

05 October 2025

The Chief Executive Officer
Eutropia-IT Solution
Road#05, House#21, Block#D
Dhaka Uddan Housing, Mohammadpur
Dhaka, Bangladesh

Subject: Request for permission to visit your office for an academic purpose.

Dear sir,

I am writing on behalf of the Department of Business Administration at the University of Asia Pacific to kindly request your permission for the below-mentioned of our students to visit your esteemed company's office.

SL	Name	Signature
1	Sunandan Das	
2	Nabil Hossain Ananto	

This visit is mainly a part of the course requirement and the information will be used for academic purposes strictly.

It aims to gain deeper insights into:

- Business Operations
- Organizational Hierarchy
- HR Management including intern recruitment process
- Taxation
- Accounting Practices
- Technology Use (any software)
- And All Other Compliances.

Kindly extend your cooperation to the students during the visit and help them to cover their knowledge for their better learning. Should you require any further information, feel free to contact me.

Regards

Shariful Islam Sojib

Aspirant CA| Aspirant ACCA| LL. B|ITP

Lecturer

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Meaning

Before meeting please thoroughly google about the company, their mission, vision, owner, products ect. necessary

- **Business Operations** *(means their products, main customer such as local or foreign) you can find it in google)*
- **Organizational Hierarchy** *Define roles and responsibilities clearly. who reports to whom.*
- **HR Management** *including intern recruitment process (duration, paid or non-paid, time or season to recruit, eligible criteria to be recruited)*
- Taxation *(tax rate, single rate of multiple rate)*
- Accounting Practices *(manual or software such as tally, troy, SAP, Oracle, Quickbook, Zoho, Sage, any professional accountants such as CA, ACCA, CMA in the company)*
- Technology Use (any software)- ERP or any HR software
- And All Other Compliances. (do they follow Labor act 2006, companies act 1994, Income tax act 2023, Vat and SD act 2012)

