

## **BHTPA Service-6: VISA Assistance at BHTPA**

### **6.1. Service Title : VISA Assistance at BHTPA;**

- 6.1.1. Tell us what Visa Assistance service is.
- 6.1.2. To Whom It May Concern: Any foreign national interested to visit Bangladesh for investing in Hi-Tech Parks;
- 6.1.3. Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org>;
- 6.1.4. Fees Applicable: According to the BHTPA Fee Schedule
- 6.1.5. Service Delivery Time : 2 (two) Working Days;
- 6.1.6. Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207.

### **6.2. Documents Required:**

- 6.2.1. Application Online by the Unit Investor through prescribed Form (BHTPA Form # 06):
- 6.2.2. Copy of Passport of the person traveling to Bangladesh with at least 6 months validity;
- 6.2.3. Photo of the person traveling to Bangladesh (JPG/JPEG/PNG; 300X300 Pixel Less than 500KB)
- 6.2.4. Signature of the person traveling to Bangladesh (JPG/JPEG/PNG; 80X300 Pixels, Less than 500KB)
- 6.2.5. Copy of Memorandum of Articles (in case of PI Visa) or Expression of Interest Letter of foreign national to visit BHTPA for business purpose;

### **6.3. Work Process Flow:**

- 6.3.1. Open URL <https://ossbhtpa.org/> from any internet browser;
- 6.3.2. Select the “Visa Assistance” option on the home page.
- 6.3.3. Complete Signing up process and submit;
- 6.3.4. Will receive an Email with an activation link;
- 6.3.5. Click on the activation link;
- 6.3.6. Will receive a verification Page;
- 6.3.7. Select/fill up the verification and click on ‘Save and Continue’ button;
- 6.3.8. Will receive an e-Mail containing Password;
- 6.3.9. Upon acceptance of Signing up by BHTPA, the applicant can use her/his Email with the Password received for Logging in the Portal;
- 6.3.10. Log in using applicant’s user ID and Password;
- 6.3.11. The list of Applications/Services available can be found in the dashboard;
- 6.3.12. Select ‘Visa Assistance’ option; fill up the form and furnish with required documents.
- 6.3.13. Payment information can be found at the end of the form;
- 6.3.14. Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).
- 6.3.15. In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.

- 6.3.16. 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.
- 6.3.17. 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);
- 6.3.18. After approval, a ‘Recommendation Letter’ will be generated and forwarded to the concerned Bangladesh Consulate. It will also be available on the Applicant’s dashboard and can be downloaded for printing. Applicant will be notified through an email.
- 6.3.19. The Applicant needs to report to the concerned Bangladesh Consulate along with the copy of the recommendation letter and other required documents for getting Visa.

#### **6.4. 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)]
- [E-mail to Bangladesh Consulate for Visa Assistance as sample herein after]
- [Sample Visa Assistance Letter to Bangladesh Consulate as here in after]

6.4.1. [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](http://www.bhtpa.gov.bd)

DRAFT

6.4.2. [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](#).

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6.4.3. [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](#).

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6.4.4. [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](#).

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6.4.5. [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](#).

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Agargaon, Dhaka-1207

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6.4.6. [Sample email notification to Applicant for Visa Assistance (Foreign Mission)]

**Subject: Request for Issuance of Visa.**

Dear User,

This is to inform you that your application for *{VISA Assistance}* has been processed and a recommendation letter has been forwarded to the concerned *{Bangladesh Mission}*. A copy of the same letter is available on your [Dashboard](#).

You are therefore requested to download, print and submit the printout to The *{Bangladesh Mission}*, *{Name of the Country}* with all the other required documents.

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

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6.4.7. [Sample email notification to Bangladesh Mission for Visa Assistance]

**Subject: Request for Issuance of Visa**

Dear Officer,

It will be highly appreciated if you kindly take necessary actions for issuing the desired visa in favor of the foreign national (potential investor) as mentioned below:

Name: [.....]

Nationality: [.....]

Passport No.: [.....]

Checking and verification of the candidate credentials are under your full jurisdiction.

Please find here the Visa recommendation letter as attached [{Click here to download the letter}](#).

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

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6.4.8. [Sample Visa Assistance Letter to Bangladesh Mission for prospective investor – Category ‘PI’ or Category ‘B’]



**Bangladesh Hi-Tech Park Authority**  
ICT Division  
Ministry of Posts, Telecommunications & IT  
ICT Tower, Agargaon, Dhaka-1207  
www.bhtpa.gov.bd

**(Investment Priority)**



Ref.: VA- [..... ], Date: [.....]

**Subject: Request for Issuance of Visa**

In reference to the above mentioned subject, this is to inform you that *{Investor Name}* is an authentic foreign investor who has shown interest in visiting Bangladesh and explore the scopes of investment under Bangladesh Hi-Tech Park Authority. The investor has requested BHTPA for a recommendation of issuing Visa in favor of the *{Investor / Investor’s Representative}* and has provided the following information:

Name : [.....]  
Nationality : [.....]  
Passport No. : [.....]  
Designation/Position(if any) : [.....]  
Company Name (if any) : [.....]  
Address : [.....]  
Contact no. : [.....]  
Email : [.....]  
Category of Visa Required : [PI / B]  
Purpose of Visit : [.....]  
Duration of Visa : [.....]  
Single/Multiple Entry : [.....]

Photo
Signature

2. Checking and verification of the candidate credentials are under your full jurisdiction. It will be highly appreciated if you kindly take necessary actions for issuing the desired visa in favor of the foreign national after proper verification.

The High Commissioner/Ambassador  
[Bangladesh Mission]  
[Name of the Country]

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

CC (for kind information and necessary action) to:

1. Secretary, Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka, Bangladesh;
2. Director General, Department of Immigration and Passports, Dhaka

3. OSS Focal Point officer, Ministry of Home Affairs, Dhaka
4. OSS Focal Point officer, Ministry of Foreign Affairs, Dhaka
5. OSS Focal Point officer, Department of Immigration and Passports, Dhaka.

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