: 88 0721 773396 Fax: 88 02 8189402, Email: [rjsc@roc.gov.bd](mailto:rjsc@roc.gov.bd)

In near future, RJSC will setup divisional offices in Sylhet, Barisal, Bogra and Comilla. **What benefits may I avail if I register my business as a company?**

The benefits that a business avail after it registers itself as a company are as follows:

- Once your company is registered, no other business/company in Bangladesh can reserve a name that is identical or near-identical to your own name
- A company opens further doors for raising capital/finance.
- A company provides significant tax benefits to your business income.
- A company facilitates continuity. If a shareholder wishes to sell part or all of his or her shares the company continuity is not affected with a new shareholder.
- A company allows its owners to separate and protect their personal assets. In a properly structured and managed company, owners should have limited liability for business debts and obligations.
- A registered company also makes you eligible to receive supplier discounts that you wouldn't normally receive as an unregistered operation.