

## Checklist for Import Registration Certificate (IRC)

This checklist is for prepared to assess the requirements of the client.

SL. No	Documents
1	Trade License
2	Membership Certificate from Association (Applicable)
3	Main copy of Treasury challan. Head Number (1-1731-0001-1801)
4	For Partnership Business- Partnership Deed
5	For Limited Company- Certificate of Incorporation, MOA/AOA
6	Tax Clearance Certificate (Up-to-date)
7	NID (National ID Card)
8	Bank Solvency Certificate

**Note:** Deposit schedule fees at Bangladesh Bank or designated branches of Sonali Bank Fees should be deposits under the head number: **1-1731-0001-1801**

**\*\*All Documents will be attested by (1<sup>st</sup> Class Gazetted Officer or Ward Councilor)**

### Accfintax

Apt#B11 (11<sup>th</sup> Floor), Rupsha Tower 7,Kemal Ataturk Avenue, Banani C/A  
Dhaka-1213, Bangladesh  
Phone : +880 1554 000 000  
[www.facebook.com/accfintaxbd](https://www.facebook.com/accfintaxbd)  
[www.accfintax-bd.com](http://www.accfintax-bd.com)