

**Application Form for SCB ERQ Account for Company**

Professionals involved in outsourced service exports, will be offered from Standard Chartered a bundle offer of a Taka Savings Account and an US Dollar ERQ (Exporter Retention Quota) account. Individuals, firms, and professionals involved in service exports in non-physical from such as outsourcing, BPO, business services, professional, research and advisory services etc.

**Checklist**

For ERQ Account company must submit the below documents:

Checklist:

- Duly filled up form
- Photocopy or scanned copy of updated Trade License
- Photocopy or scanned copy of NID and passport of Company owner
- 2 copies of passport size photo of Company owner
- Proof of outsource work and income
- BASIS service charge of Tk. 3,000.

**Section A: Information (for non BASIS members\*)**

<p>Name of the Applicant Company : _____</p> <p>Mailing address of the Applicant Company : _____</p> <p>Permanent address of the Applicant Company : _____</p>	
<p>Year of Establishment. : _____</p>	<p>Number of current employee: _____</p>
<p>Name of Representative: _____</p>	<p>Designation of Representative: _____</p>
<p>Email address: _____</p>	<p>Cell number: _____</p>
<p>Trade License Number: _____</p>	<p>Registration Number (RJSC): _____</p>
<p>Business Sector/ Expertise on : _____</p>	<p>Performing Offshore development for: _____</p>
<p>Major five domain in outsourcing</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>Major five exporting countries:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>

## Section B: Documentation and Instructions

**Application Submission Mode:** (you can submit the application through following process)

1. You can submit the hard copy application form along with the necessary documents and payment at BASIS office.
2. You can email us the form and necessary documents at **erq@basis.org.bd**
3. You can send us the form and necessary documents by courier.

**Mailing Address: BDBL Bhaban, 12 Kawran Bazar (5<sup>th</sup> floor-west), Dhaka-1215; Contact # 01191016000**

**Attachments Submitted:** (Please tick the submitted papers)

- Photocopy or scanned copy of updated Trade License
- Photocopy or scanned copy of NID/passport of Company owner
- 2 copies of passport size photo of Company owner
- Proof of outsource work and Income (work order, client testimonial, communication etc)
- BASIS service charge of Tk. 3,000.

**Payment:**

Please pay the service charge of Tk. 3,000 in any of the below methods:

- Bank Account deposit (please submit the original deposit slip to BASIS office or as attachment via email)  
Bank Name: UCBL, Kawranbazar Branch,  
Account Name: BASIS  
Account number: 0442301000000048
- bKash (please confirm us the transaction ID)  
BASIS bKash # 01798323118
- Cash (please pay the amount to BASIS accounts)

**Declaration:**

I confirm that the information provided above, and in any attachment, are correct and I understand that any false statement or information could result in my application being terminated.

Name: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

**\*Instructions:**

- BASIS members need only an application letter addressed to Executive Director, BASIS to apply.
- BASIS members need to submit the updated BASIS membership certificate with the application.
- Please provide valid email address..
- All documents will be mailed to your mailing address.
- It may take 1-3 months depending on the submission of the papers working days for application process.
- We cannot accept cheque payment at this time. Only Bank deposit, bkash and cash payment will be currently accepted.
- BASIS service charge is non-refundable

## Section C: For BASIS use only

**Submitted By:**

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**Received By:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Date: \_\_\_\_\_