

# Bangladesh Garment Manufacturers & Exporters Association (BGMEA)

BGMEA Complex, House # 7/7A, Block # H1, Sector # 17, Uttara, Dhaka – 1230

Circular No – BGA/Membership/2025/294

Date: 18 December 2025

## To The Associate Members of BGMEA

We hereby invite our valued Associate Members to renew their Certificate for the year 2026 by making payment of TK. 10,000/- (Ten Thousand) in favour of BGMEA through Pay Order/Bank Draft/Bank money receipt of BGMEA Bank Account. In this connection we like to mention that BGMEA provides the following services to its Associate Members:

1. Recommendation for visit visa for Associate Members travelling abroad to meet buyers or trade purpose and also for foreign buyers intending to visit Bangladesh for RMG trade.
2. Airport services by BGMEA Airport cell.
3. Recommendation for visit visa for participation in the International Fair.
4. BGMEA News Letters are supplied to the Associate Members.
5. Mailing address and other information of the Associate Members are yearly Published in the BGMEA Directory.
6. Recommendation letter to Police not to requisition Associate Member's Microbus/ Covered van etc.
7. ID card for the owners of Buying House/Liaison office who is registered as an Associate Member.
8. The Associate Member of BGMEA if they face trade related any problem with garment or organization or service holder they can complain in Arbitration section of BGMEA for legal demand.
9. Associate Members have the opportunity to ask for services from BGMEA on any other export related issues when required.

### **Required Documents for Renewal of Associate Membership (Buying House) Certificate:**

1. An application to Acting Secretary of BGMEA for Renewal of Buying House Membership Certificate.
2. Attached money receipt/ Pay Order of taka 10,000/- (Ten Thousand) with Application.
3. Photocopy of updated Trade License/ BIDA permission.
4. Photocopy of updated Income Tax certificate.
5. Photocopy of last year renewal of Buying House Membership Certificate.

### **Important Instactions:**

**BGMEA Associate Membership will not be renewed without online upload to the Membership Management System (MMS).**

Thanking you,

  
Major Md. Saiful Islam, PSC, CSCM (Retd)  
Acting Secretary

N.B: All photocopies must be attested by the authorized person of the company (Chairman/ Managing Director/Director/Managing Partner/ Partner/ Proprietor) for Associate membership renewal.