User Manual

Smart RJSC

Company Registration Module

Submitted to

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Version- 1.3

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1. Background

In Bangladesh, RJSC deals with the following types of business entities:

1. Private limited companies
2. One person companies
3. Public limited companies
4. Companies limited by guarantee under Section 29 of the Companies Act, 1994.
5. Partnership firms
6. Companies under Section 28 of the Companies Act, 1994.
7. Foreign companies
8. Societies
9. Trade organizations

RJSC accords registration and ensures lawful administration of the above types of business entities under the provisions of applicable acts of law as mentioned below:

1. Companies Act, 1994
2. Trade Organizations Act, 2022
3. Societies Registration Act, 1860
4. Partnership Act, 1932

2. User Sign-Up

To provide secure nationwide access, the eBRS (Electronic Business Registration System) is equipped with security and privacy features that require every user to complete an authentication process. The system verifies the identity of the user before granting access to the workspace assigned to that user.

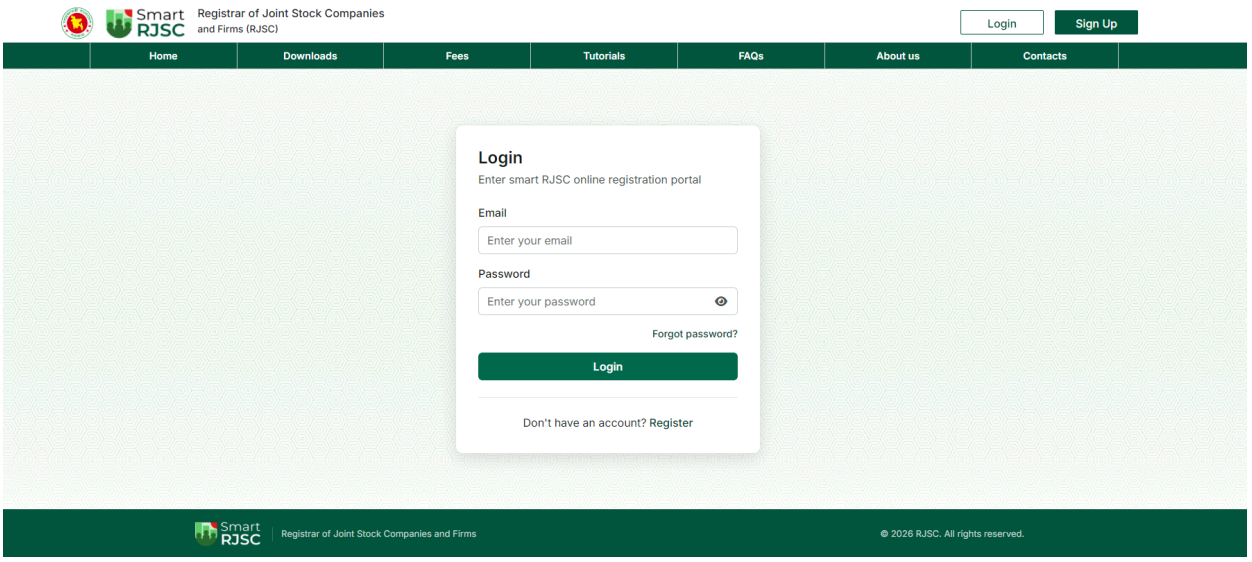


Figure 1: Login Page

- Open a web browser of your choice (for example, Mozilla Firefox, Google Chrome or Microsoft Edge) and enter the Smart RJSC URL (ebrs.rjsc.gov.bd) in the address bar.
- If you already have an account, sign in by entering your email address and password.
- If you do not have an account, click **Register**. A new window opens for you to sign up.

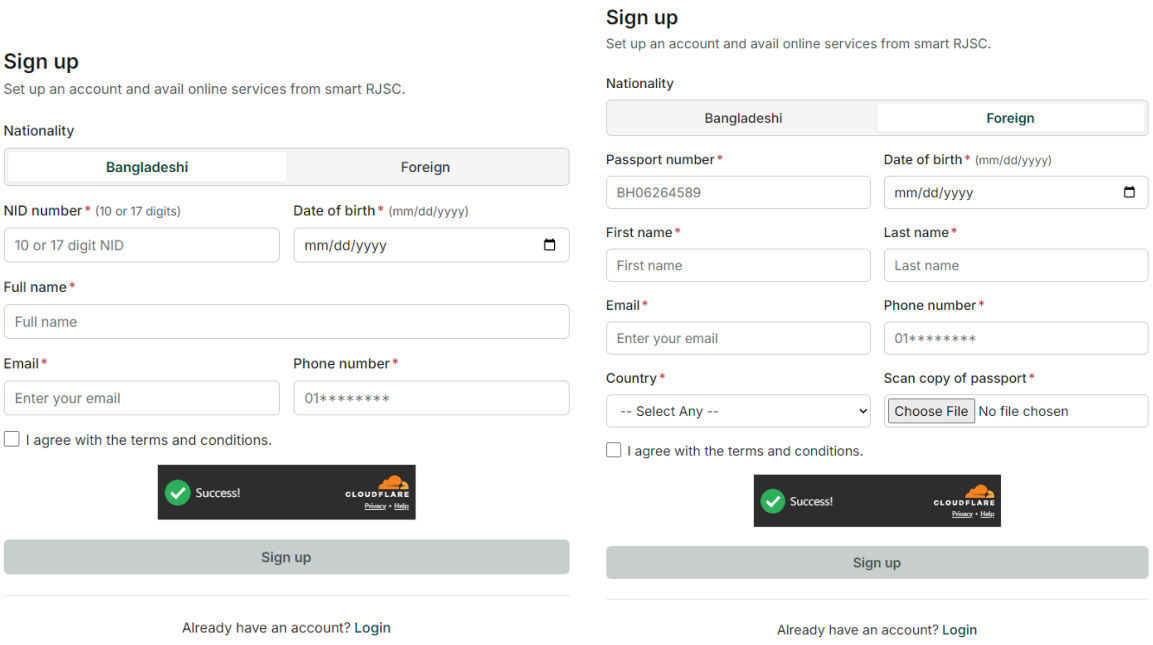


Figure 2: Sign Up

- Before creating an account, select your nationality. The sign-up fields differ depending on the nationality selected.

- If you are a **Bangladeshi** user, enter the following:
    - **National ID (NID) Number**: Enter your NID number.
    - **Date of Birth**: Enter your date of birth exactly as printed on your NID.
    - Email
    - **Phone Number**: Enter the mobile number registered under your NID.

Note: For Bangladeshi users, the system verifies that the NID number and date of birth match the NID server and that the phone number is registered under the NID. No information is fetched from the NID server; enter all details manually.

- If you are a **foreign** user, enter the following:
    - Passport Number
    - Date of birth
    - First Name and Last Name
    - Email and phone number
    - Country (Dropdown)
    - Upload a scanned copy of your passport.
- After completing all required fields, select the checkbox to agree to the terms and conditions and click **Sign Up**.

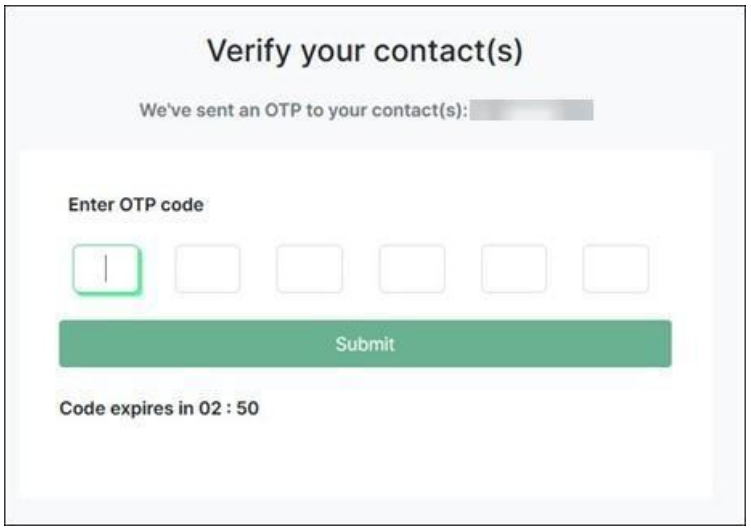


Figure 3: OTP

- The system sends an OTP code to the phone number provided in the previous step. Enter the OTP code to proceed.



Figure 4: Account Activation

- The system sends an account activation email to the email address provided. Click **Activate Your Account** in the email to continue.

2.1 Account Activation and Password Creation

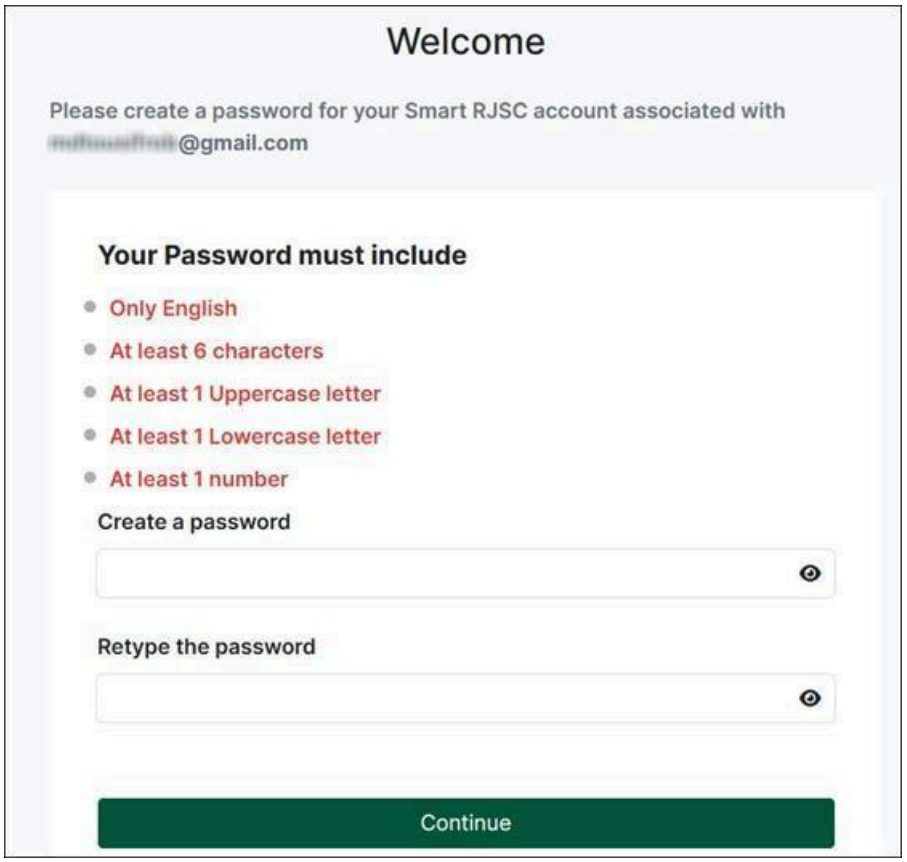


Figure 5: Create Password

- After account activation, create the password for your account.

Note: Create a password that is easy to remember but secure. The password must contain only English alphabets, at least six characters, at least one uppercase letter, one lowercase letter and one number.

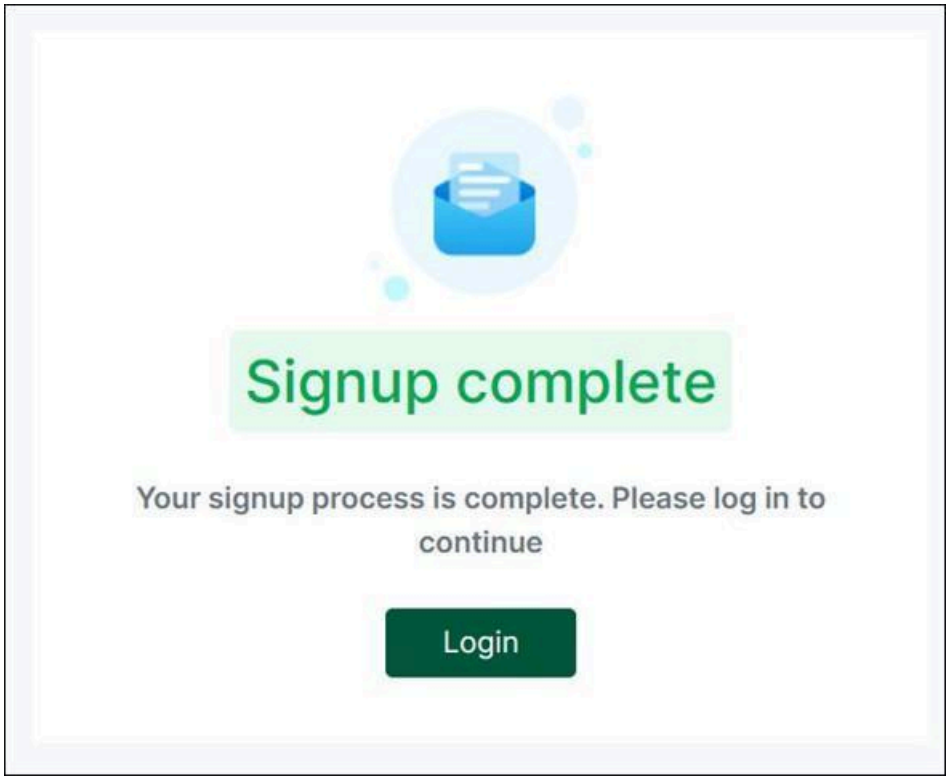


Figure 6: Sign Up Complete

- After the password is set, the sign-up process is complete. Click **Login** to sign in.

3. Dashboard

After logging in, the first page displayed is the Dashboard. The Dashboard is divided into three main panels, as shown in the figure below.

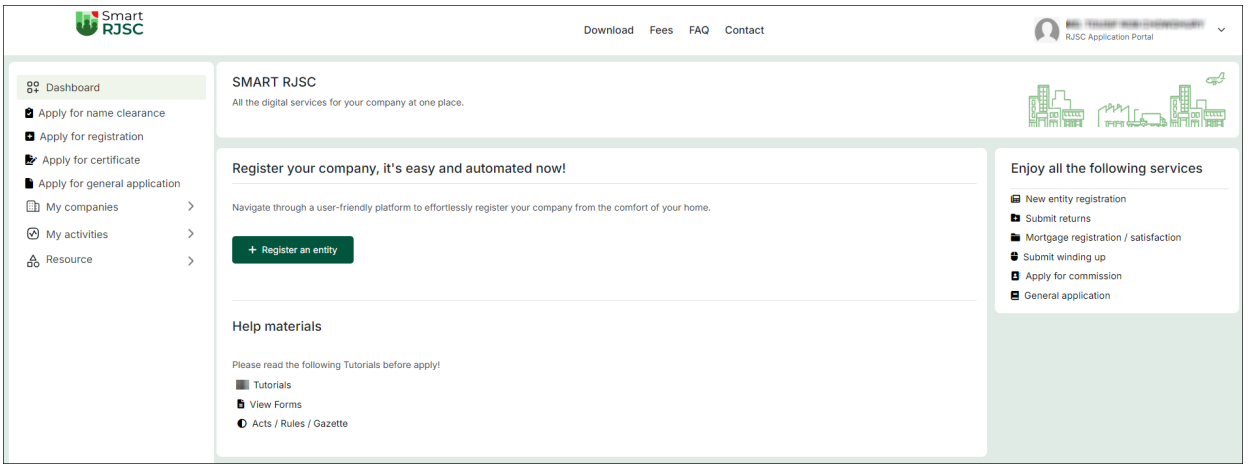


Figure 7: Dashboard

From the left panel, you can **Apply for Name Clearance**, **Apply for Registration**, and access **My Activities** and **Resources**.

From the middle panel, you can **Register an entity** and view **Tutorials**, **Forms** and **Acts/Rules/Gazette**.

From the right panel, you can access other services such as **Submit Returns** and **Apply for Commission**.

4. Name Clearance

This section explains how to apply for name clearance for a proposed business entity. It describes the information required, the naming conventions and rules applied by the system, and how to track and use an approved name clearance.

Name clearance is a prerequisite for registering a new entity, except for the liaison office and branch office of a foreign company.

4.1 Apply for Name Clearance

- From the Dashboard left panel, click **Apply for Name Clearance**. The **Apply a name for your entity** page opens.
- Select the **Entity Type** from the following options:
    - Private Limited Company
    - One Person Company
    - Public Limited Company
    - Partnership Firm
    - Society
    - Foreign Company
    - Company Under Section 28
    - Company Under Section 29
    - Trade Organization
- Enter the **Entity Name** in English. The name must follow the naming convention of the selected entity type (see Section 4.2). The system adds the required word of the entity type (for example, **Ltd.**) automatically.
- Click **Search**. The system checks whether the entity name is available.

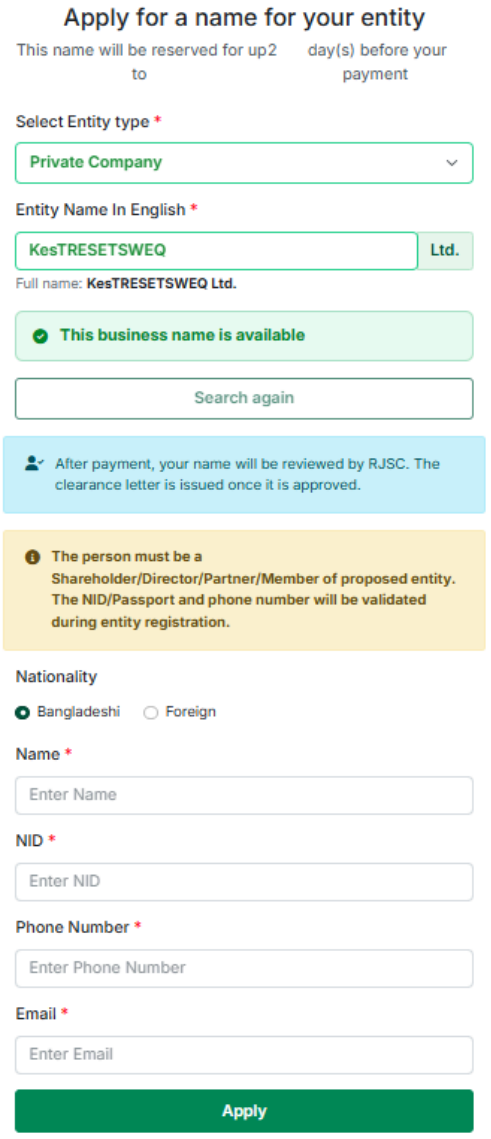


Figure 8: Name Clearance Application Form

Note: The name is reserved for up to 2 days before the payment is made. After the payment, the application is reviewed by RJSC and the clearance letter is issued once the application is approved.

- The system displays one of the following results:
  - **Available**: The message **This business name is available** is displayed. To check a different name, click **Search again**. Otherwise, continue with the applicant details.
  - **Available with a similar-name warning**: Similar existing names are listed for your information. The warning is advisory and does not prevent you from continuing with your name.
  - **Not available**: The system displays the reason, for example a missing required word, a restricted word, or an existing entity with the same name. If the name is already taken, the entity name, type and name status of that entity are displayed. Enter a different name and search again.
- Enter the applicant details. All applicant fields are mandatory:

- **Nationality**: Select **Bangladeshi** or **Foreign**.
- **Name**: Enter the name of the applicant.
- **NID / Passport**: Enter the NID number (Bangladeshi applicants) or the passport number (foreign applicants).
- **Phone Number**: Enter the mobile number of the applicant.
- **Email**: Enter the email address of the applicant.

Note: The applicant must be a shareholder, director, partner or member of the proposed entity. The NID and phone number entered here are validated during entity registration.

- Click **Apply**. The system generates the name clearance invoice.

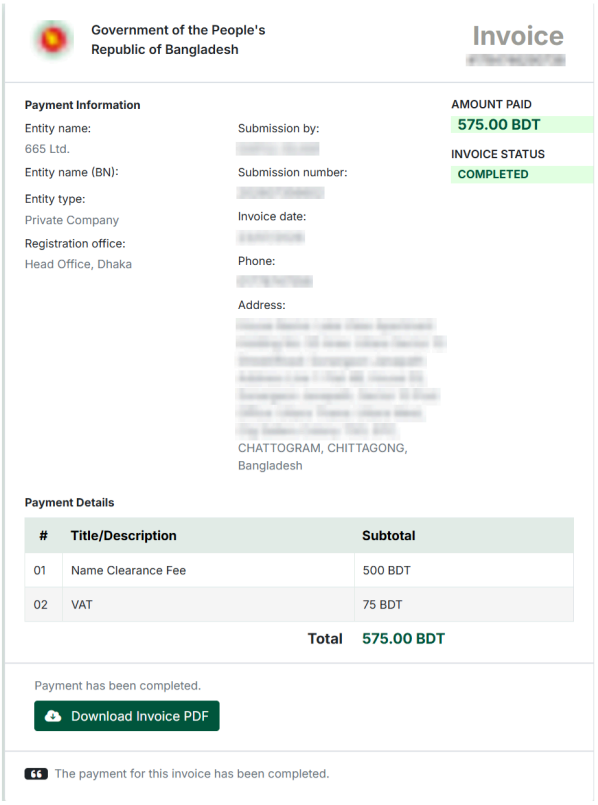


Figure 9: Name Clearance Invoice

- Click **Pay Online** and select **A-Challan** to make the payment.
- After the payment is completed, the system displays a confirmation and sends a notification to the mobile number and email address provided.
- The application is then sent to RJSC for manual review. The status of the application is displayed as **Under Review** in the Name Clearance Application List (see Section 4.3).
- When RJSC approves the application, the clearance number is generated and the status changes to **Approved**. Click **Download** to download the Name Clearance Letter. The letter is issued only after the approval.
- If RJSC does not approve the application, the applicant is notified and can apply again with a different name.

4.2 Naming Conventions and Validation Rules

Each entity type requires specific words in the entity name. While choosing an entity name, follow the conventions below:

- **Private Limited Company**: The word **Limited** or **Ltd.** is mandatory at the end.
- **One Person Company**: The word **OPC** is mandatory at the end.
- **Public Limited Company**: The word **PLC** is mandatory at the end.
- **Partnership Firm**: The word **M/S** or **Messrs** is mandatory at the beginning.
- **Society**: The word **Society** or **Trust** is mandatory at the end.
- **Foreign Company**: The word **Limited** or **Ltd.** is mandatory at the end.
- **Company Under Section 29**: The word **Club**, **Limited** or **Ltd.** is mandatory at the end.
- **Company Under Section 28 and Trade Organization**: The required word is applied as configured for the entity type in the system.

In addition, the system validates the entity name against the following rules:

- **Valid characters**: Only letters, digits, spaces and the characters - , . @ are allowed.
- **Restricted words**: Regulated words such as Bank, Insurance and University cannot be used in an entity name. For sensitive words, the system displays a general message without naming the word.
- **Reserved words**: Certain words, such as Bangladesh, are reserved for specific entity types and cannot be used by other entity types.
- **Misplaced company words**: A company-form word such as Limited or Private is accepted only in its required position. For example, “Limited Solutions Limited” is rejected.
- **Equivalent names**: A name that differs from an existing name only by common words is treated as the same name. For example, “ABC Ltd.” and “ABC Limited” are equivalent.
- **Shuffled names**: A name that only reorders the words of an existing name is not allowed. For example, “Trading House Bangladesh” and “Bangladesh Trading House” are the same name.
- **Related words**: A name that uses a word that RJSC treats as related to a word in an existing name is not allowed. For example, “Tech” and “Technology”.
- **Similar names** (advisory): Names with a similar spelling or pronunciation are listed as warnings. They do not block the application.

Note: A name that is already registered, or that has been cleared and locked by another applicant, cannot be used.

4.3 Name Clearance Applications List

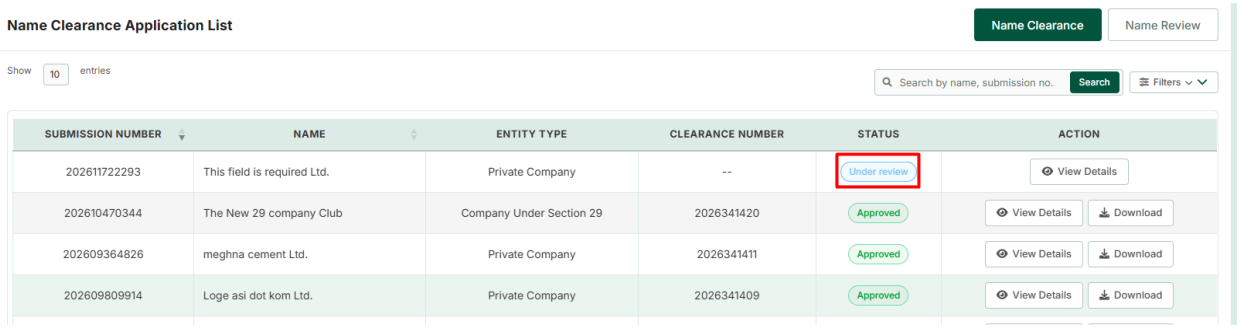


Figure 10: Name Clearance Application List

- From the Dashboard left panel, click **My Activities > My Name Clearance Applications** to view all name clearance applications you have submitted. The page provides the **Name Clearance** button to apply for a new name clearance and the **Name Review** button to request a review of a name (see Section 4.4).
- The list contains the following columns:
  - **Submission Number**
  - **Name**
  - **Entity Type**
  - **Clearance Number**: Displayed when the name clearance is approved; otherwise **--** is displayed.
  - **Status**: **Under Review** while RJSC is reviewing the application, or **Approved** after RJSC approves it.
  - **Action**: Click **View Details** to see the application. For an approved application, click **Download** to download the Name Clearance Letter.
- Use **Search by name, submission no.** and **Filters** to find an application, and **Show entries** to change the number of rows displayed.

4.4 Name Reservation and Manual Review

When a name is available, it is reserved for up to 2 days so that the applicant can complete the payment. After the payment, RJSC manually reviews the application. The applicant does not need to take any action during the review; the status of the application is displayed in the Name Clearance Application List. The name clearance letter is issued once the application is approved, and the applicant can then start the registration using the submission number and the name clearance letter number.

If a proposed name is unavailable because of a conflict with an existing name (rather than a naming convention violation), click **Name Review** in the Name Clearance Application List to request a manual review by a registrar.

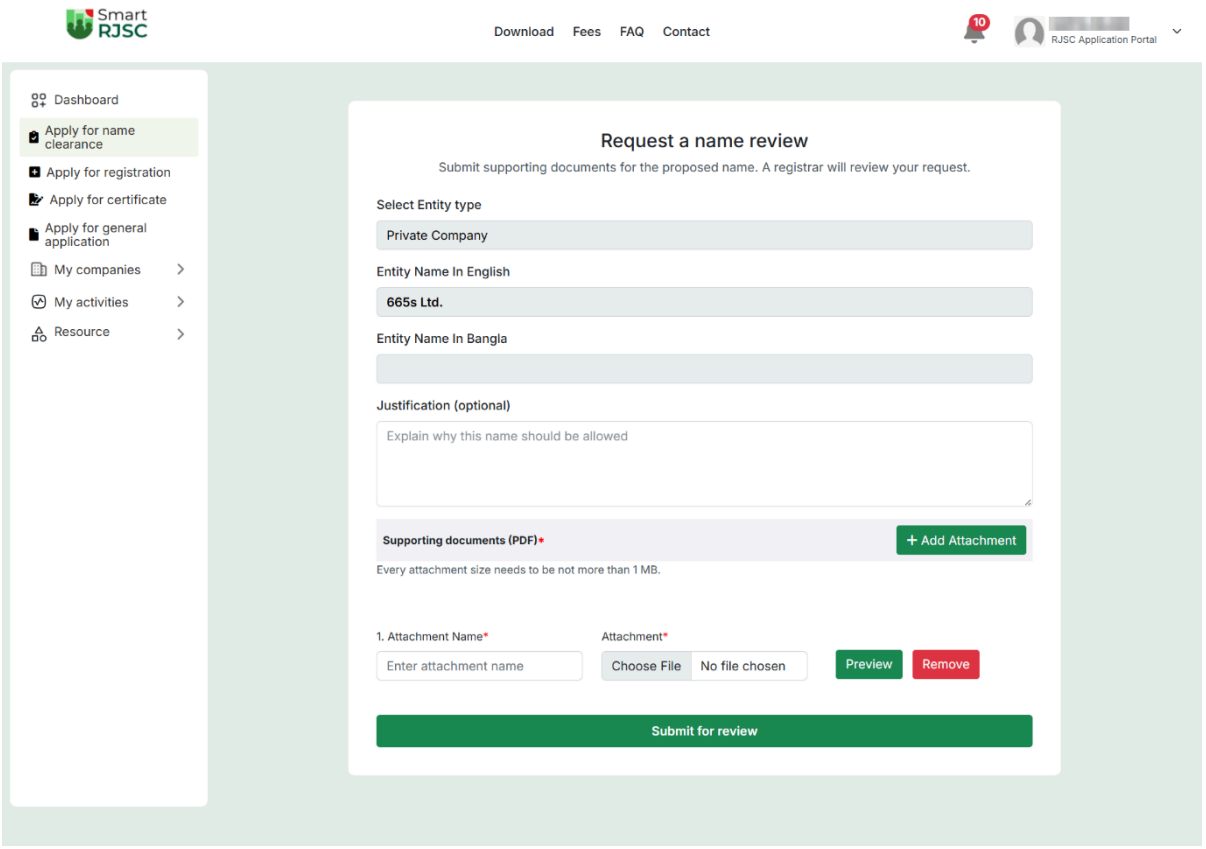


Figure 11: Name Review Request Form

To submit a review request:

1. Confirm that **Entity Type** and **Entity Name (English/Bangla)** are pre-filled correctly from your search.
2. In **Justification (optional)**, explain why the name should be allowed despite the conflict (for example, distinguishing details about your business).
3. Under **Supporting documents (PDF)**, click **+ Add Attachment** to attach evidence supporting your request.
    - Enter a clear **Attachment Name** for each attachment.
    - Click **Choose File** to select the PDF from your device. Each file must not exceed 1 MB.
    - Click **Preview** to check the file before submitting, or **Remove** to delete it.
4. Click **Submit for review** to send the request to a registrar.

Note: A registrar reviews the justification and supporting documents and either approves or rejects the request. If approved, the name is locked in your favor and you proceed to the standard invoice and payment steps. If rejected, you are notified with the reason and can propose a different name.

5. Entity Type Registration

This section provides step-by-step instructions for registering a business entity with the Registrar of Joint Stock Companies and Firms (RJSC), whether it is a private limited company, a public limited company, a one-person company or another entity type. Each entity type has its own registration process, described in the subsections below.

Note: A registration application can be started only with an approved name clearance, except for the Foreign Company, where the entity name is entered directly. The submission number and the name clearance letter number are entered in the Entity Name step.

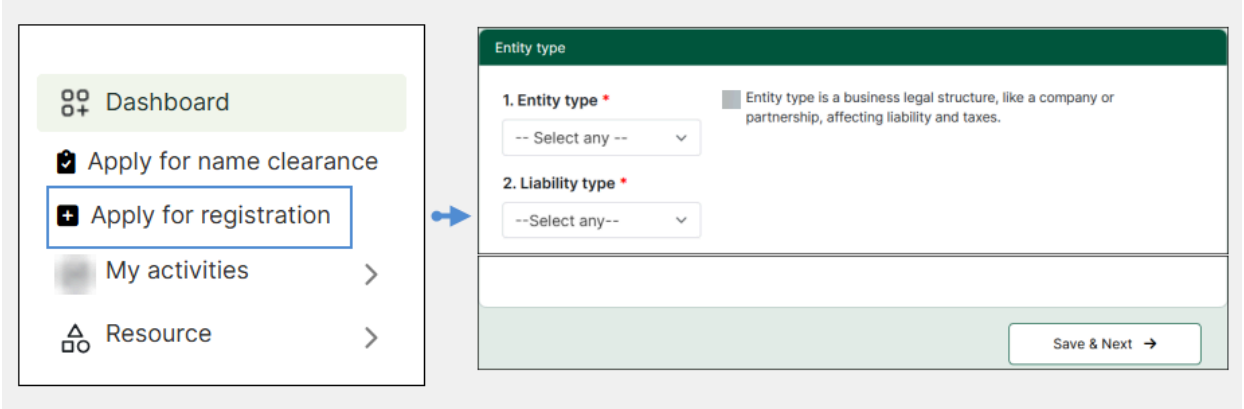


Figure 12: Apply for Registration

- From the Dashboard left panel, click **Apply for Registration** to start the registration of your business entity.
- In the next step, select the entity type.
- The available liability types depend on the selected entity type. Select the applicable option:
    - **Private Limited Company**: Limited by Shares
    - **Public Limited Company**: Limited by Shares, Limited by Guarantee, Limited by Liability.
    - **One Person Company**: Limited by Shares
    - **Partnership Firm**: no liability type
    - **Society**: no liability type
    - **Foreign Company**: no liability type (an entity sub-type must be selected: Branch Office or Liaison Office)
    - **Company Under Section 28**: Limited by Shares, Limited by Guarantee, Unlimited.
    - **Company Under Section 29**: Limited by Guarantee.
    - **Trade Organization**: Limited by Shares, Limited by Guarantee, Unlimited.

5.1 Private Limited Company

Entity Type

Now you will be guided through the registration process of a Private Limited Company. Which includes the following steps.

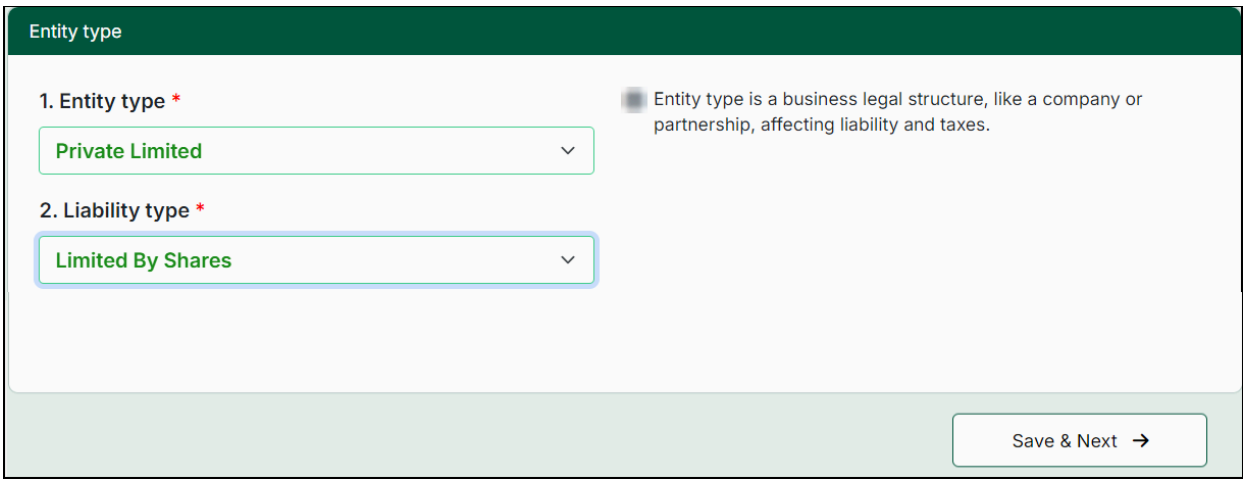


Figure 13: Private Limited Company – Entity and Liability Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Private Limited
  - **Liability Type**: Limited By Shares
- Click **Save & Next** at the bottom right to continue to **General Information – Entity Name**.

General Information – Entity Name

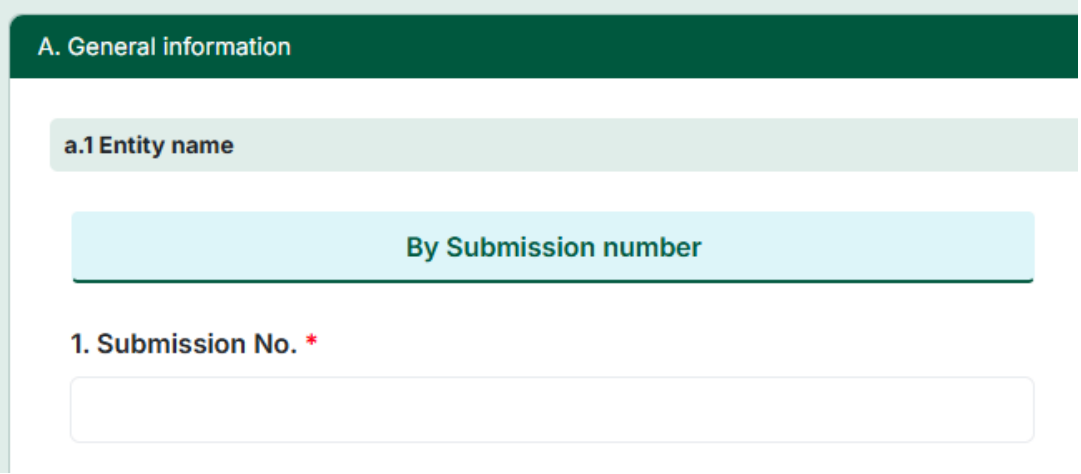


Figure 14: Private Limited Company – Entity Name

Name clearance must be approved before the registration is started. The submission number and the name clearance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance Applications** in the left sidebar.

- Enter the submission number in the following field.
  - Submission No.

- Enter the name clearance letter number in the following field.
    - Name clearance letter no.
- Click **Search** to check whether the entered numbers belong to an approved name clearance application.
    - If the information is invalid, the system prompts you to re-enter it.
    - If the information is valid, the system allows you to proceed.

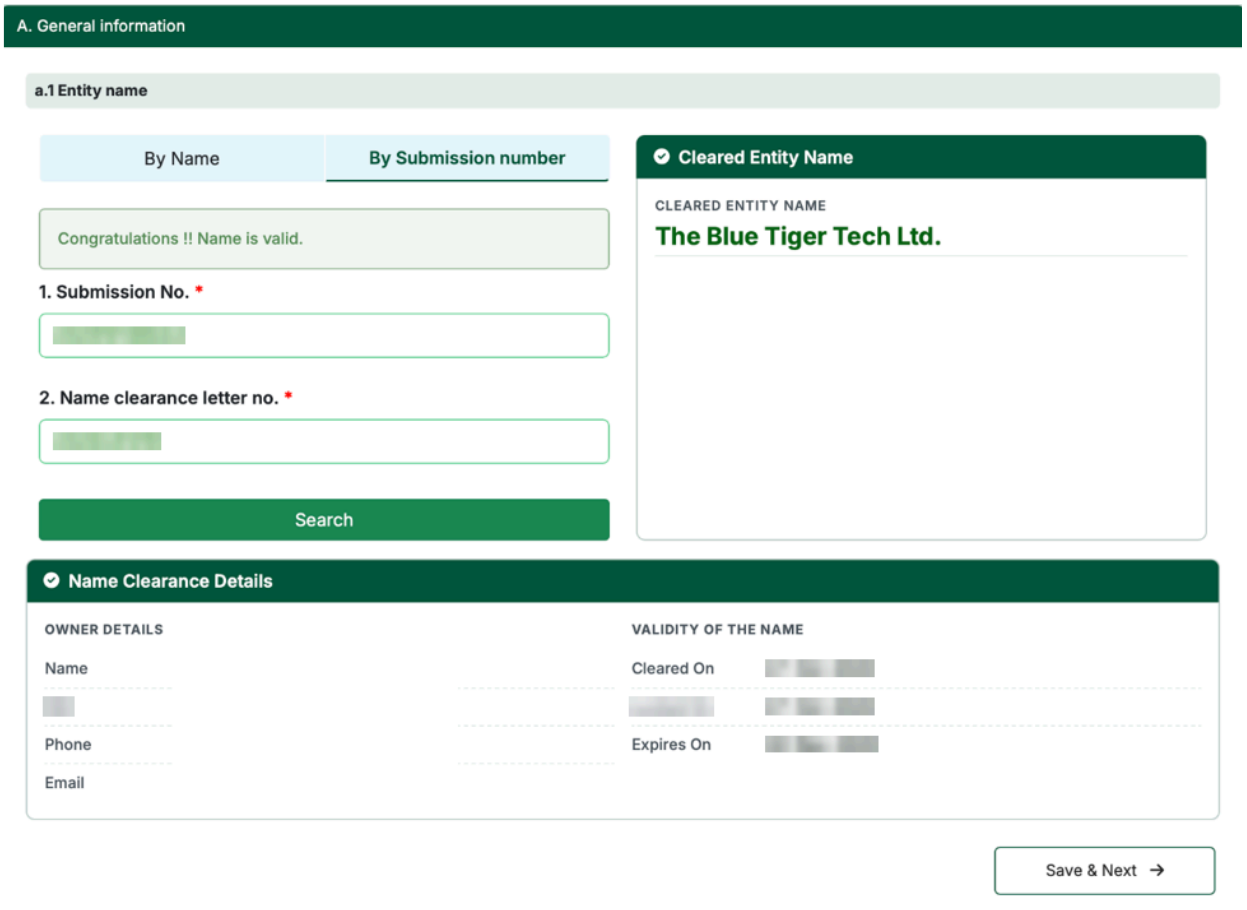


Figure 15: Private Limited Company – Entity Name (2)

- The system confirms that the name is valid and displays the entity name and the name clearance details (owner details and validity dates).
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

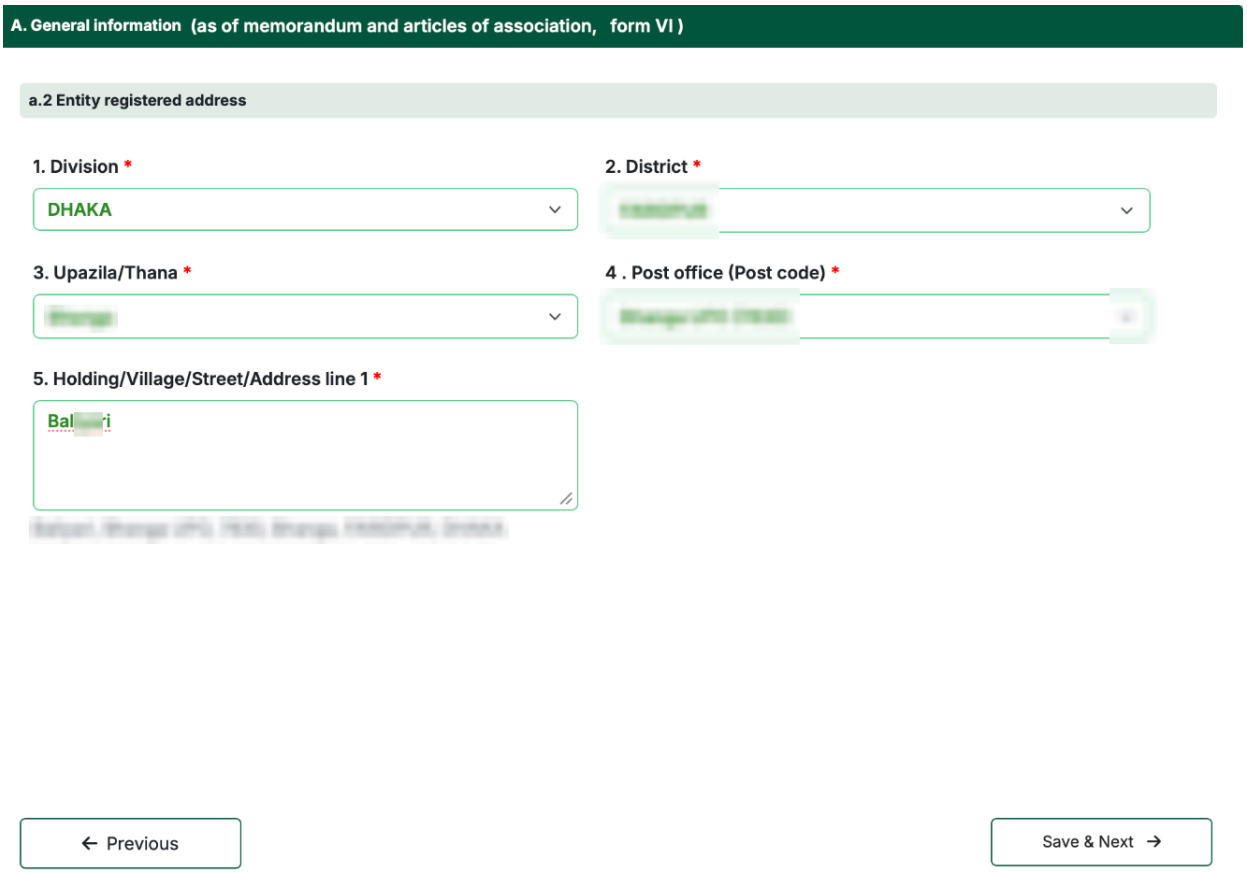


Figure 16: Private Limited Company – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division in which the entity falls from the dropdown list.
  - **District**: Select the district in which the entity falls from the dropdown list.
  - **Upazila/Thana**: Select the Upazila/Thana in which the entity falls from the dropdown list.
  - **Postcode**: Enter the postcode of the company.
  - **Holding/Village/Street/Address line**: Enter the address of the company.
- A preview of the address as it appears in Form VI is displayed below the address line field.
- Click **Form VI** to view a preview of the draft Form VI.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Capital and Share Details

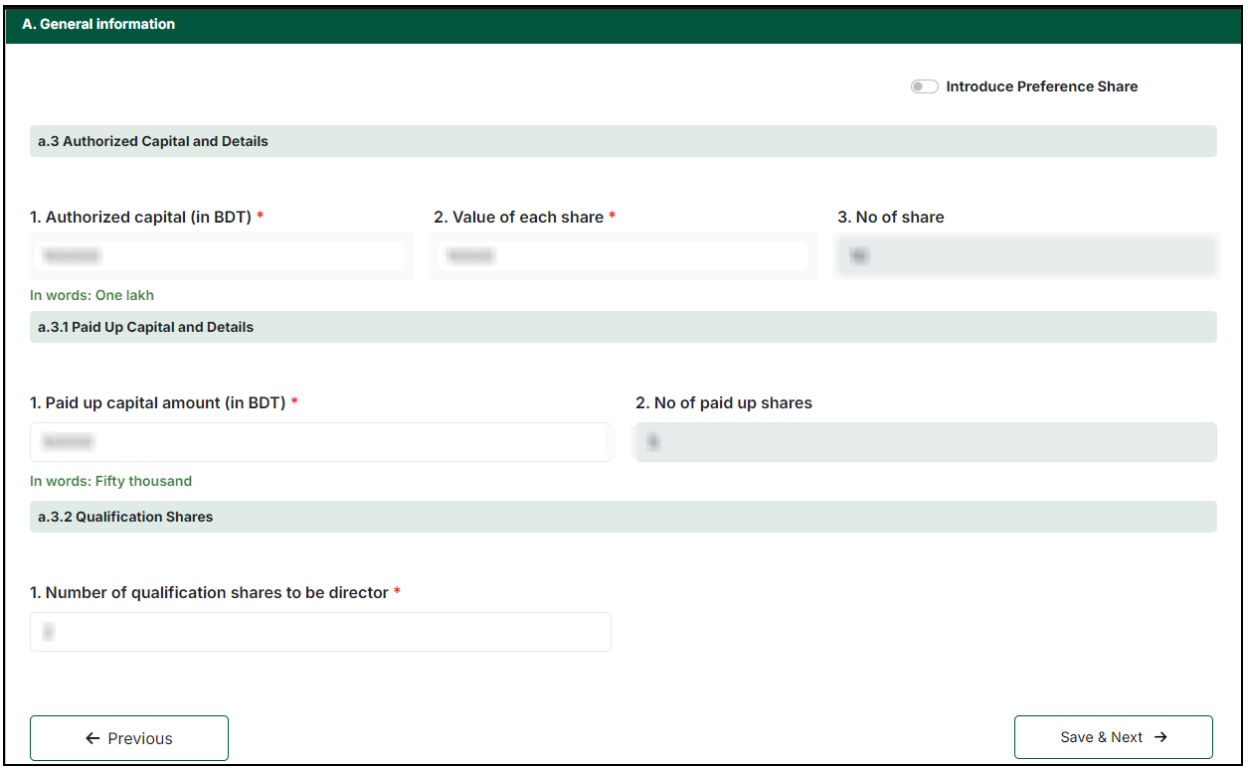


Figure 17: Private Limited Company – Authorized Capital and Details

- **Authorized Capital and Details**
  - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
  - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
  - **No of shares**: This will be calculated automatically by the system by dividing the amount of authorized capital by the value of each share.

Note: The number of qualification shares cannot be greater than the number of shares.

Note: The number of qualification shares must be less than or equal to half of the total ordinary paid-up shares.

- **Paid Up Capital and Details**
  - **Paid-up capital amount (in BDT)**: Enter the total amount, of capital all the shareholders will be investing in the company during the registration process in BDT. The amount should not exceed the amount of **Authorized capital**.
  - **No of paid-up shares**: This will be calculated automatically by the system by dividing the amount of paid-up capital by the value of each share.
- **Qualification Shares**
  - **Number of qualification shares to be director**: Enter the number of qualification shares to be director for the company.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

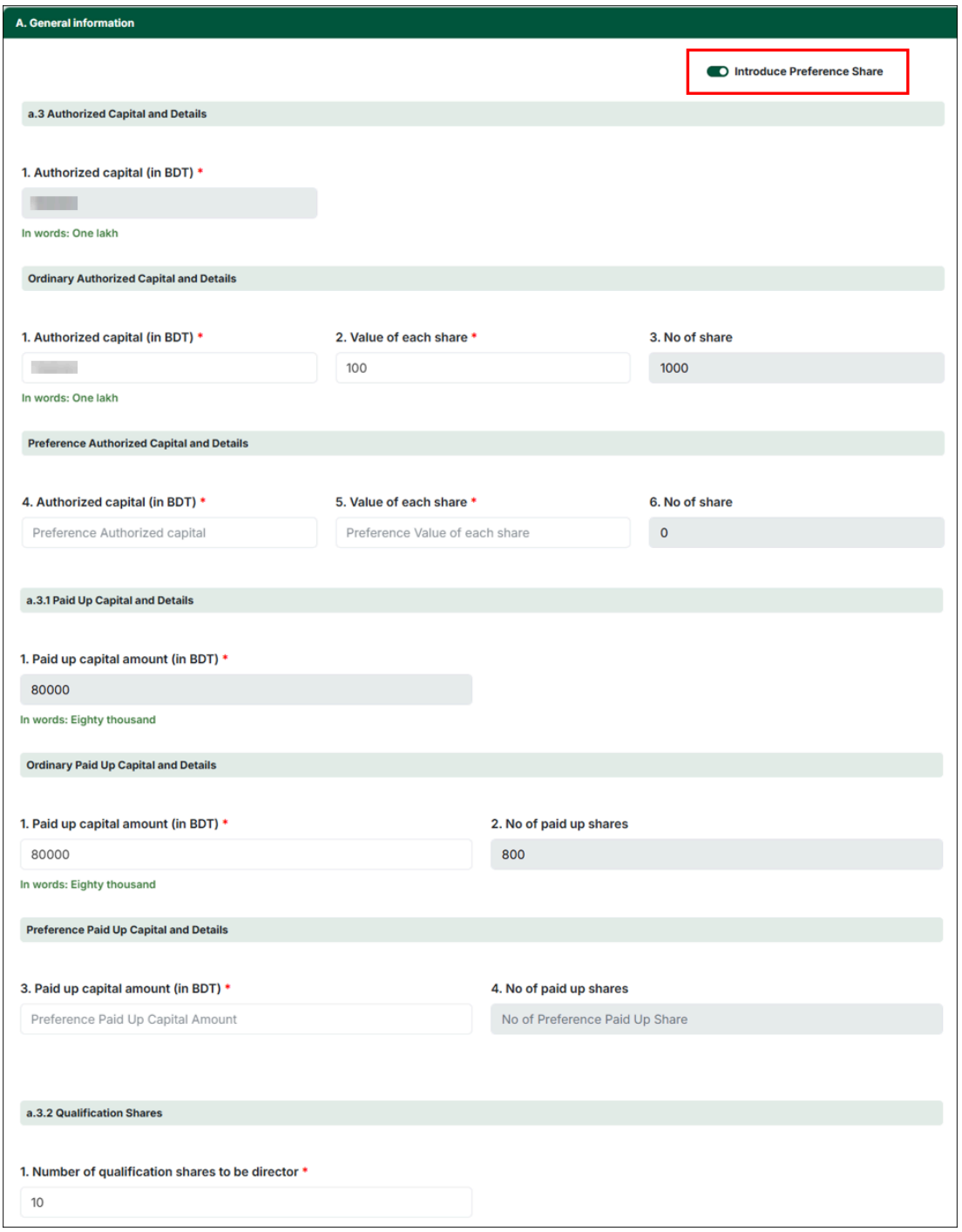


Figure 18: Private Limited Company – Preference Share

If you turn on **Introduce Preference Share**, the system enables preference shares for the company and you must enter the following information:

- **Authorized Capital**: Set by the system based on the information entered in the previous section.
- Ordinary Authorized Capital and Details
    - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
    - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
    - **No of shares**: This will be calculated automatically by the system.

- Preference Authorized Capital and Details
    - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
    - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
    - **No of shares**: This will be calculated automatically by the system.
- **Paid-Up Capital and Details**: Set by the system based on the information entered in the previous section.
- Ordinary Paid Up Capital and Details
    - **Paid-up capital amount (in BDT)**: Enter the total amount, of capital all the shareholders will be investing in the company during the registration process in BDT. The amount should not exceed the amount of **Authorized capital**.
    - **No of paid-up shares**: This will be calculated automatically by the system.
- Preference Paid Up Capital and Details
    - **Paid-up capital amount (in BDT)**: Enter the total amount, of capital all the shareholders will be investing in the company during the registration process in BDT. The amount should not exceed the amount of **Authorized capital**.
    - **No of paid-up shares**: This will be calculated automatically by the system.
- Qualification Shares
    - **Number of qualification shares to be director**: Enter the number of qualification shares to be director for the company.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Shareholder Details

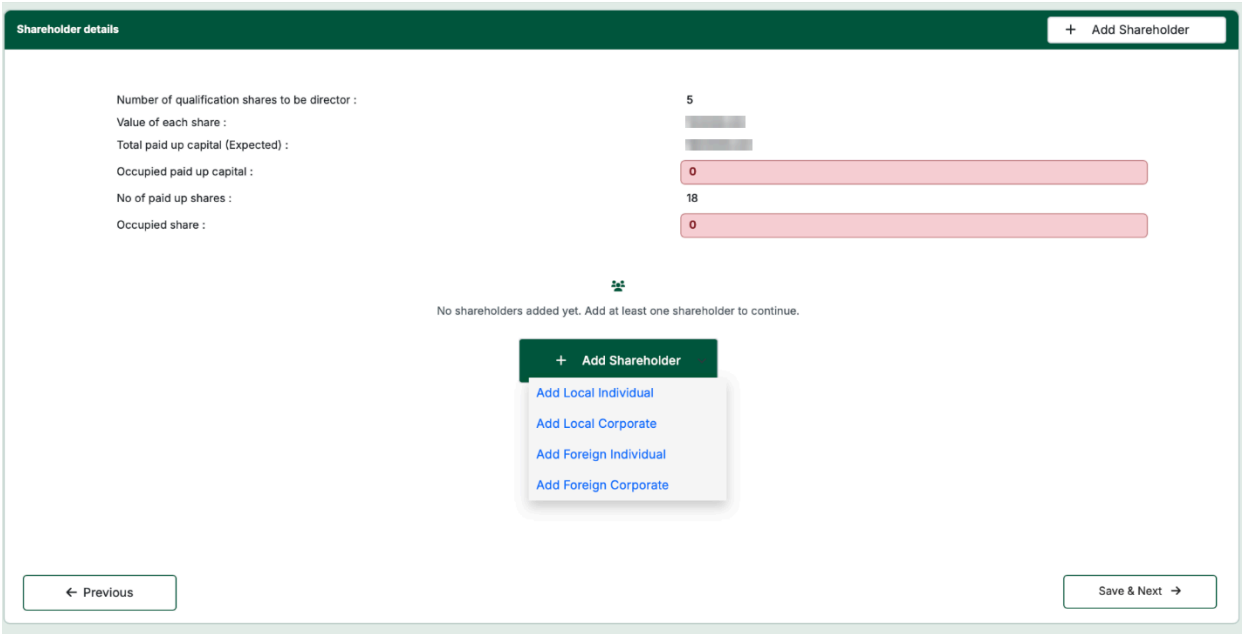


Figure 19: Private Limited Company – Shareholder Details (not Filled)

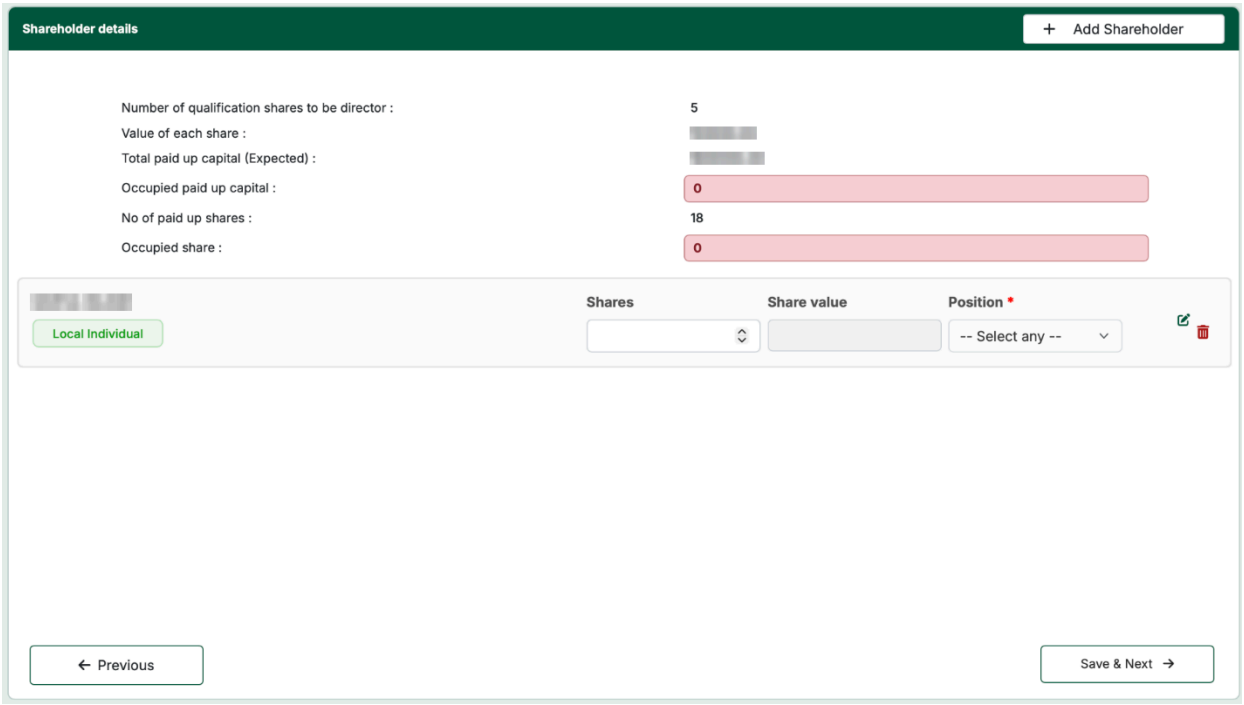


Figure 20: Private Limited Company – Shareholder Details

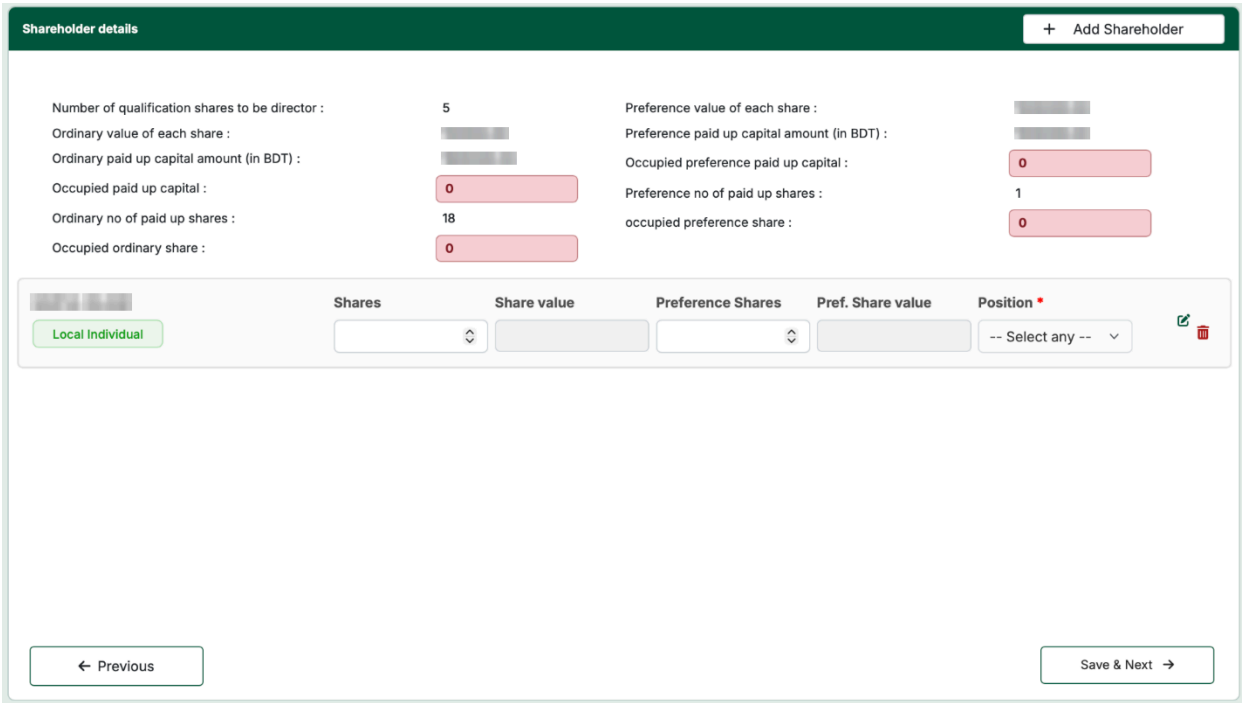


Figure 21: Private Limited Company – Shareholder Details – Preference Share

- This section shows all the details entered in the previous sections, with the following additional fields:
    - Details of each added shareholder, such as shareholder type, number of shares, share value and position:
        - **Shares**: Enter the number of shares held by the shareholder.

- **Position**: Select the position of the shareholder in the company from the dropdown list.

- If preference shares are enabled, two additional fields are displayed:
  - Preference Shares
  - Pref. Share value
- **Add Shareholder**
  - Click **Add Shareholder** at the top right to add a shareholder to the company.
- After adding the shareholders:
  - Click **Previous** at the bottom left to return to the previous section.
  - Click **Save & Next** at the bottom right to continue to the next section.

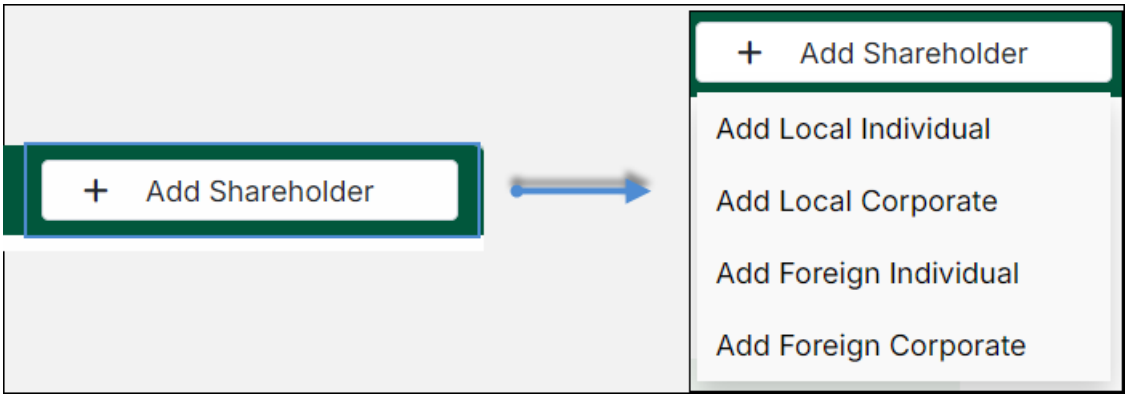


Figure 22: Private Limited Company – Add Shareholder

- After clicking **Add Shareholder**:
  - Select the type of shareholder to add:
    - Add Local Individual
    - Add Local Corporate
    - Add Foreign Individual
    - Add Foreign Corporate

Note: The owner of the name clearance must be among the shareholders.

Local Individual

Basic Information

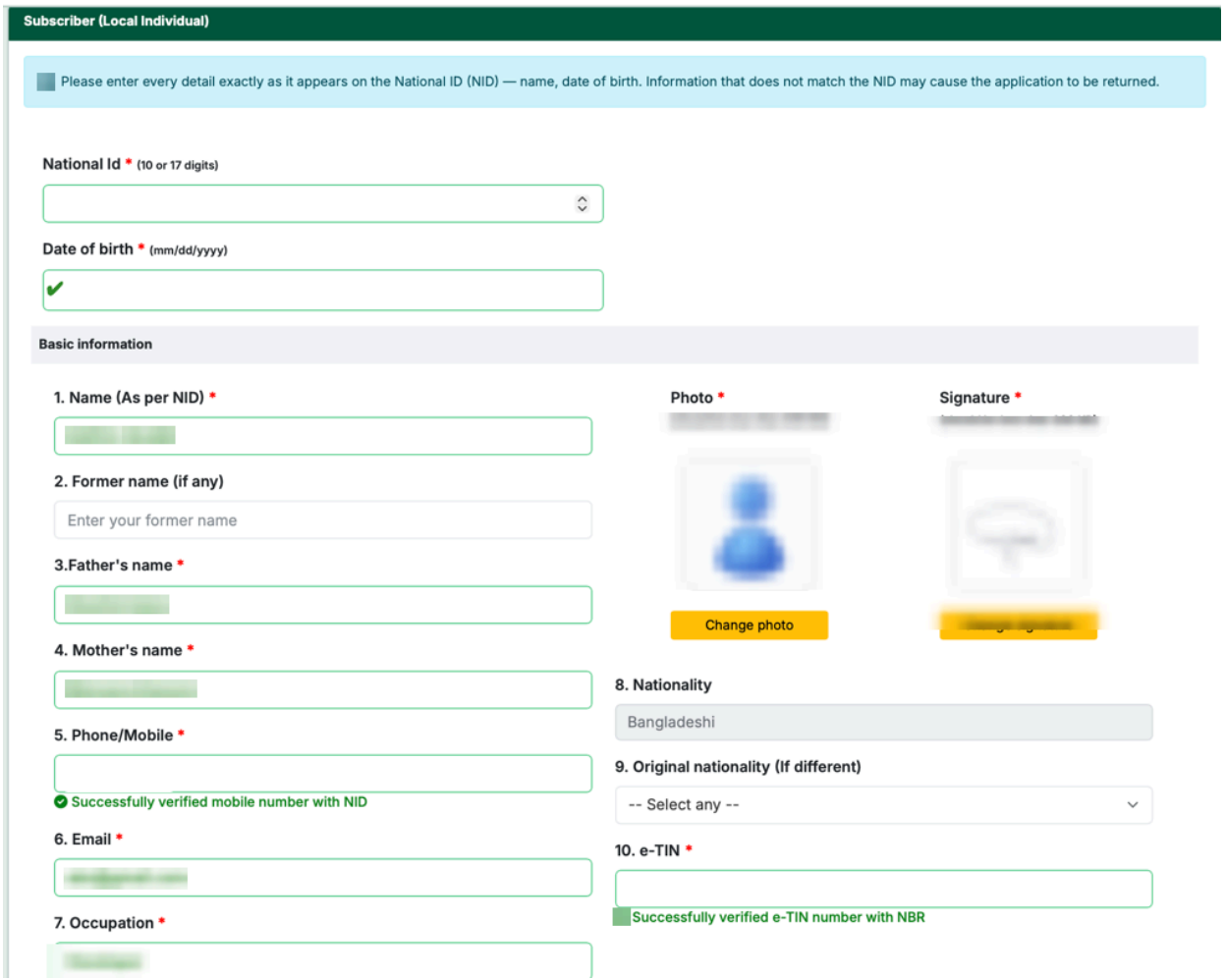


Figure 23: Private Limited Company – Local Individual – Basic Information

- Enter the following information for a local individual shareholder:
    - **National ID**: Enter the 10-digit or 17-digit NID number.
    - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
    - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
        - If the details do not match, the system prompts you to re-enter them.
        - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.

Note: The NID number, date of birth and name must be entered exactly as they appear on the National ID card. The system only verifies the NID number and date of birth (and the phone number) against the NID server; it does not retrieve or fill in any information from the NID server.

- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if you have any former names.

- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

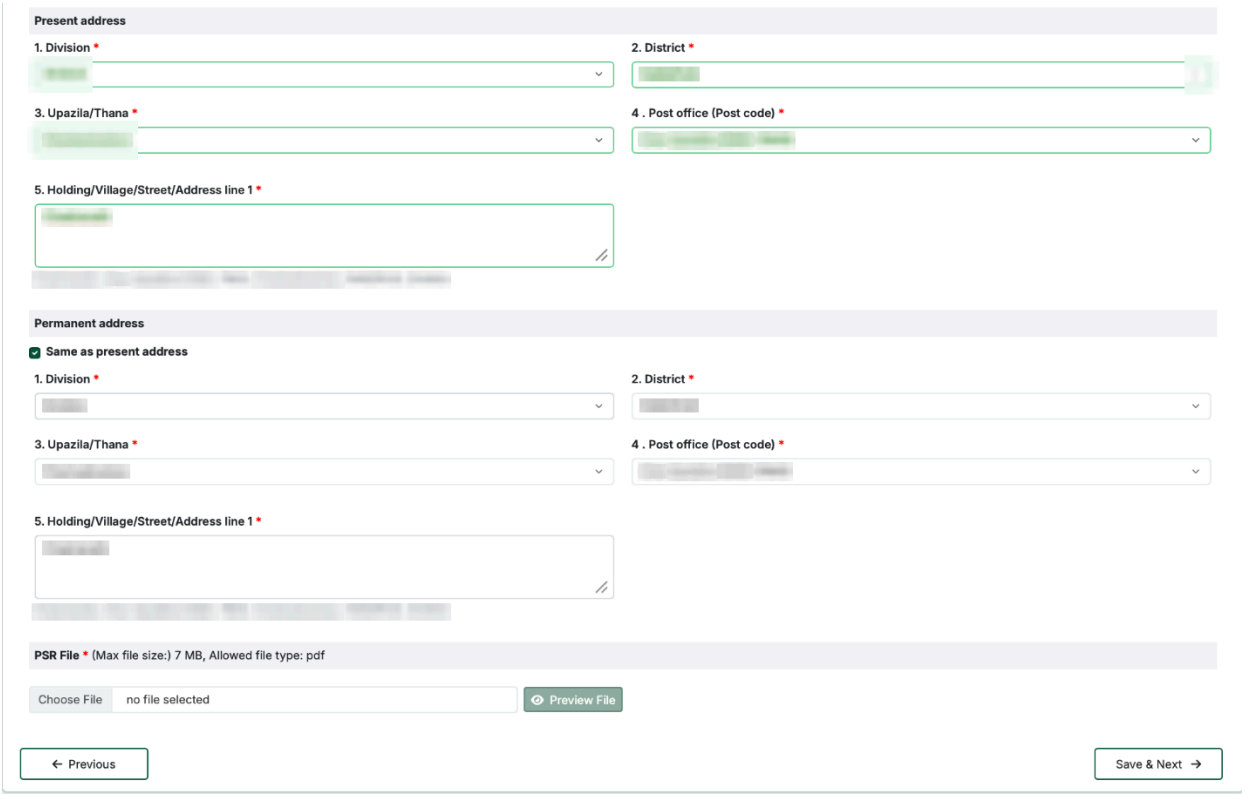


Figure 24: Private Limited Company – Local Individual – Address Details

- Enter the present address in the designated fields.
    - **Division**: Select the division from the dropdown list.
    - **District**: Select the district from the dropdown list.
    - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
    - **Postcode**: Enter the postcode where the shareholder resides.
    - **Holding/Village/Street/Address line**: Enter the address of the residence.
    - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.

- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Local Corporate

Basic Information

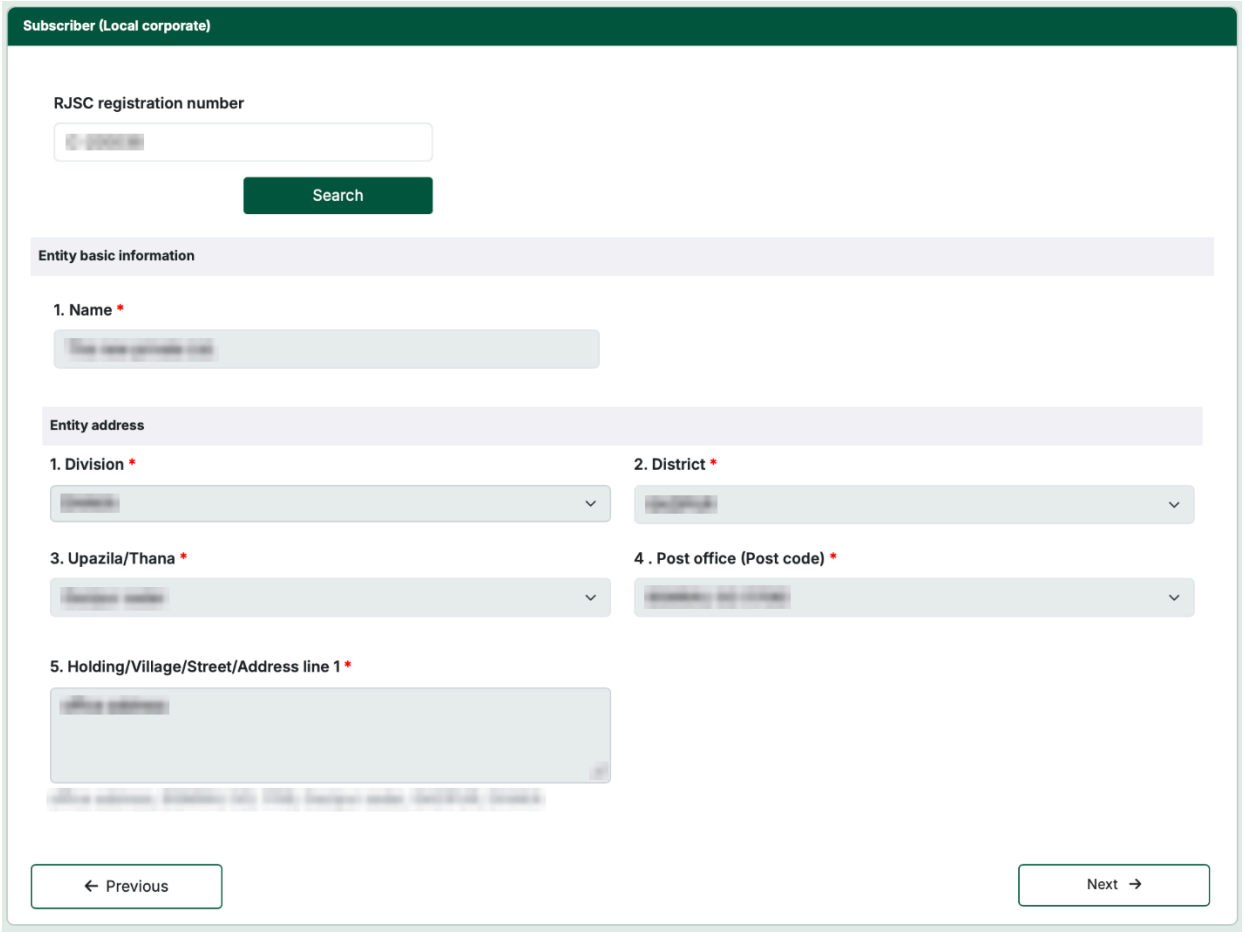


Figure 25: Private Limited Company – Local Corporate

- Enter the following information for a local corporate shareholder:
  - **RJSC Registration Number**: If the shareholder is already registered with RJSC you can enter their RJSC registration number and click **search**.
    - If the number is valid, the system fills in the relevant fields with the information provided during their registration.
    - If the number is invalid, the system prompts you to re-enter it.
- If the shareholder is not registered with RJSC, skip this field and continue with the remaining fields.

- **Name**: Enter the shareholder's name.
- **Division**: Select the division from the dropdown list.
- **District**: Select the district from the dropdown list.
- **Upazila/Thana**: Select the upazila/thana from the dropdown list.
- **Postcode**: Enter the postcode where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's premises.

- Corporate shareholders require a representative to be added. Please see Figure 29 and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** from the bottom left corner to return to the previous section.
- Click **Next** to add the shareholder.

Foreign Individual

Basic Information

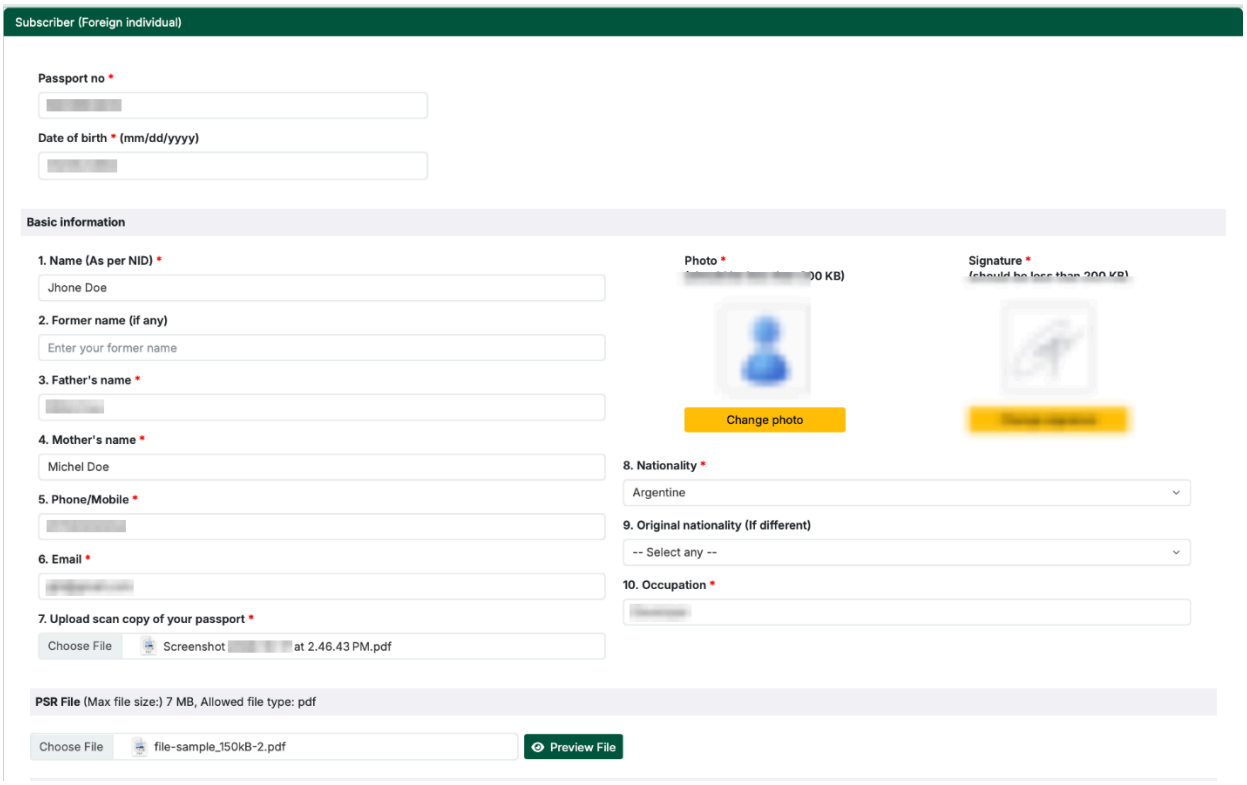


Figure 26: Private Limited Company – Foreign Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.

- **Father's name**: Enter the shareholder's father's name.
- **Mother's name**: Enter the shareholder's mother's name.
- **Phone/Mobile**: Enter a valid mobile number.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the shareholder's occupation.
- **Nationality**: Select the nationality of the shareholder.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return). Uploading the PSR is optional.
- **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).
- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

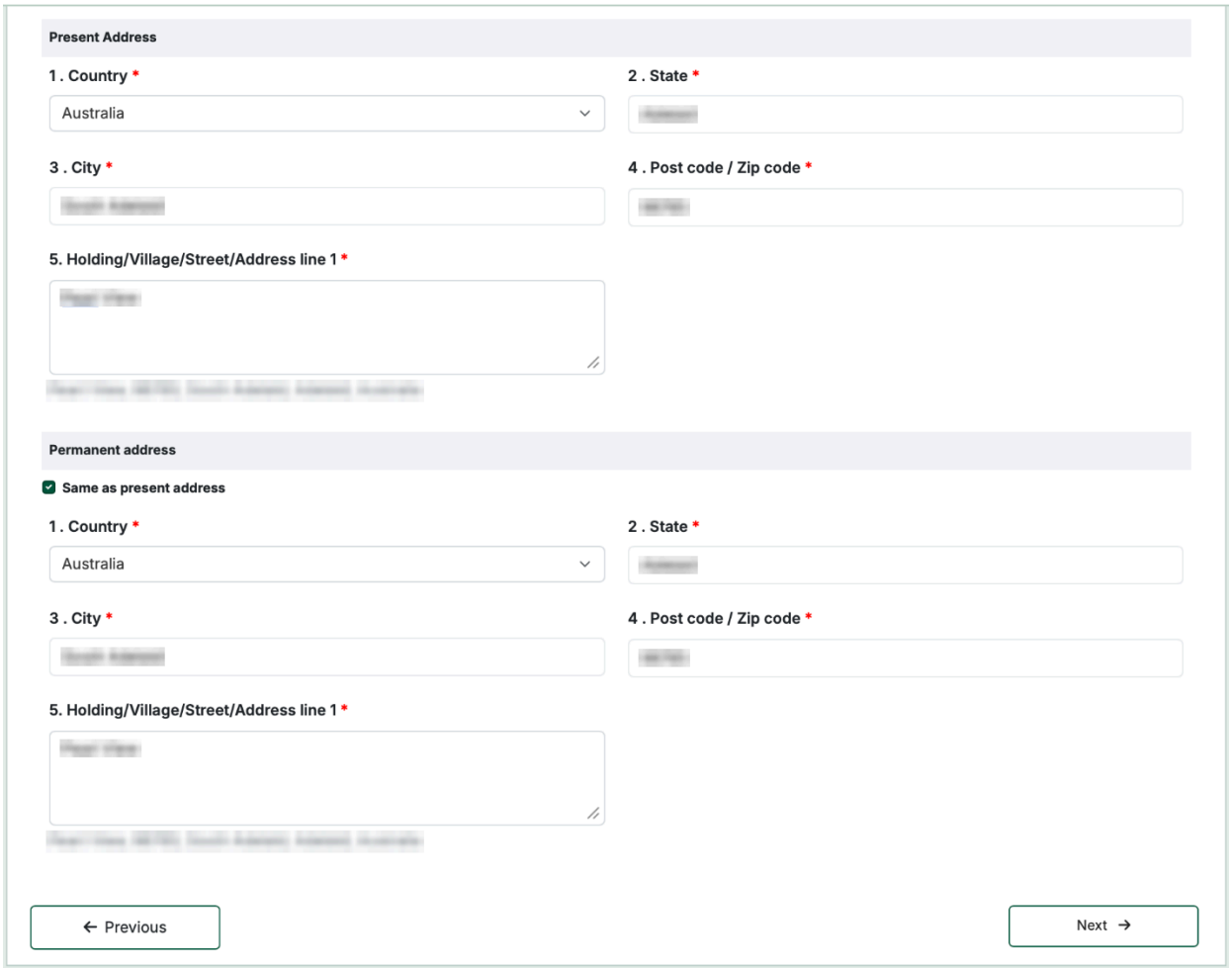


Figure 27: Private Limited Company – Foreign Individual – Address Details

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.

- **State**: Select the state from the dropdown list.
- **City**: Select the city from the dropdown list.
- **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Foreign Corporate

Basic Information

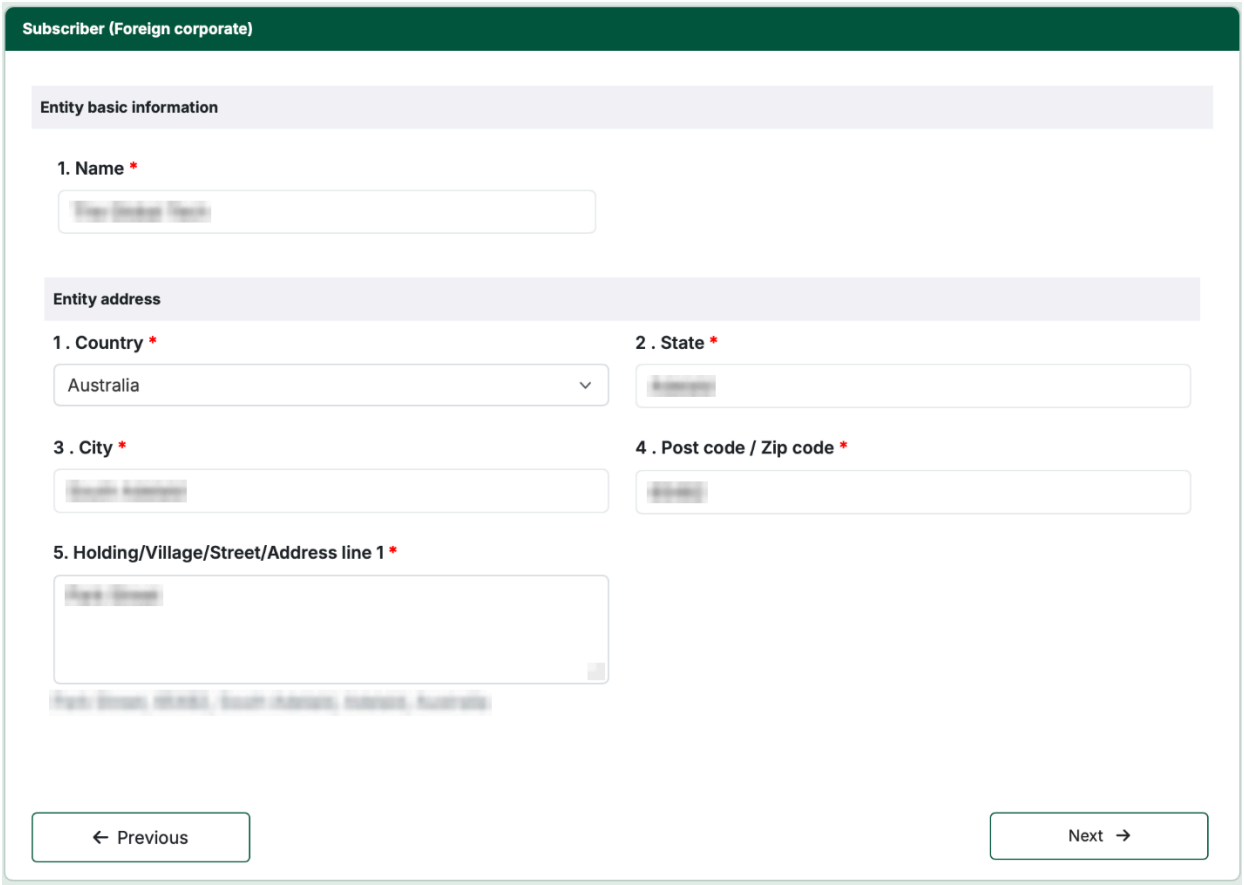


Figure 28: Private Limited Company – Foreign Corporate

- Enter the following information for a Foreign corporate shareholder:
  - **Name**: Enter the shareholder's name.
  - **Country**: Select the country from the dropdown list.
  - **State**: Enter the state.

- **City**: Enter the city.
- **Postcode/ Zip code**: Enter the postcode/zip code where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's premises.

- Corporate shareholders require a representative to be added. Please see Figure 29 and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Representative Addition

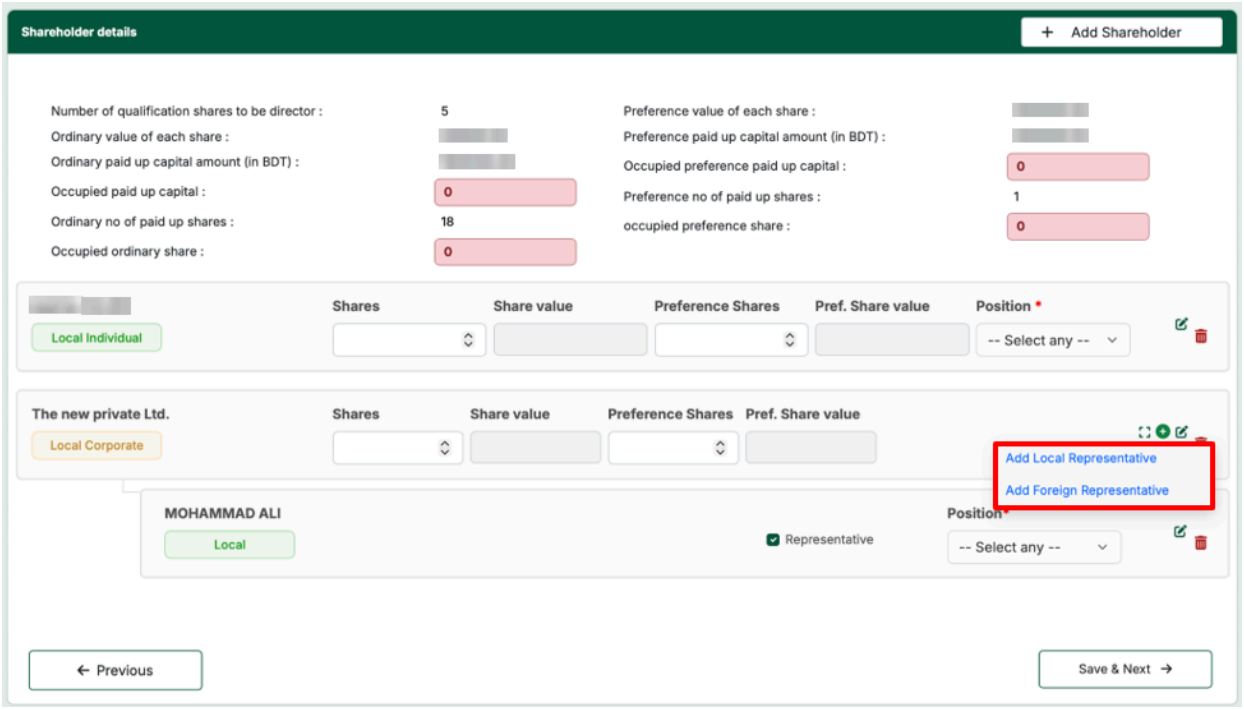


Figure 29: Private Limited Company – Representative Addition – Options

- A corporate shareholder requires a representative. Two types of representatives can be added:
- **Local Representative**: Click **Add Local Representative** and add the representative in the same way as a Local Individual shareholder. Select the position of the representative after adding.
- **Foreign Representative**: Click **Add Foreign Representative** and add the representative in the same way as a Foreign Individual shareholder.

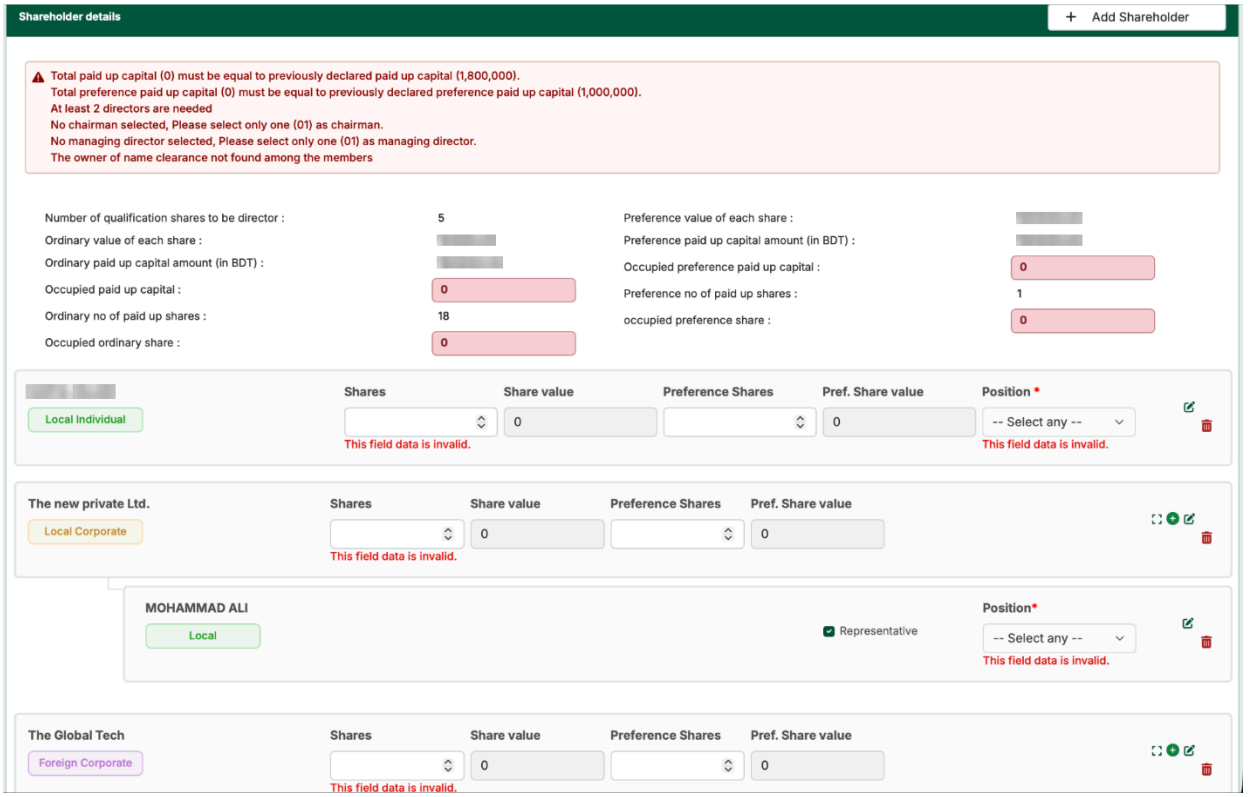


Figure 30: Private Limited Company – Representative Addition – Representative Added

- After a representative is added, the representative is displayed in the shareholder details section.
- When adding a representative of a corporate shareholder, select the **Representative** checkbox to indicate whether the person is a Nominee Director or a Normal Representative.

Note: Nominee director will be shown in Form XII but not in MOA/AOA. Normal Representative will be shown in Form XII but not in MOA/AOA.

Note: The red validation box lists the requirements that are still missing, for example: the total paid-up capital does not match, at least 2 directors are required, one chairman and one managing director must be selected, and the name clearance owner must be included.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the shareholder position details section.

Upload Encashment Certificate

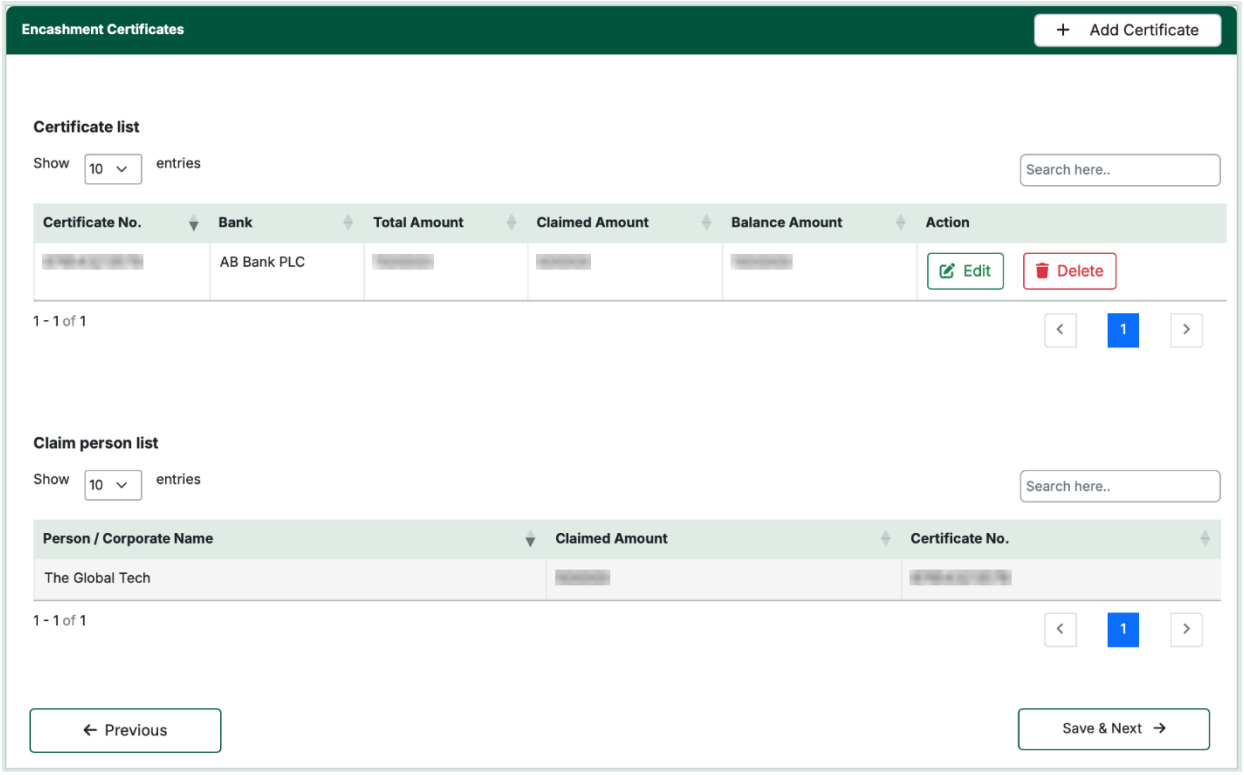


Figure 31: Private Limited Company – Encashment Certificate

If the company has a Foreign Individual, Foreign Corporate or Foreign Representative, the system adds a mandatory **Encashment Certificate** step.

Click **Add Certificate** to add the certificate.

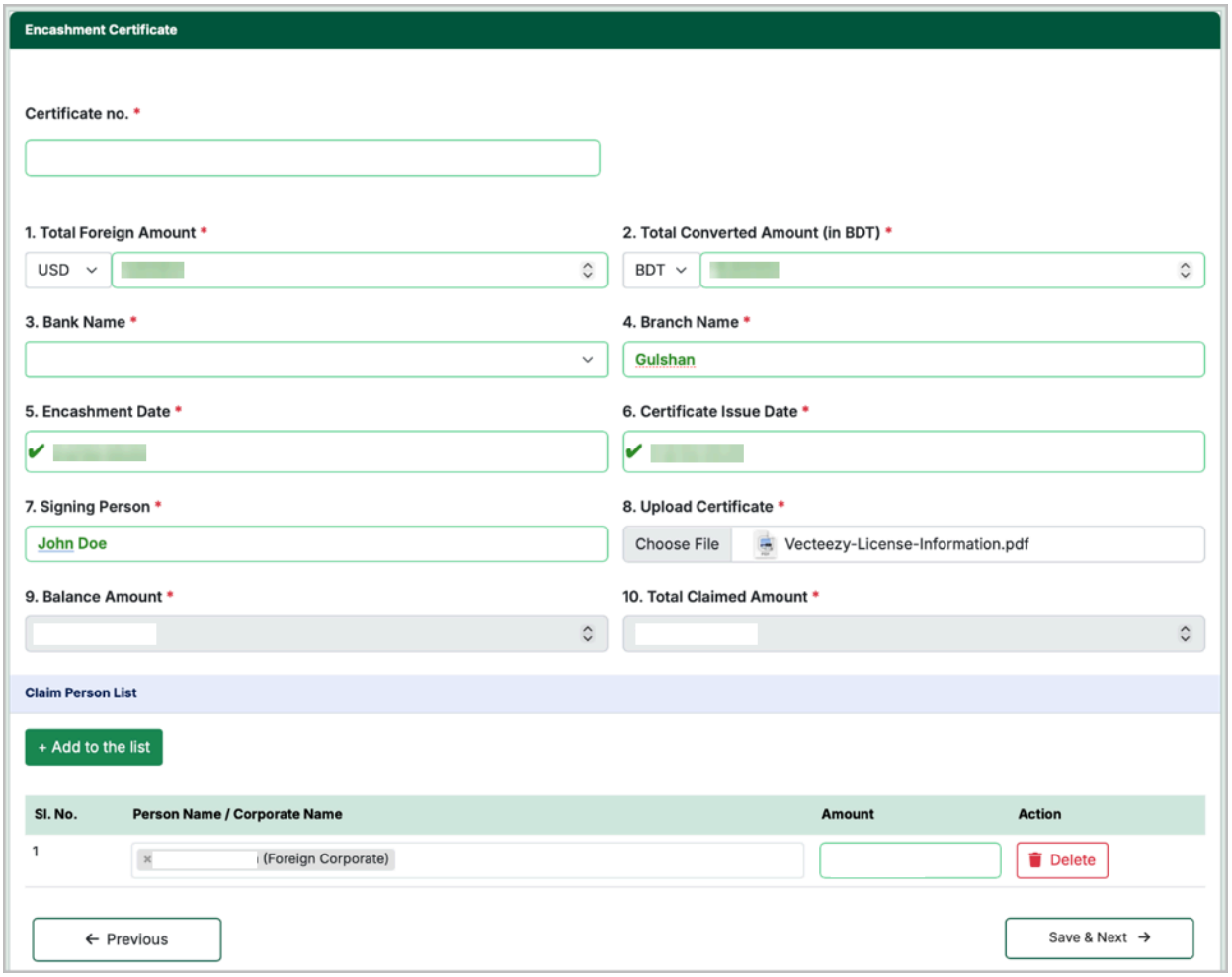


Figure 32: Private Limited Company – Encashment Certificate Form

- After clicking **Add Certificate**, enter the following information:
  - **Certificate No.**: Enter the certificate number.
  - **Total Foreign Amount**: Select the currency from the dropdown list and enter the amount.
  - **Total Converted Amount**: Enter the amount in BDT.
  - **Bank Name**: Select the bank from the dropdown list.
  - **Branch Name**: Enter the name of the bank branch.
  - **Encashment Date**: Enter the encashment date.
  - **Certificate Issue Date**: Enter the certificate issue date.
  - **Signing Person**: Select the signing person.
  - **Upload Certificate**: Upload an electronic copy of the certificate.
  - **Balance Amount**: Calculated automatically by the system.
  - **Total Claimed Amount**: Calculated automatically by the system.
  - **Person/Corporate Name**: Select the name of the person or corporate.
  - **Amount**: Enter the amount.
  - Click **Add to list** to add more persons or corporates.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Shareholder Position Details

Company Director Information

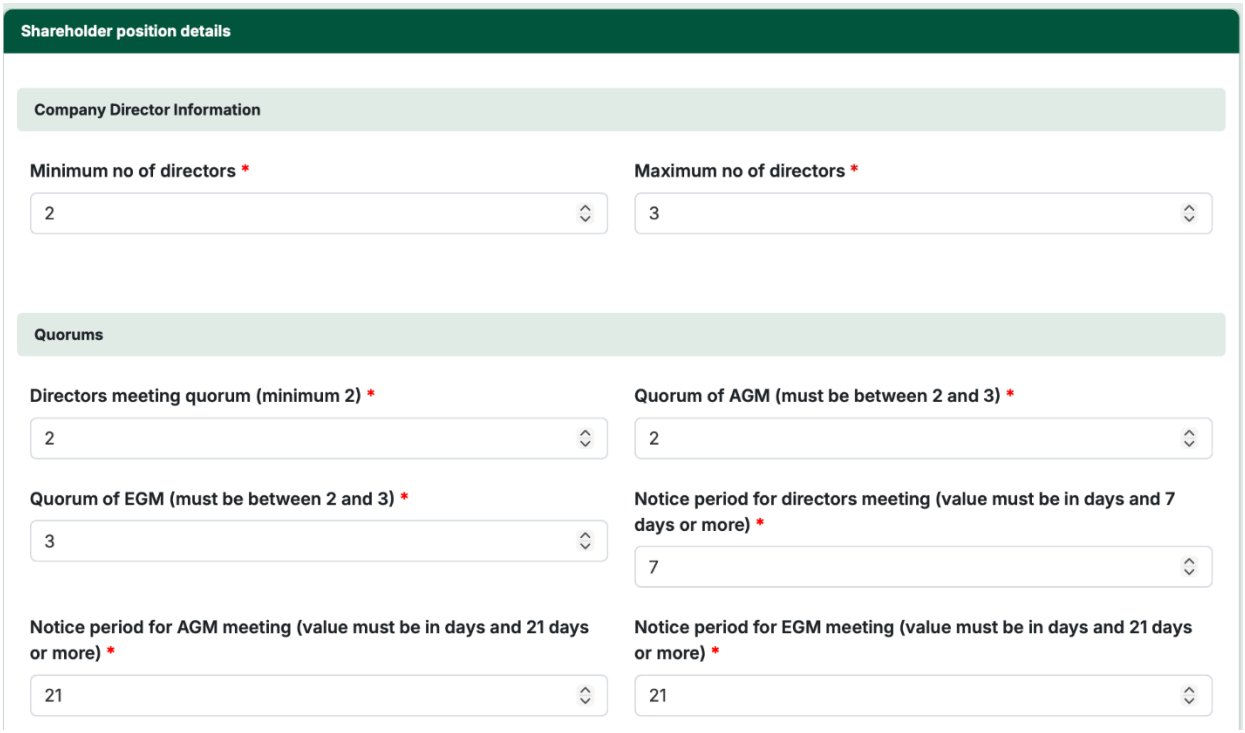


Figure 33: Private Limited Company – Shareholder Details – Added Shareholders

- Enter the shareholder position details in the following fields:
  - **Minimum No. of Directors**: Enter the minimum number of directors of the company.
  - **Maximum No. of Directors**: Enter the maximum number of directors of the company.
  - **Directors' Meeting Quorum**: Enter the minimum number of directors required for a directors' meeting.
  - **Quorum of AGM/EGM**: Enter the minimum number of attendees required for an AGM/EGM.
  - **Notice Period for Directors' Meeting**: Enter the notice period in days.
  - **Notice period for AGM/EGM meeting**: Enter the notice period for AGM/EGM meeting in days.

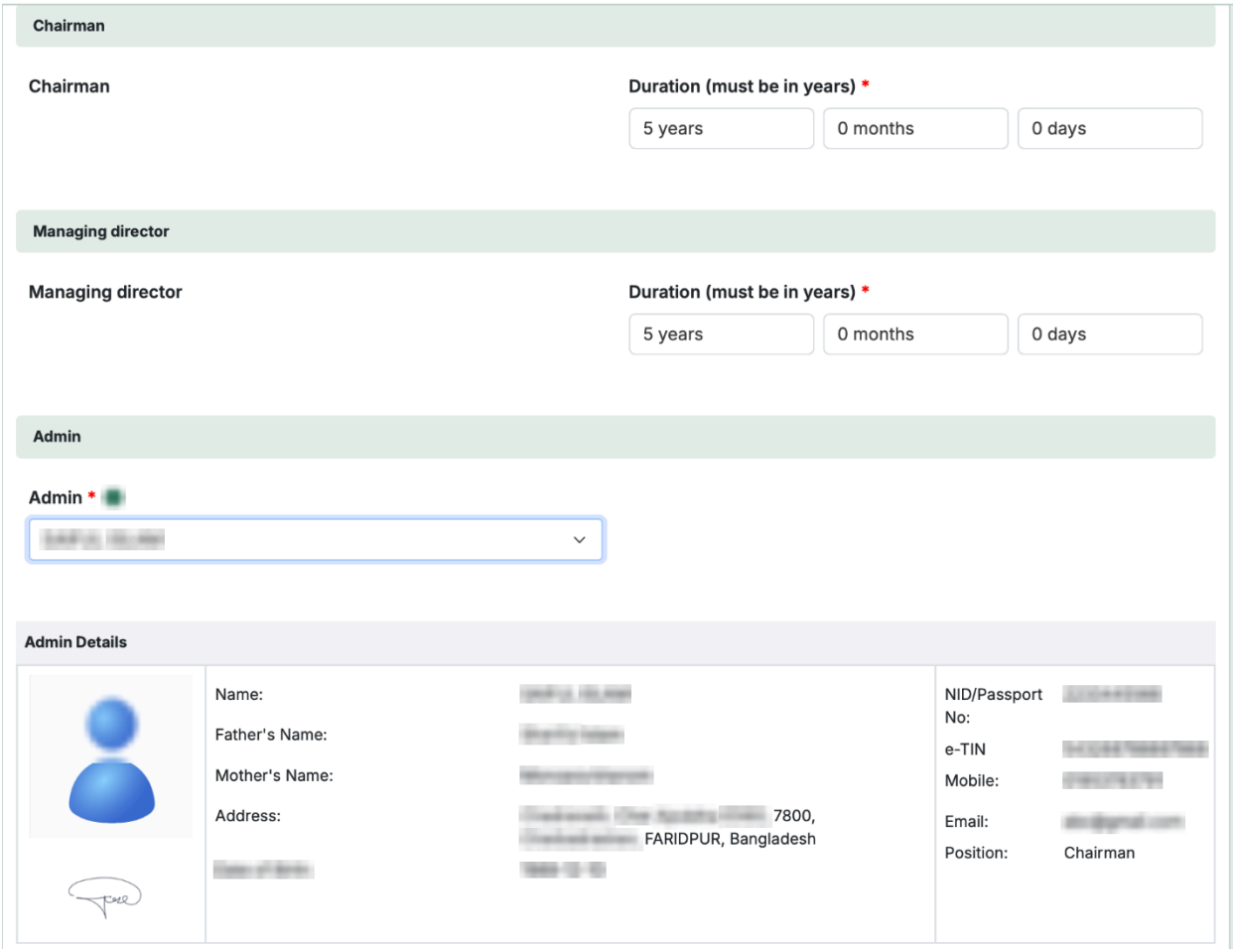


Figure 34: Private Limited Company – Shareholder Position Details

- **Chairman**
  - **Duration**: Enter the tenure of the chairman in years.
- **Managing Director**
  - **Duration**: Enter the tenure of the Managing Director in years.
- **Admin**: Select the shareholder who will act as the admin from the dropdown list.

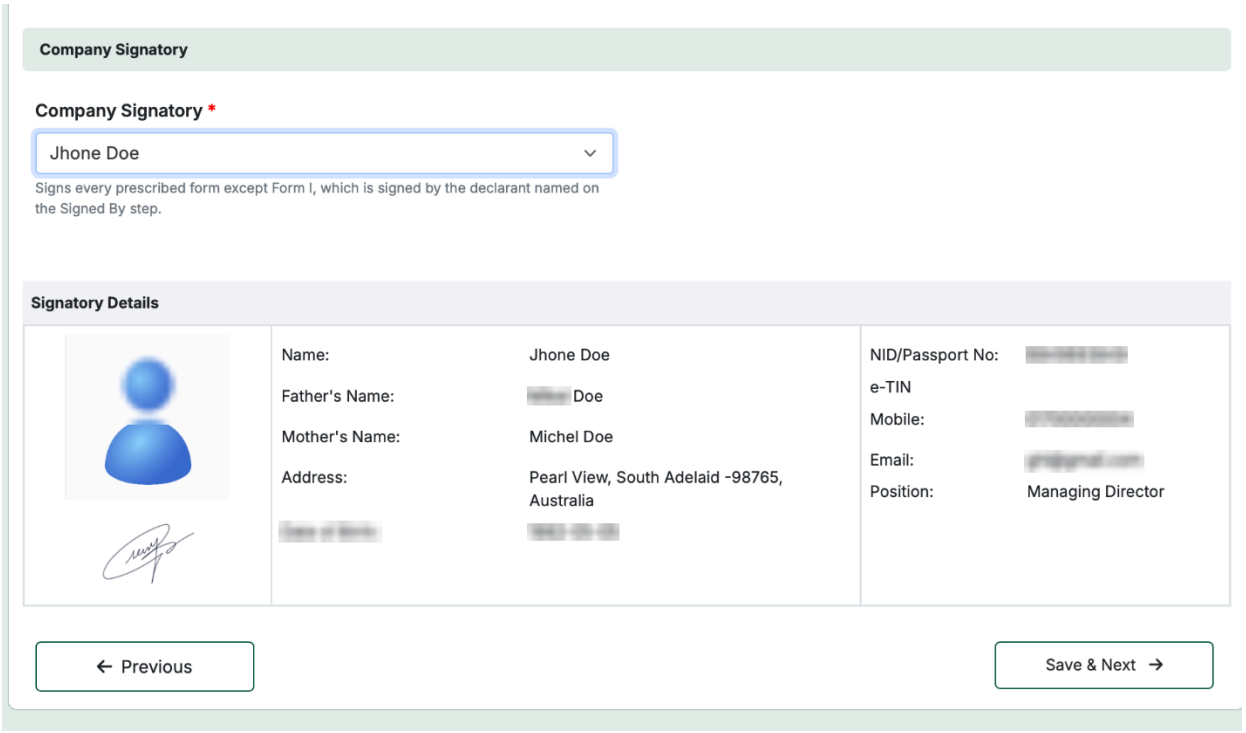


Figure 35: Private Limited Company – Shareholder Position Details (2)

- **Company Signatory**: Select the company signatory.

Note: The signature of the selected signatory appears on all prescribed forms except Form I.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Witness Details

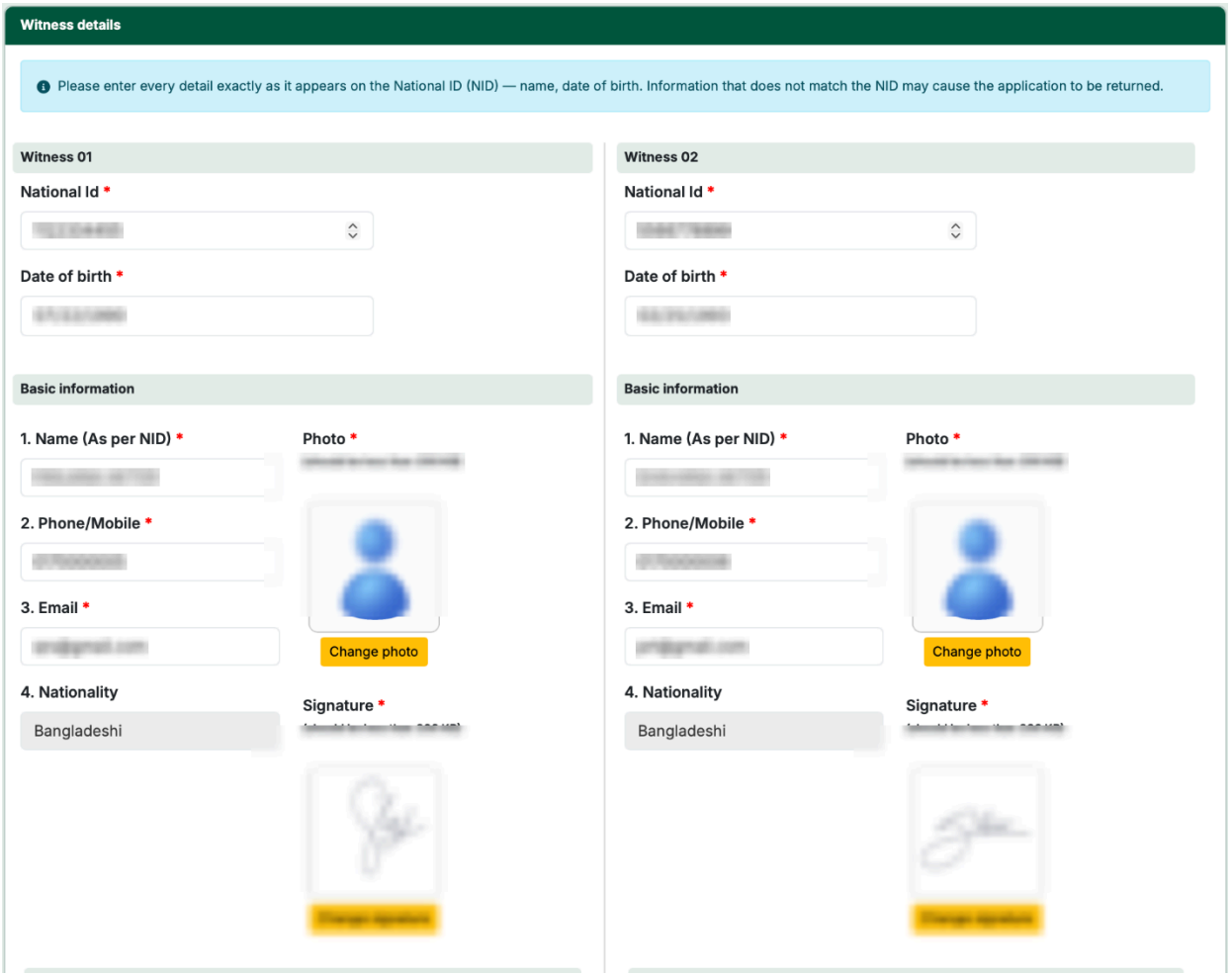


Figure 36: Private Limited Company – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.

- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

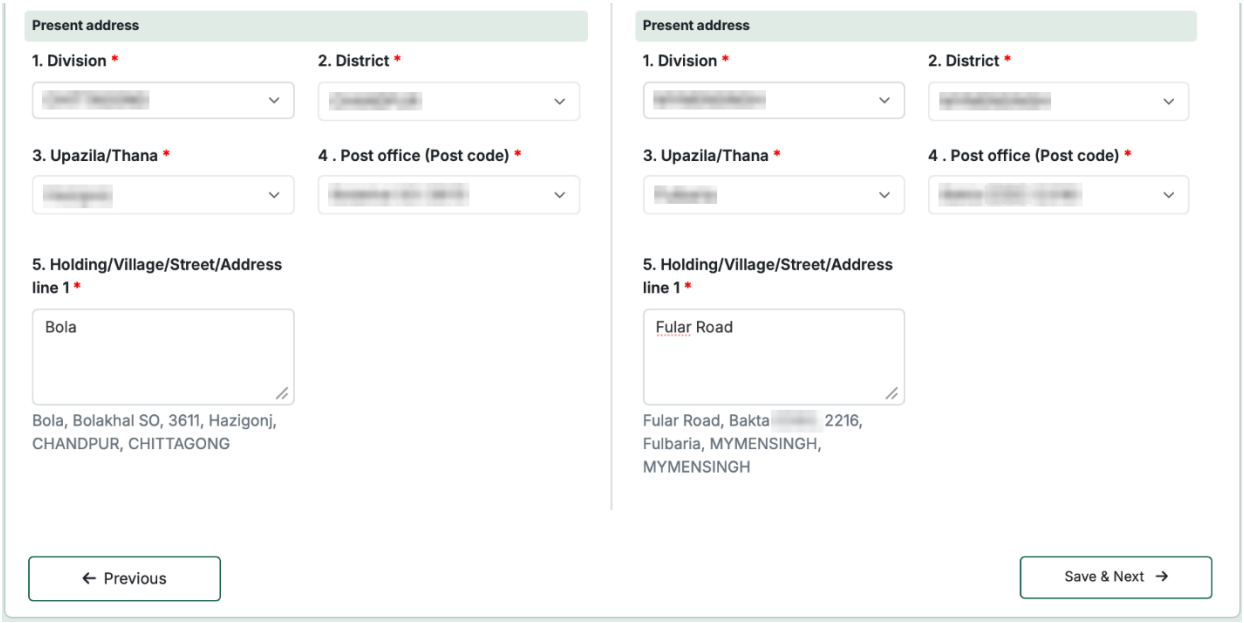


Figure 37: Private Limited Company – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Memorandum of Association

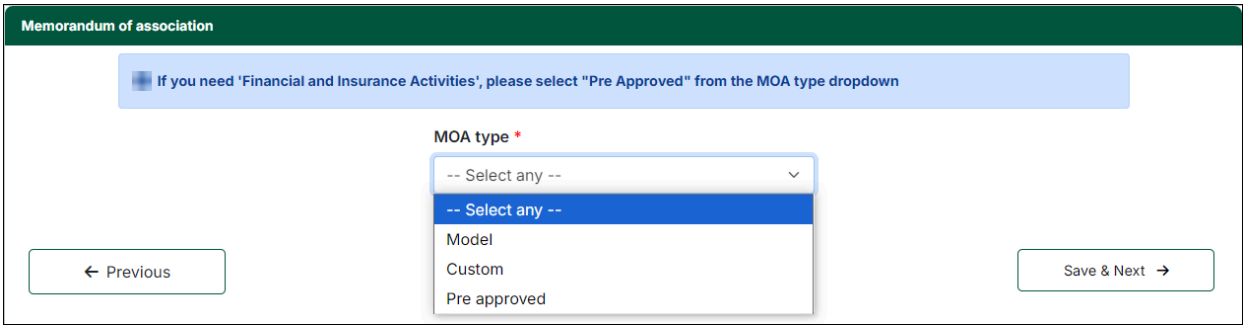


Figure 38: Private Limited Company – Memorandum of Association

- Select the Memorandum of Association (MOA) type of the company from the dropdown list:
  - **Model**

- **Custom**
- **Pre-Approved**: Applicable only to banks, financial institutions and insurance companies. Select this option if the entity falls under any of these categories.

Model Memorandum of Association

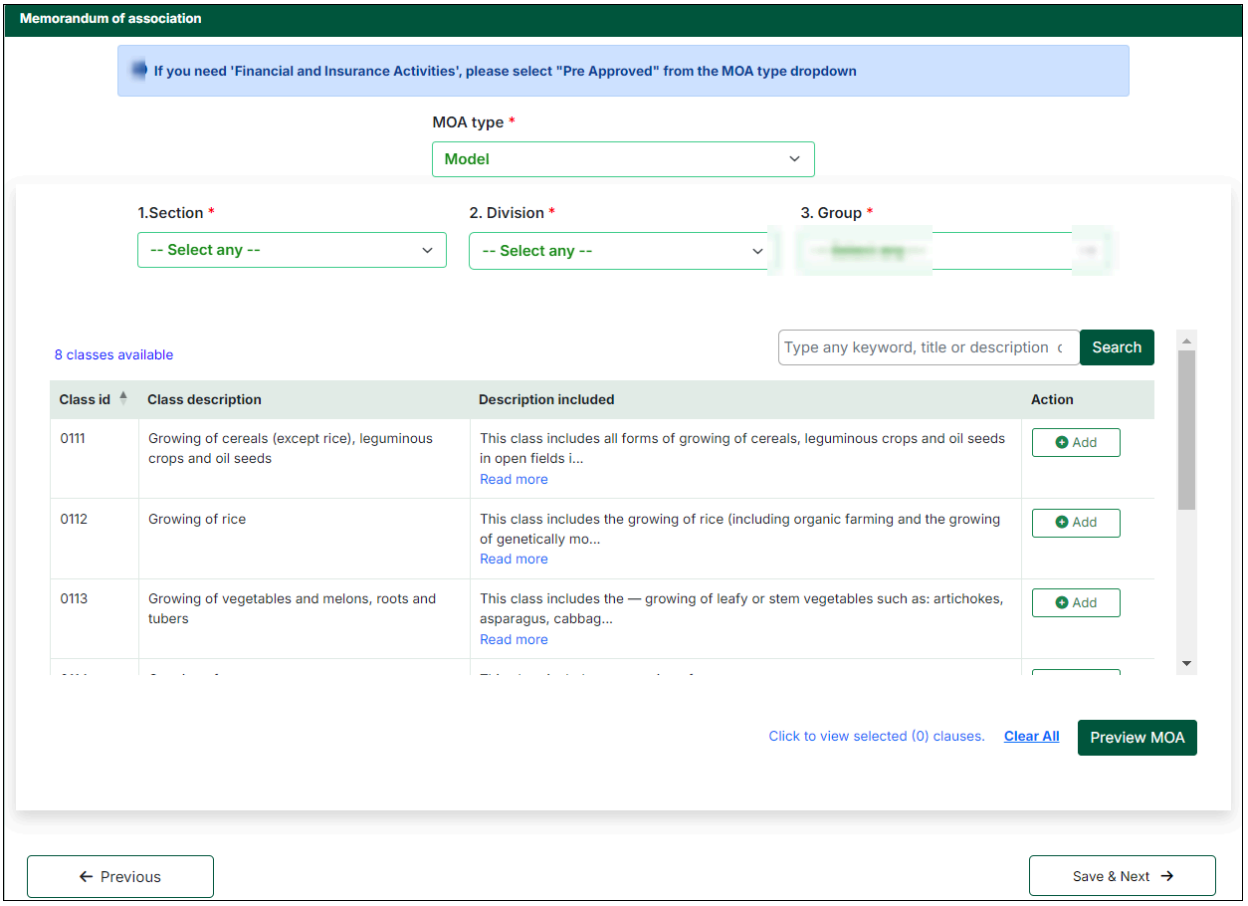


Figure 39: Private Limited Company – Memorandum of Association – Model

If you select **Model** for the MOA:

- **Section**: Select the section of the MOA from the dropdown list.
- **Division**: Select the division from the dropdown list. The options depend on the selected section.
- **Group**: Select the group from the dropdown list. The options depend on the selected division.
- Click **Add** to add the clauses that apply to the MOA.
- Click **Preview MOA** to preview the MOA as a PDF based on the selections.

a. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Custom Memorandum of Association

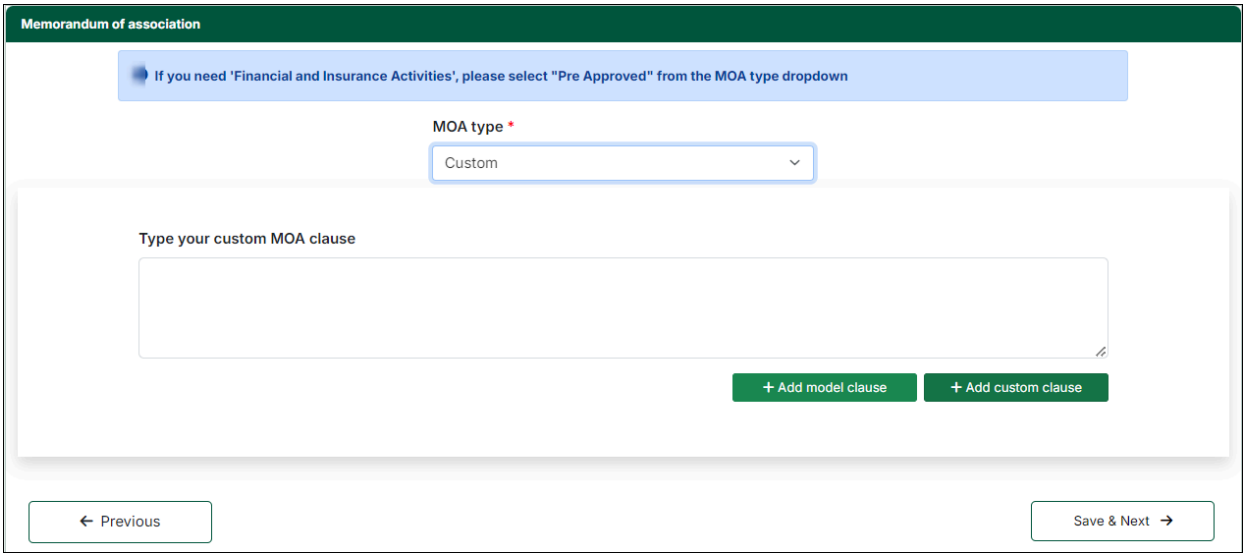


Figure 40: Private Limited Company – Memorandum of Association – Custom

If you select **Custom** for the MOA:

- **Custom MOA clause**: Type the clause and click **Add custom clause** to add it.
- Click **Add model clause** to open the clause selection window, then select the following:
  - **Division**: Select the division from the dropdown list. The options depend on the selected section.
  - **Group**: Select the group from the dropdown list. The options depend on the selected division.

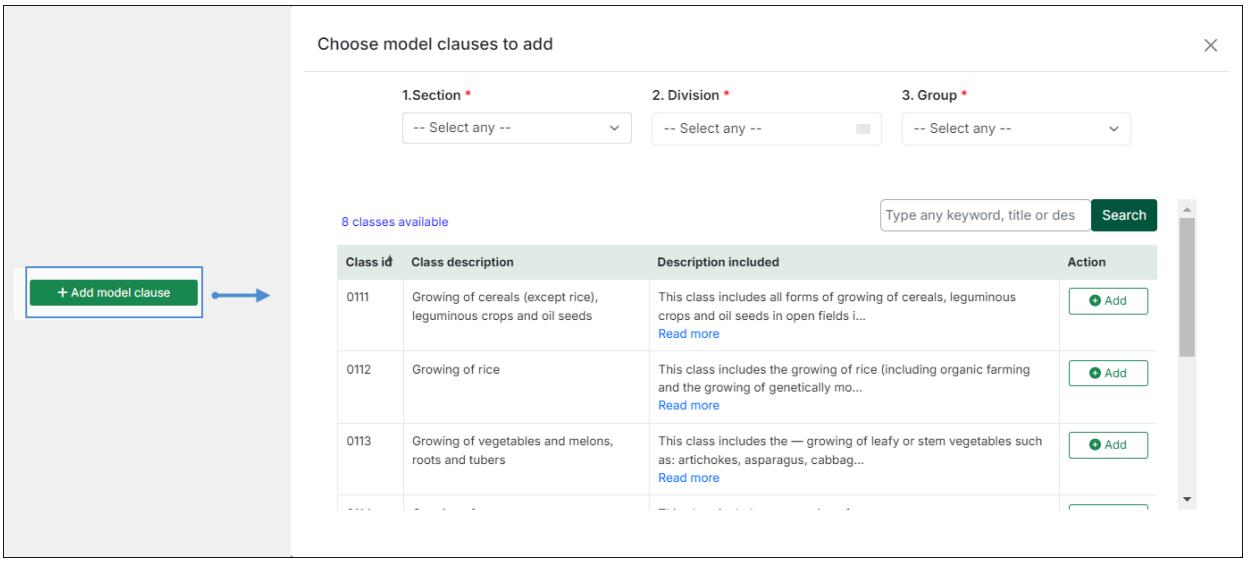


Figure 41: Private Limited Company – Memorandum of Association – Custom (2)

Pre-Approved Memorandum of Association

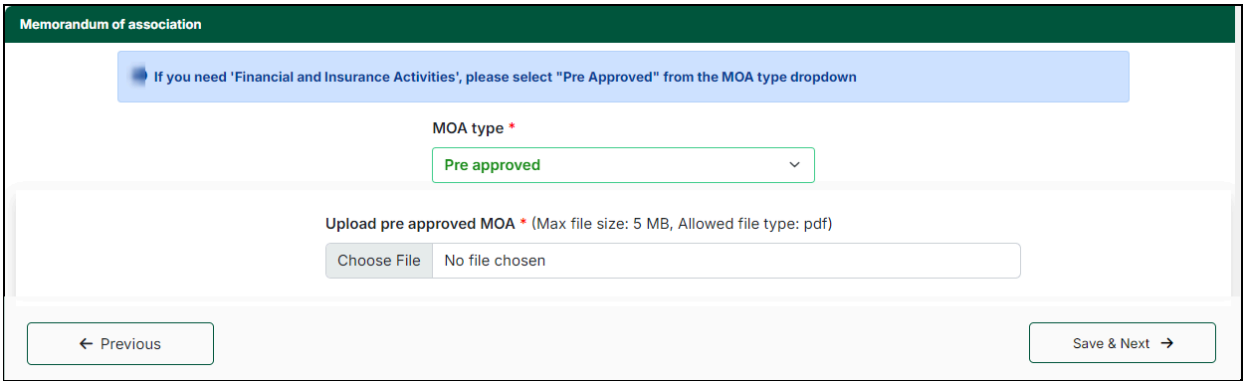


Figure 42: Private Limited Company – Memorandum of Association – Pre-Approved

If you select **Pre-Approved** for the MOA:

- Upload the pre-approved MOA as a PDF.

a. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Articles of Association

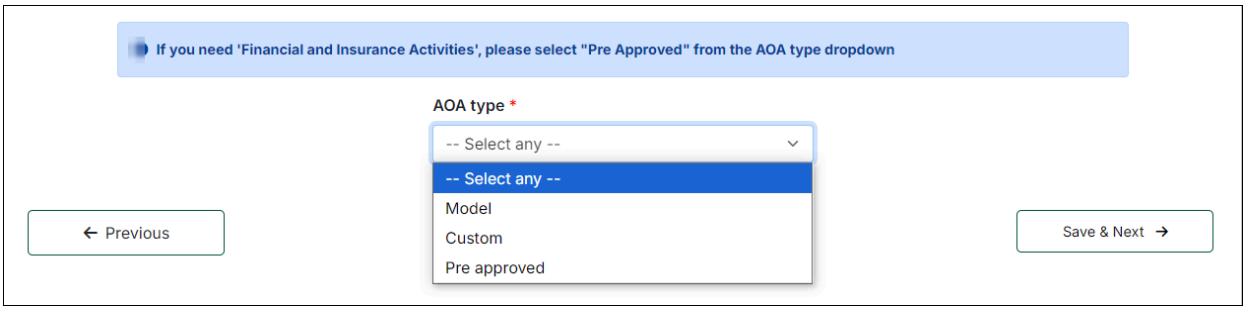


Figure 43: Private Limited Company – Articles of Association

- Select the Articles of Association (AOA) type of the company from the dropdown list:
  - **Model**
  - **Custom**
  - **Pre-Approved**: Select this option if the entity carries out financial or insurance activities.

Model Articles of Association

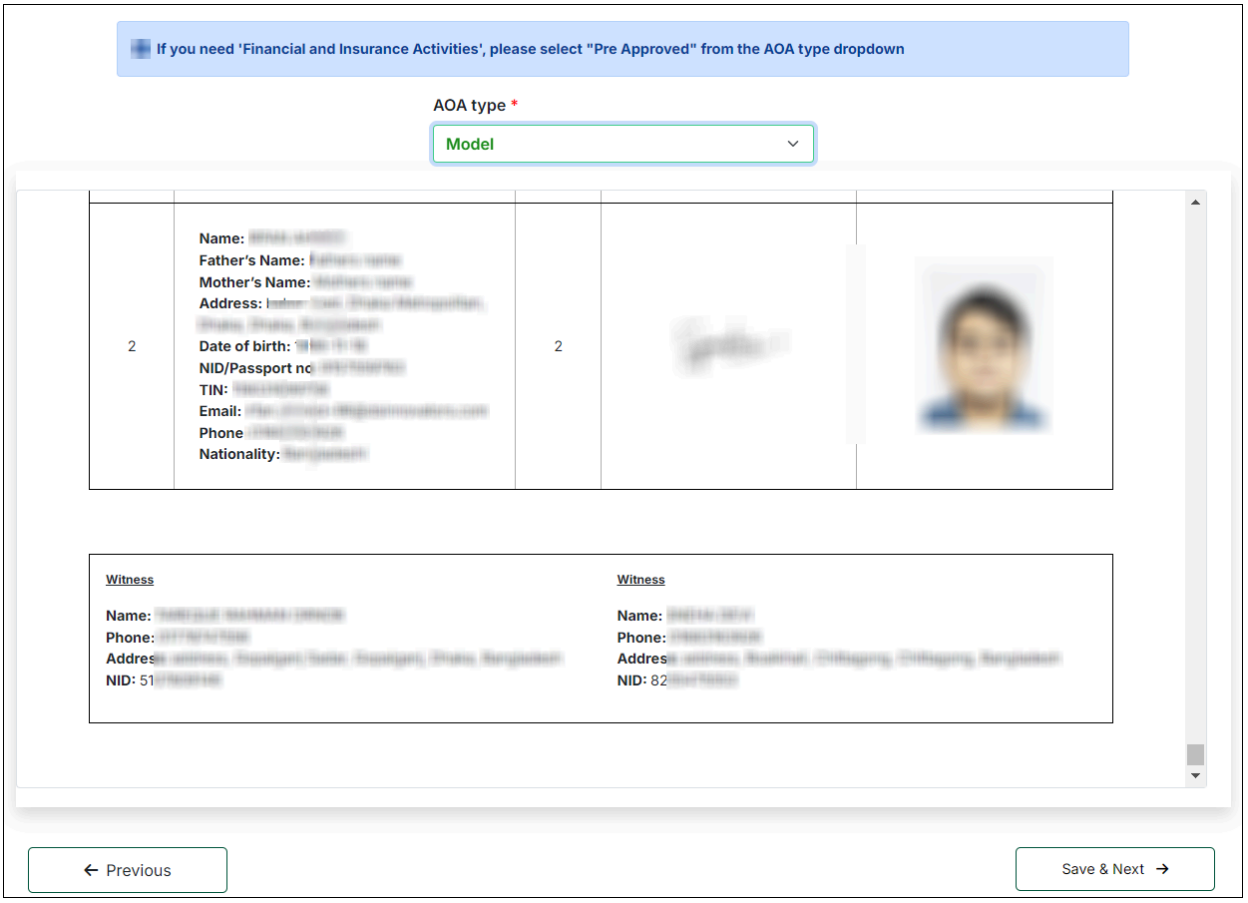


Figure 44: Private Limited Company – Articles of Association – Model

If you select **Model** for the AOA:

- When **Model** is selected, the system generates an AOA that includes the details of the shareholders, representatives and witnesses added in the previous steps.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Custom Articles of Association

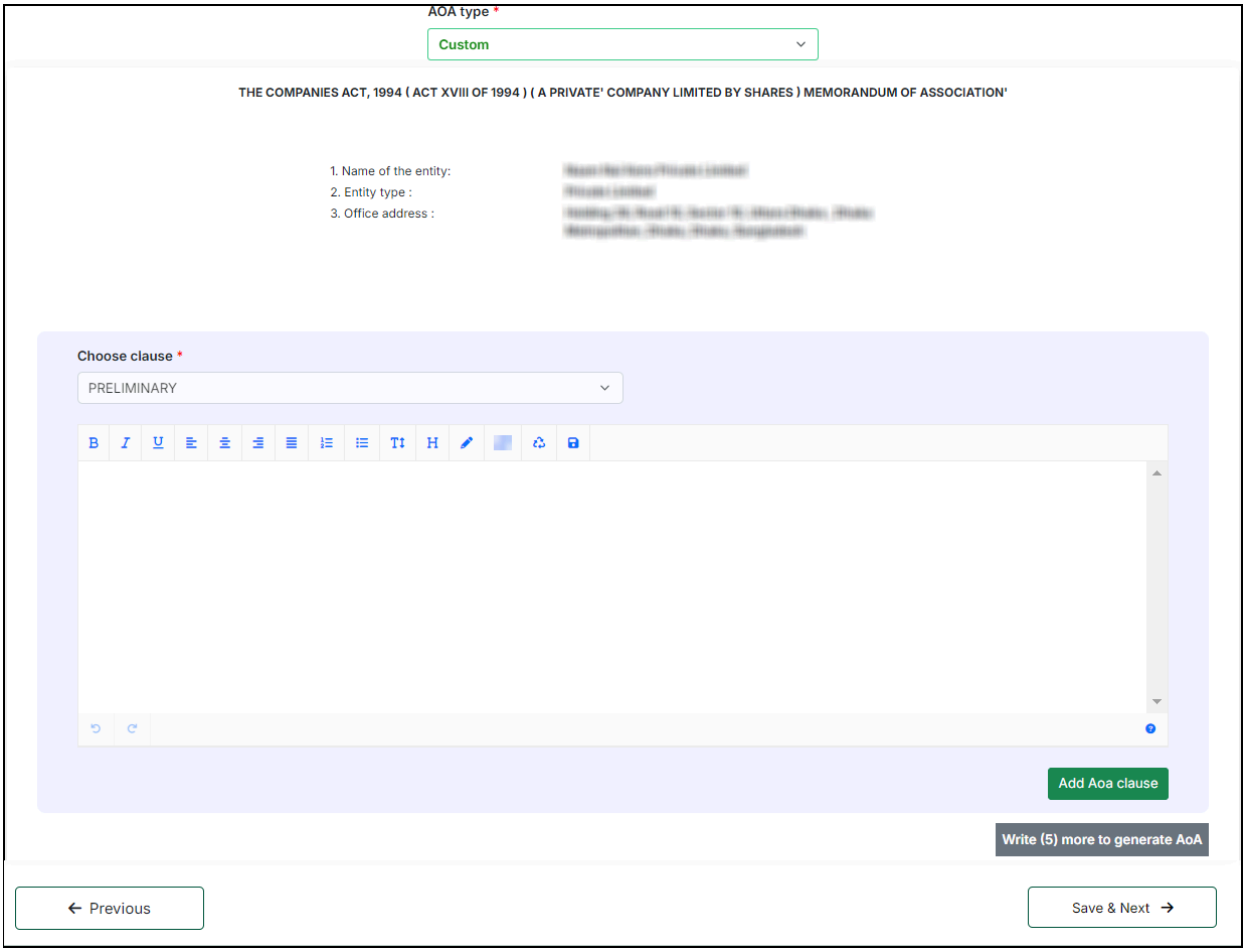


Figure 45: Private Limited Company – Articles of Association – Custom

If you select **Custom** for the AOA:

Choose clause: Select the clause type from the dropdown list.

Custom AOA clause: Type the clause and click **Add AOA clause** to add it. At least 5 clauses are required to enerate an AOA, which includes the details of the shareholders, representatives and witnesses added in the previous eps.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Pre-Approved Articles of Association

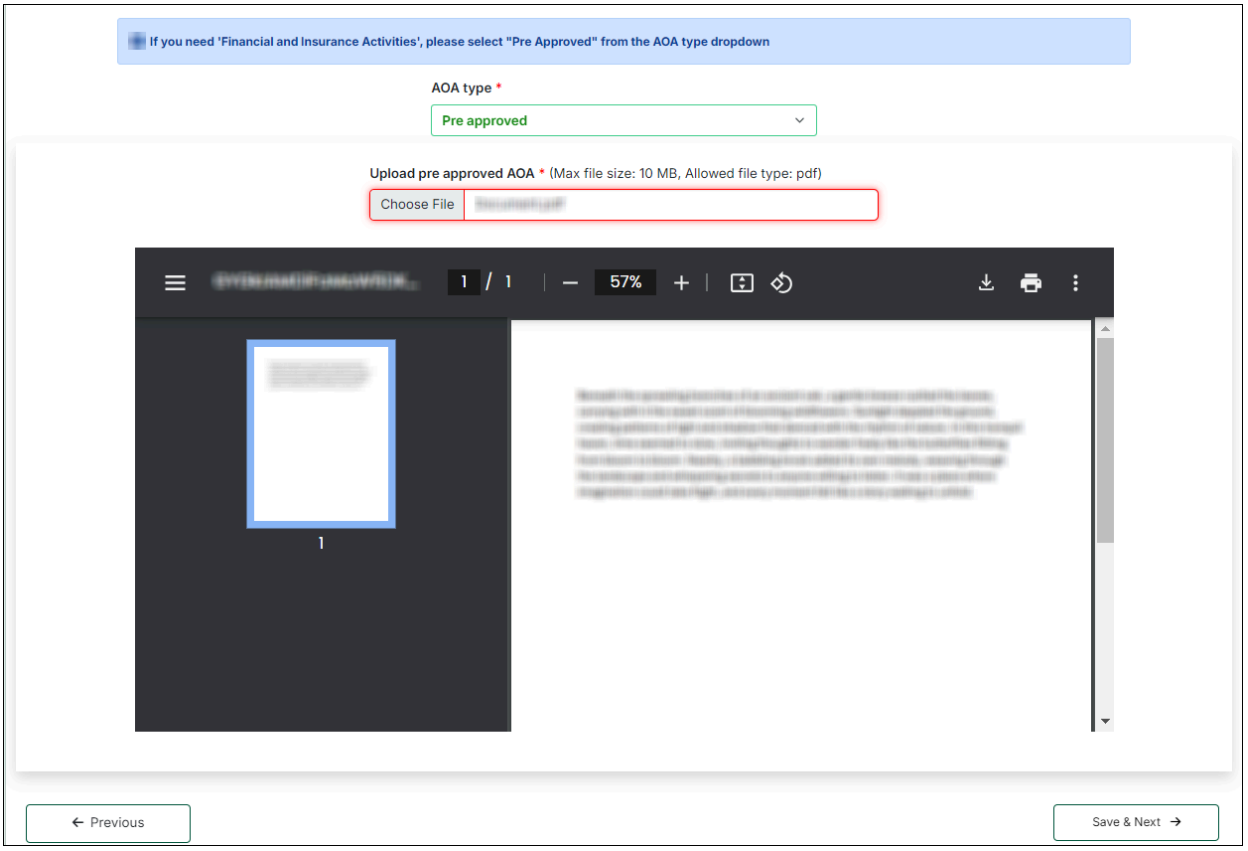


Figure 46: Private Limited Company – Articles of Association – Pre-Approved

If you select **Pre-Approved** for the AOA:

Upload the pre-approved AOA as a PDF.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Filed By

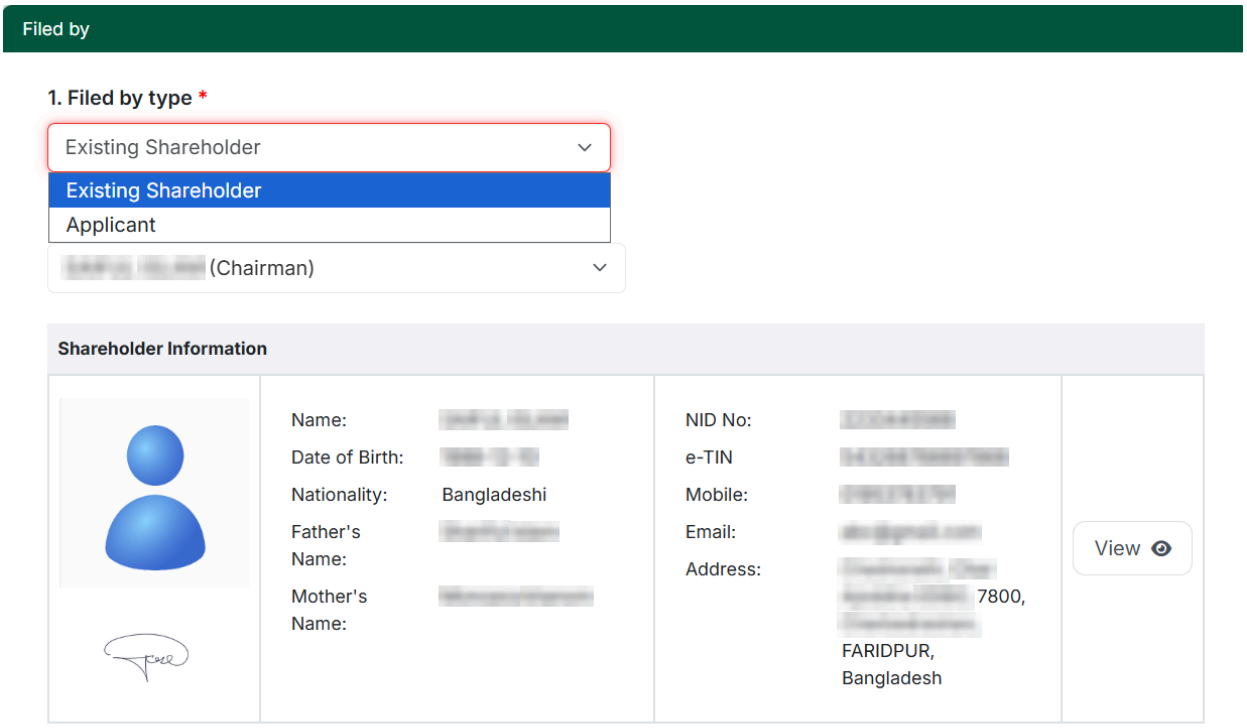


Figure 47: Private Limited Company – Filed By

In the **Filed By** step, select the person who files the application.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them can be chosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Signed By

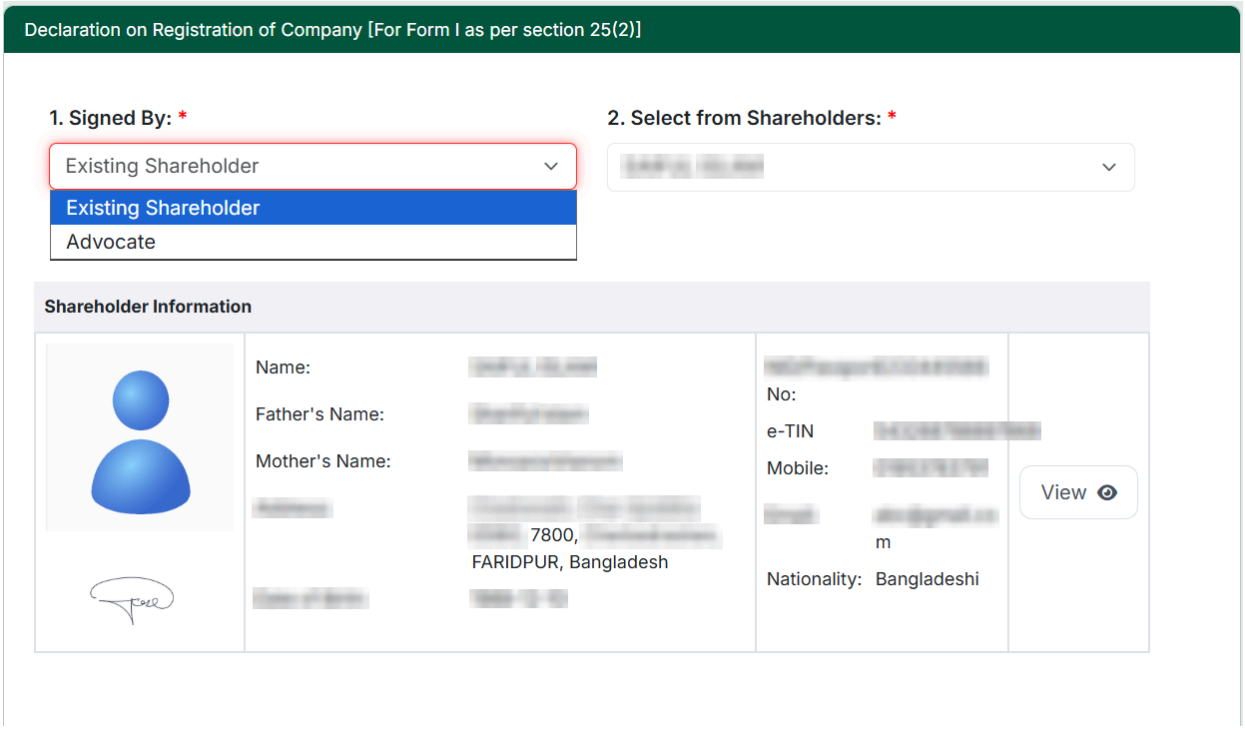


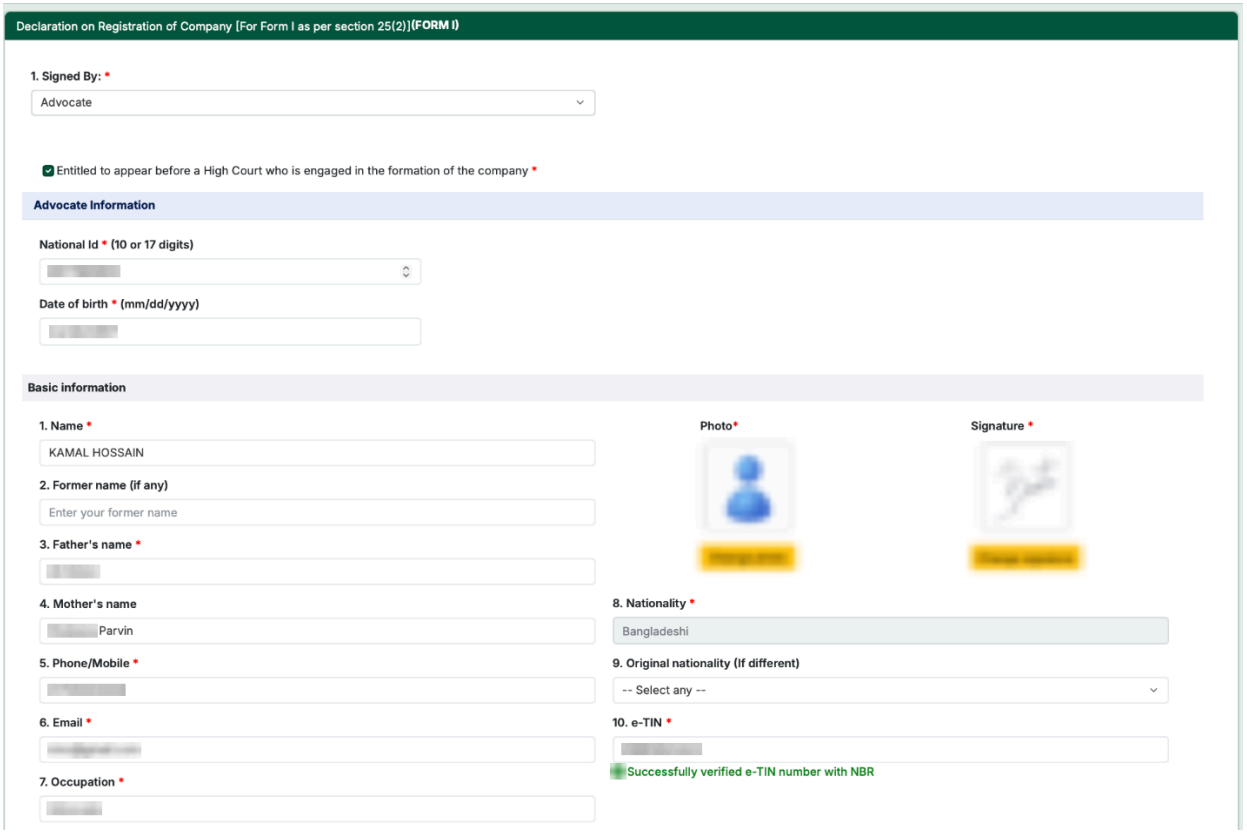
Figure 48: Private Limited Company – Signed By

In the **Signed By** step, select the person who signs the declaration on registration of the company.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.



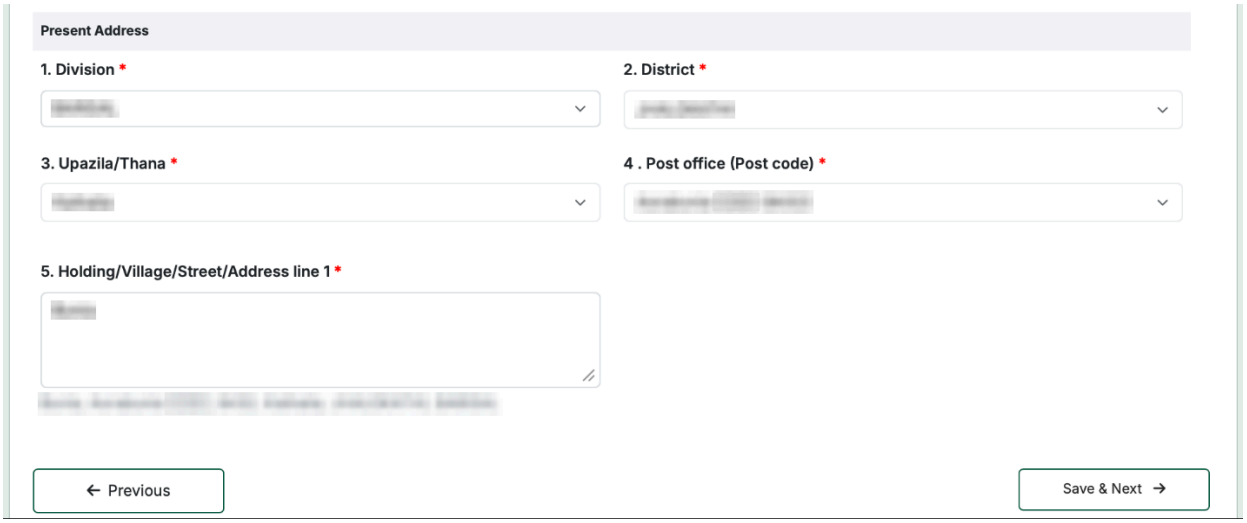


Figure 49: Private Limited Company – Signed By Advocate – Part 1

Figure 50: Private Limited Company – Signed By Advocate – Part 2

If **Advocate** is selected from the dropdown list, enter the following information. The same fields apply to ttorney and Pleader.

Enter the following information for the individual:

- **National ID**: Enter the 10-digit or 17-digit NID number.
- **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).

- Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if the individual had any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the individual's occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the individual's Tax identification number.

To upload or change the photo of the individual, click **Change Photo**.
To upload or change the signature of the individual, click **Change Signature**.
Click **Previous** at the bottom left to return to the previous section.
Click **Save & Next** to continue to the next section.

Other Attachments

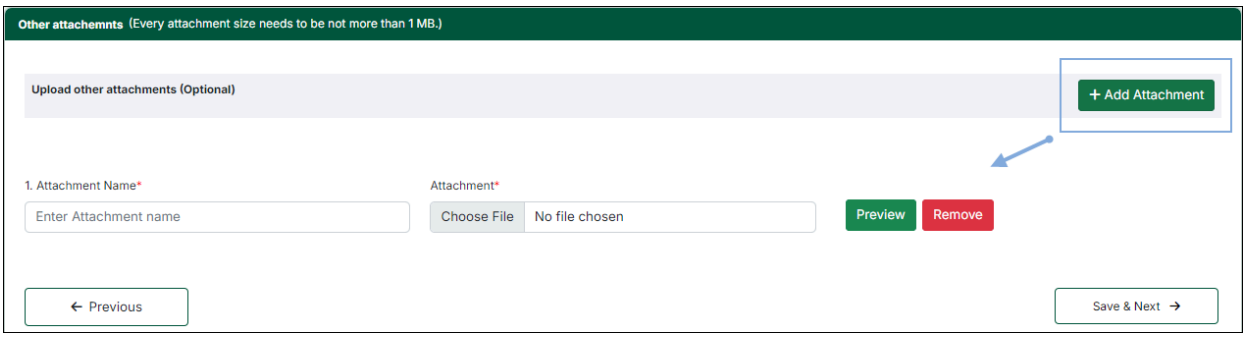


Figure 51: Private Limited Company – Other Attachments

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other ttachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

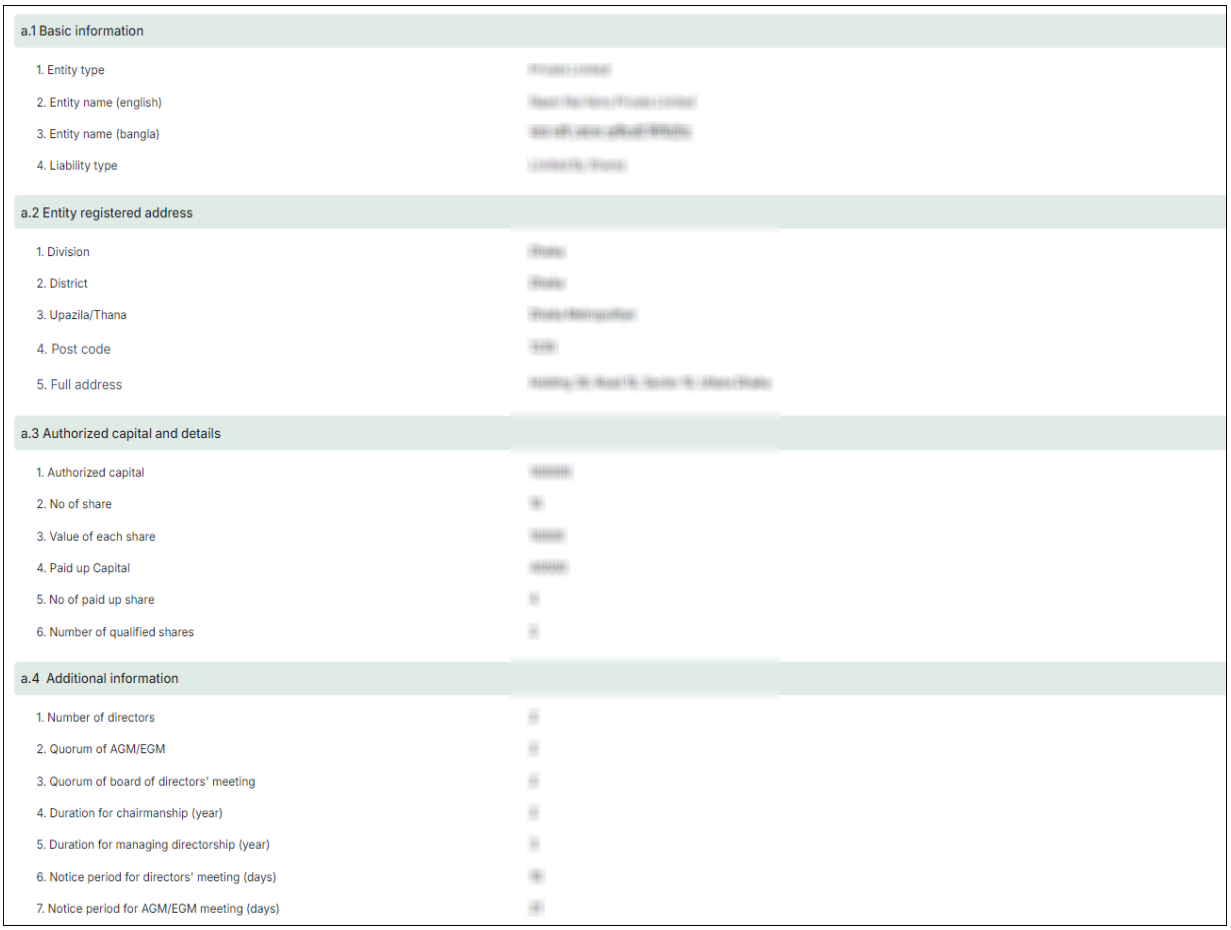
Click **Preview** to preview the added document.

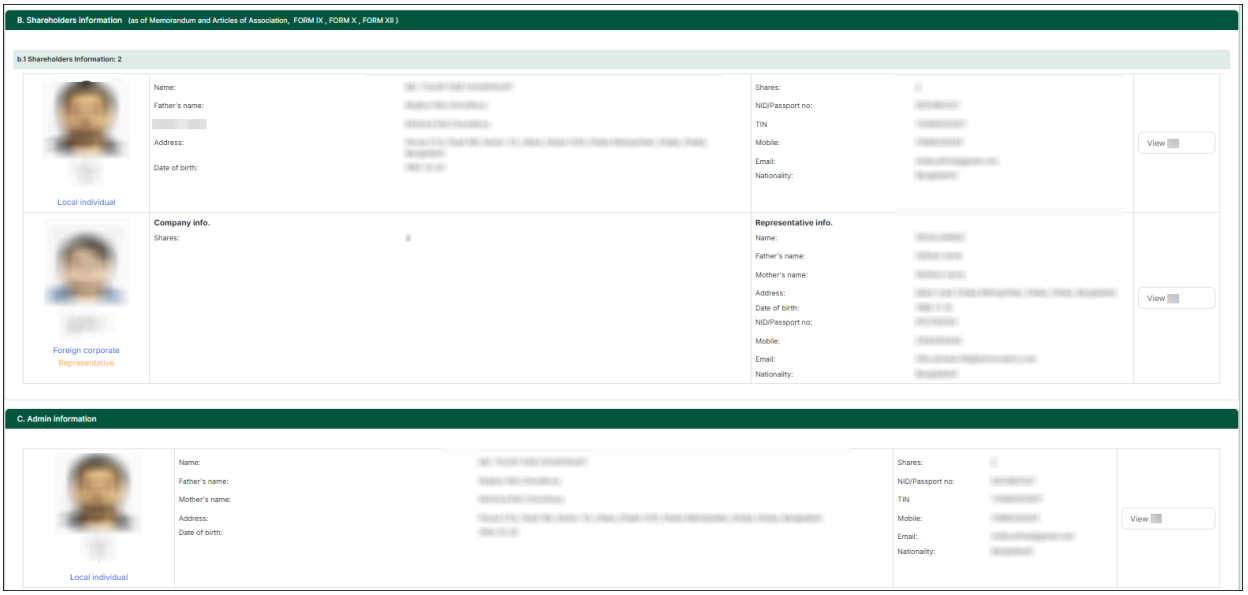
Click **Remove** to remove the added document.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview


a.1 Basic information
1. Entity type
2. Entity name (english)
3. Entity name (bangla)
4. Liability type
a.2 Entity registered address
1. Division
2. District
3. Upazila/Thana
4. Post code
5. Full address
a.3 Authorized capital and details
1. Authorized capital
2. No of share
3. Value of each share
4. Paid up Capital
5. No of paid up share
6. Number of qualified shares
a.4 Additional information
1. Number of directors
2. Quorum of AGM/EGM
3. Quorum of board of directors' meeting
4. Duration for chairmanship (year)
5. Duration for managing directorship (year)
6. Notice period for directors' meeting (days)
7. Notice period for AGM/EGM meeting (days)


B. Shareholders information (as of Memorandum and Articles of Association, FORM IX , FORM X , FORM XII)
b.1 Shareholders information: 2
Local individual
Foreign corporate
Representative
Company info.
Representative info.
C. Admin information
Local individual

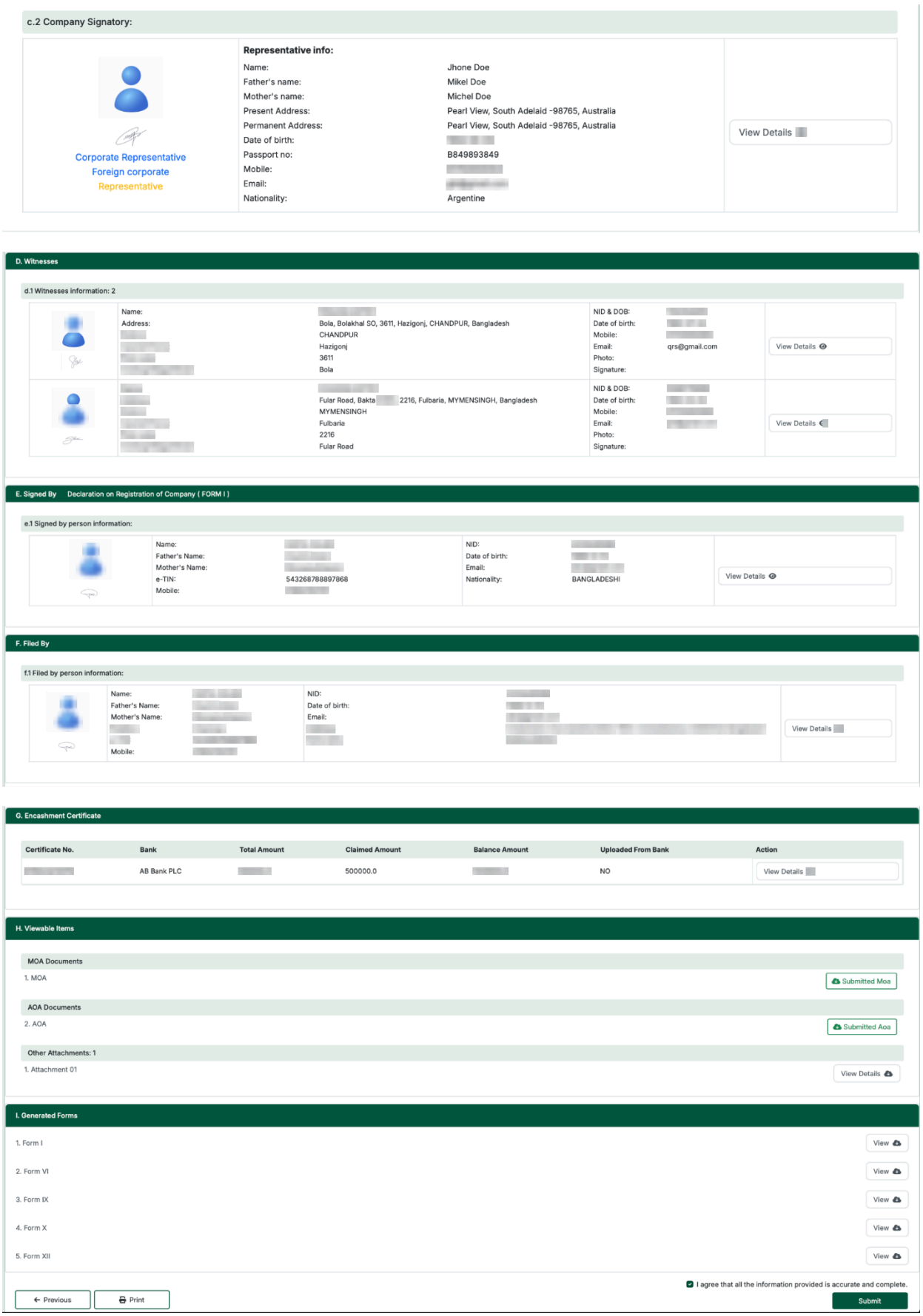


Figure 52: Private Limited Company – Preview – General Information

Figure 53: Private Limited Company – Preview – Shareholders and Admin Information

Figure 54: Private Limited Company – Preview – Company Signatory

Figure 55: Private Limited Company – Preview – Witnesses, Signed By and Filed By

Figure 56: Private Limited Company – Preview – Encashment Certificate, Viewable Items and Generated Forms

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person.

Click **MOA** under **Viewable Items** to view or download the MOA.

Click **AOA** under **Viewable Items** to view or download the AOA.

Click **Previous** at the bottom left to return to the previous section.

Click **Print** to download the Application Preview Document.

Click **Submit** to submit the application. Before submitting, select the checkbox to confirm that all the information provided is accurate and complete.

a. The system displays the prompt “Are you sure to submit this application?”

- Click **No** to cancel the submission.
- Click **Confirm** to submit the application.

Generated Forms

FORM IX

Consent of Director to Act

THE COMPANIES ACT, 1994

(See Section 92)

Name of the Company: **The Blue Tiger Tech Ltd.**
Reg No. Date.

Entity Address: **Baliyari, Bhanga UPO, 7830, Bhanga, FARIDPUR, Bangladesh**

Consent to act as Director/Directors of the **The Blue Tiger Tech Ltd.** to be signed and filed pursuant to section 92(1) (Ka).

Presented for Filing By: **Tahaziba Azmin**

To the Registrar of Joint Stock Companies & Firms,
I/We, undersigned, hereby testify my/our consent to act as Director/Directors
of the **The Blue Tiger Tech Ltd.**
pursuant to section 92(1) (Ka) of the Companies Act, 1994.

SL.	SIGNATURES	ADDRESS	DESCRIPTION
1		7800, FARIDPUR, Bangladesh	Developer
2	The new private Ltd. Represented by MOHAMMAD ALI	Alkhanda, Alokdia 7200, Chuadanga Sadar, CHUADANGA, Bangladesh	Service Holder
3	The Global Tech Represented by Jhone Doe	Pearl View, South Adelaid -98765, Australia	Developer

Date:

NOTES- If a Director signs by "his agent authorised writing" the authority must be Produced and a copy attached.

Figure 57: Private Limited Company – Form IX

FORM X

List of Persons Consenting to be Directors

The Companies Act, 1994

(See Section 92)

Name of the Company: **Test Public Company PLC**

List of persons who have consented to be Directors of the **Test Public Company PLC** to be filled with the Registrar pursuant to section 92 (2).

Presented for filing by:

To the Registrar of Joint Stock Companies & Firms.

I/We, the undersigned, hereby give you notice, pursuant to section 92 (2) of the Companies Act, 1994, that the following persons have consented to be Directors of the **Test Public Company PLC**

SL.	Name	Address	Description
1		Test, Mirpur Police Complex TSO, 1206, Kasrul, DHAKA, Bangladesh	Business
2	New Test company Limited Represented by RAKIB HOSSAIN	test address, Air HQ TSO, 1206, Cantonment, DHAKA, Bangladesh	developer
3	Test Filed By PLC Represented by NAJMA	address, 7800, FARIDPUR, Bangladesh	Business
4	Test Filed By PLC Represented by	Test address, Bewta 1310, Keraniganj, DHAKA, Bangladesh	Developer

Figure 58: Private Limited Company – Form X

Form XII

Particulars of Directors, Manager and Managing Agents and of any change therein
The Companies Act, 1994 (See Section 115)

Name of the Company: Reg. No. , Reg. Date:

Entity Address: *South Banasree, Khilgaon TSO, 1219, Khilgaon, DHAKA, Bangladesh*

Presented for filing by: **MOHAMMAD ALI**

Sl.	The Present Name (a) or Names and Surnames (d)	Nationality	Nationality of Origin (other than the present nationality)	Usual Residential Address	Other Business, Occupation and Directorship, if any, if none, state so (b)	Position	Date of Appointment or Change	Changes
1	MOHAMMAD ALI	Bangladeshi	Bangladeshi		Service Holder	Chairman		

MOHAMMAD ALI
Chairman

Dated: (State whether Director, Manager or Managing Agents)

(a) In the case of a Corporation its corporate name and registered or principal office shall be shown;
(b) In the case of an individual who has no business occupation but any other directorship or directorships, particular of the directorship or some of these directorships must be entered. A complete list of directors, manager, managing agents shown as existing in the last particulars delivered shall always be given;
(c) A note of the changes of the last list shall be made in this columns by placing against new directors name the words in place of ..... by writing against a new directors, name the words "deed" resigned to as the case may be;
(d) In case of a firm the full name, address and nationality of each partner, and the date on which each became a partner.
(e) In case of multiple representatives, use comma(,) to separate names.

Figure 59: Private Limited Company – Form XII

Form-I

Declaration on Registration of Company

THE COMPANIES ACT, 1994

(Ref. Section 25)

Name of the Company [redacted]

Reg. No. Reg. Date.

Declaration of compliance with the requirements of the companies act, 1994 made pursuant to section 25 (2) on behalf of a company proposed to be Registered as the The Blue Tiger Tech Ltd.

Presented for filing by [redacted]

I, [redacted] **ISLAM** of [redacted] **Bangladesh**

do solemnly and sincerely declare that I am an

Advocate/ Attorney/ A Pleader

entitled to appear before

a High Court who is engaged in the formation of the company/ a person named in the Articles as a

[redacted] Manager/ Secretary of the [redacted]

and that all the requirements of the Companies Act, 1994 in respect of matters precedent to the registration of the said company and incidental there to have been complied with, save only the payment to the fees and sums payable on registration and I make the solemn declaration conscientiously believing the same to be true.

[redacted]

Chairman

[redacted] 7800, [redacted] FARIDPUR, Bangladesh

Date:

Note: The declaration need not to be-

(a) Signed before a magistrate or an officer competent to administer others or

(b) Stamps as a affidavit

Figure 60: Private Limited Company – Form I

Consent



Figure 61: Private Limited Company – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the shareholder and the witnesses.

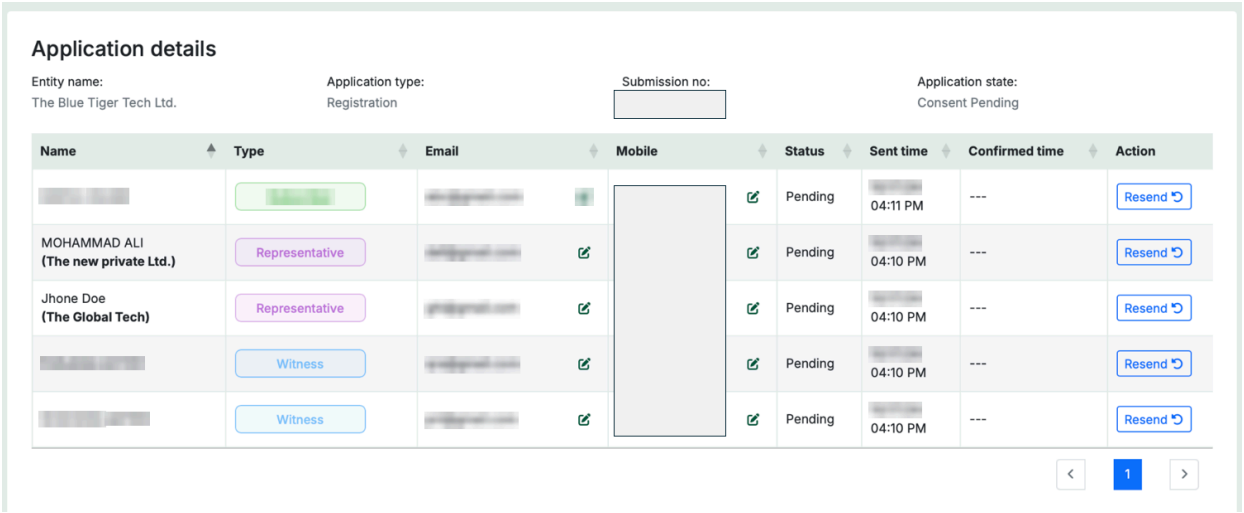


Figure 62: Private Limited Company – Consent Status of Participants

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

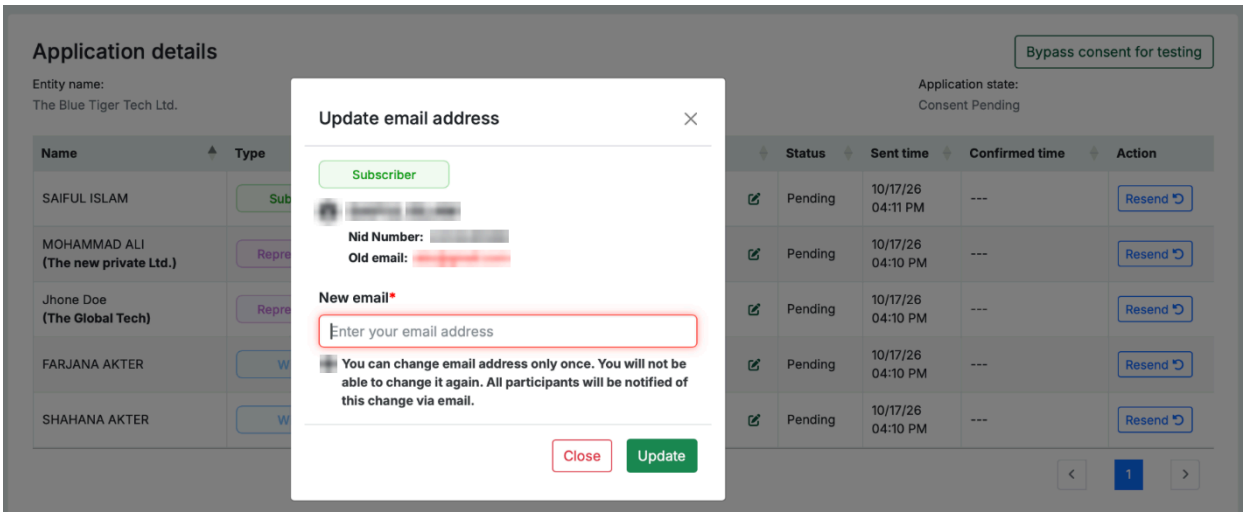


Figure 63: Private Limited Company – Update Email Address

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

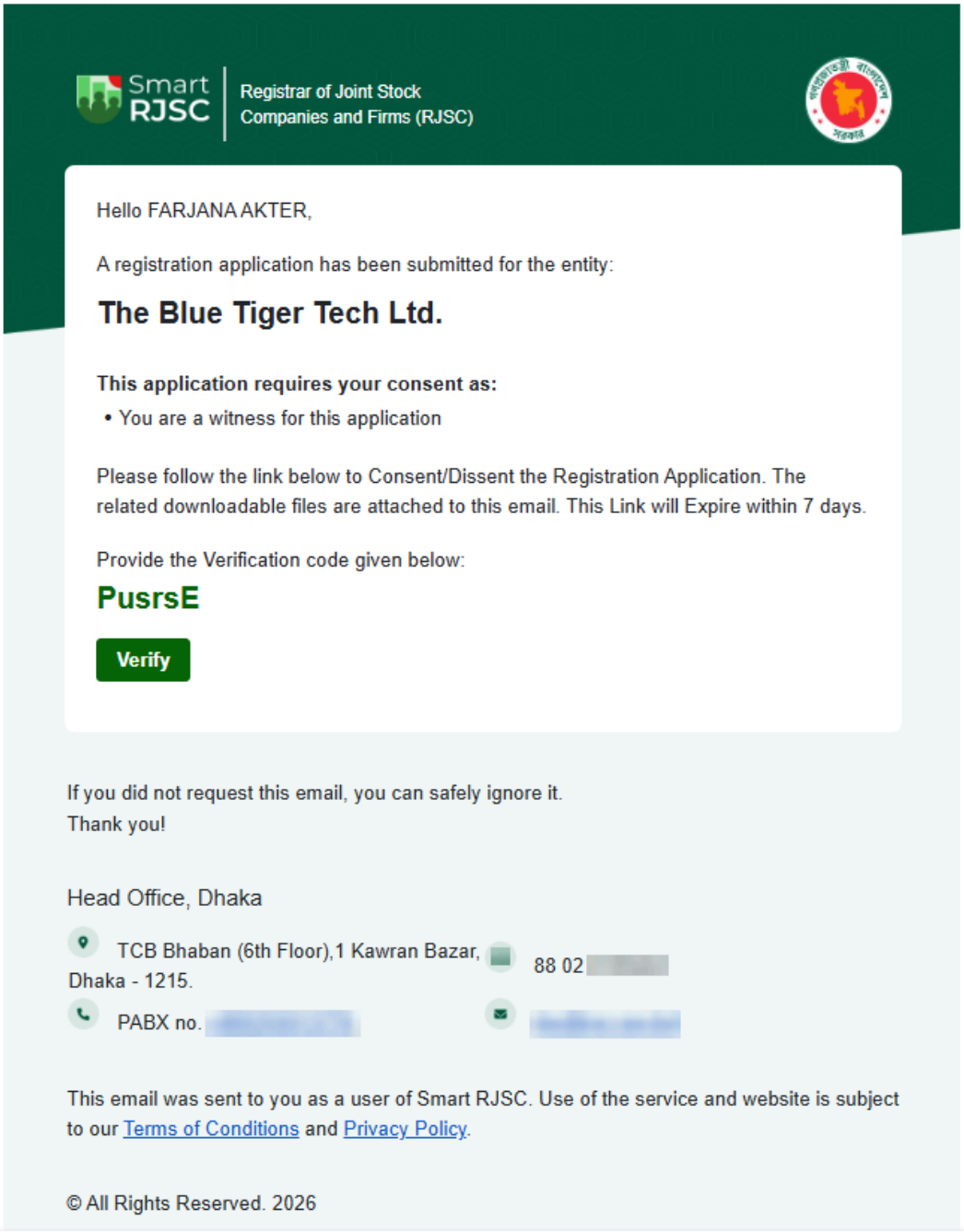


Figure 64: Private Limited Company – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

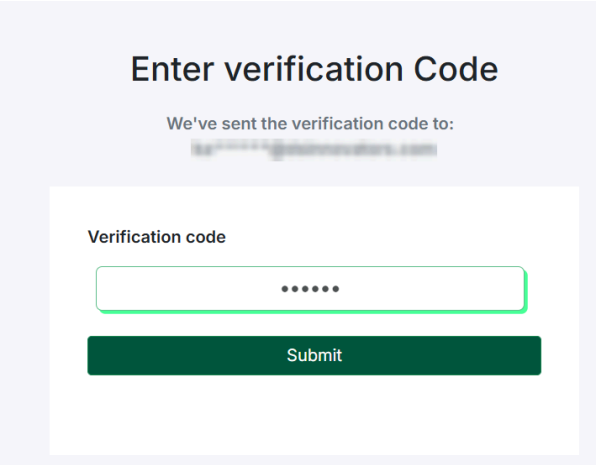


Figure 65: Private Limited Company – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

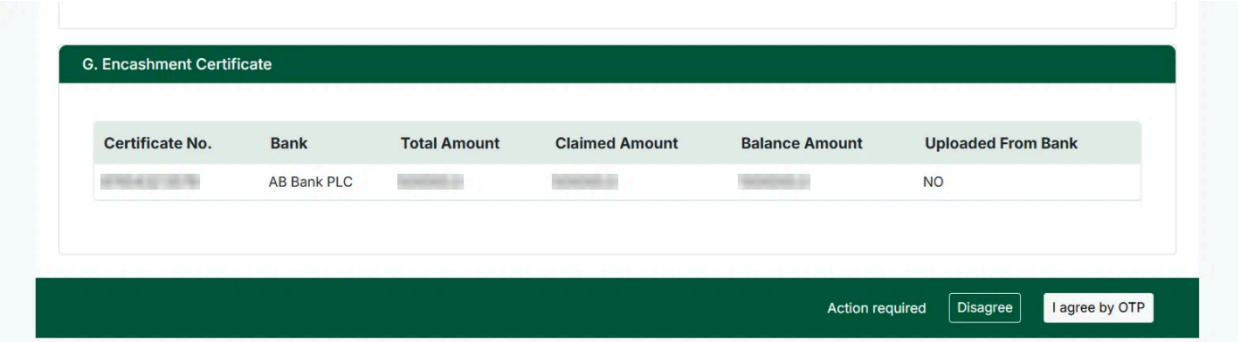


Figure 66: Private Limited Company – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

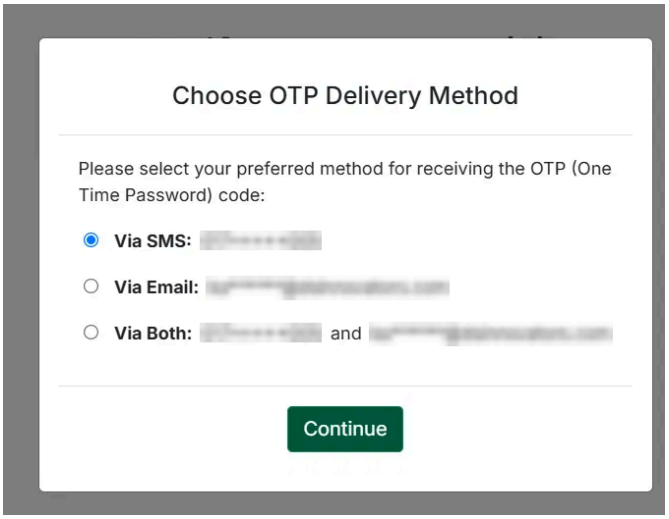


Figure 67: Private Limited Company – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

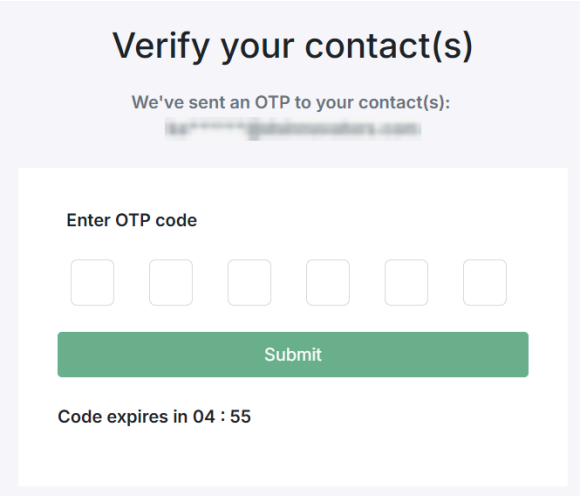


Figure 68: Private Limited Company – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

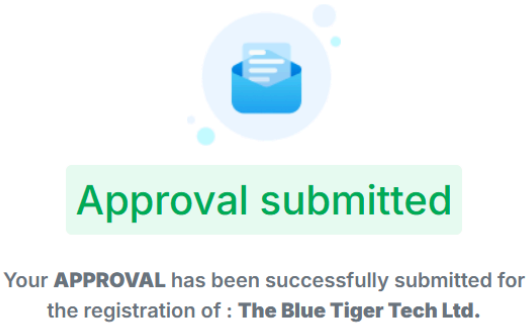


Figure 69: Private Limited Company – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

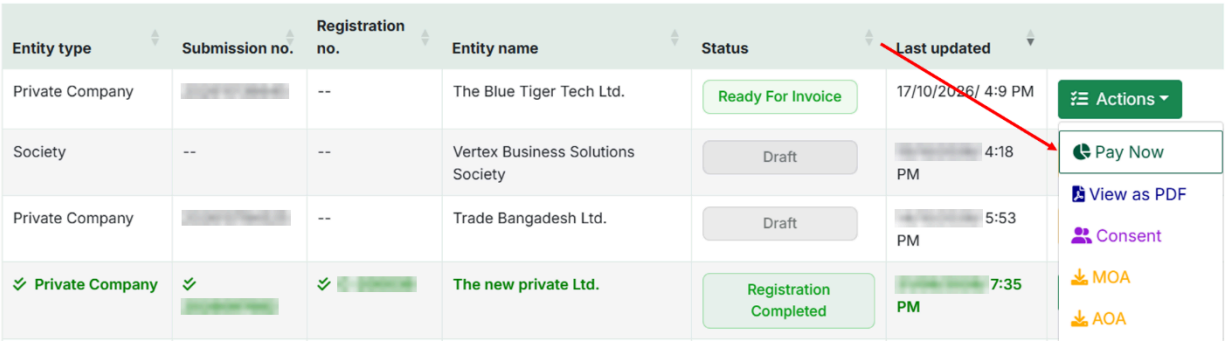


Figure 70: Private Limited Company – Application Ready for Payment

- After consent has been provided by the shareholders the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

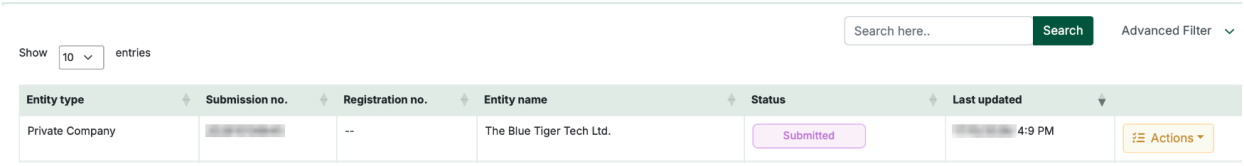


Figure 71: Private Limited Company – Application Submitted Status

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

5.2 Public Limited Company

Entity Type

Now you will be guided through the registration process of a Public Limited Company. Which includes the following steps.

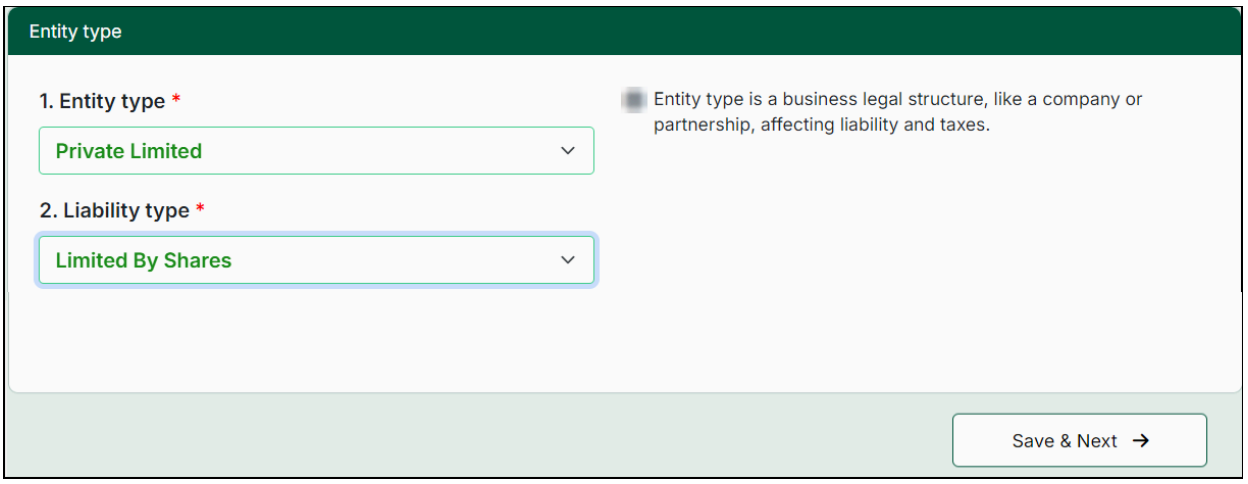


Figure 72: Public Limited Company – Entity and Liability Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Private Limited
  - **Liability Type**: Limited By Shares
- Click **Save & Next** at the bottom right to continue to **General Information – Entity Name**.

General Information – Entity Name

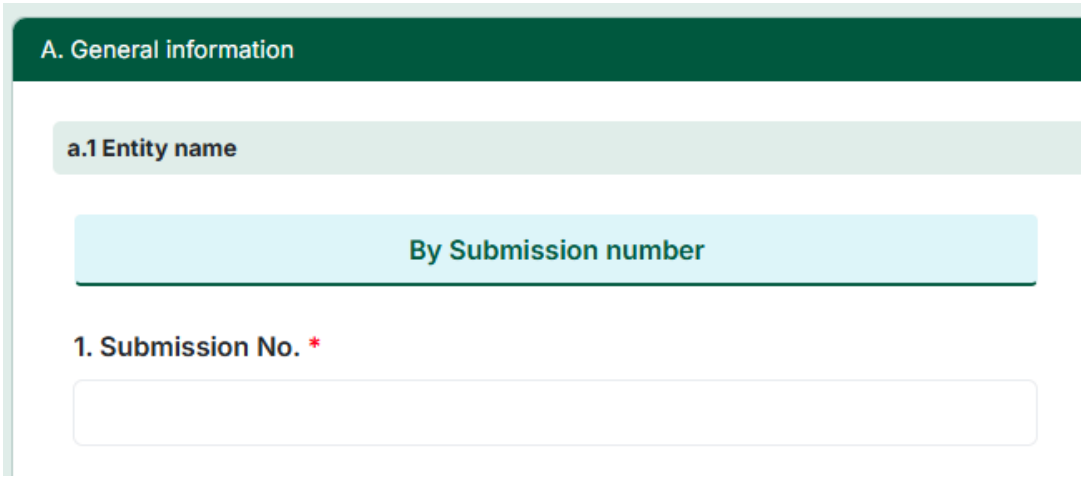


Figure 73: Public Limited Company – Entity Name

Name clearance must be approved before the registration is started. The submission number and the name earance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance pplications** in the left sidebar.

Enter the submission number in the following field.

a. Submission No.

Enter the name clearance letter number in the following field.

a. Name clearance letter no.

Click **Search** to check whether the entered numbers belong to an approved name clearance application.

a. If the information is invalid, the system prompts you to re-enter it.

b. If the information is valid, the system allows you to proceed.

Click **Save & Next** at the bottom right to continue to the next section.

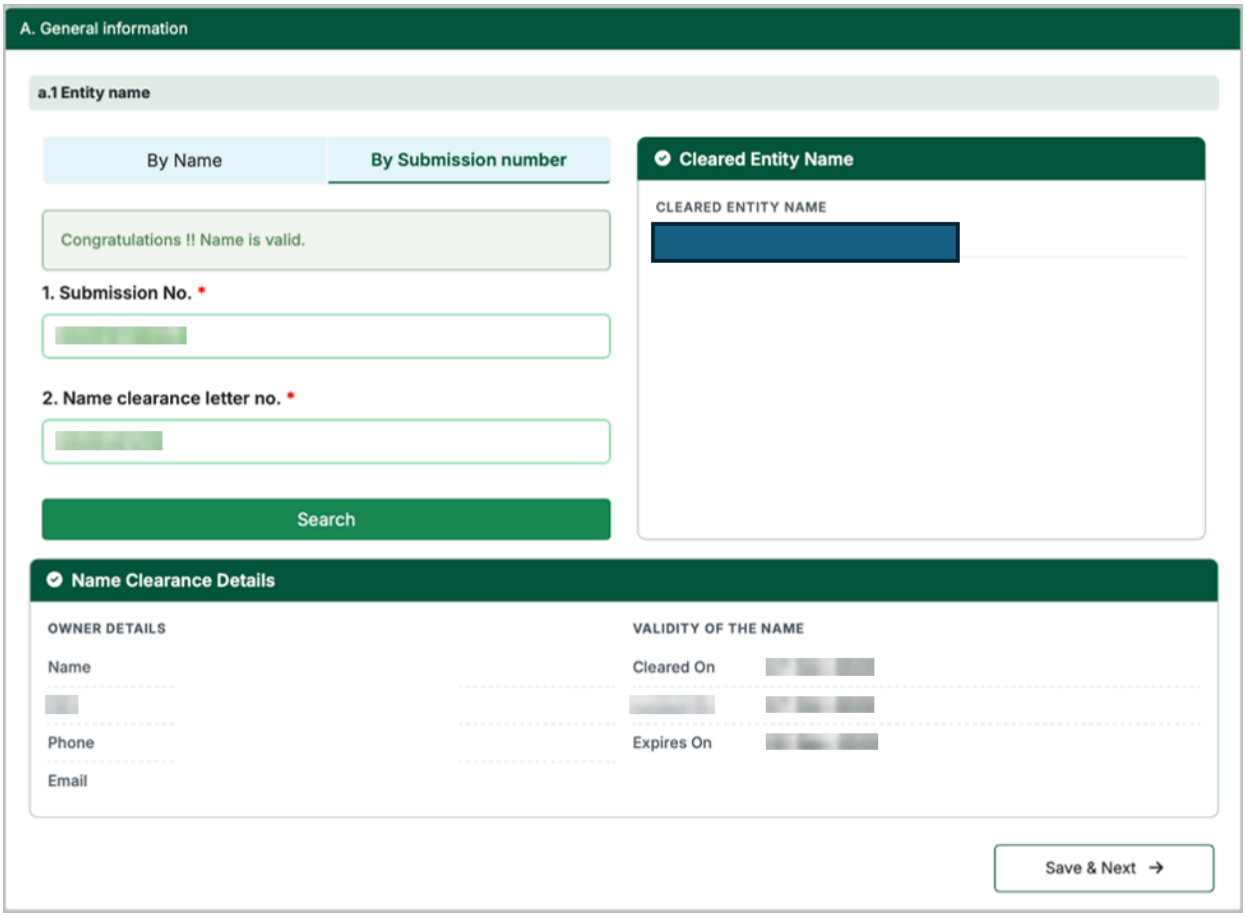


Figure 74: Public Limited Company – Entity Name (2)

- The system confirms that the name is valid and displays the entity name and the name clearance details (owner details and validity dates).
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

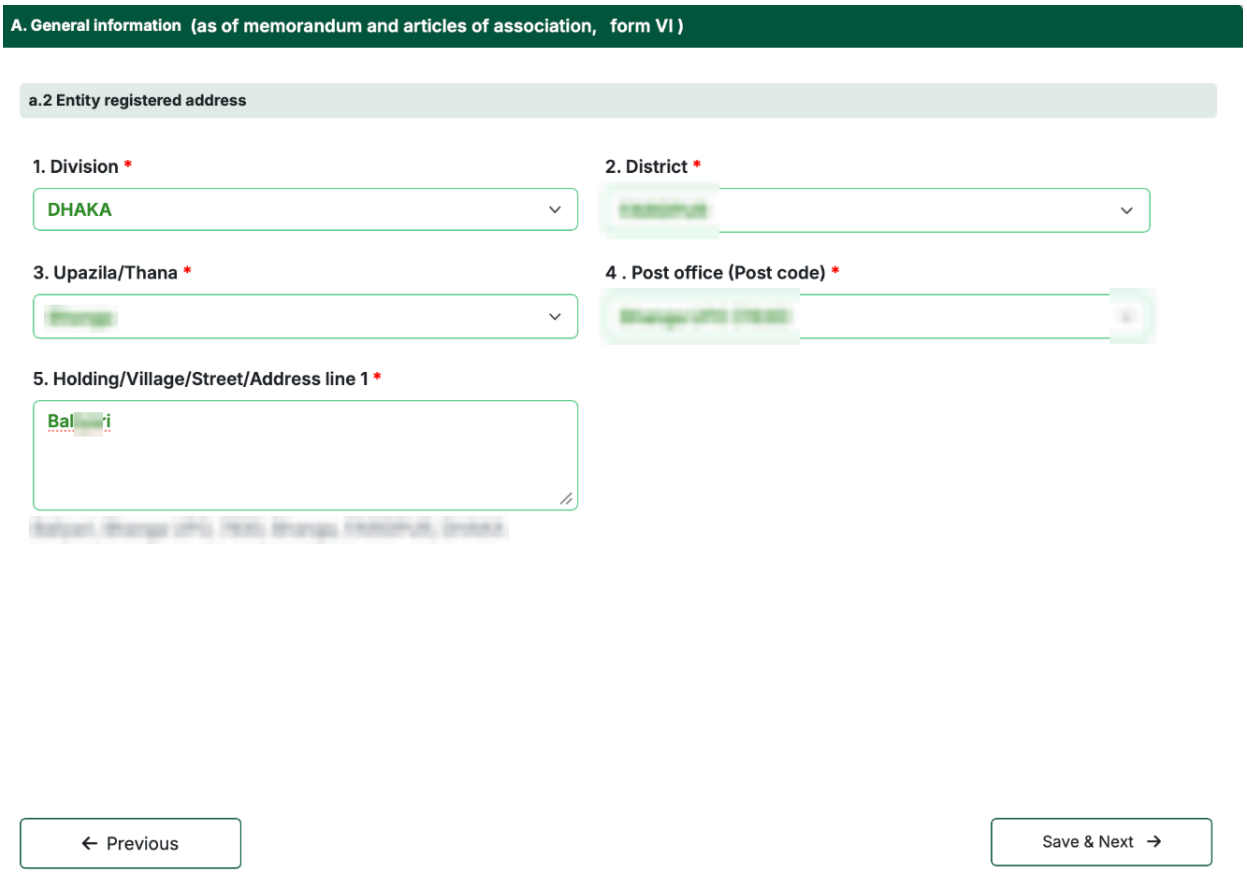


Figure 75: Public Limited Company – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division in which the entity falls from the dropdown list.
  - **District**: Select the district in which the entity falls from the dropdown list.
  - **Upazila/Thana**: Select the Upazila/Thana in which the entity falls from the dropdown list.
  - **Postcode**: Enter the postcode of the company.
  - **Holding/Village/Street/Address line**: Enter the address of the company.
- A preview of the address as it appears in Form VI is displayed below the address line field.
- Click **Form VI** to view a preview of the draft Form VI.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Capital and Share Details

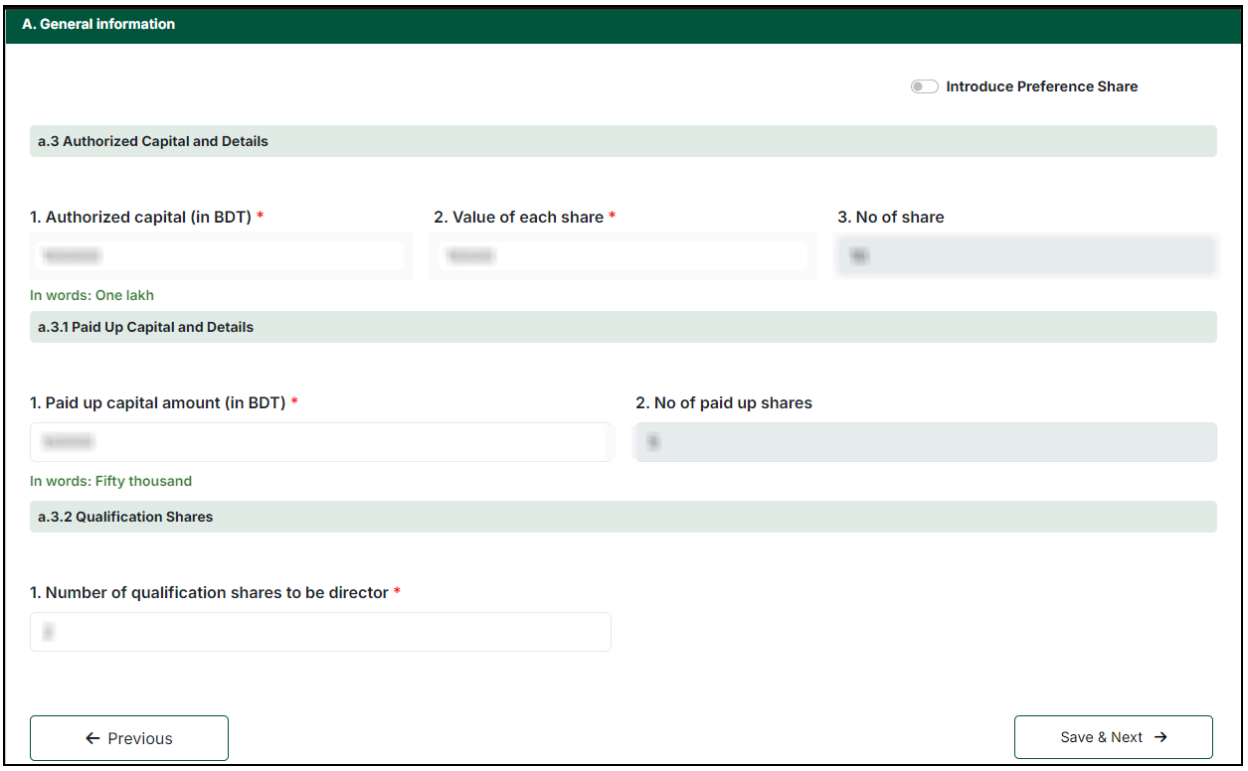


Figure 76: Public Limited Company – Authorized Capital and Details

- **Authorized Capital and Details**
  - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
  - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
  - **No of shares**: This will be calculated automatically by the system by dividing the amount of authorized capital by the value of each share.

Note: The number of qualification shares cannot be greater than the number of shares.

Note: The number of qualification shares must be less than or equal to half of the total ordinary paid-up shares.

- **Paid Up Capital and Details**
  - **Paid-up capital amount (in BDT)**: Enter the total amount, of capital all the shareholders will be investing in the company during the registration process in BDT. The amount should not exceed the amount of **Authorized capital**.
  - **No of paid-up shares**: This will be calculated automatically by the system by dividing the amount of paid-up capital by the value of each share.
- **Qualification Shares**
  - **Number of qualification shares to be director**: Enter the number of qualification shares to be director for the company.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

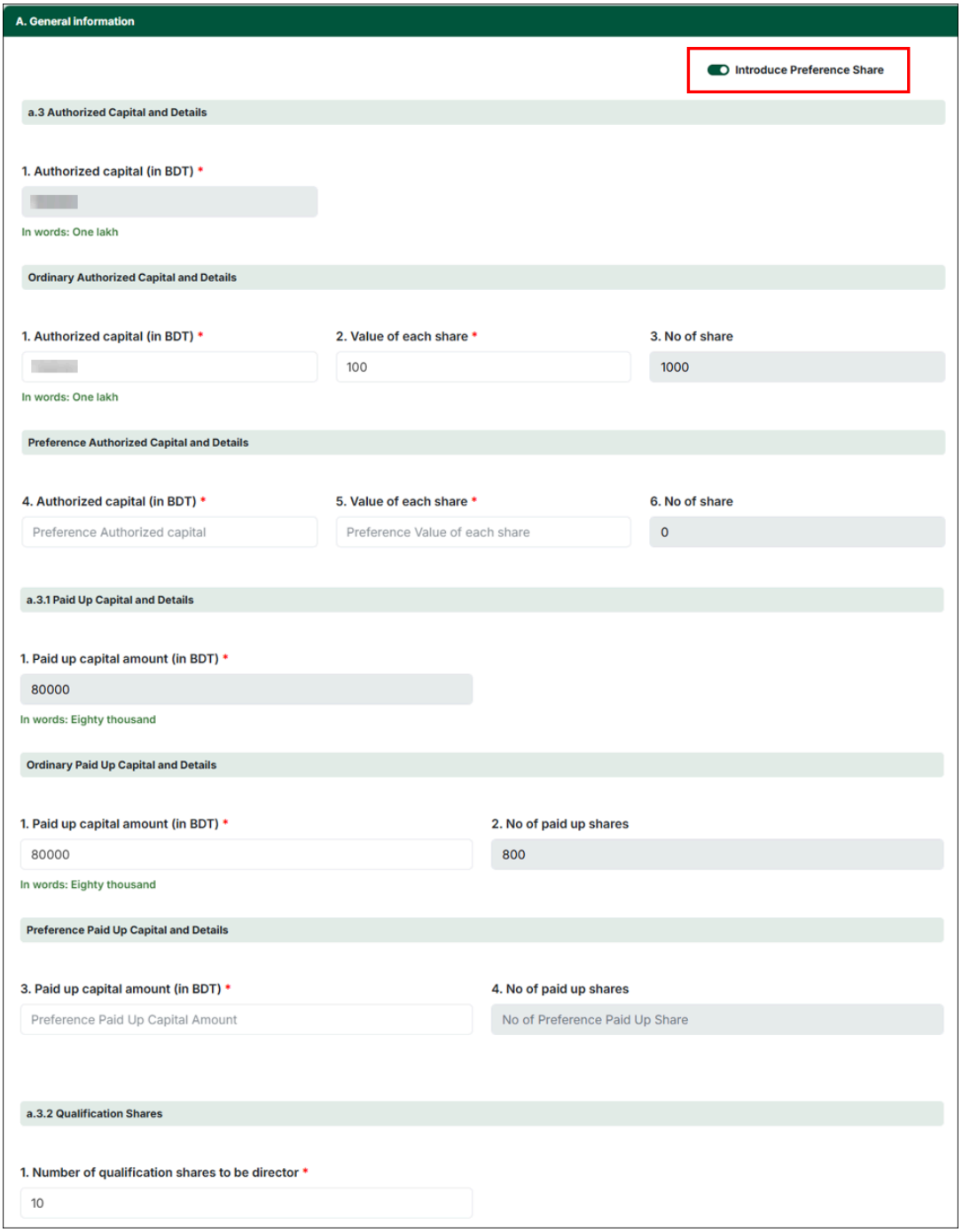


Figure 77: Public Limited Company – Preference Share

If you turn on **Introduce Preference Share**, the system enables preference shares for the company and you must enter the following information:

- **Authorized Capital**: Set by the system based on the information entered in the previous section.
- Ordinary Authorized Capital and Details
    - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
    - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
    - **No of shares**: This will be calculated automatically by the system.

- Preference Authorized Capital and Details
    - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
    - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
    - **No of shares**: This will be calculated automatically by the system.
- **Paid-Up Capital and Details**: Set by the system based on the information entered in the previous section.
- Ordinary Paid Up Capital and Details
    - **Paid-up capital amount (in BDT)**: Enter the total amount, of capital all the shareholders will be investing in the company during the registration process in BDT. The amount should not exceed the amount of **Authorized capital**.
    - **No of paid-up shares**: This will be calculated automatically by the system.
- Preference Paid Up Capital and Details
    - **Paid-up capital amount (in BDT)**: Enter the total amount, of capital all the shareholders will be investing in the company during the registration process in BDT. The amount should not exceed the amount of **Authorized capital**.
    - **No of paid-up shares**: This will be calculated automatically by the system.
- Qualification Shares
    - **Number of qualification shares to be director**: Enter the number of qualification shares to be director for the company.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Witness to the Agreement

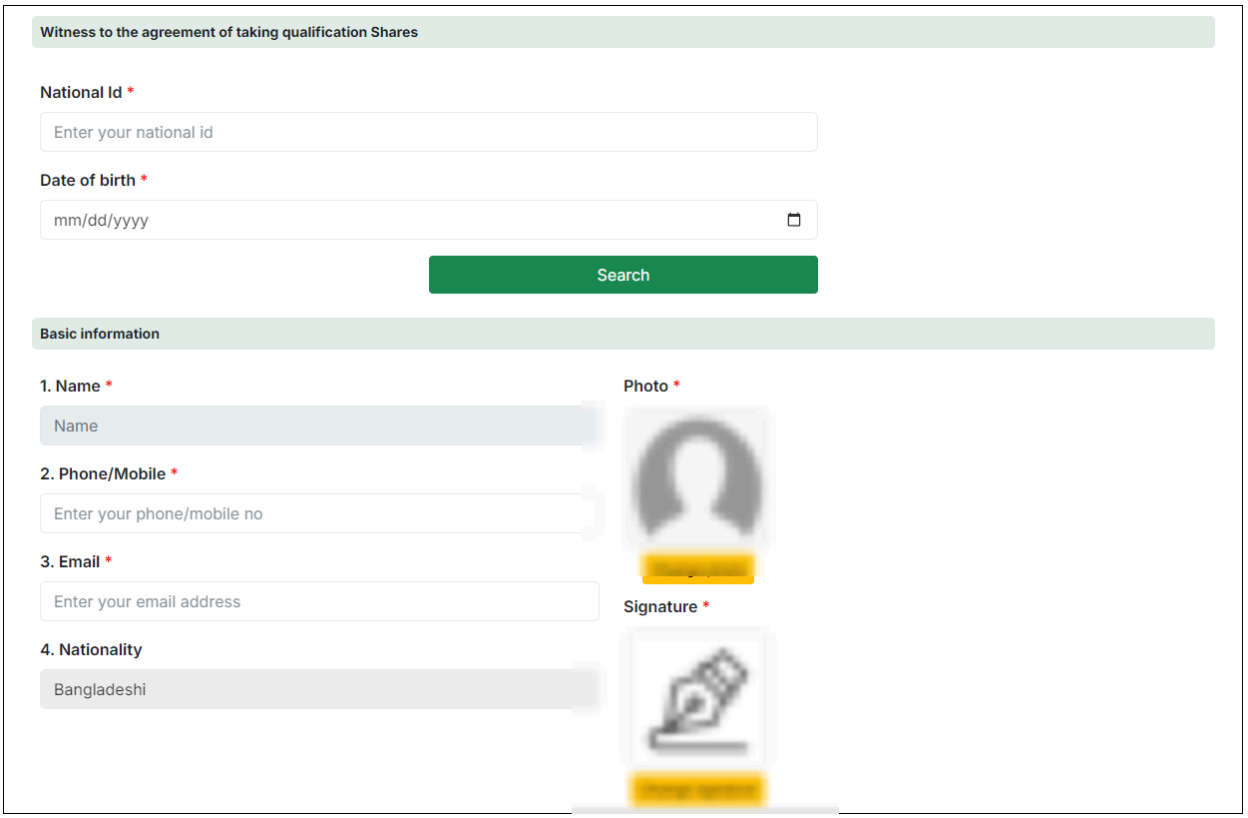


Figure 78: Public Limited Company – Witness to the Agreement – Personal Information

- Enter the following information for a local individual shareholder:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you have any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Occupation**: Enter the occupation.

- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

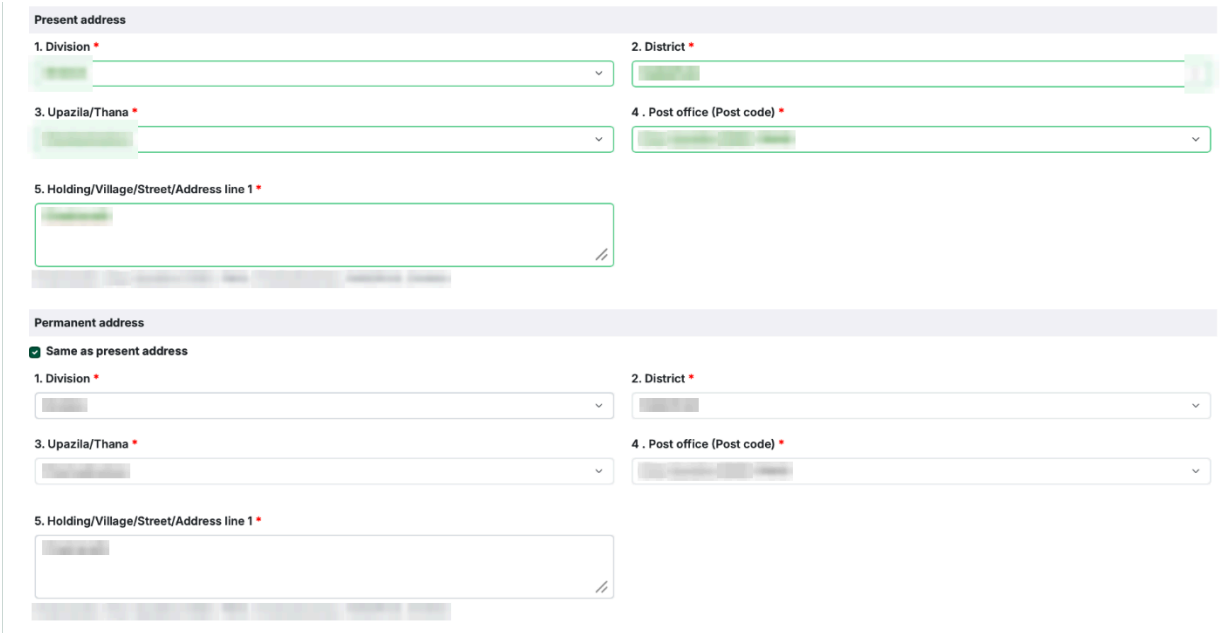


Figure 79: Public Limited Company – Witness to the Agreement – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of the residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.

General Information – Declaration Before Commencement of Business

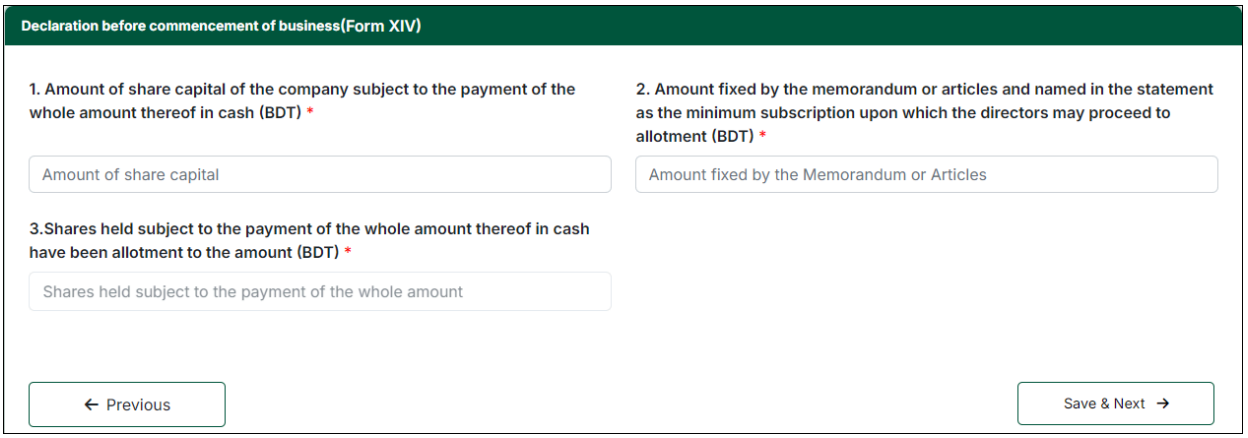


Figure 80: Public Limited Company – Declaration Before Commencement of Business

- Enter the following information:
  - Amount of share capital of the company subject to the payment of the whole amount thereof in cash (BDT): You will have to enter the amount of share capital.
  - Amount fixed by the memorandum or articles and named in the statement as the minimum subscription upon which the directors may proceed to allotment (BDT): You will have to enter the amount fixed by the Memorandum or Articles.
  - Shares held subject to the payment of the whole amount thereof in cash have been allotment to the amount (BDT): You will have to enter the amount of the shares held subject to the payment of the whole amount.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Shareholder Details

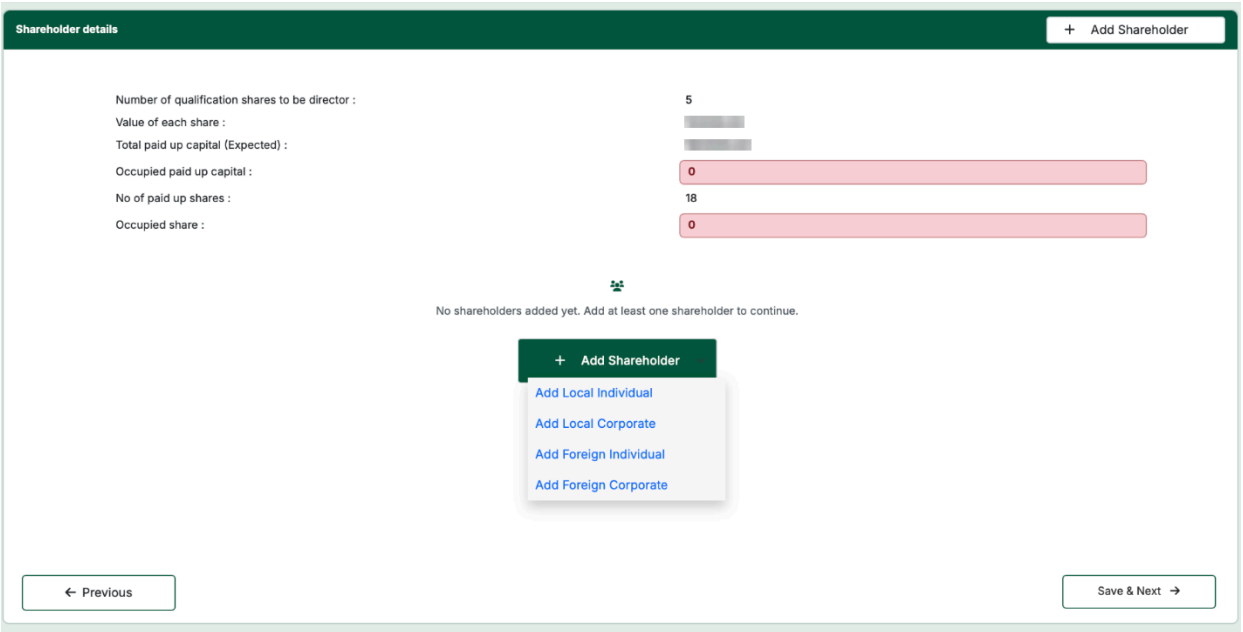


Figure 81: Public Limited Company – Shareholder Details (not Filled)

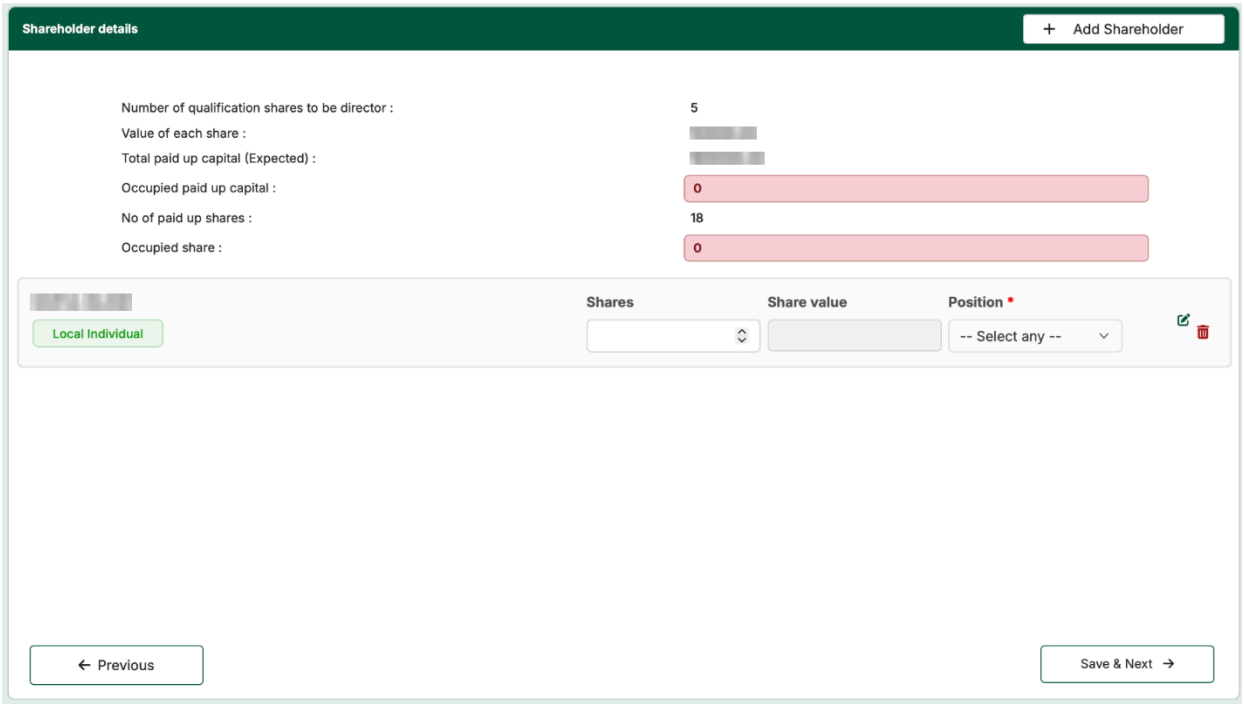


Figure 82: Public Limited Company – Shareholder Details

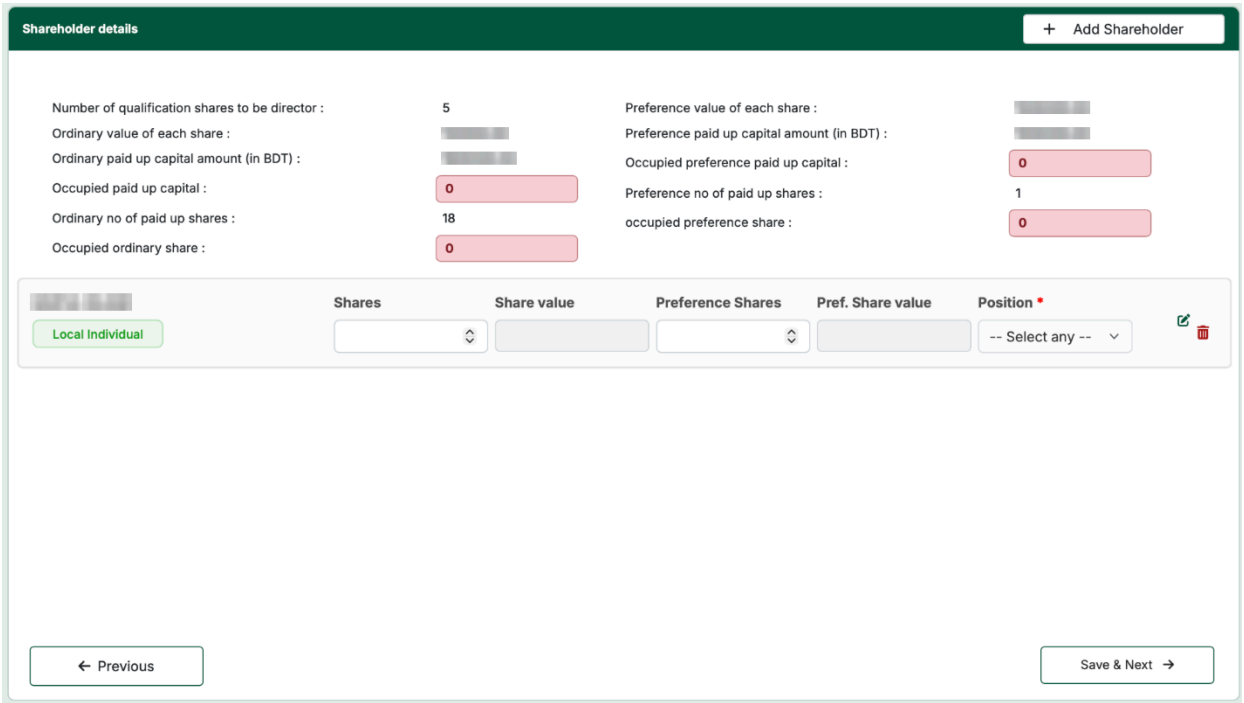


Figure 83: Public Limited Company – Shareholder Details – Preference Share

- This section shows all the details entered in the previous sections, with the following additional fields:
    - Details of each added shareholder, such as shareholder type, number of shares, share value and position:
        - **Shares**: Enter the number of shares held by the shareholder.

- **Position**: Select the position of the shareholder in the company from the dropdown list.

- If preference shares are enabled, two additional fields are displayed:
  - Preference Shares
  - Pref. Share value
- **Add Shareholder**
  - Click **Add Shareholder** at the top right to add a shareholder to the company.
- After adding the shareholders:
  - Click **Previous** at the bottom left to return to the previous section.
  - Click **Save & Next** at the bottom right to continue to the next section.

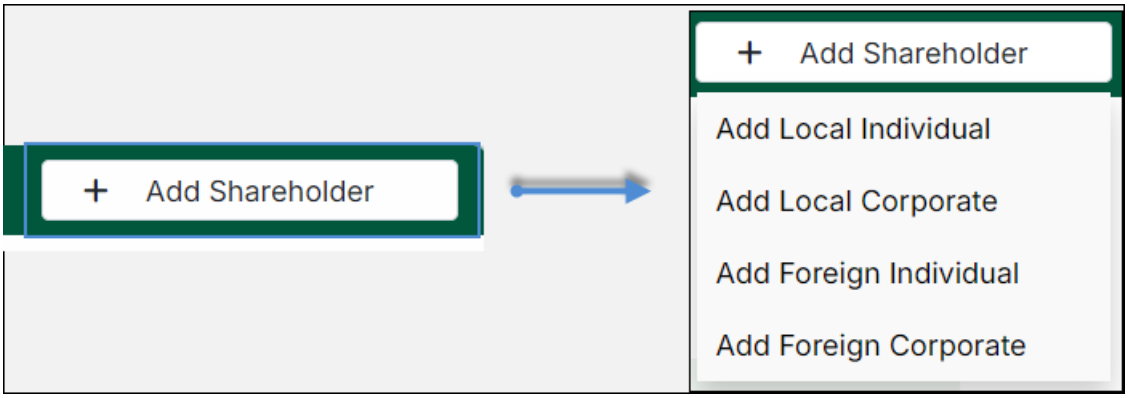


Figure 84: Public Limited Company – Add Shareholder

- After clicking **Add Shareholder**:
  - Select the type of shareholder to add:
    - Add Local Individual
    - Add Local Corporate
    - Add Foreign Individual
    - Add Foreign Corporate

Note: The owner of the name clearance must be among the shareholders.

Local Individual

Basic Information

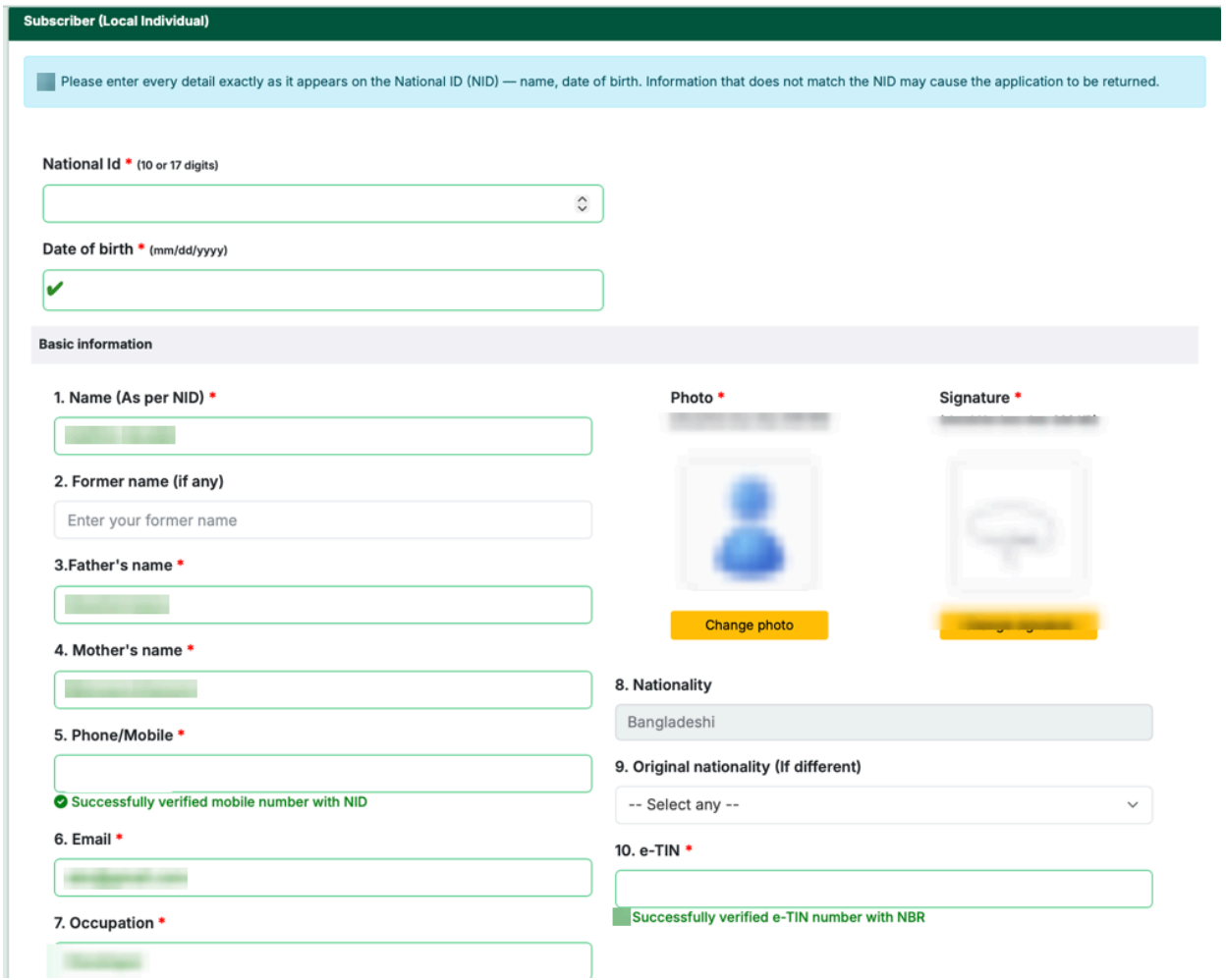


Figure 85: Public Limited Company – Local Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you have any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.

- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

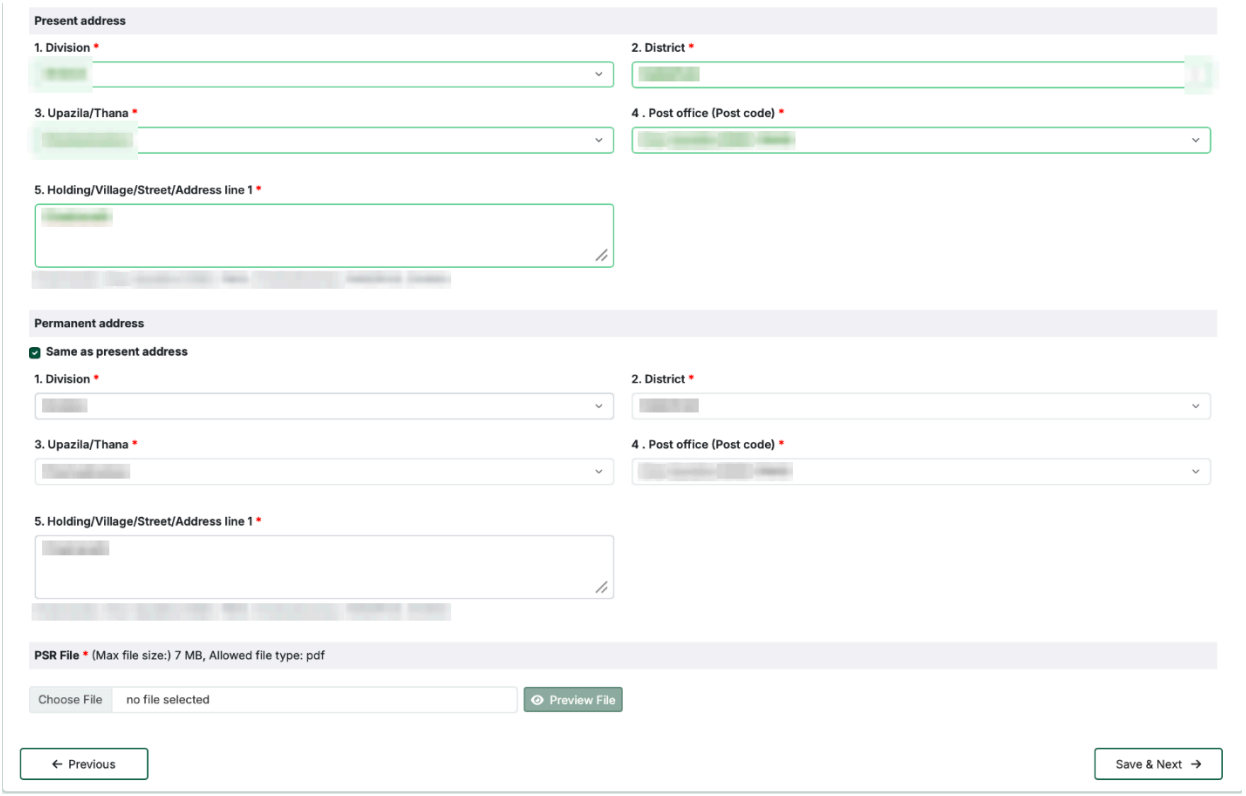


Figure 86: Public Limited Company – Local Individual – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of the residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.

- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Local Corporate

Basic Information

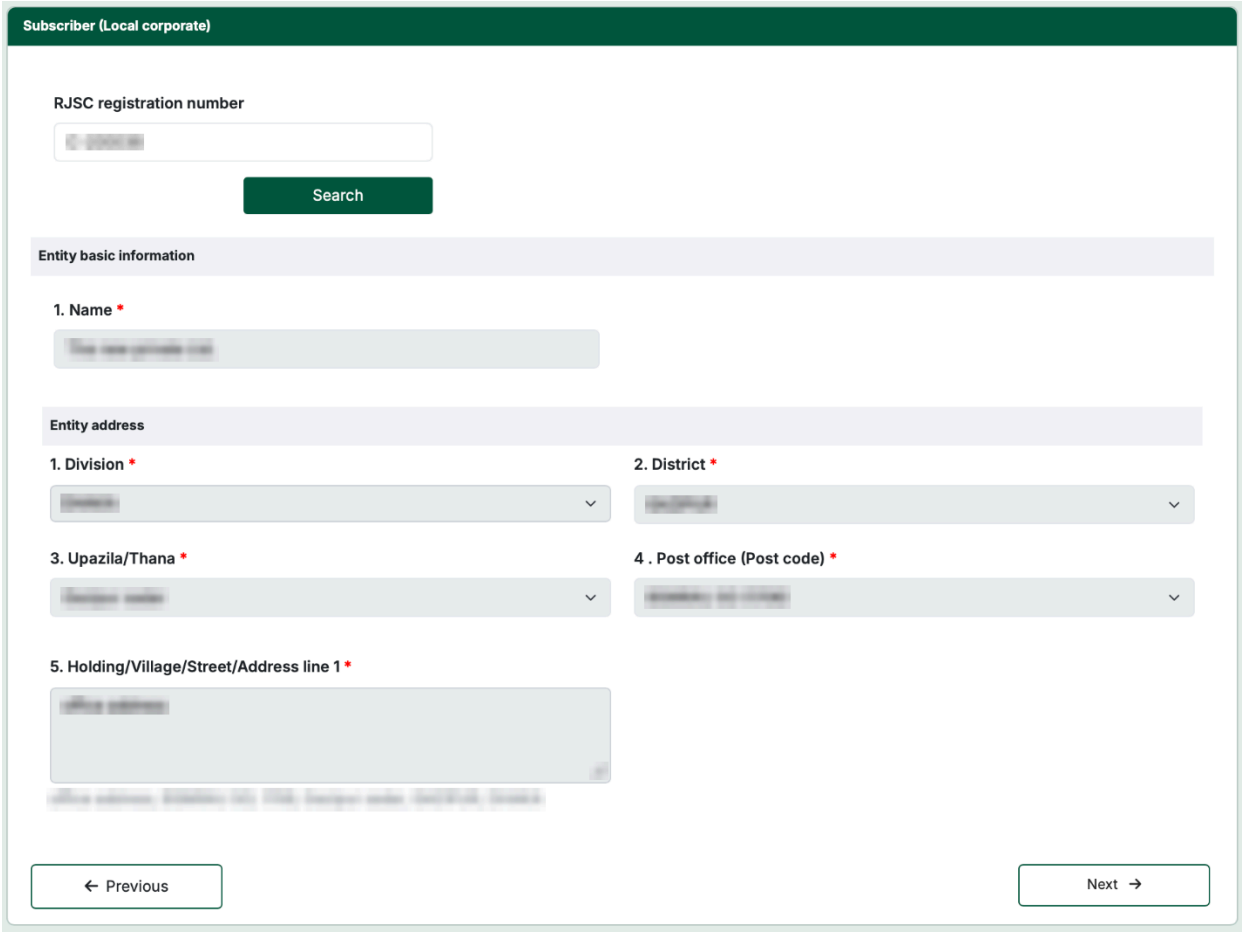


Figure 87: Public Limited Company – Local Corporate

- Enter the following information for a local corporate shareholder:
    - **RJSC Registration Number**: If the shareholder is already registered with RJSC you can enter their RJSC registration number and click **search**.
        - If the number is valid, the system fills in the relevant fields with the information provided during their registration.
        - If the number is invalid, the system prompts you to re-enter it.
- If the shareholder is not registered with RJSC, skip this field and continue with the remaining fields.

- **Name**: Enter the shareholder's name.
- **Division**: Select the division from the dropdown list.
- **District**: Select the district from the dropdown list.
- **Upazila/Thana**: Select the upazila/thana from the dropdown list.
- **Postcode**: Enter the postcode where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's premises.

- Corporate shareholders require a representative to be added. Please see Figure 91 and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** from the bottom left corner to return to the previous section.
- Click **Next** to add the shareholder.

Foreign Individual

Basic Information

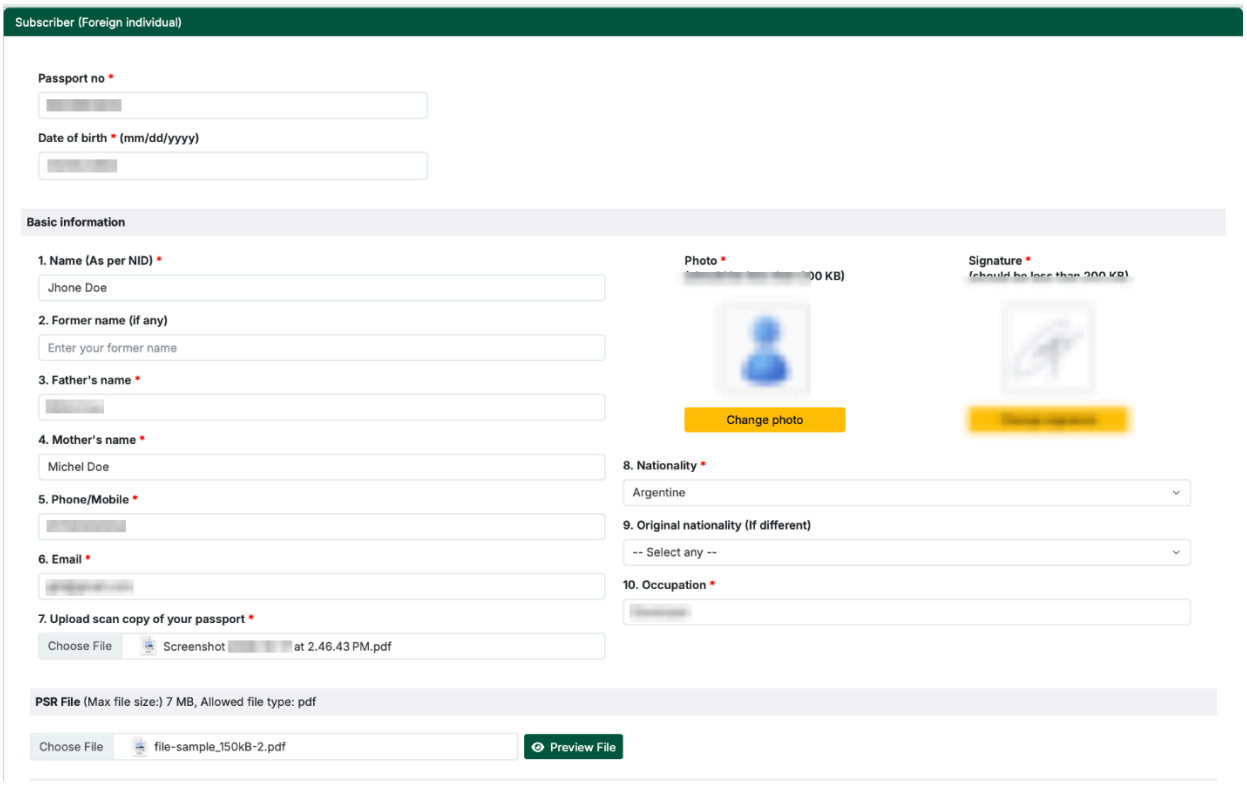


Figure 88: Public Limited Company – Foreign Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.

- **Father's name**: Enter the shareholder's father's name.
- **Mother's name**: Enter the shareholder's mother's name.
- **Phone/Mobile**: Enter a valid mobile number.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the shareholder's occupation.
- **Nationality**: Select the nationality of the shareholder.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return). Uploading the PSR is optional.
- **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).
- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

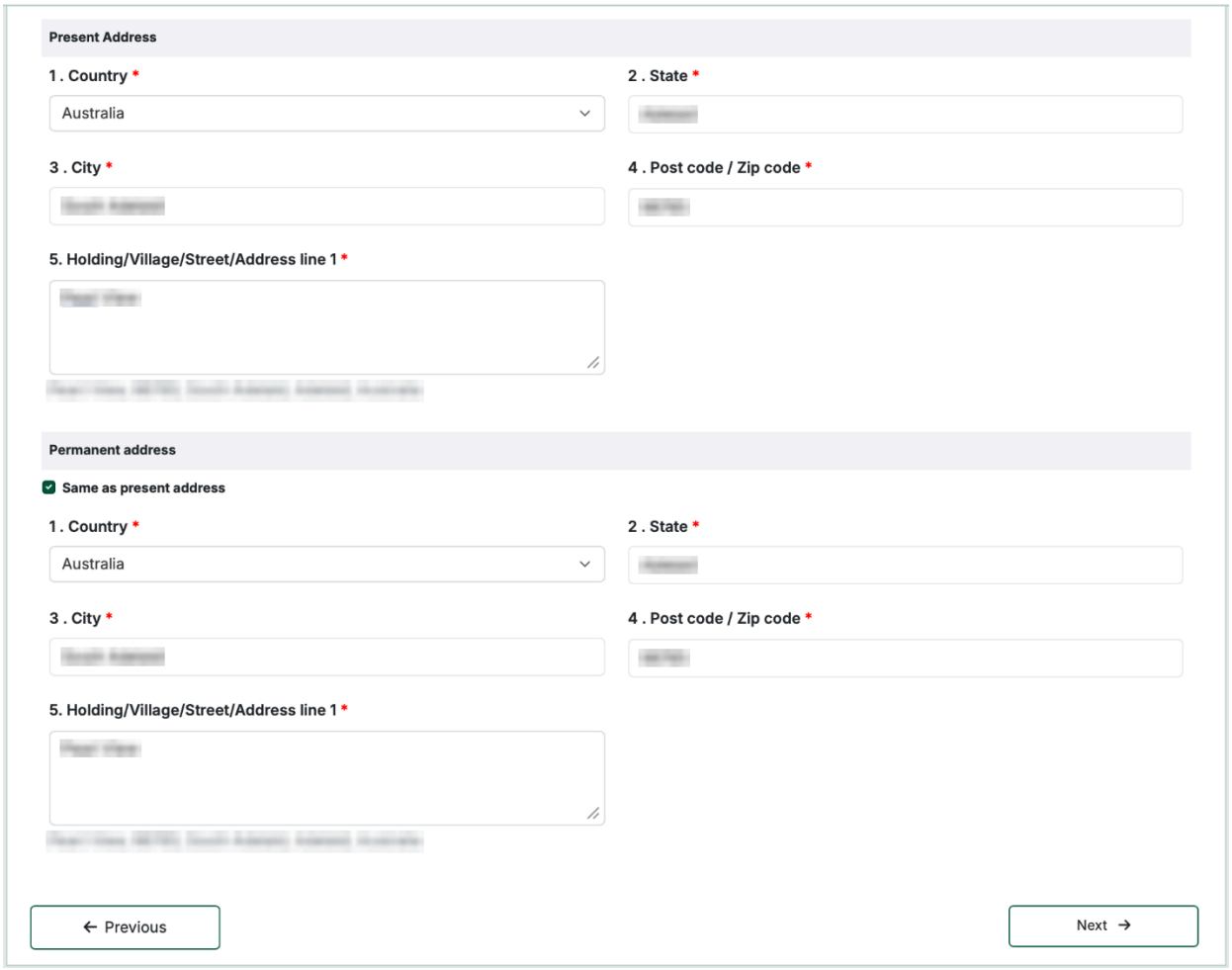


Figure 89: Public Limited Company – Foreign Individual – Address Details

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.

- **State**: Select the state from the dropdown list.
- **City**: Select the city from the dropdown list.
- **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Foreign Corporate

Basic Information

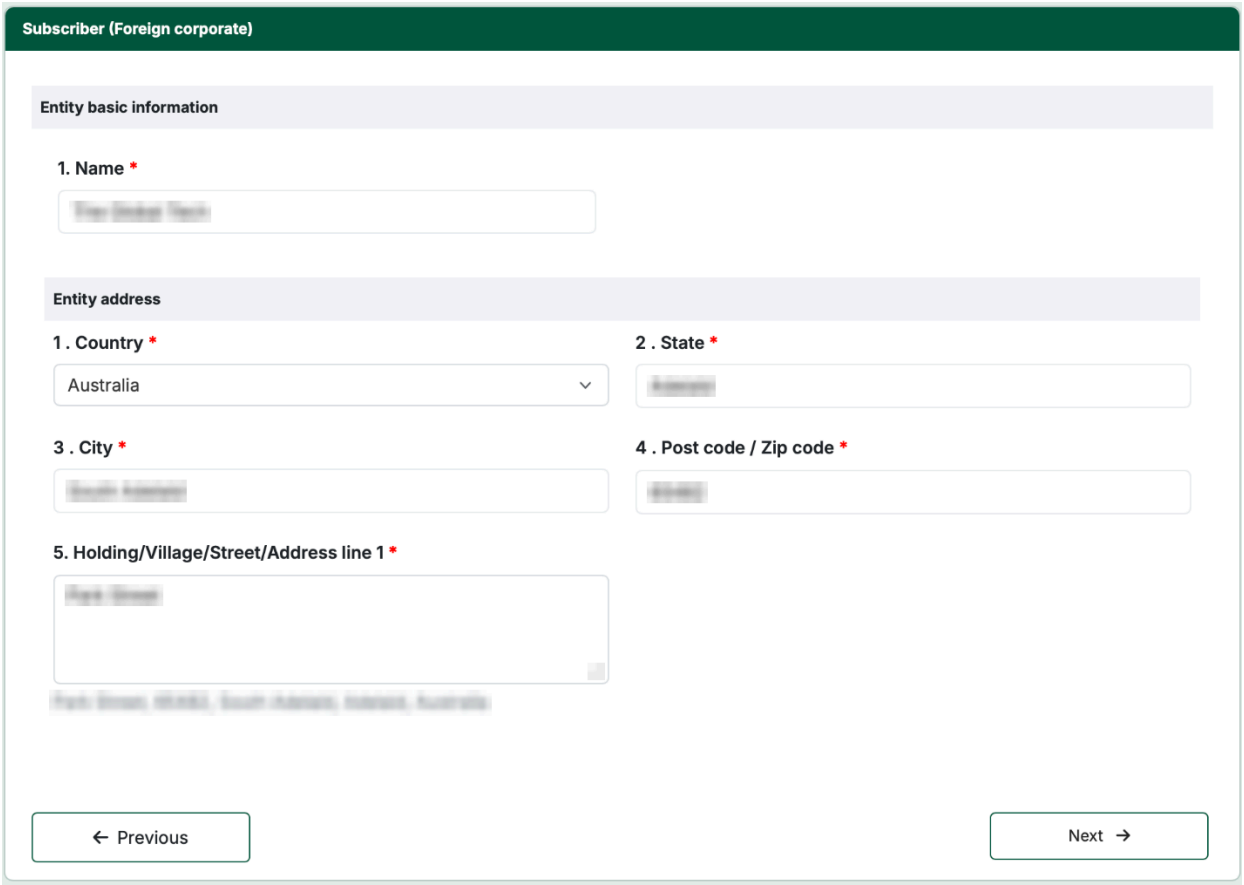


Figure 90: Public Limited Company – Foreign Corporate

- Enter the following information for a Foreign corporate shareholder:
  - **Name**: Enter the shareholder's name.
  - **Country**: Select the country from the dropdown list.
  - **State**: Enter the state.

- **City**: Enter the city.
- **Postcode/ Zip code**: Enter the postcode/zip code where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's premises.

- Corporate shareholders require a representative to be added. Please see Figure 91 and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Representative Addition

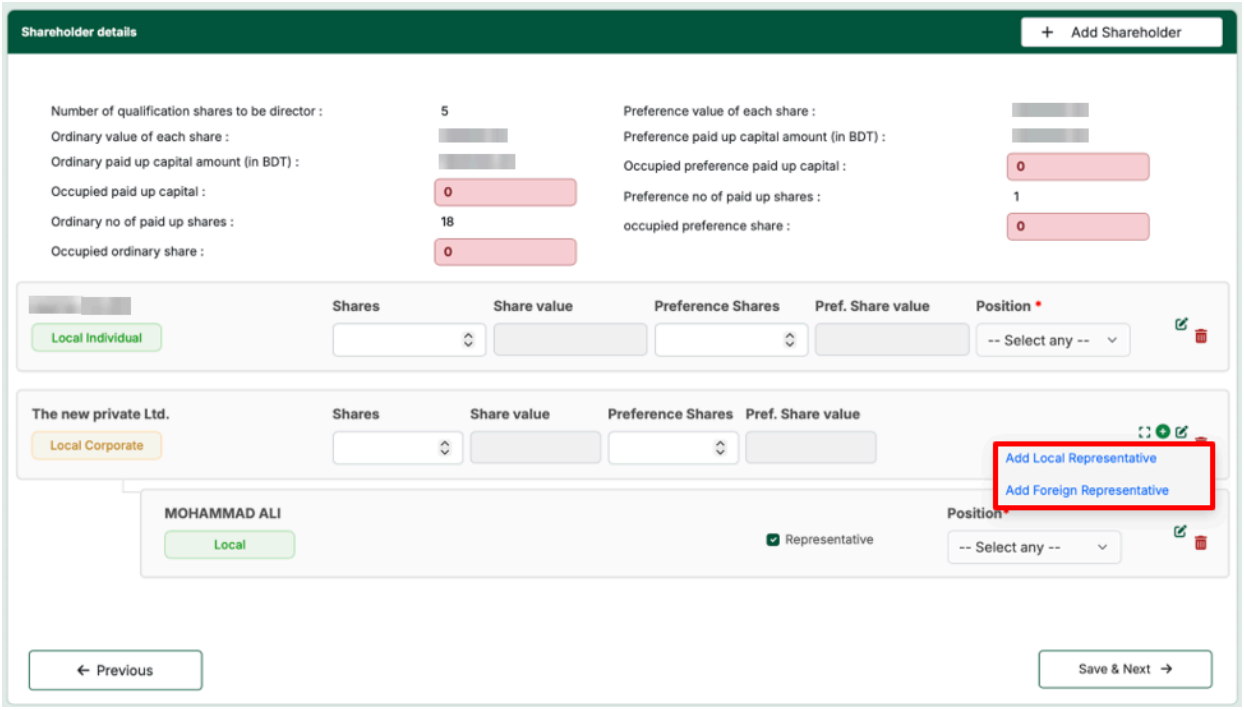


Figure 91: Public Limited Company – Representative Addition – Options

- A corporate shareholder requires a representative. Two types of representatives can be added:
- **Local Representative**: Click **Add Local Representative** and add the representative in the same way as a Local Individual shareholder. Select the position of the representative after adding.
- **Foreign Representative**: Click **Add Foreign Representative** and add the representative in the same way as a Foreign Individual shareholder.

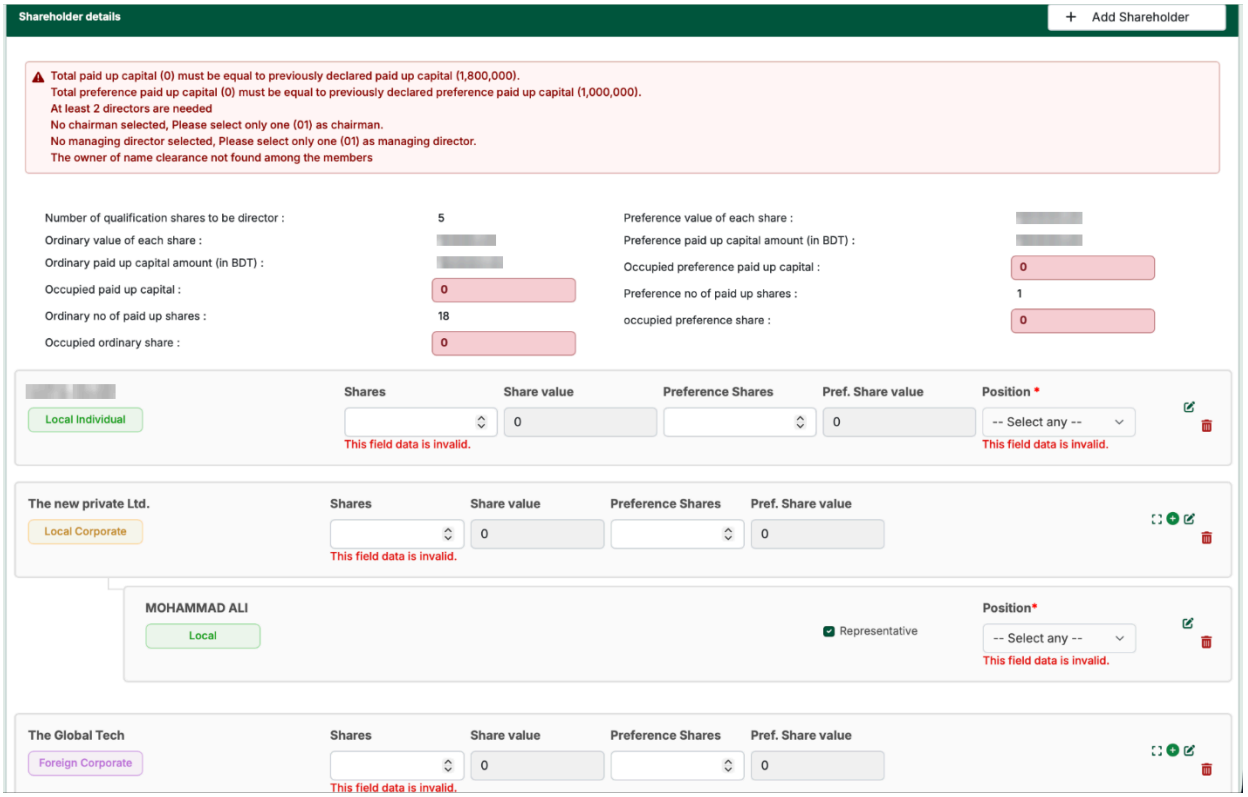


Figure 92: Public Limited Company – Representative Addition – Representative Added

- After a representative is added, the representative is displayed in the shareholder details section.
- When adding a representative of a corporate shareholder, select the **Representative** checkbox to indicate whether the person is a Nominee Director or a Normal Representative.

Note: Nominee director will be shown in Form XII but not in MOA/AOA. Normal Representative will be shown in Form XII but not in MOA/AOA.

Note: The red validation box lists the requirements that are still missing, for example: the total paid-up capital does not match, at least 2 directors are required, one chairman and one managing director must be selected, and the name clearance owner must be included.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the shareholder position details section.

Upload Encashment Certificate

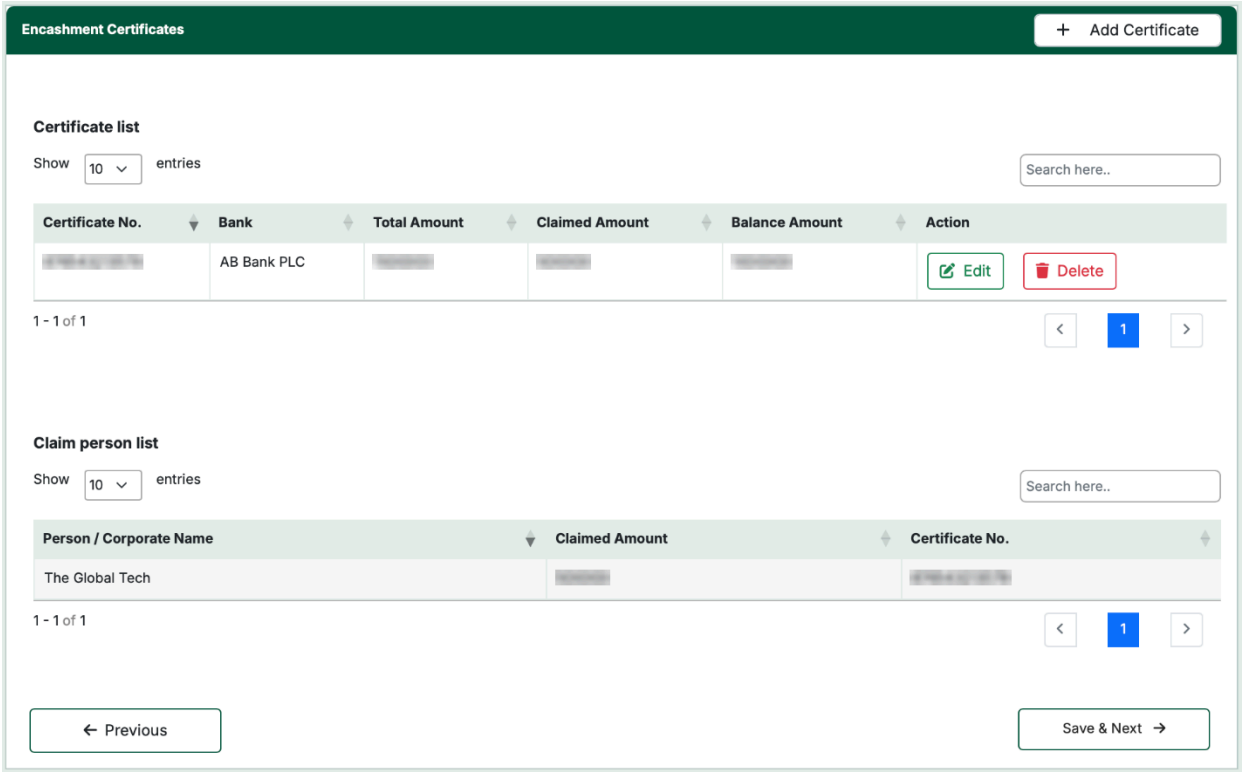


Figure 93: Public Limited Company – Encashment Certificate

If the company has a Foreign Individual, Foreign Corporate or Foreign Representative, the system adds a mandatory **Encashment Certificate** step.

Click **Add Certificate** to add the certificate.

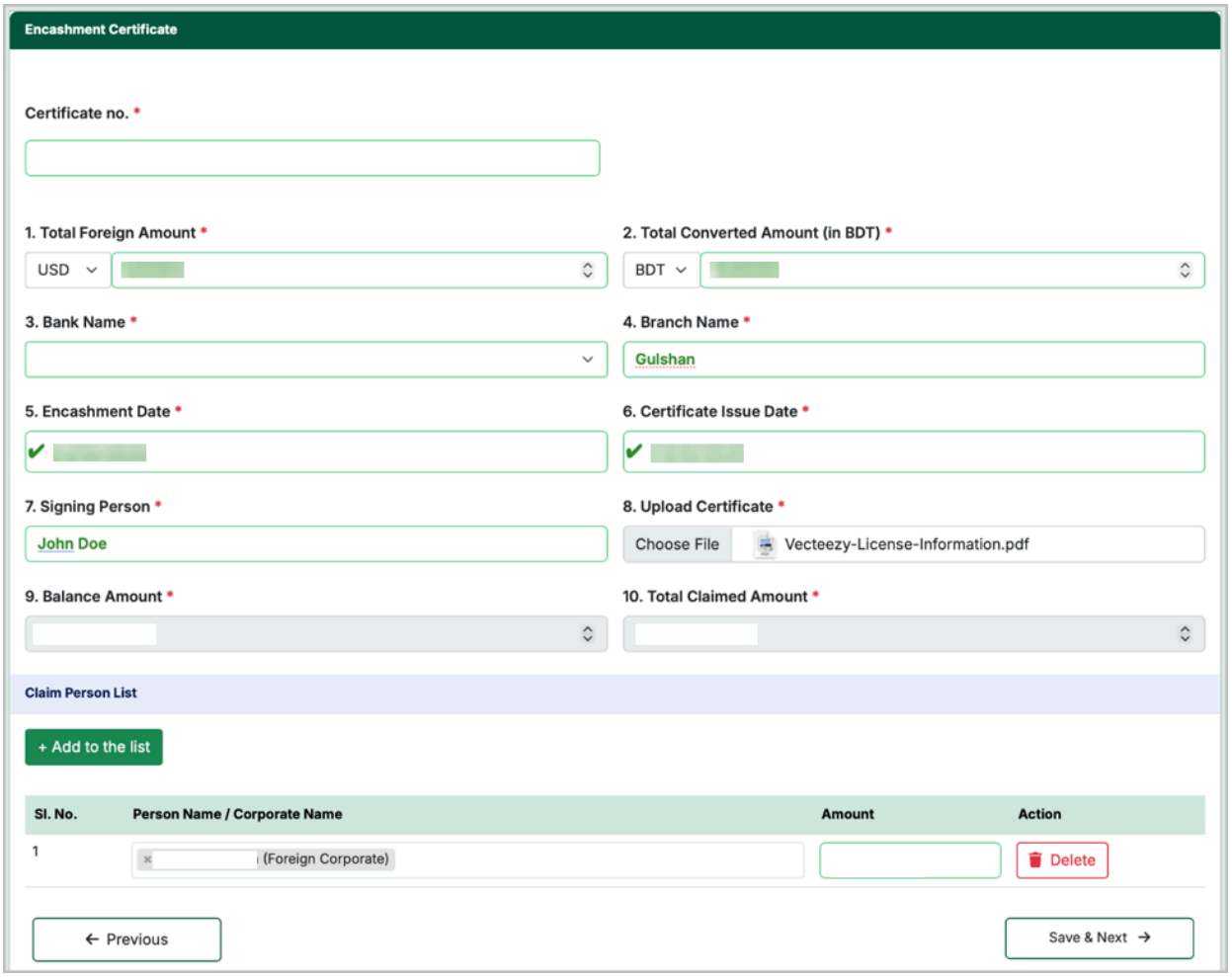


Figure 94: Public Limited Company – Encashment Certificate Form

- After clicking **Add Certificate**, enter the following information:
  - **Certificate No.**: Enter the certificate number.
  - **Total Foreign Amount**: Select the currency from the dropdown list and enter the amount.
  - **Total Converted Amount**: Enter the amount in BDT.
  - **Bank Name**: Select the bank from the dropdown list.
  - **Branch Name**: Enter the name of the bank branch.
  - **Encashment Date**: Enter the encashment date.
  - **Certificate Issue Date**: Enter the certificate issue date.
  - **Signing Person**: Select the signing person.
  - **Upload Certificate**: Upload an electronic copy of the certificate.
  - **Balance Amount**: Calculated automatically by the system.
  - **Total Claimed Amount**: Calculated automatically by the system.
  - **Person/Corporate Name**: Select the name of the person or corporate.
  - **Amount**: Enter the amount.
  - Click **Add to list** to add more persons or corporates.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Shareholder Position Details

Company Director Information

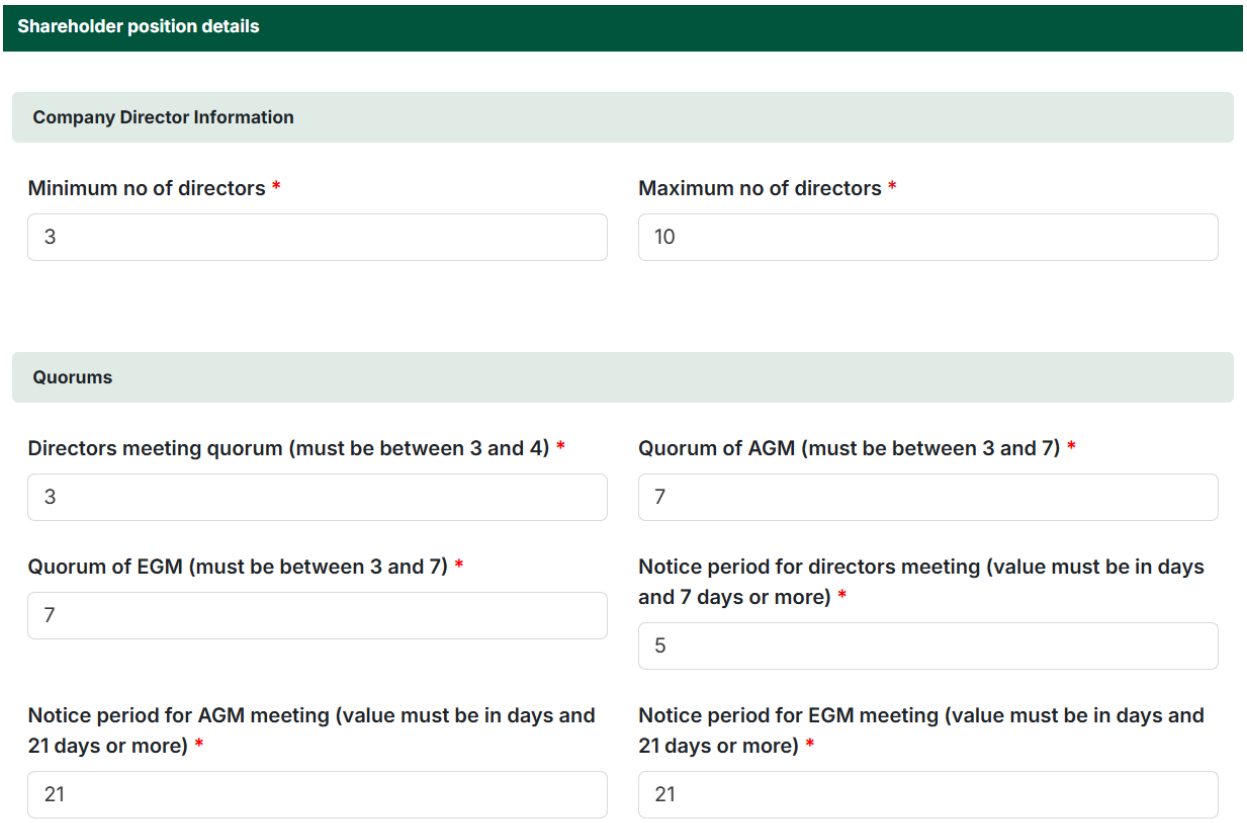


Figure 95: Public Limited Company – Shareholder Position Details

- Enter the shareholder position details in the following fields:
  - **Minimum No. of Directors**: Enter the minimum number of directors of the company.
  - **Maximum No. of Directors**: Enter the maximum number of directors of the company.
  - **Directors' Meeting Quorum**: Enter the minimum number of directors required for a directors' meeting.
  - **Quorum of AGM/EGM**: Enter the minimum number of attendees required for an AGM/EGM.
  - **Notice Period for Directors' Meeting**: Enter the notice period in days.
  - **Notice period for AGM/EGM meeting**: Enter the notice period for AGM/EGM meeting in days.

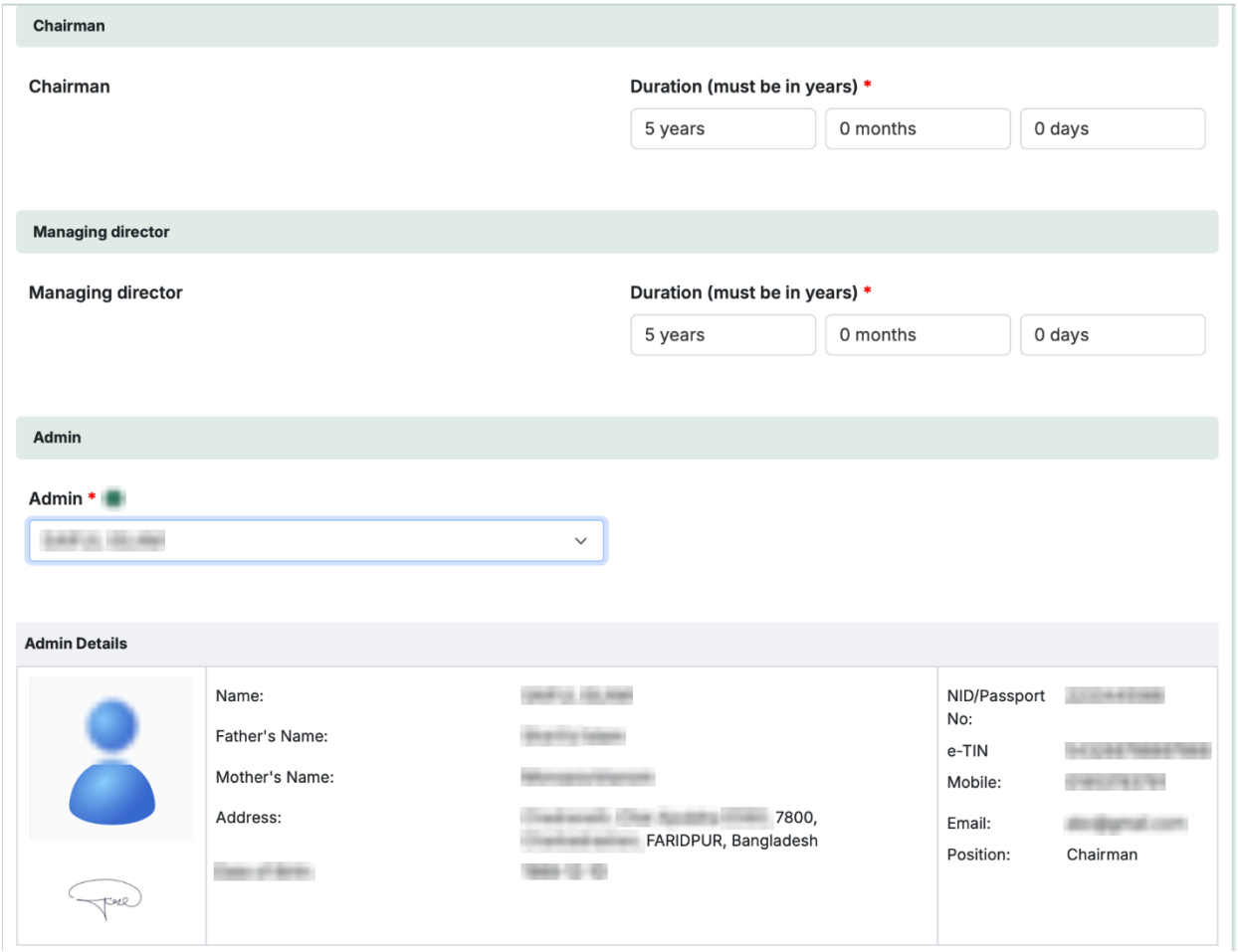


Figure 96: Public Limited Company – Shareholder Position Details (2)

- **Chairman**
  - **Duration**: Enter the tenure of the chairman in years.
- **Managing Director**
  - **Duration**: Enter the tenure of the Managing Director in years.
- **Admin**: Select the partner who will act as the admin from the dropdown list.

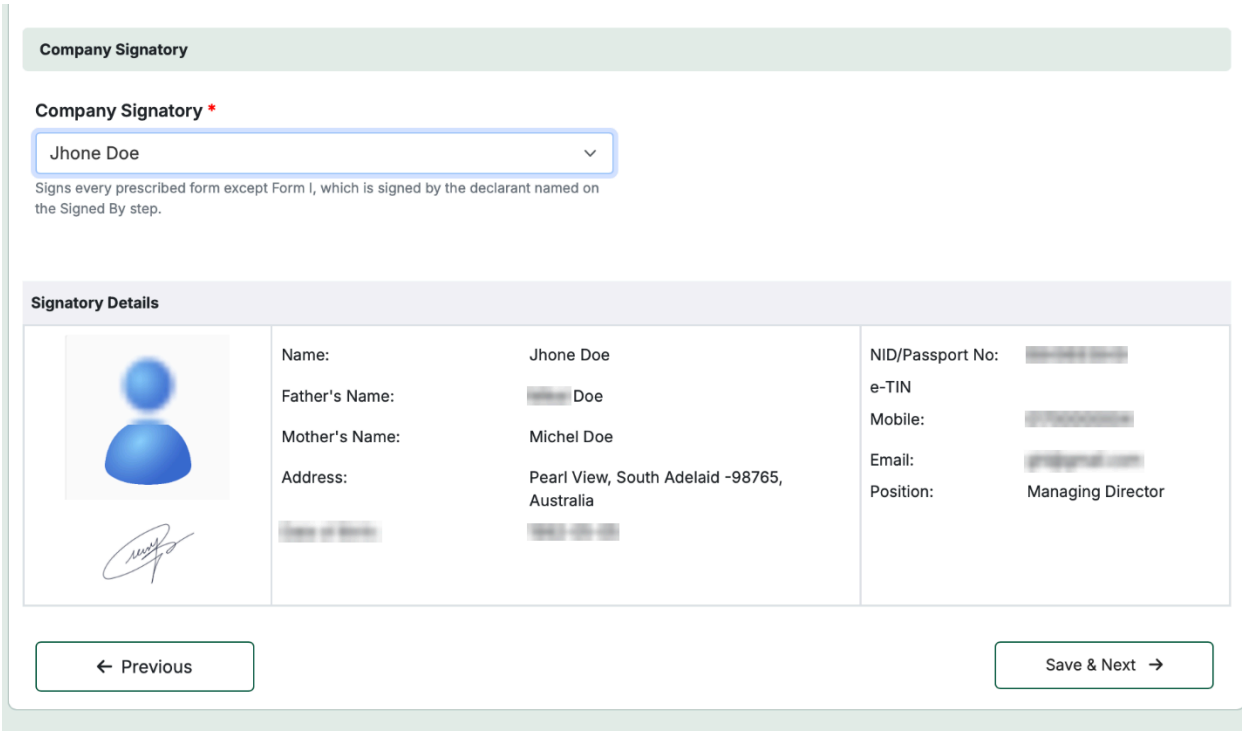


Figure 97: Public Limited Company – Shareholder Position Details (3)

- **Company Signatory**: Select the company signatory.

Note: The signature of the selected signatory appears on all prescribed forms except Form I.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Witness Details

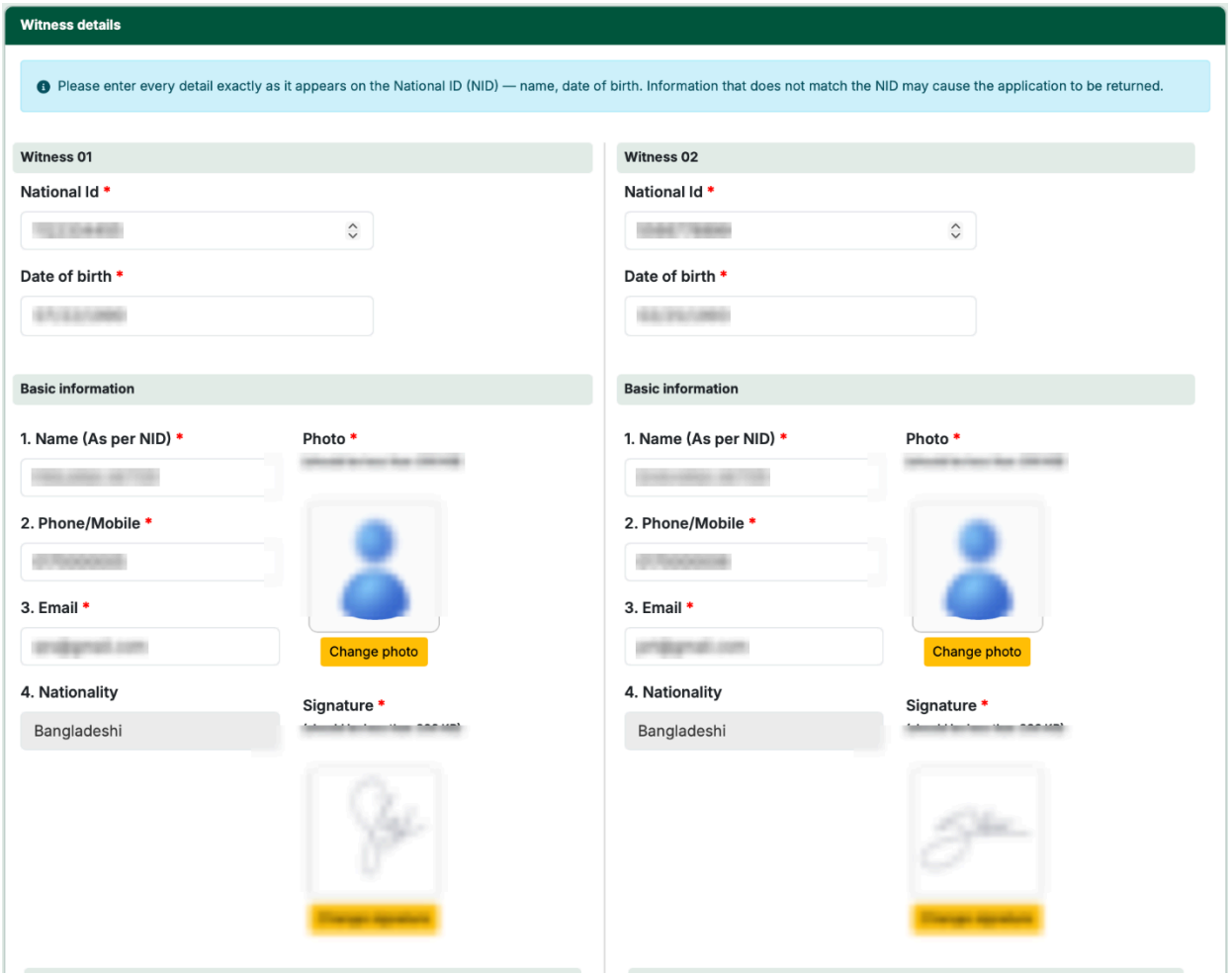


Figure 98: Public Limited Company – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.

- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

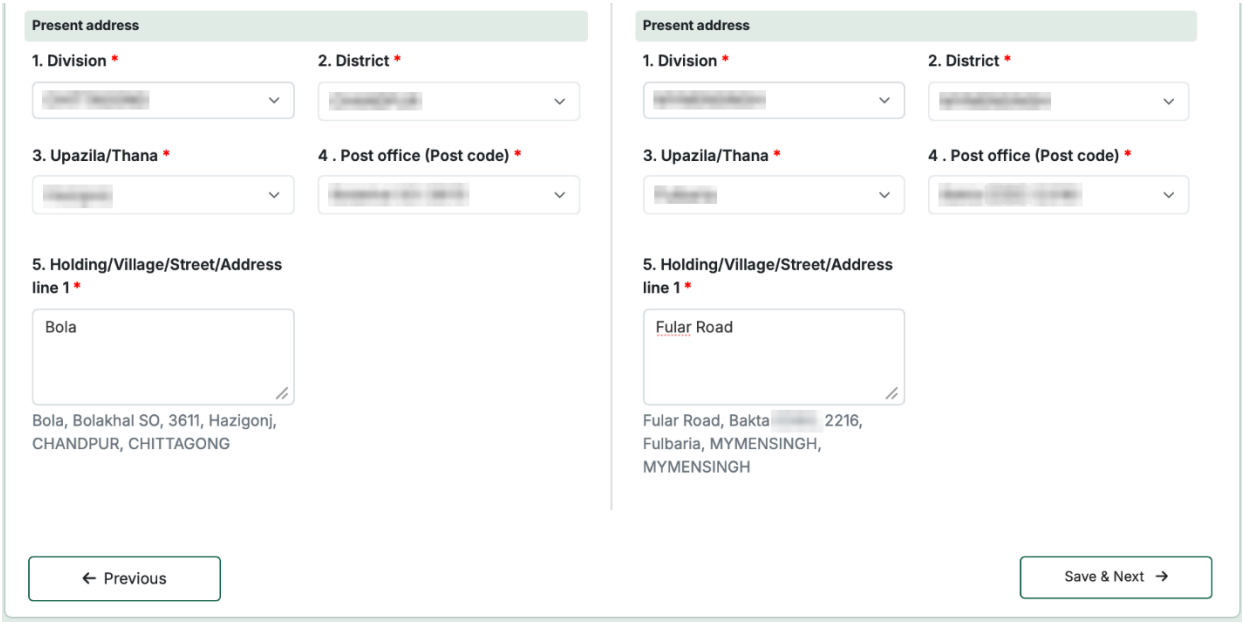


Figure 99: Public Limited Company – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Memorandum of Association

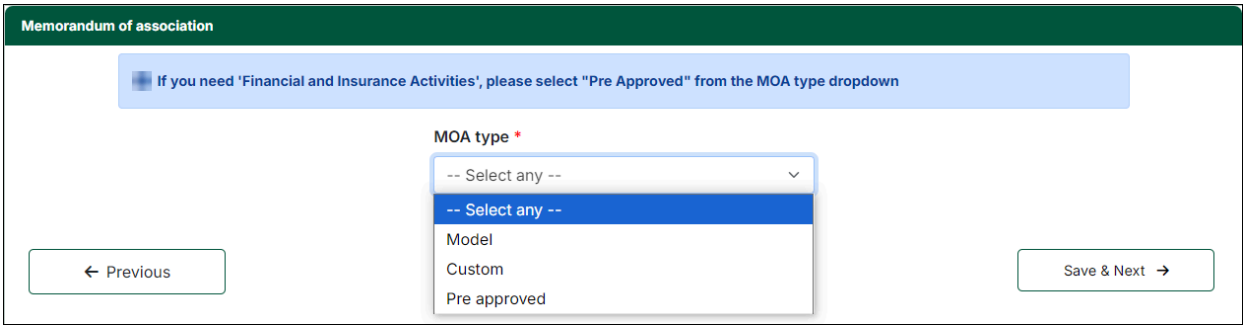


Figure 100: Public Limited Company – Memorandum of Association

- Select the Memorandum of Association (MOA) type of the company from the dropdown list:
  - **Model**

- **Custom**
- **Pre-Approved**: Applicable only to banks, financial institutions and insurance companies. Select this option if the entity falls under any of these categories.

Model Memorandum of Association

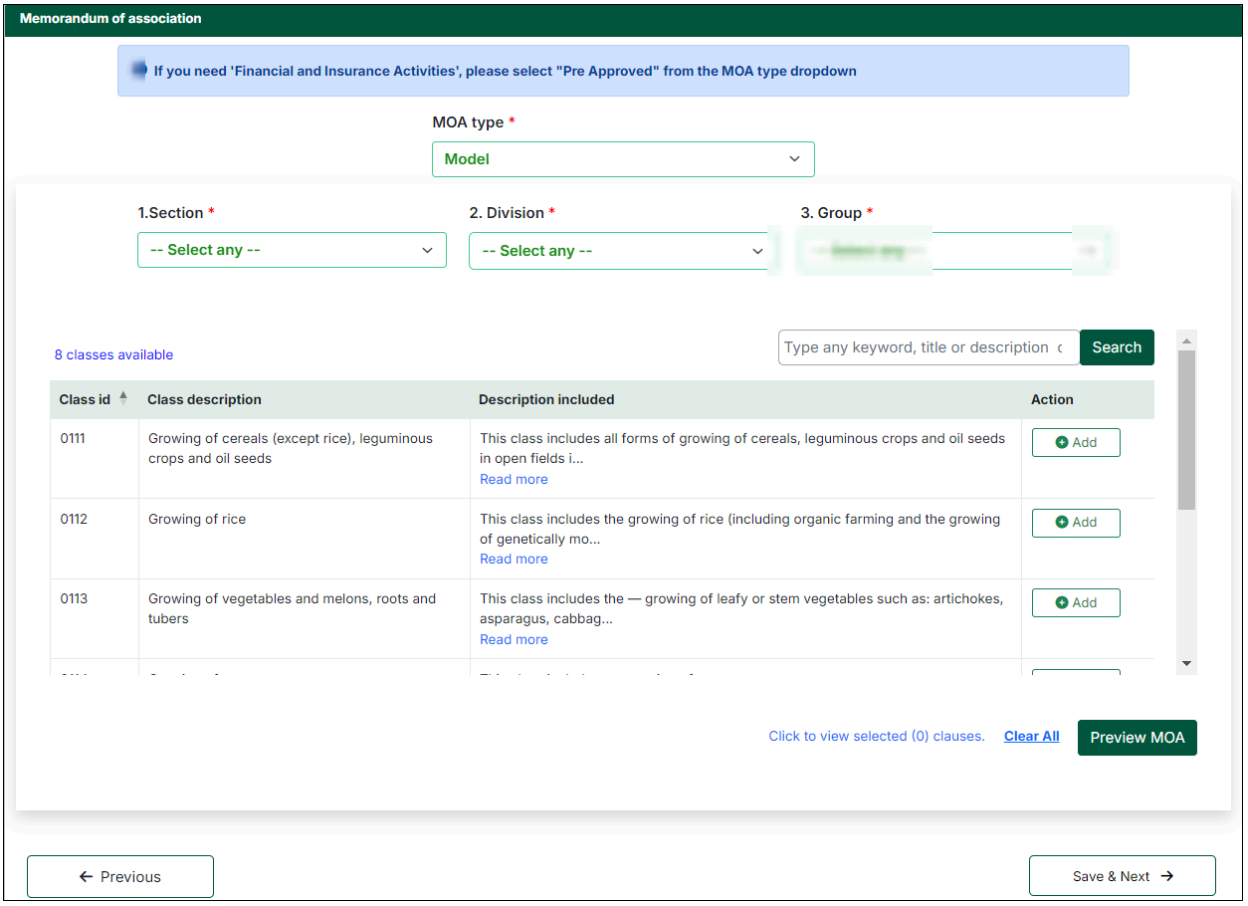


Figure 101: Public Limited Company – Memorandum of Association – Model

If you select **Model** for the MOA:

- **Section**: Select the section of the MOA from the dropdown list.
- **Division**: Select the division from the dropdown list. The options depend on the selected section.
- **Group**: Select the group from the dropdown list. The options depend on the selected division.
- Click **Add** to add the clauses that apply to the MOA.
- Click **Preview MOA** to preview the MOA as a PDF based on the selections.

b. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Custom Memorandum of Association

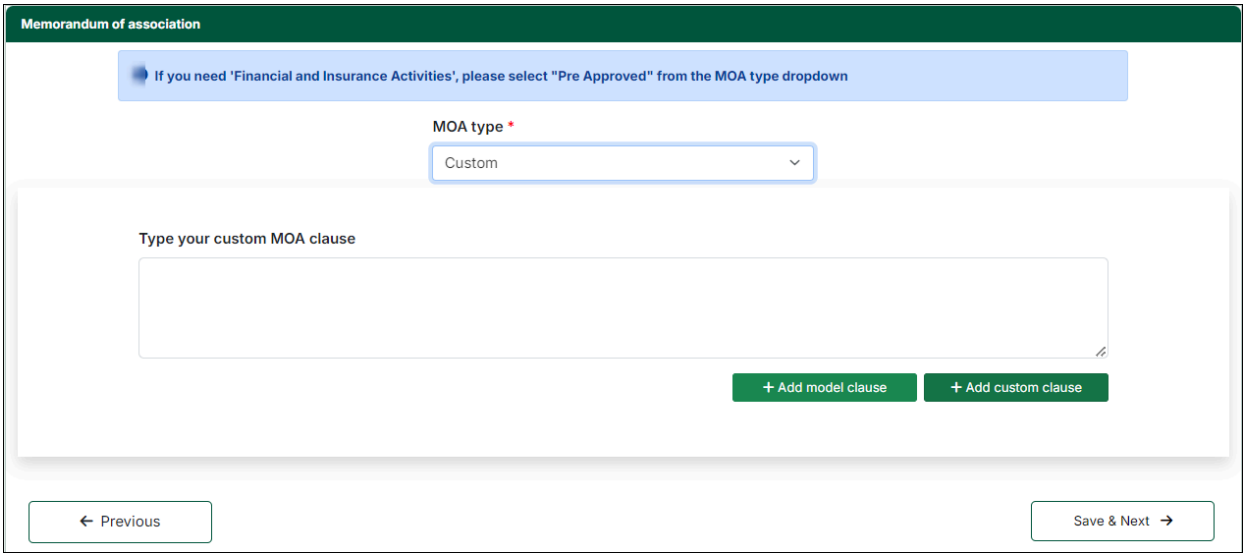


Figure 102: Public Limited Company – Memorandum of Association – Custom

If you select **Custom** for the MOA:

- **Custom MOA clause**: Type the clause and click **Add custom clause** to add it.
- Click **Add model clause** to open the clause selection window, then select the following:
  - **Division**: Select the division from the dropdown list. The options depend on the selected section.
  - **Group**: Select the group from the dropdown list. The options depend on the selected division.

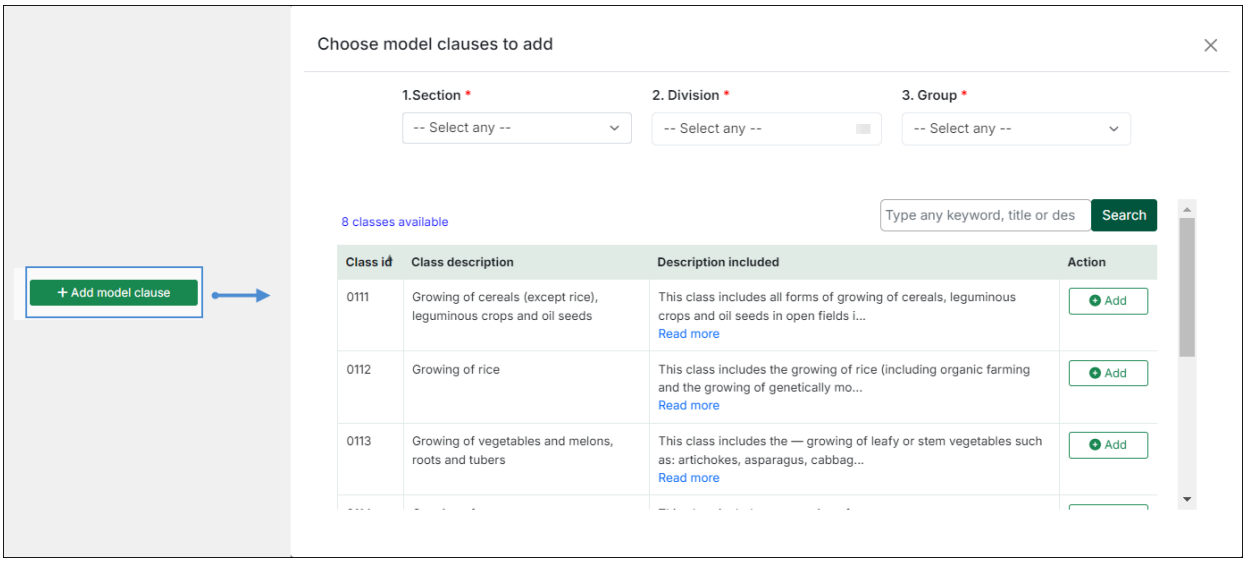


Figure 103: Public Limited Company – Memorandum of Association – Custom (2)

Pre-Approved Memorandum of Association

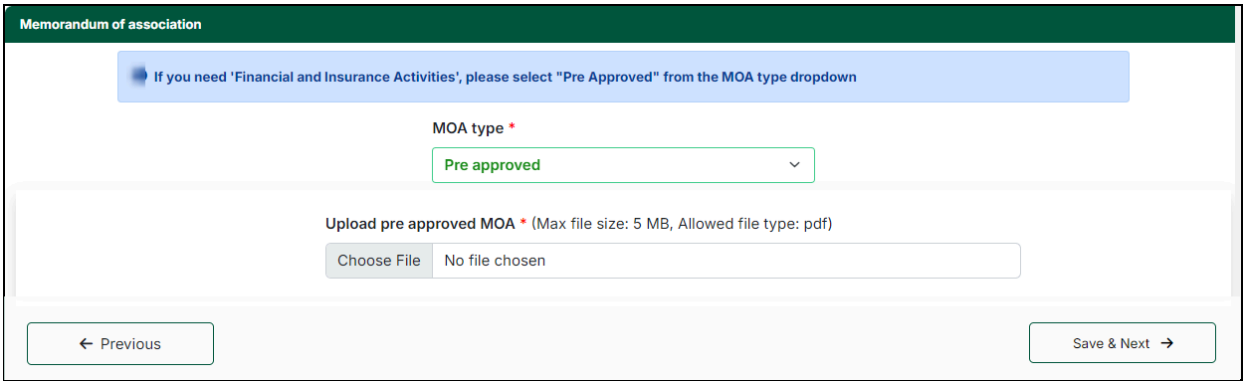


Figure 104: Public Limited Company – Memorandum of Association – Pre-Approved

If you select **Pre-Approved** for the MOA:

- Upload the pre-approved MOA as a PDF.

a. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Articles of Association

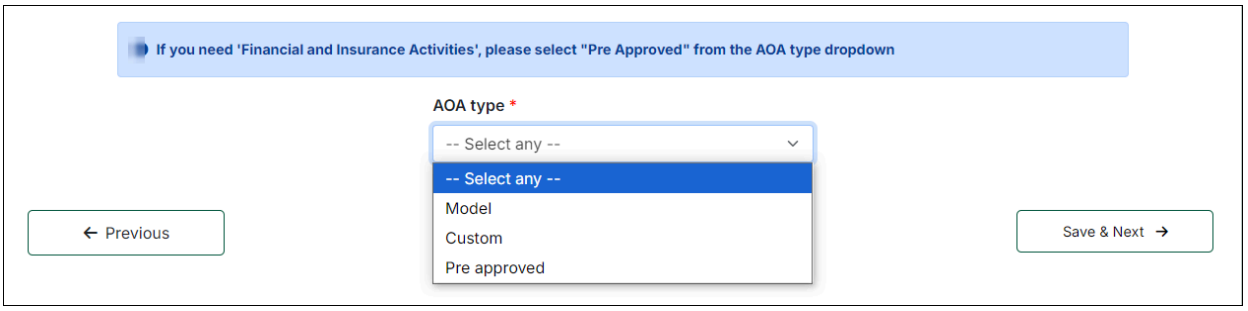


Figure 105: Public Limited Company – Articles of Association

- Select the Articles of Association (AOA) type of the company from the dropdown list:
  - **Model**
  - **Custom**
  - **Pre-Approved**: Select this option if the entity carries out financial or insurance activities.

Model Articles of Association

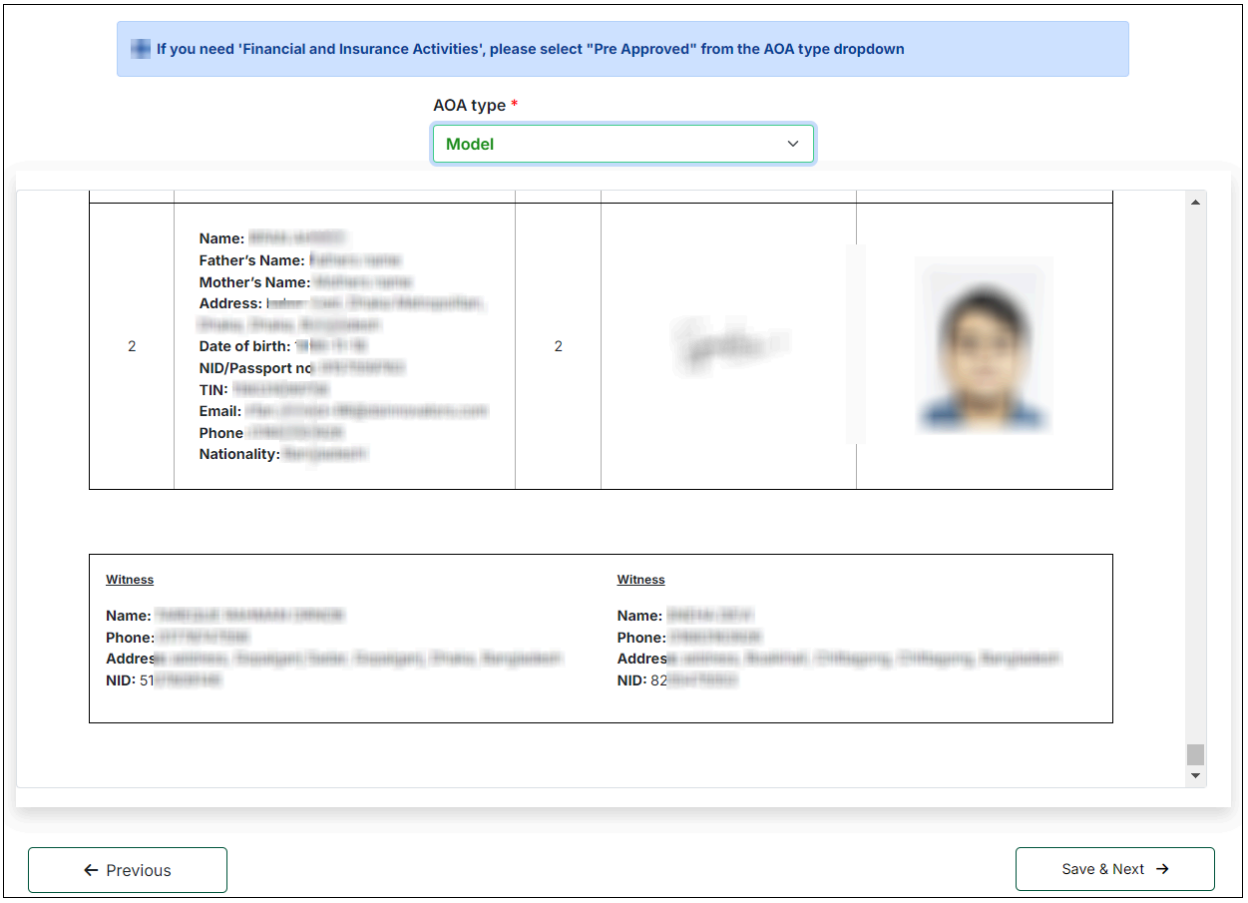


Figure 106: Public Limited Company – Articles of Association – Model

If you select **Model** for the AOA:

- When **Model** is selected, the system generates an AOA that includes the details of the shareholders, representatives and witnesses added in the previous steps.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Custom Articles of Association

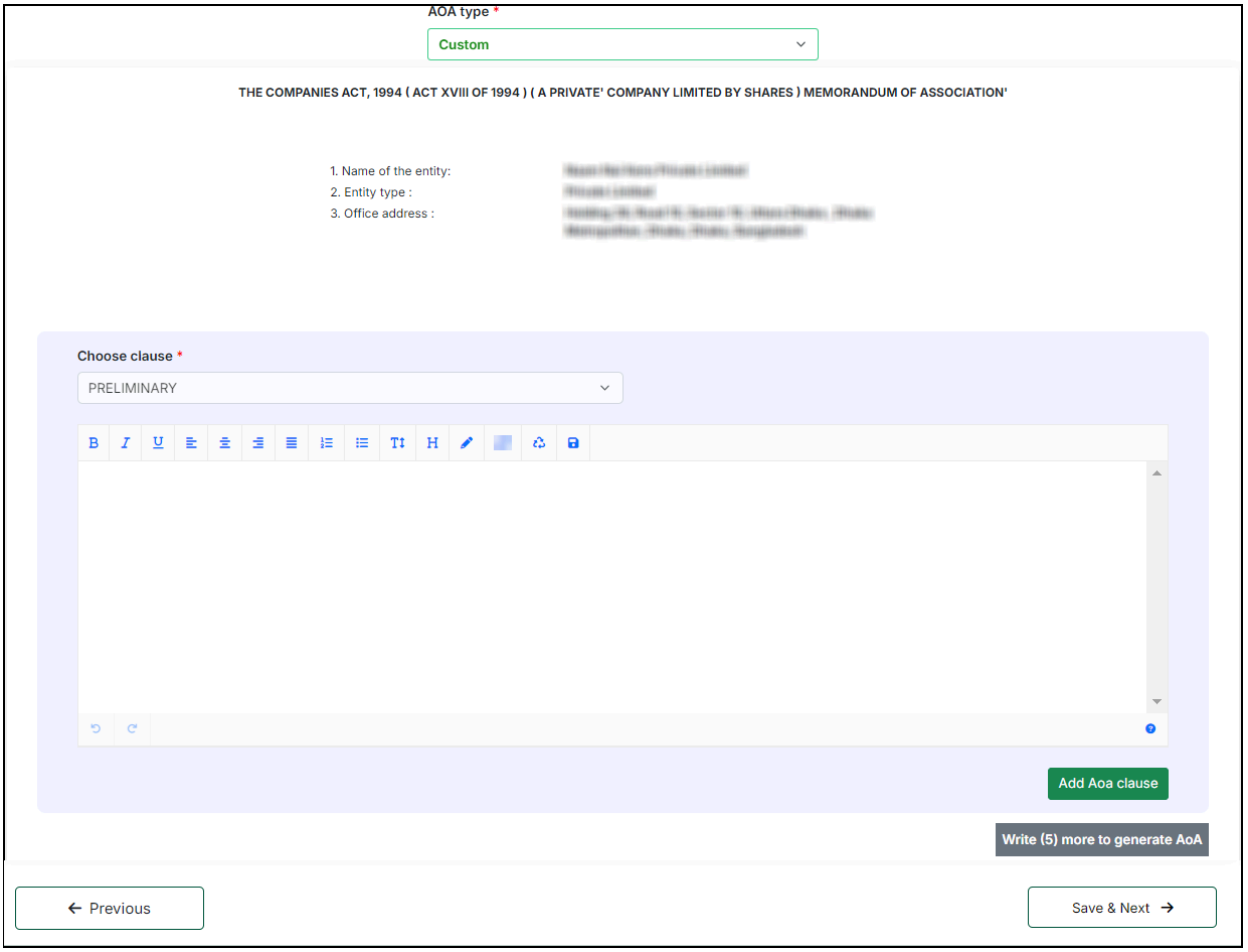


Figure 107: Public Limited Company – Articles of Association – Custom

If you select **Custom** for the AOA:

Choose clause: Select the clause type from the dropdown list.

Custom AOA clause: Type the clause and click **Add AOA clause** to add it. At least 5 clauses are required to enerate an AOA, which includes the details of the shareholders, representatives and witnesses added in the previous eps.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Pre-Approved Articles of Association

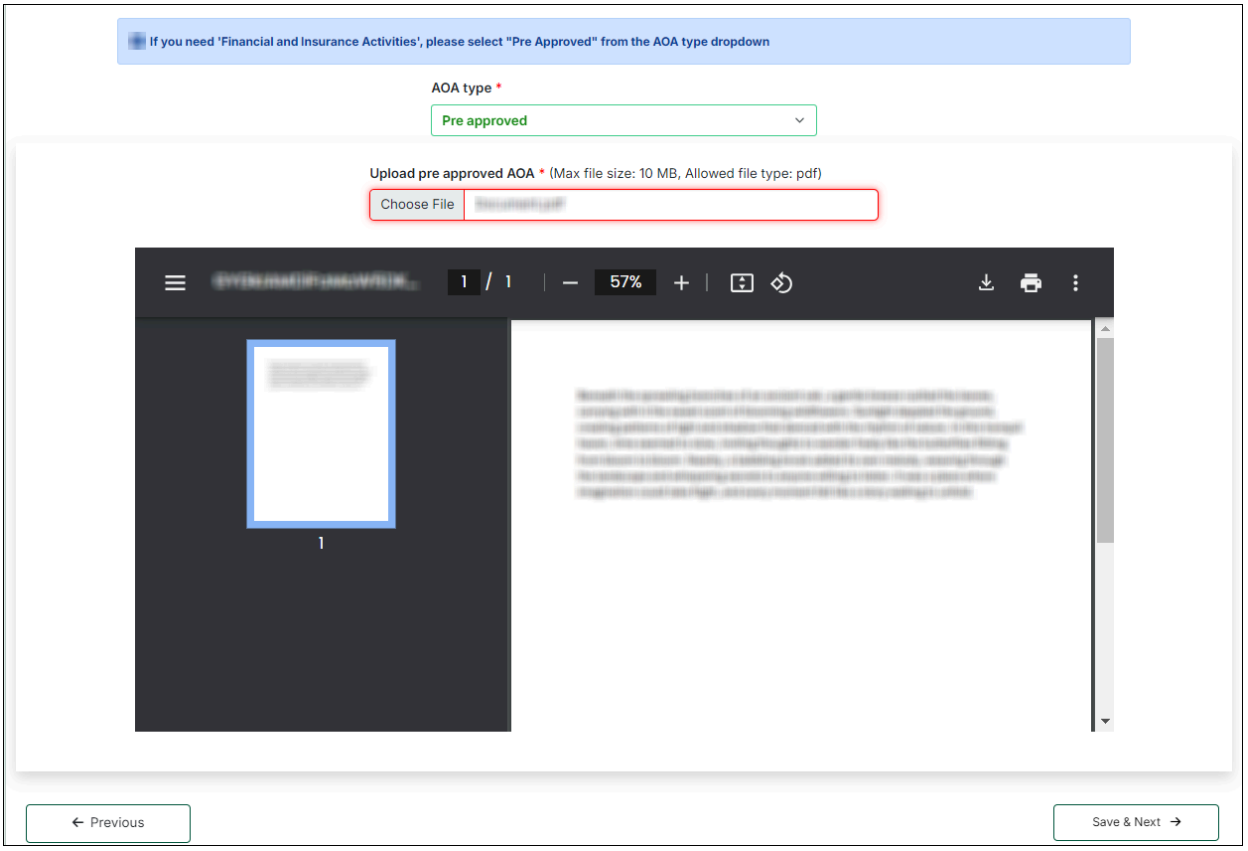


Figure 108: Public Limited Company – Articles of Association – Pre-Approved

If you select **Pre-Approved** for the AOA:

Upload the pre-approved AOA as a PDF.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Filed By

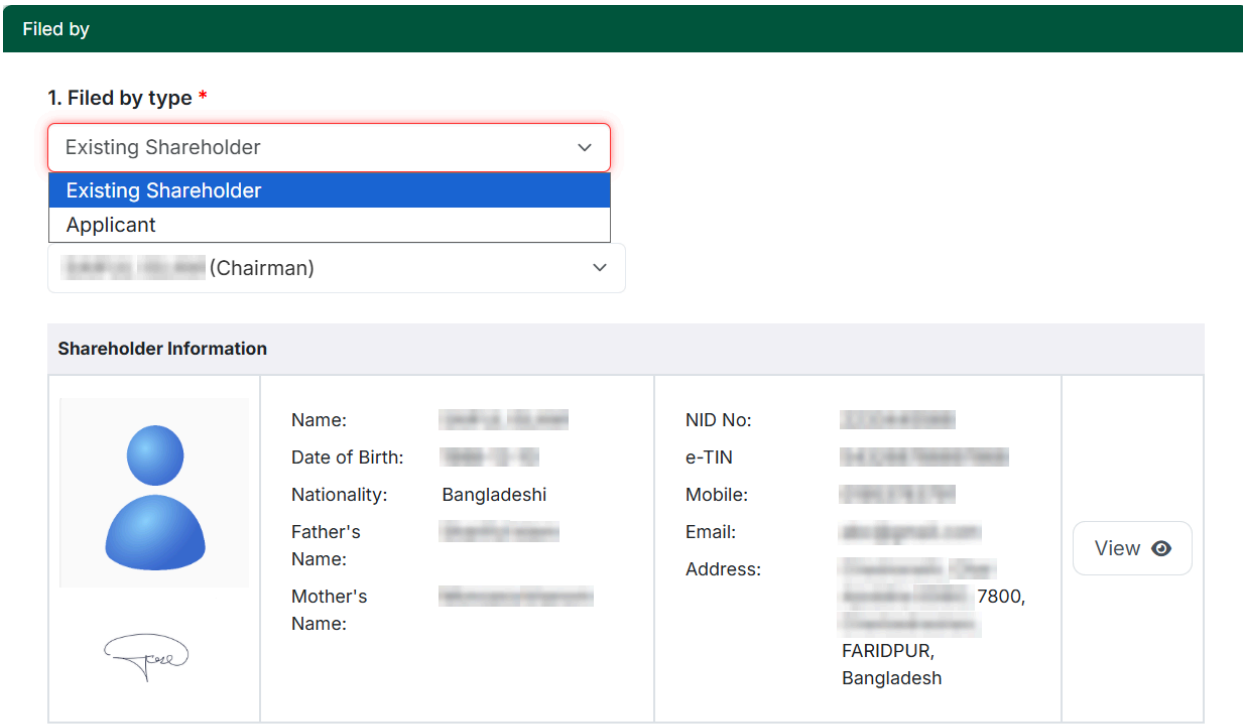


Figure 109: Public Limited Company – Filed By

In the **Filed By** step, select the person who files the application.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Signed By

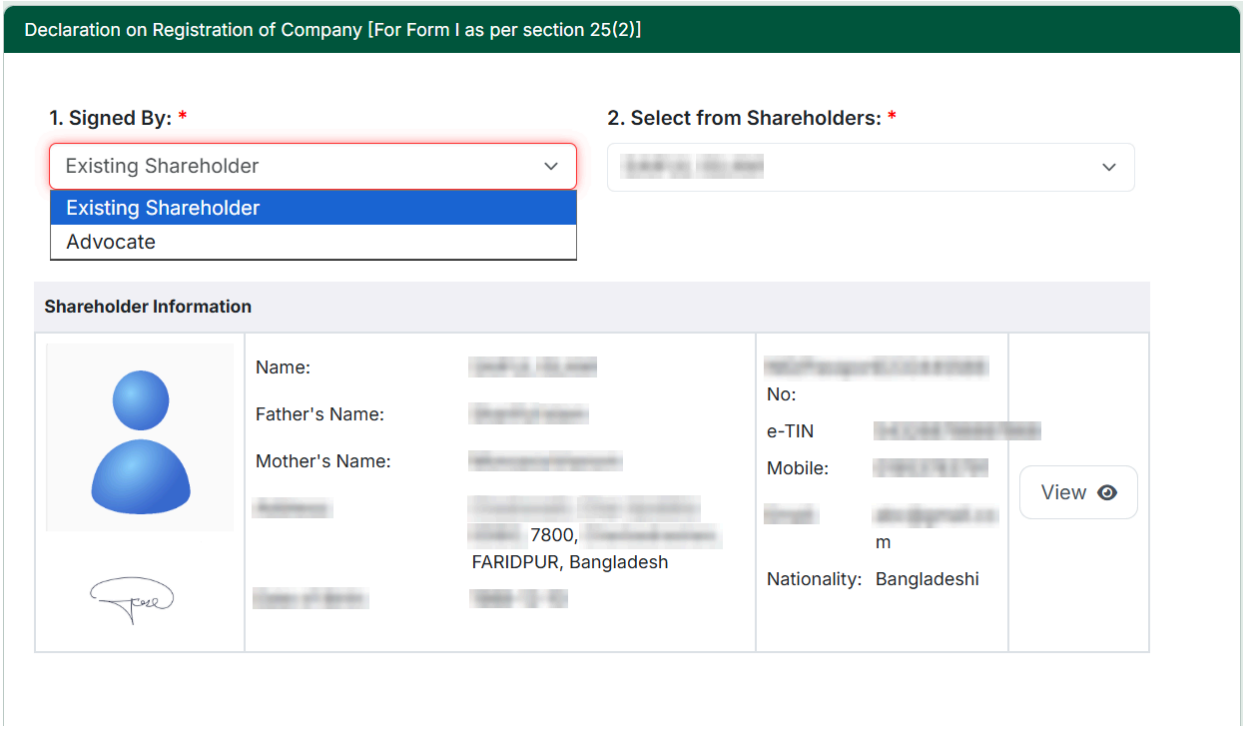


Figure 110: Public Limited Company – Signed By

In the **Signed By** step, select the person who signs the declaration on registration of the company.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

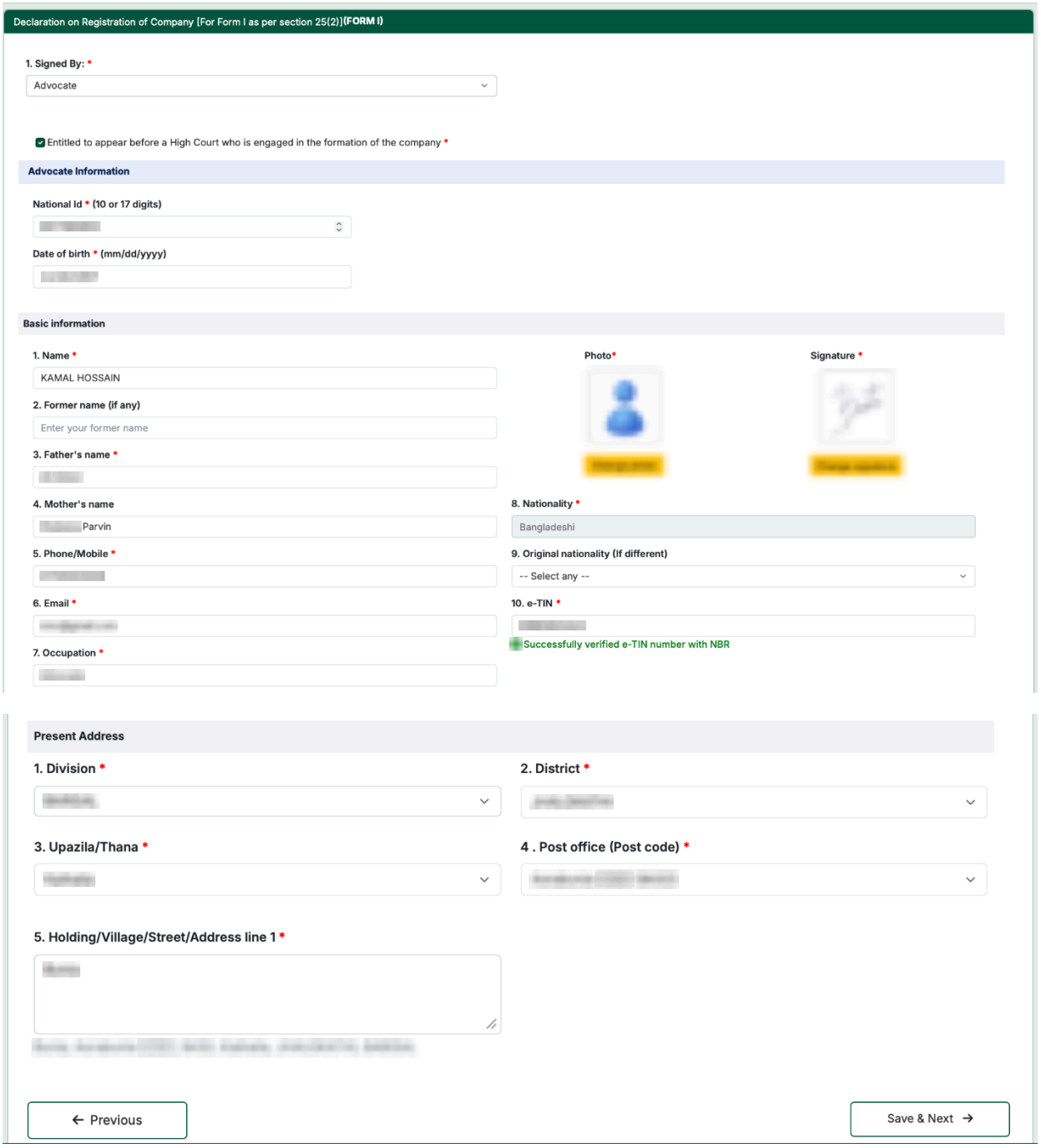


Figure 111: Public Limited Company – Signed By Advocate – Part 1

Figure 112: Public Limited Company – Signed By Advocate – Part 2

If **Advocate** is selected from the dropdown list, enter the following information. The same fields apply to ttorney and Pleader.

Enter the following information for the individual:

- **National ID**: Enter the 10-digit or 17-digit NID number.
- **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).

- Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if the individual had any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the individual's occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the individual's Tax identification number.

To upload or change the photo of the individual, click **Change Photo**.
To upload or change the signature of the individual, click **Change Signature**.
Click **Previous** at the bottom left to return to the previous section.
Click **Save & Next** to continue to the next section.

Other Attachments

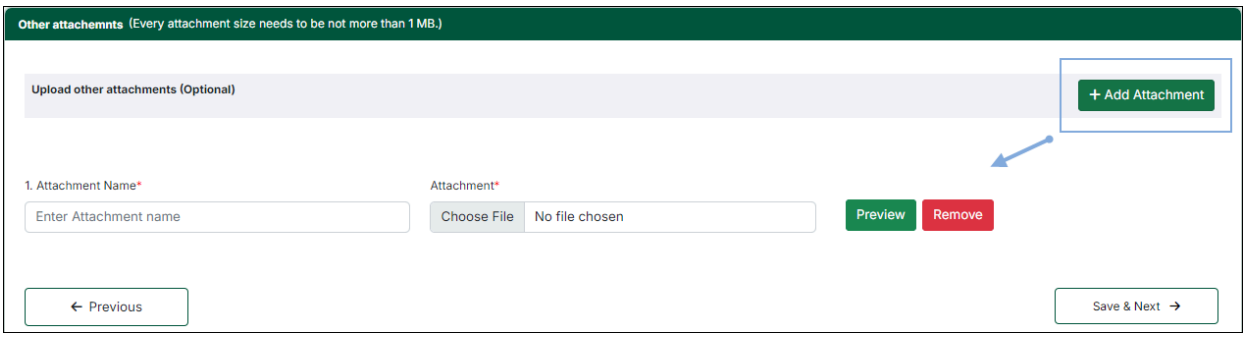


Figure 113: Public Limited Company – Other Attachments

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other ttachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

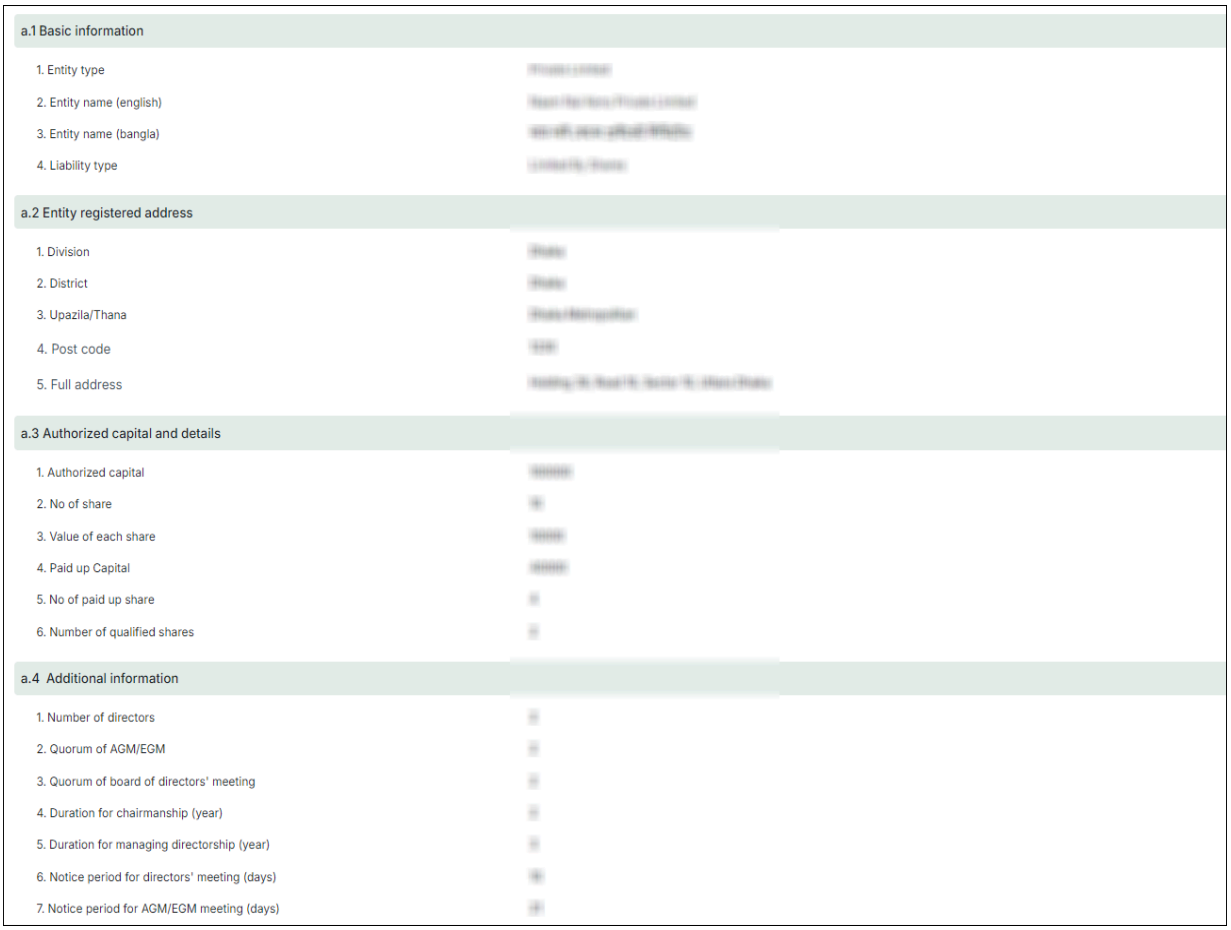
Click **Preview** to preview the added document.

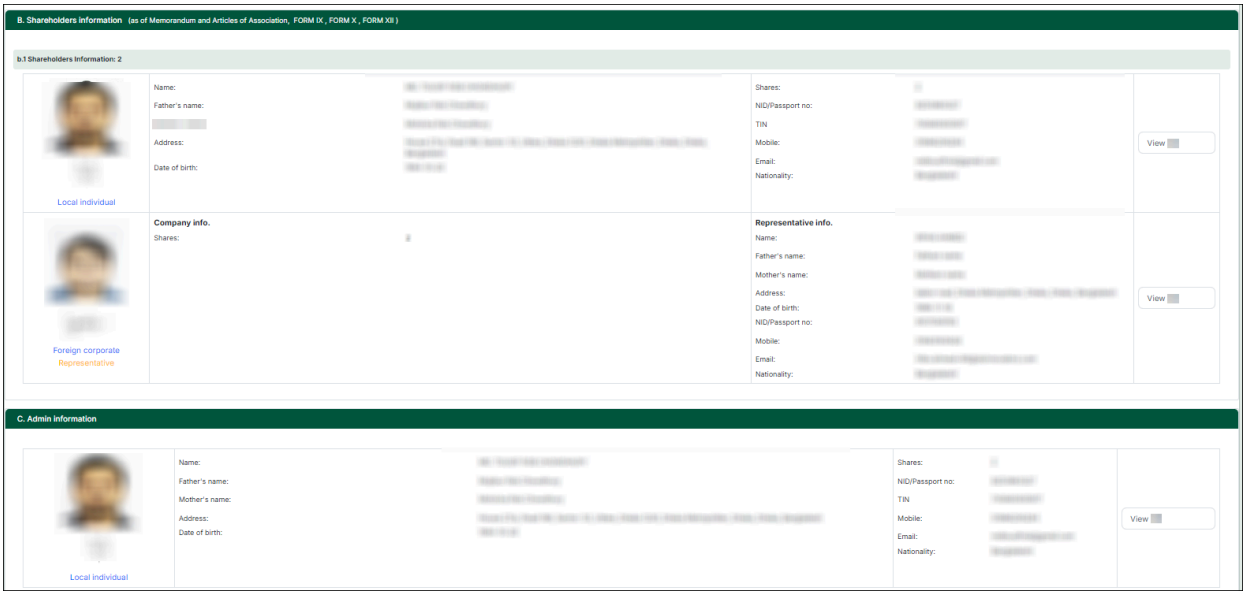
Click **Remove** to remove the added document.

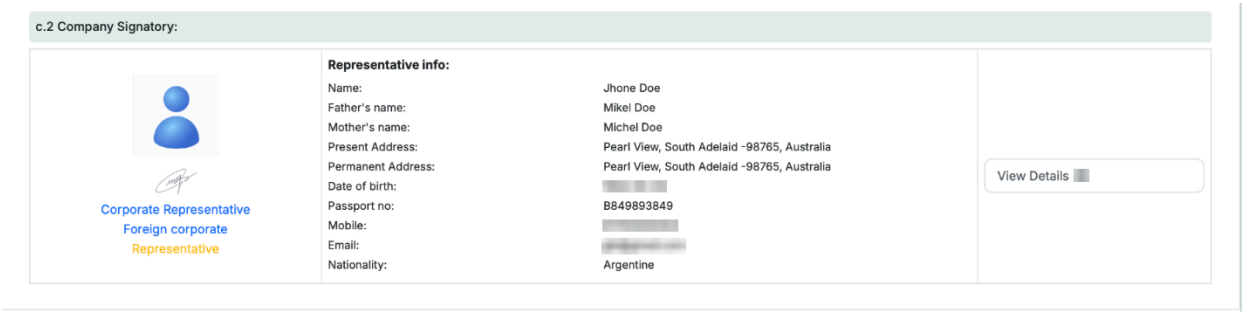
Click **Previous** at the bottom left to return to the previous section.

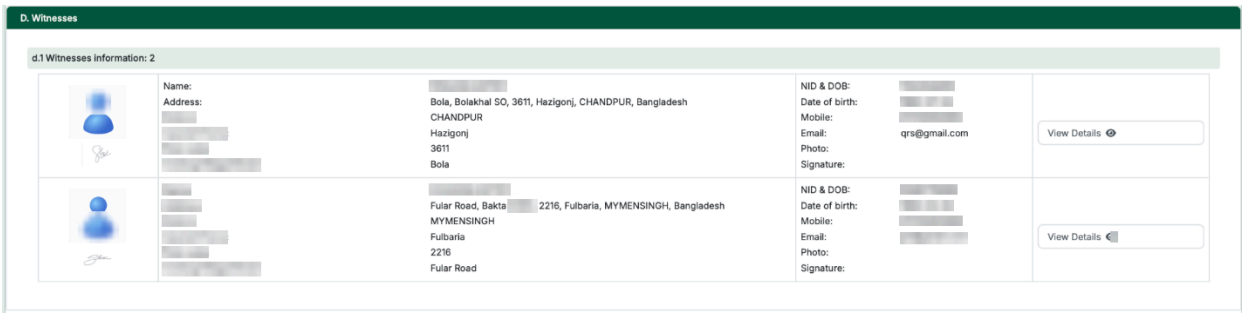
Click **Save & Next** to continue to the next section.

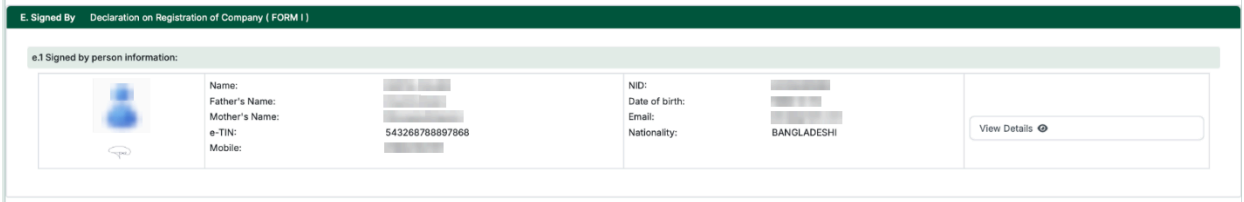
Preview


a.1 Basic information
1. Entity type
2. Entity name (english)
3. Entity name (bangla)
4. Liability type
a.2 Entity registered address
1. Division
2. District
3. Upazila/Thana
4. Post code
5. Full address
a.3 Authorized capital and details
1. Authorized capital
2. No of share
3. Value of each share
4. Paid up Capital
5. No of paid up share
6. Number of qualified shares
a.4 Additional information
1. Number of directors
2. Quorum of AGM/EGM
3. Quorum of board of directors' meeting
4. Duration for chairmanship (year)
5. Duration for managing directorship (year)
6. Notice period for directors' meeting (days)
7. Notice period for AGM/EGM meeting (days)

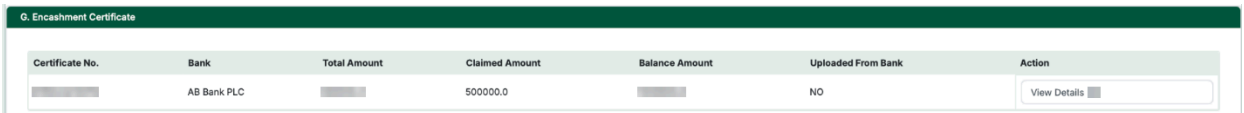

B. Shareholders information (as of Memorandum and Articles of Association, FORM IX , FORM X , FORM XII)
b.1 Shareholders Information: 2
Local individual
Foreign corporate
Representative
C. Admin information
Local individual


c.2 Company Signatory:
Representative info:
Name: Jhone Doe
Father's name: Mikel Doe
Mother's name: Michel Doe
Present Address: Pearl View, South Adelaid -98765, Australia
Permanent Address: Pearl View, South Adelaid -98765, Australia
Date of birth:
Passport no: B849893849
Mobile:
Email:
Nationality: Argentine
Corporate Representative
Foreign corporate
Representative
View Details


D. Witnesses
d.1 Witnesses information: 2
Name:
Address:
Bola, Bolakhal SO, 3611, Hazigonj, CHANDPUR, Bangladesh
CHANDPUR
Hazigonj
3611
Bola
NID & DOB:
Date of birth:
Mobile:
Email: qrs@gmail.com
Photo:
Signature:
View Details
Fular Road, Bakta 2216, Fulbaria, MYMENSINGH, Bangladesh
MYMENSINGH
Fulbaria
2216
Fular Road


E. Signed By Declaration on Registration of Company (FORM I)
e.1 Signed by person information:
Name:
Father's Name:
Mother's Name:
e-TIN: 543268788897868
Mobile:
NID:
Date of birth:
Email:
Nationality: BANGLADESHI
View Details


F. Filed By
f.1 Filed by person information:
Name:
Father's Name:
Mother's Name:
Mobile:
NID:
Date of birth:
Email:
View Details


G. Encashment Certificate
Certificate No.
Bank
Total Amount
Claimed Amount
Balance Amount
Uploaded From Bank
Action
AB Bank PLC
500000.0
NO
View Details

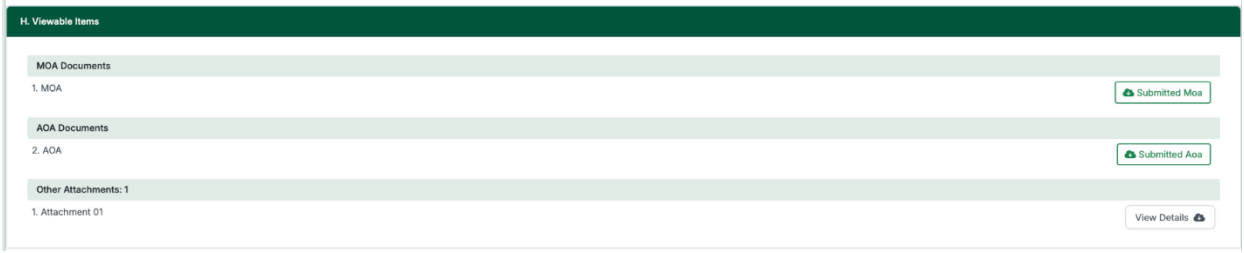

H. Viewable Items
MOA Documents
1. MOA
Submitted Moa
AOA Documents
2. AOA
Submitted Aoa
Other Attachments: 1
1. Attachment 01
View Details



Figure 114: Public Limited Company – Preview – General Information

Figure 115: Public Limited Company – Preview – Shareholders and Admin Information

Figure 116: Public Limited Company – Preview – Company Signatory

Figure 117: Public Limited Company – Preview – Witnesses, Signed By and Filed By

Figure 118: Public Limited Company – Preview – Encashment Certificate, Viewable Items and Generated Forms

Figure 119: Public Limited Company – Preview – Part 6

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person.

Click **MOA** under **Viewable Items** to view or download the MOA.

Click **AOA** under **Viewable Items** to view or download the AOA.

Click **Previous** at the bottom left to return to the previous section.

Click **Print** to download the Application Preview Document.

Click **Submit** to submit the application. Before submitting, select the checkbox to confirm that all the information provided is accurate and complete.

a. The system displays the prompt “Are you sure to submit this application?”

- Click **No** to cancel the submission.
- Click **Confirm** to submit the application.

Generated Forms

FORM IX

Consent of Director to Act

THE COMPANIES ACT, 1994

(See Section 92)

Name of the Company: [redacted]

Reg No. Date. [redacted]

Entity Address: [redacted]

Consent to act as Director/Directors of the **Test Public Company PLC** to be signed and filed pursuant to section 92(1) (Ka).

Presented for Filing By: [redacted]

To the Registrar of Joint Stock Companies & Firms,

I/We, undersigned, hereby testify my/our consent to act as Director/Directors of the [redacted] pursuant to section 92(1) (Ka) of the Companies Act, 1994.

SL.	SIGNATURES	ADDRESS	DESCRIPTION
1	[redacted]	Test, Mirpur Police Complex TSO, 1206, Kasrul, DHAKA, Bangladesh	Business
2	New Test company Limited Represented by RAKIB HOSSAIN	test address, Air HQ TSO, 1206, Cantonment, DHAKA, Bangladesh	developer
3	Test Filed By PLC Represented by NAJMA [redacted]	address, [redacted] 7800, [redacted] FARIDPUR, Bangladesh	Business
4	Test Filed By PLC Represented by [redacted]	Test address, Bewta [redacted] 1310, Keraniganj, DHAKA, Bangladesh	Developer

Date: [redacted]

NOTES- If a Director signs by "his agent authorised writing" the authority must be Produced and a copy attached.

Figure 120: Public Limited Company – Form IX

FORM X

List of Persons Consenting to be Directors

The Companies Act, 1994

(See Section 92)

Name of the Company: **Test Public Company PLC**

List of persons who have consented to be Directors of the **Test Public Company PLC** to be filled with the Registrar pursuant to section 92 (2).

Presented for filing by:

To the Registrar of Joint Stock Companies & Firms.

I/We, the undersigned, hereby give you notice, pursuant to section 92 (2) of the Companies Act, 1994, that the following persons have consented to be Directors of the **Test Public Company PLC**

SL.	Name	Address	Description
1		Test, Mirpur Police Complex TSO, 1206, Kasrul, DHAKA, Bangladesh	Business
2	New Test company Limited Represented by RAKIB HOSSAIN	test address, Air HQ TSO, 1206, Cantonment, DHAKA, Bangladesh	developer
3	Test Filed By PLC Represented by NAJMA	address, 7800, FARIDPUR, Bangladesh	Business
4	Test Filed By PLC Represented by	Test address, Bewta 1310, Keraniganj, DHAKA, Bangladesh	Developer

Figure 121: Public Limited Company – Form X

Form XII

Particulars of Directors, Manager and Managing Agents and of any change therein
The Companies Act, 1994 (See Section 115)

Name of the Company: Reg. No. , Reg. Date:

Entity Address: *South Banasree, Khilgaon TSO, 1219, Khilgaon, DHAKA, Bangladesh*

Presented for filing by: **MOHAMMAD ALI**

Sl.	The Present Name (a) or Names and Surnames (d)	Nationality	Nationality of Origin (other than the present nationality)	Usual Residential Address	Other Business, Occupation and Directorship, if any, if none, state so (b)	Position	Date of Appointment or Change	Changes
1	MOHAMMAD ALI	Bangladeshi	Bangladeshi		Service Holder	Chairman		

MOHAMMAD ALI
Chairman

Dated: (State whether Director, Manager or Managing Agents)

(a) In the case of a Corporation its corporate name and registered or principal office shall be shown;
(b) In the case of an individual who has no business occupation but any other directorship or directorships, particular of the directorship or some of these directorships must be entered. A complete list of directors, manager, managing agents shown as existing in the last particulars delivered shall always be given;
(c) A note of the changes of the last list shall be made in this columns by placing against new directors name the words in place of ..... by writing against a new directors, name the words "deed" resigned to as the case may be;
(d) In case of a firm the full name, address and nationality of each partner, and the date on which each became a partner.
(e) In case of multiple representatives, use comma(,) to separate names.

Figure 122: Public Limited Company – Form XII

Form-I

Declaration on Registration of Company

THE COMPANIES ACT, 1994

(Ref. Section 25)

Name of the Company [redacted]

Reg. No. Reg. Date.

Declaration of compliance with the requirements of the companies act, 1994 made pursuant to section 25 (2) on behalf of a company proposed to be Registered as the The Blue Tiger Tech Ltd.

Presented for filing by [redacted]

I, [redacted] **ISLAM** of [redacted] **Bangladesh**

do solemnly and sincerely declare that I am an

Advocate/ Attorney/ A Pleader

entitled to appear before

a High Court who is engaged in the formation of the company/ a person named in the Articles as a

[redacted] Manager/ Secretary of the [redacted]

and that all the requirements of the Companies Act, 1994 in respect of matters precedent to the registration of the said company and incidental there to have been complied with, save only the payment to the fees and sums payable on registration and I make the solemn declaration conscientiously believing the same to be true.

[redacted]

Chairman

[redacted] 7800, [redacted] FARIDPUR, Bangladesh

Date:

Note: The declaration need not to be-

(a) Signed before a magistrate or an officer competent to administer others or

(b) Stamps as a affidavit

Figure 123: Public Limited Company – Form I

FORM XIV

Declaration before commencing business in case of the Company
Filing a Statement in lieu of Prospectus
The COMPANIES ACT, 1994
(See Section 150)

Name of the Company [redacted]
Declaration that the conditions of section 150 of the Act have been compiled with.

Presented for Filling By [redacted]

I, [redacted] of [redacted]
being the Secretary/a Director of
do solemnly and sincerely declare :-

That the amount of the share capital of the Company subject to the payment of the whole amount thereof in cash is Tk. [redacted]

That the Company being one which does not issue a prospectus inviting the public to subscribe for its shares, there has been filed with the Registrar a statement in lieu of prospectus.

That the amount fixed by the Memorandum or Articles and named in the statement as the minimum subscription upon which the Directors may proceed to allotment is Tk. [redacted]

That shares held subject to the payment of the whole amount thereof in cash have been allotted to the amount of [redacted]

That every Director of the Company has paid to the Company on each of the shares taken or contracted to be taken by him and for which he is liable to pay in cash, proportion equal to the proportion payable on application and allotment on the shares payable in cash.

I declare that the foregoing statements are true to my knowledge and belief.

[redacted]
Chairman
test address, Air HQ TSO, 1206, Cantonment, DHAKA, Bangladesh

Dated : [redacted]

Figure 124: Public Limited Company – Form XIV

Consent



Figure 125: Public Limited Company – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the shareholder and the witnesses.

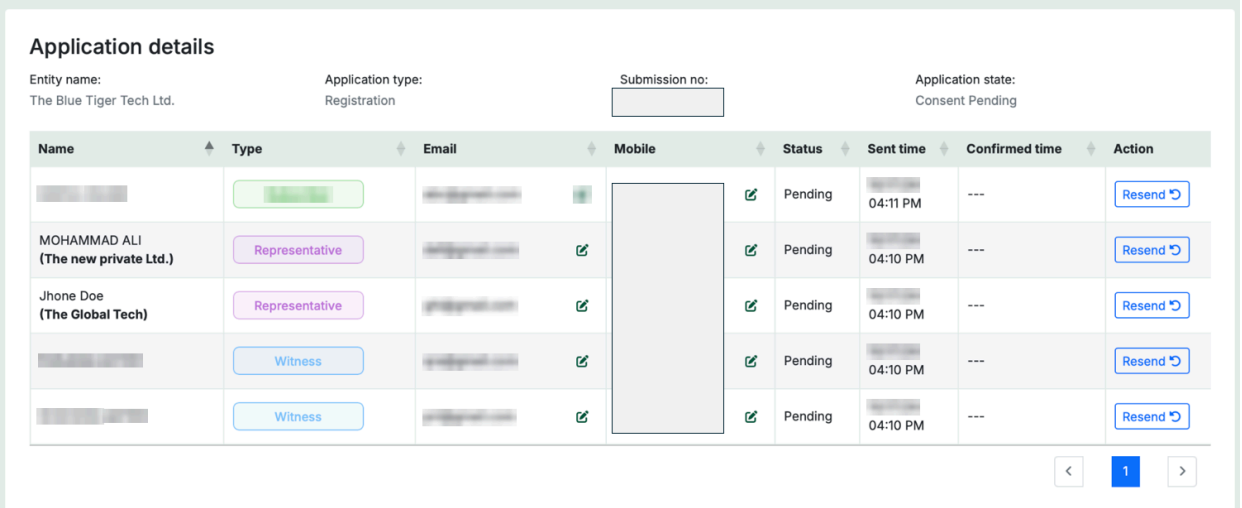


Figure 126: Public Limited Company – Consent Status of Participants

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

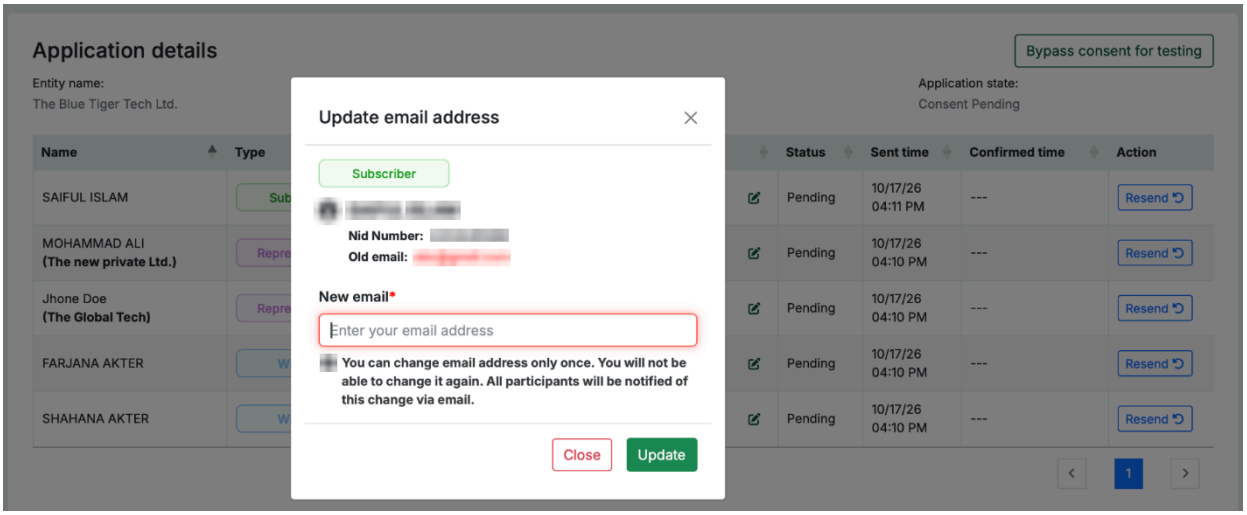


Figure 127: Public Limited Company – Update Email Address

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

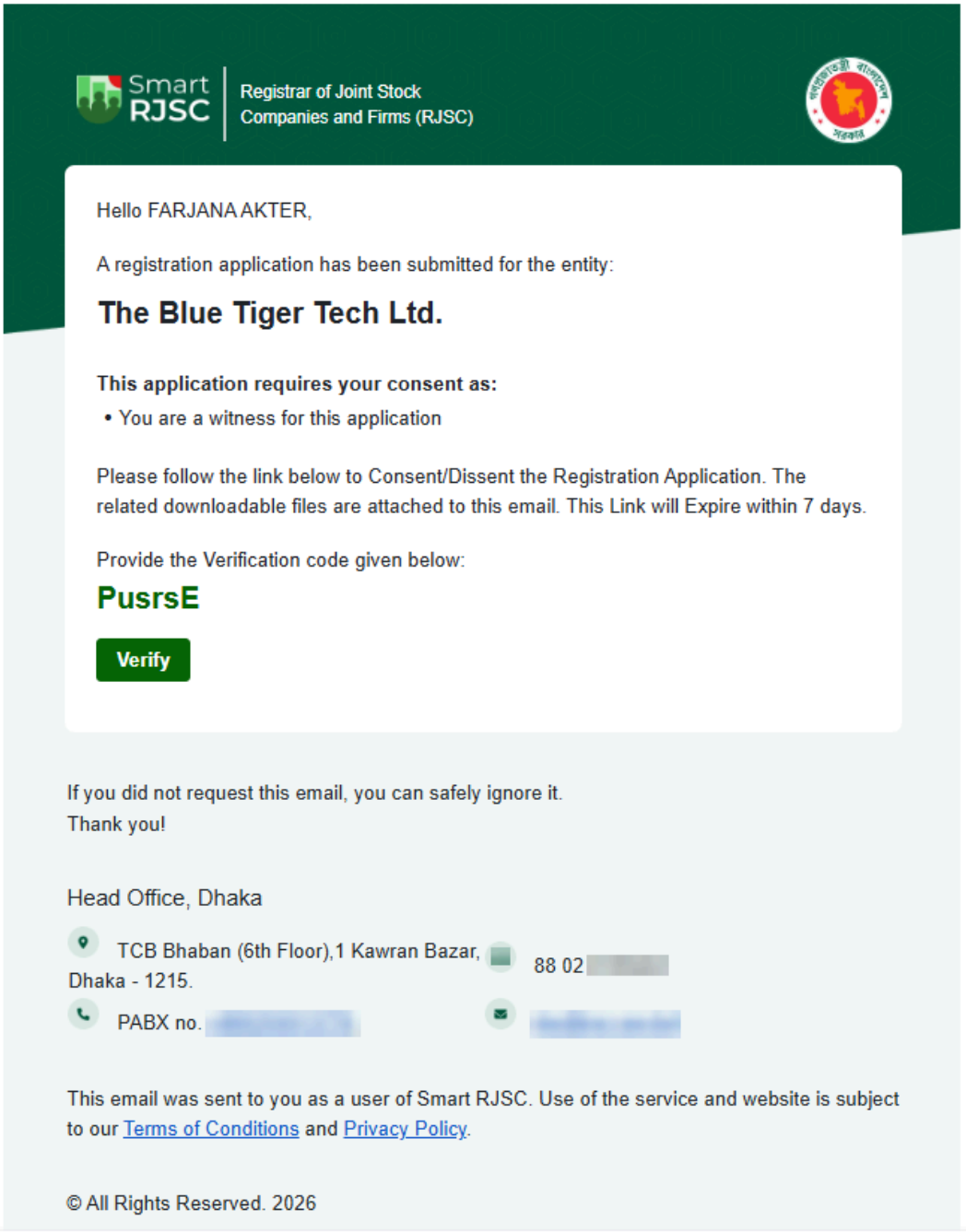


Figure 128: Public Limited Company – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

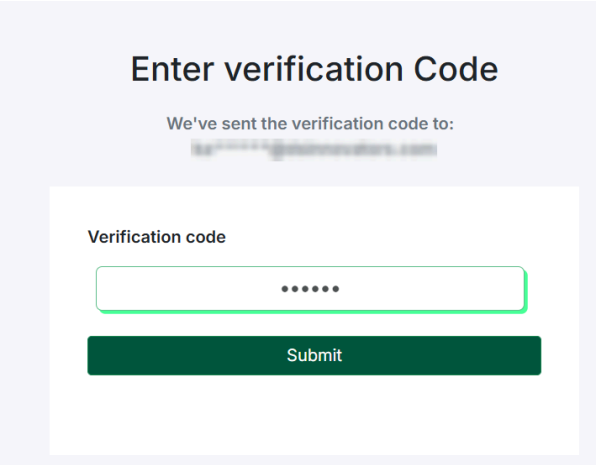


Figure 129: Public Limited Company – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

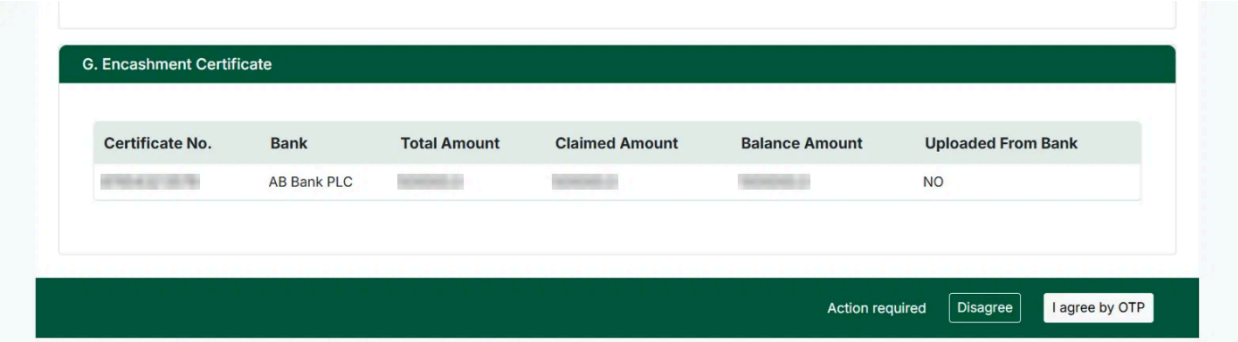


Figure 130: Public Limited Company – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

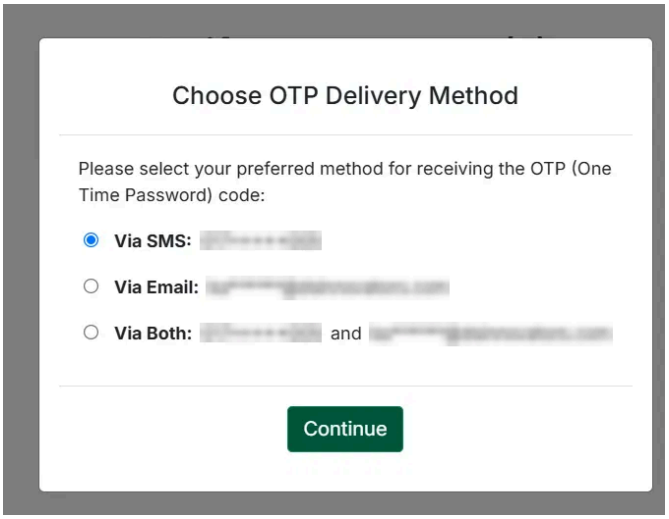


Figure 131: Public Limited Company – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

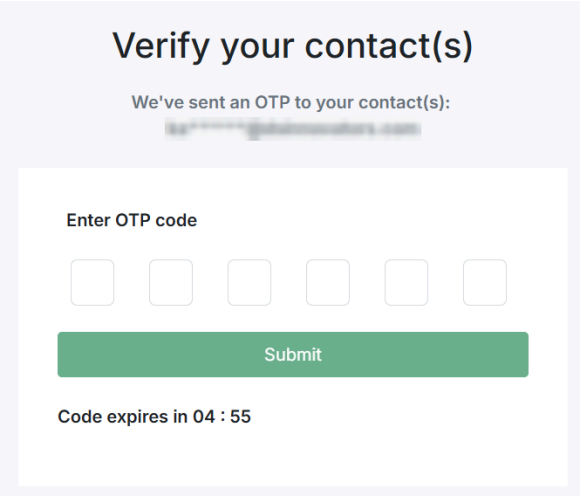


Figure 132: Public Limited Company – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

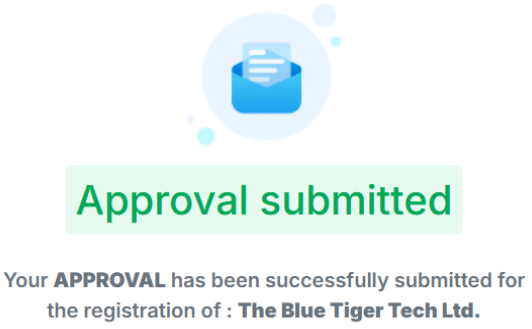


Figure 133: Public Limited Company – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

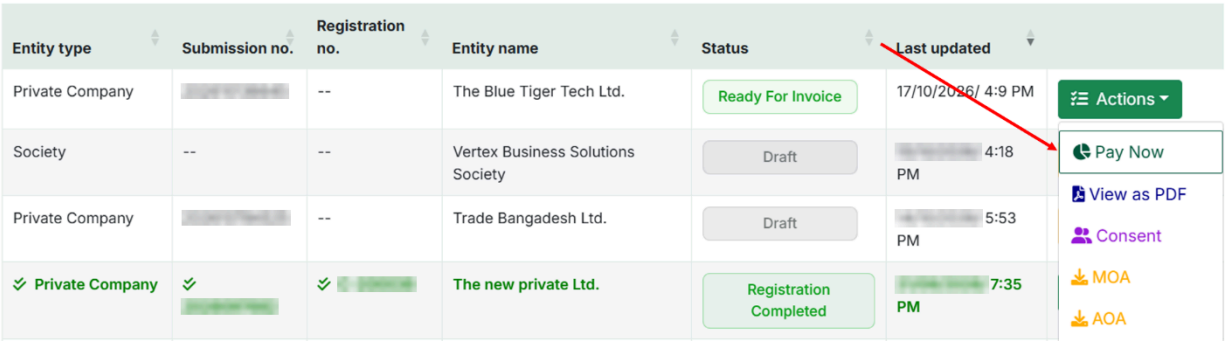


Figure 134: Public Limited Company – Application Ready for Payment

- After consent has been provided by the shareholders the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

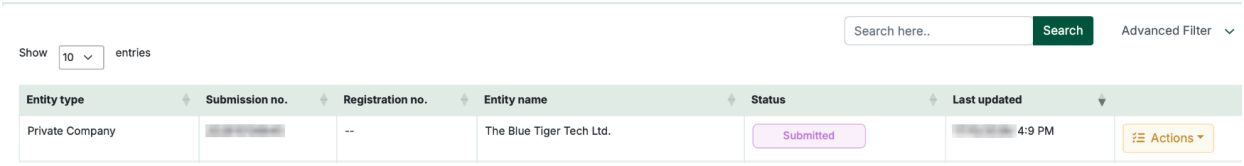


Figure 135: Public Limited Company – Application Submitted Status

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

5.3 One-Person Company

Now you will be guided through the registration process of a One Person Company. Which includes the following steps.

Entity Type

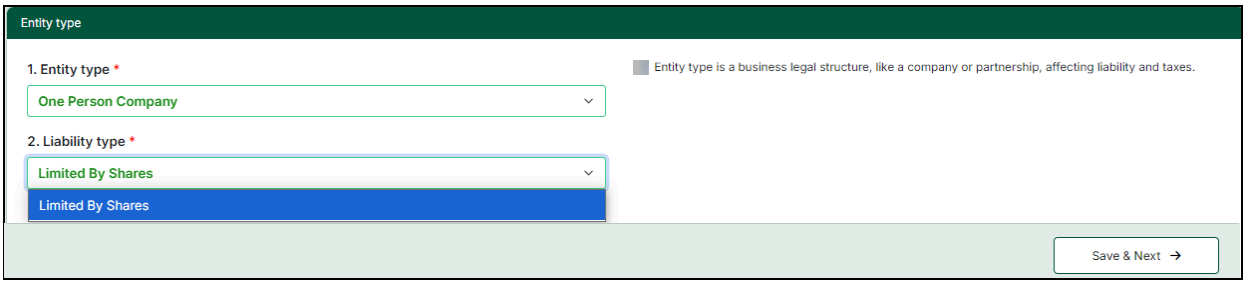


Figure 136: One-Person Company – Entity Type

- Enter the following information in the fields shown above:
  - **Entity Type**: One person company
  - **Liability Type**: Limited By Shares
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Name

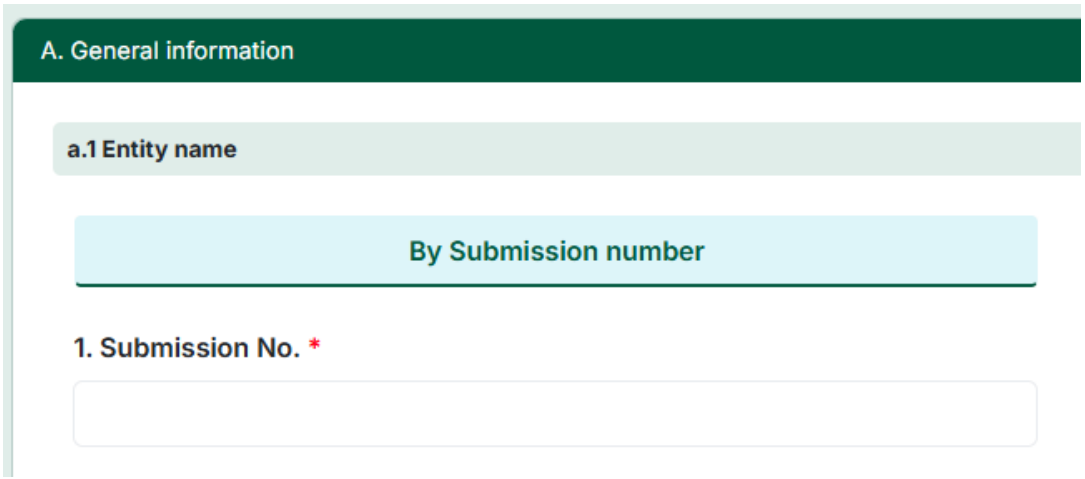


Figure 137: One-Person Company – Entity Name

Name clearance must be approved before the registration is started. The submission number and the name clearance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance Applications** in the left sidebar.

- Enter the submission number in the following field.
  - Submission No.
- Enter the name clearance letter number in the following field.
  - Name clearance letter no.
- Click **Search** to check whether the entered numbers belong to an approved name clearance application.

- If the information is invalid, the system prompts you to re-enter it.
- If the information is valid, the system allows you to proceed.

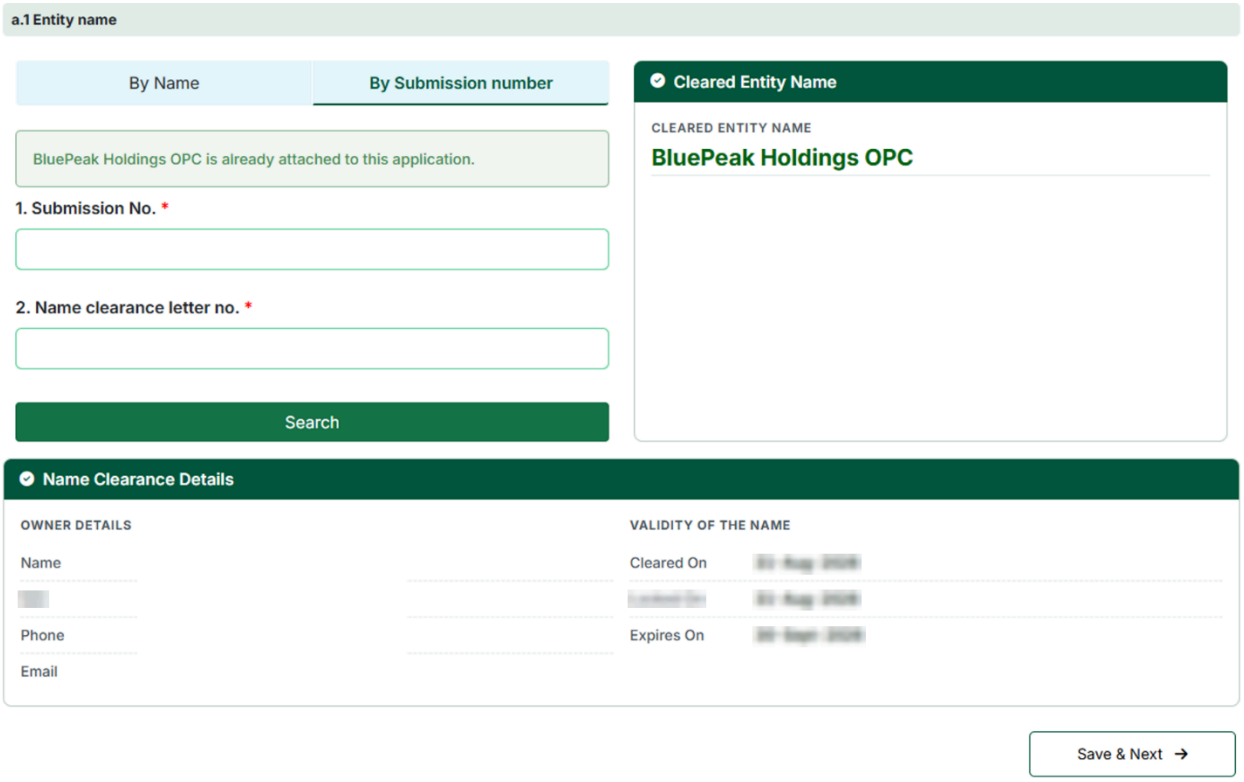


Figure 138: One-Person Company – Entity Name (2)

- The system confirms that the name is valid and displays the entity name and the name clearance details (owner details and validity dates).
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

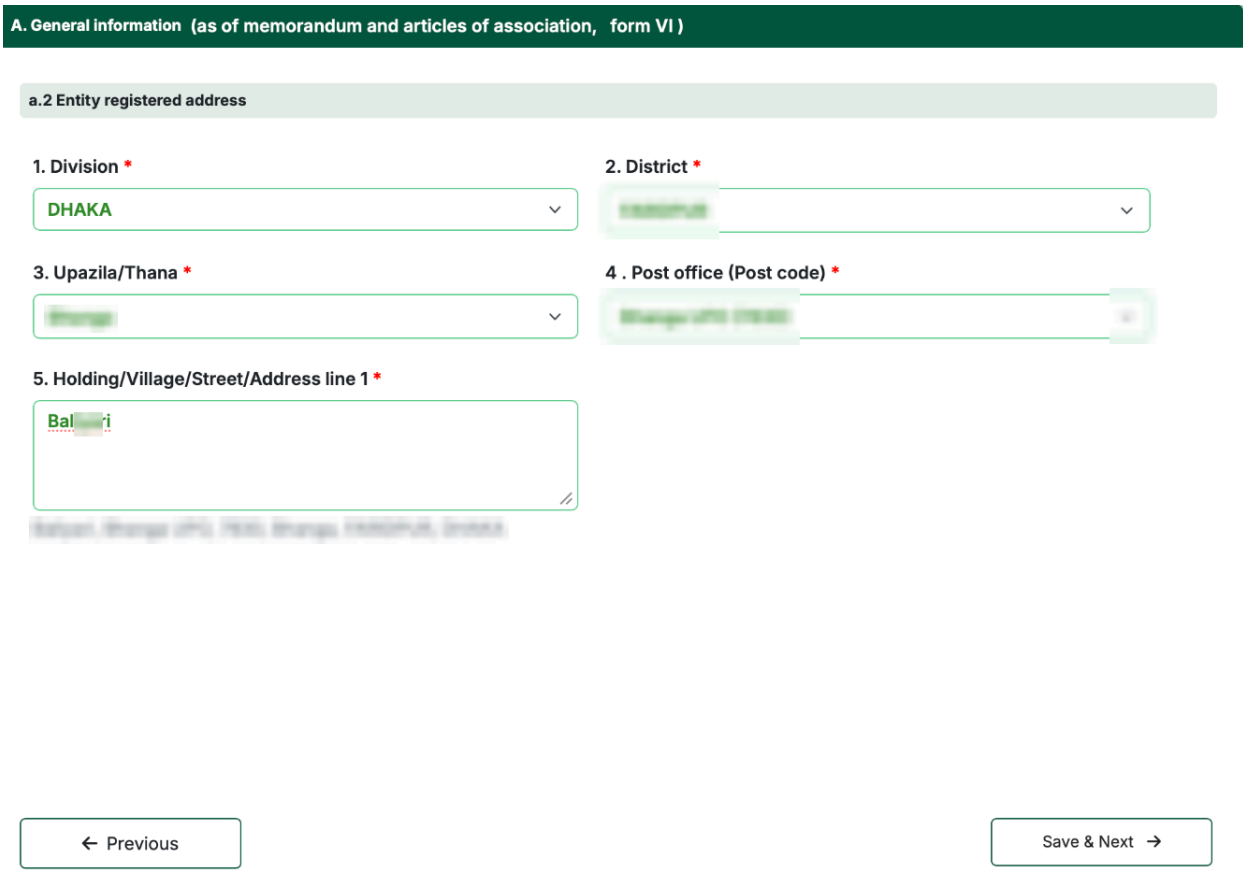


Figure 139: One-Person Company – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Post office**: Enter the name of the post office that the company falls under. This is not a mandatory field.
  - **Postcode**: Enter the postcode of where the company resides.
  - **Holding/Village/Street/Address line**: Enter the address of the company.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

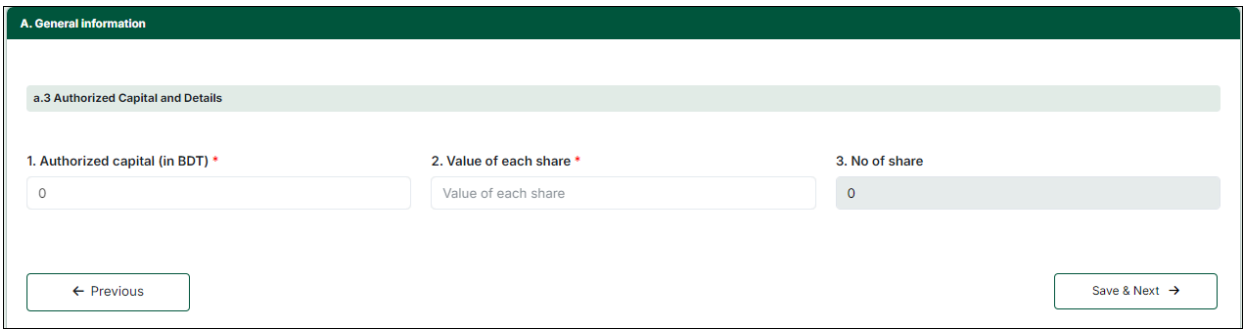


Figure 140: One-Person Company – Authorized Capital and Details

- **Authorized Capital and Details**
  - **Authorized Capital (in BDT)**: Enter the amount, of authorized capital you have allocated for the company in BDT.
    - Note: For OPC registration authorized capital should be in between 2500000 and 50000000 BDT.
  - **Value of each share**: Enter the amount, each share of the company is valued at in BDT.
  - **No. of shares**: This will be automatically calculated by the system by dividing the amount of authorized capital by the value of each share.

General Information – Shareholder Details

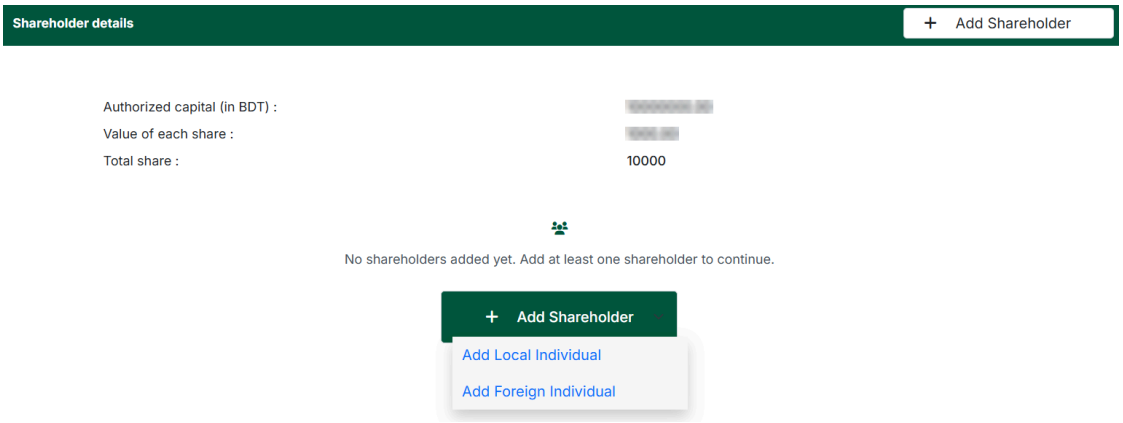


Figure 141: One-Person Company – Shareholder Details (not Filled)

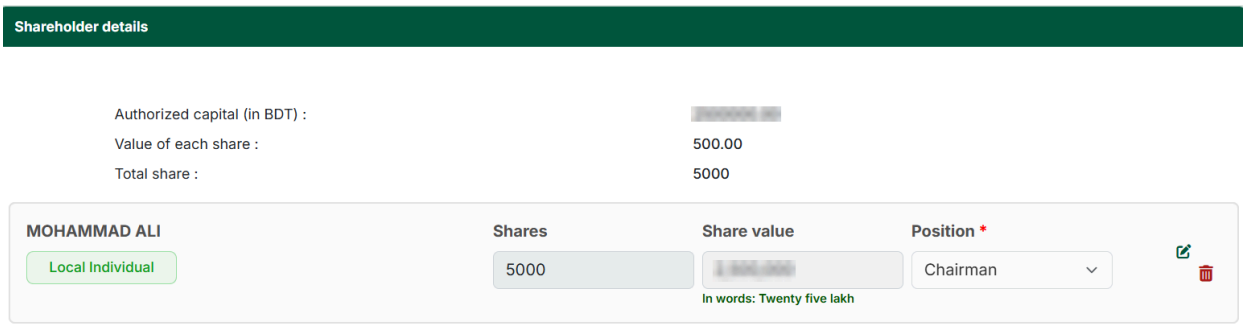


Figure 142: One-Person Company – Shareholder Details

- This section shows all the details entered in the previous sections.
- **Add Shareholder**

- Click **Add Shareholder** at the top right to add a shareholder to the company.

- After clicking **Add Shareholder**:
  - Select the type of shareholder to add:
    - Add Local Individual
    - Add Foreign Individual

- After adding the shareholders:
  - Click **Previous** at the bottom left to return to the previous section.
  - Click **Save & Next** at the bottom right to continue to the next section.

Note: You can only add one shareholder as it is a One Person Company.

Local Individual

Basic Information

- Enter the following information for a local individual shareholder:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you have any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Occupation**: Enter the occupation.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.
  - **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
  - **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

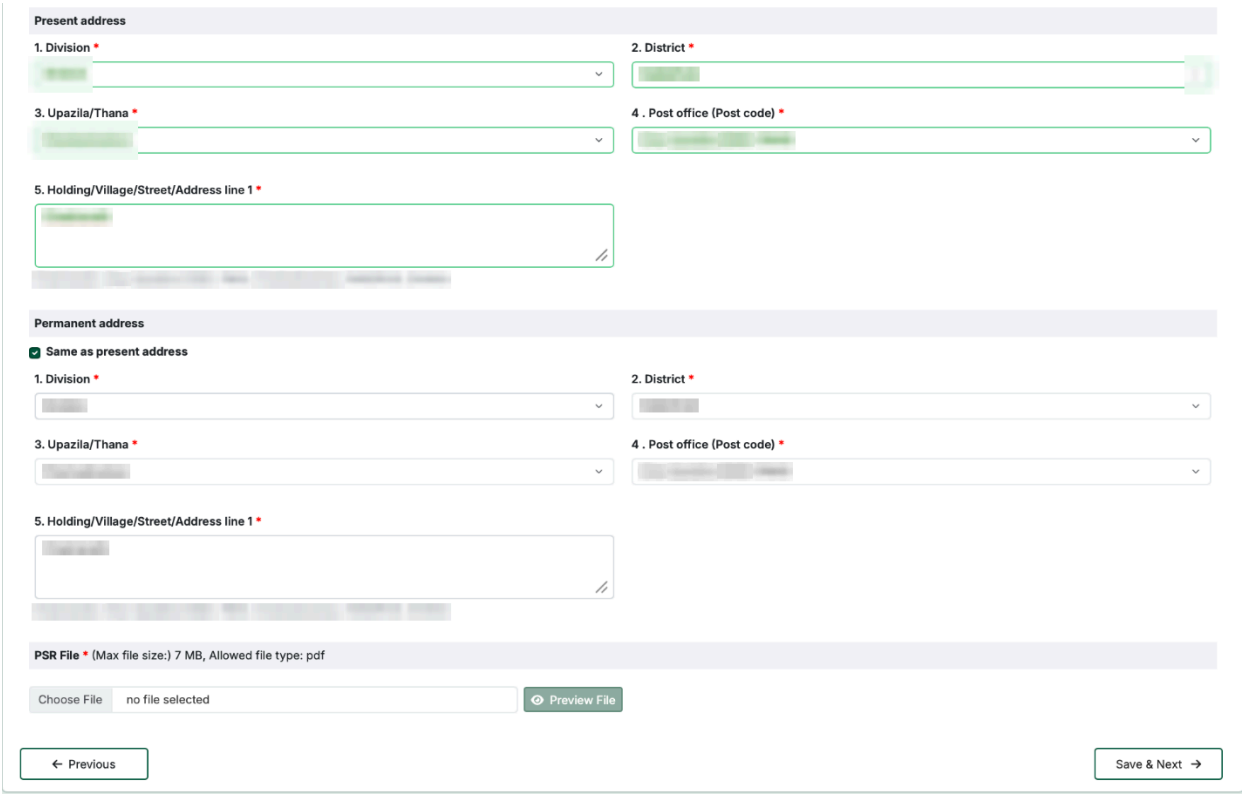


Figure 143: One-Person Company – Local Individual – Basic Information

- Enter the present address in the designated fields.
    - **Division**: Select the division from the dropdown list.
    - **District**: Select the district from the dropdown list.
    - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
    - **Postcode**: Enter the postcode where the shareholder resides.
    - **Holding/Village/Street/Address line**: Enter the address of the residence.
    - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Foreign Individual

Basic Information

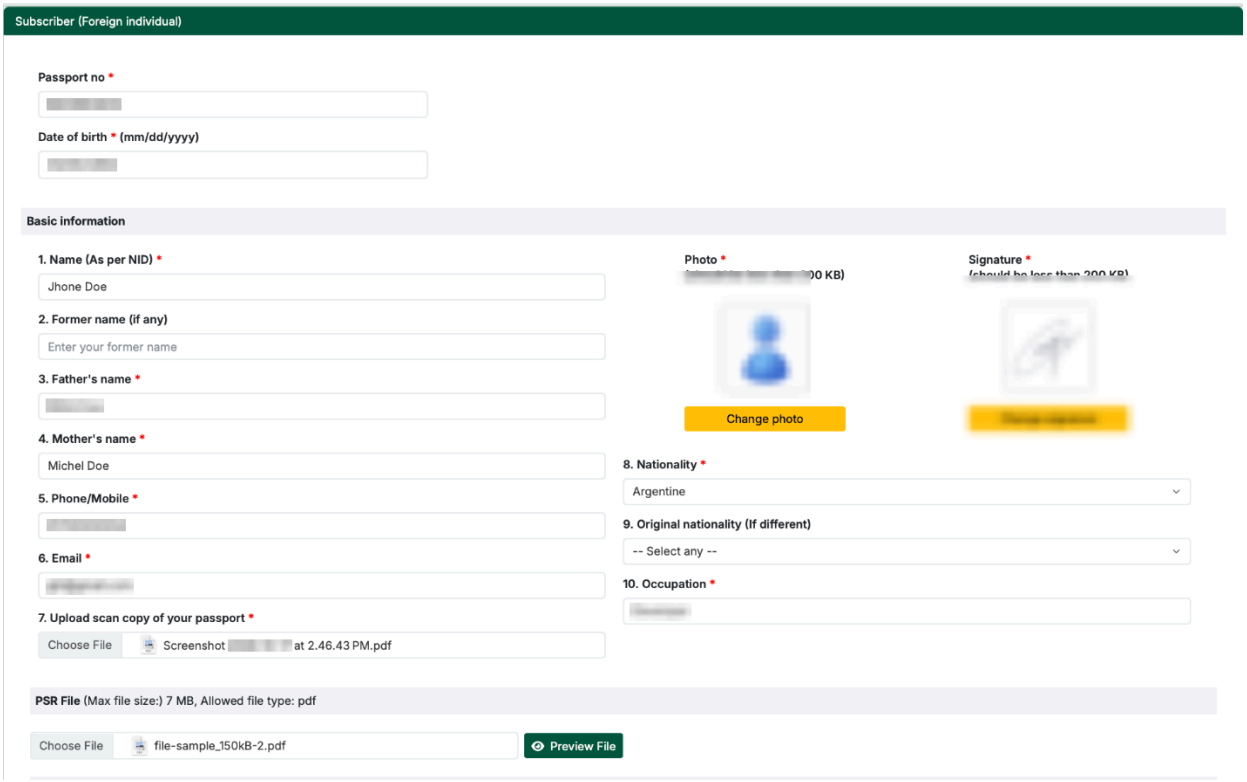


Figure 144: One-Person Company – Foreign Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.
  - **Father's name**: Enter the shareholder's father's name.
  - **Mother's name**: Enter the shareholder's mother's name.
  - **Phone/Mobile**: Enter a valid mobile number.
  - **Email**: Enter a valid email address.
  - **Occupation**: Enter the shareholder's occupation.
  - **Nationality**: Select the nationality of the shareholder.
  - **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
  - **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
  - **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return). Uploading the PSR is optional.
  - **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).

- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

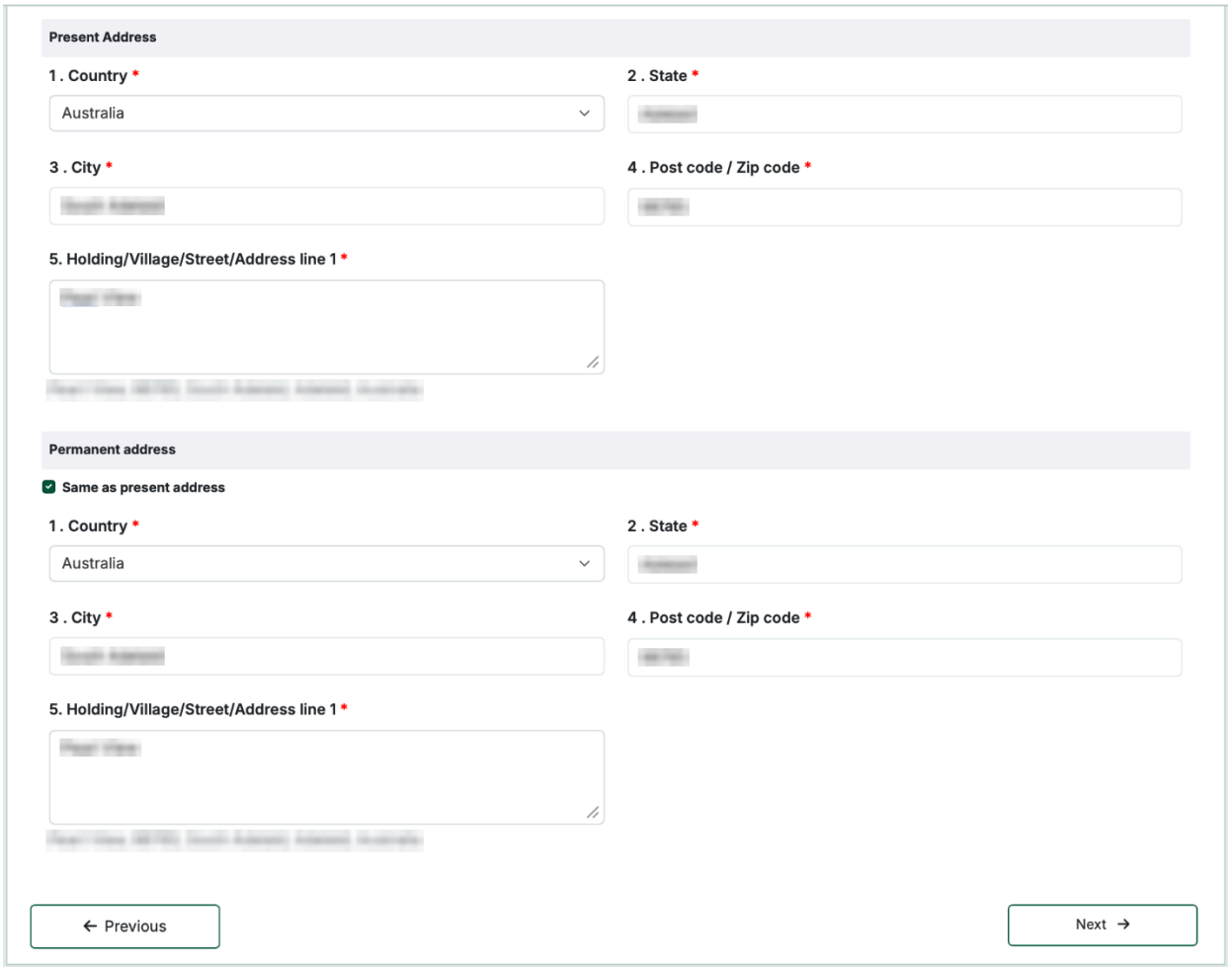


Figure 145: One-Person Company – Foreign Individual – Address Details

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.
  - **State**: Select the state from the dropdown list.
  - **City**: Select the city from the dropdown list.
  - **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Admin

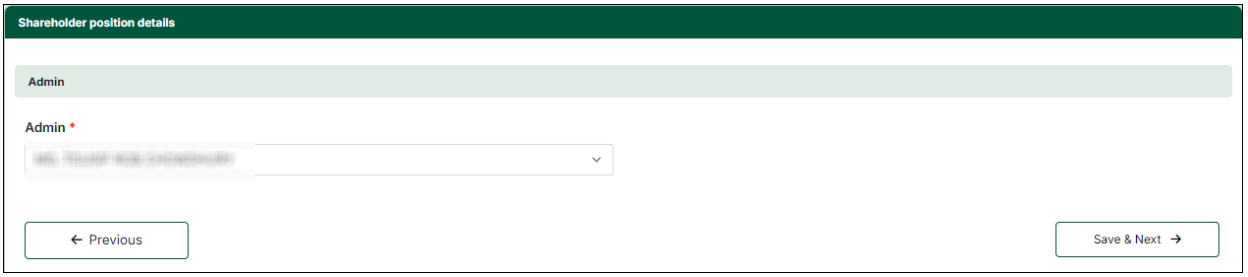


Figure 146: One-Person Company – Admin

- **Admin**: Select the shareholder who will act as the admin from the dropdown list.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Company Signatory

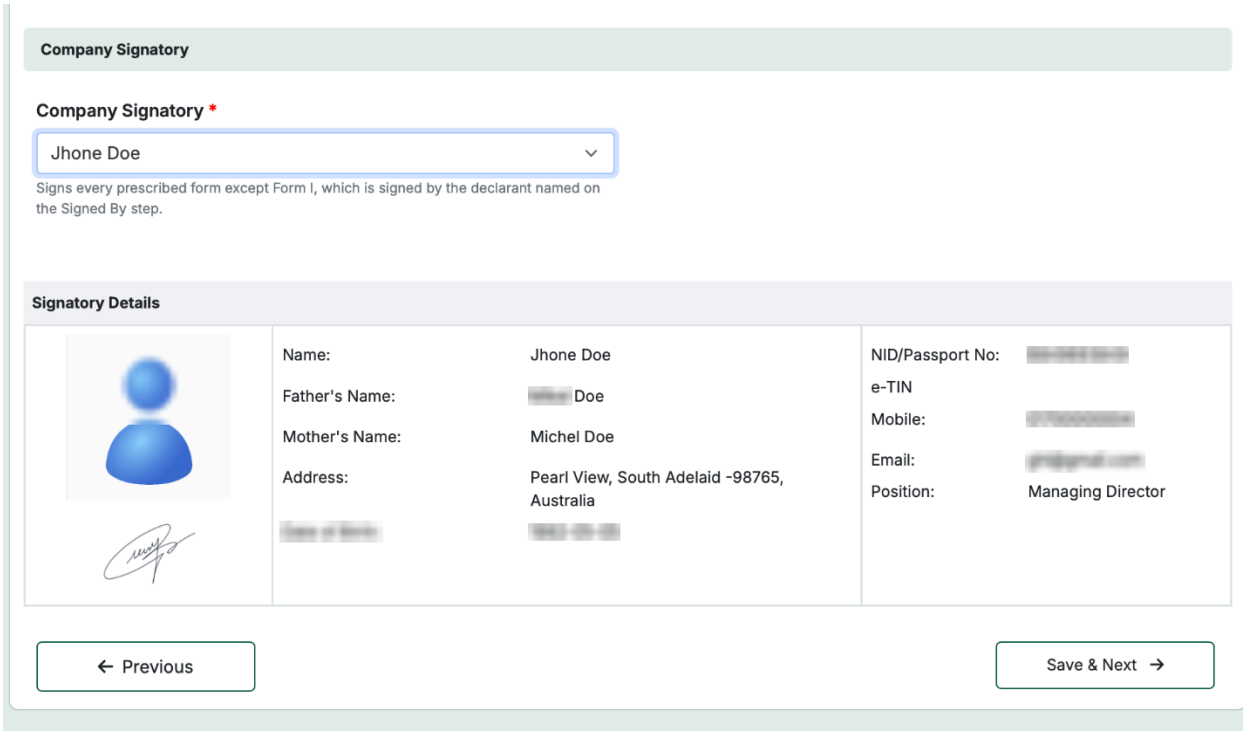


Figure 147: One-Person Company – Company Signatory

- **Company Signatory**: Select the company signatory.

Note: The signature of the selected signatory appears on all prescribed forms except Form I.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Nominee

- Enter the information for an individual who is going to be a nominee for the company. There can be three types of nominees:
    - Local Individual

- Foreign Individual

Local Individual

Basic Information

- Enter the following information for a local individual shareholder:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you have any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Occupation**: Enter the occupation.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.
  - **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
  - **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

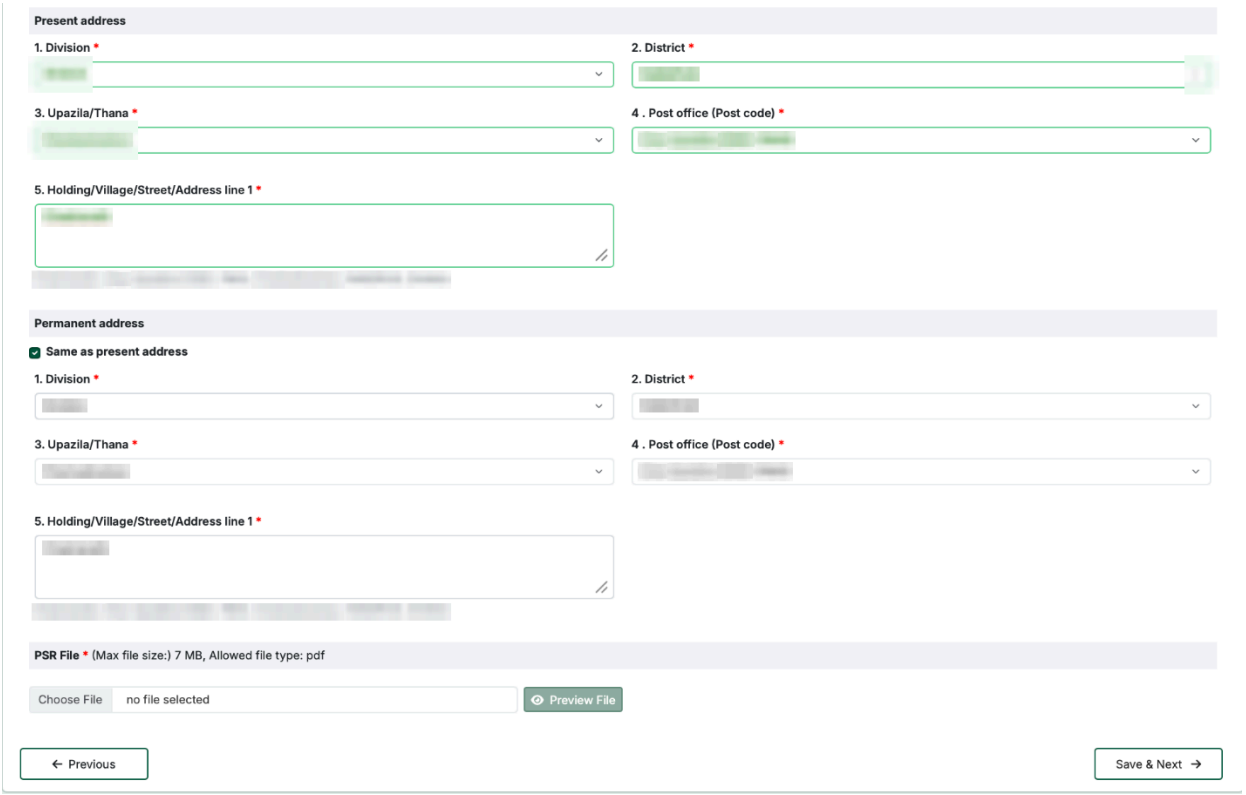


Figure 148: One-Person Company – Local Individual – Address Details

- Enter the present address in the designated fields.
    - **Division**: Select the division from the dropdown list.
    - **District**: Select the district from the dropdown list.
    - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
    - **Postcode**: Enter the postcode where the shareholder resides.
    - **Holding/Village/Street/Address line**: Enter the address of the residence.
    - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Foreign Individual

Basic Information

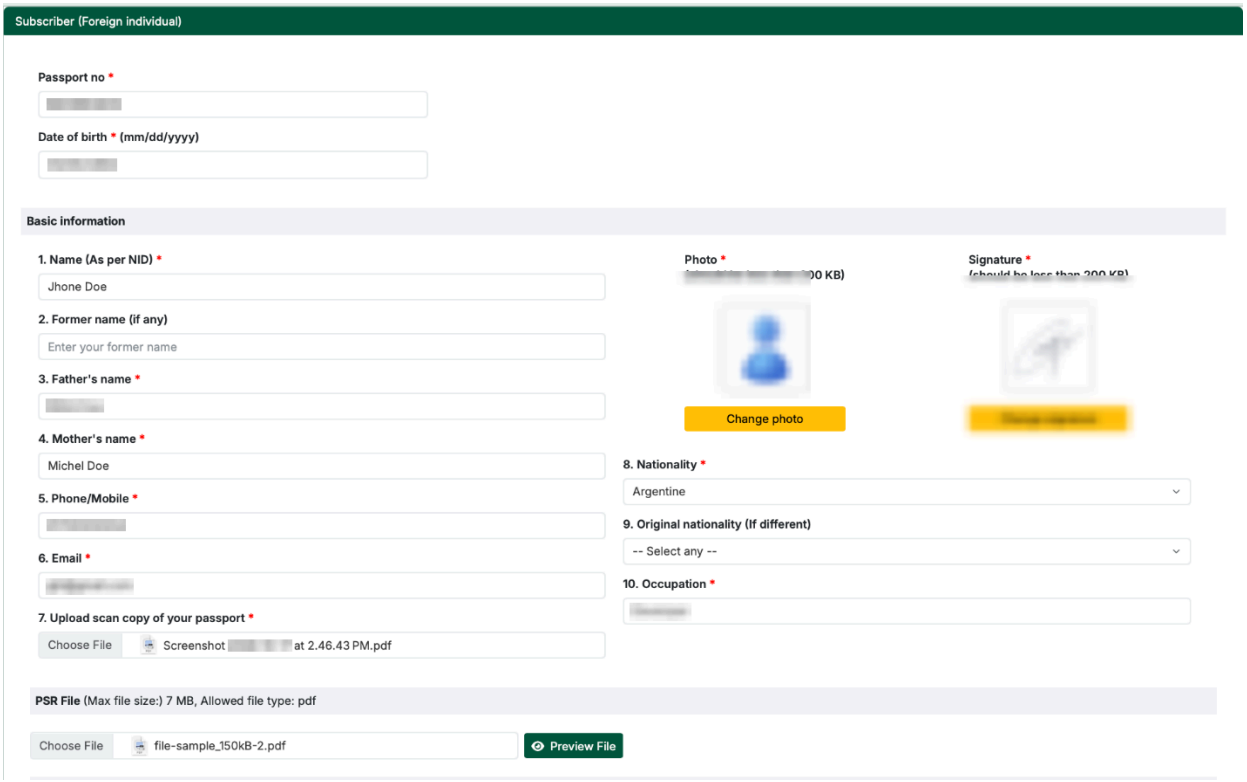


Figure 149: One-Person Company – Foreign Individual (3)

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.
  - **Father's name**: Enter the shareholder's father's name.
  - **Mother's name**: Enter the shareholder's mother's name.
  - **Phone/Mobile**: Enter a valid mobile number.
  - **Email**: Enter a valid email address.
  - **Occupation**: Enter the shareholder's occupation.
  - **Nationality**: Select the nationality of the shareholder.
  - **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
  - **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
  - **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return). Uploading the PSR is optional.
  - **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).

- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

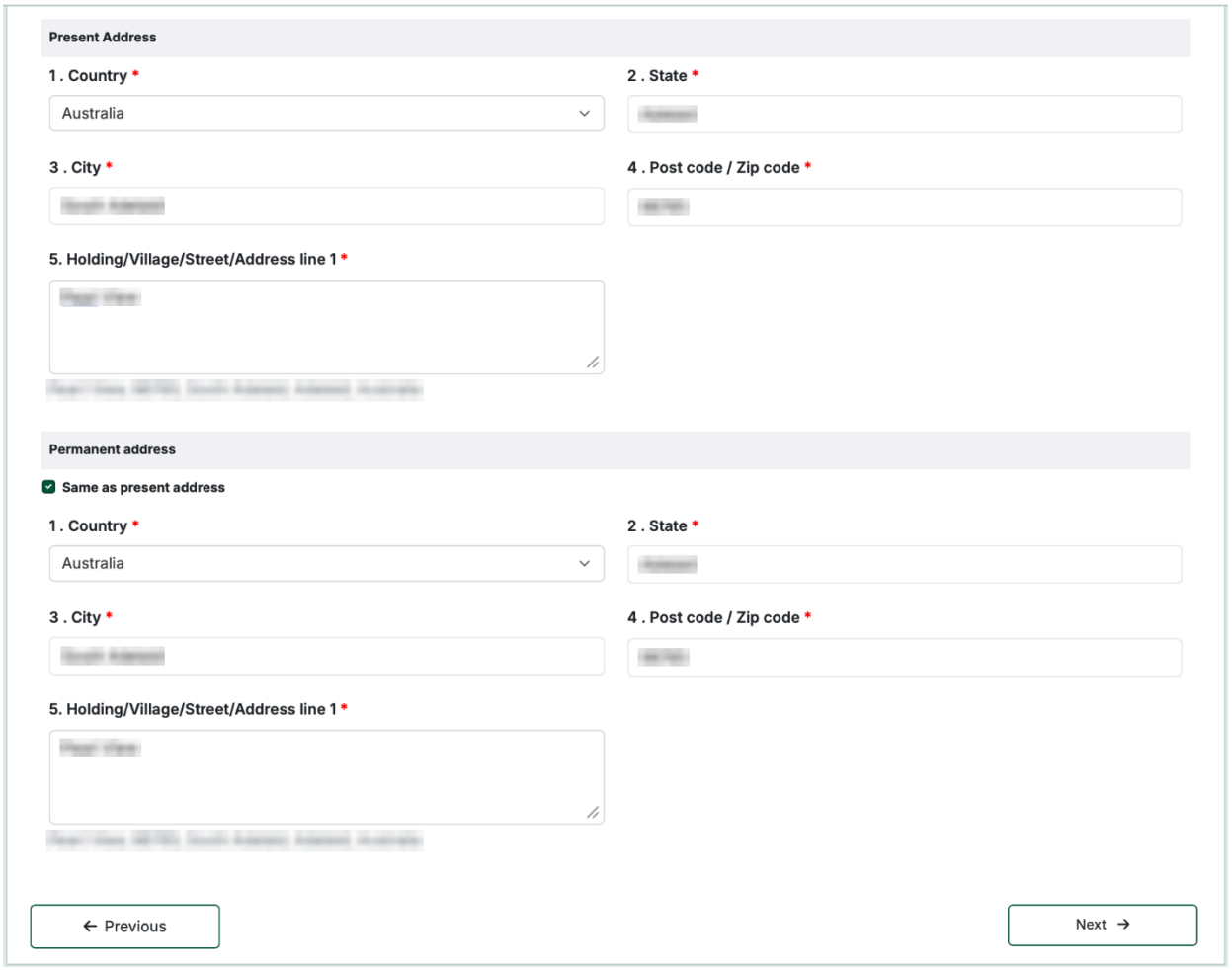


Figure 150: One-Person Company – Foreign Individual (4)

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.
  - **State**: Select the state from the dropdown list.
  - **City**: Select the city from the dropdown list.
  - **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Witness Details

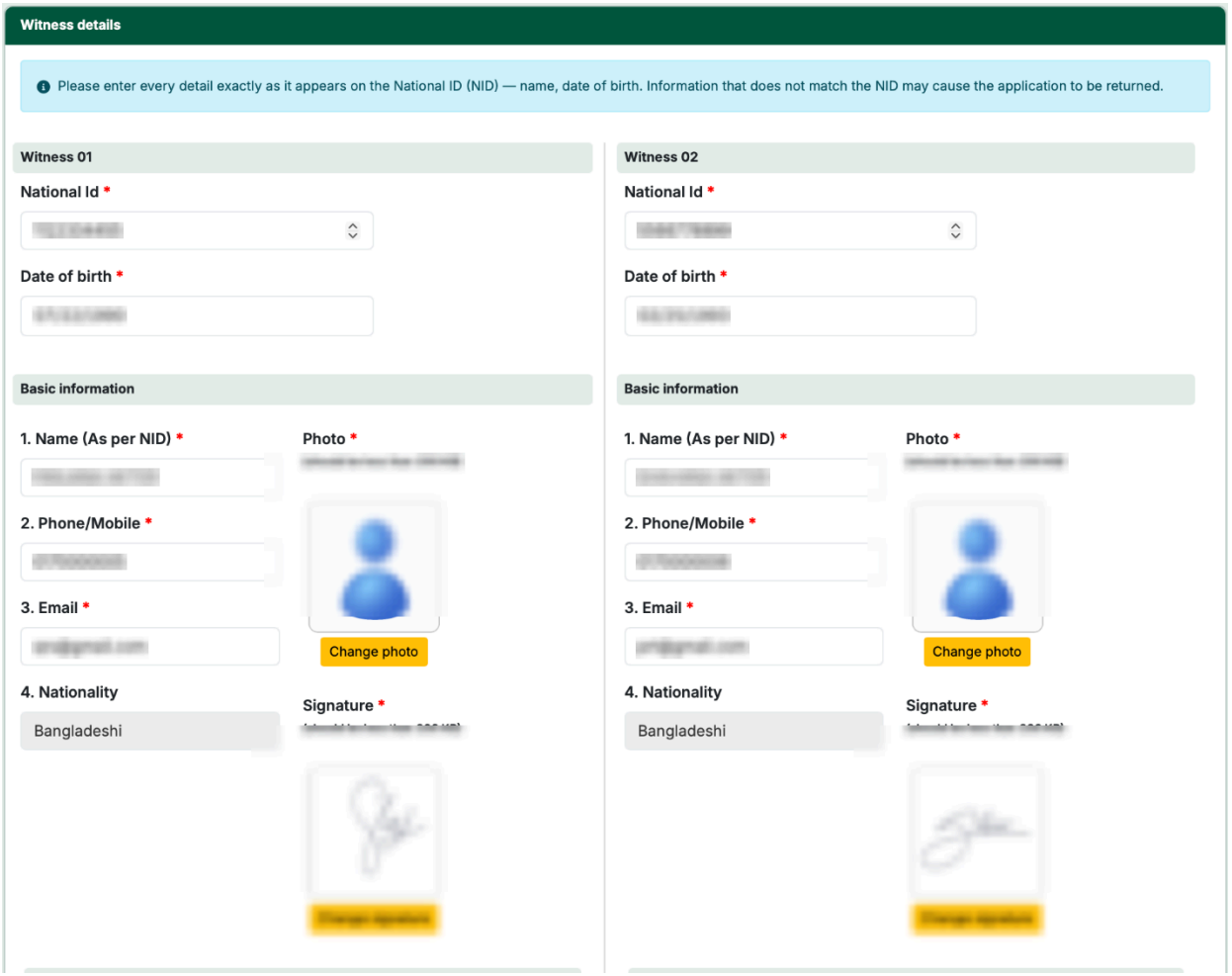


Figure 151: One-Person Company – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.

- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

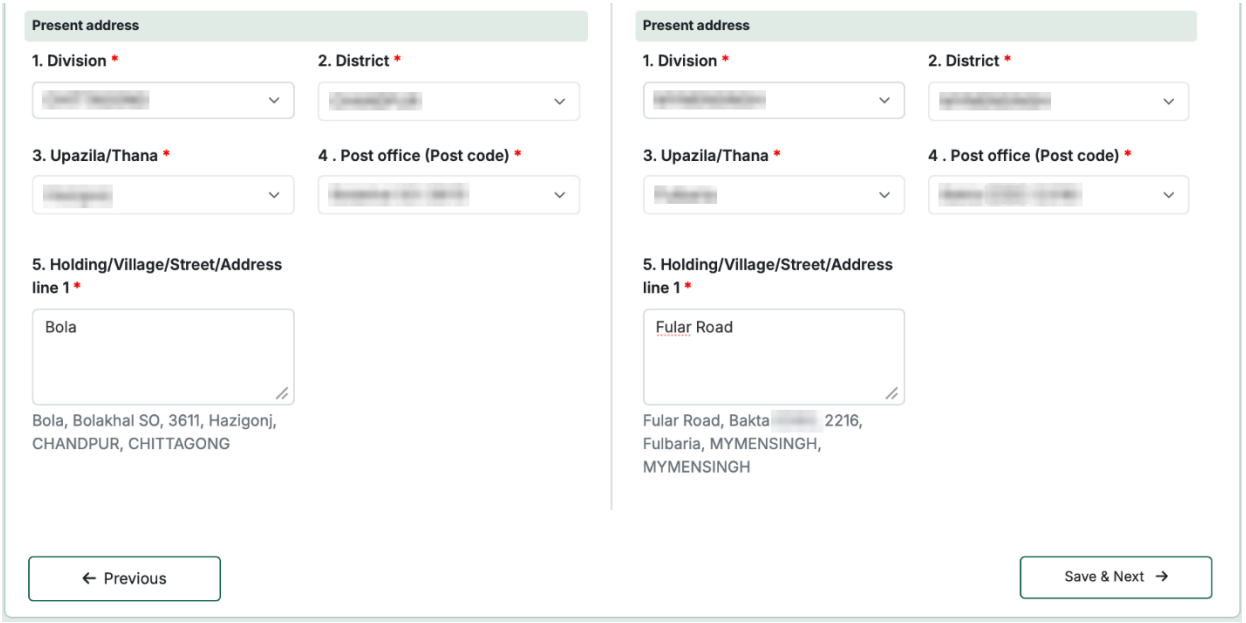


Figure 152: One-Person Company – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Memorandum of Association

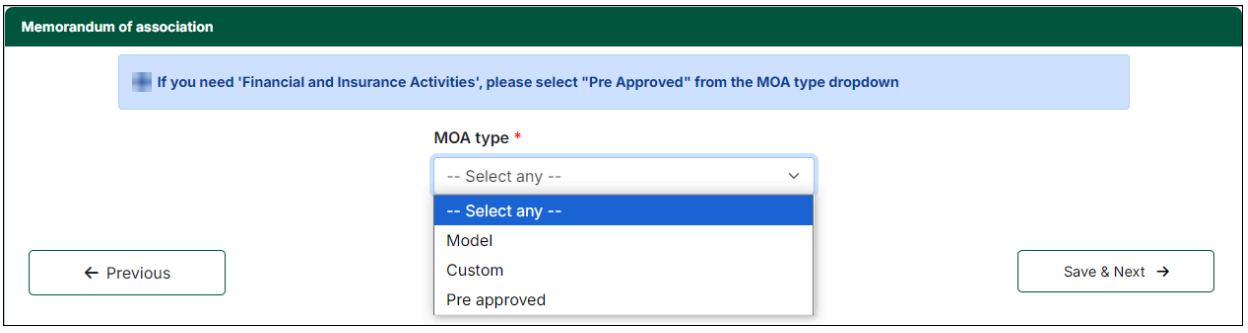


Figure 153: One-Person Company – Memorandum of Association

- Select the Memorandum of Association (MOA) type of the company from the dropdown list:
  - **Model**
  - **Custom**

- **Pre-Approved**: Applicable only to banks, financial institutions and insurance companies. Select this option if the entity falls under any of these categories.

Model Memorandum of Association

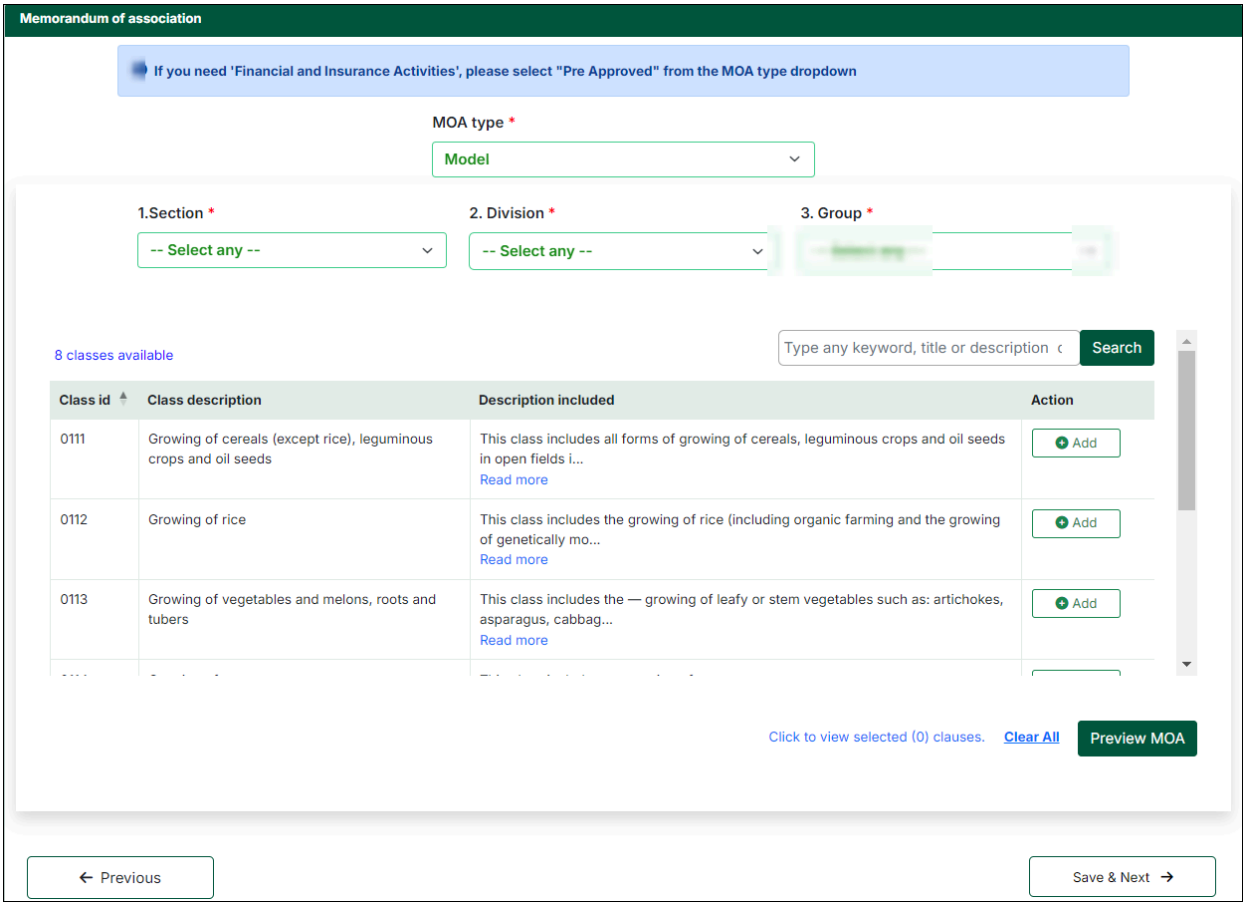


Figure 154: One-Person Company – Memorandum of Association – Model

If you select **Model** for the MOA:

- **Section**: Select the section of the MOA from the dropdown list.
- **Division**: Select the division from the dropdown list. The options depend on the selected section.
- **Group**: Select the group from the dropdown list. The options depend on the selected division.
- Click **Add** to add the clauses that apply to the MOA.
- Click **Preview MOA** to preview the MOA as a PDF based on the selections.

c. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Custom Memorandum of Association

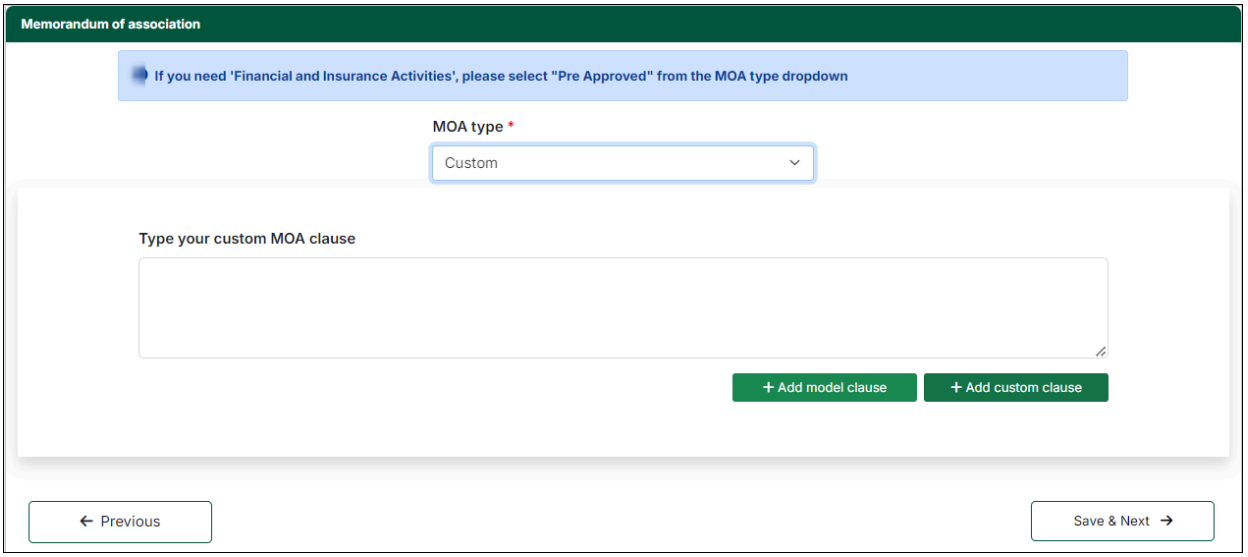


Figure 155: One-Person Company – Memorandum of Association – Custom

If you select **Custom** for the MOA:

- **Custom MOA clause**: Type the clause and click **Add custom clause** to add it.
- Click **Add model clause** to open the clause selection window, then select the following:
  - **Division**: Select the division from the dropdown list. The options depend on the selected section.
  - **Group**: Select the group from the dropdown list. The options depend on the selected division.

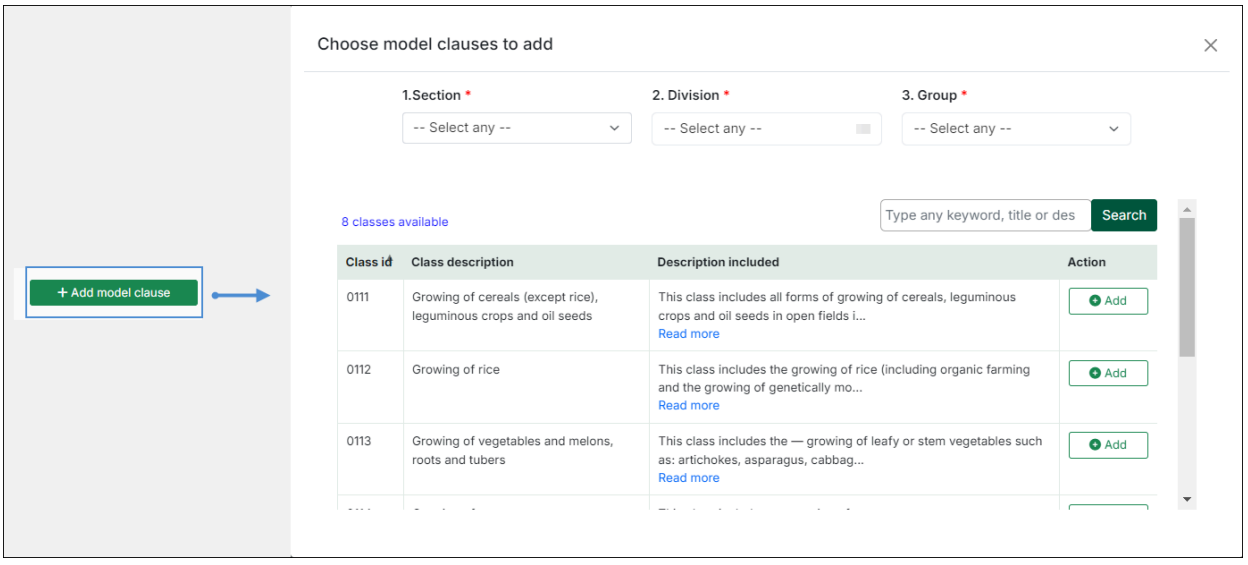


Figure 156: One-Person Company – Memorandum of Association – Custom (2)

Pre-Approved Memorandum of Association

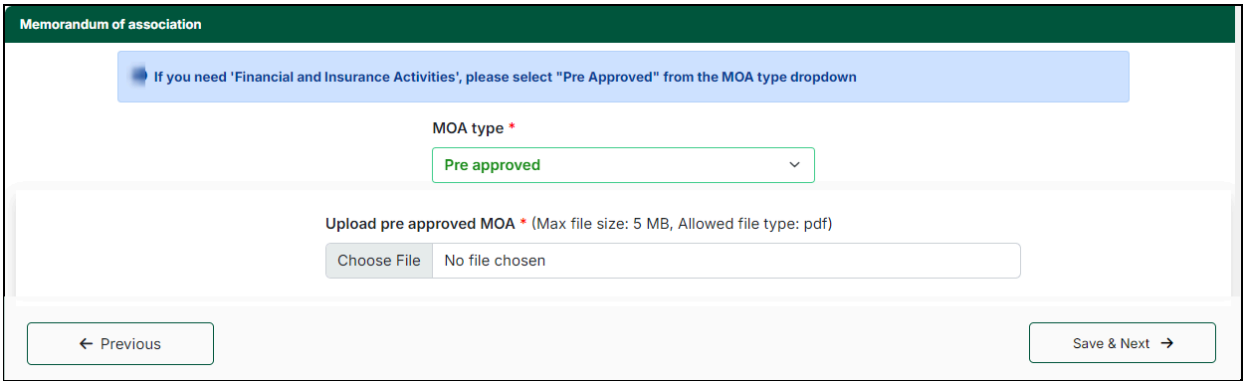


Figure 157: One-Person Company – Memorandum of Association – Pre-Approved

If you select **Pre-Approved** for the MOA:

- Upload the pre-approved MOA as a PDF.

a. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Articles of Association

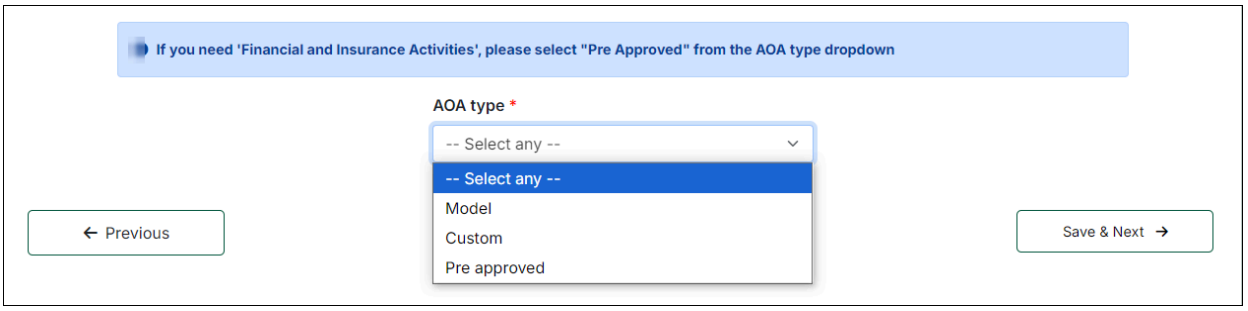


Figure 158: One-Person Company – Articles of Association

- Select the Articles of Association (AOA) type of the company from the dropdown list:
  - **Model**
  - **Custom**
  - **Pre-Approved**: Select this option if the entity carries out financial or insurance activities.

Model Articles of Association

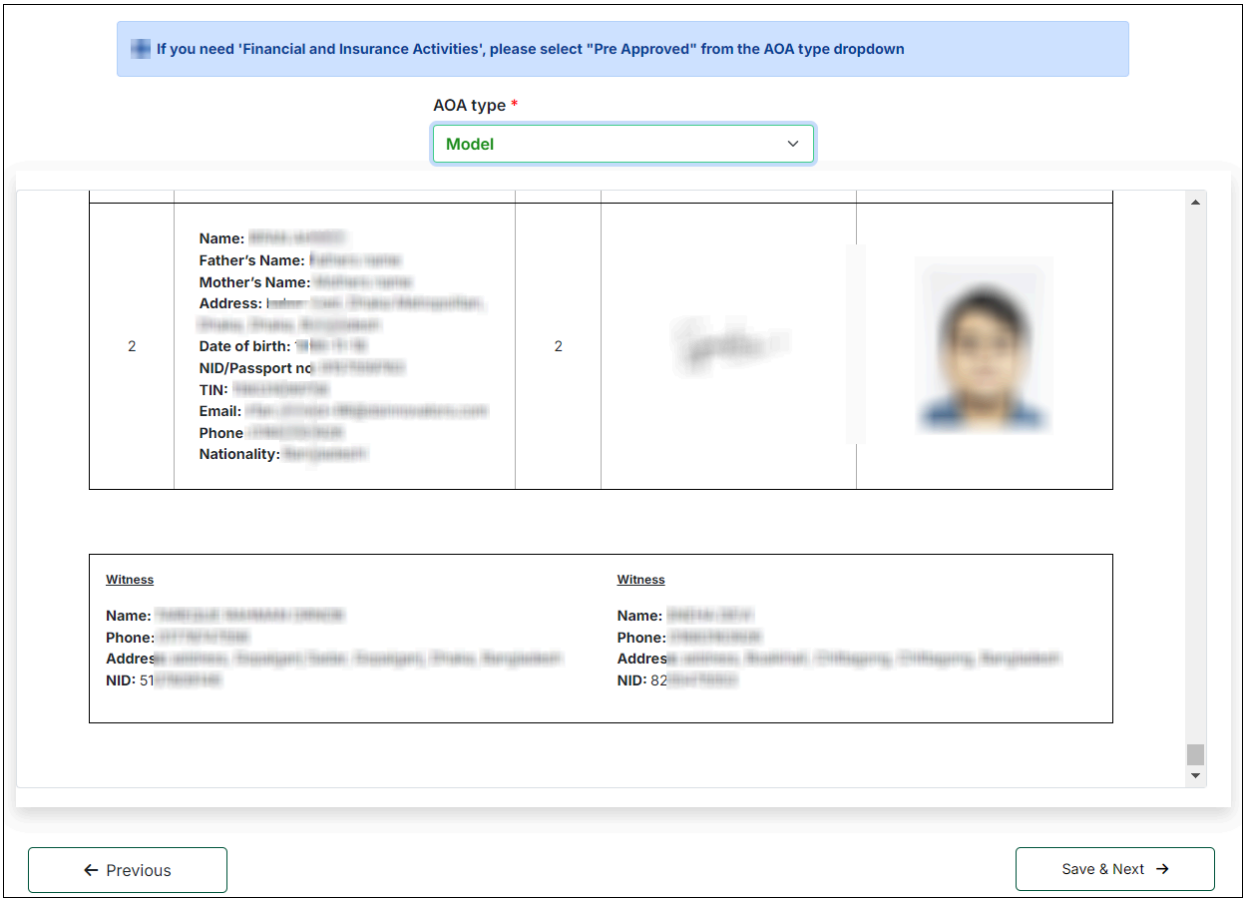


Figure 159: One-Person Company – Articles of Association – Model

If you select **Model** for the AOA:

- When **Model** is selected, the system generates an AOA that includes the details of the shareholders, representatives and witnesses added in the previous steps.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Custom Articles of Association

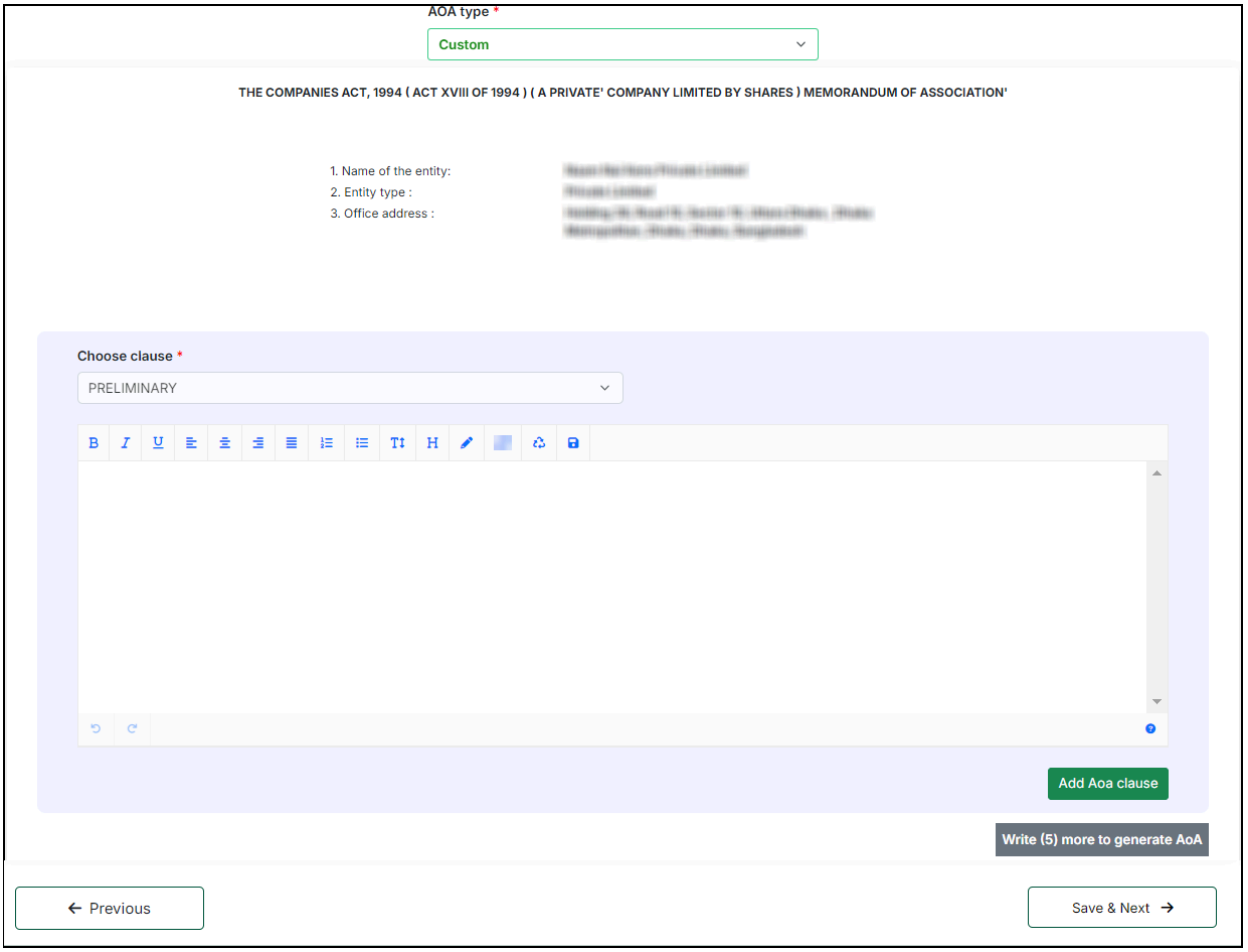


Figure 160: One-Person Company – Articles of Association – Custom

If you select **Custom** for the AOA:

Choose clause: Select the clause type from the dropdown list.

Custom AOA clause: Type the clause and click **Add AOA clause** to add it. At least 5 clauses are required to enerate an AOA, which includes the details of the shareholders, representatives and witnesses added in the previous eps.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Pre-Approved Articles of Association

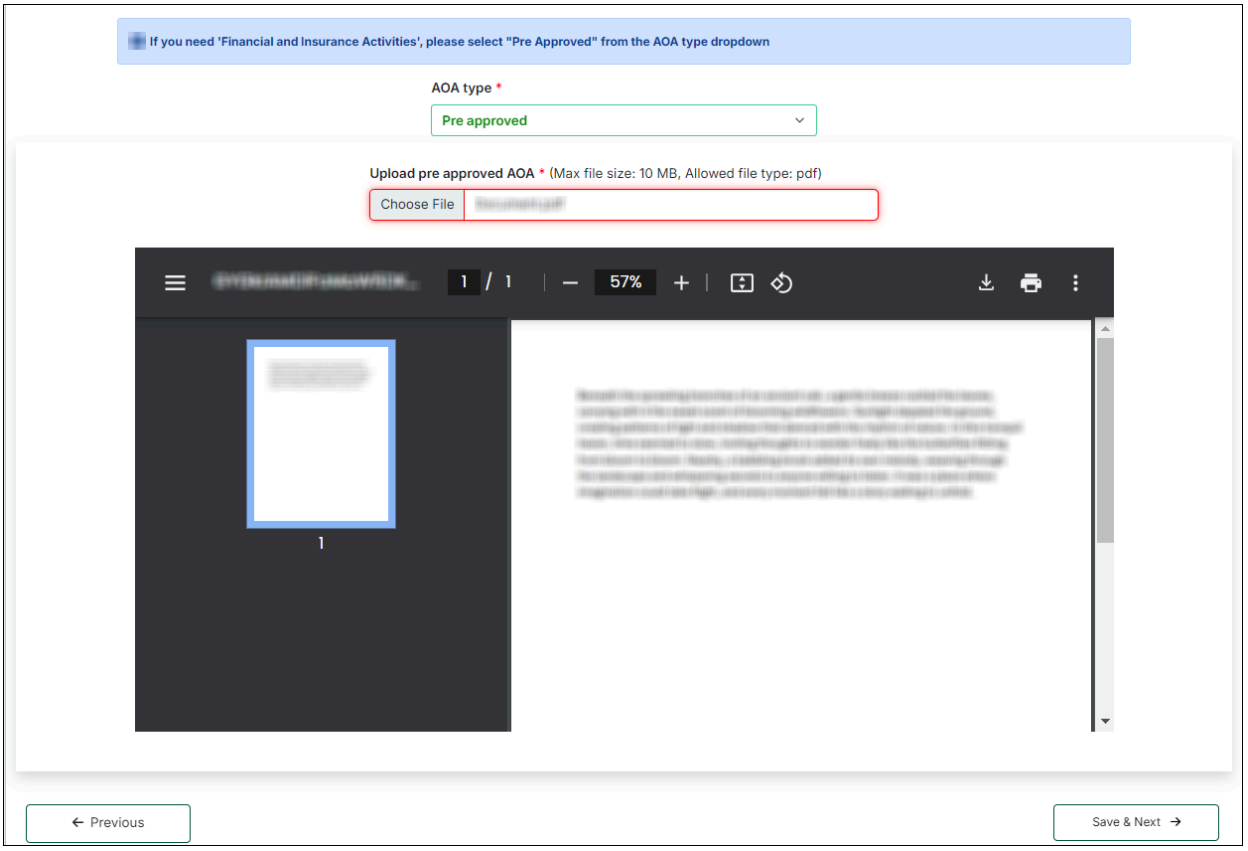


Figure 161: One-Person Company – Articles of Association – Pre-Approved

If you select **Pre-Approved** for the AOA:

Upload the pre-approved AOA as a PDF.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Filed By

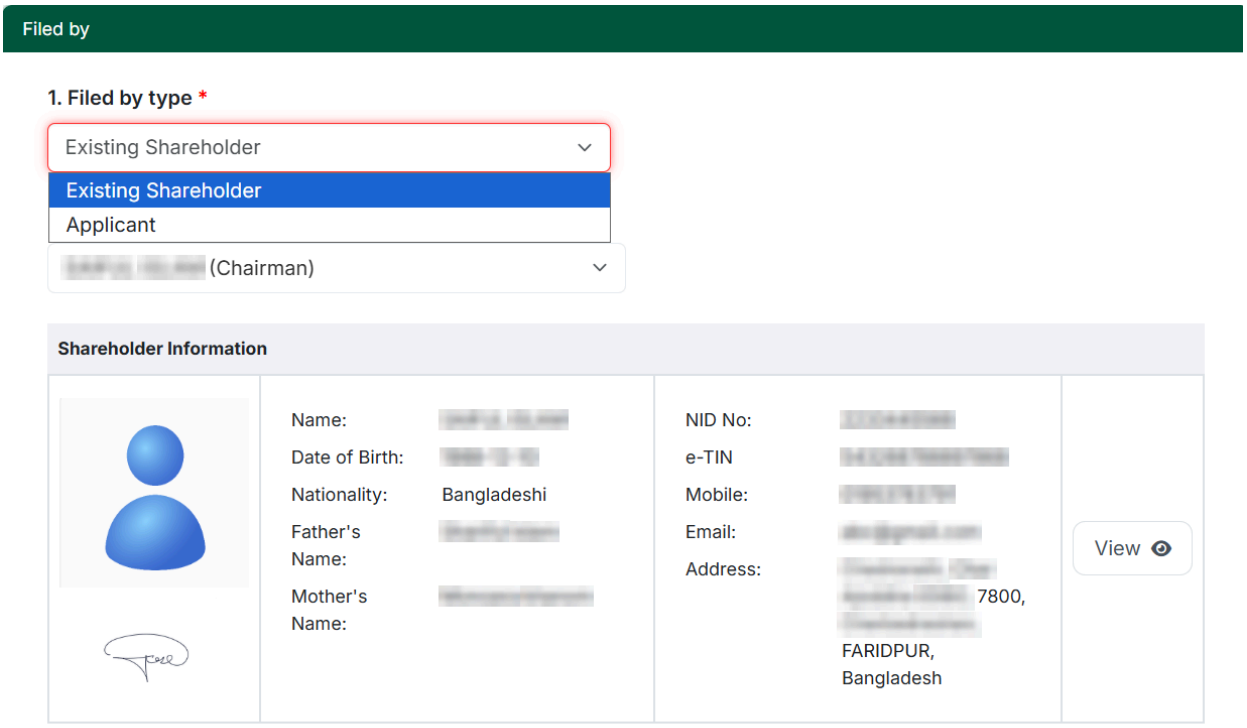


Figure 162: One-Person Company – Filed By

In the **Filed By** step, select the person who files the application.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Signed By

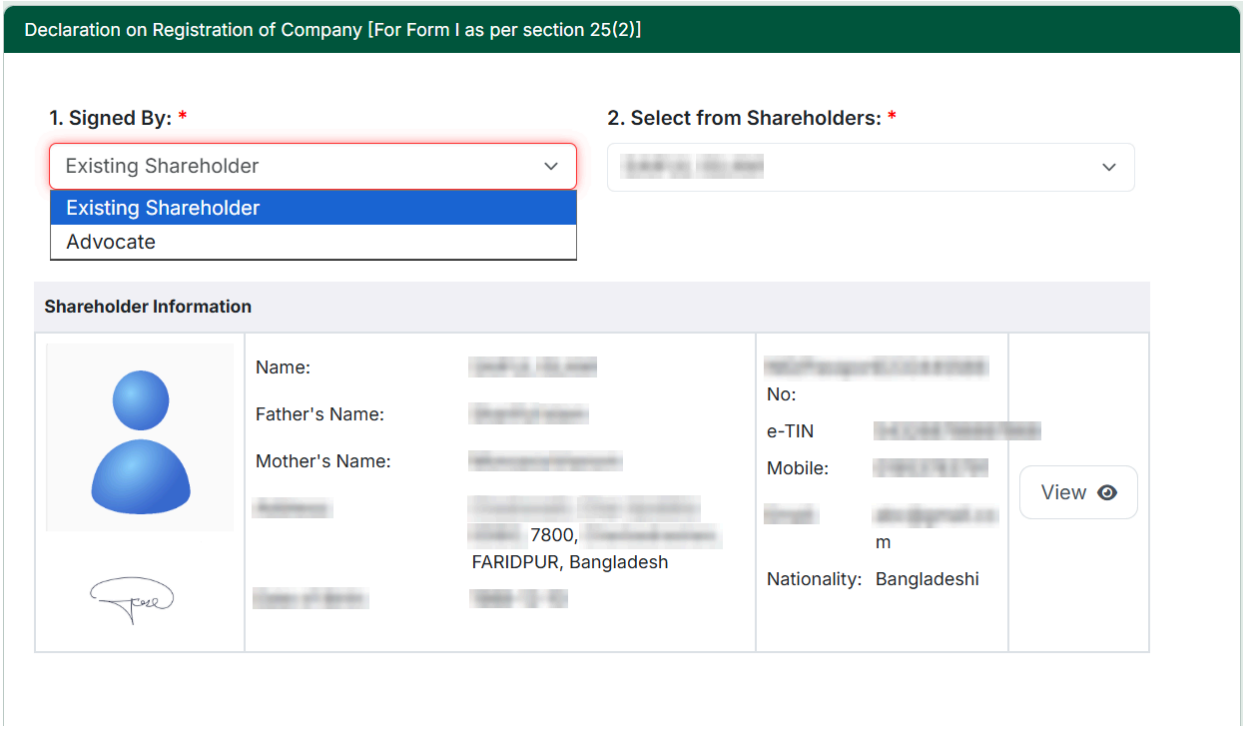


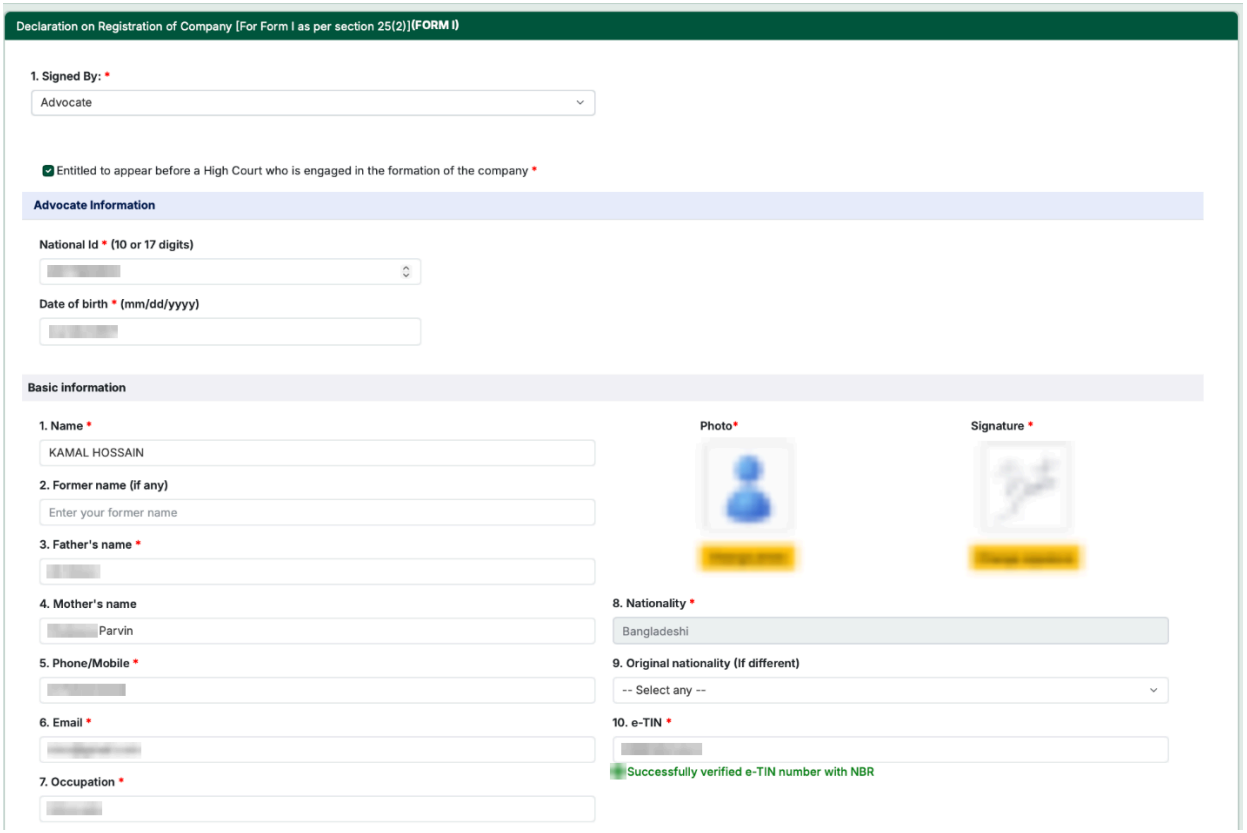
Figure 163: One-Person Company – Signed By

In the **Signed By** step, select the person who signs the declaration on registration of the company.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.



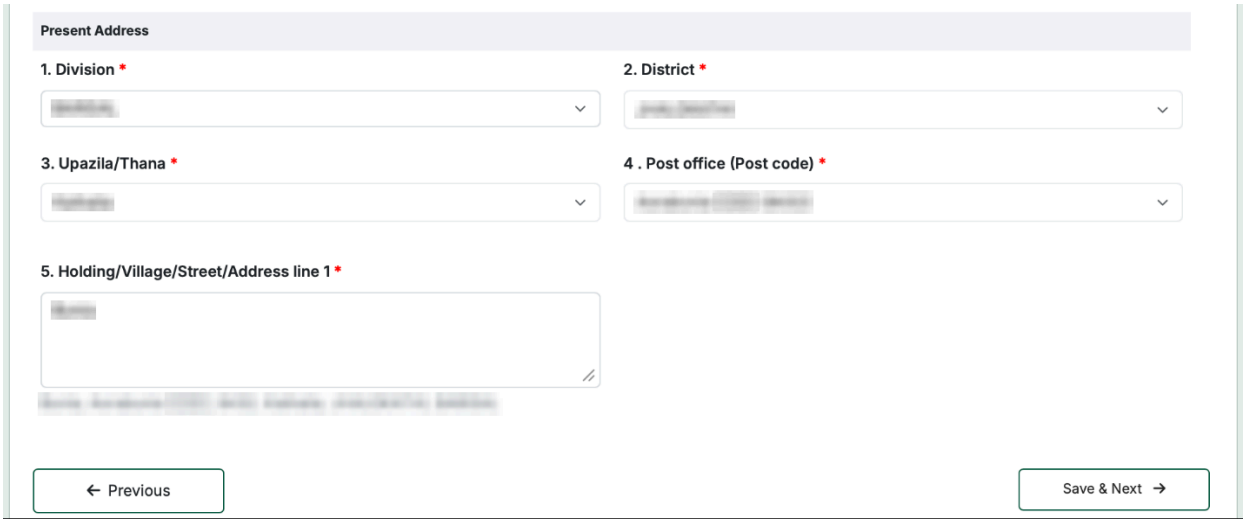


Figure 164: One-Person Company – Signed By Advocate – Part 1

Figure 165: One-Person Company – Signed By Advocate – Part 2

If **Advocate** is selected from the dropdown list, enter the following information. The same fields apply to ttorney and Pleader.

Enter the following information for the individual:

- **National ID**: Enter the 10-digit or 17-digit NID number.
- **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).

- Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if the individual had any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the individual's occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the individual's Tax identification number.

To upload or change the photo of the individual, click **Change Photo**.
To upload or change the signature of the individual, click **Change Signature**.
Click **Previous** at the bottom left to return to the previous section.
Click **Save & Next** to continue to the next section.

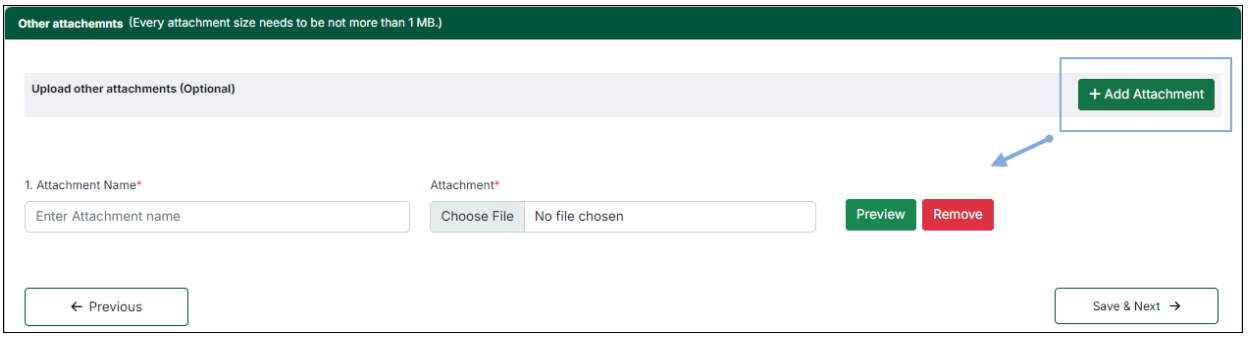


Figure 166: One-Person Company – Other Attachments

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other attachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

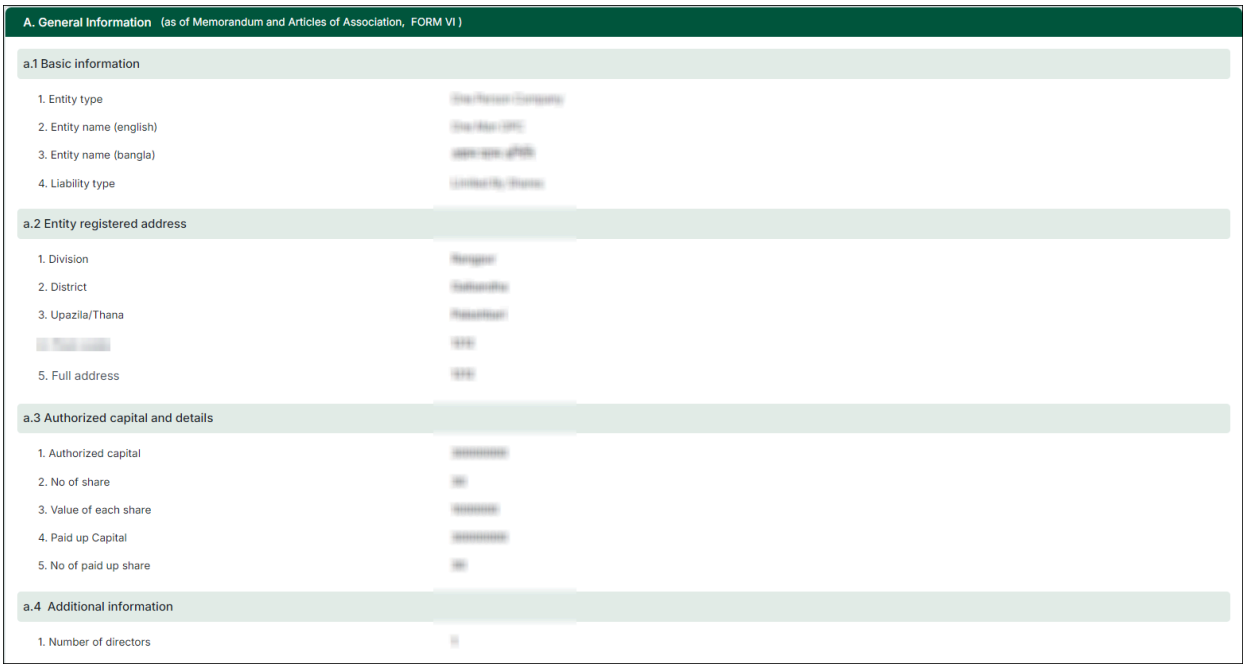
Click **Preview** to preview the added document.

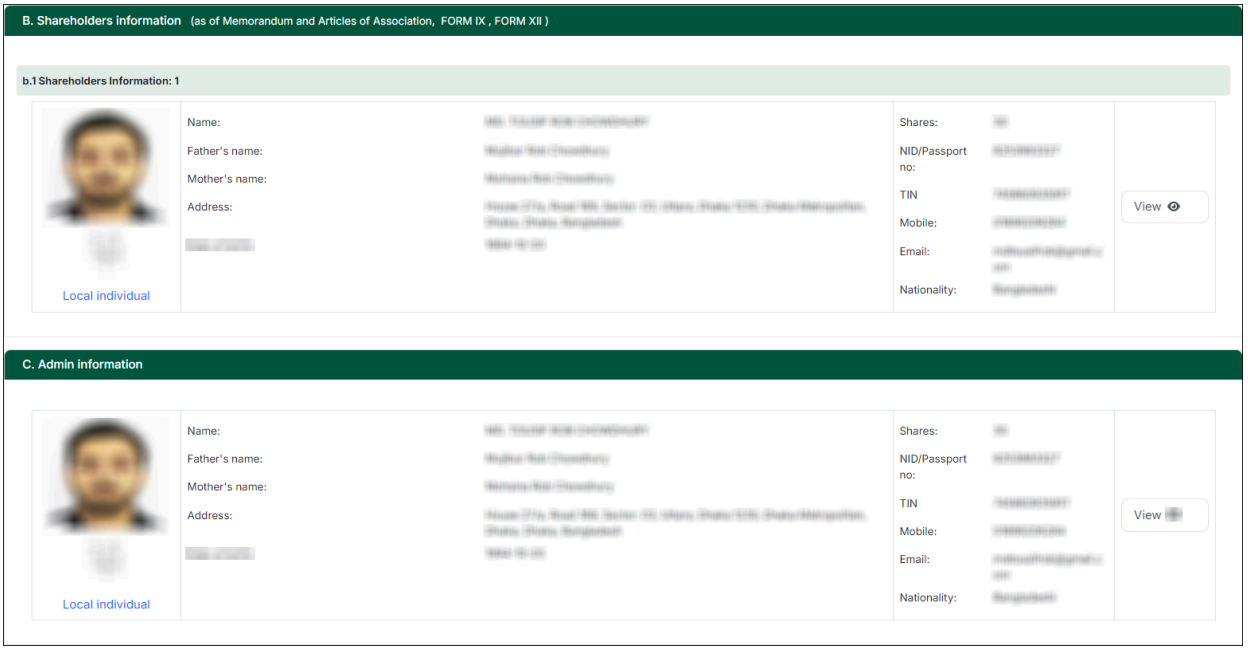
Click **Remove** to remove the added document.

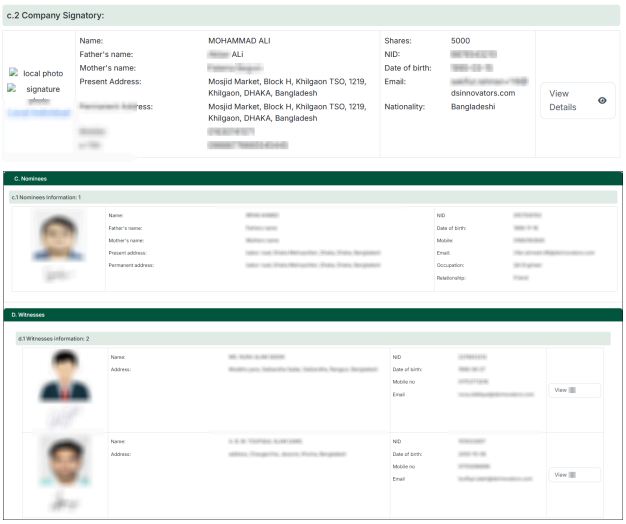
Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview


A. General Information (as of Memorandum and Articles of Association, FORM VI)
a.1 Basic information
1. Entity type
2. Entity name (english)
3. Entity name (bangla)
4. Liability type
a.2 Entity registered address
1. Division
2. District
3. Upazila/Thana
5. Full address
a.3 Authorized capital and details
1. Authorized capital
2. No of share
3. Value of each share
4. Paid up Capital
5. No of paid up share
a.4 Additional information
1. Number of directors


B. Shareholders information (as of Memorandum and Articles of Association, FORM IX , FORM XII)
b.1 Shareholders Information: 1
Name:
Father's name:
Mother's name:
Address:
Shares:
NID/Passport no:
TIN
Mobile:
Email:
Nationality:
View
Local individual
C. Admin information
Name:
Father's name:
Mother's name:
Address:
Shares:
NID/Passport no:
TIN
Mobile:
Email:
Nationality:
View
Local individual



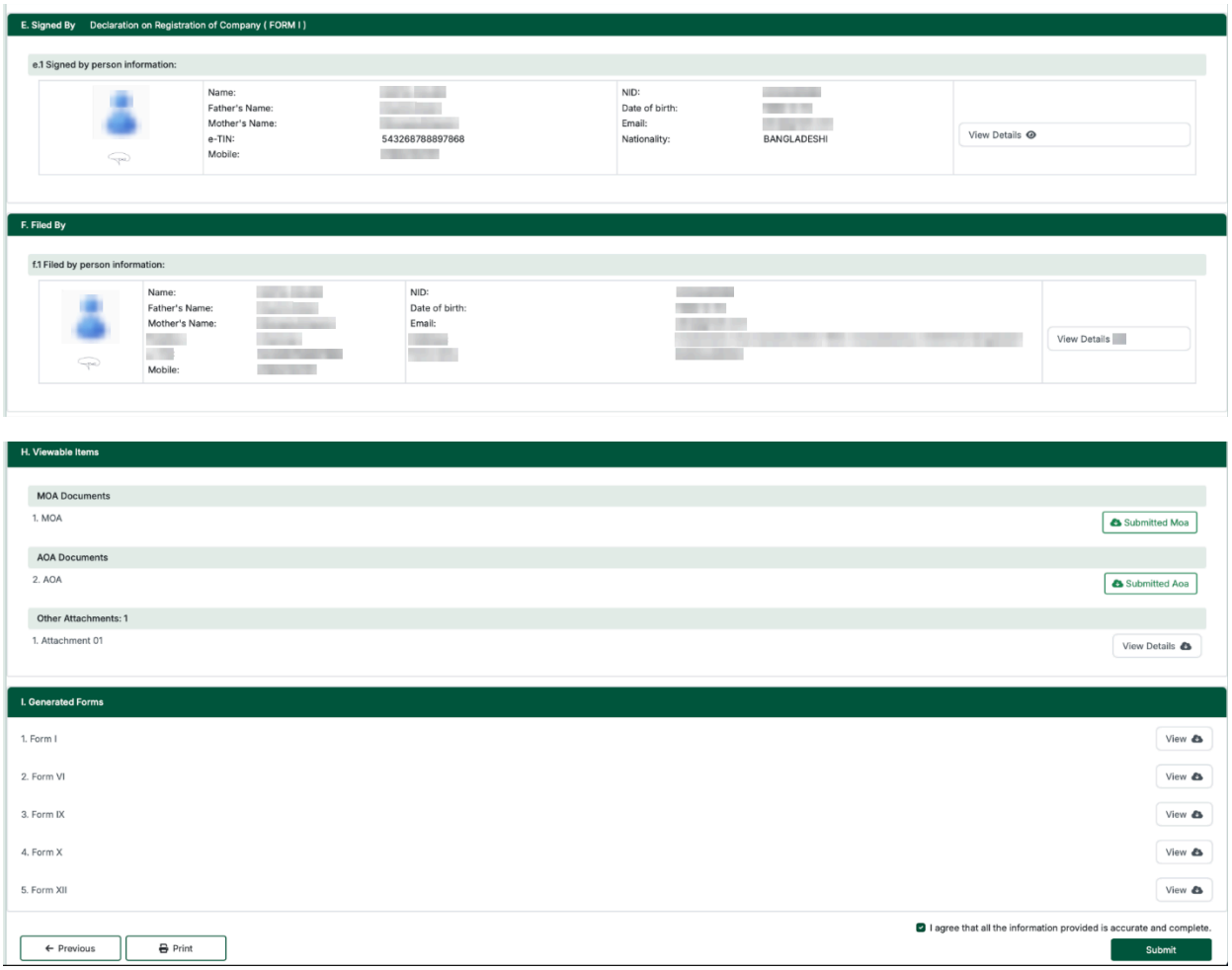


Figure 167: One-Person Company – Preview – Part 1

Figure 168: One-Person Company – Preview – Part 2

Figure 169: One-Person Company – Preview – Part 3

Figure 170: One-Person Company – Preview – Part 4

Figure 171: One-Person Company – Preview – Part 5

Generated Forms

Form XII

Particulars of Directors, Manager and Managing Agents and of any change therein
The Companies Act, 1994 (See Section 115)

Name of the Company: Reg. No. , Reg. Date:

Entity Address: *South Banasree, Khilgaon TSO, 1219, Khilgaon, DHAKA, Bangladesh*

Presented for filing by: **MOHAMMAD ALI**

Sl.	The Present Name (a) or Names and Surnames (d)	Nationality	Nationality of Origin (other than the present nationality)	Usual Residential Address	Other Business, Occupation and Directorship, if any, if none, state so (b)	Position	Date of Appointment or Change	Changes
1	MOHAMMAD ALI	Bangladeshi	Bangladeshi		Service Holder	Chairman		

MOHAMMAD ALI
Chairman

Dated: (State whether Director, Manager or Managing Agents)

(a) In the case of a Corporation its corporate name and registered or principal office shall be shown;
(b) In the case of an individual who has no business occupation but any other directorship or directorships, particular of the directorship or some of these directorships must be entered. A complete list of directors, manager, managing agents shown as existing in the last particulars delivered shall always be given;
(c) A note of the changes of the last list shall be made in this columns by placing against new directors name the words in place of ..... by writing against a new directors, name the words "deed" resigned to as the case may be;
(d) In case of a firm the full name, address and nationality of each partner, and the date on which each became a partner.
(e) In case of multiple representatives, use comma(,) to separate names.

Figure 172: One-Person Company – Form XII

Form-I

Declaration on Registration of Company

THE COMPANIES ACT, 1994

(Ref. Section 25)

Name of the Company [redacted]

Reg. No. Reg. Date.

Declaration of compliance with the requirements of the companies act, 1994 made pursuant to section 25 (2) on behalf of a company proposed to be Registered as the The Blue Tiger Tech Ltd.

Presented for filing by [redacted]

I, [redacted] **ISLAM** of [redacted] **Bangladesh**

do solemnly and sincerely declare that I am an

Advocate/ Attorney/ A Pleader

entitled to appear before

a High Court who is engaged in the formation of the company/ a person named in the Articles as a

[redacted] Manager/ Secretary of the [redacted]

and that all the requirements of the Companies Act, 1994 in respect of matters precedent to the registration of the said company and incidental there to have been complied with, save only the payment to the fees and sums payable on registration and I make the solemn declaration conscientiously believing the same to be true.

[redacted]

Chairman

[redacted] 7800, [redacted] FARIDPUR, Bangladesh

Date:

Note: The declaration need not to be-

(a) Signed before a magistrate or an officer competent to administer others or

(b) Stamps as a affidavit

Figure 173: One-Person Company – Form I

Nominee Consent Form

THE COMPANIES ACT, 1994

Second Amendment, 2020

(See Section 392)

Name of the One Person Company [redacted] Reg No.

Entity Address: [redacted]

Consent to act as nominee of the [redacted] to be signed and filed pursuant to section 392 (Kha) of the Companies Act, 1994 (Second Amendment, 2020).

Presented for Filling By **MOHAMMAD ALI**

To the Registrar of Joint Stock Companies & Firms,

I, undersigned, hereby give my consent to become the share holder director of **Khushi123 OPC** in the event of death of **MOHAMMAD ALI** shareholder-director of the company or his incapacity to contract

Sl.	NAME	PARTICULARS	RELATION WITH	PHOTO	SIGNATURE
1	FARJANA AKTER	[redacted]	Sister		

_____

Name & signature of legal guardian of nominee (if Nominee is a Minor)

Dated this ..... day of 20

Figure 174: One-Person Company – Consent of Nominee

Consent



Figure 175: One-Person Company – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the shareholder and the witnesses.

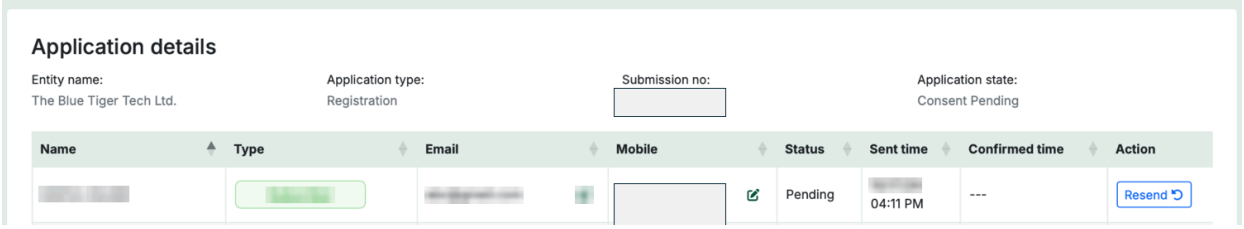


Figure 176: One-Person Company – Consent Status of Participants

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

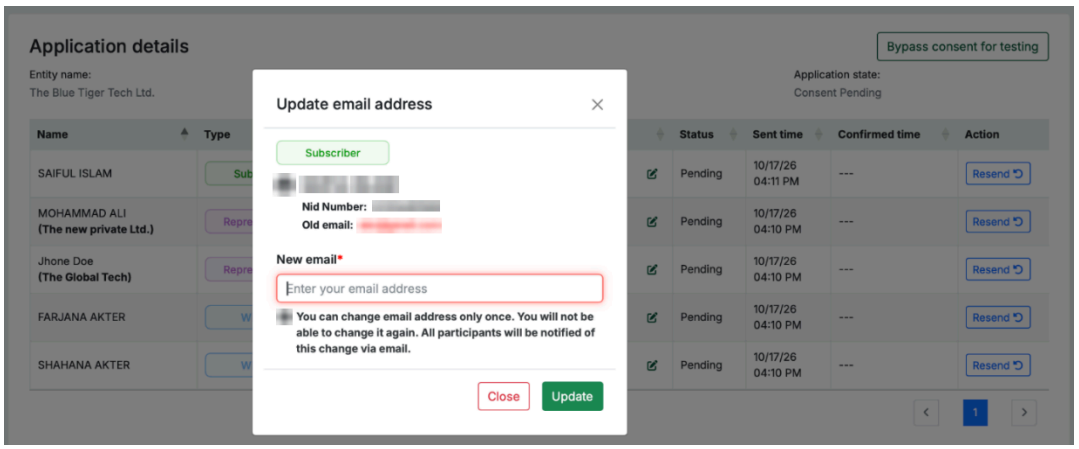


Figure 177: One-Person Company – Consent

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

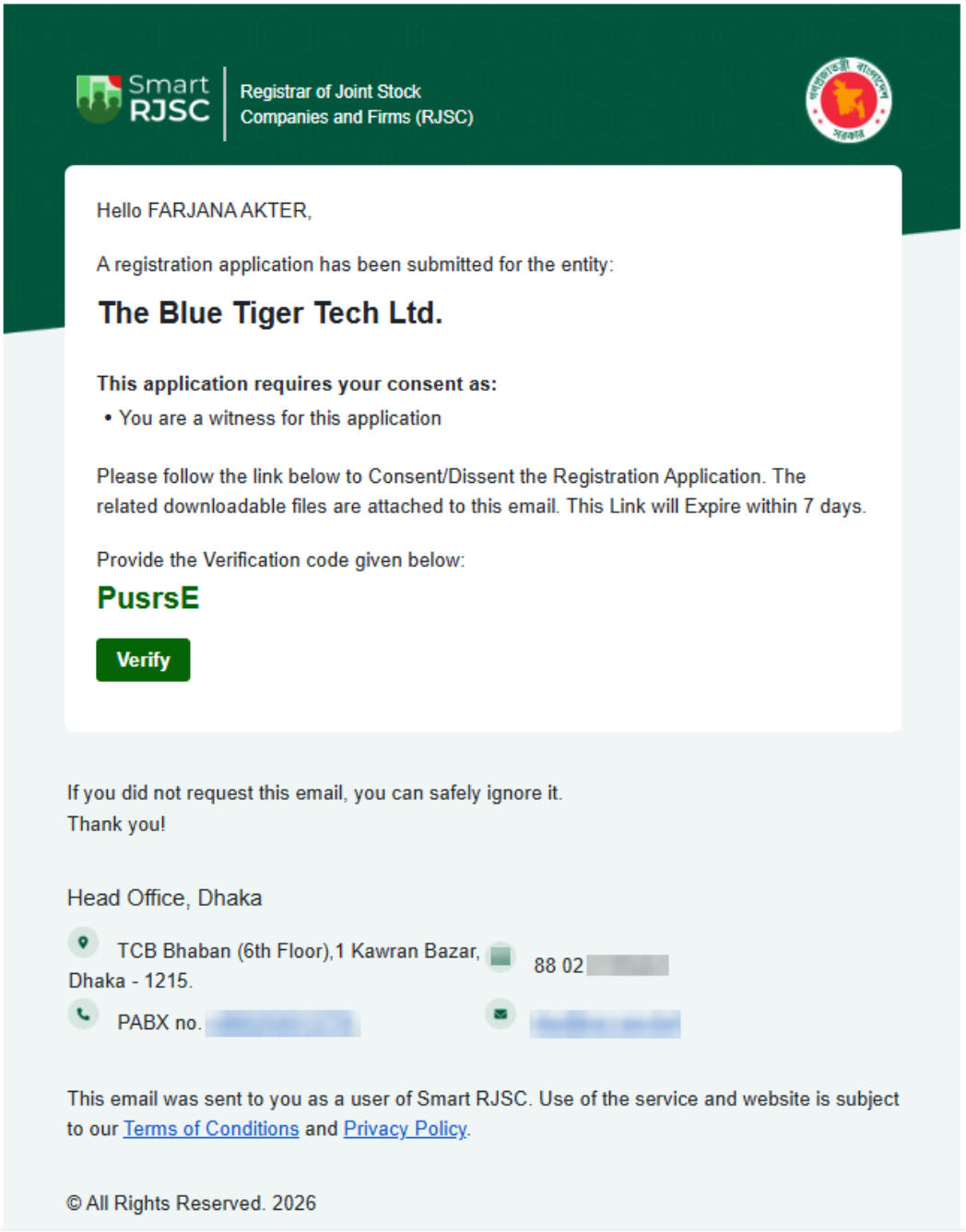


Figure 178: One-Person Company – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

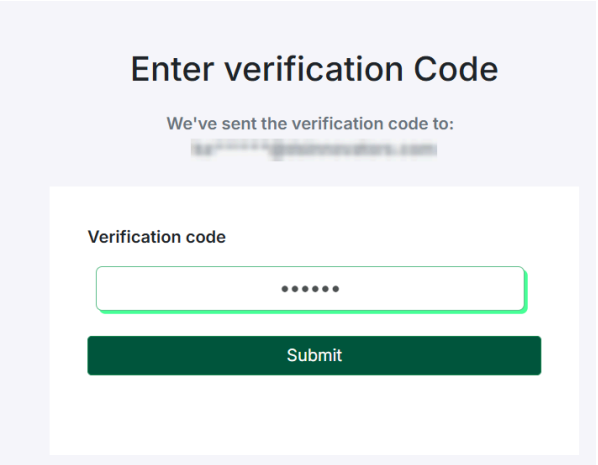


Figure 179: One-Person Company – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

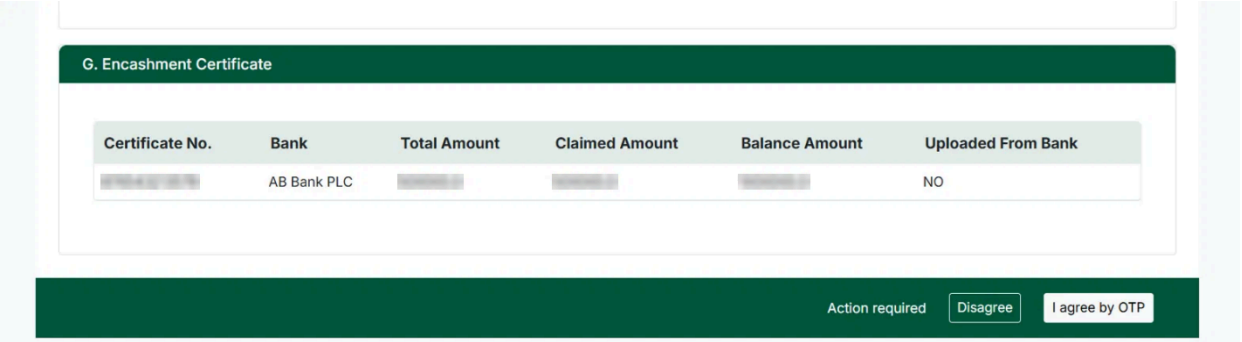


Figure 180: One-Person Company – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

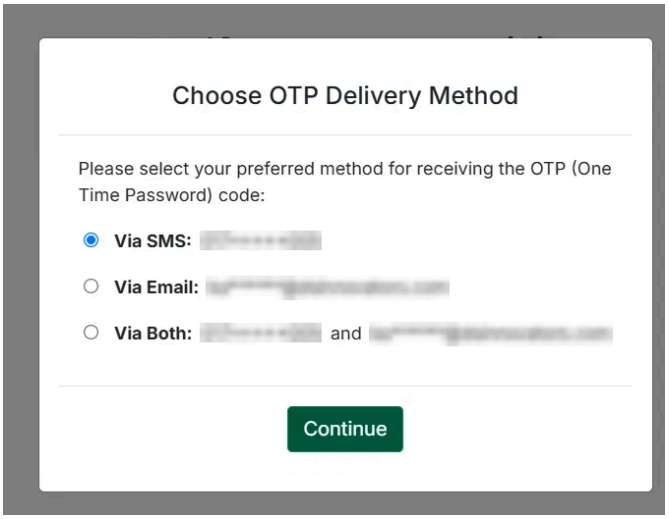


Figure 181: One-Person Company – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

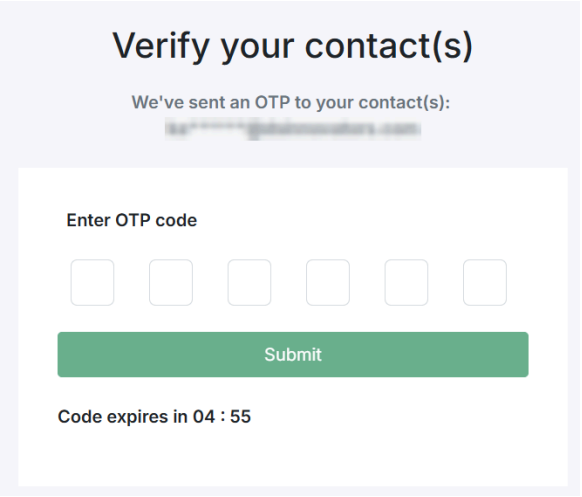


Figure 182: One-Person Company – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

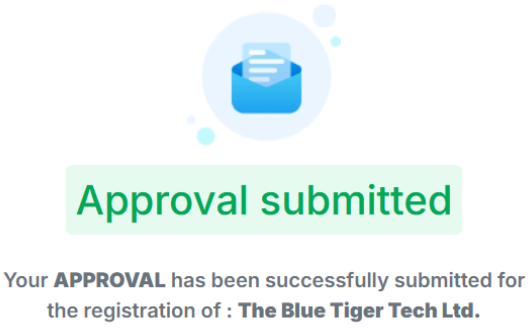


Figure 183: One-Person Company – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

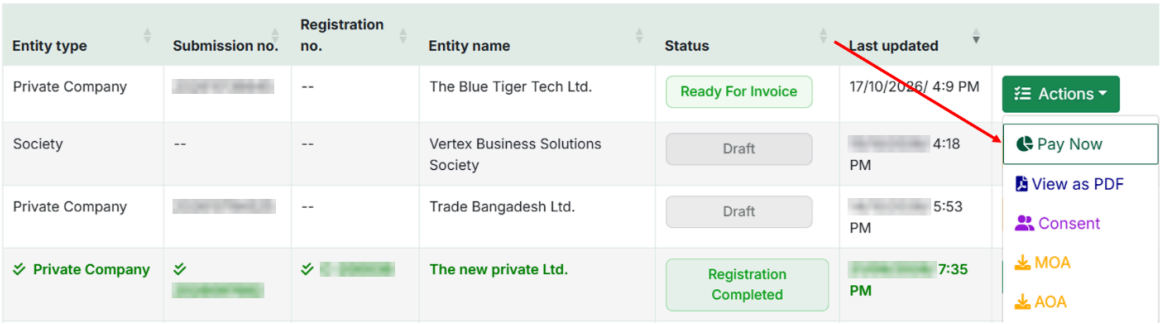


Figure 184: One-Person Company – Application Ready for Payment

- After consent has been provided by the shareholders the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

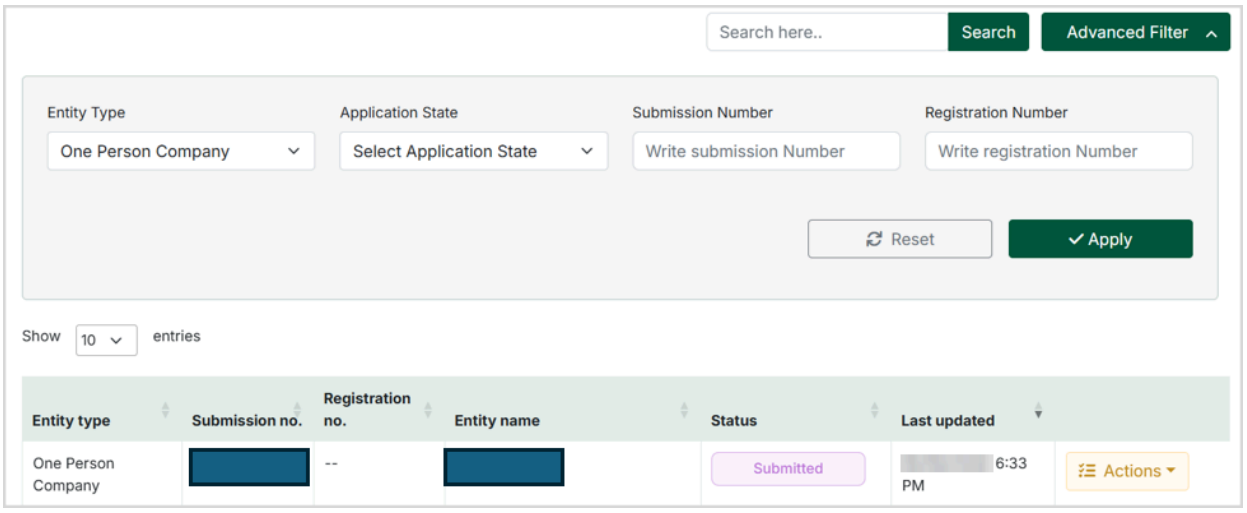


Figure 185: One-Person Company – Application Submitted

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

5.4 Foreign Company

Entity Type

Now you will be guided through the registration process of a Foreign Company. Which includes the following steps.

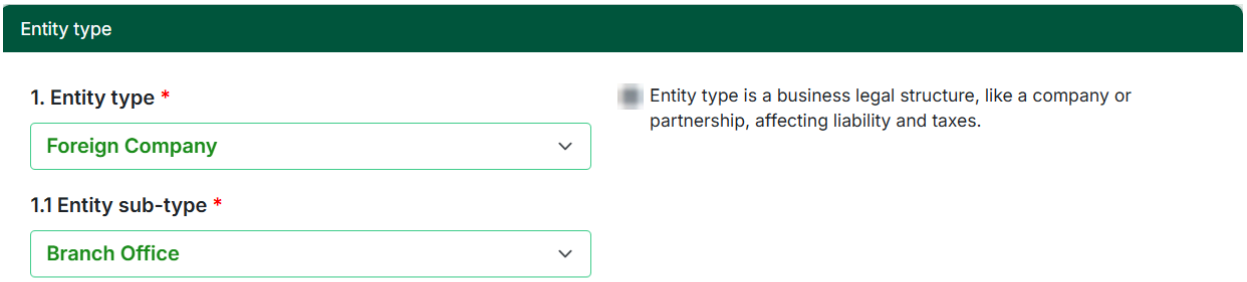


Figure 186: Foreign Company – Entity Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Foreign Company
  - **Liability Type**: Select your preferred option from the list in the dropdown.
    - Branch Office
    - Liaison Office
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Name

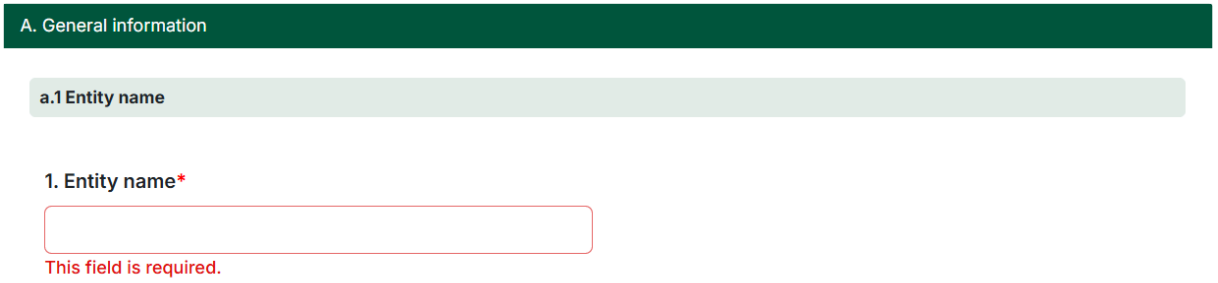


Figure 187: Foreign Company – Entity Name

- Enter the entity name in English in the following field.
  - Entity Name (English)
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

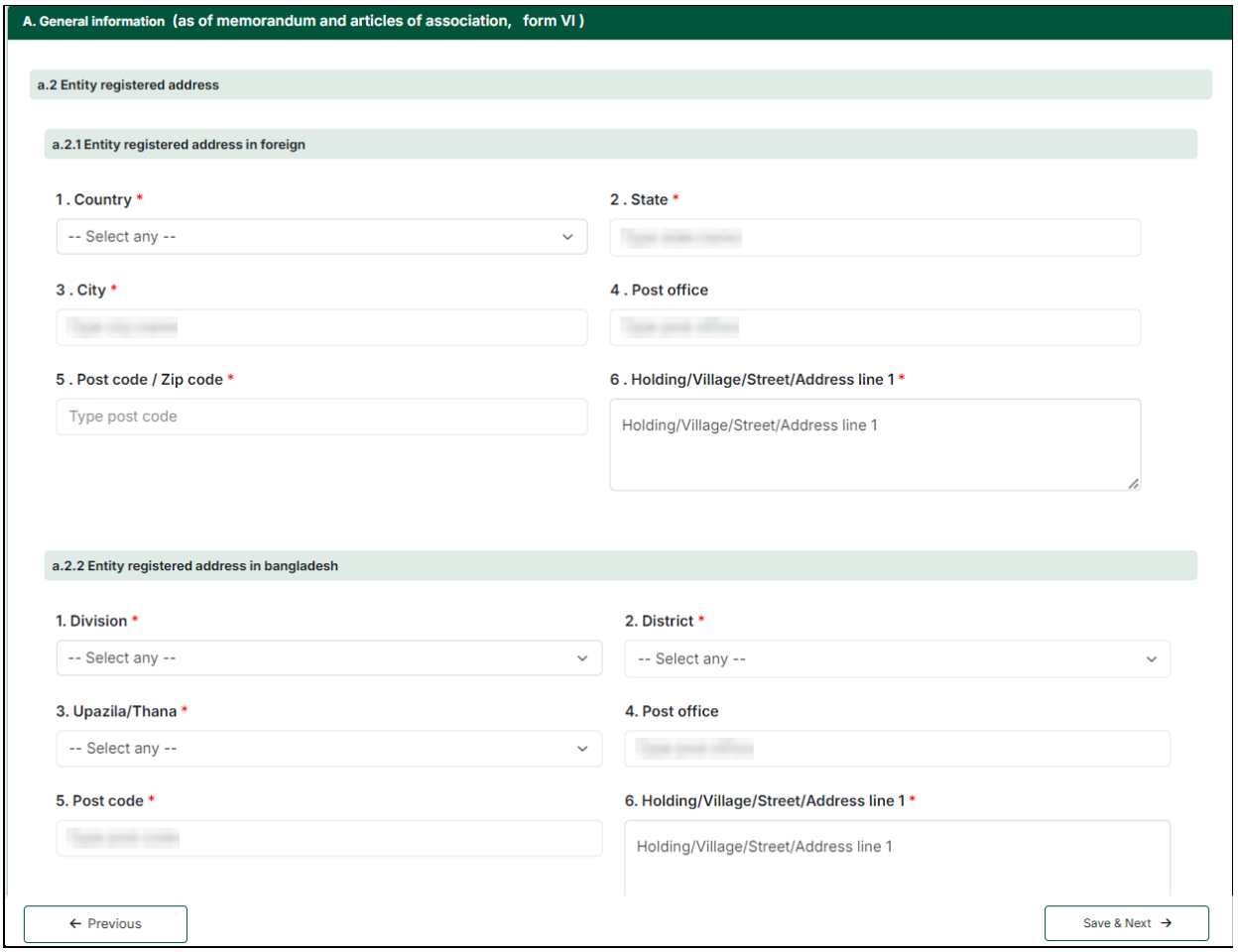


Figure 188: Foreign Company – Entity Registered Address

- Enter the following information for a Foreign Company:
  - **Country**: Select the country from the dropdown list.
  - **State**: Enter the state.
  - **City**: Enter the city.
  - : You will have to enter the post office, where the company is situated in.
  - **Post code/ Zip code**: Enter the post code/zip.
  - **Holding/Village/Street/Address line**: Enter the address of the company premises.
- Enter the address details of the **Foreign Company** in Bangladesh.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Post Office/ Post code**: Enter the post office, where the company is situated in.
  - **Holding/Village/Street/Address line**: Enter the address of the company premises.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – BIDA Approval Details

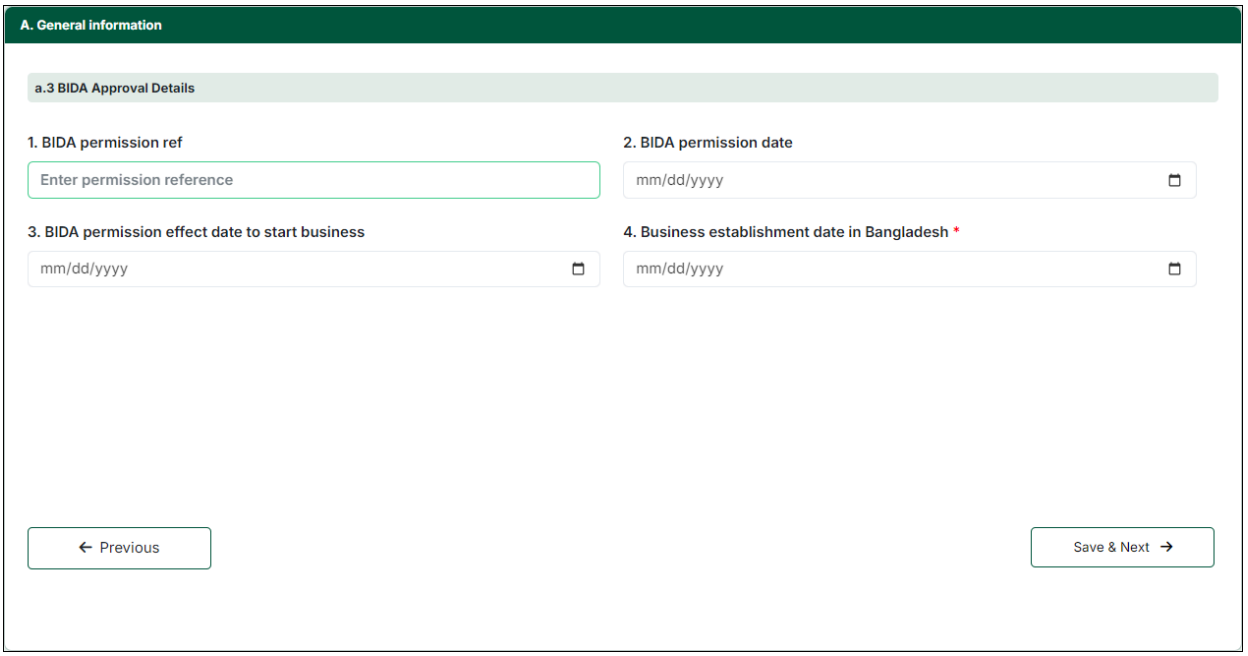


Figure 189: Foreign Company – Entity BIDA Approval

- Enter the following information for a Foreign Company related to BIDA approval:
  - **BIDA permission ref**: Enter the BIDA permission reference.
  - **BIDA permission date**: Enter the date for BIDA permission.
  - **BIDA permission effect date to start business**: Enter the permission effect date to start business from BIDA.
  - **Business establishment date in Bangladesh**: Enter the date of business establishment in Bangladesh.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Member Details

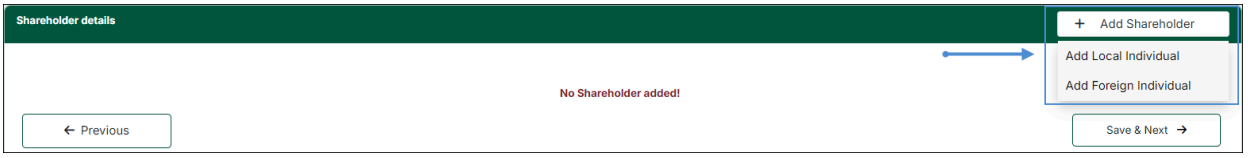


Figure 190: Foreign Company – Member Details

- After clicking **Add Member**:
  - Select the type of shareholder to add:
    - Add Local Individual
    - Add Foreign Individual
- After adding the members:

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Note:

- At least one authorized person is required.

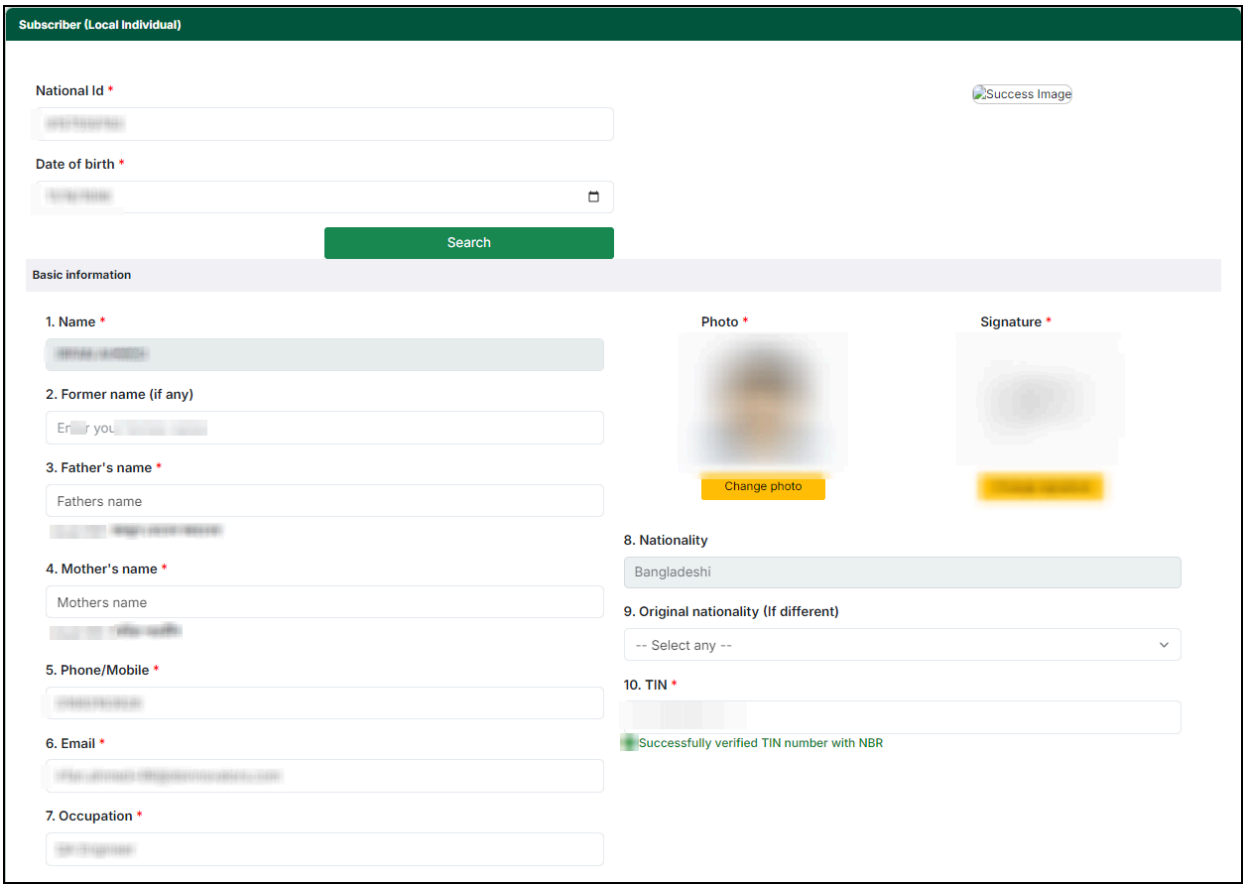


Figure 191: Foreign Company – Local Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you had any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.

- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

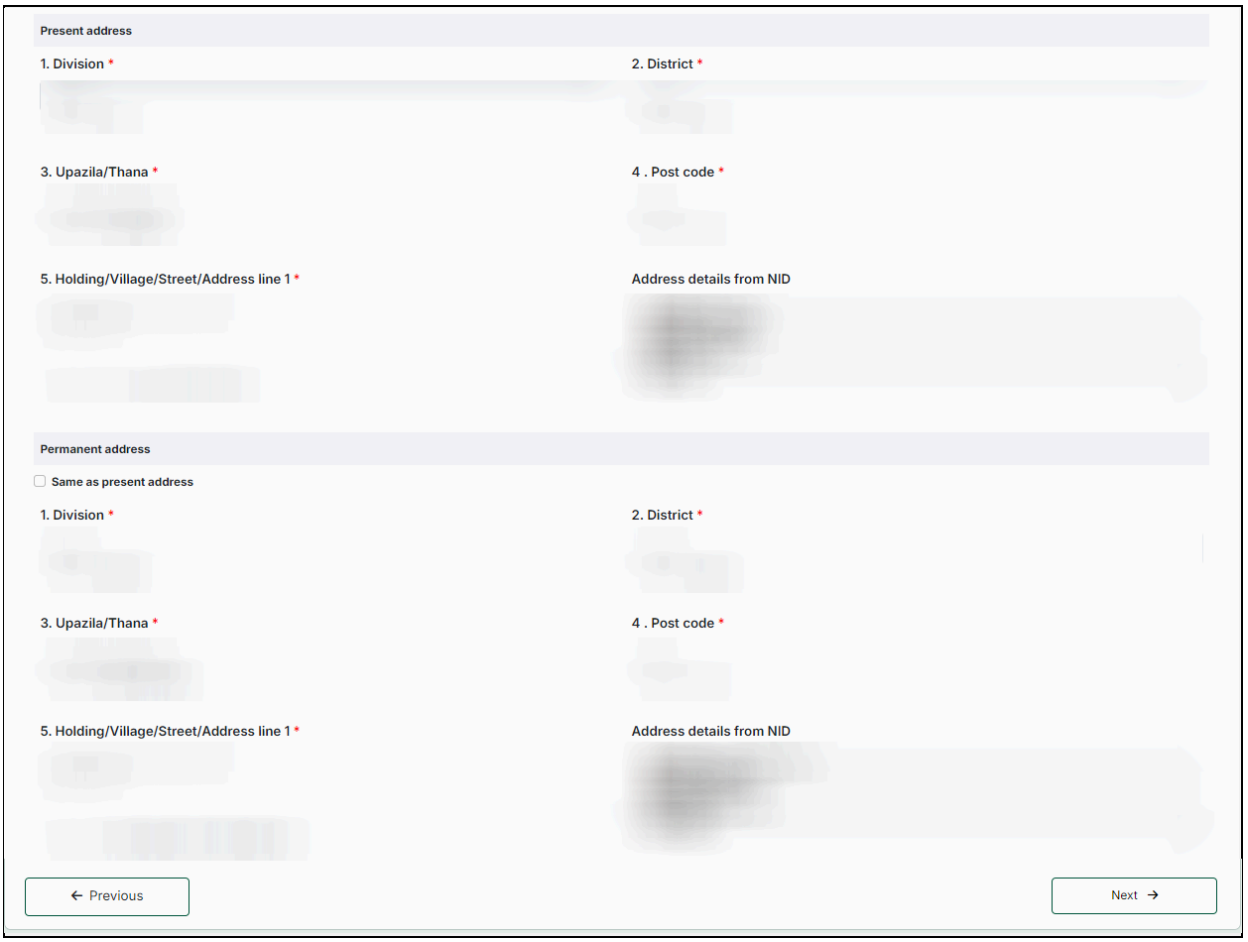


Figure 192: Foreign Company – Local Individual – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

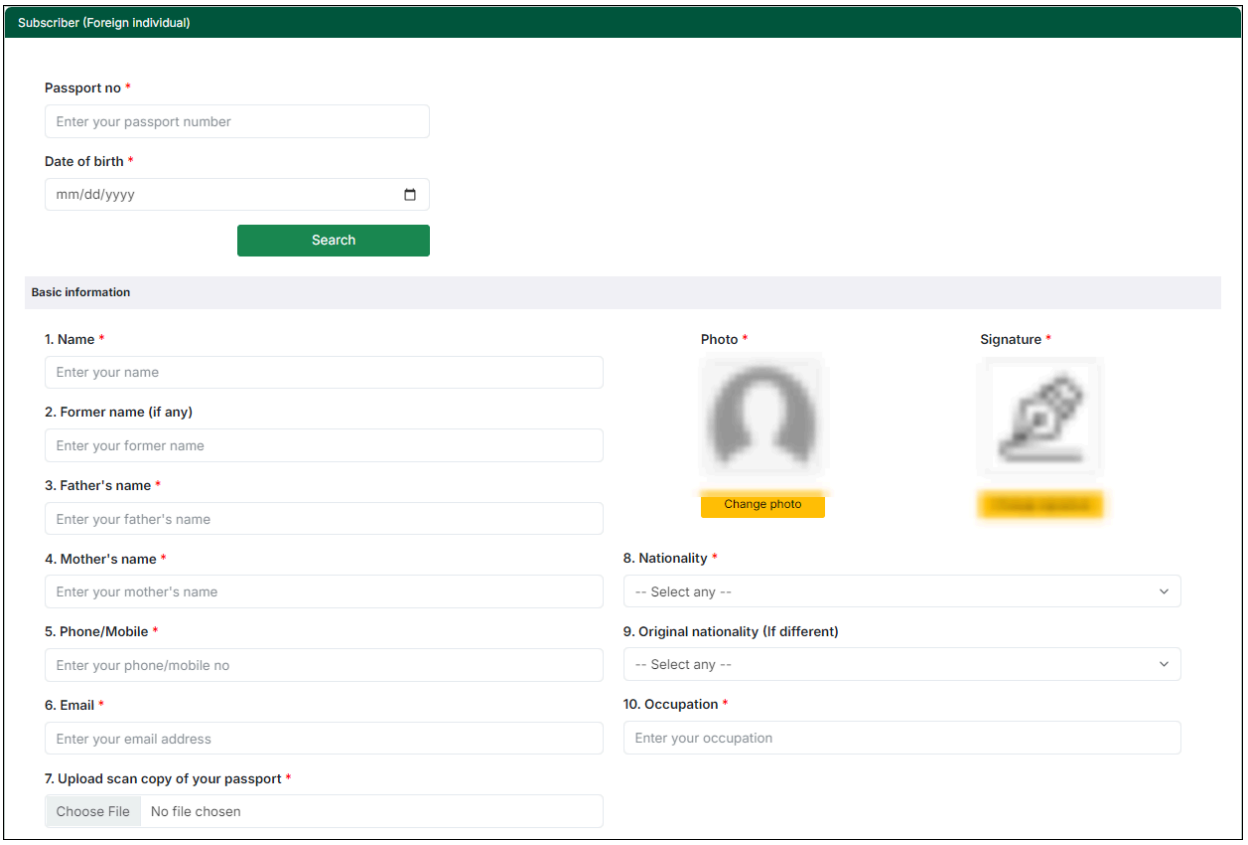


Figure 193: Foreign Company – Foreign Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Click **Search** and the system will validate the passport number and Date of Birth.
  - If the information is invalid, the system prompts you to re-enter it.
  - If the information is valid, the system allows you to proceed.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.
  - **Father's name**: Enter the shareholder's father's name.
  - **Mother's name**: Enter the shareholder's mother's name.
  - **Phone/Mobile**: Enter a valid mobile number.

- **Email**: Enter a valid email address.
- **Occupation**: Enter the shareholder's occupation.
- **Nationality**: Select the nationality of the shareholder.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
- **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).
- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

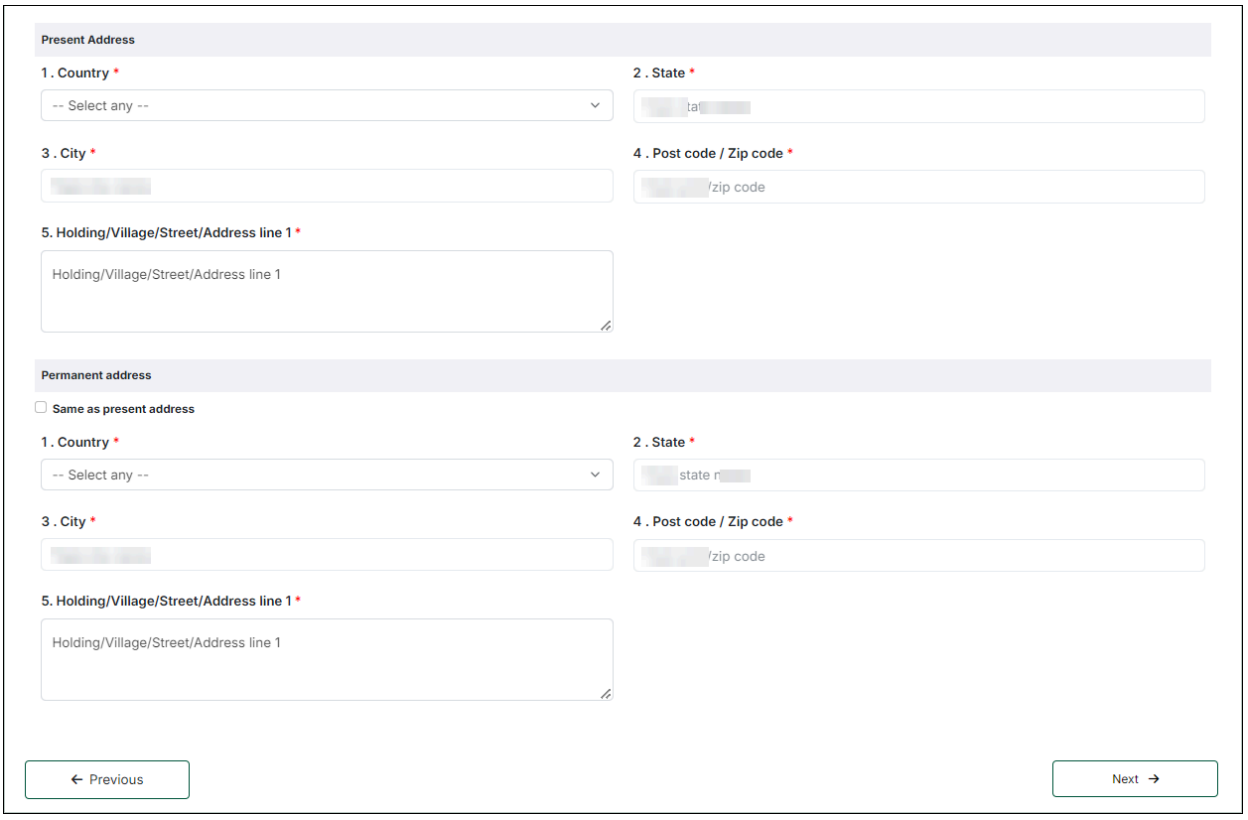


Figure 194: Foreign Company – Foreign Individual – Address Details

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.
  - **State**: Select the state from the dropdown list.
  - **City**: Select the city from the dropdown list.
  - **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

General Information – Member Position Details

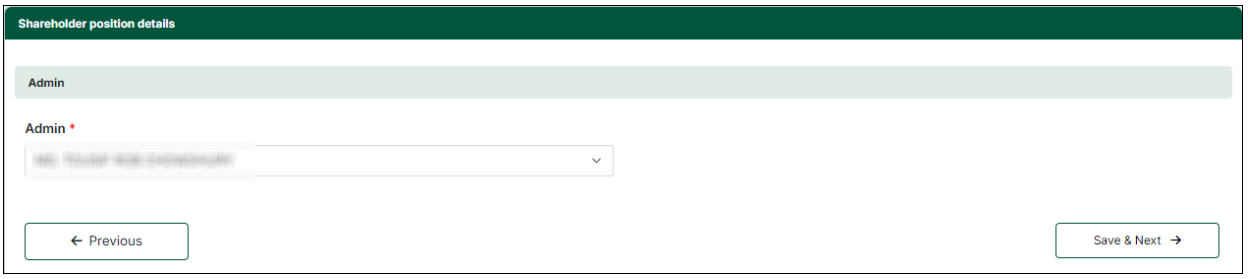


Figure 195: Foreign Company – Shareholder Position Details

- Enter the shareholder position details in the following fields:
  - **Admin**: Select the shareholder who will act as the admin from the dropdown list.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Upload Documents

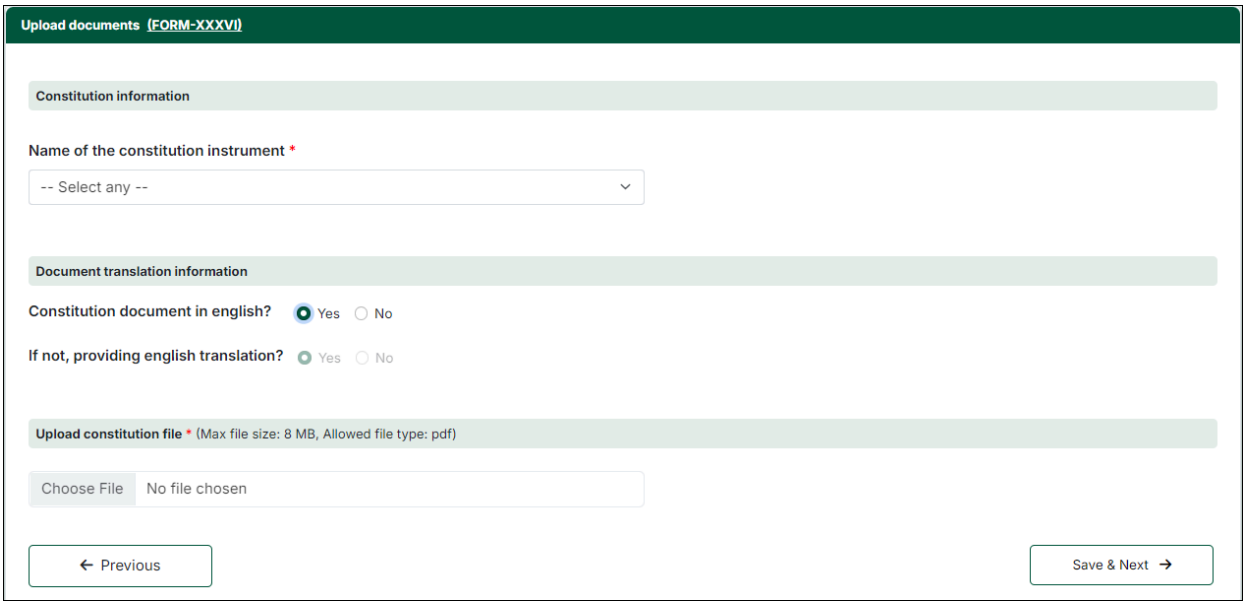


Figure 196: Foreign Company – Upload Documents

- Enter the following constitutional information of the company:
- **Name of the constitutional instrument**: Select the constitutional instrument from the dropdown list of.
  - Charter
  - Memorandum and Articles of association
  - Statuses of the company
  - Other Documents
- Document Translation Information

- Constitution document in English:
  - If your document is in English, select "**Yes".**
  - If your document is not in English, select "**No".** It will enable the next field for you.
- If not, Providing English translation?
  - If you are providing an English translation of the document, select "**Yes".**
  - If you are not providing an English translation, then select "**No".**
- Upload constitution file: Upload a PDF version of your constitutional file.

Witness Details

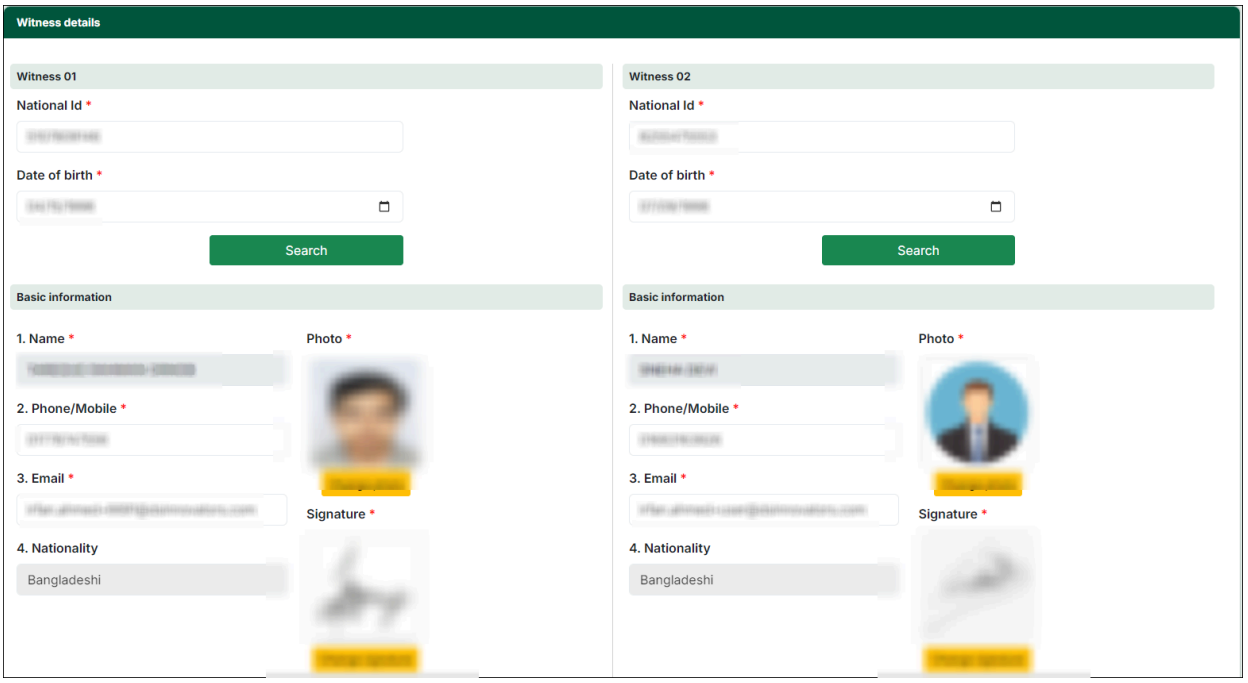


Figure 197: Foreign Company – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
- Click **Search** and the system will validate the National Identification and Date of Birth from the national identification server.
  - If the details do not match, the system prompts you to re-enter them.
  - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
- Enter the following basic information:
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.

- **Nationality**: Bangladeshi is selected by default and cannot be changed.

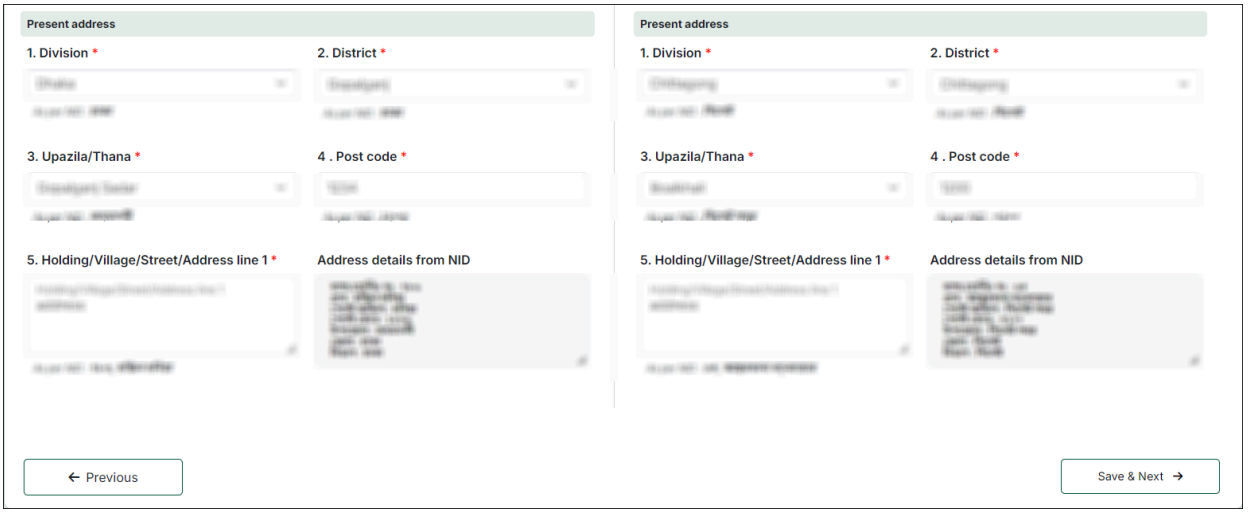


Figure 198: Foreign Company – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Post code**: Enter the post code where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Other Attachments

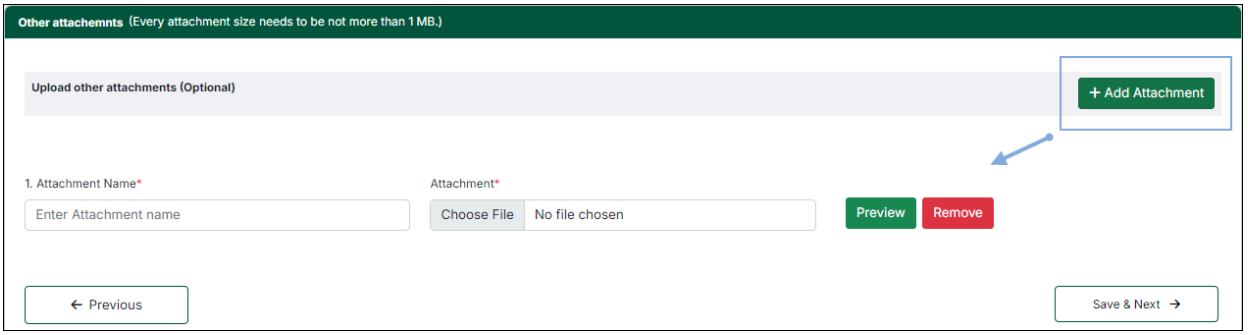


Figure 199: Foreign Company – Other Attachments

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other ttachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

Click **Preview** to preview the added document.

Click **Remove** to remove the added document.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview

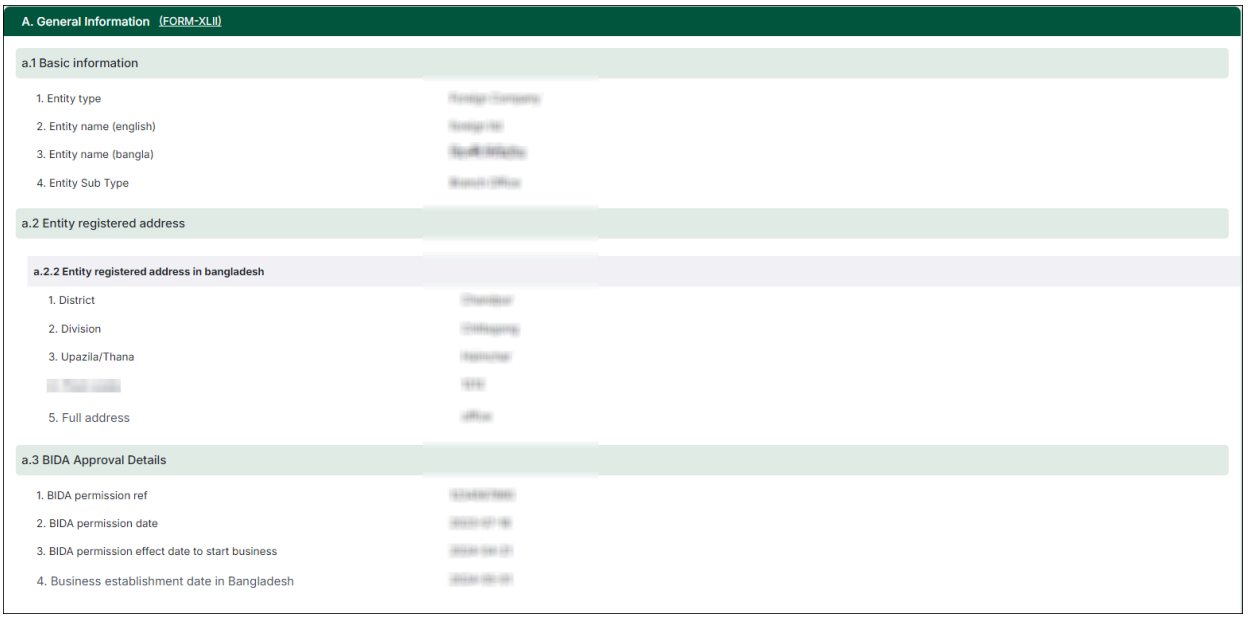


Figure 200: Foreign Company – Preview

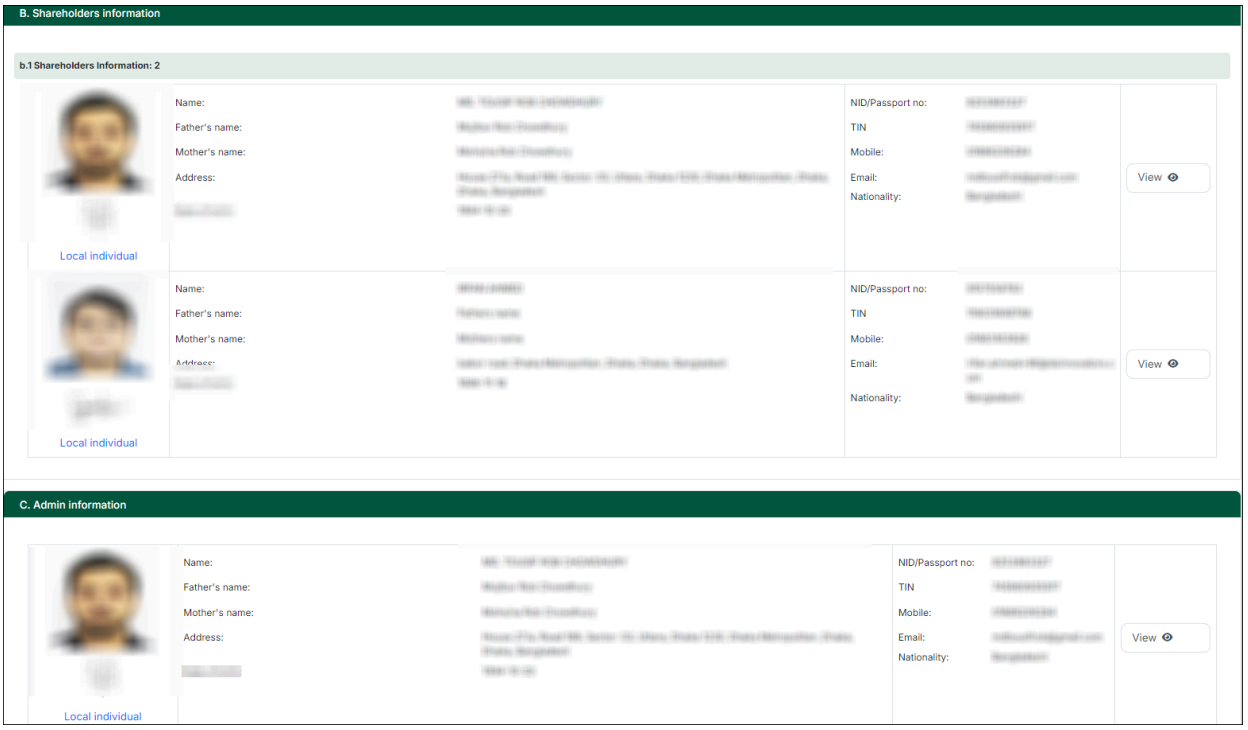


Figure 201: Foreign Company – Preview (2)

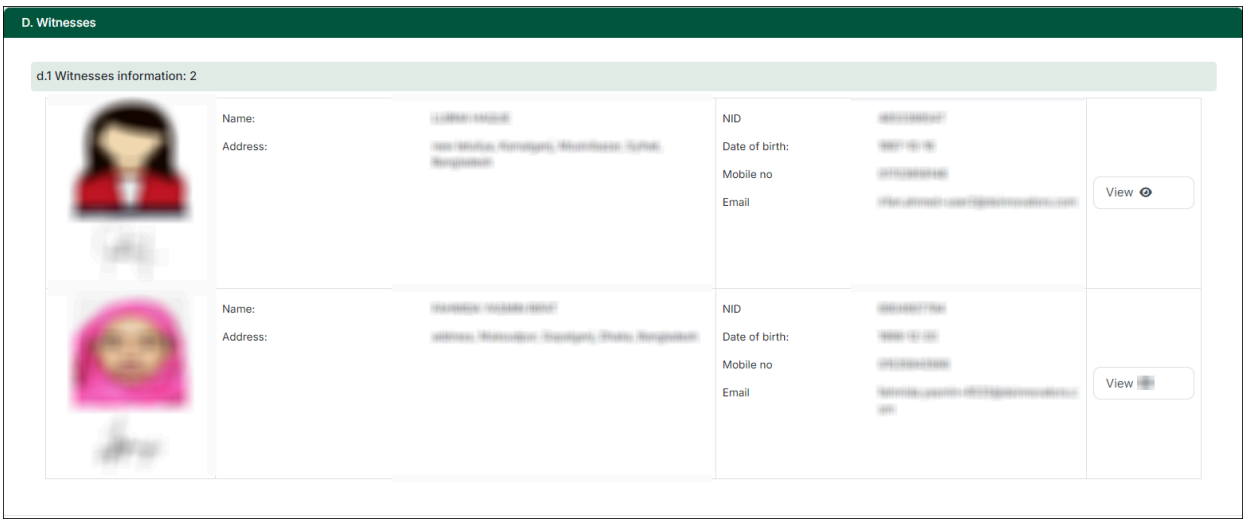


Figure 202: Foreign Company – Preview (3)

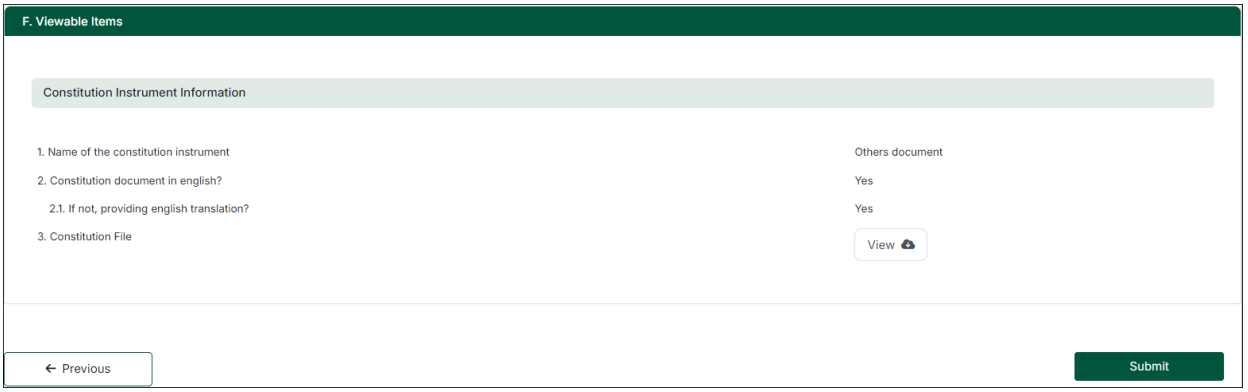


Figure 203: Foreign Company – Preview (4)

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person and the constitutional document.

Click **Previous** at the bottom left to return to the previous section.

Click **Submit** to submit the application.

a. The system displays the prompt “Are you sure to submit this application?”

- Click **No** to cancel the submission.
- Click **Confirm** to submit the application.

Submission and Consent

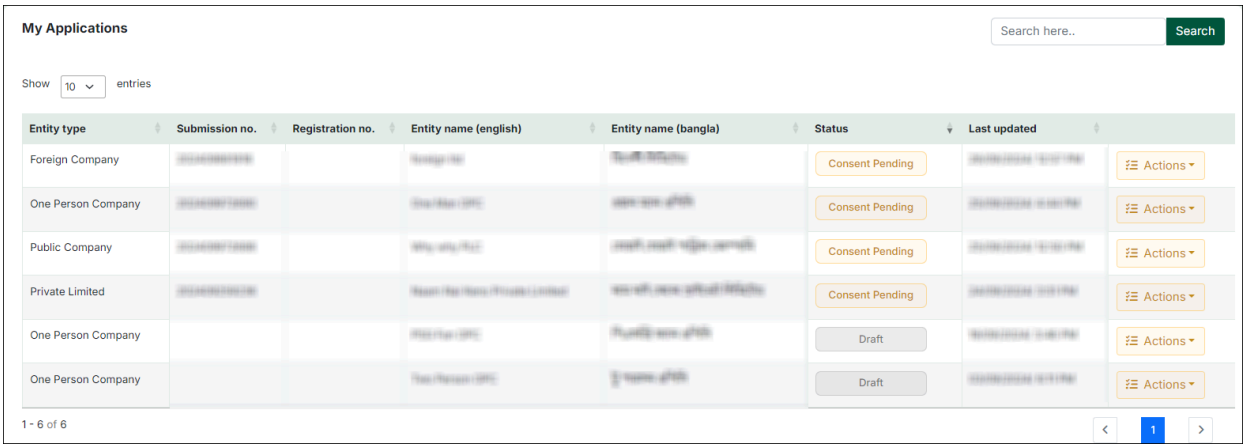


Figure 204: Foreign Company – Submission

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the shareholder and the witnesses. After consent has been provided by the shareholders the application will be ready for registration payment. The application will only be available for review by the RJSC back-office officials after payment has been completed.

The consent and payment steps are the same as those described in Section 5.1 (Consent) and Section 6 (Registration Payment).

5.5 Partnership Firm

Entity Type

Now you will be guided through the registration process of a partnership firm. Which includes the following steps.

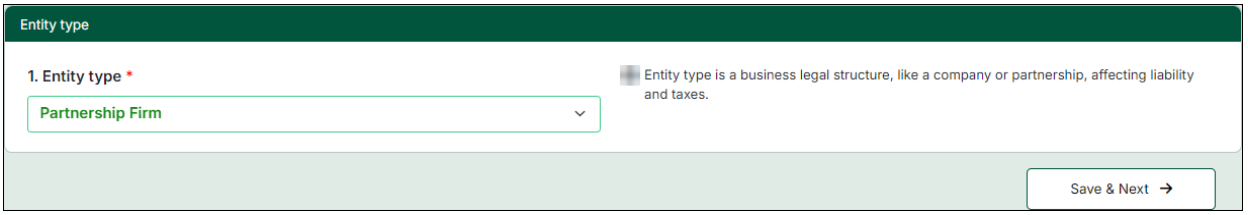


Figure 205: Partnership Firm – Entity Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Partnership Firm
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Name

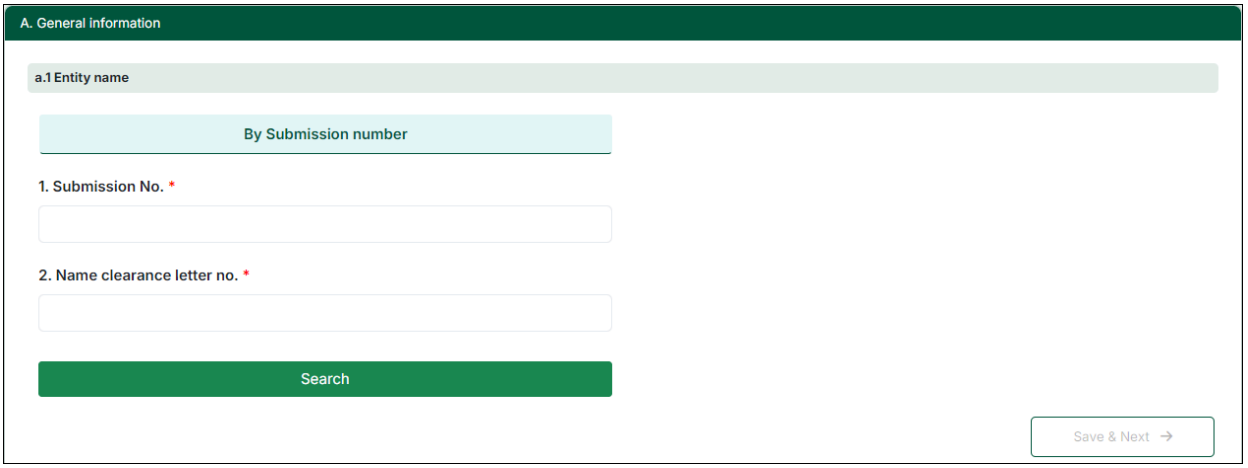


Figure 206: Partnership Firm – Submission Number Search

Name clearance must be approved before the registration is started. The submission number and the name earance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance pplications** in the left sidebar.

Enter the submission number in the following field.

a. Submission No.

Enter the name clearance letter number in the following field.

a. Name clearance letter no.

Click **Search** to check whether the entered numbers belong to an approved name clearance application.

a. If the information is invalid, the system prompts you to re-enter it.

b. If the information is valid, the system allows you to proceed.

Click **Save & Next** at the bottom right to continue to the next section.

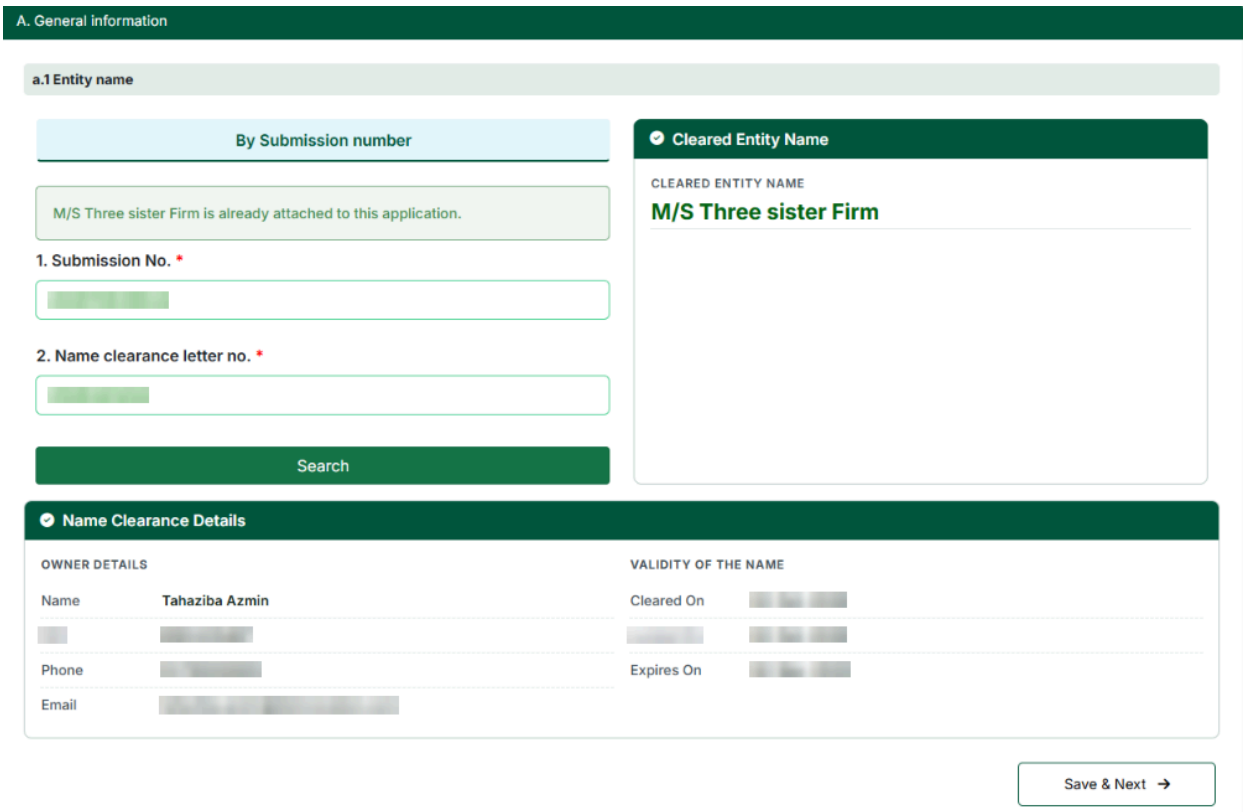


Figure 207: Partnership Firm – Name Clearance Details

After the submission number is verified, the name in the linked name clearance application is set as the entity ame.

Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

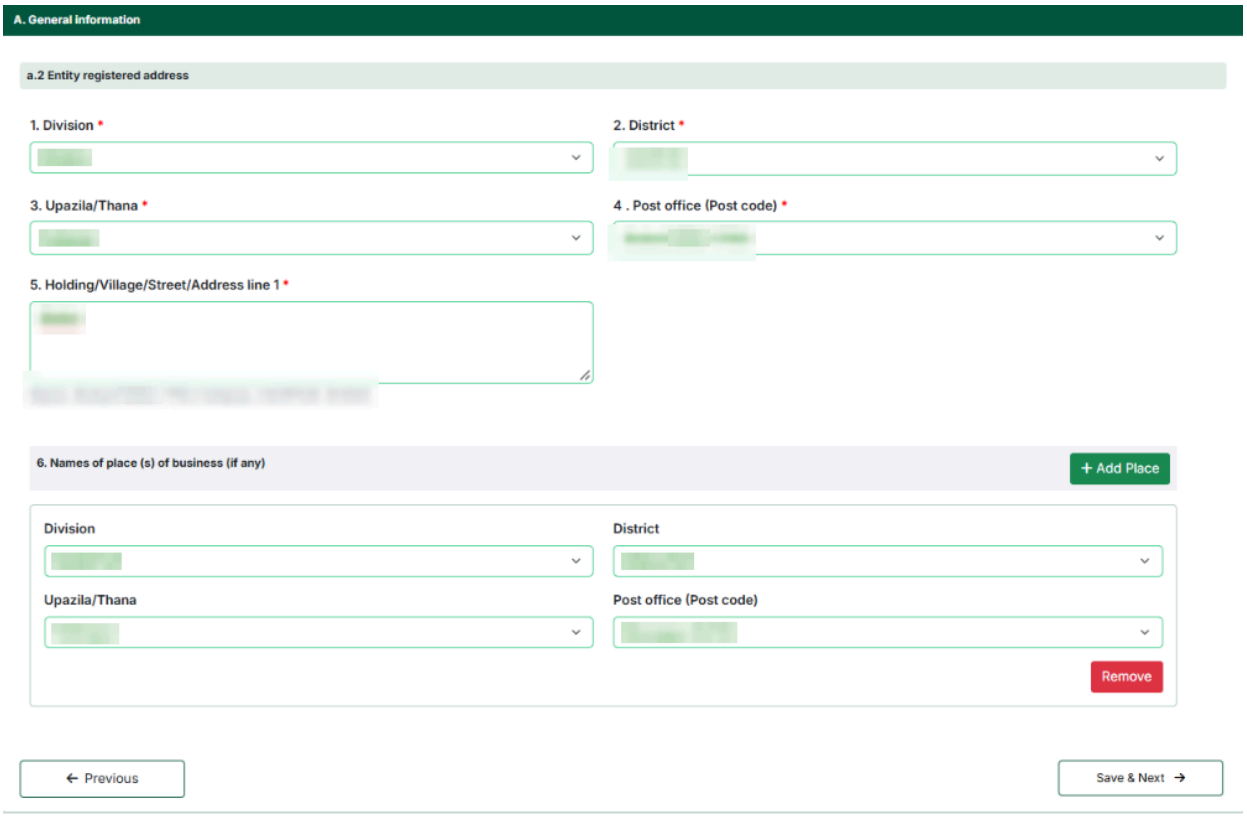


Figure 208: Partnership Firm – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division in which the entity falls from the dropdown list.
  - **District**: Select the district in which the entity falls from the dropdown list.
  - **Upazila/Thana**: Select the Upazila/Thana in which the entity falls from the dropdown list.
  - **Postcode**: Enter the postcode of the entity .
  - **Holding/Village/Street/Address line**: Enter the address of the entity .
- **Address Ownership**:
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Business Details

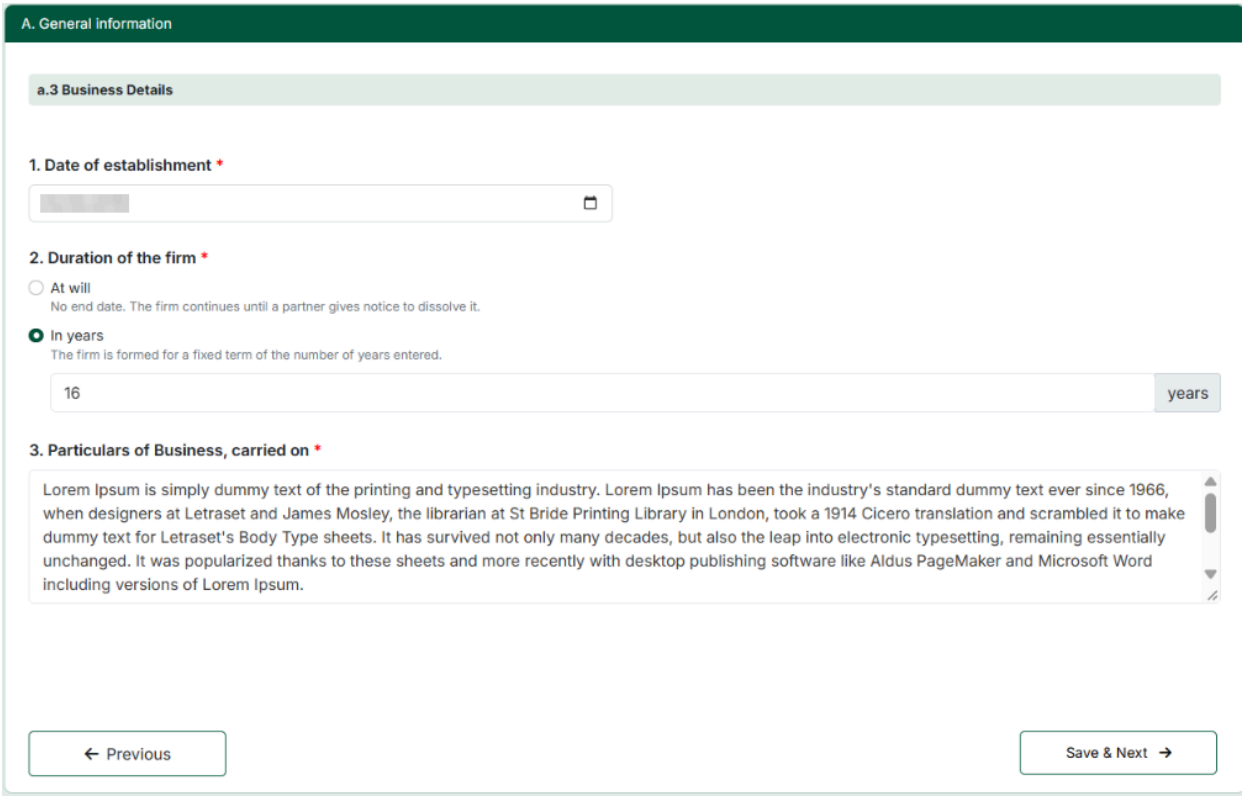


Figure 209: Partnership Firm – Business Details

General Information – Partnership Details

- Enter the following information:
  - **Date of establishment**: Enter the date the firm was established on.
  - **Duration of the firm**: Select either **At will** (no end date) or **In years**, and enter the number of years if the firm is formed for a fixed term.
  - **Particulars of Business, carried on**: Enter a description of the business the firm carries on.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

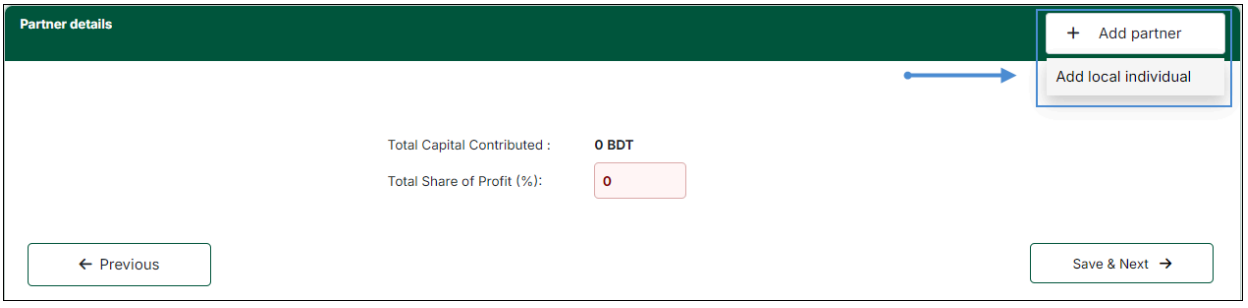


Figure 210: Partnership Firm – Partner Details

- This section shows all the partner details.
- Add partner

- Click **Add Partner** from the top right corner to add a partner for the entity into the RJSC database.

- After Adding partners.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Note:

- The total share of profit must be 100%.
- Exactly one managing partner must be selected.
- The total number of partners must be between 2 and 20.
- The owner of the name clearance must be among the members.

Add Partners

Local Individual

Basic Information

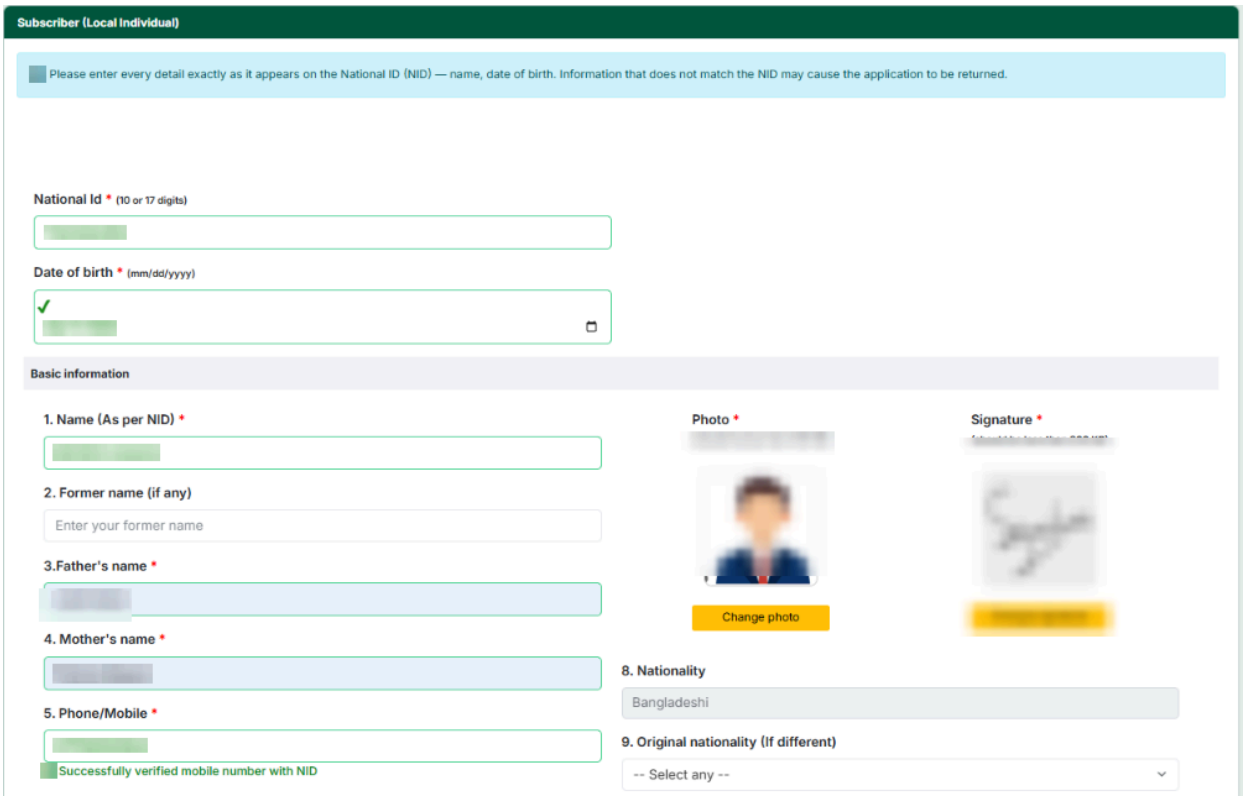


Figure 211: Partnership Firm – Local Individual – Basic Information

- Enter the following information for a local individual member:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.

- If the details do not match, the system prompts you to re-enter them.
- If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.

- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if you have any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

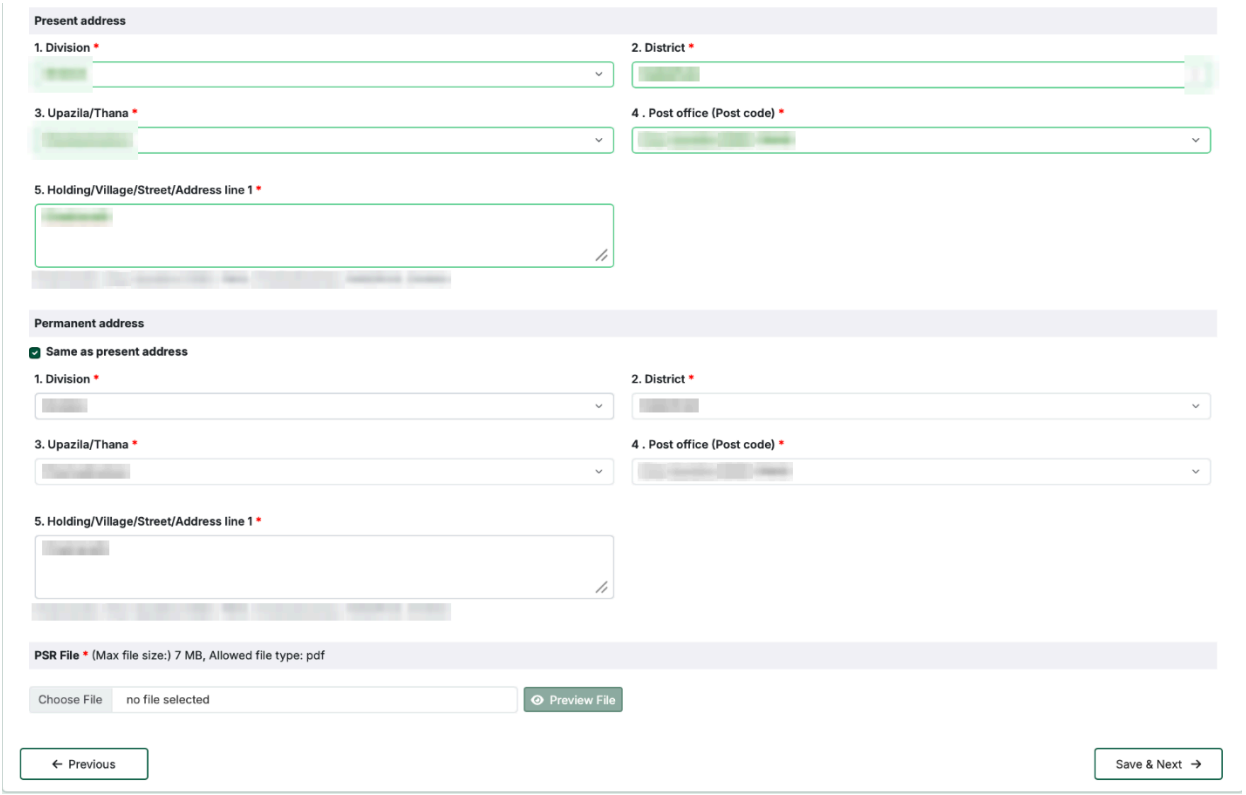


Figure 212: Partnership Firm – Local Individual – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.

- **District**: Select the district from the dropdown list.
- **Upazila/Thana**: Select the upazila/thana from the dropdown list.
- **Postcode**: Enter the postcode where the member resides.
- **Holding/Village/Street/Address line**: Enter the address of the residence.
- **Address Details from NID**: Enter the address exactly as printed on the NID.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the member, click **Change Photo**.
- To upload or change the signature of the member, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the member.

Local Corporate

Basic Information

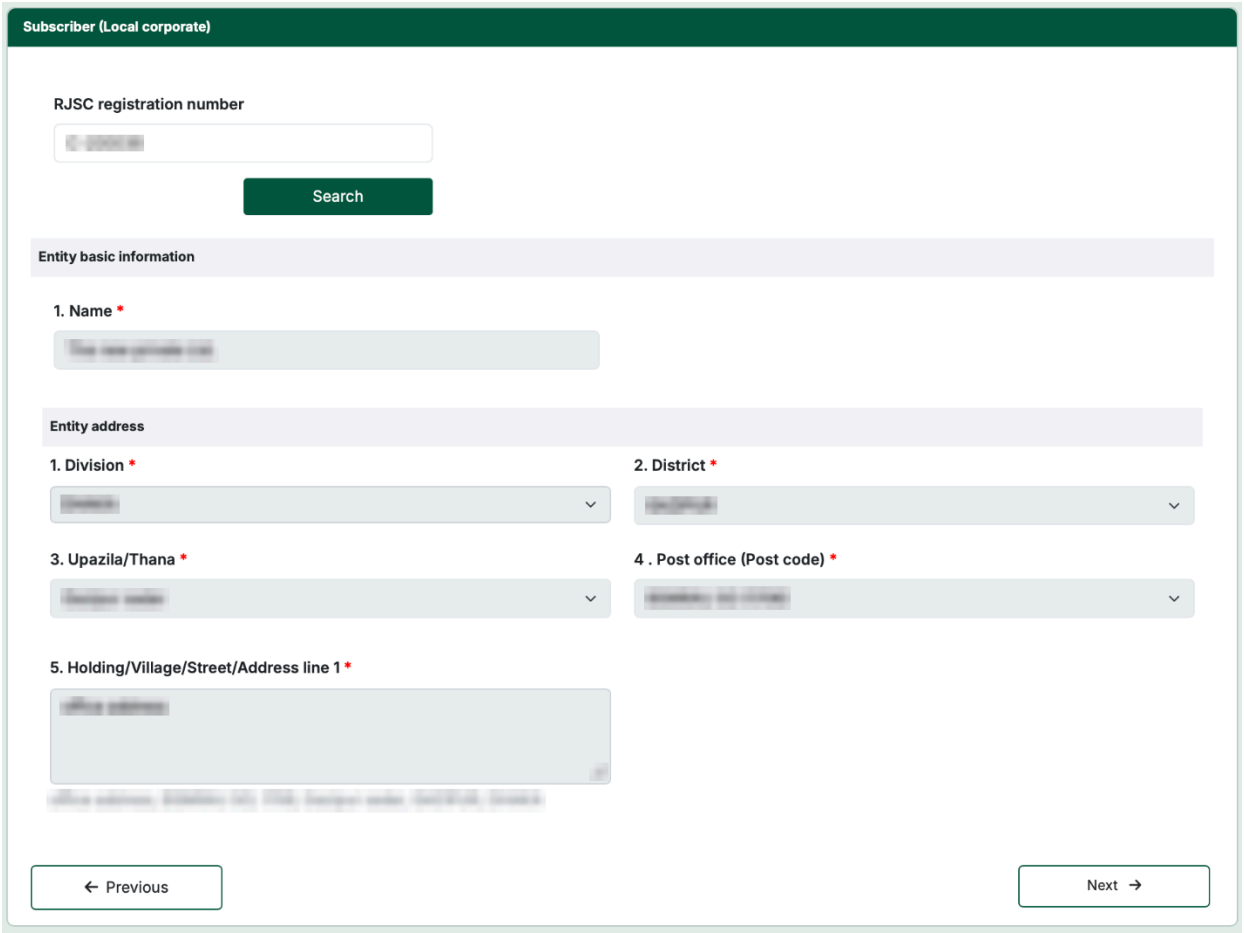


Figure 213: Partnership Firm – Local Corporate

- Enter the following information for a local corporate member:

- **RJSC Registration Number**: If the member is already registered with RJSC you can enter their RJSC registration number and click **search**.
    - If the number is valid, the system fills in the relevant fields with the information provided during their registration.
    - If the number is invalid, the system prompts you to re-enter it.

- If the member is not registered with RJSC, skip this field and continue with the remaining fields.
    - **Name**: Enter the member's name.
    - **Division**: Select the division from the dropdown list.
    - **District**: Select the district from the dropdown list.
    - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
    - **Postcode**: Enter the postcode where the member resides.
    - **Holding/Village/Street/Address line**: Enter the address of member's premises.
- Corporate members require a representative to be added. Please see Figure 29 (Section 5.1) and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** from the bottom left corner to return to the previous section.
- Click **Next** to add the member.

Partner Contribution and Position Details

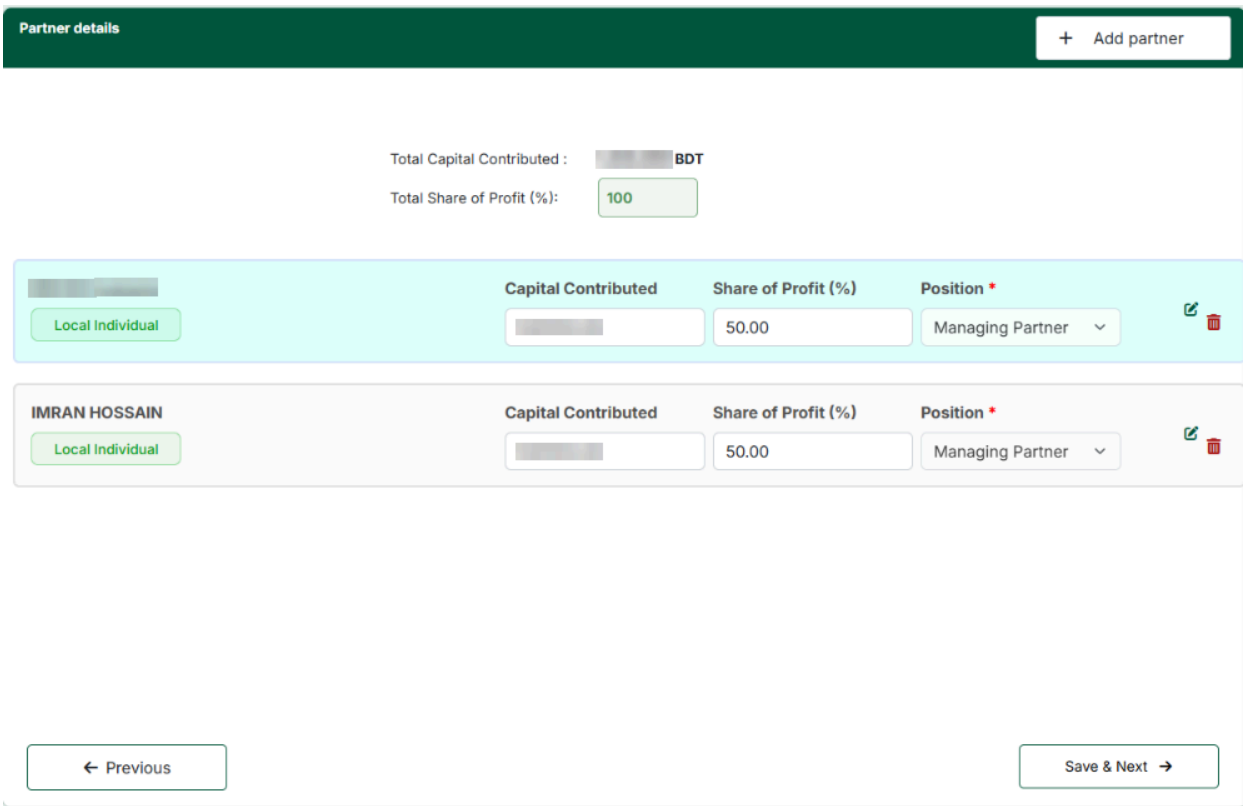


Figure 214: Partnership Firm – Partnership Partner Details

- After the partners are added, the list of added partners is displayed. Enter the following information:
    - **Capital Contributed**: Enter the capital contributed by each partner.
    - **Share of Profit**: Enter the profit share percentage of each partner. The total share of profit of all partners must be 100%.
    - **Position**: Select the position of the partner in the entity from the dropdown list.

General Information – Partnership Position Details

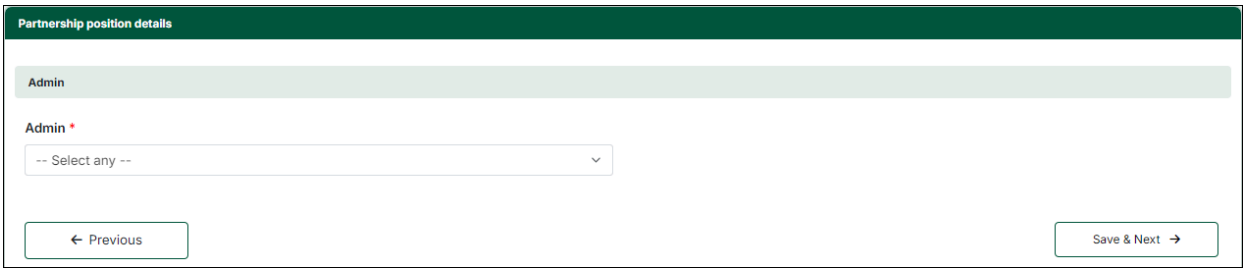


Figure 215: Partnership Firm – Partnership Position Details

- **Admin**: Select the partner who will act as the admin from the dropdown list.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Witness Details

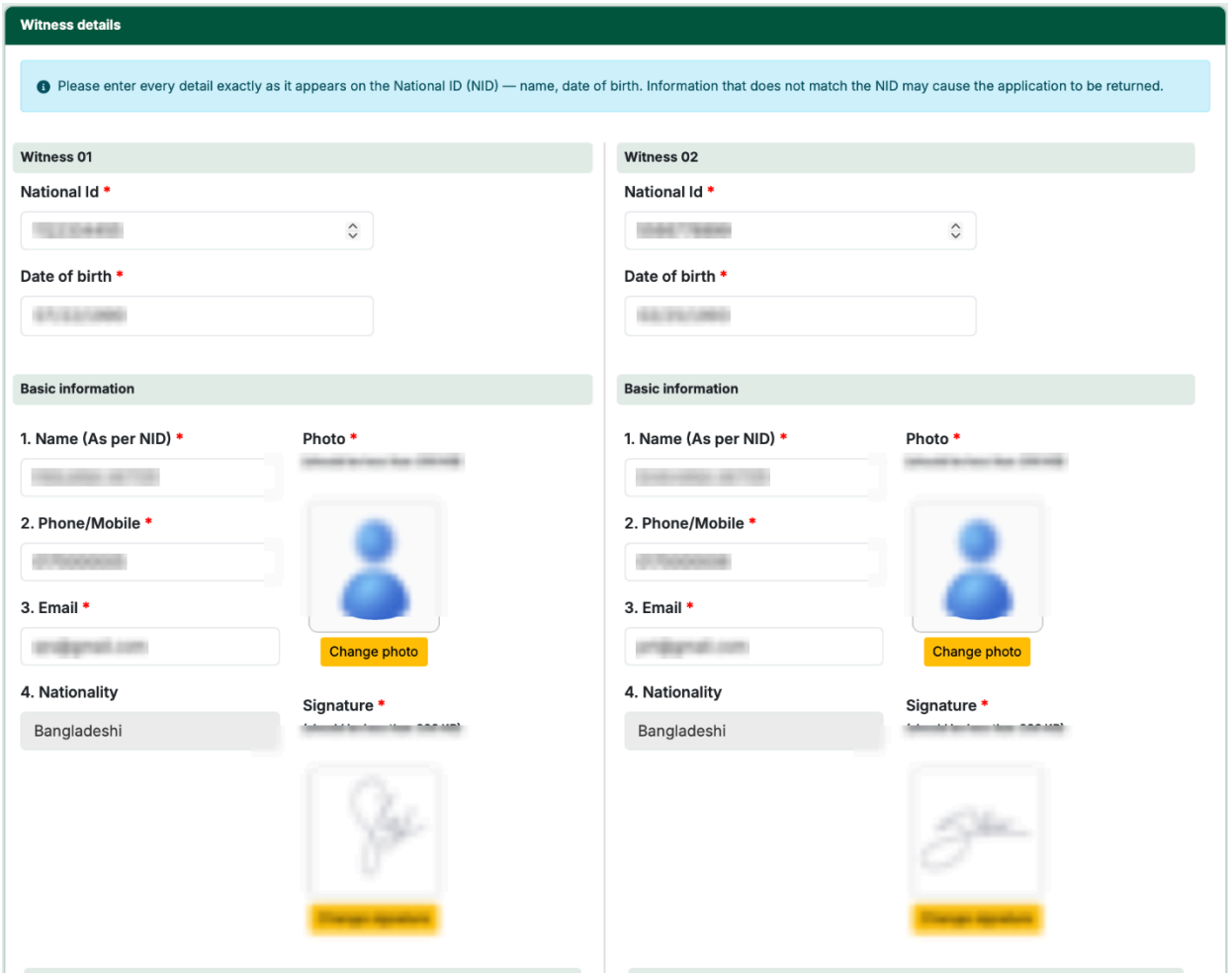


Figure 216: Partnership Firm – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.

- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

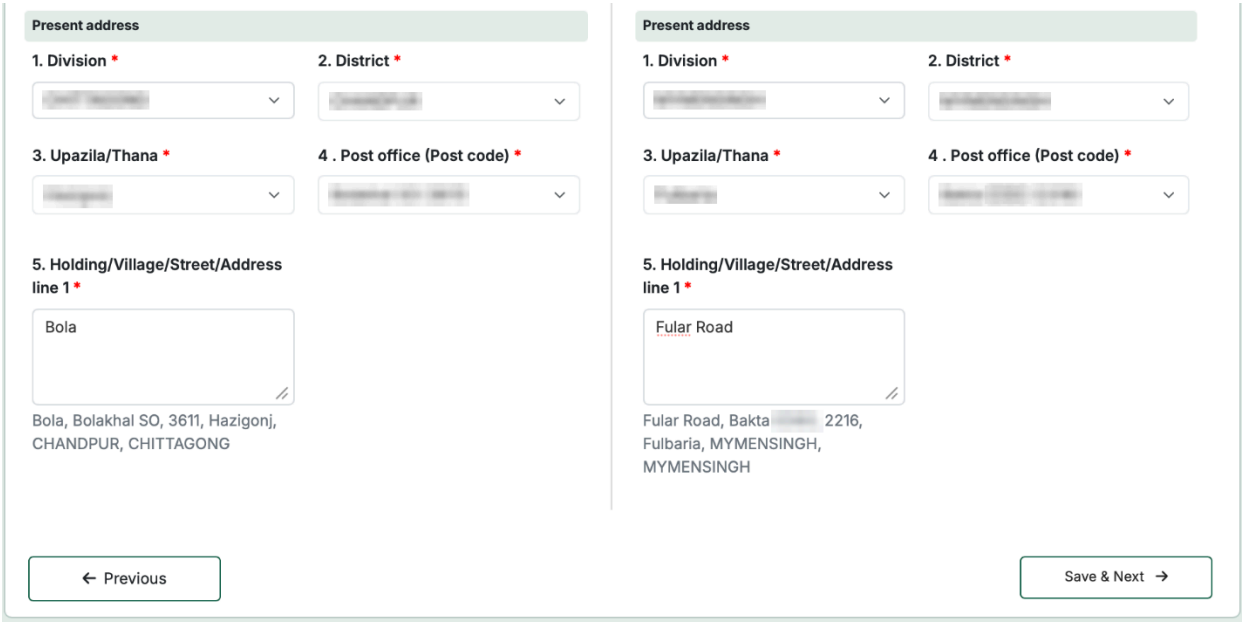


Figure 217: Partnership Firm – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Upload Documents

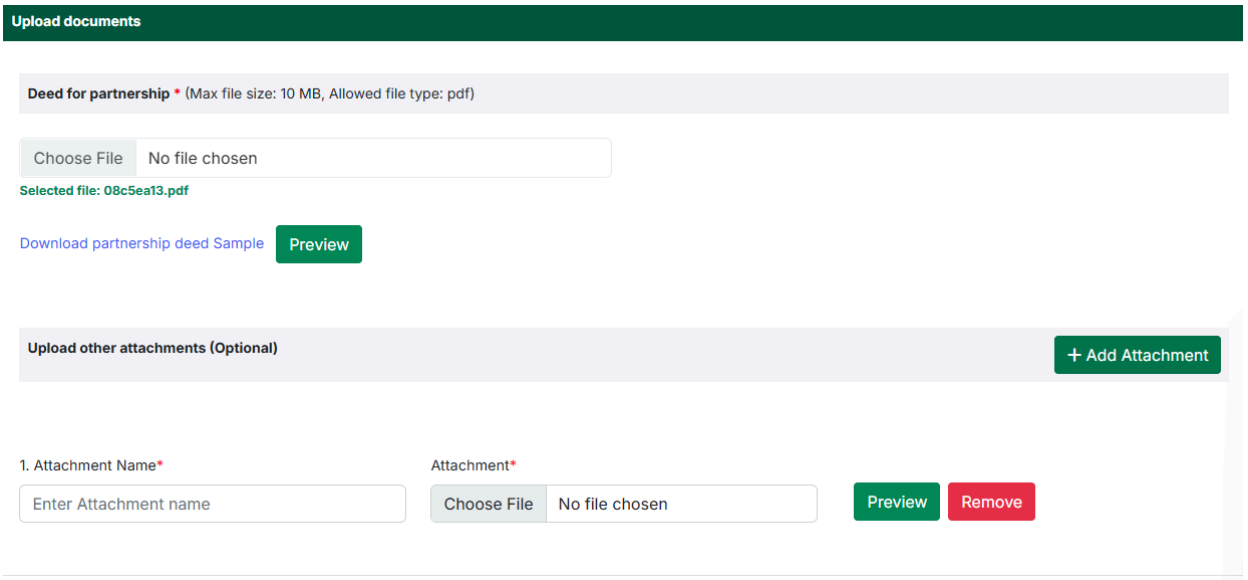


Figure 218: Partnership Firm – Other Attachments

Upload the PDF file of the deed for the partnership.

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other ttachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

Click **Preview** to preview the added document.

Click **Remove** to remove the added document.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Filed By

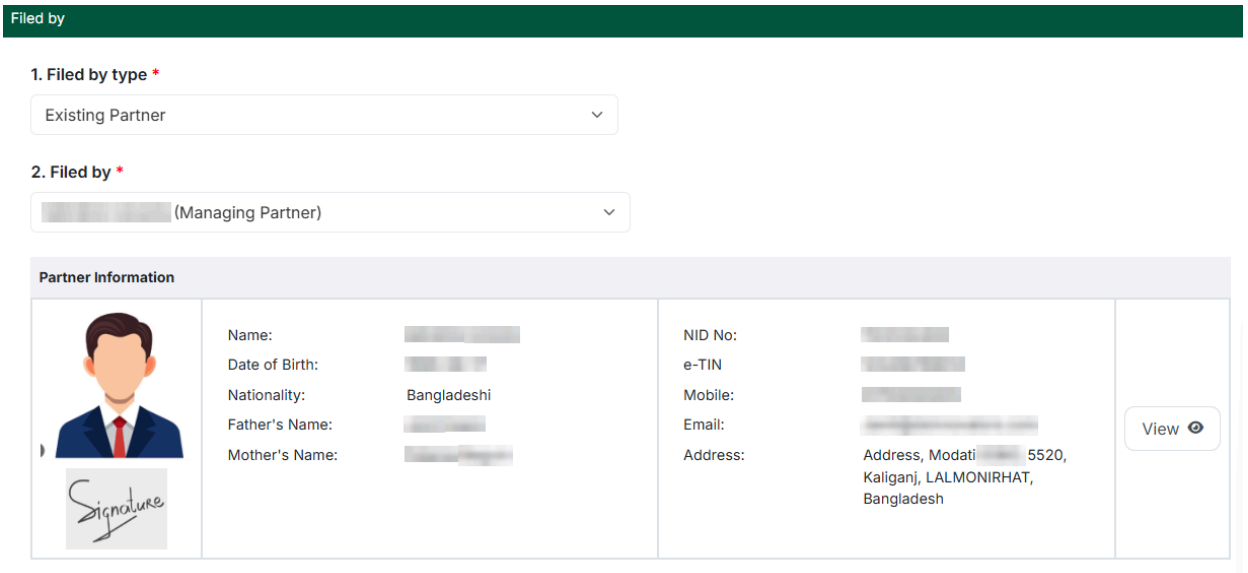


Figure 219: Partnership Firm – Filed By

In the **Filed By** step, select the person who files the application.

If **Existing Member** is selected, the members added in the previous steps are displayed and one of them can be hosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview

A. General Information (as of Memorandum and Articles of Association, FORM 1)

a.1 Basic information

1. Entity type	Partnership Firm
2. Entity name	M/S Three sister Firm
3. Entity name (Bangla)	

a.2 Entity registered address

1. District	GAZIPUR
2. Upazila/Thana	[redacted]
3. Post code	[redacted]
4. Post office	[redacted]
5. Holding/Village/Street	[redacted]
6. Names of place (s) of business	Monsapur, Hakimpur, DINAJPUR

a.3 Business Details

1. Date of establishment	[redacted]
2. Duration of the firm	16 years
3. Particulars of Business, carried on	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since 1966, when designers at Letraset and James Mosley, the librarian at St Bride Printing Library in London, took a 1914 Cicero translation and scrambled it to make dummy text for Letraset's Body Type sheets. It has survived not only many decades, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized thanks to these sheets and more recently with desktop publishing software like Aldus PageMaker and Microsoft Word including versions of Lorem Ipsum.
4. Enclosure (if any)	Deed of Partnership

B. Partners information

b.1 Partners Information: 2



Local individual

Name:	[redacted]	Profit Share:	50.00 %
Father's name:	[redacted]	NID:	[redacted]
Mother's name:	[redacted]	Date of birth:	[redacted]
Present Address:	Address, Modati [redacted] 5520, Kaliganj, LALMONIRHAT, Bangladesh	Email:	[redacted] m
Permanent Address:	Address, Modati [redacted] 5520, Kaliganj, LALMONIRHAT, Bangladesh	Nationality:	Bangladeshi
Mobile:	[redacted]		
e-TIN	[redacted]		

View Details



Local individual

Name:	IMRAN HOSSAIN	Profit Share:	50.00 %
Father's name:	[redacted]	NID:	[redacted]
Mother's name:	Rahima [redacted]	Date of birth:	[redacted]
Present Address:	Lalkhan, Eidgah SO, 4702, Eidgah, COX'S BAZAR, Bangladesh	Email:	[redacted] m
Permanent Address:	Lalkhan, Eidgah SO, 4702, Eidgah, COX'S BAZAR, Bangladesh	Nationality:	Bangladeshi
Mobile:	[redacted]		
e-TIN	[redacted]		

View Details

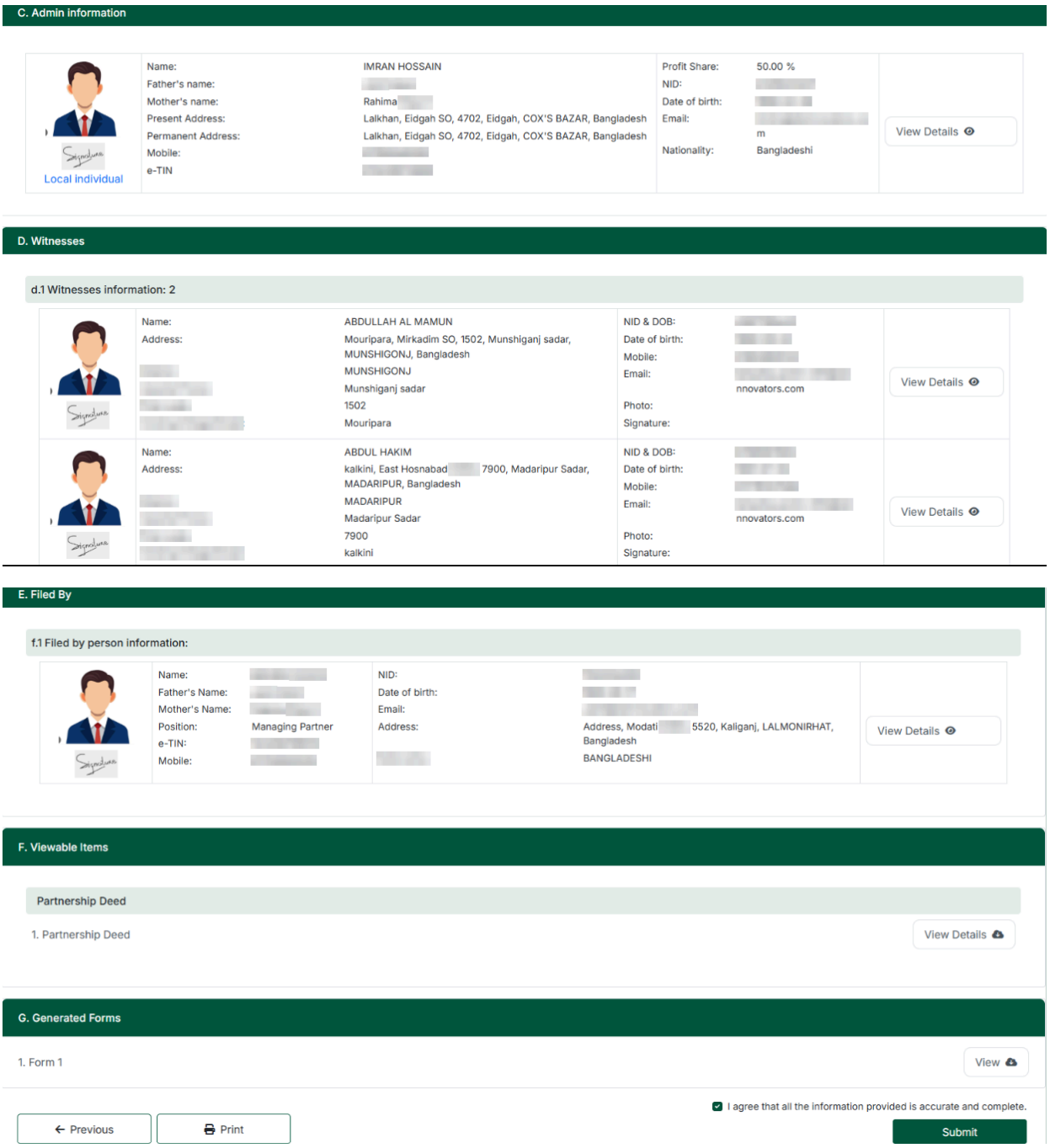


Figure 220: Partnership Firm – Preview – Part 1

Figure 221: Partnership Firm – Preview – Part 2

Figure 222: Partnership Firm – Preview – Part 3

Figure 223: Partnership Firm – Preview – Part 4

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person.

Click **Partnership Deed** under **Viewable Items** to view or download the Partnership Deed.

Click **Previous** at the bottom left to return to the previous section.

Click **Print** to download the Application Preview Document.

Click **Submit** to submit the application. Before submitting, select the checkbox to confirm that all the information provided is accurate and complete.

a. The system displays the prompt “Are you sure to submit this application?”
    - Click **No** to cancel the submission.
    - Click **Confirm** to submit the application.

Generated Forms

Form-1

Statement Containing the Particulars of the Firm for Registration
Under the Partnership Act. (Act IX of 1932)
[See Section 58 & Rule 4 (2)]

To
The Registrar of Firm
Bangladesh, Dhaka

Sir,

We the undersigned partners of the firm, named **M/S Three sister Firm** do hereby submit the following statement as required under section 58 of the Partnership Act (Act IX of 1932) for the purpose of its registration under section 59 of the Act.

1. Name of the firm (in block letters) : **M/S THREE SISTER FIRM**
2. Date of Establishment of the firm :
3. Duration of the firm (state whether it is Partnership "At- Will" or not) : **Not (16 Years)**
4. Principal place of business (with full Address) : **Baliari, Boliadi 1750, Kaliakair, GAZIPUR, Bangladesh**
5. Names of the place (s) of business, if any : **Monsapur, Hakimpur, DINAJPUR**
6. Particulars of business, carried on : **Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since 1966.**
7. The date when each partner joined the firm : **05-MAY-2010**
8. Particulars of partners (must tally with these in the deed of partnership, if any)

SL. No.	Name in Full of Partners	Father's/ Husband's Name	Permanent Address	Nationality	Capital, if any, Proposed to be Contributed Initially	Share of Profit (%)	Remarks
1		Jamil Islam	Address, Modati 5520, Kaliganj, LALMONIRHAT, Bangladesh DOB: TIN: NID/PP:	Bangladesh	500000.00	50.00	
2	IMRAN HOSSAIN	Jamil Islam	Lalkhan, Eidgah SO, 4702, Eidgah, COX'S BAZAR, Bangladesh DOB: TIN: NID/PP:	Bangladesh	500000.00	50.00	

9. Particulars of minors, if any, admitted to the profit of partnership

SL. No.	Name in Full of Minors	Father's Name	Permanent Address	Nationality	Date of Birth	Capital, if any, Proposed to be Contributed Initially	Share of Profit (%)	Remarks

10. Enclose, if any **Deed of Partnership**

We the partners of the firm named above do here by declare that the foregoing statement is true to the best of our knowledge and belief should any of the information given above is found to be false or untrue we should be jointly and/ or severally liable.

Signed in my presence

(Full Signature)



1. Name with Signature
Description:
Address:

ABDULLAH AL MAMUN
service holder
Mouripara, Mirkadim SO, 1502, Munshiganj sadar, MUNSHIGONJ, Bangladesh



1.



2. **IMRAN HOSSAIN**



2. Name with Signature
Description:
Address:

ABDUL HAKIM
Business
kalkini, East Hosnabad 7900, Madaripur Sadar, MADARIPUR, Bangladesh

Date:

Figure 224: Partnership Firm – Form I – Part 1

Figure 225: Partnership Firm – Form I – Part 2

Consent



Figure 226: Partnership Firm – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the member and the witnesses.

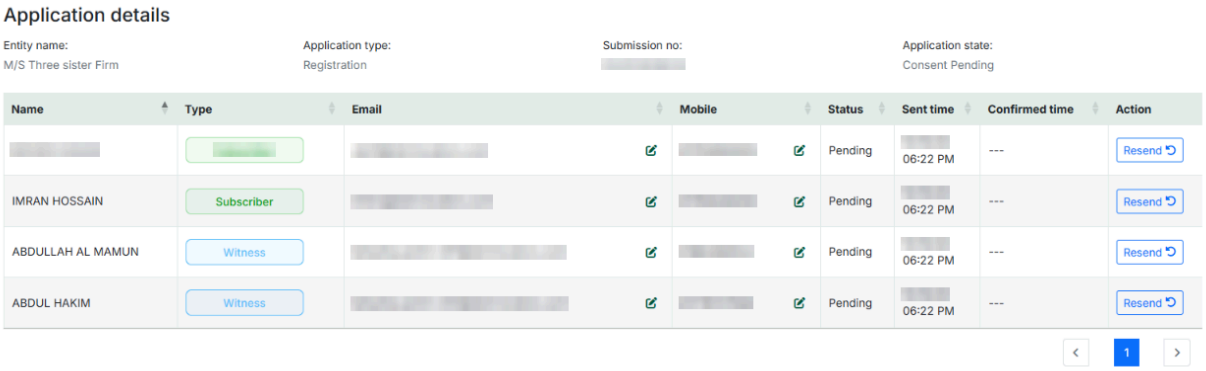


Figure 227: Partnership Firm – Consent

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

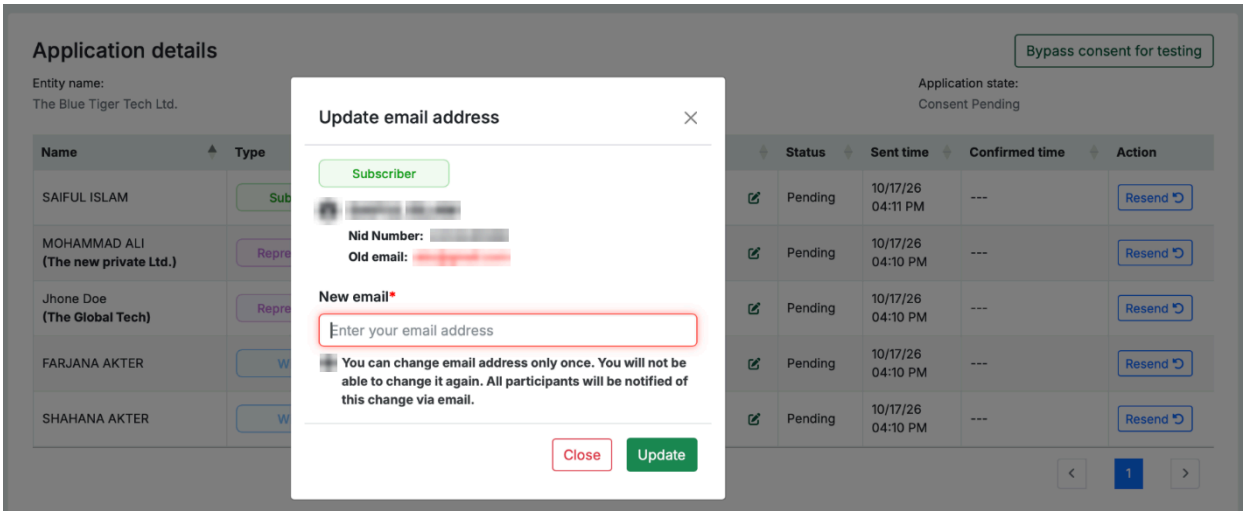


Figure 228: Partnership Firm – Update Email Address

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

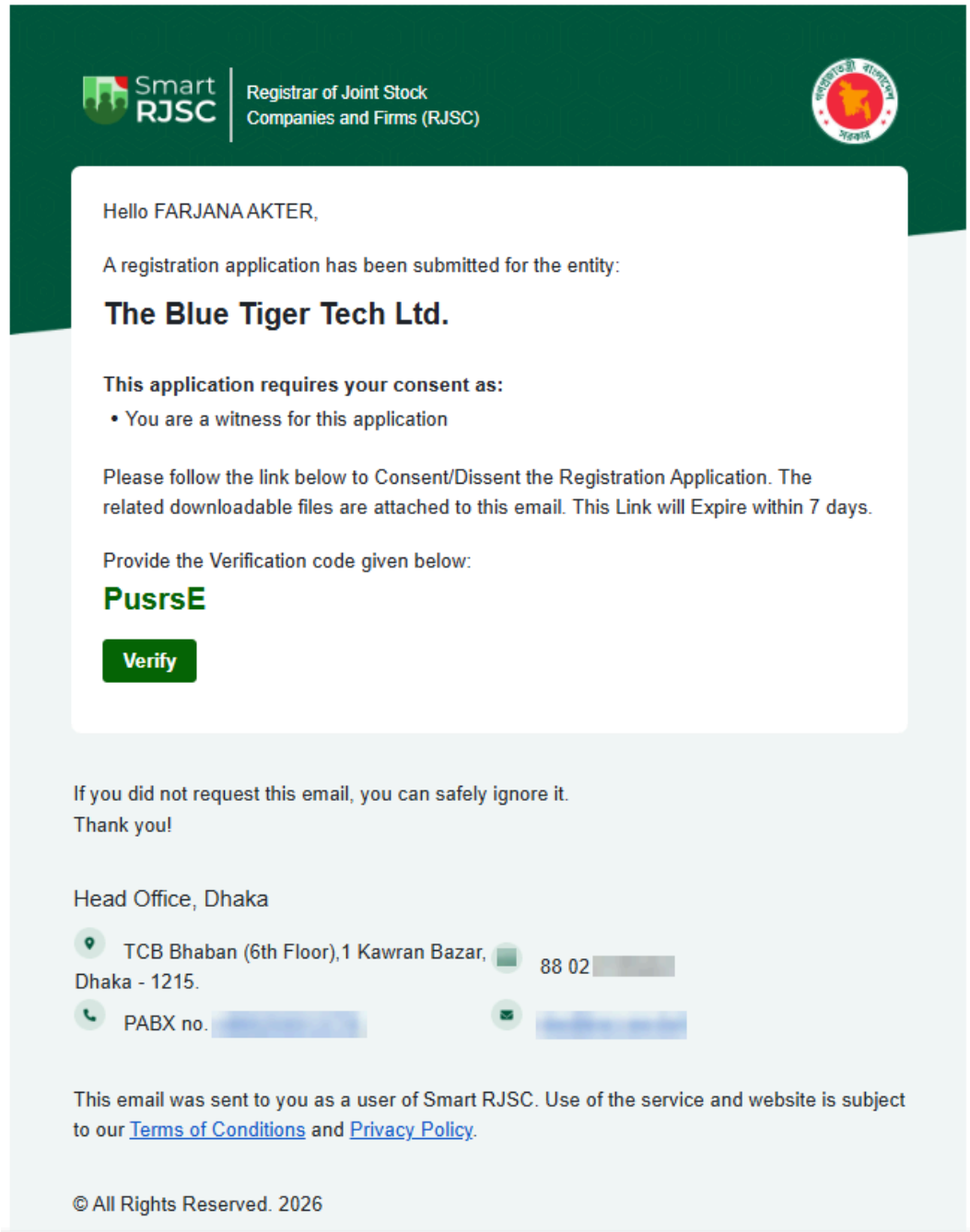


Figure 229: Partnership Firm – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

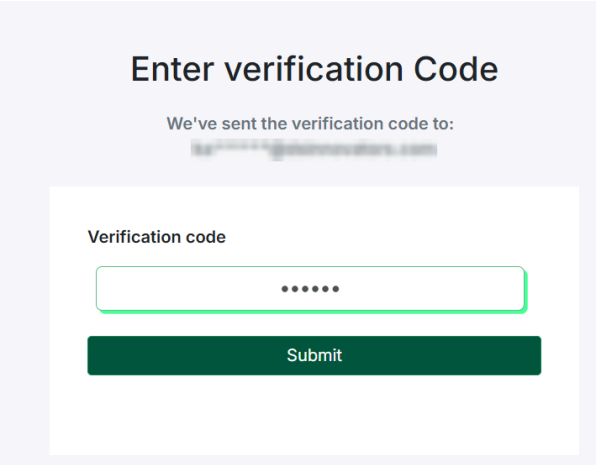


Figure 230: Partnership Firm – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

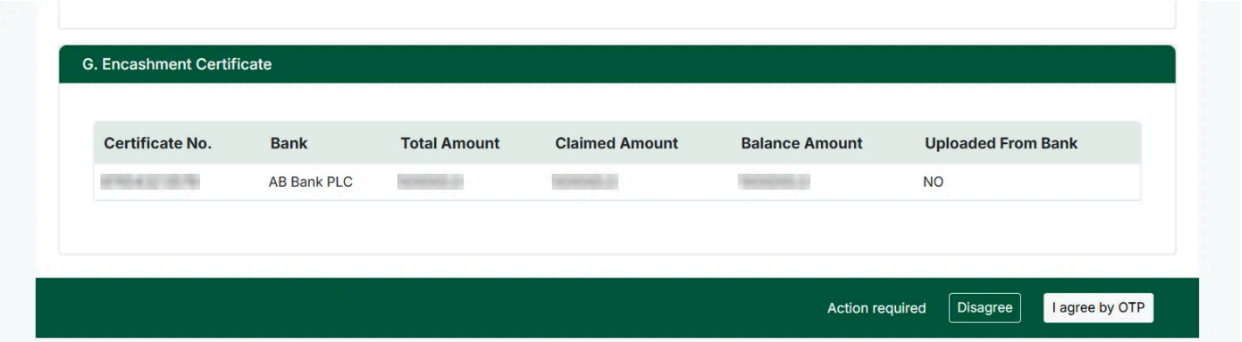


Figure 231: Partnership Firm – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

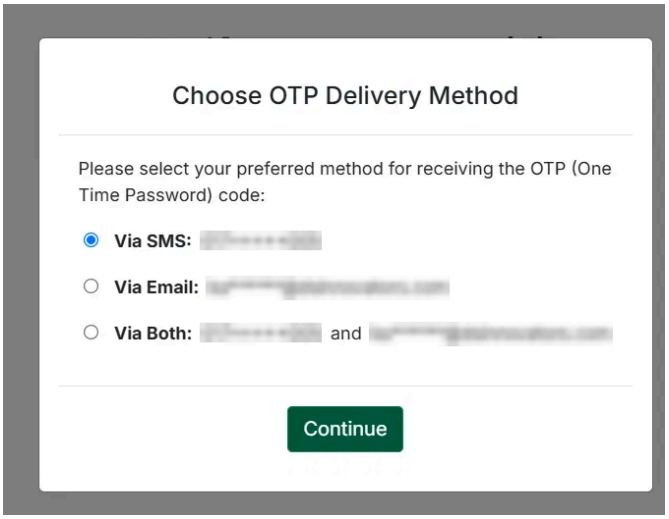


Figure 232: Partnership Firm – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

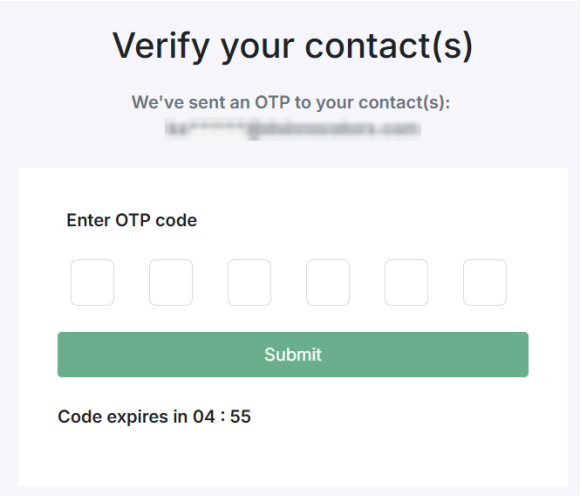


Figure 233: Partnership Firm – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

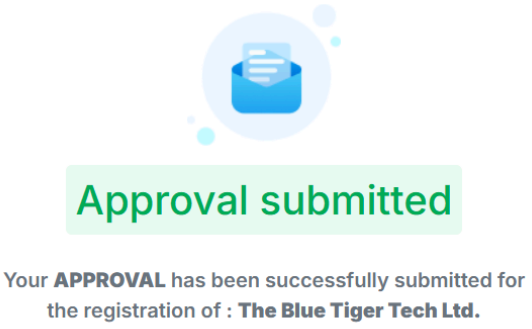


Figure 234: Partnership Firm – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

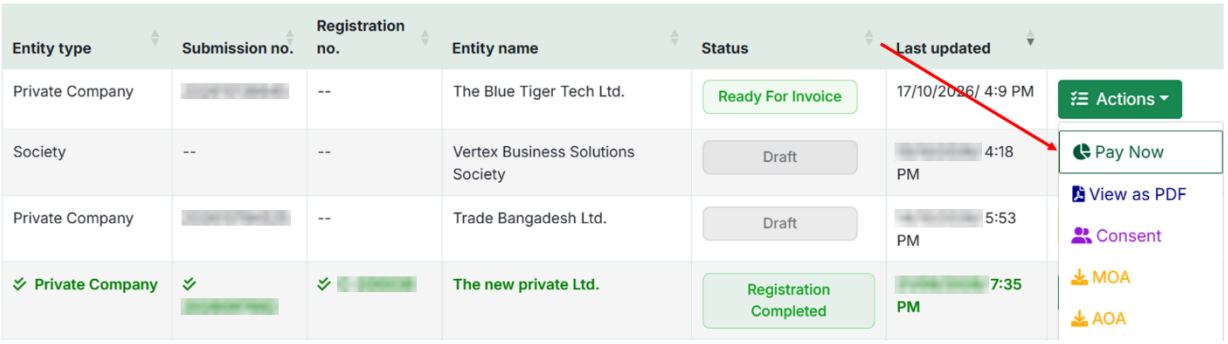


Figure 235: Partnership Firm – Application Ready for Payment

- After consent has been provided by the members the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

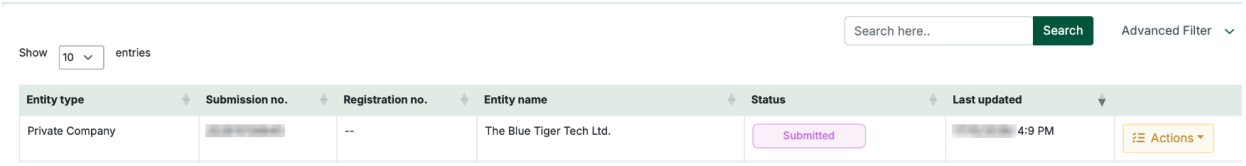


Figure 236: Partnership Firm – Application Submitted Status

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

5.6 Society

Entity Type

Now you will be guided through the registration process of a society type entity. Which includes the following steps.

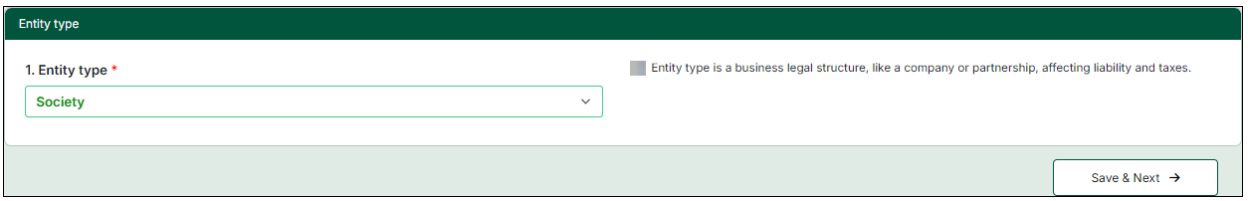


Figure 237: Society – Entity Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Society
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Name

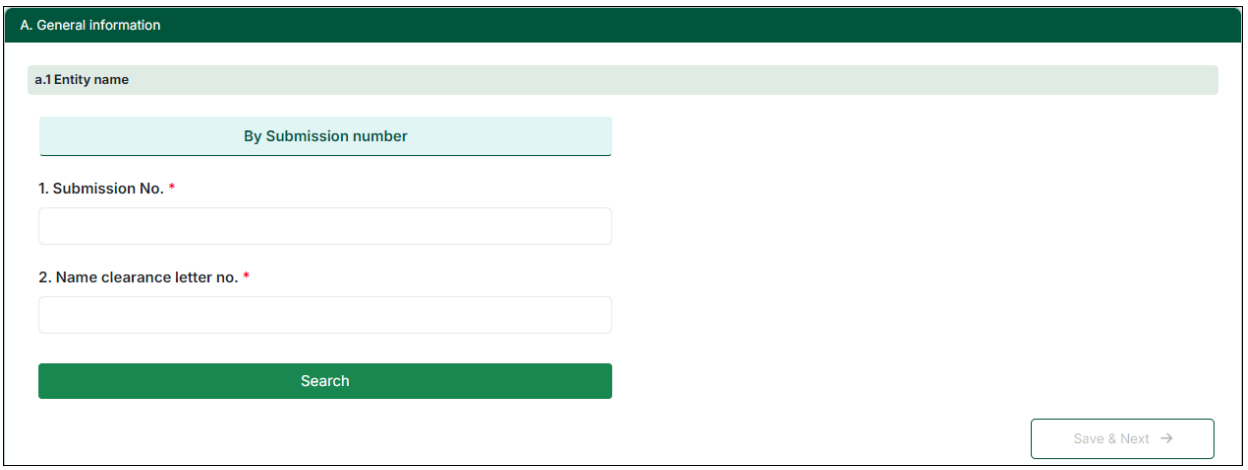


Figure 238: Society – Submission Number Search

Name clearance must be approved before the registration is started. The submission number and the name earance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance pplications** in the left sidebar.

Enter the submission number in the following field.

a. Submission No.

Enter the name clearance letter number in the following field.

a. Name clearance letter no.

Click **Search** to check whether the entered numbers belong to an approved name clearance application.

a. If the information is invalid, the system prompts you to re-enter it.

b. If the information is valid, the system allows you to proceed.

Click **Save & Next** at the bottom right to continue to the next section.

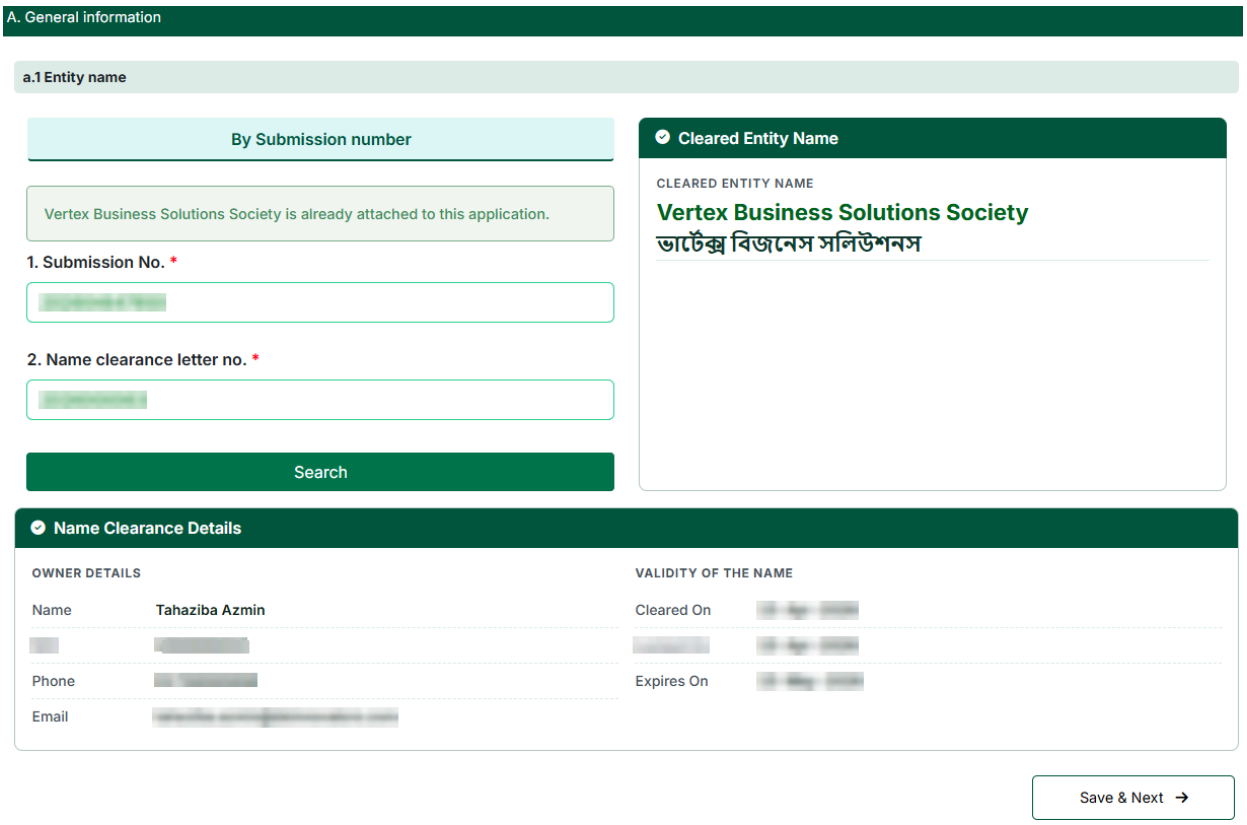


Figure 239: Society – Name Clearance Details

After the submission number is verified, the name in the linked name clearance application is set as the entity ame.

Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

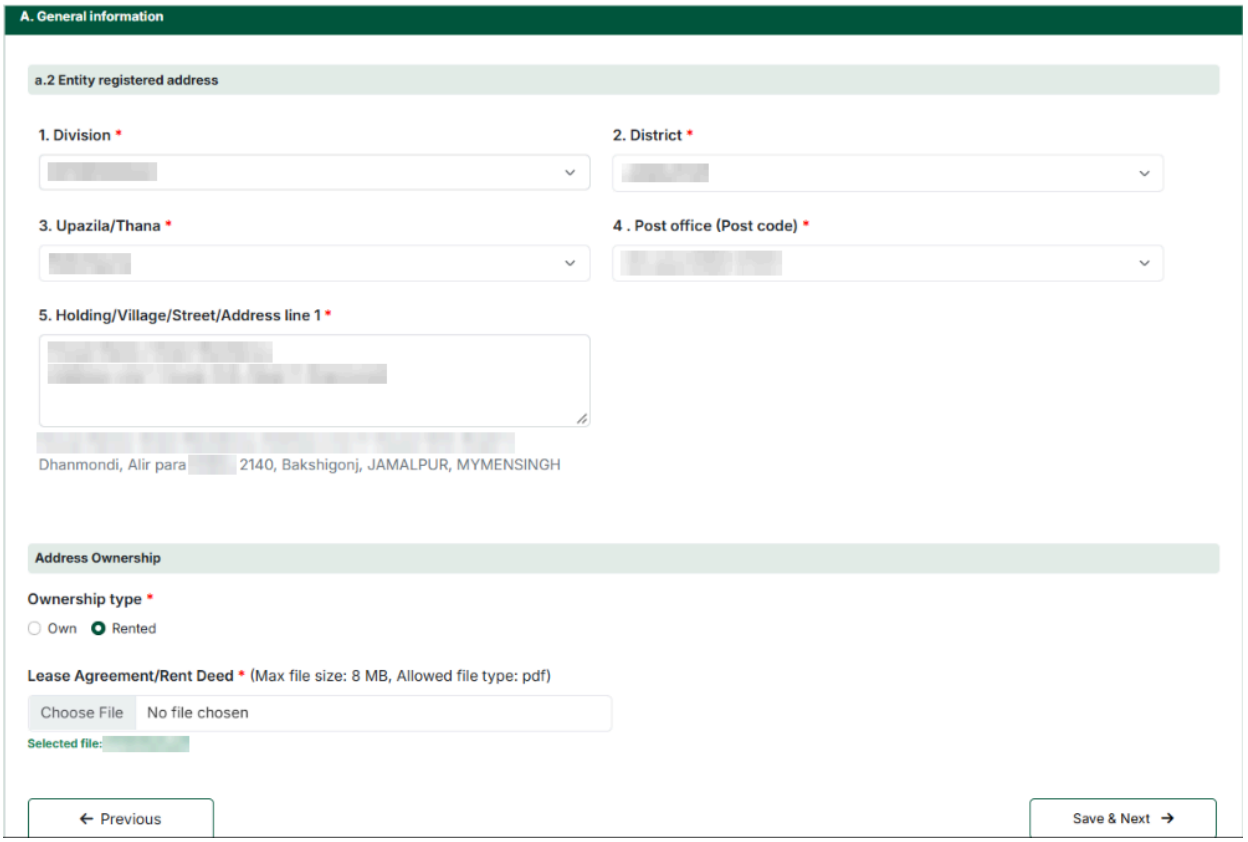


Figure 240: Society – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division in which the entity falls from the dropdown list.
  - **District**: Select the district in which the entity falls from the dropdown list.
  - **Upazila/Thana**: Select the Upazila/Thana in which the entity falls from the dropdown list.
  - **Post office**: Enter the name of the post office that the entity falls under. This is not a mandatory field.
  - **Postcode**: Enter the postcode of the entity.
  - **Holding/Village/Street/Address line**: Enter the address of the entity.
- Select the Ownership type: Own or Rented.
  - **Own**: Upload the Ownership Deed (PDF only, max 8 MB). If a Lease Agreement/Rent Deed was uploaded earlier, saving with this option will remove it.
  - **Rented**: Upload the Lease Agreement/Rent Deed (PDF only, max 8 MB). The name of the selected file is shown below the field.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Executive Member Details

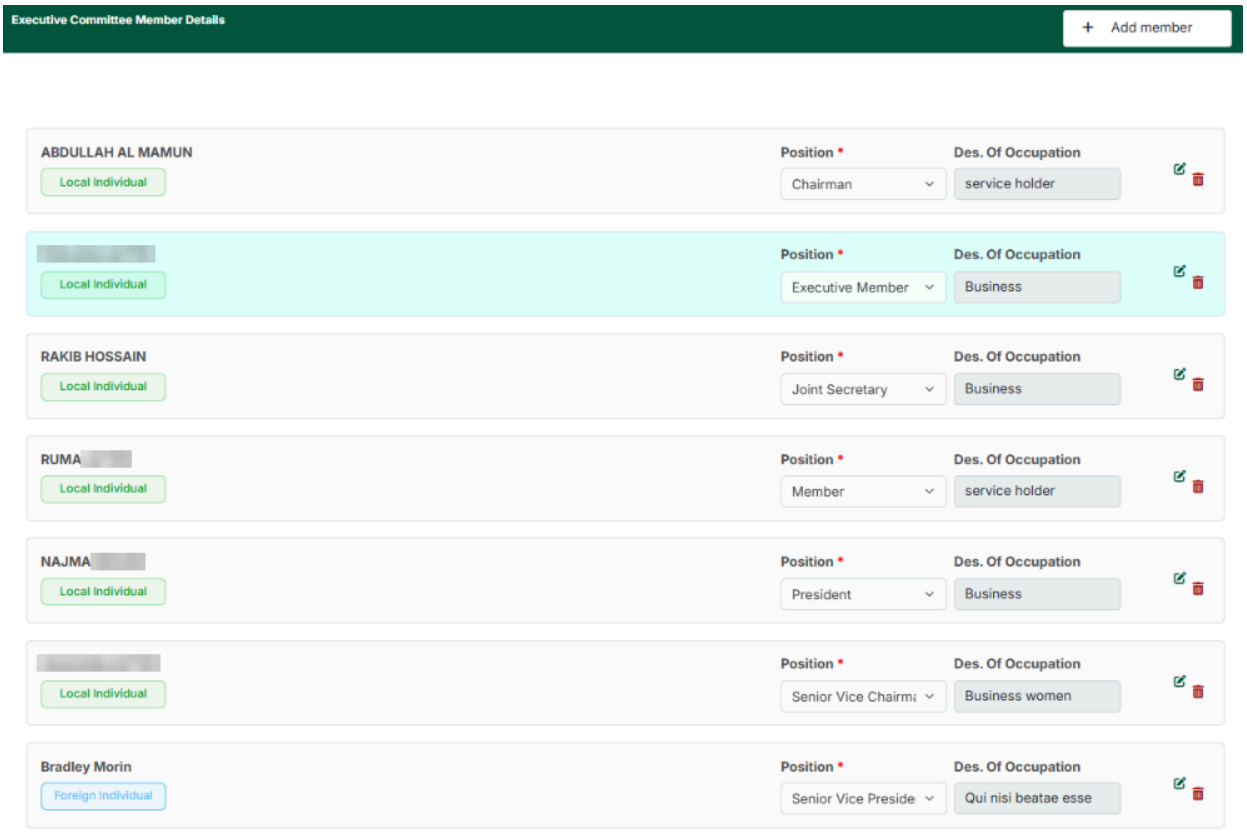


Figure 241: Society – Entity Member Details

- This section shows all the Entity Member details.
- Add member
    - Click **Add Member** from the top right corner to add a member for the entity into the RJSC database.
- After clicking **Add Member**:
    - Select the type of Member you want to add from:
        - Add Local Individual
        - Foreign Individual
- After Adding members.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Note:

- The total number of members must be 7 or more.

Add Members

Local Individual

Basic Information

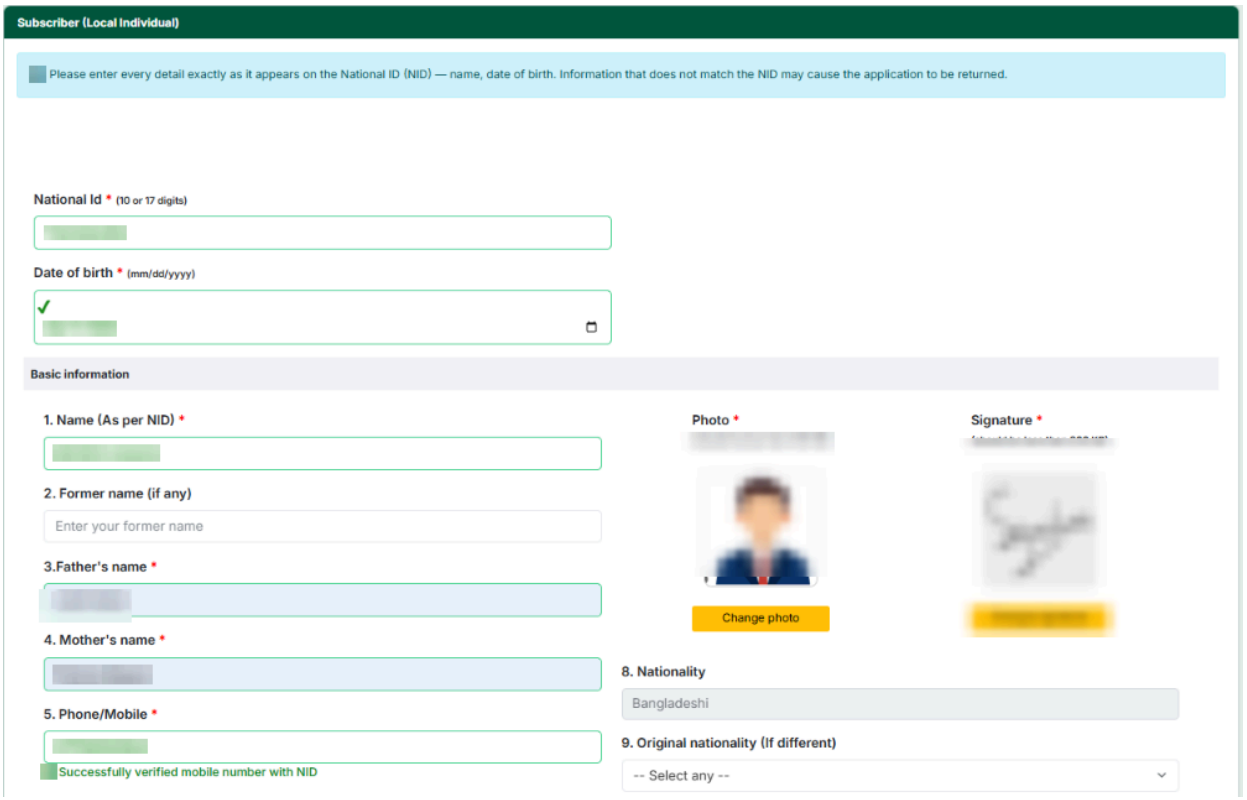


Figure 242: Society – Local Individual – Basic Information

- Enter the following information for a local individual member:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you have any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.

- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

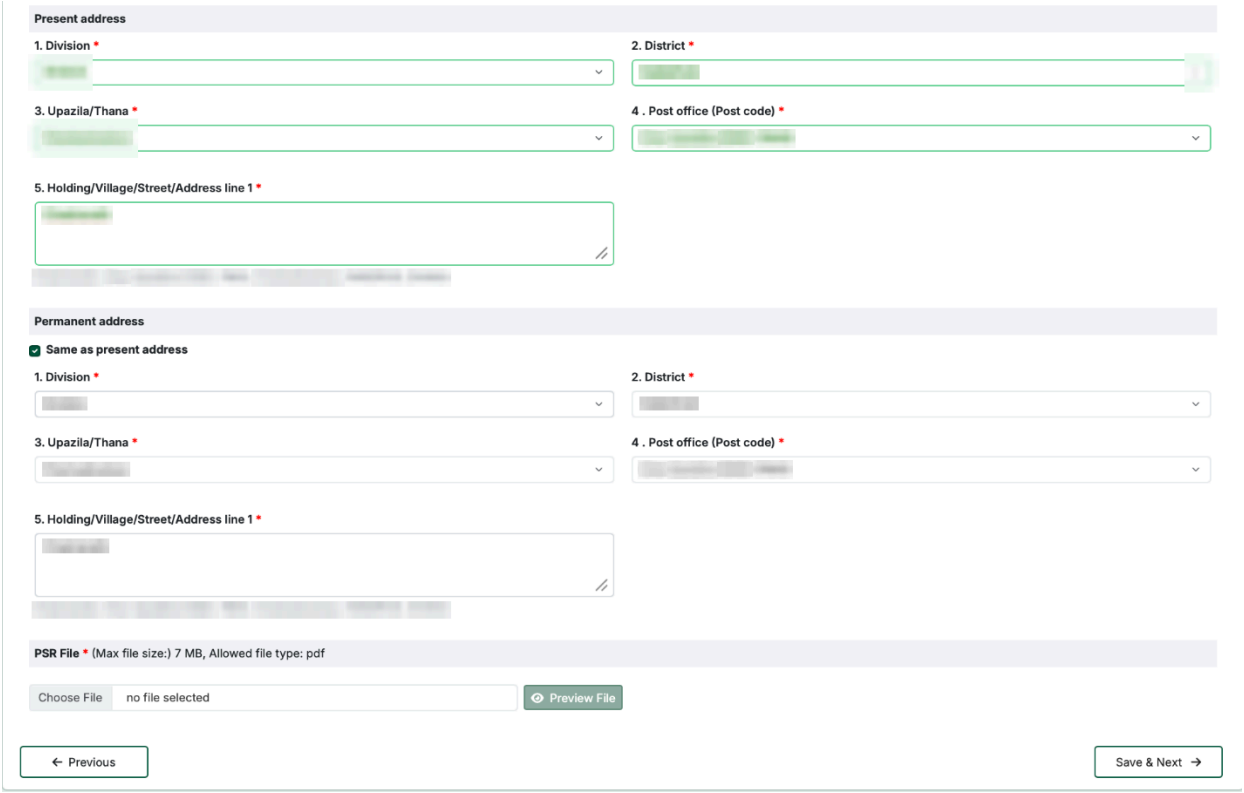


Figure 243: Society – Local Individual – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the member resides.
  - **Holding/Village/Street/Address line**: Enter the address of the residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the member, click **Change Photo**.
- To upload or change the signature of the member, click **Change Signature**.

- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the member.

Local Corporate

Basic Information

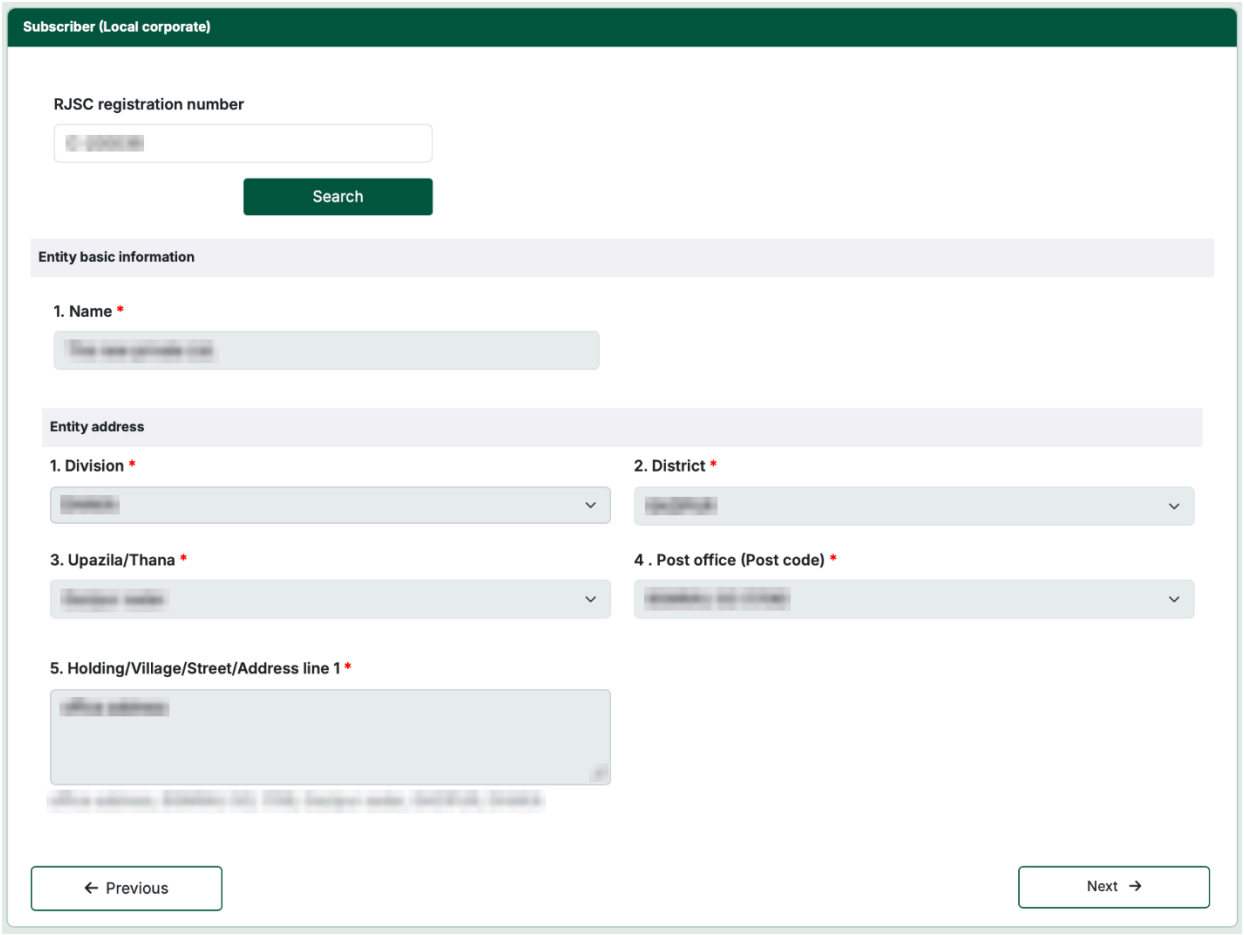


Figure 244: Society – Local Corporate

- Enter the following information for a local corporate member:
  - **RJSC Registration Number**: If the member is already registered with RJSC you can enter their RJSC registration number and click **search**.
    - If the number is valid, the system fills in the relevant fields with the information provided during their registration.
    - If the number is invalid, the system prompts you to re-enter it.
- If the member is not registered with RJSC, skip this field and continue with the remaining fields.
  - **Name**: Enter the member's name.
  - **Division**: Select the division from the dropdown list.

- **District**: Select the district from the dropdown list.
- **Upazila/Thana**: Select the upazila/thana from the dropdown list.
- **Postcode**: Enter the postcode where the member resides.
- **Holding/Village/Street/Address line**: Enter the address of member's premises.

- Corporate members require a representative to be added. Please see Figure 29 (Section 5.1) and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** from the bottom left corner to return to the previous section.
- Click **Next** to add the member.

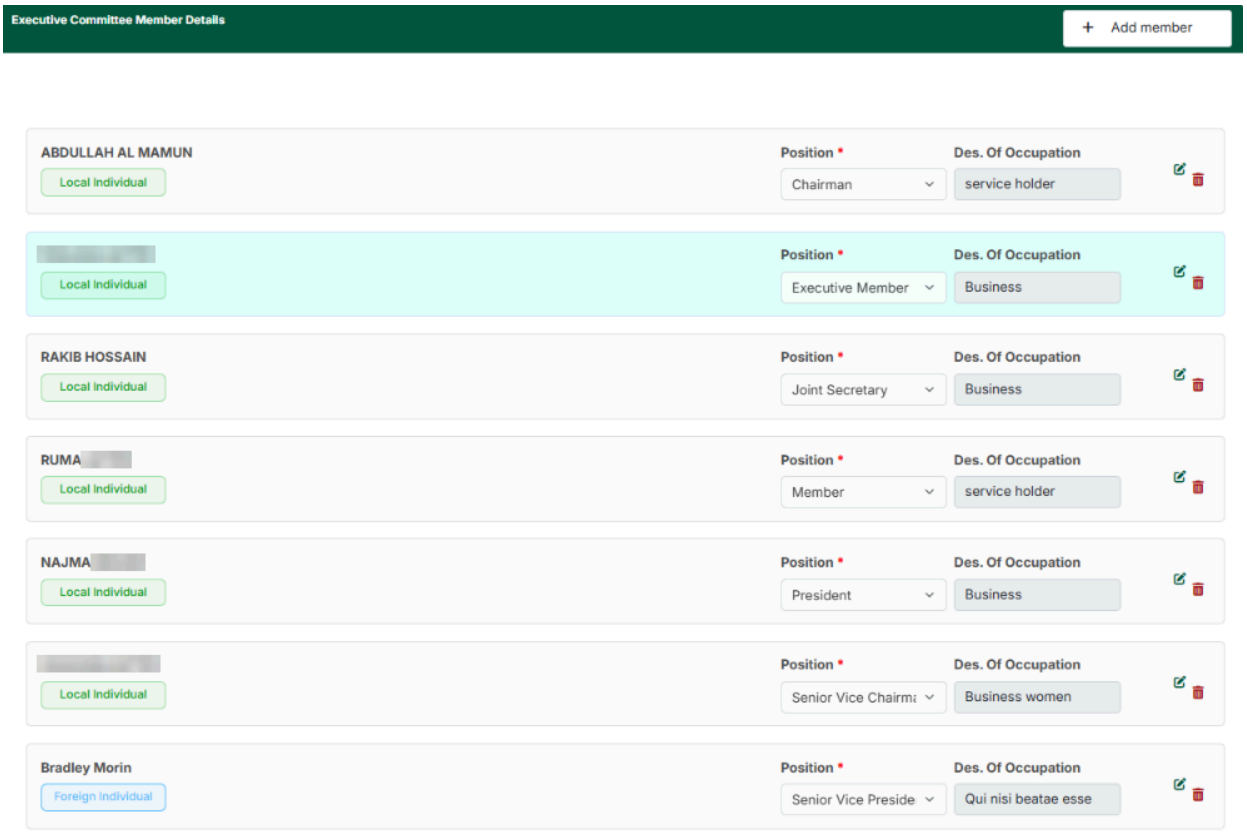


Figure 245: Society – Entity Member Details (2)

- After the members are added, the list of added members is displayed. Enter the following information:
  - **Body/Committee Name**: Enter the name of the body or committee.
  - **Position**: Select the position of the member from the dropdown list.
  - **Description of Occupation**: Set by the system.

Member Position Details

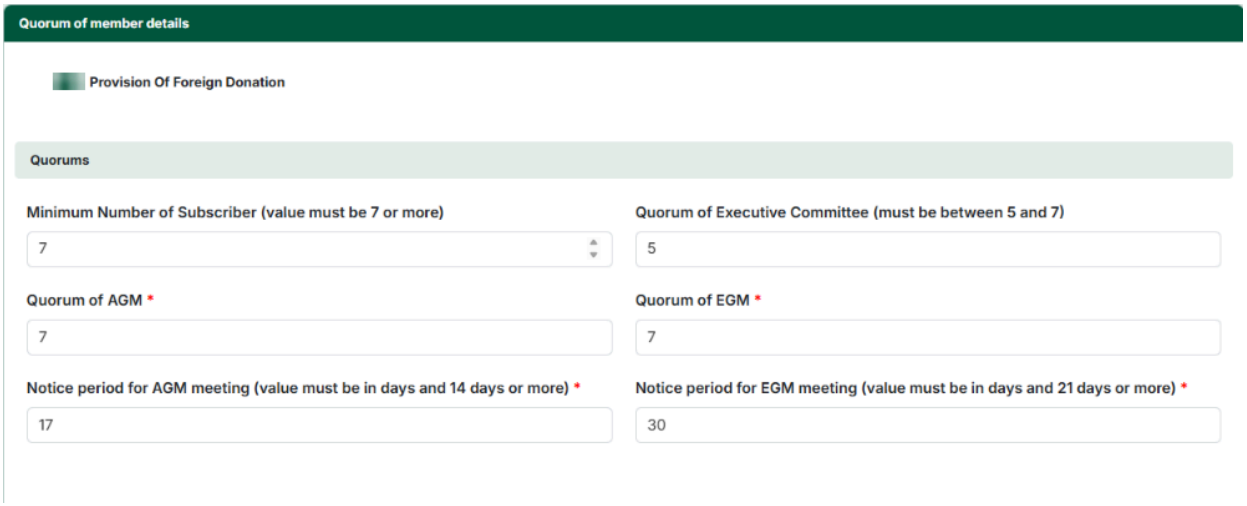


Figure 246: Society – Quorum of Member Details

- Enter the member position details in the following fields:
  - **Minimum Number of Subscribers**: Enter the minimum number of subscribers of the entity. The value must be 7 or more.
  - **Quorum of Executive Committee**: Enter the minimum number of executive committee members required for a meeting.
  - **Quorum of AGM/EGM**: Enter the minimum number of attendees required for an AGM/EGM.
  - **Admin**: Select the member who will act as the admin from the dropdown list.
  - If the entity has any foreign donation available for the entity, you will have to click the button beside **"Provision of Foreign Donation"** to turn it on.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Admin

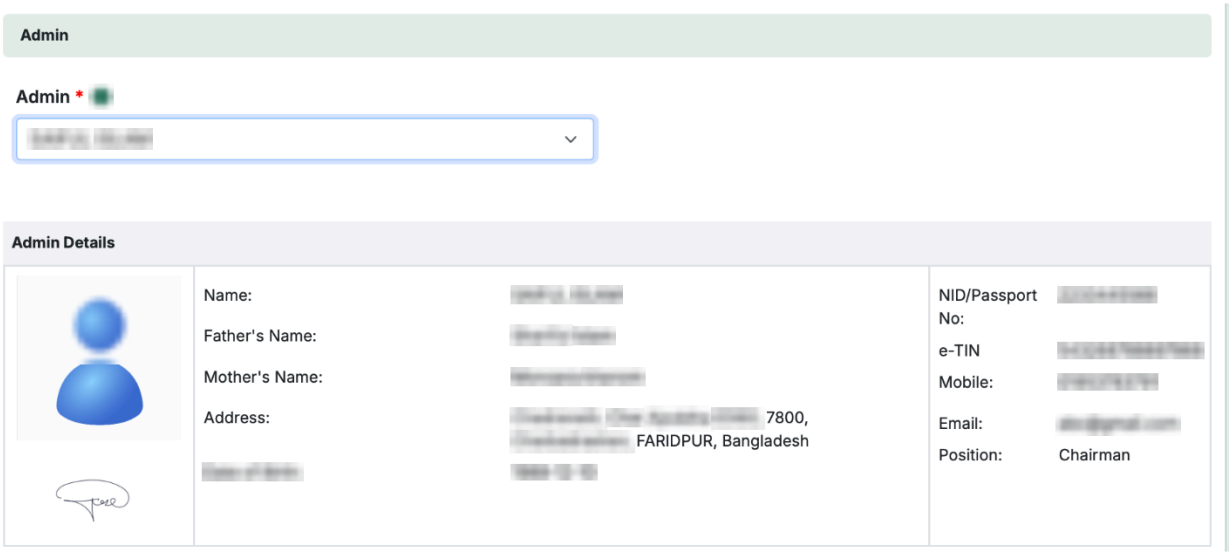


Figure 247: Society – Admin

- **Admin**: Select the partner who will act as the admin from the dropdown list.

Witness Details

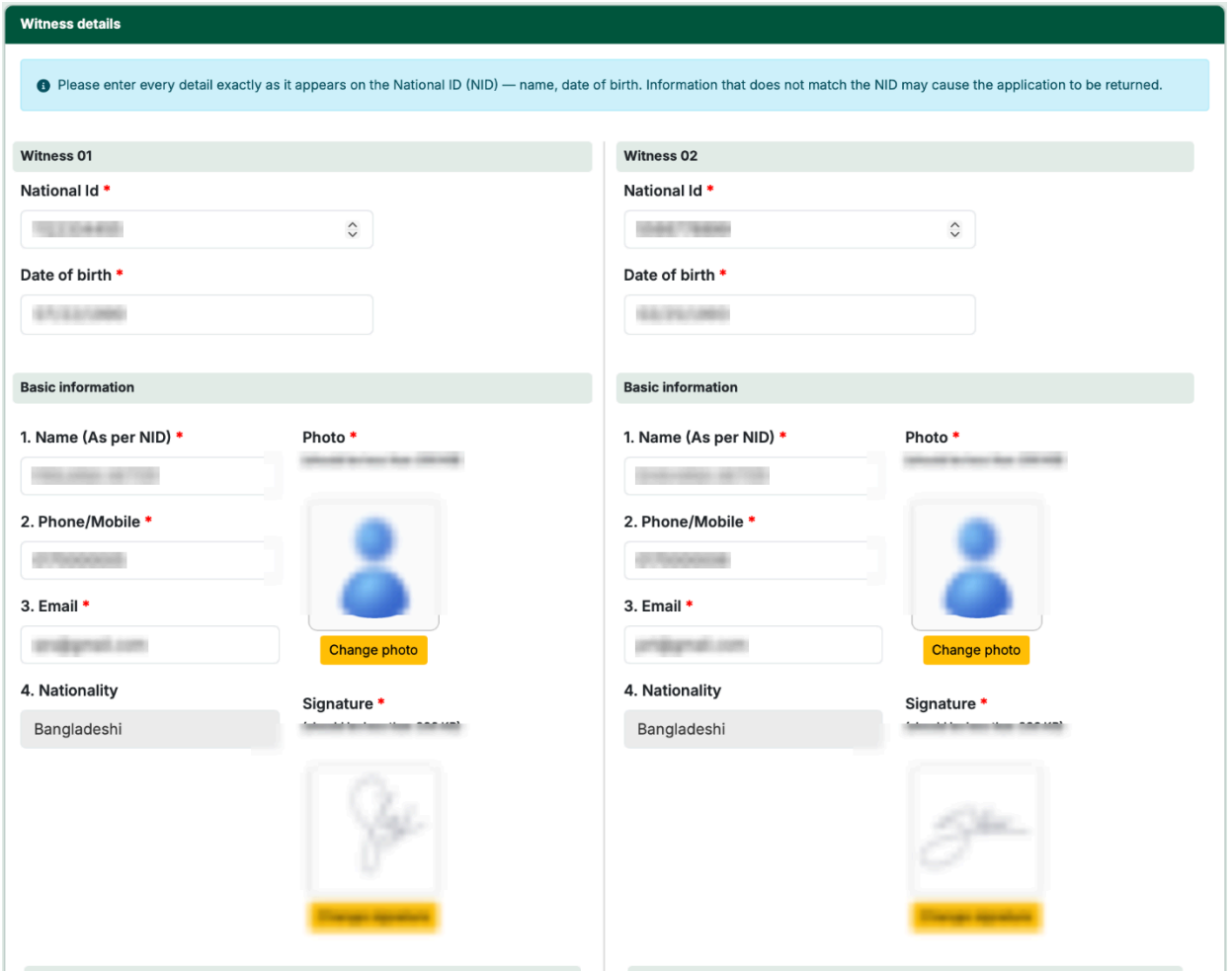


Figure 248: Society – Witness Details – Personal Information

- Enter the following information for both witnesses:
    - **National ID**: Enter the 10-digit or 17-digit NID number.
    - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
    - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
        - If the details do not match, the system prompts you to re-enter them.
        - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
    - **Name**: Enter the name exactly as printed on the NID.
    - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
    - **Email**: Enter a valid email address.
    - **Nationality**: Bangladeshi is selected by default and cannot be changed.
- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

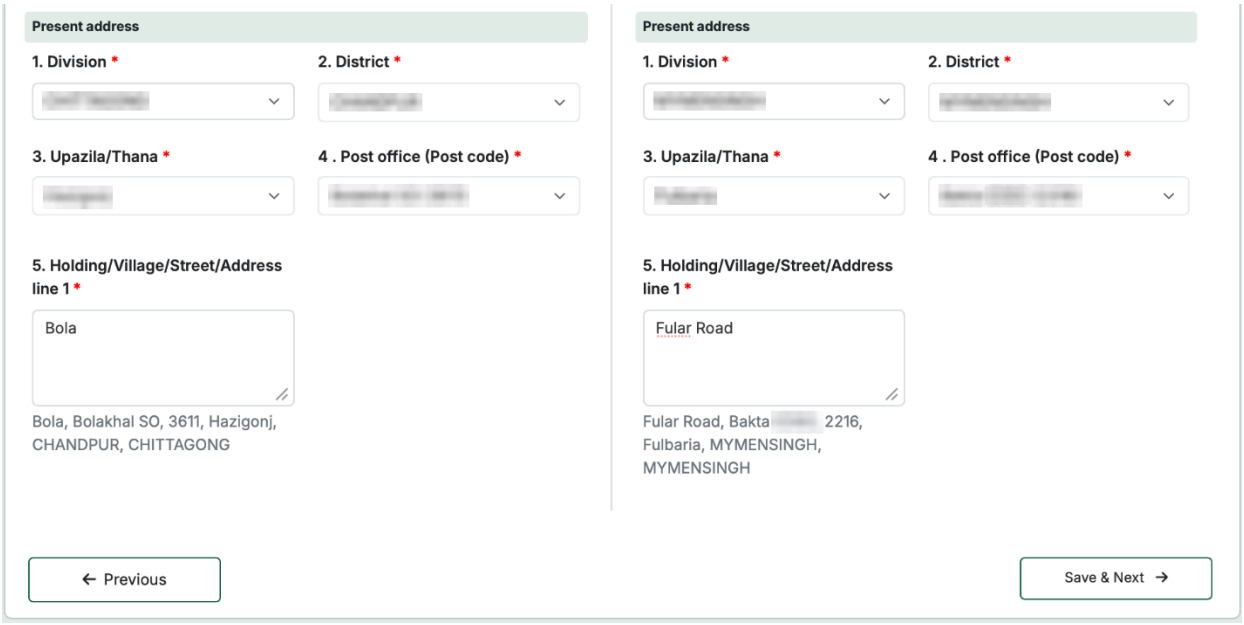
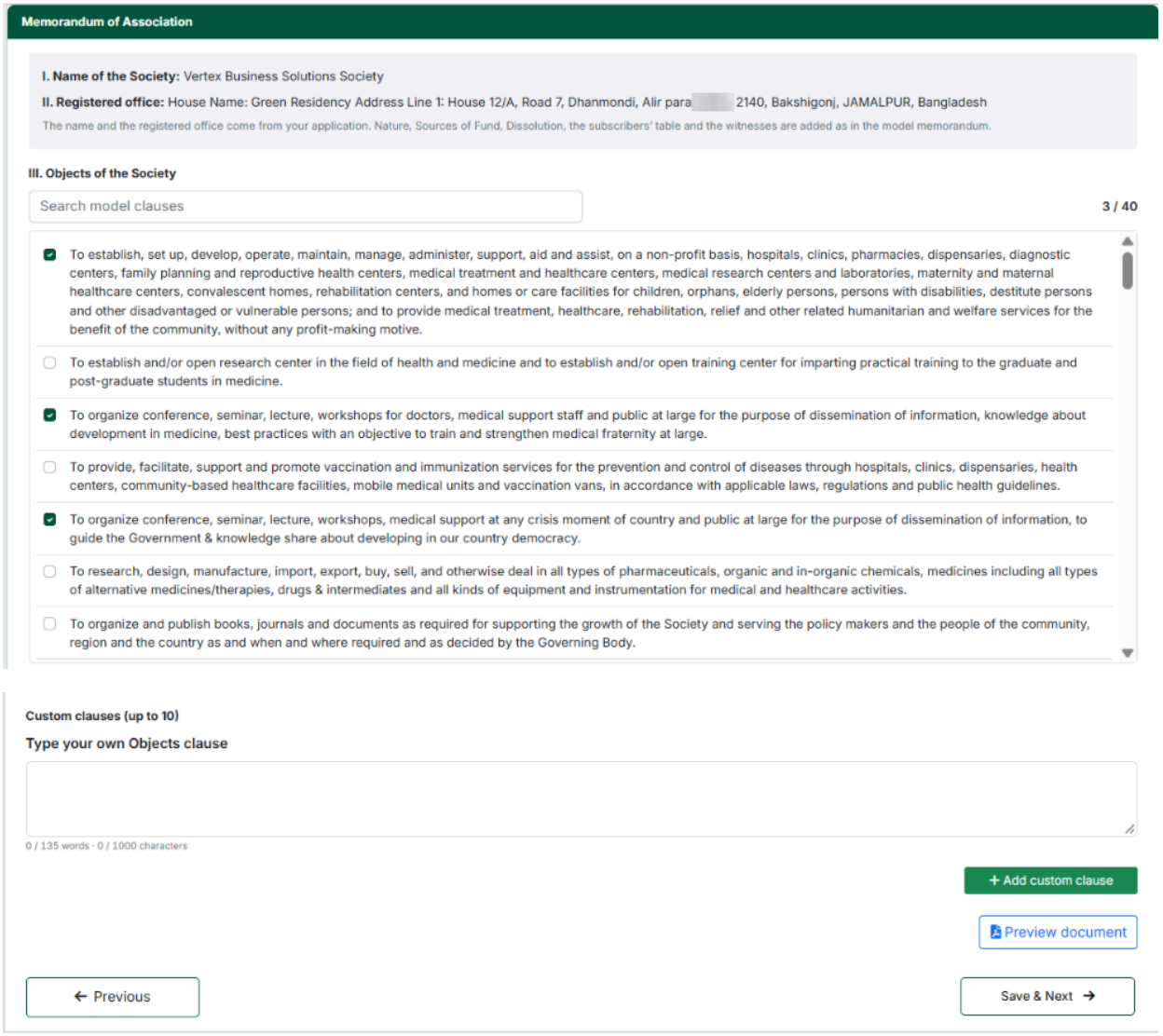


Figure 249: Society – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
    - **Division**: Select the division from the dropdown list.
    - **District**: Select the district from the dropdown list.
    - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
    - **Postcode**: Enter the postcode where the witness resides.
    - **Holding/Village/Street/Address line**: Enter the address of witness' residence.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Memorandum of Association



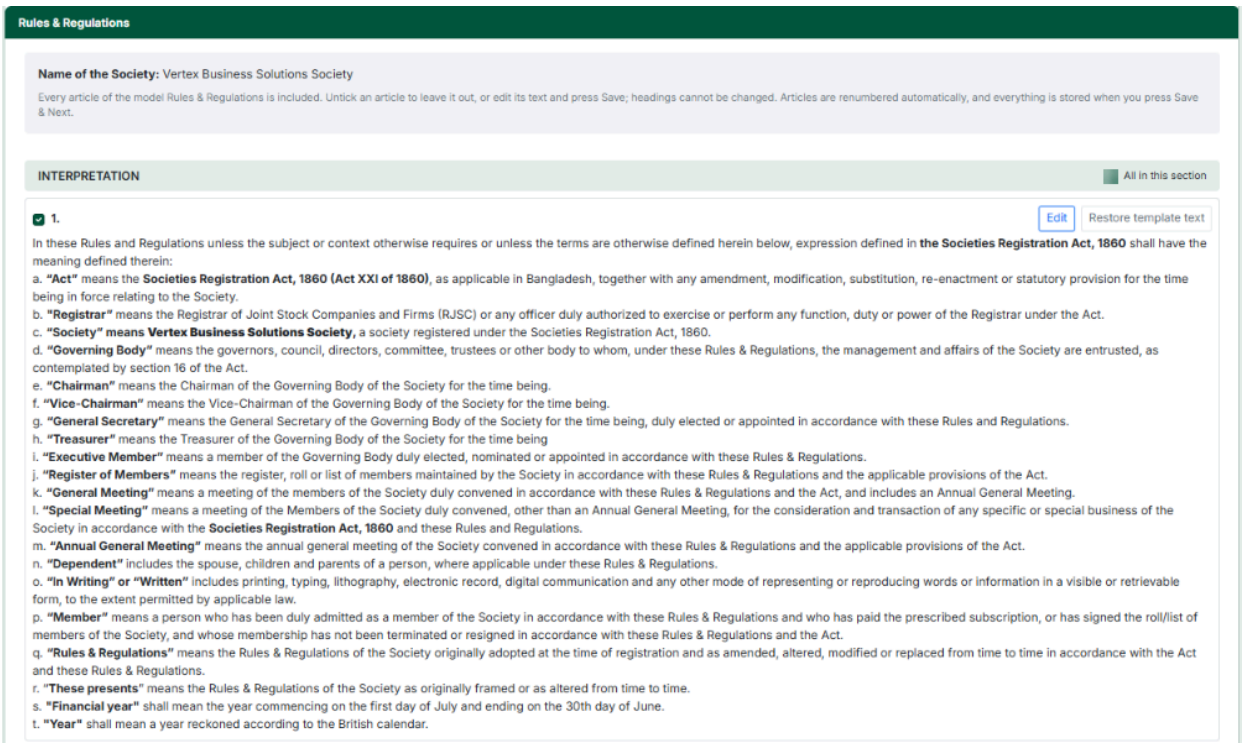


Figure 250: Society – Memorandum of Association – Part 1

Figure 251: Society – Memorandum of Association – Part 2

Figure 252: Society – Memorandum of Association – Part 3

- Review the auto-filled details at the top. The **Name of the Society** and **Registered office** come from your application and cannot be edited.
- Under **III. Objects of the Society**, select the model clauses that apply to your society.
    - Use **Search model clauses** to find a clause quickly. The counter (for example, 3 / 40) shows how many clauses you have selected out of the maximum allowed.
    - Model clauses can only be selected or deselected. Their text cannot be edited.
- Under **Custom clauses (up to 10)**, type your own Objects clause and click **Add custom clause**. The word and character count is shown below the field.
- Click **Preview document** to view the Memorandum of Association. Nature, Sources of Fund, Dissolution, the Subscribers' table and the Witnesses are added automatically as in the model memorandum.
- Click Previous at the bottom left to return to the previous section.
- Click Save & Next at the bottom right to continue to the next section.

Articles of Association

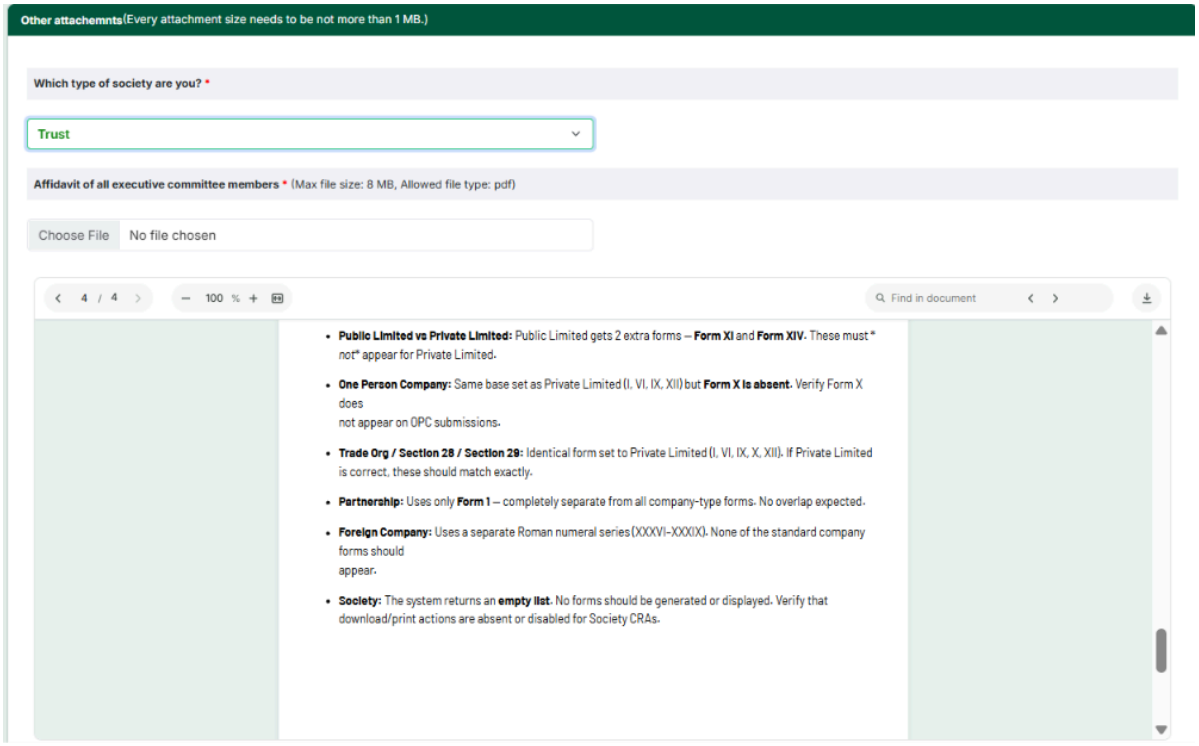


Figure 253: Society – Articles of Association

- Review the **Name of Society** at the top. It is filled in automatically from your application and cannot be edited.
- All clauses are pre-written and selected by default. Unselect any clause you do not want to include, one by one.
    - You can edit the body text of a clause. The clause headers are locked and cannot be changed.
- All other content follows the standard Rules & Regulations template.

- Click Previous at the bottom left to return to the previous section.
- Click Save & Next at the bottom right to continue to the next section.

Other Attachments



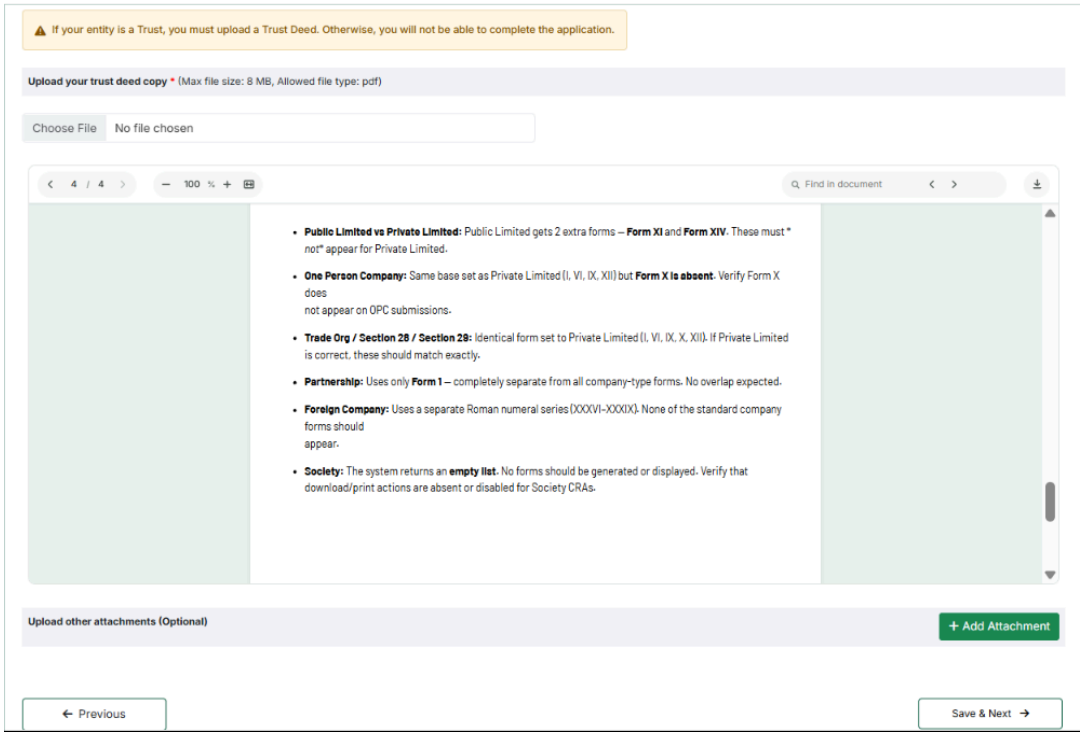


Figure 254: Society – Other Attachments – Part 1

Figure 255: Society – Other Attachments – Part 2

- Select the **type of society** from the dropdown.

- If **Trust** is selected, uploading the **Trust Deed copy** is mandatory (PDF only, max 8 MB). You cannot complete the application without it.
- If **Default** is selected, the Trust Deed is not required.

- Upload the **Affidavit of all executive committee members** (PDF only, max 8 MB). Use the preview below the field to check the uploaded file.
- Under **Upload other attachments (Optional)**, click **Add Attachment** to add any other supporting document. Enter the attachment name and upload the PDF. You can add up to 10 documents.
- Click Previous at the bottom left to return to the previous section.
- Click Save & Next at the bottom right to continue to the next section.

Filed By

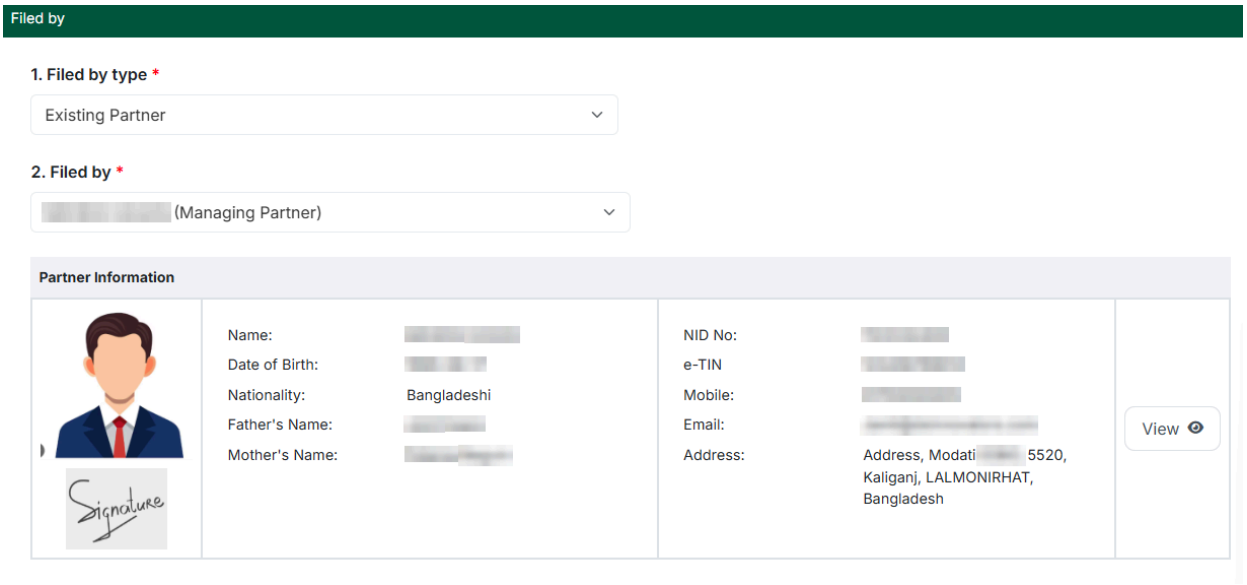


Figure 256: Society – Filed By

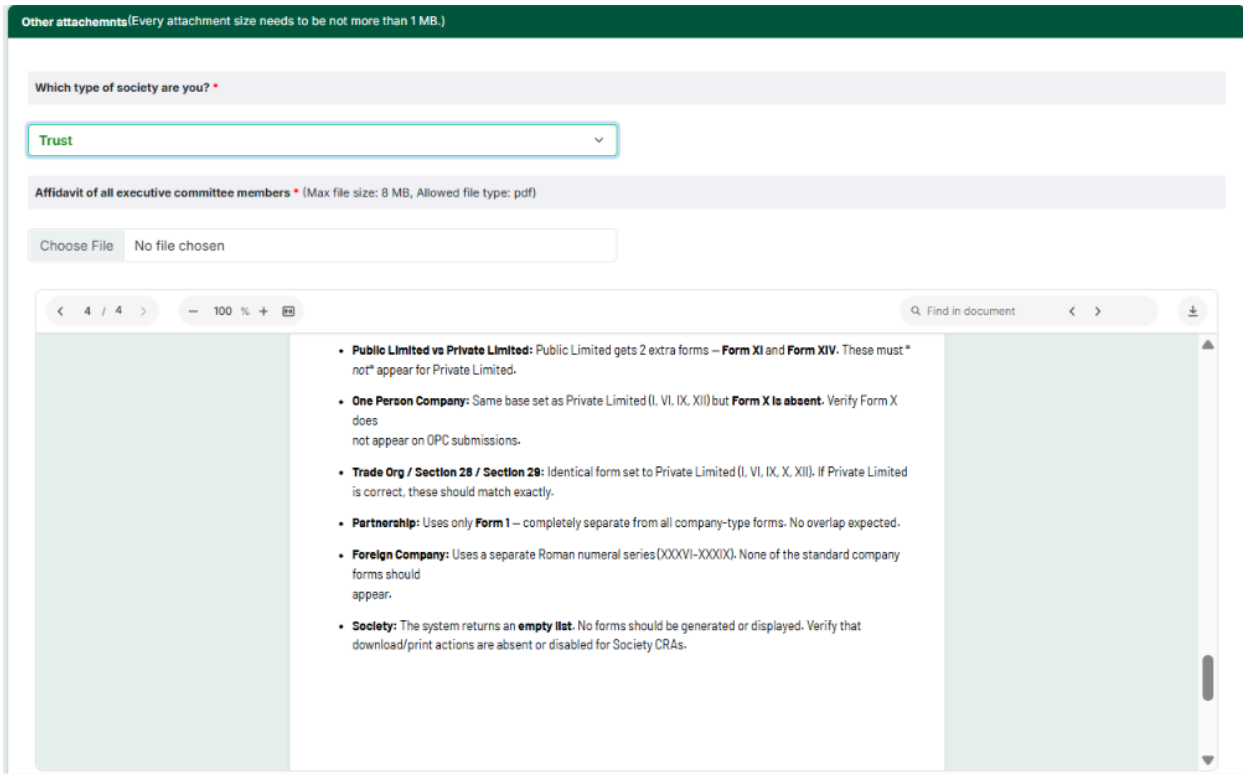
In the **Filed By** step, select the person who files the application.

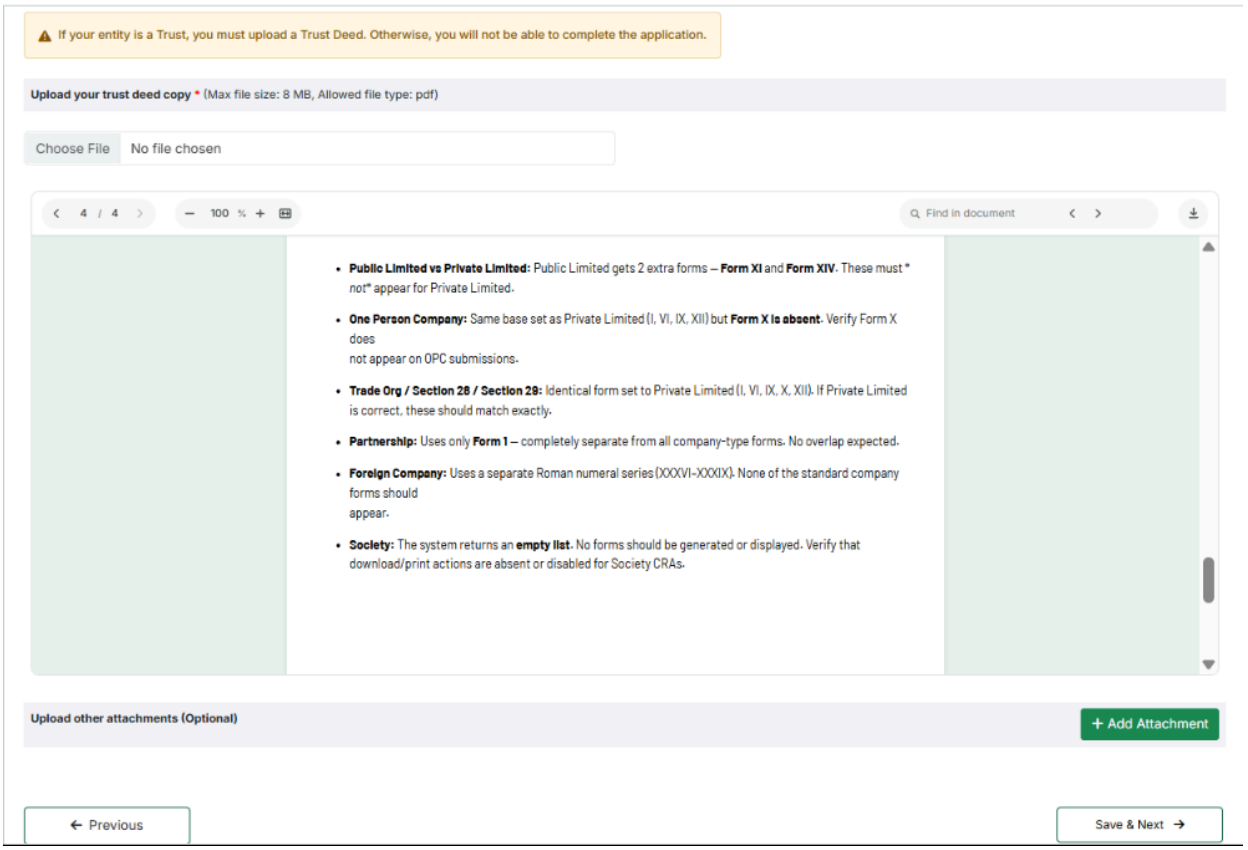
If **Existing Member** is selected, the members added in the previous steps are displayed and one of them can be chosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview


Other attachemnts(Every attachment size needs to be not more than 1 MB.)
Which type of society are you? *
Trust
Affidavit of all executive committee members * (Max file size: 8 MB, Allowed file type: pdf)
Choose File
No file chosen
4 / 4
100 %
Find in document
Public Limited vs Private Limited: Public Limited gets 2 extra forms — Form XI and Form XIV. These must not appear for Private Limited.
One Person Company: Same base set as Private Limited (I, VI, IX, XII) but Form X is absent. Verify Form X does not appear on OPC submissions.
Trade Org / Section 28 / Section 29: Identical form set to Private Limited (I, VI, IX, X, XII). If Private Limited is correct, these should match exactly.
Partnership: Uses only Form 1 — completely separate from all company-type forms. No overlap expected.
Foreign Company: Uses a separate Roman numeral series (XXXVI–XXXIX). None of the standard company forms should appear.
Society: The system returns an empty list. No forms should be generated or displayed. Verify that download/print actions are absent or disabled for Society CRAs.


If your entity is a Trust, you must upload a Trust Deed. Otherwise, you will not be able to complete the application.
Upload your trust deed copy * (Max file size: 8 MB, Allowed file type: pdf)
Choose File
No file chosen
4 / 4
100 %
Find in document
Public Limited vs Private Limited: Public Limited gets 2 extra forms — Form XI and Form XIV. These must not appear for Private Limited.
One Person Company: Same base set as Private Limited (I, VI, IX, XII) but Form X is absent. Verify Form X does not appear on OPC submissions.
Trade Org / Section 28 / Section 29: Identical form set to Private Limited (I, VI, IX, X, XII). If Private Limited is correct, these should match exactly.
Partnership: Uses only Form 1 — completely separate from all company-type forms. No overlap expected.
Foreign Company: Uses a separate Roman numeral series (XXXVI–XXXIX). None of the standard company forms should appear.
Society: The system returns an empty list. No forms should be generated or displayed. Verify that download/print actions are absent or disabled for Society CRAs.
Upload other attachments (Optional)
+ Add Attachment
← Previous
Save & Next →

A. General Information (as of Memorandum and Articles of Association, Executive Committee List)

a.1 Basic information

1. Entity type	Society
2. Entity name	Vertex Business Solutions Society
3. Entity name (Bangla)	ভার্টেক্স বিজনেস সলিউশনস

a.2 Entity registered address

1. District	JAMALPUR
2. Upazila/Thana	[redacted]
3. Post code	[redacted]
4. Post office	[redacted]
5. Holding/Village/Street	[redacted]
7. Ownership type	Rented
8. Lease Agreement/Rent Deed	View Details

a.3 Additional information

1. Number of Managing Body	7
1(a). Minimum Number of Subscriber	7
2. Quorum of AGM	7
2(a). Quorum of EGM	7
3. Quorum of Board of Managing Bodies' Meeting	5
4. Provision Of Foreign Donation	Yes
5. Notice period for AGM meeting (days)	17
5(a). Notice period for EGM meeting (days)	30

B. Members Information

b.1 Members Information: 7

 Local individual	Name: Father's name: Mother's name: Present Address: Permanent Address: Mobile: e-TIN	ABDULLAH AL MAMUN Abdul Haque রোকেয়া বেগম House Name: Green Residency Holding No: 12/A Area: Dhanmondi Street/Road: Road 7 Address Line 1: House 12/A, Road 7, Dhanmondi Post Office: Dhanmondi Thana: Dhanmondi District: Dhaka, Kashimpur Bazar [redacted] 9300, Bagerhat Sadar, BAGERHAT, Bangladesh House Name: Green Residency Holding No: 12/A Area: Dhanmondi Street/Road: Road 7 Address Line 1: House 12/A, Road 7, Dhanmondi Post Office: Dhanmondi Thana: Dhanmondi District: Dhaka, Kashimpur Bazar [redacted] 9300, Bagerhat Sadar, BAGERHAT, Bangladesh [redacted] [redacted]	NID: Date of birth: Email: Nationality:	tahaziba.azmin+6 [redacted] m Bangladeshi	View Details
 Local individual	Name: Father's name: Mother's name: Present Address: Permanent Address: Mobile: e-TIN	[redacted] Abdul Mojid Rokeya [redacted] Address 1, Shingra [redacted] 7620, Shalikha, MAGURA, Bangladesh Address 1, Shingra [redacted] 7620, Shalikha, MAGURA, Bangladesh [redacted] [redacted]	NID: Date of birth: Email: Nationality:	[redacted] tahaziba.azmin+8 [redacted] om Bangladeshi	View Details
 Local individual	Name: Father's name: Mother's name: Present Address: Permanent Address: Mobile: e-TIN	RAKIB HOSSAIN Abdul Mojid Shahanara [redacted] Address 1, Dulalkandi [redacted] 1630, Belabo, NARSINGDI, Bangladesh Address 1, Dulalkandi [redacted] 1630, Belabo, NARSINGDI, Bangladesh [redacted] [redacted]	NID: Date of birth: Email: Nationality:	[redacted] tahaziba.azmin+8 [redacted] om Bangladeshi	View Details
	Name: Father's name: Mother's name: Present Address: Permanent Address: Mobile: e-TIN	RUMA [redacted] Abdul Karim আনোয়ারা বেগম Address 1, Ramkrishnopur [redacted] 7410, Chougachha, JASHORE, Bangladesh Address 1, Ramkrishnopur [redacted] 7410, Chougachha, JASHORE, Bangladesh [redacted] [redacted]	NID: Date of birth: Email: Nationality:	[redacted] tahaziba.azmin+8 [redacted] om Bangladeshi	View Details

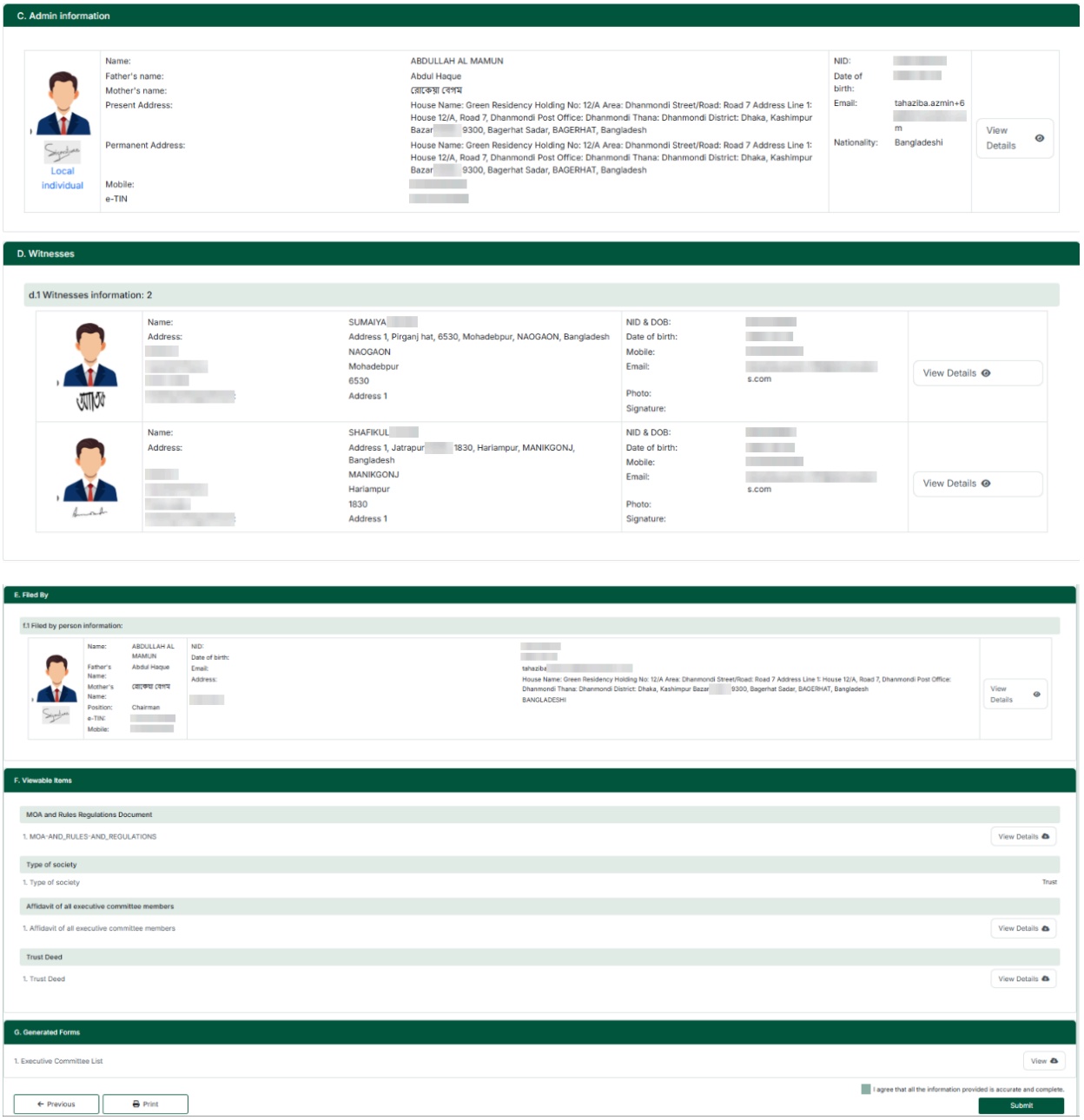


Figure 257: Society – Preview – Part 1

Figure 258: Society – Preview – Part 2

Figure 259: Society – Preview – Part 3

Figure 260: Society – Preview – Part 4

Figure 261: Society – Preview – Part 5

Figure 262: Society – Preview – Part 6

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person.

Click **MOA** under **Viewable Items** to view or download the MOA.

Click **Rules and Regulations** under **Viewable Items** to view or download the Rules and Regulations.

Click **Previous** at the bottom left to return to the previous section.

Click **Print** to download the Application Preview Document.

Click **Submit** to submit the application. Before submitting, select the checkbox to confirm that all the information provided is accurate and complete.

a. The system displays the prompt “Are you sure to submit this application?”

- Click **No** to cancel the submission.
- Click **Confirm** to submit the application.

Generated Forms

Society Registration

A. General Information

1. Name of the Entity	Vertex Business Solutions Society
2. Entity Type	Society
3. Address of the Entity	House Name: Green Residency Address Line 1: House 12/A, Road 7, Dhanmondi, Alir para 2140, Bakshigonj, JAMALPUR, Bangladesh
4. Main Business Objective	
5. Business Sector	
6. Business Sub-Sector	
7. Provision for foreign donation (Yes/No)	Yes
8. No of Subscribers	7
9. Quorum of AGM	7
10. Quorum of EGM	7
11. Quorum of Managing Body	5

B. Particulars of Subscribers/Members of Managing Body or Committee

Sl.	Subscriber/Member Name	Usual Residential Address	Body/Committee Name	Position	Description of Occupation
1	FARJANA	Address 1, Shingra 7620, Shalikha, MAGURA, Bangladesh, Phone email: National ID: TIN: 2163541005241	Executive Committee	Executive Member	Business
2	ABDULLAH AL MAMUN	House Name: Green Residency Holding No: 12/A Area: Dhanmondi Street/Road: Road 7 Address Line 1: House 12/A, Road 7, Dhanmondi Post Office: Dhanmondi Thana: Dhanmondi District: Dhaka, Kashimpur Bazar EDBO, 9300, Bagerhat Sadar, BAGERHAT, Bangladesh, Phone tahaziba.azmin+6@dsinnovators.com, National ID: TIN: 1	Executive Committee	Chairman	service holder
3	RUMA AKTER	Address 1, Ramkrishnopur 7410, Chougachha, JASHORE, Bangladesh, Phone email:	Executive Committee	Member	service holder

Sl.	Subscriber/Member Name	Usual Residential Address	Body/Committee Name	Position	Description of Occupation
		tahaziba.azmin+82@dsinnovators.com, National ID: , TIN: 9013226574879			
4	Bradley Morin	Culpa sit reprehend, Illo officia atque i-Maiores voluptatibus, Turkey, Phone :+1 (284) , email: Passport No: 253	Executive Committee	Senior Vice President	Qui nisi beatae esse
5	RAKIB HOSSAIN	Address 1, Dulalkandi 1630, Belabo, NARSINGDI, Bangladesh, Phone tahaziba.azmin+81 National ID: TIN: 1	Executive Committee	Joint Secretary	Business
6	NAJMA BEGUM	Address 1, Kutub Jom Moheskhali, COX'S BAZAR, Bangladesh, Phone email: tahaziba.azmin+83@dsinnovators.com, National ID: TIN:	Executive Committee	President	Business
7		Address 1, Jamalganj UPO, 3020, Jamalganj, SUNAMGONJ, Bangladesh, Phone email: tahaziba.azmin+84@dsinnovators.com, National ID: TIN:	Executive Committee	Senior Vice Chairman	Business women

C. Presented for Filing by

1. Name	ABDULLAH AL MAMUN
2. Position	Chairman
3. Organization	
4. Address	House Name: Green Residency Holding No: 12/A Area: Dhanmondi Street/Road: Road 7 Address Line 1: House 12/A, Road 7, Dhanmondi Post Office: Dhanmondi Thana: Dhanmondi District: Dhaka, Kashimpur Bazar 0300, Bagerhat Sadar, BAGERHAT, Bangladesh

Figure 263: Society – Executive Committee List – Part 1

Figure 264: Society – Executive Committee List – Part 2

Consent



Figure 265: Society – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the member and the witnesses.

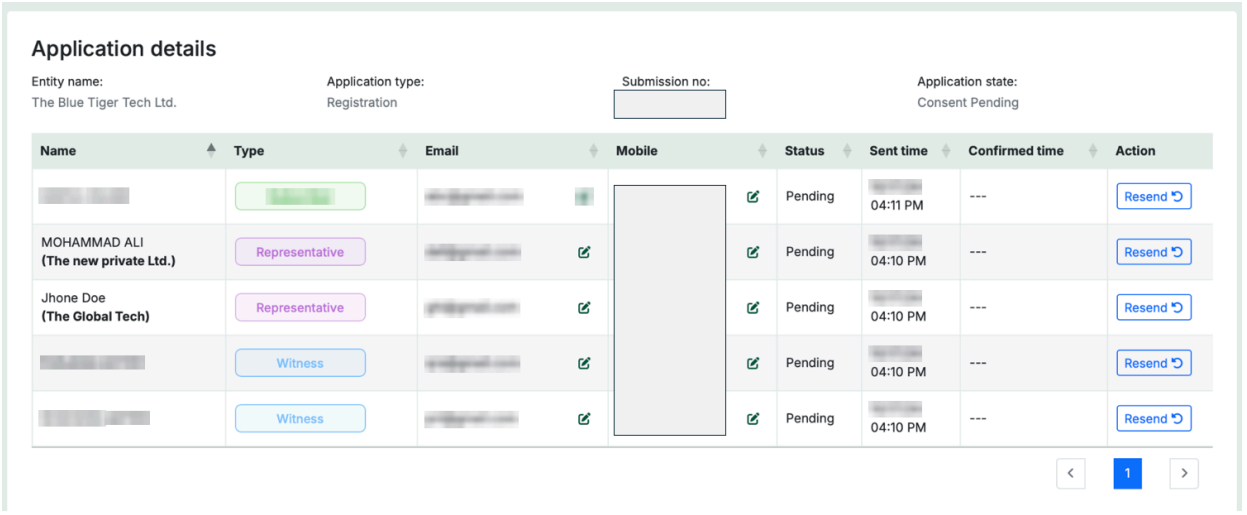


Figure 266: Society – Consent Status of Participants

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

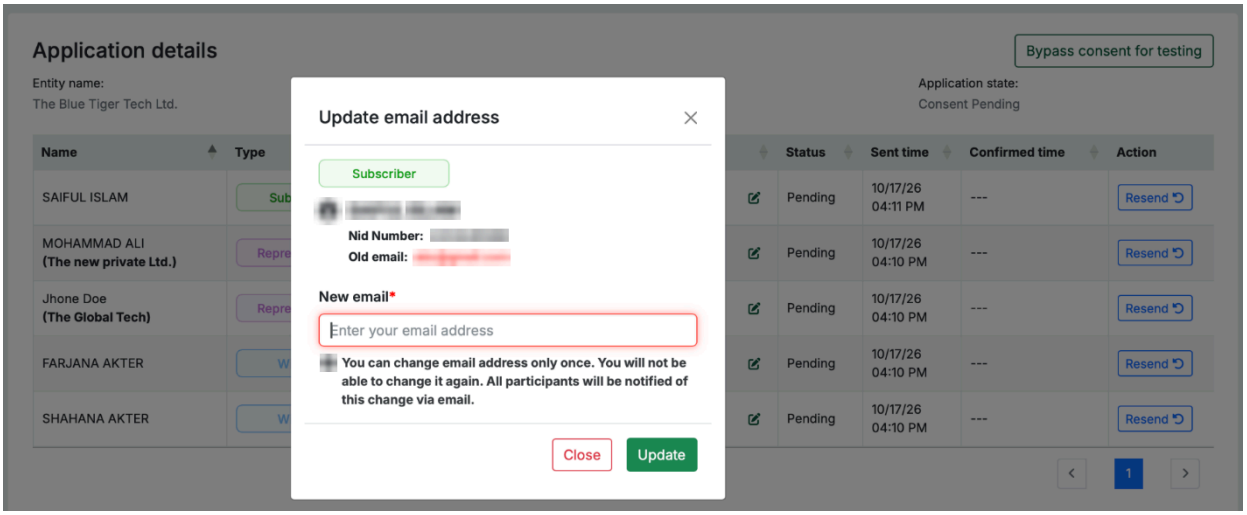


Figure 267: Society – Update Email Address

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

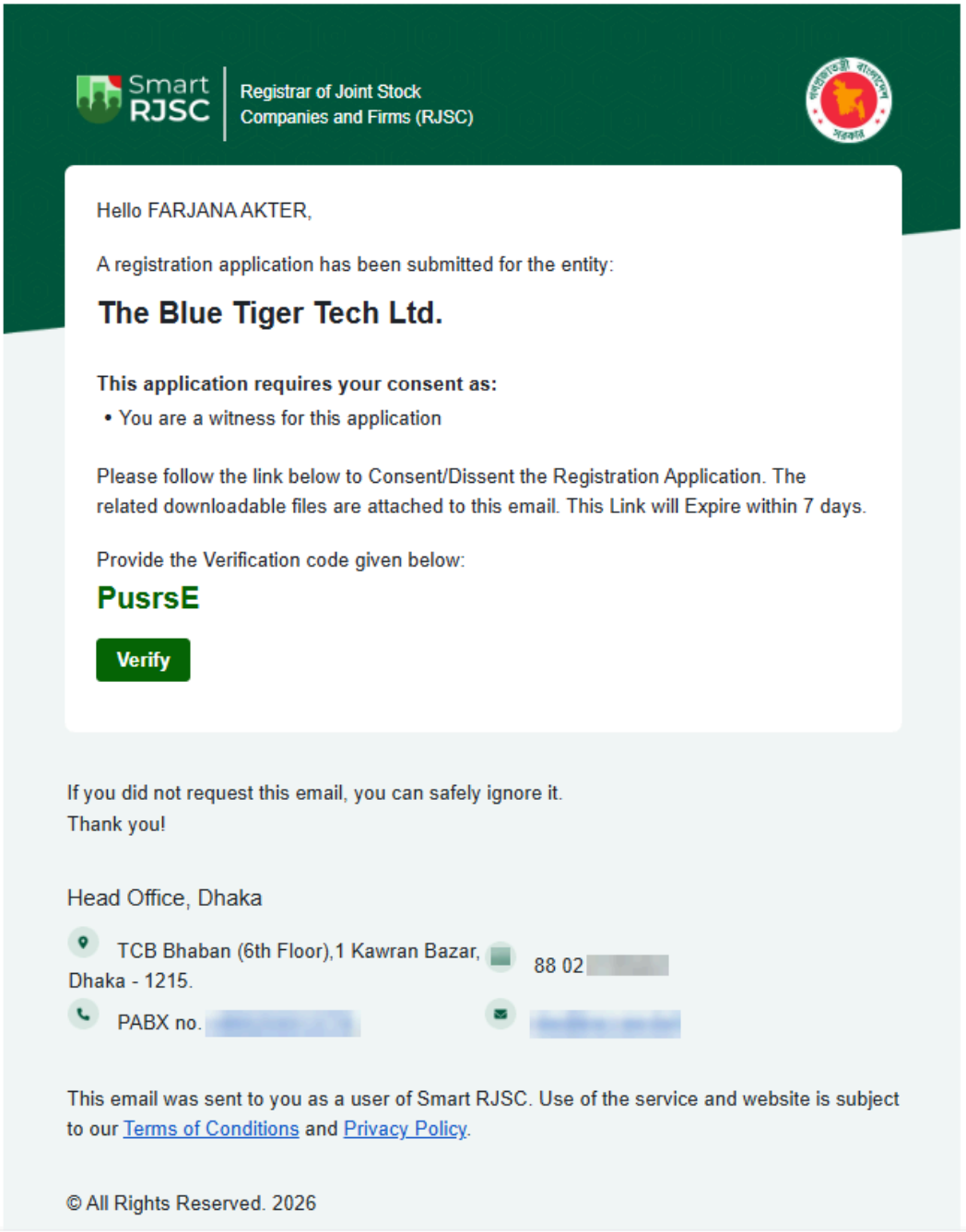


Figure 268: Society – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

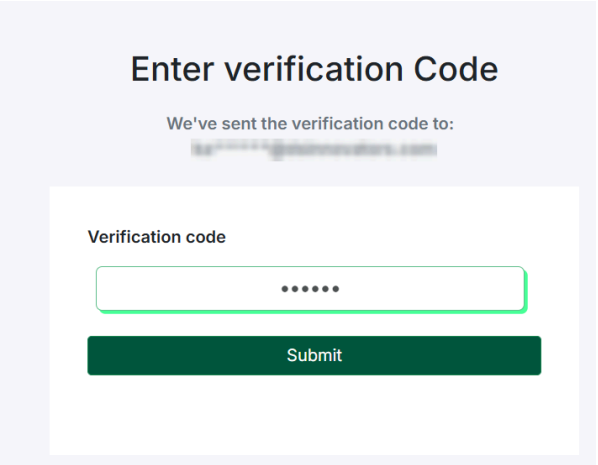


Figure 269: Society – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

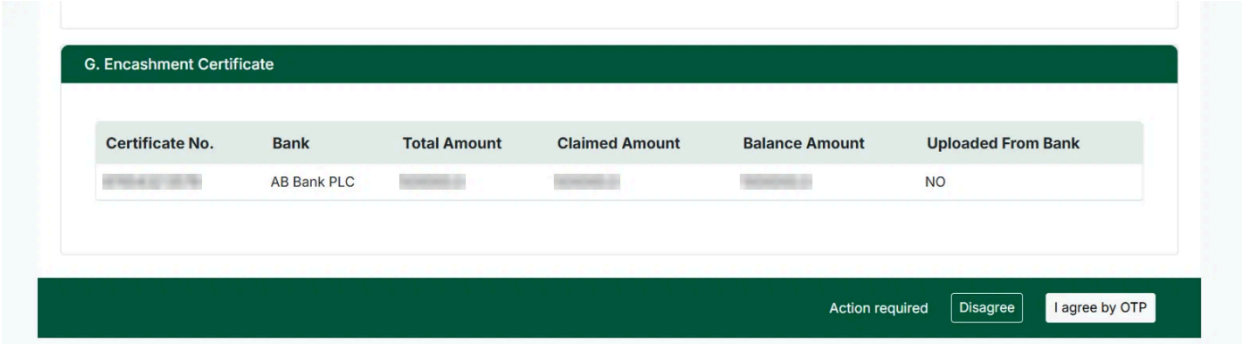


Figure 270: Society – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

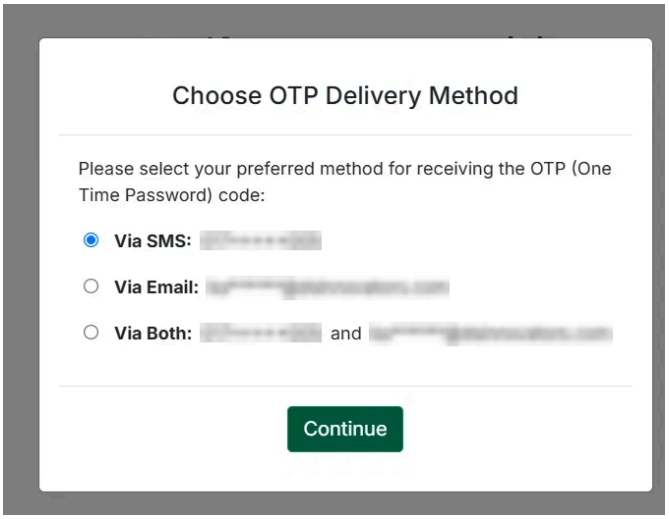


Figure 271: Society – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

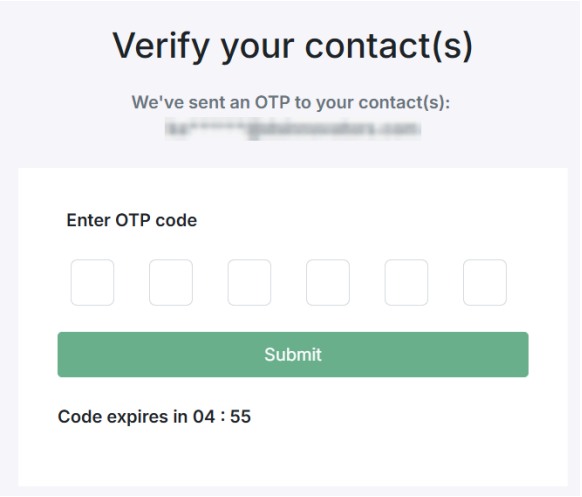


Figure 272: Society – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

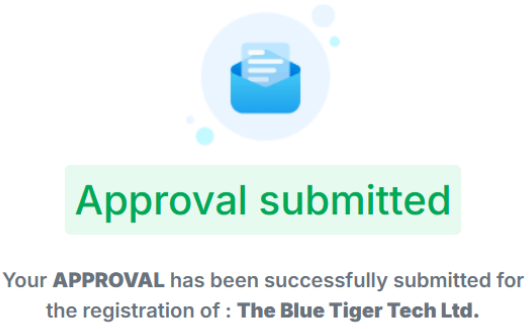


Figure 273: Society – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

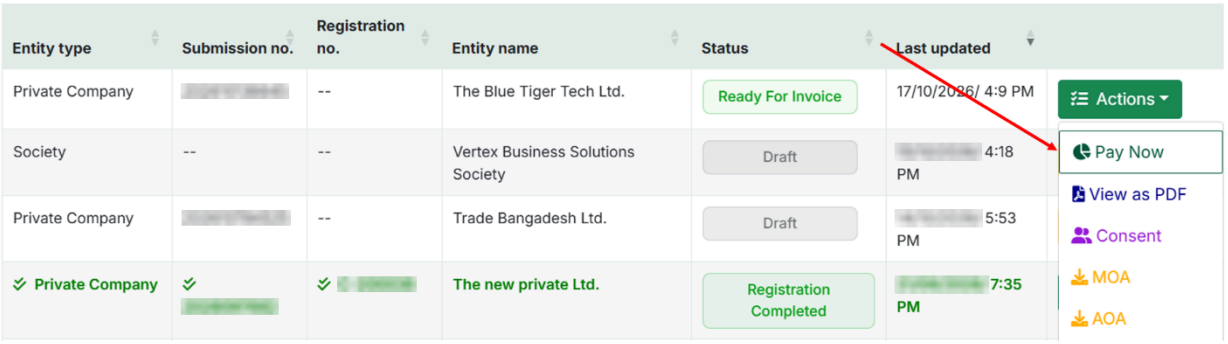


Figure 274: Society – Application Ready for Payment

- After consent has been provided by the members the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

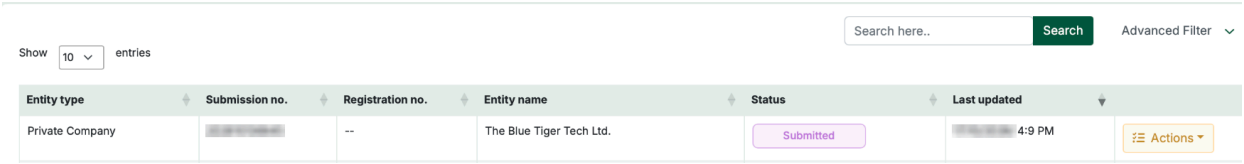


Figure 275: Society – Application Submitted Status

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

5.7 Company Under Section 28 / Trade Organization

Entity Type

This section guides you through the registration process of a Company Under Section 28 or a Trade Organization. The registration steps are the same as those of a Private Limited Company and are listed in the left panel of the registration application.

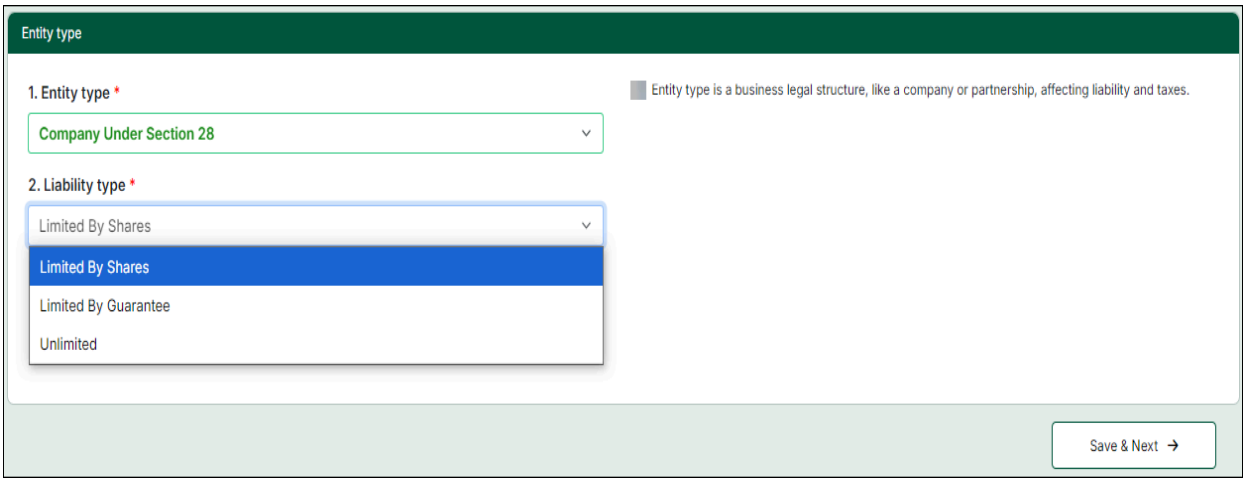


Figure 276: Section 28 / Trade Organization – Entity and Liability Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Company Under Section 28 or Trade Organization
  - **Liability Type**: Select one of the following options from the dropdown list: Limited by Shares, Limited by Guarantee or Unlimited.
- Click **Save & Next** at the bottom right to continue to **General Information – Entity Name**.

General Information – Entity Name

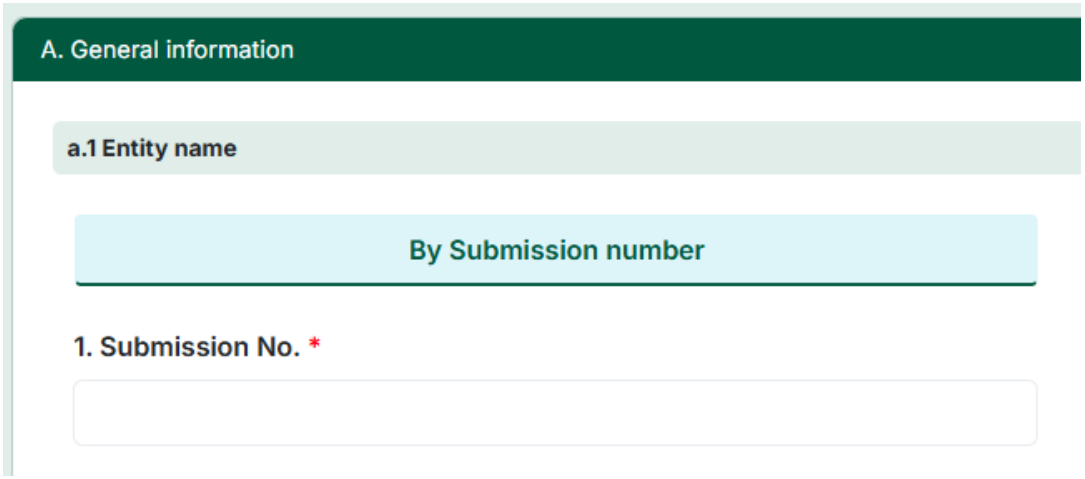


Figure 277: Section 28 / Trade Organization – Entity Name

Name clearance must be approved before the registration is started. The submission number and the name clearance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance Applications** in the left sidebar.

- Enter the submission number in the following field.

- Submission No.

- Enter the name clearance letter number in the following field.
  - Name clearance letter no.
- Click **Search** to check whether the entered numbers belong to an approved name clearance application.
  - If the information is invalid, the system prompts you to re-enter it.
  - If the information is valid, the system allows you to proceed.

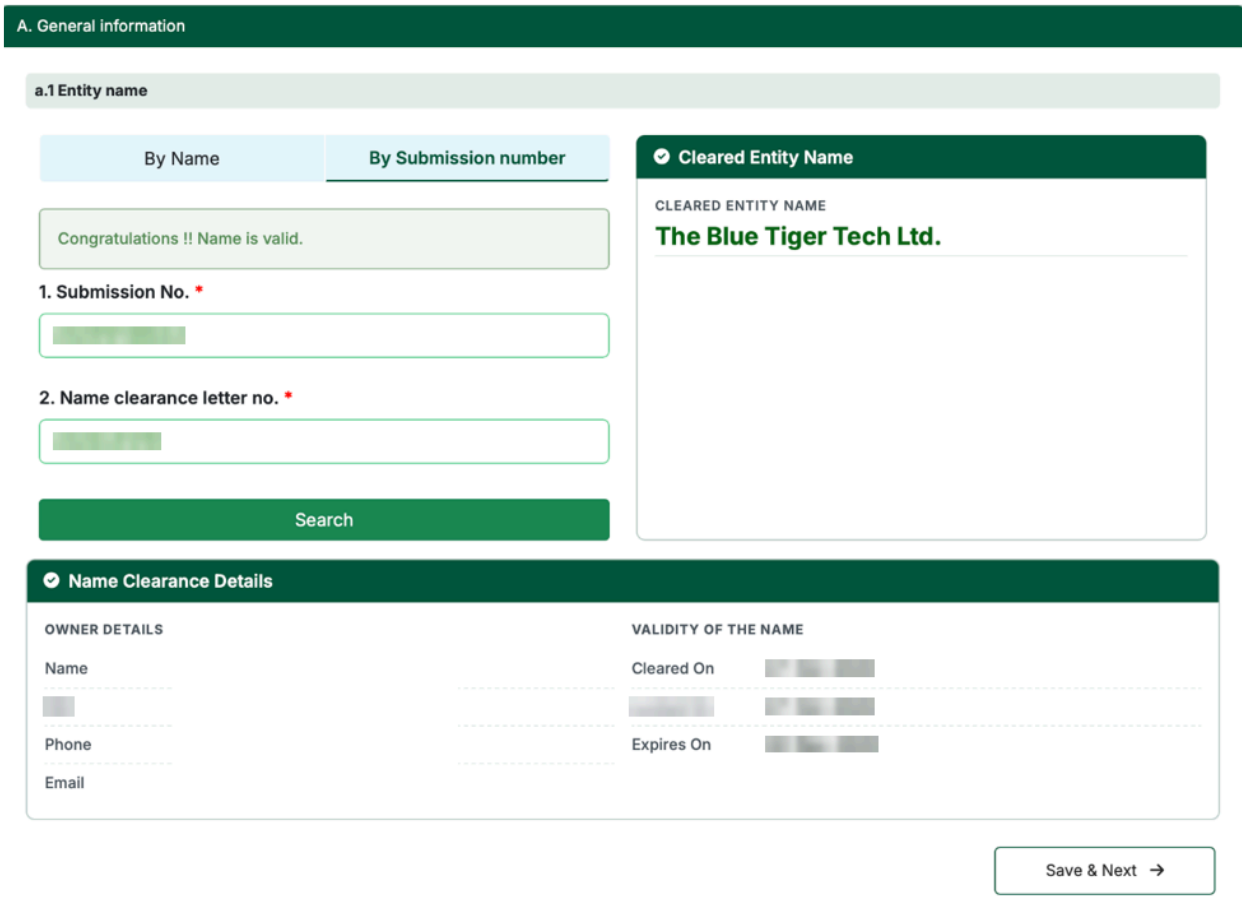


Figure 278: Section 28 / Trade Organization – Entity Name (2)

- The system confirms that the name is valid and displays the entity name and the name clearance details (owner details and validity dates).
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

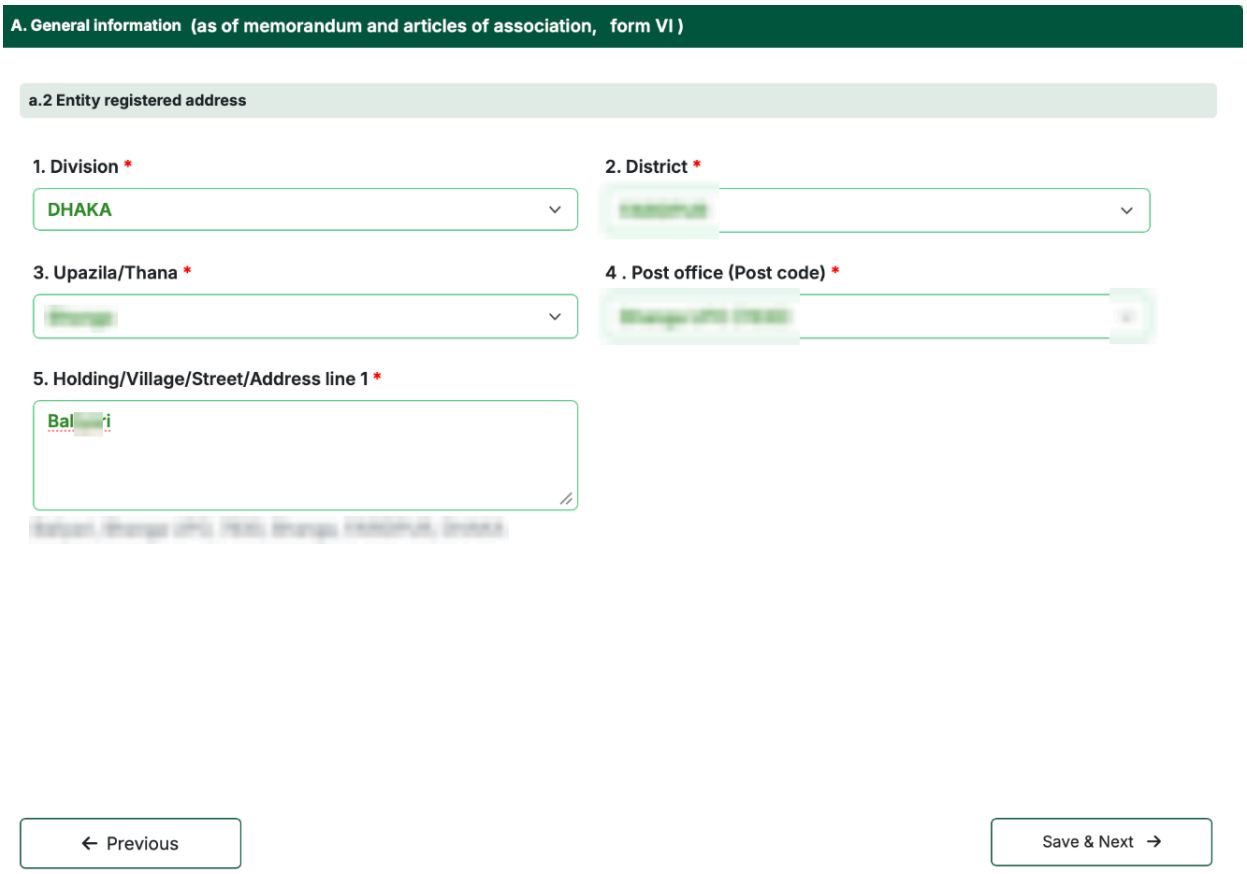


Figure 279: Section 28 / Trade Organization – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division in which the entity falls from the dropdown list.
  - **District**: Select the district in which the entity falls from the dropdown list.
  - **Upazila/Thana**: Select the Upazila/Thana in which the entity falls from the dropdown list.
  - **Postcode**: Enter the postcode of the company.
  - **Holding/Village/Street/Address line**: Enter the address of the company.
- A preview of the address as it appears in Form VI is displayed below the address line field.
- Click **Form VI** to view a preview of the draft Form VI.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Executive Members Details

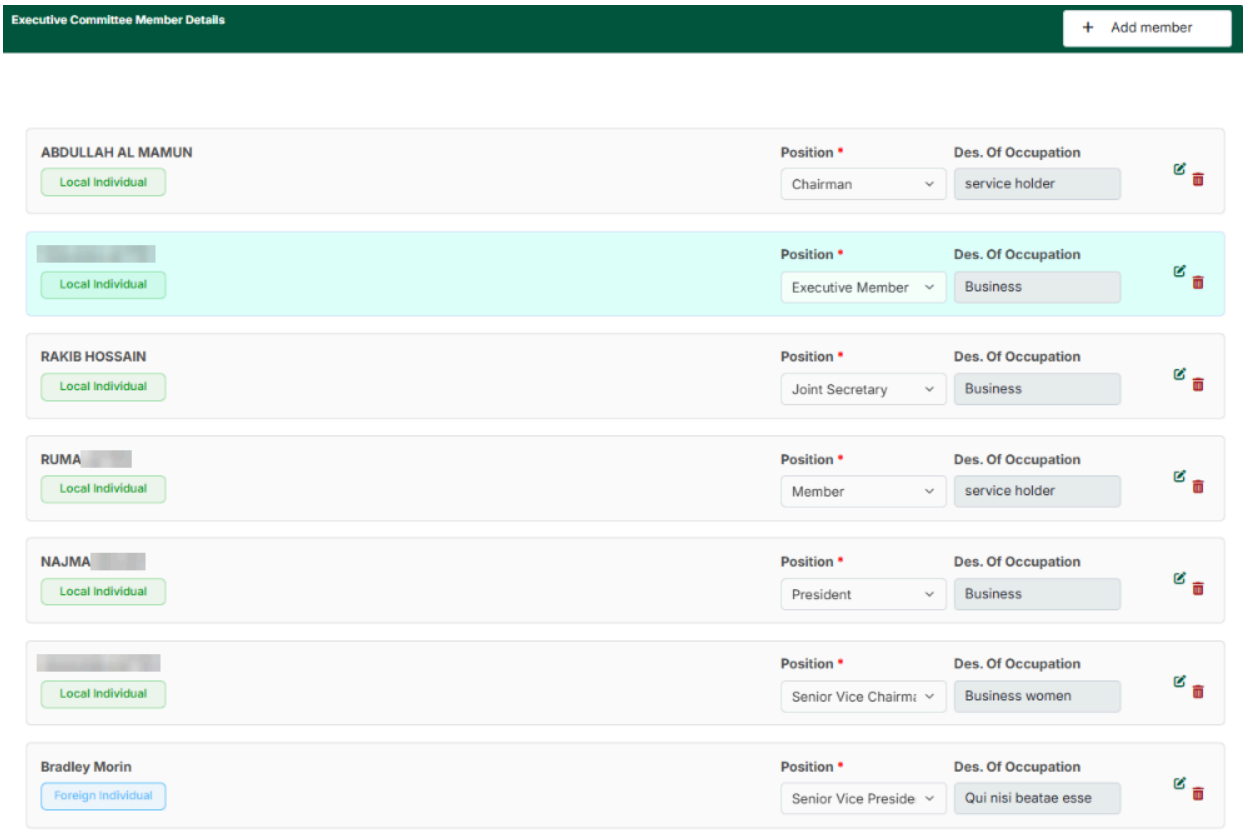


Figure 280: Section 28/TO Company – Entity Member Details

- This section shows all the Entity Member details.
- Add member
    - Click **Add Member** from the top right corner to add a member for the entity into the RJSC database.
- After clicking **Add Member**:
    - Select the type of Member you want to add from:
        - Add Local Individual
        - Add Local Corporate
        - Add Foreign Individual
        - Add Foreign Corporate
- After Adding members.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Note:

- The total number of members must be 7 or more.

Add Members

Local Individual

Basic Information

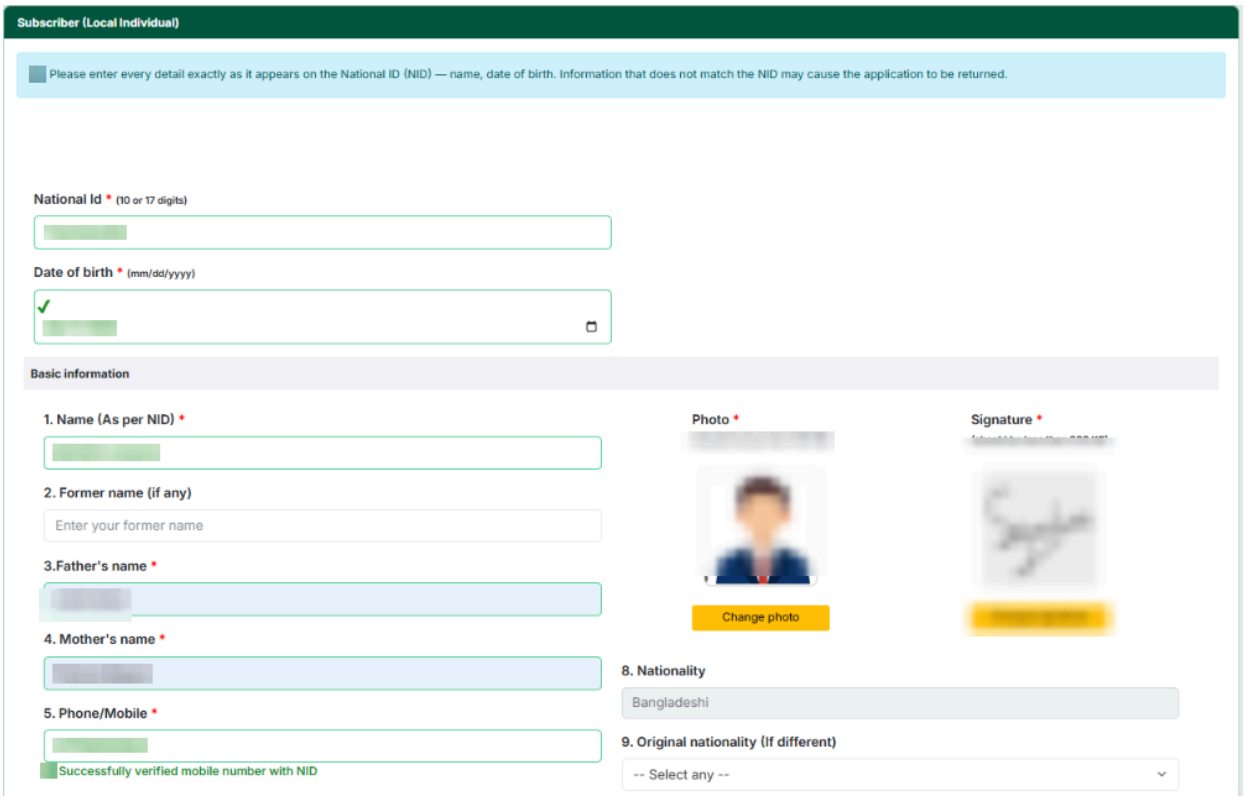


Figure 281: Section 28/TO Company – Local Individual – Basic Information

- Enter the following information for a local individual member:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Former name (If any)**: Enter if you have any former names.
  - **Father's Name**: Enter the father's name.
  - **Mother's Name**: Enter the mother's name.

- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

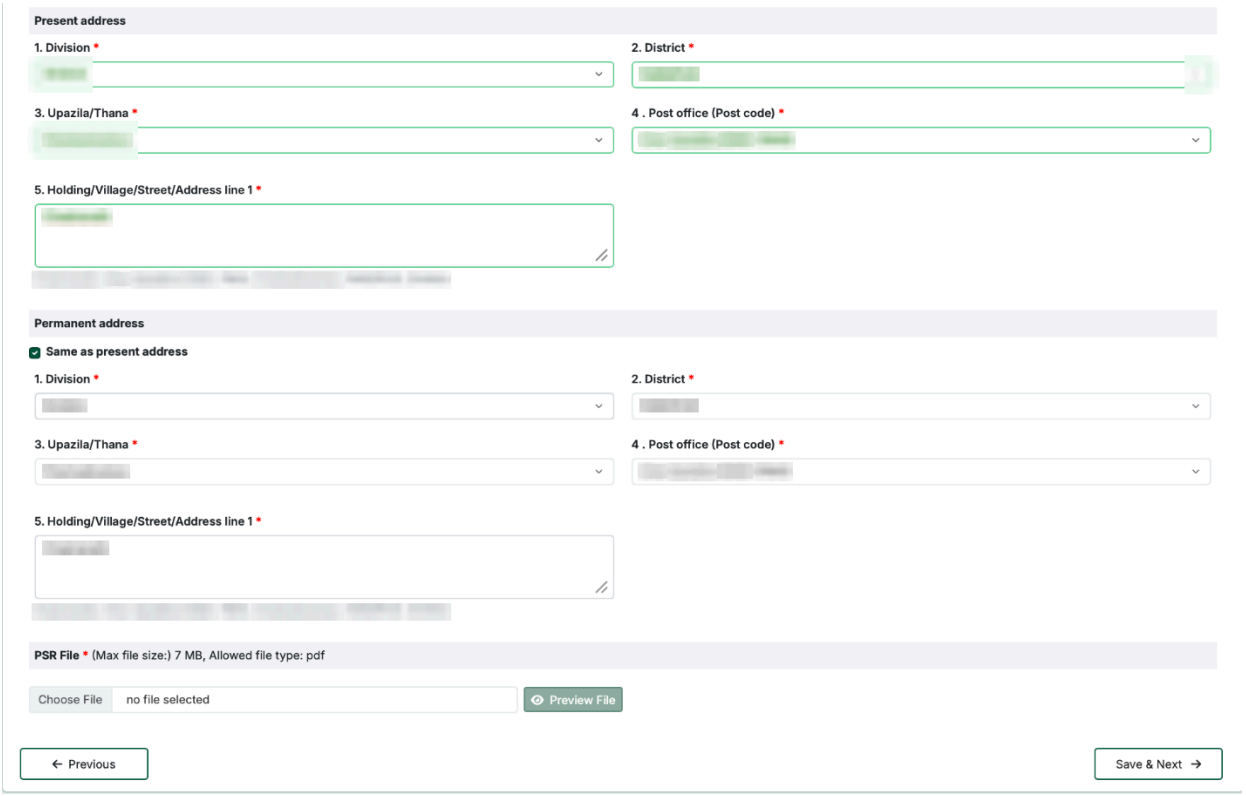


Figure 282: Section 28/TO Company – Local Individual – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the member resides.
  - **Holding/Village/Street/Address line**: Enter the address of the residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.

- To upload or change the photo of the member, click **Change Photo**.
- To upload or change the signature of the member, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the member.

Foreign Individual

Basic Information

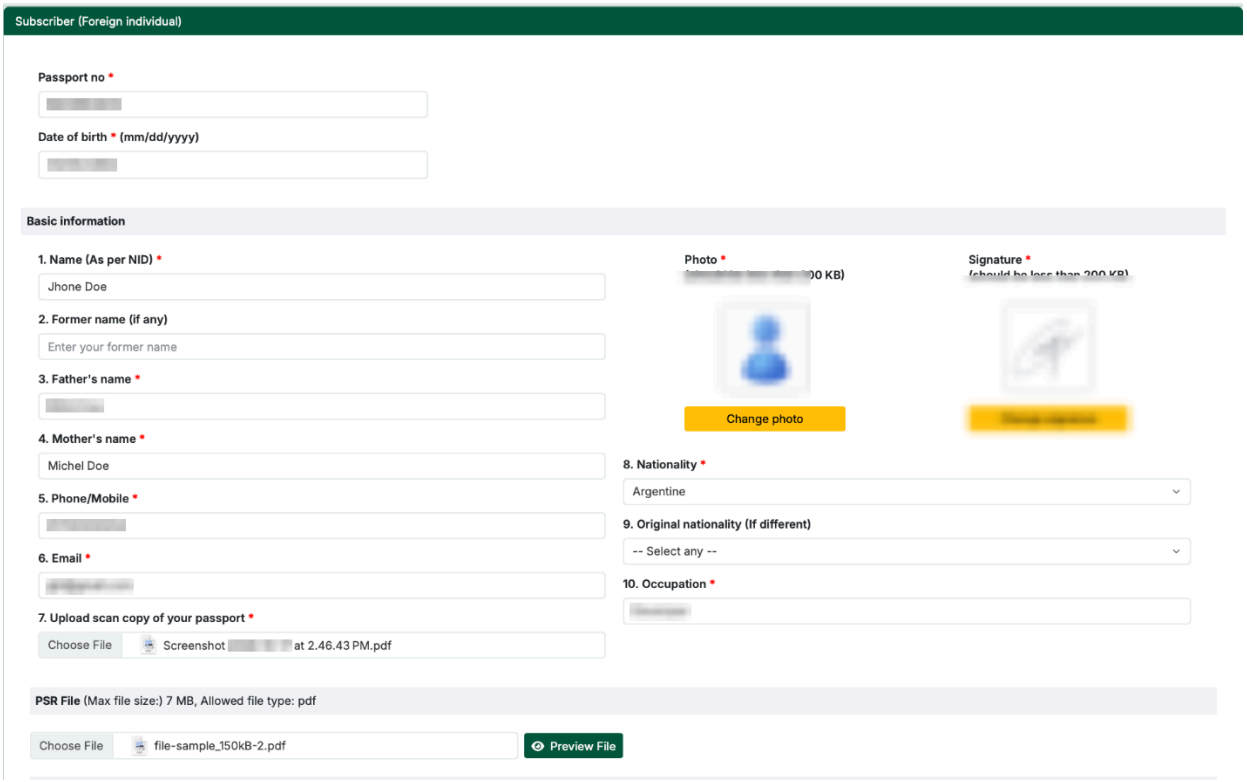


Figure 283: Section 28/TO Company – Foreign Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.
  - **Father's name**: Enter the shareholder's father's name.
  - **Mother's name**: Enter the shareholder's mother's name.
  - **Phone/Mobile**: Enter a valid mobile number.
  - **Email**: Enter a valid email address.
  - **Occupation**: Enter the shareholder's occupation.

- **Nationality**: Select the nationality of the shareholder.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return). Uploading the PSR is optional.
- **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).
- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

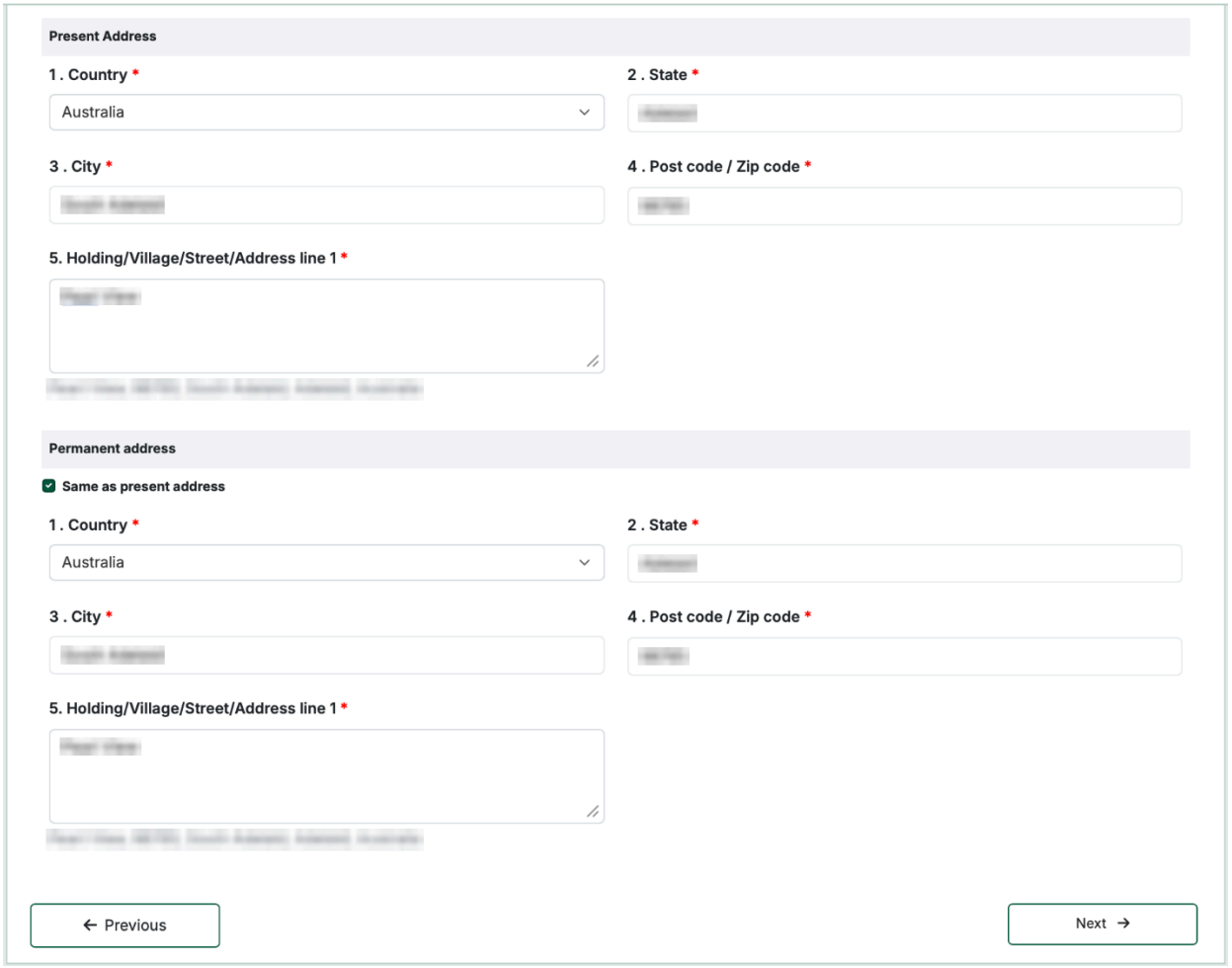


Figure 284: Section 28/TO Company – Foreign Individual – Address Details

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.
  - **State**: Select the state from the dropdown list.
  - **City**: Select the city from the dropdown list.
  - **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
  - **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Upload Encashment Certificate

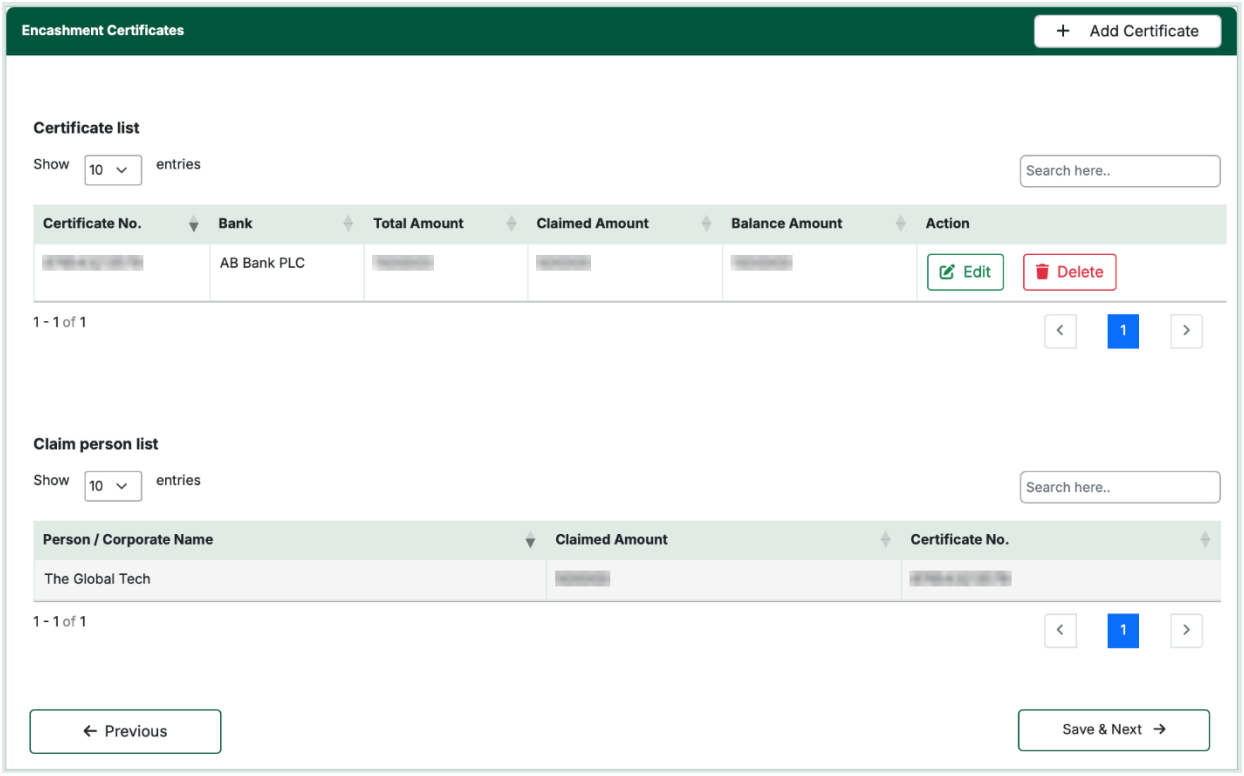


Figure 285: Section 28/TO Company – Encashment Certificate

If the company has a Foreign Individual, Foreign Corporate or Foreign Representative, the system adds a mandatory **Encashment Certificate** step.

Click **Add Certificate** to add the certificate.

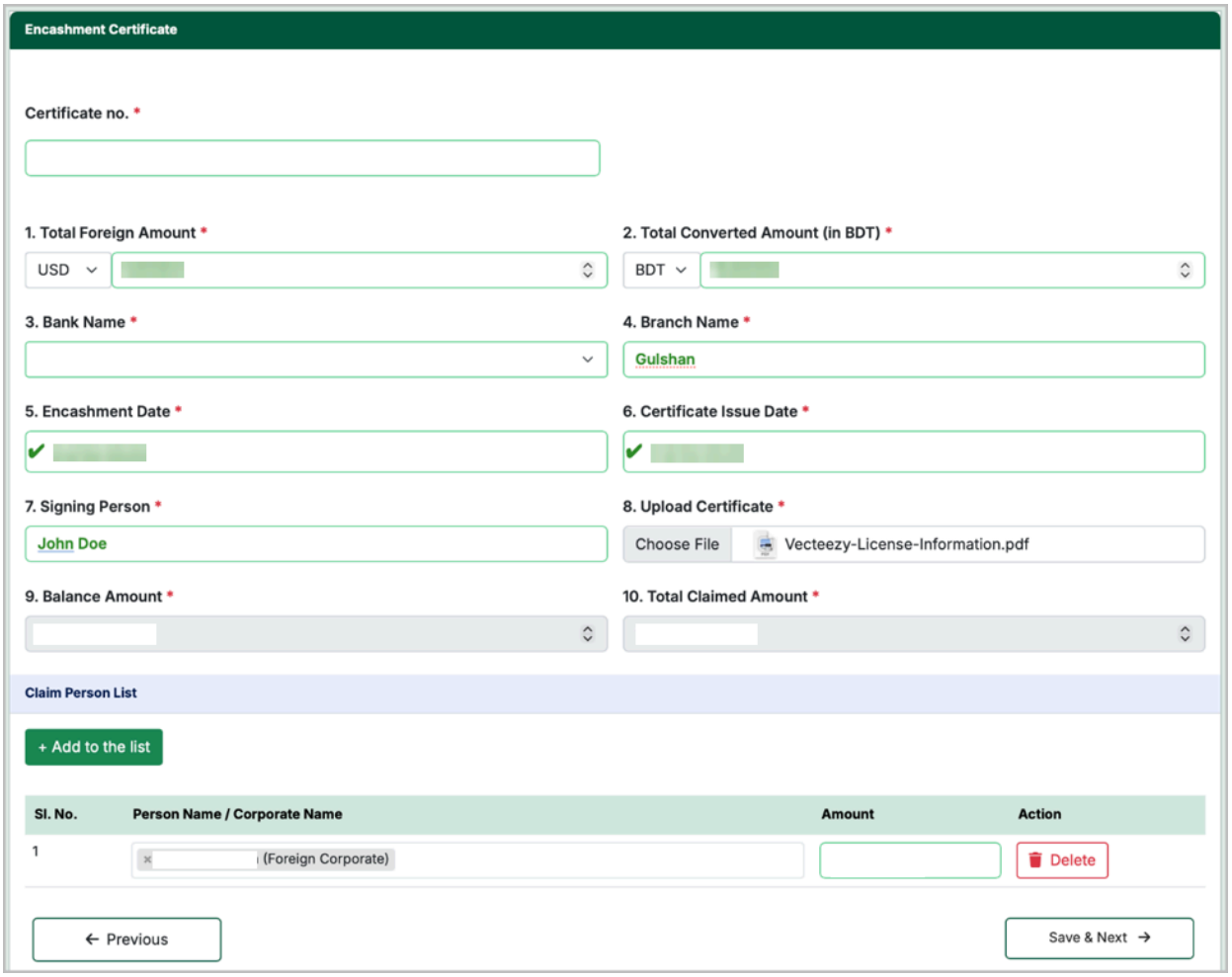


Figure 286: Section 28/TO Company – Encashment Certificate Form

- After clicking **Add Certificate**, enter the following information:
  - **Certificate No.**: Enter the certificate number.
  - **Total Foreign Amount**: Select the currency from the dropdown list and enter the amount.
  - **Total Converted Amount**: Enter the amount in BDT.
  - **Bank Name**: Select the bank from the dropdown list.
  - **Branch Name**: Enter the name of the bank branch.
  - **Encashment Date**: Enter the encashment date.
  - **Certificate Issue Date**: Enter the certificate issue date.
  - **Signing Person**: Select the signing person.
  - **Upload Certificate**: Upload an electronic copy of the certificate.
  - **Balance Amount**: Calculated automatically by the system.
  - **Total Claimed Amount**: Calculated automatically by the system.
  - **Person/Corporate Name**: Select the name of the person or corporate.
  - **Amount**: Enter the amount.
  - Click **Add to list** to add more persons or corporates.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Local Corporate

Basic Information

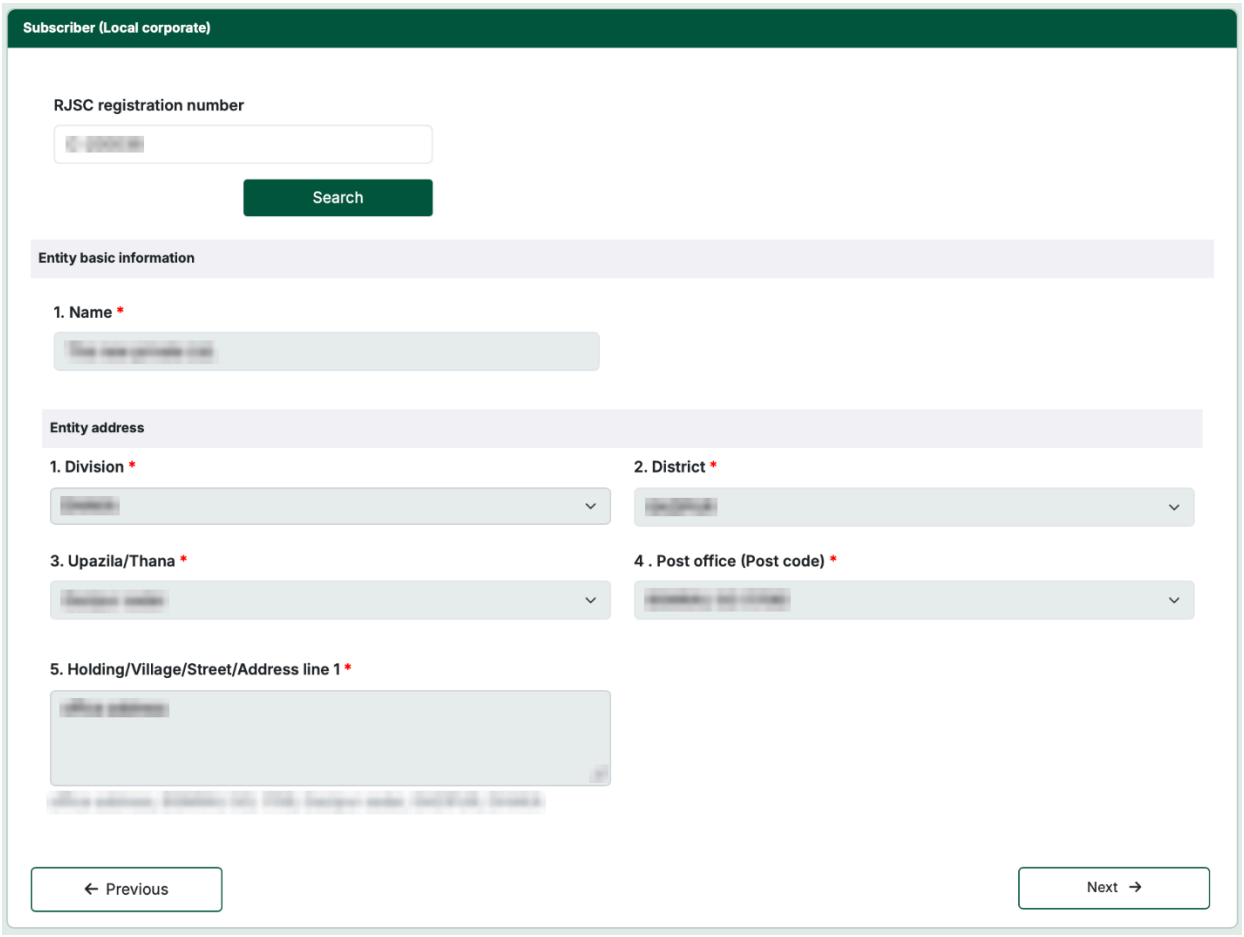


Figure 287: Society – Local Corporate

- Enter the following information for a local corporate member:
  - **RJSC Registration Number**: If the member is already registered with RJSC you can enter their RJSC registration number and click **search**.
    - If the number is valid, the system fills in the relevant fields with the information provided during their registration.
    - If the number is invalid, the system prompts you to re-enter it.
- If the member is not registered with RJSC, skip this field and continue with the remaining fields.
  - **Name**: Enter the member's name.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.

- **Upazila/Thana**: Select the upazila/thana from the dropdown list.
- **Postcode**: Enter the postcode where the member resides.
- **Holding/Village/Street/Address line**: Enter the address of member's premises.

- Corporate members require a representative to be added. Please see Figure 29 (Section 5.1) and the instructions in the Representative Addition steps of the shareholder details for adding a representative.
- Click **Previous** from the bottom left corner to return to the previous section.
- Click **Next** to add the member.

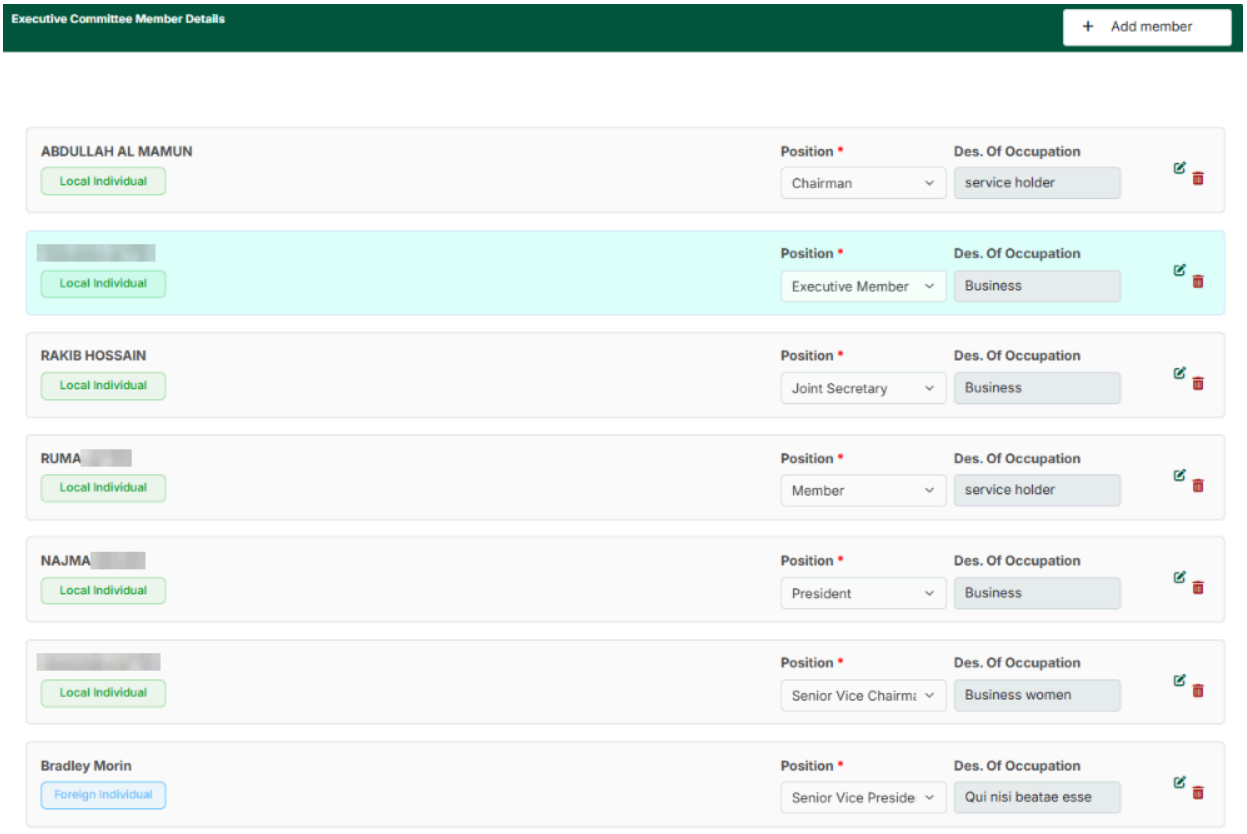


Figure 288: TO/28 – Entity Member Details (2)

- After the members are added, the list of added members is displayed. Enter the following information:
  - **Body/Committee Name**: Enter the name of the body or committee.
  - **Position**: Select the position of the member from the dropdown list.
  - **Description of Occupation**: Set by the system.

General Information – Member Position Details

Member Position Details

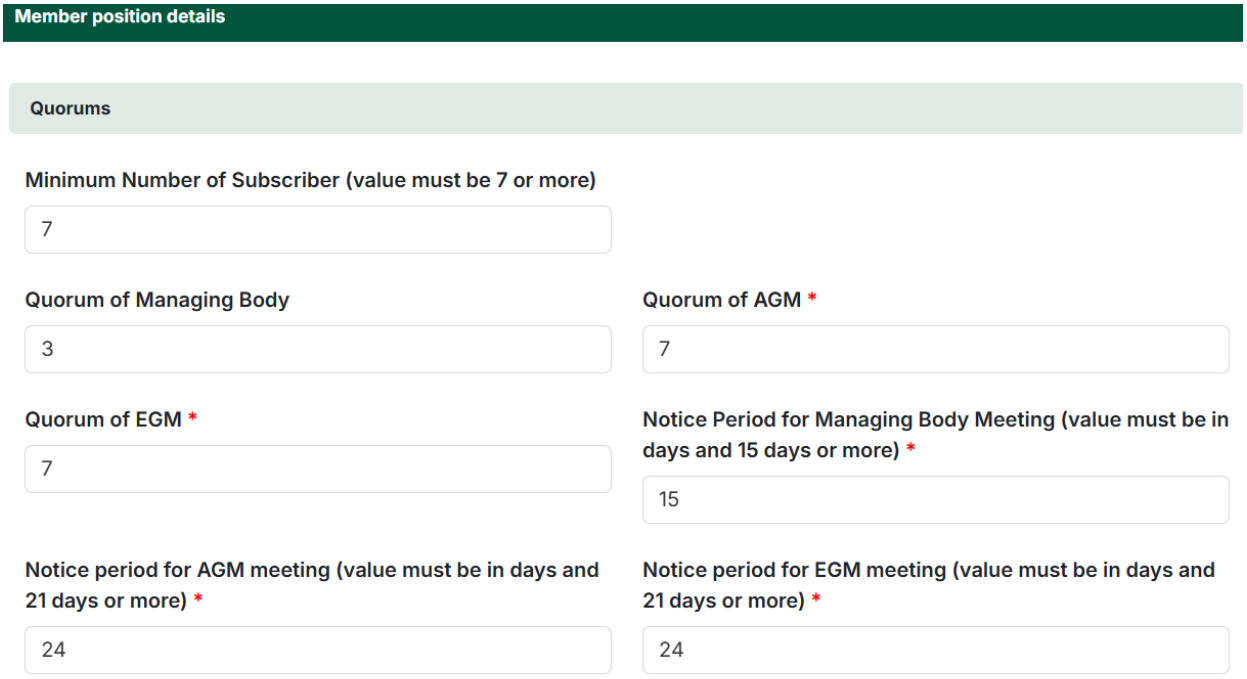


Figure 289: Section 28/TO Company – Quorum Details

- Enter the shareholder position details in the following fields:
  - **Minimum Number of Subscribers**: Enter the minimum number of subscribers of the company.
  - **Quorum of Managing Body**: Enter the minimum number of managing body members required for a meeting.
  - **Quorum of AGM/EGM**: Enter the minimum number of attendees required for an AGM/EGM.
  - **Notice Period for Managing Body Meeting**: Enter the notice period in days.
  - **Notice period for AGM/EGM meeting**: Enter the notice period for AGM/EGM meeting in days.
  - **Admin**: Select the shareholder who will act as the admin from the dropdown list.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

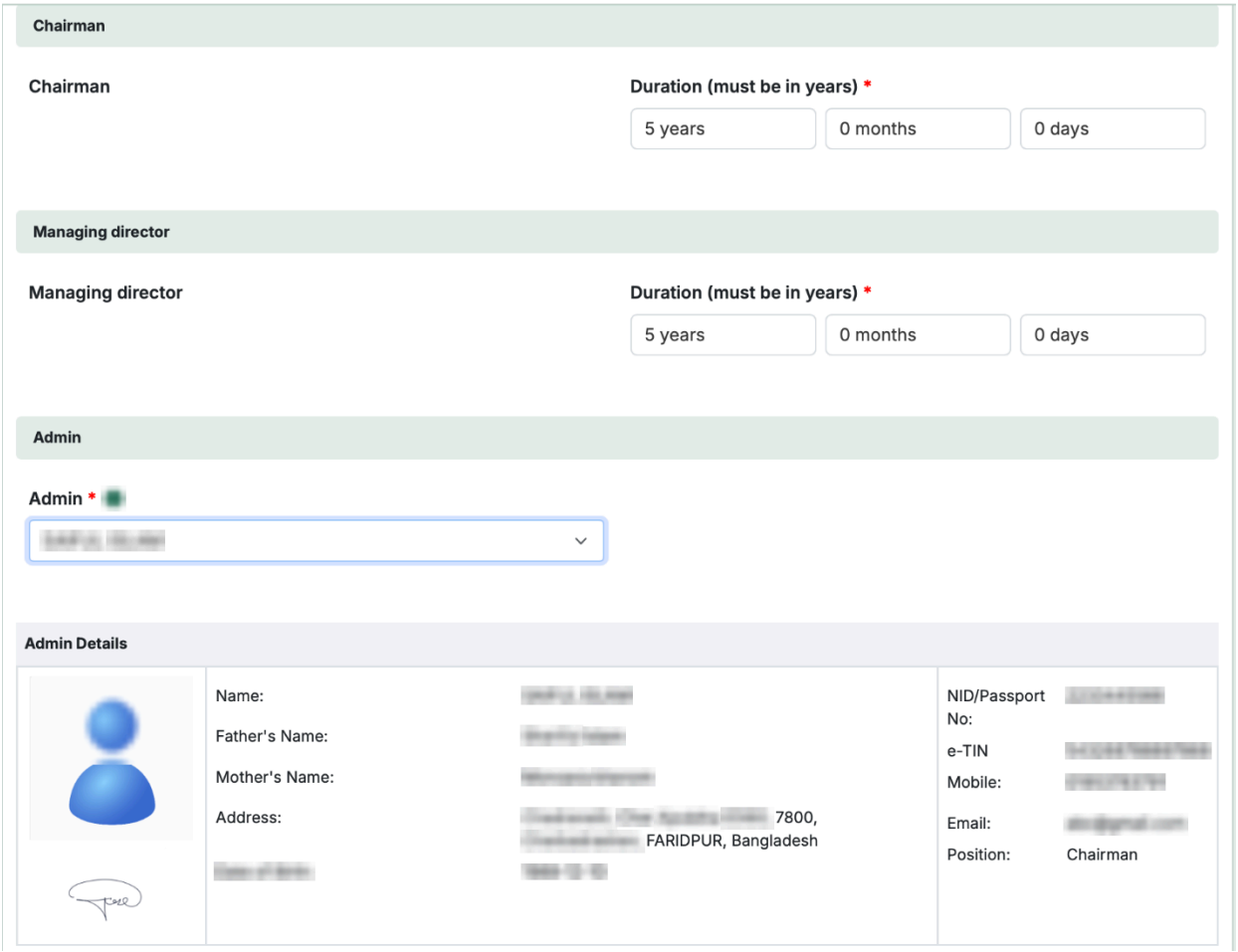


Figure 290: Section 28 / Trade Organization – Shareholder Position Details

- **Chairman**
  - **Duration**: Enter the tenure of the chairman in years.
- **Managing Director**
  - **Duration**: Enter the tenure of the Managing Director in years.
- **Admin**: Select the shareholder who will act as the admin from the dropdown list.

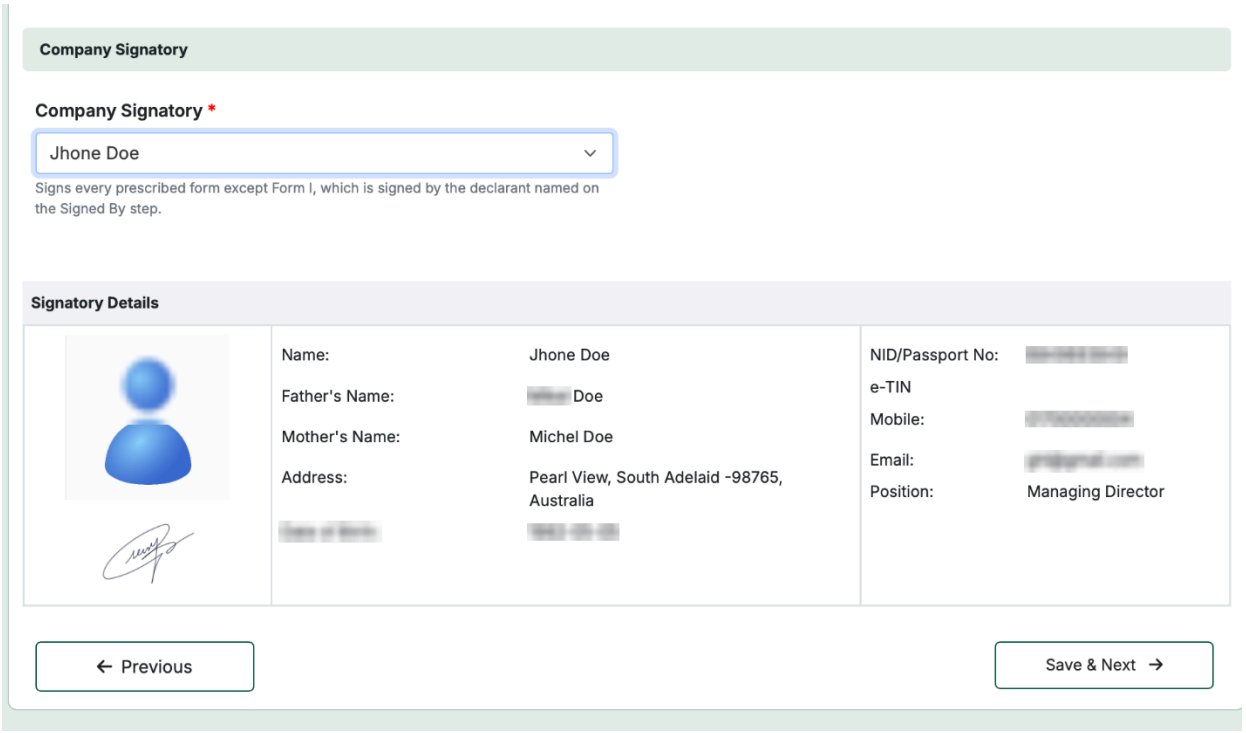


Figure 291: Section 28 / Trade Organization – Shareholder Position Details (2)

- **Company Signatory**: Select the company signatory.

Note: The signature of the selected signatory appears on all prescribed forms except Form I.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Witness Details

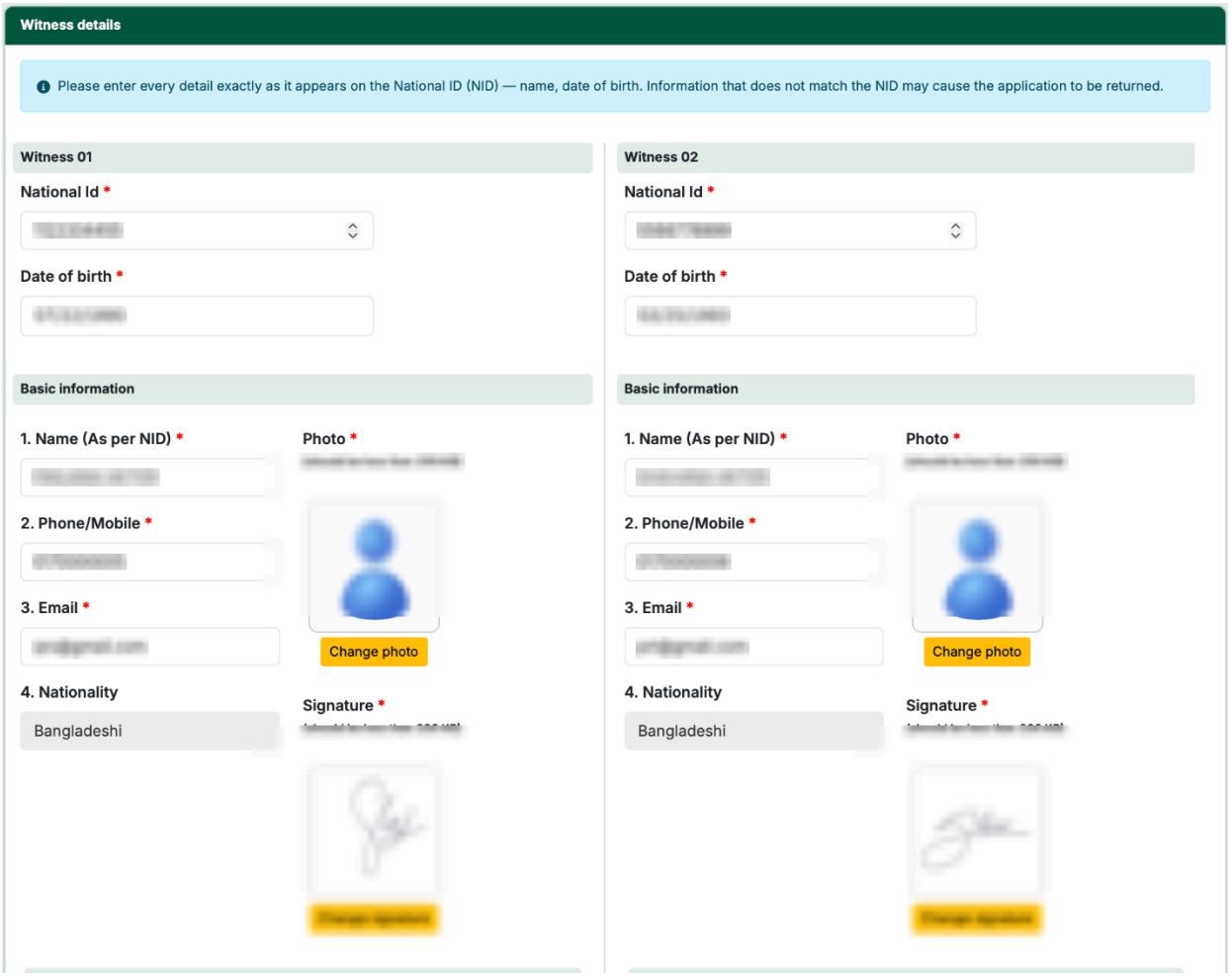


Figure 292: Section 28 / Trade Organization – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.

- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

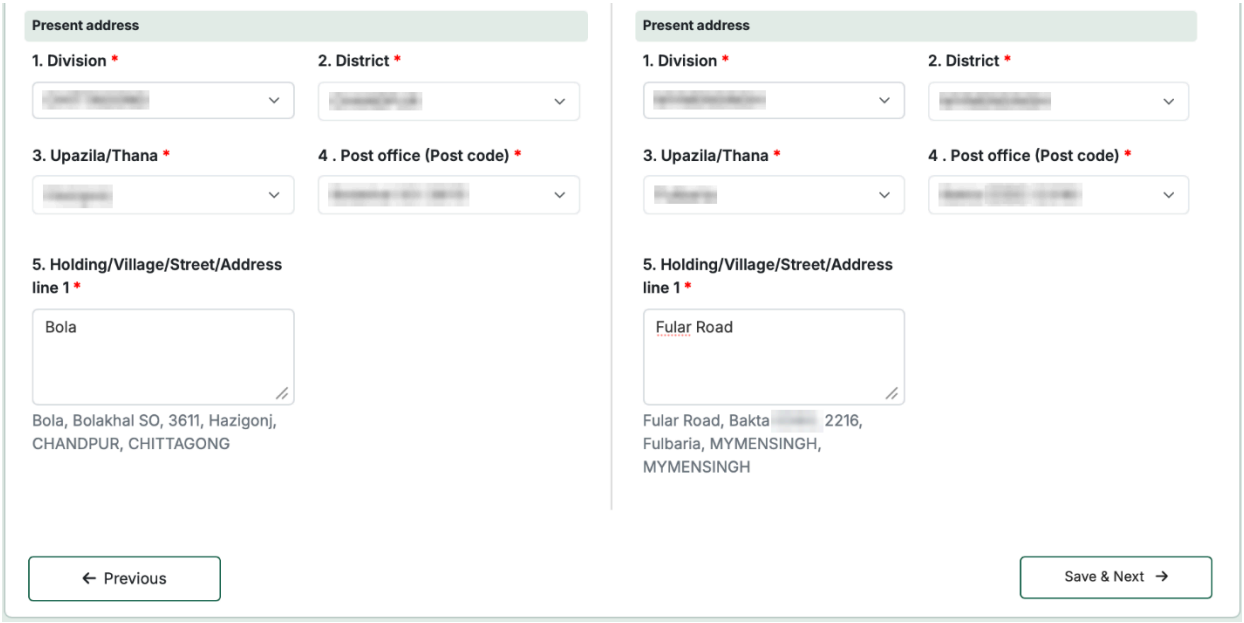


Figure 293: Section 28 / Trade Organization – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Memorandum of Association

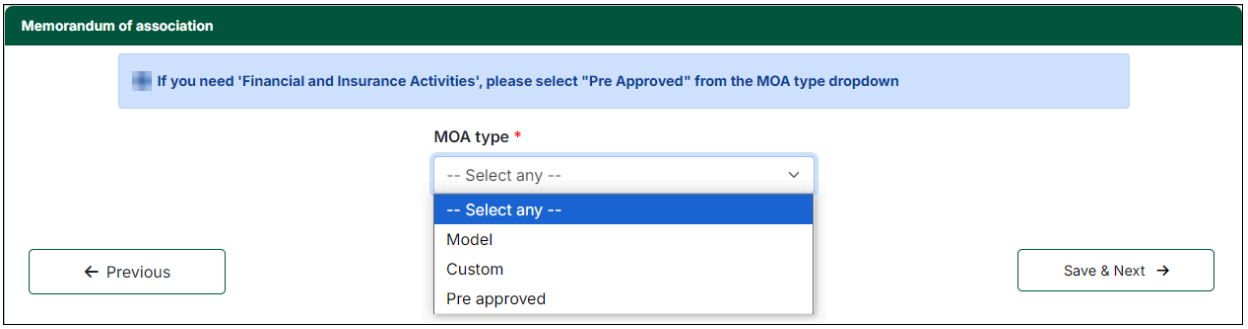


Figure 294: Section 28 / Trade Organization – Memorandum of Association

- Select the Memorandum of Association (MOA) type of the company from the dropdown list:
  - **Model**

- **Custom**
- **Pre-Approved**: Applicable only to banks, financial institutions and insurance companies. Select this option if the entity falls under any of these categories.

Model Memorandum of Association

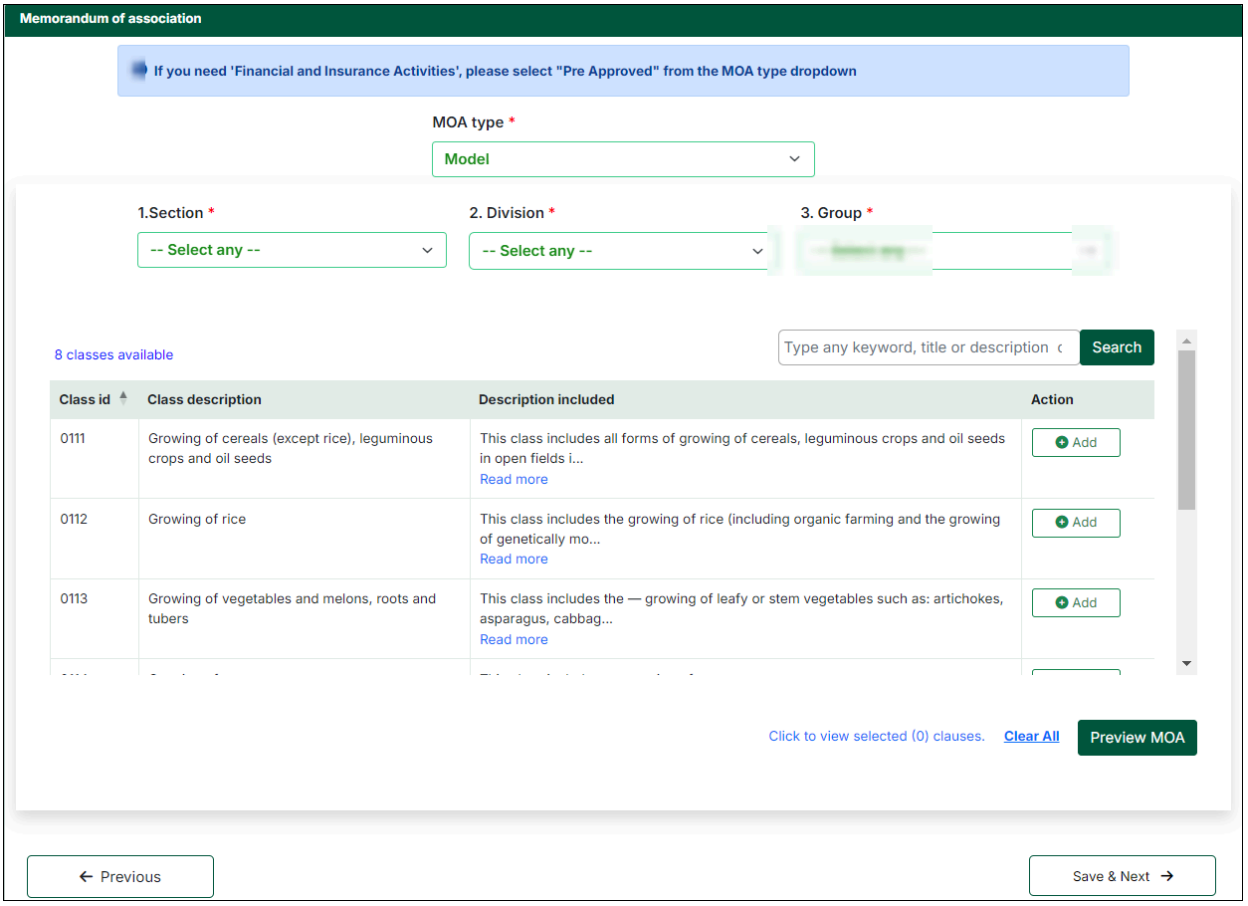


Figure 295: Section 28 / Trade Organization – Memorandum of Association – Model

If you select **Model** for the MOA:

- **Section**: Select the section of the MOA from the dropdown list.
- **Division**: Select the division from the dropdown list. The options depend on the selected section.
- **Group**: Select the group from the dropdown list. The options depend on the selected division.
- Click **Add** to add the clauses that apply to the MOA.
- Click **Preview MOA** to preview the MOA as a PDF based on the selections.

d. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Custom Memorandum of Association

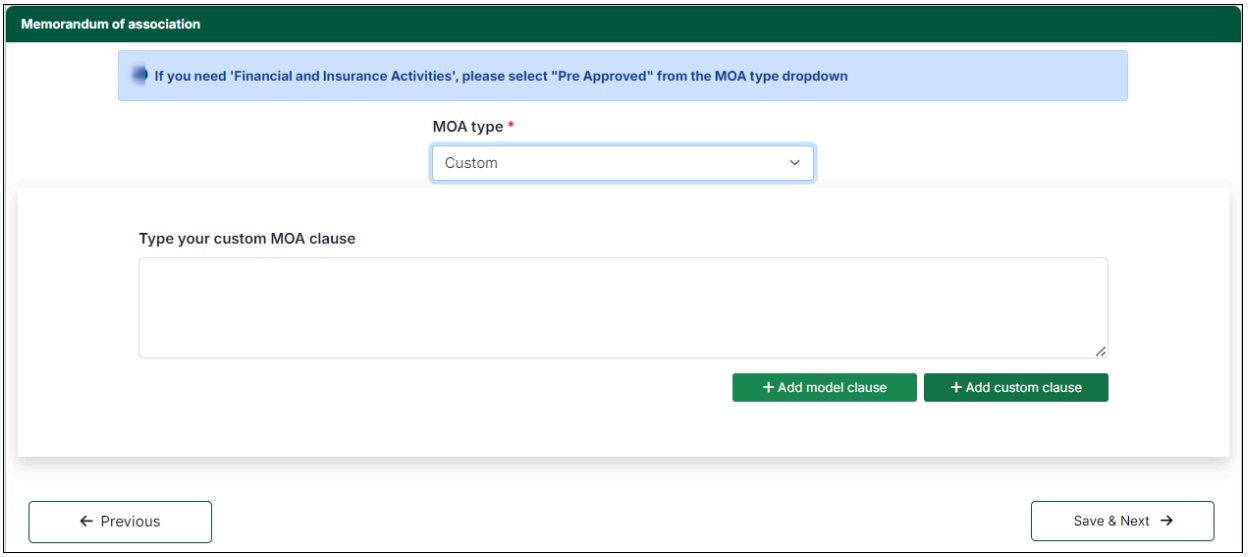


Figure 296: Section 28 / Trade Organization – Memorandum of Association – Custom

If you select **Custom** for the MOA:

- **Custom MOA clause**: Type the clause and click **Add custom clause** to add it.
- Click **Add model clause** to open the clause selection window, then select the following:
  - **Division**: Select the division from the dropdown list. The options depend on the selected section.
  - **Group**: Select the group from the dropdown list. The options depend on the selected division.

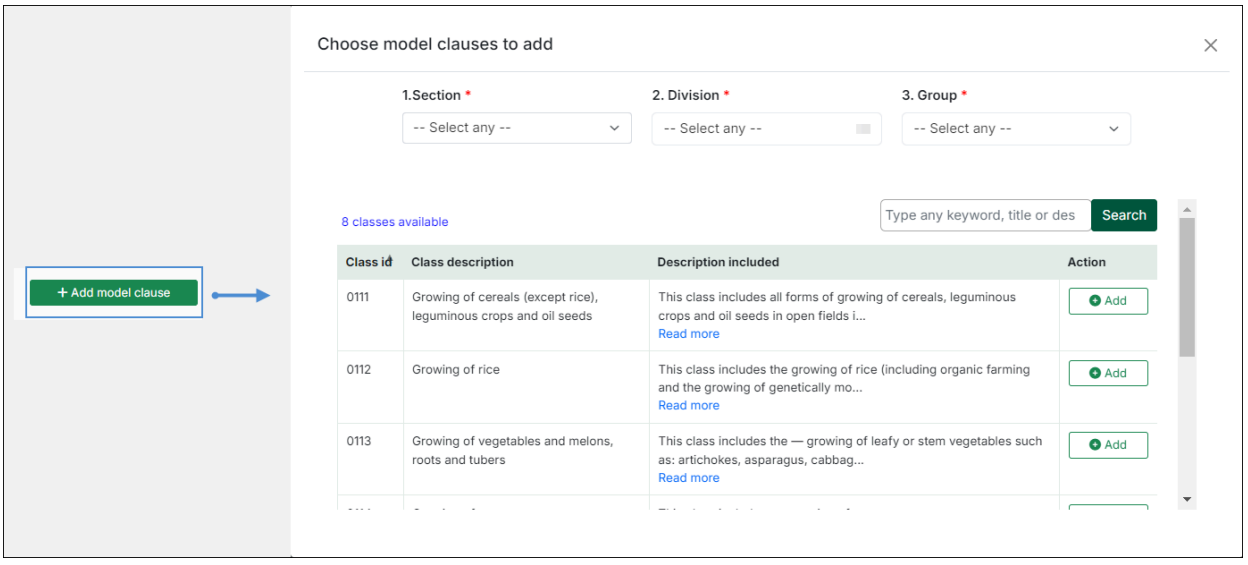


Figure 297: Section 28 / Trade Organization – Memorandum of Association – Custom (2)

Pre-Approved Memorandum of Association

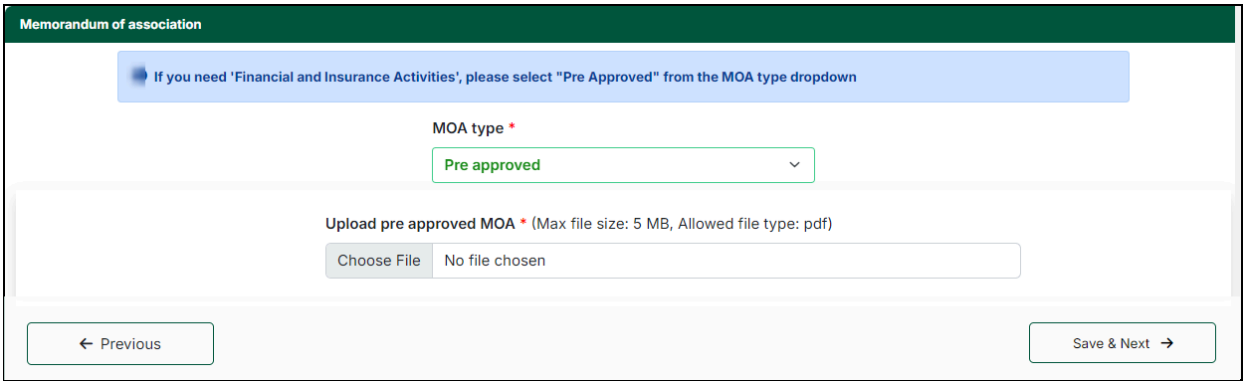


Figure 298: Section 28 / Trade Organization – Memorandum of Association – Pre-Approved

If you select **Pre-Approved** for the MOA:

- Upload the pre-approved MOA as a PDF.

a. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Articles of Association

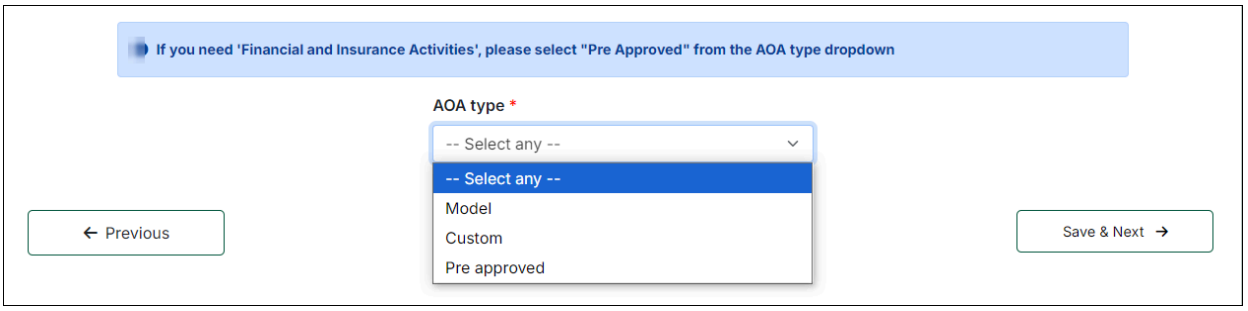


Figure 299: Section 28 / Trade Organization – Articles of Association

- Select the Articles of Association (AOA) type of the company from the dropdown list:
  - **Model**
  - **Custom**
  - **Pre-Approved**: Select this option if the entity carries out financial or insurance activities.

Model Articles of Association

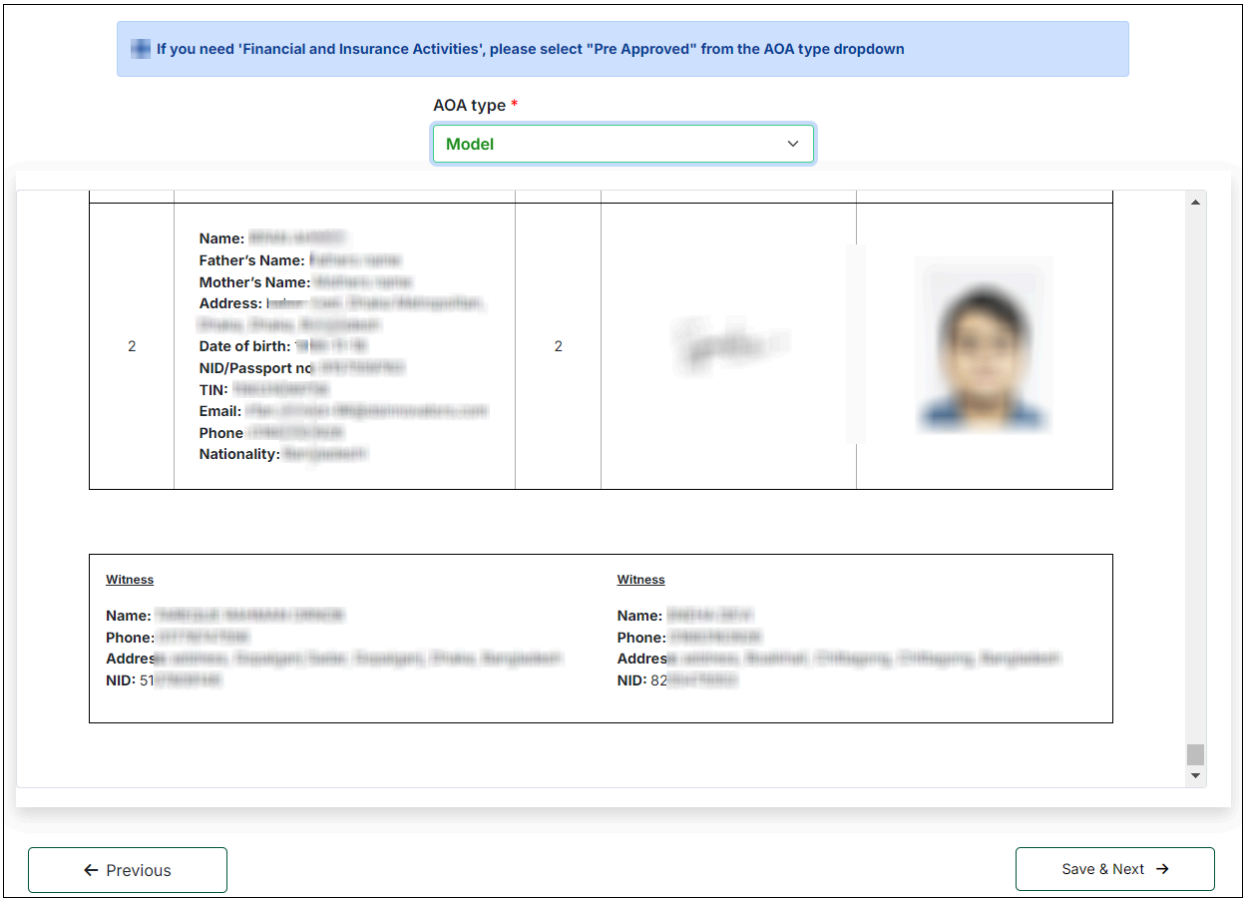


Figure 300: Section 28 / Trade Organization – Articles of Association – Model

If you select **Model** for the AOA:

- When **Model** is selected, the system generates an AOA that includes the details of the shareholders, representatives and witnesses added in the previous steps.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Custom Articles of Association

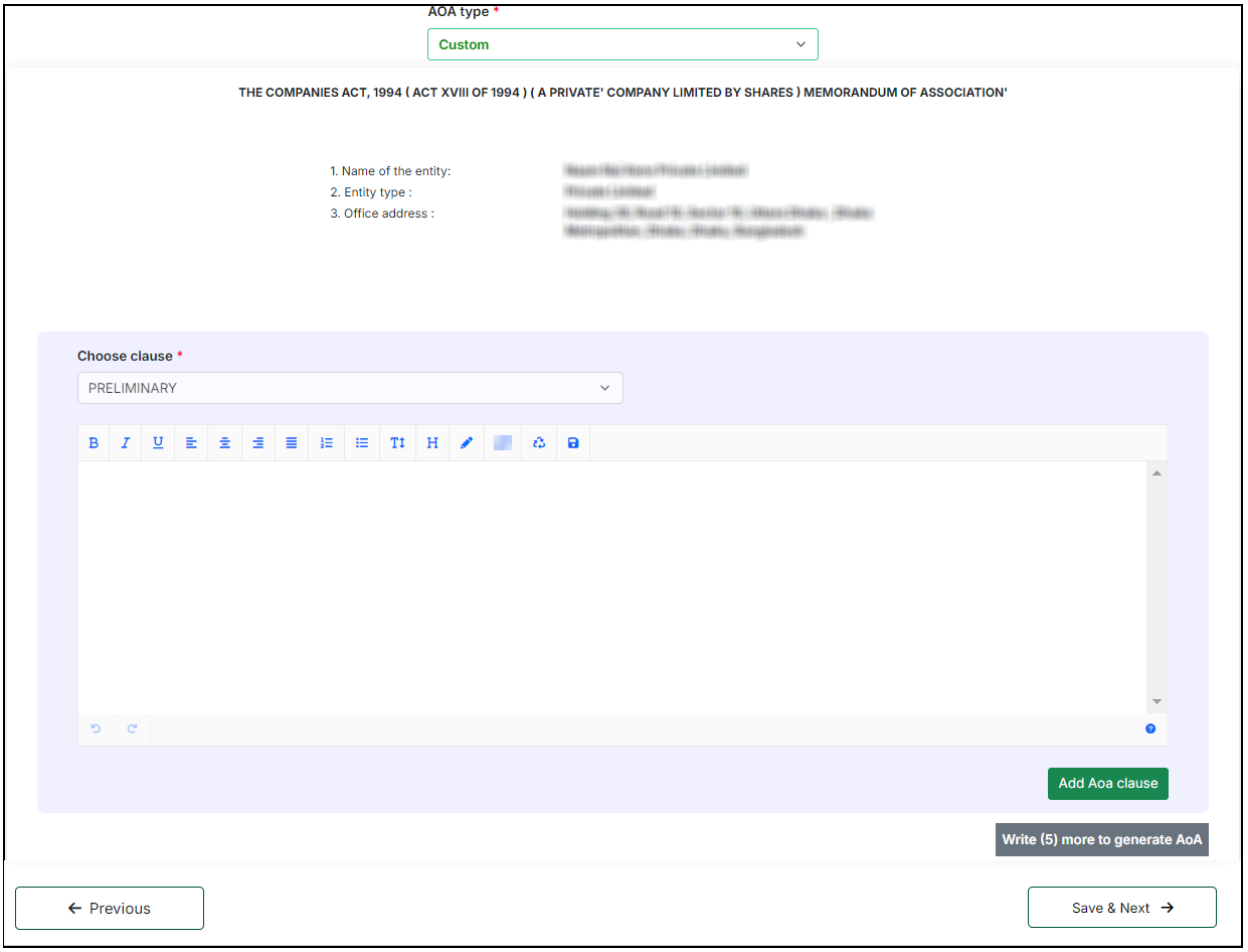


Figure 301: Section 28 / Trade Organization – Articles of Association – Custom

If you select **Custom** for the AOA:

Choose clause: Select the clause type from the dropdown list.

Custom AOA clause: Type the clause and click **Add AOA clause** to add it. At least 5 clauses are required to enerate an AOA, which includes the details of the shareholders, representatives and witnesses added in the previous eps.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Pre-Approved Articles of Association

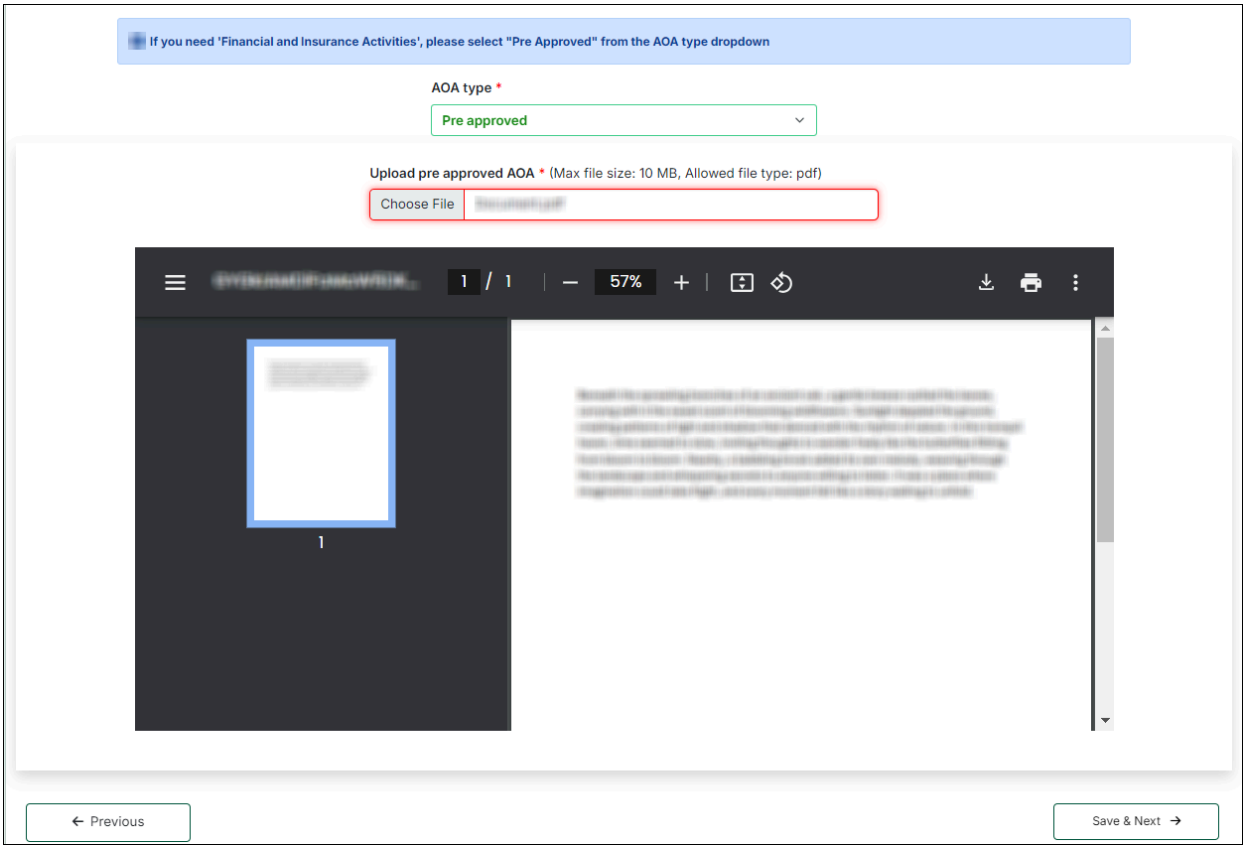


Figure 302: Section 28 / Trade Organization – Articles of Association – Pre-Approved

If you select **Pre-Approved** for the AOA:

Upload the pre-approved AOA as a PDF.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Filed By

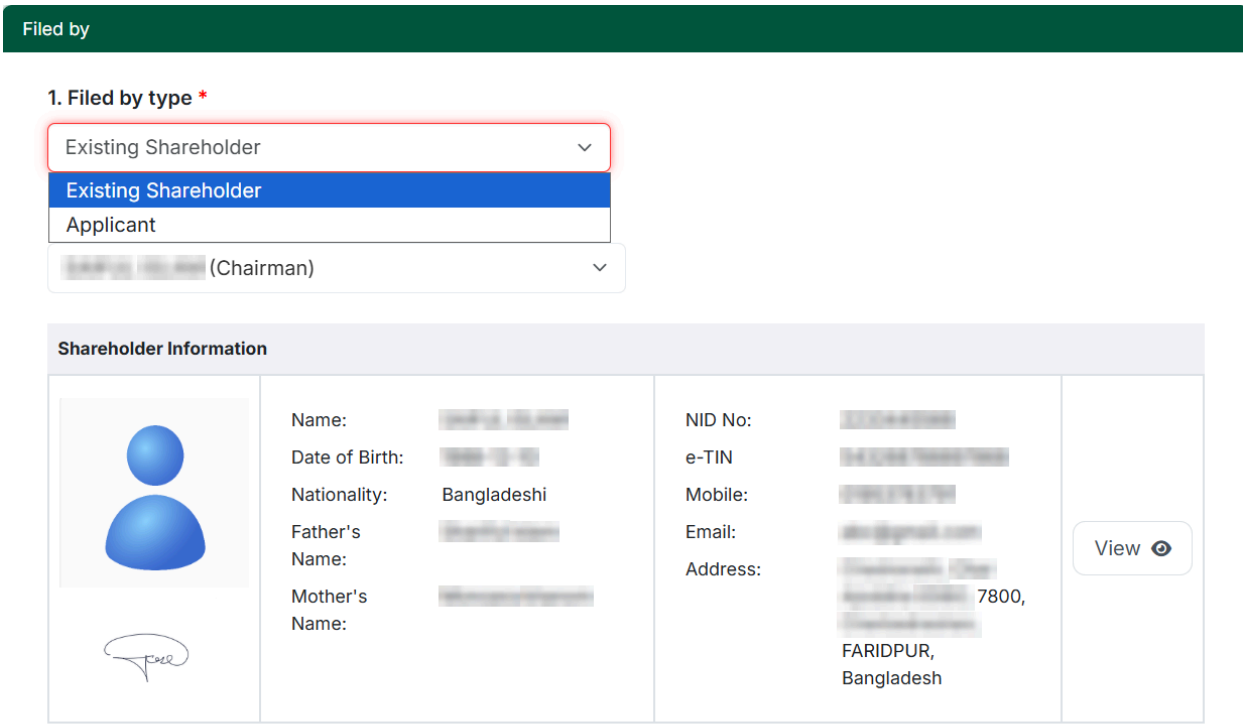


Figure 303: Section 28 / Trade Organization – Filed By

In the **Filed By** step, select the person who files the application.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Signed By

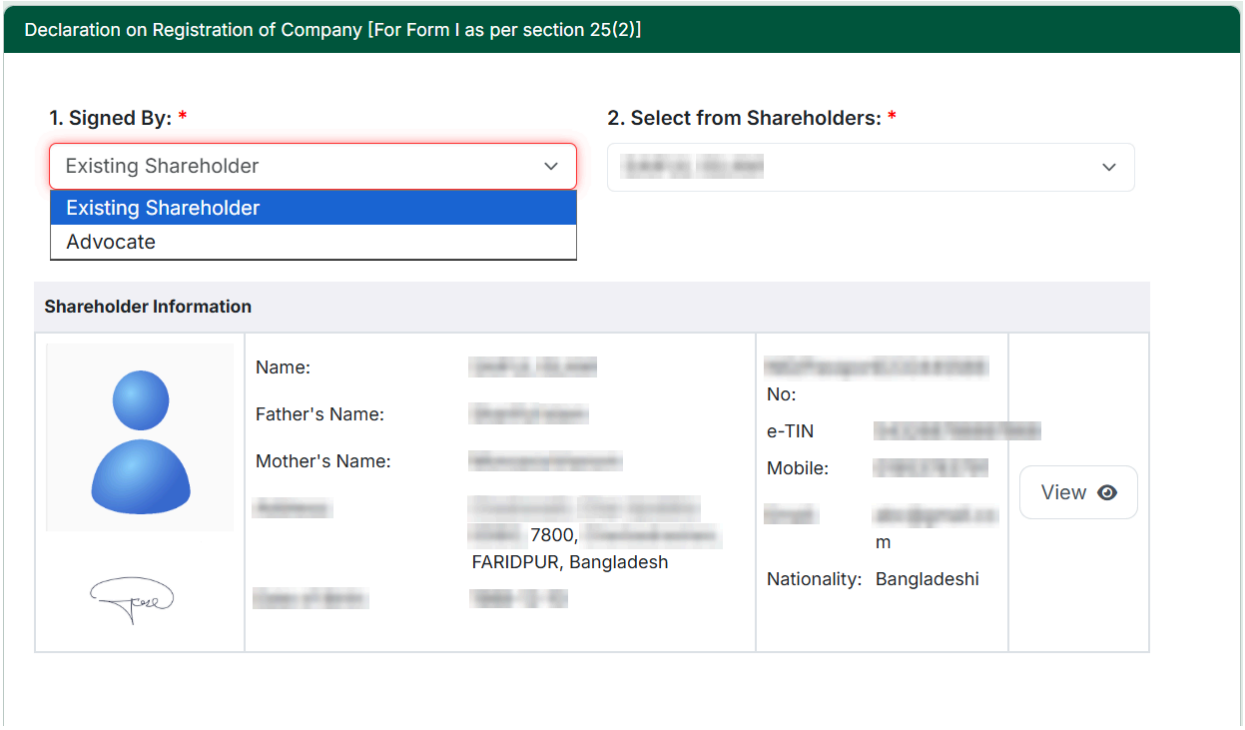


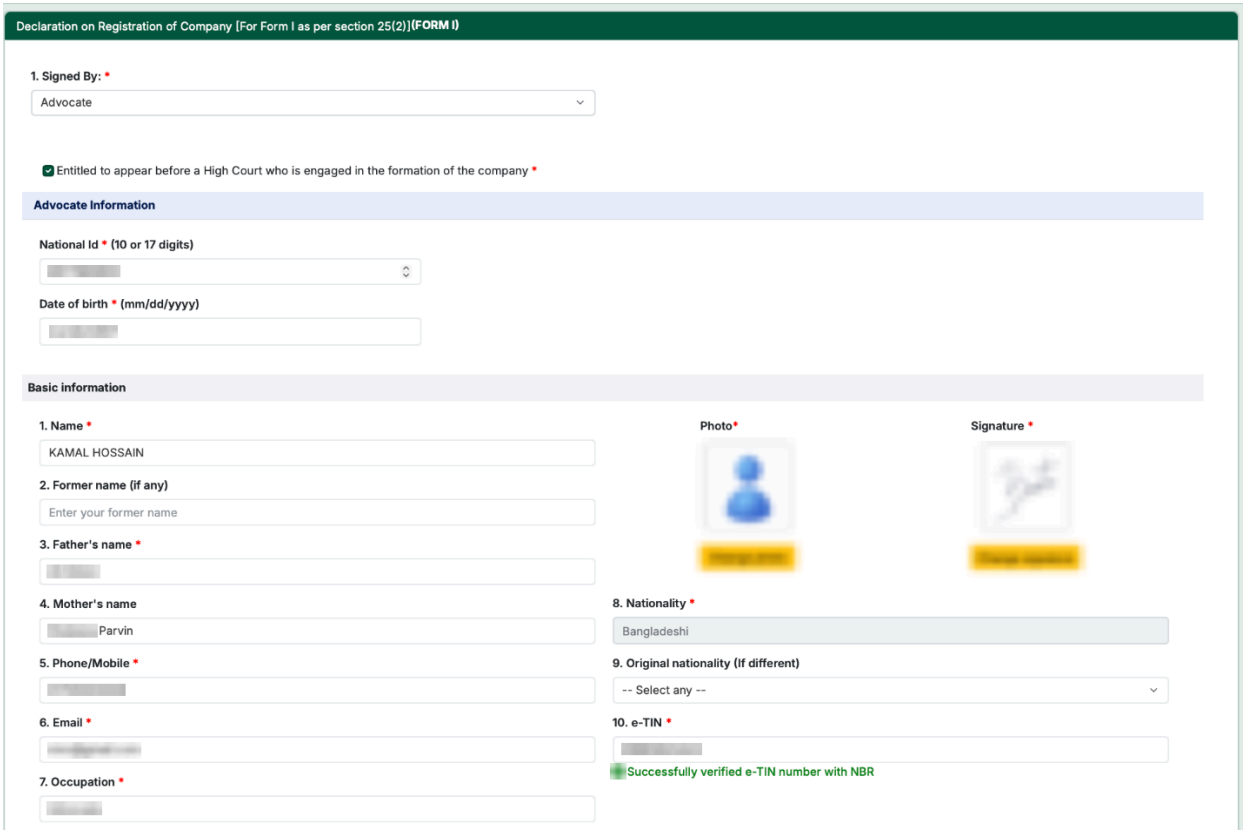
Figure 304: Section 28 / Trade Organization – Signed By

In the **Signed By** step, select the person who signs the declaration on registration of the company.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.



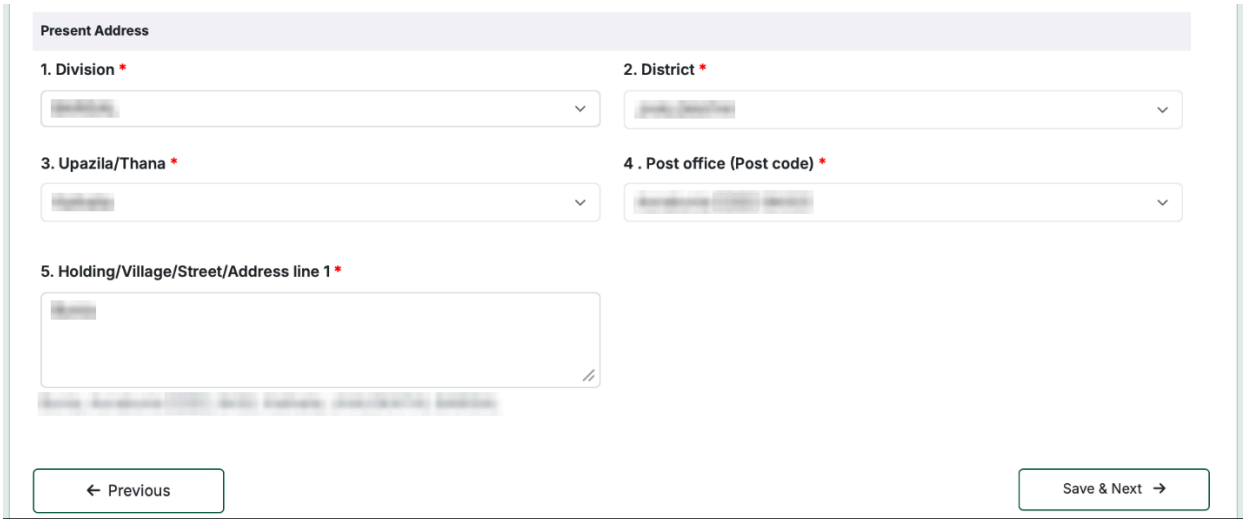


Figure 305: Section 28 / Trade Organization – Signed By Advocate – Part 1

Figure 306: Section 28 / Trade Organization – Signed By Advocate – Part 2

If **Advocate** is selected from the dropdown list, enter the following information. The same fields apply to ttorney and Pleader.

Enter the following information for the individual:

- **National ID**: Enter the 10-digit or 17-digit NID number.
- **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).

- Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if the individual had any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the individual's occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the individual's Tax identification number.

To upload or change the photo of the individual, click **Change Photo**.
To upload or change the signature of the individual, click **Change Signature**.
Click **Previous** at the bottom left to return to the previous section.
Click **Save & Next** to continue to the next section.

Other Attachments

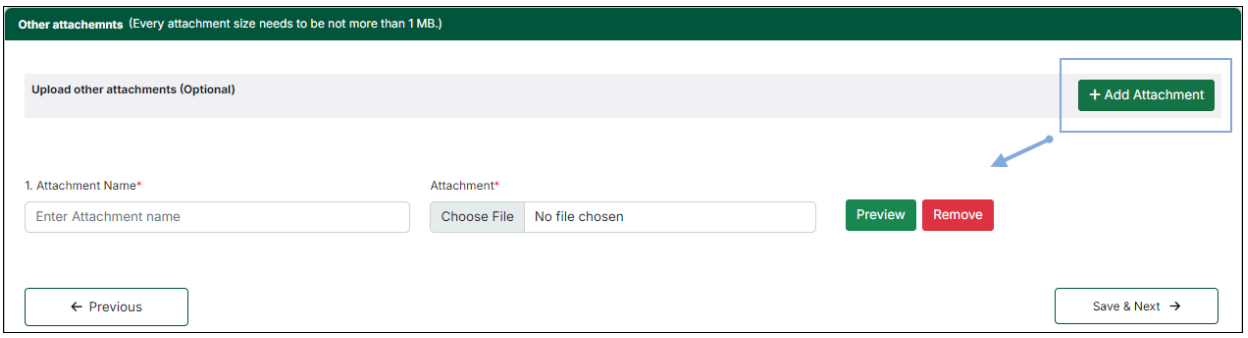


Figure 307: Section 28 / Trade Organization – Other Attachments

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other ttachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

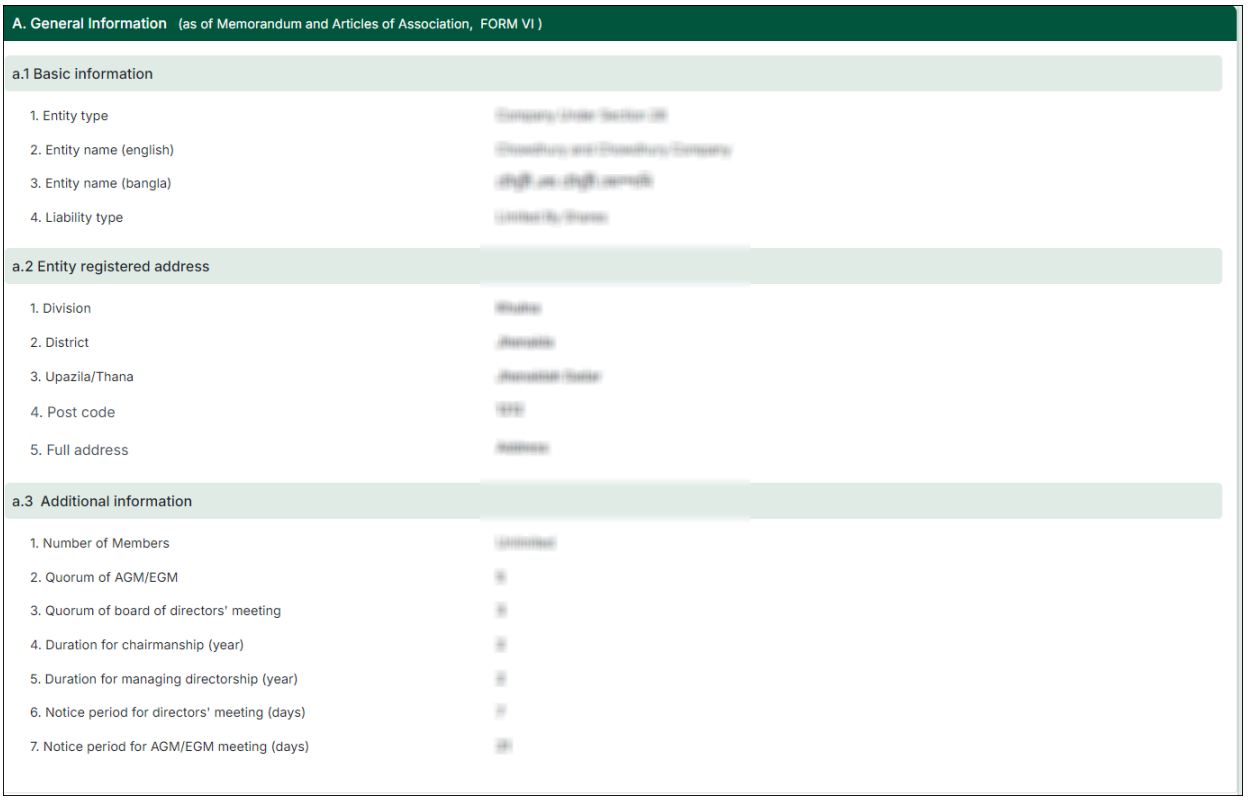
Click **Preview** to preview the added document.

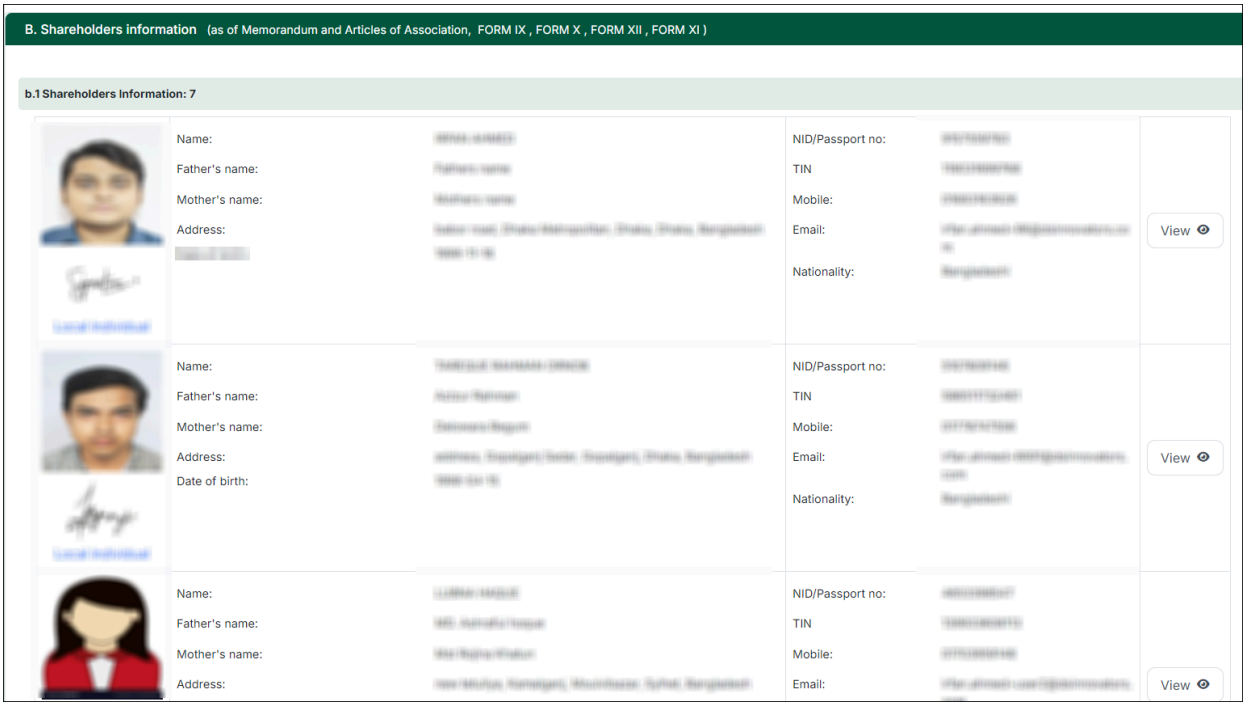
Click **Remove** to remove the added document.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview


A. General Information (as of Memorandum and Articles of Association, FORM VI)
a.1 Basic information
1. Entity type
2. Entity name (english)
3. Entity name (bangla)
4. Liability type
a.2 Entity registered address
1. Division
2. District
3. Upazila/Thana
4. Post code
5. Full address
a.3 Additional information
1. Number of Members
2. Quorum of AGM/EGM
3. Quorum of board of directors' meeting
4. Duration for chairmanship (year)
5. Duration for managing directorship (year)
6. Notice period for directors' meeting (days)
7. Notice period for AGM/EGM meeting (days)


B. Shareholders information (as of Memorandum and Articles of Association, FORM IX , FORM X , FORM XII , FORM XI)
b.1 Shareholders Information: 7
Name:
Father's name:
Mother's name:
Address:
NID/Passport no:
TIN
Mobile:
Email:
Nationality:
View
Name:
Father's name:
Mother's name:
Address:
Date of birth:
NID/Passport no:
TIN
Mobile:
Email:
Nationality:
View
Name:
Father's name:
Mother's name:
Address:
NID/Passport no:
TIN
Mobile:
Email:
View

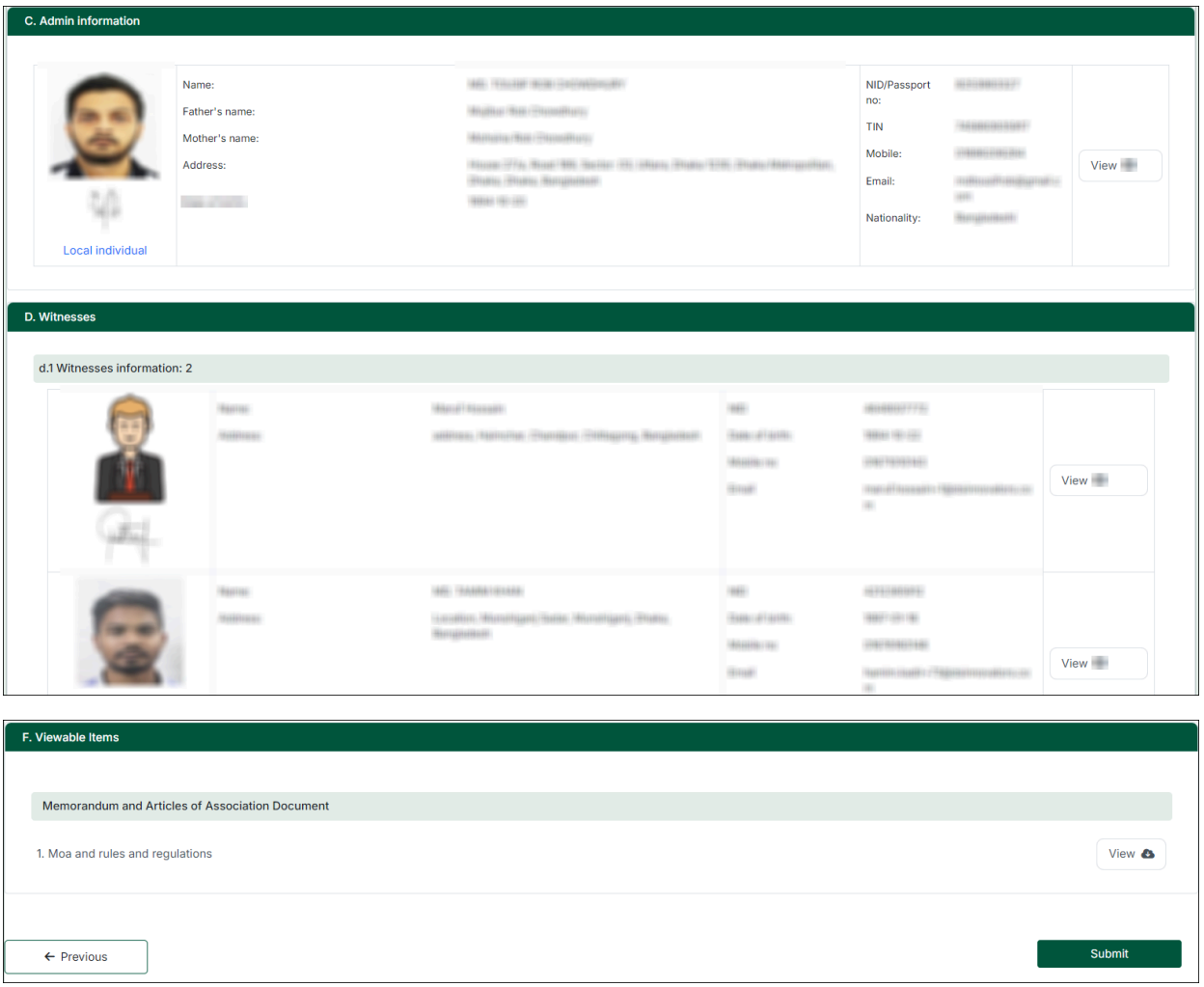


Figure 308: Section 28 / Trade Organization – Preview – Part 1

Figure 309: Section 28 / Trade Organization – Preview – Part 2

Figure 310: Section 28 / Trade Organization – Preview – Part 3

Figure 311: Section 28 / Trade Organization – Preview – Part 4

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person.

Click **MOA** under **Viewable Items** to view or download the MOA.

Click **AOA** under **Viewable Items** to view or download the AOA.

Click **Previous** at the bottom left to return to the previous section.

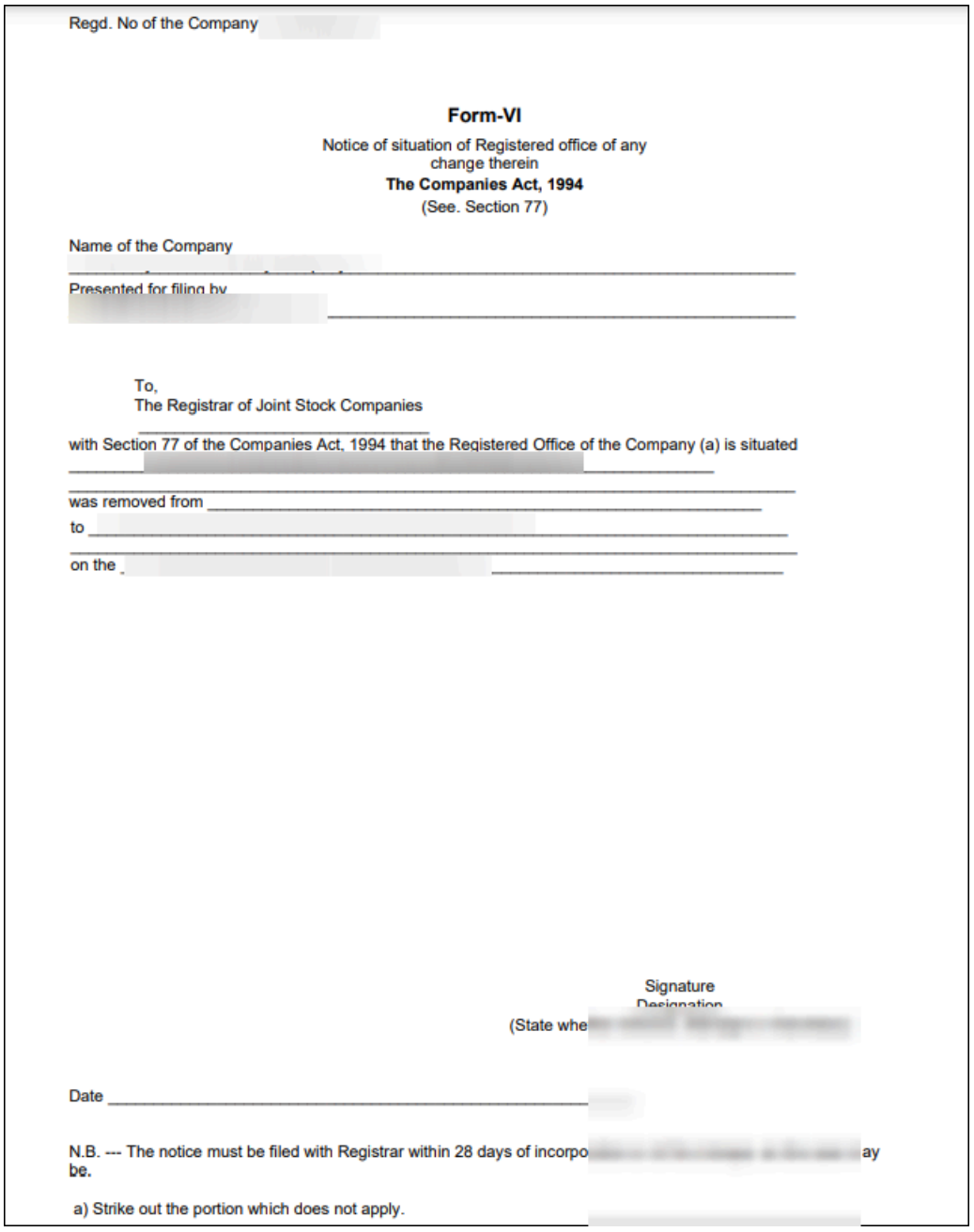
Click **Print** to download the Application Preview Document.

Click **Submit** to submit the application. Before submitting, select the checkbox to confirm that all the information provided is accurate and complete.

a. The system displays the prompt “Are you sure to submit this application?”

- Click **No** to cancel the submission.
- Click **Confirm** to submit the application.

Generated Forms



Regd. No of the Company

Form-VI

Notice of situation of Registered office of any change therein

The Companies Act, 1994

(See. Section 77)

Name of the Company

Presented for filing by

To,
The Registrar of Joint Stock Companies

with Section 77 of the Companies Act, 1994 that the Registered Office of the Company (a) is situated

was removed from

to

on the

Signature

Designation

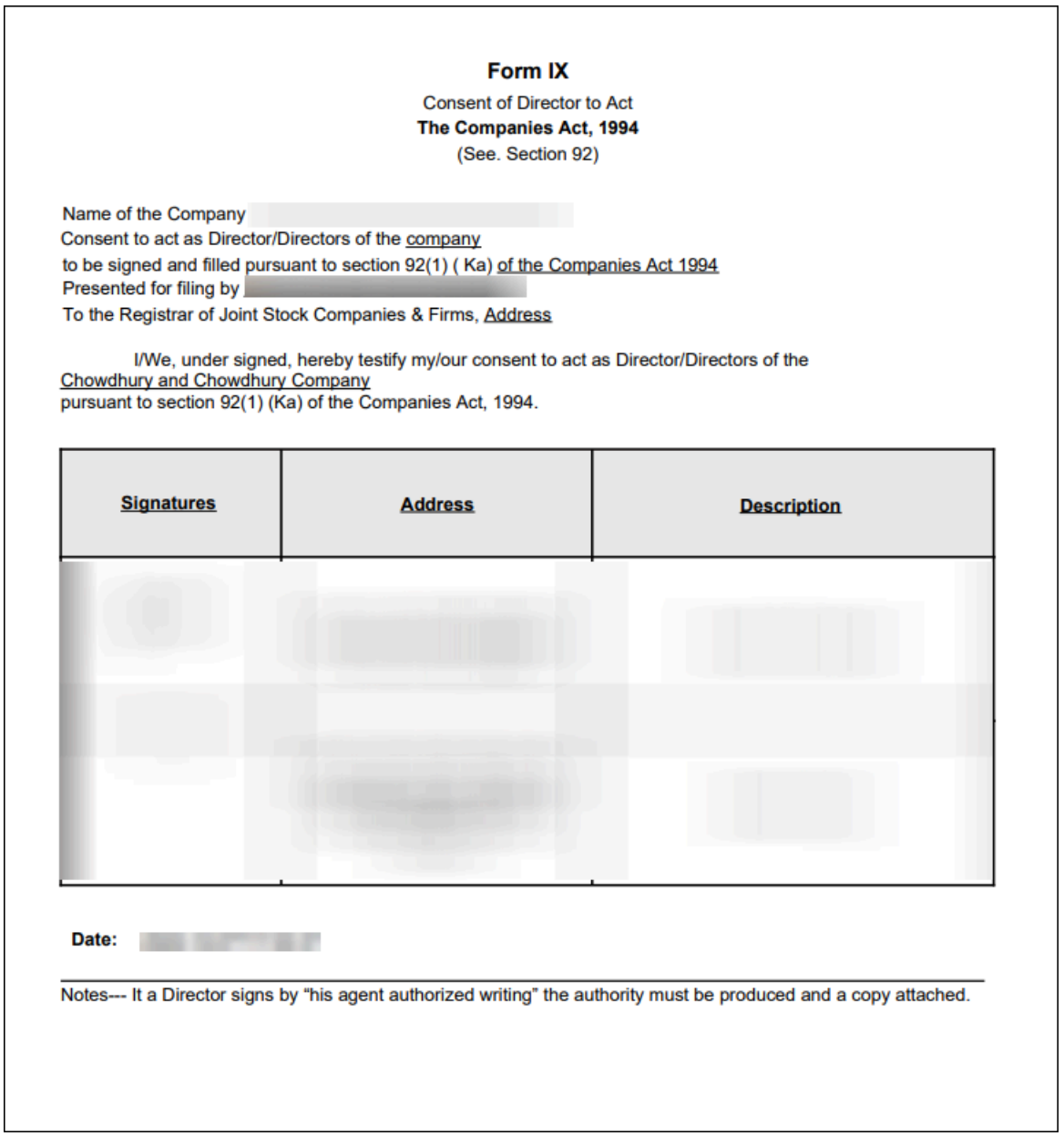
(State whe

Date

N.B. --- The notice must be filed with Registrar within 28 days of incorpo ay be.

a) Strike out the portion which does not apply.

Figure 312: Section 28 / Trade Organization – Form VI



Form IX

Consent of Director to Act

The Companies Act, 1994

(See. Section 92)

Name of the Company

Consent to act as Director/Directors of the company

to be signed and filled pursuant to section 92(1) (Ka) of the Companies Act 1994

Presented for filing by

To the Registrar of Joint Stock Companies & Firms, Address

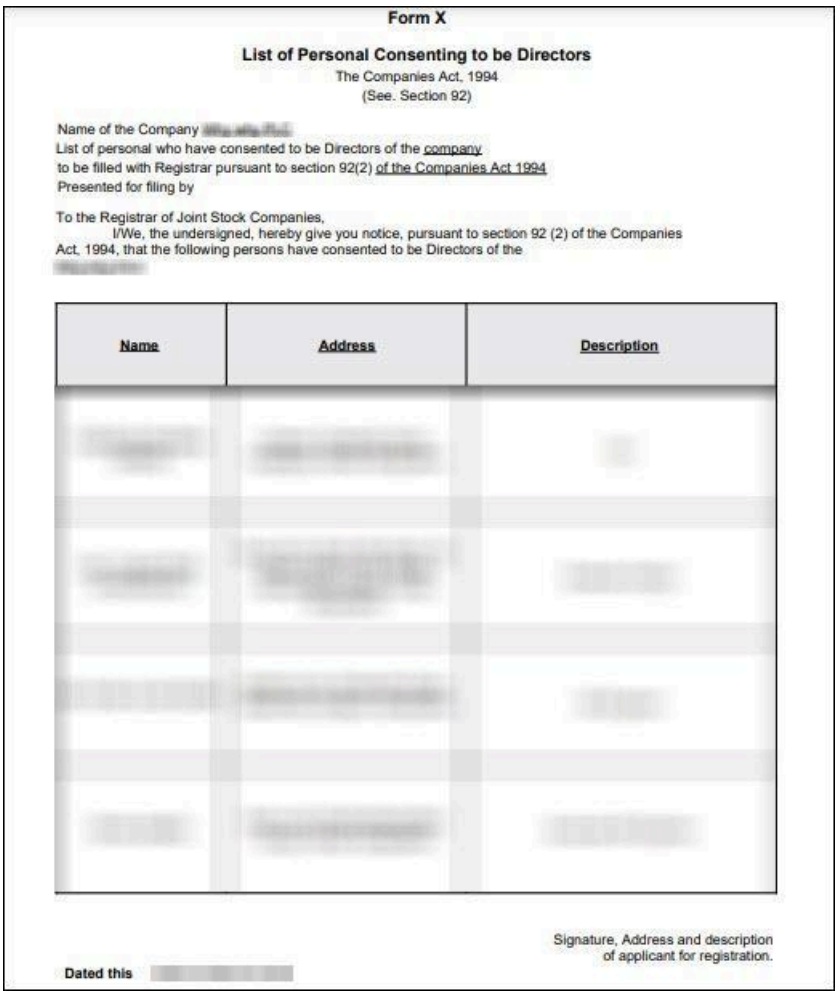
I/We, under signed, hereby testify my/our consent to act as Director/Directors of the Chowdhury and Chowdhury Company pursuant to section 92(1) (Ka) of the Companies Act, 1994.

Signatures	Address	Description

Date:

Notes--- It a Director signs by "his agent authorized writing" the authority must be produced and a copy attached.

Figure 313: Section 28 / Trade Organization – Form IX



Form X

List of Personal Consenting to be Directors

The Companies Act, 1994
(See. Section 92)

Name of the Company
List of personal who have consented to be Directors of the company
to be filled with Registrar pursuant to section 92(2) of the Companies Act 1994
Presented for filing by

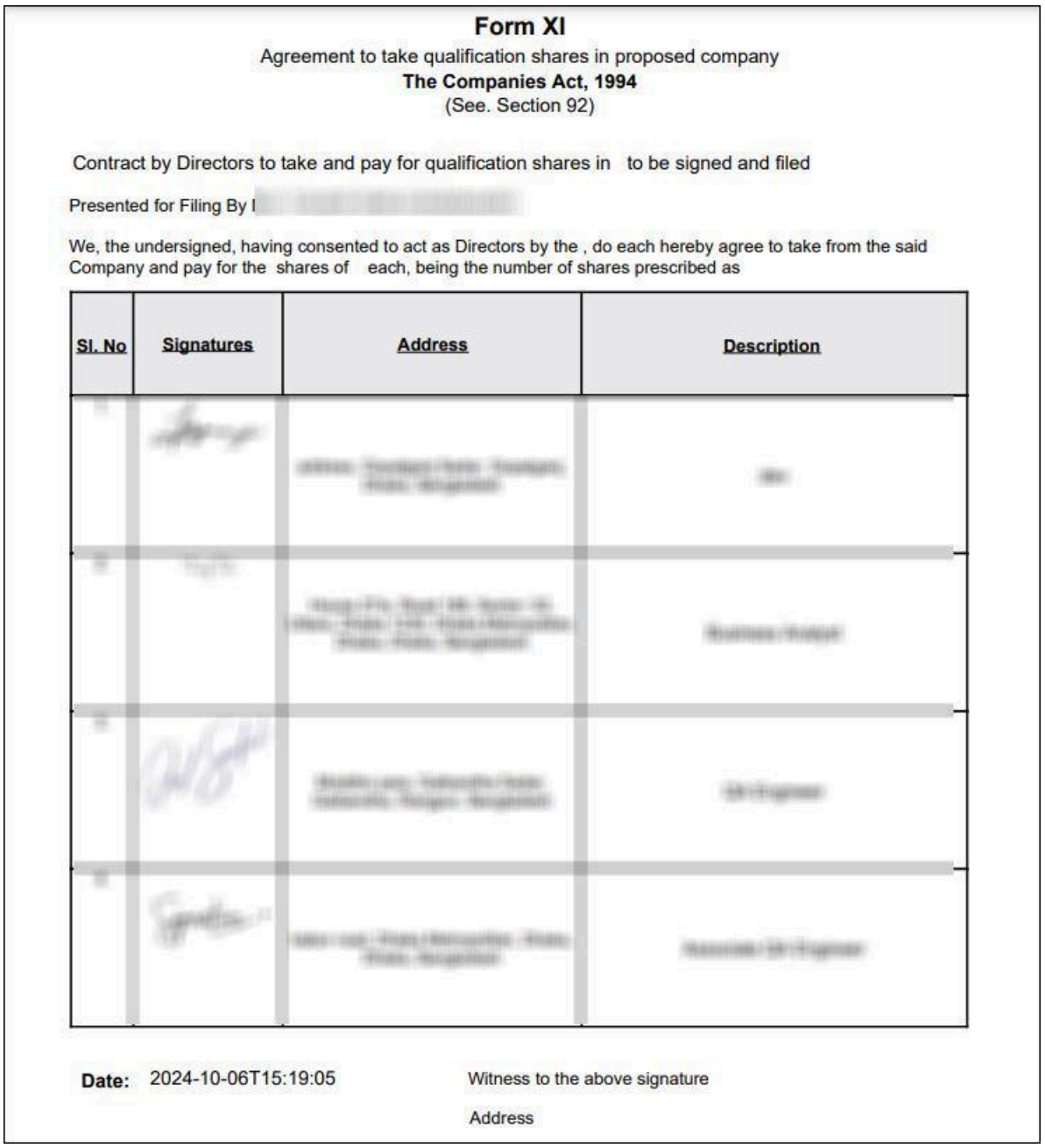
To the Registrar of Joint Stock Companies,
I/We, the undersigned, hereby give you notice, pursuant to section 92 (2) of the Companies Act, 1994, that the following persons have consented to be Directors of the

Name	Address	Description

Signature, Address and description
of applicant for registration.

Dated this

Figure 314: Section 28 / Trade Organization – Form X



Form XI

Agreement to take qualification shares in proposed company

The Companies Act, 1994

(See. Section 92)

Contract by Directors to take and pay for qualification shares in to be signed and filed

Presented for Filing By I

We, the undersigned, having consented to act as Directors by the , do each hereby agree to take from the said Company and pay for the shares of each, being the number of shares prescribed as

Sl. No	Signatures	Address	Description

Date: 2024-10-06T15:19:05

Witness to the above signature

Address

Figure 315: Section 28 / Trade Organization – Form XI

Consent

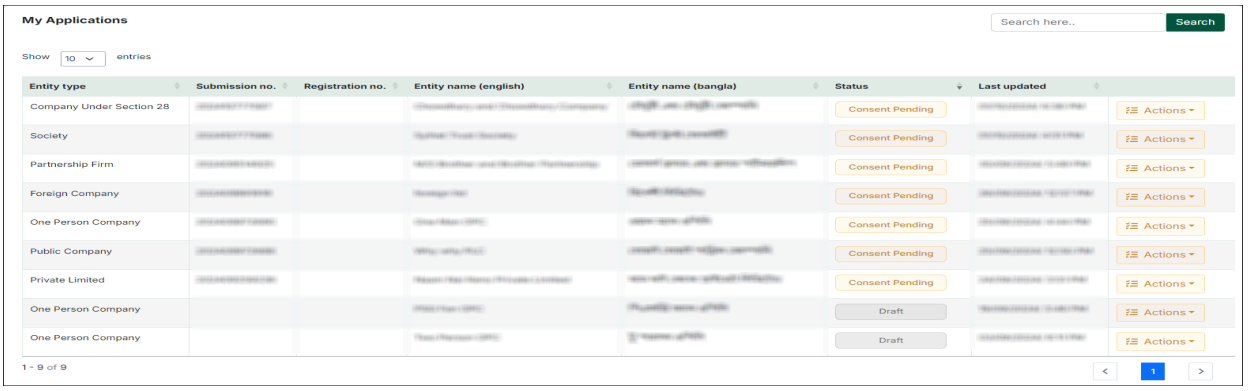


Figure 316: Section 28 / Trade Organization – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the shareholder and the witnesses.

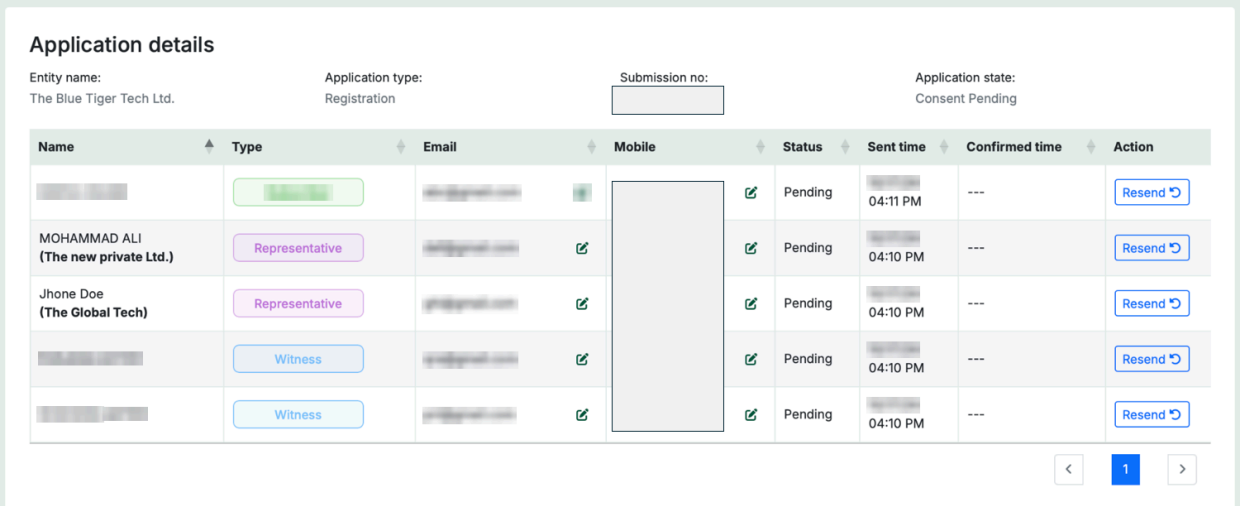


Figure 317: Section 28 / Trade Organization – Consent Status of Participants

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

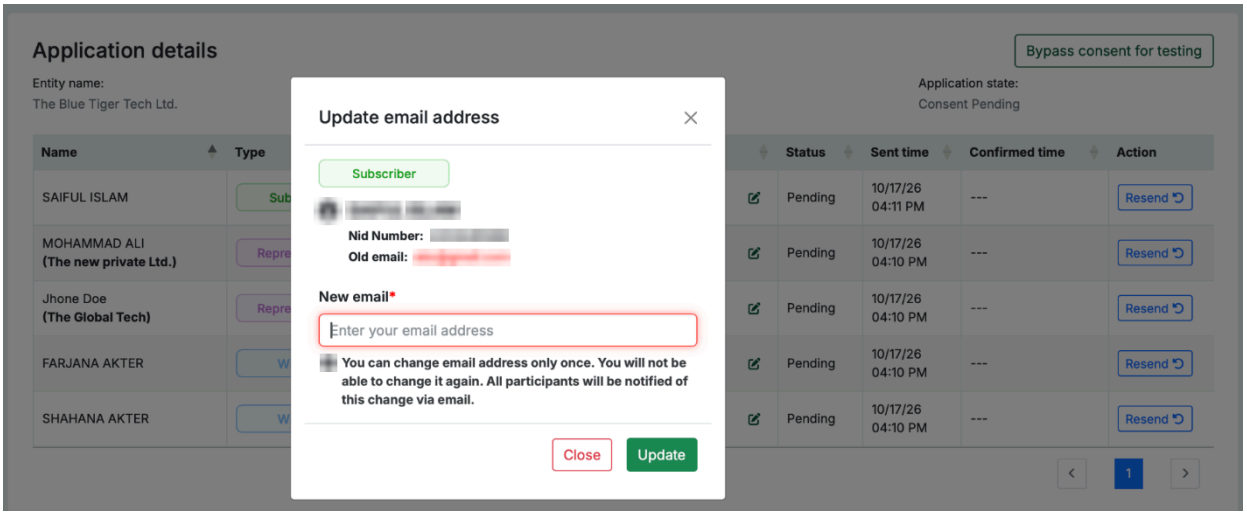


Figure 318: Section 28 / Trade Organization – Update Email Address

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

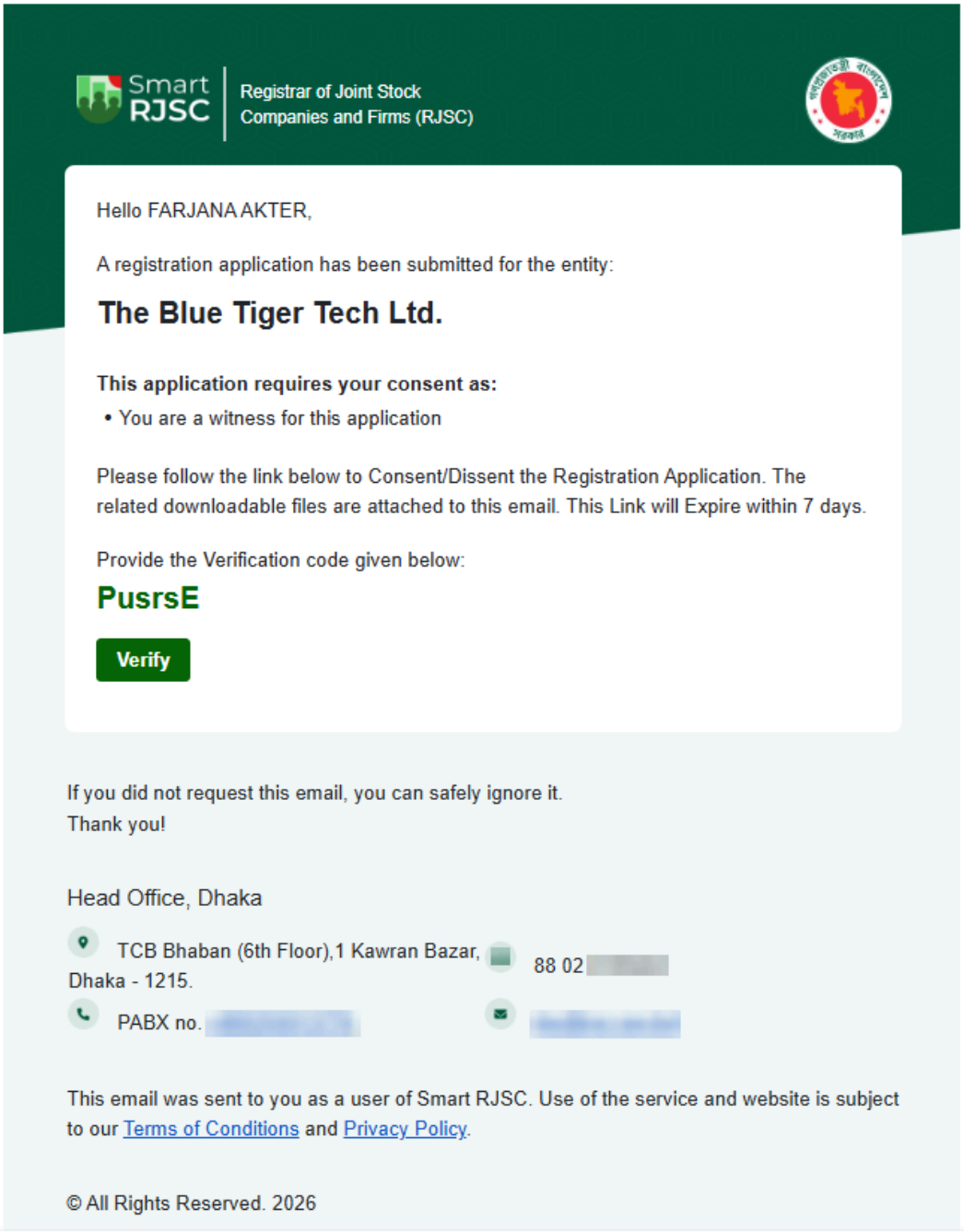


Figure 319: Section 28 / Trade Organization – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

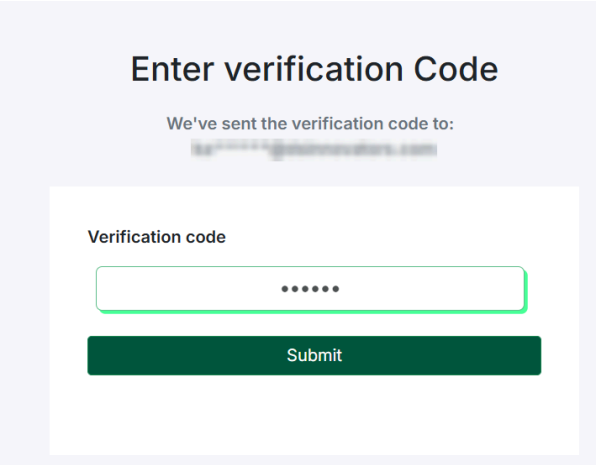


Figure 320: Section 28 / Trade Organization – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

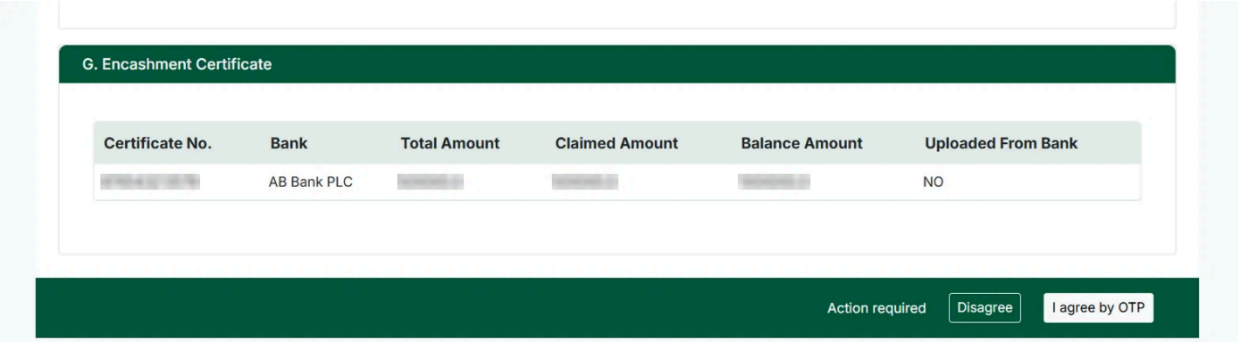


Figure 321: Section 28 / Trade Organization – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

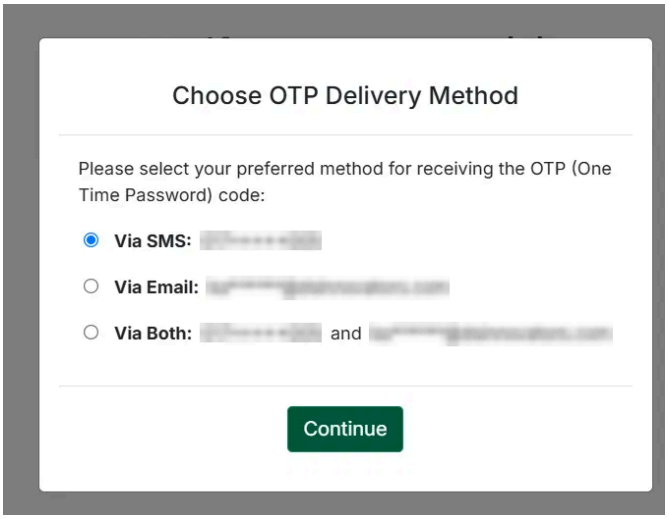


Figure 322: Section 28 / Trade Organization – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

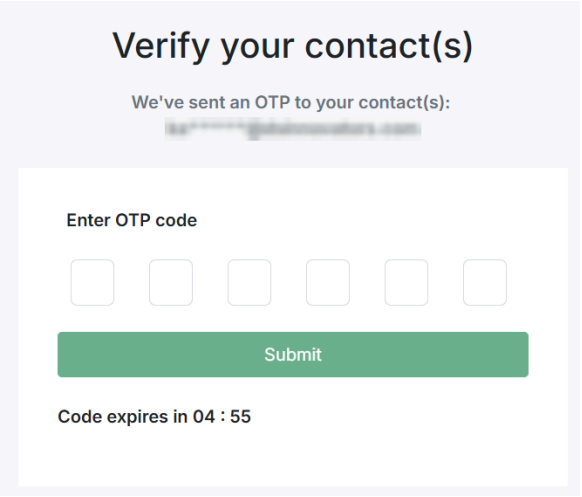


Figure 323: Section 28 / Trade Organization – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

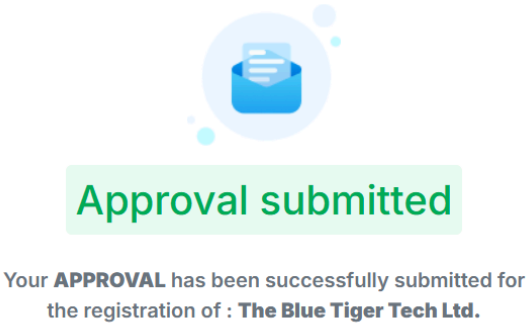


Figure 324: Section 28 / Trade Organization – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

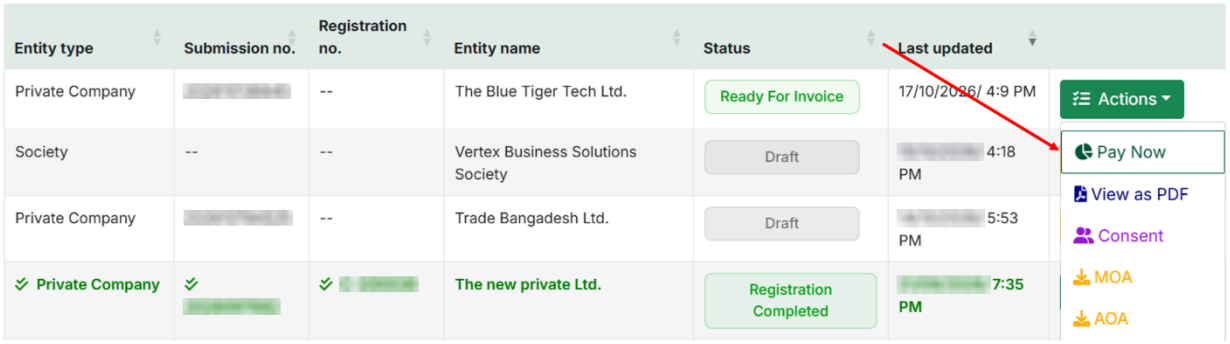


Figure 325: Section 28 / Trade Organization – Application Ready for Payment

- After consent has been provided by the shareholders the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

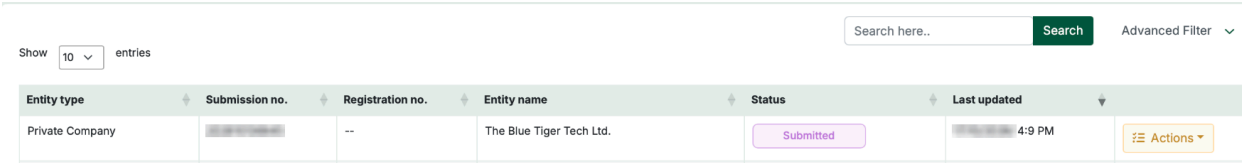


Figure 326: Section 28 / Trade Organization – Application Submitted Status

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

5.8 Company Under Section 29

Entity Type

Now you will be guided through the registration process of a Company under section 29. Which includes the following steps.

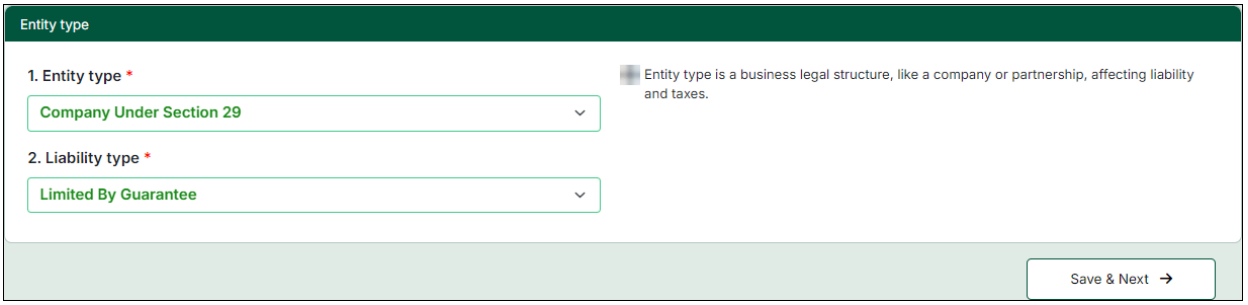


Figure 327: Section 29 Company – Entity Type

- Enter the following information in the fields shown above:
  - **Entity Type**: Company Under Section 29
  - **Liability Type**: Limited By Guarantee
- Click **Save & Next** at the bottom right to continue to **General Information – Entity Name**.

General Information – Entity Name

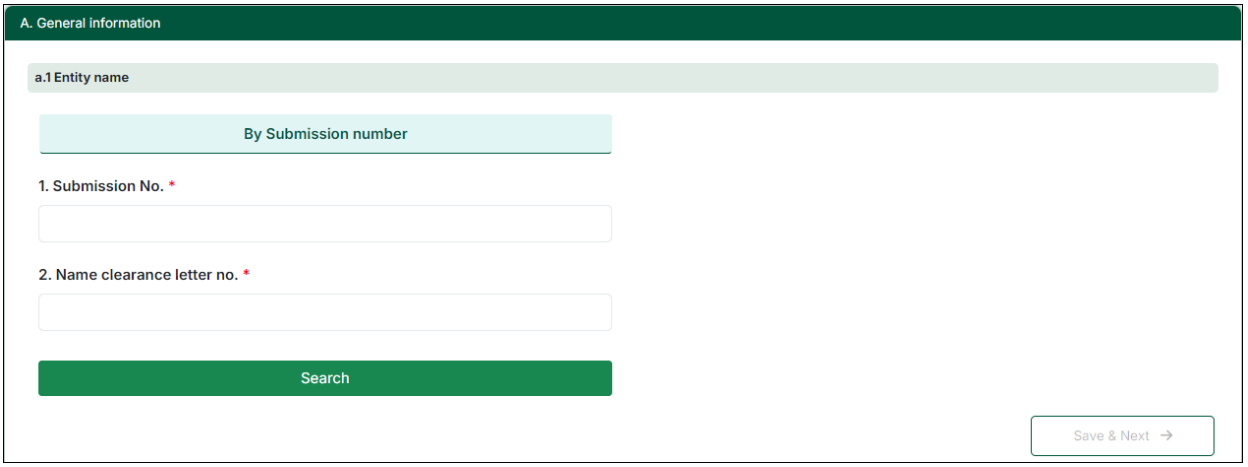


Figure 328: Section 29 Company – Submission Number Search

Name clearance must be approved before the registration is started. The submission number and the name earance letter number are available in the name clearance letter, or under **My Activities > My Name Clearance pplications** in the left sidebar.

Enter the submission number in the following field.

a. Submission No.

Enter the name clearance letter number in the following field.

a. Name clearance letter no.

Click **Search** to check whether the entered numbers belong to an approved name clearance application.

a. If the information is invalid, the system prompts you to re-enter it.

b. If the information is valid, the system allows you to proceed.

Click **Save & Next** at the bottom right to continue to the next section.

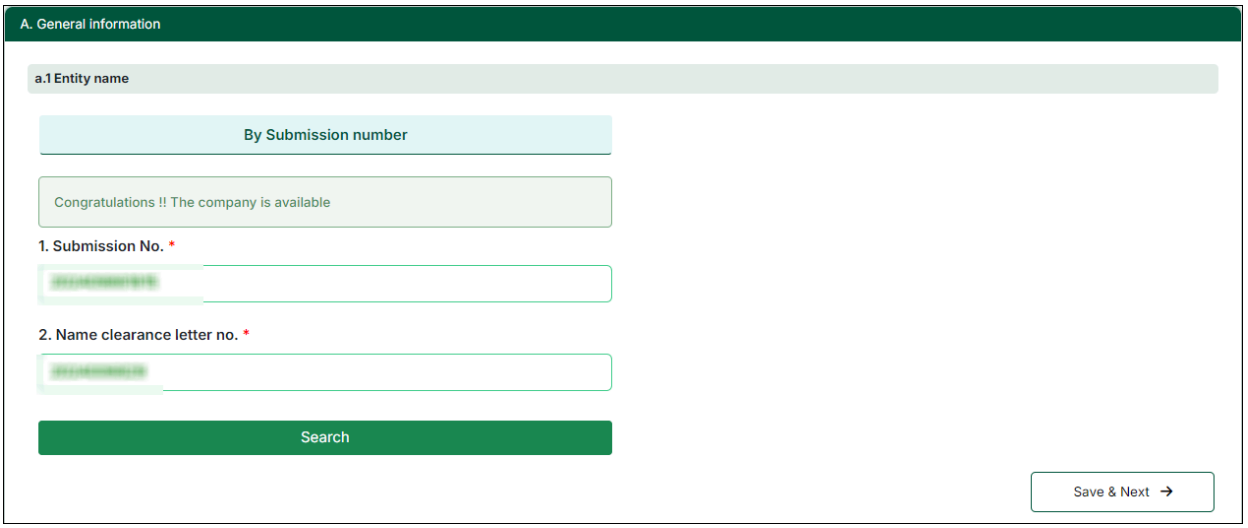


Figure 329: Section 29 Company – Name Clearance Details

After the submission number is verified, the name in the linked name clearance application is set as the entity ame.

Click **Save & Next** at the bottom right to continue to the next section.

General Information – Entity Registered Address

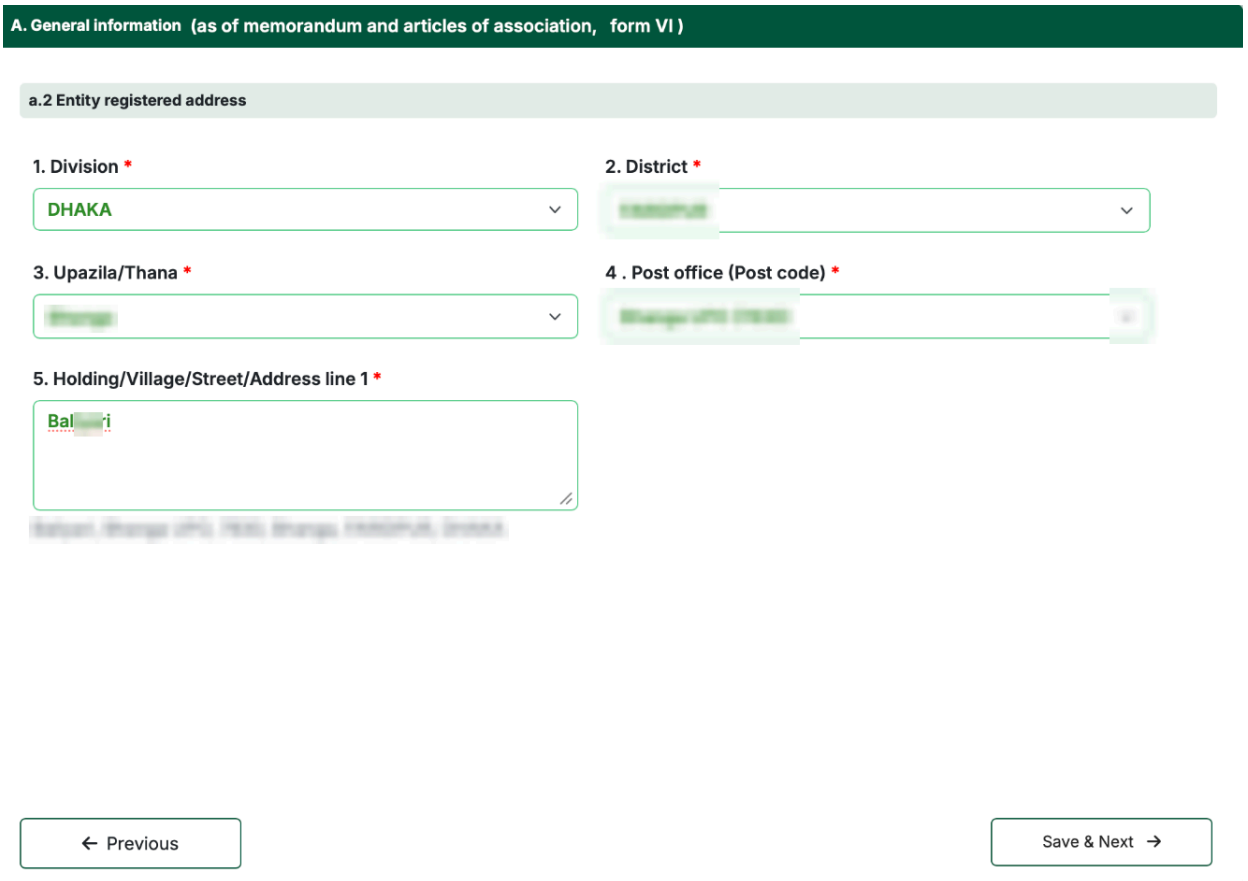


Figure 330: Section 29 Company – Entity Registered Address

- Enter the following information:
  - **Division**: Select the division in which the entity falls from the dropdown list.
  - **District**: Select the district in which the entity falls from the dropdown list.
  - **Upazila/Thana**: Select the Upazila/Thana in which the entity falls from the dropdown list.
  - **Postcode**: Enter the postcode of the company.
  - **Holding/Village/Street/Address line**: Enter the address of the company.
- A preview of the address as it appears in Form VI is displayed below the address line field.
- Click **Form VI** to view a preview of the draft Form VI.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Executive Members Details

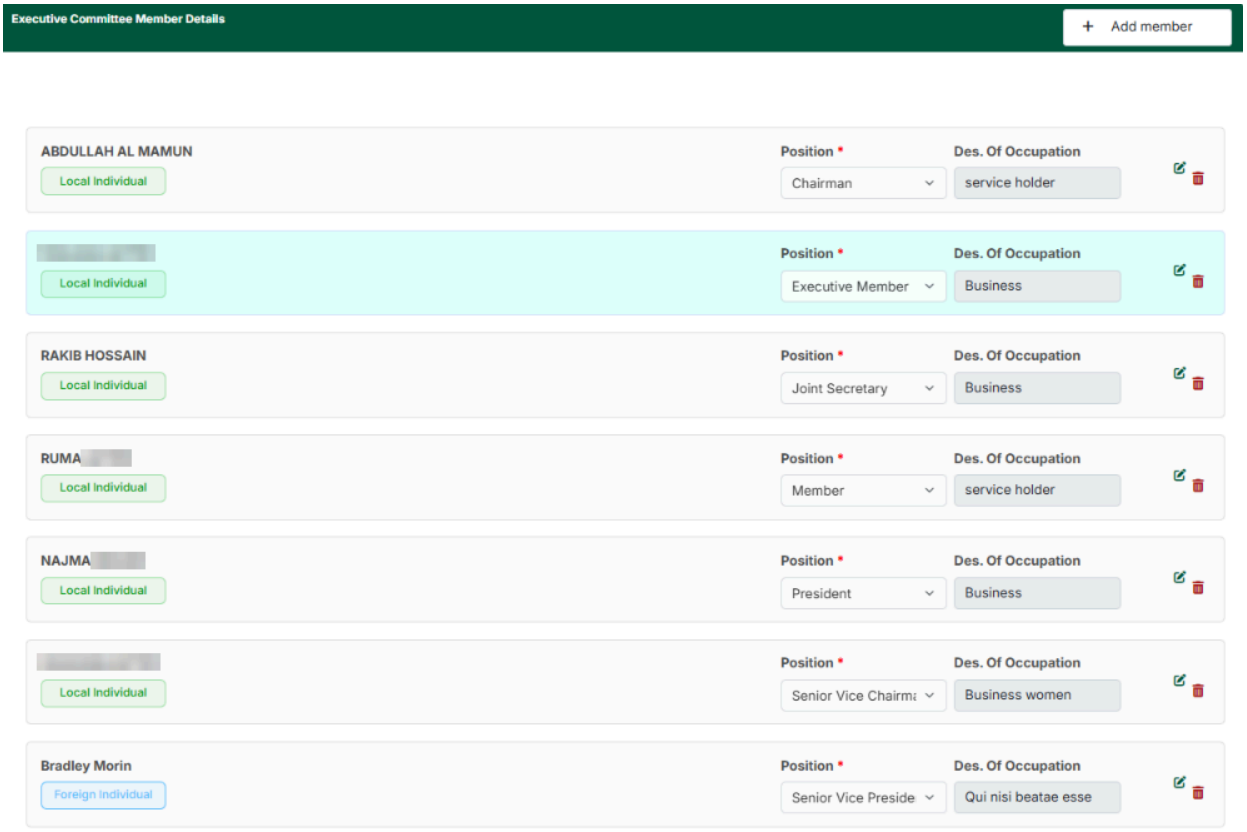


Figure 331: Section 28/TO Company – Entity Member Details

- This section shows all the Entity Member details.
- Add member
  - Click **Add Member** from the top right corner to add a member for the entity into the RJSC database.
- After clicking **Add Member**:
  - Select the type of Member you want to add from:

- Add Local Individual
- Foreign Individual

- After Adding members.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Note:

- The total number of members must be 7 or more.

Add Members

Local Individual

Basic Information

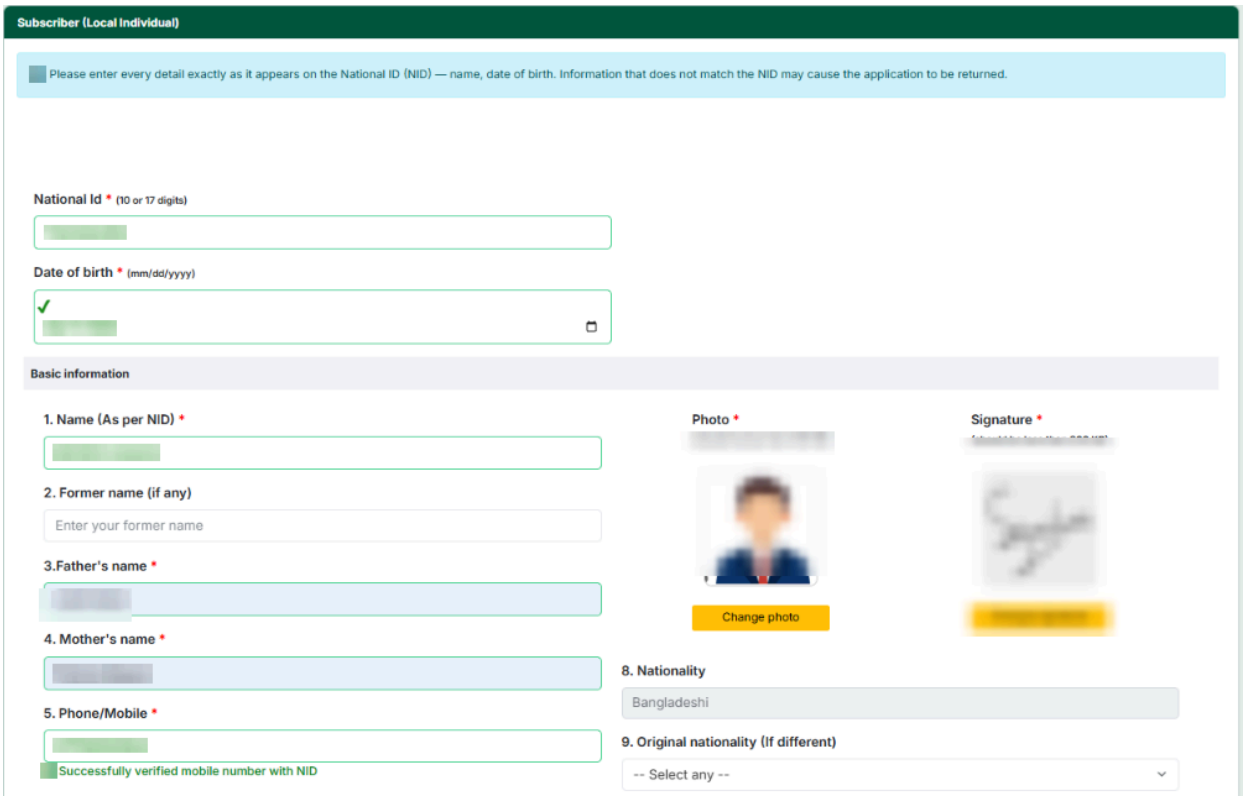


Figure 332: Section 28/TO Company – Local Individual – Basic Information

- Enter the following information for a local individual member:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.

- If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.

- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if you have any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the Tax identification number. If the TIN number is valid a successful verification message will be displayed under the field.

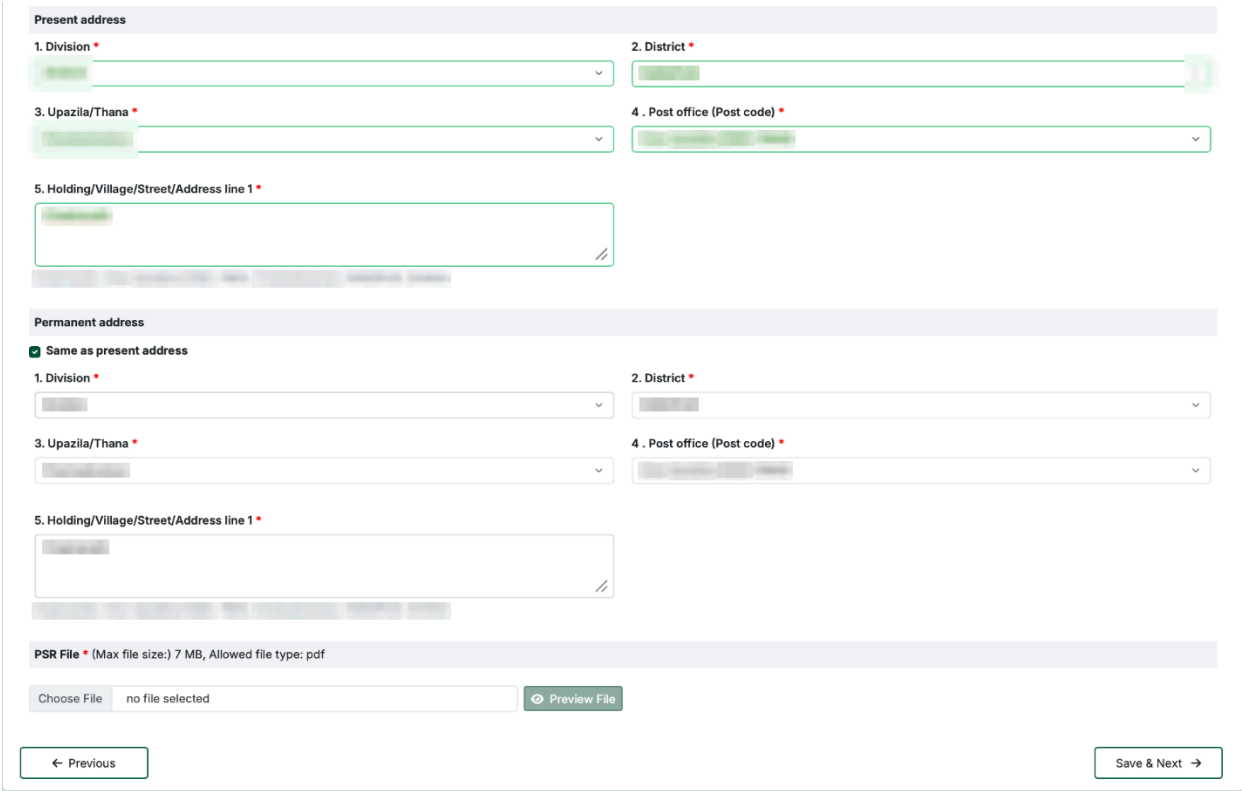


Figure 333: Section 28/TO Company – Local Individual – Address Details

- Enter the present address in the designated fields.
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.

- **Postcode**: Enter the postcode where the member resides.
- **Holding/Village/Street/Address line**: Enter the address of the residence.
- **Address Details from NID**: Enter the address exactly as printed on the NID.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the member, click **Change Photo**.
- To upload or change the signature of the member, click **Change Signature**.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return)
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the member.

Foreign Individual

Basic Information

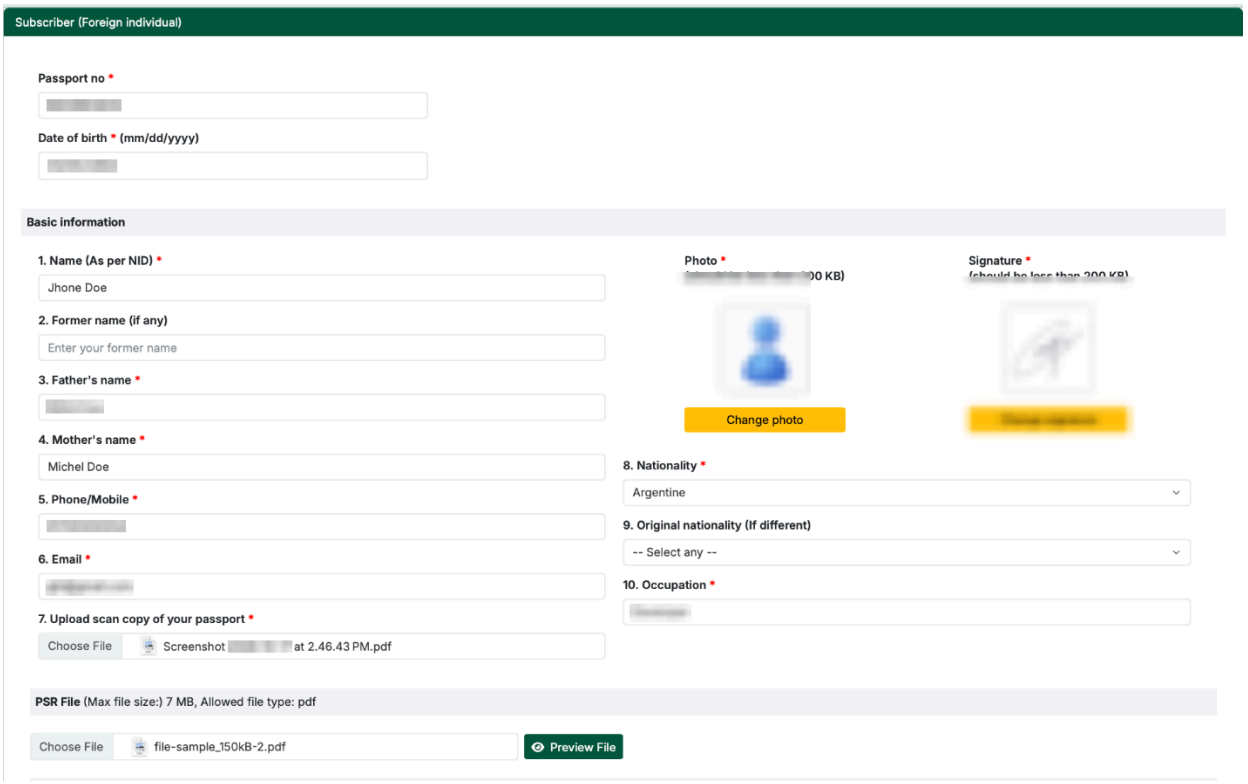


Figure 334: Section 29 Company – Foreign Individual – Basic Information

- Enter the following information for a local individual shareholder:
  - **Passport No.**: Enter the passport number.
  - **Date of Birth**: Enter the date of birth as shown on the passport.
- Enter the following basic information:
  - **Name**: Enter the name.
  - **Former name (If any)**: Enter any former names for the shareholder.

- **Father's name**: Enter the shareholder's father's name.
- **Mother's name**: Enter the shareholder's mother's name.
- **Phone/Mobile**: Enter a valid mobile number.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the shareholder's occupation.
- **Nationality**: Select the nationality of the shareholder.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **Upload Scanned Copy of passport**: Upload a scanned PDF copy of the passport.
- **Upload Scanned Copy of PSR**: Upload a scanned PDF copy of the PSR. (PSR: Proof of Submission of Tax Return). Uploading the PSR is optional.
- **Photo**: Upload a photograph of the shareholder (.jpg, .png or .jpeg; less than 200 KB).
- **Signature**: Upload an image of the shareholder's signature (.jpg, .png or .jpeg; less than 200 KB).

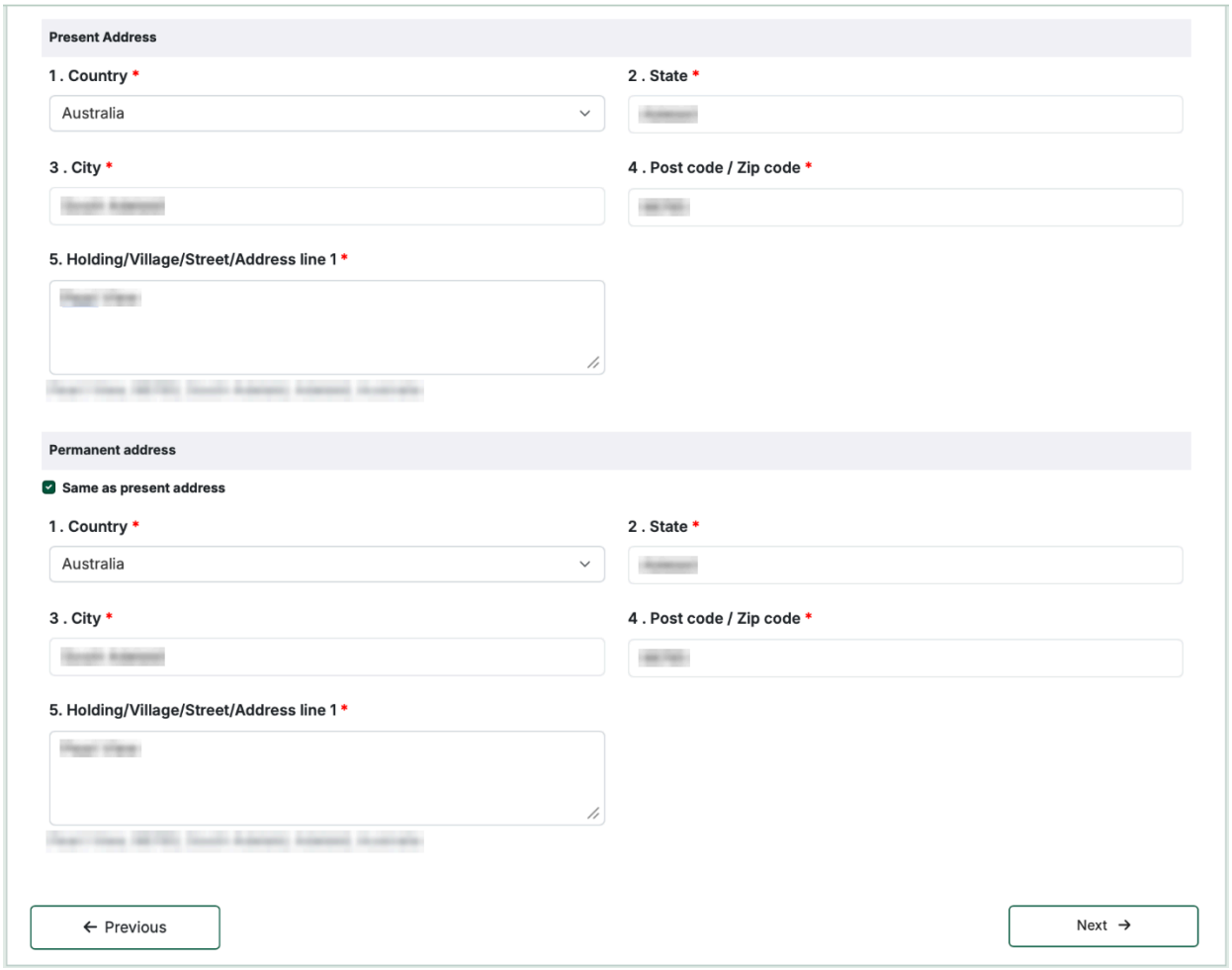


Figure 335: Section 29 Company – Foreign Individual – Address Details

- Enter the shareholder's present address in the designated fields.
  - **Country**: Select the country from the dropdown list.

- **State**: Select the state from the dropdown list.
- **City**: Select the city from the dropdown list.
- **Postcode/Zip Code**: Enter the postcode/Zip code where the shareholder resides.
- **Holding/Village/Street/Address line**: Enter the address of shareholder's residence.

- Enter the same fields for the permanent address. If the permanent address is the same as the present address, you can select **Same as present address** right below the **Permanent Address title**.
- To upload or change the photo of the shareholder, click **Change Photo**.
- To upload or change the signature of the shareholder, click **Change Signature**.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Next** to add the shareholder.

Upload Encashment Certificate

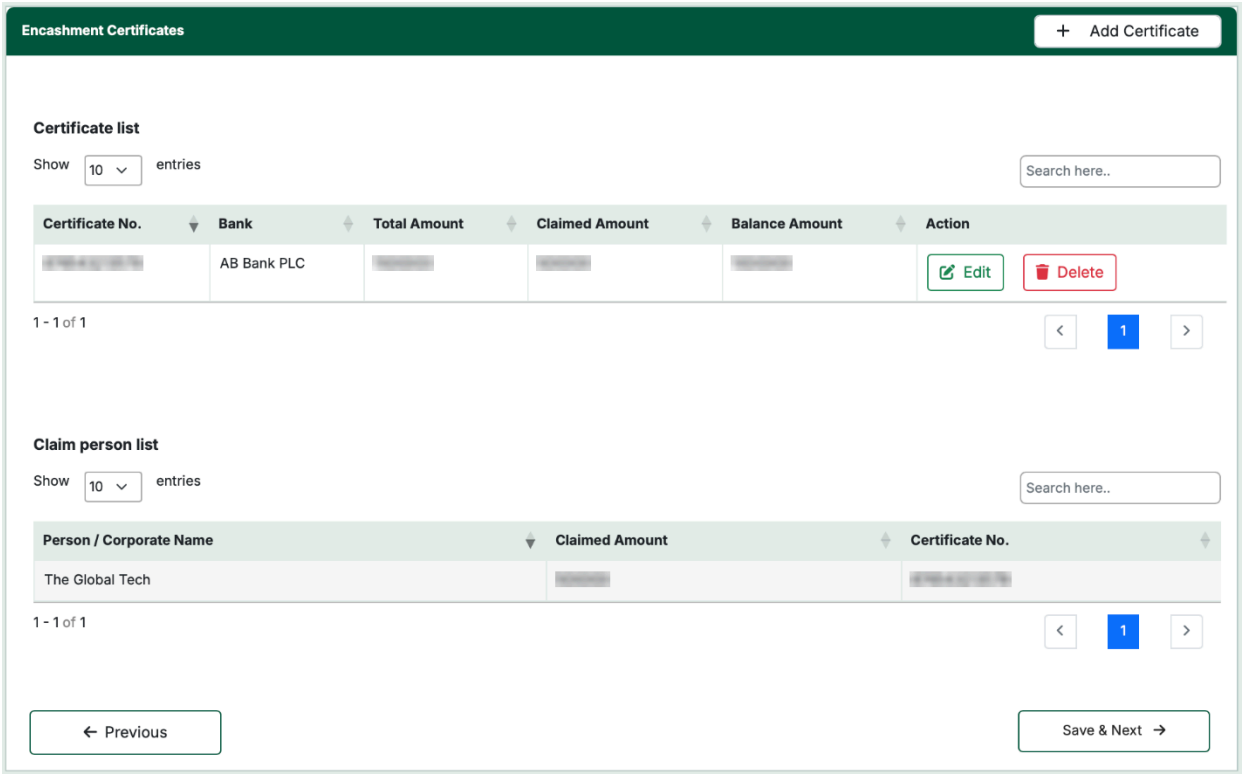


Figure 336: Section 29 Company – Encashment Certificate

If the company has a Foreign Individual, Foreign Corporate or Foreign Representative, the system adds a mandatory **Encashment Certificate** step.

Click **Add Certificate** to add the certificate.

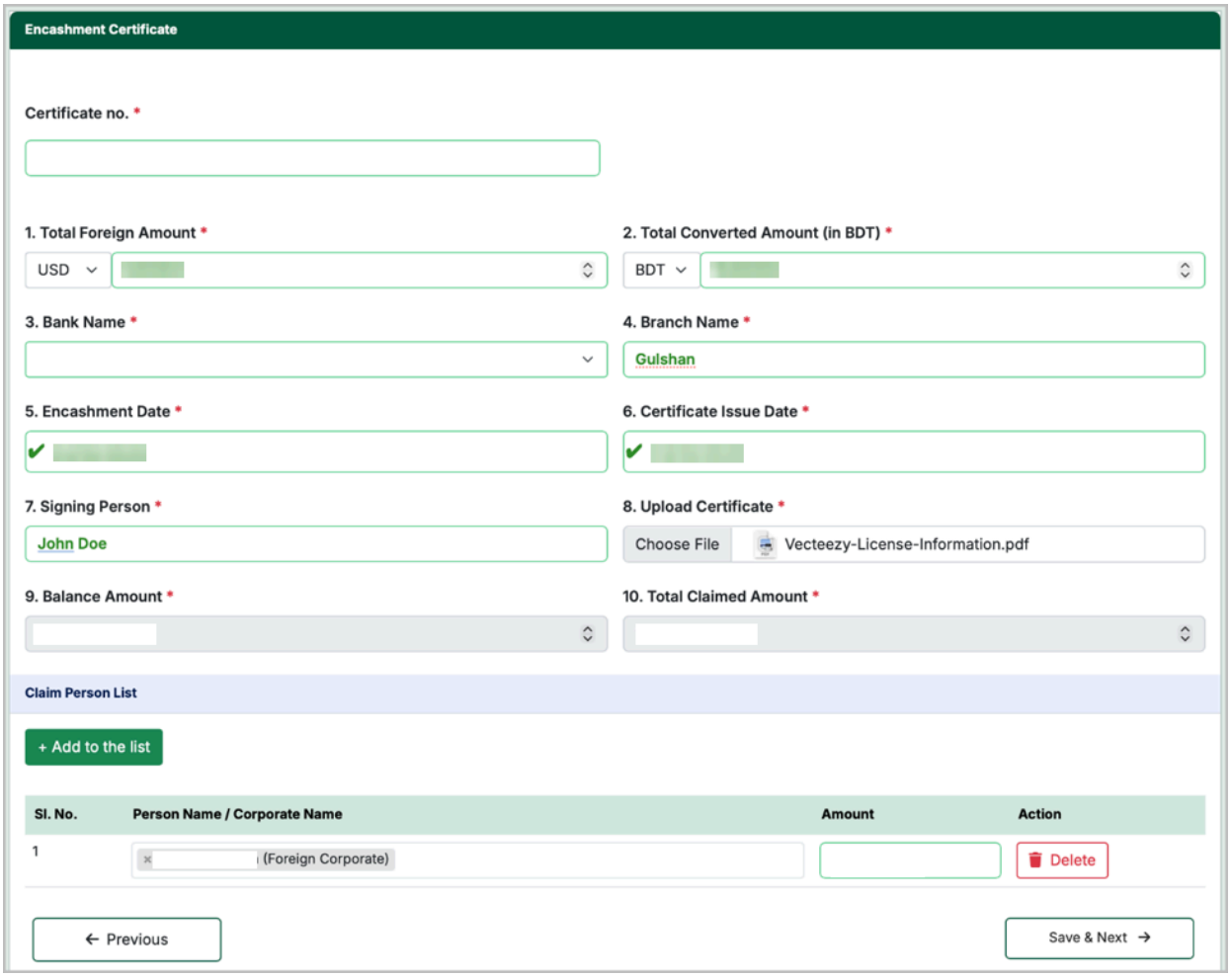


Figure 337: Section 29 Company – Encashment Certificate Form

- After clicking **Add Certificate**, enter the following information:
  - **Certificate No.**: Enter the certificate number.
  - **Total Foreign Amount**: Select the currency from the dropdown list and enter the amount.
  - **Total Converted Amount**: Enter the amount in BDT.
  - **Bank Name**: Select the bank from the dropdown list.
  - **Branch Name**: Enter the name of the bank branch.
  - **Encashment Date**: Enter the encashment date.
  - **Certificate Issue Date**: Enter the certificate issue date.
  - **Signing Person**: Select the signing person.
  - **Upload Certificate**: Upload an electronic copy of the certificate.
  - **Balance Amount**: Calculated automatically by the system.
  - **Total Claimed Amount**: Calculated automatically by the system.
  - **Person/Corporate Name**: Select the name of the person or corporate.
  - **Amount**: Enter the amount.
  - Click **Add to list** to add more persons or corporates.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

General Information – Member Position Details

Member Position Details

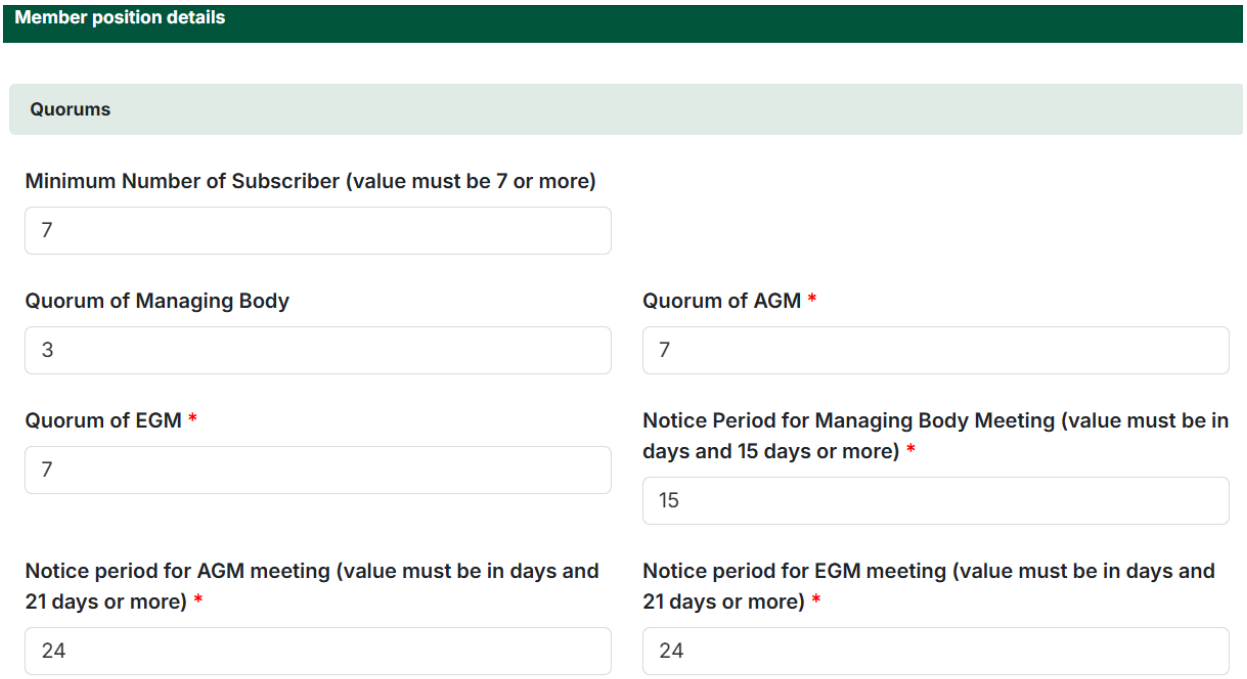


Figure 338: Section 29 Company – Quorum Details

- Enter the shareholder position details in the following fields:
  - **Minimum Number of Subscribers**: Enter the minimum number of subscribers of the company.
  - **Quorum of Managing Body**: Enter the minimum number of managing body members required for a meeting.
  - **Quorum of AGM/EGM**: Enter the minimum number of attendees required for an AGM/EGM.
  - **Notice Period for Managing Body Meeting**: Enter the notice period in days.
  - **Notice period for AGM/EGM meeting**: Enter the notice period for AGM/EGM meeting in days.
  - **Admin**: Select the shareholder who will act as the admin from the dropdown list.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

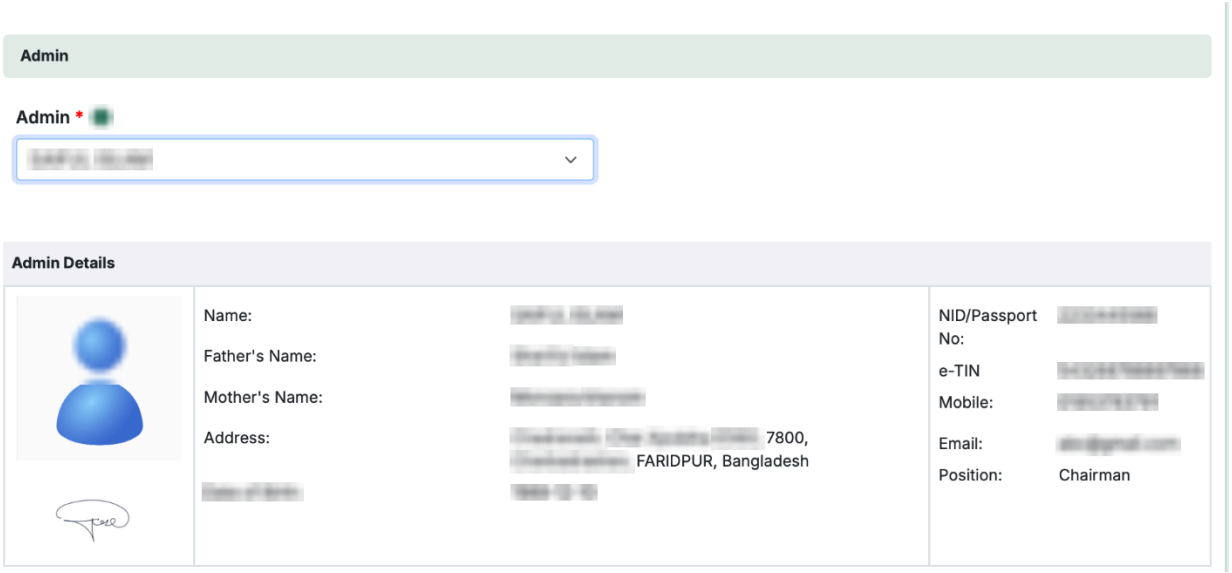


Figure 339: Section 29 Company – Member Position Details

- **Admin**: Select the shareholder who will act as the admin from the dropdown list.

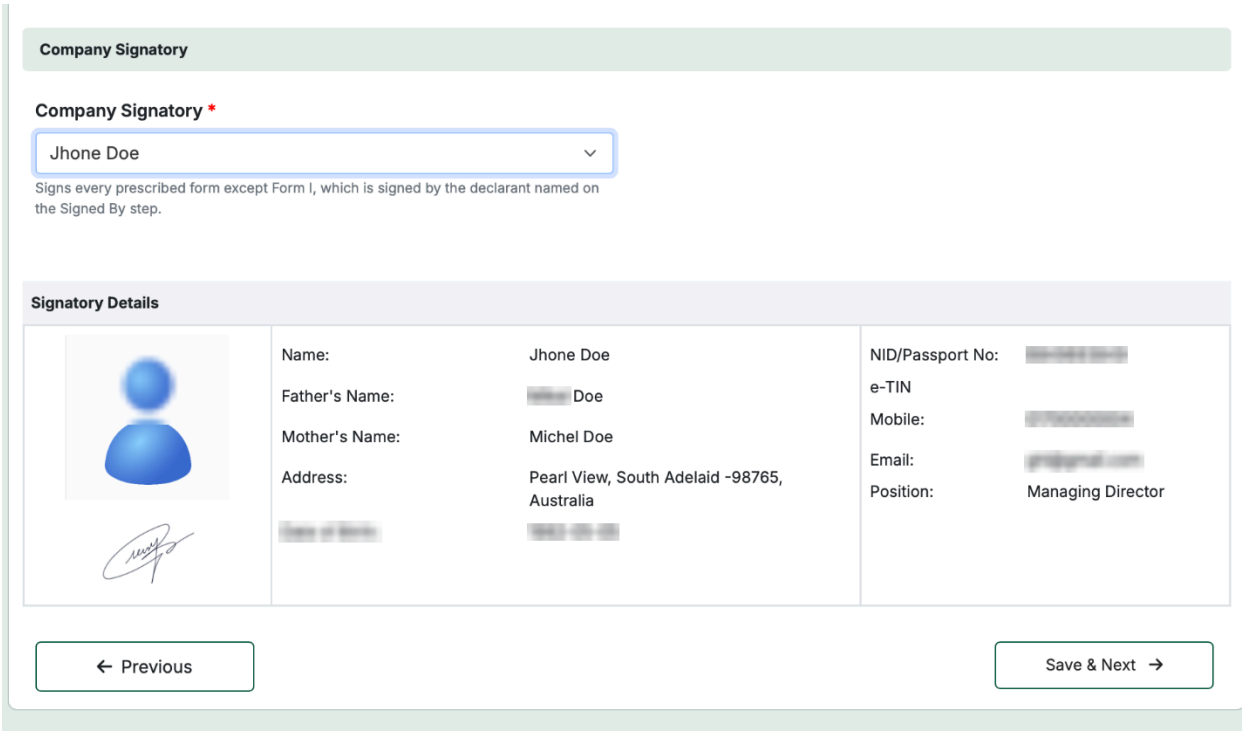


Figure 340: Section 29 Company – Member Position Details (2)

- **Company Signatory**: Select the company signatory.

Note: The signature of the selected signatory appears on all prescribed forms except Form I.

- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** at the bottom right to continue to the next section.

Witness Details

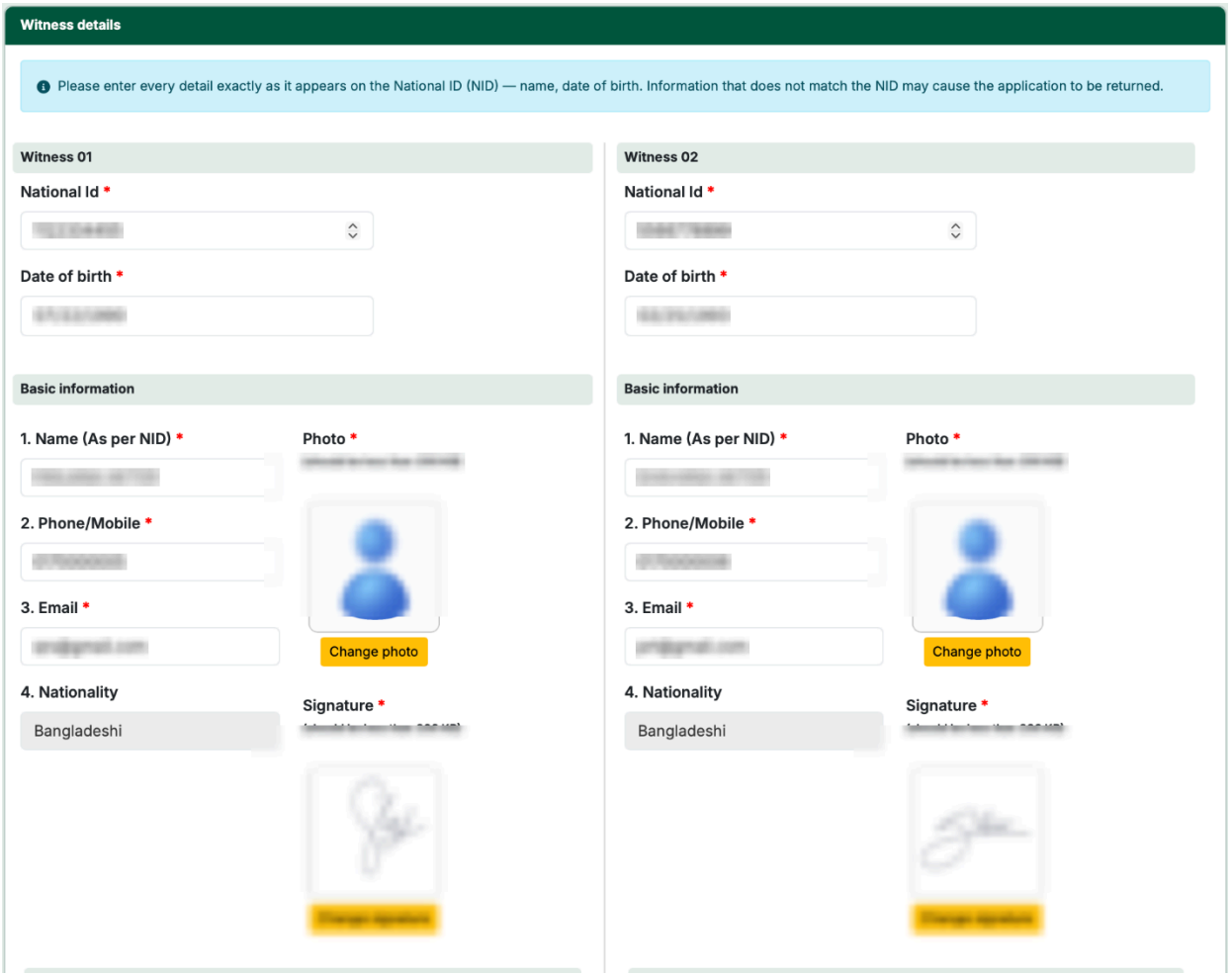


Figure 341: Section 29 Company – Witness Details – Personal Information

- Enter the following information for both witnesses:
  - **National ID**: Enter the 10-digit or 17-digit NID number.
  - **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).
  - Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
  - **Name**: Enter the name exactly as printed on the NID.
  - **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
  - **Email**: Enter a valid email address.
  - **Nationality**: Bangladeshi is selected by default and cannot be changed.

- To upload or change the photo of the witness, click **Change Photo**.
- You can upload and change the witness' signature by clicking on **Change Signature.**

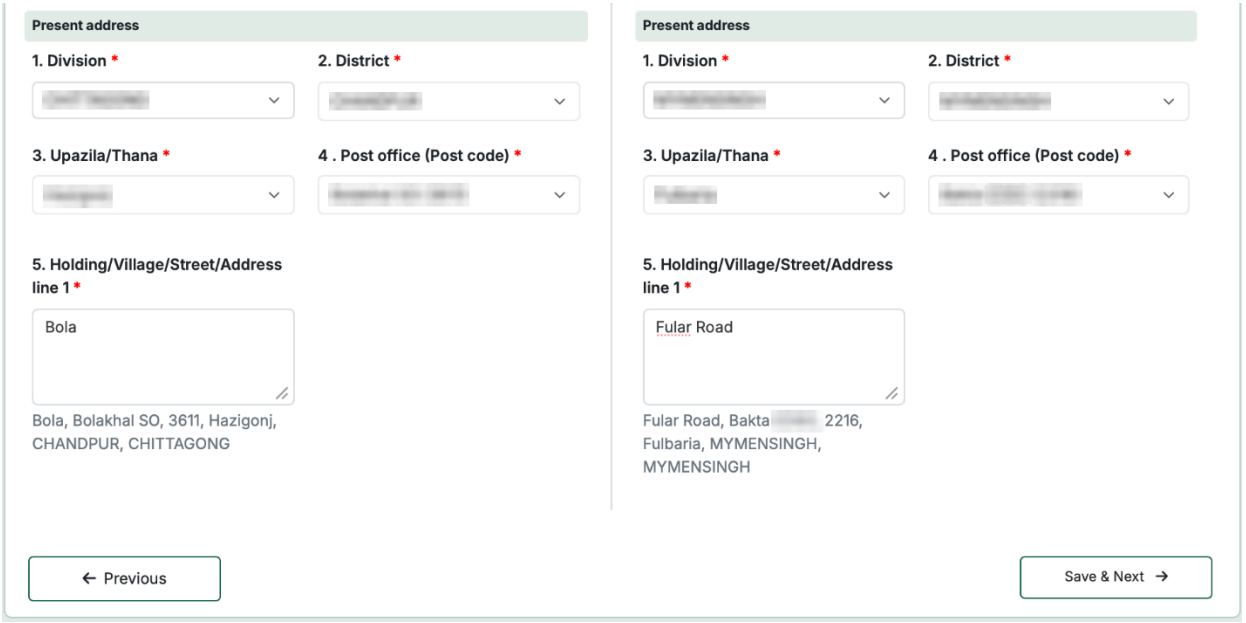


Figure 342: Section 29 Company – Witness Details – Address Details

- Enter the present address of both witnesses in the following fields:
  - **Division**: Select the division from the dropdown list.
  - **District**: Select the district from the dropdown list.
  - **Upazila/Thana**: Select the upazila/thana from the dropdown list.
  - **Postcode**: Enter the postcode where the witness resides.
  - **Holding/Village/Street/Address line**: Enter the address of witness' residence.
  - **Address Details from NID**: Enter the address exactly as printed on the NID.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Memorandum of Association

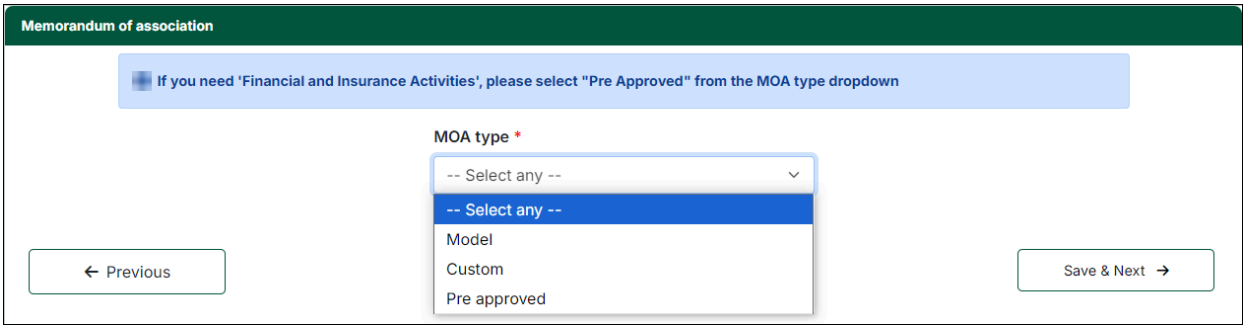


Figure 343: Section 29 Company – Memorandum of Association

- Select the Memorandum of Association (MOA) type of the company from the dropdown list:
  - **Model**

- **Custom**
- **Pre-Approved**: Applicable only to banks, financial institutions and insurance companies. Select this option if the entity falls under any of these categories.

Model Memorandum of Association

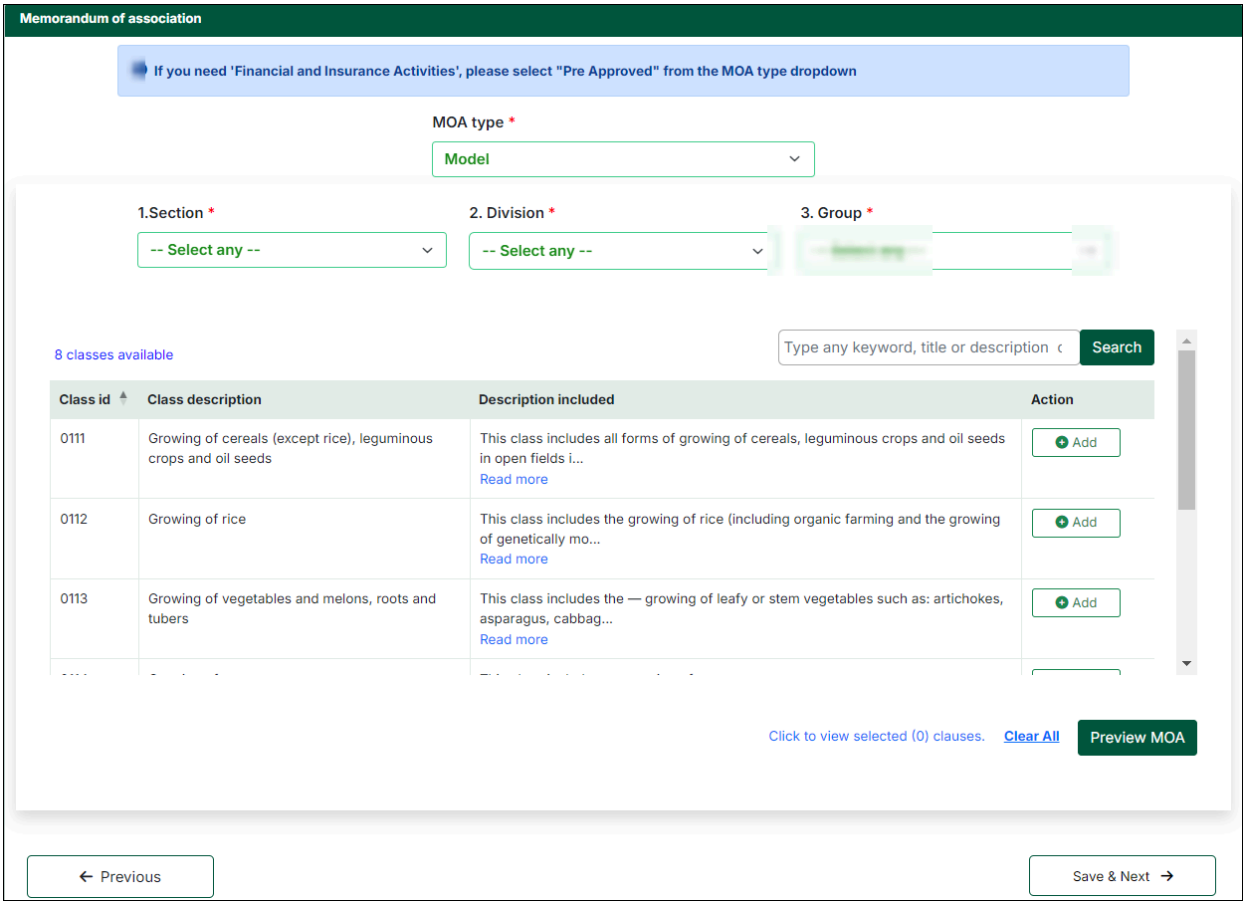


Figure 344: Section 29 Company – Memorandum of Association – Model

If you select **Model** for the MOA:

- **Section**: Select the section of the MOA from the dropdown list.
- **Division**: Select the division from the dropdown list. The options depend on the selected section.
- **Group**: Select the group from the dropdown list. The options depend on the selected division.
- Click **Add** to add the clauses that apply to the MOA.
- Click **Preview MOA** to preview the MOA as a PDF based on the selections.

e. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Custom Memorandum of Association

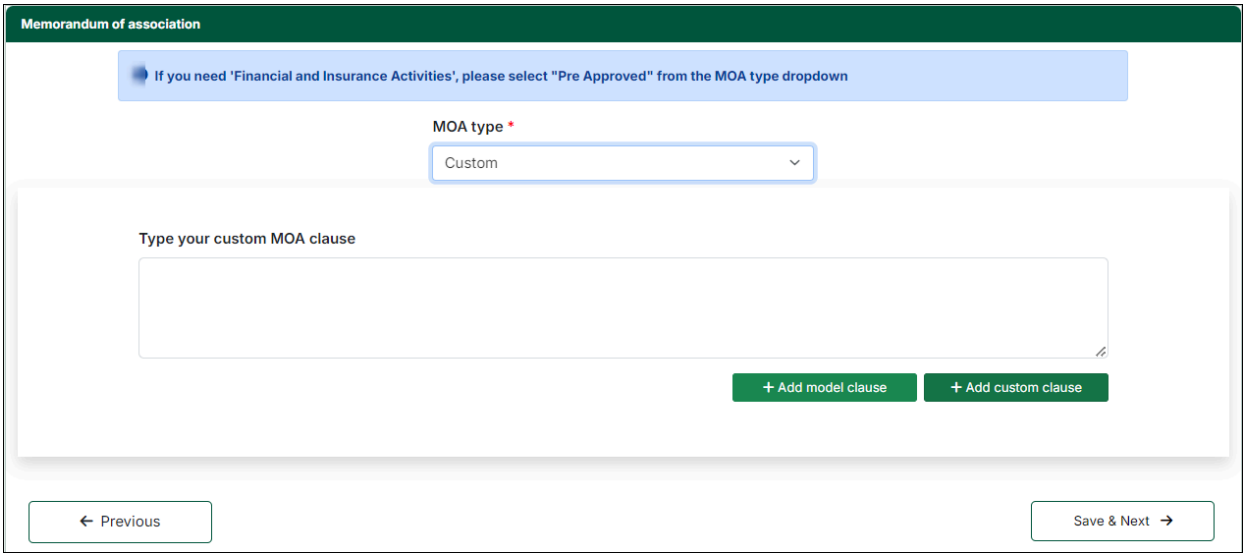


Figure 345: Section 29 Company – Memorandum of Association – Custom

If you select **Custom** for the MOA:

- **Custom MOA clause**: Type the clause and click **Add custom clause** to add it.
- Click **Add model clause** to open the clause selection window, then select the following:
  - **Division**: Select the division from the dropdown list. The options depend on the selected section.
  - **Group**: Select the group from the dropdown list. The options depend on the selected division.

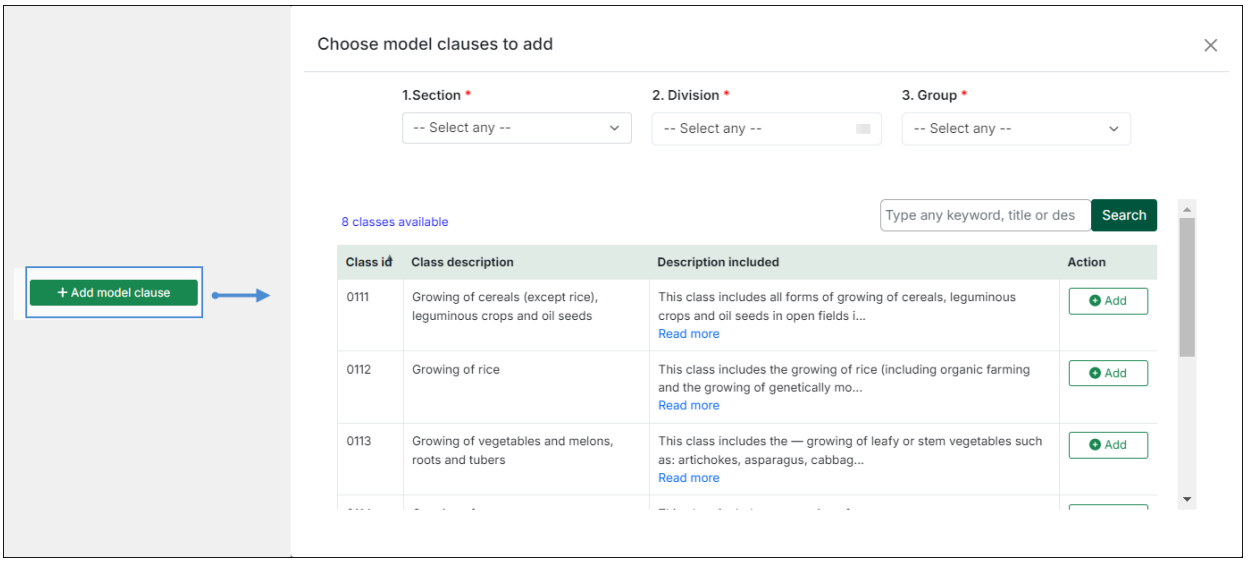


Figure 346: Section 29 Company – Memorandum of Association – Custom (2)

Pre-Approved Memorandum of Association

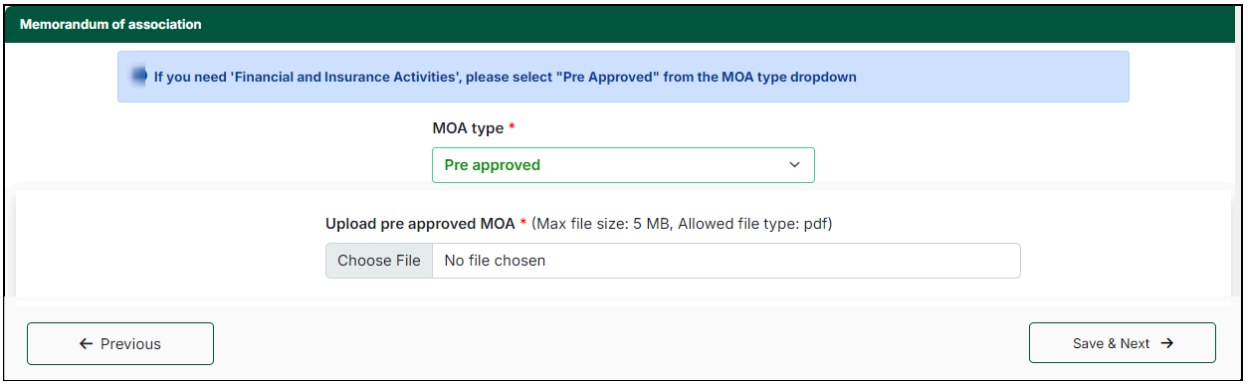


Figure 347: Section 29 Company – Memorandum of Association – Pre-Approved

If you select **Pre-Approved** for the MOA:

- Upload the pre-approved MOA as a PDF.

a. Click **Previous** at the bottom left to return to the previous section.

- Click **Save & Next** to continue to the next section.

Articles of Association

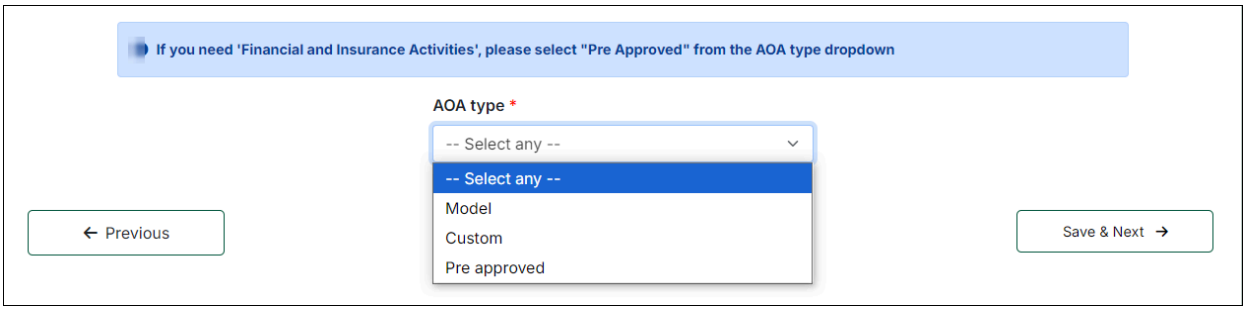


Figure 348: Section 29 Company – Articles of Association

- Select the Articles of Association (AOA) type of the company from the dropdown list:
  - **Model**
  - **Custom**
  - **Pre-Approved**: Select this option if the entity carries out financial or insurance activities.

Model Articles of Association

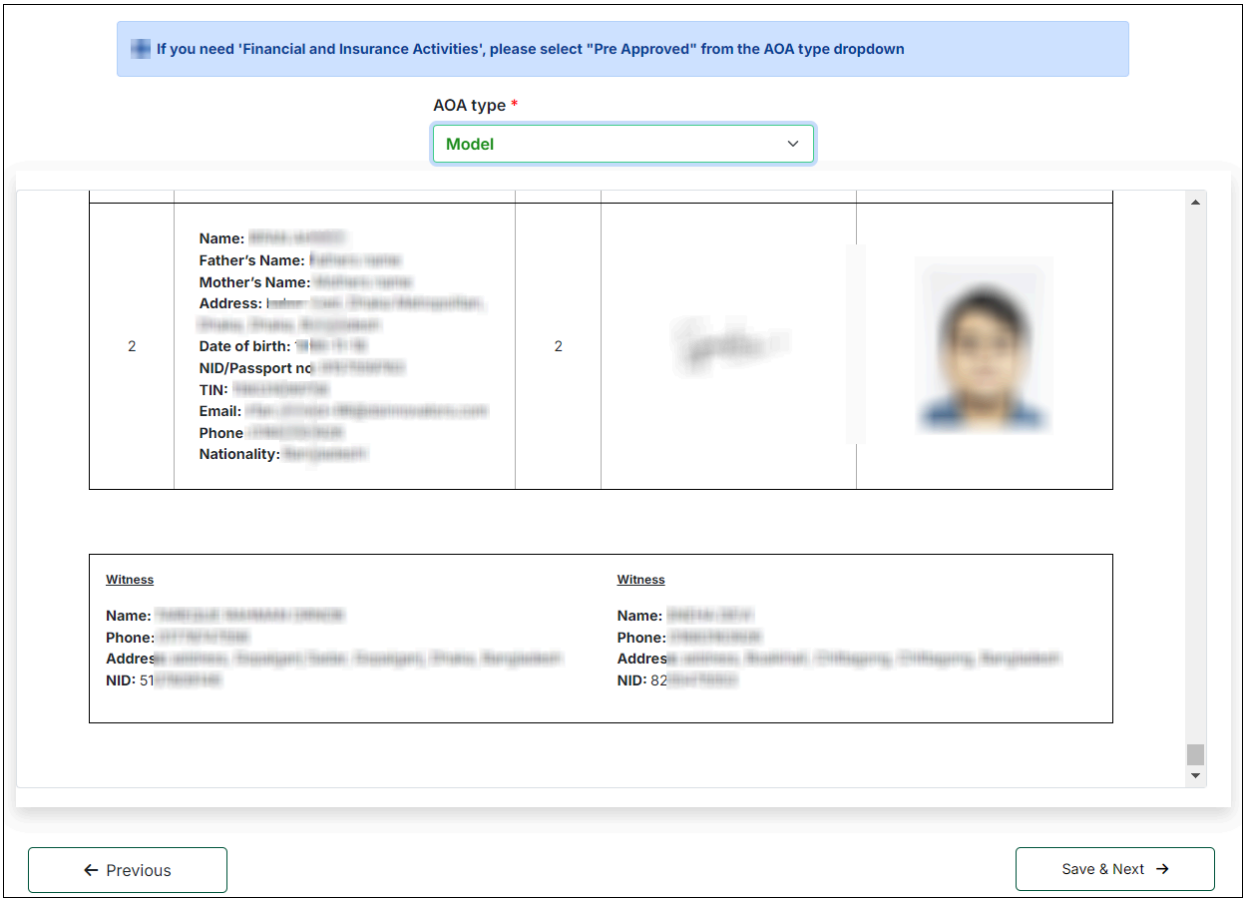


Figure 349: Section 29 Company – Articles of Association – Model

If you select **Model** for the AOA:

- When **Model** is selected, the system generates an AOA that includes the details of the shareholders, representatives and witnesses added in the previous steps.
- Click **Previous** at the bottom left to return to the previous section.
- Click **Save & Next** to continue to the next section.

Custom Articles of Association

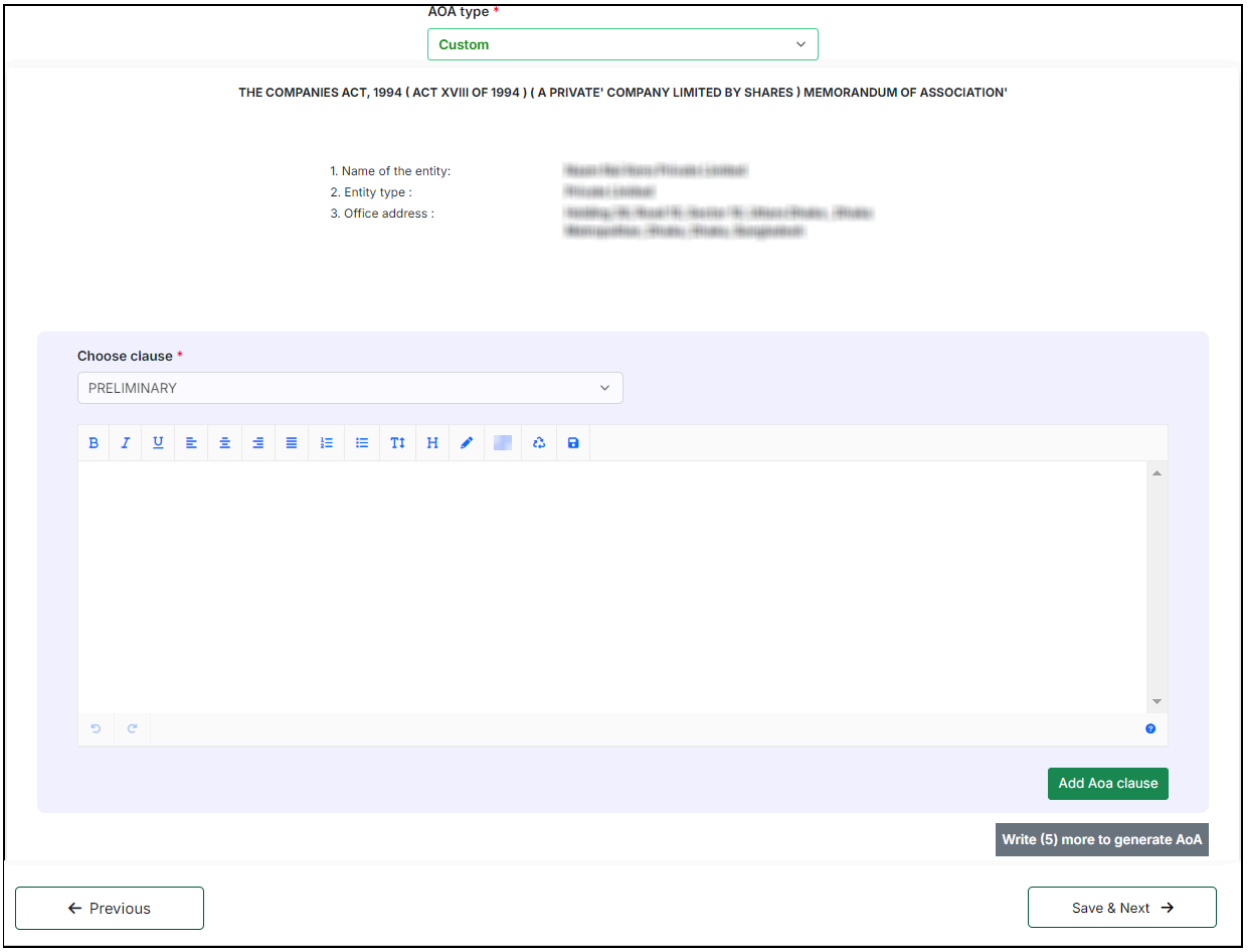


Figure 350: Section 29 Company – Articles of Association – Custom

If you select **Custom** for the AOA:

Choose clause: Select the clause type from the dropdown list.

Custom AOA clause: Type the clause and click **Add AOA clause** to add it. At least 5 clauses are required to enerate an AOA, which includes the details of the shareholders, representatives and witnesses added in the previous eps.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Pre-Approved Articles of Association

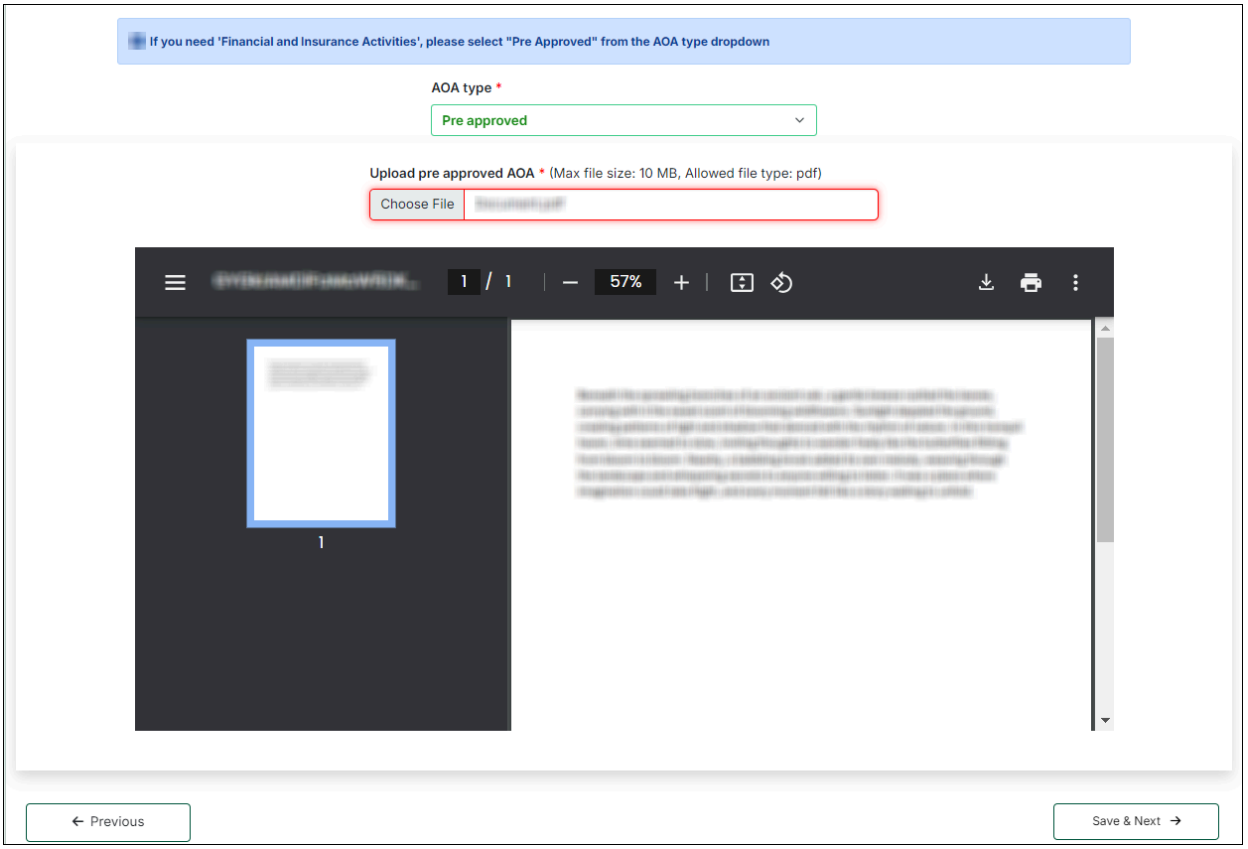


Figure 351: Section 29 Company – Articles of Association – Pre-Approved

If you select **Pre-Approved** for the AOA:

Upload the pre-approved AOA as a PDF.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Filed By

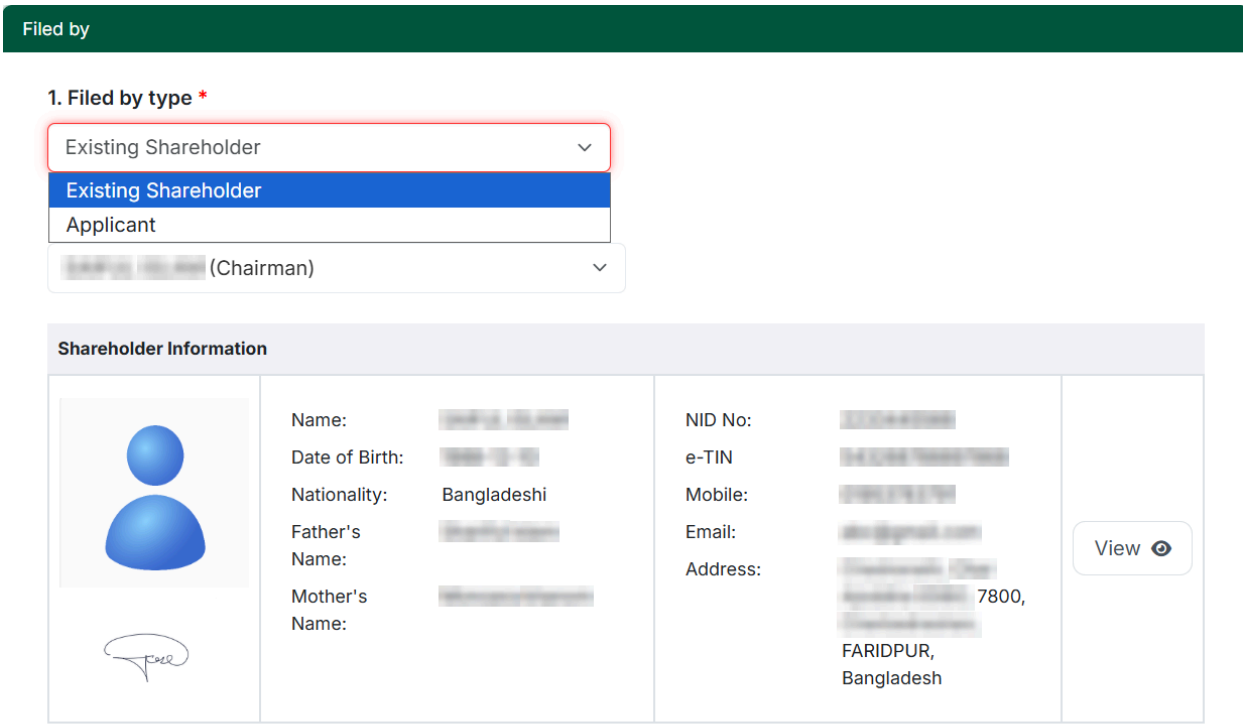


Figure 352: Section 29 Company – Filed By

In the **Filed By** step, select the person who files the application.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen. The applicant can also be selected as the filer.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Signed By

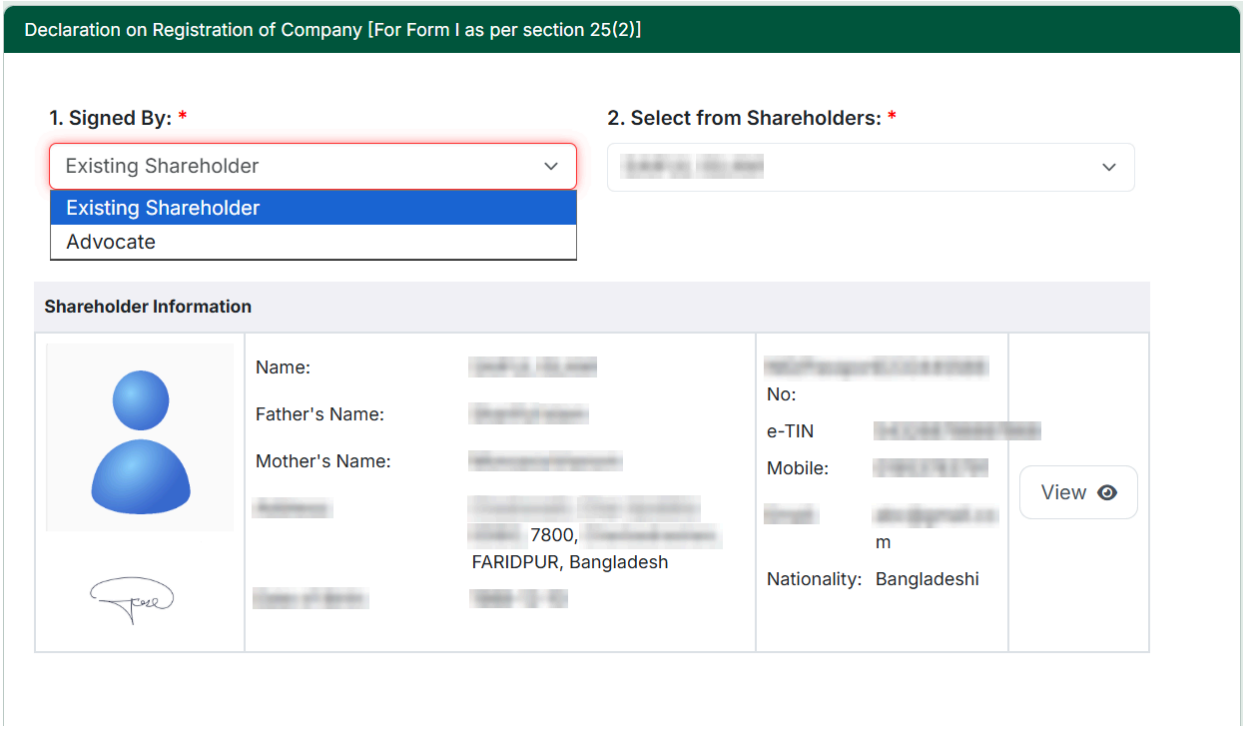


Figure 353: Section 29 Company – Signed By

In the **Signed By** step, select the person who signs the declaration on registration of the company.

If **Existing Shareholder** is selected, the shareholders added in the previous steps are displayed and one of them an be chosen.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

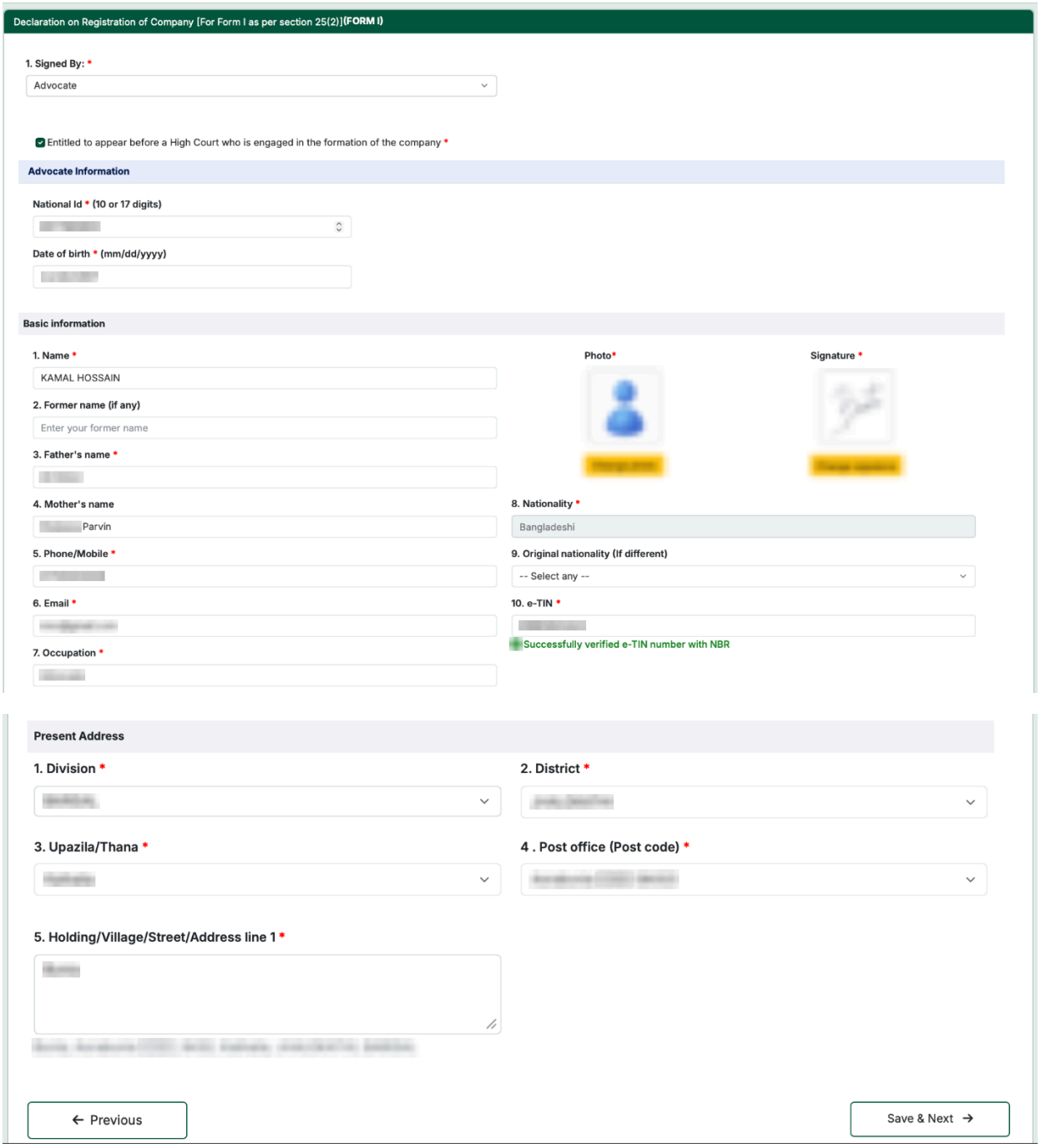


Figure 354: Section 29 Company – Signed By Advocate – Part 1

Figure 355: Section 29 Company – Signed By Advocate – Part 2

If **Advocate** is selected from the dropdown list, enter the following information. The same fields apply to ttorney and Pleader.

Enter the following information for the individual:

- **National ID**: Enter the 10-digit or 17-digit NID number.
- **Date of Birth**: Enter the date of birth exactly as printed on the NID (mm/dd/yyyy).

- Click **Search**. The system checks whether the NID number and date of birth match the national identification (NID) server.
    - If the details do not match, the system prompts you to re-enter them.
    - If the details match, the system allows you to proceed. No other information is retrieved from the NID server; enter the remaining information manually.
- **Name**: Enter the name exactly as printed on the NID.
- **Former name (If any)**: Enter if the individual had any former names.
- **Father's Name**: Enter the father's name.
- **Mother's Name**: Enter the mother's name.
- **Phone/Mobile**: Enter the mobile number registered under the NID. The system checks that the number matches the NID record and displays a verification message when it matches.
- **Email**: Enter a valid email address.
- **Occupation**: Enter the individual's occupation.
- **Nationality**: Bangladeshi is selected by default and cannot be changed.
- **Original Nationality** (if different): Select the original nationality if it is different from the current nationality.
- **TIN**: Enter the individual's Tax identification number.

To upload or change the photo of the individual, click **Change Photo**.
To upload or change the signature of the individual, click **Change Signature**.
Click **Previous** at the bottom left to return to the previous section.
Click **Save & Next** to continue to the next section.

Other Attachments

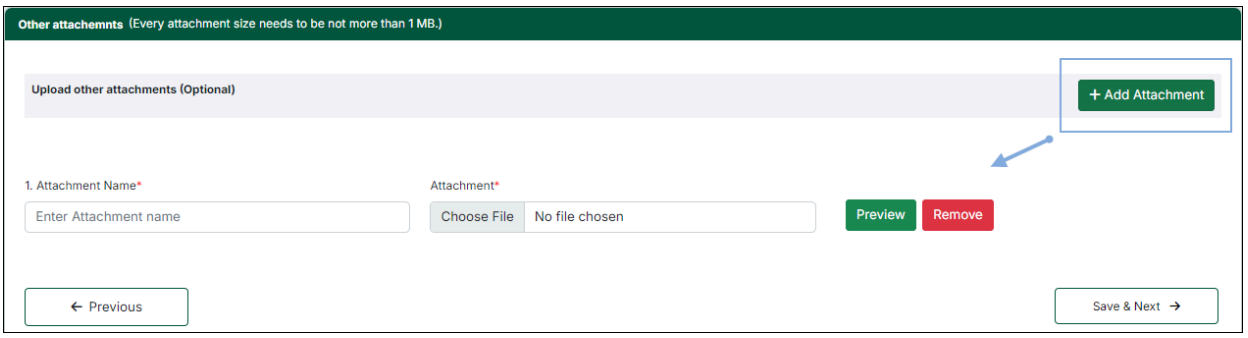


Figure 356: Section 29 Company – Other Attachments

To add other attachments, click **Add Attachment**; the attachment fields are then displayed. Adding other ttachments is optional.

Attachment Name: Enter the name of the document.

Attachment: Choose the file to attach.

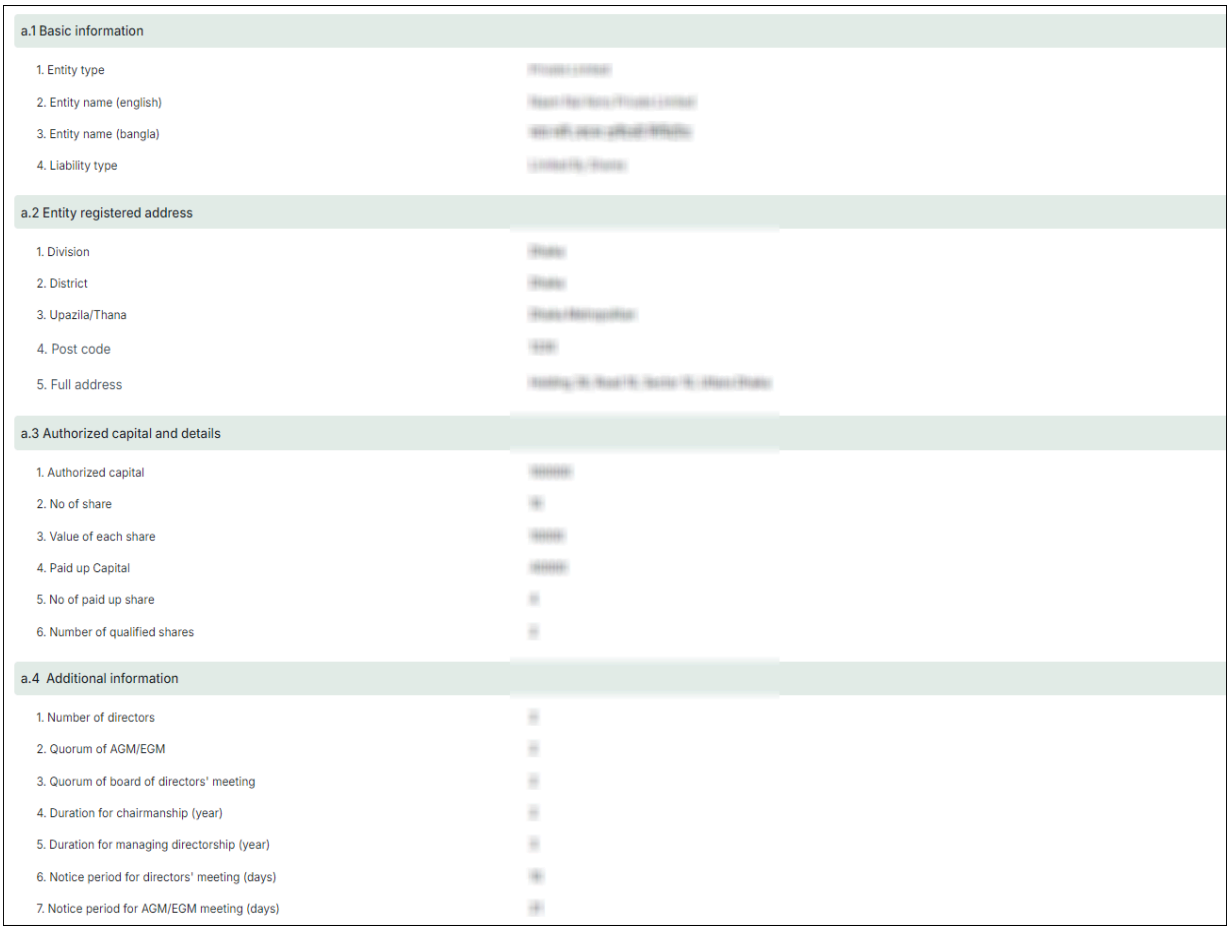
Click **Preview** to preview the added document.

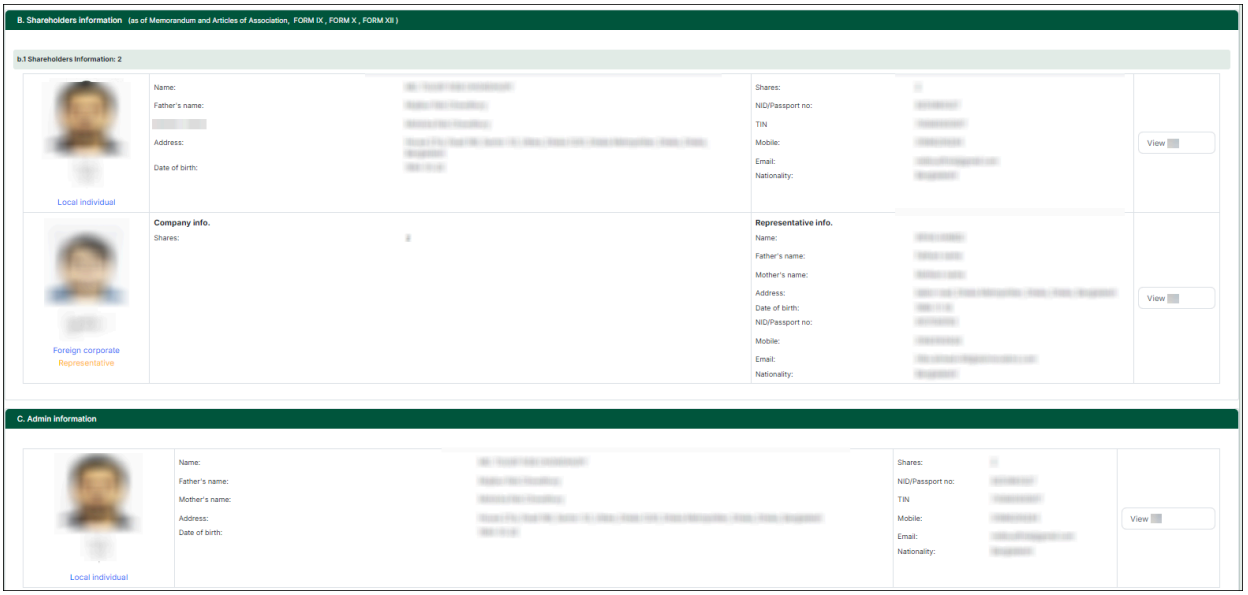
Click **Remove** to remove the added document.

Click **Previous** at the bottom left to return to the previous section.

Click **Save & Next** to continue to the next section.

Preview


a.1 Basic information
1. Entity type
2. Entity name (english)
3. Entity name (bangla)
4. Liability type
a.2 Entity registered address
1. Division
2. District
3. Upazila/Thana
4. Post code
5. Full address
a.3 Authorized capital and details
1. Authorized capital
2. No of share
3. Value of each share
4. Paid up Capital
5. No of paid up share
6. Number of qualified shares
a.4 Additional information
1. Number of directors
2. Quorum of AGM/EGM
3. Quorum of board of directors' meeting
4. Duration for chairmanship (year)
5. Duration for managing directorship (year)
6. Notice period for directors' meeting (days)
7. Notice period for AGM/EGM meeting (days)


B. Shareholders information (as of Memorandum and Articles of Association, FORM IX , FORM X , FORM XII)
b.1 Shareholders information: 2
Local individual
Foreign corporate
Representative
Company info.
Representative info.
C. Admin information
Local individual

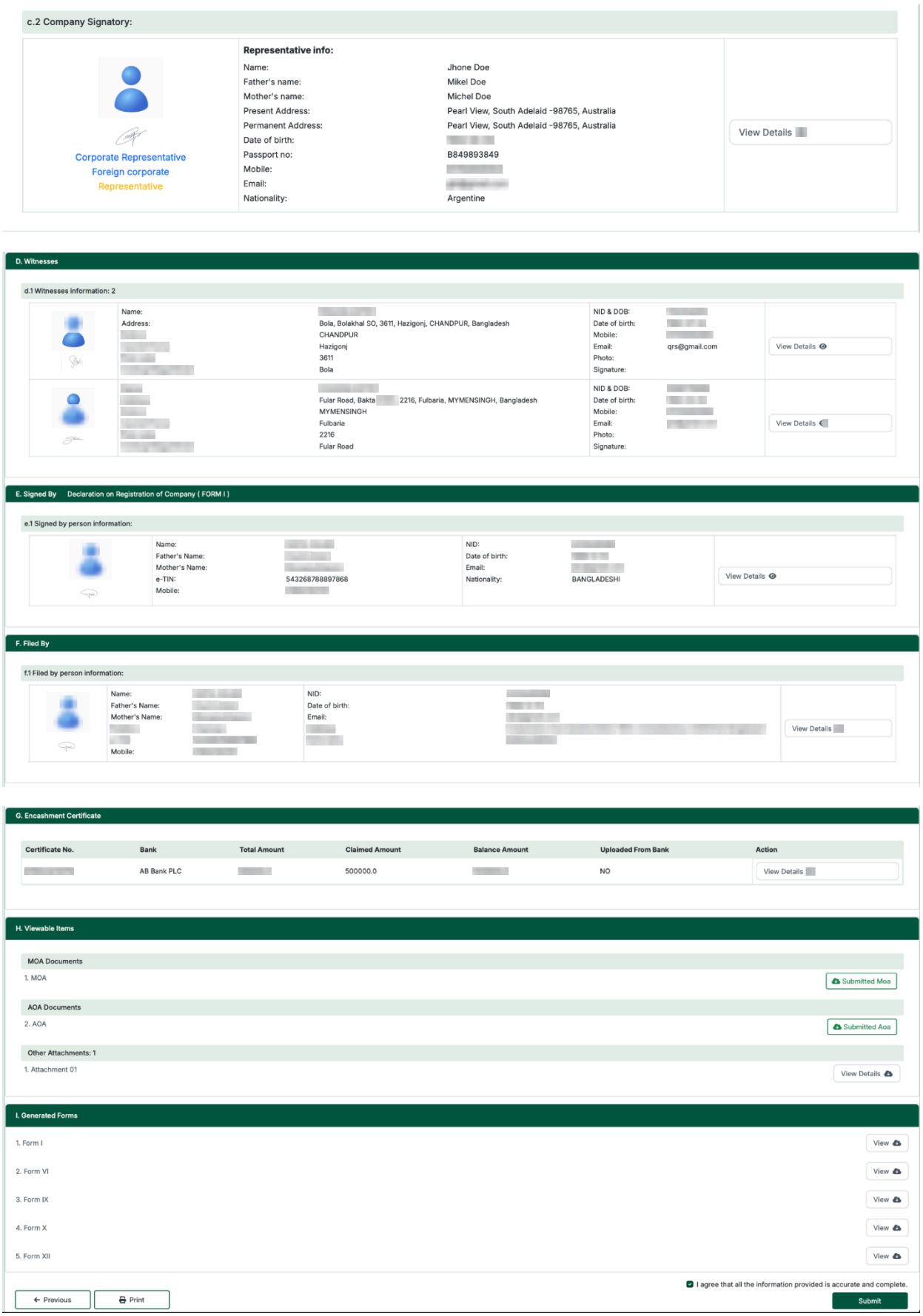


Figure 357: Section 29 Company – Preview – General Information

Figure 358: Section 29 Company – Preview – Shareholders and Admin Information

Figure 359: Section 29 Company – Preview – Company Signatory

Figure 360: Section 29 Company – Preview – Witnesses, Signed By and Filed By

Figure 361: Section 29 Company – Preview – Encashment Certificate, Viewable Items and Generated Forms

This step displays a preview of all the information provided in the previous steps.

Click **View** to see the complete information of the selected person.

Click **MOA** under **Viewable Items** to view or download the MOA.

Click **AOA** under **Viewable Items** to view or download the AOA.

Click **Previous** at the bottom left to return to the previous section.

Click **Print** to download the Application Preview Document.

Click **Submit** to submit the application. Before submitting, select the checkbox to confirm that all the information provided is accurate and complete.

a. The system displays the prompt “Are you sure to submit this application?”
    - Click **No** to cancel the submission.
    - Click **Confirm** to submit the application.

Generated Forms

FORM IX

Consent of Director to Act

THE COMPANIES ACT, 1994

(See Section 92)

Name of the Company: **The Blue Tiger Tech Ltd.**
Reg No. Date.

Entity Address: **Baliyari, Bhanga UPO, 7830, Bhanga, FARIDPUR, Bangladesh**

Consent to act as Director/Directors of the **The Blue Tiger Tech Ltd.** to be signed and filed pursuant to section 92(1) (Ka).

Presented for Filing By: **Tahaziba Azmin**

To the Registrar of Joint Stock Companies & Firms,

I/We, undersigned, hereby testify my/our consent to act as Director/Directors of the **The Blue Tiger Tech Ltd.** pursuant to section 92(1) (Ka) of the Companies Act, 1994.

SL.	SIGNATURES	ADDRESS	DESCRIPTION
1		7800, FARIDPUR, Bangladesh	Developer
2	The new private Ltd. Represented by MOHAMMAD ALI	Alkhanda, Alokdia 7200, Chuadanga Sadar, CHUADANGA, Bangladesh	Service Holder
3	The Global Tech Represented by Jhone Doe	Pearl View, South Adelaid -98765, Australia	Developer

Date:

NOTES- If a Director signs by "his agent authorised writing" the authority must be Produced and a copy attached.

Figure 362: Section 29 Company – Form IX

FORM X

List of Persons Consenting to be Directors

The Companies Act, 1994

(See Section 92)

Name of the Company: **Test Public Company PLC**

List of persons who have consented to be Directors of the **Test Public Company PLC** to be filled with the Registrar pursuant to section 92 (2).

Presented for filing by:

To the Registrar of Joint Stock Companies & Firms.

I/We, the undersigned, hereby give you notice, pursuant to section 92 (2) of the Companies Act, 1994, that the following persons have consented to be Directors of the **Test Public Company PLC**

SL.	Name	Address	Description
1		Test, Mirpur Police Complex TSO, 1206, Kasrul, DHAKA, Bangladesh	Business
2	New Test company Limited Represented by RAKIB HOSSAIN	test address, Air HQ TSO, 1206, Cantonment, DHAKA, Bangladesh	developer
3	Test Filed By PLC Represented by NAJMA	address, 7800, FARIDPUR, Bangladesh	Business
4	Test Filed By PLC Represented by	Test address, Bewta 1310, Keraniganj, DHAKA, Bangladesh	Developer

Figure 363: Section 29 Company – Form X

Form XII

Particulars of Directors, Manager and Managing Agents and of any change therein
The Companies Act, 1994 (See Section 115)

Name of the Company: Reg. No. , Reg. Date:

Entity Address: *South Banasree, Khilgaon TSO, 1219, Khilgaon, DHAKA, Bangladesh*

Presented for filing by: **MOHAMMAD ALI**

Sl.	The Present Name (a) or Names and Surnames (d)	Nationality	Nationality of Origin (other than the present nationality)	Usual Residential Address	Other Business, Occupation and Directorship, if any, if none, state so (b)	Position	Date of Appointment or Change	Changes
1	MOHAMMAD ALI	Bangladeshi	Bangladeshi		Service Holder	Chairman		

MOHAMMAD ALI
Chairman

Dated: (State whether Director, Manager or Managing Agents)

(a) In the case of a Corporation its corporate name and registered or principal office shall be shown;
(b) In the case of an individual who has no business occupation but any other directorship or directorships, particular of the directorship or some of these directorships must be entered. A complete list of directors, manager, managing agents shown as existing in the last particulars delivered shall always be given;
(c) A note of the changes of the last list shall be made in this columns by placing against new directors name the words in place of ..... by writing against a new directors, name the words "deed" resigned to as the case may be;
(d) In case of a firm the full name, address and nationality of each partner, and the date on which each became a partner.
(e) In case of multiple representatives, use comma(,) to separate names.

Figure 364: Section 29 Company – Form XII

Form-I

Declaration on Registration of Company

THE COMPANIES ACT, 1994

(Ref. Section 25)

Name of the Company [redacted]

Reg. No. Reg. Date.

Declaration of compliance with the requirements of the companies act, 1994 made pursuant to section 25 (2) on behalf of a company proposed to be Registered as the The Blue Tiger Tech Ltd.

Presented for filing by [redacted]

I, [redacted] **ISLAM** of [redacted] **Bangladesh**

do solemnly and sincerely declare that I am an

Advocate/ Attorney/ A Pleader

entitled to appear before

a High Court who is engaged in the formation of the company/ a person named in the Articles as a

[redacted] Manager/ Secretary of the [redacted]

and that all the requirements of the Companies Act, 1994 in respect of matters precedent to the registration of the said company and incidental there to have been complied with, save only the payment to the fees and sums payable on registration and I make the solemn declaration conscientiously believing the same to be true.

[redacted]

Chairman

[redacted] 7800, [redacted] FARIDPUR, Bangladesh

Date:

Note: The declaration need not to be-

(a) Signed before a magistrate or an officer competent to administer others or

(b) Stamps as a affidavit

Figure 365: Section 29 Company – Form I

Consent



Figure 366: Section 29 Company – Consent Pending Status

After confirming the submission of your application, you will be redirected to the **My Applications** section where you find your submitted application. The Application is now pending for **consent** from the shareholder and the witnesses.

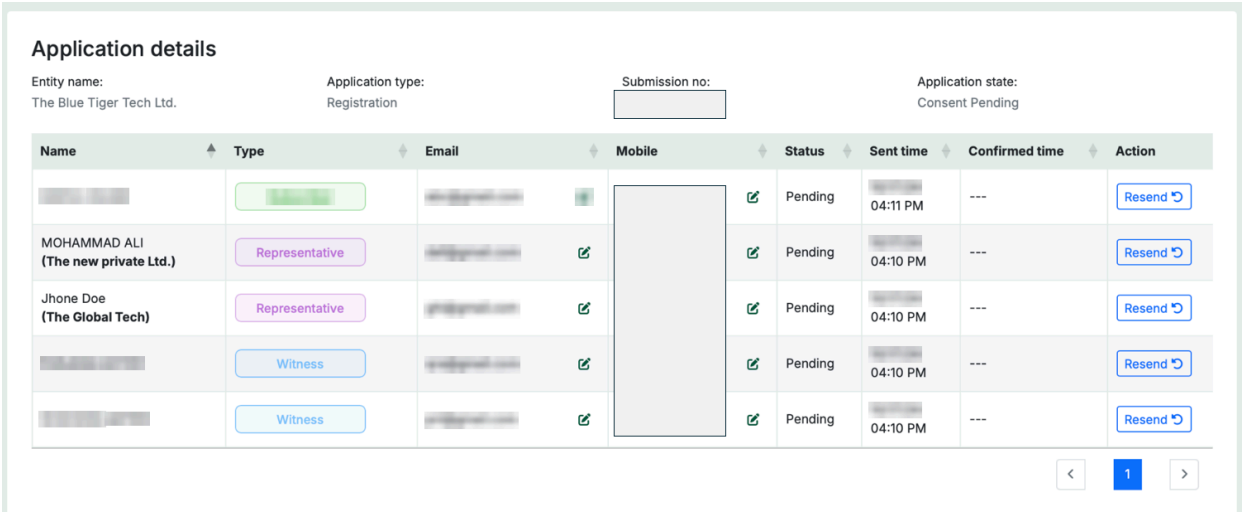


Figure 367: Section 29 Company – Consent Status of Participants

- The user can correct a person's email or mobile using the edit icon and click **Resend** to send the consent request again. The status changes from **Pending** once the person confirm. Please note that user can change email and phone numbers once in application lifetime.

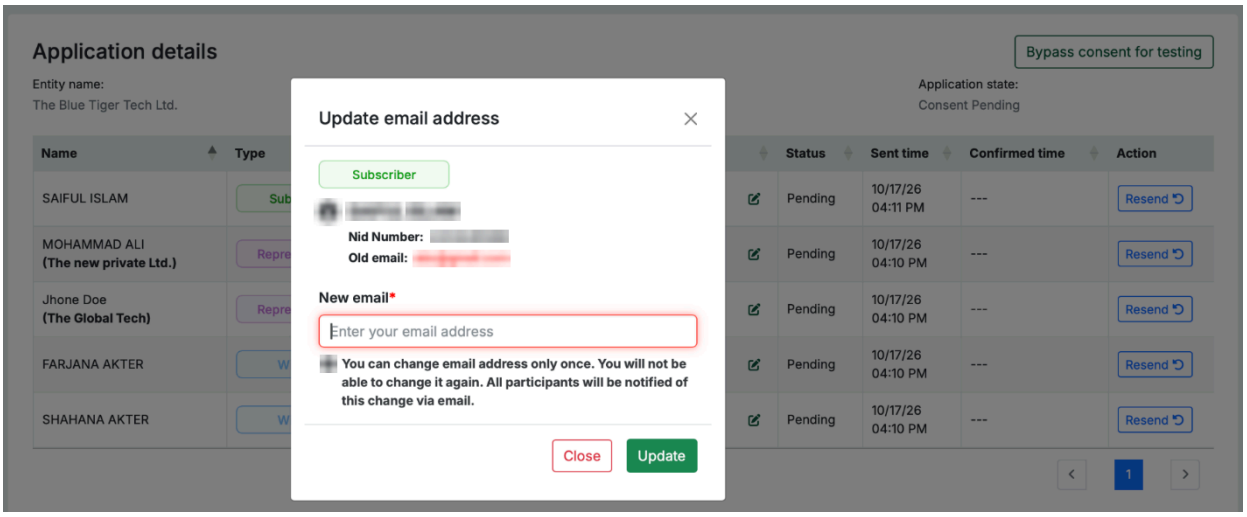


Figure 368: Section 29 Company – Update Email Address

- Clicking the edit icon next to an email opens this pop-up, showing the person's type, name, NID number and old email. Enter the **New email** and click **Update** (or **Close** to cancel).
- The consent link will be valid for a certain amount of time.

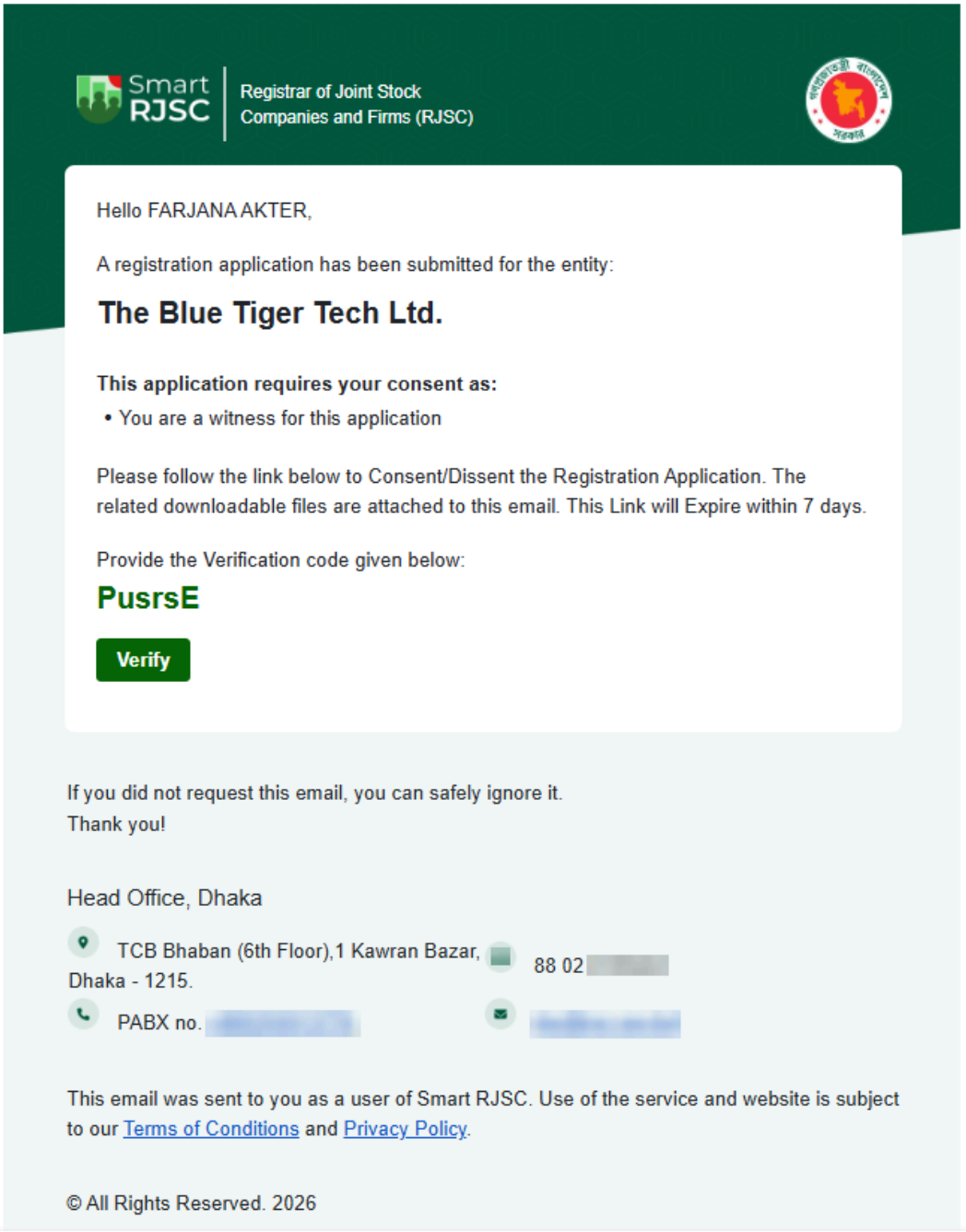


Figure 369: Section 29 Company – Consent Request Email

- Each subscriber, representative and witness receives an email stating that a registration application has been submitted for the entity and that their consent is required, along with their role (for example, witness). The related files are attached, and the link expires in 7 days.
- The email contains a **Verification code**. The recipient clicks **Verify** and enters the code to open the application and give consent or dissent.

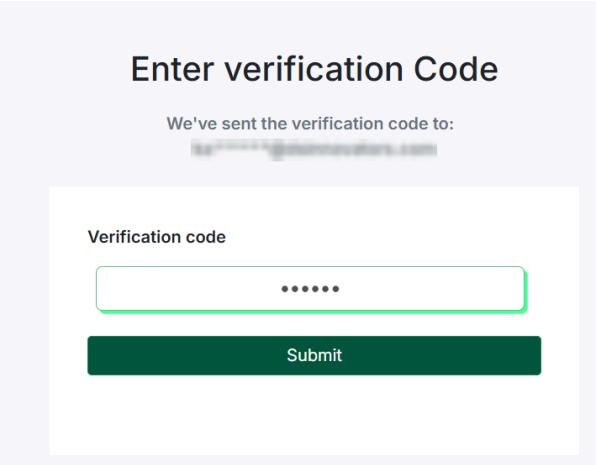


Figure 370: Section 29 Company – Verification Code Entry

- The page shows the masked email address where the verification code was sent. Enter the **Verification code** from the consent email.
- Click **Submit** to verify the code and proceed to the application's consent page.

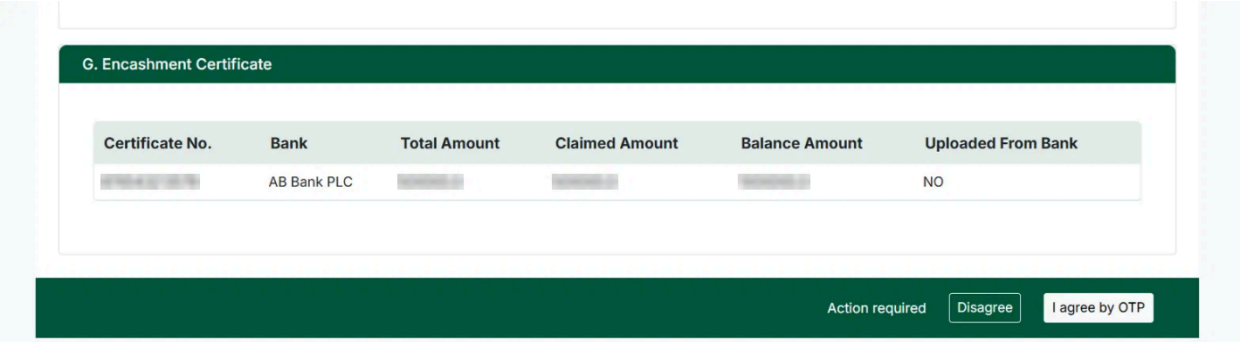


Figure 371: Section 29 Company – Consent Page

- After reviewing the application, the person clicks **I agree by OTP** to give consent (an OTP is then used to confirm) or **disagree** to reject it.

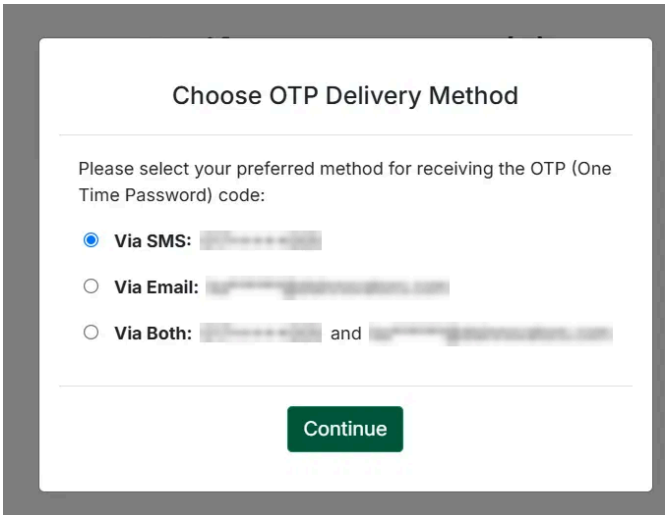


Figure 372: Section 29 Company – OTP Delivery Method

- After clicking **I agree by OTP**, this pop-up asks how to receive the OTP: **Via SMS**, **Via Email**, or **Via Both**. The masked mobile number and email are shown for each option.

- Select a method and click **Continue**. The system sends the OTP to the chosen channel.

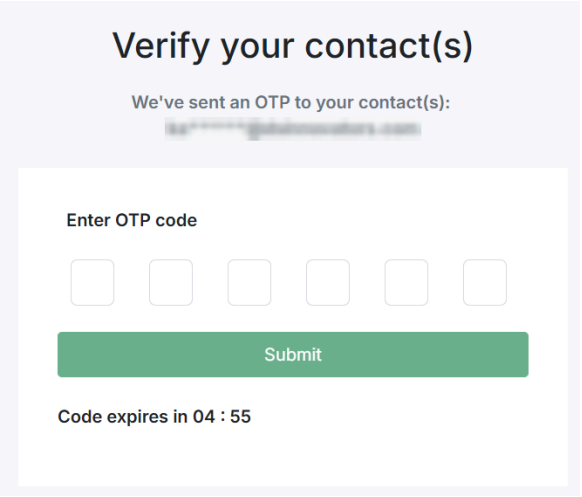


Figure 373: Section 29 Company – OTP Verification

- The page shows where the OTP was sent. Enter the 6-digit **OTP code** and click **Submit**. A countdown timer shows when the code expires.
- On successful verification, the person's consent is recorded.

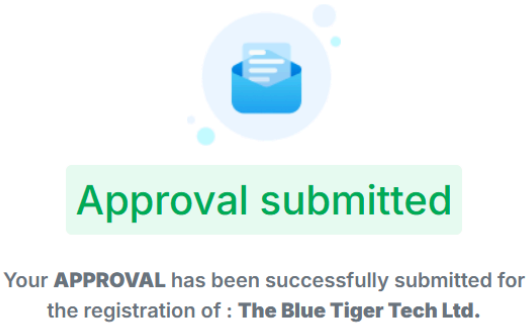


Figure 374: Section 29 Company – Consent Submitted Confirmation

- After the OTP is verified, a confirmation message states that the person's approval has been successfully submitted for the registration of the entity.
- No further action is needed from this person. The application moves forward once all required parties have given consent.

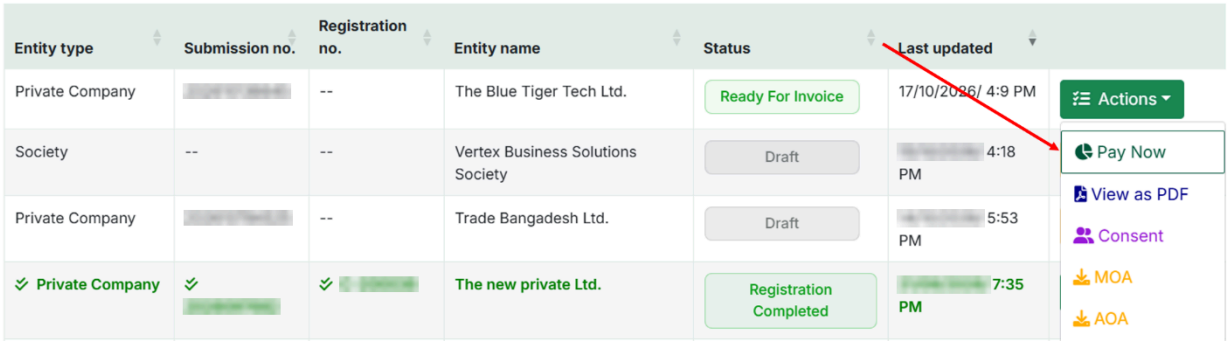


Figure 375: Section 29 Company – Application Ready for Payment

- After consent has been provided by the shareholders the application will be ready for registration payment.

After the consent is received, proceed to payment as described in **Section 6: Registration Payment**.

Application Submitted

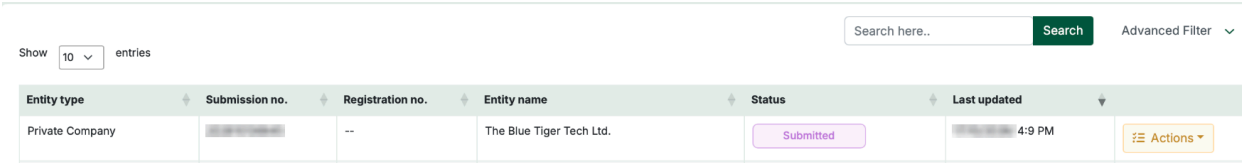


Figure 376: Section 29 Company – Application Submitted Status

- After all consents are given, the status changes to **Submitted**, and the registration no. stays blank (--) until the registration is approved.
- The application will only be available for review by the RJSC back-office officials after payment has been completed.

6. Registration Payment

After submitting the application for registration. Payment will have to be made before the application has been submitted for approval.

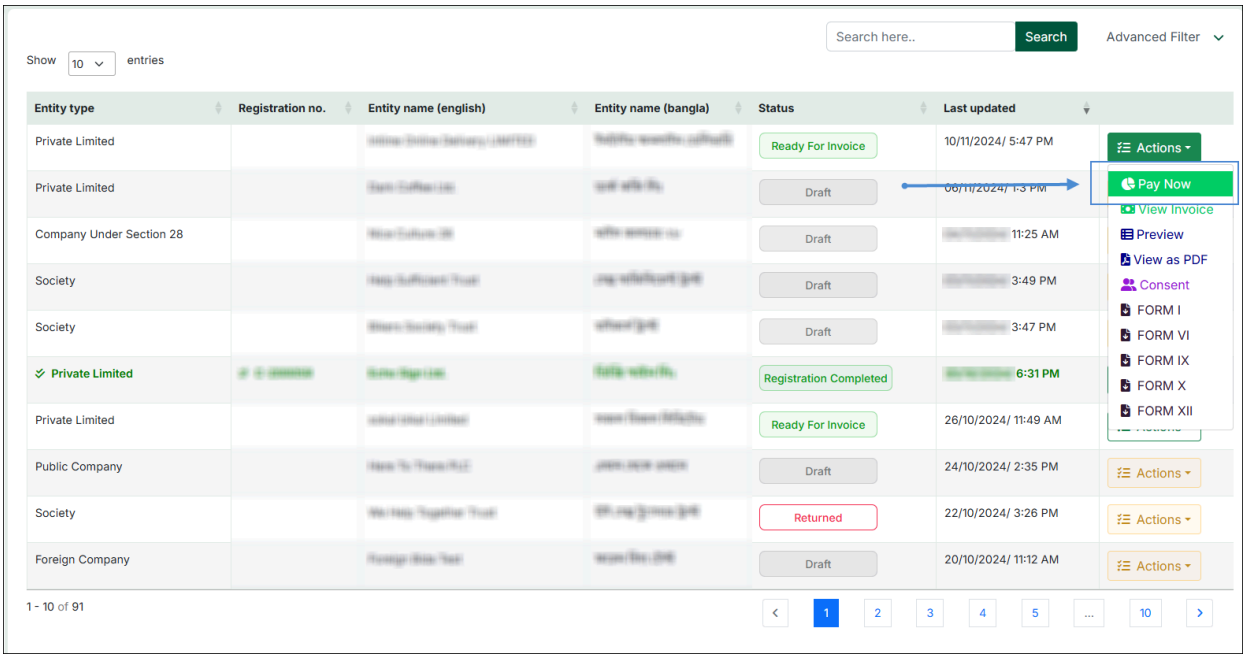


Figure 377: Payment

From the list of submitted applications click **Actions**, then from the drop-down list click **Pay Now** to initiate the payment process.

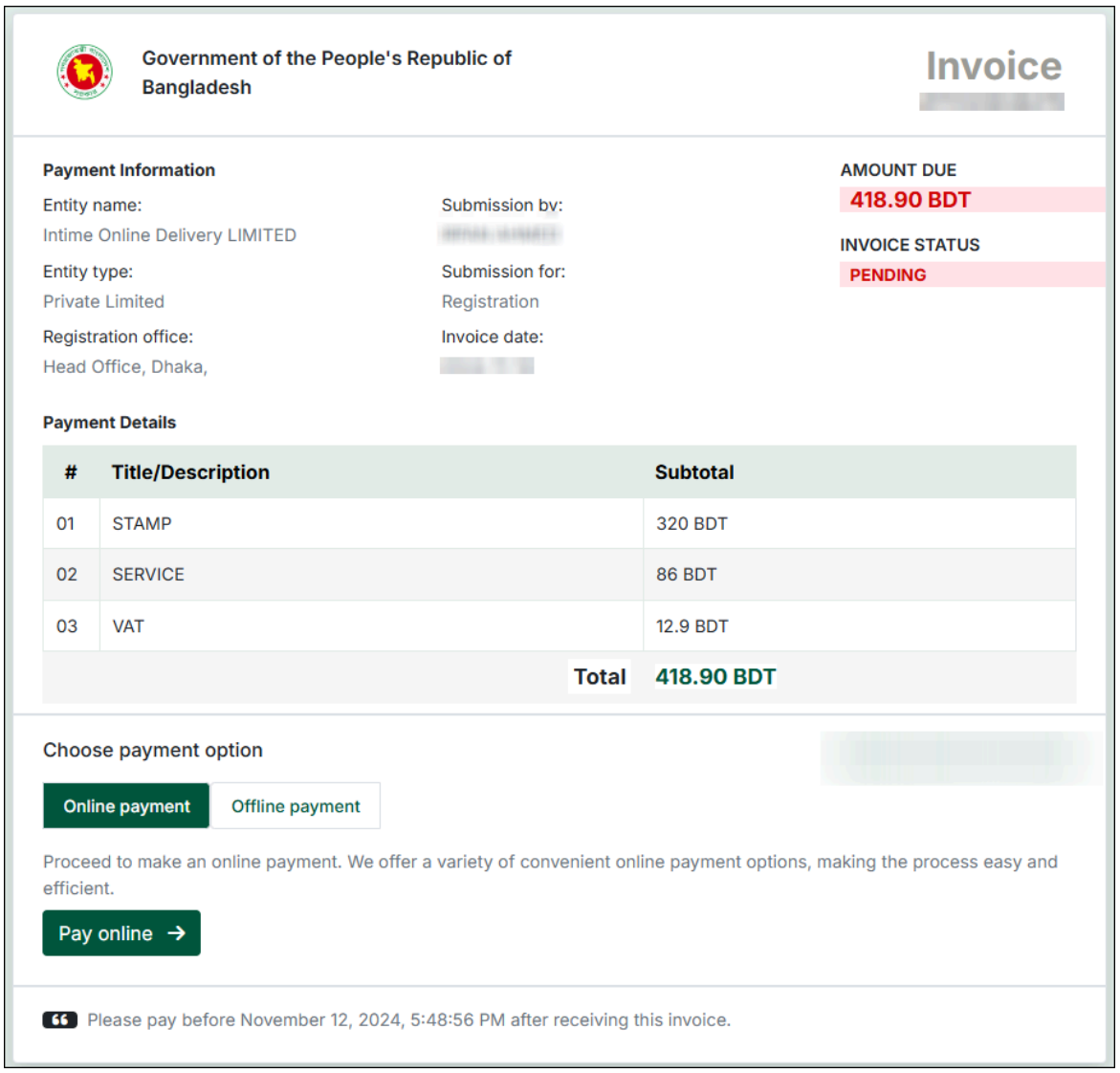


Figure 378: Payment (2)

The system will generate an invoice for the payment with all the details.

- **Online Payment**: Make the payment online through the payment portal.
- The system will direct you to the challan portal where you can select if you want to proceed with the following payment methods:
- Click Save & Continue to proceed further.

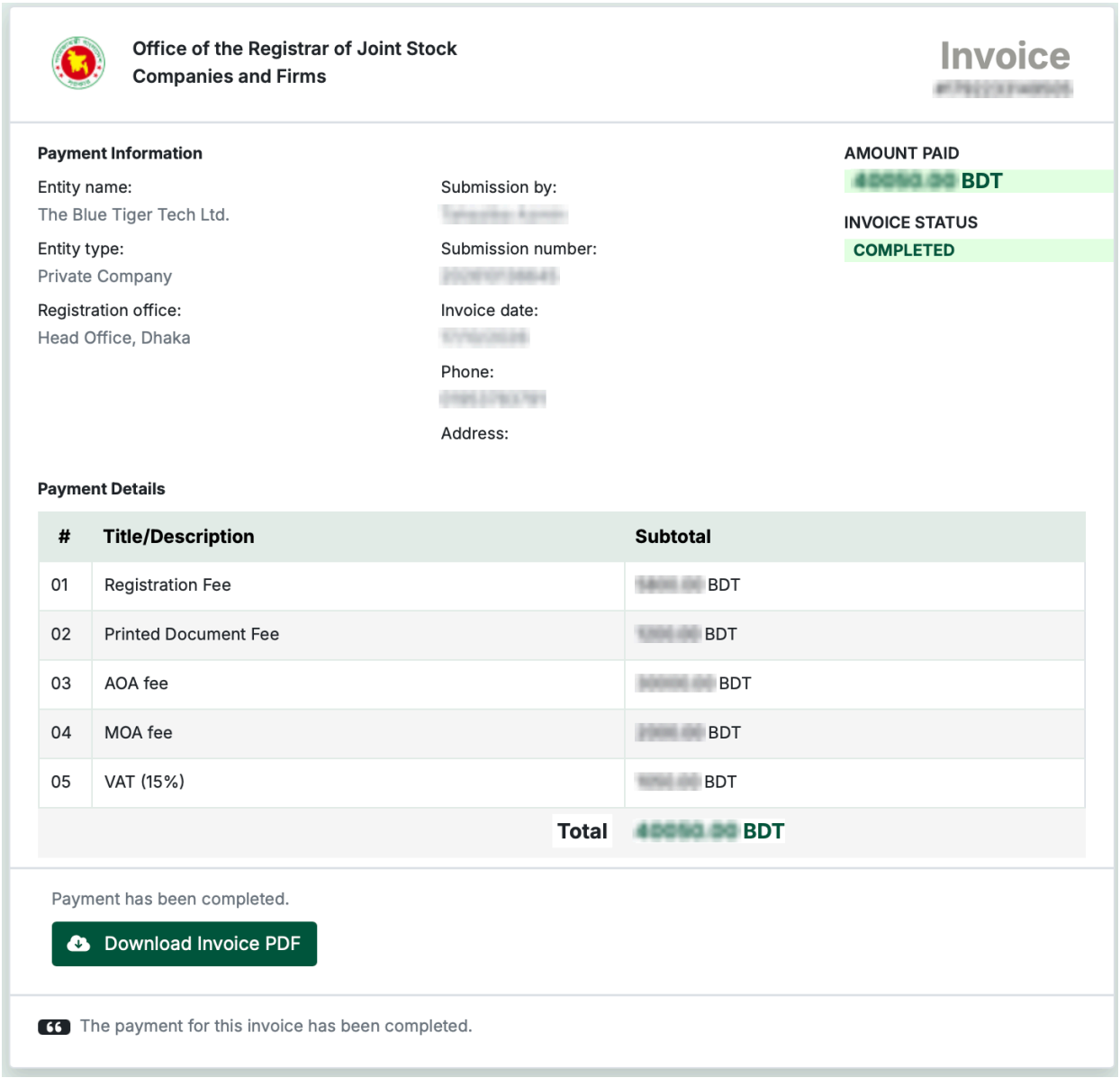


Figure 379: Payment (3)

After successful payment through the portal the system will display the following page which shows that the payment has been successfully made and received.

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