

BHTPA Service-9: VISA Category Change Recommendation at BHTPA

9.1. Service Title: VISA Category Change Recommendation at BHTPA;

- 9.1.1. To Whom It May Concern: Unit Investor registered in the BHTPA OSS Portal, who will recommend for any foreign individual(s) working at HTP for Visa.
- 9.1.2. Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org>;
- 9.1.3. Fees Applicable: According to the BHTPA Fee Schedule
- 9.1.4. Service Delivery Time : 2 (Two) Working Days;
- 9.1.5. Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207;

9.2. Documents Required:

- 9.2.1. Application Online by the Unit Investor through prescribed Form (BHTPA Form # 05):
- 9.2.2. Copy of Passport with at least 6 months validity;
- 9.2.3. Invitation letter from the Unit Investor registered in the BHTPA OSS Portal;
- 9.2.4. Copy of the existing Visa
- 9.2.5. Reason for change request and documents supporting the request for visa category change
- 9.2.6. Copy of Memorandum of Articles (in case of PI Visa);

9.3. Work Process Flow:

- 9.3.1. Open URL <https://ossbhtpa.org/> from any internet browser;
- 9.3.2. Log in using applicant's user ID and Password;
- 9.3.3. The list of Applications/Services available can be found in the dashboard;
- 9.3.4. Select 'Visa Category Change' option; fill up the form and furnish with required documents.
- 9.3.5. Payment information can be found at the end of the form;
- 9.3.6. Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).
- 9.3.7. In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.
- 9.3.8. 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.
- 9.3.9. 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);
- 9.3.10. After approval, a 'Visa Category Change Recommendation Letter' will be generated and forwarded to the Security Services Division. It will also be available on the applicant's dashboard and can be downloaded for printing. Applicant will be notified through an email.
- 9.3.11. The Applicant needs to report to the Security Services Division, Bangladesh Secretariat, Dhaka-1000 along with the copy of the VISA Category Change

Recommendation Letter, Existing Visa and other required documents for changing the category of visa.

9.4. 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 Security Services Division for Visa Category Change Recommendation as sample herein after]
- [VISA Category Change Recommendation Letter to Security Services Division as Sample here in after]

DRAFT

9.4.1. [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

9.4.2. [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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DRAFT

9.4.3. [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

9.4.4. [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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DRAFT

9.4.5. [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)

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ICT Tower (9th Floor)

Agargaon, Dhaka-1207

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9.4.6. [Sample Visa Category Change Recommendation Letter to Security Services Division] *(Investment Priority)*



Bangladesh Hi-Tech Park Authority

ICT Division

Ministry of Posts, Telecommunications & IT

ICT Tower, Agargaon, Dhaka-1207

www.bhtpa.gov.bd



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

Subject: **Request for Visa Category Change**

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). The company has requested BHTPA for the recommendation of Visa Category Change for the following foreign nationals:

Name	: [.....]
Nationality	: [.....]
Passport No.	: [.....]
Date of Expiry of Passport	: [.....]
Designation/Position	: [.....]
Company Name	: [.....]
Company Address	: [.....]
Existing Visa Category	: [.....]
Required Category of Visa	: [.....]
Expected duration of Visa	: [.....]
Single/Multiple Entry	: [.....]

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 in favor of the foreign national after proper verification.

{Signature}

Hosne Ara Begum ndc

Managing Director (Secretary)

Bangladesh Hi-Tech Park Authority

Secretary

Security Services Division,

Bangladesh Secretariat, Dhaka-1000

[Attention: Joint Secretary (Immigration-2)]

CC (for kind information and necessary action) to:

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

DRAFT