

BHTPA Service-8: VISA On Arrival Recommendation at BHTPA

8.1. Service Title: VISA On Arrival Recommendation at BHTPA;

- 8.1.1. To Whom It May Concern: Any foreign individual(s) interested to visit Bangladesh for investing in Hi-Tech Parks;
- 8.1.2. Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org>;
- 8.1.3. Fees Applicable: According to the BHTPA Fee Schedule
- 8.1.4. Service Delivery Time : 2 (two) Working Days;
- 8.1.5. Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207;

8.2. Documents Required:

- 8.2.1. Application Online by the Unit Investor through prescribed Form (BHTPA Form # 05):
- 8.2.2. Copy of Passport with atleast 6 months validity;
- 8.2.3. Photo of the person traveling to Bangladesh (JPG/JPEG/PNG; 300X300 Pixel Less than 500KB)
- 8.2.4. Signature of the person traveling to Bangladesh (JPG/JPEG/PNG; 80X300 Pixels, Less than 500KB)
- 8.2.5. Invitation letter from the Unit Investor registered in the BHTPA OSS Portal;

8.3. Information related to Reason of Visit,

- 8.3.1. Work Process Flow:
- 8.3.2. Open URL <https://ossbhtpa.org/> from any internet browser;
- 8.3.3. Log in using applicant's user ID and Password;
- 8.3.4. The list of Applications/Services available can be found in the dashboard;
- 8.3.5. Select 'Visa On Arrival Recommendation' option; fill up the form and furnish with required documents.
- 8.3.6. Payment information can be found at the end of the form;
- 8.3.7. Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).
- 8.3.8. In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.
- 8.3.9. 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.
- 8.3.10. 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);
- 8.3.11. After approval, a 'Visa On Arrival Recommendation Letter' will be generated and forwarded to the concerned Port of Entry. It will also be available on the applicant's dashboard and can be downloaded for printing. Applicant will be notified through an email.

8.3.12. The applicant needs to present to the Port of Entry along with the copy of the recommendation letter and other required documents for getting Visa On Arrival.

8.4. 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 Officer In Charge, Port of Entry for Visa On Arrival Recommendation as sample herein after]
- [Visa On Arrival Recommendation Letter to Officer In Charge, Port of Entry as Sample here in after]

DRAFT

8.4.1. [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

8.4.2. [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

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DRAFT

8.4.3. [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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DRAFT

8.4.4. [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)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd

DRAFT

8.4.5. [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

DRAFT

8.4.6. [Sample email notification to Applicant for Visa On Arrival request]

Subject: Request for Issuance of Visa .

Dear User,

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

You are therefore requested to Download, Print it and communicate with the Officer In Charge, *{Port of Entry}*, *{Port City}* 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](#).

One Stop Service (OSS)

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Tower (9th Floor)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd

DRAFT

8.4.7. [Sample email notification to {Port of Entry} for Visa On arrival Recommendation]

Subject: Request for Issuance of Visa On Arrival

Dear Officer,

It will be highly appreciated if you kindly take necessary actions for issuing Visa On Arrival in favor of the foreign national as mentioned below:

Name: [.....]

Nationality: [.....]

Passport No.: [.....]

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

Please find here the Visa On Arrival request 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

www.bhtpa.gov.bd

8.4.8. [Sample Visa On-Arrival Recommendation Letter to Immigration Officer – for registered investor]



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

(Investment Priority)



Ref.: *{Tracking no}*

Date:

{Approved Date}

Subject: **Request for Issuance of Visa On Arrival**

In reference to the above-mentioned subject, this is to inform you that the *{Name of Company}* is registered as an investor under Bangladesh Hi-Tech Park Authority (BHTPA). Due to [the unavailability of local Bangladesh Consulate office / time constraint for processing Visa], the company has requested BHTPA for recommending the issuing of Visa On Arrival for the following foreign national:

Particulars of the Foreign National:

Name : {.....}
Nationality : {.....}
Passport No. : {.....}
Designation/Position : {.....}
Company Name (Local) : {.....}
Company Address (Local) : {.....}
Contact no. (Local) : {.....}
Email : {.....}
Purpose of Visit : {.....}
Project Registration ID : {.....}

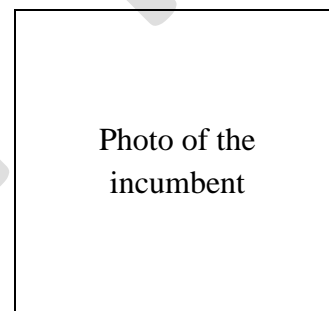
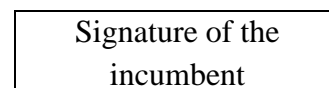


Photo of the
incumbent



Signature of the
incumbent

Arrival & Departure Schedule:

Port of Entry : {.....}
Port City : **{Selected automatically from ports database}**
Arrival : **Date: {.....}, Time: {.....}, Flight/Bus/Train No.: {.....}**
Departure : **Date: {.....}, Time: {.....}, Flight/Bus/Train No.: {.....}**

The Company shall be responsible for all actions of the foreign national during his/her stay in Bangladesh. 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 On Arrival in favor of the foreign national after proper verification as per the existing rules and regulations.

{Signature}

Managing Director (Secretary)
Bangladesh Hi-Tech Park Authority

Officer in Charge (Immigration)
Bangladesh Police
{Name of the Port of Entry}
{Name of the City}, Bangladesh.

CC (for kind information and necessary action) to:

1. Secretary, Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
2. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
3. Deputy Director (Visa Section), Department of Immigration and Passports, Agargaon, Dhaka.
4. SS Immigration, Special Branch, Bangladesh Police, Malibagh, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

DRAFT

8.4.9. [Sample Visa On-Arrival Recommendation Letter to Immigration Officer – for potential investor]



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

(Investment Priority)



Ref.: *{Tracking no}*

Date: *{Approved Date}*

Subject: **Request for Issuance of Visa On Arrival**

In reference to the above mentioned subject, this is to inform you that the *{Name of Candidate}*, a foreign national has shown his/her interest to visit Bangladesh for exploring the opportunities of investment in a Hi-Tech Park. Due to *{the unavailability of local Bangladesh Consulate office / time constraint for processing Visa}*, the company has requested BHTPA for recommending the issuing of Visa On Arrival for the following foreign national:

Particulars of the Foreign National:

Name : {.....}
Nationality : {.....}
Passport No. : {.....}
Designation/Position : {.....}
Company Name : {.....}
Company Address : {.....}
Contact no. : {.....}
Email : {.....}
Purpose of Visit : {.....}
Duration of Visa : {.....}
Reference (if any) : {.....}

Photo of the Candidate

Signature of the
Candidate

Arrival & Departure Schedule:

Port of Entry : {.....}
Port City : {Selected automatically from ports database}
Arrival : Date: {.....}, Time: {.....}, Flight/Bus/Train No.: {.....}
Departure : Date: {.....}, Time: {.....}, Flight/Bus/Train No.: {.....}

The Company shall be responsible for all actions of the foreign national during his/her stay in Bangladesh. 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 On Arrival in favor of the foreign national after proper verification as per the existing rules and regulations.

Best regards.

{Signature}

Hosne Ara Begum ndc
Managing Director (Secretary)

Officer in Charge (Immigration)
Bangladesh Police
{Name of the Port of Entry}
{Name of the City}, Bangladesh.

Bangladesh Hi-Tech Park Authority

CC (for kind information and necessary action) to:

6. Secretary, Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
7. Director General, Department of Immigration and Passports, Agargaon, Dhaka.
8. Deputy Director (Visa Section), Department of Immigration and Passports, Agargaon, Dhaka.
9. SS Immigration, Special Branch, Bangladesh Police, Malibagh, Dhaka.
10. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

DRAFT

8.4.10. [Sample Postponement of Visa On-Arrival Recommendation Letter to Immigration Officer]



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

(Investment Priority)



Ref.: ***{Tracking no}***

Date: *{Approved Date}*

Subject: Postponement of Visa On Arrival Recommendation

This is to inform you that the Visa On Arrival Recommendation issued in favor of *{Name of Candidate}*, a foreign national has been postponed due to *{Reason}* and will remain so until further notice:

Particulars of the Foreign National:

Name : {.....}
Nationality : {.....}
Passport No. : {.....}
Contact no. : {.....}
Email : {.....}
Purpose of Visit : {.....}
Reference (if any) : {.....}

Photo of the of the
Candidate

Arrival & Departure Schedule:

Port of Entry : {.....}
Port City : **{Selected automatically from ports database}**
Arrival : **Date: {.....}, Time: {.....}, Flight/Bus/Train No.: {.....}**
Departure : **Date: {.....}, Time: {.....}, Flight/Bus/Train No.: {.....}**

It will be highly appreciated if you kindly take necessary actions in this regard.

Best regards.

{Signature}

Hosne Ara Begum ndc

Managing Director (Secretary)

Bangladesh Hi-Tech Park Authority

Officer in Charge (Immigration)

Bangladesh Police

{Name of the Port of Entry}

{Name of the City}, Bangladesh.

CC (for kind information and necessary action) to:

11. Secretary, Security Services Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
12. Director General, Department of Immigration and Passports, Agargaon, Dhaka.

13. Deputy Director (Visa Section), Department of Immigration and Passports, Agargaon, Dhaka.
14. SS Immigration, Special Branch, Bangladesh Police, Malibagh, Dhaka.
15. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

DRAFT