

**GUIDELINE FOR THE DECLARATION OF PRIVATELY OPERATED (NON-BHTPA)  
SOFTWARE TECHNOLOGY PARK**

**Software Technology Park:** Software Technology Park (STP) is an IT/ITES production facility in accordance with definition stated in 2(Ka) (6) of Bangladesh Hi-Tech Park Authority Act, 2010.

**1. Land Title:**

- a) The applicant is required to have clear ownership document of the land/ premise or clear lease agreement of the land.
- b) In case of possession by tenancy agreement, the applicant is required to have deed of agreement for occupancy for at least next 5 years.

**2. Area:**

Minimum area required for Private Software Technology Park is at least 50 (Fifty) Sq. feet working space per employee and minimum number of 200 employees (IT/ITES) in a single premise. There may be one or more company in that premise.

**3. Power & Power-Back-up:**

Provision for 24x7 uninterrupted power supply need to be in place.

**4. Air-Conditioning:**

Adequate cooling system and Central Air-Conditioning need to be installed in place

**5. Concealed Cabling:**

Provision for concealed ducting for power, telecom and data cables in the Building.

**6. Parking:**

Adequate Parking facility - design approved by the competent government agencies.

**7. Telecommunication Infrastructure:**

Provision for high speed fiber optic connectivity need to be in place.

**8. Security & Access Control:**

- a) 24 Hrs Central Security Measures.
- b) CCTV
- c) Digital verification/ record system for all (employee/ visitors).
- d) Provision for Access Control Systems to be installed as required by Tenant.

## **9. Fire-Protection Measures:**

As per standards of Bangladesh Fire Service and Civil Defense.

## **10. Greenery:**

Green building features and Energy saving Technology will be encouraged.

## **11. Desirable Infrastructure for Large Software Technology Park Building:**

Large STPs (to be defined by the BHTPA) are more than 150k sq. feet area in single premises used only for IT/ITES business. It should ensure all necessary civic amenities (such as medical and transport facilities to meet the civic and commercial needs of the work force).

### **Amenities for Large PSTPs:**

1. Security, medical facility and building management system should be in place for all Software Technology Parks. Medical facilities can also be ensured for the employees at Private STP and with corporate partnership of the service provider.
2. Conference and Discussion Rooms (International Standard) and Video Conference Facility.
3. Child/Baby care facilities/ Prayer room by STP itself or by outsourcing.
4. Other facilities may be introduced gradually over a predetermined period and it can be outsourced by the Large STP operating body.

## **12. Certification:**

1. In accordance with applicable Rules and Provisions of BHTPA and other government Agencies.
2. The operating tenants in the STP should have at least one membership from renowned local IT/ITES trade organization (in case of foreign companies such membership will not be mandatory).
3. For a foreign company (served as a tenant in the STP in Bangladesh) must have all the required documents and permission from appropriate government authority/office.

## **13. Experience:**

As per proposed provisions and application format.

## **14. Financial Solvency:**

As per proposed provisions and application format.

## **15. Staff proposed to be employed in the business development**

As per proposed provisions and application format.

## **16. Joint Venture Company (both for local and foreign)**

100% foreigner to foreigner or domestic to domestic association would be allowed.

## **17. Standard operating procedure (SOP):**

The proposed Private STP shall follow an approved SOP from the BHTPA.



**18. Projected Export Income/Net foreign Exchange Earnings:**

As per proposed provisions and application format.

**19. Details of Development Activities and business plan:**

As per proposed provisions and application format.

**20. Incentive Packages:**

As per the BHTPA Act & Rules.

**21. Application Fee:**

The following fees will be applicable to startup the Privately Operated STP:

- a. **Application fee:** 1000 BDT or equivalent USD (Non-refundable).
- b. **License fee:** 500 USD or equivalent BDT (for a period of 5 years maximum).
- c. **Renewal fee:** 500 USD or equivalent BDT (period will be determined by the BHTPA).

**After application, the applicant will receive:**

- ❖ Application acknowledgement within 3 working days.
- ❖ Final decision within 15 working days.

**22. Welfare Association:**

IT/ITES industries are based on merit, knowledge and innovative activities. The Private Software Technology Park (PSTP) is run by highly educated skilled and experienced personnel. The STP is not a labour based industry, which shall not be guided by Bangladesh Labour Law. To ensure the rights and welfare of the professionals of STPs Welfare Association may be established in the private Software Technology Park rather than implementation of labour law .

**23. Miscellaneous:**

- a. The BHTPA shall formed a Committee to evaluate the application of the PMC/tenants and need to inspect the Private STP building site once in a year and submit a report to the BHTPA accordingly.
- b. The Private Software Technology Park shall not entertain any IT/ITES trade company/organization in their premise that has been black listed by the BHTPA.
- c. If the applicant does not fulfill all criteria as required to declare a private STP, Bangladesh Hi-Tech park Authority may consider to declare provisionally the proposed land/premises as private STP subject to compliance all the requirements of Private Software Technology Park (PSTP) with in 01 year. In case of failure to comply all the conditions within 01 (One) year, the declaration will be cancelled.

**Hosne Ara Begum** ndc  
Managing Director  
(Additional Secretary)

হোসনে আরা বেগম এনডিসি  
ব্যবস্থাপনা পরিচালক (অতিরিক্ত সচিব,  
বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষ  
তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ  
ডাক, টেলিযোগাযোগ ও তথ্যপ্রযুক্তি মন্ত্রণালয়

# 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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	

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

PARTICULARS	YEAR					TOTAL
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Foreign Exchange Inflow</b>							
i.	Foreign Equity						
ii.	Borrowing from parent/Collaborator company						
iii.	Commercial Borrowing (External)						
vi.	Any other funds (give details)						
v.	Export Earnings (A)						
<b>Total</b>							
<b>Foreign Exchange Outflow</b>							
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)						
<b>TOTAL (I to xii) (B)</b>							
<b>Net foreign Exchange Earnings</b>							



# 17. STAFFS PROPOSED TO BE EMPLOYED IN THE BUSINESS DEVELOPMENT

Staffs	Existing	Proposed					Total
		1 <sup>st</sup> yr	2 <sup>nd</sup> yr	3 <sup>rd</sup> yr	4 <sup>th</sup> yr	5 <sup>th</sup> yr	
Managerial							
Supervisory							
◦ Technical							
◦ Non-Technical							
Clerical							
Labour							
◦ Skilled							
◦ Semi-Skilled							
◦ Unskilled							
Other categories, if any							
<b>TOTAL</b>							

# 18. DETAILS OF DEVELOPMENT ACTIVITIES

## AREA OF EXPERTISE

- System Software Development
- System Software Conversion
- Design and Implementation of management information system and decision support system
- Financial control and accounting system
- Production management and Inventory Control
- Project feasibility studies and project monitoring systems
- Microprocessor based software
- CAD/CAM/CIM/FEA
- BPO
- Back office/Remote Data Entry
- Application Re-Engineering
- IT Enabled Services
- Any others, please specify
- 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 in 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 or false.

(Signature with full name)

Designation :

Full Address :

Seal/Stamp of the Company

Date: