

# Real Estate and Housing Association of Bangladesh (REHAB)

## Requirements for New Membership

### [A] . Eligibility: At a glance

01. All corporate bodies, registered as Limited Company, engaged in Real Estate Business.
02. The applicant company must have undertaken construction work of at least one project after getting approval from concerned authority and has made significant progress.
03. The applicant company (for land developers only) must have land purchase deed and documents of minimum 6.5 bighas.
04. The applicant company must have a presentable office and sufficient manpower. The office must be an independent one and must have Signboard / Nameplate or Display board clearly visible.
05. The paid-up Capital of an applicant company must be at-least Tk. 1 (One) Core whether engaged in the Building Development Or in Land Development (Schedule-X, U/S 36 of Company Act, 1994).

### [B] Process of induction of a New Member of REHAB:

01. A letter of introduction expressing Interest to become a member of REHAB.  
(Addressed to REHAB President in applicant's letter head)
02. (i) Submission of a Membership Application Form with Declaration & Certification.  
(duly filled in, signed and sealed)  
  
(ii) Submission of a Nomination Form.  
(duly filled in, signed and sealed)

### 03. Submission of following deeds and documents

- (i) Certified copy of Memorandum & Articles of Association.  
(of the applicant company, Registrar of Joint Stock Companies & Firms BD)
- (ii) Certificate of Incorporation.  
(of the applicant company, duly attested by the Managing Director)
- (iii) Income Tax Certificate/ আয়কর প্রত্যয়ন পত্র।  
(of the last assessment year, duly attested by the Managing Director)
- (iv) Value Added Tax (VAT) Registration Certificate.  
(duly attested by the Managing Director)
- (v) Trade License.  
(current, duly attested by Managing Director)

- (vi) Annual summary of Share Capital & List of Shareholders Directors (Last submitted Schedule – X & XII : if needed)  
(of Chairman, Vice Chairman, Managing Director, Directors, REHAB representative's, duly attested by Managing Director)
- (vii) List of Other Companies.  
(in which Chairman, Vice Chairman, Managing Director & other Directors have shareholdings, duly attested by Managing Director)
- (viii) Photograph & Bio-data of a Shareholder-Director Representing the Company.  
(3 copies photo, bio-data in letter head)
- (ix) List of Completed and On-going Projects.  
(With all deeds including deed of agreement, power of attorney & project details)
- (x) Plan (s) approved by RAJUK, CDA, KDA or any other authority concerned in respect of plots of land developed or being developed by building developer.  
(for building developers)
- (xi) List of employees with their designations.  
(in letter head duly attested by Chairman/Managing Director)
- (xii) Project Brochure (s).  
(Printed at a printing press with RAJUK/CDA/KDA, etc. approval number)
- (xiii) Photos of project (s).  
(Showing construction/ development status with sign board at site)
- (xiv) Company enlistment certificate issued by RAJUK/CDA/KDA or any other authority.  
(for land developers only)

04. Inspection of corporate office and completed and on-going projects sites of the applicant company by REHAB officials.

05. REHAB Membership Development Committee shall exchange views with Chairman / Vice Chairman / Managing Director/REHAB representative of the applicant company (They are must be share-holder directors).

06. On successful view-exchange meeting with concerned designator (s) of the applicant company, Membership Development Committee (MDC) shall forward recommendation to the *Board of Directors of REHAB* for final approval.

07. On approval of the Membership Application by the *Board of Directors of REHAB*, the applicant shall deposit:

- (i) An admission fee of Tk. 300,000/- (Taka three hundred thousand)
- (ii) Annual subscription of Tk. 25,000/- (Taka twenty five thousand)

**08. Issuance of Membership Certificate.**