

## **BHTPA Service-13: Project Registration Certificate (Extension)**

### **13.1 Service Title : Project Registration Certificate (Extension);**

- 13.1.1 To Whom It May Concern: Any business entity who is registered in the OSS Portal of BHTPA;
- 13.1.2 Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org/>;
- 13.1.3 Fees Applicable: According to the BHTPA Fee Schedule
- 13.1.4 Service Delivery Time :3 (Three) Working Days;
- 13.1.5 Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207.

### **13.2 Documents Required:**

- 13.2.1 Application Online through prescribed Form (BHTPA Form #.....):
- 13.2.2 Copy of Project Registration Certificate;

### **13.3 Work Process Flow:**

- 13.3.1 Open URL <https://ossbhtpa.org/> from any internet browser;
- 13.3.2 Log in the portal using your user ID and Password;
- 13.3.3 After Log in you will find a dashboard containing the list of Applications/Services available;
- 13.3.4 Select 'Project Registration Extension' option; then you will find your previous information you entered along with the expected park. Now update information as desired and upload the Required Documents as mentioned in 9.7.
- 13.3.5 You will find the payment information at the end of the form;
- 13.3.6 Pay the amount (in Cash/ Pay Order / Online e-Payment) in favor of the authority as shown/ displayed);
- 13.3.7 In case of Pay Slip/ Pay Order upload the scanned copy;
- 13.3.8 You can save the form by selecting "Save as Draft" or for preview the form by selecting "Preview" or finally submit the form by selecting "Submit" button.
- 13.3.9 Approval process will be in four steps from AD>DD>Director>Managing Director (Approval status will be shown on your dashboard & below the application in the portal);
- 13.3.10 After approval a 'Revised Project Registration Certificate (Extension)' will be generated and be available on your dash board and you can download it. You will be notified through an email.

### **13.4 Output/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 Project Registration Certificate (Extension) in favor of the Applicant as the Sample here in after]
- [Issue CC to all Concerned]

DRAFT

13.4.1 [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

13.4.2 [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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13.4.3 [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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13.4.4 [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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13.4.5 [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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13.4.6 [Sample Project Registration Certificate (Extension)]



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



File No.: *{ Tracking ID }*

Date: *{ Approved Date }*

**Project Registration Certificate (Extension)**

To:

**The Managing Director/CEO**

*{ Company Name }*

*{ Company Address }*

In reference to your application for Project Registration (Extension) submitted on *{ date }*, this is to inform you that the Authority is pleased to issue you the Project Registration Certificate (Extension) subject to the other approvals from competent authorities and compliance to all legal requirements of proposed project set forth by the Authority for setting up *{ Title of the Project }* in *{ Park Name }*. The Registration No. of the Project is *{ Registration ID }* and the particulars, terms and conditions are appended as follows:

- 1) Title of the Project : {.....}
- 2) Products : {.....}
- 3) Proposed Investment : {.....}
- 4) Type of Industry : {.....}
- 5) Proposed Employment : {.....}
- 6) Type of Company : {.....}
- 7) Proposed area of Land /Space: {.....}
- 8) Name of Park : {.....}
- 9) The Company will have to:
  - a) Comply with the laws, by-laws, rules, regulations, directives of the government and of this Authority, which are in force or which may be issued from time to time in future;
  - b) Comply with the rules pertaining to environment protection, pollution control, effluent treatment and take necessary safety measures against fire hazards;
  - c) Submit monthly reports to the Authority on the progress of implementation of the project;
  - d) Furnish such other data on the project to this Authority and to any other agency as may be required;



- e) Obtain work permits/permission from the Authority prior to employment of any foreign nationals in the project;
- f) Submit the audited Financial Statement of the Company for every financial year within 4 (four) months from the closure of each financial year;
- g) Comply with the provisions of minimum wages of the workers as declared by the government from time to time and the BHTPA and Industrial Relations Act, 2010 (Act No. 43 of 2010) (as amended from time to time by the Authority) in regards to wages, employment, salary, leave, discipline, health compensation, insurance and other benefits to the employees engaged for work in your enterprise;
- h) Comply with the provisions of the 'Principles and Procedures Governing Setting up Industries in Hi-Tech Parks';
- i) Obtain prior approval from the Authority in case the company decides to appoint a Managing Agent or transfer the shares of the Company;
- j) The company shall bear all the costs of services and regulatory permit/service fees as prescribed by the authority from time to time;
- k) No waste/old/recyclable material will be allowed to import as raw materials;
- l) The company shall take prior permission from BHTPA in case of Project Registration Amendment including ownership or location of the project;
- m) The company shall have to provide/create the following facilities, if applicable:
  - i) Day care center;
  - ii) Maternity leaves;
  - iii) Low cost and safe housing facilities for the low paid female workers, near and around the establishment;
  - iv) Equal pays & allowances for male & female workers in company;
  - v) Low priced canteen for workers;
  - vi) Enact effective rules of conduct to enable working atmosphere among the male and female workers.
- n) This certificate is not transferable;
- o) The Project Registration Certificate will be initially valid for 3 (Three) years subject to the fulfillment of the terms and conditions;
- p) This Project Registration Certificate (Extension) is renewable. For Extension you have to apply 3 (three) months prior to the expiry of this certificate.
- q) The Authority reserves the right to terminate/cancel the Registration, without showing any reason, if any of the above conditions or any part of the conditions is violated.
- r) This Project Registration Certificate (Extension) is issued within the confines of ALL the rules, regulations and terms applicable to the first Project Registration Certificate or the latest Project Registration Certificate (Amended).

Therefore, the company is requested to proceed as per the above terms and conditions without any delay and may seek essential support from BHTPA as and when required;

Thanking and assuring you of our best cooperation all times.

*{Signature}*

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

**This Certificate will be valid till *{date}***