

BHTPA Service-24: Amendment of Space Allotment at BHTPA

24.1. Service Title : Amendment of Space Allotment at BHTPA;

- 24.1.1. To Whom It May Concern: Any business entity who is registered in the OSS Portal for Space;
- 24.1.2. Mode of Service delivery: Application and approval process Online URL: <https://ossbhtpa.org/>;
- 24.1.3. Fees Applicable: According to the BHTPA Fee Schedule
- 24.1.4. Service Delivery Time :10 (ten) Working Days;
- 24.1.5. Office Concerned: BHTPA Head Office, ICT Tower, Agargaon, Dhaka-1207.

24.2. Documents Required:

- 24.2.1. Application Online through prescribed Form (BHTPA Form # 02);
- 24.2.2. Official letter explaining the rationale for the requested amendment

24.3. Work Process Flow:

- 24.3.1. Open URL <https://ossbhtpa.org/> from any internet browser;
- 24.3.2. Log in the portal using your user ID and Password;
- 24.3.3. After Log in you will find a dashboard containing the list of Applications/Services available;
- 24.3.4. Select 'Amendment of Space Allotment' 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 23.2.
- 24.3.5. You will find the payment information at the end of the form;
- 24.3.6. Pay the amount (in Cash/ Pay Order / Online e-Payment)in favor of the authority as shown/ displayed);
- 24.3.7. In case of Pay Slip/ Pay Order upload the scan copy;
- 24.3.8. 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.
- 24.3.9. 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);
- 24.3.10. After approval a 'Space Allotment Certificate (Amended)' will be generated and be available on your dash board and you can download it. You will be notified through an email.

24.4. 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)]
- [Issue Space Allotment Certificate (Amended) in favor of the Applicant as the Sample here in after]
- [Issue CC to all Concerned]

DRAFT

24.4.1. [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

24.4.2. [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

24.4.3. [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

24.4.4. [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

24.4.5. [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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24.4.6. [Sample Space Allotment Certificate (Amended) as here in after]



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}

Managing Director/ CEO

{Company Name}

{Company Address}

Project Registration No. **{Project Registration tracking ID}**

Space Allotment Certificate (Amended)

In reference to your application requesting Amendment of Space Allotment submitted on **{date}**, this is to inform you that the Authority is pleased to allocate the Space (amended) in favor of the proposed **{Title of the Project}**, subject to approval from other competent authorities and compliance to all legal requirements set forth by the Authority:

Particulars of the Space:

Area of Space in sqft	: [.....]
Space ID/Slab No.	: [.....]
Floor No. /Level	: [.....]
Building Name/ No.	: [.....]
Block No.	: [.....]
Park Name	: [.....]
Land owner/Lessor	: [.....]

You are requested to proceed with the signing of the lease agreement with the Space owner/Lessor within 15 days of issuing this certificate. The relevant terms and conditions as set forth in the Project Registration Certificate will be applicable until otherwise decided by the Authority.

The Authority reserves the right to cancel the Allotment, without showing any reason, due to the violation of any part of the terms and conditions.

{Signature}

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

This certificate will remain valid till the validity of Project Registration

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