



Bangladesh Hi-Tech Park Authority (BHTPA)

ICT Division

Ministry of Posts, Telecommunications & IT
ICT Tower, Agargaon, Dhaka-1207
www.bhtpa.gov.bd



File no: PR-Na-202310-S-0001

Date: 19 October, 2023

TO:

Managing Director/ CEO
Icon Software Company Ltd.
Mirpur

Project Registration Certificate

In reference to your application for Project Registration submitted on 19 October, 2023, this is to inform you that the Authority is pleased to issue you the Project Registration Certificate subject to the other approvals from competent authorities and compliance to all legal requirements of proposed project set forth by the Authority for setting up Icon Soft in Sheikh Kamal IT Training & Incubation Center. The Registration No. of the Project is PR-Na-202310-S-0001 and the particulars, terms and conditions are appended as follows:

01. Title of the project: Icon Soft
02. Products: Software
03. Proposed Investment: 31800 (USD)
04. Type of Industry: Software
05. Proposed Employment: Foreign: 22, Local: 124, Total: 146
06. Type of the Company: Local Private Limited
07. Proposed Area of land/ Space: Land- 0.00, Space- 1200.00
08. Park Name: Sheikh Kamal IT Training & Incubation Center
9. The Company will have to:
 - a) Comply with the laws, by-laws, rules, regulations, directives of the government and of this Authority, which are in force or which may be issued from time to time in future;
 - b) Comply with the rules pertaining to environment protection, pollution control, effluent treatment and take necessary safety measures against fire hazards;
 - c) Submit monthly reports to the Authority on the progress of implementation of the project;
 - d) Furnish such other data on the project to this Authority and to any other agency as may be required;
 - e) Obtain work permits/permission from the Authority prior to employment of any foreign nationals in the project;
 - f) Submit the audited Financial Statement of the Company for every financial year within 4 (four) months from the closure of each financial year;
 - g) Comply with the provisions of minimum wages of the workers as declared by the government from time to time and the BHTPA and Bangladesh Labor Act., 2006 (42nd Act of 2006) (as amended from time to time by the Authority) in regards to wages, employment, salary, leave, discipline, health compensation, insurance and other benefits to the employees engaged for work in your enterprise;
 - h) Comply with the provisions of the 'Principles and Procedures Governing Setting up Industries in Hi-Tech Parks';
 - i) Obtain prior approval from the Authority in case the company decides to appoint a Managing Agent or transfer the shares of the Company;
 - j) Apply for Land/Space allotment within {30 (thirty} days of issuance this certificate;
 - k) Sign the Land/Space lease agreement with the competent authority (Authority/Developer/PMC) immediate after receiving the allotment letter.



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10. The company shall submit the Master Plan, Architectural Design and Drawing within 3 (three) months of signing the Land lease agreement. The construction work of the industrial building and other civil works shall have to be commence immediately and not later than 06 (Six) months from the date of issuance of this letter and will have to start commercial production within 2(Two) years from the date of signing the lease agreement. If the company fails to start construction work of industrial building within 06 (three) months, the lease agreement may be terminated without issuance of any further notification. The construction of building shall confirm to the conditions and specifications laid down in the government Building Construction Rules;

11. In case of space allotment, the interior decoration and other civil works shall have to be commence immediately and not later than 03 (three) months from the date of issuance of this letter and will have to start commercial production within 06 (six) months from the date of signing the lease agreement.

12. The company shall bear all the costs of services and regulatory permit/service fees as prescribed by the authority from time to time;

13. No waste/old materials will be allowed to import as raw materials;

14. The company shall take prior permission from BHTPA in case of any amendment of this registration letter including ownership or location of the project;

15. The company shall have to provide/create the following facilities, if applicable:

a) Day care center;

b) Maternity leaves;

c) Low cost and safe housing facilities for the low paid female workers, near and around the establishment;

d) Equal pays & allowances for male & female workers in company;

e) Low priced canteen for workers;

f) Enact effective rules of conduct to enable working atmosphere among the male and female workers.

16. This certificate is not transferable;

17. The Project Registration Certificate will be initially valid for 3 (Three) years subject to the fulfillment of the terms and conditions;

18. This Project Registration Certificate is renewable. For renewal you have to apply 3 (three) months prior to the expiry of this certificate.

19. The Authority reserves the right to terminate/cancel the Registration, without showing any reason, if any of the above conditions or any part of the conditions is violated.

20. Requested area of land and/or space may vary during the allotment process.

Therefore, the company is requested to proceed as per the above terms and conditions without any delay and may seek essential support from BHTPA as and when required; Thanking and assuring you of our best cooperation all times.

Antora Debnath,
Managing Director
Bangladesh Hi-Tech Park Authority

N.B: Bangladesh Hi-Tech Park Authority reserves the right to cancel the registration if any of the above conditions or any part of the conditions is violated.

This certificate will be valid till 19 October, 2026