



How to get a Trade License

Phase 1: Documents

Before you even leave your house, prepare a file with these exact documents. Missing one usually means a wasted trip.

- 1.3 Passport-Sized Photos (Owner's).
2. NID Copy (National ID).
3. TIN Certificate (Tax Identification Number). You can get this online for free in 10 minutes via the NBR website.
4. The "Space" Proof (Crucial):
 - If you rent: Copy of the Rental Agreement + Latest Rent Receipt.
 - If you own: Copy of the Holding Tax Receipt.
5. Citizenship Certificate: Available from your local Ward Commissioner or Chairman.

Pro Tip: Keep a digital scan of all these documents on your phone/Google Drive. You often need them for opening a bank account later.

Phase 2: The Application

Collect & Fill the Form

- Go to the Licensing Department of your local office (City Corporation or Pourashava).
- Buy the "Trade License Application Form" (usually costs Tk. 10 - 50).
- Better Way: Ask if they have an "Online Application" portal. Some zones in Chittagong and Dhaka are moving to E-Trade Licenses, which saves a physical trip.

Submission & Assessment

- Submit your filled form + the file of documents.
- The License Supervisor will review it. They might visit your shop/office to confirm you actually exist there, but often they just verify the documents on the spot.
- They will tell you the License Fee based on your business category (e.g., General Supplier, IT, Consulting, Shop).

Paying the Money

- Do not pay cash directly to the officer unless they give you an official receipt.
- Usually, they give you a payment slip (Challan). You take this to the designated bank (often Sonali Bank or a booth nearby) and deposit the money.

