

Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Division



Date: 19 March, 2020

File no: WP-E-19Mar2020-0001

Subject: Work permit

With reference to your letter of 19 March, 2020 on the above mentioned subject the Bangladesh Hi-Tech Park Authority is pleased to issue work permit for the following foreign national subject to the conditions mentioned below.

Name, Designation Nationality and Passport No	Period of work permit	Remuneration		
		Payment	Payable Locally	Payable Abroad
qw asd Bangladeshi	(with effect from to)	Monthly	Basic salary	1232.00
		Monthly	123123.00 USD	USD
		Monthly	House rent	12312.00
		Yearly	12312312 USD	USD
		Monthly	Conveyance	3123.00
		Monthly	2312313.(USD	USD
		Monthly	Conveyance	123.00
		Yearly	123123.0(USD	USD

Terms and Condition

1. Outward remittance: as per rules of Bangladesh Bank.
2. The above-mentioned foreign national shall have to pay income tax as per rules Government of Bangladesh and required to submit Income Tax Certificate/Income Tax Exemption Certificate according to the provision of section 107 of the Income Tax Ordinance, 1984 before the concerned Tax Officer at the time of leaving Bangladesh.
3. The employer shall be responsible for all actions of the work permit holder during his/her stay in Bangladesh.
4. If your Company earns profit locally and wants to meet the necessary expenditure of the company in Bangladesh with that profit, they can apply to BHTPA with proper justification and sufficient supporting documents for exemption of condition-1.
5. Appointment of Bangladeshi national as per ratio i.e. One Foreign national: Five Bangladeshi national (1.5) with suitable and appropriate pay structure shall have to be ensured.
6. The date of departure of the expatriate (s) must be intimated to BHTPA within 7 (seven) days from the date of expiry of the work permit.
7. Ministry of Home Affairs will issue security clearance of the expatriate after verification.

Your kind cooperation in this regard is highly appreciated. Thanking you.

The Managing Director

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Bangladesh Hi-Tech Park Authority (BHTPA)



CC to:

For kind information and necessary action:

1. Ministry of Home Affairs, Bangladesh Secretariat, Dhaka (Attention; Senior Secretary).
2. Ministry of foreign affairs, Segunbagicha, Dhaka
3. Department of Immigration and Passport, Sher-e Bangla Nagar, Agargaon, Dhaka.
4. Companies Circle-221, Taxes Zone-11, 9 Segunbagicha, Dhaka
5. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.

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