

Bangladesh Registration Documents -2005

Documents required for registration of org. /society registered under society registration at 1860.

Name clearance of the society:

1. An application signed by the president or any person authorized by the president of the proposed society.
2. One copy of the minutes of the meeting of the proposed society under which the group of person have decided to form the society.

Documents required for registration

1. Memorandum of association (3 copies duly signed by all office bearers)
2. Article of association (copies duly signed by all office bearers)
3. Permission letter of name clearance.
4. Receipt of payment of tk.250.
5. Power of attorney to be given to any responsible person who will be dealing with the registration process.

Documents required for registration of org. /society registered under voluntary social welfare agency (registration and control) ordinance 1961.

1. Five typed copies of the application for registration of a voluntary social welfare agency/organization on prescribed application form.
2. Five typed copies of the constitution of the agency/org.
3. One copy of the minutes of the meeting of the proposed society under which the group of person have decided to form the agency/org.
4. Brief statement about the org. and its activities, plans and personnel.

Documents required for registration of non profit company under section 26 of the Companies Act 1913.

1. Memorandum of Association (3 copies printed& bound)
2. Power of Attorney to be given by the subscribers to the memorandum authorizing any person to act on their behalf for registration
3. Forms I, VI, IX, X, XII.
Form I (Declaration or undertaking by a person prescribed on this behalf or by a person named in the articles as director or other officer of the company in compliance with all or any of the requirements of the act).
Form VI (Giving notice to the registered office of the company)
Form X (Consent of person to act as director /chief executive of the company)
Form XI (Giving particular of the directors)
5. Photocopy of ownership documents or tenancy agreement or registered office including NOC from landlord.
6. Receipt of payment of tk.850

Documents required for registration of organization under Trust Act

Documents which are required for registration of society are the same to be submitted for registration under trust act. In addition of these two document are needed.

1. Trust deed
2. Document registered with sub registered of the registration district on payment of the subscribed fee.