

New Membership:

a. **Requirement of documents for Provisional Membership (New Entry):** Following valid and updated documents have to be submitted to obtain Provisional Membership of the Association:

- i. Application form duly filled and signed
- ii. Trade License
- iii. Fire License from FSCD
- iv. Factory License from DIFE
- v. Registration Certificate from BIDA (Foreign-80%, Local-20%)
- vi. Factory Layout plan
- vii. Factory Structural Design / Building Design Document approved by Rajuk/Local Municipality/UP
- viii. NID / Passport of MD/Proprietor

b. **Other Requirements:**

- 1) The factory building/shed should have at least two unobstructed exits, each not less than 1.15 meters in width and 2 meters in height.
- 2) Multi storied building should have an emergency exit stair with both side hand rail.
- 3) An emergency assembly point in front of the building/structure.
- 4) Fire Safety Plan as per the instruction of FSCD.

c. **Membership Fees:**

- i. For Limited Company BDT 83,950/= (Renewal 66,700/=)
- ii. For Proprietorship BDT 66,700/= (Renewal 66,700/=)

d. On receiving application for new membership, compliance team will check the required documents and notify the factory for any shortage or invalidity documents or if all documents found correct the secretariate will notify the date of membership audit within three days. If the audit report also meets the membership criteria, then factory will be issued with membership within 21 working days from the date of application