



Foreign Exchange Investment Department  
Bangladesh Bank  
Head Office  
Dhaka  
[www.bb.org.bd](http://www.bb.org.bd)

FEID circular letter no. 06

Date: 17/10/2023

Head Offices/ Principal Offices of all  
Authorized Dealers in Bangladesh

Dear Sir,

**‘Guidelines for Granting Permission for Establishment of Foreign Commercial Offices in Bangladesh, Providing Recommendations of Visas and Issuing Work Permits to Foreign Workers, 2023’  
by Bangladesh Investment Development Authority (BIDA).**

Please refer to paragraph 3, chapter 17, Section II of the Guidelines for Foreign Exchange Transactions-2018 (GFET), Vol-1 and Guidelines issued by Bangladesh Investment Development Authority (BIDA) in 2011 for granting permission to establish/open branch, liaison, representative offices of foreign companies in Bangladesh & issue work permit against foreign national(s).

02. BIDA has amended/updated the ‘Guidelines 2011’ and accordingly issued Notification No: 03.219.344.00.00.1142.2019-849 as of May 29, 2023 concerning ‘Guidelines for Granting Permission for Establishment of Foreign Commercial Offices in Bangladesh, Providing Recommendations of Visas and Issuing Work Permits to Foreign Workers, 2023’. The said amended Guidelines has been posted on the web (<https://www.bida.gov.bd/storage/app/media/pdf/Guideline2023.pdf>) to ensure conversance and execution by all concerned stakeholders.

03. Please bring the instructions of this circular letter including contents of the Guidelines to the notice of all concerned.

Yours Faithfully,

(Husne Ara Shikha)

Director (FEID)

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