

# Work Permit Application Form

## Application for Work Permit

1. Basic Requirement

2. Applicant Information (Part A)

3. Applicant Details (Part B)

4. Attachments (Part C)

5. Submit

### Project Information

Approved Project Registration reference no. \*

### 1. Basic Information

Please provide Visa Recommendation Reference Number \*

Type of Visa obtained for the Incumbent Foreign Nationals \*

Work Permit Type \*

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### 2. Particulars of Sponsors / Employers

|   |                                   |                |                      |
|---|-----------------------------------|----------------|----------------------|
| Name of the Applicant                                 | <input type="text"/>              | Name of park * | <input type="text"/> |
| Company Name  | <input type="text"/>              |                |                      |
| Full Address of Registered Head Office of Applicant : |                                   |                |                      |
| Country   | <input type="text"/>              | Division *     | <input type="text"/> |
| District *  | <input type="text"/>              | Address Line 1 | <input type="text"/> |
| Address Line 2  | <input type="text"/>              | Post Code      | <input type="text"/> |
| Phone No  | <input type="text" value="+880"/> | Fax No         | <input type="text"/> |
| Email   | <input type="text"/>              | Website        | <input type="text"/> |

### 3. Authorized Information

|   |                                   |                      |
|---|-----------------------------------|----------------------|
| Name of the Correspondent                 | <input type="text"/>              | <input type="text"/> |
| Nationality                               | <input type="text"/>              | Passport             |
| Correspondent Address & Contact Details : |                                   |                      |
| Country                                   | <input type="text"/>              | Division *           |
| District *                                | <input type="text"/>              | Address Line 1       |
| Address Line 2                            | <input type="text"/>              | Post Code            |
| Phone No.                                 | <input type="text" value="+880"/> | Fax No.              |
| Email                                     | <input type="text"/>              | Website              |

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### 4. Particulars of Foreign Incumbent

|   |  |
|---|--|
| <p>Name of the foreign national</p> <p>Designation</p> <p>Nationality</p> <p>Gender<br/> <input checked="" type="radio"/> Male <input type="radio"/> Female</p> <p>Passport No.</p> <p>Place of Issue</p> <p>Date of Birth</p> <p>Permanent Address :</p> <p>Country</p> <p>Province</p> <p>Address Line 2</p> <p>Contact No.<br/> <input type="text" value="+880"/></p> <p>Email</p> | <p><b>Incumbent Photo:</b></p> <p><input type="button" value="Choose file"/> No file chosen<br/> <small>[File Format: *.jpg/.jpeg/.png   Width 300PX, Height 300PX]</small></p> <p><b>Incumbent Signature:</b></p> <p><input type="button" value="Choose file"/> No file chosen<br/> <small>[File Format: *.jpg/.jpeg/.png   Width 300PX, Height 80PX]</small></p> <p><b>Marital Status:</b> <input type="radio"/> Married <input checked="" type="radio"/> Unmarried</p> <p><b>Date of Issue</b></p> <p><b>Expiry Date</b></p> <p><b>State</b></p> <p><b>Address Line 1</b></p> <p><b>Post Code</b></p> <p><b>Fax No.</b></p> |
|---|--|

### Academic Qualification (please attach certificates) :

| Highest Degree | College / University | Result | Certificate*  |
|----------------|----------------------|--------|---|
|                |                      |        | <input type="button" value="Choose file"/> No file chosen<br><small>[PDF   Max file size 3 MB]</small><br><input type="button" value="Open Certificate"/> |

### 5. Employment Information

|  |   |
|--|---|
| <p>Name of the post employed for (Designation)</p> <p>Period of Employment :</p> <p>Desired effective date</p> <p>Desired duration</p> <p>Whether the post has been advertised in Bangladesh<br/> <small>(Please attach copy of advertisement)</small></p> <p>Justification for employment of foreign national</p> | <p>Date of arrival in Bangladesh</p> <p>End date</p> <p>Brief job description</p> <p><input type="button" value="Choose file"/> No file chosen<br/> <small>[PDF   Max file size 3 MB]</small><br/> <input type="button" value="Copy of advertisement"/></p> |
|--|---|

### 6. Compensation and Benefit

| Salary Structure                      | Payable Locally |        |            | Payable Abroad |                        |
|---------------------------------------|-----------------|--------|------------|----------------|------------------------|
|                                       | Payment         | Amount | Currency   | Amount         | Currency               |
| a. Basic Salary / Honorarium :        | Monthly         |        | Select one |                | Select one             |
| b. Overseas Allowance :               | Monthly         |        | Select one |                | Select one             |
| c. House Rent :                       | Monthly         |        | Select one |                | Select one             |
| d. Conveyance :                       | Monthly         |        | Select one |                | Select one             |
| e. Medical Allowance :                | Monthly         |        | Select one |                | Select one             |
| f. Entertainment Allowance :          | Monthly         |        | Select one |                | Select one             |
| g. Annual Bonus :                     | Monthly         |        | Select one |                | Select one             |
| h. Other fringe benefits (If any) :   |                 |        |            |                | Maximum 120 characters |
| i. Any particular comments or remarks |                 |        |            |                | Maximum 120 characters |

### Manpower of the office

| Local (a) |                  |       | Foreign (b) |                  |       | Grand Total | Ratio |         |
|-----------|------------------|-------|-------------|------------------|-------|-------------|-------|---------|
| Executive | Supporting Staff | Total | Executive   | Supporting Staff | Total | (a+b)       | Local | Foreign |
|           |                  |       |             |                  |       |             |       |         |

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## 6. Required Documents for attachment

| No. | Required Attachments   | Attached PDF file  |
|-----|--|---|
| 1 * | Copy of passport (Full set) of the Expatriate (Whole of the used part) | <input type="button" value="Choose file"/> No file chosen   |
| 2 * | Copy of Flight Schedule / Itinerary / Air Ticket                       | <input type="button" value="Choose file"/> No file chosen   |

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### 9. Service Fee Payment

|                 |                                   |                   |                      |
|-----------------|-----------------------------------|-------------------|----------------------|
| Contact name *  | <input type="text"/>              | Contact email *   | <input type="text"/> |
| Contact phone * | <input type="text" value="+880"/> | Contact address * | <input type="text"/> |
| Pay amount      | <input type="text"/>              | VAT/ TAX          | <input type="text"/> |
| Bank Charge     | <input type="text"/>              | Total Amount      | <input type="text"/> |
| Payment Status  | <span>Pending</span>              |                   |                      |

Vat/ tax and service charge is an approximate amount, it may vary based on the Sonali Bank system.

### 10. Terms and Conditions

I agree with the Terms and Conditions.

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Payment & Submit

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