AME
২২/৯/১৯

নিরাপদ কর্মপরিবেশ,

টেকশই
উন্নয়নের পথে
বাংলাদেশ।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর
সেফটি শাখা
২৩-২৪, বিএফডিসি ভবন, কারওয়ান বাজার, ঢাকা-১২১৫
www.dife.gov.bd

স্মারক নম্বর: ৪০.০১.০০০০.১০৩.৪৫.০০৩.১৯.৩১৪

তারিখ: ৩ আশ্বিন ১৪২৬
১৮ সেপ্টেম্বর ২০১৯

বিষয়: **Standard Operating Procedure (SOP) এবং Flow Chart প্রেরণ**

সূত্র: পত্র নম্বর- ৫৬.০২.০০০০.০০৬.১৮.২১৭.১৯-১০৬, তারিখ: ০৩ সেপ্টেম্বর, ২০১৯

উপর্যুক্ত বিষয়ে গত ০১/০৯/২০১৯ তারিখে অনুষ্ঠিত ওয়ান স্টপ সার্ভিস প্রদানকারী বিভিন্ন দপ্তরের ফোকাল পয়েন্ট কর্মকর্তাদের সাথে সভার কার্যবিবরণীর আলোচনা-১ এর সিদ্ধান্ত-১ অনুযায়ী এ দপ্তরের SOP ও Flow Chart (কপি সংযুক্ত) সদয় অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরণ করা হল।

সংযুক্তি: ১১ (এগার) পাতা

১৮-৯-২০১৯
শিবনাথ রায়
মহাপরিদর্শক
ফোন: ০২-৫৫০১৩৬২৬
ফ্যাক্স: ০২-৫৫০১৩৬২৮
ইমেইল: chiefdife@gmail.com

ব্যবস্থাপনা পরিচালক, বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষ

স্মারক নম্বর: ৪০.০১.০০০০.১০৩.৪৫.০০৩.১৯.৩১৪/১(৩)

তারিখ: ৩ আশ্বিন ১৪২৬
১৮ সেপ্টেম্বর ২০১৯

অবগতি/কার্যার্থে প্রেরণ করা হল:

১) উপ মহাপরিদর্শক, সেফটি শাখা, কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর
২) উপ মহাপরিদর্শক, সাধারণ শাখা, কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর
৩) অফিস কপি

১৮-৯-২০১৯
শিবনাথ রায়
মহাপরিদর্শক

Standard Operating Procedure (SOP)

And Flow Chart

Factory Operation

After getting necessary approval before starting the construction of a factory within an HI-TECH PARK area, the investor then needs to obtain approval for Factory Layout Plan, Factory License and Bond License. It is mandatory to get these approvals from HI-TECH PARK AUTHORITY and other relevant authorities before commencing the factory construction. In addition, if the investor's products target for domestic market, it has to get Mark License before launching the products in Bangladesh. Furthermore, the investor should submit a report on Commercial Operation to inform HI-TECH PARK AUTHORITY its commencement date. The processes of obtaining the approval for the above-mentioned licenses in HI-TECH PARK area are mentioned as follows:

1. Approval of Factory Layout Plan

When the factory layout plan is fixed after starting its construction, the HI-TECH PARK unit investor may apply for the **Approval of Factory Layout Plan** to HI-TECH PARK AUTHORITY ONE STOP SERVICE COMMITTEE (OSSC), but it should be submitted before obtaining Occupancy Certificate for Building Construction by HI-TECH PARK AUTHORITY and Fire Safety Clearance by the Department of Fire Service and Civil Defense. After officially receiving the application form with required documents, the representative of DIFE at HI-TECH PARK AUTHORITY OSSC reviews whether the planned factory layout was prepared according to the stipulated standard or not. And when its consistency was confined the Approval of Factory Layout Plan is issued under the name of Inspector General of DIFE and will be provided to the HI-TECH PARK unit investor through HI-TECH PARK AUTHORITY OSSC either by online or offline.

2. Factory License

After installing the planned machineries/facilities in the factory. the HI-TECH PARK unit investor may apply for the **Factory License** to HI-TECH PARK AUTHORITY OSSC, but it should be submitted at least 30 days before the expected date of starting commercial operation. After officially receiving the application with required documents. the representative of DIFE at HI-TECH PARK AUTHORITY OSSC reviews all the submitted documents and arrange a site inspection by inspectors from DIFE. During the inspection, working environment of the factory will be examined in terms of various aspects, i.e., factory layout including worker's allocation, building structure, fire protection facilities and electricity connection etc. according to the approved factory layout plan as well as other relevant licenses/approvals such as Fire Safety License and Electricity Safety Certificate, so that all the workers may ensure their productivity in the factory. If the HI-TECH PARK unit investor pass the inspection to the factory, Factory License will be issued under the name of Inspector General of DIFE and will be provided to the HI-TECH PARK unit investor through HI-TECH PARK AUTHORITY OSSC either by online or offline. Then, the HI-TECH PARK unit investor is allowed starting the factory production by using all machineries/facilities, but not commercial operation[1].

3. The HI-TECH PARK investor have to apply for the renewal of license before 30 June every year since the tenure of factory **license** is

from July to June.

4. Submission of Notice before starting of the commercial production of the factory/establishment: The HI-TECH PARK unit investor submits a **notice before Starting Production of Factory / Industry** to the Inspector General of DIFE through HI-TECH PARK AUTHORITY OSSC at least 15 days before starting commercial operation of the factory.

[1] HI-TECH PARK unit investor should obtain the Approval of Commercial Operation issued by HI-TECH PARK AUTHORITY for starting their commercial operation.

1. Approval of Factory Layout Plan or Extension /Amendment of Layout Plan

Required Documents	• Filled in Application Form (Form-76) • Copy of Trade License • Copy of Tenancy Agreement/Title Deed of Land • Copy of National Identity Card of Owner/ Managing Partner/ Managing Director • Factory layout plan designed by the Recognized Engineer/ Engineering Finn Copy of Building Permit issued by HI-TECH PARK AUTHORITY • Soil test report • Structural Design/Drawing prepared by the Recognized Engineer/Engineering Firm • Certificate of Bearing Capacity of Building Load prepared b} the Accredited Engineer/Engineering Firm
Actual Procedures	1. Applicant visits HI-TECH PARK AUTHORITY OSSC web site and fills required data and information in the application form and attaches electronic version of layout plan 2. HI-TECH PARK AUTHORITY OSSC reviews of the application and attached plan and forwards to the Inspector deployed by DIFE office and recommends approving the layout plan if no deficiency is found. 3. The deployed inspector from DIFE at HI-TECH PARK AUTHORITY OSSC recommends DIFE office to issue a letter of Approval of the Layout Plan duly signed and sealed and sends it back to HI-TECH PARK AUTHORITY OSSC 4. HI-TECH PARK AUTHORITY OSSC receives the letter of approval and send it the applicant through online and advises him/ her to collect approved layout plan countersigned by the designated official of HI-TECH PARK AUTHORITY.
Required Processing time	10 working days
Application Fee	Not applicable (however, HI-TECH PARK AUTHORITY may impose some fees)
Remarks	The application form should be submitted to HI-TECH PARK AUTHORITY OSSC 30 working days before the target date of commercial operation.

2. Factory License

Required Documents	• Filled.in Application Form (fonn.77) • Copy of updated Trade License (if applicable) • Tenancy Agreement/Title Deed of Land (as the case may be) • Copy of National Identity Card (NID) of Owner/Managing Director • Copy of Demand Note of Electricity connection (if applicable) • Copy of Memorandum and Articles of Association /Partnership Deed • Copy of approved Factory Layout Plan • Copy of approved Structural Design and Approval Letter (if applicable) • Layout plan indicating installation of machinery issued by the Authority • Original copy of Treasury Challan • List of workers of the factory • Copy of fire License

Actual Procedures	1. Applicant visits HI-TECH PARK AUTHORITY OSSC web site and fills required data and information in the Application Form and attaches required documents in scanned copy/PDF version 2. Applicant deposits license fee through online using credit curd/ Mobile banking 3. The HI-TECH PARK AUTHORITY OSSC front officer receives and checks the application along with attached documents and forwards them to the next team upon confirmation of receipt of license fee 4. The team holds initial meeting in presence of one representative nominated by DIFE office and assigns concerned DIFE official for physical inspection on certain dates 5. The assigned DIFE official visits the applicant's factory for physical verification and submits an inspection report 6. The Team holds second meeting to review the inspection report and recommends for approval of the application for license and forwards the tile to approval officer. 7. The officer approves as recommended and sends the file to Inspector General (IG) of DIFE who issues Factory License duly signed and sealed 8. Upon issuing the Factory License, the Inspector General (IG) of DIFE sends back the tile to HI-TECH PARK AUTHORITY OSSC along with original copy of license. 9. HI-TECH PARK AUTHORITY OSSC informs the applicant to collect the original copy of Factory License 10. Applicant collects the Factory License from the HI-TECH PARK AUTHORITY office
Required Processing Time	15 working days
Application Fee	See Annex 1
Remarks	Amount of License Fee should be fixed for all factories

3. Renewal of Factory License

Required Documents	• Filled-in Application Form (Fonn-77) • Copy of updated Trade License • Tenancy Agreement/Title Deed of Land (as the case may be) • Copy of National Identity Card (NID) of Owner/Managing Director Copy of Demand Note of Electricity connection (if applicable) Memorandum and Articles of Association /Partnership Deed • Copy of approved Structural Design and Approval Letter (if applicable) Layout plan indicating installation of machinery issued by the Authority Original copy of Treasury Challan • Original License • List of workers of the factory • Copy of Fire License
Actual Procedures	1. Applicant visits HI-TECH PARK AUTHORITY OSSC website and fills required data and information in the Application form and attaches required documents in scanned copy/PDF version 2. Applicant deposits renewal license fee at the Bank 3. HI-TECH PARK AUTHORITY OSSC reviews the application along with attached documents and forwards to the Inspector deployed by DIFE office 4. The team holds initial meeting in presence of one representative nominated by DIFE office and assigns concerned DIFE official for physical inspection on certain date 5. The assigned DIFE inspectors visits the applicant's factory for physical verification and submits an inspection report 6. The Inspectors prepare the inspection report and recommends for approval of the application for renewal of factory license and forwards the file to IG/DIG. 7. The IG/DIG of DIFE approve and issues Renewal of Factory License duly signed and sealed 8. Upon issuing the Factory License, the IG/DIG of DIFE sends back the file to HI-TECH PARK AUTHORITY OSSC along with original copy of license. 9. HI-TECH PARK AUTHORITY OSSC informs the applicant to collect the original copy of Factory License 10. Applicant collects the Facto!) License from the HI-TECH PARK AUTHORITY OSSC

Required Processing Time	10 working days if a physical inspection is not required 15 working days if a physical inspection is required
Application Fee	See Annex 1
Remarks	Amount of Renewal License Fee should be fixed for all factories

4. Submission of Notice before Starting of Commercial Production

Required Documents	• Filled-in Application Form (Form-75)
Actual Procedures	1. Applicant submits the application form to HI-TECH PARK AUTHORITY OSSC at least 15 days before starting commercial operation of the factory. 2. After official receipt of the submitted Notice, HI-TECH PARK AUTHORITY OSSC forwards it to the IG of DIFE.
Required Processing Time	-
Application Fee	None
Remarks	

List of Forms

Form No.	Name
FORM-FO-01	Fonn-76 : Application of the Approval of Factory Lay-out Plan or Extension/Amendment of Lay-out Plan
FORM-FO-02	Form-77: Application of getting Registration and License/Renewal/Amendment/Duplicate License for the Factory/Establishment/Commercial Firm/Commercial Bank and Insurance Company /Contracting Agency
FORM-FO-03	Form 75: Notice before Starting of the Commercial Production of the Factory/Establishment
Annex-1	License Fee and License Renewal Fee

FORM-FO-01

Form- 76
[See the section 326 and the rule 353(2)1

Application of the Approval of Factory Lay-out Plan or Extension/Amendmen t of Lay-out Plan

1. Name of Owner/Managing Director:.....

2. Address of Owner/Managing Director:.. ....

Present address:..... .. ..

Permanent address:..... ....

3. Full Name of the Factory:.. .. ..

Address of Head office:... ....

Address of Correspondence:..... .. ..

4. Location of Factory:

Town Village Name of the HI-TECH PARK & Plot:. ....
....

Police Station:..... ..... .Upazilla:..... Dist rict :... ... ...

Nearest rail station, Steamer or launch jetty:..... ....

Bus Stoppage:..... ....

5. Name of the building designing Authority, date of approval and approval no. in case of multi storied factory building:.... ....

6. Load Bearing Capacity of the Made Structural Design/Drawing of Building:..... .. ..

7. Description of Installable Equipment:.. .. ..

8. The Volume of Generated Load During Running Time:..... ....

9. License no and Reference no of the Previous Layout Plan and Date in case of Approving Extension/Amendment of Lay-out Plan of the factory (including approved copy):..... ....

Signature of Owner/Managing Director
Date:..... . ...

Attachment:

1. Trade License Copy (if applicable)
2. Tenancy Agreement/Title Deed of Land (if applicable)
3. Copy of National Identity Card/Passport of the Owner/ Managing Partner/ Managing Director
4. Soil Test Report (if applicable)
5. Structural Design/Drawing prepared by the Accredited Engineer/Engineering Firm (if applicable)
6. Building Load Bearing Capacity Certificate issued by the Accredited Engineer/Engineering Firm (if applicable)
7. Building Construction Certificate issued by Accredited Engineer/Engineering Firm (if applicable)/Building Construction Certificate issued by HI-TECH PARK AUTHORITY
8. Design of the Building approved by Local Authority/Design of the Building Approved by HI-TECH PARK AUTHORITY

FORM-FO-02

Form- 77

[See the section 3A and 326 and the rule 7 (1), 354, 355 (3) and 357 (1)]

Application of getting Registration and License/Renewal/Amendment/Duplicate License for the Factory/Establishment/Commercial Firm/Commercial Bank and Insurance Company /Contracting Agency

I. (a) Full name of Factory/Establishment/Commercial Firm/Commercial Bank and Insurance Company/Contracting Agency:

(English):. ....

(Bengali) :..... ....

(b) Previous name (If it is differ from present name):.... . ...

2. Location: Address:

House/Holding no./Village/Plot no. & Name of the HI-TECH PARK:..... . ... Road no:.....

Post Office:.... .... Police Station:.....

Upazilla:.. .. .. District:.. .. ..

3. Name and Address of the Owner who using the building:..... . ...

4. Type of Business/Service/Production Process:

(a) What has been done in the previous 12 months:.....

(b)What has been done in the next 12 months:.. ... .

5. rune of the Chief Executive/Manager for in order to fulfilling the purpose of Bangladesh Labor Law, 2006: (Any person who engaged in Admin, Supervising or any management works):

Name: . ...

Father's name:..... ....

NID no:.... .. ..

Permanent address:. ... .

6. Name and address of the Management Authority:

(a) Owner Chairman:..... .. ..

(b) Managing Director:.... ....

(c) Directors in case of Public Company:.....

(d) Shareholders in case of Private Company:.. .. ..

(e) Partners/Owners: ... .

7. Type of Proposed Power and total Volume Installation (for all other cases except Power Station)

Type of Power .....Volume ..... kilowatt/hour

8. Maximum number of workers/labors in any day during the year (including supplied workers by the

Contractor): Adult: Male: . .. .Female.....

Adolescent: Male:.... .. .. Female.....

Children Male:.. . . . . Female.....

In total:. ....

9. Maximum number of workers/labors in the previous year (including supplied workers by the Contractor): .....
10. (a) Reference no. and Date of the last Factory layout Plan issued by the Inspector General (in case of factory)

    (b) Reference no and Date of Building Design Approval issued by the local Authority.....(please attach layout plan of position).....

11. Fees of license/renewal/correction/duplicate for the ended year of 30thJune, 20.....

    Treasury Challan no..... ..... Name of the bank (including branch)..... ... .

12. Number and date of original license, in case of registered factory/establishment:.. ....

Signature of Owner/Managing Director

Date:. . .. .

Attachment:

1. Copy of Trade License (if applicable)
2. Tenancy Agreement/Title Deed of Land (if applicable)
3. Copy of National Identity Card (NID)/Passport for Owner/Managing Director
4. Copy of Power Demand Note (if applicable)
5. Memorandum of Articles /Copy of Partnership Deed (if applicable)
6. Copy of approved Factory Lay-out Plan (if applicable)
7. Copy of approved Structural Design and Approval Letter (if applicable) issued by the local authority and Location Lay-out Plan
8. Original copy of Treasury Challan
9. Original License (if applicable)
10. I 0. List of workers of the factory (if applicable)
11. Copy of Fire License

FORM-FO-03

Form-75
Section 325 and Rule 352 (1)
Notice before Starting of the Commercial Production of the Factory/Establishment

Name of the Factory/Establishment (in English):..... .. ..

(in Bengali):. ....

Location: ....

Name of the Owner/Managing Director:..... ....

Present Address:..... ....

Permanent Address:..... ....

Mobile no:.. . . .. Telephone no.....Email:.....

Head Office Address of the Factory/Establishment:.. ....

Name of the Chief Executive/Manager of the Factory/Establishment: (any assigned officer in Admin, coordinating or Management officer)..... ....

Residential Address:.... ....

Type of Production/Work of the Factory/Establishment:.....

o. of Trade Licenseand name of the Authority:..... ....

Name and Member no. of the Respective Business/Commercial Organization:.... ....

Type of the Used Electric Power and Volume (ifapplicable):..... ....

The name of the Design Approval Authority of the Building where the Factory Located:..... ....

and the Date and umber of Approval: .. ..

o. of Fire License and Issue Date:.... ....

o. of Boiler License and Issue Date: (if applicable)..... ....

o. of Wearing Certificate and Issue Date which issued by the Certified Individual of the Office of the Chief Electrical Inspector:..... ....

Environment Clearance Certificate No and Issue Date.: (if applicable) ....

HI-TECH PARK AUTHORITY's Project Clearance No. and Date:... ....
.

Provable Date of Starting Commercial Operation of the Factory/Establishment:.. ....

No. of Provable/Employed Labor/Worker of the Factory/Establishment (including list):.....

Teenager workers:
Female.... ... ... Male..... .. ..

Employed Persons by the Contractor
Female.... ....Male..... ..... .

Adult Workers and Officers-Employees
Female..... .. ..Male.... ....

Foreign Workers and Officers-Employees
Female..... .... Male..... .. ..

Date:.. ....

Signature of the Owner/Chief Executive/Managing Director

Annex-1

License Fee and License Renewal Fee

For Factory:

Category	Maximum number of workers or employees employable in any day of the year	License Fee (BDT)	License renewal fee (BDT)
a.	5-30	500	300
b.	31- 50	1,000	700
C.	5 1- 100	1,500	1,000
d.	101 - 200	2.500	1.800
e.	20 1- 300	3 ,0 00	2 ,200
f	301 - 500	5,000	3,500
g.	501- 750	6,000	4,800
h.	751- 1000	8,000	5,000
i.	1001 -20 00	10 ,000	7,000
j.	2001-3000	12 ,000	8,400
k.	3001-5000	15,000	10,000
l.	5001-Above	18,000	12 ,000