

BHTPA Service-12: Work Permit Cancellation at BHTPA

21.1 Service Title : Work Permit Cancellation at BHTPA;

- 21.1.1 To Whom It May Concern: Unit Investor/Employer registered in the BHTPA OSS Portal, who will recommend for Renewal of work permit for any foreign individual(s) engaged in that company;
- 21.1.2 Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org>;
- 21.1.3 Fees Applicable: According to the BHTPA Fee Schedule
- 21.1.4 Service Delivery Time : 9 (nine) Working Days;
- 21.1.5 Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207.

21.2 Documents Required:

- 21.2.1 Application Online by the Unit Investor through prescribed Form (BHTPA Form # 07):
- 21.2.2 Declaration from the investor explaining the rationale of the cancellation of work permit.
- 21.2.3 Income Tax Certificate (latest)/Income Tax Exemption Certificate

21.3 Amendment of Work Permit Process Flow:

- 21.3.1 Open URL <https://ossbhtpa.org/> from any internet browser;
- 21.3.2 Log in using applicant's user ID and Password;
- 21.3.3 The list of Applications/Services available can be found in the dashboard;
- 21.3.4 Select 'Work Permit Cancellation' option; fill up the form and furnish with required documents.
- 21.3.5 Payment information can be found at the end of the form;
- 21.3.6 Pay the amount in favor of the authority as shown/ displayed (in Cash/ Pay Order / Online e-Payment).
- 21.3.7 In case of payment by Pay Slip / Pay Order, upload a scanned copy as attachment.
- 21.3.8 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.
- 21.3.9 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);
- 21.3.10 After approval, a 'Work Permit Cancellation Letter' 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.

21.4 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 Cancellation Letter in favor of the Applicant as the Sample here in after]
- [Issue CC to all Concerned]

DRAFT

21.4.1 [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

21.4.2 [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)

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DRAFT

21.4.3 [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

21.4.4 [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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DRAFT

21.4.5 [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

21.4.6 [Sample Work Permit Cancellation Letter 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 Cancellation Letter

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

Particulars:

Project Registration No.: {-----} Position: {-----}
Employer Company: {-----} Work Permit issue Date: {-----}
Name : {-----} Suspension/Resignation Date : {-----}
Nationality : {-----} Cancellation Effective Date: {-----}
Passport No.: {-----} Departure Date : {-----}

Terms and Conditions:

1. The employer shall submit application to BHTPA for Cancellation of Work Permit within 7 (seven) days after the suspension or resignation of the individual foreign national.
2. After issuing this Work Permit Cancellation Letter, stay/employment of the foreign national and spouse/family members in Bangladesh will be deemed ILLEGAL and the Employer will be held responsible for that.
3. The employer must intimate the date of departure of the work permit holder to BHTPA within 7 (Seven) days of the departure of all foreign nationals and provide a copy of the Boarding Pass as proof of departure.

Your kind cooperation in this regard is highly appreciated.

{Signature}

Hosne Ara Begum ndc

The Managing Director/CEO

{Company Name}

{Company Address}

Managing Director (Secretary)

Bangladesh Hi-Tech Park Authority

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 Cancellation Letter will be effective from *{date}*

21.4.7 [Sample Work Permit Postponement Letter 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 Postponement Letter

This is to inform you that the Authority has postponed the Work Permit issued in favor of the following foreign national as per the particulars, terms and conditions mentioned below:

Particulars:

Project Registration No.: {-----} Position: {-----}
Employer Company: {-----} Work Permit issue Date: {-----}
Name : {-----} Suspension/Resignation Date : {-----}
Nationality : {-----} Cancellation Effective Date: {-----}
Passport No.: {-----} Departure Date : {-----}

Terms and Conditions:

1. After issuing this Work Permit Postponed Letter, stay/employment of the foreign national and spouse/family members in Bangladesh will be deemed ILLEGAL and the Employer will be held responsible for that.
2. The foreign national can work again once the postponed on Work Permit is withdrawn.

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:

13. Ministry of Home Affairs, Bangladesh Secretariat, Dhaka),
14. Ministry of Foreign Affairs, Segun Bagicha, Dhaka;
15. Department of Immigration and Passports, Agargaon, Sher-e Bangla Nagar, Dhaka;
16. National Board of Revenue (Attention: Companies Circle-221, Taxes Zone-11, 9 Segun Bagicha, Dhaka;
17. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.

18. Developer/PMC of the Park;
- 19. {Name of the Work Permit Holder}, {Company Name}, {Company Address}**
20. OSS Focal Point officer, Ministry of Home Affairs, Dhaka
21. OSS Focal Point officer, Ministry of Foreign Affairs, Dhaka
22. OSS Focal Point officer, Department of Immigration and Passports, Dhaka.
23. OSS Focal Point officer, National Board of Revenue (Attention: Companies Circle-221, Taxes Zone-11, 9 Segun Bagicha, Dhaka;
24. OSS Focal Point officer, General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.

This Work Permit Postponement Letter will be effective from {date} until further notice

DRAFT