

Required documents for renewal of Authorized Representative Certificate

The required file needs to be submitted at **BSEC one month before and at CSE one and a half months before** the date of the license's expiry. Otherwise, you should pay daily tk. 500/= as fine starting from the stipulated date. Kindly find an attached copy of Form-GHA (**signature with seal**), and Form-CHAA herewith, as the following documents that have to be submitted in this regard.

1. Forwarding letter
2. National ID
3. Original copy of registration certificate
4. Recommendation Letter issued by CSE MD/Company Secretary
5. Pay order Tk. 500/= in favor of Bangladesh Securities and Exchange Commission for the certificate renewal fee (applicable only for documents submitted on time)

(N.B: If any AR fails to renew his/her certificate within one year, he/she must pay tk.20,500 and after one year, he/she must pay tk.30,500)