

## **BHTPA Service-28: Cancellation of Space Allotment**

### **Prerequisites:**

- Pay all rents, lease money, taxes and duties until the effective date of the Space Allotment Cancellation Letter and Obtain NOC and clearance from Bangladesh Hi-Tech Park Authority.
- 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.
- Remove all permanent and temporary structure built on the Space and make the Space ready for hand over to BHTPA in the same condition as received during the transfer to investor.
- Return the Space to the same condition as received during the transfer to investor.

### **28.1 Service Title: Cancellation of Space Allotment;**

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

### **28.2 Documents Required:**

- 28.2.1 Application Online through prescribed Form
- 28.2.2 Proof of payment of all utility bills until the effective date of this Space Allotment Cancellation Letter

### **28.3 Work Process Flow:**

- 28.3.1 Open URL <https://ossbhtpa.org/> from any internet browser;
- 28.3.2 Log in the portal using your user ID and Password;
- 28.3.3 After Log in you will find a dashboard containing the list of Applications/Services available;
- 28.3.4 Select 'Cancellation 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 22.2.
- 28.3.5 You will find the payment information at the end of the form;
- 28.3.6 Pay the amount (in Cash/ Pay Order / Online e-Payment)in favor of the authority as shown/ displayed);
- 28.3.7 In case of Pay Slip/ Pay Order upload the scan copy;
- 28.3.8 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.

- 28.3.9 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);
- 28.3.10 After approval a 'Space Allotment Cancellation Letter' will be generated and be available on your dash board and you can download it. You will be notified through an email.

#### **28.4 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)]
- [Space Allotment Cancellation Letter in favor of the Applicant as the Sample here in after]
- [Copy of Space Allotment Cancellation Letter sent to all stakeholders, including BIDA, NBR and Bangladesh Bank]

28.4.1 [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

28.4.2 [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

28.4.3 [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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28.4.4 [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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28.4.5 [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)**

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28.4.6 [Sample Space Allotment 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* }

**Space Allotment Cancellation Letter**

To:

**The Managing Director/CEO**

{ *Company Name* }

{ *Company Address* }

In reference to your application for Space Allotment Cancellation submitted on { *date* }, this is to inform you that the Authority is pleased to issue you the Space Allotment 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) Particulars of the Space:

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

2) The Company will have to:

- 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 Space Allotment Cancellation letter;
- This Space Allotment Cancellation Letter is issued within the confines of ALL the rules, regulations and terms applicable to the first Space Allotment Certificate or the latest Space Allotment Certificate (Amended).
- This letter is the final and can not be reversed. A new Space Allotment Certificate has to be obtained and follow all the processes if the investor wants to receive Space allotment under Bangladesh Hi-Tech Park Authority.

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 Space Allotment Cancellation Letter will be effective from *{date}***