৫০১১৯

বাংলাদেশ ব্যাংক
(সেন্ট্রাল ব্যাংক অব বাংলাদেশ)
প্রধান কার্যালয়
মতিঝিল, ঢাকা-১০০০
বাংলাদেশ

বৈদেশিক মুদ্রা বিনিয়োগ বিভাগ

সূত্র নং-বৈমুবি/৭০১(৩)/বিওশে/গভঃ/২০১৯-৩২৯০

তারিখঃ ১ অক্টোবর ২০১৯

ব্যবস্থাপনা পরিচালক
বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষ
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
ডাক, টেলিযোগাযোগ ও তথ্য প্রযুক্তি মন্ত্রণালয়
আইসিটি টাওয়ার, আগারগাঁও
ঢাকা।

দৃষ্টি আকর্ষণঃ জনাব নাসির উদ্দিন আহম্মেদ, উপসচিব।

প্রিয় মহোদয়,

বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষের আওতাধীন পার্কগুলোতে বিনিয়োগকারী প্রতিষ্ঠান কর্তৃক চাহিত সেবাসমূহ ওয়ান স্টপ সার্ভিস-এর মাধ্যমে প্রদানের নিমিত্ত তাঁর দপ্তরের Standard Operating Procedure (SOP) এবং Service Flow Chart প্রেরণ প্রসঙ্গে।

উপর্যুক্ত বিষয়ে আপনাদের ৪/৯/২০১৯ তারিখের পত্র নং- ৫৬.০২.০০০০.০০৬.১৮.২১৭.১৯-১০৭ এর প্রতি সদয় দৃষ্টি আকর্ষণ করা যাচ্ছে।

২। এতদ্‌সূত্রে আপনাদেরকে অবহিত করা যাচ্ছে যে, ইতোপূর্বে আপনাদের ১৯/০২/২০১৯ তারিখের পত্র নং-৫৬.০২.০০০০.০০৬.১৮.২১৭.১৯(অংশ-৩)-২৬ এর মাধ্যমে প্রেরিত Data Sheet এ প্রদত্ত ছক অনুযায়ী হালনাগাদ তথ্যের ভিত্তিতে প্রস্তুতকৃত বাংলাদেশ ব্যাংকের ফোকাল পয়েন্টের তথ্য, Standard Operating Procedure (SOP) এবং Service Flow Chart আপনাদের অবগতির জন্য এতদ্‌সঙ্গে প্রেরণ করা হলো।

সংযুক্তিঃ ১। Data Sheet

আপনাদের বিশ্বস্ত,

(মোঃ মনিরুল ইসলাম)
যুগ্ম-পরিচালক
ফোন-০১৭৭২২৮৪৬১১
manirul.islam@bb.org.bd

Data Sheet (তথ্য ছক)

Bangladesh Bank

a) **One Stop Service Focal Point Information**:

Name : **Mr. Md. Nazrul Islam**
Designation : General Manager, Foreign Exchange Investment Department
Telephone no. : 02-9530144
Mobile no. : 01730034048
E-mail : nazrul.islam122@bb.org.bd
Web : www.bb.org.bd

One Stop Service Alternative Focal Point Information:

Name : **Mr. Md. Manirul Islam**
Designation : Joint Director, Foreign Exchange Investment Department
Mobile no. : 01772284611
E-mail : manirul.islam@bb.org.bd

b) **Service Related Information**:

Sl. No.	Description of Services	To whom it may concern (Company/ Factory/ Industry etc.)	List of Documents Required	Mode of Service Delivery (Online/ Offline /Both)	Applicable Fees	Service Delivery Time (working days)	Work Process Flow
1.	ক) অনিবাসীর অনুকূলে স্টক এক্সচেঞ্জে অ-তালিকাভুক্ত কোম্পানীর শেয়ার ইস্যুর বিষয়ে বাংলাদেশ ব্যাংক-কে অবহিতকরণ (Notification of issuance of shares of companies not listed in the stock exchanges in favor of non-resident)	Company	**(a) Issue of shares in favor of non-residents:** **(GFET-2018, Chapter 9, Para-2(A)** (i) attested copy of the permission for the capital issue accorded by the RJSCF/BSEC; (ii) attested copy of the registration, if any, of the foreign investment in the industrial ventures accorded by the BHTPA; (iii) copy of encashment certificate of foreign exchange in Taka authenticated by the AD in case of issue of shares against foreign exchange received from abroad through the banking channel or from non-resident Taka accounts (Appendix 5/39 or 5/40 as the case may be); and (iv) for issue of shares against foreign investment in the form of capital machinery, the authenticated copy of bill of entry evidencing clearance of the capital machinery from the Custom Authorities, copies of the related import permit, invoice, bill of lading/air way bill, etc. (v) Certificate issued by AD in support of payment from non-resident taka accounts for purchase of shares in Bangladeshi companies.	Offline	N/A	15	Issuance/ transfer of shares to non-resident ⇩ Sending notification of share issuance/ transfer through AD bank to Foreign Exchange Investment Department, Bangladesh Bank (BB) within 14 days of such issuance/ transfer. ⇩ BB will scrutinize the submitted documents. ⇩

Sl. No.	Description of Services	To whom it may concern (Company/ Factory/ Industry etc.)	List of Documents Required	Mode of Service Delivery (Online/ Offline /Both)	Applicable Fees	Service Delivery Time (working days)	Work Process Flow
	খ) নিবাসী হতে অনিবাসী, অনিবাসী হতে নিবাসী এবং অনিবাসী হতে অনিবাসীর অনুকূলে স্টক এক্সচেঞ্জে অ-তালিকাভুক্ত কোম্পানীর শেয়ার হস্তান্তরের বিষয়ে বাংলাদেশ ব্যাংক-কে অবহিতকরণ (Notification of transfer of shares of companies not listed in the stock exchanges, from resident to non-resident, non-resident to resident and non-resident to non-resident)		**(b) Transfer of shares in favor of non-residents:** (GFET-2018, Chapter 9, Para-2(B) (i) copy of encashment certificate, authenticated by the concerned AD, of foreign exchange in Taka credited to the account of transferor in case of transfer of shares from resident to non-resident; (ii) attested copy of the permission for the transfer accorded by the RJSCF/BSEC; (iii) attested copy of up-to-date Schedule-X				If there is shortfall of documents, BB will ask for the documents to AD for its satisfaction. ⇩ If the documents are in order, and will keep records of the issuance and transfer of shares in the respective file. ⇩ BB will inform the AD about the up-to-date position of non-resident share holdings in the company based on the documents submitted to BB.
2.	অনিবাসী শেয়ারহোল্ডারদের অনুকূলে ডিভিডেন্ড প্রেরণ (Remittance of dividend to non-resident shareholders)	Company	**For dividend repatriation :** **(FE Circular no 21, dated- 16th May, 2019)** According to this circular ADs (also OBUs for 'Type A' enterprises) may remit dividends favoring non-resident shareholders of 'Type A' and 'Type B' enterprises of HTPs without prior permission of Bangladesh Bank subject to observance of the instructions stipulated in paragraph 31, chapter 10 of GFET. However, submission of documents to Bangladesh Bank as mentioned in paragraph 31(e), chapter 10 for post facto checking will not be required though usual reporting, online returns etc. shall be submitted by ADs/OBUs.	Offline	N/A	10	Company applies to AD bank for remittance ⇩ Remittance of dividend to non-resident by AD banks subject to observance of the instructions stipulated in paragraph 31, chapter 10 of GFET-2018 ⇩ ADs/OBUs will do the usual reporting and submit the online returns etc. to BB

Sl. No.	Description of Services	To whom it may concern (Company/ Factory/ Industry etc.)	List of Documents Required	Mode of Service Delivery (Online/ Offline /Both)	Applicable Fees	Service Delivery Time (working days)	Work Process Flow
3.	(ক) স্টক এক্সচেঞ্জে অ-তালিকাভুক্ত কোম্পানিতে অনিবাসী কর্তৃক ধারণকৃত শেয়ার নিবাসীর নিকট বিক্রয়লব্ধ অর্থ বিদেশে প্রত্যাবাসনের অনুমোদন (Approval of repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed in stock exchange)	Company	**(A) For Sale proceed repatriation :** **(FEID Circular no 1, dated- 6th May, 2018)** (i) Share valuation report supported by audited reports and financial statements of the target company for immediate past 5 years as per FEID Circular No.-1, Dated: 06/05/2018; (ii) Certificate of Incorporation; (iii) Memorandum & Articles of Association; (iv) Registration with Bangladesh Hi-Tech Park Authority; (v) Annual Summary of share Capital and list of shareholders and directors (Schedule-'X'); (vi) Return of Allotment (Form –XV); (vii) Instrument of Transfer of shares (Form –117), for transfer of share other than the shares to be transferred; (viii) Encashment Certificate in support of shares issued or transferred shares against freely convertible foreign exchange; (ix) Authenticated copy of import permit, invoice, bill of lading/air way bill and bill of entry for issue/transfer of share against capital machinery. Payment against such import must be made from abroad; (x) Certificate issued by AD in support of payment from non-resident taka accounts for purchase of shares in Bangladeshi companies. (xi) Board Resolution of the Company in favor of transfer of shares; (xii) Memorandum of Understanding (MoU) for share sale-purchase agreement; (xiii) Applicable multiples (P/E, P/B, P/S etc.) of one year month end average values of peer group prior to the MoU for share sale purchase agreement with condition to discard extreme ratios; (xiv) The Weighted Average Cost of Capital (WACC) with (xv) detailed calculations or the yield rate on 20-year BGTB as on the date of MoU for share sale-purchase agreement with documentary evidence; (xvi) Statement of overdue export proceeds and overdue bill of	Offline	N/A	15	A company registered under BHTPA needs to apply to Bangladesh Bank through an Authorized Dealer (AD) Bank. ⇩ Bangladesh Bank will scrutinize and evaluate the documents under existing laws, regulations and policies. ⇩ Bangladesh Bank may ask for further documents to AD for it's satisfaction if feels necessary to take valuation decision. ⇩ BB will inform the AD about its decision after scrutinizing and evaluating all the documents regarding allowable repatriation value. .

Sl. No.	Description of Services	To whom it may concern (Company/ Factory/ Industry etc.)	List of Documents Required	Mode of Service Delivery (Online/ Offline /Both)	Applicable Fees	Service Delivery Time (working days)	Work Process Flow
	(খ) কোম্পানী অবলুপ্তির ক্ষেত্রে অবশিষ্ট অর্থ বিদেশে প্রত্যাবাসনের অনুমোদন (Approval of repatriation of residual amount in the event of winding up of a company)		entry (if applicable); (xvii) Income tax computation submitted to National Board of Revenue (NBR) along with the income tax return; (xviii) Tax clearance certificate; (xix) CIB Report; (xx) Intimation regarding issuance/transfer of share as per Paragraph 2(A) (c) & (B), Chapter 9, of GFET-2018. **(B) For Residual amount repatriation in case of Liquidation: (The Companies Act-1994, Sec- 286-300)** (i) Bank's forwarding letter along with the client's application; (ii) Certificate of Incorporation; (iii) Memorandum & Articles of Association; (iv) Registration certificate obtained from Hi-Tech Park; (v) Annual summary of share capital and list of shareholders and directors (Schedule-'X'); (vi) Particulars of the Directors, Manager and Managing Agents and of any change therein (Form-XII); (vii) Return of Allotment (Form-XV); (viii) Encashment Certificate in support of shares issued or transferred against freely convertible foreign exchange; (ix) Authenticated copy of import permit, invoice, bill of lading/air way bill and bill of entry for issuance/transfer of share against capital machinery. Payment against such import must be made from abroad; (x) Certificate issued by AD in support of payment from non-resident taka accounts for purchase of shares in Bangladeshi companies. (xi) Minutes of Extra Ordinary General Meeting (EGM) for winding up of the company; (xii) Public notice published in government gazette regarding winding up of the company; (xiii) Public notice published in two daily newspaper for winding up of the company;				

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			(xiv) Winding up related documents certified by RJSCF; (xv) Final Statement of Accounts of the company by liquidator supported by Audited Financial Statements of the company; (xvi) Verdict of the court in case of winding up of a company by the court.				
4.	রয়্যালিটি, কারিগরি জ্ঞান বা কারিগরি সহায়তা এবং ফ্র্যাঞ্চাইজ ফি বাবদ বহির্গামী রেমিটেন্সের অনুমোদন (Approval of outward remittance on account of payment of royalty, fees for technical knowledge or technical assistance and franchise fees)	Company	**For repatriation of royalty, fees for technical knowledge or technical assistance and franchise fees :** **(FE Circular no 21, dated- 16th May, 2019)** ADs (also OBUs for 'Type A' enterprises) may remit the royalty, technical know-how and technical assistance fees of enterprises of HTPs from their FC accounts without prior permission from Bangladesh Bank or BHTPA if the total fees and other expenses connected with above mentioned purposes do not exceed the following limits: (a) For new projects, not exceeding 6 (six) percent of the cost of imported machinery; (b) For ongoing concerns, not exceeding 6(six) percent of the previous year's sales as declared in the income tax returns. However, remittance of such fees in excess of the prescribed limit is subject to prior specific approval from BHTPA. Besides usual reporting to Bangladesh Bank, each transaction shall have to be reported to BHTPA also.	Offline	N/A	7	Remittance of royalty, technical know-how and technical assistance fees by AD (also OBUs for 'Type A' enterprises) ⇩ Prior approval from BHTPA is required if the remittable amount is in excess of the prescribed limit. ⇩ Besides usual reporting to Bangladesh Bank, each transaction shall have to be reported to BHTPA.
5.	ট্রেনিং এবং কনসালটেন্সি সেবা বাবদ সাধারণ প্রাধিকার বহির্ভূত খরচ প্রেরণ সংক্রান্ত অনুমোদন (Approval of remittance of cost of training and consultancy services beyond the ambit of general privilege)	Company	(i) Bank's forwarding letter along with the client's application; (ii) Service contract between the consultant and the applicant; (iii) Invoice issued by the consultant; (iv) TIN certificate of the applicant; (v) Latest Audited Financial Statements of the company.	Offline	N/A	7	A company registered under BHTPA needs to apply to Bangladesh Bank through an Authorized Dealer (AD) Bank. ⇩ BB will scrutinize the documents under existing laws, regulations and policies and make decision regarding remittance.

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6.	বিশেষ অঞ্চলের আওতাধীন বেসরকারী খাতের শিল্প প্রতিষ্ঠানের অনুকূলে বৈদেশিক মুদ্রা ঋণ অনুমোদন (Approval of Foreign currency loan by industrial enterprises in the private sector established in the special zones)	Company	(i) Bangladesh Hi-Tech Park Authority's recommendation letter to Foreign Exchange Investment Department of BB; (ii) Authorized Dealer bank's forwarding letter to Hi-Tech Park Authority; (iii) Registration certificate obtained from Bangladesh Hi-Tech Park Authority. (iv) Application for borrowing by the company; (v) Duly filled-in Annexure-A as per Appendix-6/1 of GFET 2018; (vi) Required documents as indicated in Annexure-A of Appendix-6/1 of GFET 2018; (vii) Board Resolution of the company regarding decision of taking foreign loan; (viii) Certificate of Incorporation; (ix) Memorandum & Articles of Association; (xvii) Annual summary of share capital and list of shareholders and directors (Schedule-'X'); (xviii) Particulars of the Directors, Manager and Managing Agents and of any change therein (Form-XII); (xix) Instrument of Transfer of Shares (Form-117); (x) Updated Audited Financial Statements; (xi) Loan utilization certificate (If loan taken previously); (xii) Certificate by the Authorized Dealer bank regarding loan classification status of the company, it's directors and other concern related with directors as per updated CIB report; (xiii) Authorized Dealer bank's certification regarding list of imported capital machineries (if applicable); (xiv) Letter of Credit with all shipping documents; (xv) Bill of entry (if applicable); (xvi) Proforma invoice/ Sales contract (if applicable); (xvii) Loan agreement/ Sanction letter/ Indicative term sheet by the lender;	Offline	N/A	15	The company will apply to Bangladesh Hi-Tech Park Authority (BHTPA) with required documents. ⇩ BHTPA will forward the application to Bangladesh Bank with their recommendations/ observations. ⇩ Bangladesh Bank will assess applicant's performance and worthiness and make decisions regarding the foreign currency loan.

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7.	অফশোর ব্যাংকিং এর লাইসেন্স প্রদান (Issuance of license for Offshore Banking)	Bank	(i) An application through Bangladesh Hi-Tech Park Authority as per BRPD Circular No: 02, dated 25/02/2019; (ii) Copy of board approved guidelines for conducting offshore banking operation; (iii) Copy of Board approval; (iv) Certified copy of Memorandum and Articles of Association; (v) Copy of Letter of Authority from supervisory authority approving the bank for operating Offshore Banking Unit in Bangladesh; (vi) Annual Reports, Balance Sheets & Profit loss Accounts of the Bank for the preceding 3 years; (vii) Performance of the other OBUs, if any, for the preceding 3 years operating by the bank; (viii) Organizational Chart of the proposed offshore banking operation.	Offline	N/A	15	The Bank interested to operate an OBU will apply to Bangladesh Hi-Tech Park Authority (BHTPA) with required documents. ⇩ BHTPA will forward the application to Bangladesh Bank with their recommendations/ observations. ⇩ Bangladesh Bank will assess applicant's performance and capacity for operating Offshore Banking and make decisions regarding issuance of Offshore Banking license.