NAME CLEARANCE
1. NAME CLEARANCE

a) Search Entity Names

For registration of an entity, you will propose such name that is not similar to any name registered or under the process of registration. To check online whether a name is free to use, please follow the top-down guidelines hereinafter:

i. Click “Search Entity Names” under General broad heading in the home page of RJSC website:

You will see the ‘Search Entity Name’:

[Image of RJSC website]

Notice
1. Demand Notice
2. Draft Memorandum of Different Types
3. Step By Step Returns Filing Process
4. Visitors’ Entrance Notice
5. Special Announcement
6. New Registration Process

Current News
1. Online Return Filing Starts on 15 Oct
2. 24 Hour Company Registration Service available
Search Entity Name

Use this page to see whether a proposed name of your new entity resembles to the already registered or booked entity names. Proposed name(s) that resembles with the registered or booked names may not the cleared for registration.

Entity Type: 
Entity Name: 
Search Criteria: With all words

Search Print Preview

Apply for Name Clearance

ii. To see the entity type list, click the drop-down arrow button at the right of Entity Type option, and you will see the entity options:
Entity Types

Search Entity Name

Use this page to see whether a proposed name of your new entity resembles to the already registered or booked entity names. Proposed name(s) that resembles with the registered or booked names may not the cleared for registration.

Entity Type:  
Entity Name:  
Search Criteria:

iii. Now select your entity type by clicking the applicable one from the drop-down list  
iv. Next write the name you intend to register at text box right of Entity Name  
v. Finally click the Search button. You will see a match report.

Please note that

The search result is dynamic and therefore may change with time
After choosing name through name search, you may proceed for Name Clearance Application.
b) Name Clearance Application

To apply online, you have to sign in first. To sign in, please follow the top-down guidelines below:

i. Click **Apply for Name Clearance** link at the bottom of the **Search Entity Name** page or click **Apply for Name Clearance** option under the **Pre-Registration Activities** broad heading of the Home Page. You will see the **User Sign In** page

![User Sign In](image)

ii. Provide **User Name & Password** and click the **Log In** button. If you do not have a user account, please **Create an Account** first and then sign in.

You will see the **Name Clearance Application** Page.
Office of the Registrar of Joint Stock Companies and Firms

Name Clearance Application

To,
The Registrar,
Joint Stock Companies & Firms,
TCB Bhaban (6th Floor), 1, Kawran Bazar, Dhaka - 1215.

Sub.: Clearance of Name for formation of a new *

Dear Sir,

I have gone through the conditions of name clearance and in full agreement with those conditions, I, the undersigned, on behalf of the promoters request to examine and clear one of the names specified hereunder in order of priority for registration.

Sl. | Entity Name
---|-----------------
1  | [Blank]

Thanking you and with best regards,

Yours Sincerely,

Name:* Shuvo Ahmed
Position:* [Select...]
E-mail: [Select...]
Address:* 622. Baromoghazan, Dhaka.

* Required information for complete submission

Design & Development: Development Design Consultants Ltd.
Please follow the top-down guidelines hereinafter for preparing the prescribed **Name Clearance Application**:

i. Select the applicable RJSC Office by clicking the appropriate one from the drop-down list at the right of **RJSC Office** option. The options are -

- Dhaka
- Chittagong
- Khulna
- Rajshahi

Click the 'Help' button to see the list of administrative districts under the jurisdiction of each RJSC Office. The administrative district of your proposed entity location must be under the jurisdiction of the RJSC Office you select.

ii. Similarly select your entity type by clicking the drop-down box at the right of **Sub**: label. The values are -

- Company
- Trade Organization
- Society

iii. Enter the proposed name of your entity under **Entity Name** heading in the prescribed table.

Enter at the bottom of the application, your (applicant’s) full name in the **Name** text box, your position (in the proposed entity, if not a Legal Representative) by clicking the drop-down box at the right of the **Position** option and your full address in **Address** text box. Write your organization name in the text box that adds in, if your position is a Legal Representative.

Click **Next** button to complete the submission.

You see the **Submission Details** page.
d) Submission Details

Submission Details

You have successfully submitted your application online. An email notification has been sent to you. Your submission references are as under.

Submission No.: 2011154306  
Submission For: Name Clearance  
Entity Type: Company

<table>
<thead>
<tr>
<th>Submission of Documents</th>
<th>Submission Status</th>
<th>Print Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Clearance Application</td>
<td>✓</td>
<td>✗</td>
</tr>
</tbody>
</table>

Note: You are to submit pending (✗) documents, duly signed where applicable, to RJSC counter.

i. Click the print icon(s) under the **Print Preview** to preview and print the documents submitted online and make sure pay the application fee within 72 hours of submission.

ii. Click the [Continue] button and you will see the **Acknowledgement** page with bank slip print the acknowledgement and pay the application fee at BRAC BANK using bank slip.
e) Submission and Payment Reference

Congratulations! You have successfully completed the online submission of NC Application.
Please retain this submission reference for future reference.
You can Edit your submission (if you so decide).
Click Back to Home to go the home page.

f) Edit
For editing please follow the guidelines hereinafter:

i. Click the ‘View/Edit Name Clearance Application’ option under Pre-Registration Activities of home page.

ii. As prompted, enter your submission number and you will be given the option for editing.

iii. After submitting the NC application, you can Print your submitted documents.
Print Documents

To print your submitted NC application documents please follow the guidelines hereinafter:

i. Click the *Print Name Clearance Documents* option under *Pre-Registration Activities* of the home page.

ii. As prompted, enter submission number and you will be given the option for printing.
h) Time Extension Application

After getting clearance on one of the proposed names, you can apply online for time extension of the cleared name and follow the guidelines hereinafter.

i. Click **Apply for Time Extension** option under the *Pre-Registration Activities* broad heading of the Home Page.

You will see the **Name Clearance Validation** Page.

![Name Clearance Validation Page](image)

ii. Enter your name clearance submission number and clearance letter memo number at the **Name Clearance Submission No.** and **Name Clearance Letter Memo No.** text box.

iii. Click the **Next** button and you will see an Application for Name Clearance Time Extension page.
Application Status: Submitted
Last saving date and time: 02-jun-2011 05:59:18 PM
* Required information for complete submission

Application for Name Clearance Time Extension

To,
The Registrar,
Joint Stock Companies & Firms,
24-25, Dilkusha C/A,
Dhaka- 1000,
Bangladesh.

Sub: Application for 30 days extension of time for registration of the cleared name.

Dear Sir,

I, the undersigned, on behalf of the promoters request to extend the time for registration of the cleared name stated below.

Cleared Name: SOORTY TEXTILES (BD) LTD.
Clearance Letter No.: 201132301
Issue Date: 23/MAY/2011

Thanking you and with best regards.

Yours Sincerely,

Name * Md. Rejwanul Haq
Position * Chairman
Address *

Submit
iv. At the bottom of the application, enter your (the applicant's) full name in the Name text box and select your position by clicking the drop-down box at the right of the Position option.

v. Next write your full address in the Address text box and select the applicable district (relevant to your address) by clicking the district drop-down box at the right of District option.

vi. Then click theSubmitbutton to submit the time extension application; and you will see the Submission Details page;
i) Submission Details (Time Extension Application)

**Submission Details**

You have successfully submitted your application online. An email notification has been sent to you. Your submission references are as under:

- Submission No.: 20073590
- Submission For: Time Extension
- Entity Type: Company

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</tbody>
</table>

**Note:** You are to submit pending (✗) documents, duly signed where applicable, to ROJC counter.

Click the print icon(s) under the Print Preview to preview the documents submitted online and make sure to submit them and pay the application fee within 72 hours of submission.

ii. Click the Continue button and you will see the Acknowledgement page.
j) Submission and Payment Reference (NC Time Extension)

Congratulations! You have successfully completed the online submission of NC Time Extension Application.

Please retain this submission reference for future reference.

Click Back to Home to go the home page.
J) Edit NC Time Extension Application

To edit NC time extension application proceeds as under:

i. Click the ‘View/Edit Time Extension Application’ option under Pre-Registration Activities of home page.

ii. Enter Time Extension Submission Number and click the Continue button. You will see the Application for Time Extension page.

iii. Edit information and click the Submit button to update the time extension application.
K) Print Time Extension Documents

For printing, please follow the guidelines hereinafter:

i. Click the ‘Print Time Extension Documents’ option under Pre-Registration Activities of home page.

ii. As prompted, enter time extension submission number and you will be given the option for printing.