

BHTPA Service-2: Space Allotment at BHTPA

2.1 Service Title: Space Allotment at BHTPA;

- 2.1.1 To Whom It May Concern: Any business entity who is registered in the OSS Portal for Space;
- 2.1.2 Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org/>;
- 2.1.3 Fees Applicable: According to the BHTPA Fee Schedule;
- 2.1.4 Service Delivery Time : 7 (seven) Working Days;
- 2.1.5 Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207;

2.2 Documents Required:

- 2.2.1 Application Online through prescribed Form (BHTPA Form # 03):

2.3 Work Process Flow:

- 2.3.1 Open URL <https://ossbhtpa.org/> from any internet browser;
- 2.3.2 Complete Sign up process and submit;
- 2.3.3 Applicant will receive an Email with an activation link;
- 2.3.4 Click on the activation link;
- 2.3.5 Applicant will reach a verification Page;
- 2.3.6 Select/fill out the verification Page and click 'Save and Continue';
- 2.3.7 Applicant will receive an Email containing Password upon acceptance of Signing up by BHTPA.
- 2.3.8 Select the "Park Information" on the home page and choose the desired Block, Plot(s) and note it for use later;
- 2.3.9 Log in the portal using applicant's user ID and Password;
- 2.3.10 The list of Applications/Services available can be found in the dashboard;
- 2.3.11 Select 'Space Allotment' option, previous information entered by the applicant along with the expected park will be shown. Now select the expected Block, Building, Level, Slab(s) as noted in 3.7.2.
- 2.3.12 Fill out the form and furnish with required documents.
- 2.3.13 Depending on the applicant's selection, payment information can be found at the end of the form;
- 2.3.14 Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).
- 2.3.15 In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.
- 2.3.16 The draft application can be saved by clicking 'Save as Draft'. To review the application, click 'Preview'. To submit the application, click 'Submit'. An application CAN NOT be modified/amended after submission.
- 2.3.17 Approval process will be in four steps from AD>DD>Director> Managing Director (Approval status will be shown on the Applicant's dashboard & below the application in the portal);

- 2.3.18 After Approval, a Space Allotment Certificate will be generated and will be available on the Applicant's dashboard and can be downloaded for printing. Applicant will be notified through an email.
- 2.3.19 The Applicant needs to meet BHTPA officials at a designated time and place for signing the agreement.

DRAFT

2.4 Outputs/Deliverables:

- [Sample email notification to the concerned officer of BHTPA for action]
- [Sample email notification to the Applicant after application Submission]
- [Sample email notification to the Applicant after approval]
- [Sample email notification to Applicant if application is rejected]
- [Sample email notification to Applicant if application is incomplete (shortfall)]
- [Issue Space Allotment Certificate in favor of the Applicant as the Sample here in after]
- [Issue CC to all Concerned]

DRAFT

2.4.1 [Sample email notification to the concerned officer of BHTPA for action]

Subject: A service request is pending your action.

Dear Sir,

This is to inform you that an application for *{Service name}* has been submitted by *{Name of the Applicant}* of *{Name of company}*, on *{Date of application submission}*, which is awaiting your intervention in the [OSS Portal](#). Your kind effort is essential and will be highly appreciated. This email is system generated. You do not need to reply this email.

One Stop Service (OSS)

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Tower (9th Floor)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd

DRAFT

2.4.2 [Sample email notification to the Applicant after application Submission]

Subject: Application submission confirmation.

Dear User,

This is to inform you that your application for *{Service name}* has been submitted to the Authority for their consideration. You will be notified once a decision has been made on your application.

This email is system generated. You do not need to reply this email. If you have any query or concern, please seek assistance [HERE](#).

One Stop Service (OSS)

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Tower (9th Floor)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd

DRAFT

2.4.3 [Sample email notification to the Applicant after approval]

Subject: Your application for service has been approved

Dear User,

This is to inform you that the application for *{Service name}* has been processed and approved by the Authority. The *{Service name}* Certificate/Letter has been generated and is available on your [Dashboard](#).

This email is system generated. You do not need to reply this email. If you have any query or concern, please seek assistance [HERE](#).

One Stop Service (OSS)

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ICT Tower (9th Floor)

Agargaon, Dhaka-1207

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DRAFT

2.4.4 [Sample email notification to Applicant if application is rejected]

Subject: Your application for service has been rejected.

Dear User,

This is to inform you that the application for *{Service Name}* has been processed and could not be approved due to *{remarks}*. You are therefore requested to communicate with One Stop Service center at BHTPA.

This email is system generated. You do not need to reply this email. If you have any query or concern, please seek assistance [HERE](#).

One Stop Service (OSS)

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ICT Tower (9th Floor)

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DRAFT

2.4.5 [Sample email notification to Applicant if application is incomplete (shortfall)]

Subject: Your application for service is incomplete.

Dear User,

This is to inform you that the application for *{Service Name}* could not be processed because it is **incomplete**. You are therefore requested to provide necessary information and attachments and re-submit the application.

If you are facing any issue, please contact with One Stop Service center at BHTPA.

This email is system generated. You do not need to reply this email. If you have any query or concern, please seek assistance [HERE](#).

One Stop Service (OSS)

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Tower (9th Floor)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd



2.4.6 [Sample Space Allotment Certificate as here in after]

Bangladesh Hi-Tech Park Authority

ICT Division

Ministry of Posts, Telecommunications & IT

ICT Tower, Agargaon, Dhaka-1207

www.bhtpa.gov.bd



File No: SA-

Date: [.....]

Managing Director/ CEO

[Company Name]

[Company Address]

Project Registration No. [..]

Space Allotment Certificate

In reference to your Application requesting for allotment of space submitted on [date], this is to inform you that the Authority is pleased to allocate the following piece of Space in favor of the proposed [Title of the Project], subject to the other approval from competent authorities and compliance of all legal requirements:

Particulars of the Space:

Area of Space in sqft	: [.....]
Space ID/Slab No.	: [.....]
Floor No. /Level	: [.....]
Building Name/ No.	: [.....]
Block No.	: [.....]
Park Name	: [.....]
Land owner/Lessor	: [.....]

You are requested to proceed with the signing of the lease agreement with the space owner/Lessor within 15 days of issuing this certificate. The relevant terms and conditions as set forth will be applicable until otherwise decided by the Authority.

Terms and conditions:

- The allottee has to deposit an amount equivalent to 03 (three) months' space rent as security deposit in advance to BHTPA prior to signing of the lease agreement with the lessor.
- The allottee can not partially or fully lease or sub-lease the allotted space to anyone else.
- The Authority reserves the right to cancel the Allotment any time, without showing any reason, due to the violation of any part of the terms and conditions.
- Every month's space rent, fees, utility bills, maintenance fees and service charges have to be paid within the first 07 (seven) Gregorian Calendar days of the month. After the due date, the allottee will have to pay all the due rents and a fine of 1% of the due rents

for each passing day. In case of 3 (three) or more calendar months' delay in payment of rent, BHTPA may take administrative and legal action, which may result in cancellation of the space allotment, seizure of the security deposit and repossession of the land by BHTPA.

- e) For the use of the allotted space, a monthly service charge will be application as per the rate fixed by BHTPA.
- f) Space can be rent for a period of 03 (three) years at a time, subject to renewal based on performance and successful compliance of the tenant. The rent may be revised by BHTPA before renewal of the lease.

The Authority reserves the right to cancel the Allotment, without showing any reason, due to the violation of any part of the terms and conditions.

{Signature}

Hosne Ara Begum ndc
Managing Director (Secretary)
Bangladesh Hi-Tech Park Authority

This certificate will remain valid till the validity of Project Registration