

BHTPA Service-11: Extension of Work Permit at BHTPA

11.1 Service Title : Extension of Work Permit at BHTPA;

- 11.1.1 To Whom It May Concern: Unit Investor/Employer registered in the BHTPA OSS Portal, who has recommended for issuing work permit in favor of the foreign individual be engaged in HTP ;
- 11.1.2 Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org>;
- 11.1.3 Fees Applicable: According to the BHTPA Fee Schedule;
- 11.1.4 Service Delivery Time : 9 (nine) Working Days;
- 11.1.5 Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207.

11.2 Documents Required:

- 11.2.1 Application Online by the Unit Investor through prescribed Form (BHTPA Form # 07):
- 11.2.2 Police Clearance Certificate
- 11.2.3 Copy of Passport with arrival Stamp and Visa (if applicable); Work permit will be available only for PI-Visa and E-Visa;
- 11.2.4 Copy of Appointment Letter/Service contract (stating Designation, Basic Salary per Month in USD etc.);
- 11.2.5 Income tax clearance certificate;

11.3 Extension of Work Permit Process Flow:

- 11.3.1 Open URL <https://ossbhtpa.org/> from any internet browser;
- 11.3.2 Log in using applicant's user ID and Password;
- 11.3.3 The list of Applications/Services available can be found in the dashboard;
- 11.3.4 Select 'Work permit (Extension)' option; fill up the form and furnish with required documents.
- 11.3.5 Payment information can be found at the end of the form;
- 11.3.6 Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).
- 11.3.7 In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.
- 11.3.8 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.
- 11.3.9 A 5 (five) member committee named "Visa and Work Permit Standing Committee" headed by the Managing Director, BHTPA will sit together at regular intervals to scrutinize the applications so received. The other members of the committee will include Director (Admin & Finance), BHTPA, Representatives of ICT Division, Department of Passport and Immigration, National Board of Revenue, Bangladesh Investment Development Authority, Ministry of Foreign Affairs and Security Services Division of Ministry of Home Affairs, along with OSS Focal officer of BHTPA to act as Member Secretary;

- 11.3.10 The Standing Committee will send their findings and recommendations to the Security Services Division (SSD) of Ministry of Home Affairs for security clearance within 21 days of receiving the recommendations. Even if there is no written response from SSD within the stipulated period, this will be considered as no objection from SSD for issuing work permit to the recommended foreign nationals.
- 11.3.11 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);
- 11.3.12 After approval, a 'Work Permit (Extension)' initially for **1** (one) year (Extendable upto **4** years at a time) 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.

11.4 Outputs/Deliverables;

- [Sample email notification to the Applicant after application Submission]
- [Sample email notification to the concerned officer of BHTPA for action 1.9.2]
- [Sample email notification to the Applicant after approval 1.9.3]
- [Sample email notification to Applicant if application is rejected]
- [Sample email notification to Applicant if application is incomplete (shortfall)]
- [Issue Work Permit (Extension) in favor of the Applicant as the Sample here in after]
- [Issue CC to all Concerned]

11.4.1 [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

11.4.2 [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

11.4.3 [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

11.4.4 [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

11.4.5 [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

11.4.6 [Sample Work Permit Extension in favor of the Applicant]



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}

Work Permit (Extension)

In reference to your application requesting Work Permit Extension submitted on [date], this is to inform you that the Authority is pleased to issue the Work Permit (Extension) against the following foreign national as per the particulars, terms and conditions as mentioned below:

Particulars:

Name : {-----}
Nationality : {-----}
Passport No.: {-----} Employer Company: {-----}
Position: {-----} Period of work permit: {-----}
Effective Date: {-----} Expiry Date : {-----}
Project Registration No.: {-----}
Other arrangements: {-----}

Remuneration			
Payment	Frequency	Payable Locally	Payable Abroad
Basic salary	Monthly	{BDT 000000}	{USD 00.00}
House rent	Monthly	{BDT 000000}	{USD 00.00}
Conveyance	Monthly	{BDT 000000}	{USD 00.00}
Medical Allowance	Monthly	{BDT 000000}	{USD 00.00}
Entertainment Allowance	Monthly	{BDT 000000}	{USD 00.00}
Overseas Allowance	Monthly	{BDT 000000}	{USD 00.00}
Annual Bonus	Yearly	{BDT 000000}	{USD 00.00}

Terms and Conditions:

1. The foreign national shall have to be enlisted with Bangladesh Bank under section 18(A) of the Foreign Exchange Act 1947 to be able to remit the earnings from Bangladesh.
2. The above-mentioned foreign national shall have to pay Income Tax to the Government, as per provisions of Bangladesh Government I.T Ordinance 1984.
3. This Work Permit holder shall have to submit a copy of the e-TIN/TIN Certificate obtained from the NBR within 30 (thirty) days of issuing this Work Permit (Extension).
4. The above-mentioned foreign national is required to submit Income Tax Certificate/Income Tax Exemption Certificate according to the provision of section 107 of the Income Tax Ordinance, 1984 to the Tax Officer at the time of departure.
5. The employer shall be responsible for all actions of the work permit holder during his/her stay in Bangladesh.

6. If the employer earns profit locally and wants to meet necessary expenditure of the company in Bangladesh with that profit, it can apply to BHTPA with proper justification and sufficient supporting documents for exemption of condition-1.
7. Application for Work Permit Extension shall have to be submitted 3(three) months before expiration of the Work Permit.
8. Departure date of the foreign national must be intimated to BHTPA at least 7 (seven) days before the date of expiry of the work permit. After expiry of this work permit, stay/employment of the foreign national will be deemed ILLEGAL and the Employer will be held responsible for that.
9. The employer must intimate the date of departure of the work permit holder to BHTPA within 7 (seven) days of the departure, with clear description of the reason for leaving.
10. The work permit can be canceled by the issuing authority, if there are any allegation raised against the work permit holder, which is subversive of the state or of discipline, or any involvement in any unsocial/unethical activities; or any misbehavior with the workers; or any activities against the interest of the Park/Company; or any violation of the Foreign Exchange Transaction Guideline of Bangladesh Bank; or any objection arising relating to security clearance.
11. This work permit can be canceled by the authority, upon request by the employer for cancellation. The employer shall inform the issuing authority within 7 (seven) days after the suspension or resignation of the individual foreign national, before the expiration of Work Permit;
12. The vital information of the work permit may be modified by the issuing authority, upon request by the employer for modification;

Your kind cooperation in this regard is highly appreciated.

{Signature}

Hosne Ara Begum ndc

Managing Director (Secretary)

Bangladesh Hi-Tech Park Authority

The Managing Director/CEO

{Company Name}

{Company Address}

CC (for kind information and necessary action) to:

1. Ministry of Home Affairs, Bangladesh Secretariat, Dhaka),
2. Ministry of Foreign Affairs, Segun Bagicha, Dhaka;
3. Department of Immigration and Passports, Agargaon, Sher-e Bangla Nagar, Dhaka;
4. National Board of Revenue (Attention: Companies Circle-221, Taxes Zone-11, 9 Segun Bagicha, Dhaka;
5. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.
6. Developer/PMC of the Park;
7. *{Name of the Work Permit Holder}, {Company Name}, {Company Address}*
8. OSS Focal Point officer, Ministry of Home Affairs, Dhaka
9. OSS Focal Point officer, Ministry of Foreign Affairs, Dhaka
10. OSS Focal Point officer, Department of Immigration and Passports, Dhaka.
11. OSS Focal Point officer, National Board of Revenue (Attention: Companies Circle-221, Taxes Zone-11, 9 Segun Bagicha, Dhaka;
12. OSS Focal Point officer, General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.

This Work Permit will remain valid till *[date of expiry]*