

**APPENDIX-26**

(APPLICATION FOR CHANGE THE CONSTITUTION)

Date:

- 1. Name of the firm :
- 2. Registration Number :
- 3. Date of issue of IRC/ERC :
- 4. Status of firm (whether Industrial,  
Commercial or Indentor) :
- 5. Nature of change in constitution :
- i. Sale deed (Attested copy on stamp paper) :
- ii. Certificate from Income Tax Authorities :
- iii. Certificate of Acceptance from industrial  
survey Authorities (In case of industrial  
form only) :
- iv. Revised questionnaire form :

Signature :

Designation :

Seal of firm :

**APPENDIX-27**

APPLICATION FOR CHANGE IN NAME OF FIRM  
(To be filled in by Importers)

Date:

1. Present Name of the firm :
2. Registration Number : Date of issue of IRC/ERC:
3. Status of firm (Whether Industrial/ Commercial/ Indentor) :
4. New Name proposed :
5. Reason for change :
7. Is the change in name connected with a change of constitution? : 

Yes	No
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8. Attach original documents (with Photostat copies) relevant to your case and put ticks (/) in corresponding boxes below :
  - (i). Certificate from income Tax officer accepting change (in all cases):
  - (ii) Revised Questionnaire form (in all cases) :
  - (iii) Existing Import Registration Certificate (in all cases) :
  - (iv) Chalan showing deposit of Tk. .... as fresh Registration fee (only in cases where change in name in such that a new import Registration Certificate will have to be issued in replacement of the present certificate) :
  - (v) Certificate from Directorate of Industries accepting change (only in case of Industrial Firm or Commercial firms changed to industrial firms) :
  - (vi) Certificate from inspector of Factories accepting change (only in case of firms registered under the Factories Act.) :
  - (vii) Partnership Deed (in case of Partnership firms only):
  - (viii) Dissolution Deed (only in case of change from partnership to Proprietorship or change of Partnership):
  - (ix) Memorandum and Articles of Association (only in case of change from proprietorship or partnership):
  - (x) Incorporation Certificate:
  - (xi) Any other documents in support of reason given at (6) above (specify) :

Signature :

Designation :

Seal of firm :

## APPENDIX- 28

### **APPLICATION FORM CHANGE OF ADDRESS (To be filled in by firm whose address have been changed)**

Date: .....

1. Name of firm :  
2. Registration No : 3. Date of issue :  
4. Status of firm (whether Industrial/ Commercial/ Indentor):  
5. Former address :  
6. New address :

7. Attached original documents (with photo copies) relevant to your case in the following order and put a tick ( ✓ ) in the corresponding boxes:

- (a) Rent receipt in respect of newly occupied business premises. / \_\_\_\_\_ /
- (b) A certificate from Income Tax Authorities showing acceptance or New address (in all cases) / \_\_\_\_\_ /
- (c) Existing Import registration certificate / \_\_\_\_\_ /
- (d) Written consent to change of address from all partners (in case of partnership firm only) / \_\_\_\_\_ /
- (e) No objection certificate from sponsoring authority Inspector of Factories (in case of Industrial firms only) / \_\_\_\_\_ /

Signature :

Designation :

Official Seal :

**APPENDIX-35**

(APPLICATION FOR REVALIDATION OF LICENSE/SUB AUTHORIZATION)

- 1. Name of License :
- 2. Full Postal Address :
- 3. Telegraphic Address :
- 4. Telephone Number (if any) :
- 5. Import Registration Number :
- 6. Status of License :
- 7. License/Sub Authorization Number :

(In the case of sub-authorization the PA no. And code no. mentioned there in should be stated)

- 8. Date of issue /registration /with the Bangladesh Bank and the no. allotted :
- 9. Last date of validity :

(In the case of sub-authorization the terminal date for contraction & delivery period should be stated)

- 10. Value of License :
- 11. Brief description of goods and I.T.C. Classification :
- 12. Date of placing order by the overseas suppliers :
- 13. Date of acceptance of order by the overseas suppliers :
- 14. Particulars of letter of credit opened :

S.L. Number	Name of the Bank	L/C Number	Date	Amount in USD
i				
ii				
iii				

- 15. Value of goods which have been shipped or which expected to be shipped within original period of validity :
- 16. Value of goods not likely to be shipped within the original validity of the license and for which revalidation is desired :
- 17. Date up to which revalidation is desired :
- 18. Reason for non-utilization of the license within the original period of validity and for applying for revalidation :

Signature.....

Date:

Name in block letter .....

Delete whichever is not applicable:

Status of Signature .....

Note: Answer to Nos. 12 to 18 should be supported by relevant documents in original.

Encl: