

BHTPA Service-22: Cancellation of Project Registration

Prerequisites:

- Pay all rents, lease money, taxes and duties until the effective date of the Project Registration Cancellation Letter and Obtain NOC and clearance from all relevant authorities, including BIDA, NBR, SSD and Bangladesh Bank.
- Ensure all employees and shareholders have paid their income taxes and other fees payable to the relevant authorities up until the effective date of the Project Registration Cancellation Letter.
- Submit the audited Financial Statement of the Company until the effective date of Project Registration Cancellation;
- Pay all dues to the employees, suppliers, contractors and any private or government agency.
- Pay all the costs of services and regulatory permit/service fees as prescribed by the authority

22.1 Service Title: Cancellation of Project Registration;

- 22.1.1 To Whom It May Concern: Any business entity who is registered in the OSS Portal of BHTPA;
- 22.1.2 Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org/>;
- 22.1.3 Fees Applicable: According to the BHTPA Fee Schedule;
- 22.1.4 Service Delivery Time : 7 (Seven) Working Days;
- 22.1.5 Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207.

22.2 Documents Required:

- 22.2.1 Application Online through prescribed Form

22.3 Project Registration Cancellation Checklist:

BHTPA must collect the following documents from the investor before cancelling the project registration.

Sl	Document	Yes / No
1	Income Tax Certificate of all employees and investors of this project	
2	NOC from the Security Services Division for all employees and investors.	
3	Proof of payment of all dues to all private and government agencies that have provided service to this project.	
4	Clearance from Bangladesh Bank in favor of this project and all employees local (if applicable) and foreign	
5	Proof of payment of salary to all employees of this project until the effective date of this Project Registration Cancellation Letter	

6	Proof of payment of all loans and interests to any bank or financial organization local or foreign	
7	Proof of payment of all dues to all suppliers and providers local and foreign	
8	Application for Work Permit Cancellation for all foreigners working at the project (effective from the date of effective date of this Project Registration Cancellation Letter).	
9	Clearance from NBR for VAT/SD/RD/ payment	

22.4 Work Process Flow:

- 22.4.1 Open URL <https://ossbhttpa.org/> from any internet browser;
- 22.4.2 Log in the portal using your user ID and Password;
- 22.4.3 After Log in you will find a dashboard containing the list of Applications/Services available;
- 22.4.4 Select ‘Cancellation of Project Registration’ 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 22.2.
- 22.4.5 You will find the payment information at the end of the form;
- 22.4.6 Pay the amount (in Cash/ Pay Order / Online e-Payment)in favor of the authority as shown/ displayed);
- 22.4.7 In case of Pay Slip/ Pay Order upload the scan copy;
- 22.4.8 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.
- 22.4.9 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);
- 22.4.10 After approval a ‘Project Registration Cancellation Letter’ will be generated and be available on your dash board and you can download it. You will be notified through an email.

22.5 Output/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)]
- [Project Registration Cancellation Letter in favor of the Applicant as the Sample here in after]
- [Copy of Project Registration Cancellation Letter sent to all stakeholders, including BIDA, NBR and Bangladesh Bank]

DRAFT

22.5.1 [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

22.5.2 [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

www.bhtpa.gov.bd

22.5.3 [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](#).

One Stop Service (OSS)

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Tower (9th Floor)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd

22.5.4 [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)

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Tower (9th Floor)

Agargaon, Dhaka-1207

www.bhtpa.gov.bd

22.5.5 [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

22.5.6 [Sample Project Registration Cancellation Letter]



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 Cancellation Letter

To:

The Managing Director/CEO

{ *Company Name* }

{ *Company Address* }

In reference to your application for Project Registration Cancellation submitted on { *date* }, this is to inform you that the Authority is pleased to issue you the Project Registration Cancellation Letter subject to the other approvals from competent authorities and compliance to all legal requirements of the Authority for cancelling { *Title of the Project* } in { *Park Name* }. The particulars, terms and conditions are appended as follows:

- 1) Title of the Project : {.....}
- 2) Project Registration ID : {.....}
- 3) Name of Park : {.....}
- 4) The Company will have to:
 - a. Consider all Visa recommendations, Work Permits and any Certificate, Registration, Permit, NOC, License, Letter issued by BHTPA, NBR, CCI&E and Bangladesh Bank in favor of the project will be null and void after the effective date of the Project Registration Cancellation Letter.
 - b. Ensure that all foreign nationals working and accompanying them leave the country before the effective date of this Project Registration Cancellation Letter;
 - c. Comply with the laws, by-laws, rules, regulations, directives of the government and of this Authority, which are in force on the effective date of the Project Registration Cancellation letter;
 - d. This Project Registration Cancellation Letter 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).

- e. This Project Registration ID and any other ID generated in reference to this Project Registration ID will be considered invalid and unusable from the effective date of this Project Registration Cancellation Letter.
- f. This letter is the final and can not be reversed. A new Project Registration Certificate has to be obtained and follow all the processes if the investor wants to invest under Bangladesh Hi-Tech Park Authority.
- g. Bangladesh Hi-Tech Park Authority may seek legal action against the unit investor and its local or foreign partners if any claim or liability in Bangladesh or in any other country in the world is found unpaid or unresolved pertaining to this Project Registration ID.

Therefore, the investors are 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 Project Registration Cancellation Letter will be effective from *{date}*

22.5.7 [Sample Project Registration Postponement Letter]



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 Postponement Letter

To:

The Managing Director/CEO

{ *Company Name* }

{ *Company Address* }

In reference to your application for Project Registration Cancellation submitted on { *date* }, this is to inform you that the Authority is pleased to issue you the Project Registration Cancellation Letter subject to the other approvals from competent authorities and compliance to all legal requirements of the Authority for cancelling { *Title of the Project* } in { *Park Name* }. The particulars, terms and conditions are appended as follows:

- 5) Title of the Project : {.....}
- 6) Project Registration ID : {.....}
- 7) Name of Park : {.....}
- 8) Terms and conditions

- h. Consider all Visa recommendations, Work Permits and any Certificate, Registration, Permit, NOC, License, Letter issued by BHTPA, NBR, CCI&E and Bangladesh Bank in favor of the project will be Postponed after the effective date of the Project Registration Postponement Letter.
- i. This Project Registration Postponement Letter 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).
- j. This Project Registration ID and any other ID generated in reference to this Project Registration ID will be considered unusable from the effective date of this Project Registration Postponement Letter and will remain so until reinstated.
- k. This letter is a temporary measure to prevent the investor from availing the facilities and services from BHTPA.
- l. A Project Registration Certificate will be generated if the issue/s that resulted in the Project Registration Postponement has been resolved.

- m. If the issue/s that resulted in the postponement of Project Registration is/are not resolved, BHTPA can decide to cancel the Project Registration and a Project Registration Cancellation letter will be generated.

Therefore, the investors are 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 Project Registration Postponement Letter will be effective from *{date}*
until further notice**