



# 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

### Associate Member

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



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## ❖ 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;