

APPLICATION FOR SOFTWARE TECHNOLOGY PARK (STP)

1. **LOCATION OF THE STP** :
(Please indicate the jurisdiction of STP)
2. **UNDERTAKING/APPLICANT** :
Name :
Duration :
3. **ADDRESS IN FULL OF THE REGISTERED OFFICE OF APPLICANT UNDERTAKING** :
Village/House :
Road/Block/Sector :
Police Station :
Post Office :
Post Code :
District :
Telephone :
Fax No :
E-Mail :
Telex No :
4. **ADDRESS IN FULL OF THE PROPOSED LOCATION OF THE 'STP' UNIT:** :
Village/House :
Road/Block/Sector :
Police Station :
Post Office :
Post Code :
District :
Telephone :
Fax No :
E-Mail :
Telex No :
5. **MANAGEMENT INFORMATION:** :
Company Skill and expertise :
Adequate Training :
Clear and realistic goal :
Identification of stakeholders :
End user involvement :
Previous business involvement :

6. WHETHER THE APPLICANT HAS STP UNIT AT OTHER LOCATION:

YES

No

If yes, indicate name of the locations (s):

Sl. No	Location name & address	Jurisdictional STP	Approval no. & Date

7. WHETHER THE PROMOTER (S) HAVE PROMOTED ANY OTHER UNDERTAKING(S), WHICH IS/ARE REGISTERED STP SCHEME.

YES

No

If yes, indicate name of the location(s):

Sl. No	Name of the promoter	Name of STP unit promoted	Location

8. BRIEF BACKGROUND OF THE APPLICANT (S) WITH OTHER INFORMATION BELOW:

Give detail address with contact number, national ID or Passport number, eTIN, Registration number under company act, Up to date Bank solvency/VAT/Income Tax certificates, Audit Report (at least for the last 3 years), Turnover.

9. TYPE OF PROPOSAL

A. Indicate whether this proposal is for
(Please tick () the appropriate box)

- 1 Establishment of a STP
- 2 Expansion of existing STP Unit
- 3 Conversion of an Existing Software Unit to STP Unit

B. If the investment is proposed to be undertaken for a (1 and 3) new undertaking, then proprietors, partners or board of directors with full details of their addresses & occupation.

10. CAPITAL STRUCTURE FOR PROPOSED COMPANY (TK. In Lakhs)

(In the case of companies registered under the Companies Act. 1994)

A. PATTERN OF EQUITY SHARE HOLDING

INVESTOR	PERCENTAGE
Promoters	
Private	
Public	

B. PATTERN OF SHARE HOLDING IN THE PAID UP CAPITAL

		Existing		Proposed	
		Amount	Percentage (%)	Amount	Percentage (%)
a) Foreign Holding	i. Direct Participation				
	ii. Indirect Participation				
	Total (i+ii)				
b) Non Resident Bangladeshi Company/Individual holding	i. Repatriable				
	ii. Non-repatriable				
c) Resident Holding					
d) Total equity (a+b+c)					
e) Commercial borrowings					
f) Any other source (Please specify)					
Total Investment					

11. PROJECTED SOFTWARE EXPORTS OVER 5 YEARS (TK. In Lakhs):

YEAR					TOTAL
1 st	2 nd	3 rd	4 th	5 th	

12. REQUIREMENT OF CAPITAL GOODS (TK. In Lakh):

PARTICULARS	YEAR					TOTAL
	1 st	2 nd	3 rd	4 th	5 th	
Total value of Capital Goods to be imported including Software, Hardware (TK. in Lakhs)						
Total value of Capital Goods to be procured indigenously						

Please give the following details separately in the Project Report

- Items to be imported including Software Hardware & Office Equipment
- Capacity

13. INDICATE THE REQUIREMENTS OF FIXED ASSETS

FIXED ASSETS	EXISTING	PROPOSED
Land		
Building		
Equipment		
Indigenous		
imported		

14. BUSINESS LINK AND ECOSYSTEM COMPONENT:

15. IS ANY FOREIGN COLLABORATION (WHETHER FINANCIAL TECHNICAL MARKETING OR CONSULTANCY) ENVISAGE? SO, GIVE FOLLOWING DETAILS:

Part: A

[For Financial Collaboration]

Foreign investment

- (a) Financial Collaborator
 - i. Name
 - ii. Address
 - iii. Country
 - iv. Terms and Conditions of the Collaboration with copy of agreement.

- (b) Amount of Foreign Investment

Amount in TK.	Percentage in Paid-up-Capital

Part: B

[For Foreign Technology Agreement]

- (a) Technical Collaborator
 - i. Name
 - ii. Address
 - iii. Country
 - iv. Nature of the Technical Collaboration
 - v. Terms and conditions of the Collaboration with copy of agreement.

Part: C

[Additional Information for Foreign Collaboration]

Whether your foreign investor have had or has any Financial/Technical Collaboration or trade mark agreement in Bangladesh in the same or allied field for which approval has been sought?

(Please tick () the appropriate box)

Yes No

- ✓ If yes, indicate name of the locations (s):
- ✓ If so details there and the justification for proposing the new venture/Technical collaboration.

16. NET FOREIGN EXCHANGE EARNINGS

		Year (Rs. In Lakhs)					Total
		1 st	2 nd	3 rd	4 th	5 th	
Foreign Exchange Inflow							
i.	Foreign Equity						
ii.	Borrowing from parent/Collaborator company						
iii.	Commercial Borrowing (External)						
vi.	Any other funds (give details)						
v.	Export Earnings (A)						
Total							
Foreign Exchange Outflow							
i.	Import of capital goods						
ii.	Import of raw material and components						
iii.	Import of spares and consumables						
iv.	Repatriation of dividends and profits to foreign collaborators						
v.	Royalty						
vi.	Lump sum know-how fee						
vii.	Design and drawing fee						
viii.	Payment on training of Bangladeshi technicians abroad						
ix.	Payment to foreign technicians						
x.	Commission on exports etc.						
xi.	Foreign travel						
xii.	Amount of interest to be paid on External commercial borrowings/deferred payment credit (Specify details)						
xiii.	Any other payments (Specify details)						
TOTAL (I to xii) (B)							
Net foreign Exchange Earnings							

17. STAFFS PROPOSED TO BE EMPLOYED IN THE BUSINESS DEVELOPMENT

Staffs	Existing	Proposed					Total
		1 st yr	2 nd yr	3 rd yr	4 th yr	5 th yr	
Managerial							
Supervisory <ul style="list-style-type: none"> • Technical • Non-Technical 							
Clerical							
Labour <ul style="list-style-type: none"> • Skilled • Semi-Skilled • Unskilled 							
Other categories, if any							
TOTAL							

18. DETAILS OF DEVELOPMENT ACTIVITIES

AREA OF EXPERTISE

- a. System Software Development
- b. System Software Conversion
- c. Design and Implementation of management information system and decision support system
- d. Financial control and accounting system
- e. Production management and Inventory Control
- f. Project feasibility studies and project monitoring systems
- g. Microprocessor based software
- i. CAD/CAM/CIM/FEA
- j. BPO
- k. Back office/Remote Data Entry
- l. Application Re-Engineering
- m. IT Enabled Services
- n. Any others, please specify
- o. Call Center

19. DETAIL BUSINESS OBJECTIVE AND PLAN:

20. REQUIREMENT OF ANY OTHER FACILITY: (Please specify)

21. ESTABLISHMENT TIME REQUIRED FOR COMMENCEMENT OF DEVELOPMENT FROM THE DATE OF ISSUE OF PERMISSION : (In days)

22. WHETHER THE APPLICANT/PARTY HAS SUBMITTED ANY OTHER APPLICATION (S) FOR LETTER (S) OF INTENT/PERMISSION IS/ARE PENDING:

If so, the details there of including the items of manufacture proposed capacity, location and investment.

23. WHETHER THE APPLICANT HAS BEEN ISSUED ANY INDUSTRIAL LICENSE OF LETTER OF INTENT SO FAR UNDER 100% EXPORT ORIENTED UNIT (EOU)/EXPORT PROCESSING ZONE (EPZ) SCHEME UNDER NORMAL INDUSTRIAL LICENSING SCHEME FOR DOMESTIC TARIFF AREA.

If so, full particulars of each Letter of Intent/Industrial License/Permission Letter issued to him with reference number, date of issue items of manufacture and progress of implementation of each such Letter of Intent/Industrial License/Permission Letter.

24. INDICATE WHETHER THE APPLICANT OF THE UNDERTAKING OR ANY OF THE PARTNER/DIRECTOR OF THE UNDERTAKING WHO IS A PARTNER/DIRECTOR OF ANOTHER COMPANY OF ITS ASSOCIATE CONCERNS, HAVE BEEN PENALIZED/WARNED FOR VIOLATION OF REGULATION OR CUSTOM REGULATIONS.

If answer is affirmative, then give details.

25. INDICATE WHETHER THE APPLICANT OR THE UNDERTAKING OR ANY OF THE PARTNER/DIRECTOR WHO IS ALSO A PARTNER/DIRECTOR OF ANY COMPANY OR ITS ASSOCIATE CONCERN HAVE BEEN DEBARRED OR PLACED IN ABEYANCE FROM GETTING ANY LICENSE/LETTER

26. INDICATE WHETHER THE APPLICANT OR UNDERTAKING OR ANY OF THE PARTNER/DIRECTOR WHO IS ALSO A PARTNER/DIRECTOR OF ANOTHER COMPANY OR ITS ASSOCIATE CONCERN HAS BEEN ISSUED NOTICE BY THE GOVERNMENT OF BANGLADESH, OR LETTER OF INTENT/PERMISSION LETTER.

If reply is affirmative, then give details.

UNDERTAKING

I/We hereby undertake that

1. To fulfill the export obligation as per the Export/Import policy if force
2. The Capital equipment (hardware/software) required for software development, imported by us would be used 100% for IT/ITES sector.
3. The unit is amenable to bonding by Customs;
4. That I/We will abide by other conditions, which may be stipulated by the ICT Division, Government of Bangladesh.
5. I/We hereby declare that above statements are true and correct to the best of my/our knowledge and belief. I/We fully understand that any Letter of Intent/Permission letter granted to me/us on the basis of the statement furnished is liable to cancellation or being made ineffective, in addition to any other penalty that the Government may impose or any other action that may be taken having regard to the circumstances of the case, if it is found that any of the statements of facts therein are incorrect of false.

(Signature with full name)

Designation :

Full Address :

Seal/Stamp of the Company

Date: