Probono

LEGAL TOOLKIT

How to Register as a Social Enterprise in Bangladesh

ACKNOWLEDGEMENTS

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ABBREVIATIONS

RJSC

Registrar of Joint Stock Companies and Form of Bangladesh

TIN

Taxpayer Identification Number

VAT

Value added tax

IRC

Import Registration Certificate

ERC

Export Registration Certificate

DSS

Department of Social Services

BARD

Bangladesh Academy for Rural Development

BRDB

Bangladesh Rural Development Board

BSBL

The Bangladesh Samabaya Bank Ltd [the central credit institution]

NSI

National Security Intelligence

NGOAB

NGO Affairs Bureau

SWD

Social Welfare Department

FD

Foreign Donations

DCC

Dhaka City Corporation

INTRODUCTION

Bangladesh is witnessing steady economic growth averaging 6% annual GDP growth alongside a decline in poverty, increase in employment, and improved access to education.^[1]To reach middle-income status, young entrepreneurs, innovators, and changemakers are moving away from traditional models of development and business and seeking solutions to the country's social and economic problems through social enterprises.

Social enterprises are businesses that work to achieve a social goal. Like any other business, they create jobs and generate income but instead of maximising profits for owners, surplus is reinvested into activities to support their social mission.^[2]

Social enterprise is a growing sector in Bangladesh and is making a significant impact in the country evidenced by the successes of two of the world's largest social enterprises, BRAC and Grameen.^[3] The launch of the Digital Bangladesh initiative of ICT4D (ICT for Development) has seen a rise in tech-based startups, social enterprises, and incubators and accelerator programs that seek to fund initiatives addressing both economic and social objectives.^[4] Through varied initiatives, social enterprises are creating jobs, empowering women, and creating more inclusive services across the country.

^[1] https://www.adb.org/news/features/bangladesh-challenges-and-opportunities-moving-upper-middle-income-status

^[2] https://www.britishcouncil.org.bd/en/about/press/social-enterprise-delivering-impact-across-bangladesh

^[3] The British Council, The State of Social Enterprise in Bangladesh, Ghana, India and Pakistan, p11, available at https://www.britishcouncil.org/sites/default/files/bc-report-ch2-bangladesh-digital_0.pdf

^[4] https://www.thedailystar.net/law-our-rights/law-vision/framing-social-enterprise-law-1419268

A study by the British Council shows that the social enterprise movement in Bangladesh is led by young people, with many of the leaders aged below 35.^[5] The study also found that the sector is set to develop with wide ranging growth plans such as expanding into new geographic locations, developing new products and services, investment in internal teams, and attracting new capital. Key constraint faced by social entrepreneurs include lack of technical expertise and access to debt finance and lack of access to support and advisory services. This is compounded by the fact that there is currently no legal framework that defines or outlines the scope of social enterprises that encapsulate the dual goals of purpose and profit.^[6]

In Bangladesh, a social enterprise can take a number of names and forms, and operate under numerous legal entities. Therefore deciding the preferred vehicle for a social enterprise and completing the necessary legal procedures can be confusing. This document serves as a Legal Toolkit for social entrepreneurs to guide them through the legal and technical process of establishing a social enterprise, so that they can understand the options, get the right paperwork together, and begin their entrepreneurial journey.^[7]

^[5] The British Council, The State of Social Enterprise in Bangladesh, Ghana, India and Pakistan, p11, available at https://www.britishcouncil.org/sites/default/files/bc-report-ch2-bangladesh-digital_0.pdf

^[6] https://www.thedailystar.net/law-our-rights/law-vision/framing-social-enterprise-law-1419268

^[7] Please Note: This Toolkit is not a substitute for appropriate legal advice

ABOUT Probono

iProbono is a global legal organisation which gives a voice to vulnerable and marginalised populations - enabling them to access justice, to participate in society and access basic services. Our vision is a just society that understands and values the voices of all, especially those on the margins. Our mission is to protect the most vulnerable and to secure equal access to justice and opportunity for all, not just those who can afford it.

Our work in South Asia over the past seven years has shown that there is a 'two-tier' justice system, open to those who can afford it, but closed and remote for the poorest and most in need of its protection. We believe a justice system must be accessible to all, not just for the benefit of the rich or mainstream society. The iProbono model works because it recognises and facilitates the shared civic responsibility that the private sector has to the community.

As a corollary, we work towards social change by supporting access to justice in three ways:

- We strengthen the hand of civil society organisations advocating with and for the vulnerable and the marginalised through holistic legal support.
- We support the beneficiaries of our partner organisations and represent the poor and the vulnerable, in upholding their basic rights.
- We promote active citizenship and public support for the poor and disenfranchised by bridging the gap between community organisations and the private sector to highlight injustice, protect civil liberties, entrench human rights and end discrimination.

Organisations with a social mission who are in need of legal assistance can reach out to iProbono at www.i-probono.com

How can this Legal Toolkit help you?

Are you passionate about creating change in Bangladesh? Are you trying to break free from the traditional structures of development? Are you a practical changemaker? Do you have a business solution to a social problem? If you are looking solve problems while also growing sustainable financial model, then you are a social entrepreneur.

This Legal Toolkit will assist new social entrepreneurs to navigate the registration process. Registration can be a lengthy and difficult battle which will come with a lot of responsibility. Once completed, you will have reporting obligations and will need to keep detailed financial records, provide an audit of accounts to the tax office, and set up an office space. You might hesitate about registration considering the difficulty and time involved but registering your social enterprise will allow you to safeguard yourself and open the door for many other benefits:

- Your legal status will lend credibility to your work, establish trust, and enable you to interact at an official level among donors and other organisations
- You can open a bank account in the name of the organisation
- You can sign contracts in the name of the organisations
- You will qualify for financial assistance from government agencies and local, national, and international donors
- You will be entitled to guidance and support from relevant registration authorities

A STEP BY STEP GUIDE FOR NEW SOCIAL ENTREPRENEURS

REGISTERING A SOCIAL ENTERPRISE

STEP 1

Depending on the overall objective of your mission, you could operate as a Social business or Charitable organisation.

STEP 2

Explore the options and learn more about the benefits, limitations, governing bodies and legal obligations.

STEP 3

Once you have decided what kind of organisation you would like to operate as, you need to gather the necessary documents.

STEP 4

File your documents with the relevant governing body for registration. Make sure to check when a document requires renewal.

STEP 1: Decide what type of organisation you want to operate as

SOCIAL BUSINESS

A social business pursues both social impact as well as profit. They aim to be self-sustainable by providing goods or services while still achieving a social goal.

Example: In partnership with Yakult, Grameen Danone Foods was founded in 2006 to fight malnutrition with nutrient enriched yoghurt at an affordable price which even the poorest can afford. The milk for the yoghurt is purchased from micro-farmers and has created about 1,600 jobs within a 30km radius around the processing plant. Additionally the plant uses solar energy to heat up water that is used in the process and the yoghurt is packaged in biodegradable material.

Benefits: You would be less reliant on donor funds because it creates mechanisms that are meant to be self-sustaining

Limitations: Your income, even if used for charitable purposes, will not be exempt from tax

Options for Social business

- Sole proprietorship
- Partnership
- Private Limited Company
- Public limited company's
- Cooperative Society
- Trust

CHARITABLE ORGANISATION

A charitable organisation exclusively works for religious, scientific, literary, cultural, educational or other purposes or to foster human development through charity.

Example: The Acid Survivors Foundation is an NGO that works to raise awareness and prevent acid attacks in Bangladesh. It also provides survivors with medical and legal aid.

Benefits: You could enjoy significant tax income tax exemptions

Limitations: You could be perpetually dependent on donations

Options for charitable organisation

- Not for profit
- Society
- Social voluntary organisations
- NGOs

STEP 2: Consider the different options you have for registering as an entity

SOLE PROPRIETORSHIP

Sole proprietorship is the simplest business structure, suitable for very small single-owner businesses. This registration is for obtaining a trade licence required for calculating tax payment to the government.

Example: Small businesses, such as a store or an IT consultation service or art studio

PROS

- Individual tax submissions with no audit requirement
- Easy to start as the starting costs are low
- Enjoy full freedom in taking risks and other decisions as the owner has full right to control
- Easy to close down
- Has minimum legal restrictions

CONS

- Since it is not a legal entity, it is not distinct from the owner. Therefore the business owner is personally accountable for all liabilities incurred during the course of the business
- Personal assets are not protected from business risks
- It cannot register another business
- Renewed annually and it attracts government fees depending on the nature and type of business
- No corporate tax benefits or incentives

- Capital is limited to profits made from the business and owner's personal finances, making it hard to expand
- No perpetual succession like a company. However, after the death of the owner, a successor may continue the business in the same name as inheritance property
- Not the most appropriate form for serious business activities aiming to draw a large customer pool
- Sale/transfer of business can be done only by the sale of business assets
- In case of insolvency, the creditors may seize all the assets of the business along with any other business owned by the proprietor, including private home, possessions, etc. Exceptions are prescribed in the bankruptcy law
- Not possible for foreigners

The governing laws and bodies you are accountable to

- Under laws of municipality for commercial trade license
- Regulated by local government (city corporation/ Union Porishod/ Pouroshova)
- The Bankruptcy Act 1997

- Application form
- National ID showing the age of 18 or more years
- A local address as the business address
- Rent receipt or proof of ownership
- Passport size photo
- Declaration on non judicial stamp paper and other documents
- Trade licence (renewed annually)
- Document describing principal business activities

PARTNERSHIP

A Partnership is a business organisation between two and up to twenty people created through voluntary agreements with the intent of making and sharing

PROS

- All partners contribute capital and share equal responsibility for risks and business debts
- Registration not compulsory but registration enables a firm to enjoy some rights and responsibilities
- Both natural persons and companies can be partners
- · No directors or shareholders needed
- With agreement of partners, minors can be admitted into existing partnerships for profit sharing

CONS

- Cannot exceed 20 members
- Each partner's liabilities are connected
- Each partner is taxed individually so profits are treated as part of each partners' personal income therefore are taxed at personal income tax rates
- One partner can sue the firm or other partners for breach of Partnership contract or law (only if it is registered)

The governing laws and bodies you are accountable to

- Partnership Act, 1932 and the Contract Act 1872
- Governed by Registrar of Joint Stock Companies and Form of Bangladesh (RJSC)

- Proposed partnership name
- Address for partnership
- Partnership agreement notarised and stamped

- Form 1 and fee of 10 taka
- Details of the partners
- Residential address of the partners
- Details of the registered address of the partnership
- Percentage of the share of profit for each partner
- After the partnership deed is registered you will need:
 - Trade Licence in the name of the firm
 - TIN
 - Bank account
 - VAT
 - IRC/ERC

PRIVATE LIMITED COMPANY

A Private Limited Company is suitable for any type of business regardless of its size and nature. There needs to be at least 2 directors who must hold qualifying shares.

Examples: G4S Secure Solution Bangladesh (Pvt.) Ltd., Sheltech (Pvt.) Ltd.

PROS

- As a separate legal entity, it offers limited liability and legal protection for its shareholders
- Shareholders are responsible for its debts to the extent of the amount of capital they invested
- It has uninterrupted existence and will continue to exist after the death of founding members until it is legally dissolved
- The liability of the members in respect of the company's debts is limited, meaning the members of a company is liable only to the extent of the face value of shares taken up by them
- Shares are transferable by a shareholder to any other person
- Can acquire, own, enjoy and alienate, property in its own name
- Can sue and also be sued in its own name
- Can borrow from the members of public
- Banks and other financial institutions prefer companies for loan sanctioning
- Owners are not required to be physically present while incorporating the company
- There are no restrictions in issuing work permits to project related foreign nationals and employees
- No certificate for commencement of business necessary

CONS

- Registration is compulsory
- Multiple compliance obligations after incorporation: hold board meetings, general meetings, get the accounts audited, maintain statutory register and file annual return, comply with tax and labour laws

- It requires a minimum of two persons to act as directors and shareholders.

 All major decisions must be taken with the consent of two people
- In some cases, personal liability occur
- The winding up procedure is complicated

The governing laws and bodies you are accountable to

- The private limited companies rules and regulations are defined in the company's bylaws governed by the Companies Act, 1994., Foreign Private Investment Act of 1980
- RJSC
- For information on necessary fees and other FAQs click here

- Name Clearance certificate and 600 taka fee
- Memorandum & Articles of Association, original + 2 copies and necessary fees
- Filled in Form I: Declaration on Registration of Company [Section 25]
- Filled in Form VI: Notice of Situation of Registered Office and of Any Change therein [Section 77]
- Filled in Form IX: Consent of Director to act [Section 92]
- Filled in Form X: List of Persons Consenting to be Directors [Section 92]
- Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115]
- After the incorporation of the company, you need:
 - Trade license in name of company (confirm rent receipt for this purpose)
 - TIN
 - Bank account
 - VAT
 - Share certificate for shareholders
 - Registry for shareholders, shares and directors
 - Import/export registration certificate (if applicable)
 - Different licenses from authorities and membership of the trade body

PUBLIC LIMITED COMPANY

A Public limited company's securities are traded on a stock exchange and can be bought and sold by anyone.

Examples: Holcim Cement Bangladesh Ltd, Glaxo SmithKline Bangladesh Ltd

PROS

- Lower amount of risk due to large number of shareholders
- Ensures better promotion
- Raising capital is easier through public subscription and stock market
- No maximum member number

CONS

- Certificate for commencement of business is a must
- Managerial remuneration cannot exceed specific percentage
- Issuing of prospectus in mandatory
- Selling shares to the public
- Less privacy rights as it must publish extensive quarterly and annual reports about business operations, financial position, compensation of directors and officers and other internal matters
- Bears a lot of responsibility towards the shareholders
- Company and its directors may be sued for any violation or breach
- In case of solvency, all the company assets are liquidated and the creditors are paid on a pro rata basis

The governing laws and bodies you are accountable to

- The private limited companies rules and regulations are defined in the company's bylaws governed by the Companies Act, 1994., Foreign Private Investment Act of 1980
- RJSC

- Memorandum & Articles of Association, original + 2 copies
- Filled in Form I: Declaration on Registration of Company [Section 25]
- Filled in Form VI: Notice of situation of Registered Office and of any change therein [Section 77]
- Filled in Form IX: Consents of Directors to Act [Section 92]
- Filled in Form X: List of Persons Consenting to be Directors [Section 92]
- Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any Change therein [Section 115]
- Filled in Form XIV: Declaration before Commencing Business in case of Company Filing Statement in lieu of Prospectus [Section 150]
- Filled in Form XI (if necessary): Agreement to Take Qualification Shares in Proposed Company [Section 92]
- Evidence of Name Clearance

COOPERATIVE SOCIETY

A Cooperative Society is a voluntary association of people formed to achieve common economic or social needs. It is directed and controlled by the members itself. As per the law, it is the purposes for which the cooperative society is registered. It might for cultivation, culturing fish, doing business, etc.

Example: Hope Worldwide Bangladesh

PROS

- Minimum ten (10) members
- Voluntary and open membership
- Can act as a microfinance group
- Can be an association of people based upon their profession e.g. fishermen, shop owners

CONS

• If the nature of the purposes requires certificate/approval from another government agencies then separate certificates need to be attained

The governing laws and bodies you are accountable to

- The Cooperative Societies Act 2001
- The Cooperative Societies Rules 2004
- The Cooperative Societies Policy 2014
- Department of Cooperatives
- Bangladesh Academy for Rural Development (BARD)
- Bangladesh Rural Development Board (BRDB)
- The Bangladesh Samabaya Bank Ltd (BSBL) [the central credit institution]

Required documents

- For primary co-op: Filled in Form I
- For national co-op: Filled in Form II
- Commitment paper (stamp paper)
- Certificate from UCCO
- Accounts certificate
- 3 copies of COOP society's proposed by-laws
- The following documents must be kept:
 - Member register
 - Share register
 - Deposit register (if applicable)
 - Loan register (if applicable)
 - Management committee and general committee registers
 - Cash/book registers
 - Any other books required by law

Note: Forms must be accompanied with a treasury chalan

TRUST

A Trust is a firm or an organisation that is characterised by its trustees who carry out fiduciary and administrative duties. It is responsible for the management of a grantor or asset.

Example: Kumudini Welfare Trust

PROS

- A trustee can be remunerated if it is clearly mentioned in the trust deed
- It affords relatively greater flexibility in terms of status, registration and management
- If there exists any legal clear purpose, then any person (natural/legal) can form trust through incorporating a trust deed- so trust may be created for charity or social business
- There are no requirements for permission from any authority for creating a trust, except registering the trust deed with the Sub registry office

CONS

- Profit cannot be distributed among the board members as dividends. Trust and Profits must be spent on the fulfilment of objectives and not to be used as dividends
- Fundraising and using foreign donations must obtain approval, known as FD Registration, from the NGO Affairs Bureau (NGOAB)
- The trustee is the legal owner of property and personally liable for breach of trust; A trustee is bound to maintain clear accounts of the trust property

The governing laws and bodies you are accountable to

- The Trust Act, 1882
- No concerned authority

- Deed of Trust duly stamped including the intention of the author, the purpose, the beneficiary, particulars of the trustees and the beneficiaries, and the trust property
- Registration of trust deed if trust property is immovable
- Transfer of trust property to the trustee

NOT FOR PROFIT

An association established for a charitable purpose such as the promotion of commerce, art, science, religion, charity or any other useful objects. The management of a non-profit company rests on the Board of Directors. There must be minimum 2 shareholders in case of private limited company.

Example: Public arts organisations, trade unions and charitable organisations

PROS

- Enjoys all the benefits of a limited company, but is not required to use the word "limited" in its name
- Can have bank account, can sue and be sued in its name

CONS

- Mandatory annual reports
- Foreigners, non-citizens, and minors prohibited from serving as founders
- Registration with RJSC as a non-profit company is subject to prior approval of the commerce secretary
- Seeking to receive or use foreign donations must obtain approval, known as FD Registration, from the NGOAB
- Extensive bookkeeping, audit, report-filing requirements

The governing laws and bodies you are accountable to

 Incorporated as a company under section 28 of the Companies Act with RJSC

- Name clearance
- Memorandum of Association
- Article of Association
- Might require police clearance and further documentations as required based on the purpose of association

SOCIETY

A charitable/non-profit (for the promotion of literature, science, or the fine arts, or for the diffusion of useful knowledge, the diffusion of political education); A society needs more than 7 founding / EC members. There must be at least three times the number of members in the Executive Committee (EC)

PROS

 By subscribing their names to a memorandum of association and filing the same with the Registrar of Joint-stock Companies, a group can form themselves into a society

CONS

- Permission for receiving or using foreign donations, known as FD Registration, must be obtained from the NGOAB
- May be dissolved by vote of three-fifths of the member (if government involved with the permission of the government)
- Annual return must be submitted to RJSC

The governing laws and bodies you are accountable to

- Societies Registration Act, 1860
- RJSC
- Department of Social Services (DSS) under Ministry of Social Welfare

- Name clearance
- Memorandum of Association
- Article of Association
- Police clearance certificate by NSI

SOCIAL VOLUNTARY ORGANISATIONS

Social voluntary organisations work for the welfare of disenfranchised and marginalised people in society.

Example: Volunteer for Bangladesh

PROS

 Activities can include entertainment, protection, social education, training, coordinating with other social welfare organisations

CONS

- Is small by nature and operates locally with funds mobilised from local donations and government grants
- If donations are received from external sources, then it needs prior registration with the NGOAB
- SWD has the right to suspend or dissolve an organisation if it is involved in unlawful activities
- Not applicable to the promotional of art, science, culture, environment

The governing laws and bodies you are accountable to

- The Voluntary Social Welfare Agencies (Registration and Control) Ordinance,
 1961
- SWD under ministry of social welfare

- Application
- Constitution of the organisation
- Details of members/executive committee

NON GOVERNMENT ORGANISATIONS

NGOs operate independently of any government, and works to address a social or political issue.

Example: Dushtho Shastho Kendra

PROS

- Eligible to receive foreign funds/donations
- No limitations on activities for social progress

CONS

 Sole Proprietorship, Partnerships, Private Limited companies and similar business entities are not eligible for NGO accreditation

The governing laws and bodies you are accountable to

- Bangladesh NGO Affairs Bureau
- Ministry of Social-Welfare
- Ministry of Home Affairs
- Foreign Donations (Voluntary Activities) regulations Act 2016

- Registration of the organisation with NGOAB
- FD1 Form (9 copies)
- List of Executive Committee in prescribed form (6 copies)
- Constitution
- Plan of Operation (6 copies)
- Activity Report (6 copies)
- Minutes of General meeting for setting up executive committee (6 copies)
- Attested Passport size photos & copies of national ids of EC members (6 copies)
- List of general members (9 copies)
- Acknowledgment letter
- Letter of intent from Donor organisation (6 copies)
- Copy of Treasury Challan equivalent to 50,000 taka for national NGOs, and 9000 USD for IOs
- Copy of 15% VAT paid upon Challan paid to the Treasury (Original + 2 copies)

STEP 3: Get your paperwork together

Name clearance

You can apply for name clearance here

Registrar of Joint Stock Companies (RJSC) Forms

You can find the necessary RJSC forms here

Memorandum of Association

A lawyer could help you draft this. You can also look for a sample from the Ministry website

Articles of Association

A lawyer could help you draft this or you can look up a sample at the Ministry website

Stamp declaration

This document describes the amount of stamp duty for various documents. Payment can be made to the designated bank accounts of the Treasury. You can learn more about it here

TIN

You can get a TIN online free of cost here

Trade licence

Companies may obtain a trade license from the City Corporation. The trade license application must be accompanied by the following documents:

- A certified copy of the company's articles and memorandum of association
- A copy of the certificate of incorporation
- The company's statement of bank solvency
- The company's tax identification number certificate
- A copy of the rent agreement for the company's office
- Three copies of photograph
- Particulars of the person in charge of the main corporate functions

Find the forms here

- Make sure to procure the form from the right office. If you are a commercial firm, then you will need the 'K' Form, and if manufacturing, then you will get the 'I' Form Note that you MUST get the form from the proper Zonal Office
- Get the completed form certified by the Local Ward Commissioner
- Collect License Book with tk.50 (subject to change) and submit application with supporting documentation to the DCCS zonal office

STEP 4: File your documents with the relevant governing body (stated above) for registration.

Make sure to check when a document requires renewal

CASE STUDIES FROM BANGLADESH

In some cases, you may be an existing organisation that wants to expand your activities. For example, you could be a for-profit company looking to open a charitable initiative, or a non-profit organisation planning to start profit making activities to become financial sustainable. The examples below showcase organisations supported by iProbono lawyers to expand beyond their original activities.



Basha Enterprises trains women who were previously sex workers or victims of trafficking to produce jewelry, kantha throws, and blankets for export around the world. Originally registered as a limited company, Basha identified more areas of vulnerability, addressing which required additional services. They then registered a non-profit called 'Friends of Basha' to work alongside their social enterprise and help them combat trafficking and address additional needs of the women working for them. Friends of Basha runs a growing training and transition program in Tangail. It also runs a home for homeless young girls to ensure they are safe, well cared for, and receive the education that they deserve to build their futures. Other activities undertaken by Friends of Basha include finding ways to support girls who have been repatriated after being trafficked abroad, looking at additional ways to provide trauma counseling and services to those who need it and, funding food for children in Basha's daycare to address malnutrition.



Originally a non profit organisation, Light of Hope provides digital learning facilities such as laptops, projectors, audio visual e-learning materials to schools which lack resources and facilities or those which are operating in very remote areas using solar panels. They also create learning materials for children, enable schools to develop affordable resources, and train teachers to build their capacity for using new models in teaching. Seeing that available funds for education from donors were shrinking they leveraged their expertise in creating innovative education products and designing sustainable projects to evolve from a charity to a social enterprise. They registered as a company, enabling them to raise investments, apply for bank loans, and open up new possibilities that were otherwise limited under their status as a non profit.

CONTACT US

Please Note: This Toolkit is not a substitute for appropriate legal advice.

iProbono can connect you with legal experts who can provide pro bono support.

To learn more, visit www.i-probono.com

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