The form has been uploaded here with some dummy information for your kind information:

Application for Work Permit Extension

1. Basic Instructions	2. Applicant Details	3. Attachments	4. Declaration	5. Payment & Submit

Basic Instructions

Did you receive last work-permit through online OSS? *   ○ Yes ○ No

Please give your manually approved work permit reference No. * [_____]

Effective date of the first Work Permit * [dd-mm-yyyy] 📅   Type of visa * [Select one ▾]

Applicant desired duration

Start Date * [dd-mm-yyyy] 📅   End Date * [dd-mm-yyyy] 📅

Desired Duration [_____]   Payable amount [_____]

Basic Company Information

Company Information:

Department	Registration and Incentives – I (Industry - Foreign)
Name of Organization	Confidential
Name of Organization (Bangla)	
Desired Service from BIDA	Local Industry Registration
Ownership status	Company
Type of the organization	Goverenment organization
Major activities in brief	Lorem ipsum dolor sit amet, consectetur adipisicing elit. Atque consectetur cumque deleniti deserunt dolorem, ducimus fuga illo in labore laudantium natus omnis perspiciatis praesentium quae quibusdam

Information of Principal Promoter/ Chairman/ Managing Director/ State CEO:

Country	Bangladesh	Date of Birth	27-Nov-2000
NID No.	1234567891234	Designation	Developer
Full Name	Jhon Doe	District/ City/ State	Dhaka
Police Station/ Town	Gulshan	Post/ Zip Code	1200
House, Flat/ Apartment, Road	169 Work street	Telephone No.	+880 +880182454545
Mobile No.	+880 +8801234564756	Father's Name	Fathers Name
Email	jhon@mail.com	Mother's Name	Mothers Name
Fax No.	8520	Spouse name	Spouse name
Gender	Not defined		

Office Address:

Division	Dhaka	District	Dhaka
Police Station	Adabor	Post Office	Post Office
Post Code	8520	House, Flat/ Apartment, Road	169 Work street
Telephone No.	+880 1521-252525	Mobile No.	+880 1913-738451
Fax No.	4512369	Email	jhon@mail.com

Factory Address:

District	Bogra	Police Station	Kahaloo
Post Office	Post office	Post Code	1200
House, Flat/ Apartment, Road	132 DOHS	Telephone No.	01900000000
Mobile No.	1925-123456	Fax No.	1925-123456
Email	jhon@mail.com	Mouja No.	9630

Information of Expatriate/ Investor/ Employee

General Information:

Full Name * [_____]

Position/ Designation * [_____]

Brief job description * [Brief job description_____] 0/1000

Photo: * [Browse] [File Format: *.jpg/ .jpeg/ .png | Resize Image]

Passport Information:

Passport No. *	[____]	Personal No. *	[____]
Surname *	[____]	Issuing authority *	[____]
Given Name *	[____]	Nationality *	[Select One ▾]
Date of Birth *	[dd-mm-yyyy]	Place of Birth *	[____]
Date of issue *	[dd-mm-yyyy]	Date of expiry *	[dd-mm-yyyy]

Compensation and Benefit

Salary structure	Payment	Amount	Currency
a. Basic salary/ Honorarium *	Monthly ▾	0.00	AWG ▾
b. Overseas allowance	Monthly ▾	0.00	AWG ▾
c. House rent	Monthly ▾	0.00	AWG ▾

d. Conveyance	Monthly	0.00	AWG
e. Medical allowance	Monthly	0.00	AWG
f. Entertainment allowance	Monthly	0.00	AWG
g. Annual Bonus	Monthly	0.00	AWG
h. Other fringe benefits (if any)	Maximum 250 characters 0/250		

Contact address of the expatriate in Bangladesh:

Division	Select One	District	Select division first
Police Station	Select district first	Post Office	
Post Code		House, Flat/ Apartment, Road	
Telephone No.	+880 ▾ 1812-345678	Mobile No. *	+880 ▾ 1812-345678
Fax No.		Email	

Others Particular of Organization

Nature of Business		Remittance received during the last twelve months (USD)	
Capital Structure:			
(i) Authorized Capital (USD) *		(ii) Paid-up Capital (USD) *	

Manpower of the organization

Local (Bangladesh only)			Foreign (Abroad country)			Grand total	Ratio	
Executive	Supporting staff	Total (a)	Executive	Supporting staff	Total (b)	(a+b)	Local	Foreign

Necessary documents to be attached here (Only PDF file to be attach here)

No.	Required attachments	Attached PDF file (Each File Max. size 2MB)
1	Permission letter of Branch/Liaison/Representative office or Memorandum & Articles of Association and certificate of incorporation in case of locally incorporated company [Recent attachment]	Choose File No file chosen
2	Copy of passport with VISA and arrival stamps for employees/Investors [Recent attachment]	Choose File No file chosen
3	Copy of the first work permit issued by BIDA [Recent attachment]	Choose File No file chosen
4	Copy of the last Work Permit issued by BIDA [Recent attachment]	Choose File No file chosen
5	Income tax clearance certificate from the concerned tax circle for the previous working period [Recent attachment]	Choose File No file chosen
6	Up-to-date income tax clearance certificate for branch/ liaison/ representative office/ locally incorporated companies (Paid in Full) [Recent attachment]	Choose File No file chosen
7	Statement of the manpower showing list of local & expatriate personnel employed with designation, salary break-up, nationality and date of first appointment [Recent attachment]	Choose File No file chosen
8	Appointment Letter/Service Contract Agreement/Transfer Letter of the Expatriate/Investor. [Recent attachment]	Choose File No file chosen
9	Up-to-date Encashment certificate [Recent attachment]	Choose File No file chosen
10	Security clearance of the expatriate from Ministry of Home Affairs, Bangladesh [Recent attachment]	Choose File No file chosen
11	Others necessary documents (please attach if any) [Recent attachment]	Choose File No file chosen
12	Attachment of company\'s comments as per remarks (if any) [Recent attachment]	Choose File No file chosen
13	Copy of the board resolution for extension the work permit. [Recent attachment]	Choose File No file chosen
N.B	All documents shall have to be attested by the Chairman/ CEO / Managing dirctor/ Country Manager/ Chief executive of the Company/ firms.	Document's must be submitted by an authorized person of the organization including the letter of authorization.

Declaration and undertaking

a. I do hereby declare that the information given above is true to the best of my knowledge and I shall be liable for any false information/ statement given

b. I do hereby undertake full responsibility of the expatriate for whom visa recommendation is sought during their stay in Bangladesh.

Authorized person of the organization

Full Name	Arifur Rahman	Designation	Director
Mobile No.	+880 ▾ +8801924512457	Email address	arifur@batworld.com
Picture			

☐ I do here by declare that the information given above is true to the best of my knowledge and I shall be liable for any false information/ system is given.

Service Fee Payment

Contact name *	Arifur Rahman	Contact email *	arifur@batworld.com
Contact phone *	+880 ▾ +8801924512457	Contact address *	169 work street, 8520
Pay amount	250	VAT/ TAX	2.5
Bank Charge	30	Total Amount	282.50
Payment Status	Not Paid		

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