



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জাতীয় রাজস্ব বোর্ড
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Application for Business Identification Number

[See Rule 4 and 5]

Important Notes:

- (1) For Registration or Enlistment, priority will be given to Online Application. For Online Application, go to www.nbr.gov.bd.
- (2) Before you complete this form, please READ the Registration/Enlistment Kits carefully
- (3) An incomplete application form will delay the processing of your application or may be rejected.
- (4) Send the signed original copy of this Form and keep a copy of this form for your internal records. Photo copy of this Form will not be accepted.
- (5) Send this Form **by post** or **by hand** to any of the following places:
 - (a) Central Processing Center (only by post);
 - (b) Your nearest VAT Divisional Office;
 - (c) Your nearest VAT Commissionerate.

Section I: General Information on PERSON to be registered.

1. Please choose any of the following:

[If you have started a new business and eligible for VAT registration or Turnover Tax enlistment, please tick [√] in New Registration/enlistment box. If you are already registered/enlisted under Value Added Tax Act, 1991, please tick [√] in Re-registration/enlistment and proceed to serial 11]

New Registration/Enlistment Re-registration/Enlistment

2. What is your expected annual turnover for the next year?

Taka	
In words	

3. Indicate below whether you are seeking to register for VAT or enlist for Turnover Tax

[If your average annual turnover is more than Tk. 80 lakh you will need to register for VAT, if your turnover is equal to or less than Tk. 80 lakh but greater than Tk.30 lakh you will need to enlist for turnover tax. Moreover, if you have to pay Supplementary Duty (SD), you should be registered for VAT thus tick [√] the box "Register for VAT". Please see the SL 6.]

Please please tick [√] in the appropriate box.

Register for VAT Enlist for Turnover Tax

4. If you are any one of the following category, please tick [√] in the appropriate box.



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Government
Entity

NGO

Public Limited Company

Post-secondary educational institution

Bank, Insurance or other
Financial Institution

5. Legal Format/type of organization or taxable person (tick [✓] in appropriate box)

Individual

Proprietorship

Partnership

Private Limited
Company

Public Limited Company

Branch of Foreign
Company

Other (specify):

6. Are you also required to pay the following taxes?

Please tick [✓] in appropriate box(es). If you tick in the box "Supplementary Duty", you should tick the box "Register for VAT" in SL 3.

Supplementary Duty

Excise Duty

7. Taxpayer Identification Number (TIN) Details:

[For company and partnership business, write e-TIN of business entity, for individual and proprietorship, write- TIN of individual/owner.]

e-TIN No										

8. Name of the person to be registered:

[Here the person includes individual, company, an association of persons, a government entity, a foreign Government or a department designated by it or any officer appointed by it, a public international organization or a property development joint venture or any other similar venture. Write onle letter in each box and keep one box blank after completing one word.]

9. State the Date you require to be registered from

DD / MM / YYYY



10. When will/did the economic activity commence?

Section II: Business Information

11. Type of BIN

[If you have only one branch or several branches of your business and maintained single accounts, then please tick [✓] in Central and proceed to serial 14. If you have several branches and maintain separate accounts for all branches, then please tick [✓] in Branch. In this case, after getting registered for Headquarters centrally, you have to be registered separately for all branches using Form Mushak-2.2]

Central Branch

12. Write your old 10 or 11-digit Business Identification Number (BIN), in case of re-registration.

[If your business has several branches and registered for branch registration under Value Added Tax Act, 1991, please write all BINs]

Old BIN(s)										

13. Type of business Activity

[Please tick [✓] in the appropriate business activity(ies) from the list below. You can chose multiple activity if you do or wish to do those activities.]

<input type="checkbox"/>	Importer	<input type="checkbox"/>	Exporter
<input type="checkbox"/>	Supplier (Manufacturer)	<input type="checkbox"/>	Supplier (Trader)
<input type="checkbox"/>	Service Renderer	<input type="checkbox"/>	

Section III: Address(es) related to the PERSON to be registered.

14. Preferred Mailing Address

[Please indicate your preferred mailing address if you are individual or proprietor and have more than one business and wish to indicate a preferred mailing address.]

Blk/House No			Storey No.		Unit No		Street Name/No										
																Postal Code	

OR (other format)

Village	Post Office with Code
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Union										Police Station									
Upazilla										Zilla									

15. Registered office address

Address																				
Post Code						Name of Mouza														
Phone						Fax														
Mobile																				
Email																				
Website																				

16. Address of the branches (in case of Central registration having multiple branches)

SL	Address with Mouza Name					Mobile/Phone/Email															
1.	Add ress						Cell														
							Phone														
	Mo uza						Email														

(Please use separate sheet if needed.)

17. Contact Person having proper authority with whom VAT authority will communicate in case of needs

[If this person is appointed by you, please send his appointment letter. You need to update this information if it changes.]

Name						Designation														
NID No.						Phone														
Fax						Mobile														
Email																				

Section IV: Directors/Partners Information



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18. Directors/Partners/Proprietor's information

SL	Name	Designation	Present Address	Permanent Address	Share (%)	Other Information	
						NID	TIN
1.						NID	
						TIN	
2.						NID	
						TIN	
3.						NID	
						TIN	
4.						NID	
						TIN	
5.						NID	
						TIN	
6.						NID	
						TIN	
7.						NID	
						TIN	
8.						NID	
						TIN	
9.						NID	
						TIN	
10.						NID	
						TIN	

(If necessary, continue on a separate sheet)

Section V: Business Activity

19. Type of economic activity [Use Tick mark (√) where applicable]

(a) Is the economic activity

Retail

Wholesale

Manufacturing

Building & Construction

Seasonal Business

Service Renderer

Other (specify)



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(b) Describe the business conducted in as much detail as possible. Give a precise description such as 'telecommunication service provider', 'ms product manufacturer', 'stock broker', etc.

Do not use general terms such as 'shopkeeper', 'manufacturer', 'service renderer', 'consultant', etc.

(c) Do you know Bangladesh Central Product Classification (BCPC) of your business? If you know correct BCPC of your business, please write 3 digit Group of BCPC. If you do not know correct BCPC, avoid filling up of the column 3 of the following table in this box.

[To know about the BCPC, please visit www.nbr.gov.bd or www.bbs.gov.bd.]

S L	Description of the economic activity	BCPC Group (3 digit)	Approximate Annual Turnover (in lakh taka)
1.			
2.			
3.			
4.			
5.			

(If necessary, continue on a separate sheet)

20. Bank Account Nos.

[Please give information of all bank account numbers of your business. These accounts would be treated as Lien Bank Accounts. You have to make financial transactions through lien bank accounts. You will be able to add new accounts in this list if you open new account at anytime.]

SL No	Account Name	Account No(s).	Name of the Bank	Branch
1.				
2.				
3.				



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(If necessary, continue on a separate sheet)

21. Application Category [Use Tick mark (√) where applicable]

Mandatory

Optional

Forced

22. If the business premise is rented, state:

(i) The name of landlord:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(ii) Address :

(iii) The Amount of rent paid per month or year [Tick (√) frequency] Tk.

(iv) The land of the agreed rental/leased period

(v) The area of rental space (Sq. ft.)

23. DECLARATION

I declare that the particulars provided in this application are correct and true in every respect.

Name (in BLOCK letters)																			
Signature and seal of the authorized person																			

(To be signed by company secretary or by other authorized person)