

REGULAR ASSESSMENTS OF READYMADE GARMENTS FACTORY

Building Permit from RAJUK (building safety)

RENEWAL OF LICENSES

- 1 Action taken according to Gadget
- 2 City Survey Porcha
- 3 Copy of Allotment Letter
- 4 Copy of DCR
- 5 Copy of Power of Attorney
- 6 Dhaka Transport Co-ordination Authority
- 7 FAR Calculation Document
- 8 Instrument Documents
- 9 Letter of Gov. Allotted Land/Plot
- 10 Mutation Copy
- 11 NID Copy
- 12 Civil Aviation Clearance Copy Clearance
- 13 Certificate NOC from Different Authorities
- 14 Clearance from the Department of Housing and Public Works
- 15 Environment Clearance
- 16 KPIDC Clearance Copy
- 17 SSF Clearance Copy **[Not mandatory]**
- 18 Titas Clearance Certificate
- 19 City Corporation Certificate
- 20 DC Traffic Certificate
- 21 Electricity Certificate
- 22 Enlistment Certificate of Civil Engineer
- 23 Fire Service Certificate
- 24 Land Use Clearance Certificate
- 25 Special Project Permission Certificate
- 26 WASA Certificate
- 27 Land Tax Copy
- 28 Holding Tax Receipt

Fire License with FSCD (fire-safety)

RENEWAL OF LICENSES

- 1 Land Deed
- 2 Certification to the effect that there is no case
- 3 Trade license
- 4 Memorandum of Association in case of limited companies **[Not mandatory]**
- 5 Deed of agreements

License from Department of Environment

RENEWAL OF LICENSES

- 1 NOC from local authority (City Corporation)
- 2 Project profile containing project details
- 3 Cadastral/ cadaster map with Daag & Khotiyan
- 4 Rent agreement or document of land ownership in case it is not a rented place
- 5 Treasury challan for the payment of fee

Factory or establishment License from DIFE

RENEWAL OF LICENSES

- 1 Trade license copy
- 2 Rent agreements/ copy of land rejection
- 3 Copy of NID of owner/MD/CEO/director
- 4 Trade license copy
- 5 Rent agreements/ copy of land rejection
- 6 Copy of NID of owner/MD/CEO/director
- 7 Electricity demand note
- 8 Memorandum of article
- 9 Copy of approved factory layout plan
- 10 Main copy of treasury challan
- 11 Fire license copy
- 12 Boilers license
- 13 Explosive license
- 14 Environmental clearance
- 15 Number and list of employees/workers of the factory

REGULAR INSPECTION

[RMG Factory inspection checklist](#)

EPZ Factory or establishment License from BEPZA

RENEWAL OF LICENSES

- 1 TIN Certificate
- 2 VAT Certificate
- 3 Trade License
- 4 BTMA certificate
- 5 EPB
- 6 Fire License
- 7 Boiler permission
- 8 Environment certificate
- 9 BERC Certificate
- 10 Fire policy from insurance company
- 11 Custom Bond registration
- 12 General Bond from custom