

Work Permit Extension Form

The screenshot shows the 'Application list for (Work Permit Extension)' interface. A modal dialog is displayed in the center with the following text:

Before proceed to Renew of Work Permit Registration, you can do amendment of your previous Work Permit Registration(if any).

Proceed to Amendment ?

Yes No

The background interface includes a header for 'Sultana Group', a search bar, and a table with columns for 'Tracking No.', 'Status', 'Modified', and 'Action'. A '+ New Appli' button is visible in the top right corner.

The screenshot displays the 'Application for Work Permit Extension' form. The form is divided into five steps: 1. Basic Requirements, 2. Applicant Information (Part A), 3. Applicant Details (Part B), 4. Attachments (Part C), and 5. Submit. The 'Basic Requirements' section is currently active and contains the following fields:

- Please give your approved Work Permit reference no. * (with a dropdown menu and a 'Load Work Permit Data' button)
- Effective date of the First Work Permit (with a date picker)
- Expiry date of Last Work Permit (with a date picker)
- Effective date of the Last Work Permit (with a date picker)
- Type of visa * (with a dropdown menu)
- Desired duration for work permit (with a date picker)
- Start Date (with a date picker)
- End Date (with a date picker)
- Desired Duration (with a text input)
- Payable amount (BDT) (with a text input)

At the bottom of the form, there are buttons for 'Save as Draft', 'Previous', and 'Next'. The footer of the page includes the text: 'Manage by Business Automation Ltd. In association with OCPL Team. On behalf of Bangladesh Hi-Tech Park Authority (BHTPA)' and 'Version 2.3'.

Work Permit Extension Form

HTP

Sultana Group

Search

Notifications

User

Tanvir Rahman t

Image

User

2. Applicant Information (Part A)

3. Applicant Details (Part B)

4. Attachments (Part C)

5. Submit

Application for Work Permit Extension

2. Particulars of Sponsors / Employers

Name of the Applicant

Applicant name

Company Name

Sultana Group

Full Address of Registered Head Office of Applicant :

Country

Select One

Province

Enter your Province

Address Line 2

Phone No

+880 1812-345678

Email

Name of park *

Select one

State.

Name of your state / division

Address Line 1

Post Code

Fax No

Website

https://www.example.com

3. Authorized Information

Name of the Correspondent

Nationality

Select One

Passport

Select One

Correspondent Address & Contact Details :

Country

Select One

State

Name of your state

Province

Enter the name of your Province

Address Line 1

Post Code

Fax No.

Website

www.example.com

Address Line 2

Phone No.

+880 1812-345678

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Application for Work Permit Extension

1. Basic Requirements

2. Applicant Information (Part A)

3. Applicant Details (Part B)

4. Attachments (Part C)

5. Submit

4. Particulars of Foreign Incumbent

Name of the foreign national

Designation

Nationality

Gender

Passport No.

Place of Issue

Date of Birth

Permanent Address :

Country

Province

Address Line 2

Contact No.

Email

Select one

Select one

Male Female

Select one

+880 1812-345678

Incumbent Photo: *

Choose File No file chosen

File Format: *.jpg; *.jpeg; *.png (Width: 300PX, Height: 300PX)

Incumbent Signatures: *

Choose File No file chosen

File Format: *.jpg; *.jpeg; *.png (Width: 300PX, Height: 80PX)

Marital Status *

Married Unmarried

Date of Issue

Expiry Date

State

Address Line 1

Post Code

Fax No.

E-tin

Academic Qualification (please attach certificates):

Highest Degree	College / University	Result	Certificate *
			Choose File No file chosen

5. Employment Information

Name of the post employed for (Designation)

Period of Employment :

Desired effective date

Desired duration

Whether the post has been advertised in Bangladesh

(Please attach copy of advertisement)

Justification for employment of foreign national

Date of arrival in Bangladesh

End date

Brief job description

Choose File No file chosen

(PDF | Max file size 3 MB)

6. Compensation and Benefit

Salary Structure	Payable Locally			Payable Abroad	
	Payment	Amount	Currency	Amount	Currency
a. Basic Salary / Honorarium :	Monthly		USD		USD
b. Overseas Allowance :	Monthly		USD		USD
c. House Rent :	Monthly		USD		USD
d. Conveyance :	Monthly		USD		USD
e. Medical Allowance :	Monthly		USD		USD
f. Entertainment Allowance :	Monthly		USD		USD
g. Annual Bonus :	Monthly		USD		USD
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

Save as Draft

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Application for Work Permit Extension

1. Basic Requirements

2. Applicant Information (Part A)

3. Applicant Details (Part B)

4. Attachments (Part C)

5. Submit

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)	<div>Choose File</div> No file chosen
2 *	Copy of Flight Schedule / Itinerary / Air Ticket	<div>Choose File</div> No file chosen

Save as Draft

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Application for Work Permit Amendment

1. Basic Requirements

2. Applicant Information (Part A)

3. Applicant Details (Part B)

4. Attachments (Part C)

5. Submit

9. Service Fee Payment

Contact name *	Tanvir Rahman t	Contact email *	tanvir@batworld.com
Contact phone *	+880 * 1631707725	Contact address *	House#08,Road#03,Block#E,Mirpur-12
Pay amount	9775	VAT/ TAX	0
Bank Charge	0	Total Amount	9,775.00
Payment Status	Not Paid		

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. *

Save as Draft

Payment & Submit

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Preview

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