BHTPA Service-4: Project Clearance from BHTPA

4.1 Service Title : Project Clearance from BHTPA;

    4.1.1   To Whom It May Concern: Any business entity that is registered and completed all the formalities going for production.

    4.1.2   Mode of Service delivery: Application and approval process Online URL: https://ossbhtpa.org/;

    4.1.3   Fees Applicable: According to the BHTPA Fee Schedule

    4.1.4   Service Delivery Time : 7 (Seven) Working Days;

    4.1.5   Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207;

4.2 Documents Required:

    4.2.1   Application Online through prescribed Form (BHTPA Form # 04);

    4.2.2   Certificate of Incorporation;

    4.2.3   Bank Account Information (in case of foreign company)

    4.2.4   Trade License

    4.2.5   TIN Registration

    4.2.6   VAT Registration

    4.2.7   Approval of Building Construction (in case of land)

    4.2.8   Approval of Fire Safety Plan (in case of building)

    4.2.9   Fire License

    4.2.10   Environmental Clearance

    4.2.11   DIFE License

    4.2.12   Membership of Business Association

    4.2.13   Import Registration Certificate (if applicable)

    4.2.14   Pro-forma Invoice for Capital Machinery (if any)

    4.2.15   Letter of Commitment (for Land/Space allotment)

    4.2.16   Details of Signatory (BHTPA Form # 04)

    4.2.17   Any other certificate/NOC/Clearance/License required by the government (specific to the type of industry)

4.3 Work Process Flow:

    4.3.1   Open URL https://ossbhtpa.org/ from any internet browser;

    4.3.2   Log in using applicant's user ID and Password;

    4.3.3   The list of Applications/Services available can be found in the dashboard;

    4.3.4   Select 'Project Clearance' option; fill out the form and furnish with required documents.

    4.3.5   Payment information can be found at the end of the form;

    4.3.6   Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).

    4.3.7   In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.

    4.3.8   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.

4.3.9 Approval process will be in four steps from AD>DD>Director->Managing Director. (Approval status will be shown on applicant's dashboard & below the application in the portal)

4.3.10 After Approval a Project Clearance 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.

4.4 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 Extended Project Clearance Certificate in favor of the Applicant as the Sample here in after]
- ☐ [Issue CC to all Concerned]

4.4.1   [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

4.4.2 [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

4.4.3 [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)
Bangladesh Hi-Tech Park Authority (BHTPA)
ICT Tower (9th Floor)
Agargaon, Dhaka-1207
www.bhtpa.gov.bd

4.4.4 [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)
Bangladesh Hi-Tech Park Authority (BHTPA)
ICT Tower (9th Floor)
Agargaon, Dhaka-1207
www.bhtpa.gov.bd

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

Subject: Your application for service in 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

4.4.6   [Sample Project Clearance 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: *{Tracking no}*

Date*: {Approved Date}*

Managing Director/ CEO
{Company Name}
{Company Address}
Project Registration No. *{Project Registration traking ID}*

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Project Clearance Certificate

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       In reference to your application requesting *{Project Clearance Certificate}* submitted on *{date},* this is to inform you that the Authority is pleased to issue the Project Clearance Certificate for setting up *{Type of Business}* business *{Title of the Project}* in *{Park Name}, {Park District}*. This Project Clearance is subject to approval from other competent authorities and compliance to all legal requirements of proposed project. You are requested to proceed with the activities accordingly and follow the rules and regulations of BHTPA and the Government.

    Wishing a great success in your endeavor and all the best.

Terms and conditions:
a) All the relevant terms and conditions as set forth in the Project Registration Certificate and in the lease agreement will be applicable until otherwise decided by the Authority
b) The allottee can not operate any business outside the scope of business mentioned in the Project Clearance Certificate. In the event of non-compliance to this condition, the BHTPA will take administration and legal action against the allottee, which may result in cancellation of the contract on 07 (seven) days' notice, seizure of the security deposit and repossession of the land and/or space by BHTPA.

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

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This Project Clearance will remain valid till the validity of Project Registration

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