

# Process of Obtaining Trade License from Dhaka North City Corporation (DNCC)

**Short Description:** Trade license is a mandatory document to start any business in Bangladesh, whether its for export or general business. An exporter must indicate in his trade license that he is an exporter.

**Legal Basis of the Certificate:**

**Responsible Agency:** Dhaka North City Corporation

**Applicability:** Anyone who wants to export from Bangladesh

**Time of Submission:** Before export

**Method of Submission:** Online

**Fee:** 1,000 BDT

**Processing Time:** 3 working days

**Validity:** 1 year

## Steps to get Trade License from Dhaka North City Corporation

**Step 1:** Login into the Dhaka North City Corporation's [E Revenue \(Holding Tax, Trade License, Hotel Tax, Market Salami, Wheel Tax\) Management](#) system.

\* A new user has to first register in the system after providing mail address and mobile number. In the registration process, an user have to set password for his account. His email address will be his user ID.

**Step 2:** Apply for new Trade License selecting "Trade license" option in left side menu bar of the system.

**Step 3:** Fill up the Application Form accordingly. An exporter must select "exporter" in the option "Business Type".

\* The mandatory filed of the Application Form are Name of Enterprise, Nature of Enterprise, Paid up Capital, Name of Applicant, Address of proposed Business, Starting Date of New Business.

**Step 4:** Print and submit the application Form with attached documents to City Corporation office

\* To print the application From, the applicant has to select "Search New Trade license" from left side menu bar. From there he can print the Application Form.

**Step 4:** Pay the required fee

\* After approval, the authority will send an email and message to the applicant for payment

**Step 5:** Receive Trade License

\* After payment, authority will send Trade License through post office/courier. The applicant can also print Trade License from his account.

**Required Documents:**

- Three copies of attached pictures
- Photocopy of National Identification Number (NID)
- No objection certificate for new enterprise
- Deed
- Challan of holding tax payment (If applicable)
- License from fire service and defense service

**Contact for Further Information**

Nagar Bhaban

Dhaka North City Corporation

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