**EXPORT PROMOTION BUREAU**

Passport size

Photo

**TCB Bhaban, 1 Kawran Bazar**

**Dhaka.**

SL. No. EPB.

Application Form for participation in International Trade Fair/Single Country Exhibition

|  |  |
| --- | --- |
| 01. | Name of the Fair : |
| 02. | Name of the Company : |
| 03. | Full Address of the Company : (a) Office Address :  (b) Factory Address : |

|  |  |
| --- | --- |
| Phone No :  Mobile No : | Fax No : |
| E-mail : | Website : |

|  |  |
| --- | --- |
| 04. | ERC No. :  (Photocopy must be enclosed) |
| 05. | Year of Establishment :  (Copy of Trade License/ Memorandum and Article of Association must be enclosed ) |
| 06. | Please tick the box applicable : |

Partnership

Proprietorship

Limited Company

Others (Please specify) :

07. Please tick the box applicable

Manufacturer cum Exporter

Exporter

Trader

Manufacturer

Others (Please specify) :

08. Location of Production Unit :

09. Products, capacity, number of employees:

( Please enclose a separate sheet if required )

10. Products intended to be displayed in the Fair :

1. Person(s) nominated to attend the fair: (Attested copy of the Appointment letter must be attached and an undertaking must be given, duly signed by the participant and counter signed by the Managing Director/Chairman or Proprietor, of his coming back to Bangladesh on Tk. 150 Non Judicial stamp in case of employees).

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| **SL No.** | **Full Name (As per Passport)** | **Designation** |
| 1. |  |  |
| 2. |  |  |

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| --- | --- | --- | --- | --- | --- |
| **SL No.** | **Date of Birth** | **Place of Birth** | Age (on date of commencement of the fair) | | |
|  |  |  | **Y** | **M** | **D** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

12. Description of Passport ( Photocopy must be enclosed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL No.** |  | **Passport No.** | **Date of issue** | **Place of issue** | **Validity** |
| 1. |  |  |  |  |  |
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13. Name of country(s) previously visited by representative(s) of the Company (Visa Copy must be enclosed):

14. Export Performance during last three Fiscal Years (if any) to be substantiated by Proceeds Realization Certificate (PRC) from Bank.

Fiscal Years................

TK/US $

Fiscal Years................

TK/US $

Fiscal Years................

TK/US $

15. Name of Fair(s)/ Single Country Exhibition(s) arranged by EPB which were previously participated by the Applicants Company. Please attach an additional sheet and furnish information in the following format:

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| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Event** | **Country** | **Date** |
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16. Whether your Company has any Product Brochure/Catalogue/Publicity Materials.

Yes

No

Copy(s) may be enclosed if YES.

17. Required Number(s) of booth/booths

18. (i) All information must be completed in Block Letters in English.

1. Applicants will have to submit Draft/Pay Order for an amount of Tk................... (Government/Autonomous body is entitled to 50% discount regarding payment of participation fee).
2. Women Entrepreneurs Association is also entitle to 50% discount. Such enterprises have to submit Certificate from a Recognized Trade Body stating that the women enterprise is owned by women for availing such facility.
3. If, any selected company/firm does not attend the fair for whatsoever reason the participation fee will not be refunded.
4. Any other pertinent information may be annexed in a separate sheet.
5. All documents submitted along with Application must be attested by a class I Officer/Bank Officer.
6. Pay order/Bank Draft must be submitted in favor of Export Promotion Bureau, Dhaka.

19. Pay Order/Draft No. : Date:

Amount (TK) : Bank : Branch:

I/We declare that the above information furnished are correct. In case of any incorrect information EPB may cancel my application.

Company Stamp & Authorized Signature. Date :

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