



# BCMEA

## Bangladesh Ceramic Manufacturers & Exporters Association

বাংলাদেশ সিরামিক ম্যানুফ্যাকচারার্স এন্ড এক্সপোর্টার্স এসোসিয়েশন

(An Association of Manufacturers & Exporters of Ceramic Products in Bangladesh)

### Membership Application Form

#### General Body Member

01. Name of the Applicant Company (In block letters):
02. Classification of the Company: (Please put  $\checkmark$  where applicable):  
 Public Ltd.  Private Ltd.  Proprietorship  Partnership  Joint Venture
03. Name of the Company Representative:   
Representative Designation:   
Representative Mobile:  E-mail ID:
04. Head Office Address:   
Contact Number:  E-mail ID:
05. Factory Address:   
Contact Number:  E-mail ID:
06. Date of Production begin (Actual or Probable):
07. Project Value/ Investment in Taka:
08. Nature of Product Item & H.S Code No:
09. Annual Production Capacity (Ton/Sq.M/Pcs):
10. Production Floor Area (Sq.M/Sft):

I/We agree to pay **Taka 25,000/-** (Tk. Twenty Five Thousand) only as **Membership Admission Fee** and **Taka 50,000/-** (Tk. Fifty Thousand) only as **Annual Subscription** through A/C Payee Cheque/Pay Order in favour of “**Bangladesh Ceramic Manufacturers & Exporters Association**” within July to September for each financial year (**1<sup>st</sup> July to 30<sup>th</sup> June**). I/We declare that the particulars given above are true to the best of my/our knowledge and belief.

Yours faithfully,

Date:

Company Seal:

Signature of the Applicant  
(With name & designated seal)

#### BCMEA Office Use Only:

Approved by the President on behalf of the Board:

Membership Sl. No & Date:

**Please follow the attached check list:**



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## ❖ Check List:

Please note that, following documents should be enclosed with the application & all enclosure signed by the applicant.

- a) Application on company letter head to the President of BCMEA for Membership;
- b) Duly filled up prescribed Membership Form of BCMEA;
- c) Applicant's Passport Size Photo - 2 Copies;
- d) Company Bank Solvency certificate;
- e) BIDA/BOI Registration certificate/ License copy;
- f) National ID copy of the applicant;
- g) Company valid Trade License copy;
- h) Company VAT & BIN registration certificate copy;
- i) E-TIN certificate copy (Company & Applicant both);
- j) List of Capital Machineries with mentioning HS Code & country of origin on company letter head;
- k) Factory Layout plan with approval from concern authority;
- l) Company Memorandum of Article with Incorporation certificate & updated Return Form XII;
- m) Membership Admission Fee & Subscription by A/C Payee Cheque/Pay Order of Tk.....