

## **Security Clearance**

According to Bangladesh investment development Authority (BIDA) guideline, 2011 foreign employees who are working in Bangladesh need to get security clearance from Ministry of Home Affairs. **SCO Wing** on behalf of **Special Branch** of Bangladesh Police does the Police Verification part of this Security Clearance.

**Required documents and checklist for Police Report for the purpose of Security Clearance are given below-**

### **Foreign employee who are working in the government project (Having A3/E visa)**

- 1 **Form-2** must be filled up by the applicant
- 2 Appointment letter
- 3 Work permit (if necessary).
- 4 Photocopy of passport and visa of the employee.
- 5 Visa recommendation letter.
- 6 Recommendation letter from the company.
- 7 TIN and Tax certificate of the employee.
- 8 TIN and Tax certificate of the company.
- 9 Permission letter for liaison or branch office.
- 10 Tax exemption letter (if applicable).
- 11 CV of the employee.
- 12 Contract paper.
- 13 Trade license.
- 14 NOC from the Previous Company (if applicable).

## **Foreign employee who are working in the Private sector**

1. **Form-2** must be filled up by the applicant
  2. Appointment letter
  3. Work permit.
  4. Visa recommendation letter from BEZA/BEPZA/BIDA.
  5. Recommendation from the company.
  6. TIN and Tax certificate of the employee.
  7. TIN and Tax certificate of the company.
  8. Photo copy of passport and visa of the employee.
  9. Permission letter for liaison or branch office.
  10. Tax exemption letter (if applicable).
  11. CV of the employee.
  12. Contract paper.
  13. Trade license.
  14. NOC from the Previous Company (if applicable).
  15. Cancellation of work permit.
  16. Memorandum of association (for PI visa).
  17. Encashment Certificate for PI visa.
  18. Environment certificate.
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## **Foreign employee who are working in the NGO,s and Projects**

1. **Form-2** must be filled up by the applicant
2. Appointment letter
3. Appointment certificate from NGO affairs bureau.
4. Project approval certificate.
5. Encashment Certificate.
6. Bio data/CV of the employee.
7. TIN of the applicant.
8. TIN of the NGO.
9. Approval certificate of the institution (NGO affairs Bureau).
10. Photocopy of passport bio-page and visa.
11. NOC (if applicable).
12. Recommendation from the institution.

## **Foreign employee who are working in missionaries** **(Having M visa).**

1. **Form-2** must be filled up by the applicant.
2. Appointment letter
3. Contract paper.
4. Appointment certificate from concern ministry (NOC).
5. CV of the Applicant.
6. Recommendation from the institution.
7. Previous security clearance.
8. Visa recommendation.
9. Permission letter of the institution.
10. Photo copy of passport and visa of the employee.

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