



# Bangladesh Chamber of Commerce & Industry in Japan

## Application Guidelines

### **1. Required documents as follows:** (Should be attached with the Application form)

- (I) Bank transfer receipt of membership fees (Copy). Bank transfer charges should be borne by the applicant.
- (II) Valid company registration certificate in original (Genzai Tohon), It should be updated for less than 90 days.
- (III) Tax return certificate of last financial year (Jigyo Nendo Bun No Kakutei Shinkoku Sho) by the Japanese Taxation Authority (Copy of first 1 page only). You may erase/ obliterate only your personal amount columns from the Jigyo Nendo Bun No Kakutei Shinkoku Sho.
- (IV) Certificate of Alien Registration (Copy both sides) or Valid Bangladeshi/ Japanese passport (in case of a Bangladeshi descendent), (Copy of first 4 pages)
- (V) Passport size photographs: 2 pieces (size 4.5cm x 4.5cm, taken within last 6 months).

### **2. Membership Fee:** JPY 20,000 (Twenty Thousand Yen), remitted through Bank Transfer in favor of BCCIJ, details as follows:

- (I) Admission Fee of General Members 10,000 Yen (Ten Thousand Yen) paid at the time of Membership entry.
- (II) Yearly Subscription Fee for General Members (Next One Year) JPY 10,000 (Ten Thousand Yen).
- (III) Regardless of Membership Entry date ,subscription amount 10,000 Yen to be paid for One full Financial Year period from 1st July to 30th June .

### **3. Bank details for remittance:**

MIZUHO BANK  
Shinbashi Chuo Branch  
Ordinary Account No.: 2091121  
Account holder: BCCIJ

### **4.** Please send to the application by post to the following address:

Bangladesh Chamber of Commerce and Industry in Japan (BCCIJ)  
4-15-16 Meguro, Meguro-Ku, Tokyo 153-0063

### **5.** 1st Membership Enrollment Application closing date: **15 June, 2008**

### **6.** Incomplete or incorrect Application will not be accepted.



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### **7. Criteria and Qualifications for the General Membership:**

(I) Any company registered in Japan within the framework of Japanese company registration law and already submitted at least one year tax return to the Japanese Taxation Authority can apply for a general membership.

(II) The President or the Managing Director or the CEO or the Director of the company must be Bangladeshi by birth or the Bangladesh origin of first generation or a Bangladeshi descendant.

**8.** The BCCIJ reserves the full right to approve or to expel a membership and can take any decision regarding the Membership as well as any other matters as per BCCIJ Constitution.

### **Facts and Details:**

(I) The member company will be issued one membership identity card in the name of the company and another identity card will be issued in the name of the President or the Managing Director or the CEO or he Director representing the company to BCCIJ. Once general membership is approved, representative of the company can be changed at the written request of the company.

(II) General Members will have the right of voting and contesting in the election becoming member of the sub committees and representing the chamber if authorized by BCCIJ.

(III) Membership is not transferable.

(IV) A company will be barred from General Membership if the President or the Managing Director or the CEO or the Director of the company is found to have criminal detention or conviction record by the court of law of Japan or Bangladesh.

(V) General membership will be approved only when above said terms & conditions are be fulfilled.