KHAN AKBER & CO.
ICAB Registered Chartered Accountants | Dhaka, Bangladesh | khanakber.com

Annual Compliance Checklist for Foreign Companies

Bangladesh | Private Limited, Subsidiary, Branch Office, Liaison Office | Financial Year: July to June

This checklist covers recurring compliance obligations for foreign-invested companies operating in Bangladesh. It applies to private limited companies, subsidiaries, branch offices, and liaison offices. Bangladesh follows a **July to June financial year**. Tax deadlines and advance payment dates are based on this. If your company uses a different fiscal year, your deadlines shift accordingly.

MONTHLY Due every month by the 15th

VAT return (if BIN registered)

- [ ] File Mushak 9.1 (VAT return) by 15th of the following month
  Covers all output VAT charged and input VAT claimed in the month. A nil return must be filed if there were no transactions.
- [ ] Pay any VAT due to NBR by the same 15th deadline
  Late payment attracts 2% per month interest on unpaid VAT.

TDS (Tax Deducted at Source) on salaries and vendor payments

- [ ] Deposit all TDS withheld during the month to NBR by 15th of following month
  Applies to: salary, contractor payments, rent, professional fees, interest, dividend. Rates vary by payment type.
- [ ] Maintain a monthly TDS register recording payee, payment amount, rate applied, and amount deducted

QUARTERLY Advance income tax installments

[ ]	**By 15 Sep**	1st installment *25% of estimated annual tax liability.*
[ ]	**By 15 Dec**	2nd installment *25% of estimated annual tax liability.*
[ ]	**By 15 Mar**	3rd installment *25% of estimated annual tax liability.*
[ ]	**By 15 Jun**	4th installment *25% of estimated annual tax liability.*

> **How advance tax works**
>
> Estimate your total income tax for the year. Pay 25% each quarter. Any shortfall versus actual tax due is settled with the annual tax return. Underpayment of advance tax can attract interest under Section 123 of the Income Tax Act 2023.

ANNUAL OBLIGATIONS In chronological order (July to June financial year)

July - September

[ ]	**By Aug**	Appoint external auditor for the year *The auditor must be an ICAB-registered chartered accountancy firm. Appointment is typically confirmed at the AGM or by board resolution.*
[ ]	**By 30 Sep**	Issue income tax certificates (Form 108) to all employees for the prior financial year *Employees need these to file their personal income tax returns.*
[ ]	**By Sep**	[BRANCH / LIAISON] File annual activities report with BIDA *Covers activities during the prior financial year. Liaison offices must demonstrate zero local revenue.*

October - November

☐	**By Oct-Nov**	Complete statutory audit for the financial year ended 30 June *The audit must be complete before filing the corporate income tax return. Audited accounts are required with the return.*
☐	**By Dec**	Hold Annual General Meeting (AGM) *First AGM: within 18 months of incorporation. Subsequent AGMs: within 9 months of financial year end. Adopts audited accounts.*

November - January

☐	**By 15 Jan**	File corporate income tax return with NBR *Documents required: audited financial statements, tax computation, advance tax payment receipts, VAT summary. File online at etaxnbr.gov.bd.*
☐	**By 15 Jan**	Pay any balance income tax due (after crediting advance tax paid)
☐	**21 days after AGM**	[PVT LTD / SUBSIDIARY] File annual return at RJSC *Due within 21 days of AGM. Documents: audited accounts, list of directors and shareholders, details of paid-up capital.*

Transfer pricing (if applicable)

- ☐ Prepare transfer pricing documentation for all related-party transactions
  Required if aggregate related-party transactions exceed BDT 30 million in the year. Documentation must be maintained and disclosed in the tax return.
- ☐ Disclose related-party transactions in the corporate tax return under Schedule XI

RENEWALS Track by entity-specific dates

Trade license (annual)

- ☐ Renew trade license with the relevant city corporation (DNCC or DSCC) before the expiry date
  Documents: prior year trade license, tax payment receipt, updated office lease if renewed. Late renewal results in penalty surcharges.

BIDA approval (every 3 years) — branch office and liaison office only

- ☐ Submit BIDA renewal application at least 3-6 months before the 3-year approval term expires
  Late BIDA renewal blocks foreign remittances from the parent company and prevents work permit renewals. Start the process early.
- ☐ Documents: updated parent company audited accounts for 2 years, board resolution authorizing renewal, report on activities during the approval period

BIDA work permits (1-2 year terms)

- ☐ Apply for each foreign employee work permit renewal at least 3 months before expiry
  Track individual expiry dates. A lapsed work permit means the employee is working illegally. BIDA penalties apply.

Fire license and other sector-specific licenses (annual or biennial)

- ☐ Renew fire license (required for all commercial premises) before expiry
- ☐ Check and renew any sector-specific licenses (environment clearance, DGDA, BTRC, BRTA, etc.) on their individual renewal dates

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Compliance calendar at a glance

Month	Obligation	Who it applies to
15th of every month	VAT return (Mushak 9.1)	BIN-registered companies
15th of every month	TDS deposit to NBR	All companies with staff or vendors
15 Sep / Dec / Mar / Jun	Advance income tax (quarterly)	All companies
By 30 Sep	Issue Form 108 tax certificates to employees	All companies with employees
Sept (approx.)	BIDA annual activities report	Branch office, liaison office
Oct - Nov	Complete statutory audit (for June year-end)	All companies
Within 9 months of year-end	Annual General Meeting (AGM)	Pvt ltd, subsidiary
15 January	**Corporate income tax return + balance tax payment**	**All companies**
21 days after AGM	Annual return at RJSC	Pvt ltd, subsidiary
Annual	Trade license renewal	All companies
Every 3 years	BIDA approval renewal	Branch office, liaison office

Penalties for missed deadlines

Corporate income tax return (late filing): 10% surcharge on tax assessed, plus 2% per month interest on unpaid tax.

VAT return (late filing): BDT 10,000 fixed penalty per late return, plus 2% per month on unpaid VAT.

TDS (failure to deduct or deposit): 50%-100% of tax not deducted, plus 2% per month interest.

Annual return at RJSC (late filing): BDT 5,000 plus BDT 1,000 per day of delay up to a maximum per year.

BIDA renewal (expired): Foreign remittances from parent company are blocked. Work permit renewals for foreign staff are refused.

Trade license (expired): City corporation may issue closure notice for continued operation without valid license.

Want a compliance calendar built for your company? Khan Akber & Co. manages the full compliance cycle for foreign-invested companies in Bangladesh: monthly VAT, quarterly advance tax, annual audit, corporate tax return, RJSC annual return, and BIDA renewals. We contact you before each deadline with what's needed. **khanakber.com/contact**

s checklist covers the standard compliance calendar for foreign-invested companies in Bangladesh. Individual deadlines may vary by company type, sector, or fiscal year. Verify with Khan Akber & Co. each ye