**Membership Application Form**

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| **Associate Member**  |

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| **01.** | **Name of the Applicant Company** **(In block letters):** |  |

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| --- | --- |
| **02.** | **Classification of the Company: (Please put √ 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 15,000/-** (Tk. Fifteen Thousand) only **as a Membership Admission Fee** and **Taka 25,000/-** (Tk. Twenty-Five Thousand) only as an **Annual Subscription** through A/C Payee Cheque/Pay Order in favor of **“Bangladesh Ceramic Manufacturers & Exporters Association”** within July to September for each financial year **(1st July to 30th June)**. I/We declare that the particulars given above are true to the best of my/our knowledge and belief.

Yours faithfully,

Signature of the Applicant

(With name & designated seal)

Date:

Company Seal:

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| --- |
| **BCMEA Office Use Only:**  |

Approved by the President on behalf of the Board:

Membership Sl. No & Date**:**

***Please follow the attached checklist.***

* **Checklist**:

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

1. Application on company letterhead to the President of BCMEA for Membership;
2. Duly filled up the prescribed Membership Form of BCMEA;
3. Applicant’s Passport Size Photo - 2 Copies;
4. Company Bank Solvency certificate;
5. BIDA/BOI Registration certificate/ License copy;
6. National ID copy of the applicant;
7. Company valid Trade License copy;
8. Company VAT & BIN registration certificate copy;
9. E-TIN certificate copy (Company & Applicant both);
10. Capital Machineries’ list mentioning HS Code & country of origin on company letterhead**;**
11. Factory Layout plan with approval from concerned authority;
12. Company Memorandum of Article & updated Return Form XII;
13. Incorporation certificate;
14. Import Registration Certificate, IRC and/or Export Registration Certificate, ERC if applicable;
15. Membership Admission Fee & Subscription by A/C Payee Cheque/Pay Order according to membership status;