

**People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Investment Development Authority
Bangladesh Economic Zones Authority
Ministry of Industries**

**Project for Promoting Investment and
Enhancing Industrial Competitiveness
in the People's Republic of Bangladesh**

**Final Report
Attachment (Component 2)**

May 2022

Japan International Cooperation Agency (JICA)

**Koei Research & Consulting Inc.
UNICO International Corporation
World Business Associates Co., Ltd.**

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Project for Promoting Investment and Enhancing Industrial Competitiveness
in the People's Republic of Bangladesh

Final Report
Attachment (Component 2)

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III. Component 2

PIC-2 Meeting Minutes

1. PIC-2 Meeting Minutes

**Program for Joint Meeting of the 1st Project Implementation Committee (PIC) and
Focal Point Meeting for BEZA OSS System
Component-2: Promotion of EZ Development and Strengthening EZ Operation**

Date: 25 July 2017

Time	Session Title	Presenter/Lead
9:00	Registration	
9:30	Opening Remarks	Mr. Paban Choudhury, BEZA
<Session 1: PIC Meeting>		
9:40	Presentation 1: JICA Project Inception Report and Planed Activities for the 1 st Year (2017/5 – 2018/3)	Mr. Takuji Kameyama
10:05	Comments on JICA Project Presentations	PIC Members
10:20	Tea Break	
<Session 2: Focal Point Meeting for BEZA OSS System>		
10:30	Presentation 2: EZ Development Policy, Site Development Status and OSS Development Plan of BEZA	Mr. Md. Shoheler, BEZA Dr. Malay Choudhury, BEZA
11:00	Presentation 3: Sharing Experience of SEZ Development and OSS Operation in Thilawa SEZ in Myanmar	Mr. Akihiko Morinaga
11:30	Discussion with Focal Points of Relevant Ministries / Institutions for BEZA OSS	All Participants
12:00	Closing Remarks	Mr. Hitoshi Ara, JICA Mr. Paban Choudhury, BEZA

**Agenda for the 2nd Project Implementation Committee (PIC)
Component-2: Promotion of EZ Development and Strengthening EZ Operation**

Date: 8 March 2018

Time	Session Title	Presenter/Lead
10:00	Opening Remarks	Mr. Paban Choudhury, Executive Chairman, BEZA
<Session 1: Presentation from BEZA and JICA Project Team>		
10:10	Presentation 1: Outline of OSS Act as Foundation of BEZA-OSS	Dr. Malay Choudhury, Deputy Secretary/OSS Manager, BEZA
10:20	Presentation 2: Outline of Proposed Organizational Structure and Function of BEZA-OSS	Mr. Akihiko Morinaga, Component 2 Co-Leader, JICA BIPIC Project
10:50	Presentation 3: Outline of Proposed BEZA-OSS IT System	Mr. Yoichi Kogure, IT Expert, JICA BIPIC Project
<Session 2: Q&A and Discussion>		
11:00	Q&A and Discussion with PIC Members	All Participants
11:50	Closing Remarks	- JICA: Mr. Hitoshi Ara, Senior Representative, JICA Bangladesh Office (tentative) - BEZA: Mr. Paban Choudhury, Executive Chairman

Project for Promoting Investment and Enhancing Industrial Competitiveness in the People's Republic of Bangladesh-BIPIC Project (Component -2)

Notes on the 3rd Project Implementation Committee (PIC) Meeting held on 2nd October 2018 at the Conference Room of BEZA, chaired by the Executive Chairman, BEZA

Mr. Paban Chowdhury, Executive Chairman (EC), BEZA

At the outset of the meeting, the BEZA Executive Chairman welcomed everyone present for attending the meeting. He updated the participants about the recent developments of Economic Zones. He informed the meeting that BEZA of the first initiated drafting the OSS Act and the OSS Rules 2018 are awaiting for vetting by the Ministry of Law and it expected to be approved very soon. He explained the importance of the OSS system and also emphasized on the importance of collaboration of all stakeholders or service providers related to the OSS. Thereafter, he informed the meeting about the plan of launching OSS very soon and he mentioned that BEZA has already shared the SOPs with different government agencies, developed by JICA Consulting Team.

Therefore, he requested everyone present to share their observations and comments to the JICA Consulting team so that the SOPs can be finalized soon. He mentioned that the SOPs were developed for the OSS to provide services to the foreign Investors

Meanwhile, BEZA EC also mentioned the status of OSS system in different countries like India and Thailand (who are providing only 6/7 services under OSS) where OSS are not given at large extent like BEZA that plans to provide 35 different services under its OSS and currently, BEZA OSS is offering 11 different services, he mentioned.

Although BEZA is facing many challenges, however he expressed his strong confidence about the success of the collaborative activities being performed by BEZA officials and JICA Consulting team for OSS development. Finally, he expressed strong confidence on the success of the OSS system as well as the vision of the Bangladesh Economic Zones Authority.

BEZA EC also shared his recent experience of meeting some foreign investors with JV initiatives who have taken industrial plots within EZ. While emphasizing the importance of an effective OSS for foreign direct investment, he mentioned about the bright and junior government officials who would bring real changes in the country as he dreams and firmly believes and saw in their eyes. Finally, he expects a real economic transformation in Bangladesh in the near future. The BEZA-OSS will remove all kinds of structural barriers to accelerated economic growth in Bangladesh, he opined.

Thereafter, BEZA EC invited Mr. Shoheler Rahman Chowdhury, General Manager (Investment Promotion) to start the agenda based meeting i.e. presentations and questions and answers session. BEZA GM thanked the officials representing different government ministries and departments and the members of JICA Consulting Team for their presence in the meeting and requested everyone for self-introduction.

Mr. Rahman mentioned that the meeting was organized to share the progress of OSS development made so far. Mr. Rahman said that the Investors are provided with many fiscal incentives by the government of Bangladesh. However, for the foreign investors, smooth and easy government's regulatory services are more important than the fiscal incentives being provided to them. The foreign investors want speedy government services and as such, they prefer to get the required government services at the soonest possible, he said. So, the importance of OSS development is very crucial for BEZA and Bangladesh as well to attract FDI.

Mr. Rahman informed the meeting about two parts of presentation; the first part will be made by Mr. Mustafizur Rahman, Deputy Secretary, (OSS), BEZA and the second part will be made by Mr. Akihiko Morinaga, Team Leader of JICA Consulting Team. Before starting the presentations, the officials present were requested to introduce themselves.

Thereafter, after introductory session Mr. Mustafiz made presentation using power point slides.

Comments on the Presentation of Mr. Mustafizur Rahman, DS (OSS), BEZA

BEZA Executive Chairman (EC): After the presentation of Mr. Mustafizur Rahman, BEZA EC mentioned that they initiated the issue of introducing OSS Act in Bangladesh and BEZA is the first organization to frame its OSS Rules. He requested the related government officials and JICA Consulting team to keep some provisions of **"Incentives and Benefits"** for individuals who will work in BEZA OSS Center. Also, he mentioned about keeping some provisions for punishment against the officials who deny to deliver their services in due time. He informed that BEZA has taken approval for provision of Incentives to all employees who directly or indirectly involved in the OSS. He requested all related service providers and JICA consulting team to extent their best efforts so that BEZA can officially start OSS for the Unit Investors from next December, 2018 with the presence of the honorable Prime Minister.

Questions and Answers Session

Engr. Bazlur Rahman mentioned that although there are 16 Unit Investors have already started production activities within EZs as reported, but, nobody so far visited OCEI for obtaining approval of their electricity plans. He informed that if the load demand is above 50 kilowatt, an industry has to seek approval from the OCEI before starting electrical connection.

Mr. Mizanur Rahman, Security Services Division, MOHA: Mr. Rahman requested to include the officials of SB and NSI in the OSS development process as they are involved in the process of issuance of security clearance which is a pre-requisite to visa extension. He opined that without involving NSI and SB officials within the OSS process, it would be difficult for them to deliver better output faster.

Mr. Harunur Rashid: He informed about the "Time frame" allocated to complete the processes of SB and NSI under the OSS Rules. However, in order to ensure an effective functioning of these offices with the BEZA-OSS, he suggested to arrange a joint meeting where all five parties namely security clearance service, NSI, SB, DIP and BEZA may be invited in presence of JICA consulting team.

Md. Ziaul Hoque (Director), PMO: Mr. Ziaul highlighted 4 issues such as SOP finalization, customs issues, staff allocation and land registration. He opined that SOP finalization and customs issues are more crucial and further consultation is needed with NBR and higher authorities of the different departments. He also added about SRO circulated earlier by the Customs Department should be corrected. He suggested that JICA consulting team can identify the critical issues and share with them so that PMO can take necessary steps to ensure support and collaboration with different departments. He also assured JICA Team to extend required support if they face any problems and obstacles in finalizing these SOPs or staff allocation. He mentioned that PMO can arrange meetings with the NBR and other departments in the presence of JICA consulting team upon consultation with the Principal Secretary. Finally, he opined that land related issues i.e. land registration; mutation etc. should be kept under OSS. Regarding staff allocation, he said that BEZA may request PMO for further consultation, then PMO will issue letter to the concerned ministries and departments so that the process is expedited.

Mr. Harunur Rashid (Investment Promotion), BEZA: Mr. Harun that the target date of inauguration of the OSS Center is 2nd December 2018. The 11th floor of BEZA building will be decorated in a way so that it can accommodate the Focal Points coming from different departments and ministries who are empowered to provide different services. BEZA is expected to finalize the SOPs very soon with the support from JICA consulting team.

He also mentioned that BEZA will write the letters through PMO to the respective departments to nominate Focal Points within this month. Before final inauguration trial operation of some services will continue under OSS. He also added that BEZA has sent the OSS Rules to PMO for publishing the Gazette.

He also mentioned that some departments will send the Focal Points to BEZA office while some may collaborate with the existing online system like NBR (VAT, Income Tax Registration) and RJSCF. Mr. Harun informed that in order to integrate with the online system to ensure effective collaboration among different departments, BEZA needs additional funds for procurement of required hardware and software facilities for which he requested JICA to come forward.

Mr. Mizanur Rahman: Mr. Rahman asked about what type of supports the OSS team may need from SSD. He opined that SSD can provide required support to facilitate processes with organizations like FSCD (fire safety license, DIP for VISA & Work Permit). In reply to the official from SSD, Mr. Morinaga said that JICA Consulting team has already developed SOP for VISA issuance and Work Permit and shared with DIP office. He sought suggestion from SSD whether Security Clearance part should be kept in the SOP or not.

As asked, Mr. Rahman informed that SSD only issues Security Clearance Certificate, however, before issuing the security clearance they need to receive the clearance report from SB and NSI. If these two organizations are engaged to OSS it will be easier for SSD to issues security clearance faster.

Mr. Harun said that BEZA has received timeline for providing all these services and he mentioned that SB would take only 21 days. He also mentioned that the OSS Rules will be published immediately where clear indication is given about timeline. If later on the investors raise question about this time line, then BEZA may amend accordingly. Mr. Harun informed that BEZA will definitely meet with others on these matter immediately.

For further information on Security Clearance for drafting SOP, JICA Consulting Team wants to have a meeting with the officials of SSD and Mr. Rahman suggested to contact with both SSD and Public Security Division together in this matter.

Mr. Morinaga said that if any investors is yet to submit application for electricity connection approval from OCEI, they should be advised to apply through BEZA-OSS.

Mr. Saidur Rahman, Director, DIP: DIP can provide service within 1/2 days if the foreigners go to them with VISA, work permit and security clearance. He also asked Morinaga san how they can provide service to BEZA-OSS?

Mr. Morinaga: Regarding DIP, he opined that officials from this department may work together with BEZA-OSS at this stage, however, the final target is to set-up branch office of DIP at BEZA-OSS for the purpose of providing services to the unit investors.

SSD and other departments have agreed to send officials and the Director of DIP also can send one staff to BEZA-OSS who can come and work together BEZA-OSS team.

Mr. Harun: Mr. Harun opined that BEZA is independent in terms of land only. But, for other services like electricity, water, environment, safety security, boiler inspection etc., BEZA is depended on other departments and without these services BEZA cannot move forward. So, Focal Points locating in the OSS center can be a good solution for the BEZA as well as for the investors by reducing hustles. So, the investors will also get some comfort.

BEZA in collaboration with JICA Consulting Team is now very close to launching the OSS services under the new OSS Act, 2018. Thereafter, he requested to nominate Focal Point to BEZA-OSS center by October 2018 as they plan to start trial operation of OSS from the next month i.e. November.

He also opined that every service requires further improvements on continuous basis and as such, they will continue to improve further. Focal Points working in OSS will be integral part of BEZA. So, he urged required support from all the colleagues from different departments.

NBR: He asked that the SOPs would be sent to NBR for reviewing and comments or not.

Mr. Morinaga: Mr. Morinaga replied that the SOP on tax registration is drafted following the existing procedures and online system of NBR. Therefore, BEZA-OSS has to integrate with the website of NBR.

Finally, he informed all that for those departments who were not sent SOPs earlier, they will be sent the draft SOPs now for review and comments before finalization by BEZA-OSS.

JICA representative: He thanked everyone for coming in the PIC Meeting. For foreign investors, quick service is very important. It is unfortunate that in Bangladesh the application and approval processes for regulatory services from different ministries and government bodies are little bit complicated. He thanked BEZA for coming forward with the OSS system for the investors in the EZs. He also requested the representatives from different departments present to come forward and coordinate and cooperate with BEZA OSS team so that the OSS project becomes a successful one.

Md. Harunur Rashid: There being no other issue to discuss and thus the meeting ended with votes of thanks by Mr. Rashid.

**JICA Project for Promoting Investment and Enhancing Industrial Competitiveness in the
People's Republic of Bangladesh - BIPIC Project (Component -2)
Minutes of Meeting**

The Fourth (4th) Project Implementation Committee (PIC) Meeting

Date: 18th April, 2019 Thursday 11:00-12:00

Venue: Conference Room of BEZA

Participants: As per attachment

1. Opening Remarks

The fourth PIC was chaired by Mr. Paban Chowdhury, Executive Chairman (EC) of BEZA. At the outset of the meeting, he welcomed everyone's presence at the meeting. He updated the participants about the recent developments of Economic Zones. He also informed that there would be a meeting held this afternoon at PMO, with all the focal points, concerned departments and ministries attending together, and how remarkable event it would be as their milestone. He, however, mentioned that some services that are to be provided by BEZA OSSC may yet to be ready. He gave an example of NOC from BGMEA, saying that it should not be applicable inside EZ. Therefore, he instructed Dr. Malay Choudhury, Chief Legal Officer, BEZA to update the service list, which would be provided by BEZA OSSC, so that necessary amendments or clarifications can be made.

2. Presentation

Mr. Akihiko Morinaga, Team Leader, JICA OSS Team., Mr. Hitoshi Shoji, Deputy Project Leader, Mr. Teishi Fujiwara, and Ms. Yumi Fujibayashi from JICA Project Team jointly presented a presentation on the following agendas (see the attachment):

- Change of PIC Members
- Inauguration of BEZA One Stop Service Center
- Support for smooth operation/management of BEZA OSSC
 1. BEZA OSSC Organization and Function
 2. Capacity Building of BEZA OSSC Officers
 3. Further Schedule
- Procedure of EZ Developer & Project Management Systems
- Industrial Linkage Formation

3. Questions and Answers Session

- (1) **Mr. Md. Daud Miah, Deputy Secretary, Power Division**, asked about the empowerment of the focal points. He was confused by how exactly this matter can be coordinated. He suggested for e-filing system to make it fast track corresponding.

Mr. Morinaga described the responsibilities of the focal points. He emphasized the assessment procedure between BEZA OSSC and the headquarters of the different departments.

Mr. Mohammed Ayub, Executive Member Admin & Finance, clarified the inquiry given by Mr. Daud Miah, as it seemed not clear enough. At the same time, he also mentioned about the upcoming meeting at PMO in this afternoon and we would have a clear idea about the empowerment of focal points.

Mr. Morinaga described the situation of real one stop service where the focal point can directly provide the license to the investors. But, here, there are some departments where the license should

be given from the headquarters. He also shared the plan of the capacity development for the BEZA OSSC.

- (2) **Mr. Riaz Morshed, Examiner of Accounts, RJSC**, also asked about the empowerment of the focal points by mentioning about the existing online system by RJSC. He described that the investor can easily get the name clearance and registration services directly from online, but for other services, the decisions need to be from the head offices, rather than focal points. He expressed his confusion on how the focal points can work and give services by himself/herself.

Mr. Paban described that establishing OSSC does not mean that the focal points have to do everything here. For critical issues, the role of the focal points would be to get the decisions as quickly as possible from the head offices. For the existing online services, the investor can directly apply from BEZA OSSC or any other places of the world. He gave an example of Bangladesh Bank for giving foreign loan, it cannot be done in OSSC. There is a committee in Bangladesh Bank. The role of the focal points would be to get the decisions from the committee as quick as possible time.

Mr. Morinaga opined that SOP for RJSC has been prepared according to the present system and rules and that there is nothing new. He suggested to the RJSC representative to go through the SOP. He also discussed that the focal points can do his job on call basis.

Mr. Paban opined that providing the OSS is totally a matter of mindset on whether the focal points want to provide the services quickly or not. He gave an example of a Bangladeshi scientist, saying if it takes 5 years for the registration of his new invention, then there would be 5,000 more people in the world who would make it come true by that time. So, he insisted on timely services within the given time frame.

- (3) **Mr. Abu Mukhles Alamgir Hossain, Deputy Director, EPM**, asked about the possibilities of the capacity development programs with the focal points, by mentioning the capacity development of the BEZA officials with several training programs, as it would help them to enhance their capacity for work.

Mr. Morinaga opined that he understood the situation and would consider further, although the focal points are the experts on their field.

- (4) **Mr. Md. Kamal Uddin Bhy, Assistant Director (W&P), FSCD**, said that, according to him, focal points would be the representative of his/her organization. He reflected with the comment of the Executive Chairman of BEZA that the job of the focal point is depended on their mind set, while informing that maybe for the 5% cases it might take some more time.

Mr. Paban gave an example where an investor would apply to Bangabandhu Shilpa Nagar for 10MW electricity connection. He continued, saying that the focal points from the respective department can approve the proposal by one day, if he/she knew that he/she had the sufficient capacity of substation to provide. He emphasized that the unresolved issues should be resolved by the focal points.

He gave an survey result by JETRO within 20 countries. He gave 3 points on the result for the Bangladesh as below-

- a. There are 62.2% of Japanese companies which are getting increased profit this year. There are now 280 Japanese companies in Bangladesh.
- b. 72% of the Japanese companies doing business in Bangladesh want to extend their business in Bangladesh.

- c. 56.6% of the Japanese companies working in Bangladesh want to recruit new employment within next one year.

4. Closing Remarks

Mr. Paban requested the focal points, with the above reference, to work hard and to achieve the opportunities of the economic growth in Bangladesh. He emphasized that this is the time to avail the opportunities, not to miss the opportunities. He added that missing opportunities are always very expensive cost. He thanked everyone and closed the meeting.

Meeting Notes on 5th PIC Meeting held on Oct 21, 2019 at the Conference Room of Bangladesh Economic Zones Authority chaired by Mr. Paban Chowdhury, the Executive Chairman, BEZA

Morinaga san gives power point presentation.

Mustafizur Rahman (Manager, OSS) thanks Morinaga san for his nice presentation

Executive Chairman: Asks why do need services for explosives?

FP from DoEx: In a broad sense under explosives petroleum, LPG other gases are altogether.

Executive Chairman informs the participants that visitors at OSS is really encouraging in a sense of increasing number of visitors are coming to OSS Centre. He says although few numbers of SEZs are operational and the economic zones are hosting industries few at his moment. He furthermore says that 46 visitors in June 74 in July, 52 in August and 82 in September. Hopefully this number will increase in October and thereafter. It's a satisfactory progress. He mentions 107 services will be provided from BEZA-OSSC.

The Chairman strongly believes that at the end of next year the scenario will totally different. Next year will be busy one for BEZA OSS. It will increase experiences of BEZA officials working at OSS Centre. He believes that at least 22 industries will start construction in next year both in private and public private as well as government economic zones specially Feni and Mirsharai, Bangabondhu Industrial City. Now the officials especially Focal Points in charge of the OSS Centre should be careful about serving the investors.

As per him sometimes we forget to serve the clients being posted here. He states that he is personally encouraged with the attitude of the government officials at the meeting held on Oct 20, 2019. All of them are willing to support for investment promotion. As per section 7 of One Stop Service Act 2018 there is a provision to form a committee headed by a Minister. On Oct 20, 2019, he discussed this issue at Prime Minister's Office. He is hoping very soon within next 15 days a proposal will be send to Prime Minister's Office to form a committee headed by a Minister. Actually, this provision was made the Standing Committee during examining the draft OSS Act. From BEZA side requested to make it to be headed by the Principal Secretary. But the Standing Committee suggested otherwise that the committee will be headed by a Minister. May be that make job for of our official easier or may be it will make comfort to the Focal Points. There is no scope to say them that I could not deliver the services on account of any reason. Nobody is allowed to be escaped. As per OSS Rules there is a provision bringing charges against the Focal Points if you don't serve the investors. So Executive Chairman request the Focal Points to be cautious from the very beginning in delivering services to the investors.

He says definitely from BEZA we will also try to supporting Focal Points by encouraging, giving incentives, by supporting them foreign tours from BEZA OSS Centre. He also says in next March we will be sending a group of officers hopefully to Japan. So that they can interact with the investors there, participate at the investment promotion seminar held in Tokyo and also interact with the prospective Japanese Investors to Japanese EZ. That will encourage the official to deliver their responsibilities at the OSS Centre and also BEZA side incentivizes them. From BEZA side remain supportive to provide incentive and try to convince the government at least by get in resolution approved at the next Governing Bard Meeting. He said he will examine the previous decision if there is not provision then BEZA will make it. BEZA actually want to see participation in the process as one of the BEZA officials.

He instructs to be work here as a part of single team, BEZA team, Bangladesh team, Bangladesh OSS Centre. Next 1 year there will not be 3/4 OSS Centers. As per him the Govt. is trying convince him from PMO side that there should not be BEZA OSS Centre, BEPZA, BIDA in the name of investment promotion agency but there 1 One Stop Centre under BIDA. Personally, Chairman himself does not agree with that idea. He added that the OSS Act was initiated by BEZA. So, it's BEZA's bred child. BEZA is the only organization that's starts so far friendly use of OSS and no other organization has done it. No other organization established OSS Centre like BEZA. It is BEZA's commitment to serve the investors.

The EC described about the starting of procurement of hardware for full phase OSS platform within December, 2019. He requested to all participants to be present in the OSSC inauguration. According to him, the inauguration of OSS would be the turning point for economic development of the country.

Minutes of Meeting

JICA Project for Promoting Investment and Enhancing Industrial Competitiveness in the People's Republic of Bangladesh - BIPIC Project (Component -2)

The Sixth (6th) Project Implementation Committee (PIC) Meeting

Date: 25th January, 2021 Thursday 10:00-11:30 BDT

Venue: Conference Room of BEZA & Zoom

Participants: As per attachment

A. Background

The 6th PIC meeting was initially scheduled in April 2020; however, due to the worldwide influence of COVID-19, JICA Project Team had to reserve judgement to hold the meeting until BEZA and JICA Project Team had themselves under stable control in the middle of COVID crisis. Eventually 6th PIC meeting aimed at covering the Interim Report duly submitted to JICA in December 2020 and to BEZA in the following month.

B. Meeting Agenda

1. Opening Remarks (10:05 – 10:10 a.m.)

The sixth PIC was chaired by **Mr. Mohammed Erfan Sharif, (Additional Secretary) Executive Member Planning & Development of BEZA**. At the outset of the meeting, he welcomed everyone's presence at the meeting. He expresses his excitement to be present in the meeting. He referred the long time relation between Bangladesh govt and JICA for several development projects. BEZA and JICA is also working to enhance the industrial competency of Bangladesh. He also showed the graph of improvement of Bangladesh economy as of 2020, Bangladesh's GDP per capita income is estimated as per IMF data at US\$2,064 which was only US\$200 + in 1990. He addressed that despite the global pandemic, Bangladesh has continued its economic growth. The contribution of JICA is one of the reason behind this success. He expressed the successful achievement of BIPIC project for last 2 years. One Stop Service under this project is a unique in Bangladesh. He referred the continuous investment promotion activities and BEZA tweets is one the of the latest inclusion. He requested everyone to work together to achieve the goal of 2041.

2. Presentation from JICA Project Team (10:15 – 10:53 a.m., 38 min)

Mr. Akihiko Morinaga, Team Leader of Component-2, JICA Project Team, presented a presentation on the following contents:

1. Current Achievement by BEZA/JICA Project Team
2. Target Achievement (from Jan 2021 to May 2022)
3. Planned Activities (from Jan2021 to May 2022)
 - Activity 1: Strengthening OSSC Operations
 - Activity 2: EZ Development & Capacity Building
 - Activity 3: BEZA Information System
 - Activity 4: Custom Clearance for EZ
 - Activity 5: Investment Promotion & Inter-enterprise Linkage
4. For the Success of Project Implementation

3. Questions and Answers Session (10:55 – 11:20 a.m.)

(1) **Mr. Md. Kamrul Hasan, DIG, DIFE**, asked about 3 issues as follows-

- Local site office of DIFE in EZs
- Promotion through internet
- Man power resource for EZs in future as new technology is minimizing the scope of human involvement.

Mr. Morinaga described that we have already a plan for regional function of OSSC. There can be regional OSS office in Mirsarai EZ, Matarbari-Moheshkhali or in Araihaazar in future. We are also doing internet based promotion. Regarding the human resource development, BEZA is aware of that and the concept will help to support the human resource development in the future.

Mr. Mohammed Erfan Sharif, (Additional Secretary) Executive Member Planning & Development of BEZA, added that BEZA is approaching for a new project funded by World Bank named “Pride Project” which would give a huge opportunities for human resource. Under this project there would be several training programs which would impact on skill development.

- (2) **Mr. Arif Ahmed, DS, Security Services Divisions, Ministry of Home Affairs**, asked about the project time frame, impact on project time frame due to the global pandemic, achievement of the project in last 2 years and challenges for rest of the time.

Mr. Morinaga opined that the best achievement of the project is the establishment of OSSC. The project is still have one and half years. He hoped that within this time frame the EZ issue and custom clearance would have a setup for clear procedure and there can be a trial operation of the project management tool within this time. But he asked for the support from the Bangladeshi side.

He also described about the scope of Japanese investors in Bangladesh. There is always gap between rules and actual operation in different regulatory organizations. One Stop Service center can minimize those gaps and attract the Japanese investors. He mentioned about the webinar on 2nd February, 2021 for the Japanese investors as a part of delivering clear information to them.

- (3) **Mr. Niaz Morshed, 2nd Secretary, NBR**, suggested to give the same message from BEZA & NBR. So, he emphasized a common platform of the information so that the investor is not confused and can get common information this we can minimize the gap between BEZA & NBR.

Mr. Mohammed Erfan Sharif referred to Mr. Mustafizur Rahman to describe about this issue later as the question is related to BEZA.

- (4) **Mr. Eradul Haque, Deputy Secretary, Power Division**, asked about the financial data of the project as it was a project implementation committee meeting and he also asked about the challenges of this project.

Mr. Morinaga said that it would be provided about the financial progress if required in the future. He would try to show the percentage of the progress in the future meetings. He also added that due to the covid situation it was necessary to improve the business environment. So after discussing the JICA, there has been increment of the budget which was added for the new activities like EZ development, customs clearance, hybrid functions. The challenge is to achieve it within the time frame.

Mr. Zakir, Senior OSS Expert, JICA Project Team, described about the success of One Stop Service Center. He showed his gratefulness to BEZA for the support. He opined about the availability of the focal points which helps to run the OSSC perfectly.

- (5) **Mr. Md. Kamrul Hasan, DIG, DIFE**, asked about the capacity building of the focal points as they are involved in different authorities. He asked about any plan for any training in or overseas.

Mr. Mohammed Erfan Sharif opined that presently BEZA is not thinking of overseas training due to the pandemic situation.

4. **Speech from JICA Bangladesh Office representative (Mr. Shota Seto)** (11:20 – 11:25 a.m.)

Mr. Shota Seto, the JICA Bangladesh Office representative, gave a speech that OSS operation is one of the biggest achievement of BIPIC project and OSS online platform can be adopted in the new situation due to the pandemic. It was considered that the online would be increased and it was hoped for the simplification of the license simplification procedures.

As Araihaazar EZ is under development stage and from 2022 it might go for operation, so there might be assignment in charge of promotion to attract Japanese investment under BIPIC. JICA and govt of Japan is evaluating future technical coordination project which was propose by BEZA. If it is approved by govt of Japan, there might be building OSSC in major EZs like Araihaazar, Matarbari-Moheshkhali EZs.

5. **Closing Remarks** (11:25 – 11:30 a.m.)

Md. Abdul Mannan, (Additional Secretary), Executive Member, Investment Promotion, gave the closing remarks. He thanked everyone for joining the meeting and expressed their opinion and contribution. He was hopeful that JICA would continue their support even in the COVID 19 situation.

Meeting on 7th Project Implementation Committee (PIC) of BIPIC (Component-2)
Date: November 11, 2021 (Thursday) 11: 00 am (BST)~ 2:00 pm (JST)
Venue: Conference Room, BEZA

Mr. Erfan Sharif, Executive Member from BEZA: He chaired the 7th PIC Meeting. At the very beginning he welcomes to the participants attending from different departments and BEZA and expresses gratitude to JICA Project Team and he is inspired for the presence as well. Our goal is to bring Bangladesh to higher income country by 2041 though it is huge challenge to achieve the target. We are very much fortunate enough as JICA comes forward and extend their hands to us as a real and trusted friend providing valued know how which they invented to us. For our development. I appreciate their benevolent approach.

Mr. Morinaga starts his informative presentation and highly applauded by the participants. Then interactive discussion starts.

Question/Answer Session:

Mr. Engr. Md. Atowar Rahman Mollah from OCEI: He informs to the participants that OCEI is now 100% automated of the its activities. From now on the applications are receiving through online, but still offline applications are coming. After automation we can't receive application through offline and the application fees has to pay through treasury challan either Bangladesh Bank or Sonali Bank prior inspection. He informs that he has received offline application form the unit investor of BSMSN and instructed the applicant to apply again through online. If time is counted by applying offline along with hard copy, it is not possible to extend services within the stipulated time.

Mr. Mustafizur Rahman: He has already talked to the Applicant and requested to submit it through online system of OCEI. In addition, he will inform all investors by writing a letter requesting to apply through online to OCEI. He requests other Focal Points if any department start online in future please inform BEZA immediately so that BEZA can accommodate with its own system.

Mr. Erfan :: Please follow what Mr. Mustafizur told and let us know even by writing a simple letter or text SMS to BEZA. He asks about solution of this issue, then **Mr. Mustafizur** tells he will inform investors by issuing a letter, informing in WhatsApp group and email to all investors requesting to apply through online to OCEI.

Mr. Md. Mizanur Rahman from NSI: He informs that NSI gives security clearance to the foreigners. Sometimes he receives application with incomplete address. Therefore, it's difficult

for them to find out the applicant. He personally several times interacts **Mr. Mustafizur** for providing complete address and contact person to him for their smooth service delivery. **Mr. Erfan:** instructs **Mr. Mustafizur** please make sure about complete information about the Applicant.

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Monira Yasmin from DoEx: Import related 5 services on petroleum and flammable items are currently providing through online. We solve import related issues within 3 days. We have not make it online the service related to licenses. Offline services we so far received, we provided services within 21 days. **Mr. Mustafizur** informs that we have already integrated some other services with other departments. As these two departments are ready, we will do MOU and start our action how to integrate with departments and then investors will be able to apply by logging out system to respective departments. Adding **Mr. Erfan** says who are working with us, you will provide services by following your individual rules and regulations and our request to you please expedite your service delivery. If the services are online, then it will be provided within few minutes. **Mr. Mustafizur:** The Focal Points, responsible persons from all departments, we have so far received the best responses from them. In some cases, it takes delays either for me or applicant side due to lack of proper understanding or lack of documentation. **Mr. Erfan** extends his thankfulness to all Focal Points as well the departments.

Mr. Monir Hossain from FSCD: We gives higher priority of the service request from BEZA. Sometimes investor directly apply/communicate bypassing BEZA. In this case, we can't provide our services in proper manner as we do usually by close communication with the representative of BEZA. We have already assigned one junior officer from FSCD to take care of the services from FSCD and we try our best to provide services even within 1-2 days. One applicant from BSMSN name BRGen Power Plant though we issued license within one month. But my request to you please send us all applications through BEZA so that we can give our feedback as well take care of the application in properly. **Mr. Mustafizur:** We are motivating the investors so that they apply directly to BEZA instead of bypassing. I personally thinking about arranging a higher level meeting hearing from them. **Mr. Morinaga:** He is thankful to **Mr. Monir Hossain (FSCD)** for his comments and sending junior officer and others from DOE and building. We have a JICA team both local and Japanese consultants and we will work together and assessment as well. Each department can allocate young officer and can be trained and after 6 or 8 months' replacement of new officer. This can contribute to human resource development of each department. This is one idea and another one is we can draft a letter to announce that all unit investors and developers should utilize of OSS of BEZA to stop

bypassing OSS. Another idea is to informalize to existing investors and developers by organizing SOP socialization. We are planning to do it in November 2021-January, 2022 besides we have also plan to do it with different chambers and trade bodies to promote BEZA OSS. **Mr. Erfan** says the one is a very good idea.

Saleh Ahmed from Bangladesh SEZ Ltd.: I am service taker as well as service provider. We know how many services from the investor side need, some are already provided by OSS and some are not yet. In our website some of the services may not be provided by us but we have some indications so investors can get some ideas where they need to go and how to get other services from other departments. This is one observation. Investors can easily know. We should provide indication where to go for other services as well.

2nd observation is introducing tracking system. So that investor can understand about his service is pending for what reason. Is there any arrangement so that investors can give their feedbacks? We receive very smart solutions from FSCD one of the participants from that department visited Araihaazar EZ and provided within 2 days as well as quick service from DoE as well. This is my side investor can say. Please arrange a meeting/workshop so that investors can say. Receiving feedback may be other ways not only through meeting/seminar. So that we can improve our self as a service provider. Regarding Regional OSS, as you will do it as pilot in Japanese EZ, I would like to request JICA as well if any kind of support for the implementation of Regional OSS that is not fully included in existing setting please provide support. So that we can get that kind of support as service taker not service provider. Last suggestion is that please arrange a technology transfer. Say for example, the project will continue next for 5 yrs. After that how can we run it in future. Please arrange such kind of necessary support so that we can smartly take over from your side and then we can run by our side as well. Erfan tells technology transfer is very important and please keep in mind accordingly. He also hopeful that Japanese are coming in huge EZ in Araihaazar and please be prepared for that. We have work keeping pace with their speed. Please keep in mind about their speed. **Mr. Morinaga:** We have prepared SOP including the sequence of the license. The order of service we have clearly mention. We are discussing with the IT team of BEZA for the further improvement of OSS explanation in the website in order to making it investment friendly. If **Mr. Erfan** allow us we can make a proposal in this regard. Regarding tracking system, it is very good one. I have showed timeline assessment of each license. It means OSS members always keep the record i.e. when the application received, date of issued. In the new IT system, of course we will introduce tracking system where OSS members, focal points will be allowed

to access the one not only limited to related license as well. Regional OS, we prepare some of the concept. Within my stay I will illustrate my idea and will arrange a meeting with **Mr. Mustafizur, Mr. Saleh Ahmed and Sumitomo** as well. Technology transfer, please ensure the officer at certain period. We will try to develop human resources here. **Mr. Mustafizur:** Our investors can tract their application. Definitely we will sit with other departments, so that such kind of system introduced in their system and we can also tract them as well.

Ms. Ireen Pervin from Power Division: She informs in the meeting that the ST connection it took 28 days earlier, but now the time has been reduced to 18 days by circulating a SRO. **Mr. Erfan** tells that we must be expedite and speedy in providing services.

Mr. Md. Aminul Islam from Bangladesh Bank: In BIDA's OSS Portal there is an option a foreign investor may open an account in sitting abroad and they can transfer the fund in that account without any permission anybody from Bangladesh. I don't know whether BEZA has such kind of issue stated or not in the portal. We issued a circular very recently that in sitting out of the country, investor can open account by entering OSS portal of BIDA to AD bank of Sonali Bank. His proposal is to you may also introduce in BEZA's OSS portal as similar as BIDA. Mr. Erfan asks **Mr. Mustafizur** in this regards informs that he will sit with Investment Promotion wing and find out the ways how to introduce such option. **Mr. Erfan** tells that as BIDA has already introduced and it is functioning well, of course we will do accordingly and please do it actively. Bangladesh Bank instructed all banks to do interconnected with the BIDA's portal. In that case, all banks must be interconnected with BEZA's web portal in similar manner. Mr. Morinaga wants further support from Mr. Aminul in this regard.

Mr. Mustafizur: NBR is one of the major counterparts of BEZA. **Mr. Mustafizur** requests the officer from NBR please make a circular about 6 products will not be get exemption of duty. I am facing the problem though the name of goods is clearly stated in the circular. Some investors have already faced problems and then I directly talk to NBR officers and then they understand.

Mr. Md. Mosear Rahman from NBR: Bond related services will be under online by 2023. VAT and TIN registration are already providing through online. We are always very much positive and we will solve it soon.

Monira Yasmin from DoEx: Investors when applies to DoEx for NOC on importing goods, HS code wise goods stated in Import Policy besides these Customs wing forwards for additional items for giving clearance. In this regards, investors face problems as Customs asks investors

to get clearance from DoEx. We cannot provide clearance which are not stated in our Rules/Regulations. In that case, it is a hassle for the investor. In some cases, the investor has to face demerits for this reason. Her suggestion is that except items stated in DoEx Rules/Regulations, not forwarded to DoEx for clearance.

Mr. Mustafizur: It is a nice suggestion. He will send one person to DoEx for sharing the list so that BEZA can forward it to NBR to take care of the issue seriously. **Mr. Md. Mosear Rahman** tells that they follow the Import Policy Order. We have noticed this issue earlier. Items for the assessment are very limited required for permission from DoEx. As **Mr. Mustafizur** tells the issue is notifying to them they will take necessary procedures and informs to all concern officers.

Mr. Shota Seto: He felt honor attending PIC meeting and he is overwhelmed to see the interactive discussion participated from different departments with BEZA. Today I realize the establishment of Regional OSS and simplification of hybrid online and physical OSS to be realized soon. This project will be ended in May 2022 and we always with BEZA and the future cooperation of BEZA OSS. We would like to continue this support to OSS activity. In every projects not only Bangladesh in all over the world, human resource is main bottle neck issue in aspect of the sustainability. Regarding the OSS operation may be now on this activity will be activated and the same person assignment is necessary to successful OSS operation not only for OSS operation but also for next cooperation for project. We would like to achieve experienced OSS expert in the same position. This November, JICA HQ relaxes the restrictions on Project members to come to Bangladesh and Japanese will be in rush and full swing activity in BEZA.

Closing Remarks by **Mr. Erfan** : Thanking everybody for their interactive and fruitful discussion. I request you to cooperate and join with us.

Material for Current Status of BEZA

2. List of BEZA Officers (As of Jun 2021)

Sl. No	Designation
01	Executive Chairman
02	Executive Member (Planning & Development)
03	Executive Member (Administration & Finance)
04	Executive Member (Investment Promotion)
05	Secretary, BEZA Executive Board
06	General Manager (Investment Promotion)
07	General Manager (Administration & Finance)
08	Chief Law Officer
09	General Manager (Planning & Development)
10	Manager (Administration)
11	Manager (MIS & Research)
12	Manager (Investment promotion-1)
13	Manager (Investment promotion-2)
14	Manager (Planning & Development-3)
15	Manager (Planning & Development-5)
16	Manager (Planning & Development-1)
17	Manager (Finance & Budget)
18	Manager (OSS & Co-ordination)
19	Manager (Planning & Development-4)
20	Executive Architect
21	Manager (Law)
22	System Analyst
23	Deputy Manager (Estate)
24	Deputy Manager (Investment Promotion-2)
25	PS to Executive Chairman
26	Deputy Manager (OSS & Co-ordination)
27	Deputy Manager (Investment Promotion-1)
28	Deputy Manager (Monitoring)
29	Deputy Manager (Planning & Development)
30	Deputy Manager
31	Deputy Manager (Administration-1)
32	Programmer
34	Law officer
35	Assistant Manager (Investment promotion-2)
36	Assistant Manager (OSS & Co-ordination)
37	Assistant Manager (Investment promotion-1)
38	Assistant Manager (Administration)
49	Assistant Manager (Transportation & Common Service)
40	Assistant Manager (BSMSN)
41	Assistant Manager (Finance)
42	Assistant Manager (OSS & Co-ordination)
43	Assistant Manager (Planning & Development)
44	Assistant Manager (Monitoring)
45	Assistant Manager (OSS & Coordination-3)
46	Assistant Manager (Estate)
47	Assistant Manager (Meghna Industrial Economic Zone)
48	Assistant Manager (Mongla Economic Zone)
59	Assistant Manager (Shreehatta Economic Zone)
50	Assistant Manager (Sabrang Tourism Park)
51	Assistant Manager (Anwara Economic Zone)
52	Assistant Manager (Beza Executive Board)

Consultants and Specialists

Sl. No	Designation
01	Infrastructure Consultant
02	Structural Engineer (Consultant)
03	Legal Consultant, BEZA
04	Zone Development Consultant, BEZA
05	System Analyst (IT Consultant), BEZA
06	System Administrator, BEZA
07	Social Specialist, BEZA
08	Environmental Specialist, BEZA
09	Procurement Specialist, BEZA
10	Financial Management Specialist (National), BEZA

Bangladesh Economic Zones Development Project (Phase-1)

Sl. No	Designation
01	Project Director Bangladesh Economic Zones Development Project (Phase-1)
02	Deputy Project Director Bangladesh Economic Zones Development Project (Phase-1)

Establishment of Indian Economic Zone in Mirsarai Project

Sl. No	Designation
01	Project Director Establishment of Indian Economic Zone in Mirsarai Project
02	Deputy Project Director Establishment of Indian Economic Zone in Mirsarai Project

Infrastructure Development for Japanese Economic Zone at Araihasar, Narayanganj

Sl. No	Designation
01	Project Director Japanese Economic Zones Development Project in Araihasar
02	Deputy Project Director Japanese Economic Zones Development Project in Araihasar

Acquisition of Land for Establishment of Economic Zones (Araihasar, Narayanganj and Mirsarai Economic Zones)

Sl. No	Designation
01	Project Director Japanese Economic Zones Development Project in Araihasar

Establishment of Jamalpur Economic Zone Project

Sl. No	Designation
01	Project Director Jamalpur Economic Zone Establishment Project
02	Deputy Project Director Jamalpur Economic Zone Establishment Project

**3. List of Legal Documents related to BEZA
(As of Oct 2021)**

As of December 2021

(1) On BEZA

SL	Title of Law/Rules/Policy/	SRO No.	Formulating/Issuing Authority
1	Bangladesh Economic Zones Act, 2010 (Bengali/ English version)		Bangladesh Economic Zones Authority
2	Bangladesh Economic Zones (Amendment) Act, 2015 (Bengali version)		Bangladesh Parliament
3	Establishment of an authority named Bangladesh Economic Zones Authority	SRO No. 373-law/2010	Prime Minister's Office
4	Entitled as Bangladesh Economic Zone Authority (Officers and Staffs) Service Regulations, 2012.	SRO No. 323-Law/2012, Date: 16 September 2012, 28 November, 2012	Bangladesh Economic Zones Authority Prime Minister's Office
5	SRO on Declaration of Mongla Economic Zone	SRO No. 98-Law/2015	Prime Minister's Office
6	SRO on declaration of each economic zone as Warehousing station	SRO No. 211-Law/2015/48/Customs	Internal Resources Division
7	Declaration of Mongla Economic Zone as Warehousing Station-	SRO No.263-Law/2015/53/Customs	Internal Resources Division
8	SRO on Declaration of Mirsharai Economic Zone	SRO No. 91-Law/2016	Prime Minister's Office
9	Remit the Stamp Duty imposable on the first lease deed to be executed with Bangladesh Economic Zone Authority	SRO No. 08/Law/2016	Internal Resources Division
10	SRO related to the announcement of Srihatta Economic Zone	SRO No. 2843-Law/2016	Prime Minister's Office
11	SRO on Declaration of Meghna Economic Zone	SRO No. 264-Law/2016	Prime Minister's Office
12	Declaration of D-Reserve of the land of the Forest Department for the purpose Naf Tourism Park	No. 22.00.0000.066.51.022.16-321	Ministry of Environment, Forest and Climate Change
13	SRO on Declaration of Abdul Monem Economic Zone	SRO No. 380-Law/2016	Prime Minister's Office
14	SRO on Declaration of Naf Tourism Park	SRO No. 20-Law/2017	Prime Minister's Office
15	SRO on Declaration of Aman Economic Zone	SRO No. 45-Law/2017	Prime Minister's Office
16	SRO on Declaration of Mongla Economic Zone	SRO No. 67-Law/2017	Prime Minister's Office
17	SRO on Declaration of Bay Economic Zone	SRO No. 70-Law/2017	Prime Minister's Office
18	Bangladesh Economic Zones Authority Workers Service Rules, 2017	SRO No. 302-Law/2017, Date 11 October, 2017	Internal Resources Division National Board of Revenue
19	SRO on Declaration of Feni Economic Zone	SRO No. 239-Law/2017	Prime Minister's Office
20	SRO on Declaration of Abdul Monem Economic Zone	SRO No. 252-Law/2017	Prime Minister's Office

21	Declaration of Shrehatta Economic Zone as Warehousing Station-	SRO No.272-Law/2017/71/Customs, Date: 27 August, 2017	Internal Resources Division National Board of Revenue
22	SRO on Declaration of Meghna Industrial Economic Zone	SRO No. 285-Law/2017	Prime Minister's Office
23	SRO on the amendment of Bonded Warehousing Licensing Rules, 2008 of the National Board of Revenue and Export Bond, Superside Bond and imported good under bond facility	SRO No. 203 – Law/2017/48/Customs	Internal Resources Division
24	Amendment of the Economic Zone Warehousing Station Rules 2015	SRO No. 304-Law/2017/77/Customs, Date: 22 October, 2017	Internal Resources Division National Board of Revenue
25	These policies may be called the Bangladesh Economic Zones (Workers Welfare Fund Policies, 2017	SRO No. 339 Law/2017, Date: 04 December 2017	Prime Minister's Office
26	SRO on Declaration of City Economic Zone	SRO No. 31-Law/2017	Prime Minister's Office
27	SRO on Declaration of Sabrang Tourism Park	SRO No. 160-Law/2018	Prime Minister's Office
28	SRO on Declaration of Siranjonj Economic Zone	SRO No. 259-Law/2018	Prime Minister's Office
29	Exemption of all applicable Rules of the Rajshahi Development Authority Act-2018	SRO No. 263-Law/2018	Prime Minister's Office
30	Exemption of all applicable Rules of the Cox's Bazar Development Authority Act-2016	SRO No. 264-Law/2018	Prime Minister's Office
31	Bangladesh Economic Zones Authority (Fund Management, Financial and Administrative Power Delegation) Rules-2018	SRO No. 300-Law/2018)	Prime Minister's Office
32	Declaration of Araihasar EZ-2, Narayanganj	SRO no 274-Law/2019	Prime Minister's Office
33	Declaration of Anwara EZ-2, Chattagram	SRO no 272-Law/2019	Prime Minister's Office
34	Declaration of Jamalpur Economic Zone	SRO no 288-Law/2019	Prime Minister's Office
35	Declaration of Chadpur Economic Zone, Chadpur	SRO no 328-Law/2019	Prime Minister's Office
36	Declaration of Mirsharai EZ	SRO no 327-Law/2018	Prime Minister's Office
37	Declaration of Kishoregonj Economic Zone	SRO no 13-Law/2019	Prime Minister's Office
38	Declaration of Karnafuli Dry Dock Special Economic Zone	SRO no 22-Law/2019	Prime Minister's Office
39	Declaration of East West Special Economic Zone	SRO no 33-Law/2019	Prime Minister's Office
40	Exemption of the Rules regarding issuance of Trade License	SRO no 37-Law/2019	Local Government Division
41	Declaration of Hosendi Economic Zone	SRO No.393-Law/2019	Prime Minister's Office

42	Formation of One Stop Service Assurance Committee	SRO no. 13-Law/2021	Prime Minister's Office
43	Adaptation of EPZ Labor Act-2019 [Act no. 02 of 2019]	SRO no. 306-Law/2019	Prime Minister's Office
44	Enactment of EPZ Labor Act-2019		Prime Minister's Office
45	Declaration of Anwara EZ-2 [extension of 20.98 acre of land]	SRO no. 251-Law/2021	Prime Minister's Office

(2) On Developer

SL	Title of Law/Rules/Policy/	SRO No.	Formulating/Issuing Authority
1	Bangladesh Economic Zones (Appointment of Developers, etc.) Rules, 2014 (Bengali version)	SRO No. 45-Law/2014	Prime Minister's Office
2	Bangladesh Economic Zones (Appointment of Developers, etc.) Rules, 2014 (Amendment)	SRO No. 94-Law/2015	Prime Minister's Office
3	English Text of Bangladesh Economic Zones (Appointment of Developers, etc.) Rules, 2015 (with Amendment).	SRO No. 294-Law/2015	Prime Minister's Office
4	The Bangladesh Economic Zones (the Procedure of Appointment of Developer) Rules, 2016	SRO No. 44-Law/2016	Prime Minister's Office
5	SRO on exemption the developer from the payment of all import duties, Value Added Tax etc. imposable on import of goods for using in development of Economic Zone	SRO No. 208-Law/2015/45/Customs	Internal Resources Division
6	SRO on exemption for any economic zone developer from the income-tax payable up to 10 years on its all kinds of income arising out of its commercial operation run in an economic zone	SRO No. 227-Law/Income-tax/2015	Internal Resources Division
7	SRO on exemption of Land Development Tax	SRO No. 05-Law/2016	Ministry of Land
8	Remit whole Stamp Duty imposable on the mortgage deed against the documents for loan	SRO No. 07-Law/2016	Internal Resources Division
9	Circular on exemption of registration fee of the Ministry of Law/Law and Justice Division	No. R-6/1 M 11/2017-269, Date: September 19, 2017	Law and Justice Division
10	Remit the Stamp Duty imposable on the Registration of Sales Document for the purpose of selling of land to the Private Zone Developer	SRO No. 287/Law/2017, September 21, 2017	Internal Resources Division
11	Exemption from payment of income tax at source payable by the Consortium or Joint Venture Company, formed by the owner-sponsor, for registration of the deed which is executed for sale of land	SRO No.120/Law/Income Tax/2018, 26 April, 2018	Internal Resources Division

12	Exemption of defined fees on Registration of Land Transfer Deed and Registration of Loan Documents	Circular no. 10.00.0000.130.18.013.20-140	Law and Justice Division, under Ministry of Law, Justice and Parliamentary Affairs
13	Appointment of Developer (G2G)	SRO no 174-Law/2020	Prime Minister's Office

(3) On Investor

SL	Title of Law/Rules/Policy/	SRO No.	Formulating/Issuing Authority
1	SRO-Table-1 & 2 related to the NOC for the supply of natural gas, water, commodities and electricity by the supplier of natural gas, WASA, provider and electricity supplier in Economic Zones	SRO No. 168-Law/2015/735-VAT	Internal Resources Division
2	SRO on exemption from the payment of all import duties etc. imposable on importation of capital machineries and construction materials for the purpose of establishing Economic Zone by the industrial units	SRO No. 209-Law/2015/46/Customs	Internal Resources Division
3	SRO on exemption from payment of import duty imposable on vehicles imported in the economic zones by the industrial units	SRO No.210/Law/2015/47/Customs	Internal Resources Division
4	SRO on exemption for any economic zone developer /investor from the income-tax payable up to 10 years on its all kinds of income arising out of its commercial operation run in an economic zone	SRO No. 226-Law/Income-tax/2015	Internal Resources Division
5	SRO on exemption of any foreign employee having technical knowledge, employed in a company up to 50% of the income-tax payable on his income earned for a period of 3 years	SRO No.298/Law/Income-Tax/2015	Internal Resources Division
6	SRO on exemption from income tax on Dividend/capital gain arising out of transfer of shares of the said company for 10 years from the commencement of its commercial operation	SRO No. 299-Law/Income Tax/2015	Internal Resources Division
7	Exemption of Union Parishad Tax for the enterprises located at the Economic Zones	SRO No. 333-Law/Income Tax/2015	Local Government Division
8	Reduction of 50% of the total Stamp Duty imposable on the lease deed to be executed for allotment of land, building or space	SRO No. 06-Law/2016	Internal Resources Division
9	Determination of rate and service charge of land allotment among local and foreign investors inside the Zone	No.-03.068.006.09.00.019.2016	Prime Minister's Office
10	The Customs (Economic Zones) Procedures, 2017	SRO NO. 42/2017/Customs/199	Internal Resources Division

11	Further amendment on the Customs (Economic Zones) Procedures, 2017	SRO No. 288-Law/2017/Customs/529, Date: 21 December, 2017	National Board of Revenue
12	Further amendment on the Customs (Economic Zones) Procedures, 2017	SRO No. 195-Law/2018/Customs/197, Date: 6 March, 2018	National Board of Revenue
13	One Stop Service Act-2018	Act No. 10 of 2018	Bangladesh Parliament
14	One Stop Service (Bangladesh Economic Zones Authority) Rules-2018	SRO No. 296-Law/2018	Prime Minister's Office
15	Foreign Exchange Transactions by the enterprises of Economic Zones (EZs) in Bangladesh (Foreign Exchange Policy Department)	FE Circular No. 22, date: 09 August 2016	Bangladesh Bank
16	EPZ Labor Law Applicable for BEZA upon some Changes	SRO no 306-Law/2019	Prime Minister's Office
17	Bangladesh Economic Zones (Visa & Work Permit) Guidelines, 2018	No-03.068.004.09.00.00.016.2 018-664	Prime Minister's Office
18	Income Tax Exemption year by year from the starting date of the production and its condition	SRO no 81-Law/Income Tax/2019	Internal Resources Division
19	Exemption of VAT on Some Specific Productions	SRO no 105-Law/2019	Internal Resources Division
20	Notification on Value Added Tax (VAT) and Supplementary Duty	SRO no 109-Law/2020/102	Internal Resources Division, Ministry of Finance
21	Notification on Income Tax exemption	SRO no 104-Law/Income Tax/2020	Internal Resources Division, Ministry of Finance

(4) On both Developer and Investor

SL	Title of Law/Rules/Policy/	SRO No.	Formulating/Issuing Authority
1	Bangladesh Private Economic Zones Policy, 2015 (Bengali version)	SRO No. 82-Law/2015	Bangladesh Economic Zones Authority
2	Bangladesh Private Economic Zones Policy, 2015 (English version)	SRO No. 354-Law/2015	Bangladesh Economic Zones Authority
3	Remit of Import Duty and VAT on the imported furnace oil for the purpose of using public and private power plant	SRO No. 20-Law/2011/2327/Customs	Internal Resources Division
4	Remit of the fixed registration fee on transfer deed of transferred land and registration fee on registration of loan document for the developer and unit investors in Mongla Economic Zone	R-6/1M-8/85 (partly-1)-330, Date: December 23, 2015	Law and Justice Division
5	Exemption of implication of all rules of the Investment Board Act, 1989 for any declared EZ or any industrial unit situated there	SRO No. 108-Law/2016	Prime Minister's Office

6	Remit of the fixed registration fee on transfer deed of transferred land and registration fee on registration of loan document for the developer and unit investors in Mirersharai Economic Zone	R-6/1M-8/85 (partly-1)-219, Date: July 18, 2016	Law and Justice Division
7	The Bangladesh Economic Zones (Construction of Building) Rules, 2017	SRO No. 46-Law/2017	Prime Minister's Office
8	Remit of the fixed registration fee on transfer deed of transferred land and registration fee on registration of loan document for the developer and unit investors in the Economic Zones of (1) Shrihatta (2) Meghna (3) Aman (4) Bay (5) Naf Tourism Park and (6) Abdul Monem	R-6/1M-11/2017-182, Date: July 9, 2017	Prime Minister's Office
9	Foreign Exchange Regulations applicable for enterprises and developers operating in Economic Zones in Bangladesh (Foreign Exchange Policy Department)	FE Circular No. 21, date: 11 May, 2016	Bangladesh Bank

**Material for
Current Status of EZ Development & Operation**

4. List of EZs (As of Dec 2021)

EZ Development Status (As of December 2021)

Sl No.	EZ Name	Outline
BEZA/ G to G Initiative		
-Under Development		
1	Mirsharai EZ (Zone 2A)	<ul style="list-style-type: none"> - Land filling is in progress completed - Land (entire area) has been sold out - 20 km Super-dyke construction is in progress (more than 50% complete) - Access road construction is in progress - Water supply works is in progress - Tender evaluation completed for construction of 50 MLD water treatment plant for the Zone 2A and Zone 2B and nearby zones
2	Mirsharai EZ (Zone 2B)	<ul style="list-style-type: none"> - Land filling and dredging works are almost complete - Land (entire area) has been sold out - Site survey work has been complete - Construction of Access Road and Service Road are in progress (60% complete) - Construction of Super Dyke is in progress
3	Mirsharai EZ (Zone 6)	<ul style="list-style-type: none"> - Appointment of contractor for land filling completed - Land filling is in progress (20% complete) - Construction of 1.5 km road and 20 meter RCC arch bridge for Sheikh Hasina Sarobar in progress - Construction of roads, bridge and drains in progress
4	Shreehatta EZ	<ul style="list-style-type: none"> - Entire land has been taken by 6 companies - Administration building is under construction (two floors completed and interior design works in progress) - Gas connection completed - Underground water reservoir and deep tube well completed - Boundary wall is in progress completed - Land filling by BEZA complete - Land filling by unit investors is in progress (above 90% completed) - Power Substation has been completed - 10 MLD water treatment plant in progress - Onside road networks and drainage system are in progress
5	Jamalpur EZ	<ul style="list-style-type: none"> - Prospectus has been sold to 45 aspiring applicants - 6 nos. of applicant submitted proposal to BEZA for Land Allotment and 4 of them has signed land lease agreement with BEZA - The construction of admin building has been completed - On side road network is in progress
6	Sabrang Tourism Park	<ul style="list-style-type: none"> - Construction of administration building completed and interior design works in progress - Land filling is in progress and tendering in progress for the land development of 2nd phase - Construction of embankment are in progress completed - 6 vent sluice gates are in progress (20% complete) - Tower clock work order completed - Channel closure and canal lining works are in progress (90% complete) - Prospectus selling is in progress for Allotment of Land - 13 companies have already taken plots of 118 acres of land
7	Naf Tourism Park	<ul style="list-style-type: none"> - Land filling is in progress - Installation of submarine cable has been completed - Boundary walls in progress - Embankment works are in progress - Prospectus selling will start soon for offering land to the aspirant local and foreign investors
8	Chandpur EZ	- Feasibility Study has been completed and final interim report submitted
9	Feni EZ	- Feasibility Study has been completed
10	Mongla SEZ (Indian EZ)	<ul style="list-style-type: none"> - MOU has been signed with the developer - DPP has been prepared and it is now in the process of final reviewing stage with the developer
11	Anwara-2 EZ (Chinese EZ)	<ul style="list-style-type: none"> - Equity share holding agreement has been signed with China Harbor Engineering Co., Ltd. - SPC company incorporated - Development Agreement and Land Lease Agreement has been submitted to Cabinet Committee for Economic Affairs (CCEA) - Construction of administrative building has been completed - 2 access roads have been constructed - Land development works are in progress

12	Moheshkhali EZ-3	<ul style="list-style-type: none"> - Feasibility study and EIA have been completed - Total 570 acre of underdeveloped land has been allotted for 3 investors - One investor has started land filling work for their allotted land
-Officially Approved		
1	Araihazar EZ (Japanese EZ)	<ul style="list-style-type: none"> - F/S for 1,000 acres site has been completed, and land acquisition for 620 acres has been completed and rest of the land acquisition in progress (under approval stage of 380 acres of land in Ministry of Land) - 160 acres of land has been handed over to the developer - Offsite infrastructures in progress - Revised DPP (BDT 31 billion) is approved by ECNEC - Tender of Araihazar EZ infrastructure development has been awarded (BDT 25.82 billion)
2	Araihazar EZ-2	- Draft Final Report has been submitted to BEZA
3	Gopalganj EZ-1	- Draft Final Report has been submitted to BEZA
4	Sitakunda EZ	- Draft Final Report has been submitted to BEZA
5	Tangail EZ	- Draft Final Report has been submitted to BEZA
6	Manikgonj EZ	- Draft Final Report has been submitted to BEZA
7	Bhola EZ	- Draft Final Report has been submitted to BEZA
8	Nababgonj EZ	- Draft Final Report has been submitted to BEZA
9	Sylhet SEZ	- Draft Final Report has been submitted to BEZA
10	Jamalpur EZ-2	- Draft Final Report has been submitted to BEZA
11	Nilphamari EZ	- Draft Final Report has been submitted to BEZA
12	Panchagarh EZ	- Draft Final Report has been submitted to BEZA
13	Indian SEZ (Mirsharai)	<ul style="list-style-type: none"> - The site selection and land acquisition of 1,000-acre area for the Indian SEZ has already been completed in Mirsharai, Chattogram - Adani Ports and Special Economic Zone Limited has been given official selection by PMO as a zone Developer in January 2020. The commercial agreement with the Adani Ports and Special Economic Zone Limited (APSEZ) will be shortly signed by BEZA to start the implementation work after completing of necessary negotiations - The Indian authority approved \$115 million in funds for the project.
PPP Initiative		
-Under Development		
1	Mongla EZ	<ul style="list-style-type: none"> - BEZA has appointed Powerpack, Sikder Group as the developer - Access Road, Bridge, Water Supply, Power Substation and Administration Building completed - Onside Infrastructure, Service roads, Water and power supply line are in progress - Plot/space allotted to 6 companies - 3 unit investors are under Investment Clearance process
2	Mirsharai EZ Phase-1 (SBG EZ)	<ul style="list-style-type: none"> - 6 km of Access road are completed. Boundary wall, 2 bridges and Dyke are completed. - Topographic survey for water supply line are completed. 33/11 KVA sub-station is completed.
3	BEPZA EZ (Mirsharai)	<ul style="list-style-type: none"> - MOU has been signed with BEPZA - Land filling is in progress - Access road and other onside infrastructures including utilities in progress
Private Sector Initiative		
-Under Development		
1	Meghna EZ	<ul style="list-style-type: none"> - The EZ is in operation - All the facilities have been completed. - Commercial operations have been started by 8 unit investors - 1 unit investor is in under construction and another will start construction soon
2	Meghna Industrial EZ	<ul style="list-style-type: none"> - The EZ is in operation - All the facilities have been completed - Out of 19 unit investors 18 has received Investment Clearance whereas 12 unit investors have started their operation - 1 unit investor is under Investment Clearance process
3	Aman EZ	<ul style="list-style-type: none"> - Land filling complete - Utilities are available - Partial boundary wall - The EZ is in operation

		- 5 unit investors have received Investment Clearance. 3 of them have started Commercial Operation and there is no progress about remaining 2 investors
4	Abdul Monem EZ	- Permanent boundary wall is progressing (2000 feet complete) - Power substation completed - Gas pipeline up to zone completed - The EZ is in operation - 2 unit investors have received Investment Clearance whereas 1 has started Commercial Operation
5	Bay EZ	- The EZ is in operation - One unit investor has started Commercial Operation and another unit investor will start construction soon - Except gas connection other utilities are available - Permanent boundary wall is in progress - 2 unit investors have received Investment Clearance whereas 1 has started Commercial Operation
6	City EZ	- Land filling completed - Utilities are available - CETP and WTP are available - The EZ is in operation - 8 unit investors have received Investment Clearance whereas 3 unit investors are in operation
7	East-West SEZ	- Land filling is in progress, and partial boundary wall is complete - 1 unit investor has received Investment Clearance and will start construction soon
8	Karnafuli Dry Dock EZ	- Land filling completed - Utilities are available - Substation is installed - 1 unit investor is under Investment Clearance process
9	Sirajganj EZ	- Land filling is in progress and will complete by Jan 2021
10	Kishoregonj EZ	- Construction of boundary wall is on progress - Land filling completed (70%) - 1 unit investor is in the process of Investment Clearance
11	Hosendi EZ	- Land filling is almost completed - A unit investor receives Investment Clearance and started factory construction - Another unit investor is under Investment Clearance process
-Pre-qualified by BEZA		
1	AK Khan EZ	- Under Licensing Process
2	United City IT Park	- Under Licensing Process
3	Arisha EZ	- Under Licensing Process
4	Basundhora SEZ	- Under Licensing Process
5	Akij EZ	- Under Licensing Process
6	Comilla EZ	- Under Licensing Process
7	Sonargaon EZ	- Under Licensing Process
8	Hamid Economic Zone	- Under Licensing Process
9	Standard Global EZ	- Under Licensing Process

Source: BEZA

5. List of EZ Unit Investors (As of Dec 2021)

List of EZ Unit Investors (As of December 2021) as per the Investment Clearance

No	Company	Economic Zone	Investing Country	Sector	Name of the Product/Products
1.	City Auto Rice & Dal Mills Limited	City EZ	Bangladesh	Manufacturing	Boiled Rice, Aromatic Rice, Rice Husk, Rice Polish and Red Lentil, Yellow Peas, Pulse, Bhushi
2.	City Edible Oil Limited	City EZ	Bangladesh	Manufacturing	Soyabean Oil, Palm Oil, Sunflower Oil, Rice Bran Oil, Banaspati, Acid Oil, Fatty Acid and Soap Stock
3.	City Seed Crushing Industries Limited (Unit-2)	City EZ	Bangladesh	Manufacturing	Soya Cake, Rape Seed Cake, Crude Edible Oil
4.	Rupshi Feed Mills Limited	City EZ	Bangladesh	Manufacturing	Poultry Feed, Fish Feed, Cattle Feed
5.	Rupshi Flour Mills Limited	City EZ	Bangladesh	Manufacturing	Flour, Samolina, Husk
	Rupshi Sugar Mills Limited	City EZ	Bangladesh	Manufacturing	
6.	City Polymers Limited	City EZ	Bangladesh	Manufacturing	PP woven bag (Lamination), PP woven bag (Non Lamination), Poly Liner
7.	Rupshi Foods Limited	City EZ	Bangladesh	Manufacturing	Cake, Cookie, Biscuit, Breads, Pastry, Noodles, Denis, Butter Fly, Pattis, Wafer, Toast Biscuit, Chips, Chanachur, Chocolate, Candy, Condensed Milk, Powder Milk
8.	Rupshi Seed Crushing Limited	City EZ	Bangladesh	Manufacturing	Soya Meal, Soya Cake, Rapeseed Cake, Canola Oil, Canola Cake, Sunflower Cake, Crude Degummed Soyabean Oil (CDSO), Crude Degummed Rapeseed Oil (CDRO), Rapeseed Cake, Gum, Products out of any kinds of Oils etc.
9.	Aman Cement Mills Unit-2 Limited	Aman EZ	Bangladesh	Manufacturing	Portland Composite Cement, OPC
10.	Aman Foods & Beverage Ltd.	Aman EZ	Bangladesh	Manufacturing	Flour, Fine Husk
11.	Aman Packaging Ltd.	Aman EZ	Bangladesh	Manufacturing	PP & Woven Bag Manufacturing Plant
12.	Aman Shipyard Limited	Aman EZ	Bangladesh	Manufacturing	General Cargo Vessel
13.	Akin Feed Limited	Aman EZ	Bangladesh	Manufacturing	Floating Fish Fee
14.	Meghna Beverage Limited	Meghna Industrial EZ	Bangladesh	Manufacturing	Drinking Water, Carbonated & Non-carbonated beverage, Juice & Fruit Drinks, Milk Products

15.	Meghna Noodles and Biscuit Factory Ltd.	Meghna Industrial EZ	Bangladesh	Manufacturing	Biscuits, Noodles, Chips, Chanachur, Candy, Chocolate, Wafers, Bread, Cake
16.	Meghna Star Cables & Electrical Appliances Ltd	Meghna Industrial EZ	Bangladesh	Manufacturing	PVC Coated Cables/XLPE,Copper Wire, Aluminum Overhead Conductor, Super Enamel Copper Wire, Aluminum Wire, Optical Fiber, LAN and Co-axial Cable, Strip, Busbar, Electric Fan, Meter, Transformer, Sub-Station, PFI, ACB, VCB, LT Switchgear, HT Switchgear, Motor, Water Pump, TV, Fridge, AC, Different Kinds of Tube light, Energy Savings Bulb, LED bulb, Circuit Breaker, Switch-socket, Plug, Multi-Cord & All kinds of Electric and Electronics Home Appliances Products
17.	Sonargaon Printing and Packaging Industries Ltd	Meghna Industrial EZ	Bangladesh	Manufacturing	Corrugated Carton Box (Master & Inner Box), Sanitary Napkin, Baby Diaper
18.	Sonargaon Steel Fabricate Ltd.	Meghna Industrial EZ	Bangladesh	Manufacturing	Steel Structure components like: Column, Beam, Rafter, Purlin, Roof Wall sheet, Welding Rod; and Welding Ware, Nut Bolt, MS Pipe & Box, SS Pipe & Box & Oxygen Gas refill, Medical Oxygen O2 (Gas), Industrial Oxygen O2 (Gas), Oxygen O2 (Liquid), Nitrogen N2 (Gas), Argon Ar (Gas), Nitrous Oxide, Medical Air, Carbon Dioxide CO2, Acetylene Gas (C2H2), Argo Shield, Hydrogen (H2), Helium (He)
19.	Tecleap Ltd.	Meghna Industrial EZ	Bangladesh	IT Service	Cloud Support, Data center support, ISP, Software development, Data processing, CADGIS Map digitizing, All sorts of IT services, Video & Audio Conferencing
20.	Thai-Foils & Polymer Industries Ltd	Meghna Industrial EZ	Bangladesh	Manufacturing	Various flexible Foils, Aluminium Pouch, Various types of consumer product packages, OPP Label, Lamination Film,PP Woven bags, FIBC bags, Jambo Bag, 100% Garments accessories

					(Poly Pack/PE Bag/Garbage Bag, Photo Card, Photo Inlay Card, Back board, Neck Board, Hang Tag, Price Tag, Size Tag, Paper Band, Collar Band, Hanger, PVC Box, Collar Band, Collar Insert, Butterfly)
21.	TIC Industries (Bangladesh) PTY Ltd.	Meghna Industrial EZ	Australia	Manufacturing	Plastic garment hangers, sizer and accessories
22.	TIC Manufacturing (Bangladesh) Ltd.	Meghna Industrial EZ	Australia	Manufacturing	Plastic garment hangers, sizer and accessories
23.	Unique Cement Fibre Industries Ltd	Meghna Industrial EZ	Bangladesh	Manufacturing	2-ply Cement Bag, Jumbo Bag
24.	S2s Chemicals Ltd.	Meghna Industrial EZ	Bangladesh	Manufacturing	Calcium Carbonate powder
25.	Meghna Foil Packaging Limited	Meghna Industrial EZ	Bangladesh	Manufacturing	Printed & Laminated foil for packaging, Printed & Laminated Offset paper for packaging & leveling, Disposal Item (Thermoforming items)
26.	Meghna Bulk Bag Industries Ltd	Meghna Industrial EZ	Bangladesh	Manufacturing	FIBC/ jumbo bag of all types, liner FIBCs, food grade FIBCs, pharma grade FIBCs woven polypropylene bag/ sack, laminated/ non laminated pp woven fabric, PPMF yarn, belt, filler cord, PE Liner
27.	Sakata Inx (Bangladesh) Private Limited	Meghna Industrial EZ	Japan	Manufacturing	Printing inks/ resins and allied products
28.	Siegwerk Bangladesh Limited	Meghna Industrial EZ	German	Manufacturing	Printing Inks & Allied Products
29.	Ismartu Technology BD Limited	Meghna Industrial EZ	China	Manufacturing	Mobile Phones and accessories
30.	JOTUN Bangladesh Limited	Meghna Industrial EZ	UAE India	Manufacturing	Acrylic Emulsion Primer, Texo Compound (Spray Texture Ext), Easy Coat, Jotashield CL Matt , Jotashield CL Silk, Jotashield Water Extreme TC, Profile Décor 3MM, Durosan 02 Int Matt, FM My Home Smooth Silk, FM Pure Colour Matt, FM Hygiene, Jollyfix, PVA Primer, Stucco Putty, FM Wonder Wall, Magnum, Jotashield Tex Ultra , Jotashield Water

					extreme base coat , Steelmaster 1200 WF, Jotashield Penetrating Primer, Jotagloss, QD Primer, Lady Design Glaze, Lady Design Pearl, Lady Design Bronze, Lady Design Gold, Lady Design Copper, Lady Design Silver, Thinner No.7, Barrier , Epoxy HR, Futura Classic, Hardtop AX, Hardtop XP, Jotacote Universal N10, Jotamastic, Jotamastic Smart Pack, Jotun Thinner , Marathon, Penguard, Resist , Solvalitt , Steelmaster 600 WF, Tankguard, Aluminium Paint HR, Balloxy BT , Coastal AF 48, Coastal Gloss (BD), Hardtop XP, Coastal Prime GD (BD), Jotacote Universal N10, Jotamastic 80, Jotaprime 500, Jotun Inhibitive oil, Jotun Thinner, Penguard FC, Safeguard Universal ES, Seaforce Shield, Seaforce Active, Tankguard 412
31.	Sun Pharmaceuticals (EZ) Limited	Meghna Industrial EZ	Bangladesh	Manufacturing	SOMPRAZ, OLMEZEST, OLMEZEST-AM, NEUGABA, MIRTAZ, URSOCOL ALZOLAM, SYNDOPA, MESACOL, MIRTAZ and other various Tablets and Capsules
32.	Meghna Ballpen and Accessories Manufacturing Ltd.	Meghna EZ	Bangladesh	Manufacturing	Ballpen, Pencil, Stationery Items
33.	Meghna Container Terminal Limited	Meghna EZ	Bangladesh	Service	Loading- unloading of containers
34.	Meghna Edible Oils Refinery Ltd.	Meghna EZ	Bangladesh	Manufacturing	Edible Palm Oil, Soyabean Oil, Vegetable Oil, Banaspatee, Hydrogenated Oil, Ghee, Chesse, Cream, Butter and all kinds of oil and allied products, Milk and Dairy products
35.	Meghna Pulp & Paper Mills Ltd.	Meghna EZ	Bangladesh	Manufacturing	All kinds of Tissue Paper, Hard Tissue Paper, MG Poster Paper, Manifold Paper, OGR Paper, Glazed Kraft

					paper and all kinds of MG glazed paper along with other paper and paper-related products. Kraft paper, Writing paper, Printing paper, Baby diaper, Board, Duplex board, Simplex board, Ticket board, Kraft board, Liner, Front media, Pulp & allied products, Packaging materials, Chemicals
36.	Meghna PVC Limited	Meghna EZ	Bangladesh	Manufacturing	PVC Resin, Pet Resin, Caustic Soda, H2O2/ Hydrogen Peroxide
37.	Meghna Sugar Refinery Ltd.	Meghna EZ	Bangladesh	Manufacturing	Crystalline white Refined Sugar, Liquid Sugar, Brown Sugar
38.	MPP Power Plant Ltd.	Meghna EZ	Bangladesh	Service (Power Generation)	Electricity/ Electric Energy
39.	Sonargaon Flour & Dal Mills Ltd.	Meghna EZ	Bangladesh	Manufacturing	Flour, Moida, Semolina, Rice, Corn, Cereals, Dal, Jam
40.	Sonargaon Seed Crushing Mills Ltd.	Meghna EZ	Bangladesh	Manufacturing	Soy Crude Oil, Soy Meal, Crude De-gumming Soy bean, Soy Lecithin, Soy Full Fat
41.	Tasnim Chemical Complex Unit-2 Ltd.	Meghna EZ	Bangladesh	Manufacturing	Caustic Soda (Flakes & Liquid), Hydrochloric Acid, Chlorine (Liquid), Sodium hypochlorite
42.	Sonargaon Solar Energy Limited	Meghna EZ	Bangladesh	Service	Electricity/ Electric Energy
43.	Bay Sports Wear Limited	Bay EZ	Bangladesh China	Manufacturing	Footwear, Footwear Accessories & Components
44.	Meigo	Bay EZ	Hongkong	Manufacturing	Different type of model toys
45.	Bangladesh Honda Private Limited	Abdul Monem EZ	Bangladesh Japan	Manufacturing	Motorcycle
46.	Huntsman Bangladesh Pte Ltd.	Abdul Monem EZ	USA	Manufacturing	Reactive Dyesrn Disperse Dyes rn Finishing, Softening, Softener, fixing surface-active agent group rn Finishing, Softening, Softener, Fixing rn Acrylic Polymers based rn Acrylic Polymers based rn Silicones in primary forms rn Fluorescent brightening agent rn Leveling Agent rn Enzymes rn Sequestering Agent rn Fixing Agent rn Direct Dyes rn Polyurethanes rn Bleach Processor(Chemicals based on mixture of natural products)rn Despensing Agent rn Printing Thickener rn

					Sulphonated rn Acid Dyes rn Cracking Agent rn Bleach Processor(Chemicals based on mixture of natural products) rn Acid Buffer/pH bufferrnVat DyesrnAqueous vinyl polymer rnResidual lyes from the manufacture of wood pulp rn Mixtures of Colouring Matter rn Polyvinyl Acetate rn Other Organo-Inorganic Compounds rn Finising, Softening, Softener, Fixing (last two digit not match)rnSurface active agents group-Specifically 13 for use Non-Ionic rnOf Sodium rn Of Magnesium rn Polyterpenes, Polysulphides, Polysulphones in primary form
47.	Jinyuan Chemical Industry Co. Ltd.	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	China	Manufacturing	Lead Oxide- Fire Assay Grade, Lead Nitrate, Copper Sulphate and Electrolytic Lead
48.	Arman Haque Denims Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Denim Fabric
49.	Asian Paints Bangladesh Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh Singapore	Manufacturing	Paints and allied product
50.	Bangladesh Auto Industries Ltd.	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh China	Manufacturing	Utility Vehicle (SUV), Multipurpose Vehicle (MPV), Micro bus, Pickup, Minibus, Bus, Truck, Van, Covered Van, Sedan, Hatchback, EV Sedan, EV SUV, EV Crossover, EV Hatchback, EV Multi-Purpose Vehicle, EV Mini Truck, EV Bike, EV Scooter, EV motor Cycle, EV Three Wheeler, Specialized Vehicles
51.	Modern Syntex Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Polyester Drawn Textured Yarn, Polyester Fully Drawn Yarn, Polyester Staple Fiber and PET chips
52.	Star Allied Venture Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Radial TBR & PCR Tyre
53.	SQ Electronics	Bangabandhu Sheikh Mujib	Bangladesh	Manufacturing	Electrical Cable, insulated Wire and Conductor, Bare conductor wire and cable,

		Shilpa Nagar (BSMSN)			Solid and stranded bare copper mGuy accessories, mSwitchgear, Disconnect switches, fuses or circuit breakers
54.	Bashundhara Chemical Industries Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Hydrogen Peroxide, Acetic Acid, Methanol, Formic Acid
55.	Bashundhara Multi Steel Industries Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Rebar, Wire Rod, Welding Electrode, Rebar in Coil & Square Bar
56.	Bashundhara Packaging and Accessories Industries Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Flexible Packaging, Corrugated Box Mfg., Web printing, Offset printing, Duplex & FBB, Art Card, Board & Paper Converting
57.	Bashundhara Pre-fabricated Building Manufacturing Industries Ltd	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Pre-fabricated Steel Frame, Foam Base Concrete
58.	Bashundhara Readymix & Construction Industries Limited (BRMCIL)	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Ready Mix Concrete (RMC)
59.	Healthcare Life Science Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Skilox cap 500 mg, Clacodi Tab 625 mg, Skilox PFS 100 ml, Tazo Infusion 4.5 gm, Skilox 250 mg IV
60.	Jiehong Nonwoven Products (BD) Co., Ltd.	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	China	Manufacturing	Non-woven Fabrics, Non-woven Medical Safety items, surgical gowns, coverall, caps, etc
61.	Nippon & McDonald Steel Industries Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh Japan	Manufacturing	Steel Plate Manufacturing from Imported Steel Coi
62.	Marico Bangladesh Limited, Manufacturing Plant-3	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	India	Manufacturing	Fast Moving Consumer Goods
63.	Samuda Construction Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	PHC Pile
64.	Samuda Food Products Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Refine Sugar

65.	SPL Petrochemical Complex Limited	Moheshkhali EZ-3	Bangladesh	Petrochemical Plant	1st Phase: LPG, Naphtha, Diesel, Fuel Oil, Bitumen , Lube base oil 2nd Phase: LDPE/HDPE , Poly Propylene (PP), PVC, Benzene
66.	Double Glazing Industries Limited	Shrihatta EZ	Bangladesh UK	Manufacturing	uPVC and Aluminium
67.	British Aluminex Ltd	Shrihatta EZ	Bangladesh	Manufacturing	Manufacturing Packaging items for food industry, aluminum Foil containers, containers lids, plastic containers and lids, paper bags, kitchen foil, aluminum profiles and many other packaging items
68.	Jinnat Textile Mills Limited	Shrihatta EZ	Bangladesh	Manufacturing	Cotton yarn
69.	DBTrims Limited	Shrihatta EZ	Bangladesh	Manufacturing	Knitted elastic, Drawstring, Printed label, Jacquard elastic, Polybag, Hanger, Bra wire and other manufacturing of Ready Made Garments
70.	City LPG Limited	Hosendi EZ	Bangladesh	Manufacturing	LPG Bottling and Distribution
71.	Dhaka Salt & Chemicals Limited	Hosendi EZ	Bangladesh	Manufacturing	Sodium Chloride (NaCl)
72.	Dhaka Sugar Limited	Hosendi EZ	Bangladesh	Manufacturing	Refined Sugar & Molasses
73.	U. K Bangla Paper Limited	Hosendi EZ	Bangladesh UK	Manufacturing	Writing Paper, Media Paper, Liner Paper, Tissue Paper, Duplex Board
74.	Bashundhara Oil and Gas Company Limited	East West EZ	Bangladesh	Manufacturing	BITUMEN, FURNACE OIL, DIESEL/FUEL OIL
75.	Bioleap Agro Industry Limited	Jamalpur EZ	Bangladesh	Manufacturing	Freeze Dried Aloe Vera Powder, Potato Starch Powder
76.	Bioleap Industry Limited	Jamalpur EZ	Bangladesh	Manufacturing	Blood Bag, Urine Bag, Catheters, Urine/Stool Specimen Container, Examination Gloves
77.	Maxpure Consumer Products Limited	Jamalpur EZ	Bangladesh	Manufacturing	Agro based foods & beverage items

List of EZ Unit Investors (As of December 2021) as per Investment Registration

No	Company	Economic Zone	Investing Country	Sector	Name of the Product/Products
1.	GAS I Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	No record available in the server [The company may be dropped]
2.	Mango Technologies Ltd.	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	China Bangladesh	Manufacturing	No record available in the server [The company may be dropped]
3.	McDonald Steel Building Products Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Steel Building Fabrication products
4.	Yabang Bangladesh Chemicals & Pharmaceuticals Park	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	China	Manufacturing	Dyes, Pesticides
5.	Fawn Energy Ltd.	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	LP GAS
6.	Berger Paints Bangladesh Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	UK	Manufacturing	Water Based Paints and associated products, Water Based Emulsions, Solvent Based Paints and associated Products, Solvent Based Resins, Miscellaneous others
7.	Bangladesh Lithium Battery Limited	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	China Bangladesh	Manufacturing	Lithium Ion Battery Cell , Lithium Ion Battery for Automobile, Lithium Ion battery pack for other purposes
8.	Jahangir Steel Mills Ltd.	Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)	Bangladesh	Manufacturing	Stainless Steel CR Coil from HR Coil.
9.	Pirojpur Pulp and Paper Mills Limited	Meghna EZ	Bangladesh	Manufacturing	All kinds of Tissue Paper along with Hard Tissue, MG Poster, Manifold Paper, OGR Paper, Glazed Kraft paper and all kinds of

					MG glazed paper along with other paper and paper related products
10.	Nita Company Ltd.	Kishoregonj Economic Zone	Bangladesh India	Manufacturing	Double Cabin Xenon Pickup, Ace Pickup
11.	Hamza BeKnit Dyeing Mills Limited	Shrihatta EZ	Bangladesh	Manufacturing	Single Jersey knit fabrics, PK Polo Knit Fabrics, CBC Fleece, Interlock and Rib
12.	Sika Bangladesh Limited	Meghna Industrial EZ	Swiss	Manufacturing	Admixtures for concrete and various dry mortars
13.	Karnafuly Dry Dock Limited	Karnaphuli Dry Dock EZ	Bangladesh	Manufacturing	Repair of different types of ocean going vessel (i.e, Container vessel, Oil Tanker bulk, Cargo vessel, etc.)
14.	PowerPac Mutiara Khulna Power Plant Limited	Mongla EZ	Bangladesh	Service/Power Generation	No record available in the server [The company may be dropped]
15.	PowerPac Petroleum Limited	Mongla EZ	Bangladesh	Manufacturing	No record available in the server [The company may be dropped]
16.	PowerPac Steel Mills Limited	Mongla EZ	Bangladesh	Manufacturing	No record available in the server [The company may be dropped]

Source: BEZA

Material for BEZA OSSC

6. List of BEZA OSSC Service & Flowchart

List of Services by BEZA OSS Center

	1st Phase	2nd Phase	Total
Total Licenses/Approvals Services by BEZA	18	2	20
Total Services for Supporting Documents by BEZA (Recommendation Letter)	1	13	14
Total Information Provision Services by BEZA	11	7	18
Sub-total	30	22	52
Total License/Approval Services by Other Ministries/Departments	48	7	55
Total	78	29	107

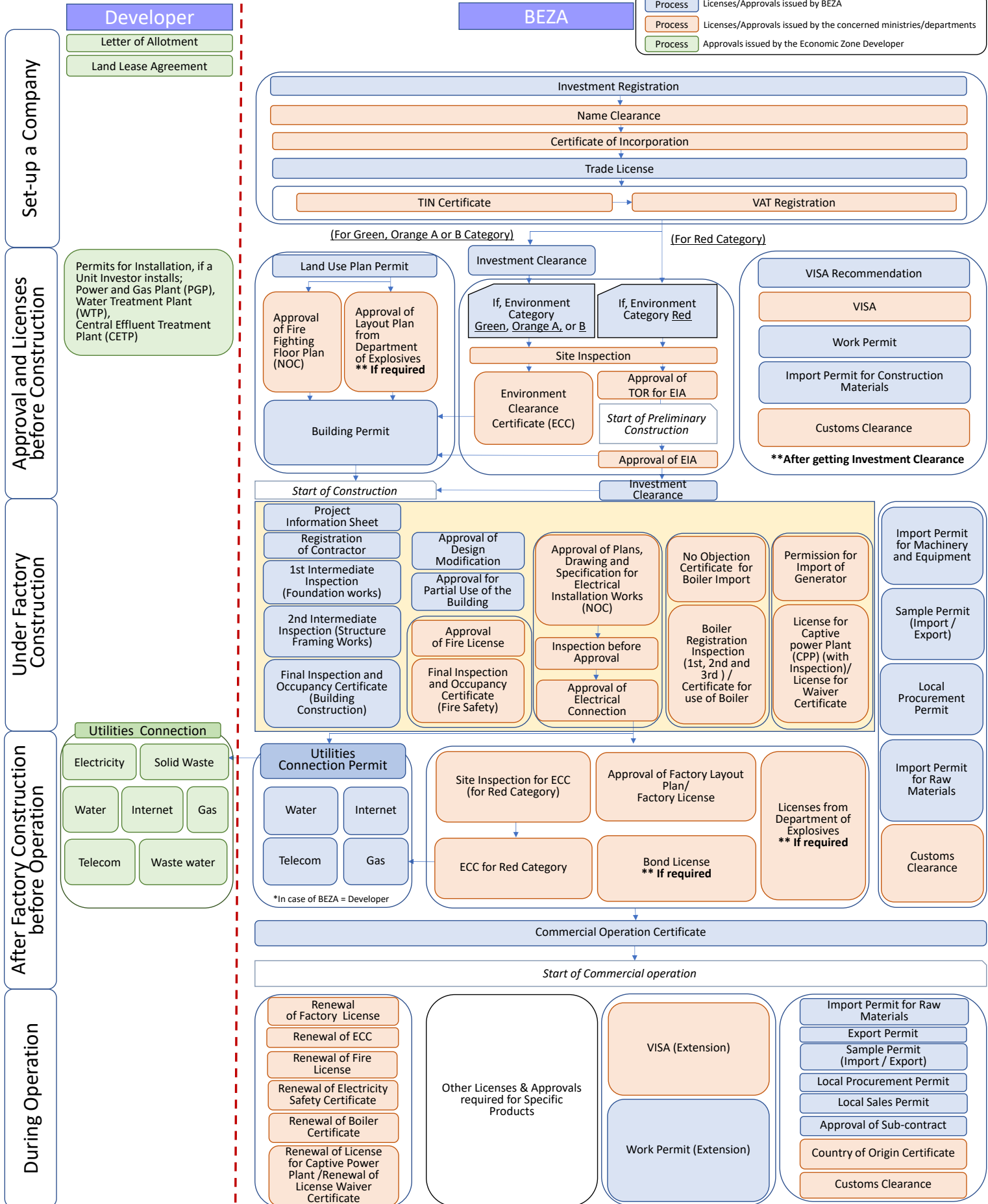
Sl.No.	Title of Licenses/Approvals	Authorised Departments	Licensing Services				Remarks
			1st Phase	2nd Phase			
I Licenses/Approvals by BEZA							
Investment Clearance							
1	1 Investment Registration	BEZA	√				
	2 Investment Clearance	BEZA	√				
Trade License							
2	1 Trade License	BEZA	√				Need to discuss its necessity of renewal procedure
Work Permit							
3	1 Issuance of Work Permit	BEZA	√				
	2 Extension of Work Permit (except Security Clearance)		√				
Building Construction							
4	1 Approval for Land Use Plan	BEZA	√				
	2 Clearance for Building Construction (Approval for Building Design)		√				
	3 Final Inspection and Issuance of Occupancy Certificate		√				
	4 Approval for Design Change		√				
	5 Approval for Partial Use of Building		√				
Foreign Loan and Repatriation of Remittance							
5	1 Approval for Repatriation of Technical Know-how and Assistance Fee (in case of exceeding 6% of the cost of imported machinery)	BEZA		√			
	2 Approval for Repatriation of Royalty (in case of exceeding 6% annual sales on income Tax return on previous year)			√			
Import /Export and Customs Clearance							
6	1 Import Permit	BEZA	√				
	2 Export Permit		√				
	3 Sample Permit (Import)		√				
	4 Sample Permit (Export)		√				
	5 Local Purchase Permit		√				
	6 Local Sales Permit		√				
	7 Approval of Sub-contracts		√				
Commercial Operation							
7	1 Certificate for Commencement of Commercial Operation	BEZA	√				
Total Licenses/Approvals Services by BEZA			18	2			20
II Supporting Documents (Recommendation/NOC) by BEZA							
Resident and Non-resident Visa							
1	1 Visa Recommendation	BEZA	√				DIP
Tax Incentives							
2	1 Recommendation for Incentives	BEZA		√			NBR
Foreign Loan and Repatriation of Remittance							
3	1 No Objection Certificate for Foreign Loan	BEZA		√			Bangladesh Bank
	2 No Objection Certificate for Bank Loan			√			
	3 No Objection Certificate for Off-shore Banking			√			
	4 Recommendation for Repatriation of Profit and Dividend			√			
	5 Recommendation for Repatriation of Sale Proceeds of shares held by a non-resident to a resident in a company not listed in stock exchange			√			
	6 Recommendation for Repatriation of Remaining sum on a proportionate basis, in the event of winding up of a company			√			
	7 Recommendation for Repatriation of Consultancy Fee which is outside the ambit of general privilege/preference			√			
Electrical Sub-Station							
4	1 No Objection Certificate for Installation of Electrical Sub-station	BEZA		√			OCEI
Other Physical Infrastructures (Utilities)							
5	1 No Objection Certificate for Establishment of Power Plant	BEZA		√			DOE
	2 No Objection Certificate for Construction of Water Treatment Plant			√			
	3 No Objection Certificate for Construction of Central ETP			√			
	4 No Objection Certificate for Construction of Sewage Treatment Plant			√			
Total Services for Supporting Documents by BEZA			1	13			14

Sl.No.	Title of Licenses/Approvals	Authorised Departments	Licensing				Remarks
			1st Phase	2nd Phase			
III Information Provision Services by BEZA (for Licenses issued by Other Ministries/Departments)							
Land Registration							
1	1	Registration of Land Purchase Deed/Lease Agreement	Sub-register office, Department of Registration	✓			To be discussed its necessity/there is an opinion that these registrations are necessary because land registration address and lot no. is different. But it seems the responsibility by
	2	Providing Certified Copy of Land Deeds		✓			
	3	Land Mutation		✓			
Resident and Non-resident Visa							
2	1	Submission of Report by Special Branch (SB) for Visa	SB	✓			As an Information Provision
	2	Submission of Report by SB for Security Clearance	SB	✓			As an Information Provision
	3	Submission of Report by NSI for Security Clearance	NSI	✓			As an Information Provision
	4	Issuance of Security Clearance for VISA (upon receipt of the report)	SD-MOHA	✓			As an Information Provision
Work Permit							
3	1	Security Clearance for Work Permit submission	SD-MOHA	✓			As an Information Provision
	2	Security Clearance for Work Permit extension	SD-MOHA	✓			As an Information Provision
Utility Connection							
4	1	Gas Connection at Factories	Gas Distribution Companies	✓			
	2	Telephone/Telecom Connection at Factories	BTCL	✓			
	3	Internet Connection at Factories	BTCL	✓			
International Trade							
5	1	Certificate of Country of Origin (General)	Chambers of Commerce	✓			
	2	Utilization Declaration (UD)	BGMEA/BKMEA		✓		
	3	Utilization Permission (UP)	NBR		✓		
Mark License/Patent/Design/Trademark							
6	1	Issuance of Mark License (including Inspection)	BSTI	✓			
	2	Registration of Patent/Design	DPDT		✓		DPDT proposed to BEZA to delete these services from the schedule or to modify the schedule, because the assesment period is required long time.
	3	Registration of Trademarks		✓			
Total Information Services by BEZA				11	7		18

IV Licenses/Approvals by Other Ministries/Departments						
1	Company Registration					
	1	Name Clearance	RJSC	√		
	2	Certificate of Incorporation		√		
	3	Share Transfer/Change		√		
	4	Change of Shareholders		√		
	5	Change of Directors		√		
	6	Increase Authorized Capital		√		
2	Tax related Registration					
	1	TIN Registration Certificate	NBR	√		
	2	VAT Registration Certificate	NBR	√		
3	Resident and Non-resident Visa					
	1	Issuance of Business Visa	Bangladesh Embassies abroad	√		
	2	Issuance of Initial E Visa		√		
	3	Issuance of Initial E1 Visa		√		
	4	Issuance of Initial PI Visa		√		
	5	Issuance of Initial A3 Visa		√		
	6	Extension of E Visa	DIP	√		
	7	Extension of E1 Visa		√		
	8	Extension of PI Visa		√		
	9	Extension of A3 Visa	SD-MOHA	√		
10	Extension of Visa including Change of Category (Subject to obtaining Recommendation from BEZA/Security Clearance/Report from SB)	√				
4	Environmental Clearance					
	Green category factory:					
	1	Issuance of Environment Clearance Certificate	DOE	√		
	2	Renewal of Environment Clearance Certificate		√		
	Orange-A category factory:					
	3	Issuance of Environment Clearance Certificate	DOE	√		
	4	Renewal of Environment Clearance Certificate		√		
	Orange-B category factory:					
	5	Issuance of Environment Clearance Certificate	DOE	√		
	6	Renewal of Environment Clearance Certificate		√		
	Red category factory					
	7	TOR Approval for EIA (including site visit)	DOE	√		
	8	EIA Approval		√		
	9	Issuance of Environment Clearance Certificate		√		
10	Renewal of Environment Clearance Certificate	√				
5	Services and Clearance relating to Fire Extinction					
	1	Approval of Fire Fighting Floor Plan	FSCD	√		
	2	Approval of Fire License (including Final Inspection)		√		
	3	Renewal of Fire License		√		
6	Electricity Connection					
	1	Electricity Plan Approval (No Objection Certificate)	OCEI	√		
	2	Approval of Electricity Connection and Issuance of Certificate		√		
	3	Renewal of Electrical Safety Certificate		√		
7	Boiler Installation					
	1	No Objection Certificate for Importation of Boiler	OCIB	√		
	2	Registration of Boiler and Issuance of Certificate (including Inspection)		√		
	3	Renewal of Boiler Certificate (including Inspection)		√		
	4	Change of Ownership of Boiler (Name/Address)		√		
8	Generator Installation					
	1	Certificate for Generator Use (including Inspection)	BERC	√		
	2	Renewal Certificate for Generator Use (including Inspection)	BERC	√		
9	Factory License					
	1	Approval of Factory Lay-out Design	DIFE	√		
	2	Issuance of Factory License		√		
	3	Renewal and Amendment of License for Factory and Establishments		√		
10	Bond					
	1	Issuance of Bond License (including Inspection)	CBC-NBR		√	
11	License for Explosives					
	1	Issuance of Explosives License	DoEx	√		
	2	Renewal of Explosives License		√		
12	Foreign Loan and Repatriation of Remittance					
	1	Approval of Foreign Loan	BB		√	
	2	License for Off-shore Banking			√	
	3	Repatriation of Profit and Dividend			√	
	4	Approval for Repatriation of Sale Proceeds of Shares held by a non-resident to a resident in a company not listed on stock exchange			√	
	5	Approval for Repatriation of Remaining Sum on a proportionate basis, in the event of winding up of a company			√	
6	Approval for Repatriation of Consultancy Fee which is outside the ambit of general privilege/preference			√		
13	Customs Clearance					
	1	Customs related Clearance for IP, EP, SP	NBR	√		
	2	Customs related Clearance for SPP, LSP, Sub-Contract		√		
14	Certificate of Origin					
	1	Certificate of Country of Origin (GSP)	EPB	√		
Total License/Approval Services by Other Ministries/Departments				48	7	55

Flow Chart of Licenses/Approvals Procedures for the EZ Unit Investors

(as of 17 October, 2019)





A. Standard Operating Procedure For Investment Registration & Clearance

28th August 2019



A.1 Procedure for Investment Clearance

In order to establish any industries in the EZs, first of all, the EZ Unit Investors shall apply for **Commitment for Allotment of Land** to the EZ Developer where they would like to invest.

In case of EZ developed and promoted by BEZA, the EZ Unit Investor shall apply for plots to BEZA.

After obtaining a letter of Commitment for Allotment of Land that issued either by BEZA or by any EZ Developers, all the EZ Unit Investors shall complete Investment Registration through BEZA OSSC. For Investment Registration, EZ Unit investors have to fill-in below fields (mandatory fields) of the online application form (FORM-IC-01) :

- 1. Authorized Applicant's Information
- 4 (a). Investment Plan
- 7. Area of Land/SFB to be allotted
- 9. Proposed Production Plan
- 11. Manpower Requirement

EZ Unit investors may fill-in other fields as well. But, EZ Unit investors have to fill-in above stated fields (mandatory fields) for the application of Investment Registration.

After receiving Investment **Registration Certificate** issued by BEZA with the Registration Number and Date, the EZ Unit Investors may go to next steps such as **Certificate of Incorporation** issued by RJSC, **Trade License** issued by BEZA and **Income Tax/VAT Registration Certificates** issued by NBR accordingly.

Then, they may apply for Investment Clearance through BEZA OSSC. For Investment Clearance Certificate, EZ Unit investors have to fill-in all the fields of the online application form (FORM-IC-01). If the submitted documents are in right order, BEZA starts the assessment of the proposed investment proposal. After confirming its conformity of the proposed investment proposal BEZA issues the **Investment Clearance Certificate** and provide it to the EZ Unit Investor through BEZA OSSC.

Meanwhile, if the proposed investment proposal is falling under "**Red Category**" industry as defined in the Environmental Conservations Rules 1997, the Investment Clearance Certificate is issued after the EZ Unit Investor receives the **Approval of EIA Report** issued by DOE.

It may be mentioned here that the formal land lease agreement for allotment of land shall be executed by the EZ Developer and the EZ Unit Investor before the issuance of Investment Clearance Certificate by BEZA.

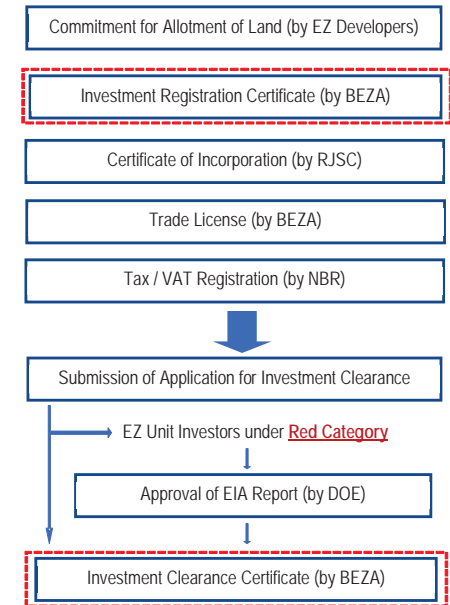


Figure: Flow Chart of Investment Clearance Procedures

1. Issuance of Investment Registration Certificate

Required Documents	<ol style="list-style-type: none"> 1. Application Form (FORM-IC-01) signed by the Legal Representative of the Applicant Company 2. Copy of Commitment for Allotment of LAND issued by EZ Developer 3. Conceptual Master Plan indicating the specific plots allotted to the applicant company 4. Copies of License/Approval Certificates (if obtained)
Legal Basis	BEZA Act 2010 Section 19 (5)
Actual Procedures	<p>Following processes will be performed through online basis.</p> <ol style="list-style-type: none"> 1. The applicant visits BEZA OSSC portal and creates an account 2. The applicant fills-in the Application Form [applicant must fill up field no. 1, 4 (a), 7, 9 & 11 of the application form] through online and uploads required documents 3. The BEZA official reviews and checks the Application Form and other documents submitted by the applicant 4. If the submitted documents are confirmed its conformity, the BEZA issues “Investment Registration Certificate”. 5. The applicant receives Investment Registration Certificate electronically and BEZA OSSC also hands over a hard copy.
Time Frame	7 (seven) working days after officially receiving the application
Application Fee	USD 500 equivalent BDT + 15% VAT
Remarks	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.

2.1 Issuance of Investment Clearance Certificate

Required Documents	<ol style="list-style-type: none"> 1. Application Form (FORM-IC-02) signed by the Legal Representative of the Applicant Company 2. Land lease agreement document 3. Plot Number, Mouza & Daag Number (if applicable) 4. Outline of Proposed Investment 5. Details of Signatory- Particulars of the Directors, Manager and Managing Agents and of any Therein (Form-12) 6. Conceptual Master Plan indicating the specific plots allotted to the applicant company 7. Design & Schedule of Construction 8. Shareholders’ Investment Agreement duly notarized 9. Audited Financial Statements of the sponsor company for the last 3 years (if applicable) 10. Bank Solvency Certificate issued by the applicant’s bank 11. Tax Return of the sponsor company for the last 3 years 12. Certificate of Incorporation along with Memorandum & Articles of Association of the company duly notarized (English version) 13. Trade License 14. Summary of Project Details (Notarized)
--------------------	--

	15. VAT Registration
Legal Basis	BEZA Act 2010 Section 19 (5)
Actual Procedures	<p>Following processes will be performed through online basis.</p> <ol style="list-style-type: none"> 1. The applicant visits BEZA OSSC portal and creates an account 2. The applicant fills-in the Application Form through online and uploads required supporting documents 3. The BEZA official reviews and checks the Application Form and other documents submitted by the applicant 4. If the submitted documents are confirmed its conformity, the BEZA issues “Investment Clearance Certificate”. 5. The applicant receives Investment Clearance Certificate electronically and BEZA OSSC also hands over a hard copy.
Time Frame	20 (twenty) days after officially receiving the application
Application Fee	USD 500 equivalent BDT + 15% VAT
Remarks	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.

2.2 Issuance of Investment Clearance Certificate (for Red Category Industries)

Required Documents	<ol style="list-style-type: none"> 1. Application Form (FORM-IC-02) signed by the Legal Representative of the Applicant Company 2. Land lease agreement document 3. Plot Number, Mouza & Daag Number (if applicable) 4. Outline of Proposed Investment 5. Details of Signatory- Particulars of the Directors, Manager and Managing Agents and of any Therein (Form-12) 6. Conceptual Master Plan indicating the specific plots allotted to the applicant company 7. Design & Schedule of Construction 8. Shareholders’ Investment Agreement duly notarized 9. Audited Financial Statements of the sponsor company for the last 3 years (if applicable) 10. Bank Solvency Certificate issued by the applicant’s bank 11. Tax Return of the sponsor company for the last 3 years 12. Certificate of Incorporation along with Memorandum & Articles of Association of the company duly notarized (English version) 13. Trade License 14. Summary of Project Details (Notarized) 15. VAT Registration <p><u>After receiving Approval of EIA</u></p> <ol style="list-style-type: none"> 1. Copy of DOE letter mentioning the approval of the EIA report
Legal Basis	BEZA Act 2010 Section 19 (5)

Actual Procedures	<p>Following processes will be performed through online basis.</p> <ol style="list-style-type: none"> 1. The applicant visits BEZA OSSC portal and creates an account 2. The applicant fills-in the Application Form through online and uploads required supporting documents 3. The BEZA official reviews and checks the Application Form and other documents submitted by the applicant 4. The applicant submits the EIA approval letter approved by DOE along with required documents through online BEZA OSSC 5. The BEZA official reviews and checks the EIA Report and other documents submitted by the applicant 6. If the submitted documents are confirmed its conformity, the BEZA issues “Investment Clearance Certificate (ICC)” 7. The applicant receives Investment Clearance Certificate electronically and BEZA OSSC also hands over a hard copy.
Time Frame	20 (twenty) days after officially receiving the application
Application Fee	USD 500 equivalent BDT + 15% VAT
Remarks	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.

List of Forms

Form No.	Name
FORM-IC-01	Application for Investment Registration/ Clearance Form



FORM-IC-01

BEZA::Bangladesh Economic Zones Authority
Application for Investment Registration/ Clearance

Tracking no.:	Date of Submission:	Current Status:	Current Desk:
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Pay order (with VAT) related information

Pay Order No:	Date:
Bank Name:	Branch Name:
Amount:	Pay order copy:
VAT Challan No :	Amount of VAT :

1. Authorized Applicant's Information **

1.1 Applicant's Information (if applicable)

Legal Representative of Applying Firm or Company :

Full Name :	Sex (Male or Female) :
Date of Birth :	Nationality :
Passport :	Title :
Permanent Address:	Resident Address :
Phone No.:	Fax No.:
Email:	

1.2 Parent Company Information

Authorized Capital & Paid-up Capital :	Actual Operating Business (Types of Business) :
Item(s) of Manufacturing/Service Activity :	Number of Employees (home country/other regions) :
Business Locations and Activities at Each Location :	
(1)	(3)
(2)	(4)
Company History (state brief history) :	
Prominent Features of the Company (Features of technology, products, markets, etc.)	

1.3 Obtaining Licenses Information (for parent company)

Certificate of Incorporation Number :	Trade License Number :
Tax Identification Number (TIN) :	Value Added Tax (VAT) Number :

2. Proposed Project

2.1 Project Information

Type of Economic Zone where business to be set :	Name of the Economic Zone & Location :	
Proposed Project/ Company Name which will carry out the Business :	Company Logo :	
New Company or Extension :		
Legal Representative		
Full Name :	Sex (Male or Female) :	
Date of Birth :	Nationality :	
Passport :	Title :	
Permanent Address:	Resident Address :	
Phone No.:	Fax No.:	
Email:		
Types of Business(Manufacturing or Services) :	Form of Ownership :	
Type of Industry (ownership) :	Category of Industry :	
2.2 Obtaining Licenses Information (if obtained)		
Company Name :	Company Address :	Country :
Certificate of Incorporation Number :	Trade License Number :	
Tax Identification Number (TIN) :	Value Added Tax (VAT) Number :	
Copy of Environmental Impact Assessment (EIA) Approval Letter by DoE : Attached here (only for Red Category)		

3. Proposed Implementation Plan

Construction Schedule		
Start Time:	End Time :	Duration:
Expected Date of Commercial Operation :		

4 (a). Investment Plan **				
Description	Value in Million USD			
	Fixed Asset	Local Currency	Foreign Currency	Total
Land				
Factory Building and other civil constructions				
Imported machineries and equipment				
Transport & Vehicles				
Local machineries and equipment				
Furniture and Fixtures				
Preliminary Expenses				
Contingency				
Others				
Grand total:				

4 (b). Source of Investment (Value in Million USD)		
	Amount	Percentage (%)
Equity:		
Local loan:		
Foreign loan:		
Total:		

4 (c). Proposed Financial Plan (Value in Million USD)	
	Total
Capital structure:	
Authorized capital:	
Paid-up capital:	
Borrowing/Loan:	
Equity loan ratio:	

5. Contribution in Paid-up Capital among Shareholders			
Name of Shareholder	Local share	Foreign share	Total share
Paid-up Capital (%)			

6. Sponsors and their Shareholding Structure				
Name	Address	Nationality	Status in the proposed company	Extent of shareholding (%)

7. Area of Land/ SFB to be allotted **	
Agreed land of EZ developers (square meter)	Plot Address
Specify area of Mouza & Daag no. (if applicable)	

8. Manufactured Products/ Services		
a. Name/description of the product(s) & H.S. Code:		
b. Usage of the product(s):		
c. Manufacturing process: (Please attach details with diagram flow and marking the machines)		
d. Cost of the project (in US\$)		
e. Name of the Raw Materials in chart of the Production process (including the symbol of the machine) and explanation of the production process as below:		
Name of Raw Material	H.S. Code	Quantity (Annually)

9. Proposed Production Plan **							
Description	Unit	1 st Year Qty	2nd Year Qty	3rd Year Qty	4 th Year Qty	5 th Year Qty	Total
Export	Quantity						
Domestic	Quantity						
Total	Quantity						

10. Detail List of Machinery and Equipment						
Details of machinery	H.S. Code	Country of origin	Name of the Vendor	Value	State	If old, how old? (Year)

11. Manpower Requirement **												
Year	Foreign				Local				Grand total			
	Managerial	Skilled	Unskilled	Total	Managerial	Skilled	Unskilled	Total	Managerial	Skilled	Unskilled	Total

*A.1 Investment Registration and Clearance
Bangladesh Economic Zones Authority (BEZA)*

12. Cost of production				
Total production cost per unit (in us\$)	Raw materials per annum (in us\$)		Packaging materials per annum (in us\$)	
	From Bangladesh	From other countries	From Bangladesh	From other country

13. Sales Revenue (at maximum capacity)	
Domestic :	Export :
Sales to Export Oriented :	Total :

14. Required Infrastructure Facilities		
Infrastructure	Initial period	Regular operation period at maximum capacity
Land (in Square meter) :		
Power (in KW/H) :		
GAS (in CM) :		
Water (in CM) :		
Central ETP (in CM) :		

15. List of Required Documents to be attached		
No.	Required attachments	Attached PDF file
1	Copy of Commitment for Allotment of Land (for Registration)	
2	Conceptual Master Plan (for Registration)	
3	Copies of License/Approval Certificates (if obtained) (for Registration)	
4	Land Lease Agreement	
5	Plot no., Mouza & Daag no. (if applicable)	
6	Outline of Proposed Investment	
7	Details of Signatory (Form XII)	
8	Design & Schedule of Construction	
9	Shareholder's Investment Agreement (duly notarized)	
10	Audited Financial Statements of the sponsor company (if applicable)	
11	Bank Solvency Certificate	
12	Tax Return of the sponsor company	
13	Certificate of Incorporation with MOA & AOA (notarized)	
14	Trade License	
15	Summary of Project Details (notarized)	
16	VAT Registration	

**** Note:**

1. For Investment Registration, EZ Unit investors need to fill-in all the mandatory fields which are: 1. Authorized Applicant's information; 4(a). Investment Plan; 7. Area of Land/ SFB to be allotted; 9. Proposed Production Plan; & 11. Manpower Requirement. Investors may also fill-in other fields of the online application form (FORM-IC-01) as well.
2. For Investment Clearance, EZ Unit investors have to fill-in all the fields of the online application form (FORM-IC-01).

7. List of BEZA OSSC Officers

1. Staff Assignment for BEZA OSSC as of December 2021

No	Position	Organization	Scope
OSS Management			
1.	Executive Chairman	BEZA	Supervision of OSSC Operations & Management
2.	Executive Member	BEZA	
3.	Chief Law Officer	BEZA	
4.	Advisor (Zone Development Consultant)	BEZA Consultant	OSSC Operations & Management
5.	Manager (Finance & Budget)	BEZA	
6.	OSS Manager	BEZA	
7.	Deputy OSS Manager	BEZA	
8.	Assistant Manager (Accounts and Finance)	BEZA	
9.	Assistant Manager	BEZA	
10.	Assistant Manager	BEZA	
11.	Assistant Manager	BEZA	
12.	Office Assistant/ Computer Operator	BEZA	
13.	Office Assistant/ Computer Operator	BEZA	
14.	Office Attendant	BEZA	
Online Application Receiving			
15.	System Analyst	System Analyst	Investment Registration/ Clearance, Work Permit, Import/Export Permit, Sample Permit (Import/Export), Sub-contract, NOCs required, Visa Assistance and Recommendations
16.	System Administrator	Programmer	
Building Construction			
17.	Convener (Deputy Secretary)	BEZA	Approval for Land Use Plan, Clearance for Building Construction, Final Inspection and Issuance of Occupancy Certificate, Approval for Design Change and Approval for Partial Use of Building.
18.	Member Secretary (Asst. Chief Architect)	BEZA	
19.	Member (Deputy Secretary)	BEZA	
20.	Member (Deputy Secretary)	BEZA	
21.	Alternate Member Secretary (Infrastructure Consultant)	BEZA Consultant	
22.	Member [(Engineer (Support))]	PWD	
23.	Member [Architect (Support)]	Department of Architecture	
24.	Member [FSCD (Support)]	FSCD	
25.	Member [DIFE (support)]:	DIFE	
26.	Member [DoE (support)]	DoE	
Environment Management			
27.	Environmental Officer	BEZA	Environmental related matters
28.	Environmental Officer (Proposed)	BEZA	Environmental related matters
29.	Environmental Officer	BEZA	Environmental related matters
Authorized Officers Dispatched by Concerned Departments			
Environmental Management			

No	Position	Organization	Scope
30.	Authorized Officer	DOE	Environmental related matters
Fire Safety			
31.	Authorized Officer	FSCD	Fire Safety
32.	Authorized Officer	FSCD	Fire Safety
Factory License			
33.	Authorized Officer	DIFE	Factory License

2. Staff Assignment to be hired/dispatched for BEZA OSSC

BEZA			
1.	BEZA Engineer	BEZA	Generator, Fire Safety, Electricity and Boiler
Authorized Officers to be Dispatched by Concerned Department			
Company Registration			
2.	Authorized Officer	RJSC	
Immigration (VISA)			
3.	Authorized Officer	DOIP	
Electricity Connection			
4.	Authorized Officer	OCEI	
5.	Junior Officer	OCEI	
Environmental Management			
6.	Junior Officer	DoE	
Boiler			
7.	Authorized Officer	OCIB	
8.	Junior Officer	OCIB	
Bond License			
9.	Authorized Officer	CBC	
Customs (Advisor)			
10.	Authorized Officer (Advisor)	Customs	
Bangladesh Bank			
11.	Authorized Officer	BB	

3. Total Number of Appointed Focal Points – 49 members

No	Position	Organization	Remarks
Focal Points			
1.	Additional Registrar	RJSC	Company Registration
2.	Deputy Registrar		
3.	Director General	EPB	Certificate of Country of Origin (GSP)
4.	Deputy Director	FBCCI	Certificate of Country of Origin (General)
6.	Joint Secretary	BGMEA	Utilization Declaration
7.	Second Secretary ,Tax-15	NBR	TIN Registration Certificate
8.	Second Secretary,Tax-12		
9.	Second Secretary (VAT Taxpayer Service)		

No	Position	Organization	Remarks
10.	First Secretary (Custom, Export and Bond)		Issuance of Bond License (including Inspection)
			Customs Related Clearance
			Utilization Permission (UP)
11.	Director General	Embassies of Bangladesh, MOFA	Issuance of Business Initial E, Initial E1, Initial PI, A3 Visa
12.	Deputy Secretary	Security Services Division, MOHA	Extension of Visa including change of category (subject obtaining recommendation from BEZA / Security clearance report from SB)
13.	Senior Assistant Secretary (Immigration-2)		Issuance of Security clearance for VISA (subject to receipt of the report)
14.	Deputy Director	DIP	Extension of E, E1, PI, A3 VISA
15.	Assistant Director		
16.	Director (Operation & Maintenance)		
17.	Deputy Assistant Director	FSCD	Services and Clearance relating to Fire Extinction
	Deputy Assistant Director		
18.	Deputy Secretary	Public Security Division	Issuance of work permit & Extension of Work Permit
19.	Deputy Secretary		
20.	Assistant Superintendent of Police	Special Branch (SB)	Submission of report by Special Branch for VISA
21.	Assistant Superintendent of Police		
22.	Joint Director	National Security Intelligence (NSI)	Submission of Report by NSI for Security Clearance
23.	Assistant Director	Department of Environment	Environmental Clearance
24.	Secretary	OCEI	Electricity Connection & Permit to use Electrical Substation (Including Inspection)
25.	Senior Electrical Inspector		
26.	Additional Secretary	Power Division	Electricity Connection
27.	Executive Engineer	BPDB	
28.	Superintending Engineer	BREB	
29.	Executive Engineer		
30.	Superintending Engineer	DPDC	
31.	Executive Engineer	DESCO	
32.	Chief Engineer (East Zone)		
33.	Assistant Engineer.	WZPDCL	
34.	Inspector of Boilers	OCIB	Boiler Installation
35.	Deputy Chief Inspector of Boilers		
36.	Assistant Director (CM)	BSTI	Issuance for Mark License

No	Position	Organization	Remarks
37.	Assistant Director (CM)		
38.	Examiner	DPDT	Registration of Patent / Design /Trademarks
39.	Deputy Inspector General (Safety)	DIFE	Factory License
40.	Deputy Inspector General (General)		
41.	General Manager (Marketing Division)	Bakhrabad Gas Distribution Company Ltd	Gas Connection at Factories
42.	Deputy General Manager (Sales)		
43.	General Manager (Marketing)	Jalalabad Gas Transmission & Distribution Company Ltd.	
44.	General Manager (Operation)		
45.	Inspector	DoEx	License for Explosives
46.	Asst. Inspector		
47.	Deputy General Manager, Phones-1	BTCL	Telephone/Telecom Connection, Internet Connection
48.	General Manager, Foreign Exchange Investment Department	Bangladesh Bank	Foreign loan/ Repatriation
49.	Joint Director, Foreign Exchange Investment Department		

8. BEZA OSSC Monthly Report



Monthly Report

(For the Month of June 2021)

One Stop Service Center (OSSC)
Bangladesh Economic Zones Authority (BEZA)
Prime Minister's Office

Date:
Reference No.:

Attention: Executive Chairman
Bangladesh Economic Zones Authority

Subject: Submission of Monthly Report of BEZA OSSC for month of June 2021.

Dear Sir,

We hereby submit the Monthly Report of BEZA OSSC for month of June 2021. I would appreciate it, if you provide necessary advice and support for further improvement of the operation and management of BEZA OSSC

Yours sincerely

Mustafizur Rahman
Manager (OSS & Co-ordination),
Bangladesh Economic Zones Authority (BEZA)

C.C. : All relevant departments involved in BEZA OSSC

.....
Comments/ Instructions/ Advice by BEZA Management

.....
Checked by(Name).....

Position:

Date:

.....
Approved by(Name).....

Position:

Date:

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I. Operation Record of OSSC

1. Events & Meetings in this Month

Event/ Meeting Name 1 (Discussion on approval procures of Fire station)	
14/06/2021	Meeting with Lieutenant Colonel Zillur Rahman, Focal Point BEZA OSS Centre at FSCD HO. Meeting Agenda: To discuss approval procured of Fire Station Development and Fire Hydrant Plan for the Bangladesh Special Economic Zone (Japanese Economic Zone) Participant: 1 Md. Hasanul Islam, JPT 2.Md. Saddam Hossain Mozumder, JPT 3. Murad Hossain, Deputy Team Leader, Bangladesh Special Economic Zone/ Japanese Economic Zone.
Event/ Meeting Name 2 (Building Construction &Occupancy Committee Meeting)	
24/06/2021	This is an official meeting arranged by the "Building Construction & Occupancy Committee" of BEZA. In this meeting 3 companies drawing and design were assessed. Those companies are as follows: <ul style="list-style-type: none"> • Jotun Bangladesh Limited • Meghna Noodles and Biscuit Factory Ltd • Meghna Bulk Bag Industries Ltd.
Event/ Meeting Name 3 (Building Construction &Occupancy Committee Meeting)	
30/06/2021	This is an official meeting arranged by the "Building Construction & Occupancy Committee" of BEZA. In this meeting 2 companies drawing and design were assessed. Those companies are as follows: <ul style="list-style-type: none"> • SQ Group Limited • Meghna Noodles and Biscuit Factory Ltd. (Re-Assessed)

2. Visitor's Record in this Month

Items	Accumulated total up to previous month	Total in this month	Accumulated total up to this month
Offline visitors	N/A	40	40
Online visitors	N/A	577	577
Total		617	617

Major Description (Offline)		Major Description (Online)	
Application Submission	05	Application Submission	577
Consultation	23	Consultation	
Obtaining Information	08	Obtaining Information	
Others	04	Others	

Notes

3. Service Record in this Month

3.1 License/ Approval Services

a) Offline Services (at OSSC):

Name of Service	Authority	Application	Assessment	Issuance/ Approval	Rejected
Approval of Fire Safety Plan	FSCD			1	
Fire License	FSCD			1	
Renewal of Fire	FSCD		1	1	
Building Permit	BEZA			3	1

b) Online Services:

Name of Service	Authority	Application*	Assessment	Issuance/ Approval	Rejected
EIA Approval	DoE	-	1	-	-
ECC	DoE	2	1	-	-
ECC renew	DoE	-	3	1	-
ToR Approval	DoE	-	1	-	-
Investment Clearance	BEZA	1	1	5	-
Import Permit	BEZA	430	12	418	-
Export Permit	BEZA	112	-	112	-
Trade License	BEZA	4	4	-	-
Land Use Plan	BEZA	3	-	1	2
Visa Recommendation	BEZA	22	-	22	-
Visa Assistance	BEZA	-	1	-	-
Work Permit	BEZA	-	12	7	-

*The number is estimated

3.2 Record of Site Inspection:

Inspection Name	Authority	Total up to previous month	Total in this month	Total up to this month
EIA Approval	DoE	N/A	1	1
Fire License	FSCD	N/A	1	1
Approval of Fire Safety Plan	FSCD	N/A	1	1
Renewal of Fire License	FSCD	N/A	1	1
ECC	DoE	N/A	1	1

3.3 Record of Consultation/Information Provision:

Category	Total up to previous month	Total in this month	Total up to this month
Renewal of Fire License	N/A	2	2
Fire Station Installation	N/A	1	1
Land Use Plan	N/A	3	3
Building Permit	N/A	7	7
Fire Safety Plan	N/A	5	5
Occupancy Certificate	N/A	1	1
Utility Connection	N/A	1	1

This record of consultation is only provided by the JICA Project Team for this month

Notes:

4. Information Provision / Promotion Activities

Website Update (Major items only)
N/A
Promotion / Advertisement (including Media)
N/A
Promotion/ Socialization
N/A
Material Development / Material Collection
N/A

5. Operational Issues / Measures to be taken

5.1 Measures taken to solve the issues identified in previous month

--

5.2 Operational Issues identified in this month

Common Issues:
<ol style="list-style-type: none"> It is difficult to meet (face to face) with the investors frequently due to the restriction for Covid 19 situation. Due to the lockdown period, officials have to follow the roster duty which has a major impact on the services of BEZA OSSC.
Issues related to Environment:
<ol style="list-style-type: none"> For the online application of Double Glazing Industries Limited, the online payment was not directed to the right Challan Code of DoE. So, DoE did not receive the amount. It was a problem from the DoE server as per IT team. DoE Narayanganj office was asking for hard copy of the application of TIC Industries (Bangladesh) Pty Ltd. But under online integration, the investor is not supposed to submit the hard copy for Green & Orange Category.

5.3 Possible Measures/ Necessary Support to solve the issues identified in this month

--

II. Management Record of OSSC

1. Human Resource Management

The Number of BEZA Officials of OSSC	The Number of Official allocated to OSSC from Concerned Departments	The Number of Focal Points from Concerned Departments	Total Number of BEZA OSSC Officials
23	4	49	76

2. Office Environment (Facilities and Equipment)

N/A

3. IT System Development and Maintenance

Online Application by BEZA/ Online Collaboration with Concerned Ministries
1. Total 48 Online applications are available on current Online Application System till June 30, 2021.
IT Systems Development supported by JICA
1. JICA has started Procurement process of new Online System Development. RFQ has been sent to the Vendor's at 15th June, 2021
2. IT Equipment Procured by JICA has been successfully installed and configured at BEZA's Server Room. Functionality check is on-going.
3. Exchange server has been deployed to the Server. Need Data Migration of BEZA's Web Mail.
Hybrid Function of OSSC
1. Concept and Specification of Hybrid Function has been prepared.

4. Laws/ Rules/ SRO related to EZ Operation and Management issued in this month

No. (Date)	Laws/Rules/SROs	Authority
...	N/A	
...	N/A	
...	N/A	

5. Capacity Building of BEZA OSSC Officials in this month

5.1 OJT by JICA Project Team

1. Date: 24th June 2021 Title: Building Construction & Occupancy Committee Meeting Purpose: Assist to assess the drawings and designs of 3 different companies.
2. Date: 30 th June 2021 Title: Building Construction & Occupancy Committee Meeting Purpose: Assist to assess the drawings and designs of 3 different companies

5.2 Intensive Training Programs/ Workshops

No.	Program Name	Date/Time (Duration)	Participants
1	N/A		
2	N/A		
...			

6. Management Issues / Measures to be taken

6.1 Measures taken to solve the issues identified in previous month

6.2 Management Issues identified in this month

1. Due to the lockdown, the office had to start roster duty for officials. As a result, the activities of officials became limited.

6.3 Possible Measures/ Necessary Support to solve the issues identified in this month

.....BEZA OSSC Internal Use Only.....

.....
Prepared by
Position
Date

.....
Checked by
Position
Date

.....
Approved by
Position
Date

Appendix

Monthly Report (Draft)
for BEZA One Stop Service Center (OSSC)
(For the Operation of BEZA OSSC)

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Appendix 1: Event Information (materials / implementation reports/ photos etc.)

→ Not applicable for this month

Appendix 2: Visitor's Record to BEZA OSSC

a) Offline Service

No.	Date	Name	Company	Meeting Person	Purpose of Visit	Category
1	1-Jun-21	Sujoy Kumar Biswas	Rupshi Feed Mills Limited	JICA Team	Approval of Fire Safety Plan	Unit Investor
2	6-Jun-21	Ahmed Ahsan Habib	Sakata (Inx) Bangladesh	JICA Team	Consultation on Renewal of Fire License	Unit Investor
3	8-Jun-21	Tanvir Mohammed Ahsan	Meghna Group	JICA Team	Regarding ECC Renewal of Sonargaon Steel Fabricate Ltd.	Unit Investor
4	8-Jun-21	Ahmed Ahsan Habib	Sakata (Inx) Bangladesh PVT Limited	JICA Team	Approval of Fire License	Unit Investor
5	9-Jun-21	Fougia Ahmed Tuli	Double Glazing Industries Limited	JICA Team	Consultation on Online Submission	Unit Investor
6	9-Jun-21	Anik Hossain	Bangladesh Honda Limited	JICA Team	Consultation on Factory license	Unit Investor
7	10-Jun-21	Mr. Rasul	Jahangir Steel Mill Ltd.	JICA Team	Regarding status of ToR approval application	Unit Investor
8	10-Jun-21	Md. Anik Hossain	Bangladesh Honda Private Limited	JICA Team	Consultation on Renewal of Fire License	Unit Investor
9	13-Jun-21	Fougia Ahmed Tuli	Double Glazing Industries Limited	JICA Team	Information about Online Submission	Unit Investor
10	13-Jun-21	Anik Hossain	Bangladesh Honda Private Limited	JICA Team	Renewal of Fire License	Unit Investor
11	13-Jun-21	Mr. Ghosh	Merico BD Ltd	JICA Team	Consultation on Land use plan permit	Unit Investor
12	13-Jun-21	Md. Murad Hossain	Nippon Koei Bangladesh	JICA Team	Consultation on Fire Station setup at Japanese Economic Zone	Unit Investor

No.	Date	Name	Company	Meeting Person	Purpose of Visit	Category
13	14-Jun-21	Mr. Murad Hossain	Nippon Koei Bangladesh	JICA Team	Information about EZ Fire Station and Fire Protection Plan	Unit Investor
14	16-Jun-21	Sharmin Sultana	DBL Group	JICA Team	Consultation on Land use plan permit	Unit Investor
15	16-Jun-21	Mr. Ghosh	Merico BD Ltd	JICA Team	Consultation on Land use plan permit	Unit Investor
16	17-Jun-21	Mr. Ghosh	Merico BD Ltd	JICA Team	Consultation on Land use plan permit	Unit Investor
17	17-Jun-21	Anik Hossain	Bangladesh Honda Private Limited	JICA Team	Consultation on Renewal of factory license	Unit Investor
18	20-Jun-21	Mr. Ghosh	Merico BD Ltd	JICA Team	Consultation on Building permit	Unit Investor
19	22-Jun-21	Mr. Tanvir	SO Group	JICA Team	Consultation on Building permit	Unit Investor
20	22-Jun-21	Mr. Ghosh	Merico BD Ltd	JICA Team	Consultation on Building permit	Unit Investor
21	22-Jun-21	Anik Hossain	Bangladesh Honda Private Limited	JICA Team	Application submission factory license	Unit Investor
22	22-Jun-21	Faugia Ahmed Tuli	Double Glazing Industries Limited	JICA Team	Consultation on Request to check Fire Safety Plan before official submission Collecting 'Occupancy certificate' related information	Unit Investor
23	23-Jun-21	Mr. Sujoy	City Group	JICA Team		Unit Investor
24	23-Jun-21	Mr. Ghosh	Merico BD Ltd	JICA Team	Consultation on Building permit	Unit Investor
25	24-Jun-21	Rakib Hasan	Sumitomo Corporation	JICA Team	Recovering User ID and Password for Oss portal	Unit Investor
26	24-Jun-21	Mr. Ishtiaq	Meghna Group	Building Committee	Attending Building Committee Meeting	Unit Investor
27	26-Jun-21	Md. Anik Hossain	Bangladesh Honda (Private) Limited	JICA Team	Consultation about Fire Safety Plan, (Honda BD, Fire Safety Plant not yet approved from FSCD)	Unit Investor
28	27-Jun-21	Anik Hossain	Bangladesh Honda Private Limited	JICA Team	Follow-up	Unit Investor
29	27-Jun-21	Murad	Japanese	JICA	Consultation on Fire Safety	Unit

No.	Date	Name	Company	Meeting Person	Purpose of Visit	Category
		Hossain	Economic Zone	Team	plan for Japanese Economic Zone as per FSCD	Investor
30	27-Jun-21	Engr. Jahidul Islam	Mc Donal Steel	JICA Team	Consultation on Utility Connection and Fire Safety Plan	Unit Investor
31	28-Jun-21	Fougia Ahmed Tuli	Double Glazing Industries Limited	JICA Team	Information about Online Submission	Unit Investor
32	28-Jun-21	Mr. Bidesh Bhattacharya	DBL Group	JICA Team	Consultation about submission procedure of Fire Safety Plan	Unit Investor
33	28-Jun-21	Mr. Ahmed	Bashundhara Group	JICA Team	Consultation on online submission for a new sewing Industry	Unit Investor
34	28-Jun-21	Mr. Rasul	Jahangir Steel Mill Ltd.	JICA Team	Regarding EIA Submission	Unit Investor
35	29-Jun-21	Ahmed Ahsan Habib	Sakata (Inx) Bangladesh PVT Limited	JICA Team	Renewal of Fire License	Unit Investor
36	29-Jun-21	Delowar Hossain Sajib	Double Glazing Industries Limited	JICA Team	Information about submission of Fire Safety Plan	Unit Investor
37	29-Jun-21	Mr. Sujoy	City Group	JICA Team	Consultation on Building permit	Unit Investor
38	30-Jun-21	A.B.M. Sadiqur Rahman	Bangladesh Special Economic Zone (BSEZ)	JICA Team	Consultation on Online Submission for ToR	Unit Investor
39	30-Jun-21	Mr. Shahed	SO Group	JICA Team	Attending Building Committee Meeting	Unit Investor
40	30-Jun-21	Sharmin Sultana	DBL Group	JICA Team	Consultation on Building permit	Unit Investor

b) Online Service

No.	Date	Name	Company	Purpose of Visit	Category
1	1-Jun-21	Sujoy Kumar Biswas	Rupshi Feed Mills Limited	Approval of Fire Safety Plan	Unit Investor
2	1-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Work Permit	Unit Investor
3	1-Jun-21	SEZL	Sirajganj Economic Zone Limited (SEZL)	Trade License	Zone Developer
4	2-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
5	3-Jun-21	Shanjoy Kumer Paul	Bashundhara Oil & Gas Company Limited	Visa Recommendation	Unit Investor
6	5-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Work Permit	Unit Investor
7	5-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Work Permit	Unit Investor
8	5-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
9	5-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
10	6-Jun-21	Md Jahangir Alam	SO Electricals Ltd.	Project Clearance	Unit Investor
11	6-Jun-21	Sunil Kumar Chhabra	Sakata Inx (Bangladesh) Private Limited	Visa Recommendation	Unit Investor
12	7-Jun-21	Suman Chandra Bhowmik	Meghna Beverage Limited	Visa Recommendation	Unit Investor
13	7-Jun-21	Suman Chandra Bhowmik	Meghna Beverage Limited	Visa Recommendation	Unit Investor
14	7-Jun-21	Suman Chandra Bhowmik	Meghna Beverage Limited	Visa Recommendation	Unit Investor
15	7-Jun-21	Jagdish Maruti Gaonkar	Asian Paints (Bangladesh) Limited	Visa Recommendation	Unit Investor
16	8-Jun-21	Tanvir Mohammed Ahsan	Meghna Group	Regarding ECC Renewal of	Unit Investor

No.	Date	Name	Company	Purpose of Visit	Category
				Sonargaon Steel Fabricate Ltd.	
17	8-Jun-21	Ahmed Ahsan Habib	Sakata (Inx) Bangladesh PVT Limited	Approval of Fire License	Unit Investor
18	9-Jun-21	Monojaha Islam	Double Glazing Industries Limited	Project Clearance	Unit Investor
19	9-Jun-21	Fougla Ahmed	Double Glazing Industries Limited	Online Submission	
20	10-Jun-21	Md. Mahiuddin	Berger Paints Bangladesh Limited	Project Clearance	Unit Investor
21	10-Jun-21	TOA Corporation	TOA Corporation	Visa Assistance	Unit Investor
22	13-Jun-21	Muhammad Abdus Samad	U.K Bangla Paper Limited	Land Use Plan	Unit Investor
23	14-Jun-21	Mohammad Nurul Islam	Meghna Ballpen and Accessories MFG Ltd.	Project Clearance	Unit Investor
24	14-Jun-21	Md. Sarwar Alam	Karnafuly Dry Dock Limited	Land Use Plan	Unit Investor
25	14-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
26	14-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
27	14-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
28	14-Jun-21	Meigo	Meigo Bangladesh Ltd	Visa Recommendation	Unit Investor
29	14-Jun-21	Meigo	Meigo Bangladesh Ltd	Visa Recommendation	Unit Investor
30	14-Jun-21	Meigo	Meigo Bangladesh Ltd	Visa Recommendation	Unit Investor
31	14-Jun-21	Meigo	Meigo Bangladesh Ltd	Visa Recommendation	Unit Investor
32	15-Jun-21	Mutsuo Usui	Bangladesh Honda Private Limited	Work Permit	Unit Investor
33	16-Jun-21	Mutsuo Usui	Bangladesh Honda Private Limited	Work Permit	Unit Investor

No.	Date	Name	Company	Purpose of Visit	Category
34	16-Jun-21	Mutsuo Usui	Bangladesh Honda Private Limited	Work Permit	Unit Investor
35	19-Jun-21	Mutsuo Usui	Bangladesh Honda Private Limited	Work Permit	Unit Investor
36	19-Jun-21	Mutsuo Usui	Bangladesh Honda Private Limited	Work Permit	Unit Investor
37	19-Jun-21	Chan Kin Keong	Huntsman Bangladesh Pte Ltd	Trade License	Unit Investor
38	21-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
39	22-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Work Permit	Unit Investor
40	22-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Work Permit	Unit Investor
41	22-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Work Permit	Unit Investor
42	22-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
43	23-Jun-21	Safwan Sobhan	Bashundhara Readymix & Construction Industries Limited (BRMCIL)	Project Clearance	Unit Investor
44	23-Jun-21	Jonas Knorr	Jonas Knorr	Work Permit	Unit Investor
45	23-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
46	26-Jun-21	Meigo	Meigo(Bangladesh) Ltd.	Work Permit	Unit Investor
47	26-Jun-21	Meigo	Meigo(Bangladesh) Ltd.	Work Permit	Unit Investor
48	26-Jun-21	Safwan Sobhan	Bashundhara Readymix & Construction Industries Limited	Trade License	Unit Investor
49	27-Jun-21	Safwan Sobhan	Bashundhara Chemical Industries Limited	Work Permit	Unit Investor

3

No.	Date	Name	Company	Purpose of Visit	Category
50	28-Jun-21	Rafi Ahmed	Bioleap Industry Limited	Land Use Plan	Unit Investor
51	28-Jun-21	Rafi Ahmed	Bioleap Agro Industry Ltd.	Land Use Plan	Unit Investor
52	29-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
53	29-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
54	29-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
55	30-Jun-21	CEIZ Development Company Limited	CEIZ Development Company Limited	Trade License	Unit Investor
56	30-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor
57	30-Jun-21	Badiuzzamal Mujibul Islam Bhuiyan	Meghna PVC Limited	Visa Recommendation	Unit Investor

Appendix 3: Record of Licenses/ Approvals

a) Offline Licenses/ Approvals

No.	Application Date	License/ Approvals	Applicant	Authority	Status
1	1-Jun-21	Approval of Fire Safety Plan	Rupshi Feed Mills Limited	FSCD	Issued
2	8-Jun-21	Fire License	Sakata (Inx) Bangladesh PVT Limited	FSCD	Issued
3	13-Jun-21	Renewal of Fire License	Bangladesh Honda Private Limited	FSCD	Issued
4	24-Jun-21	Building Permit	Jolun Bangladesh Limited	BEZA	Approved
5	24-Jun-21	Building Permit	Meghna Bulk Bag Industries Ltd	BEZA	Approved
6	29-Jun-21	Renewal of Fire License*	Sakata (Inx) Bangladesh PVT Limited	FSCD	Assessment
7	30-Jun-21	Building Permit	SQ Group Limited	BEZA	Rejected
8	30-Jun-21	Building Permit	Meghna Noodles and Biscuit Factory Ltd	BEZA	Approved

* Fire License has to be renewed every Fiscal year

4

b) Online Licenses/ Approvals

No.	Application Date	License/ Approvals	Applicant	Authority	Status
1	4-Mar-21	EIA Approval	Nippon & McDonald Steel Industries Limited	DoE	Assessment
2	31-Mar-21	ECC Renew	Sonargaon Steel Fabricate Ltd.	DoE	Assessment
3	31-Mar-21	ECC Renew	Sonargaon Steel Fabricate Ltd	DoE	Issued
4	21-Apr-21	ECC Renew	TIC Industries (Bangladesh) Ply Ltd	DoE	Assessment
5	3-May-21	ECC Renew	Unique Cement Fibre Industries Limited	DoE	Assessment
6	30-May-21	ToR Approval	Jahangir Steel Mill Ltd.	DoE	Assessment
7	1-Jun-21	Project Clearance	Jinnal Textile Mills Limited	BEZA	Issued
8	1-Jun-21	Trade License	Sirajganj Economic Zone Limited (SEZL)	BEZA	Assessment
9	3-Jun-21	Land Use Plan	Bio Leap Industry Ltd	BEZA	Rejected
10	3-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
11	6-Jun-21	Land Use Plan	Bio Leap Agro Industry Ltd	BEZA	Rejected
12	6-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
13	6-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
14	7-Jun-21	Project Clearance	SO Electricals Ltd.	BEZA	Issued
15	7-Jun-21	Visa Recommendation	Sakata Inx (Bangladesh) Private Limited	BEZA	Issued
16	8-Jun-21	Visa Recommendation	Meghna Beverage Limited	BEZA	Issued
17	8-Jun-21	Visa Recommendation	Asian Paints (Bangladesh) Limited	BEZA	Issued
18	9-Jun-21	Work Permit	Modern Syntex Limited	BEZA	Issued
19	9-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Issued
20	9-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Issued
21	9-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Issued
22	9-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Issued
23	9-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Issued

No.	Application Date	License/ Approvals	Applicant	Authority	Status
24	9-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Issued
25	9-Jun-21	Visa Recommendation	Meghna Beverage Limited	BEZA	Issued
26	9-Jun-21	Visa Recommendation	Meghna Beverage Limited	BEZA	Issued
27	10-Jun-21	Project Clearance	Borger Paints Bangladesh Limited	BEZA	Assessment
28	10-Jun-21	Visa Assistance	TOA CORPORATION	BEZA	Assessment
29	13-Jun-21	Project Clearance	Double Glazing Industries Limited	BEZA	Issued
30	13-Jun-21	Visa Recommendation	Bashundhara Oil & Gas Company Limited	BEZA	Issued
31	15-Jun-21	ECC	Double Glazing Industries Limited	DoE	Application
32	15-Jun-21	ECC	Double Glazing Industries Limited	DoE	Assessment
33	15-Jun-21	Project Clearance	Meghna Ballpen and Accessories MFG Ltd.	BEZA	Issued
34	15-Jun-21	Work Permit	Bangladesh Honda Private Limited	BEZA	Assessment
35	15-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
36	15-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
37	15-Jun-21	Visa Recommendation	Meigo Bangladesh Ltd	BEZA	Issued
38	15-Jun-21	Visa Recommendation	Meigo Bangladesh Ltd	BEZA	Issued
39	15-Jun-21	Visa Recommendation	Meigo Bangladesh Ltd	BEZA	Issued
40	15-Jun-21	Visa Recommendation	Meigo Bangladesh Ltd	BEZA	Issued
41	16-Jun-21	Work Permit	Bangladesh Honda Private Limited	BEZA	Assessment
42	16-Jun-21	Work Permit	Bangladesh Honda Private Limited	BEZA	Assessment
43	16-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
44	17-Jun-21	Land Use Plan	J.K. Bangla Paper Limited	BEZA	Approved
45	19-Jun-21	Work Permit	Bangladesh Honda Private Limited	BEZA	Assessment
46	19-Jun-21	Work Permit	Bangladesh Honda Private Limited	BEZA	Assessment

No.	Application Date	License/ Approvals	Applicant	Authority	Status
47	19-Jun-21	Trade License	Huntsman Bangladesh Pte Ltd.	BEZA	Assessment
48	22-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Assessment
49	22-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Assessment
50	22-Jun-21	Work Permit	Meghna PVC Limited	BEZA	Assessment
51	23-Jun-21	Work Permit	Jonas Knorr	BEZA	Assessment
52	23-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
53	24-Jun-21	Project Clearance	Bashundhara Readymix & Construction Industries Limited (BRMCL)	BEZA	Issued
54	24-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
55	24-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
56	26-Jun-21	Work Permit	Meigo(Bangladesh) Ltd.	BEZA	Assessment
57	26-Jun-21	Work Permit	Meigo(Bangladesh) Ltd.	BEZA	Assessment
58	26-Jun-21	Trade License	Bashundhara Readymix & Construction Industries Limited	BEZA	Assessment
59	27-Jun-21	Work Permit	Bashundhara Chemical Industries Limited	BEZA	Assessment
60	30-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
61	30-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
62	30-Jun-21	Visa Recommendation	Meghna PVC Limited	BEZA	Issued
63	30-Jun-21	Trade License	C/EI.Z Development Company Limited	BEZA	Assessment

Appendix 4: Record of Site Inspection

No.	Date	License/ Approvals	Applicant	Location (EZ)	Authority
1	9-Jun-21	EIA Approval	Nippon & McDonald Steel Industries Limited	Mirsarai EZ	DoE
2	13-Jun-21	Fire License	Sakata (Inx), Bangladesh PVT Limited	Sonargaon, Narayanganj	FSCD
3	16-Jun-21	Approval of Fire Safety Plan	Rupshi Feed Mills Limited	Rup Ganj, Narayanganj	FSCD

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No.	Date	License/ Approvals	Applicant	Location (EZ)	Authority
4	20-Jun-21	Renewal of Fire License	Bangladesh Honda Private Limited	Gajaria, Munshiganj	FSCD
5	24-Jun-21	ECC	Double Glazing Industries Limited	Sreehatta Economic Zone	DoE

Appendix 5: Record of Consultation/ Information Provision

No.	Date	Applicant	Topics	Corresponding Person
1	6-Jun-21	Sakata (Inx), Bangladesh PVT Limited	Information about Renewal of Fire License	Ahmed Ahsan Habib
2	10-Jun-21	Bangladesh Honda Private Limited	Information about Renewal of Fire License	Md. Anik Hossain
3	13-Jun-21	Deputy Team Leader (Design Team), Japanese Economic Zone	Fire Station setup at Japanese Economic Zone	Md. Murad Hossain
4	13-Jun-21	Merico BD Ltd	Consultation on Land use plan permit	Mr. Ghosh
5	16-Jun-21	DBL Group	Consultation on Land use plan permit	Sharmin Sultana
6	16-Jun-21	Merico BD Ltd	Consultation on Land use plan permit	Mr. Ghosh
7	17-Jun-21	Merico BD Ltd	Consultation on Building permit	Mr. Ghosh
8	20-Jun-21	Merico BD Ltd	Consultation on Building permit	Mr. Ghosh
9	22-Jun-21	Double Glazing Industries Limited	Request to check Fire Safety Plan before official submission (Received soft copy through e-mail)	Faugla Ahmed Tuli
10	22-Jun-21	SO Group	Consultation on Building permit	Mr. Tanvir
11	22-Jun-21	Merico BD Ltd	Consultation on Building permit	Mr. Ghosh
12	23-Jun-21	City Group	Consultation on Occupancy Certificate	Mr. Sujoy
13	23-Jun-21	Merico BD Ltd	Consultation on Building permit	Mr. Ghosh
14	26-Jun-21	Bangladesh Honda (Private) Limited	Consultation about Fire Safety Plan, (Honda BD, Fire Safety Plan not yet approved from FSCD).	Md. Anik Hossain
15	27-Jun-21	Deputy Team Leader (Design Team),	Fire Safety plan for Japanese Economic Zone as per FSCD	Md. Murad Hossain

No.	Date	Applicant	Topics	Corresponding Person
		Japanese Economic Zone	guideline (Pillar Hydrant Specification)	
16	27-Jun-21	McDonald Steel Building Products Ltd	Utility Connection and Fire Safety Plan.	Engr. Jahidul Islam
17	28-Jun-21	DBL Group	Consultation about submission procedure of Fire Safety Plan	Mr. Bidesh Bhattacharya
18	29-Jun-21	City Group	Consultation on Building permit	Mr. Sujoy
19	30-Jun-21	DBL Group	Consultation on Building permit	Sharmin Sultana

Appendix 6: Materials for Information/ Promotion/ Advertisement (if any)

→ Not Applicable for this month

(For the Management of BEZA OSSC)

Appendix 7: List of BEZA OSSC including Focal Points appointed by concerned Ministries/Departments

No.	Name	Position	Affiliation with BEZA OSSC	Remarks
OSS Management				
1	Mr. Paban Chowdhury	Executive Chairman	Supervision of OSSC Operations & Management	
2	Mr. Md. Abdul Mannan	Executive Member		
3	Mr. Satya Ranjan Mondal	Chief Law Officer		
4	Mr. AKM Mahbubur Rahman	Advisor (Zone Development Consultant)		
5	Mr. Mustafizur Rahman	OSS Manager		
6	Mr. Md. Tanvir Hasan Ruman	Deputy OSS Manager		
7	Mr. Md. Mahe Alam Bhuiyan	Assistant Manager (Accounts and Finance)		OSSC Operations & Management
8	Mr. Md. Abdul Kader Jony	Assistant Manager		
9	Mr. Duijoy Roy Palash	Assistant Manager		
10	Mr. Jubayer Hossain Bhuiya	Assistant Manager		
11	Mr. Mohibbul Hossain	Office Assistant/		

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No.	Name	Position	Affiliation with BEZA OSSC	Remarks
		Computer Operator		
12	Mr. Md. Shahebul Islam	Office Assistant/ Computer Operator		
13	Mr. Sumon	Office Attendant		
Online Application Receiving				
14	Mr. Simon Kuntal Biswas	System Analyst	Managing OSS web Portal and Online applications of OSSC	
15	Mr. Shah Abul Hasnat Chowdhury	System Administrator		
16	Mr. Imtiaz Mahmud Shakil	System Administrator		
Building Construction				
17	Mr. Md. Hedi Ahmed	BEZA	Responsible for the approval of Land Use Plan, Clearance for Building Construction, Final Inspection and Issuance of Occupancy Certificate, Approval for Design Change and Approval for Partial Use of Building.	
18	Mr. Mir Md. Naim Sakib	BEZA		
19	Mr. Md. Mahabubur Rahman	BEZA		
20	Mr. Md. Abdul Alim Khan	BEZA		
21	Mr. Nasiruddin M. Chowdhury	BEZA Consultant		
22	Md. Rakibul Hasan	PWD		
23	Mr. Md. Ali Asraf Dewan	Department of Architecture		
24	Mr. Dinomoni Sharma	FSCD		
25	Syeda Salma Begum	DIFE		
Environment Management				
26	Dr. Tanveer Ahmed	BEZA Consultant	Environmental related services of OSSC	
27	Ms. Shejuti Barua	BEZA	Environmental related services of OSSC	
Focal Points from Different Ministries/ Departments				
1	Santosh Kumar Pandit	Additional Registrar	Focal Point, RJSC	Company Registration
2	Alternate: Ranajit Kumar Roy	Deputy Registrar		
3	Md. Ramjan Ali	Director General	Focal Point, EPB	Certificate of Country of Origin (GSP)
4	Alternate: Mr. Abu Mukhtes Alamgir Hossain	Deputy Director		

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No.	Name	Position	Affiliation with BEZA OSSC	Remarks
5	Md. Mohammad Harun Ar Rashid	Joint Secretary	Focal Point, FBCCI	Certificate of Country of Origin (General)
6	Md. Muneeruzzaman	Joint Secretary	Focal Point, BGMEA	Utilization Declaration
7	Shah Mohammed Fajle Elahi	Second Secretary, Tax-15		TIN Registration Certificate
8	Alternate Ripon Shariar	Second Secretary, Tax-12		VAT Registration Certificate
9	Mohammad Nahidunnabi	Second Secretary (VAT Taxpayer Service)		
10	Md. Al Amin	First Secretary (Custom, Export and Bond)	Focal Point, NBR	Issuance of Bond License (including Inspection) Customs Related Clearance Utilization Permission (UP)
11	Dr. Khalilur Rahman	Director General	Focal Point, Embassies of Bangladesh, MOFA	Issuance of Business Initial E, Initial E1, Initial PI, A3 Visa
12	Sagorika Nasrin,	Deputy Secretary	Focal Point, Security Services Division, MOHA	Extension of Visa including change of category (subject obtaining recommendation from BEZA / Security clearance report from SB)
13	Alternate: Monira Haque,	Senior Assistant Secretary (Immigration-2)		Issuance of Security clearance for VISA (subject to receipt of the report)
14	Ismail Hossain	Deputy Director	Focal Point, DIP	Extension of E, E1,

No.	Name	Position	Affiliation with BEZA OSSC	Remarks
15	Md. Abul Hossain,	Assistant Director		PL A3 VISA
16	Lt. col. Zillur Rahman, psc	Director (Operation & Maintenance)	Focal Point, FSCD	Services and Clearance relating to Fire Extinction
17	Representative: Mr. Md. Rabul Amin	Warehouse Inspector		
18	Md. Alamgir Hossain	Deputy Secretary	Focal Point, Public Security Division	Issuance of work permit & Extension of Work Permit
19	Md. Majbur Rahman,	Deputy Secretary		
20	Mohsin Al Murad	Assistant Superintendent of Police	Focal Point, Special Branch (SB)	Submission of report by Special Branch for VISA
21	Alternate Musfiq Khan	Assistant Superintendent of Police		
22	Md. Aminuzzaman	Joint Director	Focal Point, National Security Intelligence (NSI)	Submission of Report by NSI for Security Clearance
23	Mr. Mir Kashim Mozumder	Assistant Director	Focal Point, Department of Environment	Environmental Clearance
24	Engr. Atowar Rahman Molla	Secretary	Focal Point, OCEI	
25	Ashis Kumar Sardar,	Executive Engineer	Focal Point, BPDB	
26	Anjan Kanti Das	Superintending Engineer		
27	Alternate: Mr. Mohammad Ali	Executive Engineer	Focal Point, BREB	Electricity Connection
28	Moshir Rahman Joarder,	Superintending Engineer	Focal Point, DPDC	
29	Md. Hanif Uddin	Executive Engineer	Focal Point, DESCO	
30	Engr. A.K.M Mahiuddin	Chief Engineer (East Zone)	Focal Point, WZPDCL	
31	Mr. Motiur Rahman	Assistant Engineer.		
32	Engr. Atowar Rahman Molla,	Secretary	Focal Point, OCEI	Permit to use Electrical Substation (Including Inspection)
33	Alternate: Engr. Md. Golam Sarwar,	Senior Electrical Inspector		
34	Engr. Md. Hanif Hossan	Inspector of Boilers	Focal Point, OCIB	Boiler Installation

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No.	Name	Position	Affiliation with BEZA OSSC	Remarks
35	Alternate: Mr. Md. Sharafat Ali,	Deputy Chief Inspector of Boilers		
36	K.M. Hasan	Assistant Director (CM)		Issuance for Mark License
37	Alternate Kawser Ahmed Khan	Assistant Director (CM)	Focal Point, BSTI	
38	Md. Mehedi Hasan,	Examiner	Focal Point, DPDT	Registration of Patent / Design /Trademarks
39	Md. Kamrul Hasan,	Deputy Inspector General (Safety)	Focal Point, DIFE	Factory License
40	Md. Mehedi Hasan,	Deputy Inspector General (General)		
41	Engr. Mahbubur Rahman	General Manager (Marketing Division)	Focal Point, Bakhrabad Gas Distribution Company Ltd	Gas Connection at Factories
42	Alternate: Engr. Abul Basar	Deputy General Manager (Sales)		
43	Mr. Md. Shaheeur Islam	General Manager (Marketing)	Focal Point, Jhalabad Gas Transmission & Distribution Company Ltd.	
44	Alternate: Md. Abdul Momin	General Manager (Operation)		
45	Monira Yasmin	Inspector	Focal Point, DoEx	License for Explosives
46	Alternate: Sanjida Akter,	Asst. Inspector		
47	Ajam Md. Abdul Masud	Deputy General Manager, Phones-1	Focal Point, BTCL	Telephone/telecom Connection, Internet Connection
48	Md. Azizul Haque	General Manager, Foreign Exchange Investment Department	Focal Point, Bangladesh Bank	Foreign loan/ Repatriation
49	Alternate: Md. Monirul Islam,	Joint Director, Foreign Exchange Investment Department		

Appendix 8: Information on Office Environment (Brochures, Photos and Drawings etc., if any)

→ Not applicable for this month

Appendix 9: Information on IT System Development (copies of MOU, Brochures and photos etc., if any)

→ Not applicable for this month

Appendix 10: Copies of Laws/ Rules/ SROs issued in this month (if any)

→ Not applicable for this month

Appendix 11: Record of OJT

No.	Date	Name	OJT Contents	Advisors/Supporters	Remarks
1		N/A			
2		N/A			

Appendix 12: Others (if any)

→ Not applicable for this month

Appendix 13: Activity Photos of BEZA OSSC (if any)

Building Committee Meeting for Building Permit (30th June 2021)



Farewell Ceremony of Executive Chairman_ Mr. Paban Chowdhury (30th June 2021)



-End of Documents-

9. BEZA OSSC Current Status of Licenses/Approvals

1) Licenses/Approvals Authorized by BEZA (Progress and Issues)

Licenses / Approvals Issuance

① Investment Clearance

Dept in Charge	BEZA OSSC
Number of Staff	Investment Registration/ Clearance: 3 staff (Receiving Application: IT; Appraisal: OSS Manager/ Deputy Manager; Approval: GM of Investment Promotion Dept.) Commercial Operation Certificate: Total 7 officials are involved in the process of COC: 4 of the Commercial Operation Committee (GM-IP, Manager-Planning, Deputy Manager-IP, Assistant Manager-OSS) and 3 staff in the process of issuing COC: (Receiving Application: IT; Appraisal: OSS Manager/ Deputy Manager; Inspection: Committee for Commercial Operation Certificate; Approval: GM of Investment Promotion Dept.)
Licenses/Approvals	Investment Registration Investment Clearance Commercial Operation Certificate
Status at the Beginning of the Project	Number of approvals were 29 in July 2017. Online application was available, but appraisal criteria were not clear. In addition, the purpose and procedures of Investment Registration was not fully developed either.
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➢ As of December 2021, BEZA has issued 78 Investment Clearance Certificates and currently 16 applications are in Investment Registration stage. ➢ Initially, Investment Registration was planned to only apply to Red Category projects but the certificate from BEZA is required for Tax related Registration and Trade License. As a result, it was decided to provide Investment Registration Certificate at the very beginning to get subsequent services. Now, BEZA is working to issue the Investment Registration Certificate at the beginning. ➢ Defined the purpose and procedure of Investment Registration and Investment Clearance; further, worked to improve the application format and support the draft of SOP.
Issues/Actions	<ul style="list-style-type: none"> ➢ Facilitate the use of application format. ➢ As per OSS rules, Investment Registration Certificate is a separate certificate which should be issued at the very beginning following the flow chart. So, it must have a separate form in the OSS Portal that should be implemented as soon as possible. ➢ Investors will provide company name (proposed) during the application of Investment Registration Certificate which will be finalized after getting the Certificate of Incorporation. ➢ Study and suggest for the improvement on the contents of Investment Clearance Certificate and its appraisal, assessment criteria, and procedures.

② Trade License

Dept in Charge	BEZA OSSC
Number of Staff	3 staff (Receiving Application: IT / Appraisal: OSS Manager/Deputy Manager / Approval: GM of Investment Promotion Dept.)
Licenses/Approvals	Trade License
Status at the Beginning of the Project	As of July 2017, it was under discussion whether Trade License should be issued by BEZA or the local government in charge of their EZ.
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➢ As of December 2021, BEZA has issued Trade License to 80 unit investors including developers like BSEZ Limited till December 2021. Currently Trade License and its renewal is fully online based. The Ministry of Local Government, Rural Development and Cooperatives issued a gazette notification on February 11, 2019 and authorized BEZA to be issued Trade License. From then BEZA is issuing both Trade License and Renewal of Trade License.
Issues/Actions	<ul style="list-style-type: none"> ➢ Currently the service is provided in a simplified way. In the flowchart, Trade License should

	be issued prior Investment Clearance as it is required document for VAT Registration. But presently Trade License is issued immediately after issuing Investment Clearance because of Tracking No. of Investment clearance is required in Trade License certificate. To confirm the sequence stated in the Flowchart, Investment Registration should be issued at the beginning for all investors after confirming land from the developer.
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③ Building Construction Permit

Dept in Charge	BEZA OSSC
Number of Staff	9 staff members (Construction Committee), 4 staff members (Land Use Committee) * 4 Land Use Committee members are duplicated on Construction Committee
Licenses/Approvals	<ol style="list-style-type: none"> 1. Land Use Plan Permit: Confirm whether the building coverage ratio, the total floor ratio, the setback, the green area ratio, the gate / fence etc. meet the regulations, and issue "Land Use Plan Permit", if no objections. The Land Use Committee makes a final decision. Currently land use plan permit is given through online. 2. Building Permit: Examine the contents of individual building plans and issue "Building Permit" after confirming that the application meets the Bangladesh National Building Code (BNBC), Bangladesh Economic Zones(Construction of Building) rules'2017 and safety for construction. The Construction Committee makes a final decision. 3. Building Completion Certificate: After execution of two intermediate inspections during construction, the final inspection is carried out upon the completion of construction, and "Building Completion Certificate" is issued when all items are satisfactory. The Construction Committee makes a final decision. Currently the certificate is given through online. 4. Other applications: Prepared other forms such as "Design Modification Application" during construction, "Partial Use Permit" before completion, "Extension and Renovation Application" after operation.
Status at the Beginning of the Project	<ul style="list-style-type: none"> ➢ In city planning area (Dhaka city etc.), RAJUK is the responsible for screening organization, and the local governments have the responsibility to review the Building Construction application for outside the city. However, it seems that a proper examination and inspection have not actually been carried out. EZ Act states that BEZA is the responsible organization to deal with Building application and grant Building Permit in EZ; however, their recognition is not good enough. Presently BEZA examines and issues both "Land Use Permit" and "Building Permit". Even though standard screening and inspection of "Buildings." is not carried out properly. A failure in the design of building may lead to a fragile building. ➢ The draft SOP aims to make clear, concise, and expedited building application and to realize a safe and healthy working environment. In September 2018, BEZA organized a "Building Committee" composed of five officials, who examines submitted drawings with the advice of the Construction Team of JICA Project Team. ➢ It can be expected to organize safer and healthier working environments since the screening and inspection of building will be conducted at the time of plan, construction and the final completion.
Progress in this Term (Nov 2020 to Jan 2022)	<ul style="list-style-type: none"> ➢ In this term, BEZA OSSC issued 20 Land Use Plan Permits and 11 Building Permits, under which total 40 buildings got construction permission from beza. It brings the total number of building permits approved to 86 until today. Application assessments are being carried out via online after the spread of COVID-19. ➢ There established 2 committees in BEZA, the "Land Use Committee" and the "Construction Committee. The Construction Committee seemed not willing to be involved in the assessment of building (especially of building structure), so the drawings submitted by start-up investors were first checked by JICA Project Team. However, with comments and advice from the team, the committee is examining buildings themselves now. ➢ SOP for Construction of Building was approved with the consent of Construction Committee in BEZA. Implementing OSS services based on the SOP led to a deeper recognition of the importance of building inspection. Advice of design defects is now given in the assessment stage. ➢ In the SOP, it is stipulated that during the construction period 2 times of "Intermediate Inspections" (at the end of Foundation Work and at the end of Structural Frame Construction Work) and "Completion Inspection" are mandatory, since the Construction Committee recognizes the importance of those inspections. However, they don't carry out

	<p>the practice of the Intermediate inspections because of the lack of manpower in BEZA who can perform the inspections or because of the lack of regulations in BEZA ACT. But presently completion inspection are carried out time to time on basis of the application.</p> <ul style="list-style-type: none"> ➤ During this period, JICA Project Team checked the status of EZ development and the factory construction by Unit Investors in Meghna Industrial EZ, BSEZ(Araihazar EZ) and Abdul Monem EZ around Dhaka, and BSMSN(Mirsarai EZ) in the regional area. In addition, JICA project team confirmed the development status of each EZ in different locations, including the survey of: <ul style="list-style-type: none"> - BSMSN(Mirshrai EZ) on Feb 23 to 24, 2021 (3 from JICA Project Team), - Meghna Industrial EZ on Mar 3, 2021 (9 from BEZA and 1 from JICA Project Team) - Meghna Industrial EZ on AUG 25, 2021 (5 from BEZA and 3 from JICA Project Team) ➤ - BSEZ(Araihazar EZ) on OCT 4, 2021(3 from JICA Project Team) and - BSMSN(Mirshrai EZ) on Jan 11 to 12, 2022 (7 from BEZA 3 from JICA Project Team). <p>In each EZ, JICA Project Team is providing the explanation of the BEZA-OSS system and screening/inspection based on the SOP for on-site engineers.</p>
Issues/Actions	<ul style="list-style-type: none"> ➤ In the EZ development and construction work, the most critical issues to be addressed are the lack of managing engineers and the lack of detailed design drawings. ➤ Regarding "EZ development work", detailed design drawings and construction drawings for land work, road work, drainage works and fence work, etc. were not prepared. There often seem to be some construction sites in which local small-scale construction companies or direct labor work without proper construction drawings. Detailed drawings that are essential for quality control and safety assurance of construction, such drawings should be prepared before starting the construction work of EZ development. ➤ For foreign Unit Investors, a certain level of accuracy in submitted drawings on "Building Application" is confirmed; however, the design drawings are not properly prepared for domestic Unit Investors. Since BEZA approves such drawings without appropriate assessment, it is necessary to let Unit Investors design them with a certain level of quality. Most applicants state that the floor plan in the building will not be decided until the project is fixed. ➤ Regarding "Structural Assessment", BEZA, supported by JICA Project Team, requires applicants to submit structural drawings and calculation software data and conducts an assessment. However, building committee has a negative attitude due to responsibility in case of accidents. Structural assessment is important in terms of confirming the safety performance of the building, even if it is not a detailed check. Therefore, it is necessary to continue to persuade Building Committee from now on. ➤ The importance of "intermediate and final inspection" was re-confirmed in the joint inspection with Building Committee; however, they are still reluctant due to the lack of manpower. But recently from building committee an official letter was submitted to planning & development section of BEZA. In the letter committee requested to have some site inspector. In response planning & development section issued an official letter to admin section of BEZA for recruiting some site inspector. However still It is necessary to urge Building Committee to understand the necessity of implementation and to establish assessment structure by continuing on-site surveys by JICA Project Team and submitting the reports on on-site problems. ➤ There are discrepancies as to design standards regulated in BEZA Act and Construction Rules. For example, 1) although the building coverage ratio is regulated by 50%, but in some cases it is actually constructed by 60 to 70%, 2) Setback with the adjacent property is 3.5m, but fire trucks cannot pass, 3) regarding the width of EZ road, the green road is 1.5m so that water supply and drainage, electricity and gas piping cannot be installed. JICA Project team advised to BEZA that it is necessary to improve the above-mentioned conditions. ➤ Regarding BEZA construction staff, a junior staff member who conducts assessment and inspections under Building Committee (9 officials) is recruited so that it is necessary for him/her to experience such assessments/inspections in accordance with the guidance of JICA Project Team. ➤ Some Investor intentionally or non-intentionally bypass the required construction permission from BEZA-OSSC and started their factory construction works at the site. It is clearly an offense. As JICA Project Team time to time visit different EZ so they found out some such

	cases and immediately informed Building Committee, BEZA. JICA Project Team also suggested to issue an official warning from BEZA so that those investor immediately take the necessary construction permission.
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④ Work Permit

Dept in Charge	BEZA OSSC
Number of Staff	Total 8 officials are involved in process of Work Permit. 5 of the Work Permit Standing Committee (Executive Chairman, Executive Member [IP], Representative from PMO, Representative from Security Services Division, Manager [OSS]) 3 Staff for online delivery (Receiving Application: IT / Appraisal: OSSC Manager/Deputy Manager / Approval: GM of Investment Promotion Dept.)
Licenses/Approvals	Work Permit Work Permit (Extension)
Status at the Beginning of the Project	Issued Work Permit but no measures taken for Security Clearance (as of July 2017) Presently the Work Permit is provided under " <u>Bangladesh Economic Zones (Visa and Work Permit) Guidelines-2018</u> ". The Security Clearance issuing process is easier than before as a representative from the Security Services Division is involved as a Member of the Work Permit Standing Committee.
Progress in this Term (Nov 2020 to Oct 2020)	➤ BEZA issued 576 Work Permits and Work Permit Extensions (through online) as of December 2021. ➤ As for Security Clearance Certificate, JICA Project Team had meetings with National Security Intelligence (NSI) and Security Services Division of Ministry of Home Affairs (MoHA) and they agreed to issue Security Clearance Certificate immediately in the timing of the issuance of Work Permit for the first time.
Issues/Actions	➤ As for Security Clearance Certificate, JICA Project Team will observe the actual operation because it is recognized as the problem that Security Clearance Certificate is not issued even though the validity of Work permit is expired.

⑤ Permits /Approvals Related to Import/Export and Logistics

Dept in Charge	BEZA OSSC						
Number of Staff	3 officials (Received Application: IT / Appraisal: OSSC manager/Deputy manager / Approval: GM of Investment Promotion)						
Licenses/Approvals	Import Permit (IP) Export Permit (EP) Sample Permit (Import/ Export) Local Purchase/Procurement Permit (LPP) Local Sales Permit (LSP) Approval of Sub-Contract						
Status at the Beginning of the Project	As of July 2017, online application was already available for Import Permit and Export Permit. In BEZA, there are 3 officials who are in charge of screening called Regulatory Desk (RD). BEZA IT member (RD-1) firstly checks a submitted document, followed by detailed screening conducted by OSS manager as RD-2. General Manager (Investment Promotion) as RD-3 is responsible to provide the approval of the respective permissions.						
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➤ SOP has been finalized; operation started. ➤ In this term, Sample Permit, Local Purchase Permit, and Local Sales Permit were added to BEZA OSSC online service. ➤ As of December 2021, the number of related permits/approvals by BEZA is as follows. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Import Permit: 12646</td> <td style="width: 50%;">Export Permit: 2778</td> </tr> <tr> <td>Sample Permit (Import): 2</td> <td>Sample Permit (Export): 2</td> </tr> <tr> <td>Local Purchase/Procurement Permit: 4</td> <td>Local Sales Permit: 0</td> </tr> </table> 	Import Permit: 12646	Export Permit: 2778	Sample Permit (Import): 2	Sample Permit (Export): 2	Local Purchase/Procurement Permit: 4	Local Sales Permit: 0
Import Permit: 12646	Export Permit: 2778						
Sample Permit (Import): 2	Sample Permit (Export): 2						
Local Purchase/Procurement Permit: 4	Local Sales Permit: 0						
Issues/Actions	<ul style="list-style-type: none"> ➤ Although the provision of online service for the approval of Sub-contract is being considered, JICA Project Team is in the middle of discussion with BEZA for the appropriate timing of moving to online since the requests from Unit Investors are few. ➤ Currently, employment of permanent IT staff [System Analyst and Programmer] in 						

	charge of the IT section of BEZA-OSS, receives applications for related permits/approvals; however, the operational flow of internal assessment have been improved and BEZA officials can handle those applications more efficiently than before.
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Certificate Issuance Services (Recommendation Letters, NOC)

Dept in Charge	BEZA OSSC
Number of Staff	4 staff (Receiving Application: IT / Appraisal: OSS Manager, Deputy Manager / Approval: GM of Investment Promotion Dept.)
Licenses/Approvals	<ul style="list-style-type: none"> Recommendation Letter for Visa Recommendation Letter for Investment Incentives NOC for Foreign Loan NOC for Bank Loan NOC for Off-shore Banking Recommendation Letter for Repatriation of Remittance NOC for Installation of Electrical Sub-station NOC for Establishment of Power Plan NOC for Water Treatment Plan NOC for Central ETP and Sewage Treatment Plant
Status at the Beginning of the Project	Online application for Recommendation letter for Visa is already available while the procedures for other services have not been introduced through online except " <u>Repatriation of Technical Know-how</u> " and " <u>Repatriation of Royalty fee</u> " under Recommendation Letter for Repatriation of Remittance.
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➤ SOP for Visa Recommendation issuance has been finalized. Total 1121 Visa Recommendations have been issued through online as of December 2021. ➤ Partial finalization of SOP on NOC/Recommendation from BEZA on Foreign Loan and Remittance Repatriation and currently been provided through online.
Issues/Actions	<ul style="list-style-type: none"> ➤ Accelerate SOP finalization for rest of services on NOC/Recommendation from BEZA on Foreign Loan and Remittance Repatriation another 7 services. ➤ Simplify the application format by, for instance, enabling investors to choose and apply for every certificate via one common format.

2) Licenses/Approvals Authorized by Other Ministries / Departments (Progress and Issues)

① Company Registration

Authority	Office of the Registrar of Joint Stock Companies and Firms (RJSC), Ministry of Commerce
Focal Point	1 Additional Registrar 1 Deputy Registrar
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	<ul style="list-style-type: none"> Name Clearance Certificate of Incorporation Share Transfer/Change Change of Shareholders Change of Directors Increase Authorized Capital
Status at the Beginning of the Project	As of July 2017, RJSC already had online application system running for Name Clearance and Certificate of Incorporation, and Unit Investors applied directly to RJSC. BEZA was not aware of such application status.
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➤ SOP has been finalized. ➤ Online integration between RJSC and BEZA-OSSC has been established. Currently applicants can apply for 2 services to RJSC through BEZA OSSC web portal. ➤ Communication with assigned Focal Point is going well.
Issues/Actions	➤ Progress of practical work based on online collaboration needs to be checked and

	<p>monitored.</p> <ul style="list-style-type: none"> ➤ Training on the application documents must require. ➤ Aware the investors about this service through BEZA OSSC.
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② Tax Registration

Authority	Tax Wing and VAT Wing of National Board of Revenue (NBR)
Focal Point	1 Second Secretary, Tax-15 1 Second Secretary, Tax-12 1 Second Secretary (VAT Taxpayer Service)
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	<ul style="list-style-type: none"> Taxpayer's Identification Number (TIN) Registration Certificate (Corporate) Taxpayer's Identification Number (TIN) Registration Certificate (Individual) VAT Registration Certificate
Status at the Beginning of the Project	As of July 2017, NBR had already online application system for TIN Registration and VAT Registration, and Unit Investors can apply directly to NBR. BEZA was not aware of such application status.
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➤ The SOP has been drafted up assuming that Unit Investors can access to NBR online through BEZA OSS online application system. BEZA and NBR are working for online collaboration, and the SOP will be finalized once it is completed. In the meantime, applicants are using NBR's online application system directly. ➤ Focal Point has been assigned.
Issues/Actions	<ul style="list-style-type: none"> ➤ Follow up NBR on finalizing the online collaboration and the SOP. ➤ Progress of practical work based on online collaboration needs to be checked and monitored.

③ Fire Safety

Authority	Bangladesh Fire Service and Civil Defence (FSCD)
Focal Point	<ol style="list-style-type: none"> 1) Director (Operation & Maintenance) 2) Deputy Assistant Director (Representative of Focal Point) 3) Deputy Assistant Director (Representative of Focal Point) 4) Assistant Director (Member, Building Plan Approval Committee)
Number of BEZA OSSC Staff	2 people need to be recruited and employed. 1 person as JICA local consultant of Fire Safety Equipment Engineer
Licenses/Approvals	<p>Fire Fighting Plan Review: Request to submit architectural general plans and firefighting system drawings, etc. and issue No Objection Certificate (NOC) after the screening. The application format and attached drawing were simplified, but FSCD requested to apply the existing format.</p> <p>Final inspection and Fire License: After Final Inspection which is carried out upon the of completion of construction, Fire License is issued if the examiner/inspector verified the safety. In reality, however, there are many cases that Fire Licenses are issued before the completion of installation of firefighting equipment, so the commercial operation is started without proper firefighting system.</p> <p>Renewal of Fire License: Examiner/Inspector checks whether the fire-fighting equipment is properly installed in accordance with "Fire Safety Plan" at the annual on-site inspection and issues Renewal Fire License if there is no problem. FSCD expects that firefighting system will be improved according to the advice during the inspection.</p>
Status at the Beginning of the Project	<ul style="list-style-type: none"> ➤ When JICA Project Team visited factories in an EZ, some factories have already started commercial operation without installing firefighting equipment. JICA Project Team was explained that the firefighting equipment can be installed by the time of "Renewal Inspection" after one year. This situation in which the factories have no fire-alarm system as well as no fire extinguishing equipment is quite dangerous, if a fire breaks out before the renewal inspection. ➤ Regarding the firefighting equipment in an EZ, there is no "fire station in EZ" or "fire hydrant in EZ" that are requested by FSCD.

	<ul style="list-style-type: none"> ➤ Currently, fire safety license is approved based on the premise that the fire extinguishing equipment will be installed during a future construction. It is conventionally accepted to prepare such facilities in a step-wise manner. According to EZ developers, they mention that there are still a small number of Unit Investors or that Unit Investors have not carried out a full-scale operation. However, they will be dangerous if a fire accident happens while fire-fighting equipment is not in place. ➤ "Partial use of application" can be approved when a Unit Investor wants to use part of building under construction for the purposes of machinery installation or staff training. The partial use may be approved if the construction safety is secured and if fire safety under the proposed condition is confirmed. Hence, "temporary operation" is also approved if the authority judges that an alarm system with fire extinguishing equipment even partially installed works enough for fire protection under the proposed condition.
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➤ By December 2021, 18 Fire Safety related application were submitted to the BEZA OSSC. Among the applications 10 fire safety plan has been approved out of 12, 3 effectiveness certificates has been approved out of 3, 1 fire license has been approved out of 1 and 2 fire license renewed of 2 ➤ Changed FSCD officials: Since the chief officer and a person in charge of fire safety assessment in FSCD changed in November 2020, JICA Project Team explained the detailed OSS project again and gained deeper understanding and better cooperation than the new officials. While 2 representative of Focal Points have been assigned as the officers of BEZA OSSC, they stay at HQ of FSCD and come to BEZA OSSC office on call basis at this moment, since they are very busy, and the number of applications is still small. Chief officer and a person in charge of fire safety assessment in FSCD are assigned as members of the Building Construction Committee. ➤ Bangladesh Special Economic Zone (SEZ) Limited is the first applicant as a developer which Fire Hydrant Plan for Zone(phase-1) has been approved by the Bangladesh fire service and civil defense. It is an ideal example for other economic zones for fire safety as a zone ➤ Discussions with FSCD about signing an MOU for online collaboration is in progress. ➤ Assessment: Currently, when a Unit Investor visits OSSC for a pre-meeting, JICA Project Team reviews firefighting drawings and gives comments. After JICA Project Team confirms the revised drawings, a Unit Investor submits a firefighting application to FSCD, and JICA Project Team receives the application (PDF version) and re-check the contents of the application. Fire Safety license is then issued by FSCD after scrutinizing fire extinguishing equipment in FSCD. ➤ JICA Team pre-assessment before the official submission is coming out the positive result to maintain required working days as per OSS rules. Currently, the team are planning to involve one Focal Point representative in the pre-assessment team before official submission.
Issues/Actions	<ul style="list-style-type: none"> ➤ Firefighting application: The design drawings need to be examined/approved before the start of construction, but in reality, it is approved only by sketchy-floor plan (Approval plan not working drawing for construction). It is explained that there is no drawing until the construction work is started since the contractor designs drawings; or there are no Engineers who are able to understand technical drawings. If that is the case, however, there rises a possibility that the contractor makes mistakes such that the final construction is attempted based on the sketchy plan. ➤ Site inspection: Currently, FSCD issues a fire license without conducting the final inspection, and it is conventionally accepted if firefighting equipment can be prepared by the time of the renewal inspection one year later. However, the renewal inspections are not carried out strictly due to the lack of human resources. In order to ensure safety, it is necessary to establish the operational structure to ensure that "final inspection" and "renewal inspection" are fully implemented. ➤ Assessment for temporary use of facilities: Many of the Unit Investors are likely to adjust the installed machines or to partially operate their facilities before it is completed, but it is necessary to submit an "application for temporary use" to secure safety. ➤ Phased construction of Factory: In case of large factories, applications with different

	<p>completion times for each building can be seen. For fire safety, it is necessary that the firefighting equipment is ready to operate at any time, any period. Therefore, investors are required to apply for a phased construction of factories at each time of the start of operation and undergo a completion inspection.</p> <ul style="list-style-type: none"> ➤ Firefighting equipment in EZ: The installation of fire hydrant equipment or establishment of fire station in EZ is ignored. It is necessary to have a standard for starting construction and operation of the factory after it is confirmed that the firefighting facilities/equipment in the EZ is correctly planned and operated through the assessment of EZ development plan and the final inspection for EZ development work. ➤ Regular factory inspection from the BEZA side is very important for minimizing fire accidents in EZ investors, otherwise it would be very difficult to maintain fire safety measures in the industry. Since fire safety measures are not focused strictly on Bangladesh perspective, it has to be strictly monitored by the inspector from the regulatory authority side. An adequate number of inspectors should be assigned for regular inspection. (In November 2021 there was a little fire outbreak in one industry of the City Economic Zone, if it would be a big accident or casualty were more, then due to this issue, there was a chance of negative impact to attracting Foreign Direct investment (FDI) in Economic Zone Area.
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④ Electricity Connection

Authority	Office of the Chief Electric Inspector (OCEI), Ministry of Power, Energy and Mineral Resources
Focal Point	1 Secretary
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	<p>At the stage of design, 1) the plan should be approved. When the installation is completed 2) the inspection should be conducted, certificate for Electricity Connection is issued if all the investigations are passed. 3) Electricity Safety Certificate is renewed after the inspection is taken after two years 1) D3-1. Approval of Plans, Drawings and Specifications for Electrical Installation Works (NOC)</p> <p>2) D3-2. Inspection of Electrical Installation and Approval for Electric Connection</p> <p>3) D3-3. Renewal of Electricity Safety Certificate</p>
Status at the Beginning of the Project	<p>Approximately 10 factories have already connected electricity after receiving simple inspections conducted by electrical engineers without official procedures. In some EZs setting up their own power generator, the Unit Investors have not submitted the official applications due to the contract between power generation companies and the Unit Investors.</p> <p>Regarding the electrical inspection, it is conducted by electrical engineers in a power generation company.</p>
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➤ BEZA and OCEI are discussing a signing of MOU for online collaboration since October 2020 because OCEI has already introduced online application system. ➤ Electricity Rules-2020 has been promulgated. Under the Rules all applicants are bound to take Electricity Connection Permission before construction and Electricity Plan approval before Renewal as well. ➤ The consultation regarding electricity connection approval has been provided by the JICA Project team is several times to the private EZ Developer. Based on the consultation, the private developer takes initiative to take electricity approval from OCEI and it is a prerequisite document for issuing commercial operation. ➤ Discussions with OCEI about signing an MOU for online collaboration is in progress.
Issues/Actions	<ul style="list-style-type: none"> ➤ Less than 10 OCEI officials conduct inspection over the country. For this reason, OCEI is outsourcing the registered and qualified electrical engineers. Continuous discussion is needed for the implementation structure of electricity inspection. ➤ Discussion progress on online collaboration between BEZA and OCEI is needed to monitor.

⑤ Environmental Clearance

Authority	Department of Environment (DoE), Ministry of Environment, Forest, and Climate Change (MoEF)
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Focal Point	1 Assistant Director													
Number of BEZA OSSC Staff	Category	Number of BEZA OSSC Staff	Category											
	Environmental expert (Proposed)	Junior Officer	Environmental expert (Proposed)											
		Junior Officer	Member of BEZA											
	Environmental specialist (Proposed)	Authorized Officer	Environmental specialist (Proposed)											
Junior Officer		Dispatched DoE junior officer												
Licenses/Approvals	<ul style="list-style-type: none"> ➤ ECC Issuance Department of Environment (DoE) under the Ministry of Environment, Forest and Climate Change (MoEFCC) issues the Environmental Clearance Certificate (ECC) to the project of unit investor based on the Environmental Conservation Rules 1997(ECR97). Unit investor should get the ECC before the start of the operation. Especially the project categorized in Red is required to obtain an EIA approval before the construction of the main facilities. 													
	<ul style="list-style-type: none"> ➤ ECC Renewal Unit investor must submit the application to DoE for renewing ECC every year. (For Green category project, investor must submit it every three years.) DoE renews the ECC after receiving application from unit investor. 													
Status at the Beginning of the Project	Unit investor who will start their business in EZ must get the ECC before their operation, however there was neither an organization in BEZA to support unit investors for getting ECC nor operational manual written for the process of ECC.													
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➤ From beginning, by December 2021, 57 environmental applications were submitted to the OSSC such as applications for ECC or EIA approval; 47 out of 57 permits have been issued via OSSC, and 10 are under processing. ➤ From November 2020, by December 2021, 38 environmental applications were submitted to the OSSC such as applications for ECC or EIA approval; 29 out of 38 permits have been issued via OSSC, and 9 are under processing. ➤ After the inauguration of online integration among BEZA OSSC and DoE, it has been very easier for the investor to submit the applications through BEZA OSSC online portal. The frequency of the investor has been increasing even in the covid situation. 													
	<p style="text-align: center;">Yearly Basis Application Status For Environmental Services In BEZA OSSC</p> <table border="1"> <caption>Yearly Basis Application Status For Environmental Services In BEZA OSSC</caption> <thead> <tr> <th>Year</th> <th>Application</th> <th>Approved</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>9</td> <td>6</td> </tr> <tr> <td>2020</td> <td>14</td> <td>8</td> </tr> <tr> <td>2021</td> <td>31</td> <td>31</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ DoE officers also understand the importance of BEZA OSSC and it has been seen their full support under this situation. ➤ Developers are also getting services through BEZA OSSC. BEZA OSSC has given services for Bangladesh SEZ Limited for Tor Approval and EIA Approval of the CETP and CWTP of that zone. ➤ JICA Project Team is continuing to support the Building Committee of OSSC over the assessment process of STP and ETP (if available) included in the unit investors' layout plan. ➤ JICA Project Team has used the Multi-parameter Water Quality Meter in Bangladesh SEZ Limited Site to check the surface water quality. ➤ The project team visited with BEZA officials Sakata Inx (Bangladesh) Pvt Limited in Meghna 			Year	Application	Approved	2019	9	6	2020	14	8	2021	31
Year	Application	Approved												
2019	9	6												
2020	14	8												
2021	31	31												

	Industrial EZ to assist the inspection for occupancy certificate to confirm the environment-related facilities.
Issues/Actions	<ul style="list-style-type: none"> ➤ There are some gaps under the new online collaboration system among BEZA OSSC and DoE. On the other hand, DoE offices are still not comfortable without submission of hard copies. ➤ DoE HQ only conducts meetings once a month. So, sometimes it is very difficult to maintain the schedule as per BEZA OSS Rules. So, issuance of certificates are delayed. ➤ BEZA OSSC still does not have any officers or specialist for the Environment and in the inspection process of DoE licenses, there is no involvement of BEZA. ➤ DoE local offices are not always aware about the BEZA OSSC activities which sometimes makes confusion while getting the services. ➤ There is an inconsistency between the progress of the infrastructure of EZ and investor's activity, so there may be a possibility to cause environmental issues (e.g. although unit investors start to move in to EZ, the CETP has not been installed.). JICA Project team will arrange discussions between BEZA, developers, and relevant authority over this issue.

⑥ VISA

Authority	Department of Immigration and Passport (DIP)
Focal Point	1 Deputy Director 1 Assistant Director
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	Issuance of VISA at respective Bangladeshi Embassy
	Issuance and Extension of E VISA
	Issuance and Extension of E1 VISA Issuance and Extension of P1 VISA
Status at the Beginning of the Project	As of July 2017, BEZA was only issuing a recommendation letter necessary for applicant to apply for VISA and did not follow up afterwards. As a result, each applicant applied for VISA to DIP individually.
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➤ As of end Oct 2020, 262 recommendation letters for VISA issuance are issued by BEZA. ➤ The SOP for VISA-Extension related issuance was drafted and will be finalized with DOIP. ➤ Assignment of Focal Point. ➤ Regarding VISA Extension, BEZA OSSC receives VISA Extension application and the screening and forwards and then issuance is done by DIP. ➤ At present the nominated Focal Points have been transferred from DIP HQ.
	<ul style="list-style-type: none"> ➤ JICA Project Team is observe the actual operation and improve if needed. ➤ A letter from BEZA requesting to DIP for the nomination of Focal Points is necessary ➤ The investors are individually contacting with DIP and getting the services with speed money. BEZA has not yet establish its control to stop this practice. ➤ Official correspondence regards to expedite hassle free smooth services is urgently required

⑦ Boiler Installation

Authority	Office of Chief Inspector of Boilers (OCIB)
Focal Point	1 Inspector of Boilers 1 Deputy Chief Inspector of Boilers
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	Boiler Inspection/Boiler Registration Approval
	Renewal of Boiler Certificate
Status at the Beginning of the Project	There were no inquiries on the Boiler Installation from Unit Investors as of July 2017. Therefore, BEZA had not been discussing this matter with OCIB.

Progress in this Term (Nov 2019 to Oct 2020)	<ul style="list-style-type: none"> ➤ Although OCIB has been supportive to dispatch their Focal Point to BEZA OSSC, they have agreed to dispatch upon request basis—instead of daily station basis—since the number of applications is not as many as expected. ➤ Assignment of Focal Point ➤ OCIB is currently considering introducing of online application system and has started to discuss with BEZA for future online collaboration. ➤ OCIB Looking for land in Mirsharai EZ for opening a new office in Mirsharai Economic Zone.
Issues/Actions	<ul style="list-style-type: none"> ➤ Establish a system to check the specification of boiler, which is scheduled to be imported, at the time when a Unit Investor applies for NOC to BEZA. ➤ Simplify the procedures by checking the specification of boiler at the time of import so that the number of inspections during installation can be reduced and unnecessary inspection criteria be omitted.

⑧ Generator Installation

Authority	Bangladesh Energy Regulatory Commission (BERC)
Focal Point	TBD
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	<ul style="list-style-type: none"> Permission of Generation Import License for Electricity Generation of Captive Power Plant License Waiver Certificate
Status at the Beginning of the Project	As of July 2017, BEZA expected that licenses/approvals related to Generator Installation could be issued by themselves.
Progress in this Term (Nov 2019 to Oct 2020)	<ul style="list-style-type: none"> ➤ The SOP had been drafted based on the assumption that BEZA would be able to issue related licenses/approvals by themselves. However, by BERC's comments at the 3rd PIC meeting in October 2018, it was found out that License for Electricity Generation of Captive Power Plant must be obtained in case of installing a generator of 1 megawatt or more and that License Waiver Certificate be obtained in case of a generator of less than 1 megawatt. ➤ The SOP has been drafted, above things being considered, and it is being finalized.
Issues/Actions	<ul style="list-style-type: none"> ➤ Role sharing between BEZA and BERC needs to be clarified in terms of Import Permit, Inspection, and Issuance of Certificate, etc. ➤ Subsequently, whether the necessity of dispatching personnel from BERC will be considered. ➤ Power Division sent a letter to BEZA stating that before the establishment of captive power in any economic zone the opinion has to be taken from power division. this decision has been adopted meeting of national load dispatch Centre related meeting ➤ Currently, power divisions discourage the establishment of the captive power plant to unit investors due to a surplus of electricity generation with respect to demand. The division wants to ensure the uninterrupted electrical connection through the electricity distribution company but based on the necessity of backup power, the power division is issued a positive comment for the establishment of electricity connection.

⑨ Factory License

Authority	Department of Inspection for Factories and Establishments (DIFE)
Focal Point	1 Deputy Inspector General (Safety) 1 Deputy Inspector General (General)
Number of BEZA OSSC Staff	Candidates are selected
Licenses/Approvals	<ul style="list-style-type: none"> Approval of Factory Layout Plan Factory License Renewal of Factory License
Status at the Beginning of the Project	As of July 2017, BEZA did not comprehend the procedures related to Factory License. Therefore, Unit Investors individually applied to DIFE

Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➤ Due to adoption [Adaptation of EPZ Labor Act-2019 (Act no. 02 of 2019)] by BEZA, under the Labor Law 2006, DIFE cannot provide services to the unit investors inside EZ even though stated in OSS Rules-2018. BEZA is working in this regards how to issue the services to the investors from BEZA instead of DIFE. ➤ The Director General of DIFE is supportive for BEZA OSSC, and Focal Point are positioned on-call basis (due to few applications). ➤ 1 personnel has been dispatched to collaborate with the members of Building Construction and Fire Safety and carry out the appraisal and approval process of Factory Layout Plan upon the appraisal process of Building Construction. He is also positioned at BEZA OSSC and servicing whenever is required. ➤ The discussions for online collaboration with DIFE are in progress.
Issues/Actions	<ul style="list-style-type: none"> ➤ Revise/amend the SOP based on the actual operations accordingly due to adaptation of new act ➤ JPT will encourage BEZA to take support in the time of conducting inspection of the factory prior issuing certificate by BEZA. ➤ A member assigned from DIFE to the Building Permit Committee can play role in the process of approval of Factory Layout Plan while approving Building Permit by the Committed

⑩ Bond License

Authority	Customs Bond Commissionerate, National Board of Revenue (CBC (NBR))
Focal Point	1 First Secretary (Customs, Export, and Bond)
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	<ul style="list-style-type: none"> Bond License Renewal of Bond License
Status at the Beginning of the Project	BEZA did not fully understand the necessary conditions to apply for a Bond License (as of July 2017).
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➤ The final draft of SOP for Bond License was submitted to CBC and officially approved. ➤ Focal Point was assigned. With the support of PMO and BEZA, the dispatch of a customs official to OSSC has been requested. ➤ As of December 2021, total 7 Unit Investors (3 Bangladeshi, 2 Australian, 1 Chinese, and 1 Hong Kong) have obtained a bond license.
Issues/Actions	<ul style="list-style-type: none"> ➤ The services under CBC are going to be automated within 2023. BEZA-OSS should start official discussion for the online integration between BEZA-OSS and CBC. ➤ JICA Project Team will continue to discuss the contents of SOP and appointment/dispatchment of officers to OSSC. ➤ Bond License is supposed to be granted to the export-oriented companies; however, there is a case that domestic-oriented investors have also obtained a Bond License. It should be verified whether it is appropriate or not. ➤ As for the inspection item and inspection method for Bond License, it is necessary to check and monitor the actual operation. JICA Project Team will then propose or modify them if it can be improved. ➤ It is necessary to get a consensus between BEZA and NBR on the necessary procedures and the interpretation of laws.

⑪ Customs Clearance

Authority	Customs Wing, National Board of Revenue (NBR)
Focal Point	1 First Secretary (Customs Exemption and Project Facilities)
Number of BEZA OSSC Staff	1 Officer (concurrently taken on other services)
Licenses/Approvals	<ul style="list-style-type: none"> Import/Export from/to Overseas (Import of Raw-materials/Machinery, Export of finished products, Import/Export of Sample, Ship-back, etc.) Import from Domestic Tariff Area (DTA)

	Export to Domestic Tariff Area (DTA)
	Inter-Bond Transfer
	Intra-Bond Transfer
	Offer/take Sub-Contracting (including international and domestic trading)
	Advances Ruling System for the classification of goods
Status at the Beginning of the Project	There are no Unit Investors who have obtained a Bond License. Since a Customs office has not been set up in each EZ, currently, Customs clearance such as documentary check and physical inspection are conducted at the arriving ports such as Chittagong Port or Dhaka Airport due mainly to the lack of Customs control system in each EZ. Legal system related Customs clearance is also still at the initial stage.
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➢ The Customs SOP was revised in response to the comments that NBR made, submitted it to NBR, and finally approved. Currently the procedures are operated according to the SOP. ➢ Regarding the dispatch of staff to OSSC, BEZA already required NBR to send a staff by letter.
Issues/Actions	<ul style="list-style-type: none"> ➢ BEZA Chairman has said that BEZA is considering establishing a Customs branch office in G to G EZs so that the custom clearance can be made in respective EZ. ➢ JPT has drafted customs procedures to be applied as a pilot in BSEZ Limited. Internal discussion is in progress among JPT, BEZA and the Developer of BSEZ Ltd. Later on it will be submitted to NBR for official consent. ➢ To take necessary steps to integrate BEZA-OSS Portal with Asycuda system ➢ To send letter immediately dispatching an official as the number of investors are increasing for the consultation about customs related issues

12 Certificate of Origin

Authority	Export Promotion Bureau (EPB)
Focal Point	1 Director General 1 Deputy Director
Number of BEZA OSSC Staff	1 Officer (concurrently taken on other services)
Licenses/Approvals	Registration with Export Promotion Bureau (Textile Unit) Registration with Export Promotion Bureau (Non -Textile Unit) Issuance of GSP (EU) Certificate of Origin for Textile Goods Issuance of GSP (EU) Certificate of Origin for Non-Textile Goods Issuance of GSP (Non-EU) Certificate of Origin
Status at the Beginning of the Project	Most of the Certificate of Origin issued was destined for EU, applications were made on paper basis, and registration to EPB was required in advance.
Progress in this Term (Nov 2020 to Dec 2021)	<ul style="list-style-type: none"> ➢ Online services are not introduced yet. ➢ SOP has been finalized. ➢ EPB is supportive for BEZA OSSC and ready to provide services to the investors of BEZA OSSC.
Issues/Actions	<ul style="list-style-type: none"> ➢ Discuss and motivate EPB to join with regional BEZA OSSC. <p>For smooth actual operation and management, BEZA, EBP and JICA Project Team will have further discussions about how to cooperate with EPB in terms of receiving application documents at BEZA OSSC, internal assessment, and approval process.</p>

13 Foreign Loan and Remittance

Authority	Bangladesh Bank (BB)
Focal Point	1 General Manager, Foreign Exchange Investment Department 1 Joint Director, Foreign Exchange Investment Department
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	Foreign Loan Approval Process

	Approvals related to Offshore Banking Operation
	Repatriation of Profit and Dividend
	Approval for Repatriation of Sale Proceeds of Shares
	Approval for Repatriation of Remaining Sum
	Approval for Repatriation of Consultancy Fee
Status at the Beginning of the Project	BEZA understood the necessity of recommendation letter for licenses / approvals under jurisdiction of Bangladesh Bank (BB); however, BEZA was not clear about the contents of such recommendation letter due to lack of experience (as of July 2017).
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➢ The final draft SOP has been sent to Bangladesh Bank, and BB has given final approval for the submitted SOP. ➢ Assignment of Focal Point. The role sharing to be discussed from now on. ➢ BEZA issues 9 recommendation letters on Foreign Loan Approval and Outward Remittance.
Issues/Actions	<ul style="list-style-type: none"> ➢ Discussion on sending an advisor to BEZA OSSC. ➢ In BIDA's OSS Portal there is an option a foreign investor may open an account in sitting abroad and they can transfer the fund in that account without any permission anybody from Bangladesh. For introducing such option, JPT/BEZA can start discussion with BB.

14 License for Explosives

Authority	Department of Explosives (DoEx), Ministry of Power, Energy and Mineral Resources
Focal Point	1 Inspector 1 Asst. Inspector
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	Storage License for Explosives Import License for Explosive Items and Gas Cylinder Import License for Petroleum Products, Pressure Vessel, and LPG Transportation License for Pressure Vessel and LPG License for LPG Bottling Plant
Status at the Beginning of the Project	As of July 2017, BEZA did not have any records and comprehend the procedures of licenses/approvals related to License for Explosives.
Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none"> ➢ Agreed to draft the SOP related to License for Explosives based on the discussion with DoEx and received their final approval. The operation according to SOP has been started. ➢ Assignment of Focal Point. They are positive about dispatching their Focal Point to BEZA OSSC. No investor has applied to BEZA-OSS yet.
Issues/Actions	<ul style="list-style-type: none"> ➢ Revise/improve the SOP based on the actual operation accordingly. ➢ Import related 5 services on petroleum and flammable items are currently providing through online. That's why BEZA/JPT can start necessary steps to start online integration between DoEx and BEZA-OSS

15 Investment Incentives

Authority	Tax Wing and VAT Wing of National Board of Revenue (NBR)
Focal Point	TBD
Number of BEZA OSSC Staff	TBD
Licenses/Approvals	Reduction and exemption from corporate tax Reduction and exemption from income tax for skilled foreign workers Exemption from VAT on Utility (excl. petro products) Exemption from duty and VAT on imported vehicles LPG Bottling Plant License
Status at the Beginning of the Project	Applications for exemption from duties and taxes were made by Unit Investors and sent to NBR directly. BEZA did not fully understand the actual procedures on the same.

Progress in this Term (Nov 2020 to December 2021)	<ul style="list-style-type: none">➤ Reviewed and summarized the laws and regulations related to each investment incentive.➤ Investors visit BEZA-OSS for knowing incentives matter frequently
Issues/Actions	<ul style="list-style-type: none">➤ Review the actual operations, in cooperation with BEZA, and discuss how to provide information on the procedures.

10. Regional OSSC Formulation Plan (Draft)

April 15, 2022

1. Operation Status of BEZA OSSC

BEZA OSSC was officially launched on October 21, 2019, after provisional operation in June 2019, in accordance with the OSS Act 2018 and OSS (BEZA) Rules 2018, enacted in February and October 2018, respectively. BEZA OSSC offers 107 license/approval services as of April 2022, of which 48 services are available online. As for the organizational and personnel structure, BEZA OSSC was formed under the leadership of the BEZA Executive Chairman, with a lead by the Executive Members of Investment Promotion. Currently 32 members have been appointed to BEZA OSSC.

In addition, a total of 49 Focal Points have been appointed from 29 relevant ministries and agencies. Apart from this, some Focal Points are planned to be placed in BEZA OSSC from 10 ministries (the Office of the Registrar of Joint Stock Companies and Firms (hereinafter “RJSC”), the Department of Immigration and Passports (hereinafter “DIP”), the Fire Service and Civil Defense (hereinafter “FSCD”), the Office of the Chief Electric Inspector (hereinafter “OCEI”), the Department of Environment in the Ministry of Environment & Forestry (hereinafter “DoE”), the Office of the Chief Inspector of Boilers (hereinafter “OCIB”), the Department of Inspection of Factories & Establishment (hereinafter “DIFE”), the Customs Bond Commissionerate (hereinafter “CBC”), Bangladesh Customs, and Bangladesh Bank (hereinafter “BB”). As of April 2022, one official from DoE (environment-related permits), two officials from FSCD (fire safety-related permits), and one official from DIFE (factory operation-related permits) have been assigned to OSSC.

BEZA OSSC’s various licensing procedures are conducted in accordance with the Standard Operating Procedures (SOP), and almost all licenses and approvals are processed within the timeframe specified in the OSS (BEZA) Rules, with the exception of some applications in the construction, firefighting, and environmental fields though. In addition, the advantages of OSSC have made realized a joint inspection system for building permits conducted by building, fire, environmental, and factory management staffs; as a result, the PMO and BEZA upper management’s goal of expediting the process to “start construction within 100 days after obtaining investment approval” has been achieved in several cases, leading to winning high praise from EZ unit investors.

2. Background and Purpose of Establishment of Regional OSSC

As mentioned above, BEZA OSSC has contributed greatly to improving the business environment in Bangladesh by providing accurate information to EZ developers and unit investors in terms of various licenses and approvals under the cooperation between BEZA and related ministries and agencies, and by establishing a system to ensure that the licenses and approvals are granted within the timeframe stipulated by the law. However, considering the government’s course of policy to establish 100 EZs in Bangladesh, and the recent increase in interest and inquiries from foreign investors regarding investment in Bangladesh, it is necessary to further simplify and expedite the various licensing and approval procedures.

In order to further improve administrative services, BEZA has planned to open OSSC in major regional EZs (hereinafter “Regional OSSC”) in addition to BEZA OSSC (hereinafter “Central OSSC”) and to proceed with specific preparations in the future. This is expected to not only reduce the traveling cost of EZ unit investors but also to strengthen the monitoring functions as well as on-site verification

and inspection at each EZ, which are yet to be realized now. Furthermore, by establishing an information sharing system between Central OSSC and Regional OSSC, better administrative services will be provided to EZ-concerned companies.

In view of this situation, the purpose of establishment of Regional OSSC is described as follows:

Purpose of Establishment of Regional OSSC

By establishing Regional OSSC in major EZs, the burden on EZ-concerned companies, which are located in regional area, will be reduced, and the monitoring operations will be assured. In addition, by establishing a system of information sharing between Central OSSC and Regional OSSC, the licensing and approval procedural system will be strengthened, which will contribute to improving the investment environment in the EZ.

3. Establishment Policy of Regional OSSCs and Selection of Target EZs

In order to establish an OSSC in a rural area, BEZA needs to secure personnel, facilities, equipment, and budget. Given BEZA’s current staffing, capacity, and budget, it is not feasible to establish a regional OSSC in each EZ. Therefore, when considering where to establish a Regional OSSC, it is necessary to define and follow criteria based on location, size, and developer’s capacity. Currently, BEZA has specified BSEZ, BSMSN, Jamalpur, and Shreehatta as priority EZs, and as of April 2022, JICA Project plans to first establish Regional OSSC in BSEZ and BSMSN for the reasons shown in the table below.

Table 1: EZ Selection Reasons for Regional OSSC

Items	BSEZ	BSMSN
Condition	Site 200 ha: stand-alone EZ Development work to be completed in mid-2023, office and administration building to be completed at the end of 2023. OSSC space has already been secured for a temporary office.	Site 13,700 ha: Consists of multiple EZs Some EZs have started construction, but there are some discrepancies between MP and each EZ. A 5-story administration building is expected to be completed in mid-2022.
Donor support, etc.	Support through the yen loan program.	The World Bank supports MP preparation, and there is support from the World Bank, India, and others for each EZ development.
Capacity of developer	A special purpose company (SPC) was established by a Japanese trading company with extensive experience in EZ development, BEZA, and the governments of Japan and the Bahamas.	The World Bank and the Indian government are cooperating with BEZA to implement development projects. In addition, a Japanese trading company is currently implementing FS with the support of JICA to become a development project operator.
Business Expansion Status	•The number of inquiries from companies about permits and possible business models is increasing rapidly. •The developer understands the concept of OSS well.	•Some companies have started construction and operation while EZ development is underway, but some companies are proceeding without obtaining permits and licenses, so monitoring and guidance by BEZA headquarters are necessary.

Source: JICA Project Team

4. Perspectives when considering the functions of the regional OSSC

In establishing Regional OSSC, JICA Project Team, in consultation with BEZA, has decided to study the functions and implementation structure of Central OSSC and Regional OSSC from the following five perspectives.

Table 2: Five perspectives necessary to study the functions of Central & Regional OSSC

<p>Perspective 1: Features of Licensing Services</p> <p>The contents of licensing services can be classified into three categories: 1) registration-based, 2) written review, and 3) technical review of documents and drawings prepared by the applicant company, with on-site verification (inspection). 3) requires a face-to-face approach.</p>
<p>Perspective 2: Understanding the work that can only be done in regional OSSCs</p> <p>Licensing services such as factory construction monitoring and Environmental Impact Assessment (EIA) for EZ occupied companies, on-site inspections to check the installation of equipment and obtain factory licenses prior to factory operation, and import/export control of materials and products (customs clearance services) should be considered as functions of the regional OSSCs, as they can only be performed or are more appropriately performed in the local area.</p>
<p>Perspective 3: Selection of local officials and establishment of a cooperative system</p> <p>Regarding the staffing of regional OSSCs, there are two categories: 1) dispatch of BEZA staff and 2) dispatch of staff from relevant ministries and agencies. For 2), if the ministry has established a regional office in the vicinity, cooperation and collaboration should be considered.</p> <p>In addition, since developers generally establish separate operation and management rules and assign a person in charge of such rules and regulations, consider cooperation and collaboration with them.</p>
<p>Perspective 4: Information sharing system unaffected by the COVID-19 disaster</p> <p>As part of its efforts to combat infectious diseases such as the COVID-19 disaster, BEZA is promoting hybrid functionality (providing both online and face to face services) for operations handled by OSSCs. In particular, while licenses and approvals that can be made online will be handled by the central OSSCs as much as possible, the central OSSCs and regional OSSCs will cooperate to see if there are any operations that can be made online (e.g., remote inspections).</p>
<p>Perspective 5: Consideration of requirements for establishing a regional OSSCs</p> <p>In order for a regional OSSCs to effectively fulfill its functions, the requirements for its establishment must be established in advance. For example, these may include location (balance of land and EZ layout, number of occupied companies, etc.), budget (staffing, procurement of facilities, equipment, and supplies), cooperation (donor support, developer capacity, etc.), and the possibility of preparing and implementing plans for capacity building.</p>

Source: JICA Project Team

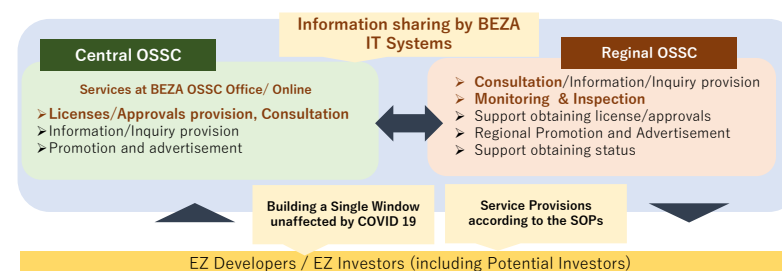
5. Basic Concept of BEZA Central & Regional OSSC

Figure 1 shows the basic concept (draft) of Central and Regional OSSC which are under consideration by BEZA as of April 2022.

Central OSSC will continue to provide various license/approval services in accordance with the SOPs in the same way as before, during which JICA Project Team will further simplify and expedite the licensing process, given any room. Central OSSC will also provide information and consultation service on the details of the license/approvals, and deal with public relations and investment promotion in cooperation with the relevant departments in BEZA. BEZA OSSC Information System, that JICA Project Team developed during the Project, will help establish a mechanism where unit investors are able to check and see the status of licenses/approvals obtained.

The main functions of Regional OSSC are show below:

<p>Consultation and provision of information on licenses/approvals</p>	<p>➤ Regional OSSC will provide explanations and advice on the outline of licenses/approvals, obtaining procedures, and application forms, etc. Central OSSC will support if appropriate.</p>
<p>Monitoring works and site inspections</p>	<p>➤ Regional OSSC will monitor, and report to Central OSSC, construction works and environmental conditions, and based on which regional OSSC will perform final inspections of building in terms of construction and fire safety as well as inspections of electricity connection and bonded cargoes for an approval.</p>
<p>Provision of customs clearance services in EZ</p>	<p>➤ In cooperation with BEZA, Bangladesh Customs, and developers, Regional OSSC will provide a mechanism, including, but not limited to, equipment and personnel, which enables customs clearance for imports and exports in EZ.</p>
<p>Follow-ups on the application verification</p>	<p>➤ Upon request from unit investors, Regional OSSC will inquire of Central OSSC the status of licenses/approvals application. Inspection schedule will be coordinated.</p>



Source: JICA Project Team

Figure 1: Functions of BEZA Central & Regional OSSC (draft)

The following table summarizes license/approvals that are serviced by Central OSSC and Regional OSSC respectively as of April 2022 (See Appendix 1).


<p>Licenses/Approvals serviced by Central OSSC</p>	<p>[Online] Investment Clearance, Company Registration, Tax related Registration, Factory License, Trade License, Work Permit, Remittance, VISA Extension, Commercial Operation Certificate, BEZA Recommendation Letter. [Face to Face] Land Use Plan, Approval for Building Design, Approval for Fire Safety Plan, Environmental Clearance, Electricity Connection, Boiler, Generator, Bond License and Factory License, Approval for Building and Fire Safety Use Plan.</p>
<p>Licenses/Approvals serviced by Regional OSSC</p>	<p>Monitoring works during construction, environment monitoring during construction and after commercial operation, intermediate & final inspection for building construction, EIA, customs clearance, other consultation works. *Work Permit to be considered in the future. Inspections will be carried out by the officials from Central OSSC, and by Regional OSSC after proper capacity building being conducted.</p>

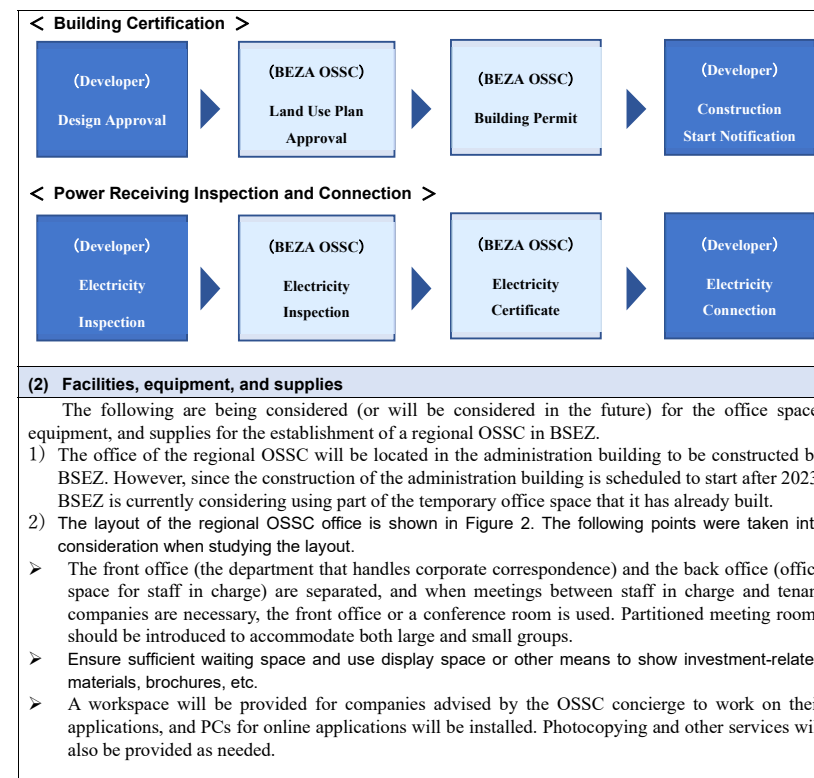
6. Draft plan to establish a regional OSSCs using BSEZ as a model case

Based on the basic concept (draft) and the five perspectives described above, JICA Project Team will first develop a plan (draft) for establishing a regional OSSC, using BSEZ as a model EZ, and support in establishing and operating the regional OSSC. At the same time, an information system that effectively links Central and Regional OSSC will be formulated upon discussion. Furthermore, based on the findings and lessons learned from the Model EZ, guidelines necessary for the establishment and operation of Regional OSSC will be summarized.

BEZA including BSEZ officials and JICA Project Team have already started discussions over Regional OSSC. The progress of the discussions and issues to be discussed are summarized in the table below.

Table 3: Status of Study on Plan for Establishment of Regional OSSC in BSEZ (as of April 2022)

(1) Licensing services and securing personnel to be handled
<p>Provide the licensing and administrative services listed in the basic concept (draft) above.</p> <ol style="list-style-type: none"> 1) Provide general information on various types of permits and licenses, including an overview and procedures for obtaining them. Assign staff (OSSC concierges) to provide consultation services (in addition to BEZA staff, BSEZ staff will be trained). Also, follow up on the status of review of applied permits and licenses as appropriate. 2) Staff in charge of plant construction work and environmental monitoring (civil, fire, and building engineers and environmental specialists) will be assigned. 3) Various inspections will first be carried out by staff dispatched from central OSSC (including JICA project team), with regional OSSC staff also in charge of these inspections to gradually promote technology transfer and eventually transfer the work to regional OSSC staff. 4) For customs clearance operations in the EZ, JICA Project Team will consult with BEZA and the Customs and Tariff Bureau to provide detailed procedures and secure the necessary personnel, facilities, and equipment (details will be provided in a separate planning document). 5) Plan and implement activities to inform companies occupying the central and regional OSSCs, and provide support for investment promotion activities conducted by the BSEZ in cooperation with the central OSSC (including cooperation with BEZA investment promotion activities and preparation of investment-related materials). <p>In addition, developers that meet international standards sign contracts for business use of land based on EZ land leases to occupying companies, which generally include separate internal management rules for land use and factory operation management. For this reason, the permitting services provided by BEZA OSSC need to be considered and provided while assuming that they will also be linked to the internal management procedures by the developer concerned. For example, the following procedures should be considered.</p>
<p><Investment Approval ></p>  <pre> graph LR A["(Developer) Land Reservation Agreement"] --> B["(BEZA OSSC) Investment Approval"] B --> C["(BEZA OSSC) Investment Approval"] C --> D["(Developer) Land Lease Agreement"] </pre>



- If the budget allows, consider installing a ticket counter machine, display for showing videos, etc.

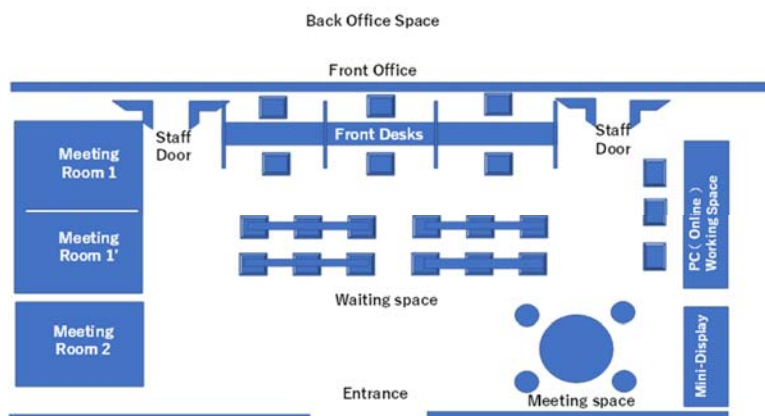


Figure 2: Layout of the regional OSSC office in the BSEZ (draft)

Considering the above, the facilities, equipment, and supplies needed for the regional office are as follows. The necessary budget burden should be discussed among BEZA and BSEZ in the future.

- Renovation of front and back-office spaces, meeting rooms, etc.
- Furniture, fixtures, etc. needed for front office and waiting areas, Conference room
- PCs for online applications or ticket counter machines and displays, etc. as needed

(3) Securing personnel for regional OSSCs (including Capacity Building Measures)

One regional OSSC manager, two OSSC concierges (consultation, investment promotion, and follow-up services), and four engineers (civil engineering, construction, firefighting/electricity receiving, and environmental). Other cooperation with regional offices of relevant ministries and agencies, and with officials and engineers of developers may be effective depending on permits. Budget will be discussed in the future. Capacity building support from the JICA project team and HQ OSSC will be provided as needed.

(4) Future Schedule

A rough future timeline for the future establishment of regional OSSC in the BSEZ is as follows

- 1) Consultation services support for companies interested in moving into the BSEZ. First, one or two BEZA OSSC or JICA Project Team members will stay at the temporary office space in the BSEZ once or twice a week to provide consultation services. The frequency will be gradually increased according to demand (June-December 2022).
- 2) Examine the details of the implementation structure of the BSEZ's regional OSSC and foster consensus among BEZA, BSEZ, and relevant ministries and agencies on the necessary personnel, facilities and equipment, budget sharing, and cooperative arrangements. In addition, necessary capacity building will be initiated (June 2022 - March 2023).
- 3) Procure the necessary equipment for the BSEZ's regional OSSC office (temporary office space) (January-June 2023).
- 4) Begin operating the regional OSSC at full scale upon completion of the administration building (June 2023-March 2024).

Appendix to follow, reminder of the page intentionally left blank.

Appendix I: Rolls Definition of License/Approvals Servicing (Draft)

No.	Title of Licenses / Approvals	Authorized Departments	Servicing OSSC	Remarks
I. Licenses / Approvals by BEZA				
1	Investment Clearance			
1	Investment Registration	BEZA	HQ	
2	Investment Clearance			
2	Trade License	BEZA	HQ(Online)	
3	Work Permit			
1	Issuance of Work Permit	BEZA	HQ(Online)	
2	Extension of Work Permit (except Security Clearance)			
4	Building Construction			
1	Approval for Land Use Plan	BEZA	HQ	
2	Clearance for Building Construction (Approval for Building Design)			
3	Final Inspection and Issuance of Occupancy Certificate	BEZA	HQ/Region	
4	Approval for Design Change	BEZA	HQ(Online)	
5	Approval for Partial Use of Building	BEZA	HQ/Region	
5	Foreign Loan and Repatriation of Remittance			
1	Approval for Repatriation of Technical Know-how and Assistance Fee (in case of exceeding 6% of the cost of imported machinery)	BEZA	HQ(Online)	
2	Approval for Repatriation of Royalty (in case of exceeding 6% annual sales on income Tax return on previous year)			
6	Import / Export and Customs Clearance			
1	Import Permit	BEZA	HQ(Online)	
2	Export Permit			
3	Sample Permit (Import)			
4	Sample Permit (Export)			
5	Local Purchase Permit			
6	Local Sales Permit			
7	Approval of Sub-contracts			
7	Commercial Operation			
1	Certificate for Commencement of Commercial Operation	BEZA	HQ/Region	
II. Supporting Documents (Recommendation / NOC) by BEZA				

1	Resident and Non-resident Visa			
1	Visa Recommendation	BEZA	HQ(Online)	DIP
2	Tax Incentives			
1	Recommendation for Incentives	BEZA	HQ(Online)	NBR
3	Foreign Loan and Repatriation of Remittance			
1	No Objection Certificate for Foreign Loan	BEZA	HQ(Online)	Bangladesh Bank
2	No Objection Certificate for Bank Loan			
3	No Objection Certificate for Off-shore Banking			
4	Recommendation for Repatriation of Profit and Dividend			
5	Recommendation for Repatriation of Sale Proceeds of shares held by a nonresident to a resident in a company not listed in stock exchange			
6	Recommendation for Repatriation of Remaining sum on a proportionate basis, in the event of winding up of a company			
7	Recommendation for Repatriation of Consultancy Fee which is outside the ambit of general privilege/preference			
H4	Electrical Sub-Station			
1	No Objection Certificate for Installation of Electrical Sub-station	BEZA	HQ/Region	OCEI
5	Other Physical Infrastructures (Utilities)			
1	No Objection Certificate for Establishment of Power Plant	BEZA	HQ/Region	DOE
2	No Objection Certificate for Construction of Water Treatment Plant			
3	No Objection Certificate for Construction of Central ETP			
4	No Objection Certificate for Construction of Sewage Treatment Plant			
III. Information Provision Services by BEZA (for Licenses issued by other ministries / departments)				
1	Land Registration			
1	Registration of Land Purchase Deed / Lease Agreement	Sub-register office, Department of Registration	N/A	To be discussed
2	Providing Certified Copy of Land Deeds			
3	Land Mutation			
2	Resident and Non-resident Visa			
1	Submission of Report by Special Branch (SB) for Visa	SB	HQ	Internal Process
2	Submission of Report by SB for Security Clearance			
3	Submission of Report by NSI for Security Clearance	NSI	HQ	Internal Process
4	Issuance of Security Clearance for VISA (upon receipt of the report)	SD-MOHA	HQ	Internal Process
3	Work Permit			

1	Security Clearance for Work Permit submission	SD-MOHA	HQ	Internal Process
2	Security Clearance for Work Permit extension			
4	Utility Connection			
1	Gas Connection at Factories	Gas Distribution Companies	HQ	Information Provision
2	Telephone/Telecom Connection at Factories	BTCL	HQ	Information Provision
3	Internet Connection at Factories			
5	International Trade			
1	Certificate of Country of Origin (General)	Chambers of Commerce	HQ	Information Provision
2	Utilization Declaration (UD)	BGMEA/BKM EA	HQ	Information Provision
3	Utilization Permission (UP)	NBR	HQ	Information Provision
6	Mark License / Patent / Design / Trademark			
1	Issuance of Mark License (including Inspection)	BSTI	HQ	Information Provision
2	Registration of Patent / Design	DPDT	HQ	Information Provision
3	Registration of Trademarks			
IV. Licenses / Approvals by Other Ministries / Departments				
1	Company Registration			
1	Name Clearance	RJSC	HQ(Online)	
2	Certificate of Incorporation			
3	Share Transfer/Change			
4	Change of Shareholders			
5	Change of Directors			
6	Increase Authorized Capital			
2	Tax related Registration			
1	TIN Registration Certificate	NBR	HQ(Online)	
2	VAT Registration Certificate			
3	Resident and Non-resident Visa			
1	Issuance of Business Visa	Bangladesh Embassies abroad	HQ	Information Provision
2	Issuance of Initial E Visa			
3	Issuance of Initial E1 Visa			
4	Issuance of Initial PI Visa			
5	Issuance of Initial A3 Visa			
6	Extension of E Visa	DIP	HQ	To be discussed
7	Extension of E1 Visa			

	8	Extension of PI Visa			
	9	Extension of A3 Visa			
	10	Extension of Visa including Change of Category (Subject to obtaining Recommendation from BEZA /Security Clearance /Report from SB)	SD-MOHA	HQ	Internal Process
4 Environmental Clearance Green category factory					
	1	Issuance of Environment Clearance Certificate	DOE	HQ/Region	
	2	Renewal of Environment Clearance Certificate			
Orange-A category factory					
	3	Issuance of Environment Clearance Certificate	DOE	HQ/Region	
	4	Renewal of Environment Clearance Certificate			
Orange-B category factory					
	5	Issuance of Environment Clearance Certificate	DOE	HQ/Region	
	6	Renewal of Environment Clearance Certificate			
Red category factory					
	7	TOR Approval for EIA (Incl. site visit)	DOE	HQ/Region	
	8	EIA Approval			
	9	Issuance of Environment Clearance Certificate			
	10	Renewal of Environment Clearance Certificate			
5 Services and Clearance relating to Fire Extinction					
	1	Approval of Fire Fighting Floor Plan	FSCD	HQ/Region	
	2	Approval of Fire License (Incl. Final Inspection)			
	3	Renewal of Fire License			
6 Electricity Connection					
	1	Electricity Plan Approval (No Objection Certificate)	OCEI	HQ/Region	
	2	Approval of Electricity Connection and Issuance of Certificate			
	3	Renewal of Electrical Safety Certificate			
7 Boiler Installation					
	1	No Objection Certificate for Importation of Boiler	OCIB	HQ/Region	
	2	Registration of Boiler and Issuance of Certificate (Incl. Inspection)			
	3	Renewal of Boiler Certificate (Incl. Inspection)			
	4	Change of Ownership of Boiler (Name / Address)			
8 Generator Installation					

	1	Certificate for Generator Use (Incl. Inspection)	BERC/BEZA	HQ/Region	
	2	Renewal Certificate for Generator Use (Incl. Inspection)			
9 Factory License					
	1	Approval of Factory Lay-out Design	DIFE	HQ/Region	
	2	Issuance of Factory License			
	3	Renewal and Amendment of License for Factory and Establishments			
10 Bond					
	1	Issuance of Bond License (Incl. Inspection)	CBC-NBR	HQ/Region	
11 License for Explosives					
	1	Issuance of Explosives License	DoEx	HQ/Region	
	2	Renewal of Explosives License			
12 Foreign Loan and Repatriation of Remittance					
	1	Approval of Foreign Loan	BB	HQ(Online)	
	2	License for Off-shore Banking			
	3	Repatriation of Profit and Dividend			
	4	Approval for Repatriation of Sale Proceeds of Shares held by a non-resident to a resident in a company not listed on stock exchange			
	5	Approval for Repatriation of Remaining Sum on a proportionate basis, in the event of winding up of a company			
	6	Approval for Repatriation of Consultancy Fee which is outside the ambit of general privilege / preference			
13 Customs Clearance					
	1	Customs related Clearance for IP, EP, SP	NBR	HQ/Region	
	2	Customs related Clearance for SPP, LSP, Sub-Contract			
14 Certificate of Origin					
	1	Certificate of Country of Origin (GSP)	EPB	HQ(Online)	To be discussed

11. FAQ (Draft)

**Frequently Asked Questions (FAQs)
for BEZA OSSC
(Draft as of December 2020)**

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**Project for Promoting Investment and Enhancing Industrial
Competitiveness in the People's Republic of Bangladesh**

Component 2: Strengthening Economic Zone Operation

Component 2: Strengthening Economic Zone Operation
Frequently Asked Questions (FAQs)

1. FAQs on BEZA and Basic Information

Questions	Answers	Reference
1. What is Economic Zone?	“Economic Zones” means any economic zone declared by the Government under section 5 of the Act with a view to establishing any industry including small and cottage industry, commercial and tourism establishment, except those identified as the reserved industrial areas in the existing industrial policy of the Government	Bangladesh Economic Zones (Appointment of Developers etc.) Rules-2014 S.R.O No.294-Law/2015
2. Why Economic Zones are established in Bangladesh?	Economic Zones is established with a view to encouraging rapid economic development in potential areas including backward and underdeveloped regions of the country through increase and diversification of industry, employment, production and export and to implement the social and economic commitments of the state.	Bangladesh Economic Zones Act 2010, Section 4
3. What are the benefits of Economic Zones?	Benefits of Economic zones are- <ul style="list-style-type: none"> Δ Development all over the country Δ Most of the EZ unit investors are manufacturers with specific Business scale. Δ Land Registration is confirmed Δ Infrastructure Condition is confirmed Δ Factories in a specific place Δ Improving the living condition of the people in Bangladesh 	
4. What are categories of Economic Zones?	<ul style="list-style-type: none"> Δ Public and Private Partnership by local or foreign individuals, body or organization Δ Private Economic Zones established individually or jointly by local, non-resident Bangladeshis or foreign investors, body, business organizations or groups Δ Government Economic Zones established and owned by the Government Δ Special Economic Zones established privately or by public-private partnership or by the Government initiative, for the establishment of any kind of specialized industry or commercial organization 	Bangladesh Economic Zones Act-2010, Section-4
5. How many divisions are inside any EZ	<ul style="list-style-type: none"> Δ Export Processing Area: Specified for export-oriented industries Δ Domestic Processing Area: Specified for industries to be established to meet the demand of the domestic market Δ Commercial Area: Specified for business organizations, banks, warehouses, offices or other organizations Δ Non-Processing Area: Specified for residents, health, education, amusements etc. 	Bangladesh Economic Zones Act-2010, Section-7
6. When BEZA was established?	BEZA has been emerged by the Bangladesh Economic Zones Act, 2010 and was officially instituted by the government on 9 November 2010.	https://www.beza.gov.bd/about-beza/beza-at-a-glance/
7. What are duties and functions of BEZA?	Duties and functions of BEZA are listed below. <ul style="list-style-type: none"> Δ To identify and select sites for industrial or similar sectors on availability of local resources 	Bangladesh Economic Zones Act, 2010 section 19

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	<ul style="list-style-type: none"> Δ To acquire land for economic zones identified by own initiative or public-private partnership and take possession of the acquired land on behalf of the Government Δ To appoint Economic Zone developer Δ To prepare infrastructure development plans of economic zones Δ To allot or lease or rent of land, building, or site on competitive commercial basis in prescribed matter Δ To ensure infrastructure development of economic zones within specific period Δ To create opportunities for employment Δ To ensure efficient use of land Δ To encourage more efficient management and monitor programmers. Δ To take steps to establish backward linkage industries in economic zones Δ To encourage business organization to relocate polluting and unplanned industries from metropolitan cities. Δ To encourage public-private partnership in the development and operation of economic zones. Δ To take necessary steps to implement social and economic commitments Δ To establish the due rights of workers to ensure their welfare and to establish constructive relations between owners and workers. Δ To take appropriate steps to implement poverty reduction programs. Δ To expedite implementation of industrial policy of the country. Δ To convert the areas declared as economics zones into economic centers 	
8. What is One Stop Service Center?	One Stop service, means the procedures for the central OSS authority or the regional center for providing any services mentioned in the OSS Act 2018	
9. What is the necessity of establishment of BEZA OSS?	In order to take a role as a single window for all EZ unit investors BEZA decides to establish one stop service center.	
10. Why do I need BEZA OSS?	<ul style="list-style-type: none"> Δ Obtaining Clear Information and advice Δ Saving Transport Time Δ tracking the process 	
11. What is One Stop Service Centre (OSSC) provided by BEZA?	BEZA OSSC is the single window service for the EZ unit investors to provide hassle-free services under one roof. It enables domestic as well as international investors to get relevant government services such as submission of regulatory documents and obtaining of necessary permits/approvals through online/ offline. BEZA OSSC also welcomes to support and advise all the investors facing any issues on the business activities in Economic Zones. For more information or inquiries, please contact the followings: One Stop Service Centre (OSSC) Bangladesh Economic Zones Authority Prime Minister’s Office	

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	Address: Monem Business District (Level-11) 111, Bir Uttom C.R. Dutta Road, Dhaka-1205 Phone/Email: +88029632482 Website: https://www.beza.gov.bd/	
12. What are Standard Operating Procedures (SOP)?	SOP (Standard Operating Procedures) are the written instructions that are intended to document how to perform a certain activity.	
13. Why we need the SOPs for EZ Unit Investor?	In order to Observe or adhere to a set of instructions to issue certain license or permission or to perform certain regulatory tasks within stipulated timeline we need SOPs for EZ unit investor.	
14. What are the Objectives of SOPs?	<ul style="list-style-type: none"> Δ To provide correct and detailed information including application forms for each license /approval to EZ Unit Investors. Δ To utilize sop as a guideline for members of BEZA-OSS to provide good inquiry /consultation services. 	
15. What are the Principles of SOP?	<ul style="list-style-type: none"> Δ Transparency Δ Predictability Δ Accountability Δ Non- discrimination between local and foreign capital 	

2. FAQs on Investment Registration:

Questions	Answers	Reference
1. What is Investment Registration?	Investment Registration is the 1 st document at the stage of set-up an investor's company from BEZA-OSSC. The Investment Registration no. stated in the certificate requires for subsequent license/approval	SOP for Investment Registration & Clearance
2. When does Investment Registration required?	After obtaining a letter of Commitment for Allotment of Land which is issued either by BEZA or by any EZ Developer, all the EZ Unit Investors shall receive Investment Registration from BEZA through BEZA-OSSC	SOP for Investment Registration & Clearance
3. What is the Importance of Investment Registration?	After receiving Investment Registration Certificate with the Registration Number and Date, the EZ Unit Investors may start next steps such as Certificate of Incorporation issued by RJSC, Trade License issued by BEZA and Income Tax/VAT Registration Certificates issued by NBR accordingly	SOP for Investment Registration & Clearance
4. Is the service online or offline?	For Investment Registration, EZ Unit investors have to fill-in the online application form which is available in the website of BEZA-OSSC	SOP for Investment Registration & Clearance
5. What are the information required for Investment Registration?	For Investment Registration, EZ Unit investors have to fill-in the below listed fields (mandatory fields) of the online application form (FORM-IC-01): <ul style="list-style-type: none"> • 1. Authorized Applicant's Information • 4 (a). Investment Plan • 7. Area of Land/SFB to be allotted 	SOP for Investment Registration & Clearance

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	<ul style="list-style-type: none"> • 9. Proposed Production Plan • 11. Manpower Requirement 	
6. What are the documents required for Investment Registration?	The following documents are required: <ul style="list-style-type: none"> • Application Form (FORM-IC-01) signed by the Legal Representative of the Applicant Company • Copy of Commitment for Allotment of LAND issued by EZ Developer • Conceptual Master Plan indicating the specific plots allotted to the applicant company • Copies of License/Approval Certificates (if obtained) 	SOP for Investment Registration & Clearance
7. How many days does it take?	7 (seven) working days after officially receiving the application. * "Official receive" means once the application is received with proper documentation ** "Working day" means office day excluding public holiday, weekend etc.	OSS Rules, 2018
8. What is the mode of payment?	The applicant after filling prescribed online form then completes payment through Mobile banking/Account Transfer/Card payment (locally accepted card) including VAT while submitting in online	
9. Does it require payment of fee every time or once?	The fee of the Investment Registration and Clearance should be paid once. If the investors once pay for the Investment Registration, then investors do not need to pay for the Investment Clearance again.	SOP for Investment Registration & Clearance
10. How to get certificate?	Once the certificate is issued, the applicant logs in with his password and download certificate immediately from the web portal of BEZA-OSSC	SOP for Investment Registration & Clearance

3. FAQs on Company Registration

Questions	Answers	Reference
1. Why company registration is required?	An investor planning to start business in Economic Zones (EZs) in Bangladesh needs to operate through a company which has to registered in Bangladesh.	SOP for Company Registration
2. Who is the authority to provide this certificate?	The Certificate of Incorporation or Company Registration Certificate is carried out by the Registrar of Joint Stock Companies and Firms (RJSC) under the provisions of the Companies Act 1994. RJSC deals with the following types of entities: <ul style="list-style-type: none"> ➢ Private companies ➢ Public companies ➢ Foreign companies ➢ Trade organizations ➢ Societies, and ➢ Partnership firms 	RJSC Website
3. How an investor can apply to RJSC for Company Registration?	An investor of EZ in Bangladesh may apply for the company registration to the RJSC through the BEZA OSSC web portal. Due to the online collaboration between BEZA OSSC and RJSC, investors can apply for the company registration directly from the BEZA OSSC web portal.	SOP for Company Registration

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Questions	Answers	Reference
4. What is the role of BEZA OSSC for the online application of company registration?	BEZA OSSC will monitor the application status and check the issuance date of the application. If the certificate does not issue as per the mentioned timeline in the OSS Rules 2018, BEZA OSSC will communicate with the focal point of RJSC to solve the issue.	OSS Rules, 2018
5. What is Name Clearance?	In order to confirm with RJSC whether the proposed company name does not closely match or resemble any other existing name which has been registered, booked or is in the process of being registered, the investor is required to obtain Name Clearance Certificate. The applicant may also check the desired name of the company is available or not before the application.	SOP for Company Registration
6. Why the Name Clearance Certificate is required?	This is a pre-requisite for registration of a new company (other than Foreign Company and Partnership firms) or a society or a trade organization.	RJSC Website
7. What are the required documents for the application of Name Clearance Certificate?	No documents are required, but during the online application process the following information has to be provided: <ul style="list-style-type: none"> ➤ The relevant RJSC Office (need to choose one from the drop down menu from the options of Dhaka, Chittagong, Khulna, Rajshahi). ➤ Type of user to be registered (need to choose one from the drop down menu from the options of Company, Trade Organization or Society). ➤ Proposed name or names of the User (Up to 1 names can be proposed). ➤ Full name of the applicant, his position (in the proposed user, if not a Legal Representative) by clicking the drop-down box, full address of the applicant, name of the organization if the applicant is the Legal Representative. 	SOP for Company Registration
8. What is the payment procedure for the application?	The application fee can be paid through the online payment.	RJSC Website
9. What is company registration?	Applicant of a new entity apply for, and RJSC issues a certificate of incorporation (company registration certificate) for a new entity upon confirmation that the application conforms to the provisions of the applicable act and that requisite fees are paid.	RJSC Website
10. What documents shall I submit with Registration application for the following entity types?	Documents Constituting a Registration Application PRIVATE COMPANY (Companies Act, 1994) <ul style="list-style-type: none"> ➤ Memorandum & Articles of Association, original + 2 copies ➤ Filled in Form I: Declaration on Registration of Company [Section 25]. ➤ Filled in Form VI: Notice of Situation of Registered Office and of Any Change therein [Section 77]. ➤ Filled in Form IX: Consent of Director to act [Section 92]. ➤ Filled in Form X: List of Persons Consenting to be Directors [Section 92] ➤ Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115] 	RJSC Website

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Questions	Answers	Reference
	<ul style="list-style-type: none"> ➤ Evidence of Name Clearance. 	
	PUBLIC COMPANY (Companies Act, 1994) <ul style="list-style-type: none"> ➤ Memorandum & Articles of Association, original + 2 copies ➤ Filled in Form I: Declaration on Registration of Company [Section 25]. ➤ Filled in Form VI: Notice of situation of Registered Office and of any change therein [Section 77]. ➤ Filled in Form IX: Consents of Directors to Act [Section 92]. ➤ Filled in Form X: List of Persons Consenting to be Directors [Section 92]. ➤ Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any Change therein [Section 115]. ➤ Filled in Form XIV: Declaration before Commencing Business in case of Company Filing Statement In lieu of Prospectus [Section 150] ➤ Filled in Form XI (if necessary): Agreement to Take Qualification Shares in Proposed Company [Section 92]. ➤ Evidence of Name Clearance 	
	FOREIGN COMPANY (Companies Act, 1994) <ul style="list-style-type: none"> ➤ Filled in Form XXXVI - Charter or Statutes or Memorandum and Articles of the Company or Other Instrument Constituting or Defining the structure of the Company. ➤ Filled in Form XXXVII – Notice of the Address of the Registered or Principal Office of the Company. ➤ Filled in Form XXXVIII - List of Directors and Managers [Section 379]. ➤ Filled in Form XXXIX – Return of Persons Authorized to Accept Service [Section 379]. ➤ Filled in form XLII: Notice of Situation of the Principal Place of Business in Bangladesh or of any Change therein [Section 379 (I)]. ➤ Encashment Certificate Obtained From any Scheduled Bank. ➤ Permission from Board of Investment of Bangladesh. 	
	TRADE ORGANIZATION (Companies Act, 1994) <ul style="list-style-type: none"> ➤ Memorandum and Articles of Association, original + 2 copies. ➤ Filled in Form I: Declaration on Registration of Company [Section 25]. ➤ Filled in Form VI: Notice of Situation of Registered Office and of any Change therein [Section 77]. ➤ Filled in Form IX: Consent of Director to act [Section 92]. ➤ Filled in Form X: List of Persons Consenting to be Directors [Section 92]. ➤ Filled in Form XII: Particulars of the Directors, Manager and Managing Agents and of any change therein [Section 115]. ➤ Government License (Trade License from the Ministry of Commerce). ➤ Evidence of Name Clearance. 	
	SOCIETY (Societies Registration Act, 1860)	

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Questions	Answers	Reference
	<ul style="list-style-type: none"> ➤ Memorandum of Association ➤ Evidence of Name Clearance. <p>PARTNERSHIP FIRM (Partnership Act, 1932)</p> <ul style="list-style-type: none"> ➤ Filled in FORM- I: Statement Containing the Particulars of the Firm for Registration. ➤ Deed of Agreement on Partnership. 	
11. What are the fees for the applications?	The fees for the applications are available at http://app.roc.gov.bd:7781/ (excluding vat 15%).	SOP for Company Registration
12. What is Returns filing?	Registered entities are to file returns in prescribed forms & schedules, and RJSC upon confirmation approves and archives such records. There are two (2) types of returns- 'Annual Returns' and 'Returns for any Change in the Entity'.	RJSC Website
13. Why applicants need to submit returns?	Annual return of a company is required to update the information about the company. Moreover, return is required for any changes in the entity. The applicant must submit return on regular basis to changes in the entity.	RJSC Website
14. What documents shall I submit for annual returns?	<p>PRIVATE COMPANY</p> <ul style="list-style-type: none"> ➤ Schedule X - Annual summary of share capital and list of shareholders, Directors: to be filed within 21 days of AGM [Section 36]. ➤ Balance Sheet: to be filed within 30 days of AGM ➤ Profit & Loss Account: to be filed within 30 days of AGM ➤ Form 23B – Notice by Auditor: to be filed within 30 days of receiving appointment information from the company [Section 210 (2)] <p>PUBLIC COMPANY</p> <ul style="list-style-type: none"> ➤ Schedule X - Annual summary of share capital and list of shareholders, Directors: to be filed within 21 days of AGM [Section 36]. ➤ Balance Sheet: to be filed within 30 days of AGM. ➤ Profit & Loss Account: to be filed within 30 days of AGM ➤ Form 23B – Notice by Auditor: to be filed within 30 days of receiving appointment information from the company [Section 210 (2)]. ➤ Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92] ➤ Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115]. <p>FOREIGN COMPANY</p> <ul style="list-style-type: none"> ➤ Balance sheet ➤ Profit & loss account or income or expenditure account (if not trading for profit). <p>TRADE ORGANIZATION</p> <ul style="list-style-type: none"> ➤ Filled in Form IX - Consent of Director to act: to be filed within 30 days of appointment [Section 92] 	RJSC Website

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Questions	Answers	Reference
	<ul style="list-style-type: none"> ➤ Filled in Form XII - Particulars of the Directors, Manager and Managing Agents and of any change therein: to be filed within 14 days from the date of appointment or change [Section 115]. ➤ Balance Sheet: to be filed within 30 days of AGM ➤ Income and Expenditure Account <p>SOCIETY</p> <ul style="list-style-type: none"> ➤ Annual list of Managing Body: to be filed within 14 days of AGM or in January if the rules do not provide for an AGM. 	
15. What is Issuance of Certified copies?	Anyone can apply for certified copy of record(s) of an entity. In response to any such application and after getting requisite payment, RJSC issues certified copy of the historical records of an entity. Profit & loss account is however open to only authorized personnel of the respective entity.	RJSC Website
16. What is Winding Up?	A company having resolved to or the court makes an order or Memorandum & Articles of Association provide so for winding up of the company, submits to RJSC documents of winding up procedures and dissolution.	RJSC Website
17. What is struck off?	RJSC strikes off the Register a company's name if it is not in operation anymore.	RJSC Website

4. FAQs on Trade License

Questions	Answers	Reference
1. Why Trade License require?	All business entities which perform their business in Bangladesh are required to obtain Trade license before starting their business	SOP for Trade License
2. Who does issue Trade License?	BEZA issues Trade License in favor of a unit investor situated inside in any economic zone in Bangladesh. Under the newly circulated SRO, BEZA has sole authority to issue Trade License instead of Union Parishad	S.R.O. no-37-Law/2019
3. When should Apply for Trade License?	EZ unit investors may submit the application form of Trade License to BEZA OSSC after the completion of Certificate of Incorporation	SOP for Trade License
4. What are the necessary documents for Trade License?	The required documents are listed below: <ul style="list-style-type: none"> ▪ Copy of Certificate of Incorporation ▪ Attested photographs of the Owner/Managing Director/Director/ authorized representative (3 copies) ▪ Attested copy of National ID card/passport of the Owner/Managing Director/Director/ authorized representative 	SOP for Trade License
5. Is it offline?	No. The service is fully online based. Trade License is issued through online from BEZA-OSSC upon receiving online application from the applicant	SOP for Trade License
6. How to complete payment?	The applicant after filling prescribed online form then completes payment through Mobile banking/Account Transfer/Card payment (locally accepted card) including VAT while submitting in online	SOP for Trade License
7. How much is the service fee?	BDT: 1000+15% VAT	SOP for Trade License
8. How long is the validity?	The validity period of Trade License is one year from the day of issue instead of fiscal year in case of BEZA. On the other hand, the validity of Trade License	SOP for Trade License

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	License issued by Union Parishad is followed by fiscal year i.e. July 01-June 30.	
9. Is it required for renewal of Trade License?	Yes. The Trade License shall be renewed annually according to Local Govt. Act	SOP for Trade License
10. When should be applied for renewal?	The EZ unit investor must apply to BEZA-OSSC for the renewal of Trade License obtained before the expire date stated in Trade License so that the applicant may get it on or before the date expired.	SOP for Trade License

5. FAQs on Tax related Registration

5.1 FAQs on TIN (Taxpayer Identification Number) Registration

Questions	Answers	Reference
1. Why TIN registration is required?	To enjoy various types of tax incentives (e.g., income tax exemption/reduction for the period of 10 years after commercial operation), the EZ unit investor should complete TIN registration to maintain its account properly and file annual income tax return within specified time by NBR.	SOP for Tax Registration & Settlement
2. What is e-TIN?	e-TIN means Electronic Tax Identification number. It is modernization of registration of Income Tax. This is a 12-digit number. This process has been established to help a taxpayer to register through online from his/her home easily.	NBR website
3. What is TIN certificate?	If a taxpayer applies to a circle for the purpose of paying tax, the certificate issued by the Deputy Commissioner of Taxes to the taxpayer from the concerned circle is called a TIN certificate.	NBR website
4. Who is the authority to provide this certificate?	In Bangladesh, the only authority to provide the Tax Identification Number (TIN) is National Board of Revenue (NBR).	NBR website
5. How an investor can apply for the TIN Registration?	An investor of EZ in Bangladesh may apply for the TIN registration through the BEZA OSSC web portal. Due to the online collaboration between BEZA OSSC and NBR, investors can apply for the TIN registration directly from the BEZA OSSC web portal.	SOP for Tax Registration & Settlement
6. What is the role of BEZA OSSC for the application of TIN registration?	BEZA OSSC will monitor the application status and check the issuance date of the application. If the certificate does not issue as per the mentioned timeline in the OSS Rules 2018, BEZA OSSC will communicate with the focal point of NBR (TIN) to solve the issue.	OSS Rules, 2018
7. What are the necessary documents for e-TIN registration?	The required documents are as listed below: <ul style="list-style-type: none"> ✓ For Individual (adult): Taxpayer name, National Identification (NID) Card and Number, Date of Birth, (as per NID). ✓ Individual (Minors): Taxpayer name, Name of Guardian, e-TIN of Guardian, Picture of Taxpayer (softcopy of passport size). ✓ Foreigner or Bangladeshi without NID: Passport Number, Passport Issuance Date, VISA Number, VISA Issuance Date, Picture of Taxpayer (softcopy of passport size), Name of Company (as per registration), Registration Number and Date. ✓ Firm (Registered): Name of Firm (as per registration), Number of Registration & Date. 	NBR website

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	<ul style="list-style-type: none"> ✓ Firm (unregistered): TIN number of the Partners of the Firm and Name of Partners. ✓ Other (AOP, HUF local Authority, AJP): Authorized Person/ TIN number of responsible persons. 	
8. What is Income Tax Certificate?	After submitting the tax return of previous tax year, the Deputy Commissioner of Taxes issued a certificate based on the investigation and evaluation of the submitted tax return by the concerned circle which is called Income Tax Certificate.	NBR website

5.2 FAQs on VAT (Value Added Tax) Registration

Questions	Answers	Reference
1. Why VAT Registration Certificate is required?	Every business in the country is required to have a unique Business Identification Number (BIN). To get a BIN, a business is required to receive a VAT Registration Certificate.	NBR website
2. What is VAT?	VAT means Value added Tax which is such an indirect tax which is paid by the consumer through a registered person. Value Added Tax or VAT on a particular goods or service is determined on the basis of adding actual level of value of the said goods or service adjusting input tax payable against the supplied goods or service.	NBR website
3. What is VAT Registration or Enlistment?	Under the Value Added Tax procedure, any importer, exporter or taxable supplier has to be involved in the VAT procedure. This involvement takes place with the VAT procedure through registration or enlistment. He has to abide by the VAT law through taking Business Identification Number in the prescribed manner under the purview of the VAT law. And under the purview of the VAT law, taking Business Identification Number in the prescribed manner is called registration or enlistment.	NBR website
4. Who is the authority to provide VAT Registration certificate?	In Bangladesh, the only authority to provide the VAT Registration Certificate is National Board of Revenue (NBR).	NBR website
5. What is the Business Identification Number (BIN)?	Business Identification Number is the number taken by an individual based on turnover of his economic activities. This identification number cannot determine the nature and activities of the individual's economic activities. It is a specific number of 9 digits by which a taxpayer can be identified. A taxpayer's state of business affairs can be identified through this number from the website of NBR.	NBR website
6. How an investor can apply for the VAT Registration Certificate?	An investor of EZ in Bangladesh may apply for the VAT registration certificate through the BEZA OSSC web portal. Due to the online collaboration between BEZA OSSC and NBR, investors can apply for the VAT registration certificate directly from the BEZA OSSC web portal.	SOP for Tax Registration & Settlement
7. What is the role of BEZA OSSC for the application of VAT registration certificate?	BEZA OSSC will monitor the application status and check the issuance date of the application. If the certificate does not issue as per the mentioned timeline in the OSS Rules 2018, BEZA OSSC will communicate with the focal point of NBR (VAT) to solve the issue.	OSS Rules, 2018

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Questions	Answers	Reference
8. What are the documents should be submitted during VAT registration?	No documents shall be required to be submitted during the VAT registration. Application for VAT registration shall have to be submitted in VAT- 2.1 Form. To fill up VAT- 2.1 Form, applicant need to provide information from several documents like e-TIN Certificate, National ID/Passport number, Bank Account Number & branch, Amount of Annual Turnover, Company name and address, E-mail address, phone number.	NBR website
9. What are the advantages of having a BIN?	A businessman's legal validity of business is established through the BIN. You can avail of the following advantages: <ul style="list-style-type: none"> ★ All import-export activities except baggage import. ★ Registration of land or building in the name of the person registered or enlisted. ★ Obtaining Import Registration Certificate or Export Registration Certificate. ★ Suppling to any Withholding Entity. ★ Participating in any tender. ★ Enlisting with any organization. ★ Obtaining bond license. ★ Sanction of Bank loan in favor of a registered or enlisted person. 	NBR website

6. FAQs on Investment Clearance

Questions	Answers	Reference
1. Timing of applying for Investment Clearance?	After receiving the Certificate of Investment Registration, the Applicant takes the relevant approval/certificate, then the Applicant applies for Investment Clearance and receives Investment Clearance Certificate.	SOP for Investment Registration & Clearance
2. Does any provision in case of environment category?	Yes. If the factory belongs to environmental category of Green/ Orange-A/Orange-B may directly receive Investment Clearance upon taking Trade License, TIN, VAT etc. On the other hand,, the proposed investment proposal is falling under " Red Category " industry as defined in the Environmental Conservations Rules 1997, the Investment Clearance Certificate is issued after the EZ Unit Investor receives the Approval of EIA Report issued by DOE.	SOP for Investment Registration & Clearance
3. What is the Importance?	Investment Clearance is the 1 st approval at the stage of before construction works. Without this one, the applicant company may proceed on next phase of construction works	
4. Procedures of receiving Investment Clearance?	Following processes will be performed through online basis. <ul style="list-style-type: none"> · The applicant visits BEZA OSSC portal and creates an account · The applicant fills-in the Application Form through online and uploads required supporting documents · The BEZA official reviews and checks the Application Form and other documents submitted by the applicant · If the submitted documents are confirmed its conformity, the BEZA issues "Investment Clearance Certificate". · The applicant receives Investment Clearance Certificate electronically and BEZA OSSC also hands over a hard copy. 	SOP for Investment Registration & Clearance

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5. Timeline of receiving Investment Registration Certificate?	20 (twenty) working days after officially receiving the application <ul style="list-style-type: none"> *Official receive means once the application is received with proper documentation ** Working day means office day excluding public holiday, weekend etc. 	One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018
6. How to get certificate?	Once the certificate is issued, the applicant logs in with his password and download certificate immediately from the web portal of BEZA-OSSC	

7. FAQs on Visa Recommendation

Questions	Answers	Reference
1. Who does take Visa Recommendation?	Before forwarding work permit request by the concerned industrial firms for expatriates, upon recommendation from BEZA Head Office, an appropriate category of visa for those expatriates will have to be obtained from Bangladesh Mission situated in their country	Bangladesh Economic Zones Authority (Visa and Work Permit) Guidelines, 2018
2. Why Visa Recommendation necessary?	Since the Embassy issues the required type of Visa based on Visa Recommendation issued by BEZA. Without visa recommendation, Bangladeshi Embassy of the expatriates' home countries does not issue respective type of visa.	
3. From where Visa shall be taken?	Upon receipt of the Visa Recommendations, the Bangladesh Embassy situated in concerned country will arrange to issue short term visa as per the Visa Policy.	
4. How to apply for Visa Recommendation?	The intending applicant applies to BEZA-OSSC for Visa recommendation along with required documents/information. If everything is found in order, then BEZA-OSSC will issue Visa Recommendation and upon issuing, BEZA-OSSC forwards it to Bangladesh Mission in respective country.	
5. Why does Visa Recommendation requires?	With the Visa recommendation from BEZA, the Applicant applies for Visa and receives Visa from Bangladesh Mission	
6. Is there any restriction for any application?	According to rules, a maximum of 5% of the total number of foreigners against Bangladeshi workers in the concerned industrial firm can be employed on the basis of visa recommendation	Bangladesh Economic Zones Authority (Visa and Work Permit) Guidelines, 2018
7. What are the procedures of Visa recommendation	As per the existing policies of the country, for employing foreign nationals at industrial firms under BEZA, the following rules will apply: Recommendation will be sent to Bangladesh Mission office situated at concerned country	

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Questions	Answers	Reference
8. Required time for the Visa Recommendation	2 (two) working days upon receiving the application officially	
9. What are the categories of VISA to enter Bangladesh for doing business in EZs?	VISA Categories for entering into Bangladesh to do business: <ul style="list-style-type: none"> ✘ A-3 – Foreign citizen as per agreement signed in between the Government of Bangladesh and the Development Agency; ✘ FA3 – Family members of A-3 Visa holder; ✘ B – Business purpose travel; ✘ PI – Travel by prospective investor; ✘ FPI – Family members of PI Visa holder; ✘ E – Employment of foreign technician; ✘ FE – Family members of E Visa holder; ✘ E1 – To train local people/ supervise in regard to supply/ installation/ maintenance of machineries and software. 	Bangladesh Economic Zones Authority (Visa and Work Permit) Guidelines, 2018
10. Where to be applied?	Application along with necessary papers must be submitted to the Executive Chairman, BEZA. After due scrutiny BEZA will recommend to the Embassy or High Commission of Bangladesh in the respective countries to issue desired VISA.	Bangladesh Economic Zones Authority (Visa and Work Permit) Guidelines, 2018
11. What are the procedures for getting “VISA On Arrival”?	The nationals of any country not having Diplomatic Mission of Bangladesh will have to obtain “VISA On Arrival”. On getting application from foreign nationals BEZA will recommend to respective Airport or Land Port to issue “Visa on Arrival”	Bangladesh Economic Zones Authority (Visa and Work Permit) Guidelines, 2018
12. Is there any provision to allow “NO VISA REQUIRED” permission?	The nationals of those countries, where there is no Embassy of Bangladesh will have to receive Visa on Arrival. Upon request from the investing authority and having been sure that all other terms and conditions have been followed, the BEZA Head Office will forward recommendation to the International Airport Authority and Land Port Authority for issuing Visa.	Bangladesh Economic Zones Authority (Visa and Work Permit) Guidelines, 2018

8. FAQs on Work Permit (WP)

Questions	Answers	Reference
1. Does BEZA issue Work Permit?	Yes. BEZA issues Work Permit as per Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018	
2. What type of visa holder are eligible for Work Permit?	Work permit can be issued only in favor of foreign nationals with whose country Bangladesh has diplomatic and commercial relationship. According to existing Visa Guidelines of the country, Work Permit can	Bangladesh Economic Zones (Visa

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Questions	Answers	Reference
	only be issued in favor of foreign nationals arriving with A-3, E and PI Visa	and Work Permit) Guidelines, 2018
3. For whom Work Permit is mandatory?	Obtaining Work Permit is mandatory for foreign nationals either employed by any industrial firm under Economic Zones or staying in Bangladesh as an investor	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018
4. Does any provision of percentage of employment of foreigners?	The issuance of work permit in favor of foreign investor (PI Visa holder) will not fall under the ratio of employment of locals and foreign nationals. Apart from this, in case of establishing new firm, the ratio of employment of locals and foreign nationals can be relaxed in the light of recommendation of Concerned EZ Executive/ Developer	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018
5. What are the criteria for issuance of Work Permit to foreign nationals?	Every industrial unit located inside Economic Zone(s) must obtain Work Permit before employing any foreign national. To get Work Permit the following criteria are needed to be fulfilled: <ul style="list-style-type: none"> ✘ Before applying for Work Permit the concerned person upon recommendation of BEZA need to obtain specific category of VISA; ✘ Work Permit will be discouraged unless the incumbent is a person of specialized knowledge and skill which is not commonly available in Bangladesh; ✘ Before processing the appointment of foreign nationals, the EZ unit shall have to try to appoint local people of same expertise through advertisement in the national dailies; ✘ Work Permit will be issued only to the foreign nationals who have obtained PI Visa and E Visa. 	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018
6. What are documents are required for Work Permit?	The following documents are required: <ul style="list-style-type: none"> ✘ Copy of passport with arrival stamp, ‘A3’ type visa for persons who come to Bangladesh pursuant to any agreement between Government of Bangladesh and any development partner organization, ‘E’ type visa for employees and ‘PI’ type visa for investors. ✘ Photographs of the expatriate ✘ Attested Appointment Letter stating the basic salary in US Dollars/transfer order/service contract or agreement for the expatriate, ✘ Attested Certificate of all academic qualification and professional experience, ✘ Paper clipping showing advertisement made for recruitment of local personnel, ✘ Statement of manpower containing the list of local and expatriate employees along with their designation, salary break-up, nationality and date of first appointment. ✘ Up-to-date Income tax clearance certificate 	SOP for VISA and Work Permit

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Questions	Answers	Reference
7. When should apply?	Application for Work Permit must be submitted to BEZA OSSC within 15 (fifteen) days from the date of arrival of the expatriate	
8. How long the validity of Work Permit?	In all industrial firms under Economic Zone work permit can be given to foreign national for (1+4) 05 (five) years. In this regard, initially it will be given for 01 (one) year and on receipt of security clearance/No Objection letter from Ministry of Home Affairs and on satisfactory performance report from concerned industrial firm, work permit can be renewed for 04 (Four) years at a time.	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018
9. How long it takes for issuance?	9 (nine) working days upon official submission of the application	
10. What is the application fee?	BDT: 5000/-	SOP for VISA and Work Permit

9. FAQs on Extension of Work Permit

Questions	Answers	Reference
1. Does application fee require?	Yes. BDT 5,000 for each year. BDT 20,000 if the extension is required up to 4 years	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018
2. When should apply?	Application for extension of Work Permit must be submitted to BEZA OSSC at least 3 months before expiry of work permit.	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018
3. When is the Work Permit expired?	If work permit is not renewed after expiry of prescribed duration, the work permit will be deemed to have expired	Bangladesh Economic Zones (Visa and Work Permit) Guidelines, 2018

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10. FAQs on Environmental Clearance

Questions	Answers	Reference
1. What is ECC? Why ECC is necessary?	ECC means Environmental Clearance Certificate. Under the Environmental Conservation Act, 1995 and Environmental Conservation Rules (ECR), 1997 every industrial unit should take Environmental Clearance Certificate. Every industry should comply with the ECR before the commercial operation of the industrial unit.	Environmental Conservation Act, 1995 and Environmental Conservation Rules (ECR), 1997
2. What is DoE?	DoE means the Department of Environment of Bangladesh. As per the Environmental Conservation Act, 1997, The Government shall, for carrying out the purposes of this Act, establish a Department to be called the Department of Environment and headed by a Director General.	The Bangladesh Environment Conservation Act, 1995 and Environmental Conservation Rules, 1997
3. What is ECC category? Why category is necessary?	Under the Environmental Conservation Rules, 1997 every industrial unit falls under a category. It is classified in Environmental Conservation Rules, 1997 under section 7. Different industries have different industrial production process as well as variable industrial effluents. So, the impacts of all the industries are not the same. This is why it is classified into several categories to maintain a sustainable Environmental Clearance procedure.	Environmental Conservation Rules, 1997 and SOP for Environmental Clearance of BEZA
4. How many categories are there?	There are 4 categories as per Environmental Conservation Rules, 1997. They are Green, Orange A, Orange B and Red.	Environmental Conservation Rules, 1997 and SOP for Environmental Clearance of BEZA
5. How can I find the category of my proposed industry?	Under the Environmental Conservation Rules, 1997 (Schedule-1), the categories are defined, and you will find your industry under this list.	Environmental Conservation Rules, 1997 and SOP for Environmental Clearance
6. What will I do if I cannot find my industrial type in the ECR, 1997 schedule 1 list?	It is a very rare case. But even it happens, we discuss about the detail production process first along with the focal point of department of environment. As per the suggestion, we suggest a category.	SOP for Environmental Clearance
7. Where should I apply for ECC?	You should apply for ECC in BEZA OSSC through online. The application will automatically be sent to the DoE server from the BEZA OSSC server. The investor does not need to apply or go the DoE for this.	SOP for Environmental Clearance

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Questions	Answers	Reference
8. Should I also submit the heard copy of the documents?	Presently the investor has to submit the hard copy of the documents only for the red category. But for the other category, the investor does not need to submit the hard copy of the documents.	SOP for Environmental Clearance
9. Should I have an account for doing online application?	Yes. The investor should have an account in BEZA OSSC website. He can get apply for different environmental services including other services provided by BEZA OSSC through his account.	
10. Can I use the same account for applying online of different industries?	No. The investor has to use different account for different industries.	
11. I am facing problem in applying through online. How can I get help from BEZA OSSC?	Yes. There is kiosk PC for the investors in the BEZA OSSC. The investor can apply from OSSC with the full support of the BEZA staffs.	
12. Can you let me know about the fees for different environmental services?	As per the ECR, 1997 the investor has to give specific fee for applying for environmental clearance certificate. The fee is defined as per the total project investment of the individual project. The investor also needs to give 15% VAT of the total fee separately.	Schedule 13 of ECR, 1997 (SRO 355-law/2010)
13. Is there any other fee involved for BEZA OSSC separately excluding the DoE defined fee?	Presently, BEZA OSSC is charging 500 BDT for every single service related to environment.	
14. What is VAT fee?	The investor should also pay 15% VAT of the total fee	SOP for Environmental Clearance
15. How can I pay the fee and VAT? Should I pay it separately?	The investor can pay all the payment through online. The online gateway will come after filling in the application. The server will automatically calculate the fee, VAT and service charge and the investor can pay the total amount through this gateway.	SOP for Environmental Clearance
16. My proposed industry falls under Orange A category. How many days it will take after submission to BEZA OSSC?	According to Environmental Conservation Rules, 1997 it will take 7 working days after complete submission.	SOP for Environmental Clearance
17. My proposed industry falls under Orange B category. How many days it will take after submission to BEZA OSSC?	According to Environmental Conservation Rules, 1997 it will take 20 working days after complete submission.	SOP for Environmental Clearance

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Questions	Answers	Reference
18. How many sets of documents should I submit during submitting to BEZA OSSC?	We recommend making 3 sets of documents during submitting to BEZA OSSC. 1 set for DoE local office, 1 set for DoE Headquarter and 1 set for BEZA OSSC. But the number of sets may vary depends on the requirement from DoE. Presently it is only needed for red category projects.	SOP for Environmental Clearance
19. What is focal point?	The focal point for environment is a representative from department of environment that is responsible to coordinate all the environmental clearance procedures related to economic zones. The focal point will follow up all the submitted documents and he will try to track it so that it can be approved within the stipulated timeline given by OSS Rules.	
20. What is PCM? Why it is required?	PCM is Pollution Control Management document. It is required only for Green and Orange A Category. It is kind of simple checklist which helps DoE to understand the baseline condition surrounding the project site and to get some ideas about potential environmental impacts and pollution control facilities.	SOP for Environmental Clearance
21. What is the legal basis of PCM?	Ministry of Environment, Forest and Climate Change has issued a letter for approving the PCM dated on 28/11/2018. Department of Environment also circulate another letter describing the approval of that format dated on 06/01/2019	Approval letter by MoEF and DoE
22. How can I get PCM format?	It is available in the BEZA OSSC website.	
23. How many steps are involved for ECC?	For Green, Orange A and Orange B category- 1 step (ECC) For Red Category- 3 steps (ToR Approval, EIA Approval and ECC)	SOP for Environmental Clearance
24. What is ToR Approval	ToR approval is the approval of terms of reference for the proposed EIA. ToR approval for this proposed EIA is mandatory before applying for EIA approval.	SOP for Environmental Clearance
25. What is the purpose of ToR Approval?	ToR approval is required as DoE wants to ensure the contents of the proposed EIA report before preparing the report. The investor has to prepare the EIA as per the approved ToR. It is a kind of guideline for the EIA.	SOP for Environmental Clearance
26. Why BEZA OSSC does not support for Site Clearance?	For unit investors inside the EZ, there is no need for any site clearance as the EZ developer will take the site clearance for whole EZ.	SOP for Environmental Clearance
27. How many days it will take for getting ToR Approval, EIA approval and ECC for a red category project?	As per OSS Rules, 2018 it will take 15 working days for ToR approval, 30 days for EIA approval and 30 days for ECC after complete online submission.	SOP for Environmental Clearance
28. Should we renew our certificates? What should be the frequency of the renewal period?	Yes. You have to renew all certificates. Green Category- once in every 3 years Orange A, Orange B and Red Category- Every Year	SOP for Environmental Clearance

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Questions	Answers	Reference
29. When should I apply for renewal my certificate?	You should apply for renewal at least 1 month before the expiry of the license.	SOP for Environmental Clearance
30. Why should we renew the EIA approval unless we get the ECC?	EIA approval is a kind of intermediate certificate before the ECC. It usually gives the permission to do the construction work. The construction period is not the same for all the investors. So, DoE wants to ensure the existing certificate to renew unless the investor gets the final ECC.	SOP for Environmental Clearance
31. How many days it will take for getting renewal certificates?	Green Category- 7 working days Orange A Category- 7 working days Orange B Category- 20 working days Red Category- 30 working days	SOP for Environmental Clearance
32. Is there any fees for the renewal part also?	Yes. You have to deposit fee for renewal time also. You can pay it through online while applying through BEZA OSSC server.	SOP for Environmental Clearance
33. Does the fee for renewal is same as the fee for applying for certificate?	No. The fee for renewal is one fourth of the fee for applying for certificate.	SOP for Environmental Clearance
34. Do we need to visit DoE during the certificate process?	Specially, for red category project, you have to give a power point presentation in DoE Head Quarter. The EIA team should face this presentation on behalf of your organization. The DoE may ask the investor any time for any query.	SOP for Environmental Clearance

11. FAQ on Building Construction

Questions	Answers	Reference
1. Is there any permission required for construction inside the EZ & if yes then Who is that concerned authority and how it empowered?	Yes. BEZA (Bangladesh Economic Zones Authority) is that concerned authority. The Bangladesh Economic Zones Act,2010 gives the empowerment to BEZA	Chapter-04 Article-24 Bangladesh Economic Zones (Construction of Building) Rules 2017 Act No. 42 BEZA Act 2010
2. Is there any co-relation between these concerned authorities with RAJUK/Local Government?	No. BEZA is one of the government organization which only concentrate on economic zones.	Technical Consultation
3. What is Bangladesh Economic Zones (Construction of Building) Rules 2017? Who develop	These are the rules which shall be applicable to the construction of buildings in the economic zones. These rules were developed under S.R.O No. 46-Law/2017 In exercise of the powers conferred under section 38 of the Bangladesh Economic Zones Act,2010 (Act No. 42 of 2010), Government is pleased to make the following rules.	Bangladesh Economic Zones (Construction of Building) Rules 2017

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Questions	Answers	Reference
this construction rules?		Article-38 Bangladesh Economic Zones Act,2010
4. Why it is required, when BNBC or Building Construction Act, 1952 are already exist?	As EZ is a new concept in Bangladesh therefore the rules for construction must be a little bit different from the existing one. In some portion (like ground coverage, setback etc.) the rules are a little bit stricter than BNBC or Building Construction Act, 1952.	Bangladesh Economic Zones (Construction of Building) Rules 2017
5. What happen when the rules (BEZA Construction rules, 2017) cannot give any exact solution of a particular problem?	As per the article 23 chapter 3 of Bangladesh economic zones (Construction of Building) rules 2017, BNBC shall be applicable for all other issues not mentioned in the preceding rules.	Chapter-03 Article-23 Bangladesh Economic Zones (Construction of Building) Rules 2017
6. What is SOP (Building Construction) and who developed this?	SOP (Building Construction) means “Standard Operating Procedure on Building Construction”. It explains necessary procedure on each step. JICA Project Team (assigned to BEZA) has developed this SOP	Technical Consultation
7. What is the difference between SOP and BNBC/Building Construction Rules?	SOP is the procedure to get different permits for construction work in Economic Zones, while BNBC/Building Construction Rules are the specification or restriction to achieve those permits	SOP for Building Construction Page- (D-2)
8. Why the procedures for building construction has been classified into 4 stages?	The construction of a factory building is a long process. It involves design phase, Construction phase, Completion phase & modification/ renovation phase (if necessary). So, considering those fact in SOP the procedures for building construction has been classified into 4 stages.	SOP for Building Construction Page- (D-2)
9. What are the permissions that necessary before starting the construction?	There is various permission required as per “Building Construction SOP” before starting the construction. These are- <input type="checkbox"/> Land use Plan Permit from BEZA <input type="checkbox"/> Building Permit from BEZA <input type="checkbox"/> Environmental Clearance (EIA or ECC) from DOE <input type="checkbox"/> Approved Fire Fighting Floor Plan (NOC) from FSCD <input type="checkbox"/> Approved Hazardous storage/fuel/CNG tank plan from Department of Explosive (if applicable) <input type="checkbox"/> Approved Machinery Installation Plan from DIFE <input type="checkbox"/> Approved Electrical layout Plan from OCEI	SOP for Building Construction, Environment, Fire, Explosive, Installation of Machinery & Equipment, Electricity)
10. What is the Phasing on construction?	If the investor plans many buildings in Unit development and wishes to start operation using buildings one by one, the investor needs to apply Building permit phase by phase (phasing plan). Because of commercial operation of each building need all permit such as Fire License, environment the investor should be better applied by phasing according to the operation master plan. (even one building to operate, fire hydrant, drainage, FTP/ETP are necessary. Investors need to complete such facilities before all factories completed)	Phasing is described on EZ development.

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Questions	Answers	Reference
11. What is Land use Plan Permit and Who will give this permit?	Land use Plan Permit is the permission, which is mandatory to fix the exact position, ground coverage, setback etc. of a factory building inside each plot. Land use plan Approval Committee of BEZA gives this approval. Currently four BEZA officials are involves in the committee.	Technical Consultation
12. How we can submit the application? After submission how many days it will require to get the permission?	Through online process any investor can submit the land use plan permit application. As per OSS Rules'2018, it will take 7 working days to get the approval on land use plan permit after the day of official submission in a full set online.	OSS Rules'2018 Article-11 Schedule-10.1 OSS rules,2018
13. What is the necessity of Master Plan of EZ Identifying the plot?	Necessities are as follows- <input type="checkbox"/> To understand the exact location of the proposed plot in EZ <input type="checkbox"/> To understand the surrounding road location as well as their dimension. To understand the connection from surrounding utility facilities	Article-D1.1 Page: (D-5) SOP for Building Construction
14. What Should be shown in Individual Plot layout plan?	The following items has to be present in Individual plot layout plan- <input type="checkbox"/> The building location with clear dimensions <input type="checkbox"/> All setback distances <input type="checkbox"/> Loading/Unloading area <input type="checkbox"/> Internal roads (Paved area) <input type="checkbox"/> Community open space <input type="checkbox"/> Green area <input type="checkbox"/> Parking area <input type="checkbox"/> STP & ETP (if any) location <input type="checkbox"/> Guard room location <input type="checkbox"/> Entry/Exit specification	Article-D1.1 Page: (D-5) SOP for Building Construction
15. What Should be shown in Utility Connection Drawing?	The following items has to be present in Utility Connection Drawing - <input type="checkbox"/> Connection route of electricity from electric pole (outside of plot) to MDB/ Transformer room. <input type="checkbox"/> Connection route of water distribution line from water source to water reservoir tank <input type="checkbox"/> Connection route of Sewage distribution line from factory building to CETP. Connection route of Rainwater preserving system from roof catchment area to rainwater harvesting area.	Article-D1.1 Page: (D-5) SOP for Building Construction
16. What is Building Permit & how many days it will take to get the permission? why it is necessary to get the permission on land use permit before building permit?	Building permit is the permission which is mandatory in order to start the factory building construction inside the EZ. As per OSS Rules'2018, it will take 30 working days to get the approval on Building permit after the day of official submission. Land use plan permit (LUP) involves with some basic drawing like position of the building, ground coverage, setback, and connection of infrastructure etc. On the other hand, building permit (BP) involves with detailed drawings & design. But those detailed drawings & design depend on that basic drawings which are submitted at the stage of LUP. To make the process easy & smooth it is therefore necessary to have the permission on LUP before BP.	SOP for Building Construction Article-11 Schedule-10.2 OSS rules,2018

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Questions	Answers	Reference
17. Is there any committee exist inside BEZA, which deal with this permission? How we can submit the application?	Building Committee is that responsible authority. Total member of Building Committee is Nine (09). 5 of the members are BEZA official. 1 from PWD, 1 from DOA, 1 from FSCD & 1 from DIFE Through online submission at OSSC	Technical Consultation
18. Is this permission enough to start the construction?	Building Permit is enough to start the construction. But for getting the building permit investor should take the necessary permission from DOE, FSCD, DIFE, OCEI, DoEx through BEZA-OSSC.	SOP for Building Construction, Environment, Fire, Explosive, Installation of Machinery & Equipment, Electricity)
19. Why it is necessary to submit "Information of Licensed Engineer/Architect" form, since every drawing/document are duly signed by them?	"Information of Licensed Engineer/Architect" form not only contain the signature & IAB/IEB No. of any Engineer/Architect, but it also represents the whole biodata of those technical persons. This is vital to understand their professional capabilities.	Technical Consultation
20. When and Where Investor should submit "Registration of contractor form"?	After having the approval on building permit & just before starting the construction investor should submit "Registration of contractor form" at BEZA OSSC.	Article-D1.4 Page: (D-7) SOP for Building Construction
21. When & Where Investor should submit "Project Information Sheet"?	After having the approval on building permit & just before starting the construction investor should submit "Registration of contractor form" at BEZA OSSC.	Article-D1.3 Page: (D-7) SOP for Building Construction
22. When & How Investor should apply for "Intermediate Inspection"?	Generally, two different stages of construction. First inspection is at foundation stage and Second inspection is at structural framing stage	Article-D1.5 Page: (D-7&8) SOP for Building Construction
23. Who will conduct "Intermediate Inspection"?	Inspector (Building Committee of BEZA)	Article-D1.5 Page: (D-8) SOP for Building Construction
24. When we should apply for "Final Inspection"?	When the constructional work of the building fully completed and the building is ready for use, then any investor can apply for final inspection.	Article-D1.6 Page: (D-8) SOP for Building Construction
25. Who will conduct "Final Inspection"?	Final inspection may be conducted jointly or separately by different government organization like BEZA, FSCD, DOE, DIFE etc. But the ideal situation will be a joint inspection at once.	Article-D1.6 Page: (D-8)

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Questions	Answers	Reference
		SOP for Building Construction
26. When we will get "Occupancy Certificate"?	After final inspection, if every department like BEZA, FSCD, DOE, DIFE etc. are satisfied then an investor can get the "Occupancy Certificate" from BEZA OSSC. After that, the Investor can start using the building.	Article-D1.6 Page: (D-8) SOP for Building Construction
27. Is it possible to use building before getting occupancy certificate?	If the construction of the building is still going on but some of the portion already completed and ready to use for installation of machine or staff training, then an investor can apply for partial use of the building. But safety issues must be insured.	Page: (D-4) SOP for Building Construction
28. What is Design Modification & When Investor can apply for it?	Design modification means any changes in the approved drawing and design. So, an Investor must submit the modified documents to BEZA-OSSC for approval. There is no specified timeline for application. It completely depends on the Unit Investor. The Unit Investor can submit the applications for 'design modification' anytime such as before/ during/ after the construction.	Article-D2.1 Page: D-9 SOP for Building Construction
29. What is the difference between Extension and Retrofitting?	Extension of a building means to increase the floor area horizontally or vertically or both. On the other hand Retrofitting is also known as "existing building commissioning" which is a process that identifies and implements operational and maintenance improvements to ensure that a building continues to perform well over time.	Technical Consultation
30. What is the difference between Reinforced Concrete and Steel Building?	Reinforced Concrete building means, the building whose foundation work + Superstructure work like beam, column, slab is done by using Reinforced Concrete (Steel bar + Coarse Aggregate + Fine Aggregate + Cement) Steel Building means, the building whose foundation work is done by using Reinforced Concrete but superstructure work like beam, column, deck, rafter is done by using stainless steel of different shapes like circular, square or trapezoidal etc.	Technical Consultation
31. What is the provision of an unsafe building?	As per Bangladesh Economic Zones (Construction of Building) Rules'2017 <input type="checkbox"/> Where it appears to the authorized officer that any building is endanger to human life or health or public property, he shall examine or cause examination of such building and make a written report of such examination. <input type="checkbox"/> If a building is found unsafe after examination then authorized officer shall by written notice, direct the concerned developer within a stated time, either to repair, improve, demolish or remove the building or any part thereof. If the developer or any person working under him fails, neglects or refuse to repair, improve, demolish or remove of an unsafe building or part thereof as specified in the notice, the authorized officer shall cause repaired, improve, demolish or removed of such building or part thereof.	Chapter-07 Article-43 Bangladesh Economic Zones (Construction of Building) Rules 2017
32. Who is Authorized Officer?	A person who is the jurisdictional administrator of building construction having authority to perform duties under these rules (BEZA Construction rules'2017) appointed by the authority.	Chapter-01 Article-5 Bangladesh Economic Zones (Construction of Building) Rules 2017

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Questions	Answers	Reference
33. Which are those activities that requires no permission from the Authorized Officer form the Concerned Committee's?	As per Bangladesh Economic Zones (Construction of Building) Rules'2017, the following works needs no permission: <input type="checkbox"/> Opening or closing of a window or door or a ventilator <input type="checkbox"/> Internal doors <input type="checkbox"/> Partitions <input type="checkbox"/> False ceiling <input type="checkbox"/> Gardening <input type="checkbox"/> Painting <input type="checkbox"/> Plastering <input type="checkbox"/> Re-flooring <input type="checkbox"/> Construction of sunshades on one's own land <input type="checkbox"/> Re-erection of partition of building damaged by earthquake <input type="checkbox"/> Solid boundary walls less than 1.5m and open boundary wall less than 2.75 m in height. Note: renovation of item b. c.d., it needs fire safety precautions.	Chapter-04 Article-24 Bangladesh Economic Zones (Construction of Building) Rules 2017
34. What is "Zoning" in any EZ?	Zoning in any EZ means that the economic zone shall, based on surrounding infrastructure, settlements density, comprise of different zones like administrative, utility (water, gas, electricity, telecommunication and internet), green area, fire station, police station etc. along with industrial plots and road networks.	Chapter-02 Article-5 Bangladesh Economic Zones (Construction of Building) Rules 2017
35. What is "Open Space" in any EZ & Why it is necessary to provide Open Space in EZ?	Open Space in any EZ means the minimum essential free area which will be used as lawn, park, play field or garden. Open Space is necessary in terms to provide some recreational facilities within the economic zone and evacuation space in case of emergency.	Chapter-02 Article-2 Bangladesh Economic Zones (Construction of Building) Rules 2017
36. What is "Green Space" in any EZ & Why it is necessary to provide Green Space in EZ?	Green Space in any EZ means the minimum essential free area which will be used as green strip along the road or central green median. Green Space is necessary in terms to provide some recreational facilities within the economic zone and evacuation space in case of emergency.	Chapter-02 Article-4 Bangladesh Economic Zones (Construction of Building) Rules 2017
37. Is there any specification exist for plot size in EZ?	The plot size shall be as per types of EZ, generally minimum 4000 sqm per plot. Plot size shall not be subdivided.	Chapter-02 Article-4 Bangladesh Economic Zones (Construction of Building) Rules 2017
38. What should be the building orientation in EZ?	Orientation of the building is recommended to be North to South exposure in order to maintain passive solar design.	Chapter-02 Article-5 Bangladesh Economic Zones (Construction of Building) Rules 2017

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Questions	Answers	Reference
		of Building) Rules 2017
39. Is there any specification for access to any plot in EZ?	The development of the site shall be designed in such a way that it can enable vehicles to exit the site in a forward direction.	Chapter-02 Article-6 Bangladesh Economic Zones (Construction of Building) Rules 2017
40. What is Road Network?	There is a specification at schedule1 in Bangladesh Economic zones (Construction of Building) Rules, 2017 for road network.	Chapter-02 Article-7 Bangladesh Economic Zones (Construction of Building) Rules 2017
41. What are the criteria for Primary & Secondary Road?	Secondary road can serve maximum 4 Plots. For Primary road, there are three categories. It can serve 5 to 12, 13 to 36 & more than 36 Plots respectively	Schedule-1 Bangladesh Economic Zones (Construction of Building) Rules 2017
42. What are the basic differences among the 3 types of Primary road given in Schedule?	There are two basic differences. Those are- <input type="checkbox"/> Number of serving plots is different. <input type="checkbox"/> Width of each category of road is different. Primary road 1: >13.5 m {serving max. 12 plots} Primary road 2: > 25.0 m {serving max. 36 plots} Primary road 3: as per traffic rules {serving 36+ plots}	Schedule-1 Bangladesh Economic Zones (Construction of Building) Rules 2017
43. Is there any specification mentioned in Bangladesh Economic Zones (Construction of Building) Rules'2017 for internal road within a plot?	As per Bangladesh Economic Zones (Construction of Building) Rules'2017, the following permissible length of internal road (in relation with their width) are mentioned: <input type="checkbox"/> If the internal road width is 7m then the maximum permissible length will be 80m <input type="checkbox"/> If the internal road width is 8m then the maximum permissible length will be 150m <input type="checkbox"/> If the internal road width is 9m then the maximum permissible length will be 300m If the internal road width is 10m or more then, the maximum permissible length will be unlimited	Schedule-1 Part-12 Bangladesh Economic Zones (Construction of Building) Rules 2017
44. How we can calculate the number of vehicle (Truck & Car) for parking in any plot?	For a site of industrial building, there shall be provision for- <input type="checkbox"/> One car for every 800 sqm <input type="checkbox"/> One truck for every 2000 sqm	
45. Is there any provision for landscaping in the rule?	2.5 m landscaping strip to any primary frontage & 1.5 m landscaping strip to any secondary frontage.	Chapter-03 Article-20 Bangladesh Economic Zones (Construction

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Questions	Answers	Reference
		of Building) Rules 2017
46. If there are more than one building inside the plot, then what we will put in the max Height portion of the LUP form?	. Let's say, if the story of that 2 buildings are 5 & 6 accordingly and the height of the roof level from EGL is 16 m & 19 m then you will need to input 19 m in the "Max Height" portion.	Technical Consultation
47. What is Ground Coverage / Building Area Ratio? How the ground coverage can be calculated?	Ground Coverage means the area covered by the building within the plot as Building Area. Ground Coverage = Building Area/ Land Area	Chapter-03 Article-11a Bangladesh Economic Zones (Construction of Building) Rules 2017
48. Why the limit of ground coverage is maximum 50 percentage?	In EZ it is desirable to have a good environment friendly industrial growth. To insure an eco-friendly industrial system, there should be enough space inside each plot for green area & recreational area. So, to accommodate all those facilities in a plot it is necessary to fix the limit of ground coverage to 50 percent.	Chapter-03 Article-11 Bangladesh Economic Zones (Construction of Building) Rules 2017
49. What is FAR & How it can be calculated?	FAR means 'Floor Area Ratio'. For any building inside the EZ, FAR shall be 6. It means maximum floor area which can be constructed is 6 times of the Land Area. FAR= Total Floor Area/ Land Area	Chapter-03 Article-10 Bangladesh Economic Zones (Construction of Building) Rules 2017
50. What is Front, Rear & Side Setback?	Front Setback means the distance in between the building and boundary line of the plot in front direction. For plot inside the EZ, minimum front setback is 12 m for plot facing primary street & 4.5 m for plot facing secondary street. Rear Setback means the distance in between the building and boundary line of the plot in Rear direction. For plot inside the EZ, minimum Rear setback is 3.5 m. Side Setback means the distance in between the building and boundary line of both side of the plot. For plot inside the EZ, minimum Side setback is 3.5 m.	Chapter-03 Article-12 Bangladesh Economic Zones (Construction of Building) Rules 2017
51. What is Paved & Green area inside any plot?	The area of a plot which is covered by internal road, driveway, open parking, underground water tank etc. are identified as paved area. The area of the plot which will be used as garden/green grass is identified as green area.	Chapter-03 Article-11b & 11c Bangladesh Economic Zones (Construction of Building) Rules 2017

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Questions	Answers	Reference
52. Why community Open Space required, as every plot must have green/paved area?	Community space is must to provide the recreational facilities to the worker and evacuation space in case of emergency. It can be provided inside the area allocated for green or paved area.	Chapter-03 Article-12 Bangladesh Economic Zones (Construction of Building) Rules 2017
53. What is the maximum height of boundary wall?	1.5 m for solid portion and 1.25 for iron burst portion, so total height is 2.75m. Within this specification, permission from the authority does not require. But if any investor wants to have more height in terms of Boundary wall, then he must apply to OSSC directly.	Chapter-03 Article-16 Bangladesh Economic Zones (Construction of Building) Rules 2017
54. What is rainwater harvesting?	Rainwater harvesting is a place where rainwater shall be stored in rainy season and in summer it can be supplied to toilet or to gardening, firefighting, toilet for flushing or else.	Chapter-03 Article-22 Bangladesh Economic Zones (Construction of Building) Rules 2017
55. Is there any specification available on the qualification of technical person (who will be engaged in the preparation of drawings & designs)?	Yes Indeed, in Bangladesh Economic Zones (Construction of Building) Rules' 2017 there are some specifications mentioned. Those are: <input type="checkbox"/> To be a member of the respective professional body (like IEB/IAB) <input type="checkbox"/> To qualify as registered professional through an examination, written or oral, to be conducted by their respective professional body as per requirement of BNBC	Schedule-5 Bangladesh Economic Zones (Construction of Building) Rules 2017

12. FAQ on the Services and Clearance relating to Fire Extinction

Questions	Answers	Reference
1. What is Fire Fighting Floor Plan?	A Fire Fighting Floor plan is a detailed design to provide occupant safety in the event of fire to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. Generally, the plan provides information that is relevant about the building's layout, the fire protection systems and equipment, and the emergency evacuation procedures. The plan will outline. <ul style="list-style-type: none"> ⊙ A safe and orderly way for occupants to evacuate the building. ⊙ Methods of control that minimize the damage from fires when they do occur. ⊙ Proper maintenance and housekeeping required to prevent fires. The related drawing list of Fire Fighting Floor has been mentioned in Annexure-1 of SOP for Services and Clearance relating to Fire Extinction.	Thirteen Schedule of Fire Prevention and Extinction Rules, 2014

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Questions	Answers	Reference
2. What is the Objective of Fire Fighting Floor?	Fire Fighting Floor Plan has four primary objectives: <ul style="list-style-type: none"> ⊙ Control fire hazards in a building ⊙ Ensure a safe and orderly evacuation of a building in case of fire ⊙ Effective utilization of fire protection systems and equipment in buildings. ⊙ To provide continued education to the occupants and the fire command personnel and keep the people oriented to the in-built equipment in readiness to act in the event of Fire. 	Part-4 of Bangladesh National Building Code-2006.
3. Why Fire Fighting Floor Plan is necessary?	We know that Fire Breakouts can be sudden for any industry due to process of different flammable and chemical materials as well as huge consumption of electric power and pressurized gas. It can be damaging not only to the investment and valuable property but also endanger the lives of the occupants. That is why firefighting floor plan is paramount to design in case of safety of any kind of industrial building. The features of the design can help to evacuate a building in a safe manner to preserve life, limiting the material and economic damage, fire break out identification and protection. For these features, Fire Fighting Floor Plan is very necessary for any kind of industrial building.	Section 07 of Fire Prevention and Extinction Act, 2003 and Schedule of One Stop Service (Bangladesh Economic Zones Authority) Rules, 2014
4. In which stage investor has to apply for Approval of Fire Fighting Floor Plan?	After approval of the Land Use Plan permit from BEZA, Investor has to apply for Fire Fighting Floor Plan (NOC). Approved Fire Fighting Floor Plan (NOC) is the prerequisite document for issuing Building Permit which is issued by BEZA (Building Construction and Occupancy Recommendation Committee).	SOP for Services and Clearance relating to Fire Extinction and Building Construction.
5. Which Department has the authority for the Fire Safety related Clearance?	BEZA One Stop Service Centre is the authority for providing all the necessary services to investors of the economic zones under a single roof. In case of Fire safety related clearance, BEZA One Stop Service Centre (OSSC) is the service providing authority and Bangladesh Fire Service and Civil Defence (FSCD) is the issuing Authority. The Economic Zone Unit Investor will have no need to go FSCD for taking such type of services.	Fire Prevention and Extinction Act, 2003 and Schedule of One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018.
6. Why Fire Fighting Floor Plan is necessary before commencing the building construction?	The Fire Fighting Floor Plan is made considering two protection. Active Protection and Passive Protection. Active Fire Protection systems includes Hydrant System, Sprinkler System, Detection and Alarm System, Lightning Protection System etc. On the other hand, Passive Fire protection (PFP) is an integral component of the components of structural fire protection and fire safety in a building. It is attempts to contain fires or slow the spread, such as by fire-resistant walls, floors, doors, travel distance, evacuation Plan, Fire	Section 7 of Fire Prevention and Extinction Act, 2003

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Questions	Answers	Reference
	Resistance/ Fire Separation wall, Fire Coated Material, Fire/Smoke-Free Lobby, Fire/ Emergency stair and Fire lift. We see that passive protection directly related to building construction/ structure. The Building Construction and Occupancy Recommendation committee will cross-check the building passive fire protection system of the architectural drawing along with the approved Fire Fighting Floor Plan. That is why firefighting floor plan is necessary before issuing building construction permit.	
7. Our company wants to start construction very soon and related drawings and documents are under finalization, but it will take sixty (60) working days to get the building permit with NOC from FSCD. Is there any provision to submit the building Plan application without Approved Fire Fighting Floor Plan?	BEZA OSS Centre will receive the Building Plan application under the stage of the approval process of the Fire Fighting Floor Plan. After getting the approved Fire Fighting floor plan, the Building Plan Construction and Occupancy Recommendation Committee will issue the Building Construction Permit. In this way, any investors can reduce the time through parallel submission before construction.	Coordination Meeting Resolution dated 5th January 2020.
8. Where should I apply for Fire Safety Related Clearance?	The application and required documents have to be submitted BEZA One Stop Service Centre (OSSC). After Online Integration, the applicant may apply through their user account at the BEZA OSS Website.	One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018.
9. Can any investor prepare the Fire Fighting Floor plan by any individual engineer or inhouse engineering team?	The Engineering Consulting Firm that is related to Fire Safety Design and enlisted in Fire Service and civil defense can prepare Fire Fighting Floor Plan on behalf of the Investor. (N: B- Engineering Firm means an Institution formed combination of One Fire Safety Professional, One Electrical Engineer, One Mechanical Engineer, One Civil Engineer, and One Architect.)	Fire Prevention and Extinction Rules 2014. (This type of section will be added the Revised Fire Prevention and Extinction Rules-2014)
10. What kind of standards/guideline we will follow to	Bangladesh National Building Code (BNBC)-2006 and Fire Prevention and Extinction Rules, 2014 is the legal basis to prepare the firefighting floor plan. For Hazardous industrial buildings, which issues are not mentioned in the BNBC-2006 and Fire Prevention and Extinction Rules,	Bangladesh National Building Code (BNBC) 2006

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Questions	Answers	Reference
prepare the fire-fighting floor plan?	2014. In this case, the National Fire Protection Association (NFPA) related codes and standards can be followed.	and Fire Prevention and Extinction Rules, 2014
11. How many sets of documents should I submit to BEZA OSSC?	As per SOP, four (04) sets of documents need to be submitted. 1 set for Investor, 1 set for Zone Developer, 1 set for FSCD Headquarter, and 1 set for BEZA OSSC.	SOP for Services and Clearance relating to Fire Extinction
12. How does BEZA OSSC maintain Comprehensive communication with FSCD?	BEZA OSS Centre appointed the Focal point to follow-up on the submitted documents. The Focal point monitors that activity continuously. The detail information of Focal Point has been updated in BEZA Website.	One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018
13. What is the responsibility of Focal Points?	The focal point for Fire Safety is a representative from department of Fire Service and Civil Defence (FSCD) who is responsible to coordinate all the Fire Safety clearance procedures related to Economic Zones. Focal Point shall handle the applications received from the Central One Stop Service Authority, or where applicable, Regional One Stop Service Centre within the specified time and as per the Standard Operating Procedure.	Rule 9 of One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018.
14. Is there any inspection in case of Approval of Fire Fighting Floor Plan (NOC)?	Yes, upon successful completion of online application BEZA OSS Centre / Respective FSCD officer will inform the applicant of the date of inspection at the respective site.	Citizens Charter of Fire Service and Civil Defence, SOP for Services and Clearance relating to Fire Extinction.
15. Is there any Fee determined for Approval of the Fire Fighting Floor Plan (NOC) from the Fire Service side?	No, it is completely Free of Charge from Fire Service & Civil Defence Side.	Citizens Charter of Fire Service and Civil Defence.
16. We are going to build a one-story Industrial shed building? Is it necessary to take Approval of Fire Fighting Floor Plan (NOC) from FSCD?	According to Fire Prevention & Extinction Act-2003, Approval of Fire Fighting Floor Plan (NOC) is necessary for all Multistoried or Commercial Buildings. Industrial Building is one of the commercial buildings, so you have to take approval before building construction.	Section 7 of Fire Prevention and Extinction Rules-2003.
17. Can we get Building Occupancy	After installation of Fire Safety Equipment, you need to apply for the Effectiveness Certificate in favor of fire safety arrangements to BEZA	SOP for Services and

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Questions	Answers	Reference
certificate after installation of Fire Safety Equipment?	OSS Centre. Upon issuing an effectiveness certificate in favor of fire safety arrangement you can get Building occupancy certificate if other requirements are satisfied. We can say that Effectiveness Certificate is the prerequisite documents for the occupancy certificate.	Clearance relating to Fire Extinction and Building Construction
18. Is there any inspection in case of Effectiveness certificate on favor of Fire safety arrangement?	There is an inspection in case of Effectiveness certificate on favor of Fire Safety Arrangement. Based on inspection Fire Service and Civil Defence will issue the Effectiveness Certificate in favor of fire Safety arrangement.	Internal Regulation of Fire Service and Civil Defence, SOP for Services and Clearance relating to Fire Extinction
19. Is there any Fee determined for Effectiveness Certificate from the Fire Service side?	No, it is Completely Free of Charge from FSCD Side. There is no extra charge for travel allowance or food allowance.	Internal Regulation of Fire Service and Civil Defence, SOP for Services and Clearance relating to Fire Extinction
20. Is it possible to arrange joint inspection with Building Plan Approval Committee and FSCD inspection Team?	Yes, it is possible. Because of this, the investor needs to submit the application to BEZA OSS center to seeking the joint inspection for the occupancy certificate.	[TBD]
21. What is Fire License?	Fire License is an obligatory permit which is required by all factories and warehouse in Bangladesh as set out by the Fire Prevention and Extinction Act, 2003.	Section 4 of Fire Prevention and Extinction Act, 2003
22. In which stage the investor has to apply for the Fire License?	After getting effectiveness certificate the investors can apply for the fire license.	SOP for Services and Clearance relating to Fire Extinction
23. Is there any provision of inspection before issuing Fire License?	Yes. There is an inspection from the respective Fire inspector at the respective site. The respective fire inspector will calculate/asses the Fire license fee/ Demand fee i the presence of a factory representative or his assignee and asked to submit the license fee to the scheduled bank through treasury challan.	Fire Prevention and Extinction rules, 2014
24. Is there any Fee determined for Fire	Yes, there is Fee chart as per Fire Prevention and Extinction Rules, 2014 but currently, FSCD follow the fee chart of Fire Service Rules, 1961 due	Fire Prevention and Extinction rules, 2014 &

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Questions	Answers	Reference
License from Fire Service side?	to some Legal complications. It is only for License Fee, and no need to pay any travel allowance or some other additional cost from investor side.	Fire Service Rule 1961
25. What is the procedure to determine the Fire License Fees?	The site inspection will be conducted by the respective warehouse inspector. After the inspection, the demand note/fee amount is issued that states the fees are need to be paid by treasury Challan.	Fire Prevention and Extinction Rules, 2014.
26. Can you share the treasury challan Number for Fire License Fee?	This is the treasury challan number for Fire License Fees: 1-7361-0000-2009.Sonali Bank Limited / Bangladesh Bank Limited.	Fire Prevention and Extinction Rules, 2014.
27. Is there any VAT (Value Added Tax) to be paid for the prescribed license fee?	The VAT (Value Added Tax) must be paid for the prescribed license fee. The Vat Challan number and amount will be mentioned in the demand note.	Fourth Schedule [Rules 6 (3)] of Fire Prevention and Extinction Rules, 2014
28. Does the fire license have to be renewed every year?	Yes. It has to be renewed every fiscal year.	Rule 7 of Fire Prevention and Extinction Rules, 2014.
29. Is it mandatory to submit the original copy of the fire license for renewing a fire License?	Yes. It is mandatory document for renewing fire License.	Seventh Schedule of Fire Prevention and Extinction Rules, 2014.
30. Can I get a new copy of the license after renewal?	No. It will be renewed in the original copy by the hand signature with stamp of the respective warehouse inspector.	Seventh Schedule of Fire Prevention and Extinction Rules, 2014.
31. What will be the fee for the renewal of the license?	The renewal fee as same as the Fire License Fee for the first five years. Fire Service and Civil Defence respective inspector will reassess the License fee as per combustible material after five years.	Fire Service Rules, 1961

13. FAQs on Certificate for Commencement of Commercial Operation

Questions	Answers	Reference
1. When does it Apply?	When the EZ unit investor intends to commence their commercial operation, the investor shall apply for the Permission of Commencing Commercial Operation to BEZA-OSSC. It is mandatory to obtain all the necessary licenses and permits such as (all other licenses should be inserted) Building Permit (issued by BEZA, Occupancy Certificate for Building (issued by BEZA), Environmental Clearance Certificate, Fire Safety License (issued by FSCD), Factory License (issued by DIFE),	SOP on Certificate for Commencement of Commercial Operation

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Questions	Answers	Reference
	Electricity Connection Certificate (issued by OCEI), Boiler Registration Certificate [(if applicable) issued by OCIB] before applying to BEZA-OSSC for the Permission of Commencing Commercial Operation.	
2. When does the applicant apply for commercial operation?	The Applicant informs BEZA-OSSC through applying in online by stating the tentative date of starting commercial operation along with required documents (more elaboration)	SOP on Certificate for Commencement of Commercial Operation
3. What are the required documents for online application?	The following documents are required for online application: <ul style="list-style-type: none"> ◆ Building Permit (issued by BEZA) ◆ Occupancy Certificate for Building (issued by BEZA) ◆ Environmental Clearance Certificate (issued by DOE) ◆ Fire Safety License (issued by FSCD) ◆ Factory License (issued by DIFE) ◆ Electricity Connection Certificate (issued by OCEI) ◆ Boiler Registration Certificate [(if applicable) issued by OCIB] ◆ Bond License [(if applicable) issued by CBC] ◆ Bill of Entry of the Imported* Machineries/equipment/apparatus/appliances (copy)* ◆ Import Permit (copy)* ◆ Invoice and Packing List (copy)* ◆ *The documents are already having in OSSC portal. So, the Applicant does not need to submit. 	SOP on Certificate for Commencement of Commercial Operation
4. Does it require any site visit?	Yes. all industries prior starting commercial operation, a Technical Team comprised by BEZA, conducts site inspection as per the scheduled date. Usually, the inspection is conducted once but if it required, it may happen several times	SOP on Certificate for Commencement of Commercial Operation
5. How can I obtain a Certificate?	Once the certificate is issued, the applicant can receive certificate immediately by accessing the web portal of BEZA-OSSC.	SOP on Certificate for Commencement of Commercial Operation
6. How to complete payment?	The applicant after filling prescribed online form then completes payment through Mobile banking/Account Transfer/Card payment (locally accepted card) including VAT while submitting online	SOP on Certificate for Commencement of Commercial Operation
7. How much is the service fee?	BDT: 500+15% VAT	SOP on Certificate for Commencement of Commercial Operation

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14. FAQs of Repatriation of Technical Know-how fee (in case of the amount of remittance exceeding 6% of the cost of imported machinery), Repatriation of Assistance fee (in case of the amount of remittance exceeding 6% of the cost of imported machinery) and Repatriation of Royalty (In case of the amount of remittance exceeding 6% of Annual Sales as reported in the Income Tax Return of the previous year)

Questions	Answers	Reference
1. Payment of online service charge	The applicant after filling prescribed online form then completes payment through Mobile banking/Account Transfer/Card payment (locally accepted card) including VAT while submitting online	SOP for Approval of Foreign Loan and Remittance Repatriation
2. Who are eligible for remit?	ADs also OBU's (Offshore Banking Unit) for Type A enterprise) may remit the royalty, technical know-how and technical assistance fees of enterprises of EZs from their FC accounts without prior permission from BB or BEZA	FE Circular no. 21 (Circulated on May 11, 2017)
3. When does not Approval requires?	remit the royalty, technical know-how and technical assistance fees of enterprises of EZs from their FC accounts without prior permission from BB or BEZA if the total fees and other expenses connected with above mentioned purposes do not exceed the following limits: → For new projects, not exceeding 6% of the cost of imported machinery → For ongoing concerns, not exceeding 6% of the previous year's sales as declared in the income tax returns	FE Circular no. 21 (Circulated on May 11, 2017)
4. Any approval requires?	Whenever remittance of fee in excess of the prescribed limit is subject to prior specific approval from BEZA.	FE Circular no. 21 (Circulated on May 11, 2017)
5. What are the procedures of receiving approval	→ The Applicant submits the required documents along with the Filled-in Application Form (RTKHA-01) through online to BEZA-OSSC → The concerned officer of BEZA-OSSC reviews and checks the application along with other documents attached. → If the application and the attached documents are found in order, the concerned officer issues a "Letter of Approval" and passes it to the Applicant through BEZA-OSSC	SOP for Approval of Foreign Loan and Remittance Repatriation
6. Are the services offline?	No. The services are fully online based services from BEZA-OSSC	

Material for EZ Development

**12. Survey Report on EZ Development Progress
(Dec 2021)**

People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority

BIPIC Component 2: Strengthening Economic Zone Operation

Report for the Survey of EZ Development Progress

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EZ Development Progress**

(December 2021)

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List of Abbreviations

AMEZ	:	Abdul Monem Economic Zone
ATM	:	Automated Teller Machine
BEZA	:	Bangladesh Economic Zones Authority
BSMSN	:	Bangabandhu Sheikh Mujib Shilpa Nagar
BUET	:	Bangladesh University of Technology
BIPIC	:	Bangladesh Investment Promotion and Industrial Competitiveness Project
BTCL	:	Bangladesh Telecommunications Company Limited
BREB	:	Bangladesh Rural Electrification Board
BWDB	:	Bangladesh Water Development Board
CBD	:	Community Board District
CETP	:	Central Effluent Treatment Plant
CSTP	:	Central Sewerage Treatment Plan
DoE	:	Department of Environment
DPHE	:	Department of Public Health Engineering
DRS	:	District Regulating Station
EZs	:	Economic Zones
EPZ	:	Export Processing Zone
EIA	:	Environment Impact Assessment
ECC	:	Environment Clearance Certificate
ECR	:	Environment Conservation Rules
FSCD	:	Fire Service and Civil Defence
HP	:	Horsepower
JICA	:	Japan International Cooperation Agency
JGTDLS	:	Jalalabad Gas Transmission & Distributions System Limited
KGDC	:	Karnaphuli Gas Distribution Company Limited
KM	:	Kilometer
KV	:	Kilovolt
LGED	:	Local Government Engineering Department of Bangladesh
MEZ	:	Meghna Economic Zone
MIEZ	:	Meghna Industrial Economic Zone
MMSCFD	:	Million standard cubic feet per day
MP	:	Master Plan
MVA	:	Megavolt Amperes
MBPS	:	Megabits per Second
MW	:	Megawatt
MBBR	:	Moving Bed Biofilm Reactor
N.A.	:	Not Applicable
OSSC	:	One Stop Service Center
PMO	:	Prime Minister's Office
PPP	:	Public Private Partnership
PD	:	Project Director
PSIG	:	Pounds per square in gauge
RHD	:	Roads & Highway Department
RCC	:	Reinforced Cement Concrete
RL	:	Reduced Level
STP	:	Sewerage Treatment Plan
SRO	:	Statutory Regulatory Order

SFT	:	Square Feet
TGDCL	:	Titas Gas Transmission and Distribution Company Limited
TSDF	:	Treatment, Storage, and Disposal Facility
VAT	:	Value Added Tax
WZPDCL	:	West Zone Power Distribution Company Limited
WTP	:	Water Treatment Plant

Chapter 1: Survey Outline

1.1 Background & Objective

1.1.1 Background

With the Government of Bangladesh looking to establish internationally competitive industries and promote FDI to diversify the economic structure heavily dependent on garment industry and remittance from overseas workers, JICA has undertaken the technical cooperation project since 2017/2022, entitled “Bangladesh Investment Promotion and Industrial Competitiveness Project (BIPIC),” to facilitate the formulation of industrial policy and development of linkages between foreign companies and domestic industries. JICA aims to achieve the goal by improving business environment and enhancing investment promotion and strengthening supporting industries as well as strengthening EZs operation and management through support on Bangladesh Economic Zones Authority.

BEZA came into being through the Bangladesh Economic Zones Act, 2010 and was officially instituted in November 2010 with the mandate to establish, issue licenses, operate, manage, and monitor all the EZs in Bangladesh while ambitiously planning to establish 100 EZs by 2030. BEZA successfully launched One Stop Service Center in 2019 with enormous support from relevant ministries and departments where unit investors of EZs are able to receive all the required licenses/ approvals at BEZA and commenced operation in accordance with OSS Act 2018 and OSS Rules 2018. Under such circumstances, JICA Project Team has visited more than 10 EZs currently under development with the aim of observing the progress of EZs development and quite a few issues have been identified. In order to extend cooperation for improvement on EZs development, JICA Project Team has summarized the observation during the site visits in hope that it helps leading to development of Bangladesh through investment from all over the world.

1.1.2 Objectives

This survey report is divided into the following chapters with the objective of supporting improvement of EZs development in Bangladesh to attract investment from EZ developers/unit investors.

- Chapter 1: To overview current status of EZs development and unit investors in Bangladesh
- Chapter 2: To summarize current progress of EZs development observed during the site surveys
- Chapter 3: To analyze issues and propose recommendations/measures from three perspective:
Procedures of EZ development, EZ developers, and BEZA’s organization and management

1.2 Current Status of EZs Development in Bangladesh

1.2.1 Status of EZs Development

In the first Governing Board Meeting held on April 18, 2012, a committee was formed from the representatives of BEZA, BIDA, the related Ministries, and Trade Body in order to select potential EZ sites in Bangladesh, and the Governing Board through the Governing Board Meeting 1st-6th has given primary approval of potential 88 EZ sites as per the committee's recommendation. While total of 48 EZ projects are currently in progress, 9 of them have been pre-qualified by BEZA and 39 of them have been officially approved/ licensed by BEZA, of which 26 EZs are in the actual development work and conducting sales promotion and accepting unit investors (Table 1.1). Concerning EZs by BEZA Initiative, 12 of them have started development work and the rest of them are at the stage of Feasibility Study. As for EZs by G to G initiative, there are currently 5 joint development projects with foreign governments (China: 1 EZ, India: 3 EZs and Japan: 1 EZ); however, one of the Indian EZ development projects, which was planned in Kustia, was officially postponed by two countries. Regarding EZs by Private Sector Initiative, 9 out of 11 projects that started development work are at a stage where they are receiving unit Investors. The status of individual EZ development as of December 2021 is shown in the table below (Table 1.2).

Table 1.1: Overall EZs Development Status (As December 2021)

EZ Type	Development Stage			
	Pre-qualification	Officially Approved/ Licensed	Total	Under Development (out of those officially approved/ licensed)
BEZA/G to G Initiative	-	25	25	12
PPP Initiative	-	3	3	3
Private Sector Initiative	9	11	20	11
Total	9	39*	48	26*

Source: BEZA

*Note: 39 EZs have been officially approved/ licensed by BEZA, of which 26 are currently under development work

Table 1.2: Each EZ Development Status (As of December 2021)

SI No.	EZ Name	Outline
BEZA/ G to G Initiative		
-Under Development		
1	Mirsharai EZ (Zone 2A)	- Land filling completed - Land (entire area) has been sold out - 20 km Super-dyke construction is in progress (more than 50% complete) - Access road construction is in progress - Water supply works is in progress - Tender evaluation completed for construction of 50 MLD water treatment plant for the Zone 2A and Zone 2B and nearby zones
2	Mirsharai EZ (Zone 2B)	- Land filling and dredging works are almost complete - Land (entire area) has been sold out - Site survey work has been complete - Construction of Access Road and Service Road are in progress (60% complete) - Construction of Super Dyke is in progress
3	Mirsharai EZ (Zone 6)	- Appointment of contractor for land filling completed - Land filling is in progress (20% complete) - Construction of 1.5 km road and 20 meter RCC arch bridge for Sheikh Hasina Sarobar in progress - Construction of roads, bridge and drains in progress
4	Shreehatta EZ	- Entire land has been taken by 6 companies

		- Administration building is under construction (two floors completed and interior design works in progress) - Gas connection completed - Underground water reservoir and deep tube well completed - Boundary wall completed - Land filling by BEZA complete - Land filling by unit investors is in progress (90% completed) - Power Substation has been completed - 10 MLD water treatment plant in progress - Onside road networks and drainage system are in progress - 4 unit investors have received Investment Clearance whereas 1 unit investor is in the process of Investment Clearance
5	Jamalpur EZ	- Prospectus has been sold to 60 aspiring applicants - 6 nos. of applicant submitted proposal to BEZA for Land Allotment - The construction of admin building has been completed - On side road network is in progress - 3 unit investors have received Investment Clearance
6	Sabrang Tourism Park	- Construction of administration building completed and interior design works in progress - Land filling is in progress and tendering in progress for the land development of 2 nd phase - Construction of embankment are in progress completed - 6 vent sluice gates are in progress (20% complete) - Tower clock work order completed - Channel closure and canal lining works are in progress (90% complete) - Prospectus selling is in progress for Allotment of Land - 13 companies have already taken plots of 118 acres of land
7	Naf Tourism Park	- Land filling is in progress (70% completed) - Installation of submarine cable has been completed - Boundary walls in progress - Embankment works in progress - Prospectus selling will start soon for offering land to the aspirant local and foreign investors
8	Chandpur EZ	- Feasibility Study has been completed and final interim report submitted
9	Feni EZ	- Feasibility Study has been completed
10	Mongla SEZ (Indian EZ)	- MOU has been signed with the developer - DPP has been prepared and it is now in the process of final reviewing stage with the developer
11	Anwara-2 EZ (Chinese EZ)	- Equity share holding agreement has been signed with China Harbor Engineering Co., Ltd. - SPC company incorporated - Development Agreement and Land Lease Agreement has been submitted to Cabinet Committee for Economic Affairs (CCEA) - Construction of administrative building has been completed - 2 access roads have been constructed - Land development works are in progress - Feasibility study and EIA have been completed
12	Moheshkhali EZ-3	- Total 570 acre of underdeveloped land has been allotted for 3 investors - One investor has started land filling work for their allotted land
-Officially Approved		
1	Araihazar EZ (Japanese EZ)	- F/S for 1,000 acres site has been completed, and land acquisition for 620 acres has been completed and rest of the land acquisition in progress (under approval stage of 380 acres of land in Ministry of Land) - 160 acres of land has been handed over to the developer - Offsite infrastructures in progress - Revised DPP (BDT 31 billion) is approved by ECNEC - Tender of Araihazar EZ infrastructure development has been awarded (BDT 25.82 billion)
2	Araihazar EZ-2	- Feasibility Study is still in progress and final interim report of F/S has been submitted
3	Gopalganj EZ-1	- Feasibility Study is still in progress and final interim report of F/S has been submitted
4	Sitakunda EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
5	Tangail EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
6	Manikgonj EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
7	Bhola EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
8	Nababgonj EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
9	Sylhet SEZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
10	Jamalpur EZ-2	- Feasibility Study is still in progress and final interim report of F/S has been submitted
11	Nilphamari EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
12	Panchagarh EZ	- Feasibility Study is still in progress and final interim report of F/S has been submitted
13	Indian SEZ (Mirsharai)	- The site selection and land acquisition of 1,000-acre area for the Indian SEZ has already been completed in Mirsharai, Chattogram - Adani Ports and Special Economic Zone Limited has been given official selection by PMO as a zone Developer in January 2020. The commercial agreement with the Adani Ports and Special Economic Zone Limited (APSEZ) will be shortly signed by BEZA to start the

		implementation work after completing of necessary negotiations - The Indian authority approved \$115 million in funds for the project.
PPP Initiative		
-Under Development		
1	Mongla EZ	- BEZA has appointed Powerpack, Sikder Group as the developer - Access Road, Bridge, Water Supply, Power Substation and Administration Building completed - Onside Infrastructure, Service roads, Water and power supply line are in progress - Plot/space allotted to 6 companies - 3 unit investors are under Investment Clearance process
2	Mirsharai EZ Phase-1 (SBG EZ)	- 6 km of Access road are completed. Boundary wall, 2 bridges and Dyke are completed. - Topographic survey for water supply line are completed. 33/11 KVA sub-station is completed.
3	BEPZA EZ (Mirsharai)	- MOU has been signed with BEPZA - Land filling is in progress - Access road and other onside infrastructures including utilities in progress
Private Sector Initiative		
-Under Development		
1	Meghna EZ	- The EZ is in operation - All the facilities have been completed - Out of 12 unit investors 11 has received Investment Clearance whereas 8 unit investors have started their operation, 1 unit investor is in the process of Investment Clearance
2	Meghna Industrial EZ	- The EZ is in operation - All the facilities have been completed - Out of 19 unit investors 18 has received Investment Clearance whereas 12 unit investors have started their operation - 1 unit investor is under Investment Clearance process
3	Aman EZ	- Land filling complete - Utilities are available - Partial boundary wall - The EZ is in operation - 5 unit investors have received Investment Clearance. 3 of them have started Commercial Operation and there is no progress about remaining 2 investors
4	Abdul Monem EZ	- Permanent boundary wall is progressing - Power substation completed - Gas pipeline up to zone completed - The EZ is in operation - 2 unit investors have received Investment Clearance. One investor has started Commercial Operation and 1 investor is going to start factory construction
5	Bay EZ	- The EZ is in operation - 2 unit investors have received Investment Clearance. One investor has started Commercial Operation - Except gas connection other utilities are available - Permanent boundary wall is in progress
6	City EZ	- Land filling completed - Utilities are available - CETP and WTP are available - The EZ is in operation - 6 unit investors have received Investment Clearance whereas 3 unit investors are in operation and 2 unit investors are in under construction and one investor will start construction soon - 1 unit investor is under Investment Clearance process
7	East-West SEZ	- Land filling is in progress, and partial boundary wall is complete - 1 unit investor has received Investment Clearance and will start construction soon
8	Karnafuli Dry Dock EZ	- Land filling completed - Utilities are available - Substation is installed - 1 unit investor is under Investment Clearance process
9	Sirajganj EZ	- Land filling is in progress and will complete by Jan 2021
10	Kishoregonj EZ	- Construction of boundary wall is on progress - Land filling completed (70%)
11	Hosendi EZ	- Land filling is almost completed - A unit investor receives Investment Clearance and started factory construction - Another unit investor is under Investment Clearance process
-Pre-qualified by BEZA		
1	AK Khan EZ	- Under Licensing Process
2	United City IT Park	- Under Licensing Process
3	Arisha EZ	- Under Licensing Process
4	Basundhora SEZ	- Under Licensing Process
5	Akij EZ	- Under Licensing Process

6	Comilla EZ	- Under Licensing Process
7	Sonargaon EZ	- Under Licensing Process
8	Hamid Economic Zone	- Under Licensing Process
9	Standard Global EZ	- Under Licensing Process

Source: BEZA

1.2.2 Status of Investment in EZs

As of December 2021, 77 unit investors have been granted Investment Clearance by BEZA, of which local investors account for the majority totaling 60, and the manufacturing sector is dominant with 72 (Table 2.1 and 2.2). 28 unit investors have already started commercial operation, while 16 unit investors have received Investment Registration and are currently under assessment for Investment Clearance. (Table 2.3, 2.4, and Annex-1).

Table 2.1: Number of Unit Investors Given Investment Clearance (by Country) (as of December 2021)

Country	Number of Unit Investors
Bangladesh	60
Australia	2
Germany	1
Hong Kong	1
Switzerland	1
China	3
China**	2
India	1
India**	1
Japan	1
Japan*	2
United Kingdom**	1

Table 2.2: The Number of Unit Investors Given Investment Clearance (by Sector) (as of December 2021)

Sector	Number of Unit Investors
Manufacturing	72
Service/Logistics	2
Service/IT	1
Service/Power Generation	1
Petrochemical Plant	1
Total	77

Source: BEZA

Table 2.3: Overall Unit Investors Status in EZs (As of December 2021)

EZ Name/ EZ Type	Assessment for Investment Clearance	Certified with Investment Clearance	Operation (out of those certified with Investment Clearance)
Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)/ BEZA Initiative	8	18	-
Shreehatta EZ/ BEZA Initiative	1	4	-
Mongla EZ/ PPP Initiative	3	-	-
Moheshkhali-3 EZ/ PPP Initiative	-	1	-
Aman EZ/ Private Sector Initiative	-	5	3
Abdul Monem EZ/ Private Sector Initiative	-	2	1
Bay EZ/ Private Sector Initiative	-	2	1
City EZ/ Private Sector Initiative	-	8	3
East West EZ/ Private Sector Initiative	-	1	-
Hosendi EZ/ Private Sector Initiative	-	4	-
Kamaphuli Dry Dock EZ/ Private Sector Initiative	1	-	-
Meghna EZ/ Private Sector Initiative	1	11	8
Meghna Industrial EZ/ Private Sector Initiative	1	18	12
Jamalpur EZ/Government Initiative	-	3	-
Kishoregonj EZ/Private Initiative	1	-	-
Total	16	77*	28*

Source: BEZA

*Note: 77 unit investors have been certified Investment Clearance of which 28 have started Operation so far.

Table 2.4: Each Unit Investor Status in EZs (As of December 2021)

Sl No.	Unit Investor's Name	Outline
Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN)/ BEZA Initiative		
-Under Assessment for Investment Clearance		
1	Bangladesh Lithium Battery Limited	Domestic oriented Joint Venture company. TOR approved and EIA in progress.
2	Bashundhara Chemical Industries Limited	Received TOR approval for EIA. Domestic oriented local company
3	Bashundhara Pre-fabricated Building Manufacturing Industries Ltd	Submitted TOR for EIA. Domestic oriented local company
2	Mango Technologies Limited	Domestic oriented Joint Venture company. TOR approved and EIA in progress.
3	McDonald Steel Building Products Limited	Both domestic and export oriented local company. TOR approval in progress
6	Nippon & McDonald Steel Industries Limited	Under Investment Clearance stage. Both domestic and export oriented Joint Venture company.
4	GAS 1 Limited	Domestic oriented local company
5	Mango Technologies Ltd.	Domestic oriented joint venture company
6	McDonald Steel Building Products Limited	Both domestic and export oriented local company
7	Yabang Bangladesh Chemicals & Pharmaceuticals Park	Both domestic and export oriented foreign company
8	Fawn Energy Ltd.	Domestic oriented local company
9	Berger Paints Bangladesh Limite	Both domestic and export oriented foreign company
10	Bangladesh Lithium Battery Limited	Both domestic and export oriented joint venture company
11	Jahangir Steel Mills Ltd.	Domestic oriented local company. TOR has been approved.
-Certified with Investment Clearance		
1	Arman Haque Denims Limited	Export oriented local company. EIA has been approved and Building Permit in progress.
2	Asian Paints Bangladesh Limited	Domestic oriented Joint Venture company. Building Occupancy approved and now ECC stage.
3	Bangladesh Auto Industries Ltd.	Both domestic and export oriented Joint Venture company. EIA approved and now in the process of Land Use Plan Permit.
4	Jinyuan Chemical Industry Co. Ltd.	Both domestic and export oriented foreign company. Trial operation is yet to start prior starting Commercial Operation.
5	Modern Syntex Limited	Both domestic and export oriented local company. Building construction in progress.
6	Star Allied Venture Limited	Both domestic and export oriented local company.
7	SQ Electronics	Domestic oriented local company. ECC approved and in the process of Building Permit.
8	Bashundhara Chemical Industries Limited	Domestic oriented local company. EIA approved
9	Bashundhara Multi Steel Industries Limited	Both domestic and export oriented local company. EIA approved
10	Bashundhara Packaging and Accessories Industries Limited	Both domestic and export oriented local company.
11	Bashundhara Pre-fabricated	Domestic oriented local company. EIA approved

	Building Manufacturing Industries Ltd	
12	Bashundhara Readymix & Construction Industries Limited (BRMCIL)	Both domestic and export oriented local company. ECC approved
13	Healthcare Life Science Limited	Both domestic and export oriented local company. ECC approved.
14	Jiehong Nonwoven Products (BD) Co., Ltd	Domestic oriented foreign company
15	Nippon & McDonald Steel Industries Limited	Both domestic and export oriented foreign company
16	Marico Bangladesh Limited, Manufacturing Plant-3	Domestic oriented foreign company. ECC approved
17	Samuda Construction Limited	Domestic and export oriented local company.
18	Samuda Food Products Limited	Domestic and export oriented local company.
Shrihatta EZ / BEZA Initiative		
-Under Assessment for Investment Clearance		
1	Hamza Knit Dyeing Mills Limited	Domestic and export oriented local company. TOR approval stage.
-Certified with Investment Clearance		
1	British Aluminex Ltd.	Both domestic and export oriented Joint Venture company.
2	Double Glazing Industries Limited	Domestic oriented Joint Venture company. ECC approved. Building Permit under in process
3	Jinnat Textile Mills Limited	Domestic oriented local company. ECC approved
4	DBTrims Limited	Domestic oriented local company
Mongla EZ / PPP Initiative		
-Under Assessment for Investment Clearance		
1	PowerPac Mutiara Khulna Power Plant Limited	Received Investment Registration. Domestic oriented local company
2	PowerPac Petroleum Limited	Received Investment Registration. Domestic oriented local company
3	PowerPac Steel Mills Limited	Received Investment Registration. Domestic oriented local company
Moheshkhali-3 EZ / PPP Initiative		
-Certified with Investment Clearance		
1	SPL Petrochemical Complex Limited	Both domestic and export oriented local company. Land filling in progress.
Aman EZ / Private Sector Initiative		
-Certified with Investment Clearance		
1	Akin Feed Limited	Domestic oriented local company
2	Aman Shipyard Limited	Domestic oriented local company
-In Operation		
1	Aman Cement Mills Unit-2 Limited	Both domestic and export oriented local company
2	Aman Foods & Beverage Ltd.	Both domestic and export oriented local company
3	Aman Packaging Ltd.	Both domestic and export oriented local company
Abdul Monem EZ / Private Sector Initiative		
-Certified with Investment Clearance		
1	Huntsman Bangladesh Pte Ltd.	Building permit approved. Local oriented foreign company
-In Operation		
1	Bangladesh Honda Private Limited	Domestic oriented Joint Venture company
Bay EZ / Private Sector Initiative		

-Certified with Investment Clearance		
1	Bay Sports Wear Limited	Export oriented Joint Venture company
-In Operation		
1	Meigo (Bangladesh) Ltd.	Export oriented foreign company
City EZ / Private Sector Initiative		
-Under Assessment for Investment Clearance		
+	City Polymers Limited	Both domestic and export oriented local company
-Certified with Investment Clearance		
1	Rupshi Feed Mills Limited	Both domestic and export oriented local company. ECC approved. Under construction stage.
2	Rupshi Flour Mills Limited	Both domestic and export oriented local company. Under construction stage.
3	Rupshi Sugar Mills Limited	Yet to apply for Land Use Plan Permit. Both domestic and export oriented local company
3	City Polymers Limited	Both domestic and export oriented local company. Building permit approved.
4	Rupshi Foods Limited	Both domestic and export oriented local company
5	Rupshi Seed Crushing Limited	Both domestic and export oriented local company
-In Operation		
1	City Auto Rice & Dal Mills Limited	Both domestic and export oriented local company
2	City Edible Oil Limited	Both domestic and export oriented local company
3	City Seed Crushing Industries Limited (Unit-2)	Both domestic and export oriented local company
East West EZ/ Private Sector Initiative		
-Certified with Investment Clearance		
1	Bashundhara Oil and Gas Company Limited	Domestic oriented local company
Hosendi EZ/ Private Sector Initiative		
-Under Assessment for Investment Clearance		
+	Dhaka Sugar Limited	Under Investment Clearance approval stage. Both domestic and export oriented local company
-Certified with Investment Clearance		
1	Dhaka Salt & Chemicals Limited	Building permit approved and Factory construction under. Both domestic oriented local company
2	Dhaka Sugar Limited	Fire safety plan approved. Both domestic and export oriented local company
3	City LPG Limited	Both domestic and export oriented local company
4	U. K Bangla Paper Limited	Both domestic and export oriented local company. EIA approved and Fire Safety Plan approved.
Karnaphuli Dry Dock EZ/ Private Sector Initiative		
-Under Assessment for Investment Clearance		
1	Karnafuly Dry Dock Limited	EIA approved. Export oriented local company
Meghna EZ / Private Sector Initiative		
-Under Assessment for Investment Clearance		
1	Pirojpur Pulp and Paper Mills Limited	Domestic oriented local company
-Certified with Investment Clearance		
1	Meghna Container Terminal Limited	Both domestic and export oriented local company
2	Meghna PVC Limited	Under Building Permit stage. Both domestic and export oriented local company

3	Sonargaon Solar Energy Limited	Under commercial operation permission stage. Domestic oriented service company
-In Operation		
1	Meghna Ballpen and Accessories Manufacturing Ltd.	Both domestic and export oriented local company
2	Meghna Edible Oils Refinery Ltd.	Domestic oriented local company
3	Meghna Pulp & Paper Mills Ltd.	Domestic oriented local company
4	Meghna Sugar Refinery Ltd.	Both domestic and export oriented local company
5	MPP Power Plant Ltd.	Domestic oriented local company
6	Sonargaon Flour & Dal Mills Ltd.	Domestic oriented local company
7	Sonargaon Seed Crushing Mills Ltd.	Both domestic and export oriented local company
8	Tasnim Chemical Complex Unit-2 Ltd.	Both domestic and export oriented local company
Meghna Industrial EZ / Private Sector Initiative		
-Under Assessment for Investment Clearance		
1	Sika Bangladesh Limited	Land Use Plan approved. Both domestic and export oriented foreign company
-Certified with Investment Clearance		
1	Meghna Bulk Bag Industries Ltd	Building Permit approved. Domestic oriented local company.
2	Meghna Foil Packaging Limited	Building Permit approved. Domestic oriented local company. Under construction stage
3	Meghna Noodles and Biscuit Factory Ltd.	Factory construction and the machinery installation have been completed. Trial production will start soon. Both domestic and export oriented local company
3	S2s Chemicals Ltd.	Domestic oriented local company.
5	Sakata Inx (Bangladesh) Private Limited	Under construction stage. Domestic oriented foreign company
6	Siegwerk Bangladesh Limited	Received Building Permit but construction work is yet to start. Both domestic and export oriented foreign company
7	Sonargaon Printing and Packaging Industries Ltd	Factory construction and the machinery installation have been completed. Trial production will start soon. Domestic oriented local company
8	TECLEAP LTD.	Started trial operation. Domestic oriented local company
4	Ismartu Technology BD Limited	Under Building Permit stage. Domestic oriented foreign company
5	JOTUN Bangladesh Limited	Building Permit approved and started construction. Domestic oriented foreign company
6	Sun Pharmaceuticals (EZ) Limited	Building Permit approved. Domestic oriented local company
-In Operation		
1	Meghna Beverage Limited	Domestic oriented local company.
2	Meghna Star Cables & Electrical Appliances Ltd	Both domestic and export oriented local company
3	Sonargaon Steel Fabricate Ltd.	Domestic oriented local company
4	Thai-Foils & Polymer Industries Ltd	Domestic oriented local company
5	TIC Industries (Bangladesh) PTY Ltd.	Export oriented foreign company
6	TIC Manufacturing (Bangladesh) Ltd.	Export oriented foreign company

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Chapter 3 - Analysis of Issues and Recommendations/ Measures

7	Unique Cement Fibre Industries Ltd	Both domestic and export oriented local company
8	Sakata Inx (Bangladesh) Private Limited	Domestic oriented foreign company
9	Siegwerk Bangladesh Limited	Both domestic and export oriented foreign company.
10	TEACLEP Ltd.	Domestic oriented local company.
11	Meghna Noodles and Biscuit Factory Ltd.	Both domestic and export oriented local company.
12	Sonargaon Printing and Packaging Industries Ltd	Domestic oriented local company.
Jamalpur EZ/ Government Initiative		
-Certified with Investment Clearance		
1	Bioleap Agro Industry Limited	Domestic oriented local company
2	Bioleap Industry Limited	Domestic oriented local company. The company has applied for ECC to DoE and Fire Safety Plan to FSCD.
3	Maxpure Consumer Products Limited	Fire Safety Plan submitted to FSCD. Domestic oriented local company
Kishoregonj Economic Zone Ltd / Private Initiative		
-Under Assessment for Investment Clearance		
1	Nita Company Ltd.	Domestic oriented joint venture company

13. EZ Development Webinar Discussion Summary

Name of Group	Management 1	Moderated by	Muhammad Abdul Momin
Task 1: In relation to EZ development and operation, please talk about problems or challenges that you are facing with or dealing with.			
Task 2: If time permits, choose one topic and discuss freely. How can it be improved or solved?			
<p>Sirajganj EZ: PRIVATE</p> <ul style="list-style-type: none"> ● Question: Currently Sirajganj EZ is under development stage and land filling is on progress. The major challenge at this stage is evacuate of 755 households in the outside EZ. The householders are living in khas land (govt. owned land). They are not legally allowed to get complementation. What is the solution of the current problem? ● Answer: The ultimate solution is to resettle them anywhere outside EZ in a suitable location through both motivating and compensation. <p>Jamalpur EZ:</p> <ul style="list-style-type: none"> ● Question: what are the challenges/problems are facing? ● Answer: In the stage of EZ development, the concerned officials like PD/DPD are facing of project fund in releasing not in proper time manner. This is one of the major barriers of the development of Jamalpur EZ ● Question: In most cases the Investors are confused in communicating in regard to lease of land. How the problem to be addressed? ● Answer: Regarding land lease issue, the concerned PD/DPD is not responsible to deal it with the investors. ● Whenever any investors visit for land lease, the concerned PD/DPD will requests to discuss with Investment Promotion Particularly Deputy Manager (Investment Promotion-2) 			

Name of Group	Management 2	Moderated by	Md Shahiduzzaman
Task 1: In relation to EZ development and operation, please talk about problems or challenges that you are facing with or dealing with.			
Task 2: If time permits, choose one topic and discuss freely. How can it be improved or solved?			
<ul style="list-style-type: none"> ● Question: Is there any Economic Zone's regulations for constructing boundary wall of Economic Zone? ● Answer: This issue is relevant to the bond facilities and customs regulations. So, this query will be forwarded to Mr. Rezaul Haque and Mr. Mustafizur Rahman to response with the accurate information. ● Question: The process of inclusion of Land or declaring a land as EZ for the Private EZ is very lengthy and complex. Is it possible to make it shorter and easier? ● Answer: To declare a land as EZ, applicant has to publish a gadget. For this publication of gadget, the applicant has to coordinate with several offices other than BEZA. To make this process shorter, BEZA is ready to accept any suggestions from the investors/ applicants regarding any specific steps to be modified or removed which may share to the concern authority by BEZA to take necessary actions. ● Question: Is there any specific guidelines or suggestions for designing the entrance of the EZ or customs station locations? ● Answer: The design of the entrance of the EZ depends on the front road area. Usually, the area/space between front road and the entrance gate will be decided considering the parking zone area, labor gathering space etc. ● 		<ul style="list-style-type: none"> ● If Bay EZ wants to have their own OSSC at their EZ, BEZA will provide any training or guidelines to run the OSS or not? ● Answer: This query will be forwarded to Mr. Mustafizur Rahman and Mr. Md. Tanvir Hasan Ruman to response with the accurate information. ● Question: How Bay EZ conduct their investment promotion activities to attract foreign investors? ● Answer: Actually, Bay EZ shows their specialized area of manufacturing different products and facilities of their EZ. They showed their connectivity with international suppliers and customers. One of the companies of Bay EZ produces very expensive toys and export to Europe. ● Question: What would be the recommendations for the location of constructing an electrical substation in EZ? ● Answer: It depends on the nearest high voltage transmission line. If the location of the substation is in the center of the EZ, we can not utilize the factory area efficiently. So, it is better to locate the substation at the corner or edge of the EZ area. 	

Name of Group	Management-3	Moderated by	Md. Hasanul Islam
Task 1: In relation to EZ development and operation, please talk about problems or challenges that you are facing with or dealing with.			
Task 2: If time permits, choose one topic and discuss freely. How can it be improved or solved?			
<ul style="list-style-type: none"> ● Question: General problem on development in Bangladesh? ● Answer: For a new project, the general problem is mainly fund, process difficulties and less coordination among different license giving ministries. ● Question: What is the major problem in Araihaazar Project development work? ● Answer: The main problem in Araihaazar project is land filling problem right now. There has to use long pipeline for the land development in Araihaazar EZ. There is using 10km pipeline. ● Question: How can we improve the coordination among government organizations? ● Answer: The coordination can be developed with the direct involvement if PMO as they are higher authority. They can take the role of coordination among all the related ministries. ● What kind of budget issues come in case of big projects in Bangladesh? ● Answer: In case of big projects, it is necessary to approve the project from ECNEC (Executive Committee of the National Economic Council) which takes some. In case of foreign loan projects, it also takes time. ● 	<ul style="list-style-type: none"> ● Question: What is problem related to manpower in BEZA? ● Answer: As a new organization, BEZA has scarcity of own members who have such technical knowledge for different development works. So, it is necessary to initiate the capacity building of BEZA for further improvement. ● Question: Does BEZA give online services for DoE licenses? ● Answer: Yes. Currently BEZA OSSC is giving online services for all DoE licenses. The investor can apply through online and can get the license through online. He does not need to submit any offline documents for that. ● Question: What is the status of new ECR of DoE? Isn't it necessary as the old ECR is very old? ● Answer: DoE has drafted a new ECR in 2017 which is still under approval stage. Yes. It is very important to get the new ECR. We hopefully get it soon. ● Question: Is there any rules related to Solid Waste Management in Bangladesh? ● Answer: DoE is drafting a solid waste management rules which has not approved yet. ● Question: We have heard that DoE has only 1 meeting in HQ related to red category projects. Is it possible to sit with DoE and do some regular ECC meeting specially for EZ investors? ● Answer: It is true that DoE has very limited meeting in HQ. We can sit with DoE for special care for EZ investors officially. This is a good suggestion. 		

Name of Group	Engineering -01	Moderated by	Md. Sarowar Mahmud (JPT)
<ul style="list-style-type: none"> ● Question: Proper & Detail MP is not available at the site. Therefore, it becomes hard to implement the in the practical field.(Ferdous wahid, Beza) Site Engineer for Mirsari Answer: Detailed design on stage by stage is very important, especially for construction / inspection. BEZA need to be improved in the future. And this seminar aims such improvement. ● Question: Rules & regulations for Ez development is not in details. It is helpful if those technical matter are described in details (shahed Iqbal, MEZ & MIEZ) Answer: Rules and regulations are sometimes not sufficient but EZ developer can provide your own rules for maintaining better and functional EZ. We, OSSC/JPT will assist to make some Manual; 1) EZ Development Design Manual 2) Internal Regulations Manual 3) Fire safety Manual, and others ● Question: Many developer do not follow the necessary rules while preparing the EZ MP(Nadia hossen, Beza) EZ development Answer: Developers are traditional mind to operate own industrial estates like before. But foreign investors with international practice prefer more maintained/sophisticated EZ as international standard. Therefore, time by time, Developers follow international level of practice. And it is the most important manner when receiving foreign investment/technology. 	<ul style="list-style-type: none"> ● Question: Labour rules need to be followed properly in Ez. As labour are one of the most important element of EZ.(Saima begum, DIFE) Answer: Yes, investors are looking for good/skillful labour but not only cheap labour. Skillful labour cannot be collected unless a good work /life environment is prepared. Therefore, Amenities/Entertainment in EZ is very important. 		

Interactive Discussion Summary Sheet – Webinar 1, March 2, 2021

Name of Group	Engineering-2	Moderated by	Md Saddam Hossain
Task 1: In relation to EZ development and operation, please talk about problems or challenges that you are facing with or dealing with.			
Task 2: If time permits, choose one topic and discuss freely. How can it be improved or solved?			
<ul style="list-style-type: none"> ● Question: Is it necessary to visit site by the Designer for detail design and drawing? (Mr. Afjal) ● Answer: For the primary design, it is ok to prepare the drawings without going to site depending on the google pictures and other sources. But for detail drawings, it is necessary to go to the site by the designer. ● Question: Discussion about EZ site selection with Japanese Expert/ What should be the criteria for EZ site Selection (Mr. Ali Ashraf Sir, Member of Building Committee) ● Answer: The common criteria for the site selection of a EZ are- <ol style="list-style-type: none"> 1. Whether the area is flood prone or not? 2. RL of the site. If there is needed more than 2m land filling, there the land development cost will be very high. 3. The type of land. If the land is paddy land, the soil has to be replaced as they are not suitable for heavy industrial construction. ● Question: How to mitigate the air pollution and solid waste management in EZ (Mir Kashem Sir, Focal Point DOE) ● Answer: This query will be forwarded to Mr. Shinji Tanaka to response with the accurate information. ● Question: How to utilize irregular shape of the plot in optimum way? ● Answer: This query will be forwarded to Mr. Kei Takeuchi to response with the accurate information ● 	<ul style="list-style-type: none"> ● Question: The developer can ask the investor to submit the detail design and drawing? (Abdul Monem EZ) ● Answer: It is depended on the agreement between the developer and investor. There are no legal criteria about that as BEZA has the authority to check all the design and drawing before giving building permit. ● 		

Interactive Discussion Summary Sheet – Webinar 2, March 24, 2021

Name of Group	Management 1	Moderated by	Muhammad Abdul Momin Support 1 (Motoyama san)
Task: Are there any gaps between the lecture given today and your EZ in terms of a) Master Plan, b) EZ Planning, c) EZ Designing, d) Business Planning, or e) Environmental facilities? And why? How do you think it would be resolved?			
<ul style="list-style-type: none"> ● Construction provision of using 50 % land area of the plot in EZ Answer: This query is not fact exactly. It is clearly stated in Section-11 of Chapter III of Bangladesh Economic Zones (Construction of Building) Rules-2017 by stating “Maximum 50% of the total area shall be covered by factory building, power house, storage, covered parking, ETP, overhead STP etc.” ● Is there same provision in other countries or not or anything difference from BEZA’s Rules? Answer: The information upon collecting the particular information shall be shared. ● Does have any guideline of construction of boundary wall of EZ? Answer: There is no such guideline for the construction of boundary wall of EZ. But specific height of boundary wall is clearly stated in the Customs (Economic Zones) Procudures-2017 as “Each Zone shall be bounded with security walls not less than 12 (twelve) feet. 	<p>The security wall will be constructed with permanent secured boundary fencing less than 3 (tree) feet.</p> <ul style="list-style-type: none"> ● What do you think about Jhokashu system? Answer: It impressive system. It is gradually developed by phase by phase. It is cost effective too. <p>Is there any problem in Mongla EZ?</p> <p>Answer: The investors are facing in getting EIA approval from DOE, which is near to Sundarban, an UNESCO World Heritage site even orange category project are not getting approval anyway.</p>		

Interactive Discussion Summary Sheet – Webinar 2, March 24, 2021

Name of Group	Management 2	Moderated by	Md. Shahiduzzaman
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Master Plan, b) EZ Planning, c) EZ Designing, d) Business Planning, or e) Environmental facilities? And why? How do you think it would be resolved?</p>			
<ul style="list-style-type: none"> • Does the minimum industrial plot size rules of BEZA only applicable for industrial and commercial plots or also applicable for admin building, residential plots or non-industrial plots as well? • Answer: This issue is relevant to the building rules, so the query will be forwarded to the Building Committee of BEZA to response with the accurate information. • Do you have any recommendations for planting specific trees for Eco park or Green Zones inside EZ? • Answer: It was suggested to utilize the roadside buffer zone (7-8 meter) for green area. Even, the adjacent areas of the substations, water plant or other areas can be utilized for green zones and no need to import trees from overseas. • Discussion on the development work of Sirajganj EZ. <ul style="list-style-type: none"> → Land development of phase 1 will be completed by June 2021 → Masterplan will be completed soon → Handover the land to the unit investors by August 2022 → Embankment height is 15 feet (4.5 meters) and length around 14000 meters → It was suggested to use good method for protecting the embankment, use soil instead of sand only 		<ul style="list-style-type: none"> • Some Environmental aspects of the zones should be discussed in detailed like, <ul style="list-style-type: none"> → Solid waste management → Solar plant → How floating solar plant works → How to increase sustainability of the zone • What is the activity or action plan of Environment authority of Bangladesh to monitor the activities of economic zones relevant to the environment? • Answer: This information can not provide accurately in this group discussion. But DoE must have workplan on this issue and can setup a meeting with DoE focal point to give a detail about this activity. 	

Interactive Discussion Summary Sheet – Webinar 2, March 24, 2021

Name of Group	Engineering-01	Moderated by	Md. Sarowar Mahmud
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Master Plan, b) EZ Planning, c) EZ Designing, d) Business Planning, or e) Environmental facilities? And why? How do you think it would be resolved?</p>			
<ul style="list-style-type: none"> • How beza will operate the EZ? Is there any instruction given by the oss? (Ferdous wahid civil engr, Beza) Tanaka san: Beza will need to operate EZ as per the relevant rules & regulations of EZ. • How many portion of EZ land area will need to preserved for green area? (Mir kashim, focal point DOE) Sarowar: Please see chapter 2, article 1, 2 ,3 & 4 of Beza Building construction rules 2017. The answer is written there. • If we design STP & CETP combinedly then the operation cost will be much lesser (Mir kashim, focal point DOE) • What is the main purpose of retention pond even if there is river surrounds the EZ (mr. shahen Abdul monem EZ) Tanaka san: I guess this question's answer already given in question & answer session by Mr. Takeuchi san 		<ul style="list-style-type: none"> • What is the condition of green are for tree plantation in Thilawa SEZ (Mr. Afzal, civil engr.,Beza) • Tanaka san: Thilawa SEZ has green area as per its master plan. 	

Interactive Discussion Summary Sheet – Webinar 2, March 24, 2021

Name of Group	Engineering-2	Moderated by	Md. Saddam Hossain Mozumder
Task: Are there any gaps between the lecture given today and your EZ in terms of a) Master Plan, b) EZ Planning, c) EZ Designing, d) Business Planning, or e) Environmental facilities? And why? How do you think it would be resolved?			
<ul style="list-style-type: none"> • Sirajganj economic zone are facing lot of problem in eviction. Would you suggest how we can overcome this/ Land Settlement issue? (From Sirajganj EZ) <ul style="list-style-type: none"> ➢ Please talk with BEZA Concern Person. • Width of island in road is 4meter or more. Can we reduce this width? Your suggestion is required in this field. (From Sirajganj EZ) <ul style="list-style-type: none"> ➢ Please follow the schedule-1 (Road Network) of the Bangladesh Economic Zones (Construction of Building) Rules, 2017 • The Super Dike height for BSMIC (Mir Sarai EZ) is 10 meters from mean sea level, and It is 22 km long super dike, the drainage/canal slope is being kept as per standard and the adequate number of sluice gate construction work is going on. The average height of the landfilling is (7-7.5) meter. 		<ul style="list-style-type: none"> • Misarai Site Engr. Mr Rabiul feels that the landfilling height is being kept more than necessary. The Main Question is that What will be the optimum height of the landfilling considering the above data? (Misarai EZ) • JICA Consultant Mr. Takeuchi San wants to more data to make decision. The given information is not enough for making any decision. • After that, It was discussed about Future Electricity plan of Mir Sarai EZ. 	

Interactive Discussion Summary Sheet – Webinar 2, March 24, 2021

Name of Group	Engineering 3	Moderated by	Md. Hasanul Islam Supported By- Nishimura San
Task: Are there any gaps between the lecture given today and your EZ in terms of a) Master Plan, b) EZ Planning, c) EZ Designing, d) Business Planning, or e) Environmental facilities? And why? How do you think it would be resolved?			
<ul style="list-style-type: none"> • It was discussed that Infrastructure should be in early stage fire hydrant, environmental utilities. • It was discussed about the importance of Phase wise development of CETP and CSTP • There was a discussion about the Captive Power scenario in the industrial sector inside EZ • It was also discussed that there are sometimes seen existing grid line inside EZ which is to be managed in a proper way. 		<ul style="list-style-type: none"> • 	

Name of Group		Moderated by	
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Procurement, b) Construction Supervision & Management, c) Architect and Firefighting Permission, d) Environment Monitoring, and/or e) EZ Operation & Maintenance? And why? How do you think it would be improved or resolved?</p>			
<p>1. There was an issue raised by one of the consultants of BEZA Mr. Sanjoy Roy Chowdhury (Structural Engineer) regarding old and new BNBC Code. He described about the importance of application of new BNBC 2020 in EZs. Everyone is still practicing the old BNBC which should not be ideal right now. So, he suggested that there might introduce a notification from BEZA to follow the new BNBC in the development of any EZ.</p> <p>2. The DoE focal point of BEZA Mr. Mir Kashem Majumder raised an issue regarding the qualification of contractors regarding environment. As per him, sometime the contractors of development projects do not have any experience in environmental monitoring. Mr. Shinji Tanaka from JICA Project Team suggested that the contractor can hire third party environmental consultant companies to do their environmental monitoring following the national and international guideline.</p>		<p>3. Mr. Helal Ahmed, convenor of Building Committee of BEZA asked about the recommendation for building construction rules for fire presented by Mr. Nishimura of JICA Project Team in the presentation?</p> <p>4. There were discussion about the challenges in EZ Maintenance as it is very costly. Specially the foreign companies who are coming to Bangladesh as a developer must face the challenges and do their calculation before investing here.</p> <p>5. The DoE focal point of BEZA Mr. Mir Kashem Majumder raised another issue that the industries inside in a single EZ should be kept in a group basis so that the pollution from one side of the EZ is homogenous and easy to monitor.</p>	

Name of Group	Engineering-2	Moderated by	MD. Sarowar Mahmud
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Procurement, b) Construction Supervision & Management, c) Architect and Firefighting Permission, d) Environment Monitoring, and/or e) EZ Operation & Maintenance? And why? How do you think it would be improved or resolved?</p>			
<p>1) Investors submit drawings & designs in Beza-Ossc for getting necessary construction relevant permission. Sometimes they try to bypass the existing rules and regulations intentionally. Sometimes in the construction stage also, they try to violate the rules. But during the construction supervision stage, committee strictly observe whether everything is going under approved drawings or not. (Mr. Naiyan sakib, Executive Architect Beza)</p> <p>2) In the beginning of the BSMSN development, proper master plan of ez wasn't available. Detail drawings & designs were also unavailable. So it was very difficult to execute different development works. But now the condition is improved (Mr. Ferdous Wahid, Civil Engineer, Beza)</p> <p>3) For establishing or inspecting the existing substation some inspection has been already conducted at various EZ by OCEI. So operations and maintenance work is going on in different EZ and it will continue in future also. (Mr. Prabir, Inspector OCEI)</p>			

Name of Group	Engineering-3	Moderated by	Md. Saddam Hossain Mozumder
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Procurement, b) Construction Supervision & Management, c) Architect and Firefighting Permission, d) Environment Monitoring, and/or e) EZ Operation & Maintenance? And why? How do you think it would be improved or resolved?</p>			
<p>1. Mirsharai EZ-Sewerage line construction related Sewerage line not yet constructed in Mirsharai EZ at Zone 6, but Investor will go to operation very soon. How investor will manage the factory sewerage/ Effluent water? (Mr. Afzal, Asst. Engr-Civil, BSMSN)</p> <p>2. Mirsharai EZ-Electric line construction related Mirsharai EZ has constructed the double/ four circuit overhead line (for avoiding short circuits or any kind of fault) for giving uninterrupted electricity supply to the industry. Instead of the double/ four circuited line if one underground electric line were being built, then possible also uninterrupted electric supply also can be ensured. On the other hand, underground line erection is comparatively more expensive than the overhead line. Is there any data based on technical/ financial aspects for other countries Economic zone to consider overhead or underground lines for uninterrupted supply? Which one is better based on technical/ financial aspects? (Mr. Rabiul, Asst. Engr-Electrical, BSMSN)</p>	<p>1. Since the sewerage line not yet constructed by developer, that is why developer can ask to build septic tank to investor for short time but for long term developer have to constructed sewerage line and other facility for investor (Kei Takeuchi, JICA Project Team)</p> <p>2. The underground line can be built for the main road considering land scraping work but sub roads the overhead electric line can be built. The underground line is more expensive compared to the overhead line. Considering the site condition and country context, the decision can be made. (Kei Takeuchi, JICA Project Team)</p>		

<p>3. Regarding of selection of power plant location BSMSN is being developed 30,000 acres with the three Upazila (Mirsharai, Sonagazi, sitakunda) and there are twenty-two (22) kilometre-long embankments of the seaside. If any power plant were made for Economic zone. which one will be better considering the following issue?</p> <p>a) Central Power Plant: if central power plant (for example 1000 MW) will be built at the seaside area, the fuel inlet/access will be easy for the power plant (fuel collection from seaway) but distribution will be quite difficult to remote point from the central Power plant.</p> <p>b) If we segregate of 1000 MW in three or five portions, (If Five (5) power plants of 200 MW are constructed at five (5) separate zone), then distribution will be easy but extra cost will add for fuel transportation.</p> <p>Considering above issue, which option will be better? (Mr. Rabiul, Asst. Engr-Electrical, BSMSN)</p> <p>4. Assessment of CETP capacity before zone Operation (MEZ & MIEZ) How developer will assume/ determine the capacity of CETP at an earlier stage during the preparation of the master plan/before the Operation of the Economic Zone? At beginning of the operation of the Economic zone/ design stage, the developer is not supposed to know what kind of investor will come to the Economic Zone? Considering this above reference, Is it really feasible to build CETP/STP/WTP before Zone Operation? (Mr. Shahed, Architect, Meghna EZ & Meghna IEZ)</p>	<p>3. The decision can be built based on the site visit and detailed study about the zone. It will be quite difficult to proposed any option (option “a” or “b”) by considering mentioned issue. (Kei Takeuchi, JICA Project Team)</p> <p>4. At the beginning of the project, the capacity of CETP can be 1000 m3 but the designer must be considering enough space for future expansion. After that, based on load the capacity of CETP, STP and WTP size can be expanded. (Kei Takeuchi, JICA Project Team)</p>
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Interactive Discussion Summary Sheet – Webinar 3, September 30, 2021

Name of Group	Management 1	Moderated by	Md. Shahiduzzaman
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Procurement, b) Construction Supervision & Management, c) Architect and Firefighting Permission, d) Environment Monitoring, and/or e) EZ Operation & Maintenance? And why? How do you think it would be improved or resolved?</p>			
<p>1. The Embankment of BSEZ will be constructed by using the soil of Meghna river. Is there any test result of this soil for using as constructing material of the embankment? Answer: This is a technical question that will forward to the engineering team of BSEZ to response with accurate information.</p> <p>2. What are the rules or regulations regarding constructing boundary wall of EZ? Answer: The Zone developer has been requested to follow the instruction of 'Private Economic Zone Development Policy' by BEZA for constructing the boundary wall.</p> <p>3. Is there any specification about to keep provision outside of the boundary wall in BEZA guideline? Answer: Although, there is no specification about to keep provision outside the boundary wall, but it is suggested to construct the boundary wall considering the maintenance area of boundary wall to avoid using others' land.</p> <p>4. Which area should be focused by BEZA to increase the Foreign Direct investment in Bangladesh? Answer: First, BEZA needs to develop business promotion strategy for Bangladesh. In short, JICA is conducting training program for promoting FDI in different countries where BEZA may participate. Even, BEZA should confirm the availability of utility facilities to attract investors. In addition, security condition</p>	<p>5. Is there any feasibility study of JICA regarding the strategy of the investment promotion which can be augmented the current situation of Bangladesh? Answer: JICA doesn't have any study report regarding promotional strategies. But JICA is conducting a training program on capacity building of Government officials from different countries where BEZA officials also will participate. JICA mainly focus on the capacity development program regarding this kind of matters.</p> <p>6. May the unit investors use the zone boundary wall, or they should construct their own boundary wall? Answer: The unit investors must construct separate boundary wall for their own property inside the EZ.</p>		

Interactive Discussion Summary Sheet – Webinar 3, September 30, 2021

Name of Group	Management-2	Moderated by	Momin
<p>Task: Are there any gaps between the lecture given today and your EZ in terms of a) Procurement, b) Construction Supervision & Management, c) Architect and Firefighting Permission, d) Environment Monitoring, and/or e) EZ Operation & Maintenance? And why? How do you think it would be improved or resolved?</p>			
<p>A. Gafur [Director], AMEZ: EZ operation and development is a huge subject. Govt. planning 100 EZ and 98 EZs already been approved and BEZA received commitment of \$24 Billion and Private EZ \$ 3 billion. Opportunities are enormous but competition is extremely higher. Why the investors will come to Bangladesh while more opportunities are in Vietnam, the Philippines. We need support from other ministries to BEZA. Otherwise it is not possible to reach the goal of BEZA.</p> <p>Kawai San, JPT: Bangladesh's current scenario is similar to Myanmar 5 yrs ago and 15 yrs ago Vietnam and 20-30 yrs ago Indonesia. Japanese companies moved there due to cheap labor cost. It's a big advantage that Bangladeshi are good at in English and more familiar about Japanese people. These are the advantages position for Japanese to come here in Bangladesh for the investment.</p> <p>A. Gafur [Director], AMEZ: He emphasizes to nurture</p>	<p>Sumitomo: As Bangladesh has quite big potentials comparing other Asian countries having 170 million people, cheap labor cost and locational advantages. Besides these so many challenges as investment circumstances like TAX, customs and other regulatory issues. Japanese Govt. supporting in regulatory and infrastructure matter to make high potential to be real. We want to share our experiences of 30 years' history having in different countries to Bangladesh. Through the joint venture with BEZA, BEZA can grasp experiences and knowledge and be able to utilize to the local communities as well as different zones. These are mission and dream of Sumitomo in Bangladesh.</p> <p>Farjana Alam, BEZA: We are experiencing static growth, stable political situation cheap utility services providers comparing than other countries like India, Myanmar. These are potentials in Bangladesh.</p> <p>A. Gafur [Director], AMEZ: During the pandemic situation</p>		

<p>existing foreign companies in Bangladesh particularly from Japan, China, the USA, Korea. The companies will share their good business experiences to their own country and they will come to Bangladesh for investment.</p> <p>As a leading company like Sumitomo shows its interest in Bangladesh, its significant issue for Bangladesh.</p>	<p>Vietnam attracted \$28 billion FDI whereas Bangladesh \$1.6 Billion. Its high time to analyze why it is happening. It has huge gap between delivery with promises and commitment. These are the hot facts of Bangladesh. It is extremely import to enhance capacity and ability to deliver according to commitment.</p> <p>Farjana Alam, BEZA: Though we have opportunities we failed actually to attract FDI at our target level. Hopefully we will be able to achieve our target. Our initiative should be proactive.</p> <p>A. Gafur [Director], AMEZ: BEZA's One Stop Service is so much effective and working 100% effectively.</p>
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14. TRESSA System Overview



Basic Concept of Tressa System

-To realize More Effective Project Management by BEZA for EZ Development & Operation-

24 August 2021

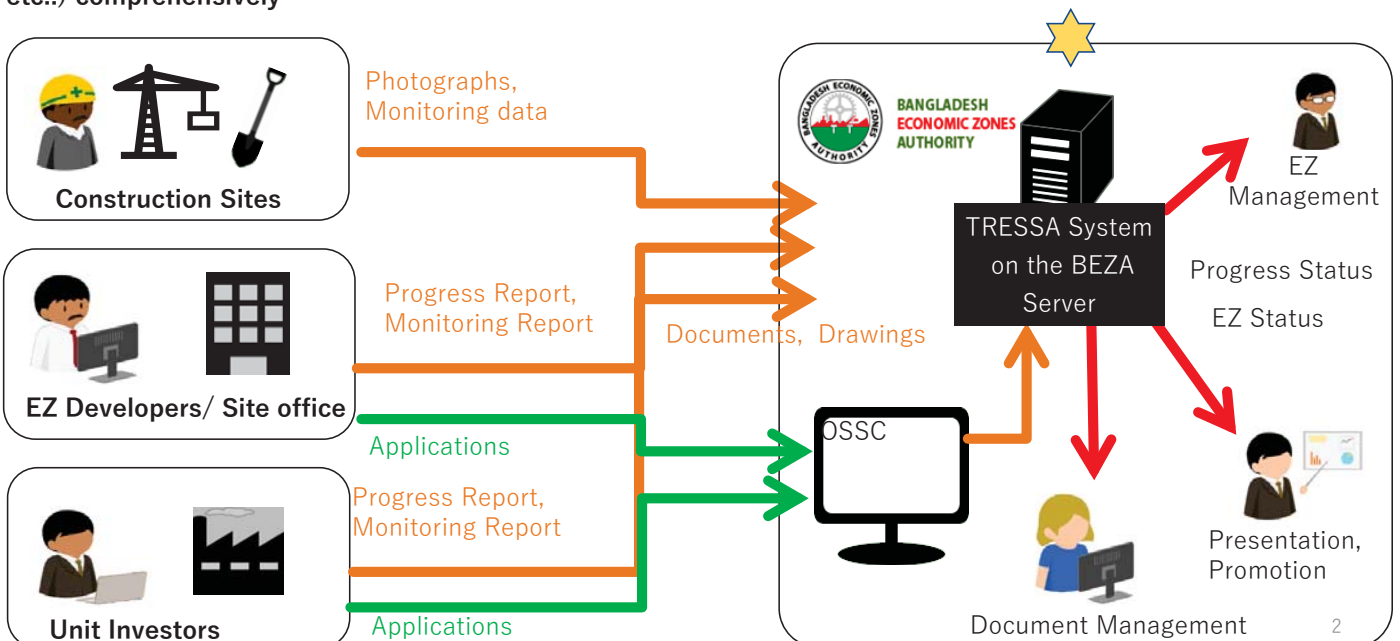
Bangladesh Economic Zones Authority (BEZA)
(Component 2 for Strengthening EZ Operation)

1

Basic Concept of Tressa System (1)

Introduction and operation of TRESSA system (Site Monitoring System developed by Nippon Koei)

To monitor and manage all the EZs development (status, construction development, drawings, pictures, locations, etc..) comprehensively

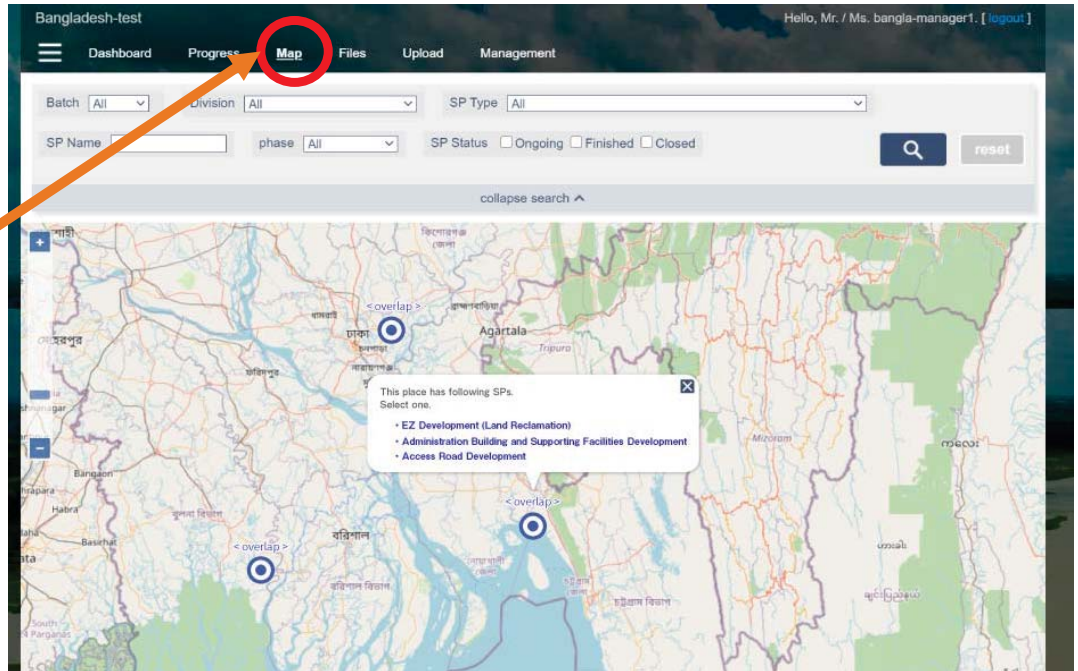


2

Basic Concept of Tressa System (2)

Basic functionality of the TRESSA system (Project Management Software on EZ Development)

DASHBOARD: "Map" shows the developing EZ locations on the GIS Map.



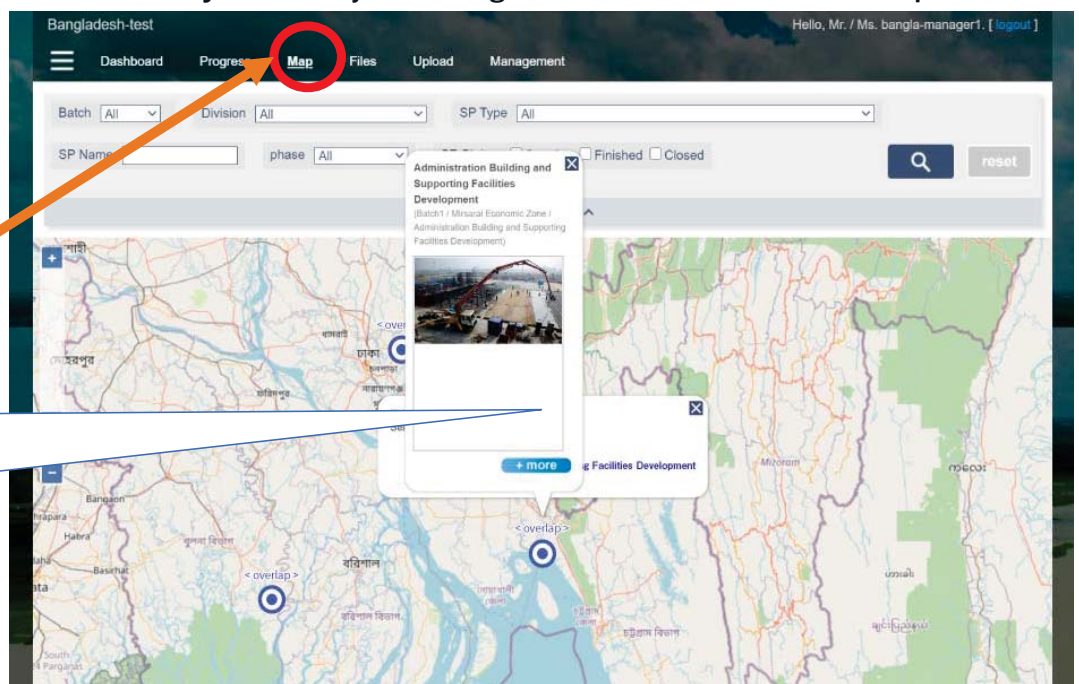
3

Basic Concept of Tressa System (3)

Basic functionality of the TRESSA system (Project Management Software on EZ Development)

DASHBOARD: "Map" shows the developing EZ locations on the GIS Map.

Then, Clicking the sub-project, you can see the outline of the subproject.

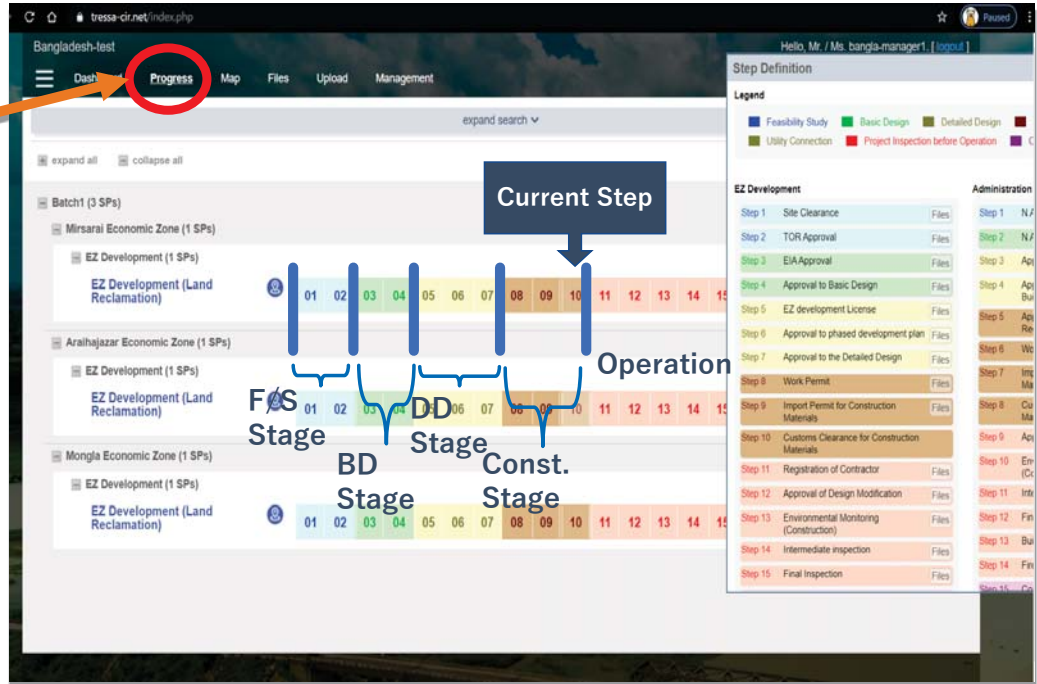


4

Basic Concept of Tressa System (4)

Basic functionality of the TRESSA system (Project Management Software on EZ Development)

DASHBOARD:
 "Progress" shows the status of each EZ development on the progress chart.



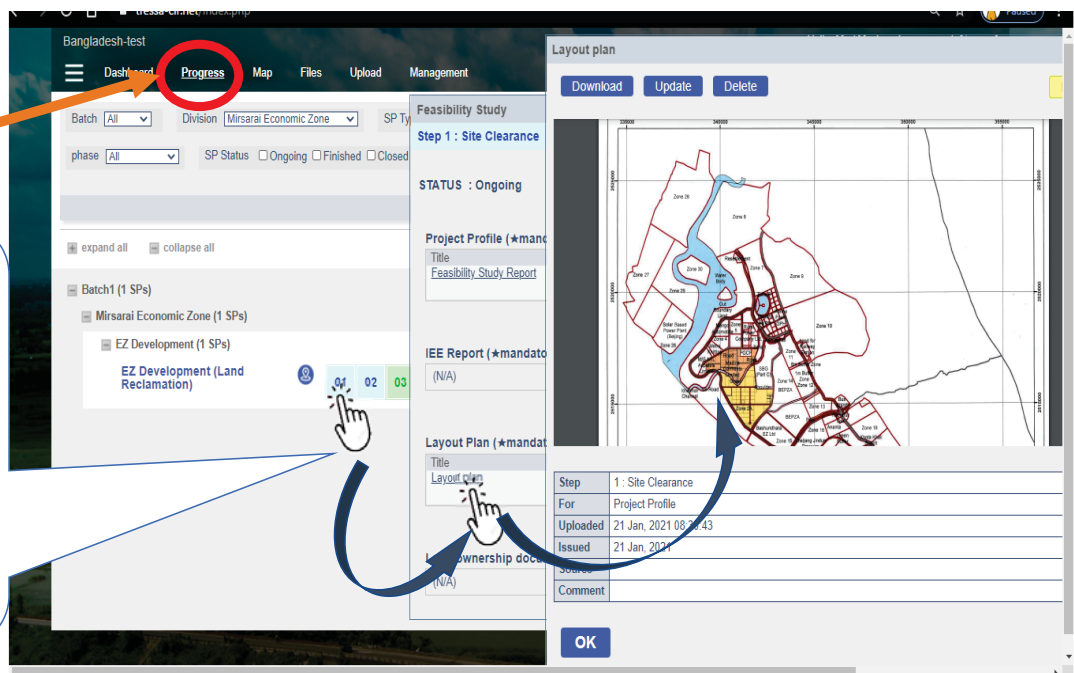
Basic Concept of Tressa System (5)

Basic functionality of the TRESSA system (Project Management Software on EZ Development)

DASHBOARD:
 "Progress" shows the status of each EZ development on the progress chart.

Click the step button on the chart to move to the process window.

Then, you can check the stored document or drawings in the TRESSA system.





Project for Promoting Investment and Enhancing Industrial
Competitiveness in the People's Republic of Bangladesh



Thank you very much!

Members

1. Mr. Akihiko Morinaga (Component Leader 1)
 2. Mr. Hitoshi Shoji (Component Leader 2)
 3. Mr. Yoichi Matsui (Economic Zone Development)
 4. Ms. Nihad Kabir (Legal Expert for EZ)
 5. Mr. Tetsuro Nishimura (EZ Operation/ OSS: Architect)
 6. Mr. Shinji Tanaka (EZ Operation/ OSS: Environment)
 7. Ms. Tomoe Takeda (EZ Operation/ OSS: Environment)
 8. Mr. Junichiro Motoyama (EZ Development and Operation)
 9. Mr. Yoichi Kogure (IT/Information Management System)
 10. Ms. Yumi Fujibayashi (Business Linkage/ PR for EZ)
 11. Mr. Kensaku Kawai (EZ Development and Operation)
 12. Mr. Kei Takeuchi (EZ Development and Operation)
 13. Mr. Kazuharu Oide (Logistics Expert (planned))
 14. Mr. Satoshi Izawa (OSS)
1. Mr. M. Zakir Hossain (Senior OSS Expert)
 2. Mr. Abdullah Al Mahmud (Legal Expert for EZ)
 3. Mr. Muhammad Abdul Momin
(Project Coordinator/ OSS Expert)
 4. Md. Hasanul Islam (EZ Operation/OSS: Environment)
 5. Md. Sarowar Mahmud (Architect)
 6. Md. Saddam Hossain Mozumder
(EZ Operation/OSS : Fire Safety & UE)
 7. Md. Shahiduzaman (OSS Expert)
 8. Mr. Imtiaz Mahmud (IT Expert)
 9. Mr. Rudra Anarja Saha (Admin Manager)
 10. Ms. Thasina Takia
 11. Civil Engineer (EZ Development Management)
 12. Sanitary Engineer (EZ Development Management)
 13. Logistics Specialist

15. TRESSA System Training Material

TRESSA System implementation Plan for BEZA's project

7th Nov. 2021

1.1. Objective

Project team aim to implement the online project monitoring system which could manage the economic zone projects in BEZA. TRESSA-system which was developed by Nippon Koei has enough capacity to manage many project sites with many subprojects easily. The objective of the implementation is installing TRESSA-system to BEZA and developing capacity of project management of BEZA.

1.2. Outline of the system

1.2.1. Basic Concept

The name of TRESSA come from Latin language "TREs Sententia SApientes". It means "Three wise views" in English where "Three wise" express Project owner, Contractor and Consultant. The system has been developed so that it can store the necessary documents and drawings for any step in the project, that is, any project can be managed by the storing of related documents properly. The progress of the project is acknowledged from the status of documents which are the issued by the relative authorities. From the registration of documents which come from the project proponent, contractor and consultant, the system can manage project progress and the project manager can overview the project progress.

1.2.2. Web Application

TRESSA system is a kind of online application which is installed on a web server. All users could access to the system via any web-browser.

1.2.3. Web Server

During introductory period, we will use cloud-server which is in Japan tentatively. Project team will discuss about the server for actual operation in future.

1.3. Implementation timeline

1.3.1. Introductory period/ From Sep. 2021 to Apr. 2022

Firstly, Project team will establish BEZA team. Meanwhile, Japanese staff and the national staff in the Project team will give an instruction to BEZA team. Then the project team will conduct basic training and trial operation. After the trial operation, project team will reconsider the implementation plan in accordance with the feedback of trial operation from BEZA team.

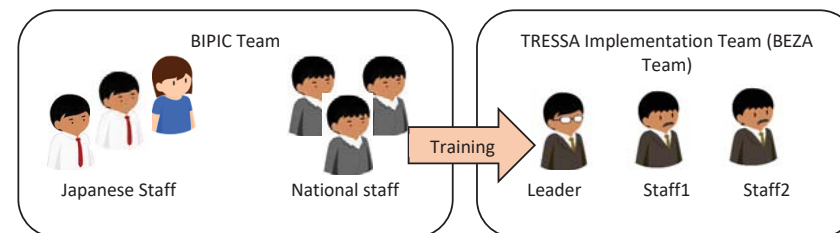
1.3.2. Operational period / From May 2022

Based on the feedback from trial operation, project team re-consider the project management method with TRESSA. After revising implementation plan, actual operation will be started. The member of BEZA team will be shifted to the system manager of TRESSA.

Period	Schedule	Event
Introductory	From Sep.2021 to Apr. 2022	Establishment of BEZA team, Training & Trial operation
Operational	From May 2022	Actual operation for all EZ

1.4. Project structure

Under the guidance of three Japanese staff members in BIPIC, three National staff members of BIPIC will become Tutors and train BEZA team members on how to use TRESSA.



BEZA team members are candidates for System Manager.

The table below shows the TRESSA user classes in the operational stage.

Table. TRESSA User Classes

User Classes	Explanation
Guest	Guest user can view the progress of the browsable project which is approved for each guest user.
Data Operator	Data Operator can access to the project which is related to each operator to register the project data via uploading process.
Project Leader	Project Leader will check off the step of project as an approval on TRESSA-system. All users can recognize that checked step means completed step in the project timeline.
System Manager	System manager can access to all the project in BEZA. System Manager will manage user license and project flow of the system.

1.5. Detailed schedule during Introductory period

Working Item	2022								
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	
Initial Instruction	■	■							
Trial Operation		■	■						
Feedback from BEZA team & Reconsideration of the implementation plan			■						
Trial Operation of the Model project				■	■	■	■		
Feedback from Model project							■	■	

1. Project Management Method

The basic concept of project management of TRESSA is based on the idea that the every project can be managed by registered document necessary to go on of each step of the project. The documents mentioned here include permits issued by the relevant government agencies, design documents, drawings, and photographs. The project staff will designate those documents into TRESSA system, then the project manager will confirm those documents. If the registered document is proper for the project progress, the project manager will change the status of the step in the project from "on going" to "finished". That is the typical process of the step in the project. The outline of the basic process of the system is shown below.

1. There are subprojects in the main project and each subproject includes several project steps.
2. The project staff would register the documents which are required for each project step.
3. The authorized officer (project manager) confirms the contents of registered document. If it would be met to the required document for the project progress, the officer changes the status of the step from "on-going" to "finished".
4. The registered documents can be downloaded from the system every time.
5. The progress of subproject can be seen from the "Progress" tab.

2. User structure

On TRESSA-system, there are several levels of user which can be defined as shown below.

Client	Symbol	Authority				
		Browsing	Uploading	Approval	Supervision	Administration
		· Browsing uploaded data	· Uploading data for the each step of the sub-project	· changing the status of each step from ongoing to finish after checking uploaded document	· Adding/ Deleting Area (EZ) · Adding Sub Project	· Managing whole system
Guest	G	✓ (Own project)				
Data Operator	DO	✓ (Own project)	✓ (Own project)			
Project Leader	PL	✓ (Own project)	✓ (Own project)	✓ (Own project)		
System Manager	SM	✓ (All projects)	✓ (All projects)	✓ (All projects)	✓ (All projects)	
System Administrator	SA	✓	✓	✓	✓	✓

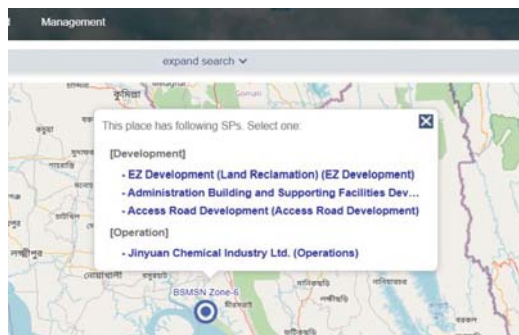
The initial user in BEZA and private developer is defined as below.

Client	Symbol	User in BEZA	User in Private EZ developer
Guest	G	All staffs in BEZA except for the DO, PL, SM and SA	N.A.
Data Operator	DO	EZ Project staff	N.A.
Project Leader	PL	PD, Deputy PD of EZ	Project Manager
System Manager	SM	The personnel who is appointed as a manager of SYSTEM	N.A.
System Administrator	SA	N.A.	N.A.

3.Sub-project

On TRESSA-system, it is possible to define many subprojects in the main project. In advance for the implementation to BEZA, several subprojects have been prepared for EZ project as a default process. It is possible to modify the default process after trial operation. The table below shows the structure and attribution of the default subproject.

Area (Project location)	Phase (for phased development)	Stage	Subproject
XXX EZ	Phase 1	Development	<ul style="list-style-type: none"> •EZ development(Land reclamation) •Access Road Development •Waste Water Treatment/ Solid Waste Management
		Operation	<ul style="list-style-type: none"> •Unit Investor 1 •Unit Investor 2 •Unit Investor 3 •Unit Investor 4
	Phase 2	Development	<ul style="list-style-type: none"> •EZ development(Land reclamation) •Water Resources Development
		Operation	<ul style="list-style-type: none"> •Unit Investor 5 •Unit Investor 6
XXXXX EZ	Phase 1	Development	<ul style="list-style-type: none"> •EZ development(Land reclamation) •Water Resources Development
		Operation	<ul style="list-style-type: none"> •Unit investor 1 •Unit investor 2



4.The steps in the Subproject

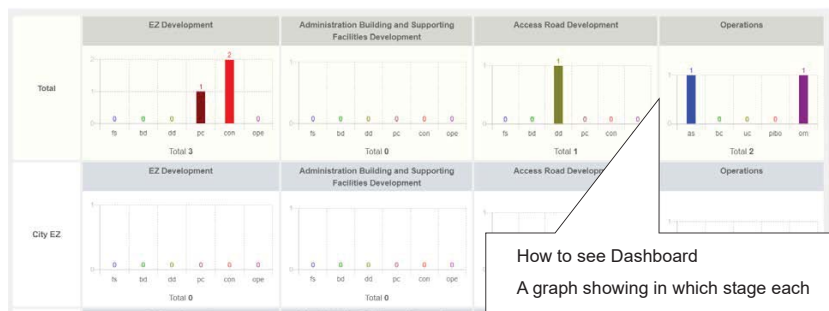
As mentioned above, there are several steps in the subproject. The project progress is seen by the status of the step status. There are several steps which have already set in the system as a default value for implementation. Those steps are prepared in advance of the TRESSA implementation to BEZA as a default. It is possible to modify those process after trial operation. According to the comment through the trial operation, it should be updated before the actual operation of TRESSA.

Water Resources Development	Operations	Waste Water Treatment/ Solid Waste Management
Step 1 Appraisal of the application by BEZA Files	Step 1 Environmental Site Inspection & Public Consultation Record Files	Step 1 TOR Approval Files
Step 2 Site Inspection Files	Step 2 Land Use Plan approval Files	Step 2 EIA Approval Files
Step 3 Appraisal & Approval of the Application by WARPO Files	Step 3 Fire safety application Files	Step 3 Approval to the Detailed Design Files
Step 4 Appraisal & Approval of the Application by Water Development Board Files	Step 4 Building Permit Files	Step 4 Work Permit Files
Step 5 Approval to the Detailed Design Files	Step 5 1st Intermediate Inspection(Foundation works) Files	Step 5 Import Permit for Construction Materials Files
Step 6 Work Permit Files	Step 6 2nd Intermediate Inspection(Structure Framing Works) Files	Step 6 Customs Clearance for Construction Materials Files
Step 7 Import Permit for Construction Materials Files	Step 7 Environmental Monitoring (Construction) Files	Step 7 Registration of Contractor Files
Step 8 Customs Clearance for Construction Materials Files	Step 8 Final Inspection and Occupancy Certificate Files	Step 8 Approval of Design Modification Files
Step 9 Registration of Contractor Files	Step 9 Inspection for Electricity Connection Files	Step 9 Environmental Monitoring (Construction) Files
Step 10 Approval of Design Modification Files	Step 10 Inspection for Water Connection Files	Step 10 Intermediate inspection Files
Step 11 Environmental Monitoring (Construction) Files	Step 11 Inspection for Gas Connection Files	Step 11 Final Inspection Files
Step 12 Intermediate inspection Files	Step 12 Boiler Registration Inspection Files	Step 12 Operation Permit Files
Step 13 Final Inspection by BEZA & WARPO Files	Step 13 Final Inspection for Fire Licence Files	Step 13 Renewal of Operation Permit Files
Step 14 Issuance of Occupancy Certificate Files	Step 14 Factory Licence (DIFE) Files	Step 14 Environmental Clearance Certificate Files
Step 15 Environmental Clearance Certificate Files	Step 15 Project Inspection for ECC (Red-Category project) Files	Step 15 Environmental Monitoring (Operation) Files
Step 16 Environmental Monitoring (Operation) Files	Step 16 Commercial Operation Certificate Files	Step 16 Renewal of EIA Approval/ ECC Files
Step 17 Renewal of EIA Approval/ ECC Files	Step 17 Inspection for Factory Licence renewal (DIFE) Files	
	Step 18 Inspection for Fire License renewal Files	
	Step 19 Environmental Monitoring (Operation) Files	

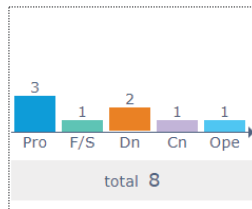
5. The functions of the Tabs

5.1. Dashboard

Dashboard shows the progress of the subproject with bar graph-chart. The steps in the subproject are categorized into five groups. There are 6 groups in development stage and five groups for the operation stage.



How to see Dashboard
 A graph showing in which stage each subproject is currently progressing.
 e.g., There are 8 subprojects in total, and the graph shows the number of subprojects of each stage.



Initial Definition of step group for EZ Development

Name	Short Name
Feasibility Study	fs
Basic Design	bd
Detailed Design	dd
Pre-Construction	pc
Construction	con
Operation	ope

Initial Definition of step group for EZ operation

Name	Short Name
Assessment Stage	as
Building Construction	bc
Utility Connection	uc
Project Inspection before Operation	pibo
Operation & Monitoring	om

Stage of progress	Number of subprojects
Pro	3
F/S	1
Dn	2
Cn	1
Ope	1
Total	Total number of sub project
	8

5.2. Progress

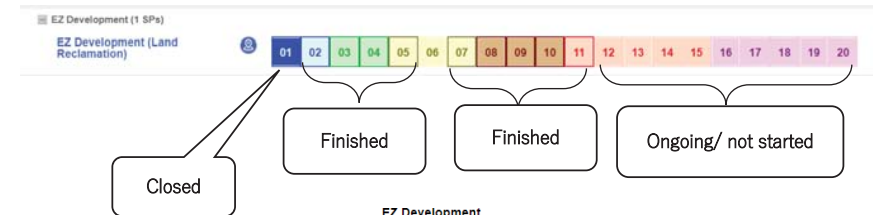
In this screen, it is possible to see the progress of the subprojects which are shown in progress bar. On the progress bar, the step groups are colored as dashboard.

There are three status of the step in this system.

The ongoing status is shown only by the box and number of the step.

The finished status is shown by the enclosed box.

The closed status is shown by the filled box.



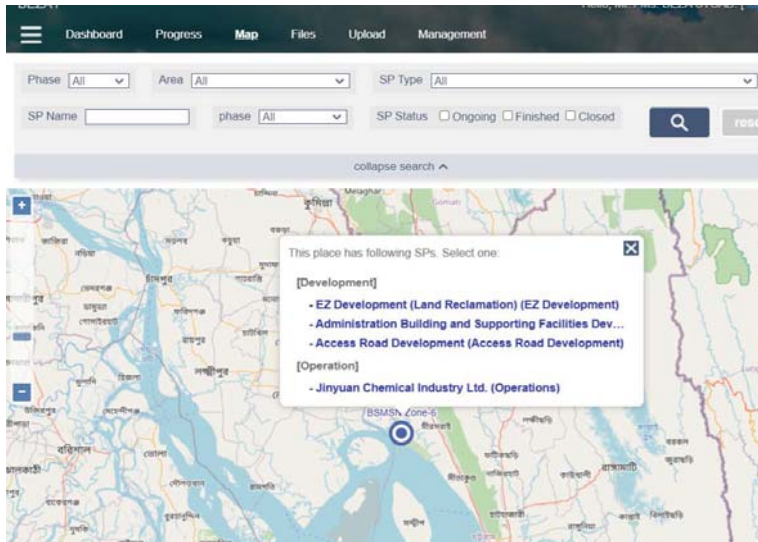
EZ Development

Step 1	Site Clearance	Files
Step 2	TOR Approval	Files
Step 3	EIA Approval	Files
Step 4	Approval to Basic Design	Files
Step 5	EZ development License	Files
Step 6	Approval to phased development plan	Files
Step 7	Approval to the Detailed Design	Files
Step 8	Work Permit	Files
Step 9	Import Permit for Construction Materials	Files
Step 10	Customs Clearance for Construction Materials	Files
Step 11	Registration of Contractor	Files
Step 12	Approval of Design Modification	Files
Step 13	Environmental Monitoring (Construction)	Files
Step 14	Intermediate inspection	Files
Step 15	Final Inspection	Files
Step 16	User Permit	Files
Step 17	Renewal of User Permit	Files
Step 18	Environmental Clearance Certificate	Files
Step 19	Environmental Monitoring (Operation)	Files
Step 20	Renewal of EIA Approval/ ECC	Files

5.3. Map (GIS)

In this screen, you can check the location of subprojects on the map. It is also possible to narrow down the display by phase, Area or SP type.

If you would select any subproject from the pop-upped box, you can move to the selected sub project.



5.4. Files

On this screen, you can check the list of images(photos) uploaded. You can also narrow down Image files by category name, source, data, division and subproject type.

5.5. Upload

On this screen, you can check the list of uploaded document files. You can narrow down document files by category name, source, registered date, and subproject type.

16. Handbook of EZ Development & Management (Draft)

Planning and Management Guidelines for Economic Zone

Bangladesh Economic Zones Authority

Draft Handbook

March 2022

Consultancy Services of Designing Guidelines for Industrial Park
Planning in Bangladesh
- BIPIC Project
The People's Republic of Bangladesh



BANGLADESH
ECONOMIC ZONES
AUTHORITY



KRC
Koei Research & Consulting Inc.



Planning Guidelines for Industrial Park

Bangladesh Economy Zones Authority

Draft Handbook

March 2022

Consultancy Services of Designing Guidelines for Industrial Park Planning in Bangladesh

Part of BIPIC Project

Prepared by

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FOREWORD



Bangladesh Economic Zones Authority (BEZA) came into being through The Bangladesh Economic Zones Act, 2010. BEZA on 9 November 2010, was officially instituted by the Government of Bangladesh. The core purpose of BEZA is to set up economic zones in all potential areas of Bangladesh. This includes areas in backward and underdeveloped regions in order to encourage rapid economic development through increase and diversification of industry, employment, production and export. We have targeted to establish 100 Economic Zones throughout the country with the target to create 10 million jobs and ensure \$40 billion-dollar additional production and export by 2030.

Our primary mission is to persistently create value for the investors by establishing attractive investment facilities in the economic zones through One-Stop service and competitive incentive packages. BEZA aspires to become a sustainable development driving force and a world class investment promoter and service provider to ensure quality of life of the people.

Over the past decade, BEZA has created 30,000 direct employment in different Economic Zones throughout the country. BEZA has allotted industrial plots to 131 Investors to set up their factories in different Economic Zones. Around 22 different Industries in 6 Economic Zones have already started their production. Infrastructure development work of Economic Zones worth of BDT 5000 Crore is going on in full swing.

Currently, BEZA is providing 27 types of services to the investors through its One Stop Service (OSS) Centre among which 18 types of services are being provided online. We have received total investment proposal around US\$19 Billion in which proposed Foreign Direct Investment is around US\$4.808 billion.

With the comprehensive support from the Japan International Corporation Agency (JICA), we developed this “Planning and Management Guidelines for Economic Zone”, a comprehensive reference framework to guide the development of competitive, inclusive and sustainable parks. We hope that these guidelines will serve as a useful guide and reference tool by the different stakeholders. The guidelines are relevant to both existing and new industrial parks in various international contexts, with a focus on the needs and challenges being faced by the country.

BEZA is committed to strengthening the development of inclusive and sustainable Economic zone in the country. In this context, BEZA will regularly review and update the guidelines to take account of new developments and evolving trends in the development and industrial landscape, as well as inputs from our partners. The scope of such services may range from developing specific derivative documents and tools to supplement the guidelines to facilitate the implementation of these guidelines, to organizing regional forums, conferences, creating knowledge-exchange platforms.

Signature

Shaikh Yusuf Harun
(Executive Chairman)
Bangladesh Economic Zones Authority

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The publication was supported by the Bangladesh Economic Zone Authority (BEZA) within the framework of the JICA project: “Project for Promoting Investment and Enhancing Industrial Competitiveness in the People’s Republic of Bangladesh”. Under the umbrella of this project, various activities were introduced. The following handbook is an action output for the activity name Strengthening of EZ Development & Operation.

The publication represents a collaborative effort, made possible by the inputs from JICA experts and partner institutes, ministries, Japanese and local engineers.

We would like to recognize the Ministry of XX of the People’s Republic of Bangladesh for its support in information sharing. In particular, the feedback from ministers XX in the context of XX is highly constructive and appreciated.

Foremost we would like to express our sincere gratitude to BEZA for constructive feedback and guidelines to the completion of this handbook. In particular, we would like to acknowledge the strong support of Mr/s X of A ministry.

We are equally indebted to engineers from the One Stop Service (OSS) Center for their valuable feedback and suggestions on the local knowledge. Feedback and advices from OSS engineers (Name/Designation).

In addition, we would like to thank Mr/s XX for their valuable input and work on the technical review. In drafting, consolidating, editing and coordinating the preparation of this publication, our sincere thanks go to Mr/s XX. The publication has also benefited from peer review by an international team of experts from partner institutions, including X1 from the XXXX, X2 from the XXXX, X3 from XXX.

We are grateful to many other people and organizations for providing inputs, especially representatives from the x,y,z... and all our other partners whom we are unable to mention individually.

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List of Acronyms

BADC	Bangladesh Agricultural Development Corporation
BAPEX	Bangladesh Petroleum Exploration Company – Explorer
BBA	Bangladesh Bridge Authority
BEZA	Bangladesh Economic Zone Authority
BFSCD	Bangladesh Fire Service and Civil Defense
BNBC	Bangladesh National Building Code
BWDB	Bangladesh Water Development Board
DAE	Department of Agriculture Extension
DIFE	Department of Inspection for Factories and Establishments
DOE	Department of Environment
DPHE	Department of Public Health
GTCL	Gas Transmission Company Limited
LGED	Local Government Engineering Department
MoWR	Ministry of Water Resources
NWRC	National Water Resources Council
RHD	Roads and Highway Department
SOP	Standard operating procedure
WARPO	Water Resources Planning Organization
FAR	Floor Area Ratio
SRO	Statutory Regulatory Order
EIA	Environmental Impact Assessment
TOR	Terms of Reference
ECC	Environmental Compliance Certificates
NOC	No Objection Certificates

An aerial photograph of a busy port. In the foreground, a large container ship is docked at a pier, with several gantry cranes positioned over its deck. The ship's hull is dark, and it has a white superstructure. The pier is made of concrete and has a red-painted edge. In the background, there are stacks of colorful shipping containers (blue, red, white) and other port infrastructure. The sky is clear and blue.

01 Executive Summary

- I. Background of Economic Zone in Bangladesh
- II. Objectives of guidelines
- III. Why the guidelines are needed
- IV. How to use the guidelines

01. EXECUTIVE SUMMARY

Economic Zones in Bangladesh



Figure 1-1: SEZ boosts economic growth in Bangladesh

Bangladesh has been averaging relatively high annual GDP growth rate at 5 to 6 % over the past 10 years. However, in order to achieve a transition to a middle-income nation by 2021 as the country envisions as its national goal, the country needs to accelerate its GDP growth rate to about 8%. To realize this goal, the country needs to break away from the existing economic structure that is heavily relying on garment exports and remittance from overseas workers. Moreover, it is essential that the country should seek diversification of the national industries and exports and promote investment and strengthen industries with a focus on manufacturing industries that have competitiveness in export. Therefore, it is necessary for the country to improve the system, the administration, and the implementation capacity of the pertinent government agencies responsible for the promotion of investment and industrial development.

The government of Bangladesh has announced that no new EPZ is needed, but instead, it has launched a new policy to establish “Economic Zones (EZs)” to reinforce enter-industrial relationship of export industry and domestic industry, and to optimize the domestic market.

The Government of Bangladesh (GoB) has requested the government of Japan to provide Yen loan for “the Foreign Direct Investment Promotion Project (hereinafter FDIPP)” in order to establish a new Special Economic Zone (SEZ) mainly targeting Japanese companies and to further facilitate investments from Japan. The loan agreement for FDIPP was already signed in December 2015. The loan is expected to provide both short term and mid to long term low-interest financing for operation and capital investment of the EZ. Additionally, a part of the loan will contribute to the development of infrastructure such as roads, power and gas, as well as to assure the involvement of the government of Bangladesh to resolve and simplify the complicated system and procedures so that Japanese companies can be more confident and comfortable about their investment decision.

Previously, in connection with FDIPP, JICA implemented “Project for Development Study and Capacity Enhancement of Bangladesh Economic Zone Development Plan Authority” from February 2015 through March 2017. Taking into consideration the site location, available infrastructure, existing industries, investors interest and infrastructure and logistic requirement of the proposed industries, Bangladesh SEZ is selected for EZ development through FDIPP.

The proposed Bangladesh SEZ site is located at Mouza: Panchrukhi, Panchgaon, Union: Satgram & Duptara, under Araihasar Upazila, which is adjacent to the Dhaka-Sylhet highway (N2). The project area is mainly covering agricultural low land. The total land of Bangladesh SEZ (Phase 1) is approximately 200 ha. Upon completion, Bangladesh SEZ is envisaged to create approximately 10,000 jobs when fully occupied by investors.



Figure 1-2: BSMSN, Chittagong Division

01. EXECUTIVE SUMMARY

Objective of guidelines

The primary purpose of the guidelines is to provide guidance of Economic Zone Development to the officers of Bangladesh Economic Zone Authority and private Economic Zone developers, especially in the direction of development design, preparation of examining applications and assessment of license applications by BEZA.

The guidelines aim to ensure sustainable and comprehensive management of EZ environments in Bangladesh for business operators, workers, visitors, and residents. They cover case studies of EZ in other countries, manual of designing components in EZ in showing how existing and future industrial and commercial areas should look and function, and guideline of EZ management in responding to the local environment and surrounding context.

The objectives of the Guidelines are:

- To introduce general and technical Information of EZ
- To develop an indicative manual that can help to enhance monitoring capacity of BEZA officers
- To facilitate the development of functional, well serviced, amenable, and attractive industrial and commercial areas that have regard to their local context.
- To establish a standard of development which assists the facilitation of economic zone development and increase in the number of investment in Bangladesh EZ.



Figure 1-3: Management building of EZ, BSMSN

01. EXECUTIVE SUMMARY

Why the guidelines are needed

Quality and performance of an economic zone depends on the proper development of the subsequent infrastructures such as the administration building, transportation system, Solid & Liquid waste management system, fire safety system and security system. Existing economic zones in Bangladesh often don't comply with the guidelines for these infrastructures due to the lack of proper project implementation instructions and adequate monitoring system.

Industrial activities in an economic zone bring adverse effect on environments and the onsite infrastructures such as CETP, STP etc. mitigate the adverse effect. To protect environment and ensure sustainability, economic zone shall comply with all the requirements by department of environment and obtain environment compliance certificate to start operation. However, it is often difficult to develop the whole zone at one step. Phase wise development is an alternative to overcome this obstacle where the zone developer shall obtain the approval from BEZA for phase wise development and permission for operation for respective phase only.

As an authority for economic zone development and monitoring in Bangladesh, it is the responsibility of BEZA to facilitate the organization with adequate technical staff and modern technologies. However, at this current stage, BEZA is lacking from sufficient staff for proper coordination for engineering drawings, technical details, environmental requirements, and bottlenecks of project implementation. Moreover, beside enhancing inhouse capacity, BEZA shall control the quality of economic zone developers' manpower and technologies to assure sound operation of the economic zone. Supports and inputs of Japanese and local engineers gathered in this handbook are expected to bridge the gap of this issue.

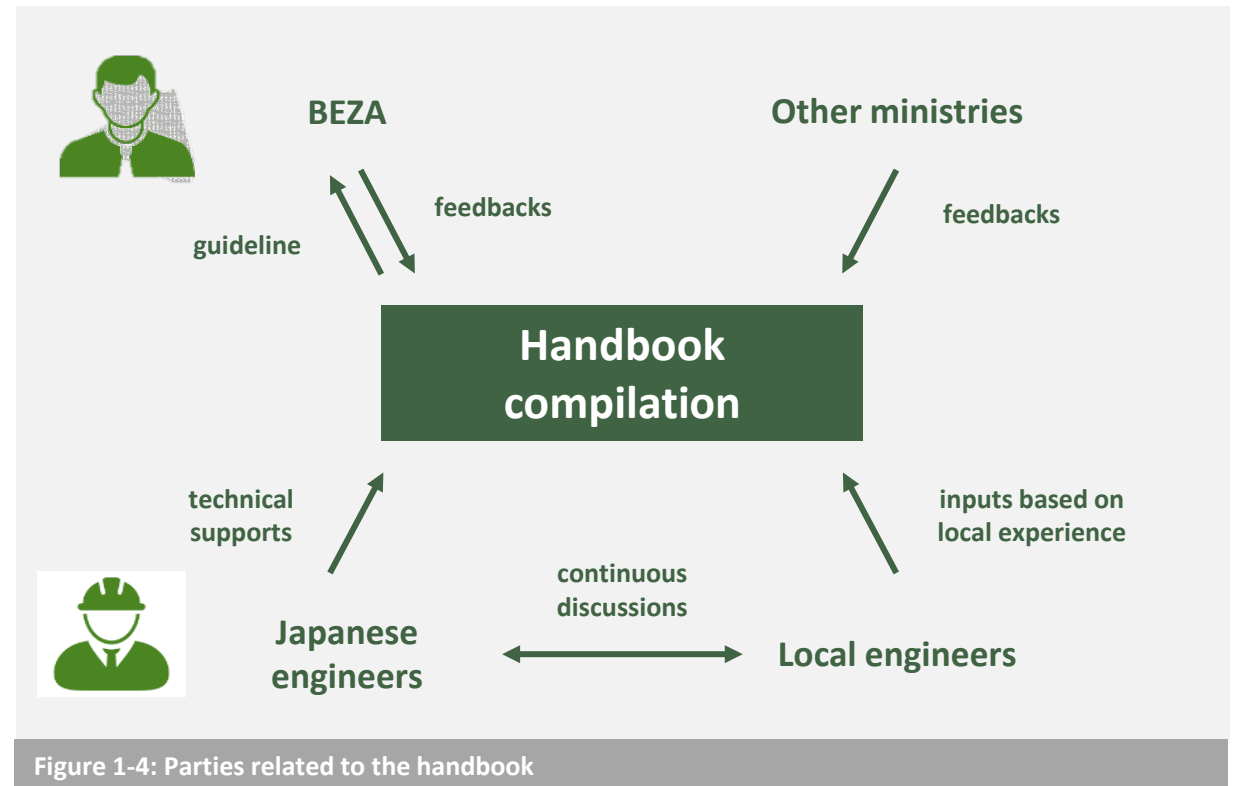


Figure 1-4: Parties related to the handbook

To bring notional and foreign investments, an economic zone shall comply with the standards and guidelines accurately, shall have a proper monitoring system, quality control and quality assurance system. This guideline will serve to enhance the personal and institutional capacity to monitor the development of new economic zones and control the operation of existing economic zones.

01. EXECUTIVE SUMMARY

How to use the guidelines

Significant efforts have been made to ground this handbook firmly in the experience of individuals, institutions, private/public companies engaged in establishing the industry and/or learning the guidelines to understand the procedure of industrial development. The comprehensive guidelines for the practice of establishing industries still lacks a widely shared definition; a set of guiding concepts, a terminology and standards that are broadly accepted; and even an acknowledged body of exemplary cases that could provide a common reference point for the purposes of developing the essential characteristics of an established Industrial zone.

This handbook mainly consists of two parts, namely the Technical part and the Management part, as shown in figure below.

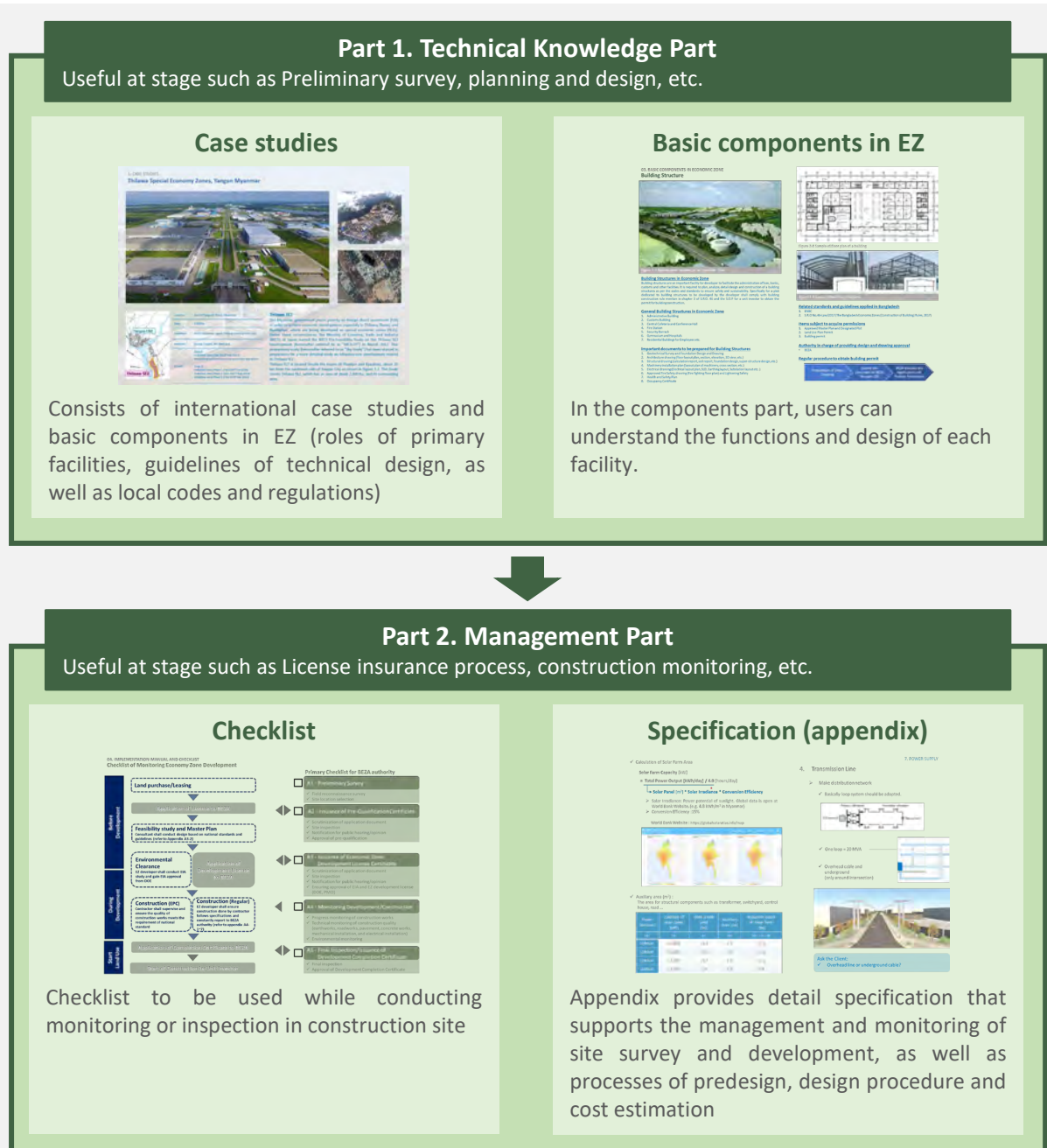


Figure 1-5: Components of the handbook

The earliest part of this handbook (Chapter 1) aims to provide those who are at the initial stage of developing a basic understanding about economic zone; it's historic background, importance, and emergence in Bangladesh. The foreign investor's interest in investment in Bangladesh, location of EZ, expected outcome in the form of job creation. It also further explains for those who are interested to know the objectives to write this handbook and why the guidelines are needed.

Chapter 2 provides more detailed information on the case studies chosen from international countries with the similar context to some context with the Bangladesh. The examples includes; Thilawa Special Economic Zone, Thang Long Industrial Park II, Araihaazar Economic Zone, Greenland International Industrial Center (GIIC). Users may find the explanation of general characteristics, background, facts and figures, phasal development, investors interests and locational attributes of the above-mentioned industrial zones.

Chapter 3 refers to the basic components in Economic Zone. In this part, users can understand the functions and design of each facility. Users may refer to the **Introduction** and **General components** to develop an overall understanding for the fundamental components required in EZ. Further to conceptualize the significance of each component. Users may refer to the **Matter should be considered in designing** and **Related standards and guidelines** to understand the range of bylaws and codes set specifically for the EZ. Ultimately, it will help visualize the standards to stick to and guidelines to follow being stakeholder in EZ. Users may also refer to the **Important documents to be prepared (also sample in Figure)** to understand the documentation work required and the things to keep in mind prior to make submissions. Users may refer to the **Regular procedure, list of authority in charge** to understand the procedure to follow departments to consult to accomplish the started process.

As part of management content, Checklist (Chapter 4) preliminary focuses on the management side of the economic zone. It is useful at providing insights at Preliminary Site Survey, Issuance of Pre-Qualification Certificate, Issuance of Economic Zone development License Certificate, Monitoring Development/Construction, Final Inspection an Issuance of Development Completion Certificate. The compiled checklist is useful for monitoring the processes of land grading works, road construction works, pavement and concrete works, electric and mechanical installation, etc., as well as conducting physical and documentary inspections.

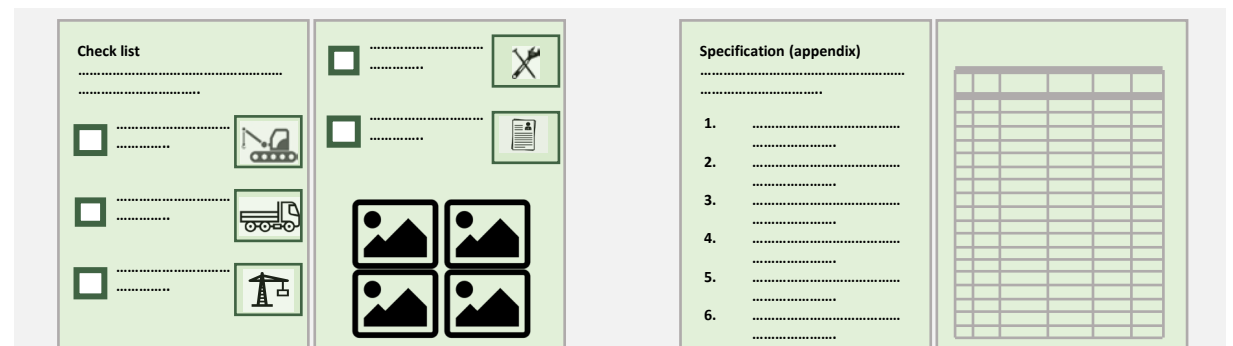


Figure 1-6: Guideline of using checklist

Lastly, appendices attached Chapter 5 provide detailed knowledge reference and specifications of construction that support the performance of site studies and survey on environmental concerns, beside enhancing understanding of the processes in predesign, design procedure and cost estimation.



02 Case Studies

- I. Thilawa Special Economic Zone
- II. Thang Long Industrial Park II
- III. Bangladesh Special Economic Zone (BSEZ)
- IV. Greenland International Industrial Center (GIIC)

Thilawa Special Economy Zones, Yangon Myanmar



Figure 2-1 Entrance of Thilawa SEZ



Figure 2-3



Figure 2-4 Satellite photograph of Thilawa SEZ



Figure 2-2 Location of Thilawa SEZ

Location	South of Yangon, Myanmar
Area	2,400ha
Period	<u>Zone A</u> Constructed from: Dec 2013 Operating from: Sep 2015 <u>Zone B</u> Constructed from: Feb 2017 Operating from: Aug 2018
Developer	MJTD (Myanmar Japan Thilawa Development Ltd.)
Investors	Suzuki Motor Corporation, KUBOTA Corporation, Marubeni Corporation, Ajinomoto Co., Inc., JPE Steel Corporation, Fuji Film Holdings Corporation, KOYORAD Co., Ltd., etc.
Sectors of investment	Manufactures targeting in domestic markets of construction materials and agriculture related products; automobile-related export and logistics companies

Thilawa SEZ

The Myanmar government places priority on foreign direct investment (FDI) in order to achieve economic development, especially in Thilawa, Dawei, and Kyaukphyu, which are being developed as special economic zones (SEZs). Under these circumstances, the Ministry of Economy, Trade and Industry (METI) of Japan started the METI Pre-Feasibility Study on the Thilawa SEZ Development (hereinafter referred to as “METI-FS”) in March 2012. This preparatory study (hereinafter referred to as “the Study”) has been started in preparation for a more detailed study on infrastructure development related to Thilawa SEZ.

Thilawa SEZ is located beside the towns of Thanlyin and Kyauktan, about 20 km from the southeast side of Yangon City as shown in Figure 2-1. The Study covers Thilawa SEZ, which has an area of about 2,400 ha, and its surrounding area.

02. CASE STUDIES
Facilities in Thilawa SEZ

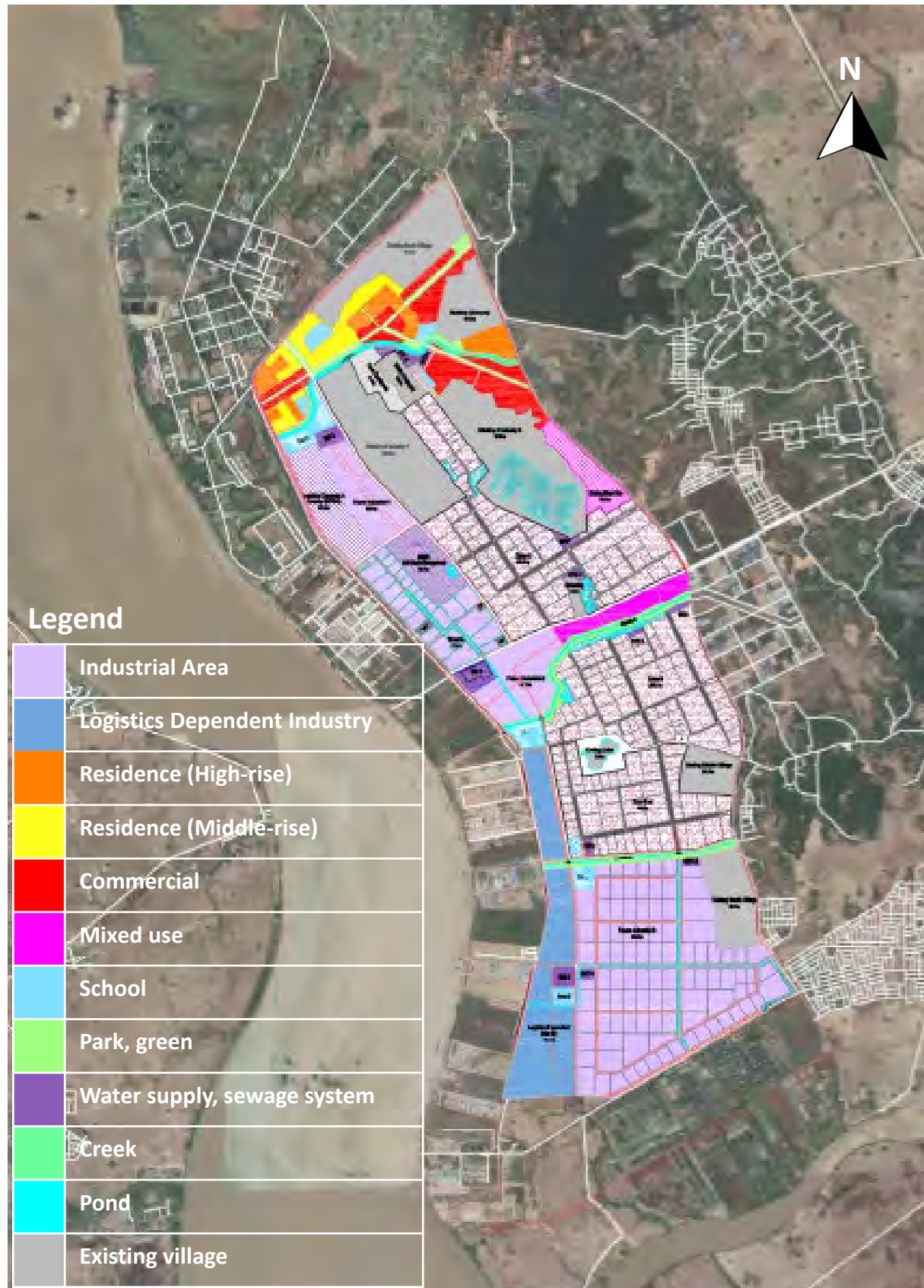


Figure 2-5 Drawing of Thilawa SEZ



Figure 2-6 Perspective of Thilawa SEZ

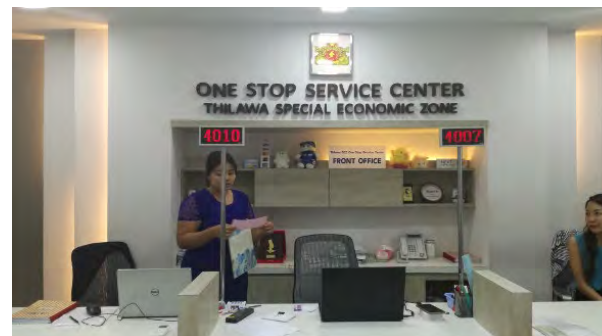


Figure 2-7 One Stop Service Center



Figure 2-8 Main gate



Figure 2-9 230kV Power Transmission Line



Figure 2-10 Zone A Buildings



Figure 2-11 Water Purification Plant



Figure 2-12 Substation

02. CASE STUDIE

Thang Long Industrial Park II (TLIP II), Hanoi Vietnam



Figure 2-13 Bird's-eye view of TLIP II



Figure 2-15 Water storage tank



Figure 2-16 Bird's-eye view of TLIP II

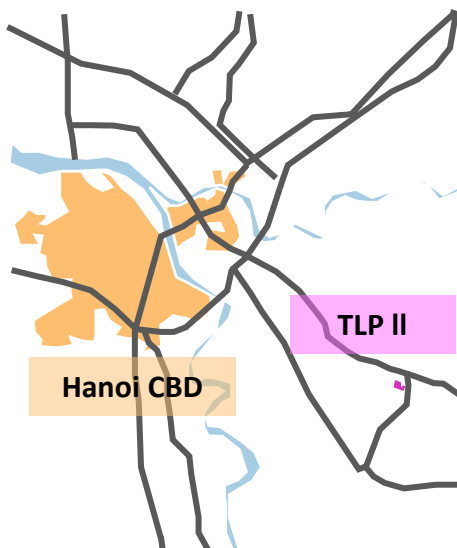


Figure 2-14 Location of TLIP II

Location	East south of Hanoi, Vietnam
Area	3460ha
Period	<u>Phase 1</u> Established in: Nov 2006 Completed in: Nov 2009
	<u>Phase 2</u> Planned in: Jan 2017 Constructed from: 2021
Developer	Sumitomo Corporation
Investors	Panasonic Corporation, Kyocera Corporation, Nikkiso Co.,Ltd, Toyota Industries Corporation, Hoya Corporation, TOTO Vietnam Co., Ltd, etc.
Sectors of investment	Manufacture of precision electronic and mechanical products; electronic mechanical engineering, transportation machinery, light industry; industrial gas production.

Thang Long Industrial Park II

Viet Nam has achieved a favorable economic growth since the Doi Moi reformed and the policy of socialist-oriented market economy were adopted. On the other hand, Hanoi, the capital, began to suffer from such negative aspects of the rapid economic growth as serious congestion in residential and industrial areas due to a population increase and heavy traffic jam on the roads. The Hanoi People's Committee formulated the Hanoi City Urban Development Plan in 1996 to address such negative effects and promote industrialization, while aiming to develop the suburbs of Hanoi in a systematic and comprehensive fashion. As part of such undertaking, Hanoi City made a plan to thoroughly develop the Thang Long North Area. Since a private developer had already decided to invest in the Thang Long Industrial Park based on Master Plan of Industrial Development in the Hanoi Area by the Development Study, it was decided to conduct a public infrastructure development project.

02. CASE STUDIE
Facilities in TLPII

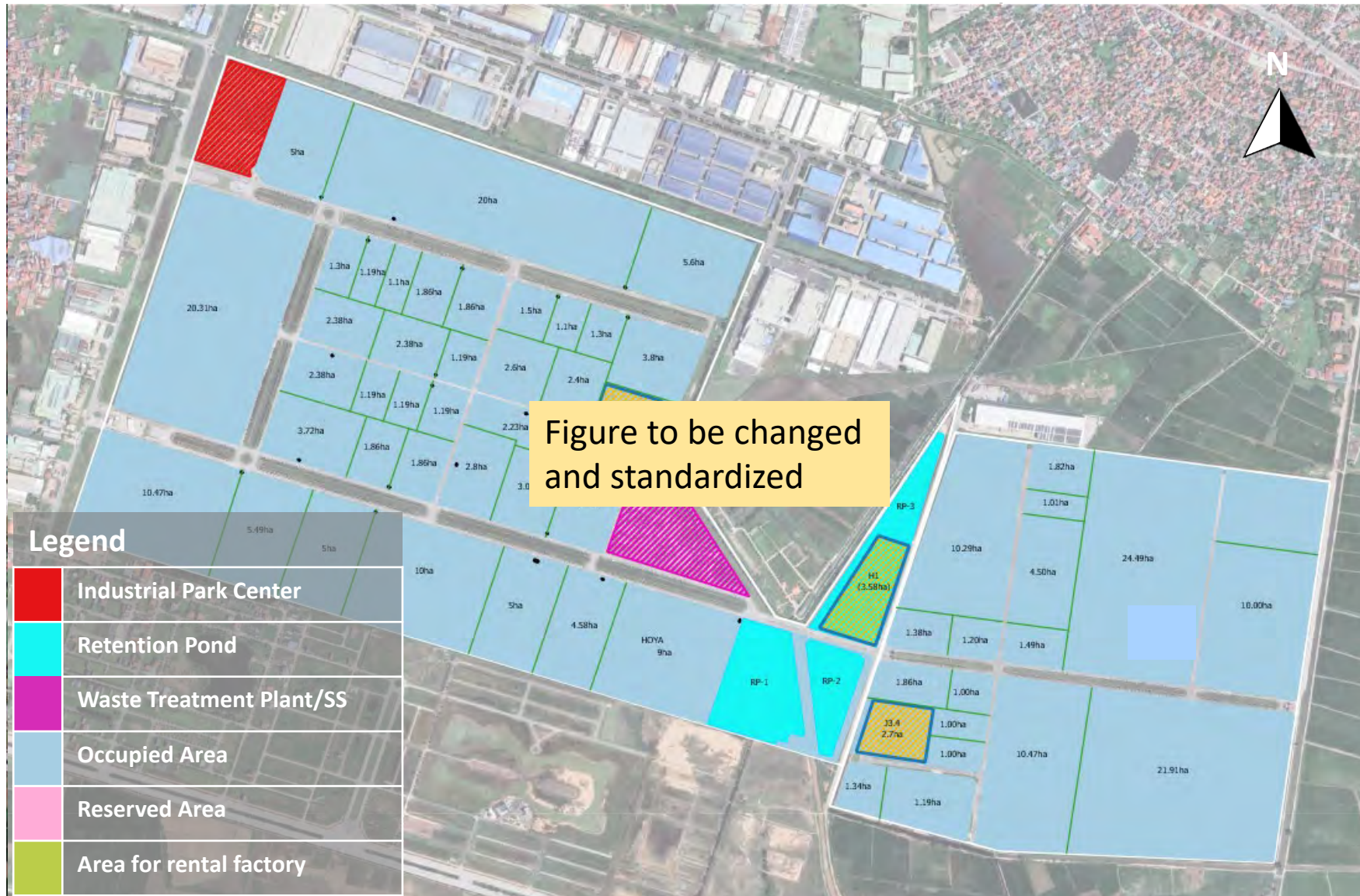


Figure 2-17 Drawing of TLPII



Figure 2-19 Power Supply System



Figure 2-20 Retention canal



Figure 2-21 Water Supply/Sewage Treatment System



Figure 2-18 Bird's-eye view of TLPII

02. CASE STUDIE

Bangladesh Special Economic Zone (BSEZ), Bangladesh



Figure 2-22 Bird's-eye view of BSEZ



Figure 2-24 Bird's-eye view of BSEZ



Figure 2-25 Bird's-eye view of BSEZ

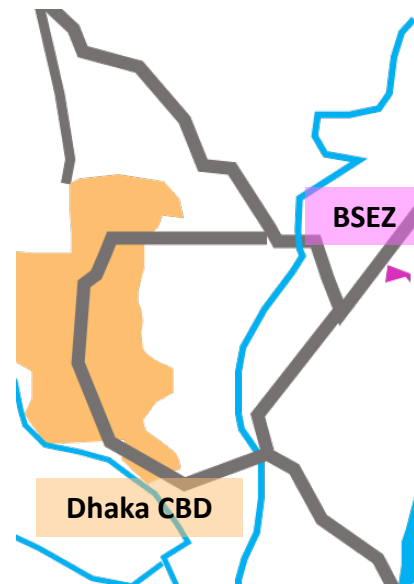


Figure 2-23 Location of BSEZ

Location	Araihazar, East of Dhakka CBD, Bangladesh
Area	190ha (Phase 1)
Period	Established in: Dec 2019
Developer	Bangladesh Special Economic Zone Limited (Join Venture between Sumitomo Corporation and BEZA)
Investors	Still undeclared
Potential Sectors	Air Conditioner and Compressors, Refrigerator, Freezer and Compressors, Mobile Phone, Motor Vehicles (up to 1,600 c.c.), Motorcycle, Advanced Pharmaceutical Ingredients

Bangladesh Special Economic Zone (BSEZ)

The Bangladesh Special Economic Zone (BSEZ) site is located at Satgram & Duptara Union, under Araihazar upazila. The total land of the project area is 218.84 ha or 540.77 acres. The project site is near to Dhaka-Sylhet Highway in the north-west direction, Shitalakhya River in west direction whereas settlement, water body and agricultural land in the East, west & south side of the project area. A canal pass through the proposed project boundary and a branch of Meghna River named Brahmaputra River pass through south direction to north-western direction. The project area is mainly covering agricultural low land.

Total area of land for this EZ is about 400 hectares. Among them 79.810 hectares are in Phase 1, Stage 1 and 120.125 hectares are in Phase 1, Stage 2. 175.5794 approximately hectares are in Phase 2. This phasing will be used for the construction purpose only and every infrastructure shall be surely suitable as phase by phase.

02. CASE STUDIE
Facilities in BSEZ

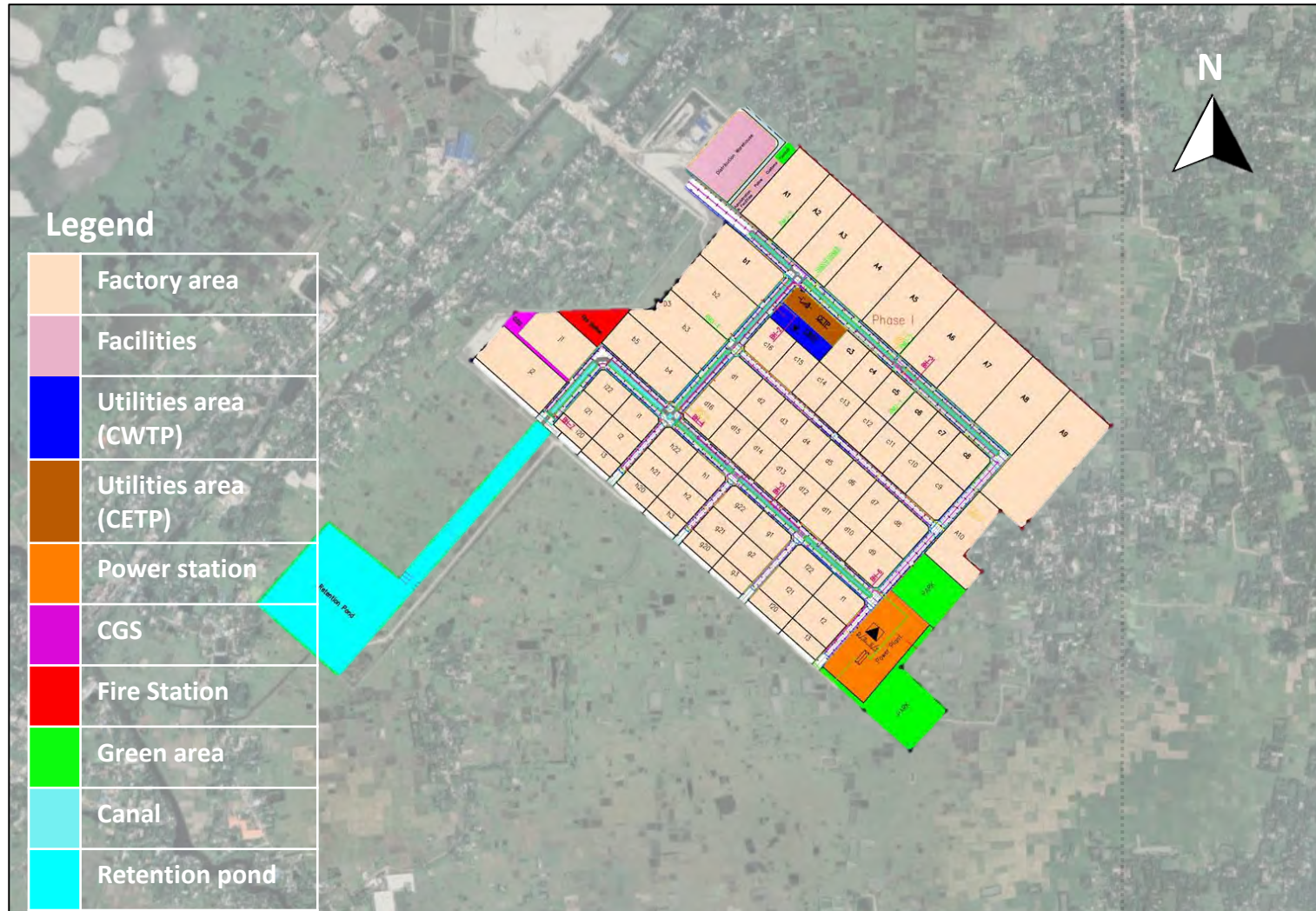


Figure 2-26 Drawing of BSEZ



Figure 2-28 Drone view of BSEZ



Figure 2-29 Base camp



Figure 2-27 Access road



Figure 2-30 Boundary of BSEZ

Kota Deltamas (GIIC), Indonesia



Figure 2-31 Bird's-eye view of GIIC



Figure 2-33 Perspective of GIIC



Figure 2-34 Bird's-eye view of GIIC



Figure 2-32 Location of GIIC

Location	Besaki (East south of Jakarta CBD), Indonesia
Area	3200ha
Period	Established in 1993 Operating from 2009
Developer	PT. Puradelta Lestari Tbk. (Joint Venture between Sinar Mas Land and Sojitz Corporation)
Investors	Suzuki Motor Corporation, Mitsubishi Motors Corporation, Honda Motor Co.,Ltd., NIPPON EXPRESS Co.,Ltd., Hitachi, Ltd., Isewan Terminal Service Co. Ltd, Idemitsu Kosan Co., Ltd., etc.
Sectors of investment	Manufacture of auto and auto related sectors, logistics, food & beverage, etc.

Kota Deltamas/ Greenland International Industrial Center (GIIC)

This industrial city encompasses a wide area of 1.500 hectares, located in Kota Deltamas, Cikarang, Bekasi. Managed by PT. Puradelta Lestari, Tbk, the project is fully supported by the Sojitz Corporation Japan, in cooperation with Sinar Mas Land. GIIC was designed to be an environmentally friendly industrial estate and prides itself on the many green industrial aspects of the development. Services include facilities such as direct access to the toll road, water and waste water treatment plant (WWTP), power sub station and gas supply. For business and administration purposes, the estate is situated close to the office of the Bekasi government district, bank branches and ATMs, police offices and the mobile brigade camp, and offers 24 hour security, electricity, and telecommunications. For easy mobility in and out of the estate, GIIC Kota Deltamas provides a shuttle bus service.

02. CASE STUDIE
Facilities in GIIC

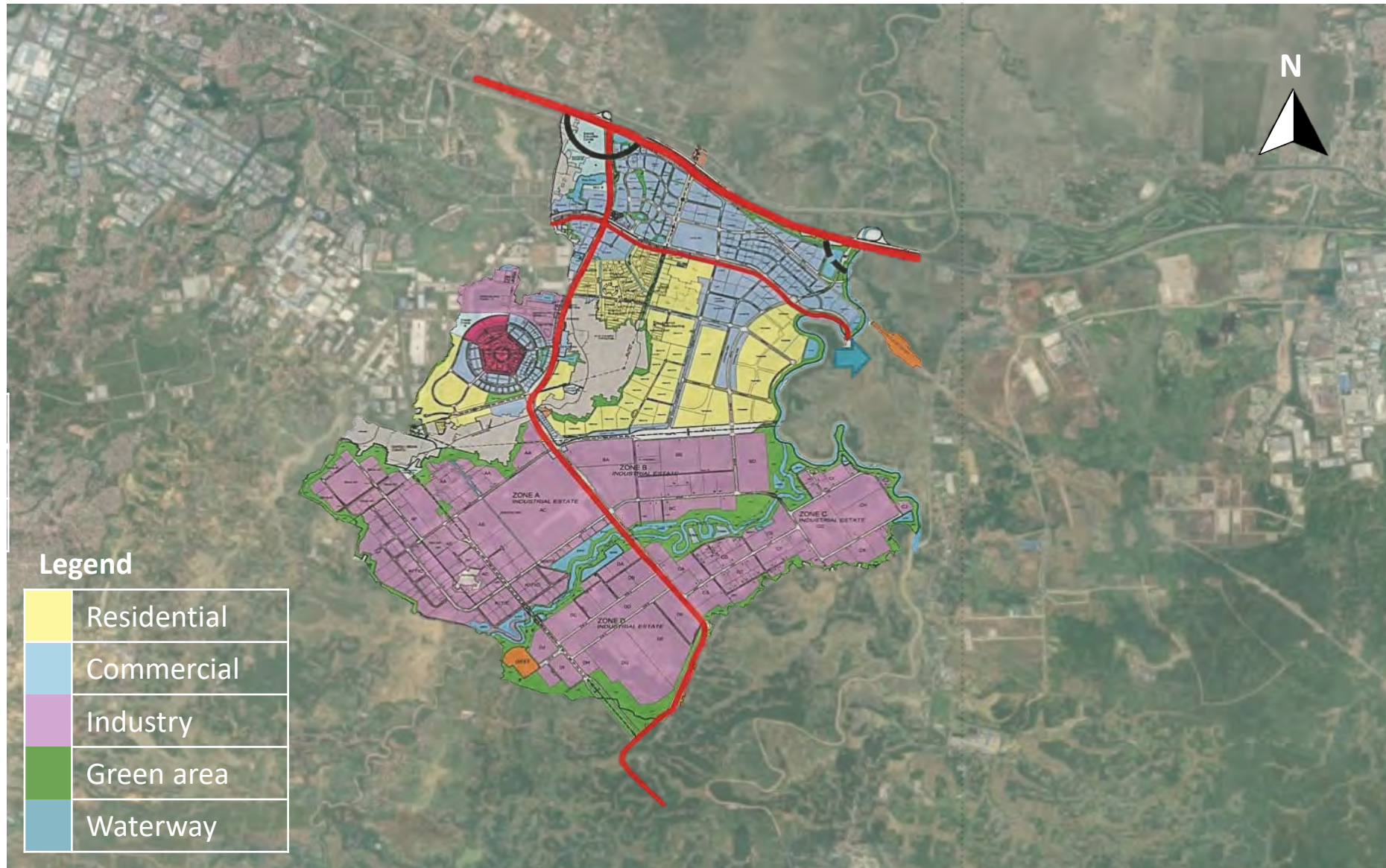


Figure 2-35 Drawing of GIIC



Figure 2-36 Perspective of GIIC



Figure 2-37 Water pump



Figure 2-38 Water storage tank



Figure 2-39 Substation



Figure 2-40 Gus station

An aerial photograph of a port area. In the foreground, a large cargo ship is docked at a pier, with its deck filled with stacks of colorful shipping containers. The ship's name 'MAGNIFICENT' is visible on the side. Behind the ship, a vast area is filled with more stacks of containers and several large gantry cranes used for loading and unloading. The background shows a wide expanse of land with some buildings and greenery under a clear sky.

03 **Basic Components in Economic Zone**

- I. Land use plan/ Master Plan
- II. Plot plan
- III. Building structure
- IV. Transportation Facilities
- V. Power supply
- VI. Gas
- VII. Water supply
- VIII. Stormwater Disposal
- IX. Sewage water disposal
- X. Solid waste management
- XI. Telecommunication
- XII. Firefighting facilities
- XIII. Security

03. BASIC COMPONENTS IN ECONOMIC ZONE

Land use plan/ Master Plan



Figure 3-1 Land use plan shown in 3D perspective

Land use plan in Economic Zone

Land use plans, transportation plans, parks and recreation plans, and water resources plans would all be accompanied by planning maps that illustrate the priorities and proposed activities of an administrative body. Land use plan is a simple drawing that represents the planning of a developer. The economic zone shall, based on surrounding infrastructure, settlements density, nature and character, comprise of different zones, like-administrative, utility service including water, electricity, gas, telecommunication and internet, healthcare, childcare, old care, hospitals, recreational, open spaces, green area and commercial, educational, restaurants, hotels with essential accommodations, police station, fire station, communication hub and CETP, along with industrial plots and road networks.

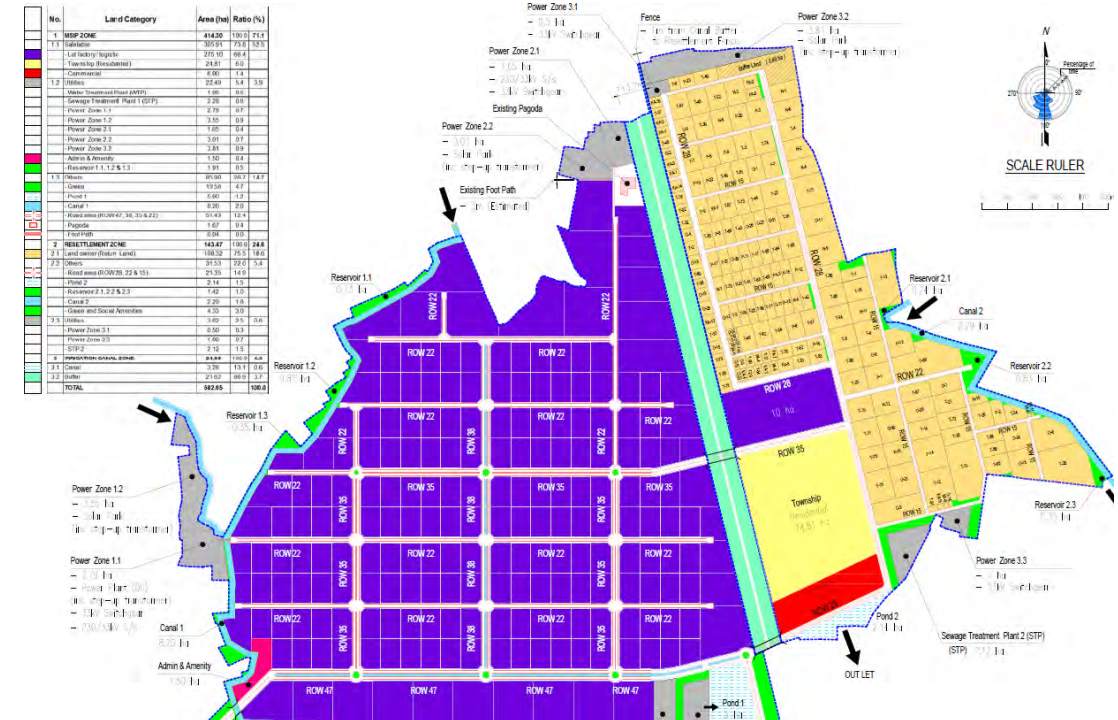
Main components of Land Use Plan

- Zoning
- Open space
- Other amenities
- Green space
- Plot size
- Building orientation
- Access to the site
- Road network
- Drainage, waste management, etc.
- Fire appliance access requirements

Matters to be considered in plot arrangement

As per S.R.O No.46-Law/2017_Chapter III, a unit investors shall comply with following items. Hence a developer shall prepare the master plan/ land use plan in such a way that the unit investor can easily fulfil the requirements and maximize the plot usage.

- Floor Area Ratio (FAR)
- Site coverage
- Set back
- Community open space for industrial plots
- Loading and service area
- External service and storage area
- Fire-fighting requirements
- Car parking and traffic management
- Planning of roadways and parking
- Landscaping
- Energy management
- Rainwater harvesting



03. BASIC COMPONENTS IN ECONOMIC ZONE

Plot plan



Figure 3-3 Facilities in a plot of industrial land

Detailed Plot Plan for Economic Zone

Apart of the general master plan of Economic Zone, it is necessary for the developer to recognize the detailed plot plan to be developed under SOP for investor in order to provide appropriate facilities to the specific plot. Therefore, this guidelines include the requirements needed in designing a plot to deeper the understanding of facility supply and management.

Matters to be considered in detailed plot design

1. Bangladesh Economic Zone (Construction of Building) Rules, 2017 [S.R.O No.46-Law/2017]

- Open Space
- Green Space
- Building orientation
- Road network
- Fire appliance access requirements
- Site coverage
- Community open space for industrial plots
- External service and storage area
- Car parking and traffic management
- Land scaping
- Rain water harvesting
- Utilities
- Plot size
- Access to the site
- Drainage, waste management (CETP) ...
- FAR [Floor Area Ratio]
- Set back
- Loading and service area
- Fencing
- Planning of roadways and parking
- Energy management

2. Bangladesh National Building Code (BNBC), 2020

- Building requirements
- Building materials
- Construction precautions
- Fire safety requirements
- Structural safety requirement
- Electrical / Mechanical requirements

3. Fire Prevention and Extinction Rules, 2014 (+ BNBC, 2020 part IV)

- 2 ways escape
- Fire Staircase
- Exit sign / Emergency light
- Alarm system
- Fire Hydrant / Hose reel system
- Sprinkler system
- Fire Access (Internal road / building access)
- FDC (Fire Department Connection)
- Travel Distance
- Fire Door
- Heat / Smoke detector
- Central Fire Control Room
- Piler Hydrant / Outdoor
- Fire pump set / Water tank
- Fire Entrance
- Fire water reservoirs

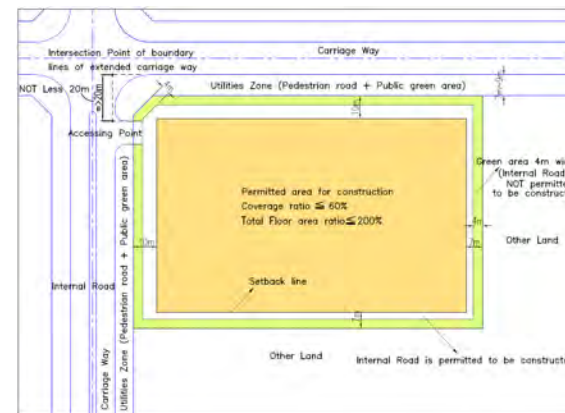


Figure 3-4 Sample of Layout plan

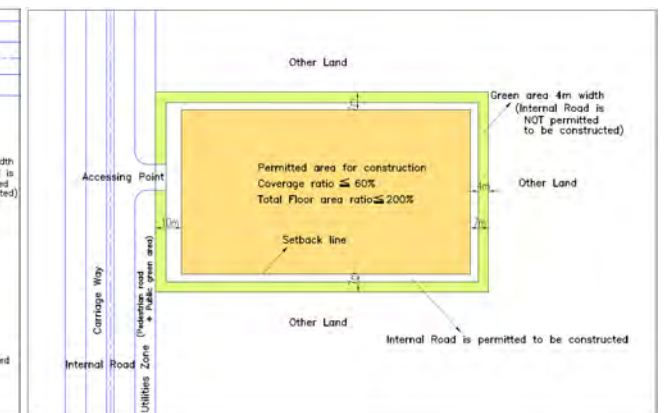


Figure 3-5 Sample of Layout plan

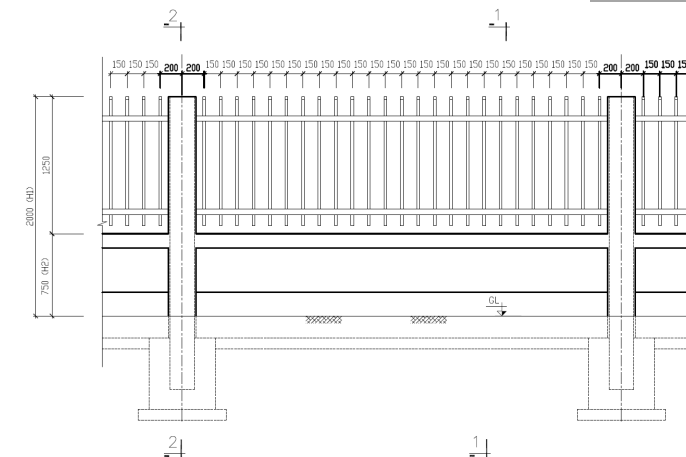


Figure 3-6 Sample of detail regulations of fence

Table 3-1 Width of the internal road

Width (m)	Maximum permissible Length (m)
7	80
8	150
9	300
10 or over	Unlimited

*Source of Table: S.R.O No.46-Law/2017

Bangladesh Environmental Conservation Rules 1997 (Amendments-2010)

- Classification of Industrial units or Projects
- Air
- Water
- Sound
- Emission
- Odor
- Sewage Discharge
- Waste
- Gaseous Emission
- Sector-wise Industrial Effluent or Emission

Internal Regulations (As required)

- Setback lines
- Plot entrance and exit
- Parking
- Signs
- Loading and storage
- Rainwater Drainage system
- Wastewater
- Noise pollution
- Landscaping
- Building
- Fencing
- Exterior Lighting
- Water requirements
- Security and safety measures
- Air pollution
- Solid waste

Related standards and guidelines applied in Bangladesh

Reference Appendix

Permissions to be acquired

- Building Construction Permit [S.R.O No.46-Law/2017]
- Occupancy Certificate [S.R.O No.46-Law/2017]
- Application for permit [S.R.O No.46-Law/2017]
- Fire License [S.R.O No.46-Law/2017]

List of authorities in charge

- BEZA

03. BASIC COMPONENTS IN ECONOMIC ZONE

Building Structure



Figure 3-7 Typical admin building in an Economic Zone

Building Structures in Economic Zone

Building structures are an important facility for developer to facilitate the administration offices, banks, customs and other facilities. It is required to plan, analyze, detail design and construction of a building structures as per the codes and standards to ensure safety and sustainability. Specifically for a plot dedicated to building structures to be developed by the developer shall comply with building construction rule mention in chapter 3 of S.R.O. 46 and the S.O.P for a unit investor to obtain the permit for building construction.

General Building Structures in Economic Zone

1. Administrative Building
2. Customs Building
3. Central Cafeteria and Conference Hall
4. Fire Station
5. Security Barrack
6. Gymnasium and Hospitals
7. Residential Buildings for Employees etc.

Important documents to be prepared for Building Structures

1. Geotechnical Survey and Foundation Design and Drawing
2. Architecture drawing (floor layout plan, section, elevation, 3D view, etc.)
3. Structural drawing (calculation report, soil report, foundation design, super-structure design, etc.)
4. Machinery installation plan (layout plan of machinery, cross section, etc.)
5. Electrical drawing (Electrical layout plan, SLD, Earthing layout, Substation layout etc.)
6. Approved Fire Safety drawing (Fire fighting floor plan) and Lightening Safety
7. Health and Safety Plan
8. Occupancy Certificate

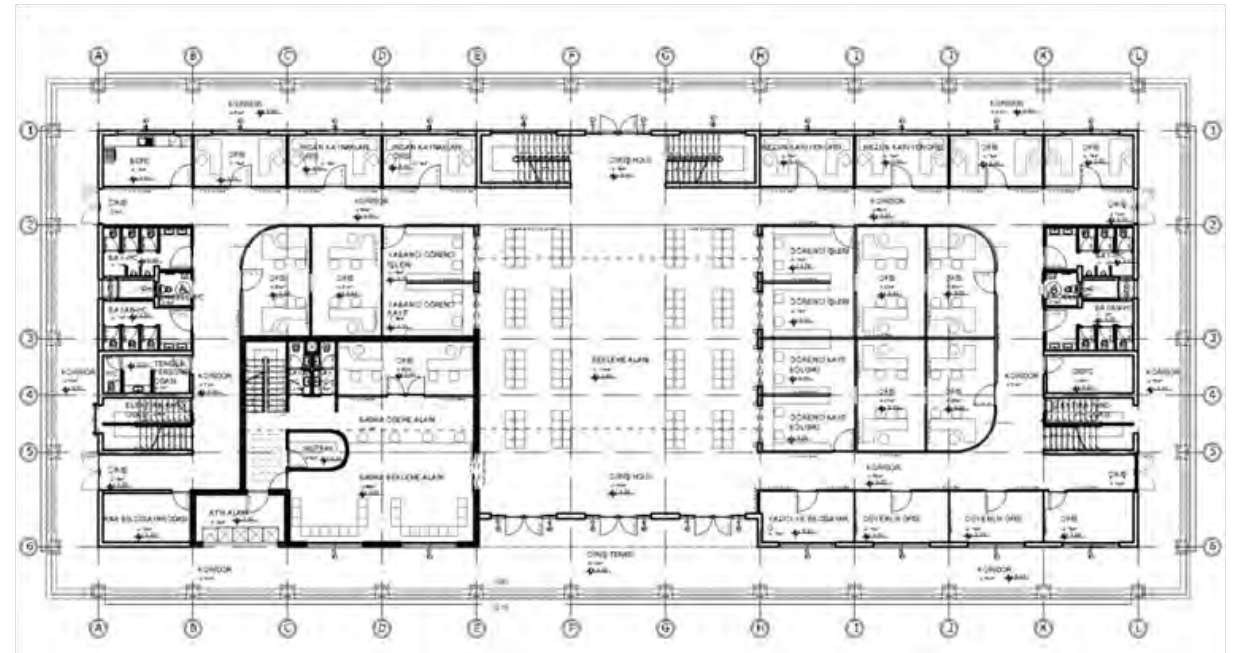


Figure 3-8 Sample of floor plan of a building



Figure 3-9 Sample of building structures

Related standards and guidelines applied in Bangladesh

1. BNBC
2. S.R.O No.46-Law/2017 (The Bangladesh Economic Zones (Construction of Building) Rules, 2017)

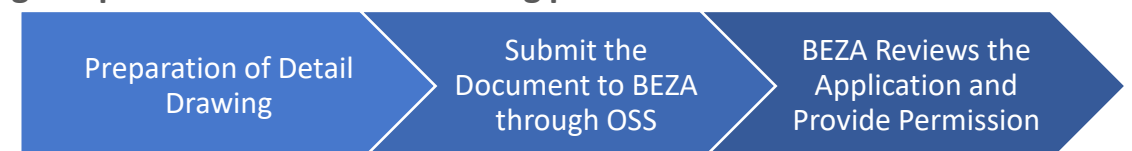
Items subject to acquire permissions

1. Approved Master Plan and Designated Plot
2. Land Use Plan Permit
3. Building permit

Authority in charge of providing design and drawing approval

- BEZA

Regular procedure to obtain building permit



03. BASIC COMPONENTS IN ECONOMIC ZONE

Power Supply



Figure 3-12 Complex machinery of a Power Plant

Power Supply in Economic Zone

Electric Power supply is an essential element in an Economic Zone. Uninterrupted power supply maintaining specified frequency is obvious for the sound operation of industries in an economic zone. With response to climate change, power supply system in an economic zone shall maximize the utilization of renewable energy. Besides, economic zone developer shall ensure the safety and quality of uninterrupted power in an economic zone. Following are the basic components of a power supply facilities:

Main components of power supply facilities

- Power Plant
- Electric Substations
- Electric Transmission Line

Matters to be considered in designing Power Supply and Electric Transmission Line

- Power Demand and Power Forecasting
- Source of power (National Grid, Private power plant – grid connected, or non-grid connected)
- Mode of electricity transmission – Underground or Overhead
- Right of way for high voltage transmission line
- Buffer zone/ setbacks for electric substation

Regular procedure of constructing a power transmission line

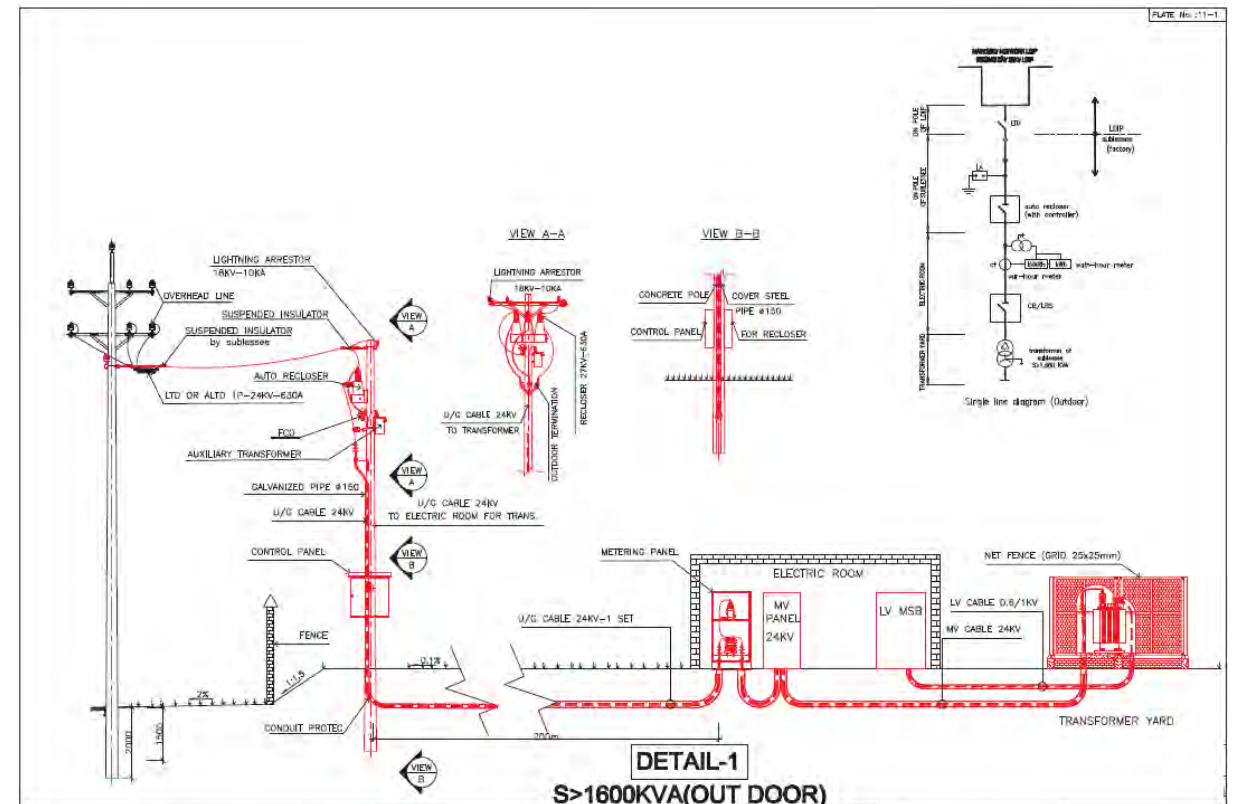
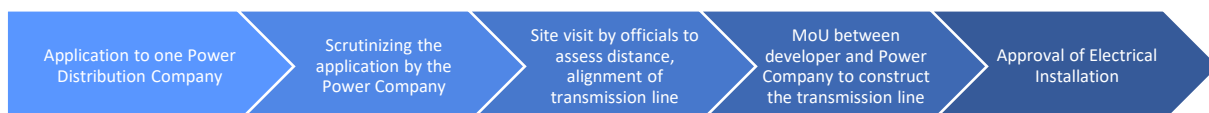


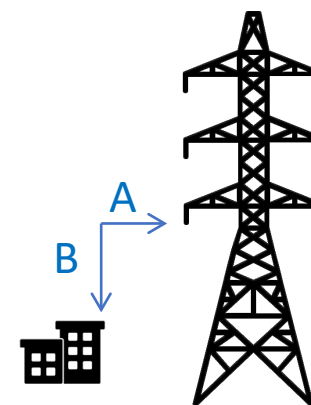
Figure 3-13 Sample of drawing of outdoor electrical transmission system in EZ

Related standards and guidelines applied in Bangladesh

1. The Electricity Act, 2018
2. Bangladesh Rural Electrification Board Act, 2013
3. Electricity Rules 2020 (Bengali)
4. Requirement for Central Power - S.R.O No.46-Law/2017
5. Infrastructure Design - Bangladesh National Building Code 2020

List of authorities in charge

- BPDB: Bangladesh Power Development Board – Power Generation and Distribution
- PGCB: Power Grid Company of Bangladesh – Transmission of Electric Power
- BREB, DESCO, DPDC, WZPDC, RPCL, B-R – Distribution of electric Power
- PBS: Rural Electricity Cooperatives
- BEZA: Bangladesh Economic Zone Authority



Voltage	ROW Both side from the conductor surface	Minimum safe distance BS 7354
	A	B
11	2.50	2.50
33	3.50	2.80
132	14.00	3.80
230	20.00	4.60
400	23.00	6.40
765	43.00	10.30

03. BASIC COMPONENTS IN ECONOMIC ZONE

GAS



Figure 3-14 Gas storage tank and distribution pipelines

Gas supply in Economic Zone

Gas supply and gas distribution is one of the hazardous and challenging component in an Economic Zone. An Economic Zone developer shall facilitate its unit investor with uninterrupted gas supply. Some industries in an economic zone requires high pressurized gas and the risk factor for this gas supply is very high. Hence, it is necessary to ensure the gas distribution system complies with all design requirements and guidelines.

Main components of gas supply facilities

- Distribution Stations
- Gas supply system

Matter to be considered in designing gas supply facilities

- Gas Demand and Gas Forecasting
- Location and Masterplan layout
- GAS Route Alignment
- Land Acquisition Plan
- EIA Report
- Gas supply pipeline design, pipeline route, Anticorrosion coating, Monitoring and Maintenance

Regular procedure of constructing a gas supply facilities

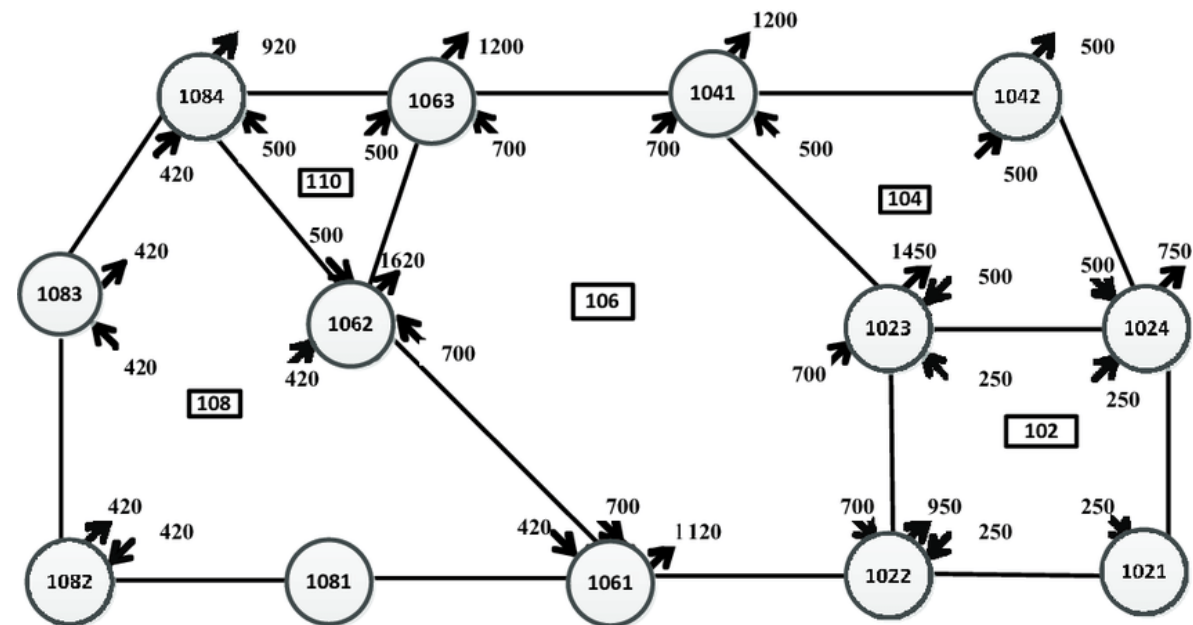
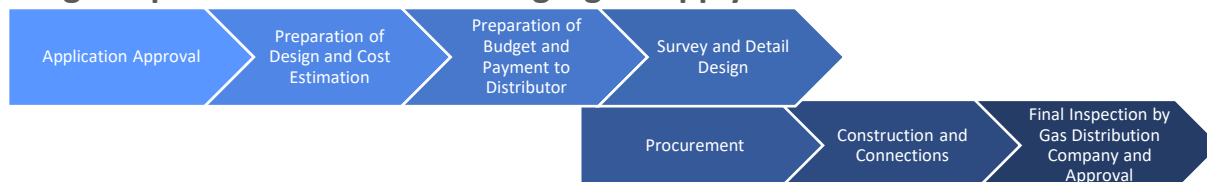


Figure 3-15 Typical Gas Distribution System Plan

Related standards and guidelines applied in Bangladesh

1. Carbide Rules 2003
2. Explosive Act 1884
3. Gas Cylinder Rules 1991
4. Natural Gas Safety Rules 2003
5. Petroleum Rules 1937
6. CNG Rules 2005
7. LPG Rules 2004
8. API Code for Pipeline design

List of authorities in charge

- Petrobangla – Energy Company
- BAPEX: Bangladesh Petroleum Exploration Company – Explorer
- GTCL: Gas Transmission Company Limited
- **BEZA: Bangladesh Economic Zone Authority**

Minimum Land Acquisition for Gas Pipeline

Pipe Size	150 psig – 300 psig	> 300 psig
< 20 Inches	2 m	3 m
> 20 Inches	3 m	3.5 m

Minimum Burial Depth for Gas Pipeline

External Diameter of Pipe (cm)	Maximum Allowable Pressure (kg/cm ²)				
	<7	7-9	10-15	16-24	>25
<20	90	95	100	105	110
21-40	91	96	101	106	112
41-60	92	97	102	107	115
61-80	93	98	103	108	120
>80	94	99	104	109	125

03. BASIC COMPONENTS IN ECONOMIC ZONE

Water Supply



Figure 3-16 Water Treatment Facilities

Water Supply in Economic Zone

Water supply system functions as an economic resource in an economic zone to ensure adequate water resource and uninterrupted industry water demand. Generally, it contains water collection system from source, water purification and storage system and water supply pipeline.

Main components of water supply facilities

- Water treatment facility
- Distribution Stations

Matters to be considered in designing water supply system?

- Water demand calculation (Current and Projected)
- Water Source and Abstraction Plan (Chapter V: Bangladesh Water Act, 2013)
- Potable and Palatable water purification system (Department of Public Health Engineering (DPHE))
- Water supply/ transmission pipeline layout (Standard no. 9)
- Design of buried pipeline (Standard no. 9)
- Maintenance Plan

Regular procedure to develop a water supply system

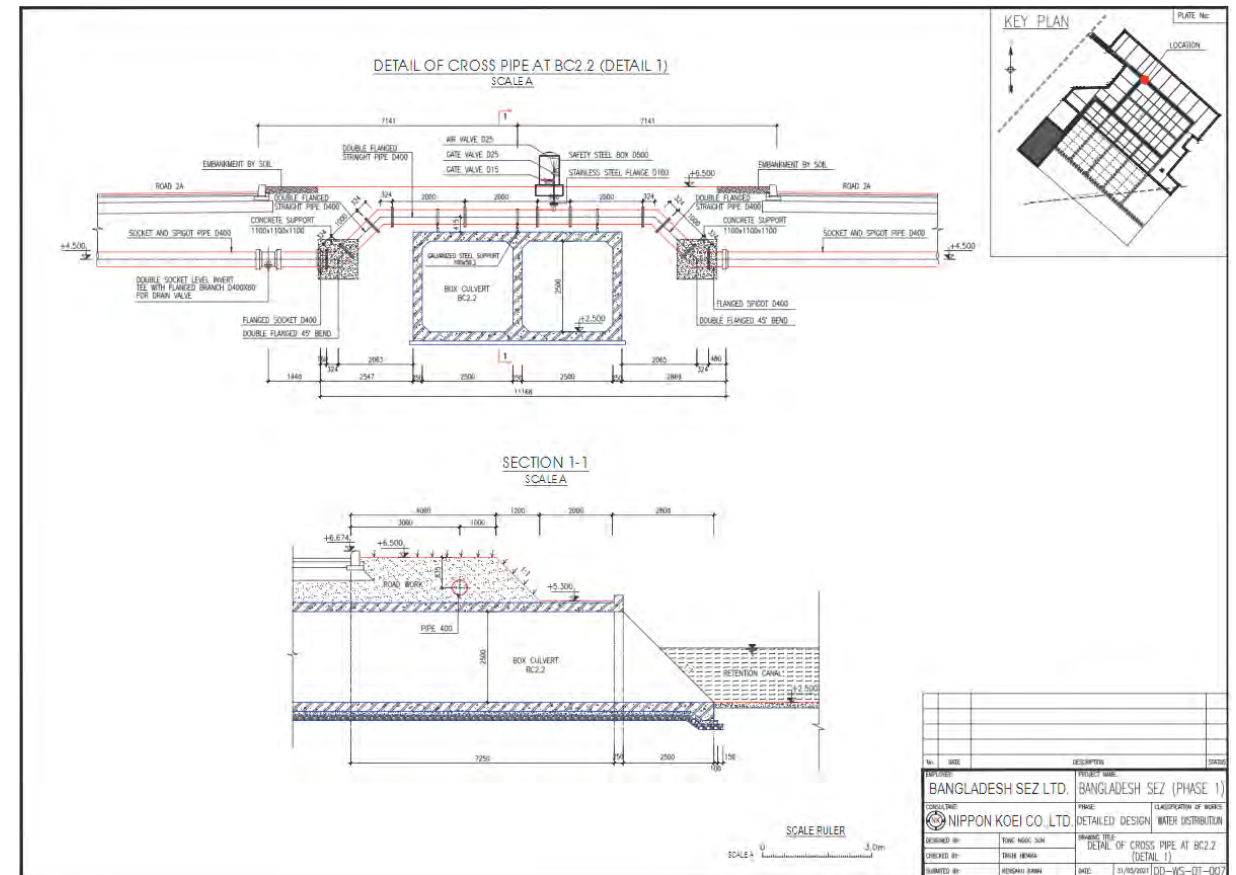
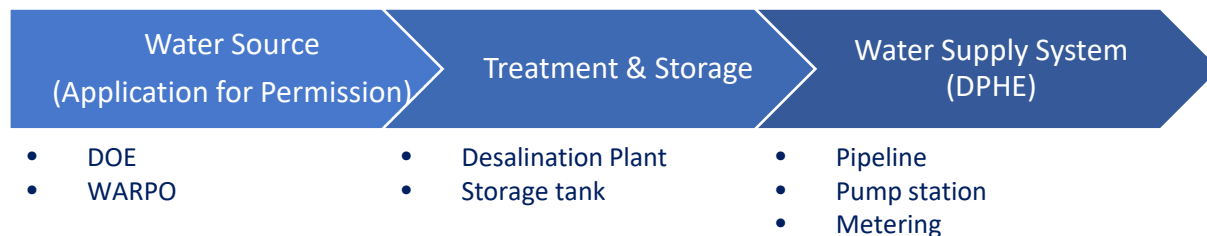


Figure 3-17 Drawings of water supply pipeline

Related standards and guidelines applied in Bangladesh

1. Bangladesh Water Act, 2013
2. Water Rules 2018
3. National Water Policy (Sec 4.8)
4. National Water Management Plan (Vol 2)
5. The Environment Conservation Act, 1995 and Amendments until 2010
6. The Environment Conservation Rules, 1997 and Amendments until 2018
7. The Groundwater Management Ordinance, 1985
8. National Water Bodies Protection Act, 2000
9. Exhibit G6-L: Criteria and Design of Command Area Development Subproject (LGED), 2017
10. Bangladesh Economic Zones Act, 2010 (amendment, 2015)
11. Bangladesh Economic Zones Rules, 2014

List of authorities in charge

- MoWR: Ministry of Water Resources
- BWDB: Bangladesh Water Development Board
- NWRC: National Water Resources Council
- DPHE: Department of Public Health
- BEZA: Bangladesh Economic Zone Authority
- WARPO: Water Resources Planning Organization
- DOE: Department of Environment
- DAE: Department of Agriculture Extension
- BADC: Bangladesh Agricultural Development Corporation

03. BASIC COMPONENTS IN ECONOMIC ZONE

Stormwater Disposal facilities



Figure 3-18 Stormwater pumping stations

Stormwater disposal facility in Economic Zone

Proper draining out of storm water – after proposer harvesting of rainwater – is important to prevent flooding and water clogging. Component of a storm water disposal system contains storm water lifting station, retention pond, storm water collection system/ transmission line. Stormwater harvesting shall be maximized and the storm water disposing system shall be free from industrial contamination.

Matters to be considered in designing stormwater disposal facilities

- Runoff characteristics of site at the undeveloped stage
- Annual precipitation
- Runoff peak flow
- Upstream and Downstream of canal, if any
- Erosion history
- Possible pollutants
- Infiltration rate of the area
- Storm water collection system
 - ditch/ pipeline design, manhole design
- Storm water pumping station

Peak Flow Calculation

$$Q = C * I * A$$

Q = Estimated design discharge (cfs)
 C = Runoff coefficient
 I = Rainfall Intensity (in/hr)
 A = Watershed Area (ac)

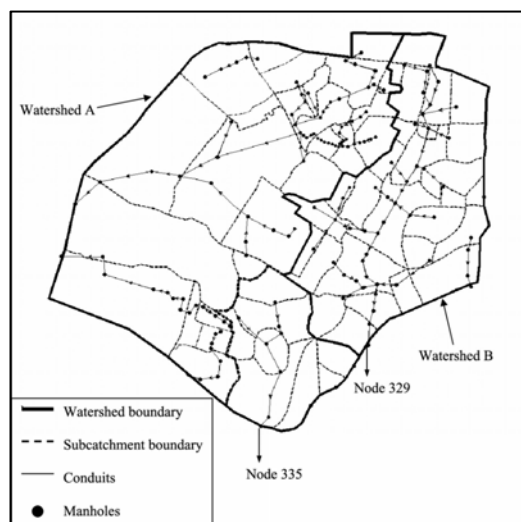


Figure 3-19 Stormwater drainage network in a catchment/ watershed

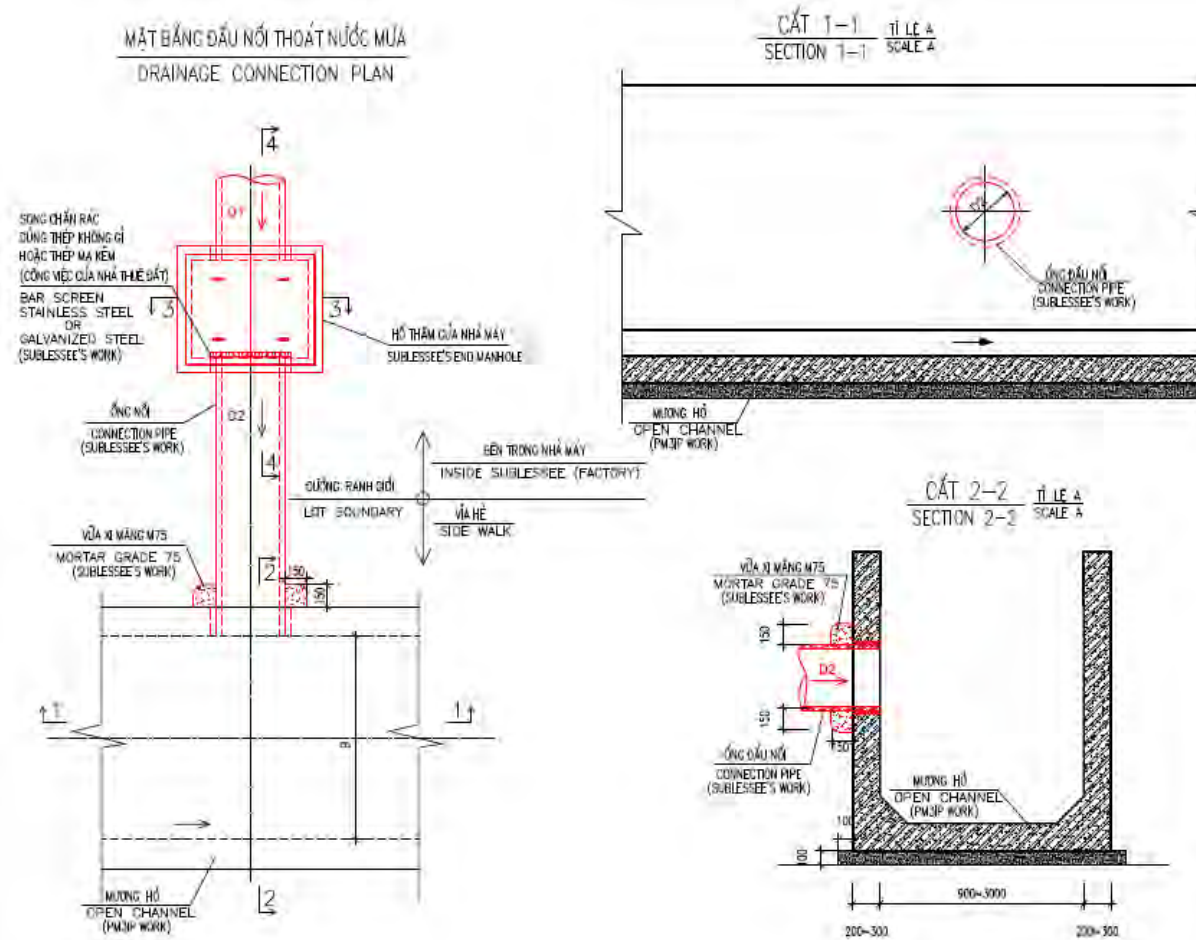


Figure 3-19 XXX

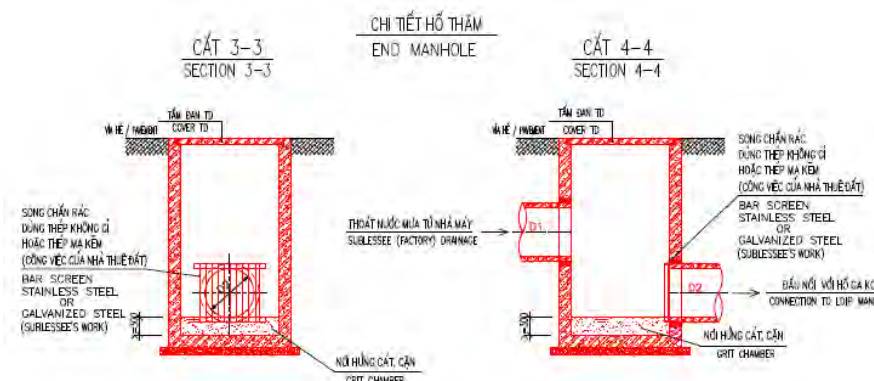


Figure 3-20 XXX

Related standards and guidelines applied in Bangladesh

1. The Environment Conservation Act, 1995 and Amendments until 2010
2. The Environment Conservation Rules, 1997 and Amendments until 2018
3. Bangladesh Economic Zones Act, 2010 (amendment, 2015)
4. Bangladesh Economic Zones Rules, 2014

List of authorities in charge

- MoEF: Ministry of Environment and Forestry
- BEZA: Bangladesh Economic Zone Authority
- DOE: Department of Environment

03. BASIC COMPONENTS IN ECONOMIC ZONE

Wastewater Disposal



Figure 3-21 Sewage water treatment plant

Wastewater treatment in Economic Zone

Storm water and wastewater usually have separate collection system. Storm water is disposed with small treatment while wastewater shall be treated appropriately taking the consideration of different industries following appropriate guidelines and standards. Each economic zone may/ shall have Central ETP, or unit investor may have their own ETPs. CETP treated water shall be treated in STPs before final disposal and each Economic Zone developer shall obtain permission from respective authority for their disposal plan complying all the environmental preservation acts and rules.

Components and Detail Design

1. Sewage water lifting station
2. Sewage collection pipeline
3. Storm water overflow chambers in case of emergency
4. Detail design of buried pipelines and manholes
5. Sedimentation Tanks
6. Treatment Tanks such as AAO, SST etc.
7. Sludge incineration plant/ UV disinfection plant

Matters to be considered in designing wastewater treatment facilities

1. Wastewater prediction
2. Wastewater treatment facilities
3. Detail industrial process diagrams
4. Sludge management plan
5. Environment Management plan for both construction and operation stage

Amount of wastewater generation depends on:

1. Industrial type
2. Industrial Process
3. Technology

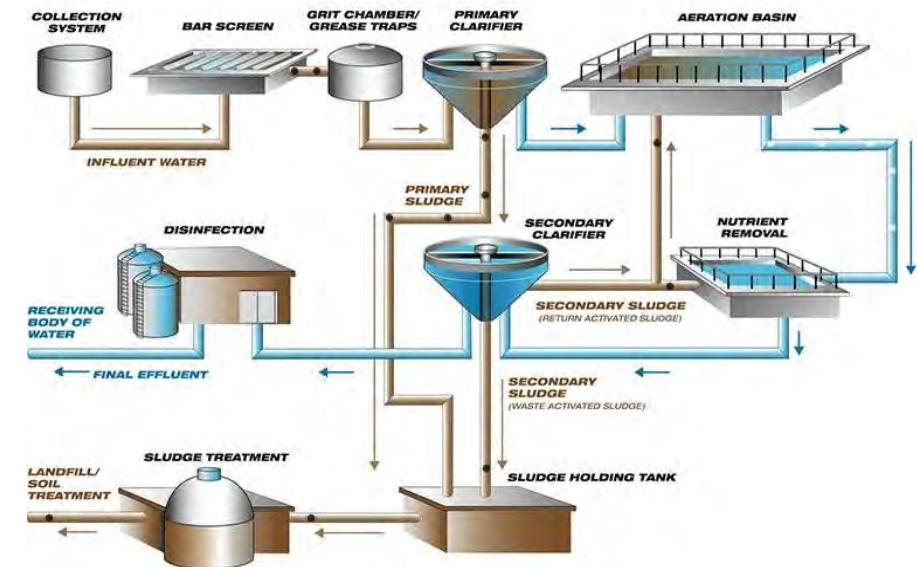


Figure 3-22 Diagram of a conventional wastewater treatment process

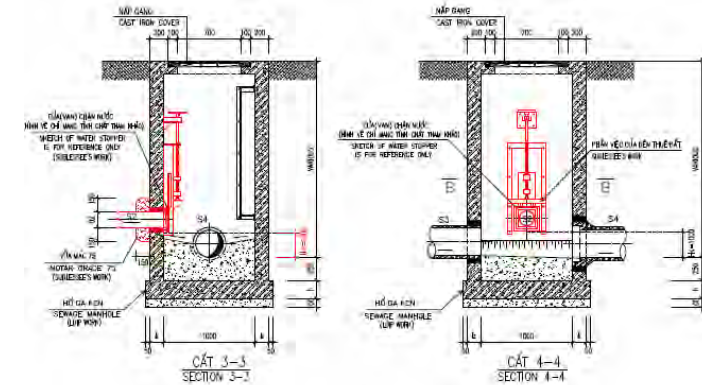


Figure 3-23 Sample of sewage manhole

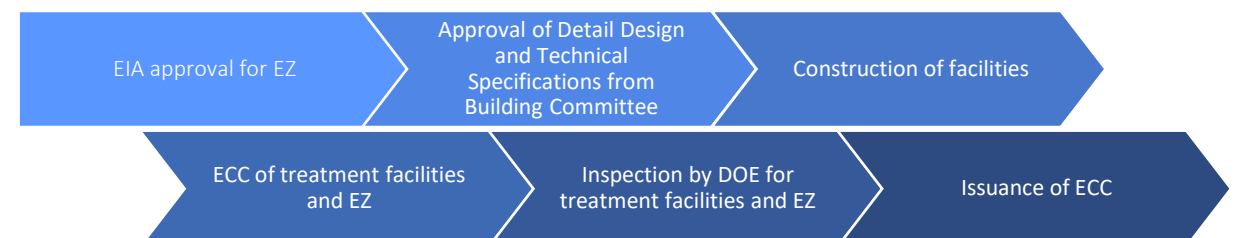
Related standards and guidelines applied in Bangladesh

1. The Environment Conservation Act, 1995 and Amendments until 2010
2. The Environment Conservation Rules, 1997 and Amendments until 2018
3. Bangladesh Economic Zones Act, 2010 (amendment, 2015)
4. Bangladesh Economic Zones Rules, 2014
5. Guide for Assessment of Effluent Treatment Plants, 2008
6. Bangladesh Standards and Guidelines for Sludge Management, 2015

List of authorities in charge

- MoEF: Ministry of Environment and Forestry
- BEZA: Bangladesh Economic Zone Authority
- DOE: Department of Environment

Flow chart to obtain ECC for wastewater treatment facilities



03. BASIC COMPONENTS IN ECONOMIC ZONE

Solid Waste Management

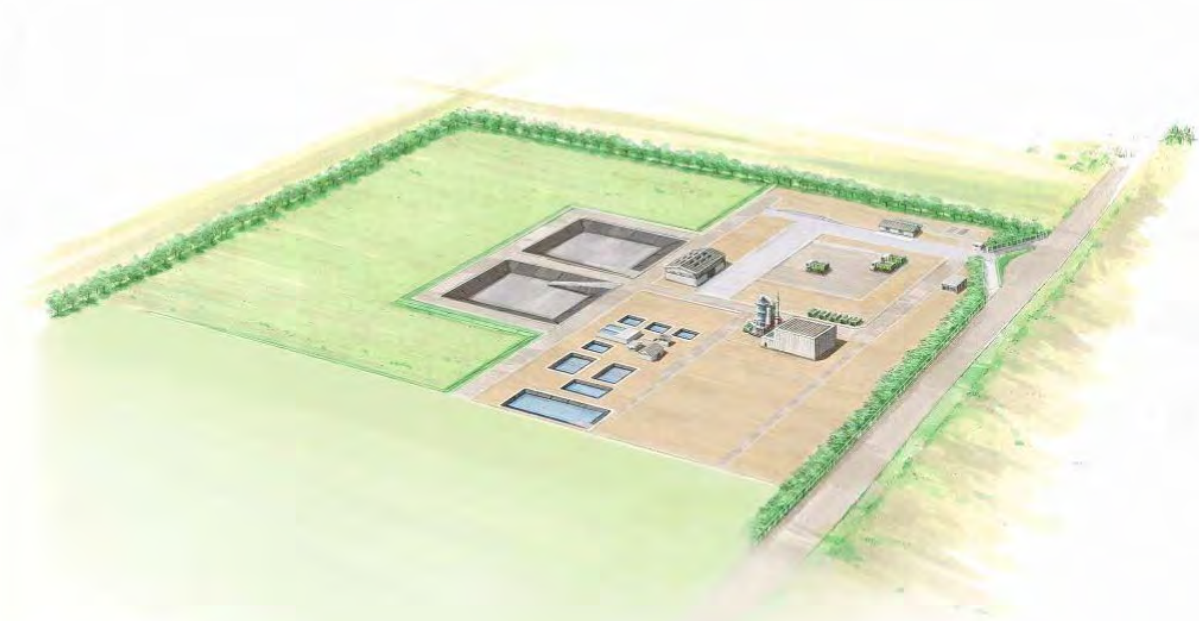


Figure 3-21 Solid waste management facility in Thilawa

Solid waste management in Economic Zone

Solid waste management is an essential facility for an Economic Zone. Any industrial activities are associated with environmental destruction and hence proper solid waste management facilities shall be ensured by the zone developer as well as the unit investors. Broadly the solid wastes can be categorized in two types:

1. Non-hazardous solid waste
2. Hazardous solid waste

In Bangladesh, management of non-hazardous solid waste management falls under the responsibility of Local Government. Hence it is necessary for a developer to make an arrangement with the local government and provide adequate space and infrastructure for primary dumping/ temporary dumping yard. On the other hand, for hazardous solid waste, it is the responsibility of the developer/ investor to find a proper solid waste management plan by assigning hazardous solid waste experts or disposing the waste by themselves.

Matters to be considered in designing solid waste management facilities

1. Prediction of the generation of the volume of solid waste
2. Detail production process of the industries and the flow diagram
3. Content of the solid waste
4. Location of solid waste collection point and design of the dumping yard

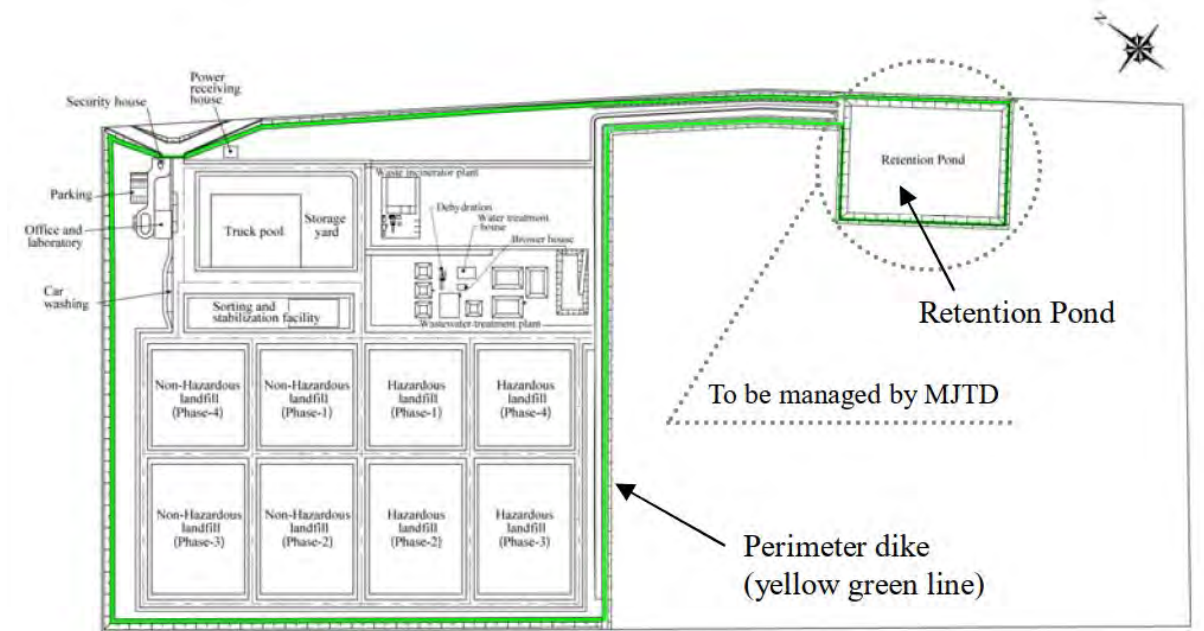


Figure 3-22 Plan view of the solid waste management facility in Thilawa

Related standards and guidelines applied in Bangladesh

1. The Environment Conservation Act, 1995 and Amendments until 2010
2. The Environment Conservation Rules, 1997 and Amendments until 2018
3. Bangladesh Economic Zones Act, 2010 (amendment, 2015)
4. Bangladesh Economic Zones Rules, 2014
5. Bangladesh Standards and Guidelines for Sludge Management, 2015
6. Hazardous Waste and Ship Breaking Waste Management Rules, 2011

List of authorities in charge

- MoEF: Ministry of Environment and Forestry
- BEZA: Bangladesh Economic Zone Authority
- DOE: Department of Environment

Renewal Items

- EIA and ECC is subjected to renewal in each year

Flow chart to obtain ECC for Solid waste Management facilities



03. BASIC COMPONENTS IN ECONOMIC ZONE

Telecommunication facilities



Figure 3-24 Transmitters of telecommunication facilities

Telecommunication service in Economic Zone

Telecommunication is an emerging way that has significantly changed the way to communicate, work and commute. Hence, this facility is required to support the growth and success of the economic zone development.

Matters to be considered in designing telecommunication system

1. Regulation of the telecommunication system for the safeguard of the economic zone
2. Plan and layout of optical fiber cable line
3. Layout of optical Fiber Network
4. Network Diagram
5. Bandwidth requirement calculation
6. Equipment and vendor data
7. Maintenance Plan

Required information for Bandwidth Calculation

1. Available network Bandwidth
2. Average Utilization

Consider:

Available Bandwidth: 1 GbE = 1,000,000,000 bps / 8 = 125,000,000 Bps

Average Utilization = 200,000 Bps

Then Concurrent users = 125,000,000 Bps / 200,000 Bps = 625

Here, bps = bits per second; Bps = bytes per second; 1 byte = 8 bits

So, for a defined number of Users , **Required Bandwidth ≥ Nos Users X Average Utilization**

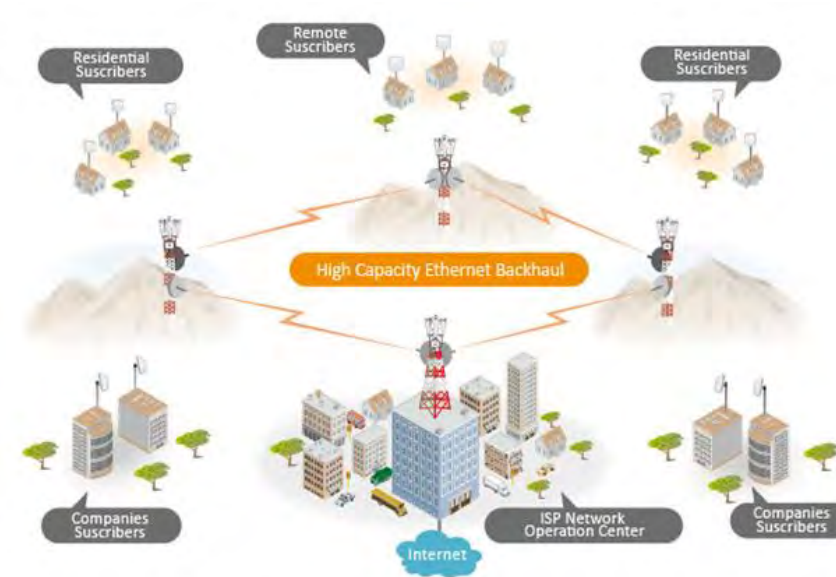


Figure 3-25 GSM network infrastructure collocation Procedure- BTRC

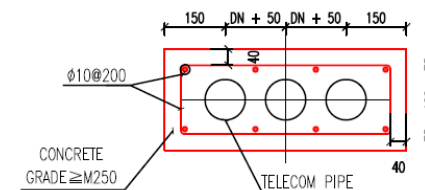


Figure 3-26 Drawings of underground telecom pipe in Economic Zone

Related standards and guidelines applied in Bangladesh

1. The Bangladesh Telecommunication Act, 2001
2. National Broadband Policy, 2009
3. Regulatory and Licensing Guideline for Internet Service Provider (ISP) in Bangladesh by BTRC

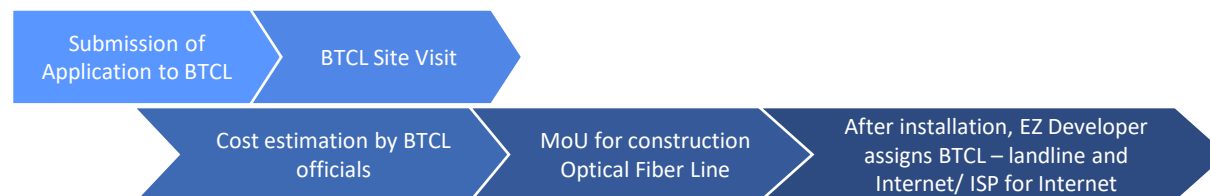
Licensed collocation companies for infrastructure development to date

1. E.CO
2. AB high-tech consortium
3. TASC summit tower
4. Kirtonkhola tower

List of authorities in charge

1. BTRC: Bangladesh Telecommunication Regulatory Commission
2. PGCB: Power Grid Company of Bangladesh
3. BTCL: Bangladesh Telecommunication Company Ltd.
4. BEZA: Bangladesh Economic Zone Authority

Procedure of constructing a telecommunication line



03. BASIC COMPONENTS IN ECONOMIC ZONE

Fire Fighting Facilities

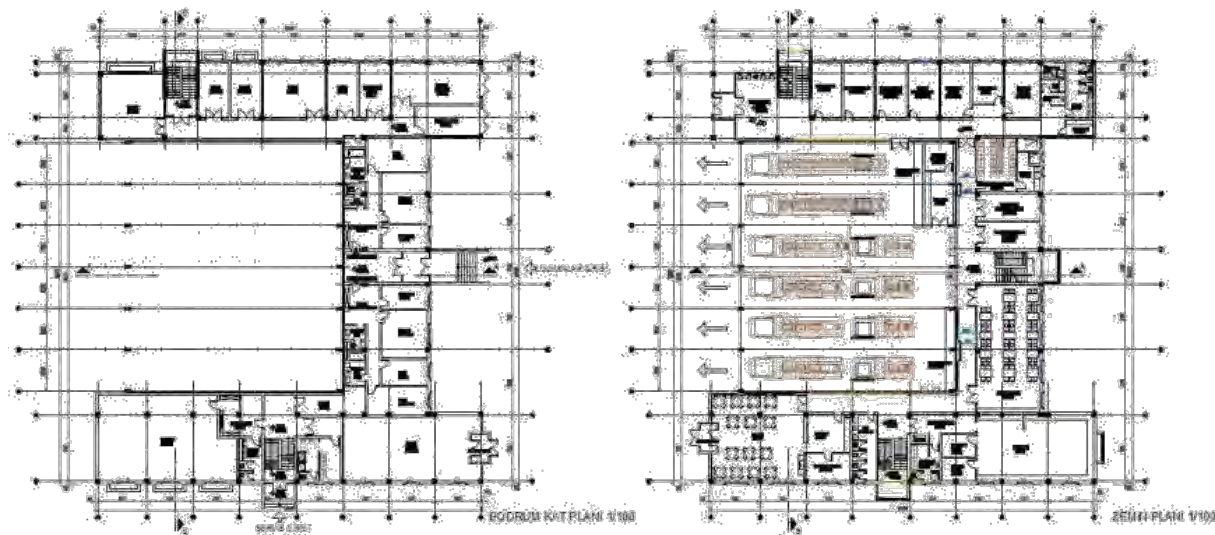


Figure 3-27 Typical Floor Plan of a Fire Station

Fire Fighting facilities in Economic Zone

In an economic zone, there is a potential risk from the usage of large volume of flammable and chemical materials. Moreover, an Economic Zone have high voltage electrical facilities and usage of pressurized gas. Hence, a developer of economic zone required to install proper fire fighting facilities throughout the entire premises to ensure the fire safety. Adequate fire station is necessary depending on the size of the zone.

Matters to be considered in designing Fire Fighting system

- Fire station classification as per the Fire Service and Civil Defense (Station Establishment) Policy
 - Type of industries and detail process diagram for industries
 - Machine layout in each industry
 - Required land to be allocated
- Fire Hydrant Plan
 - Fire Hydrant Vendor Information
 - Required pressure at the end pipeline
 - Installation of fire extinguisher in each facilities
 - Fire Detection System
 - Design and installation of Fire Alarm

Procedure of establishing a fire station

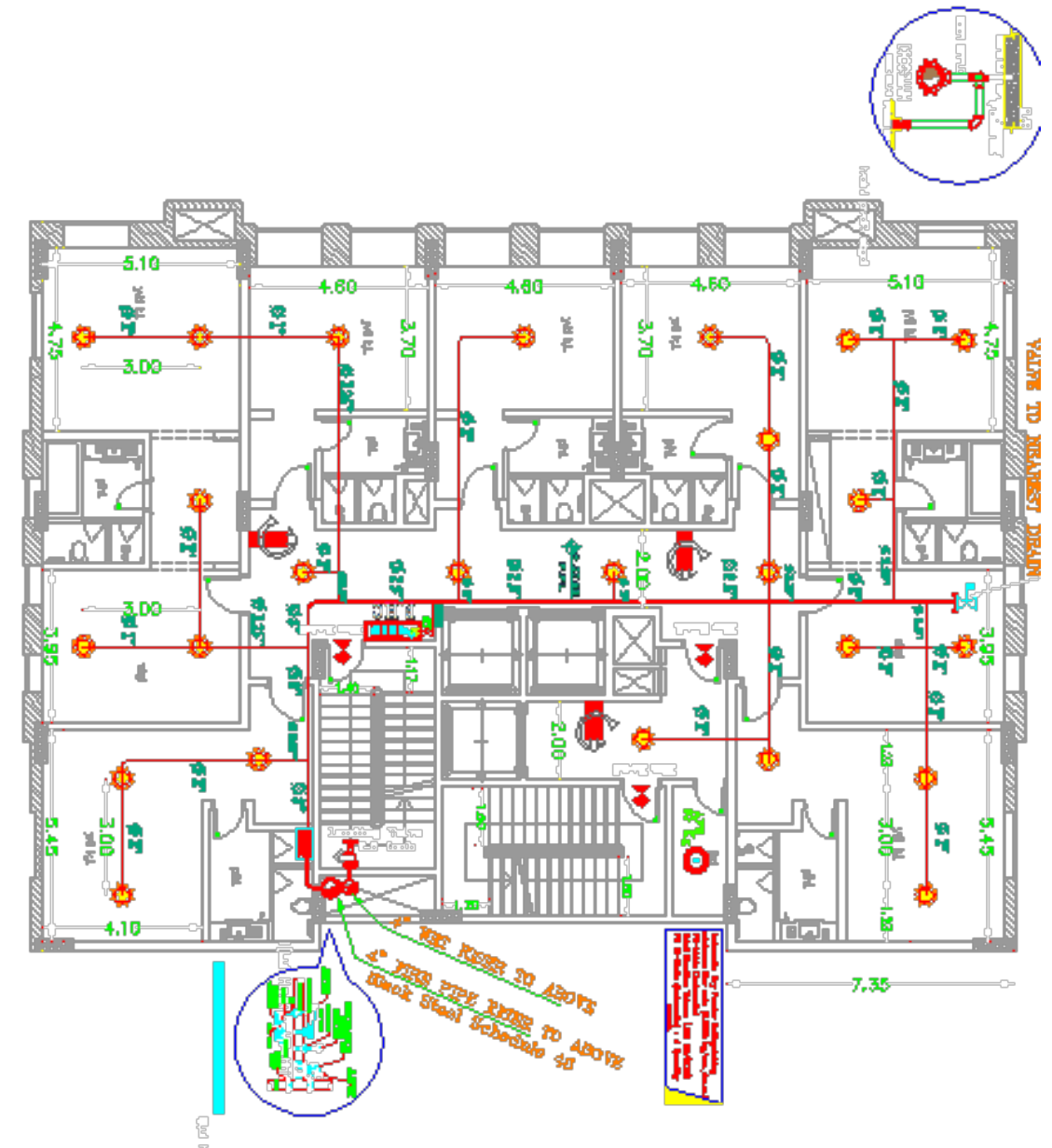
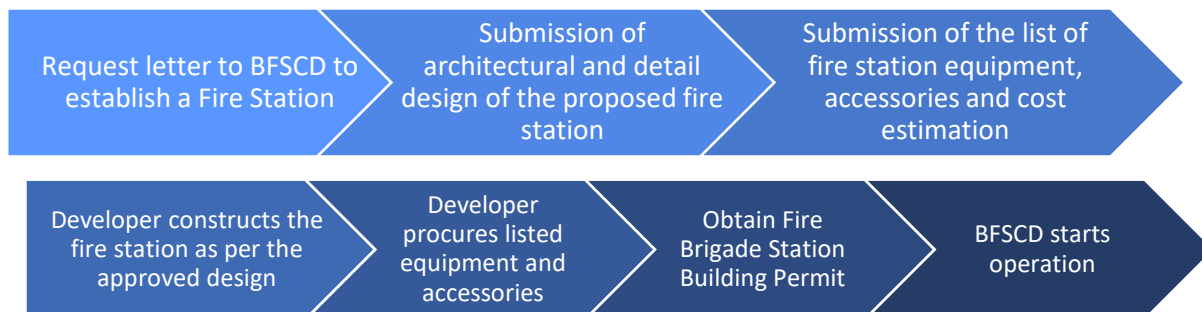


Figure 3-28 Typical Sprinkler System in a building

Related standards and guidelines applied in Bangladesh

1. Fire Prevention and Extension Act, 2003
2. Fire Prevention and Extension Rule, 2015
3. Fire Service and Civil Defense (Station Establishment) Policy (Bengali)
4. Building Construction Act, 1952
5. Bangladesh National Building Code
6. S.R.O No.46-Law/2017 (The Bangladesh Economic Zones (Construction of Building) Rules, 2017)

List of authorities in charge

- BFSCD: Bangladesh Fire Service and Civil Defense
- BEZA: Bangladesh Economic Zone Authority

03. BASIC COMPONENTS IN ECONOMIC ZONE

Security

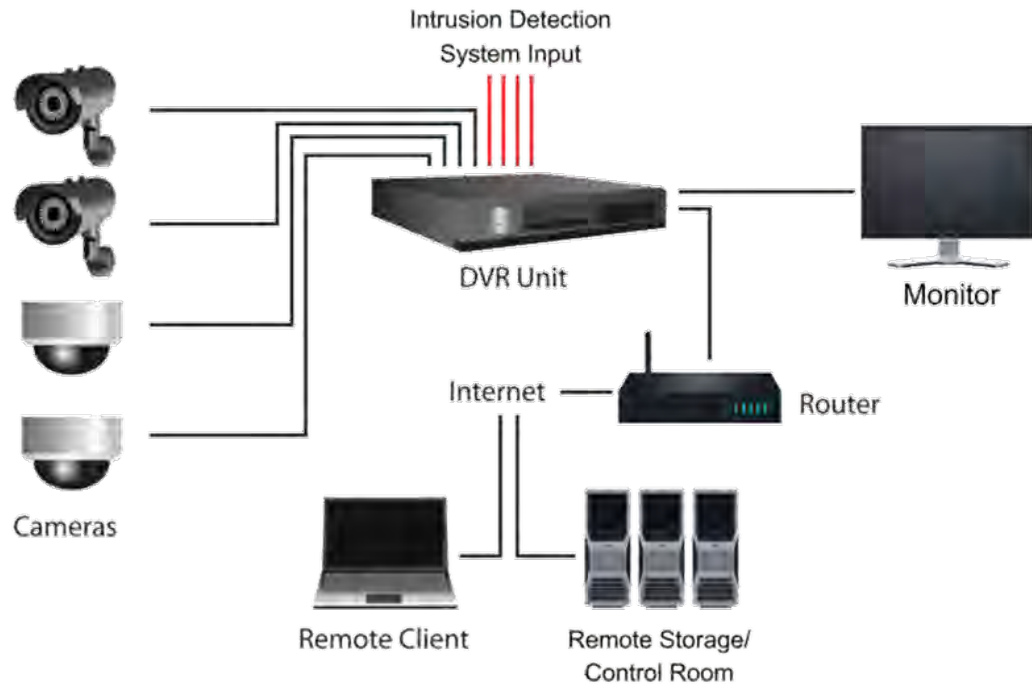


Figure 3-29 Typical instrumentation diagram for security system

Security service in Economic Zone

Providing safety in the Economic Zone is a responsibility of the Economic Zone Developer. Security system in an economic zone is important to protect the economic zone from any damage, lost, theft and violence activities from in and out inhabitants.

Primary modes of security enforcement in Bangladesh

The mode of security in an economic zone can be comprised with two components:

1. Human Security Force

In Bangladesh, Human Security Force can be facilitating in four modes, namely inhouse Security Force, Outsourced Security Force from Private Security Companies, Bangladesh Ansar and VDP, and Industrial Police.

2. Digital Security System

Internal Radio Communication System is applied with the allocation of Spectrum from BTRC.

Matters to be considered for human security forces?

1. Fencing and Security System, Gate Control System and Security Checking System for Entry
2. Zone location, demographic data, number of employees etc.
3. Allocation of plot inside the Economic Zone
4. Development of the facilities instructed by the MoHA for the Industrial Police/ Security forces

Procedure of appointing an industrial police



Figure 3-30 Symbolic Industrial Police

Related standards and guidelines applied in Bangladesh

Human Security Force


1. S.R.O. NO. 123-Law/2017. [Industrial Police Rules, 2017 - Bengali]
2. Police Act, 1861
3. Labor Law, 2006 (Bengali)
4. Bangladesh Labor Law, 2013 (Bengali)

Digital Security System

1. Digital Security Act, 2018
2. S.R.O. NO. 310-Law/2019.
3. Spectrum Users' Data Entry Guideline

List of authorities in charge

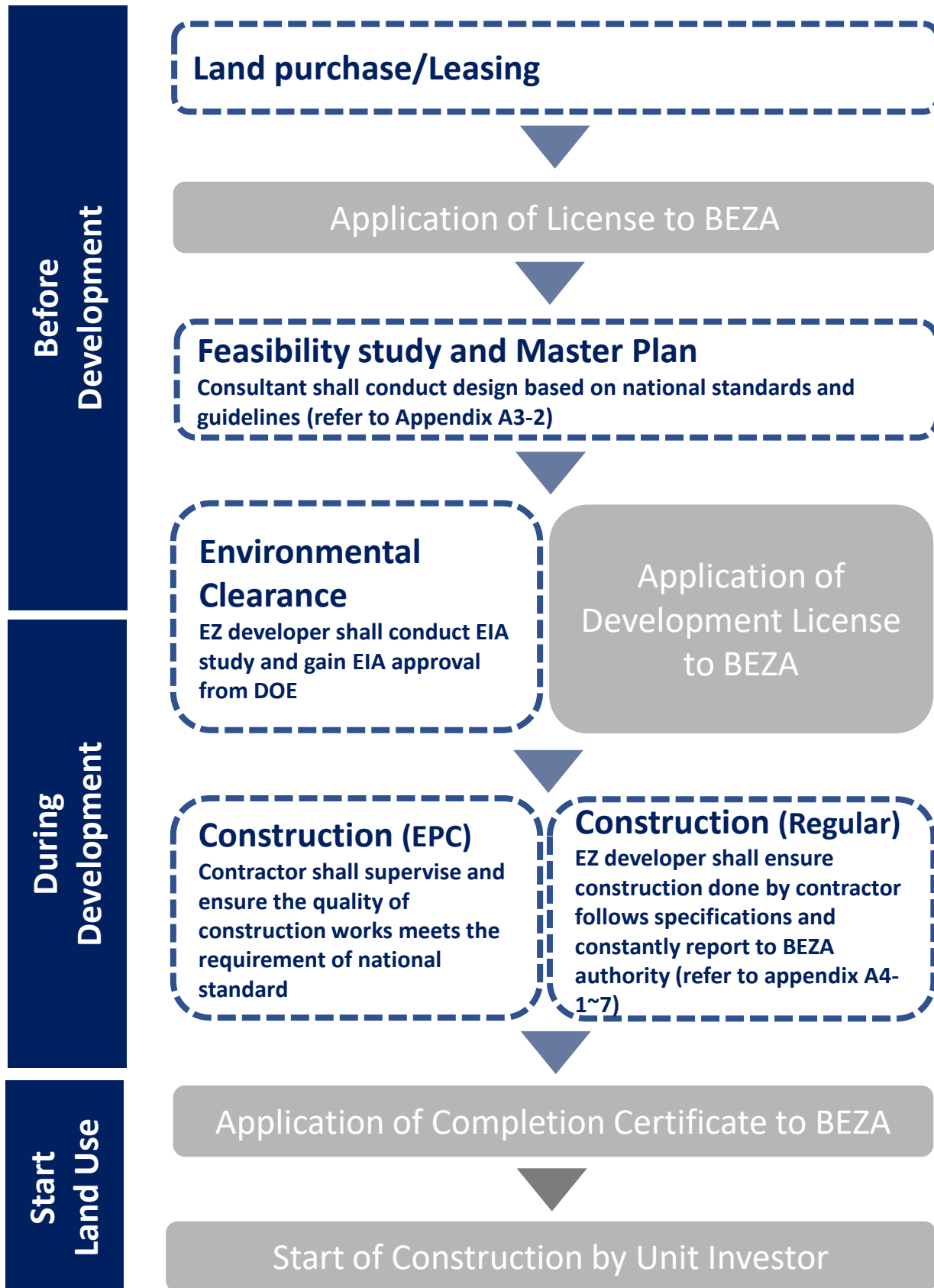
1. MoHA: Ministry of Home Affairs
 - A. Bangladesh Ansar and VDP
 - B. Industrial Police
2. The Ministry of Public Administration
3. Ministry of Labor and Employment
4. Industrial Police Bangladesh
5. BEZA



04 Implementation Manual and Checklist

- I. Preliminary Site Survey
- II. Issuance of Pre-Qualification Certificate
- III. Issuance of Economic Zone development License Certificate
- IV. Monitoring Development/Construction
- V. Final Inspection and Issuance of Development Completion Certificate

Checklist of Monitoring Economy Zone Development



Primary Checklist for BEZA authority

- I. Preliminary Survey
 - ✓ Field reconnaissance survey
 - ✓ Site location selection
- ◀ II. Issuance of Pre-Qualification Certificate
 - ✓ Scrutinization of application document
 - ✓ Site inspection
 - ✓ Notification for public hearing/opinion
 - ✓ Approval of pre-qualification
- ◀ III. Issuance of Economic Zone Development License Certificate
 - ✓ Scrutinization of application document
 - ✓ Site inspection
 - ✓ Notification for public hearing/opinion
 - ✓ Ensuring approval of EIA and EZ development license (DOE, PMO)
- ◀ IV. Monitoring Development/Construction
 - ✓ Progress monitoring of construction works
 - ✓ Technical monitoring of construction quality (earthworks, roadworks, pavement, concrete works, mechanical installation, and electrical installation)
 - ✓ Environmental monitoring
- ◀ V. Final Inspection/Issuance of Development Completion Certificate
 - ✓ Final inspection
 - ✓ Approval of Development Completion Certificate

04. IMPLEMENTATION MANUAL AND CHECKLIST

I. Preliminary Survey

A preliminary survey on the site of potential economic zones is the foundation that the rest of the future project is built from. BEZA authority shall include field reconnaissance survey of the proposed location of economic zone and a series of evaluation process for site location selection in this survey.

1. Field reconnaissance survey

A field reconnaissance survey shall be conducted to understand the land from topographic measurements and utility overviews in order to determine the feasibility of intended development as economic zone, as well as to provide the basis of an accurate design and identify any potential challenges for the next step (site location selection).

Topographic survey

- The accurate location of benchmark shall be identified from the site
- Existing obstacles shall be investigated and identified. (for example, underground pipeline, electrical wire, etc.)
- Primary information to be evaluated in the next section of Quantitative evaluation, such as location, basic land information, surrounding context, social and environmental assessment, infrastructure provisions, natural disaster, government land price, shall be collected. Refer to the details of each element in Appendix A1-3 (Quantitative Evaluation Conditions).

Survey on environmental concerns

- Possible pollutions and impacts occur to existing residents and land use shall be investigated with the Department of Environment

2. Site Location Selection

Selection of location for Economic Zone is important to enhance its competitiveness at the country level. Hence, BEZA shall select candidate based on analysis strengths and weakness of each site location, by referring to the selection method and the evaluation criteria (qualitative and quantitative) in Appendix A1-1 (Selection Method for Evaluation of Candidate Sites for EZ Development).

Qualitative evaluation

- The conditions of each EZ shall be evaluated with the 6 listed conditions in Appendix A1-2 (Qualitative Evaluation Conditions)

Quantitative evaluation

- Candidates that passed the Qualitative Evaluation shall then be evaluated with elements of assessments for Quantitative evaluation, namely location, basic land information, surrounding context, social and environmental assessment, infrastructure provisions, natural disaster, government land price. Refer the details of each element and evaluation score in Appendix A1-3 (Quantitative Evaluation Conditions) and Appendix A1-4 (Assessment Criteria and Score for Quantitative Evaluation).

Quantitative evaluation

- Candidates that passed the Qualitative Evaluation shall then be evaluated with elements of assessments for Quantitative evaluation, namely location, basic land information, surrounding context, social and environmental assessment, infrastructure provisions, natural disaster, government land price. Refer the details of each element and evaluation score in Appendix A1-3 (Quantitative Evaluation Conditions) and Appendix A1-4 (Assessment Criteria and Score for Quantitative Evaluation).

04. IMPLEMENTATION MANUAL AND CHECKLIST

II. Issuance of Pre-Qualification Certificate

As the initial step for developing an Economic Zone in Bangladesh, any potential investor or developer who is interested in the development of the Economic Zone shall first obtain a license from BEZA, as stated in the Bangladesh Private Economic Zones Policy, 2015 (S.R.O. No. 354-Law/2015). For the Pre-qualification purposes, BEZA shall ensure the submission of application by EZ Developer and related procedures to be performed upon the issuance of pre-qualification in the process of obtaining a license for Economic Zone Development, Stage I: Pre-qualification on the main components of Business Plan as stated in Standard Operating Procedures (SOP) for The Development of Economic Zone in Bangladesh, 2019.

1. Scrutinization of application document

Scrutinizing the application

- Required documents listed in Appendix A2-1 shall be submitted
- BEZA shall scrutinize the application within 30 days from receipt of the application, and if necessary, direct the applicant to furnish further information within reasonable time

Detailed submission of plan for Phased Development

- BEZA shall ensure the applicant understand the concept of Phased Development. If the applicant doesn't, BEZA shall introduce the concept as "the development of a private economic zone whereby the Licensee divides the total land area of a Private Economic Zone into more than one section and develop each section one after another".
- Phased Development plan where applicable and time-frame of construction program at the proposed Private Economic Zone shall be submitted along with construction plan by the applicant, as part of his application for Pre-Qualification Certificate, if he plans to conduct Phased Development of Private Economic Zone.
- BEZA shall remind the applicant that, as part of his duty in license application, he must submit the details of the Phased Development at the time of applying for the license if it has not been submitted during the application for this stage.
- If the applicant plans to conduct Phased Development of the Private Economic Zone after obtaining the Pre-Qualification Certificate, BEZA shall inform the applicant to submit the following details at the time of applying for the License
 - i. the details of the land use planning and land layout, on-site infrastructural planning for first Phase;
 - ii. schedule of the chronological work plan including the implementation time frame of the relevant functions of each phase of the Private Economic Zone;
 - iii. schedule for completion of each phase of the Private Economic Zone.

2. Site inspection

Site inspection

- A site visit to the location of intended development shall be conducted upon the receive of application, in order to ensure the geographical location, specific measurement, map, description of registration are accurately indicated.

3. Notification for public hearing/opinion

Publication of information

- Information of the EZ development shall be published in the widely circulated national dailies and Gazette, with the description of registration and proposed activities of panned Private Economic Zone shall be described in the notification.

- ❑ The geographical location, specific measurement, map, description of registration and proposed activities of panned Private Economic Zone shall be clearly described in the notification.

- ❑ **Actions towards opinions**

- ❑ BEZA shall take relevant decision upon receiving any opinion from those likely to be affected by the proposed Private Economic Zone within 21 days from the date of publication of the notification

4. Approval of pre-qualification

- ❑ **Issuance of letter**

- ❑ Upon completion of the process, BEZA shall, after scrutiny with approval of the Governing Board, issue a Pre-qualification letter together with the TOR for Environmental and Social Survey which was duly approved by DOE to the applicant
 - ❑ In the case of rejecting the application, BEZA shall assign reasons thereof and convey the matter to the applicant in writing.

04. IMPLEMENTATION MANUAL AND CHECKLIST

III. Issuance of Economic Zone Development License Certificate

For final approval of the license, EZ developer shall submit the second phase application in the form set out below with the following information to BEZA within 12 (twelve) months from the date of issuance of the Pre-qualification letter, in the process of obtaining a license for Economic Zone Development, Stage 2: Final Approval on the Main Components of the Feasibility Study as stated in Standard Operating Procedures (SOP) for The Development of Economic Zone in Bangladesh, 2019.

1. Scrutinization of application document

- ❑ **Scrutinizing he application**

- ❑ Required documents listed in Appendix A3-1 shall be submitted.
 - ❑ BEZA shall scrutinize the application in the light of the Act and this policy within 30 days from receipt of the application, if necessary direct the applicant to furnish further information within reasonable time
 - ❑ For the declaration of private economic zone and issuance of private economic zone license, BEZA shall complete the formalities within 30 days from receipt of application, according to stipulations of the Policy.
 - ❑ BEZA shall obtain approval of the Governing Board on issuance of license to the applicant and make necessary arrangement for declaring the proposed area of land as the Private Economic Zone may, provided that BEZA, for any legitimate administrative reason, extend the time limit for further 60 days.
 - ❑ BEZA may refer to the brief technical reference of infrastructure design attached in Appendix A3-2 (Technical Reference for Consultant's Design).

- ❑ **Materials for Phased Development Plan**

- ❑ The applicant must submit the following details of the plan for Phased Development if it has not been submitted during the application for Pre-Qualification Certificate.
 - i. the details of the land use planning and land layout, on-site infrastructural planning for first Phase;
 - ii. schedule of the chronological work plan including the implementation time frame of the relevant functions of each phase of the Private Economic Zone;
 - iii. schedule for completion of each phase of the Private Economic Zone.
 - ❑ The submitted master plan must contain the details with appropriate drawing of the Phases of the development of the Private Economic Zone
 - ❑ If the Authority decides to issue a License in favor of the applicant, then in the case of Phased Development the License shall contain the following schedules for each Phase:
 - a. the schedule of approved chronological work plan including time frame of all functions of each Phase of the Private Economic Zone;
 - b. the schedule for completion of each Phase within the stipulated time frame;
 - ❑ The Licensee has to submit the details of the land use planning and land layout, on-site infrastructural planning for the subsequent phases before submitting the application for obtaining the Development Completion Certificate for any phase. However, based on an application from the Licensee, the Authority may in exceptional cases, issue the Development Completion Certificate for a phase, without obtaining the land use planning and land layout, on-site infrastructural planning for the subsequent phases.”

- ❑ Revised master plan shall be resubmitted together with the required documents mentioned if the applicant wishes to change the details of Phased Development after the issuance of license.
- ❑ BEZA shall consider the renewal of license certificate upon the application of revised master plan.

2. Site inspection

- ❑ **Site inspection**
 - ❑ A site visit to the location of intended development shall be conducted upon the receive of application, in order to ensure the geographical location, specific measurement, map, description of registration are accurately indicated.

3. Notification for public hearing/opinion (in the case of Private Economic Zone)

- ❑ **Publication of information**
 - ❑ If the proposed area of land is declared as the Private Economic Zone, BEZA shall issue license to the applicant and by notification in the official Gazette to publish the particulars of the land declared as the Private Economic Zone along with the information regarding approval of license and the name, address, necessary information of the licensee.
 - ❑ The Private Economic Zone license shall contain information including the specific terms and conditions governing the establishment, development, operation, maintenance and promotion of the Private Economic Zone, the rights and obligations of the Licensee in respect of development, operation, maintenance and promotion of the Private Economic Zone and power of delegating such rights and obligations to any third party, as listed in Appendix A3-3
 - ❑ If the application is rejected after scrutiny, BEZA shall inform the matter to the applicant in writing.

4. Ensuring approval of EIA and EZ development license (DOE, PMO)

- ❑ **Procedure of license issuance by PMO**
 - ❑ If the license is issued, the Licensee shall be authorized, from the date of giving effect to the license, to commence all approved activities including development, operation and maintenance of the Private Economic Zone in accordance with the provisions of the Act, this policy and any other applicable laws and the terms and conditions mentioned in the license.
 - ❑ In the case of rejecting the application, BEZA shall assign reasons thereof and convey the matter to the applicant in writing.

04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

EZ construction involves the properly programmed and scheduled hiring of contractors, bulk earthworks, the construction of road and other transportation networks, and the installation of such services as power, water, gas, telecommunications and waste treatment, both within the park boundaries and for any required “last mile” connection spurs. The EZ developer shall ensure quantity and timing of material deliveries meet the project’s completion goals, beside ensuring equipment and tools land on the project timely in accomplishing immediate tasks. Also, construction activities have the potential to impact the environment and communities. Construction management strategies must therefore minimize the adverse impacts of the construction processes on the natural environment and ecosystem and on people. Therefore, BEZA shall monitor the progress, quality and environmental impacts of construction by constantly conducting physical and documentary inspections. In this session, checklist of progress monitoring, technical quality monitoring and environmental monitoring are applied.

1. Progress monitoring of construction works
2. Technical monitoring of construction quality
 - a. Measurement
 - b. Earthwork
 - c. Roadwork
 - d. Pavement
 - e. Concrete work
 - f. Water pipe
 - g. Sewage pipeline construction
 - h. Storm water management
 - i. Electrical installation
 - j. Building
3. Environmental monitoring

1. Progress monitoring of construction works

- ❑ **Construction schedule and timeline**
 - ❑ The Licensee shall have to follow the schedule and the timeline mentioned in the land use plan, the on-site infrastructural plan and the Phased Development plan submitted by the Licensee, as stated in Draft Private Economic Zone Rules, 2021, Addition of Rule 10
 - ❑ In the event the Licensee is unable to meet the timeline or decides to amend the master plan, land use plan, the on-site infrastructural plan or the Phased Development plan, the Licensee must obtain prior approval from the Authority.
- ❑ **Work content and progress**
 - ❑ BEZA shall have the power to monitor and inspect the progress of the development of the Private Economic Zone or development of any Phase against the Master Plan, land use plan, the on-site infrastructural plan and the Phased Development plan.
 - ❑ The Licensee shall submit a progress report in every 6 (six) months to BEZA to provide update of the development of the Private Economic Zone or development of any Phase.
 - ❑ The progress report shall contain technical and environmental report that enable the BEZA to monitor the quality and environmental impact of construction work in the following part.

04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

2. Technical monitoring of construction quality

a. Construction survey

Construction surveys are initiated when new construction is necessary. These surveys reveal the kinds of stakes to be used: provide data for earthwork estimation, including which method of estimation to use; and provide information for use on the mass diagram. Before the final location survey and construction layout survey to be conducted in this stage, the reconnaissance survey and preliminary survey should have been conducted by BEZA's surveyor in the Field Reconnaissance Survey included in the early stage of Preliminary Survey. It is necessary to ensure that the measurements conducted in the construction surveying applied in the following sub-projects aligned with the outcomes of previous survey. Based on the technical report submitted by the applicant, the authority shall monitor the progress and quality of construction survey by using the following checklist.

Survey

Final location survey

A final location survey is the establishment of permanent benchmarks for vertical control and well-marked points for horizontal control. These points are called hubs because of the short, square stake used. On most surveys, the hub is driven flush with the ground, and a tack in its top marks the exact point for angular and linear measurements. The hub location is indicated by a flat guard stake extended above the ground and driven at a slope so its top is over the hub. Hubs are 2 inches by 2 inches and the guards are flat stakes, about 3/4 inch by 3 inches.

Construction layout survey

The construction layout survey is the final preconstruction operation. It provides alignments, grades, and locations that guide construction operations. The survey includes determining exact placement of the centerline; laying out curves; setting all remaining stakes, grades, and shoulders; staking out necessary structures; laying out culvert sites; and performing other work required to begin construction. Continue this survey until construction is completed.

Key points to be confirmed in the report

Benchmarking

For constructing a contour map or topographic map, the information or data and detail gathered by the topographical surveyor must be precise horizontally and vertically.

Establishing a benchmark, a single reference point that serves as the basis for vertical data collection, is the first step towards a topographical survey being carried out. This is the point where all data will be compared to the topographical survey performed and a drawing made, which will be the foundation for it.

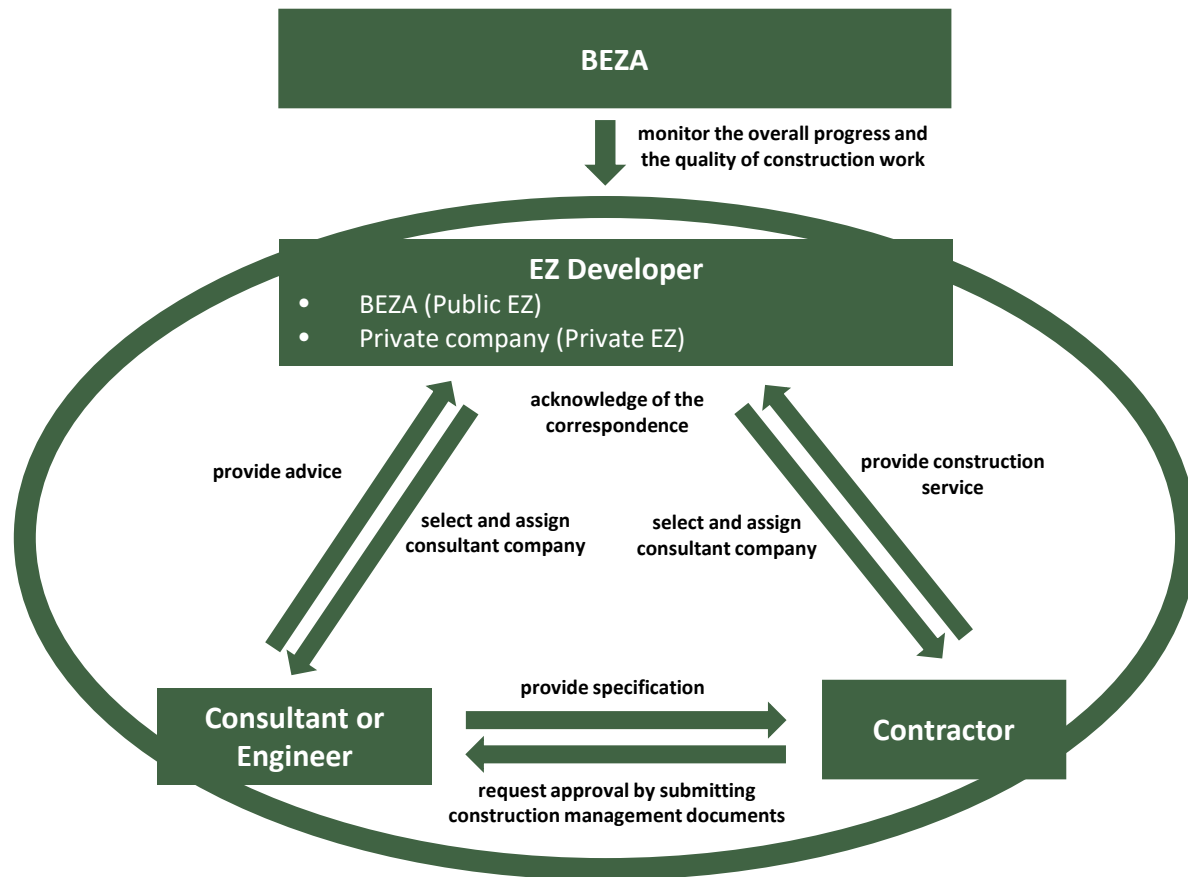


Figure 4-1: BEZA's position and relations between parties

Table 4-1: List of Construction Management Documents

Document Name	Issuer	Remarks
RFC: Request for Clarification	Contractor	Request for answers to clarifications
RDA: Request Drawing Approval	Contractor	For Drawing Approval
RMA: Request Material Approval	Contractor	For Material Approval
RWP: Request Working Permit	Contractor	Request for working at site
AFI: Availability for Inspection	Contractor	Request for the inspection
EI: Engineer Instruction	Engineer	Engineer Instruction Format
VO: Variation Order	Engineer and Contractor	Instruction or Request For variation & modification



Figure 4-2 survey equipment



Figure 4-3 layout survey



Figure 4-4 benchmark

IV. Monitoring Development/Construction

- ❑ If during the progress of the excavation work, the Engineer may find it necessary or desirable to vary slopes, the Contractor shall not be entitled to any additional payment to the unit prices contracted in the Bill of Quantities for items involving excavation by reason of such changes.
- ❑ All necessary precautions shall be taken to preserve the materials below and beyond the established lines of all excavation in the soundest possible condition.

❑ Embankment

- ❑ Embankment works prescribed in this clause shall include materials, haulage, moisture control, placing, spreading, compaction and other necessary works. The Contractor shall, at least thirty (30) days before starting the works, submit to the Engineer his detailed plans for the Engineer's approval.
- ❑ Embankment shall be constructed to the lines, grades and dimensions as shown on the Drawings and/or as directed by the Engineer
- ❑ Material to be used for embankment shall be taken from the sources as selected by the Contractor with the prior the approval of the Engineer.
- ❑ The materials shall not contain any stump, roots, weed, turf, clod and other organic matters. Clay, composed soil lump and other similar materials shall be broken and placed in such a way to avoid accumulation and concentration of such materials at the foot of side slopes of the embankment. Use of the materials for the embankment shall be subject to the prior the approval of the Engineer.
- ❑ Finishing of surfaces and slopes of the embankment for the lots shall meet the formation height or elevation and gradient as shown on the Drawings.

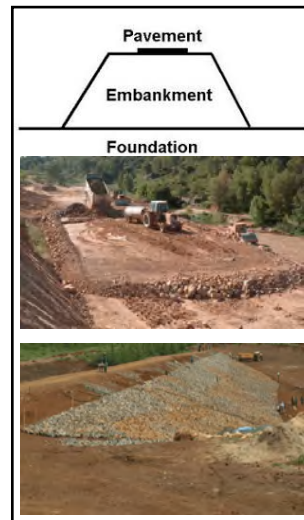


Figure 4-9 Embankment



Figure 4-10 Backfilling



Figure 4-11 Gravel Bedding



Figure 4-12 Sand Bedding

❑ Backfilling

- ❑ Backfilling shall be placed to the lines and dimensions as shown on the Drawings.

❑ Gravel Bedding

- ❑ The Contractor shall furnish and place various classes of bedding materials to the lines and dimensions as shown on the Drawings or as directed by the Engineer. The quality of materials to be used for bedding works shall conform to the provisions of this clause.

❑ Sand Bedding

- ❑ The Contractor shall furnish and place various classes of bedding materials to the lines and dimensions as shown on the Drawings or as directed by the Engineer. The quality of materials to be used for bedding works shall conform to the provisions of this clause.

❑ Key points to be confirmed in the report

- ❑ land subsidence monitoring
Frequently monitoring and updating information on land subsidence with accurate data are sufficient to improve safety and efficiency of underground and surface operations. Application of technology such as InSAR helps to frequently monitor the land subsidence after earthwork, and raise warnings on possible infrastructure instability and collapses under which the construction works happen.
- ❑ Ground level survey
Determining the ground level is something that requires thorough attention and detailing on plans, and it is an important of measuring heights of infrastructure and building. It may require the assistance of a licensed Surveyor and research into past approvals and operational works.
After the earthwork conducted in this stage, the level of the natural ground has changed and shall lawfully be known as the 'prescribed level'. EZ developer shall ensure the measurement of prescribed level being conducted by surveyor (or conductor).

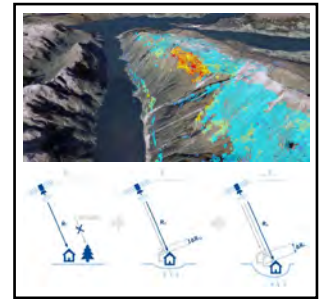


Figure 4-13 Land Subsidence monitoring



Figure 4-14 Ground level survey

Figure xx: Examples of poor quality of earthworks and its result



04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

c. Roadworks

Roadworks requires well planning, design, construction and maintenance in order to ensure constructive connectivity in economic zone. Based on the technical report submitted by the applicant, the authority shall constantly monitor the progress and quality of roadworks by using the following checklist. Detailed specification of each step can be referred from Appendix A4-2

Pre-construction

- The Contractor shall set out the alignment, the line and level of the various surfaces and structures and establish benchmarks and profiles to indicate the lines and levels for construction works.

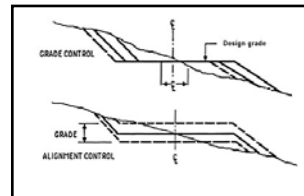


Figure 4-15 Pre-construction

Material preparation

- Materials for grade preparation, sub-base and base courses shall meet the requirements provided in Appendix A4-2



Figure 4-16 Material Preparation

Compacting

- The sub-grade and base courses shall be thoroughly compacted by using vibratory rollers having a static weight within mentioned range as stated in Appendix A4-2



Figure 4-17 Compacting

Quality control and testing

- The amount of supporting test data required for initial approval of the quality of the material will be as directed by the Engineer, but will include all the tests specified in this section on at least three representative samples from the proposed material source, selected to represent the range of material quality likely to be obtained from the source.



Figure 4-18 Quality control testing

Key points to be confirmed in the report

- Materials (subbase materials, asphalt)
Materials for grade preparation, sub-base and base courses shall meet the requirements provided in Appendix A4-2

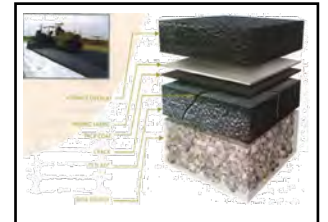


Figure 4-19 Materials

Compaction of subgrade

A subgrade is made up of native soil that has been compacted to withstand the loads above it. It is a layer required in many structures such as pavements and slabs, although it needs to have certain characteristics. A subgrade might need special drainage structures to let water if it is composed of impermeable soil, and it should be graded to within plus or minus 1.5 inches of the specified elevation.



Figure 4-20 Compaction of subgrade

Compaction of subbase

A subbase will go on top of the subgrade, which typically is native soil or improved soil that has been compacted. It is important for a subbase to have solid edges and joints to prevent cracking and concrete spalling.



Figure 4-21 Compaction of subbase

Figure xx: Examples of structural defects in roadworks



Poor quality of road compaction in progress



Results of poor compaction

04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

d. Pavement

Pavement is an integral part of a roadway network that provides a smooth and durable all-weather traveling surface in benefiting a range of vehicles and users in economic zones. Based on the technical report submitted by the applicant, the authority shall constantly monitor the progress and quality of pavement construction by using the following checklist.

Asphalt bases and surfacing

Detailed specification cover the general requirements that are applicable to all types of asphalt bound bases and surfacing (asphalt prime coat, asphalt tack coat, asphalt concrete surfacing) can be referred from Appendix A4-3

Concrete

- Whether the concrete layer is done as per specifications

Materials

- Compositions of materials Whether the concrete layer is done as per specifications

Construction methods

- Weather limitation, progress of works and required machines (pavers, rollers, etc.) is done as per specifications



Figure 4-22 Concrete



Figure 4-23 Construction methods



Figure 4-24 Materials



Figure 4-25 Construction methods

Pre-cast concrete

Detailed specification cover the general requirements of pre-cast concrete curbs, slabs, channels and edgings can be referred from Appendix A4-3

Materials

- Bed course material and backing shall be as described in the Contract.
- Concrete shall be of the class indicated on the Drawings and shall conform to the requirements of Section B3 of this specification.

Construction methods

- Pre-cast concrete units shall be cast in steel molds, unless otherwise approved by the Engineer, which are dimensionally accurate

Surface Test of the Pavement

Surface Test of the Pavement

The Contractor shall provide adequate laboratory accommodation and all the equipment required for sampling and for each of the following tests. Results of the tests shall be over by consultant.

- i. Grading analysis of aggregates and filler.
- ii. Flakiness and Elongation Index of course aggregates.
- iii. Sand Equivalent of aggregates
- iv. Bulk specific gravity of mixed aggregates
- v. Compacted density of mixed aggregates
- vi. Compacted density of mix (Marshall Density)
- vii. Marshall Stability and Flow
- viii. Density of compacted surface course.
- ix. Asphalt extraction
- x. Temperature of asphalt



Figure 4-26 Surface test of pavement

Figure xx: Examples of structural defects in concretes



Uneven concrete works on pavement



Misplacement of curbstone



Raveling due to extremely porous asphalt



Alligator cracking due to low quality materials (asphalt)

IV. Monitoring Development/Construction

e. Concrete works

Concrete work includes the following basic processes: preparation of the concrete mix; delivery of the mix to the construction site; feeding, distribution, and compaction of the mix in the formwork (molds); the curing of the concrete while it is hardening; and quality control of the concrete work. Based on the technical report submitted by the applicant, the authority shall constantly monitor the and quality of concrete works by using the following checklist. Detailed specification of the general requirements applicable to the concretes, the mortars and grouts to be incorporated in the Permanent Works can be referred from Appendix A4-4

Materials

- ❑ The Contractor shall submit to the Engineer full details of all materials which he proposes to use for making concrete.
- ❑ No concrete shall be placed in the Permanent Works until the Engineer has approved the materials of which it is composed.



Figure 4-27 Materials

Concrete placement

- ❑ Prior to the commencement of concreting operations, the Contractor shall submit to the Engineer for his approval a "Method Statement" indicating details of the equipment he intends to use and the procedure and the sequence of operation he proposes for the work.
- ❑ The concrete shall be deposited as nearly as possible in its final position, as examined by the engineer



Figure 4-28 Concrete placement

Key points to be confirmed in the report

- ❑ Concrete trial mix test (mix design, material, strength), concrete batching plant approval

The purpose of concrete trial mixes is to enable you to check the strength, workability, density and other properties of concrete mixes. Trial mixes are often undertaken when new materials or admixtures are to be used. Trials are also undertaken when setting up batch data. Trial mixes can help you maximize all the materials in the mix and is important for mix optimization.

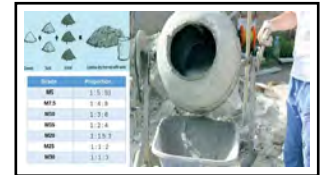


Figure 4-29 concrete trial mix test

- ❑ Acceptance inspection of concrete (slump test, air content check, salt salinity testing)

Acceptance testing is the process of testing representative samples of concrete furnished to a project. Acceptance testing includes tests on plastic concrete for slump, air content, density (unit weight), temperature, and tests on hardened concrete for strength and other durability properties as required in Contract documents or project specifications. It must be conducted by certifies technicians who have demonstrated a written and practical knowledge of performing tests in accordance with the pertinent standards.



Figure 4-30 Concrete test

- ❑ Inspection of defects (cracking, scaling and spalling, delamination)

Concrete does require periodic inspections and maintenance. When engineers will most commonly perform a visual inspection of concrete. The engineer is looking for several deficiencies that may reveal that the concrete structure requires a rehabilitation. The most common resource for visual inspections of concrete is the Ontario Structural Inspection Manual (OSIM).

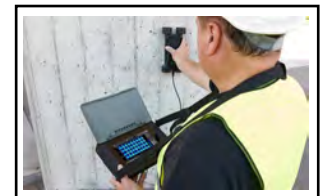


Figure 4-31 Structural defects

Figure xx: Examples of structural defects in concretes



Incomplete process of concrete works



Honeycomb due to improper mix design

04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

f. Water pipe

Water pipe systems is prevalent throughout the activities in Economic Zone and therefore its installation required precise technique as per decided in standards drawings of specification. Based on the technical report submitted by the applicant, the authority shall constantly monitor the and quality of water pipe connection works by using the following checklist. Detailed specification of the general requirements applicable to the installation of piping system can be referred from Appendix.

□ Key points to be confirmed in the report

□ Pipe connection

A dozen of pipe premium connection testing systems are installed and used around the world to qualify threaded joints to the increasingly tough well service conditions.

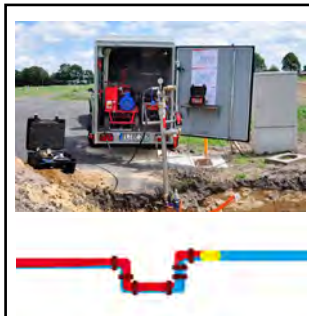


Figure 4-xx Pipe connection

□ Pressure testing

A pressure test on a water pipe is a method of testing newly fitted pipelines for leak tightness. Each pressure test procedure must be carried out in three steps; preliminary test, pressure drop test and main test.

The pipe section to be inspected is filled with drinking water and vented. The basic prerequisite for assessing the tightness of a pipeline is sufficient venting. This cannot always be achieved by flushing with water, so pigging should be carried out in these cases. For example, pipelines that are laid using trenchless methods have proven to be problematic. This method of laying can result in the pipe being installed not only horizontally but also in an arc. In the higher sections the air cannot be safely removed by flushing.



□ Functional testing of water purification plant

Functional testing of water purification plant aims to investigate proper functioning of the plant. The basic way of performing the testing is by flowing raw water and measuring the changes of quality of water at each discharge point of the tanks.

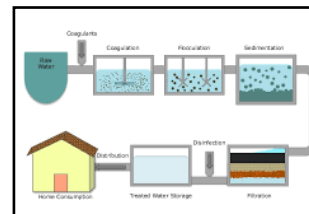


Figure 4-xx Water purification process

□ Underground protection

The pipeline industry is very collaborative in terms of cathodic protection, as everyone's protection systems can affect each other's assets detrimentally and end up inadvertently causing corrosion due to stray currents. Cathodic protection is a procedure used to protect an object from corrosion by making it a cathode. For example, to make a tank a cathode, an anode is attached to it. Both have to be in an electrolyte such as soil or water.



Figure 4-xx Underground protection

Figure xx: Examples of unacceptable quality for pipeline connection



Poor bolting connection



Mis-sequence of pipeline installation



Mismanagement of buried pipe ①



Mismanagement of buried pipe ②



Hole that cause leaking in pipelines



Watered pipeline lacking of protection

04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

g. Sewage pipeline

Sewage pipeline shall be constructed as per standards drawings in specification.

Key points to be confirmed in the report

manhole and pipe connection

The seal at the connection point is integral to preventing water leakage, which can erode the fines around your structure. A watertight seal also prevents any sewage or stormwater from leaking out and contaminating surrounding groundwater. Needless to say, that seal is critical. That's why we've compiled a list of things to know about pipe-to-manhole connections to ensure that your structure stays watertight. Mortar, cast-in connections, cored-hole or mechanically installed connectors, boot seals

Sewage pressure test (water filling test (leak test))

A Sewer Pressure Test is required to ensure there are no leaks or cracks in the sewer lateral between your home and the property line cleanout. A leaking sewer lateral can cause inflow and infiltration (I&I) into the NTPUD's sewer system, which causes increased pumping costs to the NTPUD and our customers. All sewage collected in the District's system is pumped through the District and then up and over Dollar Hill. Groundwater in the system caused by leaking sewer laterals, mains and manholes can increase during a significant rain event and during the Spring melt season.

Functional testing of sewage treatment plant

Similar to the functional testing of water purification plant, the test for sewage treatment plant aims to examine the proper functioning of the facility. The basic way of performing the testing is by flowing sewage water and measuring the changes of quality of water at each discharge point of the tanks.

Underground protection

Similar as water pipeline, protection of buried sewage pipeline shall be applied.

h. Storm water management

With the almost similar concerns as that of sewage pipeline, storm water management shall be constructed as per standards drawings in specification.

Key points to be confirmed in the report

Pump

Concrete

Underearth protection



Figure 4-xx Manhole and pipe connection



Figure 4-xx Pressure test

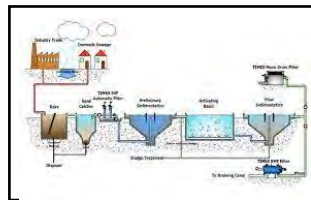


Figure 4-xx Functioning test

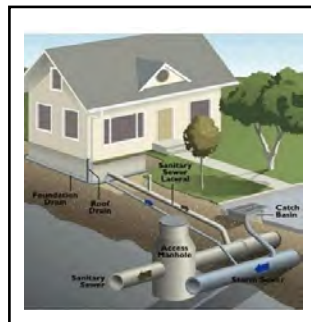


Figure 4-xx Concrete work

Figure xx: Examples of unacceptable quality for pipeline connection



Poor bolting connection



Mis-sequence of pipeline installation



Mismanagement of buried pipe ①



Mismanagement of buried pipe ②



Hole that cause leaking in pipelines



Watered pipeline lacking of protection

IV. Monitoring Development/Construction

i. Electrical Installation

Electrical installation ensures the assembly of associated electrical equipment operates efficiently in fulfilling the electrical supply requirement of the zone. Based on the technical report submitted by the applicant, the authority shall constantly monitor the quality of electrical installation by using the following checklist.

Standard

- Constructor shall ensure that the design, materials, manufacture, testing, inspection and performance of all electrical and electromechanical equipment comply with the latest revision of the International Electrotechnical Commission (IEC), unless otherwise specified in the Specification.
- The equipment, materials and parts of which the IEC standards are not applicable shall comply with the standards stated in Appendix xx (1. Standards), upon the approval of the Engineer. Refer to Appendix xx for details on the requirement of standard.



Figure 4-xx Technical standard

Service Conditions for Design

- Constructor shall ensure that all equipment, materials and their arrangements are designed to comply with any service conditions stated in in Appendix xx (2. Service Conditions for Design)

Labels, plates and tags

- All transformers, switchgear, cubicles, instruments, switches, relays, valves, pipelines, cables, etc., shall be clearly identified by nameplates, escutcheon plates, labels, tags and/or other approved means showing the function and proper use of each item, as well as the rating plates and warning notices. Refer to Appendix xx (4. Labels, Plates and Tags) for detailed labeling.



Figure 4-xx Sample of plates

Materials

- All materials shall be new, first-class commercial quality and free from defects and imperfections of classifications and grades designated. All materials shall comply with the latest issues of the relevant British Standards unless otherwise specified or permitted by the Engineer as stated in Appendix xx (5. Materials and Workmanship)
- All materials and works which have cracks, flaws or other defects or inferior workmanship will be rejected by the Engineer. All defective materials shall be promptly removed from site by the Contractor, and inferior workmanship shall be cut out and replaced.



Figure 4-xx Materials

- Commissioning test (Tests at Manufacturer's Works)
 - Before any equipment and materials are packed or delivered from the manufacturer's factory, all tests itemized in the relevant Clauses of the Specification shall be carried out by the Contractor as far as practicable to prove compliance with the requirements of the Specification.
 - All tests shall be performed in accordance with the approved test procedures.
 - All test results shall be approved by the Engineer. After the test has been satisfactorily completed and the corresponding reports have been accepted by the Engineer, the Engineer will issue an "Inspection Certificate" per every shipment/delivery in which he shall certify the date on which the said test has been completed and the particulars of the equipment and materials inspected and tested. Issuance of such Inspection Certificate shall not release the Contractor from any of his contractual obligations provided in the Contract.
 - Details of Dates of Inspection and Testing, Test Reports and Rectification of Deficiencies can be referred from Appendix xx (1. Tests at Manufacturer's Works)
- Commissioning test (Tests at Site)
 - Pre-commissioning test, commissioning test, testing personnel and facilities, maintenance during site tests, test reports, rectification of deficiencies shall be conducted as stated in Appendix A4-6
 - BEZA shall ensure the contractors achieve, verify, test, accept, and document performance of electrical and mechanical systems that meet design intent
- Key points to be confirmed in the report
 - connection of buried cable
 - load test of cable
 - load test of substation

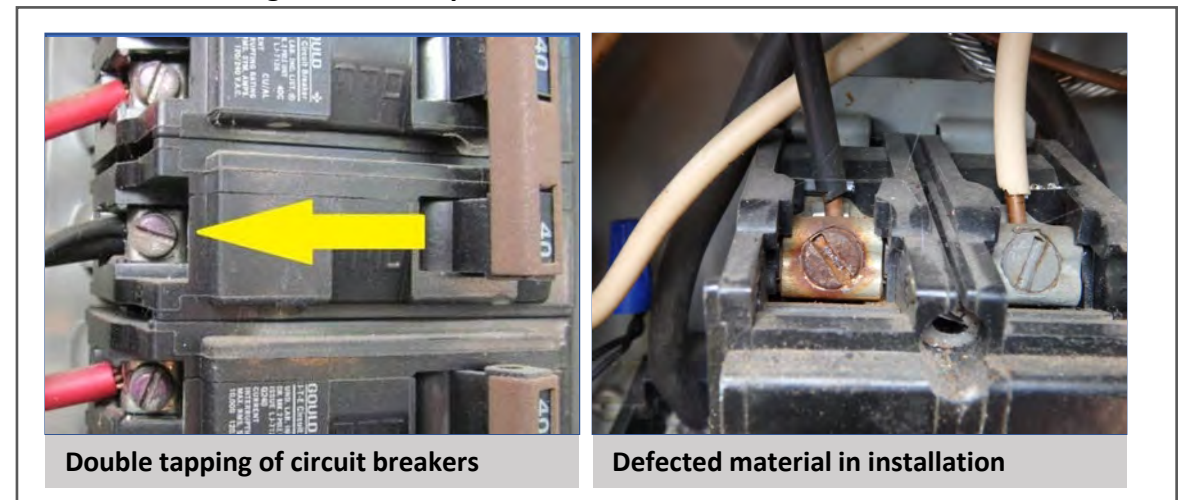


Figure 4-xx Manufacturer test



Figure 4-xx Site test

Figure xx: Examples of defects in electrical installation



04. IMPLEMENTATION MANUAL AND CHECKLIST

IV. Monitoring Development/Construction

h. Building construction

Well-founded construction of buildings such as EZ offices, fire brigade and security house is necessary to house full staff safely and ensure effective operation of the entire zone. Based on the technical report submitted by the applicant, the authority shall conduct intermediate inspection to monitor the compliance of approved construction plans and firefighting floor plan as well as progress of construction works by using the following checklist.

First Inspection: at the stage of Foundation Works

- The authority shall ensure the safety of the Construction Site as instructed in BNBC2020 (PART IV - Chapter3)
- The authority shall ensure layout of the Plot (site coverage, set back) and road (width and length) follow S.R.O No.46 - Chapter III and S.R.O No.46 - Chapter II, respectively.
- The authority shall ensure the supporting soil and foundation (type, layout, dimension, reinforcement shape) follow BNBC2020 - PART VI - Chapter3.



Figure 4-xx Foundation inspection

Second Inspections: at the stage of Structure Framing

- The authority shall confirm the Shape of Buildings and pillars(layout, shape, dimension) through drawings submitted by the developer's side.
- The authority shall confirm the Structure Frame, Foundation (Type, Shape, Dimension, Crack) and roof work follow the plan instructed in BNBC2020 - PART VI - Chapter 3.



Figure 4-xx Structural inspection

Periodical Inspection

- The authority shall conduct functional test of fire equipment, fire drill, etc. before the Renewal of Fire License
- The authority shall reconfirm the safety once there is requested change of occupancy /use, extension, renovation



Figure 4-xx Fire safety inspection

Submission of Safety Report

- The authority shall ensure the submission of fire safety report, environment report and monthly DIFE report by the developer.

Figure xx: Examples of unacceptable quality of building construction



Defects in structure frame of pillar buildings



Failures due to unmanaged quality of building according to layout



Water logging due to mis-sequence of construction plan



Water logging occurs during construction work for foundation



Water logging around the pillars under construction



Corroded fire extinguishers

IV. Monitoring Development/Construction

8. Environmental monitoring

During the construction, environmental monitoring is necessary to measure and analyze the environmental conditions both on and around the work site. Environmental monitoring enables construction and infrastructure projects to ensure compliance with environmental plans, permits and other regulations, while mitigating and minimizing environmental impact. Also, it helps to protect against potential claims, it may even be a legal obligation on some construction sites, and responsible contractors are often favored by EZ developer.

BEZA shall constantly monitor the environmental impact caused by construction by using the following checklist, apart from reviewing the environmental report submitted by EZ developer.

- Pollution control**
 - BEZA shall constantly inspect the construction site and conduct assessment on air pollution control, water pollution control, noise control, waste management, storage of chemicals and dangerous goods, protection of natural environment, resource conservation, emergency preparedness and response by using checklist in Appendix A4-7
- Action towards results**
 - If the assessment results show intolerable impact to the natural and social environment, BEZA shall request the EZ developer to take further actions on preventing or reducing pollution, such as based on the following questions.
 - i. Are adequate measures considered to reduce impacts during construction (e.g., noise, vibrations, turbid water, dust, exhaust gases, and wastes)?
 - ii. If construction activities adversely affect the natural environment (ecosystem), are adequate measures considered to reduce impacts?
 - iii. If construction activities adversely affect the social environment, are adequate measures considered to reduce impacts?
 - iv. Does the proponent develop and implement monitoring program for the environmental items that are considered to have potential impacts?
 - v. What are the items, methods and frequencies of the monitoring program?
 - vi. Does the proponent establish an adequate monitoring framework (organization, personnel, equipment, and adequate budget to sustain the monitoring framework)?
 - vii. Are any regulatory requirements pertaining to the monitoring report system identified, such as the format and frequency of reports from the proponent to the regulatory authorities?
 - Continuous inspection and assessment shall be carried out after a period of time in order to evaluate the result of the action taken by the EZ developer.
 - If the situation remains unchanged or becomes worse, BEZA shall decide to temporarily or permanently terminate the license, as well as the entire affected activities.

V Final Inspection/Issuance of Development Completion Certificate

1. Final Inspection

- Inspection on documents**
 - The licensee shall submit an application for final inspection by BEZA and obtaining Development Completion Certificate, after completion of the development of the Private Economic Zone or after completion of the development of each Phase for the Phased Development of Private Economic Zone.
 - After receiving the application under Draft Private Economic Zone Rules, 2021, Addition of Rule 10 sub-rule (1), BEZA shall conduct final inspection of the Private Economic Zone or any particular Phase.
 - BEZA may, if necessary, conduct the final inspection along with other relevant licensing authorities such as the Department of Environment and Bangladesh Fire Service and Civil Defense.
 - During the final inspection in the case of Phased Development, BEZA may allow EZ developer to proceed to the next phase of construction if he has completed duties as developer and requested so by submitting declaration.
- Site inspection**
 - After completion of all construction & installation works, BEZA-OSS Center conducts Final Inspections.
 - Building work**
Inspection for the conformity of the actual building work with the documents and drawings attached with Building Permit
 - Fire safety**
Inspection for the conformity of the actual fire protection system with the documents and drawings according to Approved Fire Fighting Floor Plan (NOC)
 - Mechanical Electrical & Plumbing (MEP)**
Inspection for the conformity of the actual MEP works with the documents and drawings approved by BEZA-OSS Center
 - Natural gas connection**
Inspection for the conformity of the actual gas connection works with the documents and drawings approved by BEZA-OSS Center

2. Approval of Development Completion Certificate

- Issuance of Development Completion Certificate**
 - Once the final inspection is complete, BEZA shall issue the Development Completion Certificate for the Private Economic Zone or for a particular Phase, provided that the Licensee has submitted all the other required licenses such as the Environment Clearance Certificate, Occupancy Certificate and Fire Safety Plan approval of the Private Economic Zone or the particular Phase.
 - Licensee shall not be able to apply, and BEZA shall not issue any Construction Permit to the Unit Investors, unless the Development Completion Certificate for the Private Economic Zone or the Phase is issued by BEZA.

05 Appendix

- I. Technical reference (A)
- II. Specification (B)



1. Check scope of work

- Check the goal of masterplan/basic design and confirm the scope of work. Generally it can be classified into;
 - A) Make conceptual illustration so that client can explain to local authority/business partner
 - B) Roughly estimate construction cost and make financial feasibility study
 - C) Determine design condition necessary for detailed design

Ask the Client:

- ✓ What is the project status? (Promotion to sub-developer? Investment permission? Start construction soon?)
- ✓ When is construction planned to start? (If it's urgent to start construction, better we go on to c) work soon)

- Example of A) Deliverables;

- ✓ Land use plan (CAD)
- ✓ 3D Perspective View

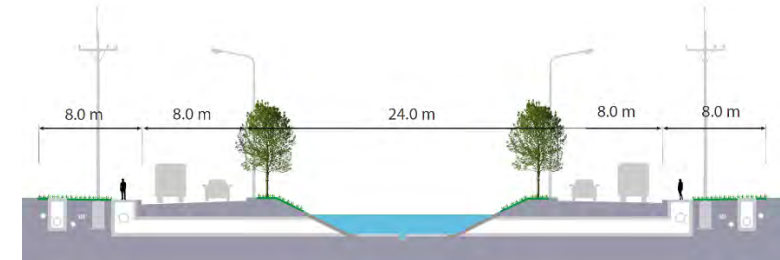
- Example of B) Deliverables;

- ✓ Land use plan (CAD)
- ✓ 3D Perspective View
- ✓ Drawing: General Layout of Infrastructure(Land Grading/ Road/ Drainage/ Sewerage/ Water Supply /Power /ICT etc.)

✓ Sample of deliverables (Land Use Plan)



✓ Sample of deliverables (typical road section)



✓ Sample of deliverables (perspective view)

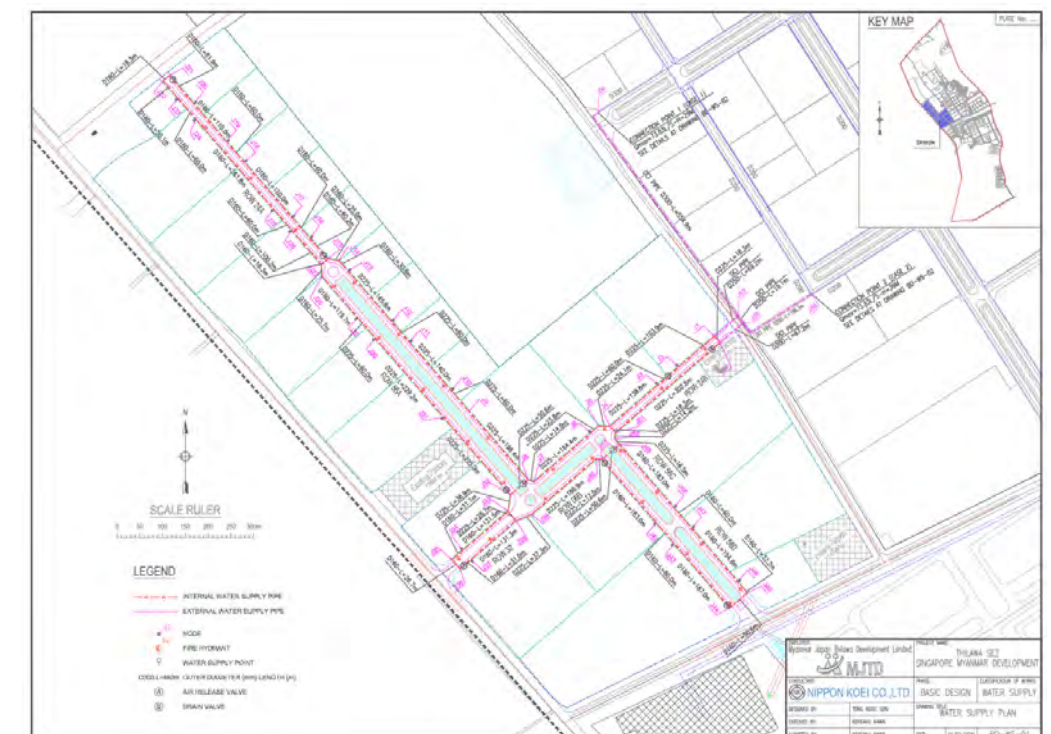


- Example of C) Deliverables;
 - ✓ Land use plan (CAD)
 - ✓ 3D Perspective View
 - ✓ Drawing: General Layout of Infrastructure (Land Grading/ Road/ Drainage/ Sewerage/ Water Supply /Power /ICT etc.)
 - ✓ Basic Design Drawing

✓ Sample of Drawing List

01. GENERAL	05. SEWAGE
GENERAL PLAN	SEWAGE PLAN
	TYPICAL DETAILS (1)
02. ROAD	TYPICAL DETAILS (2)
ROAD PLAN	TYPICAL DETAILS (3)
TYPICAL ROAD SECTION 1	
TYPICAL ROAD SECTION 2	06. POWER SUPPLY
TYPICAL ROAD SECTION 3	SCHEMATIC DIAGRAM OF POWER SYSTEM FOR HLEGU
TYPICAL ROAD SECTION 4	MASTER PLAN OF POWER SYSTEM FOR HLEGU
TYPICAL ROAD SECTION 5	LAYOUT OF POWER SUPPLY OF 33KV DISTRIBUTION-PHASE 1
TYPICAL ROAD SECTION 6	LAYOUT OF POWER SUPPLY OF 33KV DISTRIBUTION-PHASE 2
DETAIL OF ROAD PAVEMENT	
	07. TELECOM
03. DRAINAGE	PLAN OF TELECOMMUNICATION
DRAINAGE PLAN	COVERAGE OF MOBILE BASE STATIONS
TYPICAL DETAIL OF RETENTION CANAL, POND AND BOX CULVERT	
TYPICAL DETAIL OF MANHOLE AND PIPE CONNECTION	08. ROAD LIGHTING
TYPICAL OUTLET AND COLLECTION DITCH FROM LOT AREA	ROAD LIGHTING FOR ROAD R47
	ROAD LIGHTING FOR ROAD R38
04. WATER SUPPLY	ROAD LIGHTING FOR ROAD R28
WATER SUPPLY PLAN	ROAD LIGHTING FOR ROAD R35
TYPICAL DETAILS (1)	ROAD LIGHTING FOR ROAD R22
TYPICAL DETAILS (2)	
TYPICAL DETAILS (3)	

✓ Sample of Basic Design Drawing



2. Quotation

- Generally, goal of masterplan/basic design can be classified into;
 - A) Make conceptual illustration so that client can explain to local authority/business partner
 - B) Roughly estimate construction cost and make financial feasibility study
 - C) Determine design condition and prepare for detailed design
- If A), deliverables would be

A2 Before starting design

1. Get confirmed boundary data

- Get CAD drawing with coordinated point data.
- Boundary can be sometimes inaccurate, especially due to coordination problem. Therefore design team should have at least one GIS operator.



Ask the Client:

- ✓ Isn't there changes for project boundary? If any, when is it fixed?

2. Finalize Land Use

Ask the Client:

- ✓ Is there any request for land use ratio?
(e.g. commercial & residential 30% and industrial 70%)

3. Phasing Ratio

Ask the Client:

- ✓ How many phases shall the project be divided?
- ✓ How large is each phase?

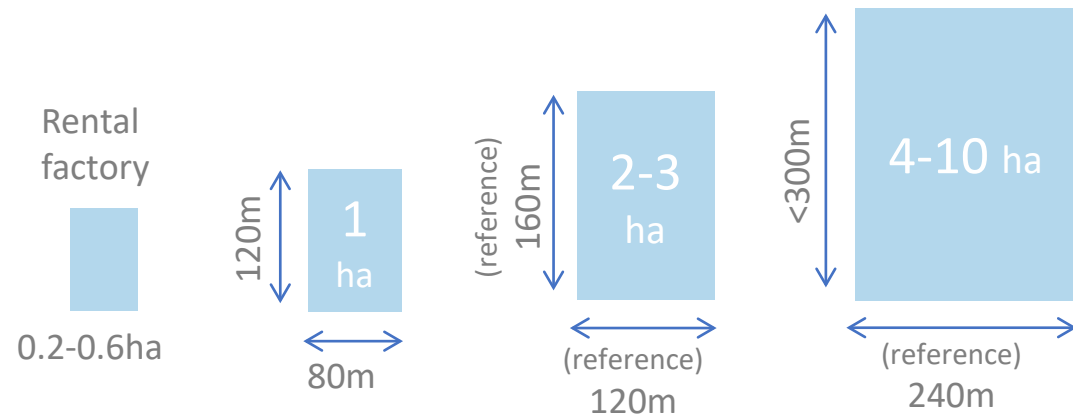
4. Determine kind of industry

Ask the Client:

- ✓ What industry shall be invited in the project?

1. Make road network

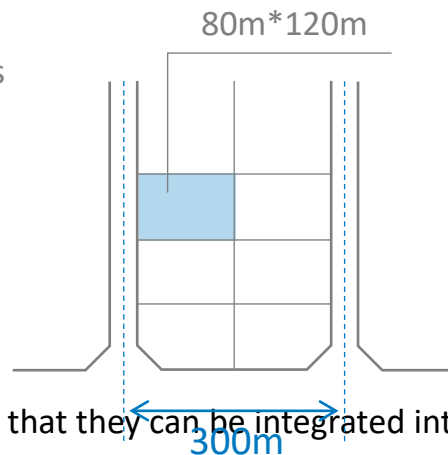
- Before making road network, the plot size must be studied.
- A few typologies for lot size should be provided. Here's size sample:



Ask the Client:

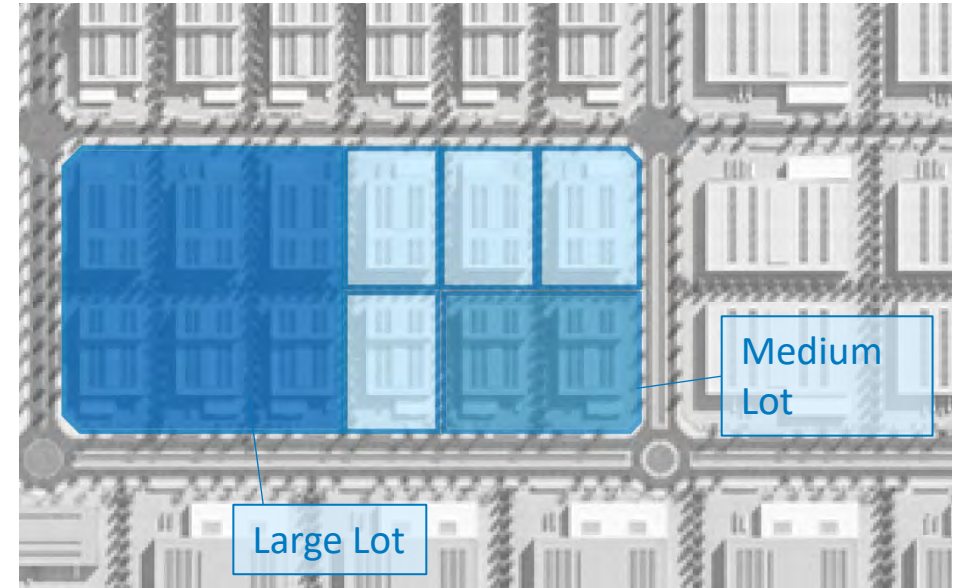
- ✓ What is preferable size of factory lot?
- ✓ How many lots should be provided for each size?

- ✓ Interval of road is typically 300m. This is to put 80m*120m lot in two rows. (After exact width of road and lots are fixed, the interval shall be adjusted.)

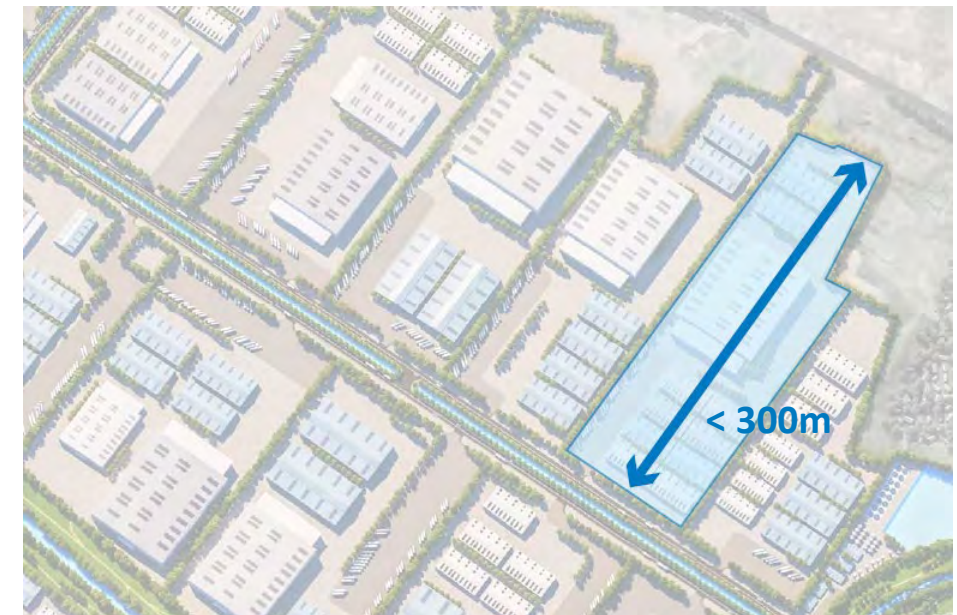


- Lots should be basically small ones, so that they can be integrated into

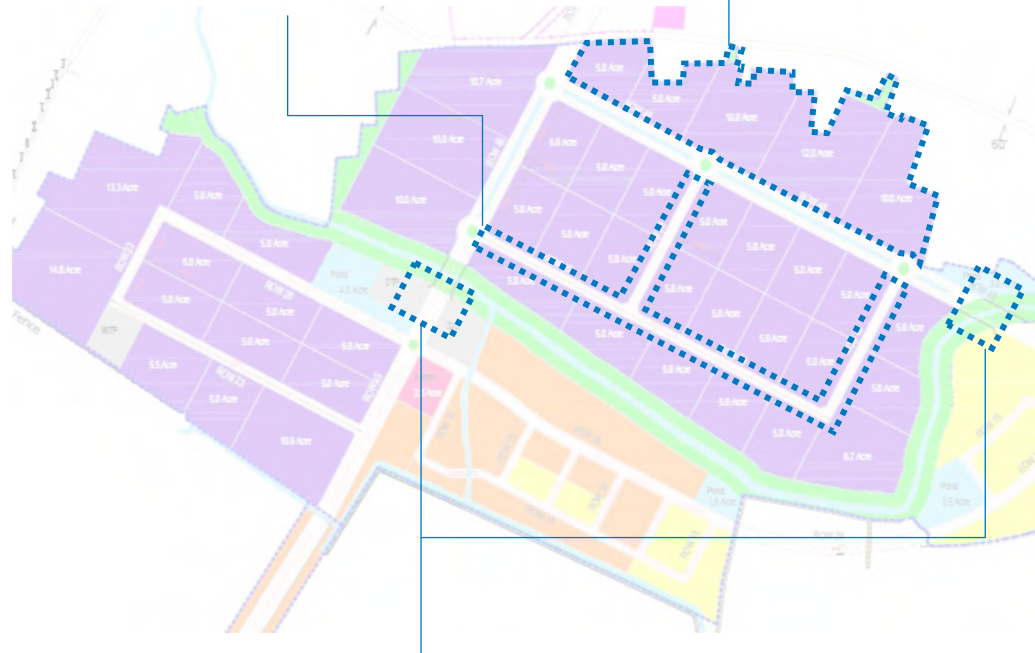
medium/big lot flexibly.



- Plot length from road edge should be shorter than 300m. Otherwise drainage plan inside factory lot can be difficult.



- ✓ Irregular shaped lots should be used as big factory lot or infrastructure facility(WTP, STP, retention pond etc.)
- ✓ Never make cul-de-sac. Loop road is preferable

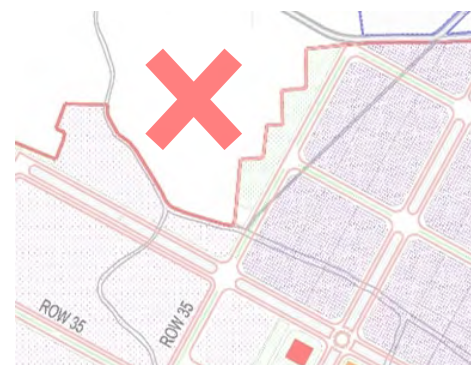


- ✓ Don't put too many gates. Otherwise gate control can cost much and too much traffic can go through the site

Ask the Client:

- ✓ Does the Client put gate and close it during night?
- ✓ If yes, how many gate shall be put and where?

- ✓ Lots should be place on both sides of road, so that road length can be minimized.



2. Determine Section of Road

- Determine number of lanes

Site Area	Maximum Lanes
200 ha	2 lanes
500 ha	4 lanes
1000 ha	6 lanes
2000 ha	8 lanes

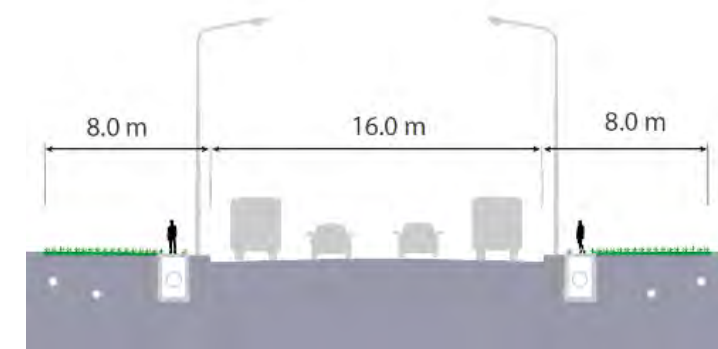
DRAFT

- Determine roads' width (walkway, car carriage etc.).

- ✓ ROW of road shall be;

Usage	Right of Way
Walkway (utility space)	7-8m /side
Car Carriage	3.5m /lane
Shoulder	0.5m /side
Median	1m

(e.g. : $8+0.5+3.5*2+1+3.5*2+0.5+8$)



A4 Land grading

➤ Goal of land grading can be classified into;

- i. SLOPE : Make the slope(gradient) less steep
- ii. FLOOD : Upgrade the ground so that the site won't be flooded

SLOPE

➤ Gradient shall be smaller than the numbers below;

Site Area	Maximum Gradient
Main Road / Cargo Road	3.5 %
Other	6.0 %
Exception	9.0 %

[Reference]

Table 7-4. Maximum Grades for Urban Arterials

Type of Terrain	Metric						U.S. Customary							
	Maximum Grade (%) for Specified Design Speed (km/h)						Maximum Grade (%) for Specified Design Speed (mph)							
	50	60	70	80	90	100	30	35	40	45	50	55	60	
Level	8	7	6	6	5	5	8	7	7	6	6	5	5	
Rolling	9	8	7	7	6	6	9	8	8	7	7	6	6	
Mountainous	11	10	9	9	8	8	11	10	10	9	9	8	8	

表 3-41 登坂可能勾配 (単位：%)

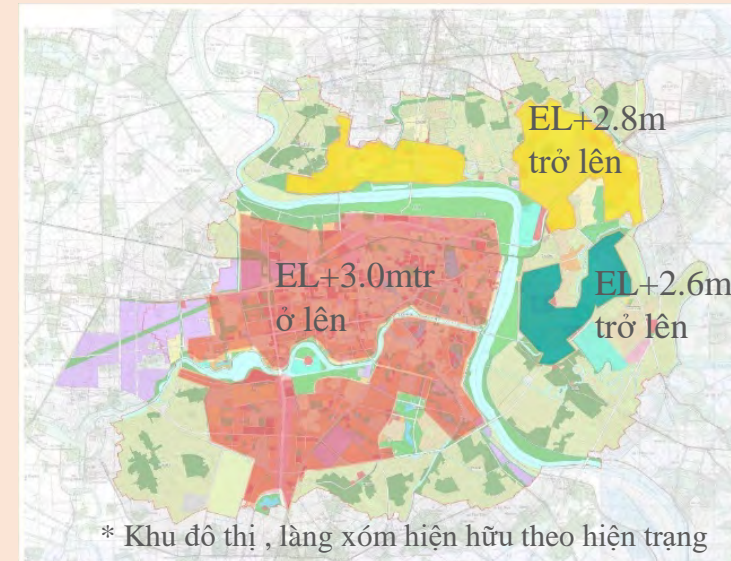
設計速度 (km/h)		120	100	80	60	50	40	30	20
許容速度 (km/h)	セミトレーラトラック	60	50	40	30	30	25	20	15
	乗用車	90	90	80	60	50	40	30	20
セミトレーラ	(満載)	1.5	1.5	2.5	3.5	3.5	5.5	6.0	9.5
	(半載)	3.5	4.0	6.5	7.5	7.5	11.0	—	—
普通トラック	(満載)	2.0	2.5	4.5	5.0	5.0	8.0	9.0	—
	(半載)	3.5	4.0	6.5	7.5	7.5	11.5	—	—
乗用車 (2,000cc級)		4.5	4.5	10.0	11.0	11.5	11.5	—	—

Source
Up : AASHTO
Bottom: 道路構造令

FLOOD

➤ Collect the information of flood risk.

✓ Some country / city has their masterplan for drainage system.

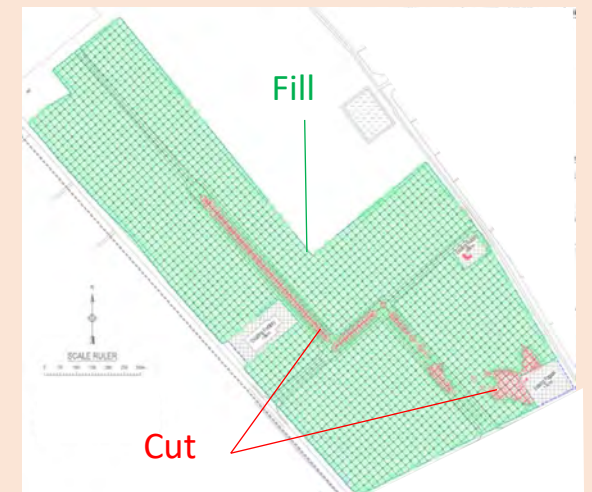


[Reference]
Drainage Hazard Map of Hai Duong, Vietnam

✓ If those data are NOT available, following survey shall be done as initial basic study only for masterplan;

- ❑ Interview with local resident
- ❑ Get ground elevation around project site. If there's new road close to the site, it can be utilized.

➤ Set planned ground elevation and calculate filling sand height/volume.



A5 Storm water and drainage

1. Determine Discharge Point

- Water shall be discharged into nearby river/sea/lake.

Ask the Client:

- ✓ Which river storm water can be discharged? (better to discuss with river authority)
- ✓ Up to what volume can it discharge?

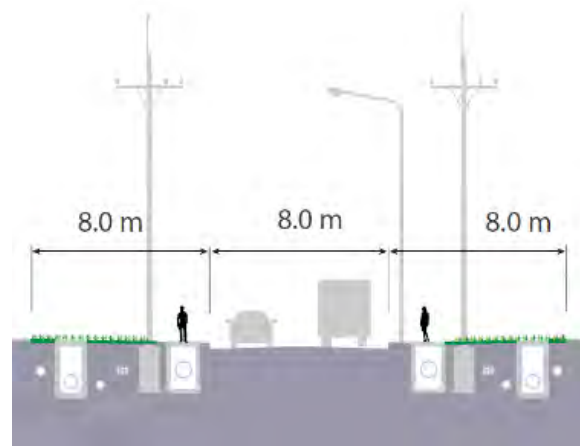
2. Design Retention Pond

- Choose the location of retention pond and its size
 - ✓ Location : near the discharge point
 - ✓ Size : about 2% of whole development area.

3. Retention canal / underground drainage Line

- Determine alignment of canal / U-ditch(UD)

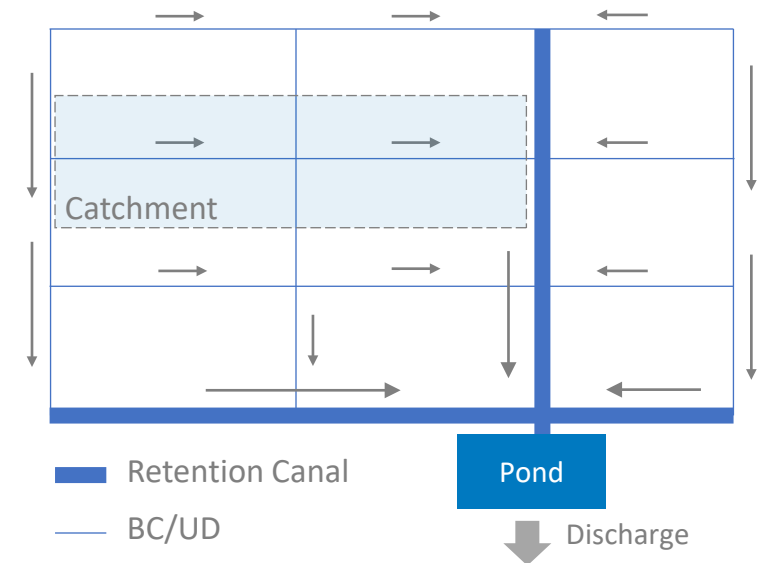
- ✓ Box Culvert(BC) / U-ditch(UD) shall be constructed in walkway.



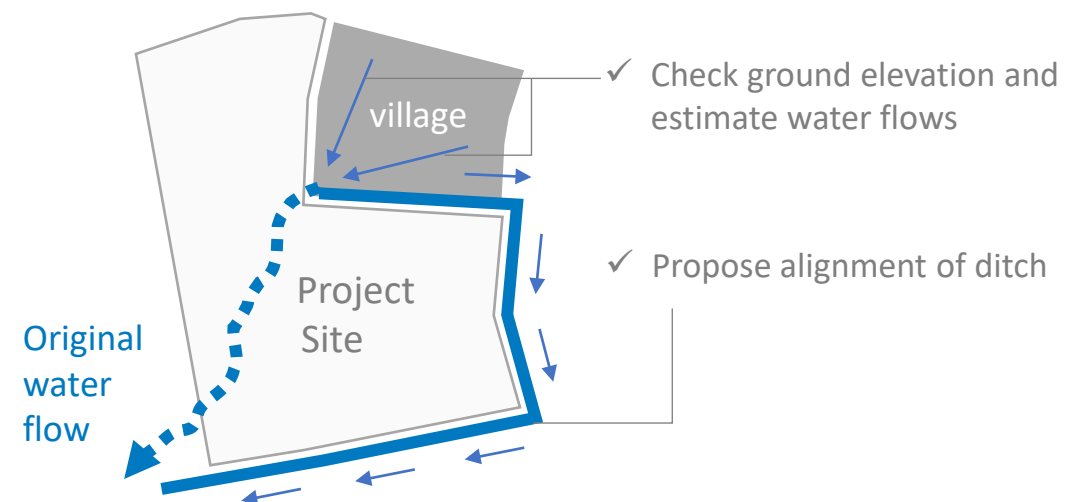
Ask the Client:

- ✓ Section of road (some comments for utility spacing)

- ✓ Catchment area shall be smaller than 20ha. Otherwise, BC/UD is wider than 2.5m and can't be placed in 8m sidewalk.



- Study surrounding area's water flow and design drainage system for external area if necessary



4. Basic Design

- Set rainfall intensity formula. If there's no data/formula, use other region's data.
- Study surrounding area's water flow. If the development is expected to have impact on it, design drainage system for external area

✓ Design Criteria for Drainage (example)

Item	Description
Design Storm Water Flow	$Q = \frac{1}{360} C \cdot I \cdot A$ (Rational Formula)
Rainfall Intensity Formula	$I = \frac{K}{t^{0.7}}$ (Talbot Formula) I : Rainfall Intensity (mm/sec) K : Talbot Factor t : Rainfall Duration Time (minutes)
Return Period	Storm Water Pipe : 5 years Canal : 10 years Retention Pond : 30 years
Rainfall Duration Time	60 minutes
Overall Runoff Coefficient	Before Development : 0.1-0.6 After Development : 0.7
Peak Flow Formula	Manning's Formula : $v = \frac{1}{n} \cdot R^{2/3} \cdot I^{1/2}$
Roughness Coefficient	0.013 (Concrete Pipe), 0.015 (Ditch)
Allowable Flow Velocity	0.8 - 3.0 m/s (Ideally, 1.0-1.8m/s)
Minimum Slope of Pipe	0.1 %
Minimum Earth Covering	1.0m
Material of Inlet Pipe	Hume Concrete Pipe
Material of Ditch / Box Culvert	Reinforced Concrete
Material of Open Channel	Earth Canal with Sodding

A6 Sewage

1. Sewerage Treatment Demand Forecast

- Calculate sewerage treatment demand based on land use plan. It is better to do it for each phase(5 years, 10 years, 20 years...).
- ✓ Sewerage volume shall be 80% of water supply demand

Ask the Client:

- ✓ Unit demand of sewerage treatment

2. Potential for Existing STP

- Select treatment facility from 1. Existing STP 2. Making new STP
- ✓ Basically developer should have its independent STP

3. STP/Pump/Collection Pipe Line

- STP location and area
 - ✓ Location : beside retention pond so that treated water can be discharged into pond
 - ✓ Location : in irregular shaped lot and never put in good location such as one near gate, or intersection
 - ✓ Area : based on treatment capacity. Lot size is about 1m²/m³(treatment per day)

Ask the Client:

- ✓ Location of STP (some client cares its smell)

- Pump
 - ✓ When excavation depth is more than 4m, shall put relay pump
- Make collection pipe line

4. Basic Design

- ✓ Design Criteria for Sewerage (example)

Item	Description
Wastewater yield ratio to water supply	80%
Collection System	Separate System
Wastewater treatment method	Standard Activated Sludge Method
Hydrological Calculation	$v = \frac{1}{n} \cdot R^{2/3} \cdot I^{1/2}$ (Manning's Formula)
Roughness Coefficient (HDPE)	0.011
Allowable Flow Velocity	0.6 ~ 3.0 m/s
Hydraulic Gradient	Considered as same as gradient of sewer pipe
Relay pumping stations	When depth is more than 4m, shall put relay pump

A7 Water supply

1. Water Demand Forecast

- Calculate how much water shall be required. It should be calculated for each phase(5 years, 10 years, 20 years...).

Land Use	Unit Demand
Residential	75 m ³ / day / ha *
Commercial	-
Industrial	80 m ³ / day / ha

* FAR 100%, 150lpcd, 20m²/person

Ask the Client:

- ✓ Unit demand of water supply

2. Water Source

- Select the water source from 1. Nearby river/lake 2. Ground water 3. Local WTP
 - ✓ Basically raw water shall be treated by independent WTP

Ask the Client:

- ✓ Water source (surface water + ground water)

3. WTP/Pump/Distribution Pipe Line

- Determine WTP location and area
 - ✓ WTP shall be put as close to water source as possible
- Make distribution network
 - ✓ Loop system is preferable
 - ✓ For initial estimate, velocity can be assumed as 1m/s.

4. Basic Design

- Decide pipe material.
 - ✓ Ductile : Expensive, but last long. Easy for construction.
 - ✓ HDPE
 - ✓ pVC

Ask the Client:

- ✓ What is preferable pipe material?

- Study surrounding area's water flow. If the development is expected to have impact on it, design drainage system for external area

✓ Design Criteria for Water Supply (example)

Item	Description
Peak Factor (Daily)	1.3
Peak Factor (Hourly)	1.3
Unaccounted Water Factor	10%
Water Demand for Firefighting	30 l/sec.
Water connection point	Minimum distance 50 m
Minimum Water Pressure	Normal Condition : 15m *
	Firefighting : 10m
Flow Velocity	Up to 1.5 m/s
Interval of hydrant	150 m

* in Vietnam, 12m)

A8 Power supply

1. Power Demand Forecast

- Calculate how much power shall be required based on land use plan. It is better to calculate it for each phase(5 years, 10 years, 20 years...).

✓ Unit rate : 0.3 MVA/ha (factory lot)

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2. Power Source

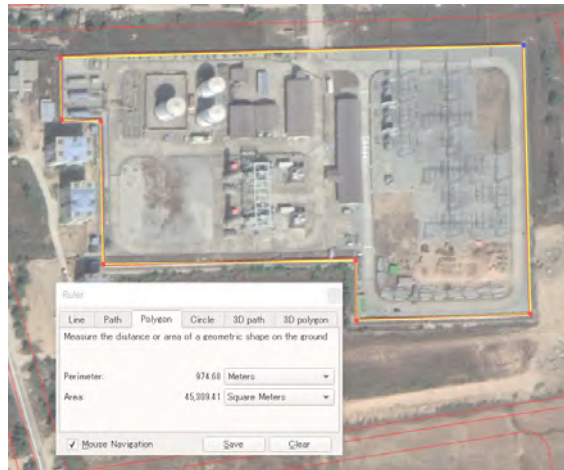
- Select the power source from 1. National grid 2. Own Power Plant(gas generator) 3. Solar Power

3. Substation / Solar Farm

- Calculate substation area

- ✓ Reference :
Thilawa Substation

	Thilawa
Capacity	100 MW
Voltage	230/33kV
Area	4.5 ha



Ask the Client:

- ✓ What is the voltage of power to be distributed? (e.g. 33kV for Industrial, 11kV for Commercial/Residential)

- ✓ Detailed unit rate for each building use

Building use	Average power demand ¹⁾
	in W/m ²
Bank	40–70
Library	20–40
Office	30–50
Shopping centre	30–60
Hotel	30–60
Department store	30–60
Small hospital (40-120 beds)	50–250
Hospital (200-1,000 beds)	20–120
Warehouse (no cooling)	2–20
Cold store	500–1,500
Apartment complex (without night storage / continuous-flow water heater)	10–30
Single-family house (without night storage / continuous-flow water heater)	10–30
Museum	60–80
Parking garage	3–10
Production plant	30–80
Data centre ³⁾	125–2,000 ³⁾
School	10–30
Gym hall	15–30
Stadium (40,000 – 80,000 seats)	70–140 ^{**)}
Old people's home	15–30
Greenhouse (artificial lighting)	250–500
Laboratory / Research	100–200
Mechanical engineering industry	100–200
Rubber industry	300–500
Chemical industry ^{***)}	
Food, beverages and tobacco industry	600–1,000

✓ Calculation of Solar Farm Area

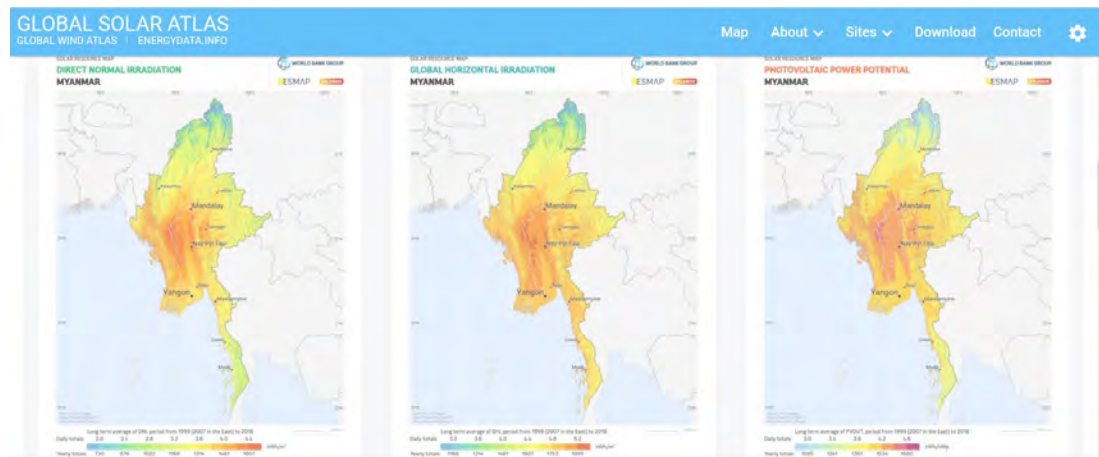
Solar Farm Capacity [kW]

= $\frac{\text{Total Power Output [kWh/day]}}{4.0 \text{ [hours/day]}}$

↳ $\text{Solar Panel [m}^2\text{]} * \text{Solar Irradiance} * \text{Conversion Efficiency}$

- Solar Irradiance: Power potential of sunlight. Global data is open at World Bank Website. (e.g. 4.8 kWh/m² in Myanmar)
- Conversion Efficiency :15%

World Bank Website : <https://globalsolaratlas.info/map>



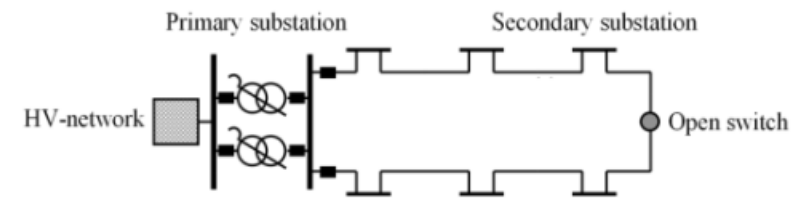
✓ Auxiliary area (m²) :

The area for structural components such as transformer, switchyard, control house, road ...

Power demand	Capacity of solar panel (kW)	Solar panel yield (ha)	Auxiliary Area (ha)	Required space of Solar Farm (ha)
(a)	(b)	(c)	(d)	(e) = (c) + (d)
40MVA	44,800	23.4	4.5	27.9
30MVA	33,600	17.6	4.0	21.6
20MVA	22,400	11.7	3.5	15.2
10MVA	11,200	5.9	3.0	6.9

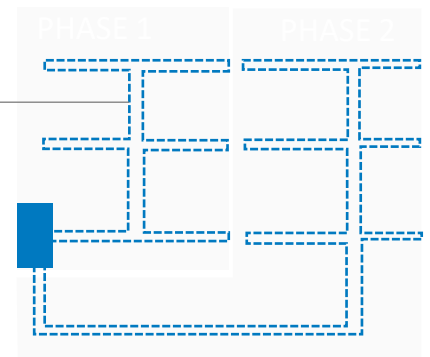
4. Transmission Line

- Make distribution network
- ✓ Basically loop system should be adopted.



- ✓ One loop = 20 MVA

- ✓ Overhead cable and underground (only around intersection)



Ask the Client:

- ✓ Overhead line or underground cable?

A1 Selection Method for Evaluation of Candidate Sites for EZ Development

The evaluation of candidate EZ sites for short-term EZ development shall be conducted in two steps: 1) qualitative evaluation and 2) quantitative evaluation as shown in **Figure 1**. Any candidate site which did not pass the qualitative evaluation will not be proceeded to the quantitative evaluation. If any conditions are found unsatisfactory in view of the qualitative evaluation for any site through the quantitative evaluation, the quantitative evaluation for the site shall be terminated.

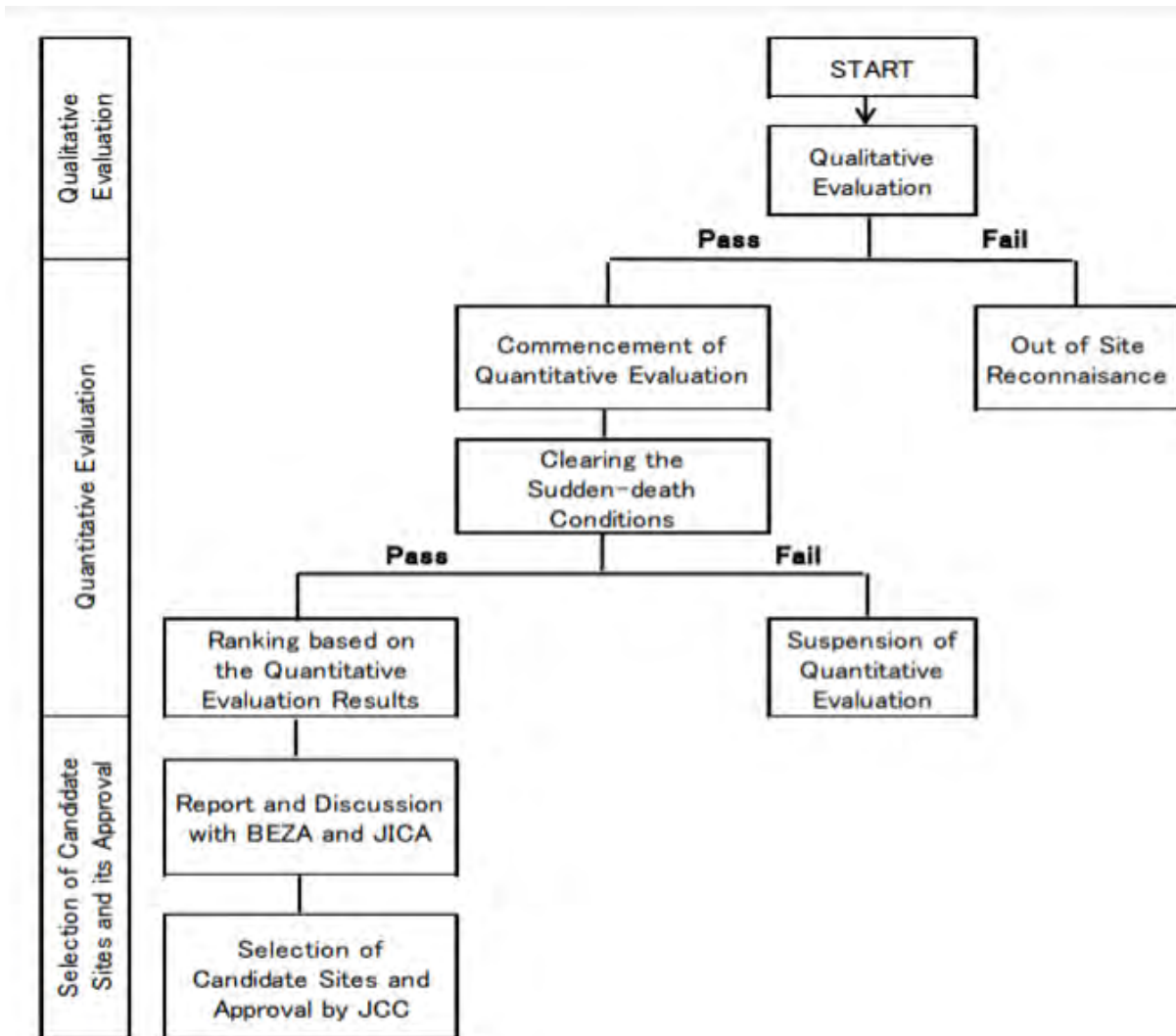


Figure xx Workflow for the Selection of Short-term EZ Development Sites (BEZA, 2017)

A2 Qualitative Evaluation Conditions Selection Method

The conditions of qualitative evaluation are set up as follows.

1. Land shall be acquired as the responsibility of the Government of Bangladesh (GoB), but compensation costs for the land acquisition shall remain within the range of affordability of Japanese private developers.
2. Land acquisition shall be completed by GoB within two years in consideration of the fact that the land is owned by reasonably small number of landowners and the number of squatters living in the candidate site shall be below the level controllable by GoB.
3. Land shall not be identified as a case in dispute.
4. Potential development sites shall have size appropriate for EZ development with the minimum area of 100 ha.
5. Land shall be free from any serious contravention according to the conduct of Strategic Environmental Assessment (SEA).
6. Potential development sites shall be commutable either within 60 km direct distance or one and half hours travel by a car from the central Dhaka.

A3 Quantitative Evaluation Conditions of Selection Method

These evaluation criteria have been established based on the results of review on the criteria which were proposed and used during the conduct of FDI study, in addition to the past experience of the consultant members of this Study Team in similar projects for economic zone and industrial estate development in other countries. These criteria are assumed to be important for Japanese developers to examine the possibility of investment to EZ in Bangladesh. The elements of assessment for the quantitative evaluation are as follows.

A. Location

- i. Distance from Dhaka
- ii. Access to main highway
- iii. Access to inland container terminal/river port
- iv. Access to international airport (Dhaka)
- v. Access to major town

B. Basic land information

- i. Initial development area
- ii. Current land use (cropping pattern)
- iii. Land ownership
- iv. Expandability of land
- v. Land development cost

C. Surrounding context

- i. Availability of social/commercial facilities
- ii. Availability of labor force (population of Upazila)
- iii. Ongoing/future development projects in adjacent area
- iv. Industrial cluster (industry % in economic income in Upazila)

D. Social and environmental assessment

- i. Number of resettlements (householders)

E. Infrastructure

- i. Distance of access road
- ii. Distance to water supply resources
- iii. Distance to power sub-station (132/33kV)
- iv. Distance to gas pipeline

F. Natural disaster (especially countermeasures for flood and inundation)

- i. Risk of land erosion by flood
 - 5: "Very Low" means that there is hardly fear of erosion by flood.
 - 4: "Low" means that the site might be flooded and there is a little possibility of erosion by flood when decreasing water level.
 - 3: "Normal" means that there is a possibility of erosion by flood.
 - 2: "High" means that the site is protected by the bank or road from large or middle river but it is fear of erosion by flood when overtopping the bank or road.
 - 1: "Very high" means that the site is located facing large or middle size river and it is greater fear of direct erosion by flood.
- ii. Risk of flood (Flood level from current ground elevation)

G. Government land price

- i. Average price of land acquisition.

The land acquisition costs (US\$/m²) is evaluated by assuming from interview survey and a peripheral market price with the following points:

 - 5: "P=0\$" means that the government owns the land.
 - 4: "0\$<P 5\$" means that Upazila office has concerned the land acquisition.
 - 3: "5\$<P 10\$" means that Upazila office will concern the land acquisition.
 - 2: "10\$<P 20\$" means that private developer(s) may concern the land acquisition.
 - 1: "20\$<P" means that one private developer owns or will own the land.

A4 Assessment Criteria and Score for Quantitative Evaluation

Elements of Assessment		Unit	5
A. LOCATION			
1	Distance from Dhaka	Distance (km)	$D \leq 20\text{km}$
2	Access to Main Highway	Distance (km)	$D \leq 1\text{km}$
3	Access to Inland Container Terminal/River Port	Distance (km)	$D \leq 5\text{km}$
4	Access to International Airport (Dhaka)	Distance (km)	$D \leq 30\text{km}$
5	Access to Major Town	Distance (km)	$D \leq 5\text{km}$
B. BASIC LAND INFORMATION			
6	Initial Development Area	Size (ha)	$D \geq 200\text{ha}$
7	Current Land Use	Count	$C=0$
8	Land Ownership	Number	Government
9	Expandability of Land	Size (ha)	$D \geq 400\text{ha}$
10	Land Development Cost	US\$/m ²	$P \leq 5\text{\$}$
C. SURROUNDING CONTEXT			
11	Availability of Social/Commercial Facilities	-	Excellent
12	Availability of Labor Force (Upazila)	Population	$P \geq 500,000$
13	Ongoing/Future Development Projects in Adjacent Area	-	Excellent
14	Industrial Cluster (Industry % in economic structure)	%	$P \geq 20\%$
D. SOCIAL & ENVIRONMENT ASSESSMENT			
15	Number of Resettlements (Householders)	Number	$N=0$
E. INFRASTRUCTURE			
16	Distance of Access Road	Distance (km)	$L \leq 500\text{m}$
17	Distance to Water Supply Resources	Distance (m)	Inside the Area
18	Distance to Power Sub-station (132/33kV)	Distance (km)	$L \leq 500\text{m}$
19	Distance to Gas Pipeline	Distance (km)	$L \leq 500\text{m}$
F. NATURAL DISASTER (FLOOD MEASURES)			
20	Risk of Land Erosion by Flood	-	Very Low
21	Risk of Flood (Flood level from current ground elevation)	Height (m)	$H \leq 1\text{m}$
G. GOVERNMENT LAND PRICE			
22	Average Price of Land	US\$/m ²	$P=0\text{\$}$

Note) 3: Railway terminal: Dhaka, Tongi, River terminal: Pangaon, Summit, AK. Khan

Figure xx Assessment Criteria and Score for Quantitative Evaluation (BEZA, 2017)

Evaluation Score			
4	3	2	1
$20\text{km} < D \leq 25\text{km}$	$25\text{km} < D \leq 30\text{km}$	$30\text{km} < D \leq 40\text{km}$	$40\text{km} < D$
$1\text{km} < D \leq 3\text{km}$	$3\text{km} < D \leq 5\text{km}$	$5\text{km} < D \leq 10\text{km}$	$10\text{km} < D$
$5\text{km} < D \leq 10\text{km}$	$10\text{km} < D \leq 20\text{km}$	$20\text{km} < D \leq 50\text{km}$	$50\text{km} < D$
$30\text{km} < D \leq 40\text{km}$	$40\text{km} < D \leq 50\text{km}$	$50\text{km} < D \leq 60\text{km}$	$60\text{km} < D$
$5\text{km} < D \leq 10\text{km}$	$10\text{km} < D \leq 15\text{km}$	$15\text{km} < D \leq 20\text{km}$	$20\text{km} < D$
$200\text{ha} > D \geq 150\text{ha}$	$150\text{ha} > D \geq 100\text{ha}$	$100\text{ha} > D \geq 50\text{ha}$	$50\text{ha} > D$
$C=0.5$	$C=1$	$C=2$	$C=3$
$N=1$	$1 < N \leq 50$	$50 < N \leq 100$	$100 < N$
$400\text{ha} > D \geq 300\text{ha}$	$300\text{ha} > D \geq 200\text{ha}$	$200\text{ha} > D \geq 100\text{ha}$	$100\text{ha} > D$
$5\text{\$} < P \leq 10\text{\$}$	$10\text{\$} < P \leq 15\text{\$}$	$15\text{\$} < P \leq 20\text{\$}$	$20\text{\$} < P$
Very Good	Good	Poor	Very Poor
$500,000 > P \geq 300,000$	$300,000 > P \geq 100,000$	$100,000 > P \geq 50,000$	$50,000 > P$
Very Good	Good	Poor	Very Poor
$20\% > P \geq 15\%$	$15\% > P \geq 10\%$	$10\% > P \geq 5\%$	$5\% > P$
$0 < N \leq 50$	$50 < N \leq 100$	$100 < N \leq 200$	$200 < N$
$500\text{m} < L \leq 1\text{km}$	$1\text{km} < L \leq 3\text{km}$	$3\text{km} < L \leq 5\text{km}$	$5\text{km} < L$
$L \leq 200\text{m}$	$200\text{m} < L \leq 500\text{m}$	$500\text{m} < L \leq 1\text{km}$	$1\text{km} < L$
$500\text{m} < L \leq 1\text{km}$	$1\text{km} < L \leq 3\text{km}$	$3\text{km} < L \leq 5\text{km}$	$5\text{km} < L$
$500\text{m} < L \leq 1\text{km}$	$1\text{km} < L \leq 3\text{km}$	$3\text{km} < L \leq 5\text{km}$	$5\text{km} < L$
Low	Normal	High	Very High
$1\text{m} < H \leq 2\text{m}$	$2\text{m} < H \leq 3\text{m}$	$3\text{m} < H \leq 5\text{m}$	$5\text{m} < H$
$0\text{\$} < P \leq 5\text{\$}$	$5\text{\$} < P \leq 10\text{\$}$	$10\text{\$} < P \leq 20\text{\$}$	$20\text{\$} < P$

APPENDIX

A5 Required Documents for Stage I: Pre-qualification on the main components of Business Plan

1. Company background:

- (a) Company profile/overview:
- (b) Organizational structure and key staff:
- (c) Development Partners/Consortium (if applicable):
- (d) Legal Agreement (if applicable):
- (e) Roles and responsibilities:

2. Project description:

- (a) Location and size of site:
- (b) Components of the project:
- (c) Necessary sectors:
- (d) Positive impact on the economy of Bangladesh:

3. Market demand:

General overview on domestic and foreign market demands of the products of the proposed sectors (current market situation and target markets):

4. Site planning and development:

- (a) Description and area of land:
- (b) Land valuation:
- (c) Master plan and phases:
- (d) Master plan (with time schedule of phased development):
- (e) Key infrastructure (on-site and off-site power, water, gas ETP, wastewater, telecom):
- (f) Necessary maintenance actions:

5. Legal framework:

6. Land ownership certificate;

7. Financial performance:

- (a) Capital investment requirements:
- (b) Expected returns:
- (c) Equity and debt requirements:
- (d) Financing sources:

8. Risk mitigation:

- (a) Market failure:
- (b) Cost escalation:
- (c) Issues of organizational problems:

9. Implementation Plan:

- (a) Project start up:
- (b) Construction plan:
- (c) End of the project:
- (d) Marketing plan:

10. Supporting documents:

- (a) Proof of payment of lump sum non-refundable fees for processing the pre-qualification application;
- (b) Trade registration certificate;
- (c) Notarized minutes of Board Resolution or equivalent document showing authority of the applicant for execution of agreement for development of Private Economic Zone.

APPENDIX

A6 Required Documents for Stage 2: Final Approval on the Main Components of the Feasibility Study

1. Project description:

- (a) Project profile/Project overview:

2. Industry sector assessment

- (a) List of proposed industry sectors:
- (b) Overview of proposed industry sectors' requirements (infrastructure, land and employment):
- (c) Outline of the industry sectors' value chain/logistics/export requirements:
- (d) Demand forecast for 20 years' period:

3. Marketing Plan

- (a) Marketing strategy:
- (b) List of targeted investors and countries:
- (c) Preferred methods of marketing and Economic Zone

4. Master Plan

- (a) Land survey boundaries:
- (b) Site description, ownership, location, size, general description:
- (c) Existing conditions of the site: topography, qualitative conditions of soil, existing structures, landmarks, constraints, environmental and social issues:
- (d) Planning framework:
- (e) Master plan with plot plan:
- (f) Land use plan:
- (g) Zoning plan:
- (h) Phased development plan:

5. Infrastructure requirements:

- (a) Assessment of on-site and off-site infrastructure and utilities needed and potential improvements:
- (b) Infrastructure plans for key utilities in the proposed site (roads, power, water, drainage, effluent treatment plant, waste water, solid waste and telecom):
- (c) Cost estimates for required infrastructure and utilities:

6. Environmental and social review:

- (a) Environmental impact assessment:
- (b) Environmental management plan:
- (c) Social impact assessment:
- (d) Re-settlement plan (if required):

7. Financial Model:

- (a) Capital costs for infrastructure construction:
- (b) Operating and management costs:
- (c) Balance sheets:
- (d) Project IRR:
- (e) Sensitivity analysis:
- (f) Proposed leasing/sale pricing:

8. Economic analysis:

- (a) Economic impacts and Cost/Benefit Assessment:

(b) Rate of Return of financial benefit for the project:

9. Implementation plan:

(a) Time schedule of completion all project components:

APPENDIX

A7 Additional Required Documents for Private Economic Zone in Stage 2

If the proposed area of land is declared as the Private Economic Zone, BEZA shall issue license to the applicant and by notification in the official Gazette to publish the particulars of the land declared as the Private Economic Zone along with the information regarding approval of license and the name, address, necessary information of the licensee. The Private Economic Zone license shall contain the following information including the specific terms and conditions governing the establishment, development, operation, maintenance and promotion of the Private Economic Zone, the rights and obligations of the Licensee in respect of development, operation, maintenance and promotion of the Private Economic Zone and power of delegating such rights and obligations to any third party, namely;

- a. Name of the License;
- b. Duration of license;
- c. Conditions for renewal of license;
- d. Geographical location, specific etc. and bounds and registrations of the lands located within the area declared as the Private Economic Zone;
- e. Master plan of the Private Economic Zone;
- f. Schedule relating to completion of works of establishing economic zone within specified time;
and
- g. All prohibited and restricted activities.

APPENDIX

A8 Additional Required Documents for Private Economic Zone in Stage 2

If the proposed area of land is declared as the Private Economic Zone, BEZA shall issue license to the applicant and by notification in the official Gazette to publish the particulars of the land declared as the Private Economic Zone along with the information regarding approval of license and the name, address, necessary information of the licensee. The Private Economic Zone license shall contain the following information including the specific terms and conditions governing the establishment, development, operation, maintenance and promotion of the Private Economic Zone, the rights and obligations of the Licensee in respect of development, operation, maintenance and promotion of the Private Economic Zone and power of delegating such rights and obligations to any third party, namely;

- a. Name of the License;
- b. Duration of license;
- c. Conditions for renewal of license;
- d. Geographical location, specific etc. and bounds and registrations of the lands located within the area declared as the Private Economic Zone;
- e. Master plan of the Private Economic Zone;
- f. Schedule relating to completion of works of establishing economic zone within specified time;
and
- g. All prohibited and restricted activities.

APPENDIX A9 Earthworks

Reference Standards

BNBC 2017	Bangladesh National Building Code 2017
BS1377-1 to 9	Methods of Test for Soils for Civil Engineering Purposes
BS 6031	Code of Practice for Earthworks
AASHTO T99	Moisture Density Relations of Soils using a 2.5 kg Rammer and a 305 mm Drop, Method D
BS ISO 3310-1&2	Test sieves
/JIS Z8801	
ASTM	American Society for Testing and Materials

Method Statement

Before any construction equipment is ordered or delivered to the Site, the Contractor shall submit to the Engineer a "Method Statement" for earthworks indicating details of the equipment he intends to use and the sequence of operation proposed for the work. In cases dewatering or special arrangements are required, these methods should be indicated.

Clearing and Grubbing

Clearing work shall consist of clearing trees, vegetation, stumps, roots, brush, rubbish and other objectionable matters from the reclaimed area under the Contract and shall be done to the satisfaction of the Engineer and related authority and residents.

Grubbing shall be done after clearing work and all the area to be grubbed shall be as shown on the Drawings or designated by the Engineer. This work shall consist of removing or grubbing the underground roots of rather big trees.

It is important to note that for the disposal of certain species of trees special permission has to be obtained from the Engineer.

The clearing and grubbing shall be conformed to the following table.

Table B1.4.1 Clearing and grubbing

		Classification			
Embankment		Weed brush – creepers		Tree Stump & root	Fallen tree
		H < 0.5 m	H > 0.5 m		
Road, Factory lot, & Building	Emb. >3.0 m	No cutting	Cut at ground	Cut at ground	Remove
	Emb. <3.0 m	Cut at ground	Cut at ground	Grubbing	Remove
Other areas	All area	Remove		Grubbing	Remove

The materials obtained by the clearing and grubbing works shall be burned, or otherwise disposed of at designated areas on the Drawings or as directed by the Engineer. No trees shall be cut outside of the project area without the approval of the Engineer.

Stripping

Areas to be stripped are generally the area where structures will be constructed, and shall be as designated on the Drawings or as directed by the Engineer. The stripping shall consist of removing top soil, boulders and other unsuitable materials to a depth of 30 cm or as directed by the Engineer. Areas to be filled and have steep slope or judged dangerous for sliding shall be cut terraced before embankment, and shall be as designated on the Drawings or as directed by the Engineer.

Areas to be filled and have steep slope or judged dangerous for sliding shall be cut terraced before embankment, and shall be as designated on the Drawings or as directed by the Engineer.

Excavation

Classification of Excavation

Excavation shall be classified into two (2) categories as follows:

(1) Open-cut Excavation

Open-cut excavation shall be applicable to excavation required for various structures.

(2) Trench Excavation

Trench excavation shall be applicable to excavation for installation of pipelines and cables in the soft clayey soil layer like organic soil layer.

Excavated Surfaces

All excavated surfaces shall be finished neatly to the lines and levels shown on the Drawings unless such lines and levels are shown as nominal.

Excavated surfaces which will remain permanently exposed on completion of the Permanent Works shall be cleared of all loose materials, pieces of rock, debris, rubbish and the like and left neat and tidy to the satisfaction of the Engineer.

If during the progress of the excavation work, the Engineer may find it necessary or desirable to vary slopes, the Contractor shall not be entitled to any additional payment to the unit prices contracted in the Bill of Quantities for items involving excavation by reason of such changes. Any other excavation performed in the opinion of the Contractor to secure access to the required work, for disposal of excavated materials or for any other purposes shall be kept within the limits approved by the Engineer and shall be at the expense of the Contractor with no costs being charged to the Employer.

All necessary precautions shall be taken to preserve the materials below and beyond the established lines of all excavation in the soundest possible condition.

Special care should be taken for the following:

(1) Excavation upon which concrete is to be placed

The bottom and side slope of excavation for foundation upon or against which concrete is to be placed shall be excavated to the required lines, grades and dimensions as shown on the Drawings or as directed by the Engineer. No materials shall be permitted to extend within the neat lines of the concrete structures. If at any point in the excavation, material shall be excavated upon written orders from the Engineer beyond the limits required to receive the structure, the additional excavation shall be filled solidly with lean concrete specified in Section B3 of this specification.

(2) Rectification of erosion and failure of open-cut slopes

Where such defects as erosive chasms and depressions caused by heavy downpour, storm runoff and/or slope failure occur on the open-cut slope they shall be corrected by local excavation in open-cut to a depth of 20 cm below bottom of the chasm and/or depression. The local excavation shall be then solidly backfilled with selected material as approved by the Engineer.

Such excavation and backfill shall be deemed to be included in the prices for the relevant items of open-cut excavation as tendered in the Bill of Quantities.

The materials obtained from excavation shall be either used for embankment or other purposes as determined by the Engineer, or be hauled to the spoil bank as directed by the Engineer and be spread

and compacted properly to the satisfaction of the Engineer. Unless otherwise designated or approved, excavated materials are not allowed to be hauled to any place other than on the approved spoil area.

Tolerance

The Contractor shall pay attention to the prevention of damage and trespassing on existing public utilities and private properties during the execution of open-cut excavation.

Unauthorised or over-excavation, defined in Section B1.6.6 of this section, made by the Contractor to the lines, grades and dimensions shall be rectified by the Contractor as stipulated in the Contract.

Tolerances or allowable variation for open-cut excavation shall be limited as shown in Table B1.6.1.

Table 5- Tolerance

Finishing	Tolerance
Slope gradient	not steeper than the specified gradient
Unevenness of open-cut slope	10 cm inward, 10 cm outward
Cross-sectional dimensions	0 cm inward, 5 cm outward
Linear dimension	not shorter than 1.0 m, not longer than 1.0 m to every 100 m in length
Formation of bed or bottom	0 cm above and 10 cm below the formation level

Support to Excavation

The responsibility of the Contractor for the safety and care of the Works under the Contract shall include taking the following measures:

The Contractor shall submit detailed calculations for shoring and/or stability of excavation slopes. No work should commence until the calculations are checked and approved by the Engineer.

The Contractor shall be responsible for the installation and subsequent removal of all necessary sheeting, timbering, strutting, shoring and the like to secure the excavation, to prevent any movement of adjacent ground and to ensure the safety of workmen and freedom from damage to structures, buildings, sewers, drains, walls, services or any other thing.

Where temporary underpinning is required, the Contractor shall submit to the Engineer full details of the design, materials to be used and method of working proposed.

Trench for Services

When excavation is being carried out in trenches, pits and similar confined areas, the sides of the excavation shall be properly shored or close sheeted and the Contractor shall follow the appropriate recommendations in BS 6031 - Code of Practice for Earthworks.

Trenches for pipe work shall be so excavated to allow the pipes to be properly laid to line and level, jointed, inspected and tested.

The width of all trenches from the bottom of the trench to the crown of the pipe shall be no wider than necessary to permit the correct jointing of the pipes laid in the trench, but in no case shall the clearance between the outside of the barrel of such pipes and the face of the excavation or trench supports be less than 150 mm.

Trenches for pipe work shall be excavated below the invert level of the pipe.

Slips and Over-Excavation

The Contractor shall avoid excavating beyond the lines and levels shown on the Drawings, disturbing ground adjacent to excavations, or damaging material beyond the limits of the required excavation except to provide the minimum adequate working space.

Slippages, excavation for working space, over-excavation and damaged areas shall be made good to the satisfaction of the Engineer. In the case of surfaces on which or against which Permanent Works are to be constructed, this remedial work shall comprise replacing the slipped, over-excavated or damaged material with suitable filling material or non-structural concrete as instructed by the Engineer.

Any and all over-excavation made by the Contractor for any purposes or reason, except as may be ordered in writing by the Engineer, shall be considered as unauthorised excavation and shall be at the expense of the Contractor with no costs for such over-excavation being charged to the Employer.

All unauthorised excavation including over-excavation shall be backfilled with selected material as directed by the Engineer and all costs shall be at the Contractor's expense.

Slips, falls, subsidence and other damage which have the effect of removing or reducing support to existing or proposed structures, services and the like shall be made good in concrete or otherwise in a manner acceptable to the Engineer.

In the case of permanently exposed surfaces, remedial work shall comprise replacing and compacting material similar to that which has been removed in order to provide a surface not less satisfactory than adjacent correctly excavated surfaces. If this is not possible, remedial works shall be as instructed by the Engineer.

General

Embankment works prescribed in this clause shall include materials, haulage, moisture control, placing, spreading, compaction and other necessary works. The Contractor shall, at least thirty (30) days before starting the works, submit to the Engineer his detailed plans for the Engineer's approval.

Embankment shall be constructed to the lines, grades and dimensions as shown on the Drawings and/or as directed by the Engineer for, but not limited to, the following main items:

- a. Buffer zones of main and sub-main roads
- b. Median in main roads
- c. Embankments for Roads

No embankment materials shall be placed on the areas which have not been cleared and stripped as specified in B1.4 and B1.5. The Engineer may direct the embankment works to be interrupted or discontinued if in his opinion the site conditions are adverse to placing and compacting.

Material to be used for embankment shall be taken from the sources as selected by the Contractor with the prior the approval of the Engineer. The materials shall not contain any stump, roots, weed, turf, clod and other organic matters. Clay, composed soil lump and other similar materials shall be broken and placed in such a way to avoid accumulation and concentration of such materials at the foot of side slopes of the embankment. Use of the materials for the embankment shall be subject to the prior the approval of the Engineer.

Placing and Compacting of Embankment Materials

The embankment material shall be placed in continuous horizontal layers not more than thirty (30) cm in thickness before compaction. Each layer shall be compacted to the condition as stipulated herein or as approved by the Engineer.

Finishing

Finishing of surfaces and slopes of the embankment for the lots shall meet the formation height or elevation and gradient as shown on the Drawings. Tolerance allowable for finishing shall be within ten

(10) cm in the vertical direction. In case the allowable tolerance has been exceeded, the land grading work shall be redone to the required heights and grades by the Contractor at his own expense by additional excavation and/or embankment.

Backfilling

General

Backfilling shall be placed to the lines and dimensions as shown on the Drawings.

Excavations which are to be backfilled and any other fill areas shown on the Drawings shall be filled with suitable material from the excavations unless the Contract requires otherwise. If sufficient materials are not available from this source, the Contractor shall supply suitable material from another source. The quality of material to be used for backfilling shall be approved by the Engineer prior to the commencement of the work.

All vegetation, topsoil, rubbish and unsuitable materials shall be removed from any area on which fill is to be placed unless the Engineer agrees otherwise.

Except where special placing and compacting requirements are laid down in the Specification, the material shall be placed in layers not exceeding 200 mm after compaction, and compacted to not less than 95% of its maximum dry density measured as in AASHTO T 99: Moisture Density Relations of Soils using a 2.5 kg Rammer and a 305 mm Drop, Method D or other standards equivalent.

When placing fill, the Contractor shall make due allowance for settlement and shall ensure that the final lines and levels are as shown on the Drawings. Any areas which subside shall be made good without delay.

Backfill with Excavated Material

The materials to be used for "backfill with excavated materials" shall be all classes of disposed or excavated materials available at the site unless otherwise specified. The materials shall be approved by the Engineer and shall be free from any organic matter or other objectionable materials such as large clods or stones, boulders, etc.

The materials shall be handled and placed in such manner to achieve favourable compaction and density. The method of placing, moistening and compacting of the backfill shall be subject to the approval of the Engineer.

Backfill with Borrowed Material

The materials to be used for "backfill with borrowed materials" shall be purchased from local markets and approved by the Engineer.

The materials shall be handled and placed in such manner to achieve favourable compaction and density. The method of placing, moistening and compacting of the backfill shall be subject to the approval of the Engineer.

Materials for Geo-textile filter

The geo-textile filter cloth shall be of approved filter, of non-woven fabric composed of polyester, polypropylene, polyethylene, polyamide or combination of the above. The geo-textile shall have the following properties:

- (1) Thickness : Minimum 2.5mm
- (2) Mean Grab tensile Strength (ASTM D4632) : Minimum 1000N

- (3) Mean Grab Extension at Maximum Load : Minimum 30%, Maximum 80%
- (4) Mean Trapezoidal Tear Strength (ASTM D4533) : Minimum 400N
- (5) Mean Strip Tensile Strength (ASTM D1682) : Minimum 70kgf/5cm
- (6) Mean strip Extension at Maximum Load : Minimum 30%, Maximum 60%
- (7) Drop Test (350 kg rock from 1.5m height onto the designed stone layer laid on top of the geo-fabric) : No puncturing in dropped fabric
- (8) Pore size (ASTM D4751) : D₅₀=110 micron, D₉₀=160 micron
- (9) Water Permeability : 12.0m³/min/m²

The Contractor shall submit to the Engineer for his approval the sample and specifications of geo-textile filter, which he intends to use for the works under the Contract sufficiency prior to actual application to the works.

Gravel Bedding

General

The Contractor shall furnish and place various classes of bedding materials to the lines and dimensions as shown on the Drawings or as directed by the Engineer. The quality of materials to be used for bedding works shall conform to the provisions of this clause.

Gravel Materials

The materials for gravel bedding shall be sound, tough, durable, dense, and resistant to weathering, and shall be well graded to the approval of the Engineer. Placing of the materials shall conform to the dimensions shown on the Drawings.

Geo-textile Filler

If the geo-textile filter is required to place in the gravel bedding, geo-textile shall be the same material as that specified in Section B1.9 herein. The position and dimensions shall be in accordance with the Drawings or direction of the Engineer.

Sand Bedding

General

The Contractor shall furnish and place various classes of bedding materials to the lines and dimensions as shown on the Drawings or as directed by the Engineer. The quality of materials to be used for bedding works shall conform to the provisions of this clause.

Sand Materials

The materials for sand bedding shall be sound, tough, durable, dense, and resistant to weathering, and shall be well graded to the approval of the Engineer. Placing of the materials shall conform to the dimensions shown on the Drawings.

Preparation and Inspection of Foundation

Surface other than rock shall be trimmed to the correct line and level immediately before commencing permanent works construction and any loose or disturbed material shall be removed. When the Contractor considers that a foundation is ready for permanent works construction to commence, he shall inform the Engineer in writing, who will either approve the foundation in writing or instruct any further work which he may consider to be necessary.

Where shown on the Drawings or instructed by the Engineer, stone bedding and/or concrete bedding of the thickness as shown or instructed, shall be laid on the foundation after the inspection and the approval by the Engineer.

Disposal of Excavated and Surface Materials

Disposal of all excavated surplus material and the debris from demolition which are unsuitable or surplus to fill requirements shall be disposed of in areas to be found by the Contractor outside the Site subject to the approval by the responsible agency or the Engineer in case spoil is dumped on public utility areas.

Wet Masonry

General

The works included under this item shall comprise channel bed protection, riverbed protection, slope protection such as dry masonry and wet masonry, all as shown on the Drawings or as directed by the Engineer and as specified herein.

Wet Masonry

The work under this section shall include the furnishing and placing appropriate sizes of stones or spalls for riprap and grouting the riprap with cement mortar in accordance with the Drawings and the Specification, or as directed by the Engineer. The stones and spalls shall be obtained from quarry area or purchased from suppliers.

Stones to be used for wet masonry shall be angular field, river or quarry stone of approved quality, free from seams and other defects. The stone shall have a specific gravity of not less than 2.5t/m³. All masonry stones stockpiled at the site shall be kept in such a manner that they shall be slightly moist at the time of use. Stone to be used shall be of such size and shape to avoid large voids between stones. The maximum size of masonry stone shall be two-third of the wall thickness. Round stones shall be permitted only in limited quantity in combination with angular stones and shall not be used in walls having a thickness of less than 40 cm.

Mortar for jointing riprap shall be based on cement-sand ratios by volume shown below. Cement and sand shall in all respects conform to the requirement specified in Section B3.

Main member of structure: One part of Portland cement to three parts of sand (1: 3)

Finishing of surface: One part of Portland cement to two parts of sand (1: 2)

Prior to the construction of wet masonry, the bedding shall be placed and compacted properly. Finishing stakes are to be set according to the Drawings and as approved by the Engineer.

Stones shall be adequately moistened before setting in place. Stones for wet masonry shall be placed by hand in such way that each stone shall be completely surrounded with mortar. A ratio of 1: 3 mortar shall be used for jointing.

The stone shall be set into place in such a manner that the mortar shall be in complete contact with the stone at all joints. The stone shall be struck and consolidated by means of steel hammer and those that are broken shall be removed, replaced and refilled with new mortar. The joints shall be provided with mortar and shall be tightened by driving and wedging stone chips into joints. Care shall be taken that each stone shall be completely enveloped in mortar.

The surface of masonry work shall be finished with uniform and smooth face stones as approved by the Engineer. The width of joints in face stones shall not exceed 3 cm, and the joints shall not be tightened so much.

Joints on the face of all stone masonry exposed to view shall be neatly finished. The mortar in the joints of the stone masonry shall first be removed to a depth of 3 cm. The joint shall then be cleaned

thoroughly with a wire brush of all loose materials and filled with 1: 2 mortar. The surface of the face stone shall be cleaned of all mortar spalls upon completion of the finishing operation.

Weep holes shall be made as indicated in the Drawings.

Appendix A10 Roadworks

PART A: GRADE PREPARATION

General Provisions

The Contractor shall set out the alignment, the line and level of the various surfaces and structures and establish bench marks and profiles to indicate the lines and levels for construction works. All bench marks and profiles etc. shall be effectively protected until the permanent works are completed. The Contractor shall excavate from existing level to 30cm below sub-grade level and compact until the CBR Value is more than 8%. After the approval from the Engineer is given, the Contractor shall prepare the sub-grade. Sub-grades may be formed on embankments, cuttings, excavations, or existing ground. The CBR value shall be determined under the condition of 95 % of the Maximum Dry Density (MDD) after 96 hours of soaking, using AASHTO T180, Method D.

Reference Standards

AASHTO T 88	Standard Method of Test for Particle Size Analysis of Soils
AASHTO T 89	Standard Method of Test for Determining the Liquid Limit of Soils
AASHTO T 90	Standard Method of Test for Determining the Plastic Limit and Plasticity Index of Soils
AASHTO T 180	Standard Method of Test for Moisture–Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop
AASHTO T 191	Standard Method of Test for Density of Soil In-Place by the Sand-Cone Method
AASHTO T 193	Standard Method of Test for The California Bearing Ratio

Execution of Grade Preparation

Work Scheduling

When prepared too early in relation to the laying of the sub base, the sub-grade is liable to deteriorate. Accordingly, the amount of sub-grade preparation work left uncovered at any one time shall be limited to an area that can be maintained with the equipment available and the Contractor shall arrange for sub-grade preparation and the pavement material to follow each other closely.

Site Preparation

Minor excavation and/or fill work required for forming the sub-grade shall be carried out in accordance with Section B1 of this specification.

Compacting

The sub-grade shall be thoroughly compacted by using vibratory rollers having a static weight within the range of 10 to 15 tons. The field dry density (FDD) shall be achieved at least 95% of the maximum modified dry density (MDD) as determined by AASHTO T 180, Method D.

Compaction shall be carried out only when the moisture content of the materials is within the range of 3% dry side and 1% wet side of the optimum moisture content, where the optimum moisture content is as defined by the maximum modified dry density determined by AASHTO T 180, Method D.

Rolling operations shall begin along the edges and progress gradually towards the centre, in a longitudinal direction. On super-elevated sections rolling shall begin at the low side and progress toward the high side. The rolling operation shall continue until all roller marks are eliminated and the layer is uniformly compacted.

Sub-grade along kerbs, walls, and at other places not accessible to the roller shall be compacted using approved mechanical tampers or compactors.

Dimensional Tolerances

The finished grades after compaction shall be not more than one centimeter higher or lower than those specified or approved ones.

All finished surfaces shall be sufficiently smooth and uniform, and have sufficient grade to ensure the free run off of surface water.

Rectification of Unsatisfactory Grade Preparation

The Contractor shall repair at his own expense any ruts or ridges occasioned by his own workmen or traffic or that of others by reshaping and compacting with rollers of the size and type as necessary for such repair.

The Contractor shall rectify, in the manner approved by the Engineer, and take measures to protect any deterioration of the sub-grade that may occur from drying out, flooding or other natural event.

Restitution of the Work Following Testing

Immediately after completion of density test, the Contractor shall backfill the density test holes and compacted to the density and surface tolerance requirements of this specification.

Quality Control

The Contractor shall within 24 hours after the tests and surveys, submit the results of the surface measurement test and survey data verifying that the surface tolerances specified in Sub-section B11A.5 are met.

The amount of supporting test data for determination of the material properties forming the sub-grade will be as directed by the Engineer but shall include all the tests specified in Sub-section B11A.3 on at least three (3) representative samples selected from the sub-grade area. Tests will be repeated subsequently, at the discretion of the Engineer, in the event of observed changes of the sub-grade material.

Density tests in accordance with AASHTO T191 shall be made on the compacted sub-grade as directed by the Engineer, but shall not be more than 25 m apart. If the result of any test shows that the density is less than the required density the Contractor shall rectify the work.

Sub-grade which become too dry for compacting, in terms of the moisture content limits shall be adjusted by scarifying the material followed by sprinkling with an adequate quantity of water and thoroughly mixing.

Sub-grade which is too wet for compaction shall be rectified by scarifying the material followed by intermittent working by approved equipment with repose periods between working under dry weather conditions. Alternatively, if sufficient drying cannot be achieved by working and reposing the wet material, the Engineer may direct that the material be removed from the work and replaced with suitable dry material.

PART B: SUB-BASE AND BASE COURSES

Scope

This Section sets out the requirements for Sub-base and Base Courses of the Pavement Works.

General Provisions

The Contractor shall set out the alignment, the line and level of the various surfaces and structures and establish bench marks and profiles to indicate the lines and levels for construction works. All bench marks and profiles etc. shall be effectively protected until the permanent works are completed.

Reference Standards

AASHTO T89	Standard Method of Test for Determining the Liquid Limit of Soils
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- AASHTO T90 Standard Method of Test for Determining the Plastic Limit and Plasticity Index of Soils
- AASHTO T99 Standard Method of Test for Moisture–Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop
- AASHTO T112 Standard Method of Test for Clay Lumps and Friable Particles in Aggregate
- AASHTO T134 Standard Method of Test for Moisture–Density Relations of Soil–Cement Mixtures
- AASHTO T180 Standard Method of Test for Moisture–Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop
- AASHTO T191 Standard Method of Test for Density of Soil In-Place by the Sand-Cone Method
- AASHTO T193 Standard Method of Test for The California Bearing Ratio
- BS 812 Testing aggregates
- BS 1377 Method of test for soils for civil engineering purposes
- BS 3690 Bitumen for building and civil engineering
- BS EN 1008 Mixing water for concrete. Specification for sampling, testing and assessing the suitability of water, including water recovered from processes in the concrete industry, as mixing water for concrete
- ASTM C117 Standard Test Method for Materials Finer than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing
- ASTM C131 Standard Test Method for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine

Sub-Base Course

Description

This work shall consist of furnishing, placing and compacting sub base material on a prepared and accepted sub-grade in accordance with the Specification and the lines, levels, grades, dimensions and cross sections shown on the Drawings and as required by the Engineer.

Materials

Materials for sub-base shall be free of unsuitable materials as specified below:

-Material encountered in cut areas and in the foundation of the embankment that is unsuitable for the planned use shall be excavated and disposed of as directed by the Engineer. Backfill as necessary with approved material.

-Normally, highly organic clays and silts, peat, soils containing large amounts of roots, grass and other vegetable matter are considered to be unsuitable. Materials that are soft or unstable merely because they are too wet or dry are to be classified as unsuitable unless otherwise directed by the Engineer.

Table xx GRADING REQUIREMENTS FOR SOIL & AGGREGATE MATERIALS

Sieve Size (mm)	Sub-base course	Base course
	Total % by weight passing	
	$D_{max}=50mm$	$D_{max}= 37.5mm$
50	100	
37.5	70-100	100
25.0	50-85	72-100
12.5	30-65	38-69
4.75	22-50	26-55
2.0	15-40	19-43
0.425	8-20	9-24
0.075	2-8	2-10

Method of Construction

(1) Preparation of Sub-grade

Before construction of sub-base, the earth work, topsoil, grassing, side ditches and drains for the section concerned shall be completed so that the section of embankment already constructed will be protected against erosion.

The sub-grade shall be shaped and compacted in conformity to the provisions of Section B1 and Section B11 Part A, and completed for at least 150m ahead of the placing of sub-base course material. Notwithstanding any earlier approval of sub-grade, any damage to or deterioration of sub-grade shall be made good before sub-base is laid.

(2) Spreading Sub-base

Sub-base shall be spread in layers, with uncompacted thickness up to 0.15m subject to the type of roller to be used and the approval of the Engineer. The layers shall be as nearly equal in thickness as possible. Care shall be taken to prevent segregation of the material into fine and coarse parts.

(3) Sprinkling, Rolling and Compacting

Immediately after each layer has been spread and shaped satisfactorily, each layer shall be thoroughly compacted with suitable and adequate compaction equipment approved by the Engineer. Rolling operations shall begin from the outer edge of roadbed toward the centre, gradually in a longitudinal direction; except on super elevated curves, where rolling shall begin at the low side and progress toward the high side. Sub-base of sandy material shall be compacted by use of vibrating equipment.

Each layer shall be compacted to at least 95% of the maximum dry density as determined by BS 1377, Test 12.

Sub-base material which does not contain sufficient moisture to be compacted in accordance with the requirements of this section shall be sprinkled with water as directed by the Engineer.

During construction of sub-base, the Contractor shall ensure the sub-base already spread and rolled is properly drained.

Sub-base material containing excess moisture shall be dried prior to or during compaction. Drying of wet material shall be performed by methods approved by the Engineer. The finished sub-base shall not vary more than 15mm above or below the planned grade at any point. The thickness of the finished sub base shall be on average not less than the required thickness and not thinner than 15mm less than the required thickness at any point and the average of five thickness measurements in any 100m of road shall not be thinner than 10mm less than the required thickness. Sub-base which does not conform to the above requirements shall be reworked, watered and thoroughly re-compacted to conform.

Base Course

Description

This work shall consist of a base, composed of crushed aggregate material placed and compacted on a prepared and accepted sub-grade, sub-base or other base course in accordance with the Specification

and the lines, levels, grades, dimensions and cross sections shown on the Drawings and as required by the Engineer.

Materials

The materials shall meet the requirements for sub-base provided for in section B11B.4, except where otherwise herein indicated. The portion of aggregate passing the 425µm sieve shall if it is plastic, in all cases, have a liquid limit not more than 25 and a plasticity index not more than 6. The material shall conform to the grading requirements listed in Table B11B.4.1. The material shall have a CBR value, after the specified compaction, as indicated on the Drawings or, if not indicated, not less than 80. The course part of the material sampled and tested in accordance with ASTM C131 shall have a percentage of wear not greater than 40. If no grading is indicated on the Drawings, Table B11B.4.1 shall be used. The aggregate impact value (AIV) when tested according to BS 812-112 shall not exceed 30.

Crushed aggregate shall consist of hard durable particles or fragments of rock or gravel crushed to the required size, and a filler of sand or other finely divided mineral matter. When the aggregate is produced from crushed rock, it shall be from a quarry approved in writing by the Engineer, and crushed and screened to achieve the required grading. When produced from gravel, not less than 50% by weight of the coarse aggregate shall be particles having at least one fractured face and, if necessary, to meet this requirement or to eliminate an excess of filler, the gravel shall be screened before crushing.

Construction Methods

(1) Preparation of Sub-grade or Sub-base

The Sub-grade or Sub-base shall be shaped and compacted in conformity to the provisions of Section B1, and Section B11B.4, and completed for at least 50m ahead of the placing of the base course material.

(2) Spreading Base

Base shall be spread in layers with uncompacted thickness up to 0.25m subject to the type of roller to be used and the approval of the Engineer. The layers shall be as nearly equal in thickness as possible. Care shall be taken to prevent segregation of the material into coarse and fine parts.

Where the material for shoulders is the same as that used for the base course, the material shall be evenly spread in layers, as specified, for the full width of the roadbed and the base course and the shoulders constructed simultaneously.

Where the shoulders are not of the same material as the base course, then prior to spreading the aggregate base, a partial width of shoulder, not less than 0.7m wide, shall be constructed to the elevation of the top of each uncompacted layer being placed and the inside edge made as straight as practicable. After the partial completion of the shoulders, the aggregate shall be spread upon the sub-grade or preceding layer, and against the previously formed shoulders, in layers of uniform thickness, as specified, to give the required compacted depth shown on the Drawings. The material deposited on the sub-grade or previous layer may be spread and shaped by any method which will not cause the segregation of the coarse and fine particles. When directed by the Engineer, areas of segregated coarse or fine material shall be remixed or removed and replaced with well graded material.

When the base course is spread contiguous to concrete kerbs or gutters, extreme care shall be exercised not to damage the kerbs or gutters. For any damage to kerbs or gutters, Contractor shall warrant the removal and replacement of the kerbs or gutters.

(3) Sprinkling, Rolling and Compacting

Immediately after each layer has been spread and shaped satisfactorily, each layer shall be thoroughly compacted with suitable and adequate compaction equipment approved by the Engineer.

Rolling operations shall begin along the edges and overlap the shoulder at least 0.7m or as close to the outer edge of the shoulder as practicable where a full width roadbed base course is specified on the Drawings, and progress toward the centre, gradually in a longitudinal direction. On super elevated curves, rolling shall begin at the low side and progress toward the high side. The rolling operation shall continue until all roller marks are eliminated, and the course is thoroughly compacted.

Each layer shall be compacted to at least 95% of the maximum dry density as determined by BS 1377, Test 12. Density of the compacted base course shall be determined by BS 1377, Test 15.

Base course material which does not contain sufficient moisture to be compacted in accordance with the requirements of this section shall be sprinkled with water. The Contractor shall supply the necessary water at his own expense.

Base course material containing excess moisture shall be dried prior to or during compaction. Drying of wet material shall be performed by methods approved by the Engineer.

The final shaping and rolling of the shoulders to the full width shall be made after the base course is completed.

(4) Surface Tolerance

In that area on which pavement is to be placed, any deviation in excess of 10mm from a straight edge 3m long applied to the surface parallel to the centerline of the road and 12mm from a template laid transversely, shall be corrected by loosening, adding or removing material, reshaping and recompacting.

The base completed in each day's work shall have an average thickness not less than the required thickness. The minimum thickness shall be not less than the required thickness, less 15 mm. 80% of the base laid shall have a thickness not less than the required thickness less 10mm.

Any irregularities which may develop in the surface during or after construction shall be corrected by removing or loosening the surface, and adding further materials as required.

Quality Control and Testing

(1) The amount of supporting test data required for initial approval of the quality of the material will be as directed by the Engineer, but will include all the tests specified in this section on at least three representative samples from the proposed material source, selected to represent the range of material quality likely to be obtained from the source.

(2) Following the approval of the quality of a proposed material is given, the full range of material quality tests performed will be repeated subsequently, at the discretion of the Engineer, in the event of observed changes in the material or in its source or in its method of production.

(3) A programme of routine material quality control testing will be carried out to control variability of the material being brought onto the site. The extent of the testing shall be directed by the Engineer, but for every 1000 cubic metres of material produced the testing shall include no less than five (5) plasticity index tests, five (5) particle grading tests, and one (1) maximum dry density determination using AASHTO T 180, Method D. CBR tests shall be carried out from time to time as directed by the Engineer.

(4) The density and moisture content of the compacted material shall be routinely determined, using AASHTO T 191. The test shall be made to the full depth of the layer at locations as directed by the Engineer, but not more than 200 m apart.

(5) All holes in the finished work made by density testing or otherwise shall be backfilled with the specified material by the Contractor without delay and compacted to the density and surface tolerance requirements of this specification.

Appendix

A11 Pavement (Asphalt bases and surfacing)

PART A : SURFACING COURSES

Scope

This section sets out the requirements for surfacing course materials to a previously prepared surface for the laying of a road surface.

Reference Standards

AASHTO M20	Standard Specification for Penetration-Graded Asphalt Cement
AASHTO M81	Standard Specification for Cutback Asphalt (Rapid-Curing Type)
AASHTO M82	Standard Specification for Cutback Asphalt (Medium-Curing Type)
AASHTO M140	Standard Specification for Emulsified Asphalt
AASHTO M208	Standard Specification for Cationic Emulsified Asphalt
AASHTO M226	Standard Specification for Viscosity-Graded Asphalt Cement
AASHTO T104	Standard Method of Test for Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate
AASHTO T164	Standard Method of Test for Quantitative Extraction of Asphalt Binder from Hot Mix Asphalt (HMA)
AASHTO T166	Standard Method of Test for Bulk Specific Gravity (Gmb) of Compacted Hot Mix Asphalt (HMA) Using Saturated Surface-Dry Specimens
AASHTO T176	Standard Method of Test for Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test
AASHTO T179	Standard Method of Test for Effect of Heat and Air on Asphalt Materials (Thin-Film Oven Test)
AASHTO T182	Standard Method of Test for Coating and Stripping of Bitumen-Aggregate Mixtures
AASHTO T209	Standard Method of Test for Theoretical Maximum Specific Gravity (Gmm) and Density of Asphalt Mixtures
AASHTO T245	Standard Method of Test for Resistance to Plastic Flow of Asphalt Mixtures Using Marshall Apparatus.
AASHTO R 59	Standard Practice for Recovery of Asphalt Binder from Solution by Absorbent Method
AASHTO R 97	Standard Practice for Sampling Asphalt Mixtures
BS 76	Tars for Road Purposes
BS 598-112	Sampling and examination of bituminous mixtures for roads and other paved areas.
BS 812	Testing aggregates
BS 1047	Air-cooled blast furnace slag aggregate for use in construction
BS 3690	Bitumen for building and civil engineering
BS EN 12620	Aggregates for concrete
BS EN 13108	Bituminous mixtures
BS 594987	Asphalt for roads and other paved areas. Specification for transport, laying, compaction and product type testing protocols
ASTM C131	Standard Test Method for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine
ASTM D5	Standard Test Method for Penetration of Bituminous Materials
ASTM D113	Standard Test Method for Ductility of Asphalt Materials

ASTM D139	Standard Test Method for Float Test for Bituminous Materials
ASTM D242	Standard Specification for Mineral Filler for Asphalt Mixtures
ASTM D1075	Standard Test Method for Effect of Water on Compressive Strength of Compacted Bituminous Mixtures

General Requirements for Asphalt Bound Bases and Surfacing

Description

This work shall cover the general requirements that are applicable to all types of asphalt bound bases and surfacing irrespective of gradation of mineral aggregate, type and amount of asphalt material or use. Deviations from these general requirements are indicated in the specific requirements as set forth in the respective sections.

The work shall consist of one or more courses of plant-mixed asphalt mixtures constructed on a prepared and accepted sub-grade, sub-base, base course or other roadbed in accordance with the Specification and the specific requirements of the Contract, and in conformity to the required lines, levels, grades dimensions and cross sections.

(1) Composition of Mixtures

The asphalt mix shall be composed of coarse mineral aggregate, fine mineral aggregate and filler. The several mineral constituents shall be sized, uniformly graded and combined in such proportions that the resulting blend meets the grading requirements for the specific type under the Contract. To such composite blended aggregate shall be added to asphalt within the percentage limits set in the Specification for the specific type.

(2) Job Mix

Before starting work, the Contractor shall submit to the Engineer in writing, a proposed job-mix for the mixture to be supplied for the project. The formula so submitted shall stipulate for the mixture a single percentage of aggregate passing each required sieve size, a single definite temperature at which the mixture is to be emptied from the mixer, and, for mixtures to be laid hot, a single definite temperature at which the mixture is to be delivered on the road, all of which shall fall within the ranges of the general composition and temperature limits.

All mixtures furnished to site shall fall within the ranges of tolerance given below:

Passing sieves 10mm and larger + or - 5%

Passing sieves between 10mm and 75µm + or - 4%

Passing 75 µm sieve + or - 1.5%

Asphalt + or - 0.3%

Temperature of mixture when emptied from mixer + or - 10 Degree C

Temperature of mixture at delivery on road + or - 10 Degree C

Each day samples of the materials and mixture shall be taken and tested as specified in the following British Standards or as the Engineer considers necessary for checking the required uniformity of the mixture.

Binders : BS 76 and BS 3690

Aggregates : BS 812 and BS EN 12620

Coated macadam : BS 598-112

When unsatisfactory results or changed conditions make it necessary, the Contractor shall submit a new job-mix to the Engineer for his approval.

Should a change in a material be encountered or should a change in a source of material be made, a new job formula shall be submitted and approved before the mixture containing the new material is delivered. Materials will be rejected if they are found to have voids or other characteristics which require, for a balanced mix, an asphalt content greater or less than the specified range.

Materials

(1) Asphalt Material

Materials shall be of the type specified or shown on the Drawings. If the material to be used is not specifically designated, the type used shall be approved in writing by the Engineer. In general, materials shall meet the requirements for one of the following types.

1) Asphalt Cement

Asphalt cement shall conform to the requirements (for the appropriate grade) of BS 3690 Standard Specification for Asphalt Bitumen. Asphalt Bitumen shall be intended when material is referred to as "straight run bitumen", "penetration grade bitumen" or by its penetration value (as for example 80-100 pen).

2) Cut back Asphalt

Cut back asphalt shall be of the rapid curing type or the medium curing type and shall conform to the requirements (for the appropriate grade of cut back asphalt) of whichever of the following AASHTO Standard Specifications that may apply.

Cut back Asphalt (Rapid Curing Type) AASHTO M81

Cut back Asphalt (Medium Curing Type) AASHTO M82

Cut back Asphalt shall be intended when material is referred to as "cut back bitumen" or is described by one of the grades given in the above named standard specifications (as for example R.C.2) (Approximately R.C.250).

3) Emulsified Asphalt

Emulsified Asphalt shall be of the cationic type unless the anionic type is explicitly specified.

Cationic emulsified asphalt shall conform to the requirements of AASHTO M208.

Anionic emulsified asphalt, if used, shall conform to the requirements of AASHTO M140.

The type and grade of emulsified asphalt shall be governed by the application and surface conditions and shall be approved by the Engineer.

Emulsified Asphalt shall be intended when material is referred to as Bitumen

(2) Coarse Mineral Aggregate

Coarse aggregate is material substantially retained on the 3.35mm BS test sieve and shall be crushed rock, or crushed gravel. Only type of one coarse aggregate shall be used except by written permission from the Engineer.

Crushed rock, and crushed gravel shall consist of clean, tough, durable material free from vegetable matter, soft particles, and other deleterious matter. When gravel is used the clay and silt content shall not exceed 1% by mass of the coarse aggregate when determined in accordance with the sedimentation or decantation methods given in BS 812.

Crushed rock shall be one or more of the types listed below, as classified in BS 812. The Contractor shall if required by the Engineer, inform him of the group or groups to which the aggregate belongs.

- 1) Granite group
- 2) Basalt group
- 3) Gabbro group
- 4) Porphyro group
- 5) Quartzite group
- 6) Horntels group
- 7) Gritstone group
- 8) Limestone group

If it is proposed to use an aggregate of another type other than the groups above, the Contractor shall submit all the facts to the Engineer for his approval.

Coarse Aggregates shall comply with the following;

- Aggregate Impact Volume when tested in accordance with BS 812 of not more than 30%.
- Aggregate Abrasion Value as determined by ASTM C131 of not more than 40.
- Flakiness Index when tested in accordance with BS 812 Part 105.1 shall not exceed 35%.
- When subject to Coating and Stripping Test, AASHTO test method T182, the aggregates shall have a coated area of not less than 95%.

(3) Fine Mineral Aggregate

The portion of the aggregate passing a 3.35mm BS test sieve shall be known as fine mineral aggregate, and shall consist of natural sand, stone screenings. Fine aggregate shall be composed of clean, hard durable particles, rough surfaced and angular, free from vegetable matter, soft particles, clay balls or other objectionable material. Stone screenings shall be produced from stone meeting the requirements for coarse mineral aggregate in item (2) above.

When sand is used the clay and silt content shall not exceed 3% by mass of the fine aggregate when determined in accordance with sedimentation or decantation methods given in BS 812.

(4) Mineral Filler

Mineral filler when required shall consist of lime-stone dust, dolomite dust, or similar rock dust, Portland cement, dehydrated lime, silica cement or other mineral matter from sources approved by the Engineer. It shall be free from foreign or other objectionable material. It shall be dry and free from lumps and when tested by means of laboratory sieves shall meet the following grading requirements.

BS Sieve (µm)	Percentage by Weight Passing
600	100
212	95 - 100
75	75 - 100

Mineral filler shall be considered to include any mineral dust naturally present in the asphalt.

(5) Sources of Supply

The approval of sources of supply of aggregate and mineral filler shall be obtained from the Engineer prior to the delivery of such materials. Samples of each shall be submitted as directed at least ten days in advance of its use.

Composition of Mixtures

The composition of freshly mixed material for coated macadam shall comply, on analysis, with the general requirements given in Section B11C.3.1 and B11C.3.2.

Plant and Equipment

Mixing plant used by the Contractor shall be a modern type batching plant or a continuous mixing plant and shall have the capacity sufficient to supply the paver on the road continuously when spreading the asphalt mix at normal speed and required thickness.

TABLE B11C.3.1 BASECOURSE MATERIAL

Type	40mm nominal size single course	40mm nominal size dense base course	28mm nominal size dense base course	20mm nominal size dense base course
Aggregate	rock/gravel	rock/gravel	rock/gravel	rock/gravel
% by mass of total Binder Content	3.9 ± 0.6	4.5 ± 0.6	4.7 ± 0.6	4.7 ± 0.6
Grade of Binder	80/100 pen	80/100 pen	80/100 pen	80/100 pen
Mixing temp °C Binder	Min. 130 Max 165	Min. 130 Max 165	Min. 130 Max 165	Min. 130 Max 165
°C Aggregate	120 160	120 160	120 160	120 160
Grading BS test sieve mm µm				
50	100	100		
37.5	90 - 100	95 - 100	100	
28	55 - 90	70 - 94	95 - 100	100
20			71 - 95	95 - 100
10	35 - 55	56 - 76	58 - 82	65 - 85
14				52 - 72
6.3	20 - 30	44 - 60	44 - 60	39 - 55
3.35	10 - 20	32 - 46	32 - 46	32 - 46
	300	7 - 21	7 - 21	7 - 21
	75	2 - 9	2 - 9	2 - 9

TABLE B11C.3.2 WEARING COURSE MATERIAL

Type	14mm open course	10mm open course	6mm medium wearing course	14mm dense course	10mm dense wearing course
Aggregate	Crushed rock	Crushed rock	Crushed rock	Crushed rock	Crushed rock
Binder content % by mass to total	Min. 4.8 ± 0.5%	Min. 5.3 ± 0.5%	Min. 5.4 ± 0.5%	Min. 5.1 ± 0.5	Min. 5.3 ± 0.5%
Grade of Binder	80/100 pen	80/100 pen	50/200 pen	80/100 pen	80/100 pen
Mixing temp. °C Binder	130-165	130-165	varies	130-165	130-165
°C Aggregate.	120-160	120-160	120-160	120-160	120-160
Grading BS test sieve Mm µm					
	100			100	
20	90 - 100	100		95 - 100	100
14	55 - 75	85 - 100	100	70 - 90	95 - 100
10	25 - 45	30 - 60	90 - 100	45 - 65	55 - 75
6.3	15 - 25	15 - 25	45 - 65	30 - 45	30 - 45
3.35			10 - 30	15 - 30	15 - 30
1.18	2 - 7	2 - 7	* 2 - 9	3 - 8	3 - 8
75					

The plant shall be able to heat the aggregate and the binder to the appropriate temperatures given in the tables and before coating the aggregate shall be adequately dried.

The plant shall be so designed, co-ordinated and operated so the materials, including any added filler, shall be weighed or measured into the mixer and mixed in such a manner that the premix on discharge from the mixer is uniform in composition and all particles of the aggregate are completely coated.

The Contractor shall provide and have at hand not less than ten 25-kilogram standard weights for frequent testing of all weighing scales on the mixing plant. The plant shall, if situated in urban areas or required by the Contract, be equipped with a dust collector so constructed to waste or return uniformly to the elevator all or any part of the material collected.

A clear and unobstructed passage shall be maintained at all times in and around the truck loading space. This space shall be kept free from drippings from the mixing platform. Flexible pipe connections carrying hot asphalt shall be shielded.

The mixing plant and all equipment necessary to operate the plant will be inspected by the Engineer for his approval.

The asphalt material shall be heated to the temperature as set forth in the tables.

The heating system shall be so designed to avoid overheating. The mixture shall be delivered to site within 14 degrees C of the temperature set in the job-mix formula.

Construction Methods

(1) Weather Limitation

Asphalt mixtures shall be placed only when the surface is dry, when rain is not forecast and when the prepared roadbed is in a satisfactory condition; provided, however that the Engineer may permit, in case of sudden rain the placing of mixture then in transit from the plant, if laid at proper temperature and if the road bed is free from pools of water. Such permission shall in no way relax the requirements for quality and smoothness of surface.

(2) Progress of Work

No work shall be performed when there is insufficient hauling, spreading or finishing equipment, or labour, to ensure progress at a rate not less than 60% of the capacity of the mixing plant.

(3) Hauling Trucks

Trucks for hauling asphalt mixtures shall have tight, clean and smooth metal beds that have been sprayed with soapy water, thinned fuel oil, paraffin oil, or lime solution to prevent the mixture from adhering to the beds. The amount of sprayed fluid shall however be kept to the practical minimum. Each load shall be covered with a canvas or other suitable material of such size to protect the mixture from the weather. Any truck causing excessive segregation of material by its spring suspension or other contributing factors, or that shows oil leaks in detrimental amounts or that causes undue delays shall upon direction of the Engineer be removed from the work until such conditions are corrected. When necessary, in order that the mixture shall be delivered to site within the specified temperature range, a properly fastened insulating cover shall be used. Loading and transporting shall be such that spreading, compacting and finishing shall all be carried out during daylight hours unless satisfactory illumination is provided by the Contractor.

(4) Pavers

The equipment for spreading and finishing shall be approved mechanical, self powered pavers, capable of spreading and finishing the mixture true to the lines, grades, levels, dimensions and cross sections.

The pavers shall be equipped with hoppers and distributing screws of the reversing type to place the mixture evenly in front of adjustable steering devices and shall have reverse as well as forward travelling speeds. Pavers shall also be equipped with vibrating screeds furnished with suitable burners or heaters.

The pavers shall maintain trueness of grade and confine the edges of the pavement to true lines without the use of stationery side forms. The equipment shall include blending or joint levelling devices for smoothing and adjusting longitudinal joints between lanes. The assembly shall be adjustable to give the cross-section shape prescribed and shall be so designed and operated to place the thickness or weight per square metre of material required.

The mixture, after spreading and initial tamping by the paver, shall have a smooth surface free of distortions caused by dragging, tearing or gouging.

If, during construction, it is found that the spreading and finishing equipment in operation leaves in the pavement surface tracks or indented areas or other objectionable irregularities that are not satisfactorily corrected by scheduled operations, the use of such equipment shall be discontinued and other satisfactory spreading and finishing equipment shall be provided

by the Contractor forthwith. A fully trained and experienced operator shall be in direct charge of the paver. Material remaining in hoppers, conveying and spreading mechanisms, tampers and screeds shall be cleaned off at the end of each working day. Narrow strips remaining alongside paver work shall be hand laid and rolled at the same time as the paver laid work, and allowance shall be made for extra compaction of hand-laid strips. Any defects in the finished surface shall immediately be rectified before any rolling takes place and there must be no unnecessary scattering back by hand of material on paver laid work.

(5) Rollers General

The type of roller or roller combination to be used shall be nominated by the Contractor for the approval of the Engineer prior to the commencement of work. Irrespective of the type of roller or roller combination, the Contractor shall supply evidence that the roller or roller combination shall have a compaction capacity not less than 1.5 times the spreading capacity of the paver. During construction, should this compaction capacity not be met, an additional and appropriate roller shall be provided immediately to meet this requirement.

(6) Non-Vibratory Rollers

Generally, with each paver, two steel wheeled tandem rollers and one pneumatic tyred roller will be required, except that on projects involving a total of less than 500 tons of material the minimum requirement will be one tandem roller. All rollers shall be self propelled, capable of being reversed without backlash and equipped with power steering, dual controls allowing operation from either the right or left side, water tanks, sprinkler systems and coco-mats to ensure even wetting of rollers or tyres. The Contractor shall supply to the Engineer for each type of roller a calibration chart showing the relationship between depth of ballast and weight and giving the tare weight of the roller. Each roller shall be in good condition and worked by a competent and experienced operator.

Steel wheeled tandem roller shall weigh not less than 8 metric tons and each tandem roller used for final compaction (finish rolling) shall have at least one roller capable of applying a minimum load of 33N/mm of roller width.

Pneumatic tyred rollers shall be of an approved type having not less than seven wheels smooth tread compactor tyres of equal size and construction capable of operating at inflation pressures up to 850 kN per square metre. Wheels shall be equally spaced along both axle lines and arranged so that tyres on one axle line track midway between those on the other with an overlap. Each tyre shall be kept inflated to the specified operating pressure such that the pressure difference between any two tyres shall not exceed 35 kN per square metre. Means shall be provided for checking and adjusting the tyre pressures on the job at all times. For each size and type of tyre used the Contractor shall supply to the Engineer charts or tabulations showing the relationship between wheel load, inflation pressure and tyre contact pressure, width and area. Each roller shall be equipped with means of adjusting its total weight by ballasting so that the load per wheel can be varied from 15N to 25N. In operation the tyre inflation pressure and the wheel load shall be adjusted, as required by the Engineer, to meet the requirements of each particular application. In general, the compaction of any course with a pneumatic tyred roller shall be accomplished with contact pressures as high as the material will support.

Procedure-Rolling of the mix shall consist of six separate operations as follows:

- 1) transverse joint
- 2) longitudinal joint
- 3) edges

- 4) initial or breakdown rolling
- 5) second or intermediate rolling
- 6) finish rolling

The first rolling of all joints and edges, the initial or breakdown rolling and the final or finish rolling shall all be done with the steel wheeled tandem rollers. The second or intermediate rolling shall be done with the pneumatic tyred roller except on small operations as noted above.

The speed of the rollers shall not exceed 4 kilometres per hour for steel wheeled rollers and 6 Kilometres per hour for pneumatic tyred rollers and shall be at all times slow enough to avoid displacement of the hot mixture.

(7) Vibratory Rollers

Generally, rollers shall be self propelled tandem rollers, capable of being reversed without backlash, be equipped with water tanks, sprinkler systems which wet the tyres evenly, and an automatic vibration control which cuts out the vibratory system before the machine comes to a halt.

The minimum operating weight of the roller shall be 3 tons and minimum drum width 0.75 m, the minimum linear drum applied force 33N/mm and the minimum frequency of vibration 4000 r.p.m. (67 Hz) operating on both wheels.

Where the Contractor wishes to use a roller or roller combination which meets most but not all of the above requirements, the Engineer may approve the use of such rollers provided they meet the compaction capacity as specified in Sub-section B11C.3.5 above and compact to the density and surface tolerances specified in Sub-section B11C.3.5 of this specification.

(8) Spreading and Finishing

Upon arrival at the point of use, the temperature of the mixture shall be checked in both the hauling truck and in the paver hopper and recorded. The mixture shall be spread and struck off to the grade, elevation and cross section shape intended, either over the entire width or over such partial width as may be practicable. The mixture shall be laid upon an approved surface and only when weather conditions are considered suitable by the Engineer.

In narrow base widening, deep or irregular sections, turnouts or driveways where it is impractical to spread and finish the mixture by use of a paver, the Contractor shall use approved spreading equipment or acceptable hand methods as directed by the Engineer.

On areas where in the opinion of the Engineer, the use of spreading equipment is considered impractical the mixture shall be dumped on steel boards then spread, raked and laid by hand to provide the correct weight or uniform thickness of material without segregation.

The Contractor shall provide suitable means for keeping all small tools clean and free from accumulations of asphalt material. He shall provide and have ready for use at all times enough tarpaulins or covers, as may be directed by the Engineer, for use in any emergency such as rain, chilling wind, or unavoidable delay, for the purpose of covering or protecting any material that may have been dumped and not spread.

(9) Compaction of Mixture

General - Immediately after the mixture has been spread and struck off, the surface shall be checked and any inequalities adjusted. The mixture shall then be thoroughly

and uniformly compacted by rolling. Each course shall be rolled as soon after being placed as the material will support the roller without undue displacement or cracking.

Rolling shall start longitudinally at the sides and proceed toward the centre of the pavement except that on superelevated curves rolling shall begin at the low side and progress toward the high side. Successive trips of the roller shall overlap by at least one-half of the width of the roller and alternate trips shall not terminate at the same point. For initial rolling the drive roller should be nearest the paver. Any displacements occurring as a result of reversing the direction of the roller or from any other cause shall at once be corrected with rakes and fresh mixture where required. Care shall be exercised in rolling not to displace the line and grade of the edges.

Rolling shall progress continuously as may be necessary to obtain uniform compaction while the mixture is in a workable condition and until all roller marks are eliminated.

To prevent adhesion of the mixture to the roller, the wheels shall be kept properly moistened, but excess water will not be permitted.

Heavy equipment or rollers shall not be permitted to stand on the finished surface until it has thoroughly cooled or set.

Any petroleum products dropped or spilled from the vehicles or equipment employed by the Contractor upon any portion of the pavement under construction is cause for the removal and replacement of the contaminated pavement by the Contractor.

Along kerbs, headers, manholes and similar structures and at all places not accessible to the roller, thorough compaction shall be secured by means of hot hand tampers or with mechanical tampers giving equivalent compaction. Each hand tamper shall weigh not less than 10 kilograms and shall have a tamping face area of not more than 0.03 square metres.

The surface of the mixture after compaction shall be smooth and true to the established crown and grade within the tolerance specified. Any mixture that becomes loose and broken, mixed with dirt or which is defective in any way, shall be removed and replaced with fresh hot mixture, which shall be compacted immediately to conform to the surrounding area. Any area of 1 square metre or more showing an excess or deficiency of asphalt material shall be removed and replaced. All high spots, high joints, depressions, and honeycombs shall be adjusted and corrected as directed by the Engineer.

(10) Joints

Both longitudinal and lateral joints in successive courses shall be staggered so as not to be one above the other. Longitudinal joints shall be arranged so that the longitudinal joint in the top course shall be at the location of the line dividing the traffic lanes. Lateral joints shall be staggered a minimum of 250mm and shall be straight.

Longitudinal and transverse joints shall be made in a careful manner so that well bonded and sealed joints are provided for the full depth of the course. No mixture shall be placed against previously rolled material unless the edge is vertical or has been cut back to a vertical face. A brush coat of hot asphalt shall be applied just before additional mixture is placed against the previously rolled material.

Spreading shall be as nearly continuous as possible and rollers shall pass over the unprotected end of freshly laid mixture only when authorized by the Engineer. In all such cases provision shall be made for a properly bonded and sealed joint with the new surface for the full depth of the course as specified above.

Before placing mixtures against them, all contact surfaces of kerbs, gutters, headers, manholes, etc., shall be given a thin, uniform coating of hot asphalt and the joints between these structures and the surface mixture shall be effectively sealed by the subsequent spreading, finishing and compaction operations.

(11) Surface Test of the Pavement

The surface shall be tested by a 3-metre straight edge, furnished by the Contractor, applied respectively at right angles and parallel, to the centre line of the road. The Contractor shall designate some employees to use the straight edge under the direction of the Engineer in checking all surfaces. The variation of the surface between any two contacts by the straight edge shall not exceed 12.5 mm for asphalt bound bases. The edges of the pavement shall be straight and true to the required lines. Any excess material shall be cut off square after final rolling, and disposed of by the Contractor at an approved tip.

Asphalt Prime Coat

Description

This work shall consist of the careful cleaning of the surface to be primed and furnishing and applying asphalt material in accordance with the Specification to the area shown on the Drawings and as directed by the Engineer.

Materials

(1) Asphalt Material

Asphalt material shall be a cut back of the type and grade called for in the Contract documents and shall conform to the requirements of Sub-section B11C.3.2.

(2) Blotting Material

Blotting material shall be approved clean dry sand stone screenings free from any cohesive material. It shall contain no organic matter.

Construction Methods

(1) Weather Limitations

Prime coat shall be applied at a time when the surface to be treated is dry or slightly damp, when the ambient temperature is above 13 degrees C and rising, or above 16 degrees C if falling and when the weather is dry.

(2) Equipment

1) Application to Large Areas

The equipment used by the Contractor shall include a power broom and blower or both, a self powered pressure asphalt material distributor, and, when necessary, equipment for heating asphalt material.

The distributor shall have pneumatic tyres of such width and number that the load produced on the road surface shall not exceed 1200 kilograms per mm of tyre width, and shall be so designed, equipped, maintained, and operated that asphalt material at even heat may be uniformly distributed on variable widths of surface up to 5 metres at readily determined and controlled rates of from 0.2 to 9.0 litres per square metre with uniform pressure and with an allowable variation from any specified rate not to exceed

0.1 litre per square metre. Distributor equipment shall include an instrument for measuring the speed of travel accurately at low speeds, the rate of flow of asphalt material through the nozzles, the temperature of the contents of the tank and the pressure. These instruments shall be so located that the operator can easily read them whilst operating the distributor.

Distributors shall be equipped with a separate power unit for the pump and full circulation spray bars. The spray bar on the distributor shall be controlled by a man riding at the rear of the distributor in such a position that operation of all sprays is in his full view.

2) Application of Small Areas

The equipment shall be to the approval of the Engineer but shall generally conform to the following:

The equipment used shall be capable of applying the asphalt material within the specified temperature range and concentration in accordance with Table B11C.4.1 and Sub-section B11C.4.3, respectively.

The distributor shall either have pneumatic tyres and be of such weight so as not to damage the surface to be treated or shall be kept clear of the surface.

3) Supplementary general requirements to 1) and 2) above

The tanks of distributors shall be fitted with accurately calibrated dipsticks or contents gauges.

All measuring equipment on the distributor shall have been recently calibrated and an accurate and satisfactory record of such calibration shall be supplied to the Engineer.

If, after beginning the work, the distribution of asphalt material is found to be in error the distributor shall be withdrawn from the work and calibrated in a manner satisfactory to the Engineer before proceeding with the work.

The Engineer may require such tests as he considers necessary to check the performance of the distributor. As and when directed by the Engineer, the Contractor shall make the distributor and its equipment available for field testing and shall supply any assistance required for this purpose. Any distributor which does not operate satisfactorily or conform to the requirements of the Specification in all respects may be rejected by the Engineer for further use on the road.

Cleaning Surface

Immediately before applying the asphalt material all loose dirt and other objectionable material shall be removed from the surface with a power broom and blower or both as required. Such cleaning shall continue until the entire surface shows a pattern of exposed large particles well wedged together and free from dust. When so ordered by the Engineer a light application of water shall be made just before the application of asphalt material.

(4) Application of Asphalt Material

Asphalt material shall be applied by means of a distributor at the rate or rates directed by the Engineer, which will usually be from 0.5 to 1.5 litres per square metre and at a temperature within the range called for in Table B11C.4.1 for the particular material being used. Any prescribed application shall be divided into two applications when necessary to prevent

asphalt flowing off the surface and additional asphalt material shall be applied where surface conditions indicate it to be necessary, if the Engineer so directs. No further courses shall be applied until the prime coat has set and the solvent evaporated.

When so directed, the prime coat shall be applied in lanes of approximately one half or less of the width of the completed surface. A lane of prime coat shall be applied, allowed to penetrate not less than 4 hours, then covered with blotting material if required and opened to traffic before asphalt material is applied to the adjacent lane. In covering the first treated lane, a strip at least 200mm wide shall be left uncovered where the two lanes join, to permit a slight overlap of the asphalt material.

The surfaces kerbs and/or of structures and trees adjacent to the areas being treated shall be protected in such a manner to prevent their being spattered or marred. No asphalt material shall be discharged into a borrow pit or gutter.

(5) Maintenance and Opening to Traffic

Traffic shall not be permitted on the primed surface until the asphalt material has penetrated and dried and, in the opinion of the Engineer, will not be picked up by traffic. Where the Engineer deems it impracticable to detour traffic, the Contractor shall spread the minimum quantity, as determined by the Engineer, of blotting material necessary to avoid picking up, and traffic shall be allowed to use areas so treated. Any areas containing an excess or deficiency of priming material shall be corrected by the addition of sand or asphalt as directed by the Engineer. Such corrections of faulty work shall be rectified before the asphalt concrete is laid.

TABLE SPRAYING TEMPERATURES FOR ASPHALT

Type	Grade (approx.)	Temperatures (°C)
Cutbacks		(whirling spray jet)
R.C or M.C / <u>1</u>	(30)	50 - 60
	(70)	65 - 80
	(250)	95 - 115
	(800)	115 - 135
	(3000)	135 - 155
Asphalt cement	80 - 100 pen	180 - 200
	200 - 300 pen	165 - 175

Notes:

1. Emulsions ambient temperature or hotter as necessary for uniform spraying and satisfactory penetration.
2. Slot jet distributors should allow a lower spray temperature.

Asphalt Tack Coat

Description

This work shall consist of furnishing and applying asphalt material to a previously prepared roadbed, in accordance with the Specification and to the width and area required by the Engineer.

Materials

Asphalt material shall be either rapid curing cut back or rapid setting emulsion of the type and grade called for in the Contract documents and shall conform to the requirements of Sub-section B11C.3.2.

Construction Methods

(1) Equipment

The equipment shall be as specified in Section B11C.4 - Asphalt Prime Coat.

(2) Cleaning Surface

When, in the opinion of the Engineer, it is necessary, the full width of surface to be treated shall be cleaned with a power broom or power blower to remove loose dirt and other objectionable material. The surface to be treated shall be dry.

(3) Application of Asphalt Material

Immediately after cleaning the surface, asphalt material shall be applied by means of a distributor at the rates directed by the Engineer, but not to exceed 0.75 litres per square metre and at the temperature within the range called for in Section 2.4.3 for the particular material being used. The tack coat shall be applied only when the surface is dry except with the permission of the Engineer.

The surfaces of kerbs and/or structures and trees adjacent to the areas being treated shall be protected in such a manner to prevent their being spattered or marred. No asphalt material shall be discharged into a borrow pit or gutter. The Engineer may direct that emulsions shall be diluted with clean water in order to control the rate of spread.

The surface course shall not be placed over the tack coat until it is in a proper condition of tackiness to receive it. Tack coat shall be applied only so far in advance of surface course placement as is necessary to obtain this proper condition of tackiness. Until the surface course is placed, the Contractor shall protect the tack coat from damage.

Asphalt Concrete Surfacing

Description

(1) General

This work shall consist of a surfacing of dense graded asphalt concrete constructed on a prepared base in accordance with the Specification and the lines, levels, grades, dimensions and cross section shown on the Drawings and as required by the Engineer.

All the provisions of Section B11C.3 "General Requirements for Asphalt Bound Bases and Surfacing" shall form a part of the Specification unless otherwise stated.

The surfacing shall consist of one or two layers of the thickness shown on the Drawings. The top layer shall be denoted as the wearing course and the lower layer as the binder course. Mixtures shall be designed according to the "Marshall Method Mix Design" Asphalt Institute Manual - No 2 - MS-2.

General Composition of the Mixture

The mixture shall consist of mineral aggregate, and filler if needed, coated with asphalt cement. The total mineral aggregate shall have a job mix grading within the limits set by Table B11C.6.1, even allowing for tolerances.

In exceptional cases the Engineer's approval may be given to gradings outside the limits specified in Table B11C.6.1.

The ratio of total material passing the 75µm sieve to asphalt by weight shall not exceed 1.5 to 1.0.

In addition to meeting the requirements of the job mix formula in Section B11C.3, laboratory samples shall be prepared using 75 blows. The samples shall be of approved material to the gradation and asphalt content stated and shall have the following characteristics:

- 1) Marshall Stability not less than 9.0 kN.
- 2) Marshall Flow (0.25mm) not less than 8 nor more than 18 and also.
- 3) The ratio of {Marshall Stability (kN)}/{Marshall Flow (0.25mm)} shall not be less than 0.55.
- 4) Air voids in Mix, binder course: 4-7%
- 5) Air voids in Mix, wearing course: 4-6%
- 6) Voids filled with Asphalt, binder course: 65-80%
- 7) Voids filled with Asphalt, wearing course: 75-80%

The selected job mix shall be from one of the classifications listed below:

TABLE B11C.6.1

ASTM Sieve Size (mm)	Wearing course	Binder course
	Total % by weight passing including filler	
16		100
12.5	100	95-100
8.0	95-100	65-75
4.0	43-57	43-57
2.0	31-44	31-44
1.0	22-33	22-33
0.5	16-24	16-24
0.3	12-18	12-18
0.16	8-13	8-13
0.075	6-11	6-11

Job Mix

Before starting work, the Contractor shall submit to the Engineer in writing, a proposed job-mix formula for the mixture to be supplied for the project. The formula so submitted shall stipulate for the mixture a single percentage of aggregate passing each required sieve size a single definite temperature at which the mixture is to be emptied from the mixer, and, for mixtures to be laid hot, a single definite temperature at which the mixture is to be delivered on the road, all of which shall fall within the ranges of the general composition and temperature limits.

All mixture furnished to site shall fall within the ranges of tolerance given below:

Passing sieves 10mm and larger + or - 5%

Passing sieves between 10mm and 75µm + or - 4%

Passing 75 µm sieve + or - 1.5%

Asphalt + or - 0.3%

Temperature of mixture when emptied from mixer + or - 10 Degree C

Temperature of mixture at delivery on road + or - 10 Degree C

Each day samples of the materials and mixture shall be taken and tested as specified in the following British Standards or as the Engineer considers necessary for checking the required uniformity of the mixture.

Binders : BS 76 and BS 3690

Aggregates : BS 812 and BS EN 12620

Coated macadam : BS 598

When unsatisfactory results or changed conditions make it necessary, the Contractor shall submit a new job-mix formula to the Engineer for his approval.

Should a change in a material be encountered or should a change in a source of material be made, a new job formula shall be submitted and approved before the mixture containing the new material is delivered. Materials will be rejected if they are found to have void or other characteristics which require, for a balanced mix, asphalt content greater or less than the specified range.

Materials

(1) Asphalt Materials

Asphalt Materials shall conform to the requirements of Sub-section B11C.3.2. In the absence of any requirement or permission to the contrary, asphalt cement of 80-100 penetration shall be used.

(2) Asphalt Additive

The provisions of Sub-section B11C.3.2 shall be applied.

(3) Coarse Mineral Aggregate

The provisions of Sub-section B11C.3.2 shall be applied.

(4) Fine Mineral Aggregate

The provisions of Sub-section B11C.3.2 shall be applied.

(5) Mineral Filler

The provisions of Sub-section B11C.3.2 shall be applied.

(6) Combined Mineral Aggregates

The mineral aggregates when combined in the proportions required by the job-mix formula shall have a Sand Equivalent of not less than 50 as determined by AASHTO Test Method T176.

(7) Mixture

The asphalt shall be extracted from samples in accordance with AASHTO Test Method T164. After concentration of the extracted asphalt solvent solution to approximately 200 millilitres the contained mineral particles shall be removed in a centrifuge. This removal shall be considered satisfactory when the ash content (by ignition) of the recovered asphalt is not greater than 1% by weight. The asphalt shall be recovered from the solution in accordance with AASHTO Test Method R59.

Asphalt recovered from samples shall have a penetration of at least 70% of the penetration of the asphalt cement before mixing and ductility of at least 400mm when tested in accordance with ASTM D5 and D113 respectively.

Construction Methods

Construction methods shall conform to the requirements of Section B11C.3 of this specification subject to the following modifications.

- (1) Heating of asphalt materials - Asphalt cement shall be heated to a temperature between 135 Degree C and 163 Degree C. The Engineer will approve the exact temperature.
- (2) Heating of mineral aggregates - The mineral aggregates shall be heated to a temperature between 135 Degrees C and 171 Degree C.
- (3) Heating of mixture - The mixture shall be delivered from the mixer at a temperature within the absolute limits of 135 Degrees C and 170 Degrees C even allowing for tolerances.
- (4) Delivery of mixture - The mixture shall be delivered on the road within $\pm 14^{\circ}\text{C}$ of the job mix formula temperature giving due account of compaction temperatures.
- (5) Compaction - The mixture shall be compacted at a temperature above 105 Degrees C. The density of all samples taken from the compacted surface course shall be not less than 97% of the Marshall Density of the mixture sampled at the plant appropriate to the location.
- (6) Pavement Samples - The Contractor shall after final rolling and before opening the surface to traffic, cut samples from the finished work for testing. Samples shall be not less than 250mm square, except that, for measurement of the field density only, cores with a minimum diameter of 100 mm cut by an approved coring machine will be acceptable. Samples shall be taken of the mixture for the full depth of the course from the locations directed by the Engineer.

One sample for density measurement shall be taken for each day or fraction of a day that the plant operates or if the output exceeds 100 tons per day then at the rate of one per 100 tons or part thereof.

Samples for analysis and other tests shall be taken from the surface course when the Engineer so directs and shall in any case be taken whenever a change is made in the job-mix formula.

Where samples have been taken, fresh material shall be placed, thoroughly compacted and finished to the satisfaction of the Engineer.

(7) Surface Test of the Pavement

The surface shall be tested by a 3-metre straight edge, furnished by the Contractor, applied respectively at right angles and parallel, to the centre line of the road. The Contractor shall designate some employees to use the straight edge under the direction of the Engineer in checking all surfaces. The variation of the surface between any two contacts by the straight edge shall not exceed 2.4 mm for surface courses. The edges of the pavement shall be straight and true to the required lines. Any excess material shall be cut off square after final rolling, and disposed of by the Contractor at an approved tip.

Quality Control and Testing

Unless specified otherwise, the Contractor shall provide adequate laboratory accommodation and all the equipment required for sampling and for each of the following tests:

- Grading analysis of aggregates and filler.
- Flakiness and Elongation Index of course aggregates.
- Sand Equivalent of aggregates
- Bulk specific gravity of mixed aggregates
- Compacted density of mixed aggregates
- Compacted density of mix (Marshall Density)
- Marshall Stability and Flow
- Density of compacted surface course.
- Asphalt extraction

The Contractor shall be responsible for this sampling and testing and shall provide an adequate number of skilled assistants to do this work. The Engineer may provide an adequate number of skilled assistants to do this work. The Engineer may however from time to time decide to take the samples and or carry out the test himself.

The Contractor shall keep records of all his tests and copies of these records shall be sent to the Engineer continuously.

The Contractor shall provide the Engineer with the following results and records of tests carried out on each day's production together with the exact location of each day's production in the finished work.

- Temperature of mix when sampled at the mixing plant and on the road.
- Density of laboratory - compacted mix (Marshall Density)
- Compacted density and percentage compaction of surface course.
- Marshall Stability and Flow
- Asphalt content and aggregate grading of mix
- Air voids in mix

Protection of the Pavement

Sections of the newly finished work shall be protected from traffic of any kind until the mixture has cooled to 50 Degrees C. Traffic shall not normally be permitted on the newly laid surface less than 6 hours after completion of the pavement, except with the approval of the Engineer.

A12 Pavement (Pre-cast concrete)

PART D: PRE-CAST CONCRETE KERBS, SLABS AND EDGINGS

Scope

This work shall consist of kerbs, channels, edgings, slabs or combination of these made of Pre-cast concrete and constructed in accordance with the lines, levels, grades dimensions and types shown on the Drawings. This work shall also include excavation in unclassified materials, construction of a bed course and backing. Pre-cast concrete kerbs, slabs, channels and edgings shall comply with BS EN 1340.

Reference Standards

BS EN 1340 Concrete kerb units. Requirements and test methods

Materials

Bed course material and backing shall be as described in the Contract.

Concrete shall be of the class indicated on the Drawings and shall conform to the requirements of Section B3 of this specification.

Construction Methods

Pre-cast concrete units shall be cast in steel moulds, unless otherwise approved by the Engineer, which are dimensionally accurate. Stripped units shall have a smooth blemish free appearance on the faces which will be exposed when installed in the Works.

Excavation shall be made to the required depth and width to accommodate the bedding to the type of kerb, channel or edging to be used, and the base upon which the kerb, channel or edging is to be set shall be compacted to a firm even surface. All soft and unsuitable material shall be removed and replaced with suitable material as directed by the Engineer. Concrete backing to kerbs, channels and edgings shall be placed so as not to interfere with pedestrian guardrail, sign posts and the like which are to be installed subsequently.

Pre-cast concrete paving slabs shall be laid to the patterns and falls indicated in the Drawings.

Where coloured units are required, the colouring agent shall be approved by the Engineer and sample units shall be cast at the Contractor's expense to determine the proportions of colouring agent required to achieve the correct colour, as determined by the Engineer.

For curves of 12m radius or less, kerbs of appropriate radius shall be used.

The finished work shall be true to line grade and level to within 3mm in 3m and shall present a smooth appearance free from kinks and distortion visible to the eye.

Where shown on the Drawings insitu foot walk construction shall comply with the requirements of the specification for the materials used.

APPENDIX

A13 Concrete works

Scope

This section sets out the general requirements applicable to the concretes, the mortars and grouts to be incorporated in the Permanent Works.

Definitions

Structural concrete is any grade of concrete which is used in reinforced, prestressed or unreinforced concrete construction, which is subject to stress and which is required to comply with the detailed component and strength requirements of this specification.

Non-structural concrete is composed of materials complying with this specification but for which no strength requirements are specified and which is used only for filling voids and for similar purposes where it is not subjected to significant stress.

A formed surface is a face which has been cast against formwork.

A free surface is a horizontal or nearly horizontal surface produced by screeding or trowelling to the level and finish required.

A pour refers to the operation of placing concrete into any mould, bay or formwork, etc., and also to the volume which has to be filled. Pours in vertical succession are also referred to as lifts.

Water/cement ratio is the ratio by weight of the free water in the mix divided by the weight of cement in the mix. Free water is the water in the mix including water absorbed by the aggregate.

General Provisions

The Contractor shall set out the alignment, the line and level of the various surfaces and structures and establish bench marks and profiles to indicate the lines and levels for construction works. All bench marks and profiles etc. shall be effectively protected until the permanent works are completed.

Reference Standards

The materials, mix design, transporting, placing, compaction, curing and testing of concrete shall comply with the requirements of the American Concrete Institute (ACI), the American Association of State Highway and Transportation Officials (AASHTO), the American Society for Testing and Materials (ASTM) and the British Standard (BS), and Bangladesh National Building Codes (BNBC).

The following publications form part of this specification:

BNBC 2017	Bangladesh National Building Codes 2017
ACI 211	Recommended Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete
ACI 214	Guide to Evaluation of Strength Test Results of Concrete
ACI 305	Guide to Hot Weather Concreting
ACI 315	Guide to Presenting Reinforcing Steel Design Details
ACI 318	Building Code Requirements for Structural Concrete and Commentary
BS 812	Testing aggregates
BS 882	Specification for aggregates from natural sources for concrete
BS 1305	Specification for batch type concrete mixers
BS 3892	Pulverized-fuel ash
BS 3963	Methods for testing the mixing performance of concrete mixers
BS 4027	Specification for sulphate-resisting Portland cement

BS 4251	Specification for track type concrete mixer
BS 4483	Steel fabric for the reinforcement of concrete
BS 5075	Concrete admixtures
BS 6213	Selection of construction sealants. Guide Status
BS EN 196-6	Methods of testing cement. Determination of fineness
BS EN 197-1	Cement. Composition, specifications and conformity criteria for common cements
BS EN 206	Concrete. Specification, performance, production and conformity
BS EN 1008	Mixing water for concrete. Specification for sampling, testing and assessing the suitability of water, including water recovered from processes in the concrete industry, as mixing water for concrete
BS EN 1992-1-1	Design of concrete structures. General rules and rules for buildings
BS EN 1992-3	Design of concrete structures. Liquid retaining and containing structures
BS EN 12350	Testing fresh concrete
BS EN 12390	Testing hardened concrete
AASHTO T11	Standard Method of Test for Materials Finer Than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing
AASHTO T26	Standard Method of Test for Quality of Water to be Used in Concrete
AASHTO T27	Standard Method of Test for Sieve Analysis of Fine and Coarse Aggregates
AASHTO T37	Standard Method of Test for Sieve Analysis of Mineral Filler for Hot Mix Asphalt
AASHTO T72	Organic Impurities in Sands for Concrete
AASHTO T84	Standard Method of Test for Specific Gravity and Absorption of Fine Aggregates
AASHTO T85	Standard Method of Test for Specific Gravity and Absorption of Coarse Aggregates
AASHTO T104	Standard Method of Test for Soundness of Aggregates by Use of Sodium Sulfate or Magnesium Sulfate
AASHTO T105	Standard Method of Test for Chemical Analysis of Hydraulic Cement
AASHTO T106	Standard Method of Test for Compressive Strength of Hydraulic Cement Mortars
AASHTO T112	Standard Method of Test for Clay Lumps and Friable Particles in Aggregates
AASHTO T119	Standard Method of Test for Cement Concrete
AASHTO T128	Standard Method of Test for Fineness of Hydraulic Cement by the 150- μ m (No. 100) and 75- μ m (No. 200) Sieves
AASHTO T131	Standard Method of Test for Time of Setting of Hydraulic Cement by Vicat Needle
AASHTO T132	Standard Method of Test for Tensile Strength of Hydraulic Cement Mortars
AASHTO T133	Standard Method of Test for Density of Hydraulic Cement
AASHTO T196	Standard Method of Test for Air Content of Freshly mixed Concrete by the Volumetric Method
ASTM C33	Standard Specification for Concrete Aggregates
ASTM C40	Standard Test Method for Organic Impurities in Fine Aggregates for Concrete
ASTM C70	Standard Test Method for Surface Moisture in Fine Aggregate
ASTM C88	Standard Test Method for Soundness of Aggregates by Use of Sodium Sulphate or Magnesium Sulphate
ASTM C117	Standard Test Method for Materials Finer than 75- μ m (No. 200) Sieve in Mineral Aggregates by Washing

ASTM C131	Standard Method of Test for Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine
ASTM C150	Standard Specification for Portland Cement
ASTM C156	Standard Test Method for Water Loss [from a Mortar Specimen] Through Liquid Membrane-Forming Curing Compounds for Concrete
ASTM C192	Standard Practice for Making and Curing Concrete Test Specimens in the Laboratory
ASTM C227	Standard Test Method for Potential Alkali Reactivity of Cement-Aggregate Combinations (Mortar-Bar Method)
ASTM C289	Standard Test Method for Potential Alkali-Silica Reactivity of Aggregates (Chemical Method)
ASTM C294	Standard Descriptive Nomenclature for Constituents of Concrete Aggregates
ASTM C295	Standard Guide for Petrographic examination of Aggregates for Concrete
ASTM C309	Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete
ASTM C494	Standard Specification for Chemical Admixtures for Concrete
ASTM C535	Standard Test Method for Resistance to Degradation of Large-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine
JIS G 3532	Low Carbon Steel Wires

Materials for Concrete

General Provisions

The Contractor shall submit to the Engineer full details of all materials which he proposes to use for making concrete. No concrete shall be placed in the Permanent Works until the Engineer has approved the materials of which it is composed. Approved materials shall not thereafter be altered or replaced by other materials without the consent of the Engineer.

Cement

Cement shall comply with the Bangladesh National Building Codes (BNBC), the British Standard, the American Society for Testing and Materials, or as otherwise indicated on the Drawings.

Where low alkali Portland cement is called for, the cement shall comply with BS EN 197-1 and in addition shall not contain more than 0.6 % by weight of alkali measured as sodium and potassium oxides and expressed as the "equivalent sodium oxide content" % equip $\text{Na}_2\text{O} = \% \text{Na}_2\text{O} + (0.658\% \text{K}_2\text{O})$.

Sulphate-resisting Portland cement conforming to BS 4027 or low heat Portland cement conforming to BS EN-197-1 may be used also but only if prescribed in the Contract or on the written instruction by the Engineer. High alumina cement shall not be used in structural concrete.

Cement shall be free flowing and free of lumps. It shall be supplied in the manufacturer's sealed unbroken bags or in bulk. All cement used in a casting shall be of the same type and manufactured at the same factory.

Bagged cement shall be transported in vehicles provided with effective means of ensuring that it is protected from the weather.

Cement in bags shall be stored in a suitable weatherproof structure of which the interior shall be dry and well ventilated at all times. The floor shall be raised above the surrounding ground level and shall be so constructed that no moisture rises through it.

Each delivery of cement in bags shall be stacked but shall not be stacked against an outside wall. If pallets are used, they shall be constructed so that bags are not damaged during handling and stacking. No stack of cement bags shall exceed 3 m in height. Different types of cement in bags shall be clearly distinguished by visible markings and shall be stored in separate stacks.

Cement from already broken bags shall not be used in the Permanent Works.

Cement in bags shall be used in the order in which it is delivered.

Bulk cement shall be stored in weatherproof silos which shall bear a clear indication of the type of cement in them. Different types of cement shall not be mixed in the same silo.

The Contractor shall provide sufficient storage capacity on site to ensure that his anticipated programme of work is not interrupted due to lack of cement having due regard to factors outside the Contractor's control such as transport, weather conditions, holidays and breakdowns.

Cement which has become hardened or lumpy or fails to comply with the Specification in any way shall be removed from the site.

All cement used in the Permanent Works shall be tested by the manufacturer or the Contractor in a laboratory acceptable to the Engineer. The manufacturer's certificates shall show that the cement complies with the requirements of the Specification in all aspects.

Each set of tests carried out by the manufacturer or the Contractor shall relate to not more than one day's output of each cement plants, and shall be made on samples taken from cement which is subsequently delivered to site. Alternatively, subject to the agreement of the Engineer, the frequency of testing shall be one set of tests for every 200 tonnes of cement delivered to site from each cement plant. Cement from each consignment shall be stored in such a manner that all the cement covered by one certificate may be identified.

Cement which is stored on site for longer than one month or which has exceeded 3 months from the date of manufacture shall be retested in a laboratory acceptable to the Engineer at the rate of one set of tests for every 100 tonnes, and at monthly intervals thereafter.

The Contractor shall take samples as directed by the Engineer. The testing shall include but not necessarily be confined to:

- Fineness (AASHTO T 128 or BS EN 196-6)
- Compressive Strength (AASHTO T 106)
- Setting Time (AASHTO T 131)
- Chemical Analysis (AASHTO T 105)

Cement which does not comply with the Specification shall not be used in the Permanent Works and shall be removed from the site immediately.

The Contractor shall keep full records of all data relevant to the manufacture, delivery, testing and use of all cement used in the Permanent Works and shall provide the Engineer with two copies thereof.

Aggregate for Concrete

Aggregate for Concrete shall conform to the requirements for fine and coarse aggregate in BS 882. Fine and coarse aggregates shall separately conform to the requirements set out below:

- (1) General Requirements:

Aggregate shall be clean, hard, durable and shall not contain iron pyrites, iron oxides (other than magnetite), mica, shale, coal or other laminar, soft or porous materials.

(2) Grading:

Fine aggregate shall conform to BS 882 Table 5, Zones C or M. In order to achieve an acceptable grading, it may be necessary to blend materials from more than one source. Coarse aggregates shall be supplied in the nominal sizes specified and shall be graded in accordance with BS 882 for single sized aggregates. A coarse aggregate may be predominantly angular, rounded or irregular as defined in BS 812, Part 1.

(3) Chlorides:

The chloride content shall not exceed 0.03 % by weight expressed as chloride ion when tested in accordance with BS 812: Part 117 subject to the further restriction on total chloride content as stipulated in Sub-section B3.5.9.

(4) Sulphates:

The sulphate content shall not exceed 0.4 % by weight expressed as SO₃ when tested in accordance with BS 812 Part 118 subject to the further restriction on total sulphate content as stipulated in Sub-section B3.5.9.

(5) Soundness:

Aggregates shall be tested for soundness in accordance with AASHTO T 104. The weight loss after 5 cycles in Magnesium Sulphates solution shall not exceed 15 % and after 5 cycles in sodium sulphates solution shall not exceed 10 %.

(6) Alkali Reactive Minerals:

No part of the aggregates shall contain any mineral known to have a potential to cause alkali silica, alkali silicate, alkali carbonate or any other damaging chemical reaction between alkalis and aggregates when tested in accordance with ASTM C 227 and ASTM C 289. If during the course of the test it is concluded that an unequivocal identification of a potentially reactive mineral is not possible, alternative tests shall be carried out to provide the required identification and if positive identification is not achieved the aggregate shall not be used in the permanent works.

(7) Flakiness:

Flakiness Index of coarse aggregates when tested in accordance with BS 812 Part 105.1 shall be as set out hereunder and not as given in BS 882 Table 1.

- For nominal 40 mm aggregate and above, not more than 40
- For nominal 20 mm aggregate and below, not more than 35

(8) Water Absorption:

The coarse aggregate shall not have water absorption of more than 2.5 % when tested as set out in AASHTO T 85 or BS 812-2.

(9) Organic Impurities:

Fine aggregate shall be tested as set out in ASTM C 33 and ASTM C 40.

(10) Aggregate Impact Value

Coarse aggregate shall be tested as specified in BS 812 Part 112. The maximum aggregate impact value shall be:

- 25 percent when the aggregate is to be used in heavy duty concrete floor finishes,
- 30 percent when the aggregate is to be used in concrete pavement wearing surface and
- 45 percent when to be used in other concrete.

Testing Aggregates

(1) Acceptance Testing

The Contractor shall deliver to the Engineer samples containing not less than 50 kg of any aggregate which he proposes to use in the Permanent Works and shall supply such further samples as the Engineer may require. Each sample shall be clearly labelled to show its origin and shall be accompanied by all the information called for in BS 882.

Tests to determine compliance of the aggregate with all the requirements of Sub-section B3.5.9 shall be carried out by the Contractor in a laboratory acceptable to the Engineer. If the tested materials fail to comply with the Specification, further tests shall be made in the presence of the Contractor and the Engineer and acceptance of the material shall be based on such tests.

The acceptance tests carried out by the Contractor shall generally be on three representative samples of fine and coarse aggregates taken in the presence of the Engineer. Total numbers of tests required for acceptance shall be as indicated in the table below:

Table Type and Number of Tests for Acceptance

Description of Test	Reference Standard Designation	Number of Tests	
		Fine Aggregate	Coarse Aggregate
Water Absorption	AASHTO T 85 or BS 812-2	--	1 per sample
Flakiness Index	BS 812-105	--	1 per sample
Aggregate Impact Value	BS 812-, 110, & 112	--	1 per sample
Grading	BS 812-103-1 & 2	1 per sample	3 per sample
Soundness	AASHTO T 104	--	1 per sample
Clay, Silt, and Dust Content	BS 882 & BS 812-103 ASTM C 117	3 per sample	3 per sample
Organic Impurities	ASTM C 40, ASTM C 33	3 per sample	3 per sample
Chloride Content	BS 812-117	1 per sample	1 per sample
Sulphate Content	BS 812-118	--	1 per sample

Description of Test	Reference Standard Designation	Number of Tests	
		Fine Aggregate	Coarse Aggregate
Petrographic Examination	BS 812-1 ASTM C 294, ASTM C 295	as required, min. 3	as required, min. 3
Alkali Reactivity	ASTM C 289	as required, min. 3	as required, min. 3
Moisture Content	BS 812: Part 109	as required	as required

If any time a significant physical or chemical change in the nature of the coarse or fine aggregate occurs, or a new source of aggregate is used, the Engineer may direct that some or all of the acceptance testing is repeated.

(2) Routine Testing

The Contractor shall carry out routine testing of aggregates for compliance with the Specification during the period in which concrete is being produced for the Permanent Works. The Tests set out below shall be performed on aggregates from each separate source on the basis of one set of tests for each day on which aggregates are delivered to site provided that no set of tests shall represent more than 250 tonnes of fine aggregate nor more than 500 tonnes of coarse aggregate, and provided also that the aggregates are of uniform quality. If the aggregate from any source is variable, the frequency of testing shall be as instructed by the Engineer.

- Grading
- Silt and Clay Content
- Moisture Content
- Organic Impurities

In addition to the above routine tests, the Contractor shall carry out the following tests at the frequencies stated:

- Moisture content: As frequently as may be required in order to control the water content of the concrete as required by the Specification.
- Chloride content: As frequently as may be required to ensure that the proportion of chlorides in the aggregates does not exceed the limit stated in the Specification.

The Contractor shall take account of the fact that when the chloride content is variable it may be necessary to test every load in order to prevent excessive amounts of chloride contaminating the concrete. For this purpose, the Contractor shall use the rapid files test (the Quan tab test). In the event of disagreement regarding the results of the filed test, the chloride content of the aggregate shall be determined in the laboratory as described in BS 812-117 (the Volhard tests).

Delivery and Storage of Aggregates

Aggregates shall be delivered to site in clean and suitable vehicles. Different types or sizes of aggregate shall not be delivered in one vehicle.

Each type or size of aggregate shall be stored in a separate bin or compartment having a base such that contamination of the aggregate is prevented. Dividing walls between bins shall be substantial and continuous so that no mixing of types or sizes occurs.

The storage of aggregate shall be arranged so that possible rapid drying out in hot weather is prevented in order to avoid sudden fluctuations in water content. Storage of fine aggregates shall be arranged so that they drain sufficiently before use in order to prevent fluctuations in water content of the concrete.

Water for Concrete and Mortar

The Contractor is prohibited from using sea water for any process in the making and curing of concrete, mortar and grouts.

Water for mixing or curing or mortar shall not contain more than following concentrations of impurities:

- | | | |
|--|---|-----------|
| - The sum of sulphates, alkali carbonates and bicarbonates | < | 1000 mg/l |
| - Chlorides | < | 500 mg/l |
| - Suspended solids | < | 2000 mg/l |
| - Another dissolved solids | < | 2000 mg/l |

The pH value of water shall be within the range of 6 to 8.

The water used in mixing or curing shall be tested by methods described in BS EN 1008.

Water shall be stored in contamination free tanks. The tanks shall be shaded from the direct rays of the sun. Water at higher temperature than 40oC shall not be used for mixing or curing concrete.

Admixtures

(1) General Requirements

The use of admixtures in concrete may be required under the Contract to impart special properties to the concrete or may be proposed by the Contractor to assist compliance with the Specification.

Admixtures shall comply with BS 5075-1, 2 & 3 or ASTM C 494.

In all cases the Contractor shall submit to the Engineer full details of the admixture he proposes to use and the manner in which he proposes to add it to the mix, at least 28 days prior to the date of commencement of construction of the particular structures on which he intends to use such admixtures.

The information provided shall include:

- The typical dosage and the detrimental effects of an excess or deficiency in the dosage.
- The chemical names of the main active ingredients in the admixture.
- Whether or not the admixture contains chlorides, and if so, the chloride ion content expressed as a percentage by weight of admixture.
- Whether the admixture leads to the entrainment of air when used at the manufacturer's recommended dosage, and if so, the extent to which it does so.
- Long- and short-term effects of the admixture on concrete including the effects of different types or cement and aggregates.
- Storage life.
- Safety precautions required in handling.
- Compatibility with other additives.
- Compliance with Standards.

The chloride ion content of any admixture shall not exceed 2 % by weight of the admixture nor 0.03 % by weight of the cement in the mix.

Admixtures shall not be mixed together without the consent of the Engineer.

APPENDIX

A4-4 Concrete works

(2) Super Plasticizing Admixtures

If the Drawings specify or the use of super plasticizing admixtures is subsequently authorised by the Engineer, the Flow Table test carried out in accordance with BS EN 12350-5 shall be used to control and record workability.

Test cubes shall be made in accordance with BS EN 12350 except that the concrete shall be placed in the cubes and compacted to the same degree as the concrete placed in the works.

In addition to the normal trial mix cubes required an additional set of cubes shall be made with 1.5 times the intended super plasticizing admixture addition to assess the effect of overdosage on the concrete.

If the super plasticizing additive is not specified but the Contractor requests permission to use it the Engineer will not approve its use unless full particulars including chemical constituents of the admixture are submitted and the additional trial mixes mentioned above have been carried out and all are considered satisfactory.

The Engineer reserves the right to refuse the use of super plasticizing admixture for concrete required for particular structures.

Air Entraining Agents

In addition to the general requirements, air entraining agents shall be capable of producing an air content in concrete mixes within the limits stated on the Drawings without any tendency to produce excessive air content in the event of prolonged mixing times.

The effect of a proposed air entraining agent shall be tested by the Contractor in trial mixes produced in the plant which he proposes to use for the Permanent Works.

(4) Workability Agents

Subject to the agreement of the Engineer, admixtures may be used by the Contractor to assist in meeting the requirements of the Specification or to aid the placing of concrete.

Workability agents shall not have any adverse effect on the properties of the concrete. If a reduction in strength of the concrete is caused, the Contractor shall counteract this by a reduction in water/cement ratio or by an increase in cement content or both.

Other Cementitious Components

(1) Pulverized Fuel Ash

Pulverized fuel ash (PFA) shall comply with the requirements of BS 3892 and shall have a carbon content not exceeding seven percent by weight.

The maximum sulphate content of PFA expressed as SO₃ shall be 2.5 % by weight of PFA but if the weight of PFA in the mix exceeds the weight of cement in the mix, the maximum content of SO₃ shall be 1.5 %.

The maximum SO₃ content of the mix shall not exceed the limit given in the next Sub-section of this specification.

The fineness as expressed by the specific surface shall be within the range of Zones B or C in BS 3892, and not more than one test in ten shall show a result falling outside this range.

PFA shall only be used in conjunction with cement complying with BS EN 197-1 and the total sulphate content of the mix from all sources, expressed as SO₃ shall not exceed that stated in Sub-section B3.5.9 of this specification.

(2) Ground Granulated Blast Furnace Slag

When ground granulated blast furnace slag is blended with cement the mixture shall comply with BS EN 197-1.

(3) Use of Other Cementitious Components

The use of other cementitious components, whether as a separate material or incorporated in the cement before delivery to site may be permitted subject to the agreement of the Engineer.

The proportion of pozzolanic material used shall not exceed 50% by weight of the cement in the mix. In the case of blast furnace slag, the proportion shall be subject to the agreement of the Engineer.

Total Chloride and Sulphate Content

The total chloride content arising from all ingredients in a mix including cement, water and admixtures shall not exceed the following limits, expressed as chloride ion and as a percentage of the weight of cement in the Mix:

- For prestressed concrete, steam cured concrete or concrete containing sulphate resisting or super sulphated cement: 0.05 %.
- For any other reinforced concrete 0.15 % in 95 % of all test results providing no result is more than 0.3 %.

The total sulphate content expressed as SO₃ of all the ingredients in a mix including cement, water and admixtures shall not exceed 4.0 % of the weight of cement in the mix.

Design of Concrete Mixes

Grades of Concrete

The grades of structural concrete to be used in the Permanent Works shall be those shown on the Drawings. The grades designated are as indicated in Table below.

Table minimum cement content, Maximum Water Cement Ratio and Minimum grade of concrete for different exposure.

Sl No.	Exposure	Plain Concrete			Reinforced Concrete		
		Mini mum Cement Content kg/m ³	Maximu m Free water cement Ratio	Minimu m grade of Concrete	Minimum Cement Content kg/m ³	Maximum Free water cement Ratio	Minimum grade of Concrete
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
i.	Mild	220	0.60	-	300	0.55	M 20
i.	Moderate	240	0.60	M 15	300	0.50	M 25
i.	Severe	250	0.50	M 20	320	0.45	M 30
i.	Very severe	260	0.45	M 20	340	0.45	M 35
i.	Extreme	280	0.45	M 25	360	0.40	M 40

Design of Proposed Mixes

The Contractor shall design the mixes which he proposes to use in the Permanent Works to achieve acceptable workability and resistance to segregation during handling and placing. The Contractor shall submit full details of all the mixes he proposes to use to the Engineer. Mixes shall also comply with the following requirements:

- (1) The aggregate portion shall be well graded from the nominal maximum size of stone down to the 150-micron size.
- (2) The cement contents shall be as indicated in Table above, unless a higher cement content is required to meet the strength requirement.
- (3) The water/cement ratio shall be the minimum consistent with adequate workability but in any case, not greater than that shown in Table above taking due account of any water contained in the aggregates. The Contractor shall take into account that this requirement may need the inclusion of a workability agent in the mix.
- (4) The workability shall be consistent with ease of placing and proper compaction having regard to the presence of reinforcement and embedded items.
- (5) The compressive strength at 28 days as determined in accordance with Sub-section B3.6 shall not be less than the specified minimum average strength given in Table above plus the required increase in strength given in table below.
- (6) The drying shrinkage determined in accordance with BS EN 12390 shall not be greater than 0.05 %.
- (7) Blinding concrete shall be in compliance with the requirements for Non-Structural Concrete as set out in Sub-section B3.21 of this specification unless otherwise indicated on the Drawings.

Trial Mixes with 150 mm Test Cubes

For each mix of concrete, the Contractor shall in the presence of a representative of the Engineer prepare three separate batches of concrete using the materials which have been approved for use in the Permanent Works and the mixing plant which he proposes to use for the Permanent Works.

Six test cubes shall be cast from each batch.

The making, curing and testing of all test cubes shall comply with the requirements of BS EN 12350 and BS EN 12390. The slump of the concrete carried out in accordance with BS EN 12350 shall be recorded.

Three cubes from each batch shall be tested for compressive strength at 7 days and the remaining three at 28 days.

The density of all the cubes shall be determined before the cubes are crushed.

The 28 days strength shall be determined by averaging the crushing strength of the nine (9) cubes tested at 28 days.

If the 28 days strength determined as above is less than the required minimum average strength shown in Table below the mix shall be adjusted in order to comply.

If adjustment of aggregate proportions does not increase the strength the water cement ratio shall be reduced.

If it is then necessary to increase the workability the use of a plasticity admixture or additive will be accepted. An increase in cement content will not normally be acceptable.

The average strength of the final nine trial mix 28-day cubes accepted by the Engineer shall be referred to thereafter as shown in Table below.

Table Required Minimum Final Trial Mix Strength

Grade of Concrete	Designated Required Minimum Average 28 Days Compressive Strength	
	N/mm ²	kg. /cm ²
100/20	10	100
100/40	10	100
150/20	15	150
150/40	15	150
250	25	250
300	30	300
350	35	350
400	40	400
500	50	500

The Contractor shall carry out tests to determine the drying shrinkage of the concrete.

If the Engineer does not agree to a proposed concrete mix for any reason, the Contractor shall amend his proposals and carry out further trial mixes. No mix shall be used in the Permanent Works without the written consent of the Engineer.

Based on the results of the test on the trial mixes, the Contractor shall submit full details of his proposals for mix design to the Engineer, including the type and source of each ingredient, the proposed proportions of each mix and the results of the tests on the trial mixes.

Quality Control of Concrete Production (150 mm cubes)

For each class of concrete in production at each batching plant for use in the Permanent Works, samples of concrete shall be taken at the point of mixing or of deposition as instructed by the Engineer and in the presence of a representative of the Engineer, all in accordance with the sampling procedures described in BS EN-12350.

The slump of each sample carried out in accordance with BS EN 12350-2 shall be determined at the time of sampling.

Samples shall be taken on the basis of one for each 20 m³ of concrete placed but, in any case, not less than one sample per day or one sample for each pour of concrete placed, whichever is the more frequent.

Six 150 mm test cubes shall be cast from each sample, cured and tested as set out in BS EN 12350-1.

Two cubes shall be tested at 7 days and two at 28 days Two cubes shall be tested at 7 days and two at 28 days and extra 2 tubes for 14 days or 3 days.

Failure to Comply with Requirements

The Contractor shall take any action instructed by the Engineer to remedy concrete which fails to comply with the Specification. Such action may include but is not necessarily confined to the following:

- (1) Adjusting the mix proportions until the concrete again complies with the Specification.
- (2) Cutting test cores from the failed concrete and testing in accordance with BS EN-12390.
- (3) Carrying out additional works to overcome the effect of the failed concrete.
- (4) Removing the failed concrete.
- (5) Increasing the frequency of sampling until control is again established.

Mixing Concrete

Before any plant for batching, mixing, transporting, placing, compacting and finishing concrete is ordered or delivered to site, the Contractor shall submit to the Engineer full details including Drawings of all the plant which he proposes to use and the arrangements he proposes to make.

Concrete for the Permanent Works at each site shall be batched and mixed in one or more central plants unless the Engineer agrees to some other arrangement.

Batching and mixing plants shall be modern efficient equipment complying with the requirements of BS1305 and capable of producing a uniform distribution of the ingredients throughout the mass. Truck mixers shall not be used unless the Engineer agrees otherwise, in which case they shall comply with the requirements of BS 4251. If the plant proposed by the Contractor does not fall within the scope of BS 1305, it shall be tested in accordance with BS 3963 and shall have a mixing performance within the limits of Table 6 of BS 1305.

Unless the Engineer agrees otherwise, each mixing plant shall be tested for mix variability before it is used to mix concrete for the Permanent Works.

All mixing operations shall be under the control of an experienced supervisor.

The aggregate storage bins shall be provided with drainage facilities arranged so that drainage water is not discharged to the weight hoppers. Each bin shall be drawn down at least once per week and any accumulation of mud or silt removed.

Cement and aggregates shall be batched by weight. Water may be measured by weight or volume.

The weighing and water dispensing mechanism shall be maintained in good order. Their accuracy shall be maintained within the tolerances described in BS1305 and checked against accurate weights and volumes at least once every 30 days and when required by the Engineer.

The weights of cement and of each size of aggregate indicated by the mechanism employed shall be within a tolerance of $\pm 2\%$ of the respective weights per batch agreed by the Engineer.

The Contractor shall provide standard test weights at least equivalent to the maximum working load used on the most heavily loaded scale and other auxiliary equipment required for checking the satisfactory operation of each scale or other measuring device. Tests shall be made by the Contractor at intervals to be determined by the Engineer and shall be carried out in his presence. For the purpose of carrying out these tests, there shall be easy access for personnel to the weight hoppers. The Contractor shall furnish the Engineer with copies of the complete results of all check tests and shall make any adjustments, repairs or replacements necessary to ensure satisfactory performance.

The Contractor shall provide standard test weights at least equivalent to the maximum working load used on the most heavily loaded scale and other auxiliary equipment required for checking the satisfactory operation of each scale or other measuring device. Tests shall be made by the Contractor at intervals to be determined by the Engineer and shall be carried out in his presence. For the purpose of carrying out these tests, there shall be easy access for personnel to the weight hoppers. The Contractor shall furnish the Engineer with copies of the complete results of all check tests and shall make any adjustments, repairs or replacements necessary to ensure satisfactory performance.

The nominal drum or pan capacity of the mixer shall not be exceeded. The turning speed and the mixing time shall be as recommended by the manufacturer, but in addition, when water is the last ingredient to be added, mixing shall continue for the period of time recommended by the manufacturer or at least one minute after all the water has been added to the drum or pan.

If the Engineer has reason to doubt the adequacy of the mixing, he may order variability tests.

The blades of pan mixers shall be maintained within the tolerances specified by the manufacturer of the mixer and the blades shall be replaced when it is no longer possible to maintain the tolerances by adjustment.

Mixers shall be fitted with an automatic recorder registering the number of batches discharged.

The water to be added to the mix shall be reduced by the amount of free water contained in the coarse and fine aggregates. This amount shall be determined by the Contractor by a method agreed by the Engineer immediately before mixing begins each day and thereafter as the Engineer directs. When the correct quantity of water, determined as set out in the Specification, has been added to the mix, no further water shall be added, either during mixing or subsequently.

After mixing for the required time, each batch shall be discharged completely from the mixer before any materials for the succeeding batch are introduced.

Mixers which have been out of use for more than 30 minutes shall be thoroughly cleaned before any fresh concrete is mixed and thereafter the first batch of concrete through the mixer shall contain only half the normal quantity of coarse aggregate. This batch shall be mixed for one minute longer than the time applicable to a normal batch.

Mixers shall be cleaned out before changing to another type of cement or to a mix of another class.

Transport of Concrete

The concrete shall be discharged from the mixer and transported to the Works by means which shall prevent adulteration, segregation or loss of ingredients, and which shall ensure that the concrete is of the required workability at the point and time of placing. The loss of slump between discharge from the mixer and placing shall not exceed 25 mm.

The time elapsing between mixing and placing a batch of concrete shall be as short as The time elapsing between mixing and placing a batch of concrete shall be as short as practicable and, in any case, no longer than will permit completion of placing and compaction before the onset of initial set. If the placing of any batch of concrete is delayed beyond this period, the concrete shall not be placed in the Permanent Works.

Placing of Concrete

Consent for Placing

Prior to the commencement of concreting operations, the Contractor shall submit to the Engineer for his approval a "Method Statement" indicating details of the equipment he intends to use and the procedure and the sequence of operation he proposes for the work.

Preparation of Surfaces to Receive Concrete

Excavated surfaces on which concrete is to be deposited shall be prepared as set out in Section B11 of this specification.

Existing concrete surfaces shall be prepared as set out in Section B3.15 of this specification. Before deposition or further concrete, they shall be clean, hard and sound and if required by the Engineer shall be wet but without any free-standing water.

Any flow of water into an excavation shall be diverted through proper side drains to a sump, or be removed by other suitable methods which will avoid washing away the freshly deposited concrete or any of its constituents. Any underdrains constructed for this purpose shall be completely grouted up when they are no longer required by a method agreed by the Engineer.

If so, instructed by the Engineer rock surfaces against which concrete is to be placed shall receive a prior coating of mortar mixed in the proportions similar to those of the fines portion in the concrete to be placed. The mortar shall be kept ahead of the concrete. The mortar shall be well worked into all parts of the excavated surfaces and shall be not less than 5 mm thick.

The amount of mortar placed at any one time shall be limited so that it does not dry out or set before being covered with concrete.

Placing Procedures

The concrete shall be deposited as nearly as possible in its final position. It shall be placed so as to avoid segregation of the concrete and displacement of the reinforcement, other embedded items, or formwork. It shall be brought up in layers approximately parallel to the construction joint planes and not exceeding 50 cm in compacted thickness unless otherwise permitted or directed by the Engineer, but the layers shall not be less than four times the maximum nominal size of aggregate in thickness.

Layers shall not be placed so that they form feather edges nor shall they be placed on a previous layer which has taken its initial set. In order to comply with this requirement, a layer may be started before completion of the preceding layer.

All the concrete in a single bay or pour shall be placed as a continuous operation. It shall be carefully worked round all obstructions, irregularities in the foundations and the like so that all parts are completely full of compacted concrete with no segregation or honeycombing. It shall also be carefully worked round and between water stops, reinforcement, embedded steelwork and similar items which protrude above the surface

All work shall be completed on each batch of concrete before its initial set commences and thereafter the concrete shall not be disturbed before it has set hard. No concrete that has partially hardened during transit shall be used in the Permanent Works and the transport of concrete from the mixer to the point of placing shall be such that this requirement can be complied with.

Concrete shall not be placed during rain which is sufficiently heavy or prolonged to wash mortar from coarse aggregate on the exposed faces of fresh concrete. Means shall be provided to remove any water accumulating on the surface of the placed concrete. Concrete shall not be deposited into such accumulations of water. Concrete from which mortar has been washed away shall be removed and disposed of off the site.

In drying weather, covers shall be provided for all fresh concrete surfaces which are not being worked on. Water shall not be added to concrete for any reason during the transportation from the batching plant or during the placing of the concrete into position.

When concrete is discharged above its place of final deposition, segregation shall be prevented by the use of chutes, downpipes, trunking, baffles or other appropriate devices.

Forms for walls, columns and other than sections of significant height shall be provided with openings or other devices that will permit the concrete to be placed in manner that will prevent segregation and accumulation of hardened concrete on the formwork or reinforcement above the level of the placed concrete.

When it is necessary to place concrete under water the Contractor shall submit to the Engineer his proposals for the method and equipment to be employed. The concrete shall be deposited either by funnel-shaped tremies which are kept continuously filled with concrete up to a level above the water and which shall have the discharging bottom fitted with a trapdoor and immersed in the concrete in order to reduce to a minimum the contact of the concrete with the water. Special care shall be taken to avoid segregation.

If the concrete in a tremie pipe is allowed to fall to such an extent that water enters the pipe, the latter shall be removed from the pour and filled with concrete before being again lowered into the placing position. During and after concreting under water, pumping or dewatering in the immediate vicinity shall be suspended if there is any danger that such work will disturb the freshly placed concrete.

Interruption to Placing

If concrete placing is interrupted for any reason and the duration of the interruption cannot be forecast or is likely to be prolonged, the Contractor shall immediately take the necessary action to form a construction joint so as to eliminate as far as possible feather edges and sloping top surfaces and shall thoroughly compact the concrete already placed in accordance with Section B3.10. All work on the concrete shall be completed while it is still plastic and it shall not thereafter be disturbed until it is hard enough to resist damage. Equipment and materials to comply with this requirement shall be readily available at all times during concrete placing.

Before concreting is resumed after such an interruption the Contractor shall cut out and remove all damaged or uncompacted concrete, feather edges or any other undesirable features and shall leave a clean sound surface against which the fresh concrete may be placed.

If it becomes possible to resume concrete placing without contravening the Specification and the Engineer consents to a resumption, the new concrete shall be thoroughly worked in and compacted against the existing concrete so as to eliminate any "cold joints".

Dimension of Pours

Unless otherwise agreed by the Engineer, pours shall not be more than two metres high and shall as far as possible have a uniform thickness over the plan area of the pour. Concrete shall be placed to the full planned height of all pours except in the circumstances described in Sub-section B3.9.4.

The Contractor shall plan the dimensions of pours in such a way that thermal or shrinkage stresses are minimized.

Placing Sequence

The Contractor shall arrange that as far as possible the intervals between placing successive lifts of concrete in one section of the Permanent Works are of equal duration.

Where required by the Engineer to limit the opening of construction joints due to shrinkage, concrete shall not be placed against adjacent concrete which is less than 21 days old except in vertical lifts.

When the Drawings call for contraction gaps in concrete, these shall be of the widths and in the locations shown on the Drawings and they shall not be filled until the full-time interval shown on the Drawings has elapsed.

Compaction of Concrete

The concrete shall be fully compacted throughout the full extent of the placed layer. It shall be thoroughly worked against the formwork and around any reinforcement and other imbedded items, without displacing them. Particular care shall be taken at arises and other thoroughly confined spaces. Successive layers of the same pour shall be thoroughly worked together.

Concrete shall be compacted with the assistance of mechanical immersion vibrators, unless the Engineer agrees another method.

Immersion vibrators shall operate at a frequency of between 7,000 and 10,000 cycles per minute. The Contractor shall ensure that vibrators are operated at pressures and voltages not less than those recommended by the manufacturer in order that the comp active effort is not reduced.

A sufficient number of vibrators shall be operated to enable the entire quantity of concrete being placed to be vibrated for the necessary period and, in addition, stand by vibrators shall be available for instant use at each place where concrete is being placed.

Where the concrete contains aggregate with a nominal size of 75 mm or more, vibrators with a diameter of 100 mm or more shall be used.

Vibration shall be continued at each point until the concrete ceases to contract, a thin layer of mortar has appeared on the surface and air bubbles have ceased to appear. Vibrators shall not be used to move concrete laterally and shall be withdrawn slowly to prevent the formation of voids. Vibration shall not be applied by way of reinforcement nor shall vibrators be allowed to touch reinforcement or other embedded items. The vibrator shall be inserted vertically into concrete to penetrate the layer underneath at regular spacing which shall not exceed the distance from the vibrator over which vibration is visibly effective.

Curing of Concrete

General Requirements

Concrete shall be protected during the first stage of hardening from loss of moisture and from the development of temperature differentials within the concrete sufficient to cause cracking. The methods used for curing shall not cause damage of any kind to the concrete.

Curing shall be continued for as long as may be necessary to achieve the above objectives but in any case, for at least 7 days or until the concrete is covered by later construction whichever is the shorter period.

The curing process shall commence as soon as the concrete is hard enough to resist damage from the process, and in the case of large areas or continuous pours curing shall commence on the completed section of the pour before the rest of the pour is finished.

Details of the Contractor's proposals for curing concrete shall be submitted to the Engineer before the placing of concrete commences in the Permanent Works.

Loss of Moisture

Exposed concrete surfaces shall be closely covered with impermeable sheeting, properly secured to prevent its removal by wind and the development of air spaces beneath it. Joints in the sheeting shall be lapped by at least 300 mm.

If for some reason it is not possible to use impermeable sheeting, the Contractor shall keep the exposed surfaces continuously wet by means of a water spray or by covering with a water absorbent material which is kept wet, unless this method conflicts with Sub-section B3.11.3.

Water used for curing shall be of the same quality as that used for mixing as stated in Sub-section B3.5.6.

Formed surfaces may be cured by retaining the formwork in place for the required period and by keeping the formwork wet.

If the use of the foregoing methods is inappropriate, surfaces which will not have further concrete bonded to them and which are not to receive an application of a finish may be cured by the application of a curing compound. Curing compounds shall contain a fugitive dye to enable the extent of the spread to be seen easily.

Curing compound used on surfaces exposed to the sky shall if instructed by the Engineer, contain sufficient finely divided flake aluminium in suspension to produce a complete coverage of the surface with a metallic finish when applied at the rate recommended by the manufacturer.

Curing compounds shall become stable and impervious to the evaporation of water from the concrete surface within 60 minutes of application. The material shall not react chemically with the concrete and shall not crack, peel or disintegrate within three weeks after application.

Curing compounds shall not be applied to construction joints or surfaces to be bonded to subsequent concrete.

If instructed by the Engineer, the Contractor shall, in addition to the curing provisions set out above provide a suitable form of shading to prevent the direct rays of the sun reaching the concrete surfaces for at least the first four days of the curing period.

Limitation of Temperature Differentials

The Contractor shall limit the development of temperature differentials in concrete after placing by any means appropriate to the circumstances as accepted by the Engineer which shall include some or all of the following:

- (1) Use of low heat cement, subject to the agreement of the Engineer.
- (2) Insulation of exposed concrete surfaces by insulating blankets. Such blankets shall have a thermal conductance C value less than 1.0 W/m²°C.
- (3) Leaving formwork in place during the curing period. Steel forms shall be suitably insulated on the outside.
- (4) Preventing rapid dissipation of heat from surfaces by shielding from wind.
- (5) Avoiding the use of water sprays when such use would cause rapid cooling of the surface.
- (6) Shielding concrete surfaces from clear night skies.

Protection of Fresh Concrete

Freshly placed concrete shall be protected from rainfall and from water running over the surface until it is sufficiently hard to resist damage from this cause.

No traffic shall be allowed on any concrete surface until such time as it is hard enough to resist damage by such traffic.

Concrete placed in the Permanent Works shall not be subjected to any structural loading until it has attained at least its minimum average strength as defined in Section B3.6 of this specification.

If the Contractor desires to impose structural loads on newly-placed concrete, he shall make at least three test cubes and cure them in the same conditions as the concrete they represent. These cubes shall be tested singly at suitable intervals in order to estimate the time at which the minimum average strength is reached.

Concreting in Hot Weather

The Contractor shall prevent damage to concrete arising from exposure to extreme temperatures above 35° C, and shall maintain in good working order all plant and equipment and tools required for this purpose.

In the event that conditions become such that even with the use of the equipment the requirements cannot be met, concrete placing shall immediately cease until such time as the requirements can again be met.

During hot weather the Contractor shall take all measures necessary to ensure that the temperature of concrete at the time of placing in the Permanent Works does not exceed 35° C and that the concrete does not lose any moisture during transporting and placing.

Such measures may include but are not necessarily limited to the following:

- (1) Shielding aggregates from direct sunshine.
- (2) Sun shields on mixing plants and transporting equipment.
- (3) Cooling the mixing water. If ice is used for this purpose it shall be in flake form. Lump ice shall be screened from the water before the water shall be allowed to enter the tank supplying the mixer drum or pan.
- (4) Covering skips closely with polythene sheet so that the latter is in contact with the concrete.
- (5) Painting all equipment and sunshields white.
- (6) Arranging the concreting operation to commence in the evening and to be completed before sunrise.

Areas in which concrete is to be placed shall be shielded from direct sunshine and rock or concrete surfaces shall be thoroughly wetted if instructed by the Engineer to reduce absorption of water from the concrete placed or on against them.

After concrete in any part of an area has been placed, the specified curing process shall be commenced as soon as possible. If any interval occurs between completion of placing and start of curing, the concrete shall be closely covered during the interval with polyethylene sheet to prevent loss of moisture.

Finishes on Free Surfaces

Classification of Finishes

Horizontal or nearly horizontal surfaces which are not cast against formwork shall be finished to the class shown on the Drawing and defined hereunder:

(1) U1 Finish (Screeded Surface)

All surfaces on which no higher class of finish is called for on the Drawings or instructed by the Engineer shall be given a U1 finish. The concrete shall be levelled and screeded to produce a uniform plain or ridged surface; surplus concrete being struck off by a straightedge immediately after compaction.

(2) U2 Finish (Float Finish)

The surface shall first be treated as a Class U1 finish and after the concrete has hardened sufficiently, it shall be floated by hand or machine sufficient only to produce a uniform surface free from screed marks.

(3) U3 Finish (Steel Trowel Finish)

The surface shall be floated as for a U2 finish but to the tolerance stated in the table below. When the moisture film has disappeared and the concrete has hardened sufficiently to prevent laitance from being worked to the surface, it shall be steel-trowelled under firm pressure to produce a dense, smooth uniform surface free from trowel marks.

(4) U4 Finish (High Grade Steel Trowel Finish)

The requirement is similar to a U3 finish but the permissible tolerances are smaller.

(5) U5 Finish (Brushed Finish)

The concrete surface shall firstly be prepared as a U2 finish and then lightly brushed with a stiff brush to produce a textured finish. The brush used, once approved, shall be kept for the brushed finish only and not used for any other purpose.

Permissible Tolerances

The permissible tolerances on free surfaces shall not exceed the values given in Table below.

Table Surface Tolerances

Class of Finish	Tolerance in mm		
	A	B	C
U1	Not applicable	10	+20 / -10
U2	Nil	10	+20 / -10
U3	Nil	5	+12.5 / -7.5
U4	Nil	2	+6 / -4
U5	Nil	10	+20 / -10

- A:** is the maximum allowable value of any sudden change of level in the surface
- B:** is the maximum allowable value of any gradual irregularity of the surface, as indicated by the gap between the surface and a three-meter-long straightedge or correctly shaped template placed on the surface.
- C:** is the maximum allowable value of the difference in level or position between a straightedge or correctly shaped template placed on the surface and the specified level or position of that surface.

Finishes of formed surfaces shall comply with the requirements of Section B4.

Construction Joints

Whenever concrete is to be bonded to other concrete which has hardened, the surface of contact between the sections shall be deemed a construction joint. Formation of construction joints shall be done as specified in BS EN 1992-3.

Where construction joints are shown on the Drawings, the Contractor shall form such joints in those positions. The location of joints which the Contractor requires to make for the purpose of construction shall be subject to the agreement of the Engineer and details shall be submitted. The exact location of all construction joints shall be submitted to the Engineer at least four weeks prior to the start of construction of the relevant part of the works. Construction joints shall be in vertical or horizontal planes except in sloping slabs where they shall be normal to the exposed surface or else where the Drawings require a different arrangement.

Construction joints shall be so arranged to reduce to a minimum the effects of shrinkage in the concrete after placing, and shall be placed in the most advantageous positions with regard to stresses in the structures and the desirability of staggering joints.

Feather edges of concrete at joints shall be avoided and any feather edges which may have formed where reinforcing bars project through a joint shall be cut back until sound concrete has been reached.

The intersections of horizontal or near horizontal joints and exposed faces of concrete shall appear as straight lines produced by use of a guide strip fixed to the formwork at the top of the concrete lift, or by other means acceptable to the Engineer.

Construction joints formed as free surfaces shall not exceed a slope of 20% from the horizontal.

The surfaces of the fresh concrete in horizontal or near horizontal joints shall be thoroughly cleaned and roughened by means of high-pressure water and air jets when the concrete is hard enough to withstand the treatment without the leaching of cement. The surface of vertical or near vertical joints shall be similarly treated if circumstances permit the removal of formwork at a suitable time.

Where concrete has become too hard for the above treatment to be successful, the surface whether formed or free is to be thoroughly scabbled by mechanical means or wet sand blasted and then washed with clean water. The indentations produced by scabbling shall be not less than 10 mm deep and shall not extend closer than 40 mm to a finished face.

If instructed by the Engineer the surface of the concrete shall be thoroughly brushed with a thin layer of mortar complying with Section B3.20, all as set out in Sub-section B3.9.2 immediately prior to the deposition of fresh concrete being placed and the fresh layer of concrete shall be thoroughly and systematically vibrated to full depth to ensure complete bond with the adjacent layer.

No mortar or concrete may be placed in position on or against a construction joint until the joint has been inspected and passed by the Engineer.

Expansion and Contraction joints

Expansion and contraction joints are discontinuities in concrete designed to allow for thermal or other movements in the concrete.

Expansion joints are formed with a gap between the concrete faces to permit subsequent expansion of the concrete. Contraction joints are formed to permit initial contraction of the concrete and may include provision for subsequent filling.

Expansion and contraction joints shall be formed in the positions and in accordance with BS 8007 and the details shown on the Drawings or elsewhere in the Specification.

Water Stops

All references to water stop include grout stops.

Water stops shall be of the material and form shown on the Drawings and/or as specified in BS 6213 and BS EN-1992-3 with prefabricated angle and intersection pieces. No water stops material shall be brought onto site until the Contractor has submitted full details of the materials he proposes to use, including samples, and these have been approved by the Engineer. All samples shall be of adequate length for testing.

Water stops shall be made of materials which are resistant to chlorides, sulphates, or other deleterious substances which may be present in the environment of the Permanent Works.

Rubber waterstops may be of natural or synthetic rubber and shall have an elongation at breaking stress of at least 500 % at 25° C and shall be capable of accommodating a transverse movement of at least 50 mm.

Polyvinyl chloride (PVC) waterstops shall be extruded from unfilled plasticized PVC polymer or copolymer which does not contain any reclaimed or scrap PVC. PVC waterstops shall have an elongation at breaking stress of at least 220 % at 25° C under a tensile stress of 60 kg/cm² and shall be capable of accommodating a transverse movement of at least 50 mm.

Waterstops shall be supplied in lengths as long as possible consistent with ease of handling and construction requirements.

In rubber or plastic materials joints other than butt joints shall be supplied ready made by the manufacturer. Butt joints shall be made on site in accordance with the manufacturer's instructions and with equipment supplied for the purpose by the manufacturer.

Waterstops material shall be stored carefully on site to avoid damage and contamination with oil, grease, or other pollutants. Rubber and plastic waterstops shall be stored in cool well-ventilated places away from direct sunlight.

Rubber and plastic waterstops which are embedded in one side of a joint more than one month before the scheduled date of placing concrete on the other side, shall be protected from the sun.

Waterstops shall be firmly fixed in the formwork so that they cannot be displaced during concrete placing and shall be completely free of all dirt, grease, oil, etc., before placing concrete.

Concrete shall be placed carefully round waterstops so as to avoid distortion or displacement and shall be fully compacted. Where waterstops lie in horizontal or nearly horizontal plane the Contractor shall ensure that no voids are left on the underside of the waterstops.

Formwork round waterstops shall be carefully removed to avoid damage. If waterstops suffer any damage which cannot be properly repaired insitu the Engineer may require a section of concrete to be removed and the waterstops replaced.

Jointing materials

Jointing materials, joint filler, sealants etc. shall comply with BS 6213 and BS EN-1992-3.

Records of Concrete Placing

Records, in a form agreed by the Engineer, shall be kept by the Contractor of the details of every pour of concrete placed in the Permanent Works. These records shall include class of concrete, location of pour, date of pour, ambient temperature and concrete temperature at time of placing, moisture contents of aggregates, details of mixes, batch numbers, cement batch number, results of all tests undertaken, location of test cube sample points and details of any cores taken.

The Contractor shall supply to the Engineer four copies of these records each week covering work carried out the preceding week. In addition, he shall supply to the Engineer monthly histograms of all 28-day cube strength together with accumulative and monthly standard deviations and any other information which the Engineer may require concerning the concrete placed in the Permanent Works.

Mortar

This section covers mortar for use ahead of concrete placing, and other uses not covered elsewhere in the Specification.

Mortar shall be composed of fine aggregate complying with Sub-section B3.5.3 and the type of cement specified in Sub-section B3.5.2. The mix proportions shall be as stated on the Drawings or if not stated shall be one part of cement to two parts of fine aggregate by weight.

Small quantities of mortar may be hand mixed but for amounts over 0.5 m³ a mechanical mixer shall be used.

The water content of the mortar shall be as low as possible consistent with the use for which it is required but, in any case, the water/cement ratio shall not be more than 0.5.

Mortar which is specified as 'dry pack' shall be mixed with sufficient water for the mix to become cohesive but not plastic when squeezed in the hand. Dry pack mortar shall be rammed into the cavity it is required to fill, using a hand rammer with sufficient force to ensure full compaction.

Concrete for Non-Structural Purposes

Non-structural concrete (NS concrete) shall be used only for non-structural purposes. Concrete to be used for concrete bedding and termed "Lean Concrete" or "Levelling Concrete" or "Blinding Concrete" on the Drawings shall comply with the requirements as set out in this section and Sub-section B3.6.1.

The constituent material shall comply with as specified in Sub-section B3.5.2, B3.5.3 and B3.5.6.

The weight of cement mixed with 0.3 m³ of combined or all-in aggregate shall not be less than 50 kg. The mix shall be proportioned by weight or by volume. The maximum aggregate size shall be 40 mm nominal. However, for thin layers of NS concrete, nominal maximum aggregate size of 20 mm shall be used.

The concrete shall be mixed by machine or by hand to a uniform colour and consistency before placing. The quantity of water used shall not exceed that required to produce a concrete with sufficient workability to be placed and compacted where required.

The concrete shall be compacted by hand or by mechanical vibration.

Grouting of Pockets and Holes and Underpinning of Base Plates

Pockets and holding-down bolt holes shall be thoroughly cleaned out using compressed air and water jet. Holes drilled by a diamond bit shall be roughened. The pockets and holes shall be filled with grout consisting of cement and clean fresh water mixed in proportion of two parts by weight of cement to one part by weight of water. The pouring of liquid grout shall cease as soon as each hole is filled and any excess grout on the surface of the concrete foundation shall be completely removed and the surface dried off before the next operation proceeds.

The constituent materials shall comply with as specified in Sub-section B3.5.2, B3.5.3 and B3.5.6.

The space between the top surface of foundation concrete and the underside of base plates shall be filled with a special mortar made up in the following proportions:

- (1) Portland Cement 50 kg

- (2) Fine Aggregate 50 kg
- (3) An additive acceptable to the Engineer to counteract shrinkage in proportions recommended by the manufacturer.

The special mortar shall be mixed as per manufacturer's recommendation which will result in a consistency of mix of sufficient workability to enable maximum compaction to be achieved.

The special mortar shall then be well rammed in horizontally below the base plate and from one edge only until it is extruded from the other three sides. The mortar which has extruded shall then be rammed back to ensure complete support without voids.

Hand Mixed Concrete

Concrete for structural purposes shall not be mixed by hand. Where non-structural concrete is required, hand mixing may be carried out subject to the agreement of the Engineer.

The mixing shall be done on a hard-impermeable surface. The materials shall be turned over not less than three times dry, water shall then be sprayed on and the materials again turned over not less than three times in a wet condition and worked together until a mixture of uniform consistency is obtained.

For hand mixed concrete not more than 0.5 m³ shall be mixed at one time. During windy weather efficient precautions shall be taken to prevent cement from being blown away during the process of gauging and mixing.

Items Cast in Concrete

All items passing through and cast in concrete transmitting load into the concrete shall be fixed in position before, and rigidly held in position during concreting. The supports shall not be removed until the concrete has set sufficiently to support the item.

Where any item to be cast into a concrete structure is not available for casting in at the time of concreting, the Contractor shall, with the approval of the Engineer, form a box out in the concrete and install the item at a later date.

The dimensions of holes and openings left in concrete for the subsequent fixing and concreting-in of steelwork, pipes, etc. shall be the minimum practicable. Holes shall be tapered where possible (with maximum area of cross-section farthest from the fixing surface) to suit the proposed method of fixing and concreting, all as approved by the Engineer. No hole or opening shall be formed nearer than 75 mm to an edge of concrete.

All holes and openings shall be thoroughly cleaned before use by hacking, wire brushing, water or air under pressure, or other approved means to remove all laitance and expose the aggregate.

Pre-cast Concrete

Scope

This work shall consist of concrete covers, road curbs, road drain catch basins and water valve pits constructed in accordance with the lines, levels, grades dimensions and types shown on the Drawings. This work shall also include excavation in unclassified materials, construction of a bed course and backing.

Materials

Concrete shall be of the class indicated on the Drawings and shall conform to the requirements of the Specification.

Construction Methods

Pre-cast concrete units shall be cast in steel moulds, unless otherwise approved by the Engineer, which are dimensionally accurate. Stripped units shall have a smooth blemish free appearance on faces which will be exposed when installed in the Works.

APPENDIX

A14 Mechanical Works (Sewage Lift Pump)

B14.1.1 General Requirements

This specification covers the design, manufacturing, supply, installation and commissioning of pumping facilities including control units and other incidentals as shown in the Drawings. Prior to the fabrication of the pumps, the Contractor shall prepare and submit the shop drawings of the pump facilities to the Engineer for approval. The recommended type of the pump shall be centrifugal submersible pump with detachable apparatus. The Contractor shall supply and install the pumps, accessories required and control unit of pumps.

Construction

(1) Lift Pump construction

- 1) The pump shall be totally submersible, solids handling, unchokable, centrifugal type.
- 2) The stator casing, coil casing and volute shall be constructed of gray iron with all components in contact with liquid protected by a coat of coal-tar epoxy or rubber-asphalt paint. All external bolts and nuts shall be of stainless steel.
- 4) The pump shaft, shaft sleeve, nuts and bolts and screws and washers shall be of stainless steel or equivalent. The mechanical shaft seal shall be heavy duty to have a long trouble-free life.
- 5) Each pump shall be provided with a lifting handle, suitable for use with a lifting a chain as later specified herein.

(2) Control Units

- 1) Control equipment for the pump motors shall be housed in dust, damp and vermin proof, ventilated, corrosion and weatherproof enclosures, sized and located as shown on the Drawings.
- 2) Control Panel equipment shall comprise of at least the following:
 - Main Switch
 - Fuses and motor protection

These contacts must be hard wired through to a separate terminal block which must be clearly labeled to identify the terminal duty.

(3) Level Switch

Level switch to stop pump operation at LWL shall be installed in pump well as shown on the Drawings or as directed by the Engineer. The Contractor shall submit specification and detailed installation plan to the Engineer for his approval prior to the fabrication.

(4) Alarm Equipment

One set of alarm equipment consisting of flusher or buzzer and reset button, etc., shall be provided on the local control cabinets by the Contractor. The alarm equipment shall be reliable and durable against operation conditions. Alarm shall work when the following relay or limits switches, etc., will be actuated.

- 1) Under voltage relay
- 2) Earth leakage circuit breaker
- 3) Motor protection relay
- 4) Over torque limit switch

The pumps shall be started up and initially operated under the supervision of the Contractor. Upon completion of start-up, final leak testing, and proper adjustment of controls, the systems shall be tested to demonstrate the conformance with the Specifications and standards. The system shall be tested for not less than 8 hours, during which time hourly readings shall be recorded. At the end of the test period, the readings shall be averaged and considered to be the system performance.

APPENDIX

A15 Mechanical Works (Storm Water Drainage Pump)

General Requirements

This specification covers the design, manufacturing, supply, installation and commissioning of pumping facilities including control units and other incidentals, which shall be set up the Drainage Pumping Station as shown on the Drawings. The Contractor shall supply the following documents and drawings to the Engineer for his approval prior to and during installation of the pumping facilities.

- 1) Design data including control request of pump operation
- 2) Shop Drawing and erection Drawings of pumping facilities including control unit and yard piping works
- 3) Manufacture of pumping facilities
- 4) Testing Procedure
- 5) Operation and maintenance manual

All works shall be in accordance with the location, dimension, line, elevation, strength and finish requirements designated on the Drawings, as specified herein or as approved by the Engineer.

Prior to the fabrication of the pump facilities the Contractor shall obtain the approval of the Engineer on the material to be used and the methods of execution. No plant shall be manufactured, or materials used or installed until the Contractor has been notified by the Engineer of his approval.

Related Civil, Electrical and Mechanical Works shall be approved as indicated on the Drawings and according to the requirements of this specification.

Technical Requirements

Construction

- (1) Drainage Pump construction
 - 1) The pump shall be totally submersible, solids handling, unchokable, axial flow type.
 - 2) The hollow column casing shall be constructed of gray iron with all components in contact with liquid protected by a coat of coal-tar epoxy or rubber-asphalt paint. All external bolts and nuts shall be of stainless steel.
 - 3) The pump shaft, shaft sleeve, nuts and bolts and screws and washers shall be of stainless steel or equivalent. The mechanical shaft seal shall be heavy duty to have a long trouble-free life.
 - 4) Each pump shall be provided with a lifting handle, suitable for use with a lifting a chain as later specified herein.
- (2) Control Units
 - 1) Control equipment for the pump motors shall be housed in dust, damp and vermin proof, ventilated, corrosion and weatherproof enclosures, sized and located as shown on the Drawings.

2) Monitoring and control system at STP area shall be designed and installed in addition to the above (1).

3) Control board shall comprise of at least the following:

- Main Switch
- Fuses and motor protection

These contacts must be hard wired through to a separate terminal block which must be clearly labeled to identify the terminal duty.

(3) Level Switch

Level switch to stop pump operation at LWL shall be installed in each pump well as shown on the Drawings or as directed by the Engineer. The Contractor shall submit specification and detailed installation plan to the Engineer for his approval prior to the fabrication.

(4) Alarm Equipment

One set of alarm equipment consisting of flusher or buzzer and reset button, etc., shall be provided on the local control cabinets by the Contractor. The alarm equipment shall be reliable and durable against operation conditions. Alarm shall work when the following relay or limits switches, etc., will be actuated.

- 1) Under voltage relay
- 2) Earth leakage circuit breaker
- 3) Motor protection relay
- 4) Over torque limit switch

Pump Testing and Commissioning

Prior to the manufacture of the equipment the Contractor shall submit two (2) copies of inspection and/or testing schedule to the Engineer for his approval.

Pump performance testing shall be in accordance with the requirement of JIS B 8301 and 8302 or other internationally accepted standards approved by the Engineer. The result of all tests shall verify the technical particulars given in the approved documents and drawings.

Mill sheets shall be submitted for materials of main parts such as impeller, shaft, bowl and pipes of the pump and all other materials.

APPENDIX

A16 Electrical Works (General requirements)

1. Standards

The design, materials, manufacture, testing, inspection and performance of all electrical and electromechanical equipment shall, unless otherwise specified in the Specification, comply with the latest revision of the International Electrotechnical Commission (IEC), unless otherwise specified in the Specification.

The equipment, materials and parts of which the IEC standards are not applicable shall comply with the following standards, upon the approval of the Engineer.

- (1) International Organization for Standardization (ISO)
- (2) International Telegraph and Telephone Consultative Committee (CCITT)
- (3) Bangladesh National Building Code 2017
- (4) Japanese Industrial Standard (JIS)
- (5) Standard of the Japanese Electrical Technical Committee (JEC)
- (6) American National Standard (ANSI, ASME, ASTM)
- (7) British Standard Institution (BS)
- (8) German Standard (DIN)
- (9) Other Standards or Codes approved in writing by the engineer

If this specification conflict in any way with any or all of the above standards or codes, this specification, upon confirmation of the Engineer, shall have precedence and shall govern.

Upon the request of the Engineer, the Contractor shall submit at his own expense one (1) copy of any of the applied standards translated into English to the Engineer.

2. Service Conditions for Design

All equipment, materials and their arrangements shall be designed to comply with any service conditions stated below.

(1) Ambient Air Temperature

The ambient air temperature does not exceed 45° C and its average value, measured over a period of 24 hours, does not exceed 35° C. The minimum ambient air temperature is not below 5° C.

(2) Relative Humidity

The average value of the annual relative humidity is 65% and the maximum relative humidity does not exceed 95%.

(3) Wind Velocity

The maximum wind velocity at the Project Site is 40 m/s.

(4) Seismic Coefficient

The equipment and their foundations shall be designed to cope with 0.15G acceleration of seismology on the centers of the gravity.

(5) Atmospheres

The atmospheres in the Project area shall be deemed to be lightly polluted atmospheres

3. Tropicalization

Unless otherwise specified, all plants furnished under the Contract shall be suitable for and where necessary specifically treated and proceed for delivery, storage and service under tropical conditions of high temperature, high humidity, heavy rainfall, mildew, and white ants and fungus conducive environment.

4. Labels, Plates and Tags

4.1. General

All transformers, switchgear, cubicles, instruments, switches, relays, valves, pipelines, cables, etc., shall be clearly identified by nameplates, escutcheon plates, labels, tags and/or other approved means showing the function and proper use of each item. Such identification shall be in English or Burmese in accordance with the instruction of the Employer and must be intelligently and carefully designed to minimize errors and to avoid mal-operation in operation or maintenance.

All labels, plates and tags shall be permanently legible, clearly worded, weather proof and corrosion proof where damp areas and outdoors, and shall not be deformed under any service conditions at the Site. The entries on the plates and tags shall be indelibly marked by engraving to black letter.

All labels, plates and tags shall be securely mounted in conspicuous and logical locations.

4.2. Rating Plates

Every machine, transformer, switchgear and control gear shall be provided with a rating plate containing the necessary information specified in the relevant IEC standards.

4.3. Warning Notices

The Contractor shall provide warning notices and signs associated with the Plant in his supply, of a form and wording determined by the Engineer to suite the Employer's rules. Such notices and signs will be required to be in the Burmese.

4.4. Device Numbers

A device number shall be allocated for every electrical control switch, relay and other device and shall be shown on the Contractor's comprehensive circuit diagrams. The Contractor shall apply a label of approved form to every electrical device, showing the device number in a legible and permanent manner.

5. Materials and Workmanship

All materials shall be new, first-class commercial quality and free from defects and imperfections of classifications and grades designated. All materials shall comply with the latest issues of the relevant British Standards unless otherwise specified or permitted by the Engineer.

Workmanship shall be of the highest class throughout to ensure reliable and vibration free operation under all possible operating conditions. The design, dimensions and materials of all parts shall be such that the stresses to which they may be subjected shall not cause distortion, undue wear, or damage under the most severe conditions encountered in service.

APPENDIX

A17 Electrical Works (General requirements)

1. Tests at Manufacturer's Works

(1) General

Before any equipment and materials are packed or delivered from the manufacturer's factory, all tests itemized in the relevant Clauses of the Specification shall be carried out by the Contractor as far as practicable to prove compliance with the requirements of the Specification.

All tests shall be performed in accordance with the approved test procedures.

All tests results shall be approved by the Engineer. The approval of tests, acceptance of test certificates or waiving of tests shall in no way relieve the Contractor from his contractual obligations for furnishing the Works in accordance with the provisions of the Contract.

All cost and expenses associated with all such tests and inspections shall be borne by the Contractor.

The Contractor shall grant access for the Employer and the Engineer to attend at tests of the equipment and materials at the manufacture's factory.

(2) Dates of Inspection and Testing

Written notice of the exact date, time and place of test to be attended by the Employer and the Engineer, as well as all other necessary information shall be given to the Employer and Engineer in writing not later than forty-five (45) days prior to the date of any such test. It should be understood that the Contractor will provide the Engineer all facilities for a proper and timely execution of the tests.

If the Engineer does not attend on the date agreed, the Contractor may, unless the Engineer instructs the Contractor not to do so, proceed with the tests, which shall be deemed to have been made in the Engineer's presence.

(3) Test Reports

The Contractor shall compile all test results, test certificate, etc. into a test report for each equipment and material. The test report shall appear sufficient information for the subject of test, project name, the Employer's name, document number and the date of test. The test report as well as all tests shall be countersigned by the Employer and/or the Engineer who witnessed the test.

(4) Rectification of Deficiencies

All deficiencies revealed by testing shall be rectified by the Contractor at his own expense and to the approval of the Engineer. Rectified components shall be subject to retesting.

If the equipment or materials fails to pass the tests, the Engineer may require such tests to be repeated on the same terms and conditions. All costs and expenses for re-testing shall be borne by the Contractor.

(5) Inspection Certificates

After the test has been satisfactorily completed and the corresponding reports have been accepted by the Engineer, the Engineer will issue an "Inspection Certificate" per every shipment/delivery in which he shall certify the date on which the said test has been completed and the particulars of the equipment and materials inspected and tested. Issuance of such Inspection Certificate shall not release the Contractor from any of his contractual obligations provided in the Contract.

2. Tests at Site

(1) General

All site tests shall be performed as the Test on Completion by the Contractor in accordance with the approved test procedures. All test forms to record the test results and data shall be prepared by the Contractor and shall be approved by the Engineer prior to starting the tests. All test results and data shall be recorded by the Contractor himself and shall be subject to the approval of the Engineer. The test results and data relating to the performance of the equipment and materials shall be evaluated by the Engineer. The Contractor shall assume full responsibility during the tests at site. If the equipment and materials fail to pass the Tests, the Engineer or the Contractor may require such Tests to be repeated. If the equipment and materials are troubled or damaged as a result of the Tests, the Contractor shall investigate carefully the cause of such trouble and damaged parts. Re-testing will not be permitted until the investigation report is submitted to and approved by the Engineer.

(2) Preliminary test during erection of equipment

- (a) Appearance check of all equipment
- (b) Check and adjustment of setting level
- (c) Insulating oil test, before filling oil into transformer tank
- (d) Calibration check of dial type thermometers
- (e) Calibration check of pressure gauges
- (f) Oil tightness check and gas leakage tests
- (g) Measurement of the resistance of the main circuit

(3) Pre-commissioning Tests

During the erection and after the installation of each plant or each part of thereof, the Contractor shall execute all tests listed below as far as applicable to establish the accuracy of the assembly and to ensure that the Plant has been correctly installed, all necessary adjustments and settings made, and that each Plant is in sound condition to operate under loading conditions.

1) Circuit breakers

- i) Closing and opening operation test
- ii) Trip-free operation test
- iii) Manual operation test

- iv) Remote operation test
- v) Measurement of insulation resistance
- vi) Withstand voltage test

2) Disconnecting switches and earthing switches

- i) Manual operation test
- ii) Remote operation test
- iii) Check of interlock mechanism
- iv) Measurement of insulation resistance
- v) Withstand voltage test

3) Load Breaking Switch

- i) Manual operation test
- ii) Withstand voltage test

4) Current transformers and voltage transformers

- i) Measurement of insulation resistance
- ii) Check of polarity
- iii) Measurement of ratio
- iv) Measurement of actual burden of current transformer and voltage transformer circuits

5) Busbars in switchgear cubicles

- i) Measurement of insulation resistance
- ii) Withstand voltage test

6) Control and measuring equipment

- i) Measurement of insulation resistance
- ii) Check of status and fault indications
- iii) Check of control sequences
- iv) Calibration check of measuring instruments and transducers

7) Protective relaying equipment

- Individual relay tests
- Appearance and construction check
 - Operating characteristics tests
 - Operating time characteristics tests
 - Setting of protective relays

8) Power cables

- i) Withstand voltage test
- ii) Measurement of insulation resistance

APPENDIX

A18 Environmental Site Inspection Checklist

- 9) Control cables
 - i) Measurement of insulation resistance
- 10) Street Lighting (Luminaries and poles)
 - i) Appearance check
 - ii) Measurement of Insulation resistance
 - iii) Lighting characteristic test
 - iv) Verticality check, lux level check, check and record lux intensity test
- 11) Street Lighting (Control box)
 - i) Measurement of insulation resistance
 - ii) Check of control sequences
 - iii) Calibration check of measuring instruments
- (4) Commissioning test

After all the equipment and materials have been fully installed, all the Pre-commissioning Tests have been completely performed and duly approved by the Engineer, the Contractor shall perform the Commissioning tests listed hereunder, but not limited to, in the presence of the Engineer to demonstrate that all the equipment and materials are properly installed. The final results of all tests shall be subject to the approval of the Engineer.

 - 1) Switchgears, control gear
 - System operation test
- (5) Testing Personnels and Facilities

The Contractor shall provide all man power, testing instruments, equipment, tools and materials necessary for performing all the tests.

All testing instruments shall be calibrated prior to the commencement of the tests. The expenses associated with all such tests shall be borne by the Contractor.
- (6) Maintenance during Site Tests

The Contractor shall be responsible for all routine maintenance, including lubricating, inspection and adjustment of all equipment installed in the Contract until the Taking-Over Certificate is issued.
- (7) Test Reports

Three (3) copies of each test report including test certificates, records and test data, shall be submitted to the Engineer soonest after the execution of such test.
- (8) Rectification of Deficiencies

If the test results are not satisfied with the performance given in the performance guarantees and the technical particulars, the Contractor shall carry out at his own expense such measures as may be approved by the Engineer to rectify the deficiency. The Employer shall have the option of making a reasonable reduction in the Contract Price, for any residual deficiency in performance at the time of acceptance of the Plant and equipment.

Inspection Items	Implemented?		N/A	Remarks (i.e. specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventive actions)
	Yes	No*		
1. Air Pollution Control				
Are the construction sites watered to minimize dust generated?	✓			
Are stockpiles of dusty materials (size with more than 20 bags cement) covered or watered?	✓			
Cement debagging process undertaken in sheltered areas	✓			
Are all vehicles carrying dusty loads covered/watered over prior to leaving the site?	✓			
Are demolition work areas watered? (e.g. trimming activities by using breaker)			✓	
Are stockpiles of dusty materials (size with more than 20 bags cement) covered or watered?	✓			
Are dusty roads paved and/or sprayed with water?	✓			
Are dust controlled during percussive drilling or rock breaking?			✓	
Are plant and equipment well maintained? (any black smoke observed, please indicate the plant/equipment and location)	✓			
Is dark smoke controlled from plant?	✓			
Are there enclosures around the main dust-generating activities? (e.g. grout mixing)	✓			
Are speed control measures applied? (e.g. speed limit sign)	✓			
Others (please specify)				

Inspection Items	Implemented?		N/A	Remarks (i.e. specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventive actions)
	Yes	No*		
2. Water Pollution Control				
Are water discharge licenses valid?	✓			
Are conditions of the license compiled with? (check the monitoring records and observe physically)	✓			
Are wastewater treatment system being used and properly maintained on site? (e.g. desilting tank)	✓			
Are there any wastewater discharged to the stormdrains? Is the wastewater being treated?	✓			
Are measures provided to properly direct effluent to silt removal facilities? (e.g. provide earth bunds / U-channels)	✓			
Are u-channels and manholes free of silt and sediment?	✓			
Are sedimentation traps and tanks free of silt and sediment?	✓			
Are all manholes on-site covered and sealed?	✓			
Are sandbags/earth bund adopted to prevent washing away of sand/silt and wastewater to drains, catchpit, public road and footpath?	✓			
Are vehicles and plants cleaned before leaving the site?	✓			
Are wheel washing facilities well maintained to prevent overflow, flooding sediment?	✓			
Is sand and silt settled out in wheel washing bay and removed?	✓			
Is the public road/area around the site entrance and site hoarding kept clean and free of muddy water?	✓			
Is domestic water directed to septic tanks or chemical toilets?			✓	
Others (please specify)				

Inspection Items	Implemented?		N/A	Remarks (i.e. specify location, good practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventive actions)
	Yes	No*		
3. Noise Control				
Is the CNP (Construction Noise Permit) valid for work during restricted hours?	✓			
Are copies of the valid Construction Noise Permits posted at site entrance/exit?	✓			
Do air compressors and generators operate with doors closed?	✓			
Is idle plant/equipment turned off or throttled down?	✓			
Do air compressors and hand-held breakers have valid noise emission labels (NEL)?	✓			
Any noise mitigation measures adopted (e.g. use noise barrier / enclosure)?	✓			
Are silenced equipments utilized?	✓			
Others (please specify)				
4. Waste Management				
Is the site kept clean and tidy? (e.g. litter free, good housekeeping)	✓			
Are separate chutes used for inert and non-inert wastes?	✓			
Are separated labelled containers / areas provided for facilitating recycling and waste segregation?	✓			
Are construction wastes / recyclable wastes and general refuse removed off site regularly?	✓			
Are construction wastes collected and disposed of properly by licensed collectors?	✓			
Are chemical wastes, if any, collected and disposed of properly by licensed collectors?	✓			
Are oil drums and plants/equipments provided with drip trays?	✓			

Inspection Items	Implemented?		N/A	Remarks (i.e. specify location, practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventive actions)
	Yes	No*		
Are drip trays free of oil and water?	✓			
Is there any oil spillage? Clean-up the contaminated soil immediately?	✓			
Is litter, foam or other objectionable matters in nearby water drain/sewer cleaned?	✓			
Are asbestos wastes handled by registered professionals?	✓			
Others (please specify)				
5. Storage of Chemicals and Dangerous Goods				
Are chemicals stored and labelled properly?	✓			
Does storage of DG comply with license conditions (include types and quantities if DG store is available, check the DG store license)?			✓	
Are proper measures to control oil spillage during maintenance or to control other chemicals spillage? (e.g. provide drip trays)	✓			
Are spill kits / sand / saw dust used for absorbing chemical spillage readily accessible?	✓			
Others (please specify)				
6. Protection of Flora, Fauna and Historical Heritage				
Are disturbance to terrestrial flora minimized (e.g. plants to be preserved)?	✓			
Are disturbance to terrestrial fauna minimized (if rare species identified)?	✓			
Any historical heritage exists on site? If yes, ensure appropriate measures taken to preserve it			✓	
Others (please specify)				
7. Resource Conservation				
1. Is water recycled wherever possible for dust suppression?	✓			

Inspection Items	Implemented?		N/A	Remarks (i.e. specify location, practices, problem observed, possible cause of nonconformity and/or proposed corrective/preventive actions)
	Yes	No*		
Is water pipe leakage and wastage prevented?	✓			
Are diesel-powered plants and equipments shut off while not in use to reduce excessive use?	✓			
Are energy conservation practices adopted?	✓			
Are metal or other alternatives used to minimize the use of timber?	✓			
Are materials stored in good condition to prevent deterioration and wastage (e.g. covered, separated)?	✓			
Are pesticides used under the requirement of Agriculture, Fishers and Conservation Department?	✓			
Others (please specify)				
8. Emergency Preparedness and Response				
Are fire extinguishers / fighting facilities properly maintained and not expired? Escape not blocked / obstructed?	✓			
Are accidents and incidents reported and reviewed, and corrective & preventive actions identified and recorded?	✓			
Others (please specify)				

06 Concluding Remarks

- I. Remarks
- II. Reference



06 Concluding Remarks Remarks

The expansion of industrial parks offers enormous opportunities for industrialization and economic growth around the world through these parks' enabling role in the attraction of investment, integration into global value chains, creation of competitive employment opportunities, while safeguarding the environment.

These opportunities can however only be effectively capitalized on when a robust approach to the planning and implementation of industrial parks is taken. These guidelines have therefore sought to present industrial park stakeholders with guidance on international good practices in industrial park development, operation, promotion and regulation, including as regards what needs to be done, by whom and by when. The document has moreover sought to help industrial park stakeholders manage risk, and to provide a practical tool to measure and enhance industrial parks' performance. That said, these guidelines only seek to provide a general reference tool to assist decision-makers in planning and implementing new industrial parks, or in upgrading operational ones. A range of specific derivative documents and tools can and still should be developed to supplement this document and facilitate its implementation.

Furthermore, the opportunities they present can only be maximized when a collaborative multi-stakeholder approach to the planning and implementation of industrial parks is taken. As stakeholder engagement and building solid partnerships are important to the promotion of learning and to knowledge exchange concerning industrial parks, UNIDO therefore offers its services in assisting local implementers in making the best use of these guidelines. The scope of such engagement may range from organizing international and regional forums, conferences and technical workshops, to the creating industrial park learning and knowledge exchange platforms. It may also include stakeholder engagement through UNIDO's PCP programme and training on the use of UNIDO's COMFAR feasibility studies tool.

In closing, UNIDO wishes to note its intention and hope that these guidelines will be regularly updated and strengthened, so as to take new developments and evolving trends into account in the global industrial landscape, as well as the ongoing input from UNIDO Member States and partners. Indeed, a fundamental shift is occurring in the way companies do business and it is reshaping the competitive landscape for manufacturing; such change can be expected to continue at an increasing pace. Given the intense international competition for industrial FDI, as well as trends such as "industrial towns" and the intensifying "green shift" toward a "circular economy", amongst others, it will be important that industrial parks, and particularly those in developing economies, continuously evolve and improve their market offering if they are to remain relevant in today's fast-changing world.

06 Concluding Remarks Reference

- i. Bangladesh Environmental Conservation (Amendment) Act, 2010
- ii. Bangladesh Environmental Conservation Act, 1995
- iii. Geometric design standard manual (Revised), 2005
- iv. Guideline for land use plan_ S.R.O-No.-46-Law2017
- v. Guidelines for environmental and social considerations (JICA,2010)
- vi. Project for Development of Economic Zones and Capacity Enhancement of Bangladesh Economic Zones Authority
- vii. Standard Designs and Costing for Zile, Upazila and Union Roads, Bridges and Culverts

Ongoing development works



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Material for BEZA IT System

17. Progress of BEZA OSSC Online Application

**Status for the Introduction of BEZA OSSC Online Services
As of 9 November 2021**

SL No	Name of Services	Service Providing Authority	Status for Online Services	Remarks
1	Investment Clearance:			
	1.1 Investment Registration	BEZA	BEZA Online	
1.2 Investment Clearance	BEZA Online			
2	Company Registration			
	2.1 Name Clearance	Registrar of Joint Stock Companies and Firms	BEZA Online	Integration
	2.2 Certificate of Incorporation		BEZA Online	RJSC Online
	2.3 Share Transfer/Changing	Not yet	Not yet	Not yet
	2.4 Changing Shareholder			
	2.5 Changing Directorship			
2.6 Increasing Authorized Capital				
3	Trade License	BEZA (Instead of Union Parishad/Municipality/City Corporation)	BEZA Online	
4	Tax related Registration			
	4.1 TIN Registration Certificate	NBR	NBR Online	Under Integration
4.2 VAT Registration Certificate				
5	Resident and Non-resident Visa			
	7.1 Visa Recommendation	BEZA	BEZA Online	
	7.2 Issuance of Business Visa	Bangladesh Embassies, Ministry of Foreign Affairs	Not yet	
	7.3 Issuance of Initial E Visa	Bangladesh Embassies, Ministry of Foreign Affairs		
	7.4 Issuance of Initial E1 visa	Bangladesh Embassies, Ministry of Foreign Affairs		
	7.5 Issuance of Initial PI visa	Bangladesh Embassies, Ministry of Foreign Affairs		
	7.6 Issuance of Initial A3 Visa	Bangladesh Embassies, Ministry of Foreign Affairs		
	7.7 Extension of E Visa	Department of Immigration and Passport		
	7.8 Extension of E1 Visa			
	7.9 Extension of PI Visa			
	7.10 Extension of A3 Visa			
	7.11 Extension of Visa including Category Changing (BEZA's Recommendation/Security Clearance/Report from SB)	Security Services Division, Ministry of Home Affairs	Not yet	
	7.12 Submission of Report by Special Branch (SB)	Special Branch (SB)		
	7.13 Submission of Report by SB for Security Clearance	Special Branch (SB)		
	7.14 Submission of Report NSI for Security Clearance	NSI		
7.15 Issuance of Security Clearance for VISA (subject to receipt of the report)	Security Services Division, Ministry of Home Affairs			
6	Work Permit			
	8.1 Issuance of Work Permit			
	a. Issuance of Work Permit	BEZA	BEZA Online	
	b. Security Clearance	Public Security Division, Ministry of Home Affairs	MOFA Online	
	8.2 Extension of Work Permit			
	a. Extension of Work Permit	BEZA	BEZA Online	
b. Security Clearance	Public Security Division, Ministry of Home Affairs	MOFA Online		
7	Environmental clearance			

9	9.1 Green category factory:			
	a. Issuance of ECC	DOE	BEZA Online	
	b. Issuance of ECC renewal		BEZA Online	
	9.2. Orange-A category factory:			
a. Issuance of ECC	DOE	BEZA Online		
b. Renewal of ECC		BEZA Online		
9.3. Orange-B category factory:				
a. Issuance of ECC	DOE	BEZA Online		
b. Renewal of ECC		BEZA Online		
9.4. Red category factory				
a. TOR approval for EIA (including site visit)	DOE	BEZA Online		
b. EIA approval		BEZA Online		
c. Issuance of ECC		BEZA Online		
d. Renewal of ECC		BEZA Online		
8	Building Construction			
	10.1 Approval of land use plan	BEZA	BEZA Online	
	10.2 Clearance for Building Construction (Approval of Building Design)		To be prepared	
	10.3 Final Inspection and Issuance of Occupancy Certificate		BEZA Online	
	10.4 Approval of Design Change		To be prepared	
	10.5 Approval of Partial Use of Building		To be prepared	
Fire Safety License				
11.1 Approval of Fire Safety Plan	Bangladesh Fire Service and Civil Defense Department (BFSCD)	FSCD Online (Partially)	To be discussed	
11.2 Approval of Fire Safety License (including Final Inspection)				
11.3 Renewal of Fire Safety License				
10	Electricity Connection			
	12.1 Electricity Plan Approval/NOC	Office of the Chief Electrical Inspector (OCEI)	OCEI Online under preparation	To be discussed
	12.2 Approval of Electricity Connection and Issuance of Certificate			
12.3 Renewal of Electrical Safety Certificate				
11	Generator Installation			
	13.1 Permission of Generator Import/Installation	BEZA	Not yet	
	13.2 Certificate for Generator Use (including Inspection)			
13.3 Renewal Certificate for Generator Use (including Inspection)				
12	Boiler Installation			
	14.1 NOC for Boiler Import	Office of Chief Inspector of Boilers (OCIB)	OCIB Online (Partially)	Not yet discussed
	14.2 Boiler Registration and of Boiler Certificate (including Inspection)			
	14.3 Renewal of Boiler Certificate (including Inspection)			
14.4 Ownership (name/address) change				
13	Factory License			
	15.1 Approval of factory lay-out Design	Department of Inspection for Factories and Establishments (DIFE)	DIFE Online (Partially)	Not yet discussed
	15.2 Issuance of Factory License			
15.3 Renewal and Amendment of Factory and Establishments				
14	Issuance of Bond License (including Inspection)	NBR	Not yet	
15	License for Explosives			
	19.1 Issuance of Explosives License	Department of Explosives	Not yet	
19.2 Renewal of Explosives License				
16	Recommendation for Incentives	BEZA	Not yet	
17	Foreign Loan and Repatriation of Remittance			
	21.1. NOC for Foreign Loan	BEZA	Not yet	
	21.2 Approval of Foreign Loan	Bangladesh Bank		
	21.3 NOC for Bank Loan	BEZA		
21.4 NOC for Offshore Banking Operation				

	21.5 License for Offshore Banking Operation	Bangladesh Bank	Not yet	
	21.6 Approval of Repatriation on Technical know-how and Assistance fee (In case of exceeding 6% of the cost of imported machinery)	BEZA	BEZA Online	
	21.7 Approval of Royalty Repatriation (in case of exceeding 6% annual sales on income Tax return on previous year)		BEZA Online	
	21.8 Recommendation for Repatriation of Profit and Dividend	Bangladesh Bank		
	21.9 Repatriation of Profit and Dividend			
	21.10 Recommendation for repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed on stock exchange	BEZA		
	21.11 Recommendation for repatriation of remaining sum on a proportionate basis, in the event of winding up of a company			
	21.12 Approval for repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed on stock exchange	Bangladesh Bank	Not yet	
	21.13 Approval for repatriation of remaining sum on a proportionate basis, in the event of winding up of a company			
	21.14 Recommendation for repatriation of consultancy fee which is outside the ambit of general privilege/preference	BEZA		
	21.15 Permission for repatriation of consultancy fee which is outside the ambit of general privilege/preference	Bangladesh Bank		
	Import /Export and Customs Clearance			
	22.1 Import/Export Clearance			
18	a. Import Permit	BEZA	BEZA Online	
	b. Export Permit		BEZA Online	
	c. Sample Permit (Import)		BEZA Online	
	d. Sample Permit (Export)		BEZA Online	
	e. Customs related Clearance	NBR	Customs Own Online	To be integrated
	Customs Clearance			
	a. Local Purchase Permit	BEZA	BEZA Online	
	b. Local Sales Permit		BEZA Online	
	c. Approval of Sub-contract		Not yet	
	d. Customs related Clearances	NBR	Not yet	
	Certificate of Origin			
19	23.1 Country of Origin Certificate (GS)	EPB/Chamber of Commerce	Not yet	
	23.2. Country of Origin Certificate (General)	Chamber of Commerce		
	23.3 Utilization Declaration (UD)	BGMEA		
	23.4 Utilization Permission (UP)	NBR		
20	Certificate of Starting Commercial Operation (including Inspection)	BEZA	BEZA Online	

18. Proposal on Information Systems at BEZA

Attachment 4



Attachment 4

Revision History

Date	Version	Revision	By
2 Mar 2018	1.00	First version	Yoichi Kogure
11 Mar 2018	1.01	Added / modified equipment specification and estimated cost	Yoichi Kogure
2 Nov 2018	1.02	Added cautions to the Appendix	Yoichi Kogure

Proposal on Information Systems at BEZA

(Version 1.02)

Yoichi Kogure

Expert on IT/Information Management

2nd November 2018

Attachment 4

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Attachment 4

1. Required information systems in BEZA

Based on the result of interviews and surveys on current information infrastructure and systems at BEZA (staff in charge of IT, managers) and other related agencies (see 3.1 for detail), we concluded that there are basically 4 information systems required for BEZA operation and management as follows.

1.1. Intranet system with IT infrastructure

This is actually a group of all general-purpose information systems for daily work at BEZA office including the following functionalities (sub-systems).

Table 1: Required functionalities / sub-systems in BEZA intranet

Functionality	Description
Organizational E-mail	<ul style="list-style-type: none"> ▪ Provision of e-mail with BEZA domain (@beza.gov.bd) to all staffs in BEZA ▪ Linked with User management system (so that the mailbox is automatically created for each BEZA staff)
User Management	<ul style="list-style-type: none"> ▪ Provides centralized control on all intranet users in BEZA office ▪ Assign privileges and restrictions based on the departments and roles ▪ All functionalities / subsystems in BEZA should be linked with this system ▪ Should include Human Resource Management
Document Management	<ul style="list-style-type: none"> ▪ For sharing and controlling of all documents ▪ Access control of sharing location based on the user management ▪ Automatic versioning / numbering / moving / copying of documents based on the workflow status (see "Collaboration") ▪ Automatic (background) synchronization of documents with BEZA branch offices in each EZ (in the future)
Collaboration	<ul style="list-style-type: none"> ▪ Information sharing among all BEZA staffs ▪ Task / Schedule management and tracking among multiple staffs ▪ <u>Workflow management</u> of all business processes in BEZA <ul style="list-style-type: none"> ➢ Automatic task forwarding among multiple staffs / managers in charge, with deadline control ➢ Could also control SOP processing in OSS online system
Customer Relationship Management (CRM)	<ul style="list-style-type: none"> ▪ For contact management with investors ▪ Linked with User management system (for BEZA staff) and OSS online system (for investor information)
Project Monitoring	<ul style="list-style-type: none"> ▪ For monitoring of site development of each EZ by developers
Accounting	<ul style="list-style-type: none"> ▪ For accounting section in BEZA ▪ Basically, this can be an independent system, but better be linked with the following functionalities. <ul style="list-style-type: none"> ➢ User management system (for centralized management) ➢ OSS online system (for collecting application fee)

Attachment 4

1.2. OSS Online Application System

This system is the most important for BEZA because this will be the portal for investors to submit all applications and receive all approvals / certificates. This system should provide the following functionalities.

Table 2: Required functionalities for OSS online application system

Functionality	Description
Application of SOP procedures	<ul style="list-style-type: none"> All SOP procedures can be applied online All required documents can be uploaded to the system digitally
Issuance of certificates and approvals	<ul style="list-style-type: none"> All certificates and approvals are issued digitally online All certificates can be automatically generated with digital signature (if possible) Certificates from related agencies can also be obtained from this system (either by BEZA on behalf of the ministry, or by forwarding certificates obtained from the ministry)
Progress tracking of applications	<ul style="list-style-type: none"> Investors can check the progress (current status) of each application online BEZA staff can also work with progress tracking
Elimination of duplication	<ul style="list-style-type: none"> In case the same information / documents / certificates are required for multiple procedures, the system should reuse the existing information automatically Automatically fills application form with known information
Online billing and payment of application fee	<ul style="list-style-type: none"> The system automatically issues bills to investors Investors can pay the bills online with cooperation from banks Payment information should be shared with BEZA's Accounting system described in 1.1
Integration with existing online systems in related agencies	<ul style="list-style-type: none"> If related agencies already have online application system, OSS online system should be integrated with those systems But the possibility or degree of integration will differ based on the situation and policy of the target agencies (see 3 for detail)
Integration with other systems in BEZA	<ul style="list-style-type: none"> The system should work in conjunction with other systems in BEZA intranet such as the followings <ul style="list-style-type: none"> User management: At least all BEZA staffs using the OSS online system should be controlled by User management system. Job Matching site (see 1.4.2): Investors should post job vacancies through OSS online system because this recruitment information can be reused in some SOP applications (such as Visa recommendation and work permit) Document management: All submitted documents from investors as well as all issued certificates should be managed by this system Collaboration system: (See next row) CRM: Investor information in OSS system should be automatically linked with CRM, and OSS system (or Workflow management system) should also notify CRM for necessary contact with investors (ex. In case of insufficient required document).

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Functionality	Description
Task assignment and Workflow management of BEZA staffs	<ul style="list-style-type: none"> Upon every application made by investors, a task to handle the application will be automatically assigned to appropriate BEZA staff by the system. The system will automatically manage and track the approval process of each application by forwarding applications from one step to another among multiple staffs / managers in charge, with deadline control This functionality can also be managed by "Collaboration" system in BEZA intranet described in 1.1
Delegation to BEZA branch offices in each EZ (future)	<ul style="list-style-type: none"> When BEZA opens branch OSS offices at each EZ, the OSS online system should also delegate some SOP application processes that require physical inspection at site (such as customs clearance) to the branch offices so that local staffs there can handle the processes locally. Technically, OSS online system should have the same (single) interface to investors, but uploaded documents from investors will be stored at each EZ office at first (so that local staff can work on them), then automatically transferred to (synchronized with) BEZA central office.

1.3. Management Information System (MIS) / Business Intelligence (BI)

MIS is a system for organization managers to gather, analyze and compile all available information in the organization, and then enables managers to perform interactive query and analysis of these data to show the status, progress, trend and forecast of the organization's activities.

Nowadays the term "BI" (Business Intelligence) is used as an umbrella term for the collection of all these functionalities including data acquisition, data modeling, data analysis, data forecasting, and data sharing as shown in the figure below.

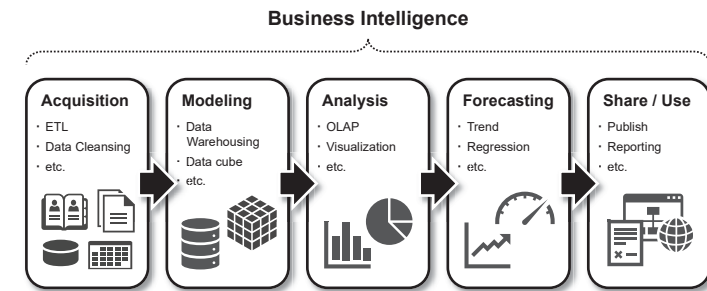


Figure 1: Components of Business Intelligence

Required functionalities of Management Information System (MIS) / Business Intelligence (BI) for BEZA would be as follows.

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Table 3: Required functionalities for MIS/BI in BEZA

Functionality	Description
Data Acquisition	<ul style="list-style-type: none"> ▪ Retrieve various data from heterogeneous data sources in BEZA office such as the followings. <ul style="list-style-type: none"> ➢ All SOP application / approval details ➢ All submitted information of investors and job seekers ➢ All documents in BEZA office ➢ All user activities in BEZA office ➢ Budgetary information (Income and expense) ▪ Normalize / cleans the acquired data in terms of formats and contents for the preparation of data modeling ▪ Apply filters on acquired data to limit the range of data
Data Modeling	<ul style="list-style-type: none"> ▪ Create data models by combining multiple data sources with relations among them ▪ Preview data models interactively
Data Analysis	<ul style="list-style-type: none"> ▪ Perform flexible query on data models ▪ Analyze data models easily and interactively ▪ Define KPIs (Key Performance Indicators) by applying query and additional calculation (like in Excel formulas) ▪ Generate various graphical visualization (2D/3D graphs, charts, etc.) ▪ Automatically update the result of analysis and visualization in specified frequency (Yearly, Monthly, Daily, Hourly, etc.) ▪ Define a set of analysis and visualization as a data "dashboard" for easy monitoring of data¹
Data Forecasting	<ul style="list-style-type: none"> ▪ Perform trend analysis on the data ▪ Perform forecasting based on the existing data
Data Sharing and Use	<ul style="list-style-type: none"> ▪ Export results of analysis and visualization for use with report making and information sharing ▪ Publish the result of analysis / forecasting on the BEZA Web site

1.4. Web sites

BEZA should consider launching not only current Web site but also another Web site for Job Matching in EZ in the future.

1.4.1. BEZA Web site

Though BEZA already has a Web site, following information / functionality should be added for investors' convenience. The content should also be updated (automatically if possible) by using information from other BEZA intranet systems.

¹ <http://community.powerbi.com/t5/Data-Stories-Gallery/bd-p/DataStoriesGallery> (Examples)

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Table 4: Additional information / functionality required for BEZA Web site

Information / Functionality	Description
Entire SOP contents	<ul style="list-style-type: none"> ▪ Entire SOP contents should be on the Web site both as a downloadable file (PDF) and as a set of cross-linked Web pages. ▪ SOP as Web pages should be provided as follows. <ul style="list-style-type: none"> ➢ One SOP procedure corresponds to one Web page ➢ Each page should provide links to download forms for required documents. There should also be links to corresponding pages in OSS online application system ➢ All SOP pages must be cross-linked so that investor can easily jump to linked information ➢ There should be a page of overall SOP flowchart as a graphical clickable map that links to each procedure page
All related laws and regulations	<ul style="list-style-type: none"> ▪ Links to all laws and regulations directly related to EZ ▪ Links to all supporting laws and regulations (in other Ministries)
FAQ	<ul style="list-style-type: none"> ▪ FAQ is empty (as of 20th Feb. 2018) ▪ FAQ should be created and updated based on the "real" record of inquiries BEZA has been received (<u>stored in CRM system</u>).
Statistics	<ul style="list-style-type: none"> ▪ Basic statistics on EZs such as number of investors, number of employees working in EZ, etc. should be put on the Web site and should be frequently updated. ▪ This can be done automatically by linking Web site with OSS online application system (through information management system)
Automatic update of Web contents	<ul style="list-style-type: none"> ▪ Since BEZA Web site is using CMS, there should be automatic update of some contents

1.4.2. Job Matching site for EZ

BEZA should establish a Job Matching Web site for EZ so that investors can post job vacancies and recruitment advertisement on the site, and job seekers can search and find jobs on the same site.

Though this might seem to be a trivial idea, the site could be much more beneficial to all parties involved (investor, job seeker, and BEZA) for the following reasons.

Table 5: Benefits (functionalities) of Job Matching site for EZ

Target Party	Benefits / Functionalities
Site Investors (who have already in the EZ)	<ul style="list-style-type: none"> ▪ Use the site as replacement for recruitment advertisement on newspapers ▪ Post multiple recruitments with TOR, deadline, number of vacancies, etc. ▪ Automatically get the list of applicants with contact information
Job seekers	<ul style="list-style-type: none"> ▪ Search for their matching jobs across all EZs easily on the site ▪ Automatically notified when matching jobs are posted on the site if registered on the site (for free) with his/her area of interests ▪ Can contact with / be contacted by investors through e-mails

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Target Party	Benefits / Functionalities
BEZA	<ul style="list-style-type: none"> Track both investors' recruitment processes and job seekers' activities Automatically accumulate data on all recruitments and job applications within EZs for statistical analysis and reporting Investor must be a registered investor to OSS online system. By doing so, BEZA and investor can utilize recruitment information for some SOP procedures (such as VISA and work permit). Optionally, BEZA might additionally post small advertisement on newspapers that just states something like "For Job opportunity in EZ, visit our Job Matching Web site!".

Job matching site should have two interfaces, one for investors and the other for job seekers. This site should be a separate Web site from BEZA Web site with its own URL (possibly a subdomain like jobs.beza.gov.bd), and it should be internally connected to OSS online system so that the interface for investors should be a part of OSS online system (that requires registration and login to OSS system). This could prevent "fake" investors from posting recruitment on the site.

2. What BEZA already (plans to) have

Below is the list of information systems BEZA already has or plans to have. The "Functionality" and "Capacity" columns indicate how current system satisfies the expected demand / work load of BEZA office in the future (with estimated number of staffs of 130 at central office + 130 at branches in EZs).

Table 6: Existing / planned functionalities in BEZA office

System	Product / Service used	Status	Functionality	Capacity
Organizational E-mail	Optional service of Web hosting	In use	Insufficient	Insufficient
User Management	Active Directory	In use	OK	OK
Document Storage	NAS (Network Attached Storage)	In use	Insufficient	Insufficient
CRM	SuiteCRM ²	In use	OK	OK
Project Monitoring	Microsoft Project Online	Planned	OK	OK
Accounting	Tally Accounting ³	Planned	OK	OK
OSS Online Application	(Custom Development)	In use	Insufficient*	Insufficient**
BEZA Web site	WordPress ⁴	In use	Insufficient	OK

* ... Supports 7 procedures as of Feb. 2018

** ... Sufficient for now but need to be continuously updated and should be upgraded in the future

² <https://suitecrm.com/>

³ <https://tallysolutions.com/>

⁴ <https://wordpress.org/>

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As shown in the table above, existing User Management, CRM and planned Project Monitoring and Accounting system have enough functionality and capacity so we will not include in the proposed solution in chapter 4.

3. Integration with existing online application systems at related agencies

Before going into the proposed solution, we must carefully consider the possibility of integration of BEZA's OSS system with existing online application systems at related agencies (such as DIFE, NBR, DOE, etc.).

3.1. Result of survey on existing online application systems

We have conducted visiting interviews to following related agencies for the survey of their existing online application systems and possibility of integration with BEZA's OSS online system. The result of surveys is summarized in the table below.

Table 7: Result of visiting survey to related agencies*

Agency	Brief Description of Survey Result
RJSC (Office of the Registrar of Joint Stock Companies and Firms)	<ul style="list-style-type: none"> RJSC processed 25,000 Name Clearance and 10,000 Company Registration online annually, and there are 200,000 company information in their database. Online application site (http://123.49.32.37:7781) is developed by the company called DDC (Development Design Consultants Ltd.), and 16 staffs are assigned to RJSC from that company. The system employs such technologies as Oracle (DB), Oracle Application Server / Oracle Web server, PSP (P/SQL Server Pages) / Oracle Forms. Through Web API, the system is already connected to the systems in BIDA and NBR and provides information to them. Certificate is issued online as PDF with digital signature. Application fee is currently payable by printing the invoice and bring the invoice to bank. Now developing online payment mechanism with 5 banks including Bangladesh Bank.
DIFE (Department of Inspection for Factories and Establishments)	<ul style="list-style-type: none"> They have online application system for Occupancy Certificate. New system has been just launched called LIMA (Labor Inspection Management Application - http://lima.dife.gov.bd/) developed with assistance from Canada, Netherland, UK, and ILO. The system is developed by a company called "Techno Vista" using such technologies / products as CentOS, Apache, PHP, and Laravel. DIFE holds data of 28,000 factories but it is not stored in electronic database. Since they purchased a new server, they plan to migrate all those data into an electronic database. Some type of applications to DIFE require onsite inspection, so not all procedures can be done online.
NBR	<ul style="list-style-type: none"> Tax Identification Number (TIN) and VAT registration are applicable through their

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Agency	Brief Description of Survey Result
(National Board of Revenue)	<p>Online application system (https://secure.incometax.gov.bd/TINHome).</p> <ul style="list-style-type: none"> The system was developed by a company called "Synesis IT", and NBR told us that the system uses Java, Oracle, and Red Hat Linux though our on site visit revealed that they actually used Windows Server, IIS 7.5, and ASP.NET 4.0. NBR already exchanges information online with RJSC and BEPZA. In fact, they can retrieve company information by entering RJSC company registration number into e-TIN system.
DOE (Department of Environment)	<ul style="list-style-type: none"> ECC application and issuance of certificate is available through their online application system (http://ecc.doe.gov.bd). The system was developed by a company called "Pata Corporation" and it uses CentOS, Apache, and PHP. DOE currently has 1 system analyst and 1 system programmer, but they are mostly engaged in supporting tasks as help desk, and not involved in the system development.

* ... Derived from 1st progress report of JICA project

3.2. Important observation and Difficulties in BEZA's planned integration

Though we haven't visit all Ministries / agencies that have online application system, we observed that what they are doing now for the "integration" is "retrieving data" (reading) from another organization, which is quite easy to implement. However, what BEZA plans to do in the integration is "submitting new application" (writing) to the target organization, which is technically far more difficult and challenging as shown in the table below.

Table 8: Difficulties of "writing" to target system for the integration

Item	Existing integration observed	Integration that BEZA plans to do
Nature of integration	<ul style="list-style-type: none"> Read (Retrieve data) 	<ul style="list-style-type: none"> Write (Create new data, Update existing data, or Delete existing data)
Example	<ul style="list-style-type: none"> Get company information from RJSC 	<ul style="list-style-type: none"> Submit new ECC application to DoE Renew (update) existing certificate Revoke (delete) existing certificate
Request to send to the target system	<ul style="list-style-type: none"> Query info (name, ID, number, etc.) 	<ul style="list-style-type: none"> All data required for submission (including all required documents) Sometimes requires to "Read" first to check if data already exists or not
Expected response from the target system	<ul style="list-style-type: none"> Retrieved data or, "Not found" if no matching data 	<ul style="list-style-type: none"> If succeeded, get various information such as: <ul style="list-style-type: none"> ➢ "Succeeded" message ➢ Issued certificate ➢ Approval with approved content ➢ etc. If failed, get various kinds of errors such as: <ul style="list-style-type: none"> ➢ Insufficient or wrong data ➢ Could not accept for various reasons

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Item	Existing integration observed	Integration that BEZA plans to do
		<ul style="list-style-type: none"> ➢ Data already exist ➢ etc.
What target organization must develop	<ul style="list-style-type: none"> Function to accept the query Function to verify the query Function to send result 	<ul style="list-style-type: none"> Function to accept the submission Function to verify all contents including attached documents (normally by human, not by computer) If there is something missing, must request further information If something wrong, must reject If all are OK, then return "OK"
What BEZA must develop	<ul style="list-style-type: none"> Function to send query Function to receive result 	<ul style="list-style-type: none"> Function to check all the contents of submission Function to wait for the result (if they process by human) Function to receive result Function to handle errors properly (depending on the content of errors)

As you can see in the table above, integrating BEZA's OSS online application system with existing online application systems is not easy to implement, or at least would require quite long development time (months or even years).

3.3. Possible integration methods for BEZA's OSS online system

Considering current situations of existing systems in the related agencies and technical difficulties described above, there are basically 3 possible methods we can take for the integration of BEZA's OSS online system with existing systems.

3.3.1. Method 1: Redirecting to existing online application system

In case it is technically impossible or extremely difficult to connect BEZA's OSS online system with the target system (because IT company who developed the target system no longer exists, for example), the only way is to redirect investor's access to BEZA OSS site to the target online site as shown in the figure below.

Attachment 4

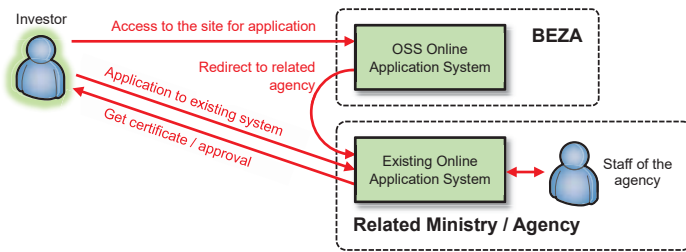


Figure 2: (Method 1) Redirecting to existing online application system

This method is not actually a bad idea because investors can anyway start the application through BEZA's OSS site. The major drawback of this method is that certificates / approvals are given to investors directly, so BEZA must request them again from the investors (once). Below is the summary of Method 1.

Table 9: Summary of Integration Method 1

Property	Description
Target System	<ul style="list-style-type: none"> System that cannot be modified at all by the target agency because of: <ul style="list-style-type: none"> No cooperation from target agency, or No cooperation from development company of the system (the company no longer exists, no engineer knows the system, etc.) System that cannot be modified even by BEZA development team because of: <ul style="list-style-type: none"> No source code or technical documents available (due to non-existing company or lost document) → The target system is "black box"
Ease of implementation	<ul style="list-style-type: none"> Very easy (just redirecting to their system)
Expected time of development	<ul style="list-style-type: none"> 1~2 weeks per target system (including testing)
Drawbacks	<ul style="list-style-type: none"> The investor must submit the obtained certificate to BEZA OSS online system (once) Different user interface from BEZA OSS online system → Needs good explanation and help for the investors

3.3.2. Method 2: Provision of EZ-only application system for target agency

This is the most reasonable method to provide EZ-specific online application functionality for related agency and is also the only method for agency with no existing online system.

Attachment 4

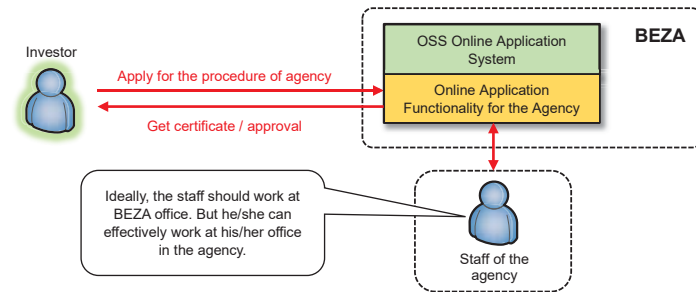


Figure 3: (Method 2) Provision of EZ-only application system for target agency

This method gives the best experience to investors because it appears to them that OSS online system integrates well with other agencies including all possible error handling done by BEZA (actually done by staff of the target agency). It is also as effective as seamless integration (described below) because there will be always the agency's staffs and approvers behind their system anyway. The major drawback of this method is that the staff of the target agency must work with different (another) online application system from their own online system.

Table 10: Summary of Integration Method 2

Property	Description
Target System	<ul style="list-style-type: none"> No existing online application system at the target agency, or Target agency agrees / wants to have dedicated functionality for online application for EZ (for fast lane service, etc.)
Ease of implementation	<ul style="list-style-type: none"> Relatively easy (addition to BEZA OSS online system)
Expected time of development	<ul style="list-style-type: none"> 1~2 months per target agency
Drawbacks	<ul style="list-style-type: none"> Must develop separate functionality for different agency If target agency already has online application system, this method will be independent from the existing one. (Still possible to partially integrate with that.)

3.3.3. Method 3: Seamless integration (Complete integration)

This method is to physically integrate 2 online systems through secure Web-API⁵ by modifying both systems so that 2 systems communicate with each other automatically. By

⁵ https://en.wikipedia.org/wiki/Web_API

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tightly integrating both systems, we can eliminate drawbacks of the former 2 methods.

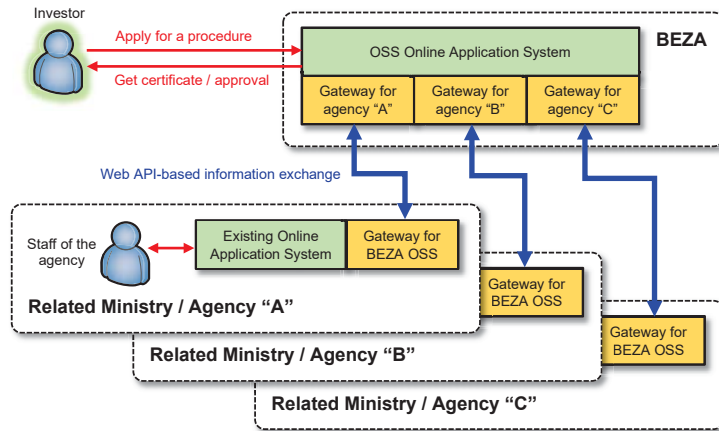


Figure 4: (Method 3) Seamless integration (Complete integration)

Difficulties of seamless integration

As described in 3.2, however, integrating an IT system with another existing IT system is not easy. It would be possible only when all of the following conditions are satisfied, and it would be extremely difficult if one of them is missing.

- Target agency or Ministry agrees with and is cooperative to the integration
- The IT company who developed the target system is still existing, operating, and maintaining the system.
- That IT company still has engineers who experienced the development of target system, and still keeps technical design documents of the system.

Even if all these conditions are satisfied, designing of the interface / gateway between 2 systems is technically challenging for the following reasons.

- How to override “interactive” functionality designed for human by IT system.
- Difference in data format and data range (Min./Max. acceptable values).
- Handling of rejected or returned submission (How to resubmit)
- How to ensure information security of the connection.

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And finally, BEZA must develop different interface / gateway one by one for each existing online application system, which implies quite a long (years of) development period needed for completing the integration.

It is also known by experiences that this kind of integration tends to cause serious system failure due to “unknown” or “unexpected” errors. There are many such examples of system integration “failures” experienced in Japan⁶. This is the reason why we should not adopt integration Method 3 for the solution in Stage 1 and 2 in the next section.

Table 11: Summary of Integration Method 3

Property	Description
Target System	▪ Existing online application system that satisfies all conditions described above
Ease of implementation	▪ Tend to be very difficult (Though it might seem easy at first glance)
Expected time of development	▪ At least several months per target agency (including agreement with agency, technical meetings with target development company, careful system design, and quite long testing period)
Drawbacks	▪ Must develop separate functionality for different agency ▪ The integration could affect stability of not only BEZA OSS system but also target existing system

4. Proposed solution to BEZA information systems

The solution proposed here is intended for step by step upgrading of current information systems at BEZA office and is not intended for its total replacement all at once. Therefore, the proposed solution is divided into 3 stages as shown in the table below.

Table 12: Solution stages for BEZA information systems

		Year			
		2018	2019	2020	2021
Proposed Solution Stages		Stage 1	Stage 2	Stage 3	
Info. System*	OSS Online Application System				
	Management Information System / BI				
	IT infrastructure in BEZA office				
	Information dissemination on the Web				

* ... Derived from 1st progress report of JICA project ■ ... Architectural transition period (see 4.2.1)

⁶ <http://www.shippai.org/fkd/en/hfen/HA1000623.pdf>

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4.1. Stage 1: Solution before starting OSS operation (~end of 2018?)

4.1.1. Target of Stage 1

At this stage, we should concentrate on the development of current OSS online application system for the preparation of launching OSS operation. The completion of functionality of the system before starting OSS operation is the first priority. The capacity of current system (rented at Web hosting service) is small, but should be enough for the initial period (when only a few EZs will use the system). As the demand of application increases and would exceed the current capacity, then we should consider moving to stage 2.

Below is the list of targets of Stage 1.

1. Implementing all online application procedures described in SOP (which must be finalized before the system development, of course). From the standpoint of investors, this means all SOP procedures can be applied online from the official launch date of OSS. Online payment through Bank should also be implemented in this stage.
2. BEZA staff for each SOP procedure is allocated to handle the online applications. This includes senior staff or staff from related Ministry / agency who has authority to approve the application.
3. Integration with existing online application system of related agencies by method 1 (→3.3.1) or method 2 (→3.3.2).
4. Fully functional E-mail system of BEZA domain is implemented.
5. Basic MIS (BI) is implemented for BEZA managers by using statistical data retrieved from OSS online application system.
6. CRM is used for relation management with investors in conjunction with e-mail server.
7. Complete SOP information (not only as a document but also as a set of interlinked Web pages) and links to related information are provided on BEZA Web site
8. Based on the record of CRM, FAQ on the BEZA's Web site is created and updated.

4.1.2. Solution for Stage 1

Overall structure of proposed solution for the Stage 1 is shown in the figure below.

Attachment 4

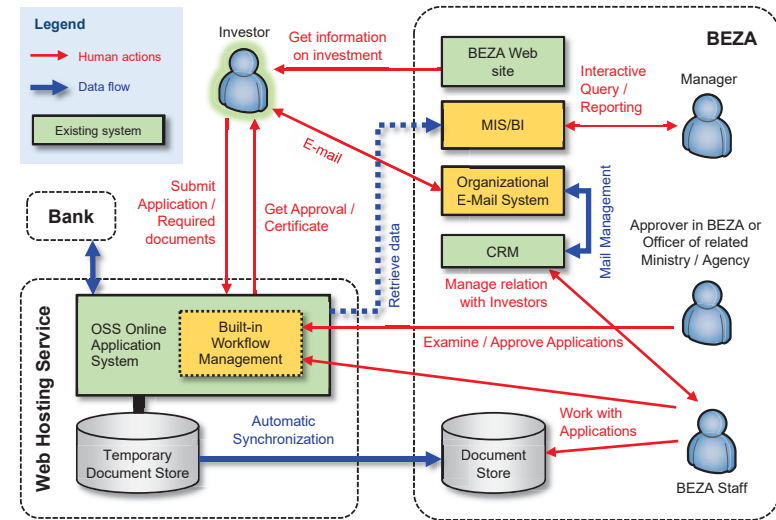


Figure 5: Overall structure of proposed solution in Stage 1 (~end of 2018)

The table below shows the list of candidate products for the solution.

Table 13: List of candidate products for the solution (Stage 1)

System	Candidate Product / Service	Note
OSS Online Application	• (Custom Development)	Built-in workflow management is hand-coded for each SOP procedure
Organizational E-mail	• Microsoft Exchange Server + DNS server setting	Working with Active Directory. Task & Schedule management included.
Automatic Synchronization of Document Storage	• ownCloud ⁷	ownCloud server at BEZA / client at Web hosting.
MIS/BI	• Microsoft Power BI Desktop ⁸	Data will be periodically retrieved from Web hosting service

The table below shows the required human resources for the solution.

⁷ <https://owncloud.org/>

⁸ <https://powerbi.microsoft.com/en-us/desktop/>

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Table 14: Required human resources for the solution (Stage 1)

Human Resource	Job Description	Assignment	Quantity
IT support in BEZA	<ul style="list-style-type: none"> Perform everyday IT help desk support in BEZA Deliver internal seminars for BEZA staffs on IT usage 	Full-time	1
Web application programmer	<ul style="list-style-type: none"> Develop current OSS online application system Knowledge on good database design is also required 	Full-time	2
Web contents editor	<ul style="list-style-type: none"> Update content related to OSS on BEZA Web site including FAQ and SOP 	Full-time or Part-time	1

The table below shows the required trainings in BEZA for the solution.

Table 15: Required trainings for the solution (Stage 1)

Training Title	Target Audience	Contents
How to use OSS online application system	<ul style="list-style-type: none"> Staff in charge of processing or approving applications 	<ul style="list-style-type: none"> How to process applications by using OSS online application system How to collaborate in workflow of application processing
How to use Task / Calendar system	<ul style="list-style-type: none"> All BEZA staffs 	<ul style="list-style-type: none"> How to use Task / Calendar management system (especially shared tasks / calendar events)
How to use CRM	<ul style="list-style-type: none"> Staff in charge of investor relation 	<ul style="list-style-type: none"> How to use CRM system How to accumulate valuable record of investor relations
How to use BI	<ul style="list-style-type: none"> Managers 	<ul style="list-style-type: none"> How to perform data analysis, forecast, and visualization by using BI tools

4.2. Stage 2: Solution after one year of OSS operation (~end of 2019?)

4.2.1. Target of Stage 2

During the first year of OSS operation, BEZA would accumulate experiences and knowhows, which can be reflected to BEZA's information systems. The capacity of BEZA's intranet system and OSS online application system should be upgraded, too. OSS online application system should introduce an important upgrade of the architecture in this stage.

1. Introduce fully functional intranet system in BEZA office including dedicated Workflow management, Document management, and Information sharing.
2. All information systems in BEZA office should be interconnected and controlled through Active Directory.
3. Replace current OSS online application system with newly developed system. (See

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4.2.2 for detail)

4. MIS/BI should be able to handle (almost) all data in BEZA office.

4.2.2. Architectural transition of OSS online application system

The main reason why we must replace current system in Stage 2 is that the current system would not have enough capacity to accommodate increasing application demands soon. The table below shows the comparison of current and new systems.

Table 16: Comparison of Current and New OSS online application system

Current System	New System
<ul style="list-style-type: none"> (will be) Fully functional, but capacity is too small Resides in rental Web hosting service with limited bandwidth Developed free of charge by "Business Automation Ltd." (The company earns small portion from application fee.) All-in-one design (Web portal + Core functionality + Workflow management) 	<ul style="list-style-type: none"> Capacity should be large and expandable Should reside in data center with high bandwidth connection to the internet Should be developed by fully paid contract with IT development company through competitive bidding Should separate <u>Web portal</u> for investors from <u>Core OSS functionalities</u> and <u>Workflow management</u> in BEZA office

This is a very important architectural transition for future expansion and for seamless integration with existing online application systems in Stage 3. We should plan smooth transition from current system to new system as shown in the figure below.

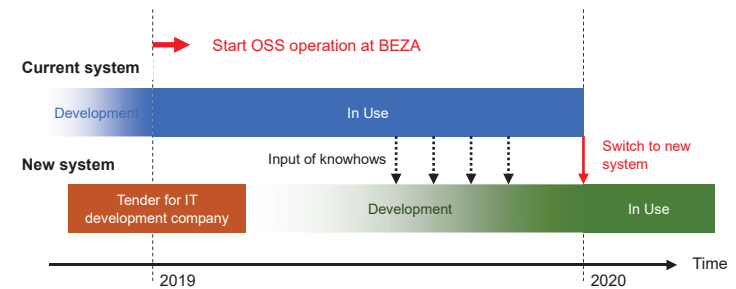


Figure 6: Transition from current OSS online system to the new system

4.2.3. Solution for Stage 2

Overall structure of proposed solution for the Stage 2 is shown in the figure on the next page.

The table below shows the required additional trainings in BEZA for the solution.

Table 19: Required trainings for the solution (Stage 2)

Training Title	Target Audience	Contents
How to use information sharing / workflow management system	• All BEZA staff	• How to use Microsoft SharePoint (for information sharing, workflow management, and document management)
How to use new OSS online application system	• Staff in charge of processing or approving applications	• How to process applications by using new OSS online application system • How to collaborate in workflow of application processing by using Microsoft SharePoint

4.3. Stage 3: Solution for managing all EZs (year 2020 onwards?)

4.3.1. Target of Stage 3

After accumulating enough experiences and knowhows on OSS operation, BEZA should be ready to manage all EZs with OSS branches at some EZs. The target of this stage is as follows.

1. Some big EZs will have BEZA OSS branch offices with local staffs working for the specific EZ. This means OSS online application system should also be distributed to each branch EZ so that local OSS staff can work with local storage of submitted documents. However, local OSS online portal site will just act as a user interface to investors and OSS local staffs in each EZ, and core processing of SOP applications will remain in BEZA central office. Smaller / private EZs will continue to use OSS online portal site introduced in Stage 2.
2. BEZA should introduce Job Matching site for all EZs (see 1.4.2).
3. BEZA should carefully and gradually introduce seamless integration with existing online application systems by integration method 3 (see 3.3.3). With the API-based Web service architecture introduced in Stage 2, accumulated experiences and knowhows, seamless integration would not be too difficult at this stage.
4. MIS/BI should be able to handle all data in BEZA office including recruitment statistics obtained from Job Matching site.

4.3.2. Solution for Stage 3

Overall structure of proposed solution for the Stage 3 is shown in the figure below.

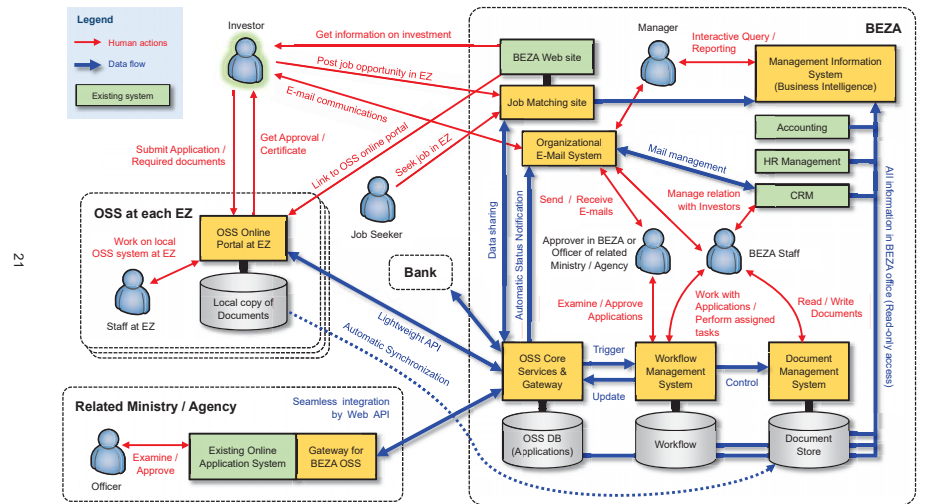


Figure 8: Overall structure of proposed solution in Stage 3 (2020~)

Tables and Figures

The table below shows the list of additional candidate products for the solution.

Table 20: List of candidate products for the solution (Stage 3)

System	Candidate Product / Service	Note
OSS Online Portal at EZ	• (Custom Development)	Basically the same as OSS online portal in Stage 2
Gateway for BEZA OSS (for seamless integration with existing online application systems)	• (Custom Development) – Requires contract with external IT development company	Careful design and development is needed. Possibly takes long time to be stable
Job Matching Site	• (Custom Development) – Requires contract with external IT development company	Should be partially integrated with OSS online system (Same user interface for investors – requires login to OSS) For job seeker, it should be a publicly accessible Web site (with user registration?)
MIS/BI	• Microsoft Power BI Desktop	(Unchanged from Stage 1) Basically, any added data to BEZA information system should also be available to MIS/BI system (as read-only access)

The table below shows the required additional human resources for the solution.

Table 21: Required human resources for the solution (Stage 3)

Human Resource	Job Description	Assignment	Quantity
IT staff at BEZA branch office in EZ	• Perform everyday IT help desk support at BEZA branch office • Administration of local OSS online portal	Full-time or Part-time	1 for each EZ
Integration Coordinator	• Coordinate with related Ministries and agencies for the seamless integration of OSS online application system with existing online systems	Full-time or Part-time	1

The table below shows the required additional trainings in BEZA for the solution.

Table 22: Required trainings for the solution (Stage 3)

Training Title	Target Audience	Contents
How to use OSS online portal at BEZA branch office in EZ	• Local BEZA staffs at branches	• How to use (specific part of) OSS online portal system at BEZA branch

Table 1: Required functionalities / sub-systems in BEZA intranet	1
Table 2: Required functionalities for OSS online application system	2
Table 3: Required functionalities for MIS/BI in BEZA	4
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Appendix

1. Specification for required equipment / software to purchase

Caution: These specifications are for Server Systems only and do NOT include any client-side equipment (such as PCs, Printers, Scanners, etc. for BEZA staff) as well as network cabling equipment (such as Switches, cables, Wi-fi access points, etc.).

1.1 For solution Stage 1

No.	System / Function	Equipment / Software	Specification	Reference Model	Quantity
1	Organizational Mail System	Server hardware	<ul style="list-style-type: none"> Rackmount 1U/2U CPU: 64-bit Intel Xeon or equivalent, 2 GHz or higher, 4 cores or more Number of CPUs: 1 RAM: DDR4 RDIMM ECC 32GB or more Drive bays: 3.5" SAS hot pluggable x 8 or more SSD (system): RAID 1: 120GB or more x 2 (M.2) HDD (mailbox): RAID 10, combined capacity of 15TB or more (example: 8TB x 4) HDD (log): 500GB or more Network: 10GE x 2 or more Hot plug, Dual Redundant Power Supply 	Dell PowerEdge R7415	1
2	(ditto)	Server OS	<ul style="list-style-type: none"> Windows Server OS 	Microsoft Windows Server 2016 Standard Edition	1
3	(ditto)	Mail Server Software	<ul style="list-style-type: none"> Internet / intranet e-mail with task / schedule control Integration with Active Directory 	Microsoft Exchange Server 2016 Standard Edition	1
4	(ditto)	User CAL	<ul style="list-style-type: none"> Client Access License for the Mail user Discount for Government organization 	Microsoft Exchange Server 2016 Standard CAL (for Government)	130
5	(ditto)	Rackmount Console	<ul style="list-style-type: none"> CRT monitor 15" or larger + Keyboard + Mouse With KVM switch for 4 or more ports 	Tripp Lite NetDirector	1
6	(ditto)	UPS for the server	<ul style="list-style-type: none"> Rackmount 1U/2U At least 1500VA 	APC 1500VA Smart-UPS	1
7	Automatic Synchronization of Document Storage	On-premise File synchronization software	<ul style="list-style-type: none"> On-premise server configuration (no cloud) Supports Dropbox-style automatic file synchronization File versioning and Access control 	ownCloud community edition (free)	1

No.	System / Function	Equipment / Software	Specification	Reference Model	Quantity
8	Management Information System	Business Intelligence tool	<ul style="list-style-type: none"> On-premise only operation (no cloud) Supports ETL from heterogeneous data sources Interactive query / filtering using SQL 	Microsoft Power BI Desktop v2 or later (free)	1

1.2 For solution Stage 2

No.	System / Function	Equipment / Software	Specification	Reference Model	Quantity
1	OSS Core Services & Gateway	Server hardware at BEZA	<ul style="list-style-type: none"> Virtual Machine running on the hardware No.7 	Microsoft Hyper-V (included in Windows Server OS)	1
2	(ditto)	Server Software	<ul style="list-style-type: none"> Server oriented Linux distribution 	CentOS 7 or later (free)	1
3	(ditto)	OSS Core Service & Gateway software	<ul style="list-style-type: none"> (Custom Development by outsourcing to IT development company) 	N/A	1
4	OSS Online Portal	Server Hardware at data center	<ul style="list-style-type: none"> Rackmount 1U/2U CPU: 64-bit Intel Xeon or equivalent, 2 GHz or higher, 4 cores or more RAM: DDR4 8GB or more HDD: 500GB or more Network: 1GE x 2 or more 	Dell PowerEdge R230	1
5	(ditto)	Server Software	<ul style="list-style-type: none"> Server oriented Linux distribution 	CentOS 7 or later (free)	1
6	(ditto)	OSS Online Portal software	<ul style="list-style-type: none"> (Custom Development by outsourcing to IT development company) 	N/A	1
7	Information Sharing / Workflow Management / Document Management	Server Hardware for Virtualization	<ul style="list-style-type: none"> Rackmount 1U/2U Capable of Virtualization (Hyper-V) CPU: 64-bit Intel Xeon Scalable Processor, 2 GHz or higher, 8 cores or more Number of CPUs: 2 RAM: DDR4 RDIMM ECC 32GB or more Drive bays: 3.5" SAS hot pluggable x 8 or more HDD: RAID 10, combined capacity of 15TB or more (example: 8TB x 4) Network: 10GE x 2 or more Hot plug, Dual Redundant Power Supply 	Dell PowerEdge R740	1
8	(ditto)	Server OS	<ul style="list-style-type: none"> Windows Server OS 	Microsoft Windows Server 2016	1

No.	System / Function	Equipment / Software	Specification	Reference Model	Quantity
9	(ditto)	Server Software	<ul style="list-style-type: none"> Workflow / Document Management / Information Sharing Integration with Active Directory 	Standard Edition Microsoft SharePoint Server 2016 Standard Edition	1
10	(ditto)	User CAL	<ul style="list-style-type: none"> Client Access License for the information sharing user Discount for Government organization 	Microsoft SharePoint Server 2016 Standard CAL (for Government)	130
11	(ditto)	Database Software	<ul style="list-style-type: none"> SQL database server software Integration with Active Directory 	Microsoft SQL Server 2017 Standard Edition – 4 Core License	1
12	(ditto)	UPS for the server	<ul style="list-style-type: none"> Rackmount 1U/2U At least 3000VA 	APC 3000VA Smart-UPS	1
13	Document Store with Automatic Synchronization	Storage Area Network Appliance	<ul style="list-style-type: none"> Supports multiple shared disk arrays Connection type: iSCSI with 10GE Hot pluggable / swappable of HDD, RAID 10 Combined initial capacity: 10TB or more 	HPE MSA 2050 SAN	1
14	(ditto)	SAN Switch	<ul style="list-style-type: none"> iSCSI Layer 2 switch 10GE x 8 ports or more Supports Flow control, Jumbo frame 	NETGEAR M4300-8X8F	1
15	Server Rack	Server Rack	<ul style="list-style-type: none"> 19", at least 15U Open type (No door) 	N/A (Many local models)	1

1.3 For solution Stage 3

No.	System / Function	Equipment / Software	Specification	Reference Model	Quantity
1	OSS online portal for EZ	Server hardware at each EZ	<ul style="list-style-type: none"> Rackmount 1U/2U CPU: 64-bit Intel Xeon or equivalent, 2 GHz or higher, 4 cores or more RAM: DDR4 8GB or more HDD: 500GB or more Network: 1GE x 2 or more 	Dell PowerEdge R230	1 for each EZ
2	(ditto)	Server Software	<ul style="list-style-type: none"> Server oriented Linux distribution 	CentOS 7 or later (free)	1
3	(ditto)	OSS Online Portal software for each EZ	<ul style="list-style-type: none"> (Add support for multiple EZs by outsourcing to IT development company) 	N/A	1
4	Job Matching Site	Server hardware at	<ul style="list-style-type: none"> Rackmount 1U/2U 	Dell PowerEdge R230	1

No.	System / Function	Equipment / Software	Specification	Reference Model	Quantity
		BEZA	<ul style="list-style-type: none"> CPU: 64-bit Intel Xeon or equivalent, 2 GHz or higher, 4 cores or more RAM: DDR4 16GB or more HDD: RAID 1, combined capacity of 1TB or more (example: 1TB x 2) Network: 1GE x 2 or more 		
5	(ditto)	Server Software	<ul style="list-style-type: none"> Server oriented Linux distribution 	CentOS 7 or later (free)	1
6	(ditto)	Job Matching application software	<ul style="list-style-type: none"> (Custom Development by outsourcing to IT development company) 	N/A	1
7	Organizational Mail System	Additional User CAL for regional BEZA staffs	<ul style="list-style-type: none"> For Microsoft Exchange Server 2016 	Microsoft Exchange Server 2016 Standard CAL (for Government)	130
8	Information Sharing	Additional User CAL for regional BEZA staffs	<ul style="list-style-type: none"> For Microsoft SharePoint Server 2016 	Microsoft SharePoint Server 2016 Standard CAL (for Government)	130
9	Seamless integration with existing online systems	Web API gateway at target ministry / agency and BEZA	<ul style="list-style-type: none"> (Collaborated development by IT development companies of BEZA OSS system and target online system) 	N/A	As needed

2. Estimated Cost

Caution: These costs are for Server Systems only and do NOT include any client-side equipment (such as PCs, Printers, Scanners, etc. for BEZA staff) as well as network cabling equipment (such as Switches, cables, Wi-fi access points, etc.).

2.1 For solution Stage 1

No.	System / Function	Equipment / Software	Reference Model	Price
1	Organizational Mail System	Server Hardware + Server OS	Dell PowerEdge R7415 (RAM 32GB, HDD 16TB, etc.) + Microsoft Windows Server 2016 Standard Edition	US\$ 7,531*
2	(ditto)	Mail Server Software	Microsoft Exchange Server 2016 Standard Edition	US\$ 708
3	(ditto)	User CAL (Client Access License)	Microsoft Exchange Server 2016 Standard User CAL - Open Government	US\$ 70 x 130 = US\$ 9,100
4	(ditto)	Rackmount Console	Tripp Lite NetDirector	US\$ 1,400
5	(ditto)	UPS for the server	APC 1500VA Smart-UPS	US\$ 800
Total				US\$ 19,539
Estimated handling / importing cost in Bangladesh (20%)				US\$ 3,908
Grand Total				US\$ 23,447

* ... Price at DELL online store in USA¹⁴

2.2 For solution Stage 2

No.	System / Function	Equipment / Software	Reference Model	Price
1	OSS Online Portal	Server Hardware at data center	Dell PowerEdge R230 (RAM 8GB, HDD 500GB)	US\$ 911*
2	Information Sharing / Workflow Management / Document Management	Server Hardware for Virtualization + Server OS	Dell PowerEdge R740 (2CPU, RAM 32GB, HDD 16TB, etc.) + Microsoft Windows Server 2016 Standard Edition	US\$ 8,879**
3	(ditto)	Server Software	Microsoft SharePoint Server 2016, Standard Edition	US\$ 2,720
4	(ditto)	User CAL (Client Access License)	Microsoft SharePoint Server 2016, Standard CAL (for Government)	US\$ 123 x 130 = US\$ 15,990
5	(ditto)	Database Software	Microsoft SQL Server 2017, Standard 4-Core License	US\$ 7,452
6	(ditto)	UPS for the server	APC 1500VA Smart-UPS	US\$ 1,350
7	Document Store with Automatic Synchronization	Storage Area Network Appliance	HPE MSA 2050 SAN (+ 8TB HDD x 4)	US\$ 9,400 + US\$ 700 x 4 = US\$ 12,200***
8	(ditto)	SAN Switch	NETGEAR M4300-8X8F	US\$ 2,500****
9	Server Rack	Server Rack	(No brand)	US\$ 600
Equipment Sub Total				US\$ 52,602
Estimated handling / importing cost in Bangladesh (20%)				US\$ 10,521
Equipment Total				US\$ 63,123
10	OSS Core Services	OSS Core Service &	(Custom Development by	~US\$ 50,000*****

¹⁴ <http://www.dell.com/en-us/work/shop/cty/pdp/spd/poweredge-r7415/>

No.	System / Function	Equipment / Software	Reference Model	Price
	& Gateway	Gateway software	outsourcing to IT development company)	
11	OSS Online Portal	OSS Online Portal software	(Modification by outsourcing to IT development company)	~US\$ 10,000*****
Grand Total				US\$ 123,123

* ... Price at DELL online store in USA¹⁵

** ... Price at DELL online store in USA¹⁶

*** ... Price at HPE online store in USA¹⁷

**** ... Median price at Amazon in USA¹⁸

***** ... Difficult to estimate because the system requirements are not clear yet, and the quotation price will vary very much from IT company to company.

2.3 For solution Stage 3

No.	System / Function	Equipment / Software	Reference Model	Price
1	OSS online portal for EZ	Server hardware at each EZ	Dell PowerEdge R230 (RAM 8GB, HDD 500GB)	US\$ 911 (for each EZ)
2	Job Matching Site	Server Hardware	Dell PowerEdge R230 (RAM 16GB, HDD 1TB)	US\$ 1,257
3	(ditto)	Job Matching application software	(Custom Development by outsourcing to IT development company)	(To be studied later)
4	Organizational Mail System	Additional User CAL for regional BEZA staffs	Microsoft Exchange Server 2016 Standard CAL (for Government)	US\$ 70 x 130 = US\$ 9,100
5	Information Sharing	Additional User CAL for regional BEZA staffs	Microsoft SharePoint Server 2016 Standard CAL (for Government)	US\$ 123 x 130 = US\$ 15,990
6	Seamless integration with existing online systems	Web API gateway at target ministry / agency and BEZA	(Collaborated development by IT development companies of BEZA OSS system and target online system)	(Individually examined for each target system)

¹⁵ <http://www.dell.com/en-us/work/shop/cty/pdp/spd/poweredge-r230/>

¹⁶ <http://www.dell.com/en-us/work/shop/cty/pdp/spd/poweredge-r740/>

¹⁷ <https://www.hpe.com/us/en/product-catalog/storage/disk-storage/pip.hpe-msa-2050-san-storage.1009949622.html>

¹⁸ https://www.amazon.com/gp/offer-listing/B01CU4BQT2/ref=dp_olp_new_mbc?ie=UTF8&condition=new

19. Request for Quotation for BEZA OSS IT System



Ref: JICA-BEZA-2021-001
15th June 2021

Attachment 1: Instructions to Developers

Request for Quotation

[Name of Company]
Attention: Mr./Ms. [name]

Re: The Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA)
For: JICA Project for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh

Dear Sir/Madam,

We, JICA Project Team implementing the captioned project above, on behalf of the Japan International Cooperation Agency (JICA) Bangladesh Office, would like to request you to submit your quotation for the development of a new online system for Bangladesh Economic Zones Authority (BEZA) - One Stop Service Centre (OSSC) in accordance with Instructions to Developers attached hereto as Attachment-1 and Technical Specifications as Attachment-2, with the Forms stipulated herein being duly accompanied. Note that quotations submitted after the deadline shall be rejected and that it is not permissible to transfer this invitation to any other firm(s).

Submission Deadline : On or before 13:00 Dhaka Local Time, 15th July 2021
Submission Mode : In person or courier service

Within 7 days from you receipt of this Request for Quotation, kindly E-mail us with your signed Notice of Intent indicating your intention per below, whether or not to offer your quotation, at “info.bipic2@k-rc.co.jp”.

Sincerely,

Akihiko Morinaga
Chief Advisor, JICA Project Team

- Enclosures:
1. Attachment 1: Instructions to Developers
 2. Attachment 2: Technical Specifications
 3. Form PA: Power of Attorney
 4. Form 1: Offer Price
 5. Form 2: Developer’s Experience
 6. Form 3: CV of Key Engineer
 7. Form 4: Technical Proposal for Implementing the System
 8. Form 5: Schedule of System Development
 9. Form of Contract

NOTICE OF INTENT

JICA Project Team
Attention: Mr. Akihiko Morinaga

I, the undersigned, hereby acknowledge the receipt of this invitation and would like to express our intention
 to offer / NOT to offer. **Please mark one of them.*

Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Name of Company : _____
Date : _____

A. General Provisions

1. Introduction

- 1.1 This Request for Quotation (hereinafter the “**RFQ**”) is being sent to the preliminarily shortlisted firms (hereinafter the “**Developers**”) or individually “**Developer**”) by JICA Project Team for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh (hereinafter the “**JICA Project Team**”), and JICA Project Team intends to select a Developer only from those listed in the RFQ. The Developer shall fulfill the obligations set forth in the Contract attached in this RFQ (hereinafter the “**Assignment**”) (hereinafter the “**Contract**”) while being led by an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Assignment under the Contract (hereinafter the “**Key Engineer**”) and whose CV shall be taken into account in the evaluation of the Quotation. With this RFQ, the Developers are invited to submit an offer price filled in Form-1 together with supporting documents in compliance with Form-2, Form-3, Form-4, and Form-5 (hereinafter collectively the “**Quotation**”). The Quotation will be the basis for negotiating and ultimately signing the Contract with the awarded Developer.
- 1.2 Under the provision of the Assignment, the Developer shall design, develop, and implement the Next Generation OSS Online System for Bangladesh Economic Zones Authority (BEZA) in compliance with Appendix A: Technical Specifications (hereinafter the “**System**”).

2. Name of the Assignment

The Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA)

3. Conflict of Interest

- 3.1 The Developer is required to provide professional, objective, and impartial advice, at all times holding JICA Project Team’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 3.2 The Developer has an obligation to disclose to JICA Project Team any situation of actual or potential conflict that impacts its capacity to serve the best interest of its JICA Project Team. Failure to disclose such situations may lead to the disqualification of the Developer or the termination of the Contract.

B. Preparation of Quotation

4. General Considerations

- 4.1 In preparing the Quotation, the Developer is expected to examine the RFQ in detail. Material deficiencies in providing the information requested in the RFQ may result in rejection of the Quotation.
- 4.2 The Quotation shall be prepared and submitted by filling out the forms and documents provided on the Forms under Clause 8. Each of the Forms shall be completely filled in indelible ink and typewritten or computer printouts. No interlinings, erasures (or crossing out), addition, or alteration may be allowed unless they are signed or initialed by the person signing the Forms before submission thereof.

5. Deliverables and Delivery

- 5.1 The Developer shall complete delivering the System to JICA Project Team including, but not limited to, the following deliverables related to the System

- in the form of 3 sets of CD and/or DVD (hereinafter collectively the “Deliverables”).
- Basic Design of the System
 - Detailed Design of the System
 - Test Specification
 - Third-Party Test Report
 - Source Program
 - Operation Manual
- 5.2 The System shall be delivered on or before **25th January 2022**.
- 5.3 The System shall be considered delivered if and only if deployed, setup, and fully operational on the designated server in the office of JICA Project Team indicated in Clause 13, accompanied with the Deliverables specified in Sub-Clause 5.1.
- 6. Cost of Preparation of Quotation** The Developer shall bear all costs associated with the preparation and submission of its Quotation, and JICA Project Team shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA Project Team is not bound to accept any Quotations and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Developer.
- 7. Language** The Quotation, as well as all correspondence, documents, Pre-qualification Presentation, and Q&A Conference, relating to the Quotation exchanged between the Developer and JICA Project Team, shall be written and/or spoken in English.
- 8. Documents Comprising the Quotation** The Quotation shall comprise the forms and documents listed below:
- Certificate of Incorporation (photocopy)
 - Form PA : Power of Attorney¹⁾,
 - Form 1 : Offer Price,
 - Form 2 : Developer’s Experience,
 - Form 3 : CV of Key Engineer²⁾,
 - Form 4 : Technical Proposal for Implementing the System
 - Form 5 : Schedule of System Development.
 - Compact Disk (CD)³⁾
- ¹⁾ If necessary, duly signed by the legal representative of the Developer.
- ²⁾ At least one (1) CV of Key Engineer shall be submitted.
- ³⁾ Inside are saved the signed Forms and documents (1) through (7) above. To be enclosed in the envelope marked “ORIGINAL” only.
- 9. Quotation Validity**
- The Quotation must remain valid for thirty (30) calendar days after the Quotation submission deadline.
 - During this period, the Developer shall maintain its original Quotation without any change, including the availability of its Key Engineer, exchange rates, and the total price.
 - If it is established that the Key Engineer nominated in the Developer’s Quotation was not available at the time of Quotation Submission or was included in the Quotation without his/her confirmation, such Quotation shall be disqualified and rejected for further evaluation.
- 10. Sub-Contracting** The Developer shall NOT subcontract the whole and/or any portion of the Assignment.

- 11. Clarification and Amendment of RFQ**
- The Developers may request a clarification of any part of the RFQ within seven (7) calendar days after the issuance of the RFQ. Any request for clarification must be sent in E-mail transmissions, to JICA Project Team, whose E-mail address is indicated in Clause 13.
 - Clarification Due: 13:00 Dhaka Local Time, 22nd June 2021**
 - JICA Project Team will respond in writing and send copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Developers by individual E-mails.
 - JICA Project Team will hold a Q&A Conference virtually in line with the queries submitted.
 - Date & Time: **Scheduled 13:00 Dhaka Local Time, 24th June 2021**.
 - JICA Project Team will notify all the shortlisted Developers of the virtual connection details through E-mail no later than 3 calendar days before the specific date of the Q&A Conference.
 - Should JICA Project Team deem it necessary to amend the RFQ as a result of a clarification, it shall do so in the following procedure described below.
 - At any time before the Quotation submission deadline, JICA Project Team may amend the RFQ by issuing an amendment. The amendment shall be sent to all shortlisted Developers by E-mail and will be binding on them. The shortlisted Developers shall acknowledge receipt of all amendments by E-mail.
 - If the amendment is substantial, JICA Project Team may extend the Quotation submission deadline to give the shortlisted Developers reasonable time to take an amendment into account in their Quotation.
- 12. Pre-qualification Presentation** Each Developer shall separately deliver a pre-qualification presentation to describe their technical proposal best consistent with the RFQ.
- Date: **Scheduled 7th-8th July 2021**.
 - Time duration allotted to each Developer shall be 20 minutes or notified otherwise.
 - JICA Project Team will notify each of the shortlisted Developers of the virtual connection details through E-mail no later than 3 calendar days before the specific date & time of Pre-qualification Presentation.
- 13. Communications** Clarifications and Quotation shall be submitted to the following address.
- To : JICA Project Team
(Bangladesh Economic Zones Authority (BEZA))
- Address : Level12, Monem Business District
111, Bir Uttam C.R. Dutta Road,
Karwanbazar, Dhaka-1205, Bangladesh
- Attn : Mr. Akihiko Morinaga
Chief Advisor, JICA Project Team
- E-mail : info.bipic2@k-rc.co.jp
- Fax : +81-3-3265-8316
- C. Submission, Opening and Evaluation**
- 14. Submission, Sealing, and Marking of Quotation**
- The Developer shall submit a complete set of Quotation comprising the documents and forms in accordance with Clause 8 (Documents Comprising the Quotation). The submission to JICA Project Team must be done by postal mail or by hand.
 - Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the

- Quotation.
- 14.3 The signed Quotation shall be marked “ORIGINAL”, and its copy be marked “COPY” as appropriate.
- 14.4 The number of copy is one (1). The copy shall be made and photocopied from the signed original. If there are discrepancies between the original and the copy, the original shall prevail.
- 14.5 Scanned copy of the signed original Quotation shall be saved in a CD, which shall be enclosed in the envelope marked “ORIGINAL” in accordance with Sub-Clause 14.6.
- 14.6 The original and the copy of the Quotation shall be placed inside of a separate sealed envelope, with clearly marked as “ORIGINAL” or “COPY”. Each envelope shall bear the submission address, the name of the Assignment, name and address of the Developer, with a warning “DO NOT OPEN UNTIL [insert: THE DATE AND THE TIME OF SUBMISSION DEADLINE]”.
- 14.7 If the envelopes are not sealed and marked as required, JICA Project Team will assume no responsibility for the misplacement, loss, or premature opening of the Quotation.
- 14.8 The Quotation must be sent to the address and received by JICA Project Team no later than the deadline indicated in Clause 15 (Quotation Submission Deadline), or any extension to this deadline. Any Quotation received by JICA Project Team after the deadline may be declared late and rejected, and promptly returned unopened.

15. Quotation Submission Deadline
Date: **15th July 2021**
Time: **13:00 Dhaka Local Time**

16. Confidentiality From the time the Quotations are opened to the time the Contract is awarded, the Developer should not contact JICA Project Team on any matter related to its Quotation. Information relating to the evaluation of Quotation and award recommendations shall not be disclosed to the Developers who submitted the Quotation or to any other party not officially concerned with the process, until the publication of the Contract award information.

17. Quotations Evaluation The Developer is not permitted to alter or modify its Quotation in any way after the Quotation submission deadline. While evaluating the Quotations, JICA Project Team will conduct the evaluation solely on the basis of the submitted Quotations.

18. Evaluation of Quotations

18.1 JICA Project Team shall evaluate the Quotations on the basis of their responsiveness to the Forms 2 through 5, applying the evaluation criteria and point system described below:
[**Technical Score (S_t)**]

- I. Developer’s general experience and competence in the field covered by the Assignment: 20
- II. Experience and records of the Key Engineer to be assigned to the Assignment: 20
- III. Technical proposal for implementing the System: 50
- IV. Adequacy of the Schedule of System Development: 10

Total Technical Score for the Criteria: 100

18.2 Each responsive Quotation will be given a Technical Score. A Quotation shall be rejected at this stage if it does not respond to important aspects of the RFQ or if it fails to achieve the minimum Technical Score required to pass: 60.

19. Taxes The JICA Project Team’s evaluation of the Developer’s offer price shall include taxes and duties incurred in Bangladesh.

20. Combined Quality and Cost Evaluation

20.1 The Total Score is calculated by weighting the Technical and Financial Scores and adding them as per the formula and instructions stated below.
[**Financial Score (S_f)**]
The lowest evaluated Offer Price (*P_m*) will earn the maximum Financial Score of 100. The formula for determining the Financial Scores of all other Quotations is calculated as follows:

$$S_f = 100 \times P_m / P$$

where *P* is the price of the Offer Price under consideration.

[**Combined Score (S)**]

The Combined Score shall be given by the weighted average of *S_t* and *S_f* such that:

$$S = 80\% \times S_t + 20\% \times S_f$$

20.2 Score results will be announced to all Developers who submitted their Quotation, and the Developer who has achieved the highest Combined Score *S*, among those who has offered below the budget price, will be invited for negotiations.

D. Negotiations and Award

21. Negotiations The negotiations will be held with the Developer’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Developer.

[**Technical Negotiations**]

21.1 The negotiations include discussions of the Technical Specifications, the proposed Quotation, JICA Project Team’s inputs, the Conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the Technical Specifications or the terms of the contract, in order that the quality of the Assignment or the relevance of the initial evaluation may not be affected.

[**Financial negotiations**]

21.2 The negotiations include the clarification of the Developer’s tax liability in Bangladesh and how it should be reflected in the Contract.

22. Conclusion of Negotiations 22.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by JICA Project Team and the Developer’s authorized representative.

22.2 If the negotiations fail, JICA Project Team shall inform the Developer in writing of all pending issues and disagreements and provide a final opportunity to the Developer to respond. If disagreement persists, JICA Project Team shall terminate the negotiations informing the Developer of the reasons for doing so and invite the next-ranked Developer to negotiate a Contract. Once JICA Project Team commences negotiations with the next-ranked Developer, JICA Project Team shall not reopen the earlier negotiations.

23. Award of Contract 23.1 After completing the negotiations, JICA Project Team shall award the Contract to the successful Developer and promptly notify the other

- shortlisted Developers. Quotations of those Developers who were unsuccessful shall be disposed or returned.
- 23.2 The Developer is expected to commence the Assignment on the date upon mutual agreement.

Attachment 2: Technical Specifications

Technical Specifications

**for the Development of Next Generation One Stop Service
Online System for Bangladesh Economic Zones Authority
(BEZA)**

**JICA Project for Promoting Investment and Enhancing
Industrial Competitiveness in Bangladesh**

June 2021

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Abbreviations

Abbreviation	Stands for
AD	Active Directory
BEZA	Bangladesh Economic Zones Authority
CI	Continuous Integration
CD	Continuous Delivery
DBMS	Database Management System
EZ	Economic Zone
JICA	Japan International Cooperation Agency
MFA	Multi-Factor Authentication
OSS	One Stop Service
SOP	Standard Operation Procedures of BEZA

Term definitions

Term	Definition / Meaning
The System	New BEZA OSS Online System
The JICA Project	Project for Promoting Investment and Enhancing Industrial Competitiveness in the People's Republic of Bangladesh, JICA

Symbol legends

Symbol	Definition / Meaning	Symbol	Definition / Meaning
	Starting / Ending point of process		Storage
	Process / Page		Predefined Process
	Decision / Branch		

1. General information

1.1. Background of the System development

BEZA has opened its OSS in 2019, enabling all unit EZ investors to apply for any SOP application at the OSS center. At the same time, BEZA is also developing OSS online system that can handle all SOP applications in digital format online. The current system already provides 20 online services as of October 2020. However, the current system has the following issues.

- The current system is a “rented” system from a private system development company, thus BEZA has no ownership and has no access to its source code or database, making it a black box.
- Though the development cost of the current system is 0, BEZA must pay a portion of application fee collected from investors to the development company. This is a good business model for the current system development company, but it would be a huge amount in the future when thousands of investors will use the system.
- Since the current system is deployed on the system development company's own hosting server, there is no way to securely integrate the current system with existing information systems in BEZA's office. For example, using secure VPN to connect BEZA's internal system with the current OSS system means to connect the BEZA's LAN with the company's LAN and it enables the company accessible to the BEZA's internal systems.

To address these issues, BEZA plans to develop its own new OSS online system with the cooperation from the JICA project.

1.2. BEZA SOP overview

There are more than 120 SOPs that BEZA should provide to the investors, and each procedure has dependency with other procedures so that investors are allowed to apply to a procedure only when its dependent (prerequisite) procedures have been applied and approved. The figure below illustrates the overall dependencies of SOP procedures. *Note that this figure is for explanatory purpose only, and the latest flowchart is different from this.*

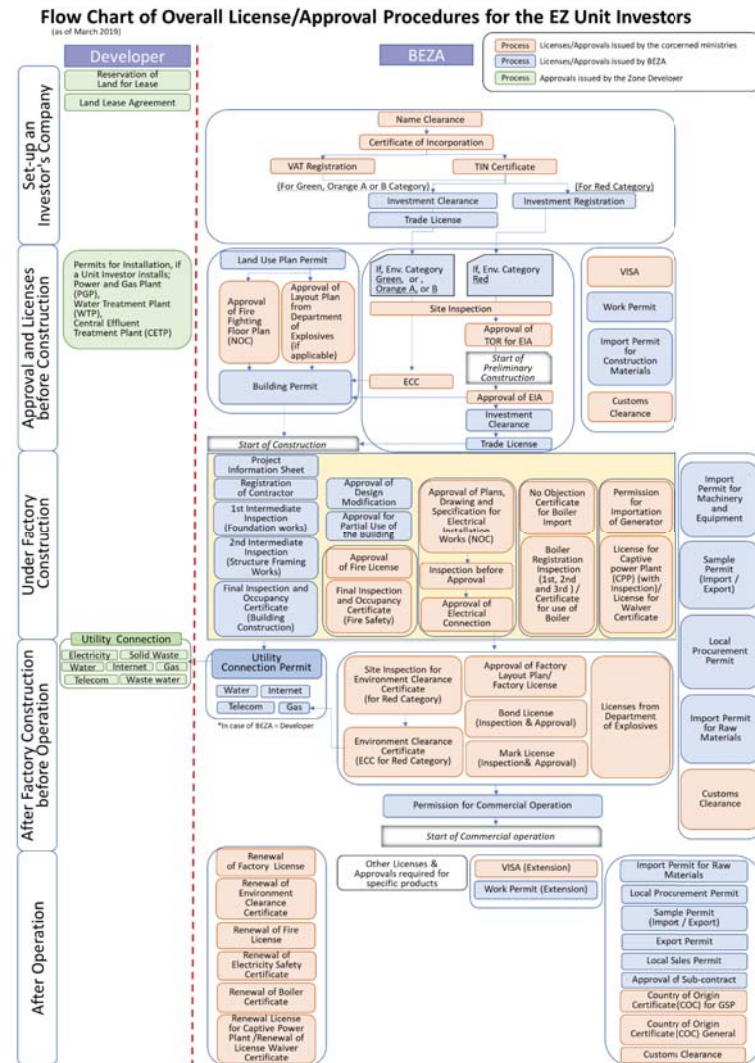


Figure 1: Flowchart (dependencies) of overall SOP procedures (draft)

1.3. Purpose of the development of new OSS online system

- To implement online application system for all BEZA SOPs
- To replace the current BEZA OSS Online System with the new system that is fully owned, controlled and managed by BEZA including its all data and source codes.
- To secure and protect all data (especially the investors' data) in BEZA OSS Online System so that no external entity can access these data.
- To integrate the System with existing IT systems in BEZA.

1.4. Target users

There are following 3 types of users for the System.

1) Investors

Investors are users who register, login, submit SOP applications, and obtain approvals or certificates for the applied SOPs on the System. Investors can access the System only through the Internet.

2) BEZA staffs

BEZA staffs are users who login to the System and examine, forward, approve, and give certificate to SOP applications submitted from Investors. BEZA staffs can access the System only from within the BEZA office. There are multiple different sections and assigned roles for BEZA staffs. The belonging section corresponds to SOP categories such as construction, environment, electricity, etc. The role is based on their privileges and there are basically two of them as shown below.

- **Officer in charge:** Examines the submitted application forms, and communicate with investors if any issue is found in the application.
- **Approver:** Makes either of 3 possible decisions: Approve, Reject, or Forward back to the officer in charge.

These grouping of user sections and roles will be managed by external system (Active Directory in BEZA), and the System should only use these information obtained from the Active Directory.

3) Administrator

Administrator user manages all the System settings and has privilege to add / modify all SOP procedure definitions and their workflows. The administrator can access the System only from within the BEZA office.

1.5. Overview of the system

Several figures in this section describe general overview of the System.

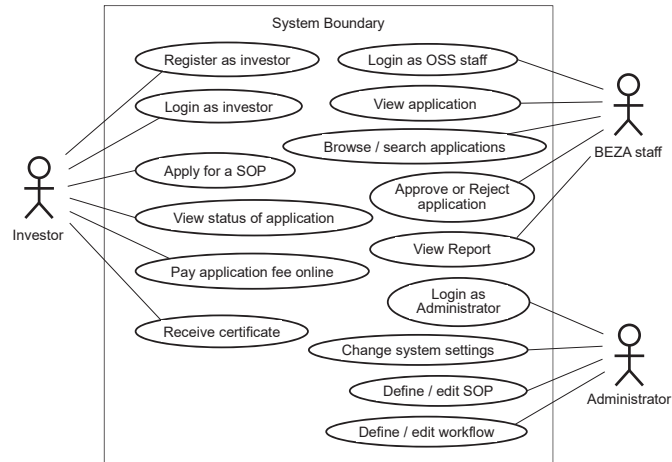
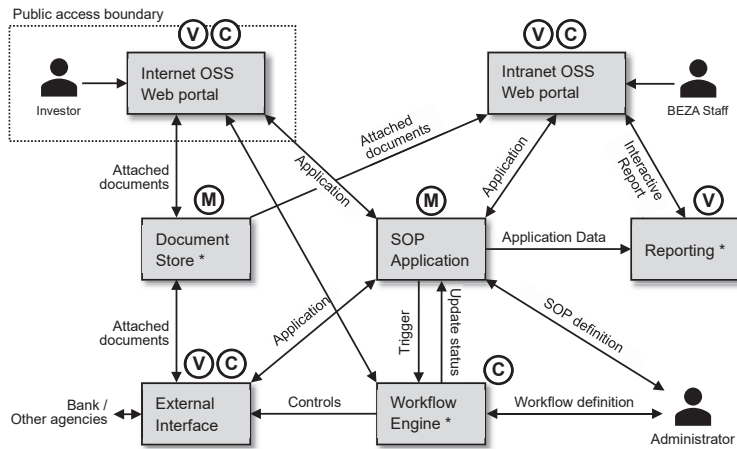


Figure 2: Use case diagram of the System



(M)(V)(C) ... Roughly corresponds to Model, View, and Controller in MVC model
 * ... Preferably using ready-made open-source package (with no or minimum additional development)

Figure 3: Subsystems of the System

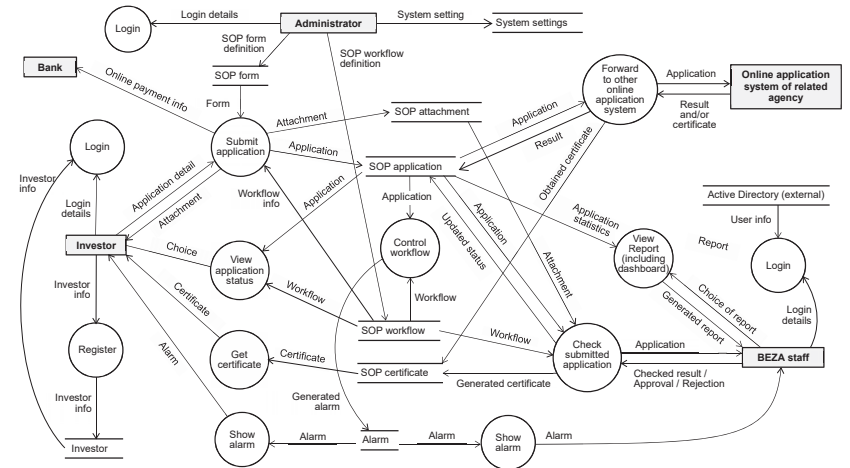


Figure 4: Conceptual Data Flow Diagram of the System

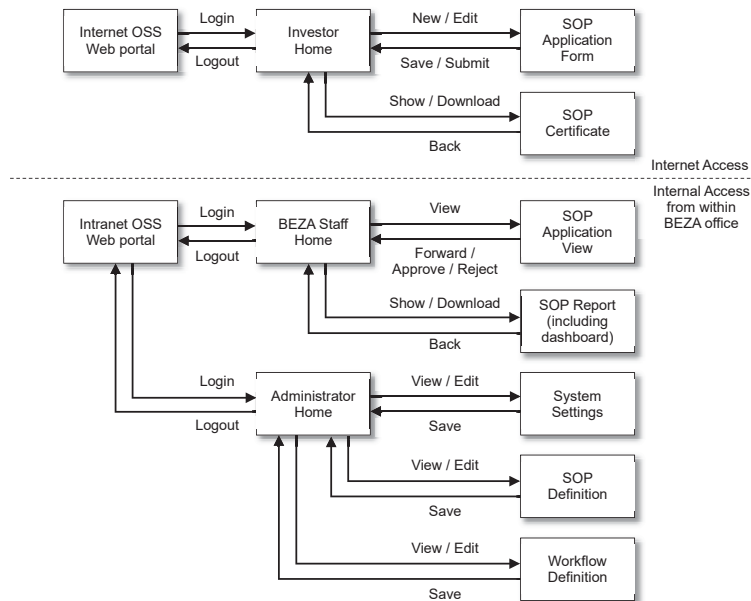


Figure 5: Basic page transition of the System

Note that Figure 5 does not include minor pages such as the followings.

- User registration / profile / password change / password reset
- Help / FAQ / confirmation / alarm / error pages

1.6. Development strategy

1) Simple architecture with maximum flexibility

Instead of creating single, overly complex and rigid system that contains all functions with proprietary components, the System should be built on the combination of globally acknowledged general-purpose software components (i.e., packages, frameworks, etc.) with absolutely no dependencies on proprietary or privately owned software libraries / middleware, while maintaining the maximum flexibility.

2) Maximum utilization of open-source packages

To speed up the development process, the System should employ internationally acknowledged stable open-source packages for the following subsystems instead of coding them from the ground up. Requirements for these subsystems will be discussed in Chapter 2.

- Document store
- Workflow engine
- Reporting

Note: In case the developer already has such existing software components that have been developed before, it might also be acceptable to use these existing components as far as they are stable enough and its source code are available to BEZA (i.e. the component is not a black box to BEZA).

3) Collaboration with JICA project team and BEZA

The biggest difference of this development from the fully outsourced development is that JICA project team and IT engineers at BEZA will be actively involved in the development process through collaboration. System design, coding, and testing must be done cooperatively with them.

4) Transparent development process

During the course of the development, every development step must be transparent to JICA project team and BEZA IT engineers. This means the progress of development (such as revisions of the design, code, testing results, etc.) must be shared with JICA project / BEZA IT engineers through revision control system (Git¹ is the preferred tool). The repository for the revision control system will be prepared and managed by BEZA and JICA project.

5) Agile project management

Development project should be managed in agile manner with frequent and short iteration of review processes such as Scrum method².

6) Tight security

The System must employ tight security because it handles confidential information.

¹ <https://git-scm.com/>

² [https://en.wikipedia.org/wiki/Scrum_\(software_development\)](https://en.wikipedia.org/wiki/Scrum_(software_development))

2. Requirements by subsystems

2.1. Internet OSS Web portal

Internet OSS Web portal is the main Web user interface of the System for Investors and is one of the public interfaces for internet access (the other is "External Interface" subsystem). The URL of the System will land to this subsystem. Since this will be the home to all Investors, it should provide clean and well-designed Web page like the current OSS online system shown in the figure below.



Figure 6: Home page of the current OSS online system (<https://beza.oss.net.bd/>)

2.1.1. Required functions (without login)

Below is the list of required functions of this subsystem when the user is not logged in.

Table 1: List of required functions for Internet OSS Web portal subsystem (without login)

Ref.	Function Name	Description
F1.1	User registration	<ul style="list-style-type: none"> ▪ Investors need to register to the System before submitting any OSS application ▪ Minimum required information for the registration is as follows. <ul style="list-style-type: none"> ➢ Full name of the user (person) ➢ Email of the user ➢ Mobile phone number (<u>with country code</u>) ➢ Login password (minimum 8 characters, must be a combination of upper / lower alphabets, numbers, and symbols) ▪ The password must be stored in the database as a salted hash³ (Never

³ <https://auth0.com/blog/adding-salt-to-hashing-a-better-way-to-store-passwords/>

Ref.	Function Name	Description
		store the raw password or raw hash of the password). Different random salt value must be assigned to each user. Hash function must be secure enough (such as SHA256 or better), and older hash function (such as MD5 or SHA1) must not be used. <ul style="list-style-type: none"> ➢ Scanned Document : NID/ Passport and Authorization for the company
F1.2	User login	<ul style="list-style-type: none"> ▪ Allow Investor to login to the System ▪ The login requires the following information <ul style="list-style-type: none"> ➢ Registered Email address (as user ID) ➢ Login password ▪ Multi-factor authentication (MFA) is required for the Investor <ul style="list-style-type: none"> ➢ MFA should be implemented through well-known, internationally available service such as Google Authenticator ➢ SMS/Email is the preferred method to send verification code ▪ BEZA staff and Administrator are not allowed to login on this subsystem
F1.3	User password reset	<ul style="list-style-type: none"> ▪ In case the Investor forgot his/her password, the System should provide secure way to reset the password such as the following procedures. <ol style="list-style-type: none"> 1. Let user enter the registered email address 2. The System sends an email with password reset URL 3. The user enters new password on the password reset page ▪ Password "recovery" function must not be provided (it is anyway impossible to recover the password if the System stores salted hash of the password)
F1.4	User manual for investors	<ul style="list-style-type: none"> ▪ The subsystem allows to download or view the operation manual of the System for investors. ▪ Login is not required to download/view the manual.
F1.5	FAQ for investors	<ul style="list-style-type: none"> ▪ The subsystem provides the latest FAQ for investors as a Web page or a searchable FAQ directory. ▪ The Administrator can update the content of the FAQ. ▪ Login is not required to view the FAQ.

2.1.2. Required functions (with login)

Below is the list of required functions of this subsystem when the user is logged in.

Table 2: List of required functions for Internet OSS Web portal subsystem (with login)

Ref.	Function Name	Description
F1.6	User logout	<ul style="list-style-type: none"> ▪ Allow Investor to logout from the System ▪ Should automatically logout after predefined idle time (configurable in the System setting by Administrator).
F1.7	User profile	<ul style="list-style-type: none"> ▪ Investor can edit the profile (information entered during User Registration)
F1.8	User password change	<ul style="list-style-type: none"> ▪ Investor can change the login password ▪ The requirements for the password is the same as User Registration

Ref.	Function Name	Description																																																						
F1.9	Notice for investors	<ul style="list-style-type: none"> The subsystem shows the latest notice and news on the home page. The Administrator can edit the notice / news. Login is <u>required</u> to view the notice. 																																																						
F1.10	View submitted SOP application	<ul style="list-style-type: none"> Allow Investor to view his/her submitted SOP applications. The screen should first show the summary of each SOP application with the name of SOP and the number of its applications submitted or under editing like shown below. "Draft", "Shortfall", and "Submitted" are the status of application defined in F1.12. The summary screen should show buttons to apply for a new application. <table border="1"> <thead> <tr> <th>SOP</th> <th>Draft/Shortfall</th> <th>Submitted</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><u>Investment Clearance</u></td> <td>0</td> <td>1</td> <td><u>Apply</u></td> </tr> <tr> <td><u>Trade License</u></td> <td>0</td> <td>1</td> <td><u>Apply</u></td> </tr> <tr> <td><u>Visa Recommendation</u></td> <td>2</td> <td>29</td> <td><u>Apply</u></td> </tr> <tr> <td><u>Work Permit</u></td> <td>1</td> <td>15</td> <td><u>Apply</u></td> </tr> <tr> <td><u>Building Permit</u></td> <td>1</td> <td>0</td> <td><u>Apply</u></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Choosing one of the SOP listed above will show the list of all applications of the selected SOP with their status (see F1.12), then allow Investor to choose one for viewing or editing. The list would be shown something like below. <table border="1"> <thead> <tr> <th>#</th> <th>Tracking ID</th> <th>Last Modified</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>VR-XXXXX9</td> <td>2021/01/28</td> <td>Draft</td> <td><u>Edit</u></td> </tr> <tr> <td>2</td> <td>VR-XXXXX7</td> <td>2020/11/16</td> <td>Shortfall</td> <td><u>Edit</u></td> </tr> <tr> <td>3</td> <td>VR-XXXXX4</td> <td>2020/01/15</td> <td>Processing</td> <td><u>View</u></td> </tr> <tr> <td>4</td> <td>VR-XXXXX2</td> <td>2019/07/01</td> <td>Rejected</td> <td><u>View</u></td> </tr> <tr> <td>5</td> <td>VR-XXXXX1</td> <td>2019/04/23</td> <td>Completed</td> <td><u>View Certificate</u></td> </tr> </tbody> </table> <p>"Tracking ID" is auto-generated unique ID for each application. The format of Tracking ID should be discussed with BEZA.</p> <ul style="list-style-type: none"> In the submitted application list, those under editing (draft) or returned from BEZA for shortfall should show a button to "Edit" the application. Once the application is accepted by BEZA, it should show a button to "View" the submitted application (read only). For those completed should also show button(s) to download the certificate(s). The list should be sortable by the user-specified order (such as by clicking on the column title of the table, and toggle ascending / descending order by clicking it). The Investor can also search for an application by keywords and / or by fields (such as Investor name, company, etc.) 	SOP	Draft/Shortfall	Submitted	Action	<u>Investment Clearance</u>	0	1	<u>Apply</u>	<u>Trade License</u>	0	1	<u>Apply</u>	<u>Visa Recommendation</u>	2	29	<u>Apply</u>	<u>Work Permit</u>	1	15	<u>Apply</u>	<u>Building Permit</u>	1	0	<u>Apply</u>	#	Tracking ID	Last Modified	Status	Action	1	VR-XXXXX9	2021/01/28	Draft	<u>Edit</u>	2	VR-XXXXX7	2020/11/16	Shortfall	<u>Edit</u>	3	VR-XXXXX4	2020/01/15	Processing	<u>View</u>	4	VR-XXXXX2	2019/07/01	Rejected	<u>View</u>	5	VR-XXXXX1	2019/04/23	Completed	<u>View Certificate</u>
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4	VR-XXXXX2	2019/07/01	Rejected	<u>View</u>																																																				
5	VR-XXXXX1	2019/04/23	Completed	<u>View Certificate</u>																																																				
F1.11	Submit SOP application	<ul style="list-style-type: none"> Investor can apply for any SOP procedure by filling and submitting online form on the System. All required documents for SOP can also be submitted as attachments along with the online form. Investor can only submit an application that satisfies all required prerequisite of the application. For example, as shown in Figure 1, in order to apply for a "Building Permit", the Investor must first obtain "Land Use Plan Permit", which is also applicable on the System. The System thus can check whether the prerequisite certificates have been already obtained or not. Depending on the SOP, multiple prerequisites may be required, and all these dependencies must be checked 																																																						

Ref.	Function Name	Description
		<p>automatically by the System.</p> <ul style="list-style-type: none"> Investor can save the draft of application form that is not yet submitted and can later continue filling / editing the form. Investor can modify the submitted application and resubmit it if the content is not accepted by BEZA and is requested by BEZA for the modification. Detail of SOP application is described in 2.3
F1.12	Check application status	<ul style="list-style-type: none"> Investor can check the current status of the submitted SOP application. There are following status of the application for Investors. <ul style="list-style-type: none"> "Draft": Application is under editing and is not yet submitted "Submitted": Application is successfully submitted, but not yet reviewed by BEZA. "Shortfall": Application is reviewed by BEZA, but is not accepted due to incorrect or missing information in the application, etc. "Processing": Submission is accepted and is in processing. Number of working days for processing SOP is counted in this status. "Completed": Application is completed and approved by BEZA "Rejected": Application is rejected by BEZA "Cancelled": Certificate has been cancelled as per request of the investor Application status is automatically set by the Workflow Engine (→ 2.6) based on the actions of BEZA staff (→ 2.2.1).
F1.13	Download certificate	<ul style="list-style-type: none"> Investor can select and download SOP certificates in digital format (such as PDF) that are issued by BEZA as the result of application approvals. All certificates will be automatically generated by the System. The generated certificate must be in secure format that prevents from alteration and fake. Digital signature is the preferred method.
F1.14	Correction of Application	<ul style="list-style-type: none"> Investor can apply for correction of application after paying the service fee for correction In correction mode copy the old application will be saved The changed fields should be marked with different color
F1.15	Messaging system	<ul style="list-style-type: none"> Investor can send text message with the application In case of shortfall or rejection of any application OSS desk will give a text reasoning
F1.16	Cancellation of application	<ul style="list-style-type: none"> Investor can apply for cancellation of application In case of cancellation the certificate will be watermarked with the text "Cancelled"
F1.17	View Alarms	<ul style="list-style-type: none"> Investor can view alarms and notifications sent to the investor.

2.1.3. Application framework for internet OSS Web portal

Followings are the requirements for application framework for Web portal subsystem.

1. Open source with large user community
2. Stable version with security fix support of at least until the end of year 2021.
If the framework provides LTS (Long-Term Support) version, the latest LTS version should be used.
3. Native JSON support (either by the framework or by the underlying programming language).
4. Support for user authentication by Active Directory (for intranet Web portal)
5. Support for accessing external Web services through JSON and XML
6. Support for the latest development technologies such as CI & CD, RESTful API, etc.
7. Support for mobile device UI (when viewed in Web browser of mobile device).
8. Native support for DBMS described in 2.3.5
9. Cloud-based framework is not allowed due to Bangladesh Government's policy.

Recommended open source application framework

- Any well-known framework that supports the above requirements would be accepted.
- Laravel (<https://laravel.com/>) is the most recommended framework.

2.2. Intranet OSS Web portal

Intranet OSS Web portal is the Web user interface of the System for BEZA staffs and Administrator.

2.2.1. Required functions (without login)

Below is the list of required functions of this subsystem when the user is not logged in.

Table 3: List of required functions for Intranet OSS Web portal subsystem (without login)

Ref.	Function Name	Description
F2.1	User login	<ul style="list-style-type: none"> ▪ Allow BEZA staff and Administrator to login to the System ▪ BEZA staff and Administrator can login only from within BEZA office ▪ The login requires the following information <ul style="list-style-type: none"> ➢ User name ➢ Password ▪ The login authentication is done by external Active Directory (AD) server in BEZA office LAN by using LDAP⁴ v.3 authentication. This means: <ul style="list-style-type: none"> ➢ There is no user registration function in the System. ➢ There is no user account information stored in the System. ➢ User account will be solely managed by the AD server. ▪ In order to authenticate a user against AD server, the System should basically perform the following steps. <ol style="list-style-type: none"> 1. The System binds (login) to the AD server by using special

⁴ https://en.wikipedia.org/wiki/Lightweight_Directory_Access_Protocol

Ref.	Function Name	Description
		<ul style="list-style-type: none"> read-only AD account called "bind user". 2. After binding to AD, the System performs LDAP search for the given user name (with additional filtering, if any). 3. If the user is found, then perform another binding by using the user's DN and password. ▪ The belonging section and role of the authenticated BEZA staff user will be determined by its LDIF⁵ fields and attributes. <ul style="list-style-type: none"> ➢ Belonging BEZA Section is determined by the user's OU ➢ User role (whether the user has approval privilege or not) is determined by the user's DN and / or its attributes. ▪ Administrator is assigned to a predetermined special AD account (that is not the normal user account). <ul style="list-style-type: none"> ➢ Administrator has privilege to view all SOP application status ▪ Connection to Active Directory server must use TLS⁶.
F2.2	User manual for BEZA staff	<ul style="list-style-type: none"> ▪ The subsystem allows to download or view the operation manual of the System for BEZA staff. Login is not required to download/view the manual.
F2.3	FAQ for BEZA staff	<ul style="list-style-type: none"> ▪ The subsystem provides the latest FAQ for BEZA staff as a Web page or a searchable FAQ directory. ▪ The Administrator can update the content of the FAQ.
F2.4	Notice for BEZA staff	<ul style="list-style-type: none"> ▪ The subsystem shows the latest notice and news on the home page. ▪ The Administrator can edit the notice / news.

In addition to these functions, all SOP application review / approval / rejection functions are available through this subsystem.

2.2.2. Required functions (with login)

Below is the list of required functions of this subsystem when the user is logged in.

Table 4: List of required functions for Intranet OSS Web portal subsystem (with login)

Ref.	Function Name	Description
F2.5	User logout	<ul style="list-style-type: none"> ▪ Allow user to logout from the System ▪ Should automatically logout after predefined idle time (configurable in the System setting by Administrator).
F2.6	View submitted SOP application	<ul style="list-style-type: none"> ▪ Allow user to view submitted SOP applications that are belonging to the user's section (such as "environment section") ▪ The screen should first show the summary of each SOP application (that belongs to the user's section only) from all Investors with the name of SOP and the statistics of applications processed so far like shown below. "Submitted" means new submission from Investors that are not yet reviewed (see F1.12 for status definitions).

⁵ https://en.wikipedia.org/wiki/LDAP_Data_Interchange_Format

⁶ https://docs.microsoft.com/en-us/openspecs/windows_protocols/ms-adts/8e73932f-70cf-46d6-88b1-8d9f86235e81

Ref.	Function Name	Description																																																
		<table border="1"> <thead> <tr> <th>SOP</th> <th>Submitted</th> <th>Processing</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>Land Use Plan Permit</td> <td>1</td> <td>3</td> <td>129</td> </tr> <tr> <td>Building Permit</td> <td>3</td> <td>2</td> <td>117</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Choosing one of the SOP listed above will show the list of all applications of the selected SOP with their status (see F1.12), then allow user to choose one for reviewing. The list would be shown something like below (Investor name should also be included). <table border="1"> <thead> <tr> <th>#</th> <th>Tracking ID</th> <th>Submitted</th> <th>Days due</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BP-XXXX9</td> <td>2021/01/28</td> <td>14</td> <td>Submitted</td> <td>Review</td> </tr> <tr> <td>2</td> <td>BP-XXXX7</td> <td>2020/11/16</td> <td>-</td> <td>Shortfall</td> <td>Review</td> </tr> <tr> <td>3</td> <td>BP-XXXX4</td> <td>2020/01/15</td> <td>5</td> <td>Processing</td> <td>Review</td> </tr> <tr> <td>4</td> <td>BP-XXXX2</td> <td>2019/07/01</td> <td>-</td> <td>Rejected</td> <td>View</td> </tr> <tr> <td>5</td> <td>BP-XXXX1</td> <td>2019/04/23</td> <td>-</td> <td>Completed</td> <td>View Certificate</td> </tr> </tbody> </table> <p>Note that any application that is not yet submitted (i.e. "Draft") is not displayed in this list. "Days due" indicates number of remaining working days to go before processing deadline (because each SOP has defined number of working days that should complete the processing). The "Action" column is similar to F1.10 but there is no "Edit" button, and "Review" is a version of "View" with decision making (see F2.7).</p> <ul style="list-style-type: none"> The list should be sortable by the user-specified order (such as by clicking on the column title of the table, and toggle ascending / descending order by clicking it). The user can search for an application by keywords and / or by fields (such as Investor name, company, etc.) 	SOP	Submitted	Processing	Completed	Land Use Plan Permit	1	3	129	Building Permit	3	2	117	#	Tracking ID	Submitted	Days due	Status	Action	1	BP-XXXX9	2021/01/28	14	Submitted	Review	2	BP-XXXX7	2020/11/16	-	Shortfall	Review	3	BP-XXXX4	2020/01/15	5	Processing	Review	4	BP-XXXX2	2019/07/01	-	Rejected	View	5	BP-XXXX1	2019/04/23	-	Completed	View Certificate
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3	BP-XXXX4	2020/01/15	5	Processing	Review																																													
4	BP-XXXX2	2019/07/01	-	Rejected	View																																													
5	BP-XXXX1	2019/04/23	-	Completed	View Certificate																																													
F2.7	Review and make decision on SOP application	<ul style="list-style-type: none"> Clicking on "Review" button on one of the applications in the list (F2.6) will show the application review screen. It is basically the same as "View" screen of an application, but it provides several buttons for the decision making by BEZA staff as follows. <ul style="list-style-type: none"> "Close": Simply close the application view. The status of application becomes "Processing". "Shortfall": Return the application back to the Investor for incompleteness of the application. The System should ask to enter the description of shortfall reason (required) to be sent to the Investor. "Forward": (for non-approving staff) Accept the content of application and forward to next staff in charge. The System should ask for (optional) comment to be saved with the decision. The status of application remains "Processing". The actual forwarding process will be handled by Workflow engine (→ 2.6). "Approve": (for approving staff) Accept the application and complete the process. The System should ask for (optional) comment to be saved with the decision. Upon approving, corresponding certificates will be automatically generated (→ F2.9). The status of application becomes "Completed". "Remand": Send back the application to previous BEZA staff in charge (if exist). The System should ask for comment (required) to be saved with the decision. "Reject": (for approving staff) Reject the application and 																																																

Ref.	Function Name	Description																												
		<p>terminate the process. The System should ask to enter the description of rejection reason (required) to be sent to the Investor.</p> <ul style="list-style-type: none"> All comments and reasons saved in the above decision will be shown as history of decisions in "View" / "Review" screen of the application like shown below. <table border="1"> <thead> <tr> <th>Date</th> <th>Decision</th> <th>By</th> <th>Comment / Reason</th> </tr> </thead> <tbody> <tr> <td>2021/01/12</td> <td>Shortfall</td> <td>Mr. ABC</td> <td>Insufficient info in attachment A</td> </tr> <tr> <td>2021/01/14</td> <td>Forwarded</td> <td>Mr. ABC</td> <td></td> </tr> <tr> <td>2021/01/16</td> <td>Remanded</td> <td>Ms. XYZ</td> <td>Check again on XXX, YYY, ...</td> </tr> <tr> <td>2021/01/17</td> <td>Forwarded</td> <td>Mr. ABC</td> <td>Checked</td> </tr> <tr> <td>2021/01/21</td> <td>Forwarded</td> <td>Ms. XYZ</td> <td></td> </tr> <tr> <td>2021/01/22</td> <td>Approved</td> <td>Dr. PQR</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> These comments are viewable to any BEZA staff but not to Investors. Reasons for "Shortfall" and "Reject" are viewable to Investors. 	Date	Decision	By	Comment / Reason	2021/01/12	Shortfall	Mr. ABC	Insufficient info in attachment A	2021/01/14	Forwarded	Mr. ABC		2021/01/16	Remanded	Ms. XYZ	Check again on XXX, YYY, ...	2021/01/17	Forwarded	Mr. ABC	Checked	2021/01/21	Forwarded	Ms. XYZ		2021/01/22	Approved	Dr. PQR	
Date	Decision	By	Comment / Reason																											
2021/01/12	Shortfall	Mr. ABC	Insufficient info in attachment A																											
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2021/01/17	Forwarded	Mr. ABC	Checked																											
2021/01/21	Forwarded	Ms. XYZ																												
2021/01/22	Approved	Dr. PQR																												
F2.8	Notify Investor	<ul style="list-style-type: none"> Upon important status change of applications such as "Shortfall", "Approved" and "Rejected", the System should notify Investor for the status change (with message given by the BEZA staff in charge for "Shortfall" and "Rejected") both in the System's notification screen (→ F1.14) as well as via Email. 																												
F2.9	Generate certificate	<ul style="list-style-type: none"> Upon "Approval" of an application, corresponding digital certificate(s) will be automatically generated. Depending on the SOP, multiple certificates may be generated for an application. The certificate should be generated as PDF format with some measure of counter falsification. Possible measures are: <ul style="list-style-type: none"> Digital signature (with X.509 PKI standard) Self-verification by embedded link in the certificate (such as QR code) that links to the System. The mechanism is shown below. <pre> graph TD System[The System] -- Generate --> Certificate[Certificate PDF with QR code] System -- Show certificate information --> User((User)) User -- Link --> Certificate User -- Compare / verify contents --> System </pre> <ul style="list-style-type: none"> The generation of certificate should be based on predefined template and by filling necessary information on the template. 																												
F2.10	Notify other department	<ul style="list-style-type: none"> After generation, correction and cancellation of certificate email will with attached certificate will be sent to the relevant department as defined by system admin 																												
F2.11	View Alarms	<ul style="list-style-type: none"> BEZA staff / Administrator can view alarms and notifications sent to them. BEZA staff will receive alarms / notifications that are assigned to their belonging section and role only Administrator can view all alarms / notifications in the System 																												
F2.12	Blacklist	<ul style="list-style-type: none"> Automatically screen the applicants with predefined blacklist for VISA 																												

Ref.	Function Name	Description
	screening	recommendation and work permit
F2.13	System Settings	▪ (for Administrator only) Set / modify the System settings
F2.14	SOP definition	▪ (for Administrator only) Define / edit SOP forms. Discussed in detail in 2.3
F2.15	Workflow definition	▪ (for Administrator only) Define / edit workflow. Discussed in detail in 2.6

2.2.3. Application framework for intranet OSS Web portal

Requirements for the intranet Web OSS portal are the same as 2.1.3.

2.3. SOP Application

SOP application is the center functionality of the System. Though the SOP flowchart shown in the Figure 1 seems complex, all SOP applications basically follows the same workflow. Therefore, the database design for SOP procedures must be simple as follows.

- Never design a separate function and / or separate DB table for each SOP procedure because it will result in so many similar functions and DB tables in the System, and any change or maintenance for a SOP application form requires physical alteration of corresponding table columns.
- Instead, it should use single DB table that stores all applications of all SOP procedures (with another separate table for SOP definition) so that any addition or modification of SOP procedure doesn't affect database structure.
- Note: It is possible, however, to design a separate table for a SOP that expects very large number of applications compared to other SOP. For example, compared to typical SOP that expects only 1 application per company or several per month at most, number of applications for VISA recommendation, Import, export and Work permit can be the order of hundred per day per company. Such SOP can use a separate dedicated table for better performance.

The concept of this simple design is illustrated in the figure below.

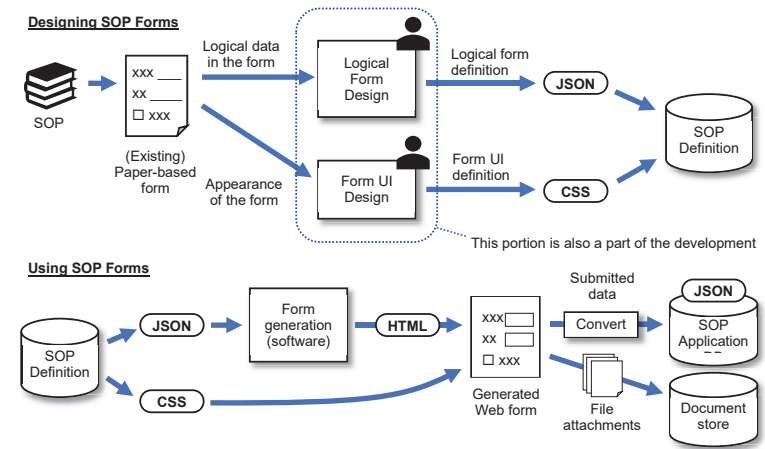


Figure 7: Concept of simple architecture for all SOP application forms

This design can be done by using flexible data structure of “Key-Value” store. All SOP application forms should be defined by using JSON format which is now the standard of key-value data for DB and Web application as shown in the figure below.

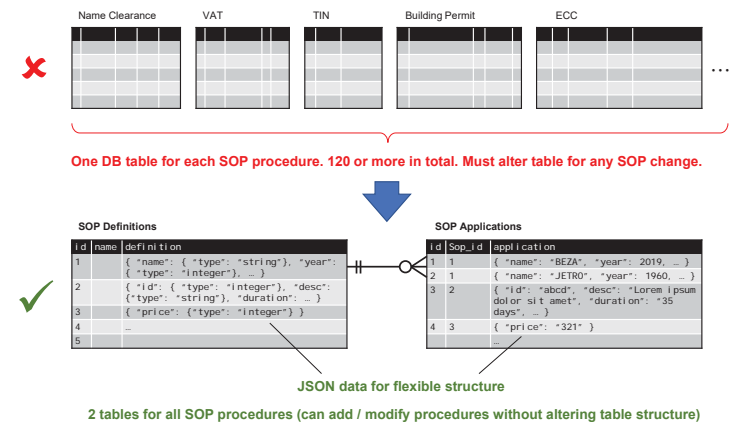


Figure 8: Using JSON-based Key-Value store for SOP applications

JSON based key-value store was originally available only in so called NoSQL databases such as MongoDB, but now all major open source databases including MySQL, MariaDB, and PostgreSQL supports JSON data type columns with key-based search and manipulation capabilities. Since SOP definition / application data has “Write once (or few times), Read many times” characteristics, we don’t have to use separate NoSQL database for storing the SOP application data.

Therefore, the database design of SOP procedure should be like shown below.

1) SOP Definitions table

The SOP definitions table stores definitions of each SOP procedure. This table should hold the same number of records as the number of SOP procedures (i.e. 120 records if there are 120 SOP procedures). Each record is basically a fix record to describe a procedure (or more specifically the data fields and their formats of application form). The table should at least contain the following columns.

Table 5: Minimum required columns for SOP Definition table

Column Name	Type	Key	Description
sop_id	int	PK*	ID for a SOP procedure.
name	varchar		Name of the procedure (such as “Building Permit”).
section	enum		Section in charge of the SOP procedure (such as “Construction”).
prerequisite	varchar		Comma-separated list of prerequisite sop_id in order to apply to the procedure.
require_login	boolean		True if investors need to login for the application.
definition	JSON		JSON text that defines the procedure’s application form and fields.
css_file	varchar		CSS file name (not including path for security) that formats the application form.
js_file	varchar		JavaScript file name (not including path for security) required for controlling the application form. It is recommended NOT to use JavaScript unless really required. Try using CSS as much as possible instead.
process_days	int		Number of working days to process the application (deadline).
renewal	JSON		JSON text that defines renewal policy (interval, maximum number of renewal, etc.)
certificate_id	int	FK	Key to certificate table that contains the SOP certificate definition

* ... PK = Primary Key, FK = Foreign Key

“definition” column

The “definition” column contains all application form and its field definitions in JSON

format such as JSON schema⁷. Each field has at least one or more of the following key-value pairs.

Table 6: Attributes (key-value pairs) for a form field in “definition” column

Key	Value
name	Name of the form field. This will be used for “name” attribute of HTML form element such as <input name=“”>.
label	Form label of the field. This will be used for <label> tag.
type	Data type of the field. This will be used for “type” attribute of HTML form element such as <input type=“”>. HTML5 types are allowed, and custom types should also be supported by JavaScript if the browser does not support the type. Minimum required types are as follows. <ul style="list-style-type: none"> text, password, checkbox, radio, date, datetime-local, email, file, month, number, range, tel, time, url, week button, submit, reset, hidden, image should NOT be supported “longtext” should be used for <textarea>
options	Predefined choices for the field. This will be used for <option> tag.
required	Set to True if the field is a required field.
validation	Validation rule of the field described as a regular expression and its associated error message. (This attribute can be one or more.)
attributes	Any other standard HTML tag attributes (such as “maxlength”) for the field.
instruction	Instruction / explanation text of the form field for investor.

The “definitions” column also allows to contain definitions for logical structures of a form such as the followings. All these attributes must contain a group of fields as their content (i.e. nested structure of JSON).

Table 7: Logical structure attributes of a form

Key	Description / Value
repeat	Repeating of a certain part of the form that contains one or more fields. It should have sub-attribute of “min” and “max” which correspond to minimum and maximum number of repeats. For security reasons, omitting “max” is not allowed even if it does not have maximum limit. Large enough and safe number should be assigned in such cases.
fieldset	Name of a group of multiple fields section in the form. This will be used for <fieldset> tag, and it should contain one or more form fields inside.
section	Name of a large section in a form. This will be used for <section> tag.
tab	Name of a tab in a tabbed form.

⁷ <https://json-schema.org/>

“renewal” column

The “renewal” column contains definition of required renewal policies for the procedure. Some SOP requires periodic renewal, so this column should contain the frequency (i.e. every 6 months, for example). The information of renewal column is used for automatically notifying the renewal notice to Investors as well as BEZA staffs.

2) SOP Applications table

The SOP applications table stores submitted SOP applications from the investor. The table should at least contain the following columns.

Table 8: Minimum required columns for SOP Applications table

Column Name	Type	Key	Description
investor_id	int	FK*	ID of the investor who submitted the application.
sop_id	int	FK*	ID of a SOP procedure submitted by the investor.
form_data	JSON		JSON text that contains a submitted application form data except for uploaded files.
attachments	JSON		JSON text that contains location (path or URL) of all submitted attachment files data. Note that file itself must not be stored in the database, and only the location of the stored file (in Document store or DMS) should be saved in this column.
status	enum		Current status of the application. Possible values are: “Draft”, “Received”, “In Process”, “Approved”, “Rejected”.
history	JSON		JSON text that contains the history of process in BEZA office.
date_completed	date		Date of the final decision (Approved or Rejected) of the application

* ... PK = Primary Key, FK = Foreign Key

“form_data” column

The “form_data” column contains all form data submitted from the investor. This includes draft version when the investor saved the draft. Basically, this data must correspond to SOP Definitions in terms of keys and values.

2.3.2. Notes on flexible SOP form generation

Implementing flexible SOP application function based on JSON described above might be complex and difficult for developers who don't have similar experiences. Therefore, the owner of this development project (JICA Project Team) plan to offer skeleton database structure, sample data and working code for this SOP application functionality, so the developer can start working on this skeleton. Basically, the “SOP Definitions table” data will

be provided by the project, too. The contractor will only need to develop CSS files for each SOP definition.

There are also open source libraries available to deliver this functionality. The requirements for the library are as follows.

1. Open source with large user community
2. Supports JSON-based form definition with form validation rules
3. Allow external CSS (such as Bootstrap⁸) for all layout-related adjustment

Recommended JSON-based open source Web form library

- JSONForms (<https://jsonforms.io/>)
- jsonform/jsonform (<https://github.com/jsonform/jsonform/>)

Note that some coding on the serve side is required for even if you use one of JSON-based Web form libraries shown above, especially for the following functionalities.

- Automatic population of form fields that are referencing to existing data in the database. For example, company name should only be determined once at the timing of company registration, and all subsequent SOP application forms that require the company name must be automatically pre-filled (or more correctly treated as static data) by the System and the submitted data will never be stored in the database.
- Server-side form validation which is indispensable for preventing form injection security attacks.

Provision of SOP form definition in JSON format

1. Each SOP application form is defined by pure data-centric schema (with no style). The JICA project will provide these form data structure definitions for all SOP application forms in Excel format.
2. Depending on which Web form library to use, JICA project will provide sample code for converting data structure definition in Excel format to JSON schema. The converted JSON schema is stored in the “definition” column in Table 5.
3. Upon showing the SOP application form to investors, the Web form library receives JSON form definition from the database and generates HTML form together with separate CSS file. These CSS files for every SOP form must be designed by the developer.
4. Submitted form data will be converted into JSON format and stored in SOP

⁸ <https://getbootstrap.com/>

application table.

2.3.3. Basic workflow of SOP application

Below is the process flow of SOP application by investors. Note that the execution of this workflow is not handled by this subsystem but is handled by Workflow engine (→ Workflow engine2.6).

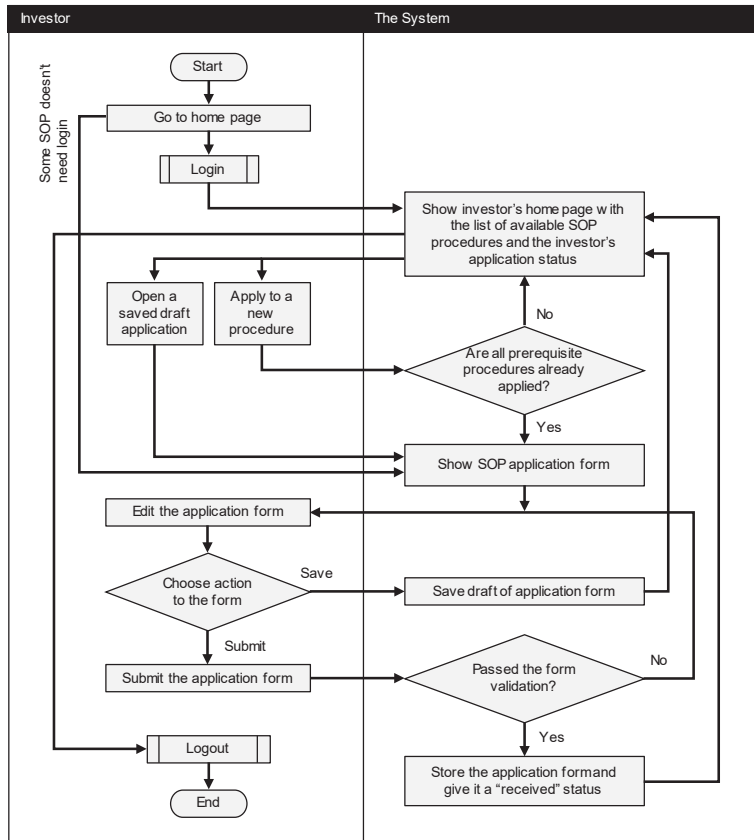


Figure 9: Process of SOP application by investor

2.3.4. Basic workflow of SOP approval

Below is the process flow of SOP processing and approval by BEZA staff. Note that the execution of this workflow is not handled by this subsystem but is handled by Workflow engine (→ Workflow engine2.6).

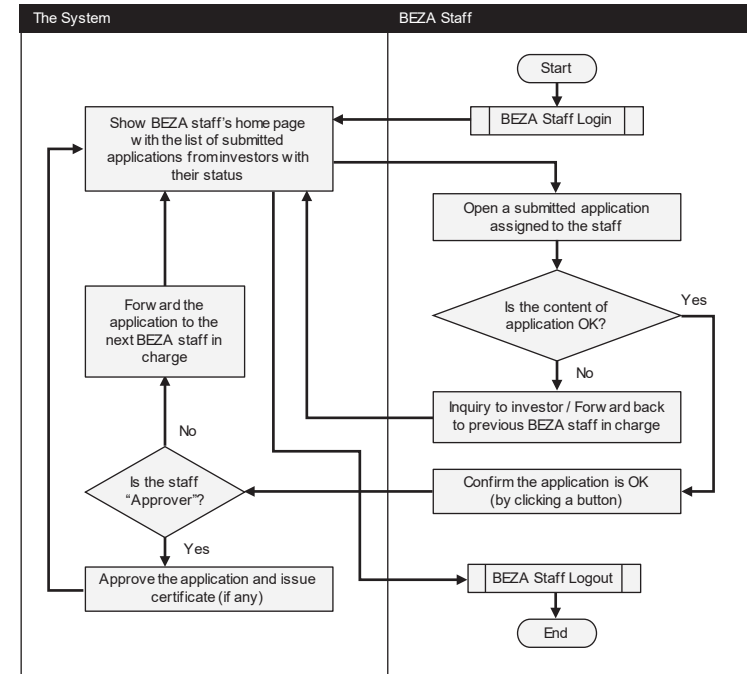


Figure 10: Process of SOP approval by BEZA staff

2.3.5. DBMS for JSON-based SOP data structure

Followings are the requirements for DBMS for the JSON-based SOP application.

1. Open source with large user community
2. Stable version with security fix support of at least until the end of year 2021. If the database provides LTS (Long-Term Support) version, the latest LTS version should be used.
3. Native JSON column support with key-based search capability in SQL.
4. Clustering support.

Recommended DBMS

- PostgreSQL (11 or later) is the most recommended for its strong JSON support.
- MySQL community edition (8 or later)
- MariaDB (10.3 or later)
- Using NoSQL DB such as MongoDB is not recommended.
- Vendor can propose any other DBMS. But JICA and BEZA team will decide based on applicability, functionality and security.

2.4. Services/ SOP :

Following services needed to be fully functional and working :

S/N	Core Service Name	Subservices
1	Name Clearance (RJSC)	
2	Incorporation of Company (RJSC)	
3	Project Registration	
4	Project Clearance	
5	Trade License	Trade License
		Renewal of Trade License
7	Import Permit	Import of Goods / Machinery etc.
9		Sample Import
		Import Permit for Generator
	Export Permit	Export of Goods and items
10		Sample Export
11	Visa Recommendation	
	Work Permit	Work Permit
12		Extension of Work Permit
13	Land Use Plan	
14	Commercial Operation	
	Local Purchase Permit	
15	Local Sales Permit	
16	Occupancy Certificate	
17	TIN	
18	VAT	
19	Visa Assistance	
20	TOR Approval for EIA	TOR Approval for EIA
		Establishment of Power Plant
		Establishment of Power Plant

		Construction/Establishment of Water Treatment Plant
		Construction/Establishment of Central Effluent Treatment Plant (CETP)
		Construction/Establishment of Sewage Treatment Plant
21	Application for EIA Approval,	Application for EIA Approval,
		Establishment of Power Plant
		Establishment of Power Plant
		Construction/Establishment of Water Treatment Plant
		Construction/Establishment of Central Effluent Treatment Plant (CETP)
		Construction/Establishment of Sewage Treatment Plant
22	ECC	ECC (Red)
		ECC (Green)
		ECC (Orange A)
		ECC (Orange B)
		Establishment of Power Plant
		Establishment of Power Plant
		Construction/Establishment of Water Treatment Plant
		Construction/Establishment of Central Effluent Treatment Plant (CETP)
		Construction/Establishment of Sewage Treatment Plant
23	Renewal of ECC	ECC (Red)
		ECC (Green)
		ECC (Orange A)
		ECC (Orange B)
		Establishment of Power Plant
		Establishment of Power Plant

		Construction/Establishment of Water Treatment Plant
		Construction/Establishment of Central Effluent Treatment Plant (CETP)
		Construction/Establishment of Sewage Treatment Plant
24	Repatriation of Technical know-how and Assistance fee (in case of exceeding 6% of the cost of imported machinery)	
26	Repatriation of Royalty Fee (in case of exceeding 6% annual sales on income Tax return on previous year)	

2.5. API Requirements: Services of other department needed to be integrated with API. API development is required BEZA's end for the following services :

- I. Name Clearance
- II. Incorporation of Company
- III. TIN
- IV. VAT
- V. Tor Approval for EIA
- VI. Application for EIA Approval
- VII. ECC
- VIII. Renewal of ECC
- IX. Customs (Asycuda)

2.6. Document store

All attached documents / photos / files that come with SOP applications must be stored in the dedicated Document store or Document Management System (DMS), and must not be stored directly in a database or in a plain file server. The database for SOP application should hold the location of those files stored in the Document store. The requirements for Document store subsystem are as follows.

- | |
|---|
| 1. Open source or freely available technology with large user community |
|---|

- | |
|--|
| <ul style="list-style-type: none"> 2. Supports full-text search capability (allows search for file contents) 3. Supports versioning of files 4. Supports Docker container deployment and container clustering 5. Supports automatic synchronization for mirroring / backup purpose 6. Support for integration with external systems and Web interface via API (preferably RESTful) 7. Supports secure access control (especially TLS access and user authentication) |
|--|

Recommended open source Document store / DMS

- Mayan EDMS (<https://www.mayan-edms.com/>)
- Nextcloud (<https://nextcloud.com/>)
- ownCloud (<https://owncloud.com/>)
- Samba or similar file server software **cannot be used** because they are primarily designed for LAN environment (for stable high-speed connection). They don't support automatic recovery of file access in unstable internet environment.

Expected usage of Document store in the System is as follows.

- 1. Uploaded files by Investor are first stored in local storage of the Internet OSS Web portal. This local file will be used for later access from Investor. Access information for these files (such as local URL to the location of file in the Document store) will be stored in the database together with the submitted application form data.
- 2. The local file (uploaded by Investor) will be automatically synchronized into the main Document store server. This behavior is similar to any cloud storage service such as Google drive or One drive.
- 3. The generated certificate for the Investor will be first stored in the main Document store server. Then, the file will be automatically synchronized with Internet OSS Web portal server. So the Investor can download the certificate directly from the local copy at the poertal.
- 4. The main Document store supports versioning of the files so that the revision history of files is also stored in the main Document store server.
- 5. BEZA staff sometimes need to search a document for its file name or more possibly for keyword in the file content. So full-text index search capability is required.
- 6. In the future, each EZ would have its own internet Web portal (or "node") with its local Document store. In that case, main Document store will always keep the original files of all EZs, while each "node" stores local copies of files of that EZ only.
- 7. The automatic synchronization mechanism can also be used for automatic backup of the Document store.

The figure below illustrates the function of Document store in the System.

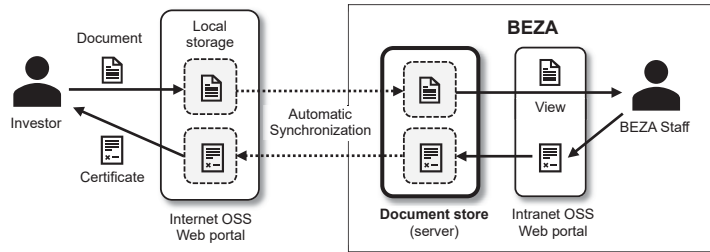


Figure 11: How Document store should work

2.7. Reporting

The reporting subsystem is for generating various reports for BEZA staff from the data stored in the System. This subsystem should provide the following two functions.

2.7.1. Dashboard for basic statistics of the System

A dashboard of graphs showing basic statistics of the System should be shown on the screen. Required basic statistics are as follows.

- History of number of applications of each SOP. The user can choose the following options.
 - Target EZ (allow choice of "All")
 - SOP (allow choice of "All")
 - Subtotal Unit (Year / Month / Week / Day)
 - Time range (from / to – using the same unit as subtotal)
 - Whether the graph shows accumulated figure or per-unit figure

The resulting graph should be a bar graph with numbers. The figure below illustrates the screen of this reporting.

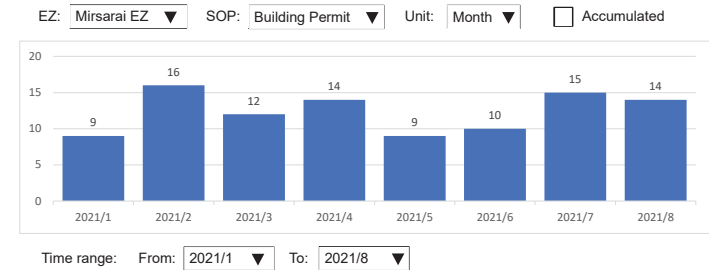


Figure 12: Report for the history of number of applications

- Summary of all SOP submission history of a selected company (across BEZA sections). The user can search for a company, or can choose from the company list that is filtered by a target EZ.

2.7.2. Allow connection to external BI software

Any other advanced reporting that requires complex data filtering / SQL query / visualization will not be handled by the System, but should be handled by external BI tool such as Microsoft Power BI Desktop⁹. In order to use these external programs, the System should provide safe DB access to the external programs. Technically, this should be done in the following mechanism.

- Create read-only database Views¹⁰ that can be accessed by external application through dedicated DB user for reporting.
- The view should be normal column-based table where JSON data is expanded to multiple DB columns. This means that each SOP will have different view for reporting just like indicated in the Non-JSON design of tables shown in Figure 8.

The figure below illustrates the mechanism of non-JSON DB view.

⁹ <https://powerbi.microsoft.com/>

¹⁰ [https://en.wikipedia.org/wiki/View_\(SQL\)](https://en.wikipedia.org/wiki/View_(SQL))

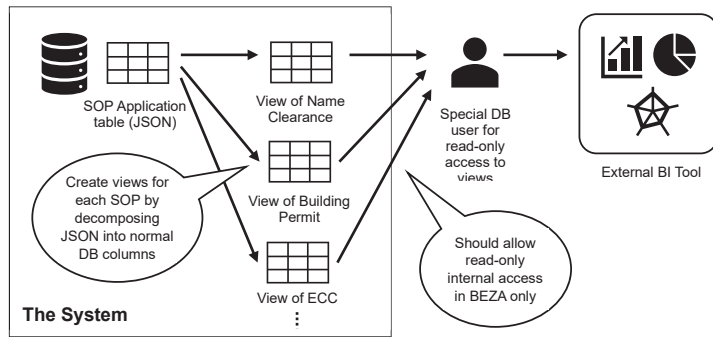


Figure 13: Non-JSON DB view for reporting purpose

- Any other approaches for connection is welcome as long as it is agreed by BEZA and JICA team.

2.8. Workflow engine

The workflow engine subsystem is the core functionality of the System. The requirements for the workflow engine are as follows.

1. Open source with large user community
2. Supports BPMN 2.0¹¹ standard, or supports user-defined workflow with loops, branching, and multiple lanes (user groups).
3. Support for graphical representation and editing of BPMN 2.0 / workflow definition
4. Support for integration with external systems and Web interface via API (preferably RESTful)
5. Support for container-based deployment and clustering

Example of BPMN 2.0 notation of workflow is shown below. In workflow engine, this is not just a diagram but a definition of workflow to be executed.

¹¹ https://en.wikipedia.org/wiki/List_of_BPMN_2.0_engines

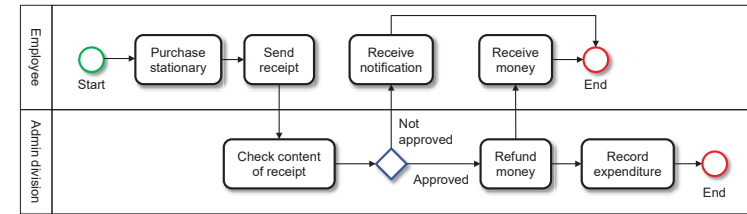


Figure 14: Example of BPMN 2.0 diagram (workflow of purchase refund)

Recommended open source workflow engines

- Activiti (<https://www.activiti.org/>)
- Bonitasoft (<https://www.bonitasoft.com/>)
- Camunda (<https://camunda.com/>)
- Flowable (<https://flowable.com/>)
- Apache Airflow (<https://airflow.apache.org/>)
- ProcessMaker (<https://www.processmaker.com/>)

Expected usage of workflow engine in the System is as follows.

1. Administrator of the System defines / edits a business process (workflow) for each SOP in BPMN 2.0 format (or similar format).
2. When an investor submits a SOP application, corresponding workflow will be triggered to start in the workflow engine.
3. According to the workflow definition, the workflow engine forwards the submitted application to a BEZA staff in charge. For example, if it is an application for “building permit”, it will be automatically forwarded to a BEZA staff of construction section.
4. Once the BEZA staff finishes the process, the staff choose “Forward”. The staff does not have to know who the next destination will be, and the workflow engine automatically forward the application to the next person in charge.
5. Finally, if the application is “approved” by a BEZA staff (with the privilege of approval), the workflow engine automatically notifies the investor who initiated the application.
6. Optionally, a certificate for the application will be automatically issued upon the approval.

2.9. External Interface

The external interface allows to connect and exchange information with external systems. There are basically two types of external interfaces are required.

2.9.1. Online payment service

BEZA already had MoU with government bank to enable online payment of SOP application fee. The System should implement one-click interface to the bank's online payment gateway according to the bank's online payment API specification.

2.9.2. Existing online application systems

Some government agencies already have their own online application systems (such as RJSC, DIFE, NBR, DoE, etc.). The System should communicate with these existing systems, and forward investor's application to these systems.

In order to implement this, BEZA and the target agency must sign MoU, and must cooperatively develop the mechanism of the connection (normally through secured Web-based API). In this development contract, the developer will only involve in developing interface with agencies who have already done MoU (NBR, for example), and the connection with any other agency should be covered in separate maintenance contract with BEZA.

3. Other Functional Requirements

3.1. Alarm, Notification, and Announcement

The System should alarm, notify, and announce investors and BEZA staffs in the following events. These alarms and notifications must be clearly visible in their home page after login. Announcements are rather public and official notification to all investors, thus should be displayed on the home page even if the user has not logged in. Minimum required alarms and notifications are described below.

1) To investors

- Whenever the status of submitted application has been changed by BEZA staff (for example, changed from "In progress" to "Approved").
- When renewal of any obtained certificate or approval is required. This should be done in 3 stages, first as a notification sometime before the deadline date (with enough time to prepare renewed application) that is defined in the SOP Definitions table, and second as an alarm when the deadline is approaching, and third when the deadline has been passed (overdue).
- General announcements on the news from BEZA.

2) To BEZA staffs

- When new application is submitted by investor.
- When other BEZA staff has forwarded an application to the staff.
- When deadline of SOP process is approaching or passed. This should be done in 2 stages, first as a notification sometime before the deadline date (defined in the SOP Definitions table), and second as an alarm when the deadline has been passed.
- When the renewal of application is approaching or passed. This is similar to the same alarm for Investors except for the first notification. Two alarms near deadline date and overdue date will be shown.

3.2. Mobile App

The developer should develop a mobile app for the System. The mobile app is designed for investors and should have the following functions.

- Login to the System
- View the list of SOP applications submitted so far. The list should support sorting and searching.
- View the content of each SOP application as a page (or as a PDF file). It does not have to show the form for editing the application.
- View the status of each SOP application.
- View issued certificates.
- View alarms and notifications
- View comments sent from BEZA staff

3.3. Logging

The System should write logs for the following events.

- User login (date/time, user ID / username, source IP address)
- Login failure (date/time, user ID / username, source IP address)
- External forwarding of application to other agencies (date/time, application ID, destination system, return code(result))
- Online payment (date/time, application ID, amount, result)

4. Non-Functional Requirements

4.1. Scalability

The system should be designed for easy scaling in the future to accommodate the increase of user access. The scalability should work on subsystem basis described in the

table below.

Table 9: Scalability policy of subsystem

Subsystem	Scalability policy
Internet OSS Web portal	<ul style="list-style-type: none"> ▪ Scalable according to the number of EZ. ▪ Each EZ could have its dedicated Web portal node.
Intranet OSS Web portal	<ul style="list-style-type: none"> ▪ Not scalable (for internal use of BEZA)
SOP Application	<ul style="list-style-type: none"> ▪ This subsystem is basically equivalent to database server, so it should be scalable according to the DB access load.
Document Store	<ul style="list-style-type: none"> ▪ Scalable according to the number of EZ. ▪ Each EZ could have its dedicated Document Store node.
Reporting	<ul style="list-style-type: none"> ▪ Not scalable (for internal use of BEZA)
External Interface	<ul style="list-style-type: none"> ▪ Not scalable (should not have too much load)
Workflow Engine	<ul style="list-style-type: none"> ▪ Should be scalable according to the work load

4.2. Portability

Portability is not required for the System. But each subsystem (especially Web portals, Document store, Workflow engine, etc.) should be independently deployable in multiple Docker containers.

4.3. Security

The System must employ the latest and tight security measures including but not limited to the followings.

- The Internet / Intranet OSS portals must employ full-time TLS. This means that accessing to OSS portals by normal HTTP protocol is not allowed and HTTPS protocol is always required. Even the Intranet OSS portal must always allow HTTPS access only by . CA signed TLS certificate.
- Communications between subsystems must also employ TLS.
- MFA is required (not optional) for the Investors to login to the System.
- The user password for Investors must not be stored as plain text nor plain hash. It must be stored as salted hash with different salt value for each user.
- Protection against all popular intrusion attacks must be implemented in the System. The protection should comply with OWASP¹² recommendations, and the System must be at least tested by using OWASP ZAP¹³.

¹² <https://owasp.org/>

¹³ <https://www.zaproxy.org/>

5. Interfaces

5.1. User interface

The user interface as well as the page design of the System should be basically similar (but does not have to be identical) to the current OSS online system for smooth transition of Investors to the new system.

6. Deployment

6.1. Assumed infrastructure for the System

The System is planned to be deployed in multiple Docker containers in BEZA's server infrastructure. Each subsystem indicated in Figure 3 should run in separate Docker container.

6.2. Data migration from the existing OSS online system

The developer should also migrate all data from the existing OSS online system to the new system.

- User passwords must not be migrated and must be reset (so that all users require to register new password to the System).
- All application data must be formatted to the new JSON-based data structure.
- All files including attached documents and issued certificate must be transferred to the new system (into the document store).

7. Deliverables

Upon the completion of the development, the contractor must deliver the followings.

- All source codes and data that consist of the System. This should be done as a release commit to the Git server.
- Report on the Quality Assurance of the System (such as the result of testing).
- Operation manual for both Investors and BEZA staffs in the format of online manual accessible from the home page of both Internet and Intranet OSS Web portals.

8. Appendix

Raw logical data definition of each SOP is given by a separate Excel file.

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Insert Developer's Letterhead

FORM PA

POWER OF ATTORNEY

To: Mr. Akihiko Morinaga
 Chief Advisor, JICA Project Team

KNOW ALL MEN BY THESE PRESENTS:

That, we, [Insert Name of Developer], a company duly organized and existing under the laws of People's Republic of Bangladesh, having its head office at [Insert Address of Developer], incorporated with its registration number [Insert Registration Number], do hereby make, constitute and appoint the person mentioned below, whose specimen signature is shown at the bottom left corner of this document, as our proxy for doing and performing the following acts, deeds, and things on our behalf concerning the Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA):

[Insert Name of Attorney]: [Insert Title, Department etc]

To make, sign and submit such Quotation and/or certificate as may be required for participating therein, to carry out all necessary negotiations with the appropriate authorities or parties concerned in relation thereto, in respect thereof, to conclude a contract, and to do and perform any and all other acts necessary or incidental thereto, all in the name and on behalf of the company.

IN WITNESS WHEREOF, we, [Insert Name of Developer], have caused this instrument to be subscribed hereto by the undersigned, this [day] day of [month], 2021. This Power of Attorney shall remain in full force until our further notice.

Signature of Attorney

Signature of Representative

 [Name of Signatory]
 [Title of Signatory]
 [Name of Developer]
 [Address]
 [Contact information (phone, E-mail)]

 [Name of Signatory]
 [Title of Signatory]
 [Name of Developer]
 [Address]
 [Contact information (phone, E-mail)]

Insert Developer's Letterhead

FORM 1

OFFER PRICE

[Insert Location, Date]
[Insert Company Registration Number]

To: Mr. Akihiko Morinaga
Chief Advisor, JICA Project Team

Dear Sirs:

We, the undersigned, offer to develop the System for the Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA) in accordance with your Request for Quotation dated [date].

Our Offer Price is for the amount of USD [Insert amount(s) in words and figures], including of all indirect local taxes.

Our Offer Price shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Quotation.

We understand that you are not bound to accept any Quotation that you receive.

We remain,

Yours sincerely,

Authorized Signature

[Name of Signatory]
[Title of Signatory]
[Name of Developer]
[Address]
[Contact information (phone, E-mail)]

Insert Developer's Letterhead

FORM 2

DEVELOPER'S EXPERIENCE

Note: Please provide a brief description of the Developer's organization and an outline of the recent experience of the Developer that is most relevant to the Assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Developer), and the Developer's role/involvement.

A. Developer's Organization

Note: Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.

B. Developer's Experience

Note 1: List only previous similar assignments successfully completed in the last 10 years.

Note 2: List only those assignments for which the Developer was legally contracted by JICA and other similar international / governmental organizations as a company or was one of the joint venture partners. Assignments completed by the Developer's individual engineers working privately or through other system development firms cannot be claimed as the relevant experience of the Developer, or that of the Developer's partners or sub-consultants, but can be claimed by the engineers themselves in their CVs. The Developer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA Project Team.

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., "Development of System of....."}	{e.g., Ministry of, country}	{e.g., US\$1 mill /US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., "Support to sub-national government..."}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/ US\$0.2 mil}	{e.g., sole Developer}

FORM 3
CV OF KEY ENGINEER

Position Title	{e.g., Team Leader, Project Manager}
Name of Engineer:	{Insert full name}
Date of Birth:	{day / month / year}
Country of Citizenship / Residence	

Education:

Note:
List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained.

Employment record relevant to the assignment:

Note:
Starting with present position, list in reverse chronological order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, Engineer for... For references: Tel...../e-mail...; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Engineer's contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the Assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA Project Team.

Name of Engineer	Signature	Date (day/month/year)
------------------	-----------	-----------------------

Name of Authorized Representative of the Developer (the same who signs the Quotation)	Signature	Date (day/month/year)
--	-----------	-----------------------

Form of Contract**CONTRACT FOR SYSTEM DEVELOPMENT**

Project Name: The Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA)

between

**JICA Project Team
and
[insert: name of the Developer]**

Dated: _____

This CONTRACT (hereinafter called the “**Contract**”) is made the [insert: day] day of the month of [month], [year], between, on the one hand, JICA Project Team for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh (hereinafter called the “**Client**”) and, on the other hand, [insert: name of the Developer] (hereinafter called the “**Developer**”, together with Client the “**Parties**” or individually “**Party**”).

WHEREAS

- (a) the Client has requested the Developer to develop and provide a certain system as defined in this Contract (hereinafter called the “**System**”);
- (b) the Developer, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to develop and provide the System on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Conditions of Contract;
 - (b) Appendices:
 - Appendix A: Technical Specifications
 - Appendix B: Power of Attorney
 - Appendix C: Offer Price
 - Appendix D: CV of Key Engineer
 - Appendix E: Technical proposal for Implementing the System
 - Appendix F: Schedule of System Development
 - Appendix G: Receipt of System
 - Appendix H: Certificate of Acceptance
 - Appendix I: Receipt of Payment

For the purpose of interpretation, the priority of the listed documents shall be in accordance with the above listed order.

2. The mutual rights and obligations of the Client and the Developer shall be as set forth in the Contract, in particular:
 - (a) The Developer shall develop and provide the System in accordance with the provisions of the Contract; and
 - (b) The Client shall make payments to the Developer in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of JICA Project Team

Akihiko Morinaga
Chief Advisor
JICA Project Team

For and on behalf of [insert: name of the Developer]

[insert: Authorized Representative of the Developer – name and signature]

Conditions of Contract

A. General Provisions

- 1. Law Governing Contract** The law that applies to the Contract is the law of *Japan*.
- 2. Language** This Contract has been executed in *English*, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 3. Communications** Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in Clause 2 above. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified as follows. A Party may change its address for notice hereunder by giving the other Party any communication of such change.

For the Client

Address: Level 12, Monem Business District, 111, Bir Uttam C.R.,
Dutta Road, Karwanbazar, Dhaka-1205, Bangladesh
 Attention: Mr. Yoichi Kogure or Mr. Satoshi Izawa
 Telephone: +81-3-3288-1165
 Facsimile: +81-3-3265-8316
 E-mail: info.bipic2@k-rc.co.jp

For the Developer

Address: _____

 Attention: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

- 4. Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Developer may be taken or executed by the officials specified as follows;
- For the Client:** Mr. Akihiko Morinaga,
Chief Advisor, JICA Project Team
- For the Developer:** [insert: name]
[insert: title, name of Developer]

B. Modification and Termination of Contract

- 5. Entire Agreement** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 6. Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the development of the System, may only be made by written agreement between the Parties. However, each

7. Force Majeure

Party shall give due consideration to any proposals for modification or variation made by the other Party.

- 7.1 For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action, confiscation or any other action by Government agencies.
- 7.2 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure.
- 7.3 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 7.4 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- 7.5 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

8. Suspension

The Client may, by written notice of suspension to the Developer, suspend all payments to the Developer hereunder if the Developer fails to perform any of its obligations under this Contract, including the development of the System.

9. Termination

This Contract may be terminated by either Party as per provisions set up below:

- 9.1 The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Developer:
- If the Developer fails to remedy a failure in the performance of its obligations hereunder;
 - If the Developer becomes insolvent or bankrupt;
 - If, as the result of Force Majeure, the Developer is unable to perform a material portion in fulfilling of its obligations for a period of not less than sixty (60) calendar days;
 - If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
 - If the Client determines that the Developer has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract.

- 9.2 The Developer may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (b) of this Clause.
- (a) If the Client fails to pay any money due to the Developer pursuant to this Contract within forty-five (45) calendar days after receiving written notice from the Developer that such payment is overdue.
- (b) If, as the result of Force Majeure, the Developer is unable to perform a material portion of the development of the System for a period of not less than sixty (60) calendar days.

C. Obligations of the Developer

10. General

- 10.1 The Developer shall design, develop, and implement the Next Generation OSS Online System for Bangladesh Economic Zones in compliance with Appendix A: Technical Specifications attached hereto and related information if any. The Developer shall acknowledge that it shall report all findings and make all recommendations directly to the Client. The System shall be delivered to Client not later than the Delivery Date set forth in Clause 12.
- 10.2 The Developer shall develop the System with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Developer shall always act, in respect of any matter relating to this Contract or to the System, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.
- 10.3 The Engineer(s) of the Developer means an individual professional whose skills, qualifications, knowledge and experience are critical to the development of the System under the Contract.

11. Confidentiality

- 11.1 Except with the prior written consent of the Client, the Developer shall not at any time, even after the completion of the System, communicate to any person or entity any confidential information acquired in the course of fulfilling the obligations, including, without limitation, all technical and non-technical information related to the Contract (hereinafter the "**Confidential Information**"). Without limiting the generality of the foregoing, the Developer shall NOT copy, reproduce, distribute or disclose to any person or entity any of the Confidential Information, or any facts related thereto in any manner whatsoever or permit any such third party to have access to the Confidential Information.
- 11.2 It is mutually understood and agreed that in the event of any breach of any portion of this Clause 11 by the Developer, the Client would be irreparably and immediately harmed and could not be made whole by monetary damages. It is accordingly agreed that the Client, in addition to any other remedy to which they may be entitled at law or in equity, shall be entitled to an injunction or injunctions to prevent breaches of this Clause 11 and/or to compel specific performance of this Clause 11, and that the Developer shall not oppose the granting of such relief.

- 11.3 In the event that the Developer becomes legally compelled by oral questions, interrogatories, requests for information or documents, subpoena, civil investigative demand or similar process or under any other legal requirements to disclose any of the Confidential Information, the Developer shall, to the extent permitted by law, provide the Client with prompt written notice so that the Client may seek a protective order or other appropriate remedy and cooperate with the Client, at the Client's expense, in seeking such remedies.

12. Deliverables and Delivery

- 12.1 The Developer shall complete delivering the System to the Client including, but not limited to, the followings deliverables related to the System in the form of 3 sets of CD and/or DVD (hereinafter collectively the "**Deliverables**").
- (a) Basic Design of the System
- (b) Detailed Design of the System
- (c) Test Specification
- (d) Third-Party Test Report
- (e) Source Program
- (f) Operation Manual
- 12.2 The System shall be delivered on or before **25th January 2022** (hereinafter the "**Delivery Date**").
- 12.3 Where there has been a need to amend the Delivery Date, a Party shall obtain the other Party's prior approval to such amendment, and the Parties shall agree to amend the Delivery Date.

13. Late Delivery and Penalty

- 13.1 Should the Developer fails to make delivery on time as stipulated in Sub-Clause 12.2, with exception of Force Majeure causes specified in Clause 7, the Client shall have the right to penalize the Developer.
- 13.2 The rate of penalty shall be charged at 1% of the total amount of Contract price specified in Sub-Clause 20.1 for every day counting from 1st day of the delay.
- 13.3 The penalty shall not exceed 10% of the total amount of the Contract price.

14. Inspection

- 14.1 The Client, at its own expense, shall deploy and set-up the System and inspect whether it is fully operational on the designated server in the office of the Client indicated in Clause 3 within fourteen (14) calendar days after receiving the Deliverables. If the inspection is satisfactory, the Client will issue Receipt of System presented in Appendix G.
- 14.2 The Client, at its own expense, shall also perform the quality testing of the System by the third party (Software Quality Testing & Certification Center, Bangladesh Computer Council) within thirty (30) calendar days after receiving the Deliverables. If the inspection is satisfactory, the Client will issue Certificate of Acceptance presented in Appendix H.
- 14.3 If the Client cannot approve any part of the System, the Developer shall immediately rectify and/or modify the System, as well as the foregoing related Deliverables, as the Client may reasonably require.

15. Ownership

- 15.1 The ownership of the System and both the risk of loss and damage for the System shall be transferred from the Developer to the Client, in accordance with Clause 12 and Clause 14, upon the issuance of Certificate of Acceptance.

15.2 The ownership of the System and both the risk of loss and damage for the System shall be transferred from the Client to the end-user of the System, Bangladesh Economic Zones Authority (BEZA) (hereinafter the “End-User”), no later than April 30, 2022, and the Contract shall be binding upon and inure to the benefit of the End-User.

16. Copyright

16.1 Upon completion of the transfer of ownership in accordance with Clause 15, the Developer shall assign to the Client and its successor, the End-User, without further compensation, all of its right, title and interest in and to the System, and the Client and/or End-User shall own and retain all proprietary rights to the System.

16.2 Developer shall keep and maintain adequate and current written records with respect to the System in the form of, without limitation, notes, sketches, drawings, and as may otherwise be specified by the Client and/or End-User, which shall be available to and remain the sole property of Client and/or End-User at all times.

16.3 The Client and/or the End-User will not resell part or whole of the System.

17. Indemnification

The Developer shall be responsible for, and shall indemnify, protect, defend and hold the Client and the End-User harmless from and against any and all claims, infringement upon any copyright, patent, trade secret or other intellectual property interest of any third party, losses and damages incurred by the Developer during or in connection with the development of the System, even after the transfer of the ownership to the Client and/or the End-User, caused by intentional or negligent act of the Developer.

18. Warranties

18.1 The Developer warrants that the System will operate substantially according to Appendix A: Technical Specifications attached hereto and any amendment, modification, or variation of the development of the System upon mutual agreement of the Parties. In the event of any breach of the warranty in this Clause 18, in addition to any other remedy to which the Client may be entitled, the Developer shall take all actions necessary at its expense to cause the System to operate according to the warranty.

18.2 The warranty under this Sub-Clause 18.1 shall remain valid for twelve (12) months after the date of issuance of Appendix H: Certificate of Acceptance.

18.3 The Developer shall warrant that the System will not infringe upon any copyright, patent, trade secret or other intellectual property interest of any third party. The Developer shall promptly, following any bona-fide claim of infringement, correct the System so as not to be infringing, or shall secure, at its own expense, the right of Client and the End-User to use the System without infringement.

19. No Replacement of Key Engineer

Except as the Client may otherwise agree in writing, no changes shall be made in the Key Engineer.

D. Payment to the Developer

20. Contract Price

20.1 The total amount of the Contract price is US\$ [insert the amount in numbers] ([insert the amount in words] United States Dollars) as

fixed and set forth in Appendix B: Offer Price (hereinafter the “Contract Price”).

20.2 Any change to the Contract Price can be made only if the Parties have agreed to amend in writing Technical Specifications presented in Appendix A.

21. Currency of Payment

Any payment under this Contract shall be made in *US dollars*.

22. Terms and Conditions of Payment

22.1 Interim payment of US\$ [insert: amount in numbers], which corresponds to eighty percent (80%) of the Contract Price less the amount of penalty if it exists under Clause 13, shall be made, within thirty (30) calendar days, for the photocopy of the Receipt of System under Sub-Clause 14.1 issued by the Client.

22.2 Final payment of US\$ [insert: amount in numbers], which corresponds to twenty percent (20%) of the Contract Price shall be made, within thirty (30) calendar days, for the photocopy of the Certificate of Acceptance under Sub-Clause 14.2 issued by the Client.

22.3 All payments under this Contract shall be made to the accounts of the Developer specified as follows:

SWIFT Code: [Insert: Developer’s bank information]
 Bank Name:
 Bank Address:
 Branch Name:
 Beneficiary Name:
 Beneficiary Address:
 Account No (US\$):

22.4 Within seven (7) days from Developer’s receipt of the payment, the Developer shall issue the receipt of payment presented in Appendix I: Receipt of Payment to the Client.

E. Fairness and Good Faith

23. Good Faith

The Parties undertake to act in good faith with respect to each other’s rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

F. Settlement of Disputes

24. Amicable Settlement

The Parties shall seek to resolve any dispute amicably by mutual consultation. If either Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause 25 shall apply.

**25. Dispute
Resolution**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably according to the Clause 24 shall be submitted to settlement proceedings under the laws of the Client's country.

**Form Appendix G
Receipt of System**

To: [Name of Developer]

Re: The Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA)

For: JICA Project for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh

Dear Sir/Madam,

Pursuant to the Contract for System Development made and entered between JICA Project Team and [Name of Developer] dated as of [Date of execution], we, JICA Project Team, have confirmed that the System is acceptable as a result of the inspection and hereby acknowledges that we did receive the System on this date.

Name of Developer:

Name of System:

Date of Receipt:

Sincerely,

Akihiko Morinaga
Chief Advisor, JICA Project Team

**Form Appendix H
Certificate of Acceptance**

To: [Name of Developer]

Re: The Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA)
For: JICA Project for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh

Dear Sir/Madam,

Pursuant to the Contract for System Development made and entered between JICA Project Team and [Name of Developer] dated as of [Date of execution], we, JICA Project Team, have confirmed that the System has been accepted by the End-User as a result of the third-party inspection and hereby acknowledges that we did accept the System on this date.

Name of Developer:
Name of System:
Date of Acceptance:

Sincerely,

Akihiko Morinaga
Chief Advisor, JICA Project Team

Insert Developer's Letterhead

**Form Appendix I
Receipt of Payment**

To: Akihiko Morinaga
Chief Advisor, JICA Project Team

Re: The Development of Next Generation One Stop Service Online System for Bangladesh Economic Zones Authority (BEZA)
For: JICA Project for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh

Dear Sir/Madam,

Pursuant to the Contract for System Development made and entered between JICA Project Team and [Name of Developer] dated as of [Date of execution], we, [Name of Developer], have confirmed that we have duly received the payment for the System of the amount stipulated therein.

Amount of Payment: US\$ XXX.xx (XXX.xx in words United States Dollars)
Date of Payment:
Name of System:
Date of Delivery:

Sincerely,

[insert: Name of Developer Representative]
[insert: Title, Name of Developer]

20. Training Material for BEZA Network & Server

8 November 2021

**Program Agenda for BEZA IT Equipment & System
—Operation, Maintenance, and Management—**

1. Training for BEZA IT staff on the following topics.

- Windows Server Administration
 - Lecturer: **Mr. Imtiaz Mahmud**
 - Syllabus:
 - Introduction to Active Directory, Domain, DNS, IIS and File Sharing.
 - Windows Hyper -V (Practice)
 - Installation and Configuration AD-DS (Practice)
 - Dealing With Active Directory Users, Computers and Groups (Practice)
 - Redundant Domain Controller (Practice)
 - Any others if requested by BEZA IT staff
- Linux Server Administration
 - Lecturer: **Mr. Yoichi Kogure**
 - Syllabus: (items with * are optional topics)
 - What is Linux and how it is different from Windows
 - Selecting appropriate Linux distribution
 - Practice environment for Linux (WSL, VM) (Practice)
 - Installation and package management (Practice)
 - Remote connection by SSH (Practice)
 - Basic console commands (Practice)
 - Console-based text file editing (Practice)
 - Configuration / log management basics (Practice)
 - *Shell scripting basics (Practice)
 - *Various Linux server configuration (if requested by BEZA IT staff).
 - Such as Web (apache, nginx), Proxy (squid), FTP (vsftp), Samba, LDAP, DNS (bind), etc
- CISCO Routing and Switching
 - Lecturer: **Mr. Yoichi Kogure**
 - Syllabus:
 - IP network basics
 - Ethernet LAN basics
 - Network equipment (Hub, Bridge, Switch, Router, etc.)
 - Practice environment for Cisco network
 - Cisco switch basics
 - Cisco router basics
 - Wireless LAN basics
- OSS Online
 - Lecturer: **Mr. Simon Kuntal Biswas**
 - Syllabus:
 - Introduction to online OSS concept, History, Types of users, Process flow
 - Service Category, Admin Panel, Dash Board, Future Plan
 - Investment Registration, Investment Clearance
 - Import and Export permit (Sample Import and Export), ASYCUDA
 - Visa Recommendation, Visa Assistance and Work Permit
 - Name Clearance and Incorporation of Company

- Categories of Industries (Environment), ECC for Green and Orange
- ToR Approval, EIA, ECC for Red
- Land Use Plan, Master Plan
- Building Permit
- Occupancy Certificate, COD
- TIN and VAT
- Technical know-how and Royalty fee

- FortiGate Firewall
 - Lecturer: **Mr. Sadi**, FortiGate Engineer
 - Syllabus:
 - Routing
 - Network & Security
 - Policy & Objects
 - VLAN and VPN
 - Redundant Infrastructure
 - Diagnostics
 - Any others if requested by BEZA IT staff
- Exchange Server 2019
 - Lecturer: Invited engineer (request)

Training Schedule

Topics	Date	Time	Lecturer
OSS Online	9 Nov. (Tue)	2 Hours	Mr. Simon Kuntal Biswas, IT Expert JPT
	10 Nov. (Wed)	2 Hours	Mr. Simon Kuntal Biswas, IT Expert JPT
	11 Nov. (Thu)	2 Hours	Mr. Simon Kuntal Biswas, IT Expert JPT
	14 Nov. (Sun)	2 Hours	Mr. Simon Kuntal Biswas, IT Expert JPT
	16 Nov. (Tue)	2 Hours	Mr. Simon Kuntal Biswas, IT Expert JPT
FortiGate Firewall	15 Nov. (Mon)	3 Hours	Mr. Sadi, FortiGate Engineer
Linux Server Administration	17 Nov. (Wed)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	18 Nov. (Thu)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	21 Nov. (Sun)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	22 Nov. (Mon)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	23 Nov. (Tue)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	24 Nov. (Wed)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	25 Nov. (Thu)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	28 Nov. (Sun)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	29 Nov. (Mon)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
CISCO Routing and Switching	30 Nov. (Tue)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	1 Dec. (Wed)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
	2 Dec. (Thu)	1 Hour	Mr. Yoichi Kogure, IT Expert JPT
Windows Server Administration	7 Dec. (Tue)	1 Hour	Mr. Imtiaz Mahmud , IT Expert JPT
	8 Dec. (Wed)	2 Hours	Mr. Imtiaz Mahmud , IT Expert JPT
	9 Dec. (Thu)	1 Hour	Mr. Imtiaz Mahmud , IT Expert JPT
	12 Dec. (Sun)	1 Hour	Mr. Imtiaz Mahmud , IT Expert JPT
Exchange Server 2019	Within January, 2022	TBD	Invited Engineer

Material for EZ Related Laws & Regulations

21. OSS (BEZA) Rules 2018

Bangladesh Gazette

Additional Issue
Published by the Authority

Tuesday, October 16, 2018

The Government of the People's Republic of Bangladesh
Prime Minister's Office
Notification

Date: 25 Asshin, 1425 Bangla/ October 10, 2018

S. R. O. No. 296-Law/2018-In exercise of the powers conferred by section 11 of the One Stop Service Act, 2018 (Act no. 10 of 2018) the Government is pleased to make the following rules, namely:-

1. Title, Application and Commencement. – (1) These Rules shall be called the One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018.

(2) These Rules shall be applicable to the Economic Zones declared under Section 5 of the Bangladesh Economic Zones Act, 2010 (Act no. 42 of 2010).

(3) It shall come into force at once.

2. Definitions. – (1) In these rules, unless there is anything repugnant to the subject or context,-

(a) “**Economic Zone**” means the economic zone defined under Section 2(1) of the Bangladesh Economic Zones Act;

(b) “**Act**” means the One Stop Service Act, 2018 (Act No. 10 of 2018);

(c) “**Regional One Stop Service Center**” means the Regional One Stop Service Center defined under Section 2 (1) of the Act;

(d) “**Applicant**” means any person who applied for any service;

(e) “**One Stop Service Portal**” means the One Stop Service Portal established by the Bangladesh Economic Zones Authority under Rule 5;

(f) “**Central One Stop Service Authority**” means the Bangladesh Economic Zones Central One Stop Service Authority formed under Rule 3;

(g) “**Schedule**” means the schedule of these Rules;

(h) “**Stipulated Time**” means time stated at column (4) against services mentioned in the column (2) of the Schedule;

(i) “**Focal Point**” means the Focal Point defined under Section 2 (6) of the Act;

(j) “**Bangladesh Economic Zones Act**” means the Bangladesh Economic Zones Act 2010 (Act No 42 of 2010);

(k) “**Person**” means any person and shall also include any institute, company, partnership business, firm or any other organization;

(l) “**Service**” means any service mentioned in column (2) of the Schedule;

(m) “**Service Providing Organization or Authority**” means the service providing organizations or authorities mentioned in the column (3) against the services mentioned in the column (2) of the Schedule;

(n) “**Standard Operating Procedure**” means the Standard Operating Procedure formulated by the Central One Stop Service Authority under sub-rule (2) (a) of Rule 3;

(2) The words and expressions not defined in the Rule shall carry the same meaning as applied in the Act.

3. Formation and Functions of the Central One Stop Service Authority. – (1) Bangladesh Economic Zone Central One Stop Service Authority shall be formed consisting of the following members, namely:-

(a) The Executive Chairman of Bangladesh Economic Zones Authority, who will also be the Chief Executive;

(b) Member of the Executive Board of Bangladesh Economic Zones Authority;

(c) Focal Points nominated by each Service Providing Organization or Authority;

(d) Manager (One Stop Service) of Bangladesh Economic Zones Authority, who will be the Member-Secretary.

(2) The Central One Stop Service Authority shall execute the following activities, namely:-

(a) to formulate Standard Operating Procedures for providing services through One Stop Service system;

(b) to provide necessary advice and assistance to the Applicant;

(c) to provide necessary advice and directions to the Regional One Stop Service Center and the Focal Points

(d) determine, control, supervise and monitor the activities of the Regional One Stop Service Centre;

(e) observe the progress of the applications and to take the necessary steps to quickly resolving the unresolved application if any;

(f) to take the necessary steps to ensure that the services are provided within the stipulated time.

4. Formation of Regional One Stop Service Centre and its Functions. – (1) For providing services to any Economic Zone, the Regional One Stop Service Centre will be formed consisting of the following members:-

(a) any officer nominated by the Bangladesh Economic Zones Authority for the respective Economic Zone who will also be the Chairman;

(b) the Focal Points nominated by the relevant Service Providing Organization or Authority;

(c) an officer nominated by Bangladesh Economic Zones Authority, who will also be the Member-Secretary.

(2) The Regional One Stop Service Center shall conduct its service providing activities as per the Standard Operating Procedures and the advices and instructions by the Central One Stop Service Authority.

(3) The Central One Stop Service Authority shall perform all the necessary duties regarding providing services to an Economic Zone until the Regional One Stop Service Centre that Economic Zone is established.

5. Establishment of One Stop Service Portal. – (1) In order to provide One Stop Service, Bangladesh Economic Zones Authority may establish One Stop Service Portal as per its own automation method;

Provided that, until such Portal is established by Bangladesh Economic Zones Authority, such facilities may be obtained from any other organization.

6. Making the Application Forms along with other forms easily available and Information Display. – (1) The Central One Stop Service Authority shall formulate application forms along with other forms and ensure that these are easily available.

(2) The Central One Stop Service Authority or, where applicable, the Regional One Stop Service Authority shall take steps to display all important information regarding One Stop Service at any place where it is visible to all and in One Stop Service Portal.

7. Submission of Application for Obtaining the Benefits of One Stop Service and Processing the Application. – (1) Any Applicant intending to receive one stop services has to register in One Stop Service Portal and submit the application by logging in the portal;

Provided that, an application may be submitted directly if submission of the application is not possible through One Stop Service Portal.

(2) All relevant information, documents and fee, if any, have to be submitted with the application;

Provided that, if any information or documents can not be submitted, the Applicant shall provide a self-declared written undertaking stating that the information or documents are available, the reason for not submitting these he shall submit them within the time fixed by the Focal Point.

(3) Upon receiving the applications under sub rule (1), the Central One Stop Service Authority or where applicable, the Regional One Stop Service Center shall send the application to the relevant Focal Point.

(4) The Central One Stop Service Authority or where applicable, the Regional One Stop Service Center shall deposit the fees received with the application in favour of the relevant Service Providing Organization or Authority.

8. One Stop Service Center. – (1) An One Stop Service Authority shall be established by the Central One Stop Service Authority for providing assistance to the One Stop Service activities and for providing desired services.

(2) One Stop Service Center shall perform the duties determined by the Central One Stop Service Authority.

9. Power and Functions of the Focal Point. – (1) Focal Point shall dispose the applications received from the Central One Stop Service Authority, or where applicable, Regional One Stop Service Centre within the specified time and as per the Standard Operating Procedure.

(2) The Focal Point considers any clarification or explanation is necessary from the Applicant or any information or documentation is incomplete or any additional information or document is necessary, he may call for those from the Applicant.

(3) The Focal Points may start the activities for providing services by considering an application, even if any information or document is partially incomplete, on the basis of self-declaration by the Applicant;

Provided that, the activities for providing services may be started on the basis of self-declaration only on the following circumstances:

(a) if any information or document cannot submitted with the application due a situation which is beyond control of the Applicant or for any special circumstances;

(b) after obtaining the promised information or document as per the self-declaration, the disposal of the application shall not take more time than the time stipulated in the Schedule.

(4) The Focal Points shall be able to take advice from his regulatory authority or organization for disposal of applications.

(5) After being satisfied with the application submitted under Rule 7 and the information and documents attached with it, the Focal Points shall issue the approval letter by approving the required service.

(6) If the Focal Point is not satisfied with the application submitted under Rule 7 and the information and documents attached with it, he may reject the application by stating the reason and he shall immediately inform the Applicant.

(7) If an application is rejected under the sub-rule (6), the relevant Applicant may apply for reconsideration of such application within 15 (fifteen) working days of such rejection.

(8) For disposing the applications for reconsideration, the stipulated time and the Standard Operating Procedure have to follow.

(9) An Applicant shall not be stopped from submitting a new application only for the reason that his original application or the application for reconsideration was rejected.

10. Meeting. – (1) The Central One Stop Service Authority or where applicable, the Regional One Stop Service Centre shall review the latest condition of the applications by convening meetings from time to time and take the necessary steps for conducting rapid activities..

(2) To meet the objective of sub-rule-(1), the chief executive of the Central One Stop Service Authority or where applicable, the Chairman of the Regional One Stop Service Centre may convene a meeting at any time.

(3) Presence of the majority of the members in the meetings shall fulfill the quorum of the meeting.

Explanation.--For the purpose of this Rule, "Meeting" shall include any meeting held through video conferencing or by any other digital means.

11. Publication of English Text. – (1) The Government shall, after these Rules are made effective, by notification in the official Gazette, publish an Authentic English text of the Bangla text of these Rules

(2) In the event of conflict between Bangla and the English text, the Bangla text shall prevail.

SCHEDULE

[See Rule 2(g)]

SL No	Name of Services	Service Providing Authority	Scheduled time (days)
(1)	(2)	(3)	(4)
1	Investment Clearance:		
	1.1 Investment Registration	BEZA	7
	1.2 Investment Clearance		20
2	Company Registration		
	2.1 Name Clearance	Registrar of Joint Stock Companies and Firms	1
	2.2 Certificate of Incorporation		7
	2.3 Share Transfer/Changing		7
	2.4 Changing Shareholder		7
	2.5 Changing Directorship		7
2.6 Increasing Authorized Capital	7		
3	Trade License	Union Parishad/Municipality/City Corporation	3
4	Tax related Registration		
	4.1 TIN Registration Certificate	NBR	1
4.2 VAT Registration Certificate	1		
5	5.1 Registration of Land Purchase Deed/ Land Lease Agreement	Respective Sub-register Office, Department of Registration	3
	5.2 Issuance of Duplicate Land Document		5
6	Land Mutation	Related Upazilla Land Office	15
7	Resident and Non-resident Visa		
	7.1 Visa Recommendation	BEZA	2
	7.2 Issuance of Business Visa	Bangladesh Embassies, Ministry of Foreign Affairs	10
	7.3 Issuance of Initial E Visa	Bangladesh Embassies, Ministry of Foreign Affairs	10
	7.4 Issuance of Initial E1 visa	Bangladesh Embassies, Ministry of Foreign Affairs	10
	7.5 Issuance of Initial PI visa	Bangladesh Embassies, Ministry of Foreign Affairs	10
	7.6 Issuance of Initial A3 Visa	Bangladesh Embassies, Ministry of Foreign Affairs	10
	7.7 Extension of E Visa	Department of Immigration and Passport	10
	7.8 Extension of E1 Visa		10
	7.9 Extension of PI Visa		10
	7.10 Extension of A3 Visa		10
	7.11 Extension of Visa including Category Changing (BEZA's Recommendation/Security Clearance/Report from SB)	Security Services Division, Ministry of Home Affairs	7
7.12 Submission of Report by Special Branch (SB)	Special Branch (SB)	21	

	7.13 Submission of Report by SB for Security Clearance	Special Branch (SB)	45
	7.14 Submission of Report NSI for Security Clearance	NSI	30
	7.15 Issuance of Security Clearance for VISA (subject to receipt of the report)	Security Services Division, Ministry of Home Affairs	3
8	Work Permit		
	8.1 Issuance of Work Permit		
	a. Issuance of Work Permit	BEZA	9
	b. Security Clearance	Public Security Division, Ministry of Home Affairs	21
	8.2 Extension of Work Permit		
	a. Extension of Work Permit	BEZA	9 (except security clearance)
9	Environmental clearance		
	9.1 Green category factory:		
	a. Issuance of ECC	DOE	7
	b. Issuance of ECC renewal		7
	9.2. Orange-A category factory:		
	a. Issuance of ECC	DOE	7
	b. Renewal of ECC		7
	9.3. Orange-B category factory:		
	a. Issuance of ECC	DOE	20
	b. Renewal of ECC		20
	9.4. Red category factory		
	a. TOR approval for EIA (including site visit)	DOE	15
	b. EIA approval		30
	c. Issuance of ECC		30
d. Renewal of ECC	30		
10	Building Construction		
	10.1 Approval of land use plan	BEZA	7
	10.2 Clearance for Building Construction (Approval of Building Design)		30
	10.3 Final Inspection and Issuance of Occupancy Certificate		7
	10.4 Approval of Design Change		7
	10.5 Approval of Partial Use of Building		7
Fire Safety License			
11.1 Approval of Fire Safety Plan	Bangladesh Fire Service and Civil Defense Department (BFSCD)	30	
11.2 Approval of Fire Safety License (including Final Inspection)		15	
11.3 Renewal of Fire Safety License		15	
12	Electricity Connection		
	12.1 Electricity Plan Approval/NOC		7

	12.2 Approval of Electricity Connection and Issuance of Certificate	Office of the Chief Electrical Inspector (OCEI)	14
	12.3 Renewal of Electrical Safety Certificate		14
13	Generator Installation		
	13.1 Permission of Generator Import/Installation	BEZA	5
	13.2 Certificate for Generator Use (including Inspection)		10
	13.3 Renewal Certificate for Generator Use (including Inspection)		10
14	Boiler Installation		
	14.1 NOC for Boiler Import	Office of Chief Inspector of Boilers (OCIB)	3
	14.2 Boiler Registration and of Boiler Certificate (including Inspection)		14
	14.3 Renewal of Boiler Certificate (including Inspection)		21
	14.4 Ownership (name/address) change		15
Factory License			
15	15.1 Approval of factory lay-out Design	Department of Inspection for Factories and Establishments (DIFE)	10
	15.2 Issuance of Factory License		15
	15.3 Renewal and Amendment of Factory and Establishments		10
16	Issuance of Bond License (including Inspection)	NBR	22
17	Gas connection at the Factories	Gas distribution Companies under Department of Energy and Mineral Resources	7
18	18.1 Telephone/Telecom Connection	BTCL/Other Companies	3
	18.2 Internet Connection		3
19	License for Explosives		
	19.1 Issuance of Explosives License	Department of Explosives	21
	19.2 Renewal of Explosives License		21
20	Recommendation for Incentives	BEZA	7
21	Foreign Loan and Repatriation of Remittance		
	21.1. NOC for Foreign Loan	BEZA	3
	21.2 Approval of Foreign Loan	Bangladesh Bank	15
	21.3 NOC for Bank Loan	BEZA	3
	21.4 NOC for Offshore Banking Operation		7
	21.5 License for Offshore Banking Operation	Bangladesh Bank	15
	21.6 Approval of Repatriation on Technical know-how and Assistance fee (In case of exceeding 6% of the cost of imported machinery)	BEZA	7
	21.7 Approval of Royalty Repatriation (in case of exceeding 6% annual sales		7

	on income Tax return on previous year)		
	21.8 Recommendation for Repatriation of Profit and Dividend		3
	21.9 Repatriation of Profit and Dividend	Bangladesh Bank	10
	21.10 Recommendation for repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed on stock exchange	BEZA	3
	21.11 Recommendation for repatriation of remaining sum on a proportionate basis, in the event of winding up of a company		3
	21.12 Approval for repatriation of sale proceeds resulting from sale of shares held by a non-resident to a resident in a company not listed on stock exchange	Bangladesh Bank	15
	21.13 Approval for repatriation of remaining sum on a proportionate basis, in the event of winding up of a company		15
	21.14 Recommendation for repatriation of consultancy fee which is outside the ambit of general privilege/preference	BEZA	3
	21.15 Permission for repatriation of consultancy fee which is outside the ambit of general privilege/preference	Bangladesh Bank	7
22	Import /Export and Customs Clearance		
	22.1 Import/Export Clearance		
	a.Import Permit	BEZA	1
	b. Export Permit		1
	c. Sample Permit (Import)		1
	d. Sample Permit (Export)		1
	e. Customs related Clearance	NBR	1
	22.2 Customs Clearance		
	a. Local Purchase Permit	BEZA	1
	b. Local Sales Permit		2
	c. Approval of Sub-contract		3
d. Customs related Clearances	NBR	1	
23	Certificate of Origin		
	23.1 Country of Origin Certificate (GS)	EPB/Chamber of Commerce	3
	23.2. Country of Origin Certificate (General)	Chamber of Commerce	1
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	b. TOR approval for EIA	DOE	15
	c. EIA approval		30
	d. Issuance ECC		30
	e. Renewal of ECC		30
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	a. NOC for construction of Central Effluent Treatment Plant	BEZA	3
	b. TOR approval of EIA	DOE	15
	c. EIA approval		30
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c. EIA approval		30	
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By the Order of the President
Md. Ziaul Haque
Director-1

22. Report on Investment Incentives

INVESTMENT INCENTIVES FOR UNIT INVESTOR OF BEZA

FINAL REPORT

OCTOBER 2019

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Short Overview of the Incentives and exemption process for Unit Investors

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for Unit Investors	Summary Overview of exemption process of incentives
1	SRONo.226-Law/Income-tax/2015. Date: 8 July 2015	Tax Holiday for EZ Industrial Unit	Any company operating within an economic zone for the purposes of producing goods and providing services is eligible to enjoy 10 years' tax exemption (100% for the 1st – 3rd year, 80% for the 4th year, 70% for the 5th year, 60% for the 6th year, 50% for the 7th year, 40% for the 8th year, 30% for the 9th year and 20% for the 10th year) from the income-tax payable on all of its income arising out of its commercial operation in the said economic zone	The conditions for obtaining the tax exemption as mentioned in the SRO, do not require obtaining a tax exemption certificate. Therefore, obtaining a tax exemption certificate is NOT mandatory in order to obtain the tax exemption at the time of assessment of income tax of the company. At the time of submission of annual income tax return of the company, the copy of this SRO is sufficient to obtain the tax exemption. However, the companies operating in economic zones, in certain circumstances may need to obtain the tax exemption certificate to avoid deduction of withholding (advance income tax) at the time of receiving payment. As per the Income Tax Ordinance 1984, a payee generally deducts withholding tax (advance income tax) at the time of making payment. Moreover, there is no pre-defined and publicly announced procedure for issuing exemption certificate. The procedure and the required documents provided in the table at page 9 are generally followed by the companies for obtaining such exemptions.
2	SRO No.299-Law/Income-tax/2015. Date: 8 October 2015	Income Tax Exemption on Dividend, Share Transfer, Royalty, Technical Fees	Any company operating within an economic zone for the purposes of producing goods and providing services is exempt from income tax payable on: - Dividend declared by the said company for 10 years from the commencement of commercial operation - Capital gain arising out of transfer of shares of the company for 10 years from the commencement of commercial operation of the company.	The conditions for obtaining the tax exemption as mentioned in the SRO, do not require obtaining a tax exemption certificate. <u>Income Tax Exemption on Dividend</u> As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of dividend to a shareholder. The effect of this SRO is that the company operating in the economic zones shall not deduct any withholding tax at the time of payment of dividend to the shareholders of the company and the shareholders are not required to provide any tax exemption certificate. At the time of filing annual tax return form by the shareholders, they will disclose the dividend income under section 33 of the income Tax Ordinance 1984 in the tax return form as an exempted

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for Unit Investors	Summary Overview of exemption process of incentives
			- Royalties, technical know-how and technical assistance fee payable within 10 years from the commencement of commercial operation of the company.	income with reference to this SRO No.299-Law/Income-tax/2015 and no tax shall be payable on the dividend income. <u>Income Tax Exemption on Capital Gain</u> Similar to the income tax exemption on dividend, obtaining income tax exemption on capital gain arising out of transfer of shares, does not require obtaining a tax exemption certificate. The shareholders, at the time of filling annual tax return, will disclose capital gain arising out of transfer of shares of the said company under section 31 of the income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No.299-Law/Income-tax/2015 and no tax shall be payable on this income. <u>Income Tax Exemption on royalty, technical know-how and technical assistance fees</u> The conditions for obtaining the tax exemption on Royalty, Technical Know-How fee and Technical Assistance fees paid by a company in Economic Zone as mentioned in the SRO, do not require obtaining a tax exemption certificate. As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of Royalty, Technical Know-How and Technical Assistance fees. The effect of this SRO is that the company operating in the economic zones shall not deduct any withholding tax at the time of payment of Royalty, Technical Know-How and Technical Assistance fees and the company are not required to provide any tax exemption certificate. If the Royalty, Technical Know-How and Technical Assistance fees is required to be remitted outside the country then the required documents as mention in Section- v "Required documents for exemption" at page 11 are to be submitted to the authorize Dealer (AD) bank.

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for Unit Investors	Summery Overview of exemption process of incentives
3	SRONo.298-Law/Income-tax/2015. Date: 8 October 2015	Exemption of Income Tax for Foreign Employee having technical knowledge	Any foreign employee having technical knowledge employed in a company operated for the purpose of producing goods and providing services in any economic zone shall be exempt from upto 50% of the income tax payable on his income earned for a period of 3 (three) years from the date of his employment. Such exemption is only available within 5 (five) years from the commencement of commercial operation of the company.	There is no legal requirement to obtain tax exemption certificate to get the tax exemption benefits by a foreign employee having technical knowledge on his income earned for a period of 3 (three) years from the date of his employment. As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of salary or benefits to an employee. In this case the company operating in economic zones shall not deduct any withholding tax at the time of payment of salary to the Foreign Employee having technical knowledge. At the time of filling annual income tax return form, the Foreign Employees having technical knowledge will provide the following documents as mentioned in section- v "Required documents for exemption" in the table at page 14 and disclose the salary income under section 21 of the income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No. 298-Law/Income-tax/2015 and no tax shall be payable on this income.
4	SRO No.333-Law/2015	Exemption of (Local Government) Union Parishad Tax	Economic Zones and enterprises located in Economic Zones are exempt from tax, Cess, Rate, toll Fees etc. imposed pursuant to Section 65 of the Local Government (Union Parishad) Act 2009	As per Local Government Act 2009 Union Parishadshall collect different taxes at the time of issuing/renew trade license to the business entity. With reference to SRO 37/Law/2009 dated February 13, 2019 for Unit investor in Economic Zone BEZA is authorized to issue/renew trade license and collect trade license fees on behalf of respective Union Parishad. With reference to this SRO No.333-Law/ 2015 Union Parishad shall not claim any local government tax from the Unit Investor of EZ.

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for Unit Investors	Summery Overview of exemption process of incentives
5	SRONo.06-Law/2016 Date: 14 January 2016	Exemption of Stamp Duty for Unit Investors	Any person permitted to set up industrial or commercial enterprise is exempted, at the rate of 50%, from stamp duty imposed on lease deed for allotment of land, building or space	The lease deed will takes place between developer of unit investor at the time of allotment of land, building or space and Stamp Duty on the lease deed will be paid before the registration of said lease deed at Sub Registrar Office. The conditions for obtaining the tax exemption on 50% (fifty percent) of the total stamp duty imposable on the lease deed as mentioned in the SRO do not require obtaining any exemption certificate. With reference to this SRO Unit Investor in EZ can register the lease deed with 50% cost of stamp duty.
6	SRONo.190-Law/2019/47-VAT Date: 13 June 2019	ExemptionofVATonUtilities	VAT Exemption on the following: - Natural Gas (VAT Exemption @ 100%) - WASA (VAT Exemption @ 100%) - Procurement Provider (except petroleum goods) (VAT Exemption @ 100%) - Electricity Distributor (VAT Exemption @ 100%)	There is no legal requirement for exemption certificate to get the VAT exemption benefits on utilities (Natural gas, Water, electricity) and procurement provider. The benefits of exemption will be availed under the process: i) Utility in EZ is supplied either by the developer of the EZ or other authorized distributor of utility. AS per VAT Act 2012, it is the responsibility of the supplier of utility to invoice to their customer for utility bill including VAT. In this case, the supplier will invoice to the unit investor in EZ for utility bill without VAT. ii) AS per VAT Act 2012, procurement provider shall invoice to their customer for supplies goods or services including VAT. Once the Unit Investor in EZ procured any goods or services except petroleum goods from any procurement provider they will issue Purchase Order (PO) mentioning that with reference to the S.R.O. No. 168-Law/2015/735-VAT, the company is VAT exempted on supplies of goods and services, so no VAT shall be added at the time of invoice for supplies.

INTRODUCTION

Bangladesh Economic Zones Authority (BEZA) was formed through promulgation of Bangladesh Economic Zones Act, 2010. BEZA operates with the vision of becoming a driving force for sustainable development and promote foreign direct investment in Bangladesh. To support rapid economic development of Bangladesh, BEZA aims to establish and develop economic zones in all potential areas in Bangladesh including backward and underdeveloped regions. Through the economic zones BEZA wants to increase diversification of industries, generate employment, increase production and generate growth in export. BEZA's aim is to develop 100 Economic Zones and generate employment for 10 million people.

BEZA's has been persistently working on creating value for the investors by establishing attractive investment facilities in the economic zones through One-Stop Service and competitive incentive packages. BEZA has provided multiple incentives to the unit investors in economic zone.

In this report, the different incentives available for the unit investors have been discussed and the detailed information about the incentives along with market practices for obtaining the incentives have also been covered. This report covers the details of the legal documents for each of the incentives and also contains information obtained through discussions and interviews of the BEZA officials and also the officials of unit investors in different economic zones. Thus, this report provides practical overview of the incentive packages available for the unit investors in BEZA.

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for Unit Investors	Summary Overview of exemption process of incentives
7	SRONo.209-Law/2015/46/Customs Date: 1 July 2015	Exemption of Duties & VAT on importation of Capital Machineries	100% Exemption of Import Duty, Regulatory Duty, Supplementary Duty and VAT on import of capital machineries and construction materials by industrial units	For importation of capital machineries and construction materials by Industrial Unit of Economic Zone into Bangladesh, shipping agents submit their manifest data (containing description of imported goods by ship) electronically to the Customs authority. In the case of import, the documents as mention in the table under Section: V "Required documents for exemption" at page 18 is submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World. The declaration or Bill of Entry (B/E) has to be made in a specific format, known as Single Administrative Document (SAD).
8	SRONo.210-Law/2015/47/Customs. Date: 1 July 2015	Exemption of Duties & VAT on Vehicles	100% Exemption of Import Duty, Regulatory Duty, Supplementary Duty and VAT on import of vehicles in the economic zone by the unit investor.	For imported vehicles into Bangladesh, shipping agents submit their manifest data (containing description of imported goods by ship) electronically to the Customs authority. In the case of import, the documents as mention in the table under Section: V "Required documents for exemption" at page 20 is to be submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World. The declaration or Bill of Entry (B/E) has to be made in a specific format, known as Single Administrative Document (SAD).

1. Tax Holiday on Income from Commercial Operation for Industrial Unit in Economic Zone

Overview of the Exemption under this SRO No: 226-Law/Income-tax/2015

Companies which operate for the purposes of producing goods and providing services in the economic zones established and declared under the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), are entitled to obtain this incentive. This incentive exempts the companies from the income-tax payable on the income arising out of its first 10 years of commercial operation run in the said economic zone. The rate of exemptions and the conditions to be fulfilled for obtaining the exemption have been provided in the table below.

The conditions for obtaining the tax exemption as mentioned in the SRO, do not require obtaining a tax exemption certificate. Therefore, obtaining a tax exemption certificate is NOT mandatory in order to obtain the tax exemption at the time of assessment of income tax of the company. At the time of submission of annual income tax return of the company, the copy of this SRO is sufficient to obtain the tax exemption as per the SRO.

However, the companies operating in economic zones, when receiving payments in certain circumstances may need to obtain the tax exemption certificate to avoid deduction of withholding tax (advance income tax). As per the Income Tax Ordinance 1984, a payee generally deducts withholding tax (advance income tax) at the time of making payment. Please note that the relevant SRO only provides the rate of exemption and the conditions for obtaining the exemption. The process and required documents for obtaining a tax exemption certificate has not been provided in the SRO. Moreover, there is no pre-defined and publicly announced procedure for issuing exemption certificate. The procedure and the required documents provided in the table below are generally followed by the companies for obtaining such exemptions.

i) Reference of SRO	SRO No: 226-Law/Income-tax/2015	
ii) Date of SRO	8 July 2015	
iii) Scope of exemption	Any company which is defined under clause (20) of section 2 of the Income Tax Ordinance 1984 ¹ and operated for the purposes of producing goods and providing services in the economic zone established and declared respectively under sections 4 and 5 of the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), from the income-tax payable on all of its income arising out of its commercial operation run in the said economic zone at the following rate:	
	Year	% of Exemption
	1 st , 2 nd and 3 rd year of operation	100%
	4 th year of operation	80%
	5 th year of operation	70%
	6 th year of operation	60%
	7 th year of operation	50%
	8 th year of operation	40%
	9 th year of operation	30%
	10 th year of operation	20%

iv) Condition of exemption	To avail the above mentioned exemption benefits the company established in the said economic zone shall have to- (a) obtain T. I. N; (Tax Identification Number) and (b) maintain accounts properly under Section 35 of the Income Tax Ordinance 1984 ² (hereinafter referred to as "ITO 1984") and file income-tax return with the concerned income-tax authority within the time prescribed under Section 75 of ITO 1984 ³ .	
v) Required documents for obtaining exemption certificate	There is no formal checklist of required documents to apply for an exemption certificate. However, in practice the following documents are generally required by the National Board of Revenue (hereinafter referred to as "NBR") to provide the exemption certificate. i) Application to the Second Secretary (Tax Exemption) of National Board of Revenue. ii) Copy of Certificate of Incorporation iii) Copy of Memorandum & Article of Association iv) Copy of Certificate of Commencement of Commercial Operation Issued by BEZA v) Copy of E-Tin of the company vii) Copy of VAT Registration Certificate viii) Copy of Audited Financial Statements (if any) ix) Copy of Tax Clearance Certificate (if any) x) Any other documents if the authority thinks required	
vi) Procedure of obtaining exemption certificate	This SRO does not require any procedure to avail the said exemption. However, as mentioned above, in practice every company collect tax exemption certificate from NBR as an evidence of exemption and provide the exemption certificate to their customers, so that the customer does not deduct any withholding at the time of receiving revenue income. To get the tax exemption certificate the following procedure is followed:	
	First Step	Application to be made to First Secretary –Tax Appeal & Exemption of NBR (For Sample Application Please See Annex-1 1 (a) & 2 at page 24, 25 & 26))
	Second Step	The said application will be forwarded to concerned Circle office from the office of First Secretary –Tax Appeal & Exemption for Inspection.
	Third Step	An inspector from the concerned Circle office will visit the business premises of the applicant and forward the inspection report to First Secretary –Tax Appeal & Exemption.
	Fourth Step	If the report is unsatisfactory that is to be communicated to applicant mentioning the observation. If the report is satisfactory the First Secretary –Tax Appeal & Exemption may issue an exemption certificate for a single fiscal year. (For Sample Copy of Exemption Certificate (Bangla Version) Please See Annexure-3 at Page 31)
vii) Required processing time	There is no pre-defined and publicly announced processing time of issuing exemption certificate. It depends on case to case and it may take 30 to 45 days.	
viii) Application fee	There is no application fee for issuing tax exemption certificate	
ix) Remarks	i) Under this SRO the company get exemption of tax only from income arising out of its commercial operation at prescribed rate. Any income arising outside of its commercial operation (other source of income) is subject to tax at regular applicable rate for the respective company. ii) After end of 10 th year from commercial operation all the income of the company is taxable at regular applicable rate for the respective company.	

¹ See "Reference-1" at page 22 for definition of "Company"

² See "Reference-2" at page 22 to know how to maintain accounts under Section 35 of the Income Tax Ordinance 1984

³ See "Reference-3" at page 23 to know the stipulated time for filing income tax return under Section 75 of ITO 1984

2. Income Tax Exemption on Dividend, Capital Gain on Share Transfer, Royalty and Technical Know-How feepaid by a company in Economic Zone

Overview of the Exemption under this SRO No.299-Law/Income-tax/2015

Companies which operate for the purposes of producing goods and providing services in the economic zones established and declared under the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), are exempt from income tax payable on dividend declared by the said company, capital gain arising out of transfer of shares of the said company and royalties, technical know-how and technical assistance fees for 10 (ten) years from the commencement of its commercial operation.

Income Tax Exemption on Dividend

The conditions for obtaining the tax exemption on dividend as mentioned in the SRO, do not require obtaining a tax exemption certificate. As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of dividend to a shareholder. The effect of this SRO is that the company operating in the economic zones shall not deduct any withholding tax at the time of payment of dividend to the shareholders of the company and the shareholders are not required to provide any tax exemption certificate. At the time of filing annual tax return by the shareholders, they will disclose the dividend income under section 33 of the income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No.299-Law/Income-tax/2015 and no tax shall be payable on the dividend income.

Income Tax Exemption on Capital Gain

Similar to the income tax exemption on dividend, obtaining income tax exemption on capital gain arising out of transfer of shares, does not require obtaining a tax exemption certificate. The shareholders will get the exemption from income tax on capital gain arising out of transfer of shares of the company operating in economic zone within 10 (ten) years from the commencement of its commercial operation. The shareholders will, by operation of the law, obtain the exemption and, as mentioned above, a separate tax exemption certificate is not required.

The shareholders, at the time of filling annual tax return form, will disclose capital gain arising out of transfer of shares of the said company under section 31 of the income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No.299-Law/Income-tax/2015 and no tax shall be payable on this income.

Income Tax Exemption on royalty, technical know-how and technical assistance fees

The conditions for obtaining the tax exemption on Royalty, Technical Know-How fee and Technical Assistance fee paid by a company in Economic Zone as mentioned in the SRO, do not require obtaining a tax exemption certificate. As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of Royalty, Technical Know-How fee and Technical Assistance fees. The effect of this SRO is that the company operating in the economic zones shall not deduct any withholding tax at the time of payment of Royalty, Technical Know-How fee and Technical Assistance fee and the company are not required to provide any tax exemption certificate.

If the Technical Know-How fee is required to be remitted outside the country then the required documents as mention in Section: v“Procedure of exemption”of the following table are to be submitted to the Authorize Dealer (AD) bank.

i) Reference of SRO	SRO No.299-Law/Income-tax/2015
ii) Date of SRO	8 October 2015
iii) Scope of exemption	Any company which is defined under clause (20) of section 2 of the Income Tax Ordinance 1984 ¹ and operated for the purposes of producing goods and providing services in any economic zone established and declared respectively under sections 4 and 5 of the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), shall be exempt from income-tax payable on: <ul style="list-style-type: none"> (a) dividend declared by the said company for 10 (ten) years from the commencement of its commercial operation; (b) capital gain arising out of transfer of shares of the said company within 10 (ten) years from the commencement of its commercial operation; (c) royalties, technical know-how and technical assistance fees payable within 10 (ten) years from the commencement of its commercial operation.
iv) Condition of exemption	To avail the exemption mentioned above the said Company shall have to- <ul style="list-style-type: none"> (a) obtain T.I.N (Tax Identification Number); and (b) file income-tax return with the concerned income-tax authority within the time prescribed under section 75 of the Income Tax Ordinance 1984³
v) Required documents for exemption	There is no pre-defined and publicly announced list of required documents to get exemption from <ul style="list-style-type: none"> i) dividend income of an investor from the company established in any economic zone ii) capital gain arising from the transfer of share of the company established in any economic zone and iii) royalties, technical know-how and technical assistance fees.
vi) Procedure of exemption	There is no officially defined procedure in law to avail the said exemption. However, in practice the following procedure is followed: <ul style="list-style-type: none"> (a) Income from dividend declared by the said company: <p>At the time of filing annual tax return by the shareholders, they will disclose the dividend income under section 33 of the income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No.299-Law/Income-tax/2015 and no tax shall be payable on the dividend income.</p> (b) Income from capital gain arising out of transfer of shares of the said company: <p>The shareholders, at the time of filling annual tax return form, will disclose capital gain arising out of transfer of shares of the said company under section 31 of the income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No.299-Law/Income-tax/2015 and no tax shall be payable on this income.</p> (c) Income Tax Exemption on royalty, technical know-how and technical assistance fees

¹See “Reference-2” at page 22 to know how to maintain accounts under Section 35 of the Income Tax Ordinance 1984

³See “Reference-3” at page 23 to know the stipulated time for filling income tax return under Section 75 of ITO 1984

	<p>As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of Royalty, Technical Know-How fee and Technical Assistance fees. The effect of this SRO is that the company operating in the economic zones shall not deduct any withholding tax at the time of payment of Royalty, Technical Know-How fee and Technical Assistance fee and the company are not required to provide any tax exemption certificate.</p> <p>However, in practice, if Royalty, Technical Know-How fee and Technical Assistance fees is required to be remitted outside the country then the following required documents are to be submitted to the Authorize Dealer (AD) bank:</p> <ol style="list-style-type: none"> I. Copy of permission for establishment in Economic Zone issued by respective Economic Zone Authority II. Copy of Certificate of Commencement of Commercial Operation Issued by BEZA III. Forwarding letter to be submitted by Chairman/Managing Director of the company/ Organization in official pad; IV. A copy of Registration letter issued by the Bangladesh Economic Zone Authority (BEZA); V. A copy of Technology Transfer Agreement (Royalty/Technical Know-how/Technical Assistance/Franchise/ Other Fee Agreement); VI. Filled-in Prescribed Application Form supplied by BEZA signed by the Managing Director/Managing Partner/Proprietor; VII. Resolution of the Board of Directors of the company/ Partners of the Firm regarding remittance of fees/showing amount, due year of remittance and name & address of the foreign service provider as per Agreement; VIII. A copy of Annual Report of the company/Firm comprising Audited Balance Sheet along with the Profit and Loss Accounts (in case of the project in operation) or Bill of Entry/Invoices of the Imported Machinery (in case of under implementation project); IX. Income Tax Return certified/authenticated/attested by Chartered Accountant Firm for the concerned Assessment Year along with Computation Sheet for taxable income for the same period and Tax Clearance Certificate issued by Deputy Commissioner of Taxes of the concerned Tax Circle; X. A copy of Memorandum & Articles of Association and Certificate of Incorporation of the company (if not submitted earlier); XI. Invoice(s) in support of fees to be remitted; XII. Authenticated Banking documents showing Export Earning (if any); XIII. Attested copy of Patent Right/Trade Mark/Brand Name Registration in Bangladesh (if any).
vii) Required processing time	Not Applicable
viii) Application fee	There is no application fees for issuing exemption certificate
ix) Remarks	

3. Exemption of income Tax for Foreign Employee having technical knowledge

Overview of the Exemption under this SRO No. 298-Law/Income-tax/2015

There is no legal requirement to obtain tax exemption certificate to get the tax exemption benefits by a foreign employee having technical knowledge on his income earned for a period of 3 (three) years from the date of his employment.

As per the Income Tax Ordinance 1984, a company is responsible to deduct withholding tax at the time of payment of salary or benefits to an employee. In this case the company operating in economic zones shall not deduct any withholding tax at the time of payment of salary to the Foreign Employee having technical knowledge.

At the time of filling annual income tax return, the Foreign Employees having technical knowledge will provide the following documents as mentioned in section v "Required documents for exemption" of the following table and disclose the salary income under section 21 of the Income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No. 298-Law/Income-tax/2015.

i) Reference of SRO	SRO No. 298-Law/Income-tax/2015	
ii) Date of SRO	8 October 2015	
iii) Scope of exemption	Any foreign employee having technical knowledge, employed in a company which is defined under clause (20) of section 2 of the said Ordinance and operated for the purposes of producing goods or providing services in any economic zone established and declared respectively under sections 4 and 5 of the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), shall be exempt from up to 50% (fifty percent) of the income-tax payable on his income earned for a period of 3 (three) years from the date of his employment.	
iv) Condition of exemption	<p>The said foreign employee shall not be entitled to such exemption after expiry of 5 (five) years from the commencement of commercial operation of the company.</p> <p>To avail the exemption the said foreign technician shall have to -</p> <p>(a) obtain T.I.N (Tax Identification Number); and</p> <p>(b) file income-tax return with the concerned income-tax authority within the time prescribed under section 75 of the said Ordinance³.</p> <p>Exemption period of income Tax for Foreign Employee having technical knowledge is co-related with the year of employment and the year of commercial operation of the company.</p>	
	Tenure of employment year from the commencement of commercial operation of the company	Exemption period
	Employment in the 1 st year of commercial operation of the company	Maximum 3 years
	Employment in the 2 nd year of commercial operation of the company	Maximum 3 years
	Employment in the 3 rd year of commercial operation of the company	Maximum 3 years
	Employment in the 4 th year of commercial operation of the company	Maximum 2 years
	Employment in the 5 th year of commercial operation of the company	Maximum 1 years
		Exemption rate
		50% (fifty percent)
		50% (fifty percent)
		50% (fifty percent)
		50% (fifty percent)
		50% (fifty percent)
	<p>Explanation:- In this notification, "commencement of commercial operation" means the date on which the company starts receiving or earning income from business run in the economic zone.</p>	

v) Required documents for exemption	In this SRO there is no requirement of additional documents to avail this exemption. However, in practice the following documents have to be submitted along with the income tax return form of the Foreign Employee having technical knowledge: i) Copy of Passport and VISA ii) Copy of work permit from BEZA iii) Copy of salary certificate from the employer as per Section 58 and Rules 18 of the Income Tax Ordinance 1984.
vi) Procedure of exemption	There is no requirement in SRO to obtain tax exemption certificate to get the tax exemption benefits. At the time of filling annual income tax return form, the Foreign Employees having technical knowledge will provide the documents as mentioned in section v "Required documents for exemption" of the this table and disclose the salary income under section 21 of the Income Tax Ordinance 1984 in the tax return form as an exempted income with reference to this SRO No. 298-Law/Income-tax/2015 and no tax shall be payable on this income.
vii) Required processing time	As no tax exemption certificate is required so required processing time is not applicable.
viii) Application fee	As no tax exemption certificate is required so application fee is not applicable.
ix) Remarks	

4. Exemption of Local Government (Union Parishad) Tax

Overview of the Exemption under this SRO 333-Law/ 2015

As per Local Government Act 2009 Union Parishad shall collect different taxes at the time of issuing/renew trade license to the business entity. With reference to SRO 37/Law/2009 dated February 13, 2019 for Unit investor in Economic Zone BEZA is authorized to issue/renew trade license and collect trade license fees on behalf of respective Union Parishad. With reference to this SRO No.333-Law/ 2015 Union Parishad shall not claim any local government tax from the Unit Investor of EZ.

i) Reference of SRO	333-Law/ 2015
ii) Date of SRO	12 November 2015
iii) Scope of exemption	Any enterprise established in any economic zone under any territory of Union Parishad are exempted from payment of: i) Tax/Union rate on annual value of building/land ii) Building planning approval fees iii) Fees on license/permit from Union Parishad iv) Tax on Transfer of land and building v) Tax on advertisement vi) Any other tax under this Local Government (Union Parishad) Act, 2009
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	There is no pre-defined and publicly announced procedure.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

5. Exemption of Stamp Duty on the lease deed to be executed for allotment of land, building or space.

Overview of the Exemption under this SRO 06-Law/ 2016

The lease deed will take place between developer and unit investor at the time of allotment of land, building or space and Stamp Duty on the lease deed will be paid before the registration of said lease deed at Sub Registrar Office. The conditions for obtaining the tax exemption on 50% (fifty percent) of the total stamp duty imposed on the lease deed as mentioned in the SRO do not require obtaining any exemption certificate. With reference to this SRO Unit Investor in BEZA can register the lease deed with 50% cost of stamp duty.

i) Reference of SRO	06-Law/ 2016
ii) Date of SRO	12 January 2016
iii) Scope of exemption	A person permitted for setting up industrial or commercial enterprise in the Economic Zone are exempted 50% (fifty percent) of the total stamp duty imposed on the lease deed to be executed for allotment of land, building or space.
iv) Condition of exemption	There is no condition to get this exemption.
vi) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	With reference to the SRO 06-Law/ 2016 an unit investor can get 50 % exemption on stamp duty at the time of registration of allotment deed.
vii) Required processing time	Not Applicable
viii) Application fee	Not Applicable
ix) Remarks	i) As per this SRO the said 50% (fifty percent) exemption is only applicable for lease deed. If any industrial or commercial enterprise purchase land from and economic zone they will not be entitled of that said exemption. ii) As per Stamp Duty Act 1899 lease deed shall be executed in Stamp Paper.

6. Exemption on VAT on utilities (Natural gas, Water, electricity) and procurement provider except petroleum goods.

Overview of the Exemption under this S.R.O. No. 190-Law/2019/47-VAT

There is no legal requirement for exemption certificate to get the VAT exemption benefits on utilities (Natural gas, Water, electricity) and procurement provider. The benefits of exemption will be availed under the process:

- i) Utility in EZ is supplied either by the developer of the EZ or other authorized distributor of utility. AS per VAT Act 2012 it is the responsibility of the supplier of utility to invoice to their customer for utility bill including VAT. In this case the supplier will invoice to the unit investor in EZ for utility bill without VAT.
- ii) AS per VAT Act 2012, procurement provider shall invoice to their customer for supplies goods or services including VAT. Once the Unit Investor in EZ procured any goods or services except petroleum goods from any procurement provider⁴ they will issue Purchase Order (PO) mentioning that with reference to the S.R.O. No. 168-Law/2015/735-VAT, the company is VAT exempted on supplies of goods and services, so no VAT shall be added at the time of invoice for supplies.

i) Reference of SRO	S.R.O. No. 190-Law/2019/47-VAT
ii) Date of SRO	13 June 2019
iii) Scope of exemption	Value Added Tax chargeable on supply of i) Natural Gas ii)water iii)electricity and iv) services (except petroleum goods) under head procurement provider that to be used at production stage of goods in economic zone are 100% exempted from VAT. That means any company engaged in production of goods in economic zone shall not be require to pay any Value Added Tax (VAT) on Natural Gas bill, Water bill, electricity bill and invoice value of services (except petroleum goods) received under head procurement provider ⁴ .
iv) Condition of exemption	This exemption is only applicable for the organization who are engaged in production of goods. Any organization provided services using natural gas may not be entitled to get this exemption.
v) Required documents for exemption	No documents are required to enjoy the exemption.
vi) Procedure of exemption	Utility supplier in Economic Zone will issue utility bill excluding VAT and no VAT shall require to paid on utility. In that case unit investor can provide the copy of S.R.O. No. 168-Law/2015/735-VAT and copy of permission of establishment in Economic Zone from BEZA may be provided to utility supplier.
vii) Required processing time	Not applicable
viii) Application fee	Not applicable
ix) Remarks	

⁴See "Reference-4" at page 23 to know the definition of procurement provider as per VAT and Supplementary Duty Act, 2012.

7. Exemption of all Import Duties, Regulatory Duties, Supplementary Duties and Value Added Tax imposable on importation of capital machineries and construction materials by Industrial Unit of Economic Zone.

Overview of the Exemption under this SRO209-Law/ 2015/46/ Customs

For importation of capital machineries and construction materials by Industrial Unit of Economic Zone into Bangladesh, shipping agents submit their manifest data (containing description of imported goods by ship) electronically to the Customs authority. In the case of import, the documents as mention under Section: V “Required documents for exemption” of the following tableis submitted through onlineto the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World. The declaration or Bill of Entry (B/E) has to be made in a specific format, known as Single Administrative Document (SAD).

Once the duties and taxes are to be assessed by Customs House (in this case duties will be assessed nil) and will issues a release order for clearance and after completion of port formalities, goods are cleared.

i) Reference of SRO	209-Law/ 2015/46/ Customs
ii) Date of SRO	July, 2015
iii) Scope of exemption	<p>Import of any capital machinery for manufacturing plant and construction material for factory building by any industrial unit operated for the purposes of producing goods and providing services in the economic zones mentioned in Section 11 of the Bangladesh Economic Zone Act 2010 are exempted from payment of Import Duties, Regulatory Duties, Supplementary Duties and Value Added Tax at import stage subject to fulfillment of the following condition.</p> <p>Provided that, the said exemption benefit shall not be applicable for:</p> <ul style="list-style-type: none"> i) importation of easily available construction materials , such as M.S. rod/ bar, cement, pre-fabricated building, iron/ steel sheet. ii) importation of goods which are not directly related to development and construction of Economic Zone, such as:- office equipment, air conditioner, refrigerator, articles for household use, food-articles and drinks and other similar consumable goods.
iv) Condition of exemption	<ol style="list-style-type: none"> 1. The Industrial Unit of the Economic Zone shall have to be registered for Value Added Tax. 2. In the case of importation of goods under this Notification, statement in respect of name, description and quantity of the goods shall have to be approved and certified by the Economic Zones Authority (BEZA):
v) Required documents for exemption	<p>There is no pre-defined and publicly announced list of required documents to get the said exemption. However, in practice the following documents have to submit to get the exemption.</p> <ul style="list-style-type: none"> i) Import Permission (IP) from BEZA ii) Letter of Credit (L/C), iii) Bill of Lading/Air Way Bill/Truck Receipt/Railway Receipt, iv) Invoice, v) Packing List , vi) Letter of Credit Authorisation vii) VAT/BIN certificate viii) Value Declaration.

vi) Procedure of exemption	<p>There is no requirement of exemption certificate to get the above mention exemption. The documents mentioned in Section: V “Required documents for exemption” is submitted through onlineto the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World.</p> <p>Once the duties and taxes are to be assessed by Customs House (in this case duties will be assessed nil) and will issues a release order for clearance and after completion of port formalities, goods are cleared.</p>
vii) Required processing time	Not applicable
viii) Application fee	Not applicable
ix) Remarks	There is no definition for capital machineries and construction materials in 209-Law/ 2015/46/ Customs. In that case items imported under the said SRO are subject to satisfaction of customs authority based on product HS code.

8. Exemption of all Import Duties, Regulatory Duties, Supplementary Duties and Value Added Tax imposable on vehicles imported in the Economic Zone by the Industrial Units.

Overview of the Exemption under this SRO210-Law/ 2015/47/ Customs

For imported vehicles into Bangladesh, shipping agents submit their manifest data (containing description of imported goods by ship) electronically to the Customs authority. In the case of import, the documents as mention under Section: V “Required documents for exemption” of the following table is submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World. The declaration or Bill of Entry (B/E) has to be made in a specific format, known as Single Administrative Document (SAD).

Once the duties and taxes are to be assessed by Customs House and will issues a release order for clearance and after completion of port formalities, goods are cleared.

i) Reference of SRO	210-Law/ 2015/47/ Customs
ii) Date of SRO	1 July 2015
iii) Scope of exemption	Industrial Units mentioned in Section 11 of the Bangladesh Economic Zone Act 2010 are exempted from payment of all Import Duties, Regulatory Duties, Supplementary Duties and Value Added Tax imposable on vehicles imported in the Economic Zone established under section 4 and declared under section 5 of the Bangladesh Economic Zones Act, 2010 The tax exempted vehicles are limited to one sedan car with 2000CC Engine capacity and one Microbus/ Pick up, Van / Double Cabin Pick up.
ix) Condition of exemption	<ul style="list-style-type: none"> i. The Industrial Unit shall have to invest at least 10 million US Dollar or equivalent money or there shall be at least 500 manpower working in the concerned Industrial Unit. ii. At the time of assessment of duties and clearance, approval and certificate in that respect from the Bangladesh Economic Zones Authority shall have to be submitted to the Customs Authority. iii. An Industrial Unit of the Economic Zone may import the Vehicles only once under this Notification. iv. The vehicle imported under this Notification shall not be used for any other activity or for any commercial purpose except for production and related activities of the importing Industrial Unit.
v) Required documents for exemption	There is no pre-defined and publicly announced list of required documents to get the said exemption. However, in practice the following documents have to submit to get the exemption. <ul style="list-style-type: none"> i) Import Permission (IP) from BEZA ii) Letter of Credit (L/C), iii) Bill of Lading/Air Way Bill/Truck Receipt/Railway Receipt, iv) Invoice, v) Packing List , vi) Letter of Credit Authorisation vii) VAT/BIN certificate viii) Value Declaration

vi) Procedure of exemption	There is no requirement of exemption certificate to get the above mention exemption. The documents mentioned in Section: V “Required documents for exemption” is submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through ASYCUDA World. Once the duties and taxes are to be assessed by Customs House (in this case duties will be assessed nil) and will issues a release order for clearance and after completion of port formalities, goods are cleared.
vii) Required processing time	Not applicable
viii) Application fee	Not applicable
ix) Remarks	<ul style="list-style-type: none"> i. The imported vehicle shall not be transferred or sold within 5 years: ii. In the case of transfer or sale within 5 years, the provisions of Standing Order (Customs) No. 100/2000/shulka Dated 25 July 2000 issued by the National Board of Revenue shall be Applicable. iii. The word BEZA shall be inscribed before the Serial Number on the Number Plate.

References

Reference 1: Clause (20) of Section 2 of the Income Tax Ordinance 1984 "Company" means

A company as defined in the Companies Act, 1913 (VII of 1913) or the Company Act, 1994 and includes-

- (a) a body corporate established or constituted by or under any law for the time being in force;
- (b) any nationalized banking or other financial institution, insurance body and industrial or business enterprise;
- (bb) an association or combination of persons, called by whatever name, if any of such persons is a company as defined in the Companies Act, 1913 (VII of 1913) or the Company Act, 1994
- (bbb) any association or body incorporated by or under the laws of a country outside Bangladesh; and
- (c) any foreign association or body, not incorporated by or under any law, which the Board may, by general or special order, declare to be a company for the purposes of this Ordinance;

Reference 2: Section 35 of the Income Tax Ordinance 1984

Method of accounting

- (1) All income classifiable under the head "Agricultural income", "Income from business or profession" or "Income from other sources" shall be computed in accordance with the method of accounting regularly employed by the assessee.
- (2) Notwithstanding anything contained in sub-section (1), the Board may, in case of any business or profession, or class of business or profession, or any other source of income, or any class of persons or class of income, by a general or special order, direct that the accounts and other documents shall be maintained in such manner and form, and the mode of payments of commercial transactions recorded in such manner and form, as may be prescribed or as may be specified in such direction; and thereupon the income of the assessee shall be computed on the basis of the accounts maintained, payments made and transactions recorded accordingly.
- (3) Without prejudice to the preceding sub-sections, every company as defined in the Companies Act, 1913 (VII of 1913) or the Company Act, 1994 shall, with the return of income required to be filed under this Ordinance, furnish a copy of the trading account, profit and loss account and the balance sheet in respect of the relevant income year-
 - (a) Certified by a chartered accountant to the effect that the accounts are-
 - (i) maintained and the statements are prepared and reported in accordance with Bangladesh Accounting Standards (BAS) and Bangladesh Financial Reporting Standards (BFRS) or in accordance with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS) as adopted in Bangladesh; and
 - (ii) audited in accordance with the Bangladesh Standards on Auditing (BSA);
 - (b) signed by the persons including as many directors as required under sub-sections (1) and (2) of section 189 of the Company Act, 1994.
- (4) Where-
 - (a) no method of accounting has been regularly employed, or if the method employed is such that, in the opinion of the Deputy Commissioner of Taxes, the income of the assessee cannot be properly deducted therefrom; or
 - (b) in any case to which sub-section (2) applies, the assessee fails to maintain accounts, make payments or record transactions in the manner directed under that sub-section; or
 - (c) a company has not complied with the requirements of sub-section (3) or the certification of accounts is not found verifiable the income of the assessee shall be computed on such basis and in such manner as the Deputy Commissioner of Taxes may think fit.

Reference 3: Section 75 of the Income Tax Ordinance 1984

Return of income

Sub-section (5) of Section 75, Every return under this section shall be filed, unless the date is extended under sub-section (6), on or before the Tax Day:

AS per Clause (62A) of Section 2 of the Income Tax Ordinance 1984 "Tax Day" means-

- (i) in the case of an assessee other than a company, the thirtieth day of November following the end of the income year;
 - (ii) in the case of a company, the fifteenth day of the seventh month following the end of the income year or the fifteenth day of September following the end of the income year where the said the fifteenth day falls before the fifteenth day of September;
 - (iii) the next working day following the Tax Day if the day mentioned in sub-clauses (i) and (ii) is a public holiday;
- (6) The last date for the submission of a return for a person may be extended by the Deputy Commissioner of Taxes upon the application by the person in the prescribed form:

Provided that the Deputy Commissioner of Taxes may extend the date up to two months from the date so specified and he may further extend the date up to two months with the approval of the Inspecting Joint Commissioner.

Reference 4: "Procurement Provider means, such individual, organization or establishment who supplies in exchange of consideration, taxable goods or service or both through quotation, tender or by any other means to the various government, semi-government, autonomous bodies, non-government organizations (NGOs), bank, insurance or any other financial institutions, limited company or educational institutions."

Its meaning is that if the supply is made through tender or through quotation or through any other way and if the goods or service are taxable, then the service of supply will be considered as Procurement Provider.

Purchase in any other way means cash purchase or any purchase without tender or quotation. In case of petty purchase in cash, VAT as Procurement Provider shall have to be deposited to the government treasury from own fund. Because these petty purchases are generally made from small shops. They do not issue VAT Challan. Prices are already paid to the shops. So, deduction cannot be made from the bill. Therefore, VAT shall have to be paid from own fund of the purchaser.

Actual mechanism of how utility payment is charged depends on the operator of EZ, thus may vary from EZ to EZ.

Annex-1. Sample Application to NBR for Tax Exemption Certificate

To be printed on letter-head

August 20, 2019

The Second Secretary (Tax Exemption)
National Board of Revenue
Revenue Bhaban, Segunbagicha
Dhaka – 1000

Subject: Application for certificate for non-deduction of tax at source u/s..... of the ITO, 1984

Name of Assesse :

Dear Sir,

We would like to inform you that(name of company)..... 100% foreign owned private limited Company having its registered office at(office address of the company)....., engaged in the business of.....(nature of services)..... and the main source of income of the Company is(source of income of the company).....As per S.R.O.....and Section 44of the Income Tax Ordinance 1984, the Company is enjoying tax exemption for the period from to

We therefore, apply for a certificate for non-deduction of tax at source on income received from customer under sectionof the ITO, 1984.

Thanking you.

Yours truly,

For ...Name of the Company...

Name-----

Director

Enclosures:

1. Copy of Certificate of Incorporation;
2. Copy of Memorandum & Articles of Association;
3. Copy of ETIN and up-dated Income Tax Clearance Certificate of the Company;
4. Copy of VAT Certificate
5. Copy of permission letter from BEZA
6. Copy of latest audited accounts of the Company and
7. Required data/information of the Company in the prescribed form.

Annex-1(a). Required Information for Application for Tax Exemption certificate

To be printed on letter-head

Required data/information of the Company:

Sl. No.	Subject	Data/Information/Particulars
1.	Name and TIN/ETIN of the Applicant Assessee/Entity	: ETIN #
2.	Up to date Income Tax Certificate of the Company	: Income Tax Clearance Certificate for the assessment year is enclosed.
3.	Latest audit report of the Company	: Audit report of the Company for the year ended is enclosed.
4.	Information regarding Location of the Company	:
5.	Products/Goods/Services of the Company	:
6.	Actual date of commencement of commercial operation of the Company	:
7.	Amount of revenue related to Tax Exemption Certificate for deduction of AIT issued by the NBR for last financial year 2018-2019 (If Issued)	:
8.	Projected amount of revenue related for the current financial year 2019-2020 if the Exemption Certificate for deduction of AIT is issued	:

For Name of the Company

.....
Director

Annex-2 : Online Application Form for Tax Exemption Certificate

Step 3: Input selection conditions

Taxpayer inputs selection condition as follows:

Tax type: Exemption form

Tax form: Displayed by system according to selected tax type

After that, taxpayer chooses Next **Next** button, then system displays application form for exemption including detail of application and statements.

Step 4: Input data on exemption application form

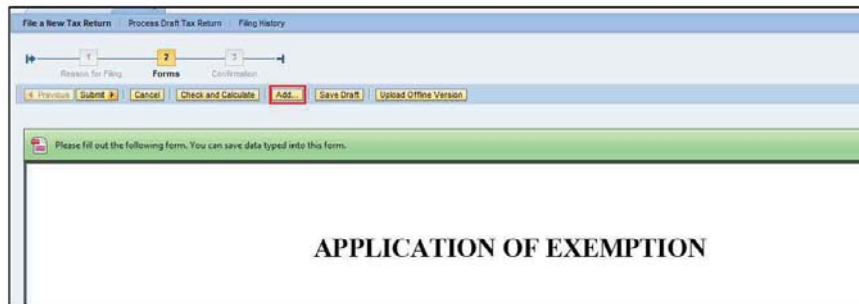
Name	Description
Date	Taxpayer will input the date when submitting Other than tax holiday
Subject	Taxpayer will input the subject of exemption for which taxpayer apply.

Name	Description
1. Name of the Taxpayer	Display name of Taxpayer
2. E-TIN	Display TIN of Taxpayer
3. Mobile Number	Taxpayer will input his mobile number.
4. E-mail Address	Taxpayer will input Taxpayer's Email Address
5. Address	Display address of Taxpayer
6. Circle	Display the Circle administrating the
7. Taxes Zone	Display the taxes zone of circle
8. Assessment year	Allow user to input assessment year
* Blank	Taxpayer will input contents and information of Exemption

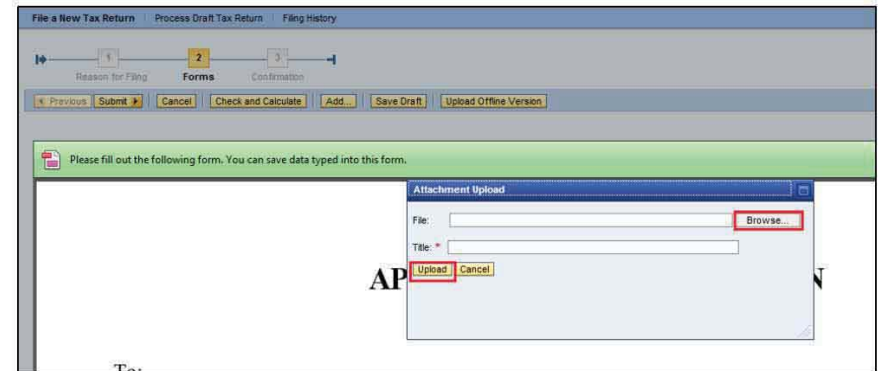
Step 5: Add attached document (if any)

This step allows taxpayer to attach supporting documents with an application (if any). Taxpayer can choose to attach document before or after processing forms. In order to upload file, taxpayer follows these steps below:

- Choose Add **Add...** button:



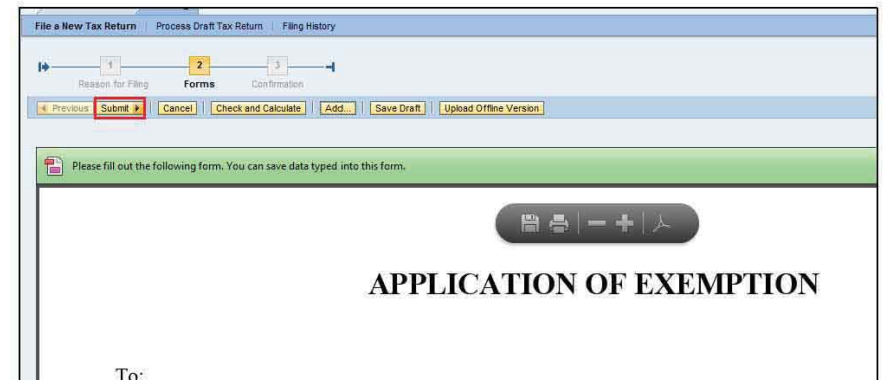
- Click Browse **Browse...** button to choose file from user's computer (**Note:** The maximum upload file size is 2 MB each time and Taxpayer can choose various type of file such as word, excel, pdf, xml...)



- Enter name of file in title
- Choose Upload **Upload** to upload supporting document with application.

Step 6: Submit – Get Confirmation

After inputting all information in Other than Tax Holiday application, Taxpayer chooses Submit



The system displays confirmation:

Task Overview **Filing**

File a New Tax Return | Process Draft Tax Return | Filing History

1 Reason for Filing 2 Forms 3 **Confirmation**

Pay | **Print Confirmation** | Back

Confirmation

Filing submitted 8/24/2016 Submission ID: 29000003925

Registration ID: 0100000000003514452

Exemption Form

Total Payable for Tax Submission: **0.00**

Documents submitted: Exemption Form Files attached to your Tax Submission:

Annex-3 : Sample Copy of Tax Exemption Certificate

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জাতীয় রাজস্ব বোর্ড
রাজস্ব ভবন, সেকেন্ডনবাগিচা, ঢাকা।

নথি নং-০৮.০১.০০০০.০৩৪.০৪.৬১.১৭-

তারিখঃ ০৮/০৭/২০১৮ খ্রিঃ।

সনদপত্র নং- ০৭।

বিষয়ঃ Income Tax Ordinance, 1984 এর Section 53BBBB প্রোভাইসো অনুযায়ী সনদপত্র।

Income Tax Ordinance, 1984 এর Section 53BBBB এর প্রোভাইসো অনুযায়ী জাতীয় রাজস্ব বোর্ড এ মর্মে সনদপত্র প্রদান করছে যে, উল্লিখিত ধারায় রপ্তানী পর্যায়ে অগ্রিম আয়কর সংগ্রহের দায়িত্বে নিয়োজিত কর্তৃপক্ষ কর্তৃক রপ্তানী প্রক্রিয়াকরণ এলাকা, চট্টগ্রামে অবস্থিত শিল্প প্রতিষ্ঠান [REDACTED] [REDACTED] ইটিআইএন নং-[REDACTED]/সার্-০১৩(কোম্পানী), কর অঞ্চল-০১, চট্টগ্রাম। কর্তৃক নিজস্ব কারখানায় উৎপাদিত পণ্য রপ্তানীর ক্ষেত্রে অভ্যন্তরীণ সম্পদ বিভাগের এস, আর, ও নং-২১৯-আইন/আয়কর/২০১২, তারিখঃ ২৭/০৬/২০১২ মোতাবেক প্রযোজ্য উৎসে অগ্রিম আয়কর ০১/০৭/২০১৮ হতে ৩১/১২/২০১৮ পর্যন্ত ১০০% এবং ০১/০১/২০১৯ হতে ৩০/০৬/২০১৯ তারিখ পর্যন্ত ৫০% অব্যাহতি প্রাপ্ত হবে।

০২। উপরিউক্ত এস, আর, ও অনুযায়ী প্রদত্ত কর অব্যাহতি সুবিধা বহাল থাকে এবং উক্ত এস, আর, ও এর শর্তাদি পরিপালন সাপেক্ষে এ সনদপত্রের মেয়াদ ০১/০৭/২০১৮ (পহেলা জুলাই, দুই হাজার আঠার) হতে ৩০/০৬/২০১৯ (ত্রিশ জুন, দুই হাজার উনিশ) তারিখ পর্যন্ত বলবৎ থাকবে।

স্বাক্ষরিত ০৮/০৭/২০১৮ খ্রিঃ
(মোঃ কাওসার আলী)
দ্বিতীয় সচিব (কর অব্যাহতি)
ফোন : ০২-৯৩৫৬৪৬১

প্রাপকঃ

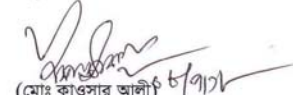
Finance Controller

নথি নং-০৮.০১.০০০০.০৩৪.০৪.৬১.১৭- ৮২ (২)

তারিখঃ ০৮/০৭/২০১৮ খ্রিঃ।

অনুলিপি অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হ'লঃ

- ১। ব্যবস্থাপনা পরিচালক, Bank Asia Limited, Offshore Banking Unit, Zone Services Complex (1 st Floor), CEPZ, Chittagong.
- ২। ব্যবস্থাপনা পরিচালক, Woori Bank, Chittagong Branch, World Trade Centre, Agrabad C/A, Chittagong.
- ৩। প্রধান হিসাব রক্ষণ কর্মকর্তা, অভ্যন্তরীণ সম্পদ বিভাগ, সেকেন্ডনবাগিচা, ঢাকা।


(মোঃ কাওসার আলী) ৮/৭/১৮
দ্বিতীয় সচিব (কর অব্যাহতি)
ফোন : ০২-৯৩৫৬৪৬১

INVESTMENT INCENTIVES FOR DEVELOPER OF BEZA

FINAL REPORT

OCTOBER 2019

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Short Overview of the Incentives and exemption process for EZ Developer

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for EZ Developer	Summary Overview of exemption process of incentives
1	SRO No.227-Law/Income-tax/2015. Date: 8 July 2015	Tax Holiday for EZ Developer	Any zone developer is eligible to enjoy 12 years' tax exemption (100% for the 1st – 10th year, 70% for the 11th year, 30% for the 12th year) from the income-tax payable on all kinds of income arising out of its commercial operation.	<p>The conditions for obtaining the tax exemption as mentioned in the SRO, do not require obtaining a tax exemption certificate. Therefore, obtaining a tax exemption certificate is NOT mandatory in order to obtain the tax exemption at the time of filing annual tax return of the company. At the time of submission of annual income tax return form of the company, the copy of this SRO is sufficient to obtain the tax exemption as per the SRO.</p> <p>However, the companies operating in economic zones, in certain circumstances may need to obtain the tax exemption certificate to avoid deduction of withholding tax(advance income tax) at the time of receiving payment. As per the Income Tax Ordinance 1984, a payee generally deducts withholding tax(advance income tax) at the time of making payment. Moreover, there is no pre-defined and publicly announced procedure for issuing exemption certificate. The procedure and the required documents provided in the table at page 8 are generally followed by the companies for obtaining such exemptions.</p>
2	SRO No.05-Law/2016 Date: 14 January 2016	Exemption of Land Development Tax	Exemption from application of Land Development Tax Ordinance, 1976 which would mean that Land Development tax shall not be applicable for Economic Zones	As per Land Development Tax Ordinance 1976 local land office collect land development tax by revenue officer for every year commencing on the first day of Baishakh (1 st day of Bangla new year). There is no requirement to collect any exemption certificate for land development tax. Local land office issue notice to land owner to pay land development tax. In case of land owned by the developer under any economic zone, local land office shall not issue any notice to pay land development tax consequently no tax have to paid for land development by any EZ developer.

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for EZ Developer	Summary Overview of exemption process of incentives
3	SRO No.07-Law/2016 Date: 12 January 2016	Exemption of Stamp Duty for Developers on mortgage deed	Developer of an economic zone is exempt from all the stamp duty imposed on the mortgage deed to be executed against the loan document for loan from any schedule bank and financial institution	As per Land Development Tax Ordinance 1976 local land office collect land development tax by revenue officer for every year commencing on the first day of Baishakh (1 st day of Bangla new year).Local land office issue notice to land owner to pay land development tax. As per this SRO there is no requirement to collect any exemption certificate to avail the exemption for land development tax. The effect of this SRO is that any land is developed in any Economic Zone (EZ) by developer, local land office shall not issue any notice to developer company to pay land development tax. consequently no tax have to paid for land development by any EZ developer.
4	SRO No.08-Law/2016 Date: 12 January 2016	Exemption of Stamp Duty for Developers on the first lease deed	Developer of an economic zone is exempt from all the stamp duty imposed on the first lease deed to be executed with Bangladesh Economic Zone Authority.	The lease deed will takes place between Developer of Economic Zone (EZ) and Bangladesh Economic Zone Authority (BEZA) at the time of allotment of land of Economic Zone and Stamp Duty on the lease deed will be paid before the registration of said lease deed at Sub Registrar Office. The conditions for obtaining the tax exemption of the total stamp duty imposable on the lease deed as mentioned in the SRO do not require obtaining any exemption certificate. With reference to this SRO any Developer of any Economic Zone (EZ) can register the lease deed without paying any stamp duty.
5	SRO No.208-Law/2015/46/Customs. Date: 1 July 2015	Exemption of Duties & VAT for Developers	Exemption of Import Duty, Regulatory Duty, Supplementary Duty and VAT for zone developers on import of goods for development of economic zones	For importation of capital machineries and construction materials by Developer of Economic Zone into Bangladesh, shipping agents submit their manifest data (containing description of imported goods by ship) electronically to the Customs authority. In the case of import, the documents as mention in the table under Section: V "Required documents for exemption" at page 12 is submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for EZ Developer	Summary Overview of exemption process of incentives
				Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World. The declaration or Bill of Entry (B/E) has to be made in a specific format, known as Single Administrative Document (SAD).
6	Reference No. R-6/11M-11/2017-269 Date: 19 September 2017	Exemption of Registration Fees for Developers on registration of land sale deed	Registration fees payable on registration of the sale deed is exempted.	<p>This notification relates to the private economic zones established under section 4(b) and declared under section 5 of the Bangladesh Economic Zones Act 2010 ("EZ Act 2010"). Pursuant to this notification, if the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the registration fees payable on registration of the sale deed is exempted.</p> <p>As per Registration Act 1908, the buyer of any land pays the registration fees for registration of the sale deed. For registration of sale deeds, the prescribed registration fees have to be paid to government treasury through treasury chalan/pay order.</p> <p>Thus, the effect of this SRO is that the private economic zone developer, which is the consortium or joint venture company formed by the land owners themselves, gets the benefit of this exemption as the payment of the registration fees for registration of the sale deed shall not be payable by the private economic zone developer.</p>

Sl. No.	SRO Number	Subject of SRO	Investment Incentives for EZ Developer	Summary Overview of exemption process of incentives
7	SRO: 287-Law/2017/08.00.00.040.22.005.15 Date: 17 September 2017	Exemption of stamp duty for Developers on registration of land sale deed	Stamp duty payable on registration of the sale deed is exempted.	<p>This SRO relates to the private economic zones established under section 4(b) and declared under section 5 of the Bangladesh Economic Zones Act 2010 ("EZ Act 2010"). Pursuant to this SRO, if, for the purpose of the EZ Act 2010, the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the stamp duty payable on registration of the sale deed is exempted.</p> <p>As per Stamp Act 1899, the buyer of any land pays the stamp duty for registration of the sale deed. For registration of sale deeds, the prescribed stamp duty has to be paid to government treasury through treasury chalan/pay order.</p> <p>Thus, the effect of this SRO is that the private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the stamp duty for registration of the sale deed shall not be payable by the private economic zone developer.</p>
8	SRO: 120-Law/Income Tax/2018 Date: 3May 2018	Exemption of Advance Income Tax for Developers on registration of land sale deed	Advance Income Tax payable on registration of the sale deed is exempted.	<p>This SRO relates to the private economic zones established under section 4(b) and declared under section 5 of the Bangladesh Economic Zones Act 2010 ("EZ Act 2010"). Pursuant to this SRO, if, for the purpose of the EZ Act 2010, the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the Advance Income Tax payable on registration of the sale deed is exempted.</p> <p>For registration of sale deeds, the prescribed stamp duty has to be paid to government treasury through treasury chalan/pay order.</p> <p>Thus, the effect of this SRO is that the private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the stamp duty for registration of the sale deed shall not be payable by the private economic zone developer.</p>

INTRODUCTION

Bangladesh Economic Zones Authority (BEZA) was formed through promulgation of Bangladesh Economic Zones Act, 2010. BEZA operates with the vision of becoming a driving force for sustainable development and promote foreign direct investment in Bangladesh. To support rapid economic development of Bangladesh, BEZA aims to establish and develop economic zones in all potential areas in Bangladesh including backward and underdeveloped regions. Through the economic zones BEZA wants to increase diversification of industries, generate employment, increase production and generate growth in export. BEZA's aim is to develop 100 Economic Zones and generate employment for 10 million people.

BEZA's has been persistently working on creating value for the investors by establishing attractive investment facilities in the economic zones through One-Stop Service and competitive incentive packages. BEZA has provided multiple incentives, to the developers of the Economic Zones.

In this report, the different incentives available for the economic zone (EZ) developers have been discussed and the detailed information about the incentives along with market practices for obtaining the incentives have also been covered. This report covers the details of the legal documents for each of the incentives and also contains information obtained through discussions and interviews of the BEZA officials and also the officials of developers in different economic zones. Thus, this report provides practical overview of the incentive packages available for developer in economic zone (EZ).

1. Tax Holiday on Income from Commercial Operation for Developer in Economic Zone

Overview of the Exemption under this SRO No.227-Law/Income-tax/2015.

Developer engaged for the purposes of development of economic zones established and declared under the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), are entitled to obtain this incentive. This incentive exempts the companies from the income-tax payable on the income arising out of its first 12 years of operation of the said economic zone. The rate of exemptions and the conditions to be fulfilled for obtaining the exemption have been provided in the table below.

The conditions for obtaining the tax exemption as mentioned in the SRO, do not require obtaining a tax exemption certificate. Therefore, obtaining a tax exemption certificate is NOT mandatory in order to obtain the tax exemption at the time of filing annual tax return of the company. At the time of submission of annual income tax return of the company, the copy of this SRO is sufficient to obtain the tax exemption as per the SRO.

However, the developer companies engaged in economic zones, when receiving payments in certain circumstances may need to obtain the tax exemption certificate to avoid deduction of withholding tax (advance income tax). As per the laws of Bangladesh, a payee generally deducts withholding (advance income tax) at the time of making payment. Please note that the relevant SRO only provides the rate of exemption and the conditions for obtaining the exemption. The process and required documents for obtaining a tax exemption certificate has not been provided in the SRO. Moreover, there is no pre-defined and publicly announced procedure for issuing exemption certificate. The procedure and the required documents provided in the table below are generally followed by the companies for obtaining such exemptions.

i) Reference of SRO	SRO No.227-Law/Income-tax/2015.	
ii) Date of SRO	8 July 2015	
iii) Scope of exemption	Any company which is defined under clause (20) of section 2 of the Income Tax Ordinance 1984 ¹ and engaged for the purposes of development of economic zone established under section 8 and declared respectively under sections 4 and 5 of the Bangladesh Economic Zones Act, 2010 (Act No. XLII of 2010), from the income-tax payable on all of its income arising out of its commercial operation run in the said economic zone at the following rate:	
	Year	% of Exemption
	1 st 10 year of operation	100%
	11 th year of operation	70%
	12 th year of operation	30%
iv) Condition of exemption	To avail the above mention exemption benefits the company established in the said economic zone shall have to- (a) The economic zone developer must be a company under clause (20) of section 2 of the Income Tax Ordinance 1984 ¹ (b) obtain T. I. N (Tax Identification Number); and (c) maintain accounts properly under Section 35 of the Income Tax Ordinance 1984 ² (hereinafter referred to as "ITO 1984") and file income-tax return with the concerned income-tax authority within the time prescribed under Section 75 of ITO 1984 ³ .	

¹See "Reference-1" at page 17 for definition of "Company"

²See "Reference-2" at page 17 to know how to maintain accounts under Section 35 of the Income Tax Ordinance 1984

³See "Reference-3" at page 18 to know the stipulated time for filling income tax return under Section 75 of ITO 1984

v) Required documents for exemption	<p>There is no formal checklist of required documents to apply exemption certificate. However, in practice the following documents are generally required by the National Board of Revenue (hereinafter referred to as "NBR") to provide the exemption certificate.</p> <p>i) Application to the Second Secretary (Tax Exemption) of National Board of Revenue.</p> <p>ii) Copy of Certificate of Incorporation</p> <p>iii) Copy of Memorandum & Article of Association</p> <p>iv) Copy of Certificate of Commencement of Commercial Operation Issued by BEZA</p> <p>v) Copy of E-Tin of the company</p> <p>vii) Copy of VAT Registration Certificate</p> <p>viii) Copy of Audited Financial Statements (if any)</p> <p>ix) Copy of Tax Clearance Certificate (if any)</p> <p>x) Any other documents if the authority thinks required</p>								
vi) Procedure of exemption	<p>Every company engaged in developing Economic Zone are entitled to get exemption under SRO No.227-Law/Income-tax/2015. There is no required additional procedure in law to avail the said exemption.</p> <p>To get the tax exemption certificate the following procedures is followed:</p> <table border="1"> <tr> <td>First Step</td> <td>Application to be made to First Secretary –Tax Appeal & Exemption of NBR (For Sample Application Please See Annex-1 1 (a)& 2 at page 19, 20 & 21)</td> </tr> <tr> <td>Second Step</td> <td>The said application will be forwarded to concerned Circle office from the office of First Secretary –Tax Appeal & Exemption for Inspection.</td> </tr> <tr> <td>Third Step</td> <td>An inspector from the concerned Circle office will visit the business premises of the applicant and forward the inspection report to First Secretary –Tax Appeal & Exemption.</td> </tr> <tr> <td>Fourth Step</td> <td>If the report is un satisfactory that is to be communicated to applicant mentioning the observation. If the report is satisfactory the First Secretary –Tax Appeal & Exemption may issue and exemption certificate for single fiscal year. (For Sample Copy of Exemption Certificate (Bangla Version) Please See Annex-3 at page 26)</td> </tr> </table>	First Step	Application to be made to First Secretary –Tax Appeal & Exemption of NBR (For Sample Application Please See Annex-1 1 (a)& 2 at page 19, 20 & 21)	Second Step	The said application will be forwarded to concerned Circle office from the office of First Secretary –Tax Appeal & Exemption for Inspection.	Third Step	An inspector from the concerned Circle office will visit the business premises of the applicant and forward the inspection report to First Secretary –Tax Appeal & Exemption.	Fourth Step	If the report is un satisfactory that is to be communicated to applicant mentioning the observation. If the report is satisfactory the First Secretary –Tax Appeal & Exemption may issue and exemption certificate for single fiscal year. (For Sample Copy of Exemption Certificate (Bangla Version) Please See Annex-3 at page 26)
First Step	Application to be made to First Secretary –Tax Appeal & Exemption of NBR (For Sample Application Please See Annex-1 1 (a)& 2 at page 19, 20 & 21)								
Second Step	The said application will be forwarded to concerned Circle office from the office of First Secretary –Tax Appeal & Exemption for Inspection.								
Third Step	An inspector from the concerned Circle office will visit the business premises of the applicant and forward the inspection report to First Secretary –Tax Appeal & Exemption.								
Fourth Step	If the report is un satisfactory that is to be communicated to applicant mentioning the observation. If the report is satisfactory the First Secretary –Tax Appeal & Exemption may issue and exemption certificate for single fiscal year. (For Sample Copy of Exemption Certificate (Bangla Version) Please See Annex-3 at page 26)								
vii) Required processing time	There is no pre-defined and publicly announced processing time of issuing exemption certificate. It depends on case to case. However, it may take 30 to 45 days.								
viii) Application fee	There is no application fees for issuing exemption certificate								
ix) Remarks									

2. Exemption of Land Development Tax

Overview of the Exemption under this SRO No.07-Law/2016

As per Land Development Tax Ordinance 1976 local land office collect land development tax by revenue officer for every year commencing on the first day of Baishakh (1st day of Bangla new year). Local land office issue notice to land owner to pay land development tax. As per this SRO there is no requirement to collect any exemption certificate to avail the exemption for land development tax. The effect of this SRO is that any land is developed in any Economic Zone (EZ) by developer, local land office shall not issue any notice to developer company to pay land development tax consequently no tax have to paid for land development by any EZ developer.

i) Reference of SRO	SRO No.05-Law/2016
ii) Date of SRO	14 January 2016
iii) Scope of exemption	Land development tax applicable as per the Land Development Tax Ordinance 1976 on development of economic zone by a developer are exempted.
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	There is no pre-defined and publicly announced procedure. However, In case of land owned by the developer under any economic zone, local land office shall not issue any notice to pay land development tax consequently no tax have to paid for land development by any EZ developer.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

3. Exemption of Stamp Duty for Developers on mortgage deed

Overview of the Exemption under this SRO No.07-Law/2016

Generally stamp duty is paid on mortgage deed before the registration of deed at Sub Registrar Office. The effect of this SRO is that when a deed is to be executed between developer and any schedule bank and financial institution, the developer shall not require to pay any stamp duty for registration the mortgage deed. With reference to this SRO Developer of EZ can register the mortgage deed without paying any stamp duty.

i) Reference of SRO	SRO No.07-Law/2016
ii) Date of SRO	12 January 2016
iii) Scope of exemption	Developer of an economic zone is exempt from all the stamp duty imposed on the mortgage deed to be executed against the loan document for loan from any schedule bank and financial institution.
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	There is no pre-defined and publicly announced procedure.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

4. Exemption of Stamp Duty for Developers on the first lease deed

Overview of the Exemption under this SRO No.08-Law/2016

The lease deed will takes place between Developer of Economic Zone (EZ) and Bangladesh Economic Zone Authority (BEZA) at the time of allotment of land of Economic Zone and Stamp Duty on the lease deed will be paid before the registration of said lease deed at Sub Registrar Office. The conditions for obtaining the tax exemption of the total stamp duty imposable on the lease deed as mentioned in the SRO do not require obtaining any exemption certificate. With reference to this SRO any Developer of any Economic Zone (EZ) can register the lease deed without paying any stamp duty.

i) Reference of SRO	SRO No.08-Law/2016
ii) Date of SRO	12 January 2016
iii) Scope of exemption	Developer of an economic zone is exempted from all the stamp duty imposed on the first lease deed to be executed with Bangladesh Economic Zone Authority.
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	With reference to this SRO any Developer of any Economic Zone (EZ) can register the lease deed without paying any stamp duty.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

5. Exemption of all Import Duties, Regulatory Duties, Supplementary Duties and Value Added Tax imposable on importation of capital machineries and construction materials by Industrial Unit of Economic Zone.

Overview of the Exemption under this SRO208-Law/ 2015/45/ Customs

For importation of capital machineries and construction materials by Developer of Economic Zone into Bangladesh, shipping agents submit their manifest data (containing description of imported goods by ship) electronically to the Customs authority. In the case of import documents as mention in the under Section: V “Required documents for exemption” of the following table is submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data(ASYCUDA)World. The declaration or Bill of Entry (B/E) has to be made in a specific format, known as Single Administrative Document (SAD).

i) Reference of SRO	208-Law/ 2015/45/ Customs
ii) Date of SRO	1 July, 2015
iii) Scope of exemption	<p>Import of any capital machinery for development of economic zone by any economic zone developer engaged for the purposes of development of economic zone as mentioned in Section 8 of the Bangladesh Economic Zone Act 2010 are exempted from payment of Import Duties, Regulatory Duties, Supplementary Duties and Value Added Tax at import stage subject to fulfillment of the following condition.</p> <p>Provided that, the said exemption benefit shall not be applicable for:</p> <ul style="list-style-type: none"> i) importation of easily available construction materials , such as M.S. rod/ bar, cement, pre-fabricated building, iron/ steel sheet. ii) importation of goods which are not directly related to development and construction of Economic Zone, such as:- office equipment, air conditioner, refrigerator, articles for household use, food-articles and drinks and other similar consumable goods.
iv) Condition of exemption	<ol style="list-style-type: none"> 1. The Industrial Unit of the Economic Zone shall have to be registered for Value Added Tax. 2. In the case of importation of goods under this Notification, statement in respect of name, description and quantity of the goods shall have to be approved and certified by the Economic Zones Authority (BEZA):
v) Required documents for exemption	<p>There is no pre-defined and publicly announced list of required documents to get the said exemption. However, in practice the following documents have to submit to get the exemption.</p> <ul style="list-style-type: none"> i) Import permission (IP) from BEZA ii) Letter of Credit (L/C), iii) Bill of Lading/Air Way Bill/Truck Receipt/Railway Receipt, iv) Invoice, v) Packing List , vi) Letter of Credit Authorisation vii) VAT/BIN certificate viii) Value Declaration

vi) Procedure of exemption	<p>There is no requirement of exemption certificate to get the above mention exemption. The documents mentioned in Section: V “Required documents for exemption” is submitted through online to the respective customs house (Chittagong, Dhaka, Mongla, ICD Kamalapur, Benapole and Pangaon), the nominated C&F Agent (or the importer himself) completes the goods declaration (popularly known as Bill of Entry or B/E) from their own premises and submits the goods declaration to Customs systems through the Automated System for Customs Data (ASYCUDA) World.</p> <p>Once the duties and taxes are to be assessed by Customs House (in this case duties will be assessed nil) and will issues a release order for clearance and after completion of port formalities, goods are cleared.</p>
vii) Required processing time	Not Applicable
viii) Application fee	Not Applicable
ix) Remarks	

6. Exemption of Registration Fees for Developers on registration of land sale deed

Overview of the Exemption under this Reference No. R-6/1M-11/2017-269

This notification relates to the private economic zones established under section 4(b) and declared under section 5 of the Bangladesh Economic Zones Act 2010 ("EZ Act 2010"). Pursuant to this notification, if the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the registration fees payable on registration of the sale deed is exempted.

As per Registration Act 1908, the buyer of any land pays the registration fees for registration of the sale deed. For registration of sale deeds, the prescribed registration fees have to be paid to government treasury through treasury chalan/pay order.

Thus, the effect of this SRO is that the private economic zone developer, which is the consortium or joint venture company formed by the land owners themselves, gets the benefit of this exemption as the payment of the registration fees for registration of the sale deed shall not be payable by the private economic zone developer.

i) Reference No.	No. R-6/1M-11/2017-269
ii) Date of SRO	19 September 2017
iii) Scope of exemption	If the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the registration fees payable on registration of the sale deed is exempted.
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	The private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the registration fees for registration of the sale deed shall not be payable by the private economic zone developer.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

7. Exemption of stamp duty for Developers on registration of land sale deed

Overview of the Exemption under this SRO: 287-Law/2017/08.00.0000.040.22.005.15

This SRO relates to the private economic zones established under section 4(b) and declared under section 5 of the Bangladesh Economic Zones Act 2010 ("EZ Act 2010"). Pursuant to this SRO, if, for the purpose of the EZ Act 2010, the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the stamp duty payable on registration of the sale deed is exempted.

As per Stamp Act 1899, the buyer of any land pays the stamp duty for registration of the sale deed. For registration of sale deeds, the prescribed stamp duty has to be paid to government treasury through treasury chalan/pay order.

Thus, the effect of this SRO is that the private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the stamp duty for registration of the sale deed shall not be payable by the private economic zone developer.

i) Reference SRO	287-Law/2017/08.00.0000.040.22.005.15
ii) Date of SRO	21 September 2017
iii) Scope of exemption	If the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the stamp duty payable on registration of the sale deed is exempted.
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	The private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the stamp duty for registration of the sale deed shall not be payable by the private economic zone developer.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

8. Exemption of Advance Income Tax for Developers on registration of land sale deed

Overview of the Exemption under this SRO: 120-Law/Income Tax/2018

This SRO relates to the private economic zones established under section 4(b) and declared under section 5 of the Bangladesh Economic Zones Act 2010 ("EZ Act 2010"). Pursuant to this SRO, if, for the purpose of the EZ Act 2010, the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the Advance Income Tax payable on registration of the sale deed is exempted.

For registration of sale deeds, the prescribed stamp duty has to be paid to government treasury through treasury chalan/pay order.

Thus, the effect of this SRO is that the private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the stamp duty for registration of the sale deed shall not be payable by the private economic zone developer.

i) Reference SRO	120-Law/Income Tax/2018
ii) Date of SRO	3May 2018
iii) Scope of exemption	If the land declared as a private economic zone is sold by the land owners to the consortium or joint venture company (i.e. private economic zone developer) formed by those land owners, the Advance Income Tax payable on registration of the sale deed is exempted.
iv) Condition of exemption	There is no condition to get this exemption.
v) Required documents for exemption	There is no list of required documents.
vi) Procedure of exemption	The private economic zone developer (which is the consortium or joint venture company formed by the land owners themselves) gets the benefit of this exemption as the payment of the Advance Income Tax for registration of the sale deed shall not be payable by the private economic zone developer.
vii) Required processing time	Not Applicable
viii) Application fee	Not applicable
ix) Remarks	

References

Reference 1: Clause (20) of Section 2 of the Income Tax Ordinance 1984 "Company" means

A company as defined in the Companies Act, 1913 (VII of 1913) or the Company Act, 1994 and includes-

- (a) a body corporate established or constituted by or under any law for the time being in force;
- (b) any nationalized banking or other financial institution, insurance body and industrial or business enterprise;
- (bb) an association or combination of persons, called by whatever name, if any of such persons is a company as defined in the Companies Act, 1913 (VII of 1913) or the Company Act, 1994
- (bbb) any association or body incorporated by or under the laws of a country outside Bangladesh; and
- (c) any foreign association or body, not incorporated by or under any law, which the Board may, by general or special order, declare to be a company for the purposes of this Ordinance;

Reference 2: Section 35 of the Income Tax Ordinance 1984

Method of accounting

- (1) All income classifiable under the head "Agricultural income", "Income from business or profession" or "Income from other sources" shall be computed in accordance with the method of accounting regularly employed by the assessee.
- (2) Notwithstanding anything contained in sub-section (1), the Board may, in case of any business or profession, or class of business or profession, or any other source of income, or any class of persons or class of income, by a general or special order, direct that the accounts and other documents shall be maintained in such manner and form, and the mode of payments of commercial transactions recorded in such manner and form, as may be prescribed or as may be specified in such direction; and thereupon the income of the assessee shall be computed on the basis of the accounts maintained, payments made and transactions recorded accordingly.
- (3) Without prejudice to the preceding sub-sections, every company as defined in the Companies Act, 1913 (VII of 1913) or the Company Act, 1994 shall, with the return of income required to be filed under this Ordinance, furnish a copy of the trading account, profit and loss account and the balance sheet in respect of the relevant income year-
 - (a) certified by a chartered accountant to the effect that the accounts are-
 - (i) maintained and the statements are prepared and reported in accordance with Bangladesh Accounting Standards (BAS) and Bangladesh Financial Reporting Standards (BFRS) or in accordance with International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS) as adopted in Bangladesh; and
 - (ii) audited in accordance with the Bangladesh Standards on Auditing (BSA);
 - (b) signed by the persons including as many directors as required under sub-sections (1) and (2) of section 189 of the Company Act, 1994
- (4) Where-
 - (a) no method of accounting has been regularly employed, or if the method employed is such that, in the opinion of the Deputy Commissioner of Taxes, the income of the assessee cannot be properly deducted there from; or
 - (b) in any case to which sub-section (2) applies, the assessee fails to maintain accounts, make payments or record transactions in the manner directed under that sub-section; or
 - (c) a company has not complied with the requirements of sub-section (3) or the certification of accounts is not found verifiable the income of the assessee shall be computed on such basis and in such manner as the Deputy Commissioner of Taxes may think fit.

Reference 3: Section 75 of the Income Tax Ordinance 1984

Return of income

Sub-section (5) of Section 75, Every return under this section shall be filed, unless the date is extended under sub-section (6), on or before the Tax Day:

AS per Clause (62A) of Section 2 of the Income Tax Ordinance 1984 "Tax Day" means-

- (i) in the case of an assessee other than a company, the thirtieth day of November following the end of the income year;
- (ii) in the case of a company, the fifteenth day of the seventh month following the end of the income year or the fifteenth day of September following the end of the income year where the said the fifteenth day falls before the fifteenth day of September;
- (iii) the next working day following the Tax Day if the day mentioned in sub-clauses (i) and (ii) is a public holiday;

(6) The last date for the submission of a return for a person may be extended by the Deputy Commissioner of Taxes upon the application by the person in the prescribed form:

Provided that the Deputy Commissioner of Taxes may extend the date up to two months from the date so specified and he may further extend the date up to two months with the approval of the Inspecting Joint Commissioner.

Annex-1. Sample Application Form to NBR for Tax Exemption Certificate

To be printed on letter-head

August 20, 2019

The Second Secretary (Tax Exemption)
National Board of Revenue
Revenue Bhaban, Segunbagicha
Dhaka – 1000

Subject: Application for certificate for non-deduction of tax at source u/s..... of the ITO, 1984

Name of Assesse :

Dear Sir,
We would like to inform you that(name of company)..... 100% foreign owned private limited Company having its registered office at(office address of the company)....., engaged in the business of.....(nature of services)..... and the main source of income of the Company is(source of income of the company).....As per S.R.O.....and Section 44of the Income Tax Ordinance 1984, the Company is enjoying tax exemption for the period from to

We therefore, apply for a certificate for non-deduction of tax at source on income received from customer under sectionof the ITO, 1984.

Thanking you.

Yours truly,

For ...Name of the Company...

Name-----

Director

Enclosures:

1. Copy of Certificate of Incorporation;
2. Copy of Memorandum & Articles of Association;
3. Copy of ETIN and up-dated Income Tax Clearance Certificate of the Company;
4. Copy of VAT Certificate
5. Copy of permission letter from BEZA
6. Copy of latest audited accounts of the Company and
7. Required data/information of the Company in the prescribed form.

Annex-2 : Online Application Form for Tax Exemption Certificate

Annex-1(a). Required Information for Application for Tax Exemption certificate

To be printed on letter-head

Required data/information of the Company:

Sl. No.	Subject	Data/Information/Particulars
1.	Name and TIN/ETIN of the Applicant Assessee/Entity	: ETIN #
2.	Up to date Income Tax Certificate of the Company	: Income Tax Clearance Certificate for the assessment year is enclosed.
3.	Latest audit report of the Company	: Audit report of the Company for the year ended is enclosed.
4.	Information regarding Location of the Company	:
5.	Products/Goods/Services of the Company	:
6.	Actual date of commencement of commercial operation of the Company	:
7.	Amount of revenue related to Tax Exemption Certificate for deduction of AIT issued by the NBR for last financial year 2018-2019 (If Issued)	:
8.	Projected amount of revenue related for the current financial year 2019-2020 if the Exemption Certificate for deduction of AIT is issued	:

For Name of the Company

.....
Director

Step 3: Input selection conditions

Taxpayer inputs selection condition as follows:

Tax type: Exemption form

Tax form: Displayed by system according to selected tax type

After that, taxpayer chooses **Next** button, then system displays application form for exemption including detail of application and statements.

Step 4: Input data on exemption application form

APPLICATION OF EXEMPTION

To: Date:
 The Second secretary (Income Tax Exemption)
 National Board of Revenue
 ShegunBagicha
 Dhaka.

Subject:

Dear Sir,
 I am,

1. Name of taxpayer:

2. E-TIN:

3. Mobile number:

4. Email address:

5. Address:

6. Circle:

7. Taxes Zone:

8. Assessment year:

Thanking yours,
 Md. Jakir Hossain

Name	Description
Date	Taxpayer will input the date when submitting Other than tax holiday
Subject	Taxpayer will input the subject of exemption for which taxpayer apply.

Name	Description
1. Name of the Taxpayer	Display name of Taxpayer
2. E-TIN	Display TIN of Taxpayer
3. Mobile Number	Taxpayer will input his mobile number.
4. E-mail Address	Taxpayer will input Taxpayer's Email Address
5. Address	Display address of Taxpayer
6. Circle	Display the Circle administrating the
7. Taxes Zone	Display the taxes zone of circle
8. Assessment year	Allow user to input assessment year
* Blank	Taxpayer will input contents and information of Exemption

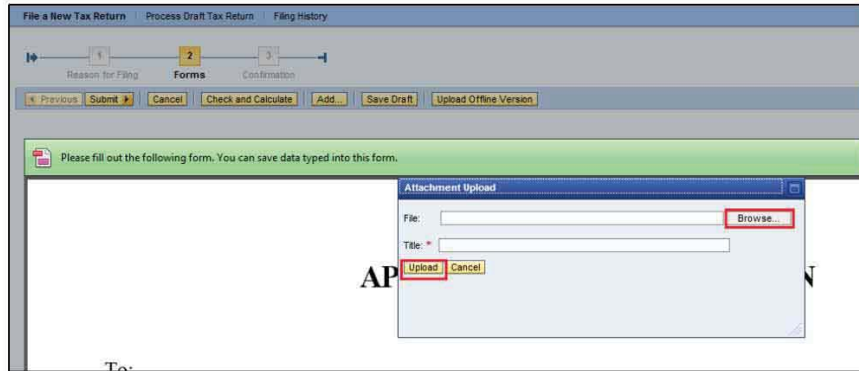
Step 5: Add attached document (if any)

This step allows taxpayer to attach supporting documents with an application (if any). Taxpayer can choose to attach document before or after processing forms. In order to upload file, taxpayer follows these steps below:

- Choose Add button:



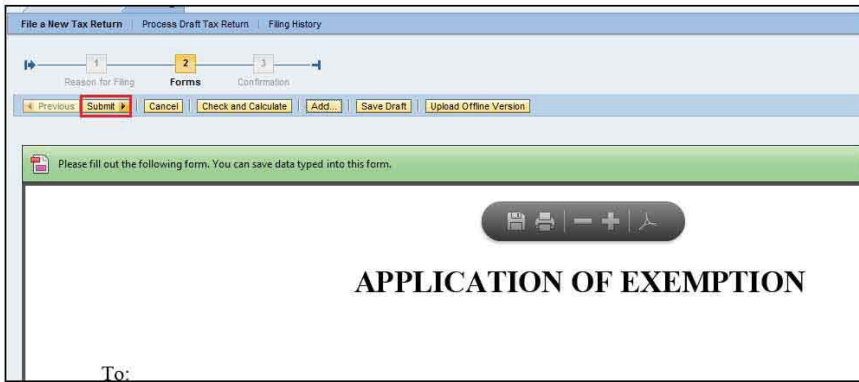
- Click Browse button to choose file from user's computer (**Note:** The maximum upload file size is 2 MB each time and Taxpayer can choose various type of file such as word, excel, pdf, xml...)



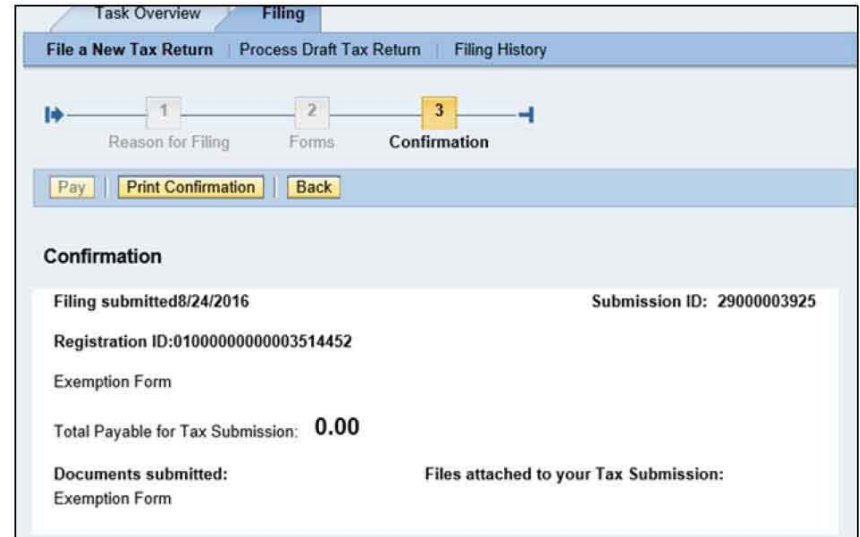
- Enter name of file in title
- Choose Upload **Upload** to upload supporting document with application.

Step 6: Submit – Get Confirmation

After inputting all information in Other than Tax Holiday application, Taxpayer chooses Submit



The system displays confirmation:



Annex-3 : Sample Copy of Tax Exemption Certificate

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জাতীয় রাজস্ব বোর্ড
রাজস্ব ভবন, সেগুনবাগিচা, ঢাকা।

নথি নং-০৮.০১.০০০০.০৩৪.০৪.৬১.১৭-

তারিখঃ ০৮/০৭/২০১৮ খ্রিঃ।

সনদপত্র নং- ০৭।

বিষয়ঃ Income Tax Ordinance, 1984 এর Section 53BBBB প্রোভাইসো অনুযায়ী সনদপত্র।

Income Tax Ordinance, 1984 এর Section 53BBBB এর প্রোভাইসো অনুযায়ী জাতীয় রাজস্ব বোর্ড এ মর্মে সনদপত্র প্রদান করছে যে, উল্লিখিত ধারায় রপ্তানী পর্যায়ে অগ্রিম আয়কর সংগ্রহের দায়িত্বে নিয়োজিত কর্তৃপক্ষ কর্তৃক রপ্তানী প্রক্রিয়াকরণ এলাকা, চট্টগ্রামে অবস্থিত শিল্প প্রতিষ্ঠান [REDACTED] [ইটিআইএন নং-[REDACTED]/সার্-০১৩(কোম্পানী), কর অঞ্চল-০১, চট্টগ্রাম] কর্তৃক নিজস্ব কারখানায় উৎপাদিত পণ্য রপ্তানীর ক্ষেত্রে অভ্যন্তরীণ সম্পদ বিভাগের এস, আর, ও নং-২১৯-আইন/আয়কর/২০১২, তারিখঃ ২৭/০৬/২০১২ মোতাবেক প্রযোজ্য উৎসে অগ্রিম আয়কর ০১/০৭/২০১৮ হতে ৩১/১২/২০১৮ পর্যন্ত ১০০% এবং ০১/০১/২০১৯ হতে ৩০/০৬/২০১৯ তারিখ পর্যন্ত ৫০% অব্যাহতি প্রাপ্ত হবে।

০২। উপরিউক্ত এস, আর, ও অনুযায়ী প্রদত্ত কর অব্যাহতি সুবিধা বহাল থাকা এবং উক্ত এস, আর, ও এর শর্তাদি পরিপালন সাপেক্ষে এ সনদপত্রের মেয়াদ ০১/০৭/২০১৮ (পহেলা জুলাই, দুই হাজার আঠার) হতে ৩০/০৬/২০১৯ (ত্রিশ জুন, দুই হাজার উনিশ) তারিখ পর্যন্ত বলবৎ থাকবে।

স্বাক্ষরিত ০৮/০৭/২০১৮ খ্রিঃ
(মোঃ কাওসার আলী)
দ্বিতীয় সচিব (কর অব্যাহতি)
ফোন : ০২-৯৩৫৬৪৬১

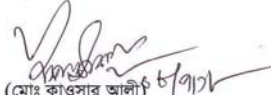
প্রাপকঃ
Finance Controller

নথি নং-০৮.০১.০০০০.০৩৪.০৪.৬১.১৭- ৮২ (২)

তারিখঃ ০৮/০৭/২০১৮ খ্রিঃ।

অনুলিপি অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য প্রেরিত হ'লঃ

- ১। ব্যবস্থাপনা পরিচালক, Bank Asia Limited, Offshore Banking Unit, Zone Services Complex (1 st Floor), CEPZ, Chittagong.
- ২। ব্যবস্থাপনা পরিচালক, Woori Bank, Chittagong Branch, World Trade Centre, Agrabad C/A, Chittagong.
- ৩। প্রধান হিসাব রক্ষণ কর্মকর্তা, অভ্যন্তরীণ সম্পদ বিভাগ, সেগুনবাগিচা, ঢাকা।


(মোঃ কাওসার আলী)
দ্বিতীয় সচিব (কর অব্যাহতি)
ফোন : ০২-৯৩৫৬৪৬১

Comparative Statement of Incentives in Bangladesh

Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
1	Exemption of VAT on Utilities	SRONo.168-Law/2015/735-VAT. 100% VAT Exemption on the following: - Natural Gas - WASA - Procurement Provider (except petroleum goods) - Electricity Distributor	SRONo.191-Law/2019/48-VAT. Dated 13 June 2019 100% VAT Exemption on the following: Procurement Provider (except petroleum goods) Electricity Distributor	SRONo.128-Law/2019/45-VAT. Dated 13 June 2019 100% VAT Exemption on the following: - Natural Gas - WASA - Security Service - Transportation contractor - Rent a car service provider - Electricity Distributor - IT Enable Services - Service from outside the geographical area of Bangladesh - Labor welfare and recreation cost - Laboratory test charge - Port - Freight forward charge - C&F Agency - Insurance company - Shipping Agent.	No exemption declared
2	Exemption of Duties & VAT for Developers	SRONo.208-Law/2015/46/Customs. Exemption of entire Import Duty, Regulatory Duty, Supplementary Duty and VAT for Economic Zone developers on import of goods for development of economic zones	SRONo.352-Law/2015/60/Customs. Exemption of entire Import Duty, Regulatory Duty, Supplementary Duty and VAT for Hi-Tech Park developers on import of goods for development of Hi-Tech Park.	Not Applicable	Not Applicable

Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
3	Exemption of Duties & VAT on importation of Capital Machineries	SRONo.209-Law/2015/46/Customs Exemption of entire Import Duty, Regulatory Duty, Supplementary Duty and VAT on import of capital machineries and construction materials by industrial units established in Economic Zone	SRONo.212-Law/2015/49/Customs Exemption of entire Import Duty, Regulatory Duty, Supplementary Duty and VAT on import of capital machineries and construction materials by industrial units established in Hi-Tech Park.	SRO No. 125-L / 81 / 63 4 / Customs, Dated 21 April, 19 81 Exempted from the whole of customs duties and sales tax livable on- (a) the capital machinery and spares, instruments, apparatus and appliances including testing and quality control equipment and parts thereof, imported for installation in an Export Processing Zone and (b) The materials and equipment imported for construction of buildings and factories to be established in any of the aforesaid zone.	SRONo.128-Law/2017/14/Customs Exemption of Import Duty in excess of 1% and entire Supplementary Duty and VAT on import of capital machineries and tools as specified First Schedule of the Customs Act 1969.
4	Exemption of Duties & VAT on Vehicles	SRONo.210-Law/2015/47/Customs. Exemption of entire Import Duty, Regulatory Duty, Supplementary Duty and VAT on import of vehicles are limited to one sedan car with 2000CC Engine capacity and one Microbus/ Pick up, Van / Double Cabin Pick in the economic zone by the unit investor.	SRONo.213-Law/2015/50/Customs. Exemption of entire Import Duty, Regulatory Duty, Supplementary Duty and VAT on import of vehicles are limited to one sedan car with 2000CC Engine capacity and one Microbus/ Pick up, Van / Double Cabin Pick in the Hi-Tech Park by the unit investor.	Ministry of Finance (MF), Internal Resource Division (IRD), National Board of Revenue (NBR) (Customs and VAT), Dated 04 April, 2010 Exempted from all customs duty, regulatory duty, if any, value added tax, or, as the case may be, value-added tax and supplementary duty, if any, to be imposed on the cars, pick-ups, jeeps and microbuses imported by industrial units established within Export Processing Zones (EPZs).	No incentives declared

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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
				Provided that the company can import any two types of vehicle, one sedan car with 2000CC Engine capacity and one Microbus/ Pick up, Van / Double Cabin Pick	
5	Tax Holiday for Industrial Unit	SRONo.226-Law/Income-tax/2015. Any company operating within an economic zone for the purposes of producing goods and providing services is eligible to enjoy 10 years' tax exemption 100% for the 1st – 3rd year, 80% for the 4th year, 70% for the 5th year, 60% for the 6th year, 50% for the 7th year, 40% for the 8th year, 30% for the 9th year and 20% for the 10th year from the income-tax payable on all of its income arising out of its commercial operation in the said economic zone	SRONo.228-Law/Income-tax/2015. Any company operating within a Hi-Tech Park for the purposes of producing goods and providing services is eligible to enjoy 10 years' tax exemption 100% for the 1st – 3rd year, 80% for the 4th year, 70% for the 5th year, 60% for the 6th year, 50% for the 7th year, 40% for the 8th year, 30% for the 9th year and 20% for the 10th year from the income-tax payable on all of its income arising out of its commercial operation in the said Hi-Tech Park.	S.R.O. No. 219- Law / Income-tax / 2011 Any company operating within Bangladesh Export Processing Zone for the purposes of producing goods and providing services tax exemption for the following year. First two years (First and Second year) 100% Next two years (Third and Fourth year) 50% Next one year (Fifth year) 25% EXEMPTION OF 50% TAX ON EXPORT SALES FOR ENTERPRISES IN EPZS Internal Resource Division (IRD) SRO No. 267-L / 86, dated 1 July, 1986) 50% of the tax attributable to the export sales of any industry set up in any Export Processing Zone are exempted after the expiry of tax exemption period of five years under notification No. SRO	Section 46B of the income Tax Ordinance 1984 Exemption from tax of newly established industrial undertakings set up between the period of July, 2011 and June 2019, in certain cases.- (1) Subject to the provisions of this Ordinance, income, profits and gains under section 28 from an industrial undertaking (hereinafter referred to as the said undertaking) set-up in Bangladesh between the first day of July, 2011 and the thirtieth day of June, 2019 (both days inclusive) shall be exempted from the tax payable under this Ordinance for the period, and at the rate, specified below:

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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI																
				149-L / 81, dated 12 May 1981, or ten years under notification No.SRO 266-L / 86, dated 1 July, 1986 as the case may be.	<p>If the said undertaking is set-up in –</p> <p>(i) Dhaka, Mymensingh and Chittagong divisions, (Excluding: Dhaka, Narayanganj, Gazipur, Chittagong, Rangamati, Bandarban and Khagrachari districts), for a period of 5 years beginning with the month of commencement of commercial production of the said undertaking:</p> <table border="1"> <thead> <tr> <th>Period of Exemption</th> <th>Rate of Exemption</th> </tr> </thead> <tbody> <tr> <td>For the 1st and 2nd year</td> <td>100% of income</td> </tr> <tr> <td>For the 3rd year</td> <td>60% of income</td> </tr> <tr> <td>For the 4th year</td> <td>40% of income</td> </tr> <tr> <td>For the 5th year</td> <td>20% of income</td> </tr> </tbody> </table> <p>(ii) Rajshahi, Khulna, Sylhet, Barisal and Rangpur divisions (excluding City Corporation area) and Rangamati, Bandarban and Khagrachari districts, for a period of 10 years beginning with the month of commencement of commercial production of the said undertaking:</p> <table border="1"> <thead> <tr> <th>Period of Exemption</th> <th>Rate of Exemption</th> </tr> </thead> <tbody> <tr> <td>For the 1st and 2nd year</td> <td>100% of income</td> </tr> <tr> <td>For the 3rd year</td> <td>70% of income</td> </tr> </tbody> </table>	Period of Exemption	Rate of Exemption	For the 1st and 2 nd year	100% of income	For the 3 rd year	60% of income	For the 4 th year	40% of income	For the 5 th year	20% of income	Period of Exemption	Rate of Exemption	For the 1st and 2 nd year	100% of income	For the 3 rd year	70% of income
Period of Exemption	Rate of Exemption																				
For the 1st and 2 nd year	100% of income																				
For the 3 rd year	60% of income																				
For the 4 th year	40% of income																				
For the 5 th year	20% of income																				
Period of Exemption	Rate of Exemption																				
For the 1st and 2 nd year	100% of income																				
For the 3 rd year	70% of income																				

4

Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI								
					<table border="1"> <tbody> <tr> <td>For the 4th year</td> <td>55% of income</td> </tr> <tr> <td>For the 5th year</td> <td>40% of income</td> </tr> <tr> <td>For the 6th year</td> <td>25% of income</td> </tr> <tr> <td>For the 7th to 10th year</td> <td>20% of income</td> </tr> </tbody> </table> <p>Section 46BB of the income Tax Ordinance 1984</p> <p>Exemption from tax of newly established industrial undertakings set up between the period of July, 2019 and June 2024, in certain cases:-</p> <p>(1) Subject to the provisions of this Ordinance, income, profits and gains under section 28 from an industrial undertaking (hereinafter referred to as the said undertaking) set-up in Bangladesh between the first day of July, 2019 and the thirtieth day of June, 2024 (both days inclusive) shall be exempted from the tax payable under this Ordinance for the period, and at the rate, specified below:</p> <p>If the said undertaking is set-up in –</p> <p>(i) Dhaka, Mymensingh and Chittagong divisions, (Excluding: Dhaka,</p>	For the 4 th year	55% of income	For the 5 th year	40% of income	For the 6 th year	25% of income	For the 7 th to 10 th year	20% of income
For the 4 th year	55% of income												
For the 5 th year	40% of income												
For the 6 th year	25% of income												
For the 7 th to 10 th year	20% of income												

5

Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI																		
					<p>Narayanganj, Gazipur, Chittagong, Rangamati, Bandarban and Khagrachari districts), for a period of 5 years beginning with the month of commencement of commercial production of the said undertaking:</p> <table border="1"> <thead> <tr> <th>Period of Exemption</th> <th>Rate of Exemption</th> </tr> </thead> <tbody> <tr> <td>For the 1st year</td> <td>90% of income</td> </tr> <tr> <td>For the 2nd year</td> <td>80 % of income</td> </tr> <tr> <td>For the 3rd year</td> <td>60% of income</td> </tr> <tr> <td>For the 4th year</td> <td>40% of income</td> </tr> <tr> <td>For the 5th year</td> <td>20% of income</td> </tr> </tbody> </table> <p>(ii) Rajshahi, Khulna, Sylhet, Barisal and Rangpur divisions (excluding City Corporation area) and Rangamati, Bandarban and Khagrachari districts, for a period of 10 years beginning with the month of commencement of commercial production of the said undertaking:</p> <table border="1"> <thead> <tr> <th>Period of Exemption</th> <th>Rate of Exemption</th> </tr> </thead> <tbody> <tr> <td>For the 1st and 2nd year</td> <td>90% of income</td> </tr> <tr> <td>For the 3rd year</td> <td>80% of income</td> </tr> </tbody> </table>	Period of Exemption	Rate of Exemption	For the 1st year	90% of income	For the 2nd year	80 % of income	For the 3rd year	60% of income	For the 4th year	40% of income	For the 5th year	20% of income	Period of Exemption	Rate of Exemption	For the 1st and 2 nd year	90% of income	For the 3rd year	80% of income
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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI														
					<table border="1"> <tbody> <tr> <td>For the 4th year</td> <td>70% of income</td> </tr> <tr> <td>For the 5th year</td> <td>60% of income</td> </tr> <tr> <td>For the 6th year</td> <td>50% of income</td> </tr> <tr> <td>For the 7th year</td> <td>40% of income</td> </tr> <tr> <td>For the 8th year</td> <td>30 % of the income</td> </tr> <tr> <td>For the 9th year</td> <td>20 % of the income</td> </tr> <tr> <td>For the 10th year</td> <td>10 % of the income</td> </tr> </tbody> </table> <p>Section 46C of the Income Tax Ordinance 1984</p> <p>Exemption from tax of newly established physical infrastructure facility set up between the period of July, 2011 and June, 2019, in certain cases.-</p> <p>(1) Subject to the provisions of this Ordinance, income, profits and gains under section 28 from physical infrastructure facility, hereinafter referred to as the said facility, set up in Bangladesh between the first day of July, 2011 and the thirtieth day of June, 2019 (both days inclusive) shall be exempted from the tax payable under this Ordinance for 10 years beginning with the month of commencement of</p>	For the 4th year	70% of income	For the 5th year	60% of income	For the 6th year	50% of income	For the 7th year	40% of income	For the 8th year	30 % of the income	For the 9th year	20 % of the income	For the 10th year	10 % of the income
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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI																				
					<p>commercial operation, and at the rate, specified below:</p> <table border="1"> <thead> <tr> <th>Period of Exemption</th> <th>Rate of Exemption</th> </tr> </thead> <tbody> <tr> <td>For the first and second year</td> <td>100% of income</td> </tr> <tr> <td>For the third year</td> <td>80% of income</td> </tr> <tr> <td>For the fourth year</td> <td>70% of income</td> </tr> <tr> <td>For the fifth year</td> <td>60% of income</td> </tr> <tr> <td>For the sixth year</td> <td>50% of income</td> </tr> <tr> <td>For the seventh year</td> <td>40% of income</td> </tr> <tr> <td>For the eighth year</td> <td>30% of income</td> </tr> <tr> <td>For the ninth year</td> <td>20% of income</td> </tr> <tr> <td>For the tenth year</td> <td>10% of income</td> </tr> </tbody> </table> <p>SRONo.208-Law/Income-tax/2017 Income arising from the following PPP project are exempted from tax for 10 years from the date of its commercial operation.</p> <ol style="list-style-type: none"> (1) National Highways or Expressways and related Service Roads (2) Flyovers (3) Elevated and At-Grade Expressways (4) River Bridges (5) Tunnels 	Period of Exemption	Rate of Exemption	For the first and second year	100% of income	For the third year	80% of income	For the fourth year	70% of income	For the fifth year	60% of income	For the sixth year	50% of income	For the seventh year	40% of income	For the eighth year	30% of income	For the ninth year	20% of income	For the tenth year	10% of income
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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
					<p>(6) River port (7) Sea port (8) Airport (9) Subway (10) Monorail (11) Railway (12) Bus Terminals (13) Bus Depots (14) Elderly care home</p>
6	Tax Holiday for Developer	<p>SRONo.227-Law/income-tax/2015.</p> <p>Any zone developer is eligible to enjoy 12 years' tax exemption</p> <p>100% for the 1st – 10th year, 70% for the 11th year, 30% for the 12th year from the income-tax payable on all kinds of income arising out of its commercial operation.</p>	<p>SRONo.229-Law/Income-tax/2015.</p> <p>Any Hi-Tech Park developer is eligible to enjoy 12 years' tax exemption</p> <p>100% for the 1st – 10th year, 70% for the 11th year, 30% for the 12th year from the income-tax payable on all kinds of income arising out of its commercial operation.</p>	Not Applicable	Not Applicable
7	Exemption of Income Tax for Foreign Employee having technical knowledge	<p>SRONo.298-Law/Income-tax/2015.</p> <p>Any foreign employee having technical knowledge employed in a company operated for the purpose of producing goods and providing services in any economic zone shall be exempt from upto 50% of the income tax payable on his income earned for a period of 3 (three) years from the date of his employment.</p> <p>Such exemption is only available within 5 (five) years from the</p>	<p>SRONo.300-Law/Income-tax/2015.</p> <p>Any foreign employee having technical knowledge employed in a company operated for the purpose of producing goods and providing services in Hi-Tech Park shall be exempt from upto 50% of the income tax payable on his income earned for a period of 3 (three) years from the date of his employment.</p> <p>Such exemption is only available within 5 (five) years from the commencement of commercial</p>	<p>S.R.O. No. 28- Law/2010. (Dated 28 January, 2010)</p> <p>If the foreign technicians are appointed to the industrial companies which have been approved by BEPZA within March 2009 to set up industries and shall start commercial production within the year of 2012, after 3 (three) years from the date of their arrival in Bangladesh or after 5 (five) years from the date of establishment of the employer companies or the date of</p>	<p>SRONo.210-Law/Income-tax/2017 Dated 21 June 2017</p> <p>Any foreign employee having technical knowledge employed in the following PPP Project shall be exempt from upto 50% of the income tax payable on his income earned for a period of 3 (three) years from the date of his employment.</p> <p>(1) National Highways or Expressways and related Service Roads</p>

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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
		commencement of commercial operation of the company.	operation of the company.	commencement of its commercial production, which precedes first.	(2) Flyovers (3) Elevated and At-Grade Expressways (4) River Bridges (5) Tunnels (6) River port (7) Sea port (8) Airport (9) Subway (10) Monorail (11) Railway (12) Bus Terminals (13) Bus Depots (14) Elderly care home.
8	Income Tax Exemption on Dividend, Share Transfer, Royalty, Technical Fees	SRO No.299-Law/Income-tax/2015. Any company operating within an economic zone for the purposes of producing goods and providing services is exempt from income tax payable on: - Dividend declared by the said company for 10 years from the commencement of commercial operation. - Capital gain arising out of transfer of shares of the company for 10 years from the commencement of commercial operation of the company. - Royalties, technical know-how and technical assistance fee payable within 10 years from the commencement of commercial operation of the company.	SRO No.301-Law/Income-tax/2015. Any company operating within an H-Tech Park for the purposes of producing goods and providing services is exempt 50% (fifty Percent) income tax payable on: - Dividend declared by the said company for 10 years from the commencement of commercial operation. - Capital gain arising out of transfer of shares of the company for 10 years from the commencement of commercial operation of the company. - Royalties, technical know-how and technical assistance fee payable within 10 years from the commencement of commercial operation of the company.	Internal Resource Division (IRD) JSRO No. 268-L / 86, dated 1 July, 1986) Exempted from the tax payable under the said Ordinance the dividend income of non-resident shareholder of a company out of its profits from any industry set up in any Export Processing Zone for the period for which the industry enjoys tax exemption. Such exemption shall also be available even after the expiry of the tax exemption period if the dividend income is re-invested in the same project by the non-resident shareholder in such manner as may be specified by the Board	SRONo.209-Law/Income-tax/2017 Dated 21 June 2017 Exempt from income tax payable on: - Capital gain arising out of transfer of shares of the company for 10 years from the commencement of commercial operation of the company engaged in the following projects. - Royalties, technical know-how and technical assistance fee payable within 10 years from the commencement of commercial operation of the company engaged in the following projects. 1. National Highways or Expressways and related Service Roads 2. Flyovers.

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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
					3. Elevated and At-Grade Expressways 4. River Bridges 5. Tunnels 6. River port 7. Sea port 8. Airport 9. Subway 10. Monorail 11. Railway 12. Bus Terminals 13. Bus Depots 14. Elderly care home:
9	Exemption of (Local Government) Union Parishad Tax	SRO No.333-Law/ 2015 Economic Zones and enterprises located in Economic Zones are exempt from tax, Cess, Rate, toll Fees etc. imposed pursuant to Section 65 of the Local Government (Union Parishad) Act 2009.	No Incentive declared	Not Applicable	No Incentive declared
10	Exemption of Land Development Tax	SRONo.05-Law/2016 Exemption from application of Land Development Tax Ordinance, 1976 which would mean that Land Development tax shall not be applicable for Economic Zones.	No Incentive declared	Not Applicable	No Incentive declared
11	Exemption of Stamp Duty for Unit Investors	SRONo.06-Law/2016 Any person permitted to set up industrial or commercial enterprise is exempted, at the rate of 50%, from stamp duty imposed on lease deed for allotment of land, building or space.	No Incentive declared	Internal Resource Division (IRD) SRO No. 96 / Law / 97 / IR / IRD-8 / 17 / 94 (stamp) / 222), date d 12 April, 1997) Exempted 50% of stamp duty imposed on the lease agreement executed by the Bangladesh Export Processing Zones Authority for transfer of	Not Applicable

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Sl. No.	Subject of SRO	Incentives for BEZA	Incentives for Hi-Tech Park	Incentives for BEPZA	Incentives for BOI
				land allotted to the investors in the Export Processing Zones.	
12	Exemption of Stamp Duty for Developers on mortgage deed	SRONo.07-Law/2016 Developer of an economic zone is exempted from all the stamp duty imposed on the mortgage deed to be executed against the loan document for loan from any schedule bank and financial institution.	No Incentive declared	Not Applicable	Not Applicable
13	Exemption of Stamp Duty for Developers on the first lease deed	SRONo.08-Law/2016 The whole of the stamp duty imposed on the first lease deed to be executed with BEZA and developer are exempted.	No Incentive declared	Not Applicable	Not Applicable

23. Implementation Plan of Customs Clearance Procedures in BSEZ (Draft)

Implementation Plan of Customs Clearance Procedures in BSEZ (Draft)

15 April 2022

1. Current status and issues of import/export customs clearance procedures for cargo destined for EZ

BEZA and the JICA Project team held discussions with the Customs Wing (NBR) on customs clearance procedures for EZ and finalized Standard Operating Procedures (SOP) in line with the current procedures, which were finally approved by the NBR on June 20, 2020. Currently, the customs clearance is being operated on the SOPs.

Meanwhile, it was found during the development of the SOPs that the procedures for EZ-related cargo were not particularly incentivized and were no different from those for general cargo outside the EZ¹. In this situation, BEZA and the JICA Project Team decided to examine whether there was any room for improvement in the import/export customs clearance procedures for EZ cargoes, and conducted a study for import customs clearance procedures for EZ cargoes arriving at the Chittagong Port, the largest trading port in the country², would actually be carried into factories in the EZ, and the procedures for export customs clearance from the EZ to the Port in December 2019.

1.1 Current status and issues of Import Customs Clearance Procedures (for EZ-bound cargo)

Figure 1 and Table 1 show the workflow of import customs clearance procedures (for EZ-bound cargo) at the Port of Chittagong and the contents of each flow, respectively.

Table1 Overview of current workflow for import customs clearance procedures (for EZ-bound cargo)

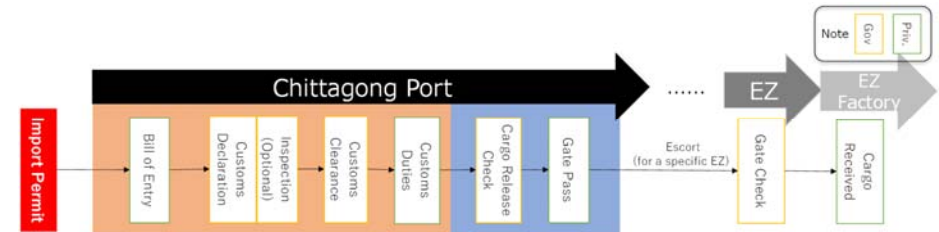
No.	Workflow	Place/Actor	Description
1	Obtaining an Import Permit	BEZA/EZ unit investors	EZ unit investors apply for an Import Permit with all the necessary documents to BEZA OSSC through online.
2	Submission of Import General Manifest	Customs/ Shipping Agent	The ship agent submits the Import General Manifest through the ASYCUDA system. The Chittagong Port Authority will obtain all information from the ASYCUDA system and register it in the port system called CTMS.
3	Submission of Bill of Entry (import declaration)	Chittagong Port/ Importer, Customs Agent	Importers and customs agents prepare and submit import documents, including the Bill of Entry, through the ASYCUDA system. Upon submission, a registration number called a "C" number is provided.
4	Customs Clearance	Customs Agent	The ASYCUDA system is used to commence the customs clearance. The clearance is conducted on a hard copy basis, and an "A" number is provided upon passing the examination.
5	Customs Inspection (*Optional)		If a cargo is classified in the Red Category during the screening process, a physical inspection will be conducted (approximately 5-10% of the total cargo). Red category is basically automatically determined based on the screening criteria in Risk Management defined by the Customs.
6	Payment of customs duties		After confirming that an "A" number has been obtained, payment of customs duties is made. After the payment is completed, an "R" number is given to the paid cargo through the ASYCUDA system.
7	Cargo Release		After confirming the payment, the port authority will check the documents through the ASYCUDA system to ensure that the cargo can be released from the port. Upon completion, an Exit (removal) number ("X" number) is given.

¹ Import Permit and Export Permit, which are required for each import/export, are issued by the Ministry of Commerce for general cargo, but BEZA issues them within 3 business days for EZ cargo, which is processed more quickly than the Ministry of Commerce.

² Approximately 90% of Bangladesh's international trade is by sea, of which about 70-80% of imports into the country are handled at the Chittagong Port.

8	Passing gate of Chittagong Port		At the office located next to the gate, the customs officer will make a final check to ensure that the cargo information is correct, including the number of the "C," "A," "R," or "X" and the customs duty amount. Then, the gate number is entered into the ASYCUDA system and signed for approval. Finally, the driver shows the gate pass to the person in charge at the port gate and leaves the port.
9	Gate check at EZ	EZ/Importer, EZ unit investors	Upon arrival at the destination EZ, the required documents are shown at the EZ gate and a carry-in check is conducted. After confirmation, the cargo passes through the gate.
10	Cargo Receipt		EZ unit investor receives the cargo at the factory.

Source: JICA Project Team



Source: JICA Project Team

Figure1 Current workflow of Import customs clearance procedures (for EZ-bound cargo)



Customs Clearance (document screening)



Customs Inspection Area



Gate Check at the Chittagong Port



Vehicles waiting to pass through the gate

According to the Chittagong Port Authority (CPA), as of December 2019, the Port of Chittagong is handling 8~10% more cargo each year, and if this 10% growth continues, the capacity of the Chittagong Port will be full by

2023. The Port of Chittagong is currently undergoing expansion work. However, the Port of Chittagong is facing issues such as prolonged cargo holding time.

Based on the above-mentioned import customs clearance procedures and retention time at the Port of Chittagong, the following issues are identified.

Issues on Import Customs Clearance Procedures (for EZ-bound cargo)

All import customs clearance procedures are conducted at the Port of Chittagong, but due to congestion at the Chittagong port, EZ-bound cargo is handled the same as other general cargo and cannot be discharged quickly. In addition, if there is a problem with customs clearance, the importer has to go to the Port of Chittagong again with the documents and data requested by customs, which causes a time loss.

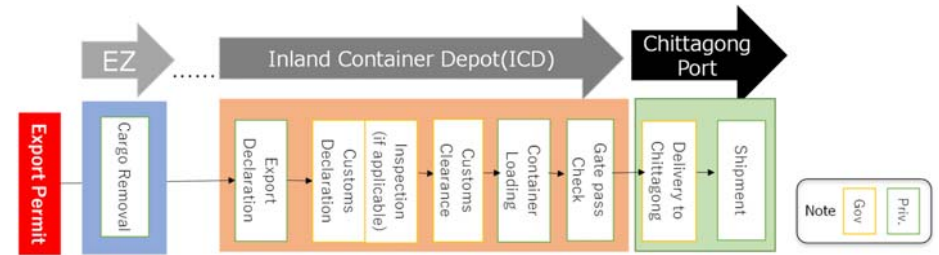
2.1 Current Status and Issues of Export Customs Clearance Procedures (for Export Cargo from EZ)

Figure 2 and Table 2 show the flow of import customs clearance procedures at the Port of Chittagong (cargo bound for the EZ) and the contents of each flow. A distinctive feature is that many cargoes are not brought directly from the EZ to the Port of Chittagong, but are once brought to the nearby Inland Container Depot (ICD), where customs clearance procedures and container stacking are carried out.

Table2 Overview of current workflow for export customs clearance procedures (for Export Cargo from EZ)

No	Workflow	Place/Actor	Description
1	Obtaining Export Permit	BEZA/EZ unit investors	EZ unit investors apply for an Export Permit with all the necessary documents to BEZA OSSC through online.
2	Unloading Export Cargo and Transporting to ICD	EZ factories/ EZ unit investors, Exporter	EZ unit investor unloads export cargo from the EZ and transport it to the Inland Container Depot (ICD) near the Chittagong Port
3	Submission of Bill of Entry (export declaration)	ICD/exporter, customs agent	The exporter/customs agent submits a Bill of Export through the ASYCUDA system. Required documents: Export L/C, Export Contract or Purchase Order or Export Guarantee approved by the negotiating bank, invoice, P/L, EXP form certified by Authorized Dealers (ADs), CoC etc.
4	Customs Clearance (document screening) Inspection (*Optional)	ICD/exporter, customs agent	Export cargos from EZ are declared to the EZ competent customs office. In the case of cigarettes and alcohol, customs duties are applied. Inspections are conducted as necessary.
5	Container loading & gate pass check	ICD/exporter, customs agent	Export cargoes that have passed screening and inspection are loaded in containers (vanning). After that, the cargo passes through the gate.
6	Delivering to Chittagong Port	Port Authority/ exporter/customs agent	Containers are brought into the container yard at the Chittagong Port.
7	Loading	Port Authority/ exporter/customs agent	After the screening and inspection, the container is loaded onto a vessel for export. The Export General Manifest is handled on a manual basis (confirmed by an inspector).

Source: JICA Project Team



Source: JICA Project Team

Figure2 Current workflow of Export customs clearance procedures (for Export cargo from EZ)

Based on the current status of export customs clearance procedures at the Chittagong port mentioned above, the following issues are identified.

Issues of export customs clearance procedures (for Export cargo from EZ):

In exports, most export cargoes are cleared and loaded into containers at ICDs located in the surrounding areas of the Chittagong port. As a result, the cargo has to make one extra stop between the factory in EZ and the port. In addition, container loading fees must be paid to the ICD, which reduces the competitiveness of exports in terms of price.

2. Legal System Related to Import/Export Customs Clearance Procedures for EZ Cargo

Various laws and regulations have been established under the Customs Act, 1969 for import and export customs clearance procedures in Bangladesh. As for the import and export procedures for EZ cargoes, "the Customs (Economic Zones) Procedures, 2017 (Standing Order No. 42/2017/Customs/199) was issued on 2 May 2017 under Section 13 and Section 219(B) of the Customs Act, 1969.

The Procedures stipulate the procedures for bonded imports, imports from the Tariff Area, exports, and exports to the Tariff Area for the "Export Processing Area of the Zone" and the "Domestic Processing Area of the Zone" within the EZ as defined by the Bangladesh Economic Zone Act, 2010, respectively.

It also regulates procedures for transportation between bonded areas, disposal of used machinery and waste, re-export and ship-back procedures, and security requirements to secure the bonded area. In addition, the following are provisions that may be relevant when carrying out customs clearance procedures in the EZ.

- 5. Procedures in relation to Commercial Area of the Zone, b) ➤ The Commissioner of Customs may offer bonded licenses to warehouse operators established in the Commercial Area in the EZ who import and store raw materials or semi-finished goods and export them to bonded warehouses in the EZ, EPZ, or Customs Area.
- 7. Import Permit and Export Permit a), b) ➤ Import Permits and Export Permits are issued by BEZA upon written request. These allow the importation of Raw Materials and Semi-finished materials and the exportation of Finished and Semi-finished products without paying customs duties when a bonded license is in effect.
- 18. Placement of Customs Officers, a) b) c) ➤ The Commissioner of Customs shall assign Customs officers above the rank of Assistant Commissioner to the relevant EZ, together with officers to support customs clearance procedures and to monitor EZ unit investors having bonded warehouses.
- 19. Transport Residence, Office Space, Logistics and MOT of Customs Officers, a) b) ➤ The BEZA shall provide the transportation, office space, residence, and customs clearance area for the assigned Customs officers. Overtime for Customs officers shall be paid by the EZ unit investors as per existing rules and regulations.

3. Proposal and Draft Workflow for Customs Clearance Procedures in the EZ

3.1 Necessity and purpose of customs clearance procedures in the EZ

As mentioned above, the current import/export customs clearance procedures for EZ-bound cargo are not as differentiated as those for Export Processing Zones (EPZs), which have a dedicated gate at the Chittagong port and are allowed to carry some bonded transportation under certain conditions, and are treated the same as general cargo outside the EZ.

Due in part to the congestion at the Chittagong port, the customs clearance procedures in Bangladesh are not well evaluated by investors, and the improvement of customs clearance procedures has always been a pressing issue in discussions among the government and foreign investors for improving the business environment. In fact, at the roundtable meeting between BEZA and EZ investors held in February 2022, while the various licensing and approval services provided by OSSC were highly evaluated and appreciated, the need to improve customs clearance procedures was pointed out by each EZ investor.

On the other hand, the interest of foreign investors in investing in Bangladesh has been growing rapidly in recent years, and the EZ is expected to play a role in receiving such new foreign investment. In addition, The Customs (Economic Zones) Procedures, 2017 has already regulated the import and export clearance procedures for EZ cargo. Furthermore, the BEZA and The Commissioner of Customs may decide, upon mutual agreement, on the establishment of a Customs office in the EZ and the dispatch of customs officers.

In response to this situation, BEZA started to study the possibility of implementing customs clearance procedures within the EZ with the following objectives and decided to prepare a draft workflow, and to conduct a trial implementation and verification at the BSEZ as the model case.

Purpose of implementing customs clearance in the EZ:

Necessary studies will be conducted to enable customs clearance of cargoes destined for the EZ to be carried out in the EZ, rather than in Chittagong Port. Concretely, after reviewing the relevant laws and regulations, a draft workflow for bonded transportation and customs clearance procedures will be developed. Furthermore, under the agreement of the relevant organizations, the developed customs clearance procedures will be tested and verified in the BSEZ.

3.2 Draft Workflow for Customs Clearance Procedures in the EZ

(1) Draft Workflow for Import Customs Clearance Procedures in the EZ

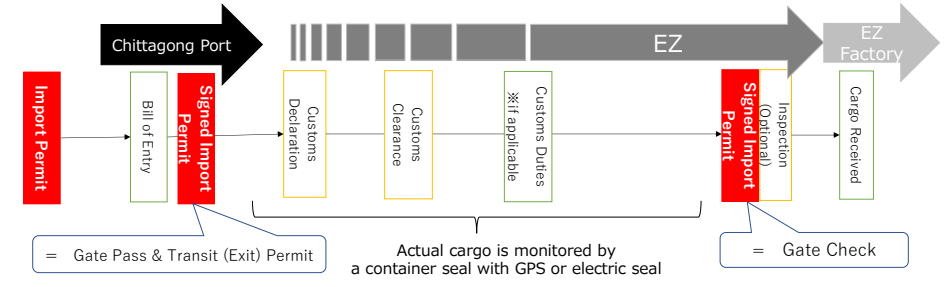
BEZA and the JICA Project team discussed the workflow for customs clearance procedures within the EZ. Regarding import customs clearance procedures, the following three proposals for improvement were incorporated, with particular attention to avoiding congestion at the Chittagong port and reducing the lead time for cargo transport.

- | | |
|---|--|
| Improvement Proposal 1:
Introduction of bonded transport procedures (bonded transport declaration and approval) | Introduce bonded transport procedures to avoid customs clearance at the Chittagong port and to achieve customs clearance in the EZ. Declaration and approval for bonded transport is to be made at the Chittagong port, and a format is to be prepared separately. Further simplification of customs clearance procedures, including the use of Import Permit issued by BEZA, will also be considered. |
| Improvement Proposal 2:
Introduction of customs clearance procedures and discussion of ASYCUDA utilization | After EZ cargo arrives in the EZ, customs clearance procedures are carried out at the customs office to be established in the EZ. In order to further simplify and expedite the procedures, the possibility of using ASYCUDA (an electronic customs clearance system adopted in Bangladesh) to conduct customs clearance procedures (declaration, permission, and customs duties payment) in online basis during bonded transportation is also considered. |
| Improvement Proposal 3:
Securing containerized cargo in bonded transport | For the purpose of preventing illicit diversion of cargo, which is a concern of the Customs, containerized cargo in bonded transportation to the EZ is secured by applying container seals after receiving approval for bonded transport. Furthermore, the introduction of GPS- |

equipped container seals and electronic tags will be considered, along with the establishment of a system that allows the customs authorities to monitor cargo in bonded transport.

Based on the above improvement proposals, BEZA and the JICA Project team developed a draft workflow for import customs clearance procedures, as shown in Figure 3. The steps of each procedure are as follows.

- Step 1: EZ unit investors apply to BEZA to obtain an Import Permit.
- Step 2: Importers and customs agents submit a Bill of Entry through the ASYCUDA system.
- Step 3: Importers and customs agents submit a bonded transportation declaration to the customs office for approval. (Consider using Import Permit).
- Step 4: After leaving the gate pass of Chittagong port, bonded transport to EZ is conducted.
 - *Examination of the possibility of using ASYCUDA for online customs clearance during the bonded transport.
 - *Consider introducing cargo monitoring using GPS-equipped container seals and electronic tags.
- Step 5: After the EZ gate check, customs clearance procedures are conducted at the customs office in the EZ (inspection if necessary).
- Step 6: EZ unit investors receive the cargo at their factories.



Source: JICA Project Team

Figure3 Draft workflow of import customs clearance procedures (for EZ cargo)

In order to realize the above workflow (draft), the below listed matters are prerequisites.

- Prerequisites for the draft import customs clearance workflow within the EZ:**
- Customs offices, spaces for customs clearance and inspection are established and Customs officers are present in the EZ.
 - The assigned EZ customs officers are authorized to approve bonded transport and to carry out import procedures in the EZ.
 - Bonded transport must be conducted by containerized transport (non-containerized transport is not acceptable).
- Preconditions for the consideration of additional proposals:**
- Import Permit can legally replace the documents for bonded transport declarations and approvals (legal amendment required).
 - It is technically possible to make bonded transport declarations and customs declarations through ASYCUDA.
 - Good faith-based procedures are adopted, whereby EZ companies' declarations are in principle considered as correct.

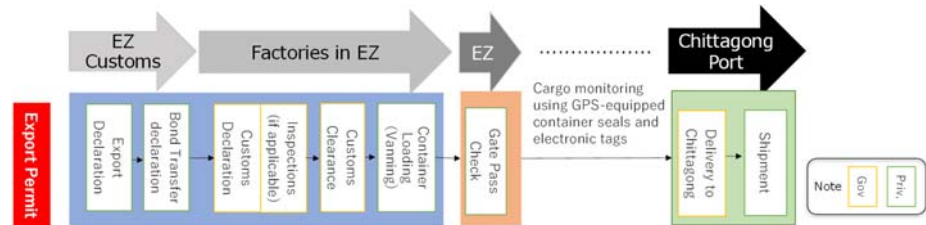
(2) Draft Workflow for Export Customs Clearance Procedures in the EZ

As for the draft workflow for export customs clearance procedures, it is considered that most of the EZ cargo for export is carried out at the ICD near the Chittagong port, so the following improvement proposal on "factory vanning (container loading at the company's own factory)" is incorporated.

Improvement Proposal: Under the cooperation and guidance of EZ Customs, a "factory vanning" system will be introduced whereby export cargo will be loaded at the factories of EZ unit investors, thereby skipping the current process of bringing cargo from the factory to the ICD for export customs clearance and container loading. This will speed up export customs clearance procedures for EZ cargo, reduce transportation costs, and enhance export competitiveness.

Based on the above improvement proposals, BEZA and the JICA Project team developed a draft workflow for export customs clearance procedures, as shown in Figure 4. The steps of each procedure are as follows.

- Step 1: EZ unit investors apply to BEZA to obtain an Export Permit.
 Step 2: Exporters and customs agents submit an export declaration to the EZ Customs through ASYCUDA system.
 Step 3: Exporters and customs agents submit a bonded transport declaration to the EZ customs for approval.
 (Consider using Export Permit).
 Step 4: Exporters and customs agents submit customs declarations to EZ Customs for approval. If an inspection is required, EZ Customs officials will visit the EZ unit investor's factory to conduct the inspection.
 Step 5 : After obtaining customs clearance, exporters, customs agents, and EZ tenants conduct vanning (container loading) in the factory.
 Step 6: Exporters and customs agents pass the gate of EZ and bonded transport to Chittagong port is conducted.
 *Consider introducing cargo monitoring using GPS-equipped container seals and electronic tags.
 Step 5: After the EZ gate check, customs clearance procedures are conducted at the customs office in the EZ (inspection if necessary).
 Step 6: EZ unit investors receive the cargo at their factories.
 Step 7 : After gate check at the Chittagong port, the cargo is loaded. Cargo is then exported to its destination.



Source: JICA Project Team

Figure4 Draft workflow of export customs clearance procedures (for EZ cargo)

In order to realize the above workflow (draft), the below listed matters are prerequisites.

Prerequisites for the draft export customs clearance workflow within the EZ:

- Customs offices, spaces for customs clearance and inspection are established and Customs officers are present in the EZ.
- The assigned EZ customs officers are authorized to approve bonded transport and to carry out export procedures in the EZ.
- EZ Customs officers may conduct inspections related to export customs clearance at the factory of an EZ unit investor.
- Bonded transport must be conducted by containerized transport (non-containerized transport is not acceptable).

Preconditions for the consideration of additional proposals:

- Export Permit can legally replace the documents for bonded transport declarations and approvals (legal amendment required).
- It is technically possible to make bonded transport declarations and customs declarations through ASYCUDA.

4. Draft Implementation Plan for Import/Export Customs Clearance Procedures within the BSEZ

4.1 Progress of discussions between BEZA and BSEZ on import/export customs clearance procedures

BEZA and the JICA Project team have already started discussions with Japanese officials of the BSEZ on the introduction of the above-mentioned draft workflow for import/export customs clearance procedures into the BSEZ. The BSEZ is also planning to establish an administrative and warehouse area within the construction site of Phase I, which will include space for a customs office, import clearance area (including inspection area), vehicle waiting area, and other areas necessary for customs clearance operations in the EZ.

The table below shows the progress of discussions between BEZA and BSEZ to realize import/export customs clearance procedures within BSEZ as of April 2022 and the items to be discussed in the future with the addition of NBR's Customs Department.

Table3 Progress of Discussion to realize Import/Export Customs Clearance Procedures within BSEZ (As of April 2022)

Items	Discussion Progress	Items to be noted/to be discussed
Customs-related facilities		
Customs Office	<ul style="list-style-type: none"> ➤ The customs office is assumed to be arranged by BEZA, including the building. (Based on Customs (EZs) Procedures, 2017) ➤ Land for the office area has been secured. 	<ul style="list-style-type: none"> ➤ Confirm whether BEZA can secure the budget and, if so, check the schedule for selecting the building contractor, etc. ➤ If not, consider alternatives.
Area of Import customs clearance and inspection	<ul style="list-style-type: none"> ➤ Land for customs clearance area has been secured. ➤ The layout of the customs clearance area will be discussed in the future. 	<ul style="list-style-type: none"> ➤ The layout and line of customs clearance area will be discussed in the future. ➤ It will be considered that inspections will be conducted at the EZ factories where the goods will be delivered.
Vehicle waiting area	<ul style="list-style-type: none"> ➤ Land for vehicle waiting area has been secured. ➤ Conduit for vehicle waiting area has been discussed. 	<ul style="list-style-type: none"> ➤ The projected number of vehicles passing through the area will be examined and verified if the existing area is sufficient. ➤ Expansion plans will also be considered.
Office for Importers and customs agents	<ul style="list-style-type: none"> ➤ An office in BSEZ administration building will be rented. ➤ If warehousing business is also operated, the rental warehouse area will be utilized. 	<ul style="list-style-type: none"> ➤ Details will be discussed in the future after confirming the capacity of the rental office and warehouse.
Equipment and Fixtures		
Customs office	<ul style="list-style-type: none"> ➤ Selection of necessary equipment and fixtures such as furniture, PCs, surveillance cameras and monitors, vehicles (for commuting and transportation for inspections), etc. 	<ul style="list-style-type: none"> ➤ Details will be discussed based on the functions that EZ Customs should have.
Customs Clearance/Inspection Area	<ul style="list-style-type: none"> ➤ No X-ray inspection equipment will be installed. ➤ Forklifts will need to be provided. 	<ul style="list-style-type: none"> ➤ Required equipment will depend on where inspections will be conducted. 家

Personnel Arrangement		
EZ Customs Officers	➤ Customs Director (1), Deputy Customs Director (1), officers (2), inspectors (2)	➤ The number of officers will be gradually increased in line with the number of the EZ unit investors.
Support personnel	➤ Support personnel (2), driver (1)	➤ Consider who will make the arrangements, including the necessary budget.
Budget, Revenue, etc.		
EZ Customs officer remuneration,	➤ Basic salary is paid by the sending agency (Customs wing) and remuneration is borne by BEZA. ➤ Overtime for officers (to be paid by EZ unit investors as stipulated by law)	➤ To be discussed among BEZA, Customs, wing, BSEZ, etc.
Operation Costs	➤ Required costs to be accounted for in the future (statutorily borne by BEZA).	➤ To be discussed among BEZA, Customs, wing, BSEZ, etc.
Revenue source	➤ Collect OSSC management fees from BSEZ unit investors. Or EZ customs clearance fees will be collected.	➤ To be discussed among BEZA, Customs, wing, BSEZ, etc.
Operation and Management System		
Office Hours	➤ Weekdays 9:00-16:00 ➤ It will be discussed to introduce overtime hours and opening on Saturdays and Sundays.	➤ To be discussed among BEZA, Customs, wing, BSEZ, etc.
Cargo handled	➤ Handle not only bonded cargo but also non-bonded (domestic) cargo.	➤ To be confirmed to BEZA and Customs wing
Management system for bonded warehouses	➤ Develop guidelines for site management (e.g., fence height) and warehouse management (e.g., storage of bonded import/export goods and other cargo) for EZ unit investors with bonded licenses.	➤ To be considered items to be included in the guidelines (e.g., installation of mobile fences and CCTV, securing waiting areas for customs officials, etc.) ➤ These measures are in line with customs' policy of ensuring customs duty collection.
Utilization of ASYCUDA system	➤ It is currently discussed to simplify and expedite the workflow by utilizing the ASYCUDA system.	➤ To be collected information on the actual operation of ASYCUDA and issues

Study of Possible Logistics Businesses in the EZ
<p>In order to attract foreign investment, it is essential to improve the logistics environment, including import/export management, which supports the manufacturing industry. In particular, global logistics companies have recently been diversifying their business activities by improving the efficiency of cargo storage methods and shipping management, and adding value in areas other than logistics and storage. Therefore, it would be highly significant to attract such logistics companies to the BSEZ, introduce new logistics businesses that have not yet been implemented in Bangladesh on a trial basis in the BSEZ, and expand them to other EZs based on the results.</p> <p>BEZA and BSEZ have started some discussions on the scope of business that logistics and warehousing companies can do in the BSEZ and new business models that can be developed, as shown below.</p> <p>1) Scope of cargo handled by logistics businesses (including warehousing): BSEZ residents, EZ residents, other bonded areas such as EPZs, and all internal cargo.</p> <p>2) Introduction of Vendor Managed Inventory (VMI: Non-Resident Inventory): If allowed, only for BSEZ unit investors?</p> <p>3) Establishment of Inland Container Depot (ICD) in BSEZ: empty containers can be returned after import, and empty containers can be secured for export.</p>

Source: JICA Project Team

4.2 Further Schedule

The projected schedule of further activities for the implementation of import/export customs clearance procedures within the BSEZ is shown below, with the goal of completing trial operations by June 2024 and starting full-scale operations in July of the same year.

- 1) Prepare a draft implementation plan for BSEZ customs clearance procedures, approve it by BEZA, and begin discussions with the Customs Wing (by the end of May 2022)
- 2) Discuss and finalize the BSEZ customs clearance procedures with BEZA and the Customs Wing, and establish a cooperative framework (June-December 2022)
- 3) Preparation for introduction of BSEZ customs clearance procedures: securing personnel and budget, preparation of construction work, preparation of equipment, and establishment of cooperative framework with relevant agencies (January-June 2023)
- 4) Preparation of BSEZ customs clearance procedures in detail: capacity building of personnel, preparation of detailed procedures, and purchase of construction work and equipment (July-December 2023)
- 5) Trial operation of BSEZ customs clearance procedures: Trial implementation and verification of customs clearance operations in the BSEZ (January-June 2024)
- 6) Full-scale operation of customs clearance procedures in the BSEZ (from July 2024)

(End of document)

24. Improvement Proposal for the Draft Private EZ Rules 2021

Comments on Draft Private Economic Zone Rules, 2021

SL	Rule	Comment	Revised Clause
1.	Rule 1(2) Potential conflict with other existing rules and policy	<p>There are 3 existing rules and policy regarding Private Economic Zones and Appointment of Licensee (i.e. Developer and Operator). They are as follows:</p> <ol style="list-style-type: none"> 1. Bangladesh Economic Zones (Appointment of Developer, etc.) Rules, 2014 (“Rules 2014”) 2. Bangladesh Private Economic Zones Policy, 2015 (“Policy 2015”) 3. Bangladesh Economic Zones (the Procedure of Appointment of Developer) Rules, 2016 (“Rules 2016”) <p>Once the draft Private Economic Zone Rules, 2021 are promulgated, this will create significant confusion among the stakeholders.</p> <p>Rule 1(2) of the draft rules provides that these rules will be applicable for Private Economic Zones as mentioned under Section 4(b) and (d) of Bangladesh Economic Zones Act, 2010.</p> <p>Scope of these draft Rules matches significantly with Policy 2015. There are also overlaps with Rules 2014</p>	Not Applicable

		and Rules 2016. Therefore, the Policy 2015 needs to be repealed and the scope of Rules 2014 and Rules 2016 may need to be amended so the application of these Rules do not overlap with draft Private Economic Zone Rules, 2021.	
2.	Rule 2(1)	The definition of “On Site Infrastructure” should clearly mention that it includes fundamental facilities “ <u>within the Private Economic Zones</u> ”.	<p>We propose to revise the first paragraph to be revised as follows:</p> <p>“On Site Infrastructure” means the fundamental facilities, structures, utilities and other related services <u>within the Private Economic Zones</u> including the following services that are necessary for development, operation, protection and expansion of Private Economic Zones:</p> <p>.....</p>
3.	Rule 2(2)	The definition of “Approved Activities of Private Economic Zone” should be replaced with “Approved Activities”. This would simplify the definition as such long definition creates confusion.	“Approved Activities of Private Economic Zone” to be replaced with “Approved Activities”.
4.	Rule 2(8)	<p>Within the definition of the “Authority” the definition should refer to Bangladesh Economic Zones Act, 2010.</p> <p>There is a mistake in the translation.</p>	Not applicable

5.	Rule 2(11)	<p>The definition of “Developer and Operator” includes only the Licensee who obtains the License under Rule 8.</p> <p>However, in some cases if the Licensee does not have EZ development or EZ operation experience it may decide to appoint a Developer and the Operator for conducting its responsibility. Should such appointment, with the approval of the Authority be allowed?</p> <p>If yes, the definition of Developer and Operator should be amended.</p> <p>If no, then “Developer and Operator” is effectively the “Licensee”. In that case both the definitions refer to the same organization and a separate definition of “Developer and Operator” is not required.</p>	To be discussed with BEZA Officials.
6.	Rule 2(16)	The definition of “User of Private Economic Zone” should be replaced with “User”. This would simplify the definition as such long definition creates confusion.	The definition of “User of Private Economic Zone” to be replaced with “User”.

7.	Rule 2(17)	<p>There are several factors to be considered regarding the definition of “User Permit of Private Economic Zone”.</p> <ol style="list-style-type: none"> 1. The definition should be replaced with “User Permit”. This would simplify the definition as such long definition creates confusion. 2. In practice BEZA does not currently issue any user permit to unit investors or any other persons. Rather, an investment clearance/project clearance is being issued to the unit investors. 3. Other than the Policy 2015 the concept of “User Permit” has not been covered in the Act or any other rules. <p>This issue has been further discussed in Row 28 below under discussion of Chapter Seven.</p>	The definition of “User Permit of Private Economic Zone” to be replaced with “User Permit”.
8.	Rule 2(18)	The definition of “Residents of Private Economic Zone” should be replaced with “Residents”. This would simplify the definition as such long definition creates confusion.	The definition of “Residents of Private Economic Zone” to be replaced with “Residents”.
9.	Rule 2(19)	The definition of “Resident Certificate of Private Economic Zone” should be replaced with “Resident Certificate”. This would simplify the definition as such long definition creates confusion.	The definition of “Resident Certificate of Private Economic Zone” to be replaced with “Resident Certificate”.

10.	Rule 2(20)	The definition of “Firms of Private Economic Zone” should be replaced with “Private Economic Zone Enterprise”. This a translation issue.	The definition of “Firms of Private Economic Zone” should be replaced with “Private Economic Zone Enterprise”.
11.	Rule 2(21)	“Person” means any normal Bangladeshi or foreign individual or firm;	This is an issue of translation. Appropriate translation should be: “Person” means any Bangladeshi or foreign natural individual or firm;
12.	Rule 2(23)	“License Holder” means any firm in favour of which a non-government Economic Zone License has been issued	This is an issue of translation. Appropriate translation should be: “Licensee” means any enterprise in favour of which a private economic zone license has been granted.
13.	Addition of new sub-rule 2(25)	We propose to include this definition due to inclusion of the concept of Phased Development.	(25) “Phase” means each section of the land area of a Private Economic Zone developed by the Licensee under Phased Development.
14.	Addition of new sub-rule 2(26)	We propose to include this definition due to inclusion of the concept of Phased Development.	(26) “Phased Development” means such development of a private economic zone whereby the Licensee divides the total land area of a Private Economic Zone into more than one section and develop each section one after another.

15.	Addition of new sub-rule 2(27)	We propose to include this definition due to inclusion of the concept of Development Completion Certificate.	(27) “Development Completion Certificate” means the certificate issued by the Authority to the Licensee as per rule after completion of development of the Private Economic Zone or completion of development of each Phase in case of Phased Development.
16.	Rule 4(3)	(3) Land in City Corporation, Municipality and Cantonment areas can be selected for establishing Information-Technology related Private Economic Zones only. Comment: This issue has already been addressed in the amendment of Bangladesh Economic Zones Act which was promulgated in 2015. Therefore, as the Act already covers this issue, it may be considered to delete this sub-rule.	(3) Land in City Corporation, Municipality and Cantonment areas can be selected for establishing Information-Technology related Private Economic Zones only.
17.	Rule 6(1)(d)	In order to include the concept of Phased Development, it is proposed to amend the rule 6(1)(d).	“(d) construction plan, Phased Development plan where applicable and time-frame of construction program at the proposed Private Economic Zone; and
18.	Rule 7(1)(d)	In order to include the concept of Phased Development, it is proposed to add a new clause as sub-rule 7(1)(d).	“(d) The master plan must contain the details with appropriate drawing of the Phases of the development of the Private Economic Zone, if the applicant plans to develop the Private Economic Zone through Phased Development;”

19.	Rule 7(2)(c)	In order to include the concept of Phased Development, it is proposed to add a new sub-rule 7(2)(c):	“(c) In the event the applicant is planning to develop the private economic zone through Phased Development, the details of the land use planning and land layout, on-site infrastructural planning for the first Phase must be detailed in the proposed master plan. The detailed planning of the subsequent Phases may be submitted to BEZA on a later date as per the requirement of rule..... .”
20.	Rule 8(4)(h)	In order to include the concept of Phased Development, it is proposed to add a new sub-rule 8(4)(h):	“(h) In the event the Licensee plans to develop the Private Economic Zone through Phased Development, then the Schedules to be provided under sub-rule (f) and (g) above has to be provided for each Phase.”

21.	Addition of Rule 9	In order to include the concept of Phased Development, it is proposed to add a new clause as Rule 9:	<p>“9. Requirements for Phased Development of Private Economic Zone:</p> <p>(1) The applicant may, as part of his application for Pre-Qualification Certificate, include the details of the plan for Phased Development of the Private Economic Zone. However, if the applicant plans to conduct Phased Development of the Private Economic Zone and the details of the Phased Development has not been submitted during the application for Pre-Qualification Certificate, the applicant must submit the details mentioned in sub-rule (2) below at the time of applying for the License.</p> <p>(2) After obtaining the Pre-Qualification Certificate, if the applicant plans to conduct Phased Development of the Private Economic Zone it must submit the following details at the time of applying for the License as per rule:</p> <ul style="list-style-type: none"> i. the details of the land use planning and land layout, on-site infrastructural planning for first Phase; ii. schedule of the chronological work plan including the implementation time frame of the relevant functions of the each phase of the Private Economic Zone;
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			<p>iii. schedule for completion of each phase of the Private Economic Zone.</p> <p>(3) If the Authority decides to issue a License in favour of the applicant, then in the case of Phased Development the License shall contain the following schedules for each Phase:</p> <p>(a) the schedule of approved chronological work plan including time frame of all functions of each Phase of the Private Economic Zone;</p> <p>(b) the schedule for completion of each Phase within the stipulated time frame;</p> <p>(4) The Licensee has to submit the details of the land use planning and land layout, on-site infrastructural planning for the subsequent phases before submitting the application for obtaining the Development Completion Certificate for any phase under rule However, based on an application from the Licensee, the Authority may in exceptional cases, issue the Development Completion Certificate for a phase, without obtaining the land use planning and land layout, on-site infrastructural planning for the subsequent phases.”</p>
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22.	Addition of Rule 10	In order to include the concept of monitoring, it is proposed to add a new clause as Rule 10:	<p>“10. Monitoring</p> <p>(1) The Licensee shall have to follow the schedule and the timeline mentioned in the land use plan, the on-site infrastructural plan and the Phased Development plan submitted by the Licensee.</p> <p>(2) The Authority shall have the power to monitor and inspect the progress of the development of the Private Economic Zone or development of any Phase against the Master Plan, land use plan, the on-site infrastructural plan and the Phased Development plan. The Licensee shall submit a progress report in every 6 (six) months to the Authority to provide update the development of the Private Economic Zone or development of any Phase.</p> <p>(3) In the event the Licensee is unable to meet the timeline or decides to amend the master plan, land use plan, the on-site infrastructural plan or the Phased Development plan, the Licensee must obtain prior approval from the Authority.”</p>
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23.	Addition of Rule 11	In order to include the concept of Development Completion Certificate, it is proposed to add a new clause as Rule 11:	<p>“11. Final Inspection and Development Completion Certificate</p> <p>(1) After completion of the development of the Private Economic Zone or after completion of the development of each Phase for the Phased Development of Private Economic Zone, the Licensee shall submit an application for final inspection by the Authority and obtaining Development Completion Certificate.</p> <p>(2) After receiving the application under sub-rule (1) above, the Authority shall conduct final inspection of the Private Economic Zone or any particular Phase. The Authority may, if necessary, conduct the final inspection along with other relevant licensing authorities such as the Department of Environment and Bangladesh Fire Service and Civil Defense.</p> <p>(3) Once the final inspection is complete, the Authority shall issue the Development Completion Certificate for the Private Economic Zone or for a particular Phase, provided that the Licensee has submitted all the other required licenses such as the Environment Clearance Certificate, Occupancy</p>
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			<p>Certificate and Fire Safety Plan approval of the Private Economic Zone or the particular Phase.</p> <p>(4) Licensee shall not be able to apply and the Authority shall not issue any Construction Permit to the Unit Investors, unless the Development Completion Certificate for the Private Economic Zone or the Phase is issued by the Authority.”</p>
24.	Rule 14	The consequences of revocation of license and subsequent actions does not clearly state the consequence of the agreements between the Licensee and the Unit Investors	To be discussed with BEZA

25.	Rule 19	<p>This rule mainly relates to Repatriation of Fund and the same clause was there in the Policy 2015.</p> <p>Bangladesh Bank has issued a Circular (FE Circular No. 21 dated 11 May 2017) titled Foreign Exchange Transactions by the Enterprises of the Economic Zones in Bangladesh.</p> <p>As there is a specific circular for the Foreign Exchange Transactions by the Enterprises of the Economic Zones, therefore we are of the opinion that this rule 19 may not be needed anymore.</p>	<p>19. Fund Transfer. (1) In accordance with the provisions of Sections 10, 13 of the Act and applicable law, a private economic zone entity or an investor or a foreign worker employed in an institution (subject to payment of tax under applicable law), may be allowed to collect, convertible foreign currency from Private Economic Zone and make conversion and transaction and transfer fund inside and outside Bangladesh as per the decision of the government. Following category of fund will also be included in the transfer process:</p> <p>(A) Repatriation of company capital, provisioning of initial and subsequent capital and conversion of retained earnings into capital;</p> <p>(B) The profits or dividend distribution of the company and any earnings derived from investments in any private economic zone;</p> <p>(C) Payment or transfer of profit under Islamic borrowing rules;</p> <p>(D) License fees, royalties, management fees, technical assistance fees;</p> <p>(E) Wages, salaries, and wages earned by foreign workers employed by investors or organizations in Private Economic Zone;</p> <p>(F) Capital gains derived from any Private Economic Zone;</p>
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			<p>(G) Sale of full or part of investment in Private Economic Zone or repatriation of net proceeds of money due to liquidation;</p> <p>(H) Payments under any foreign contract, principal payments under any foreign loan agreement, payments arising out of any technology transfer agreement and payments to suppliers for the purchase of any foreign goods or services; and</p> <p>(I) Money received from the government as compensation for any misappropriation of private property of an investor in a Private Economic Zone or organization or any money received out of any dispute resolution proceedings.</p> <p>(2) The transfer referred to in sub-rule (1) shall be effective through a financial institution permitted by Bangladesh Bank or a registered commercial bank for conducting banking activities in the private economic zone.</p>
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26.	Rule 20	<p>This Rule refers to the existing rights that are given in constitution, other laws and regulations. Therefore, we may consider deleting the Rule.</p>	<p>20. Protection of Private Property Rights in Private Economic Zone. (1) Subject to the Constitution of Bangladesh and the prevailing law, the legal rights of the original owner or beneficiary of any privately owned property located in a private economic zone shall be guaranteed and all private property rights including intellectual property rights shall be reserved.</p> <p>(2) Obligations relating to eviction and nationalization of private property under customary law and subject to the provisions of section 6 of the Act, the Government or the local government shall not directly or indirectly occupy or nationalize any property rights in general or any investment in private property or economic zone, however, in accordance with the provisions of the Constitution of Bangladesh, applicable law and applicable law on the Acquisition and possession of Immovable Property, 2016, the government may, if it deems necessary in the public interest, nationalize and acquire such property and such laws shall be applicable to compensation for nationalization or acquisition of such land property and any settlement made on the matter.</p>
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27.	Rules 21, 22 and 23	<p>These rules mainly relate to One Stop Service (OSS) Centre and providing services through OSS. The Policy 2015 also contains similar clauses.</p> <p>During 2018, the One Stop Service Act and One Stop Service (Bangladesh Economic Zones Authority) Rules have been promulgated.</p> <p>As there are specific Act and Rules for BEZA OSS, therefore we are of the opinion that these rules 21, 22 and 23 are not needed anymore.</p> <p>Instead of the Rules we propose to include one clause stating that all the enterprises of the Private Economic Zones shall obtain all the relevant services from BEZA OSS.</p>	<p>Instead of Rules 21, 22, 23 the following clause may be added:</p> <p>“All the Enterprises of the Private Economic Zones shall obtain all the relevant services from BEZA OSS as per One Stop Service Act, 2018 and One Stop Service (Bangladesh Economic Zones Authority) Rules, 2018.”</p>
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28.	Chapter Seven	<p>User and User Permit</p> <p>The concept of User and the requirement of obtaining user permit need further clarification.</p> <p>In practice BEZA does not currently issue any user permit to unit investors or any other persons. Rather, an investment clearance/project clearance is being issued to the unit investors.</p> <p>As per Rule 25, all types of entities within an Economic Zone would fall within the definition of User. Other than the unit investors there may be different types of Users. For example, convenience shops, small clinics, restaurants and workshop. Obtaining the user permits may not be feasible for these types of entities as the requirements and conditions for obtaining user permit may not be appropriate for such entities.</p> <p>Further, as per rule 26, the Authority is responsible for issuing the User Permit. However, as the number of Private Economic Zones and their users are increasing day by day it may create an administrative burden on the Authority.</p> <p>As an alternative, the authority of issuing the User Permit can be provided to Licensee and the Authority should be issued a copy of the License. Licensee shall also submit quarterly/half yearly report to the Authority. All the users including the unit investors shall</p>	<p>Based on the discussion with BEZA officials we will submit our proposal in this issue.</p>
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		<p>be required to obtain the User Permit. The Unit investors shall be required to obtain the investment clearance from the Authority separately.</p>	
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29.	Chapter 11- Rule 38 – Environmental Protection	<p>We propose to delete sub rules 38 (2), 38(3) and the explanation under the Rule 38.</p> <p>Sub-rule 1 provides the reference of The Bangladesh Environmental Conservation Act, 1995, Environmental Conservation Rules, 1997, and all applicable international treaties, conventions and agreements ratified by Bangladesh and other applicable laws.</p> <p>Therefore, the additional details provided in sub-rule (2) and (3) may not be necessary and may create further confusion.</p>	<p>38. Environmental Protection. (1) The Licensee – Developer or the Developers and Operators employed by the Licensee and users, shall abide by the provisions of Section 33 of the Act, The Bangladesh Environmental Conservation Act, 1995, Environmental Conservation Rules, 1997, and all applicable international treaties, conventions and agreements ratified by Bangladesh and other applicable laws, and will take all necessary measures to ensure protection of environment, water supply, natural resources and Bio-diversity, waste management and sustainable economic development; and the Authority shall, in coordination with the Ministry of Environment, Forests and Climate Change ensure effective compliance of such measures.</p> <p>(2) For the purpose fulfilling the requirements of sub-rule (1), every private economic zone shall have special provisions and procedures relating to the following matters issued by the Ministry of Environment, Forests and Climate Change under applicable laws or regulations in this regard. Such as:-</p> <p>(A) Make Environmental Impact Assessment;</p> <p>(B) Expedite the process of obtaining environmental clearance;</p>
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			<p>(C) Ensuring discharge from mills within the approved standards by treating waste from factories to protect the quality of air, water and soil in the private economic zone;</p> <p>(D) Perform inspection, monitoring and audit activities and submit regular reports;</p> <p>(E) ensuring environmentally friendly management of hazardous and hazardous wastes and chemicals;</p> <p>(F) to follow the Government's 3R (Reduce, Reuse, Recycle) Strategy for reduction, recycling and recycling of waste; And</p> <p>(G) Enforcement of penalties and fines and taking remedial action.</p> <p>(3) The Authority shall, in coordination with the Ministry of Environment, Forests and Climate Change, by notification in the Official Gazette, in accordance with the provisions of applicable law, encourage the use of green technology in every private economic zone and express specific requirements for infrastructure design in accordance with the standards of the internationally recognized Green Technology and Leadership in Energy and Environment Design Standard (LEEDS) including design of all infrastructure in a private economic zone, such as buildings, roads, bridges, electricity</p>
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			<p>facilities, renewable energy infrastructure, wastewater treatment plants, telecommunications infrastructure, fire safety construction standards, or landscaping and will be applicable for related design, sewerage system, removal of heavy rain water and waste water, water treatment plant facilities, etc.</p> <p>(4) The Authority shall, from time to time, ensure that the circulars, orders, directives and rules issued by the Government regarding the reduction of carbon footprint and use of biofuels are followed in the Private Economic Zones.</p> <p>Explanation: Discussed in this chapter "Leadership and Energy and Environmental Design Standard" means internationally recognized "Green Building Certification System" which increases expertise of Licensee, Developer and Operator in contemporary building design, construction, operation and maintenance standards and also increases expertise in completing construction work according to matrix. For example, energy conservation, optimum use of water, reduction of CO2 emission, modern indoor environmental properties, best use of environmental properties, and sensitivity to environmental properties, etc.</p>
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30.	Additional Point	<p>Repeal of Policy 2015</p> <p>Scope of Private Economic Zone Rules, 2021 matches significantly with Policy 2015 and some of the clauses are identical with Policy 2015. Therefore, it must be ensured that the Policy 2015 is repealed.</p>	
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Material for Investment Promotion

25. Presentation Material for Japan Webinar



BANGLADESH ECONOMIC ZONES AUTHORITY
Your Investment Our Care



WHY Our EZs?

- Adequate**
Land
- Uninterrupted**
Utility Connection
- Incentives**
Fiscal & Non fiscal
- Simplified**
Business Procedure
- Market**
Both domestic & International

BANGLADESH ECONOMIC ZONES AUTHORITY
Your Investment Our Care

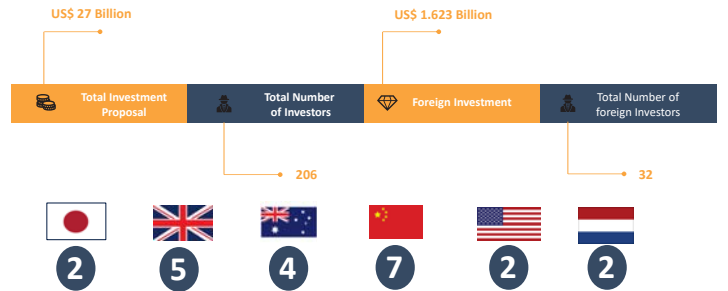
BEZA's MISSION

Sites Approved **97** Zones
Commercial operation **9** Zones
Under Construction **28** Zones

- 100**
Setting up 100 Economic Zones across the country by 2030
- 10M**
Generating direct & indirect employment for 10 million people
- \$40B**
Export / Production to the tune of 40 Billion USD



INVESTMENT IN BEZA



COVID-19 Preparedness

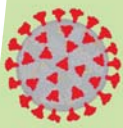
Uninterrupted service even in the pandemic

Social distancing norm duly complied

New incentive proposals is under consideration by the Government



COMPETITIVE INCENTIVES



COVID-19

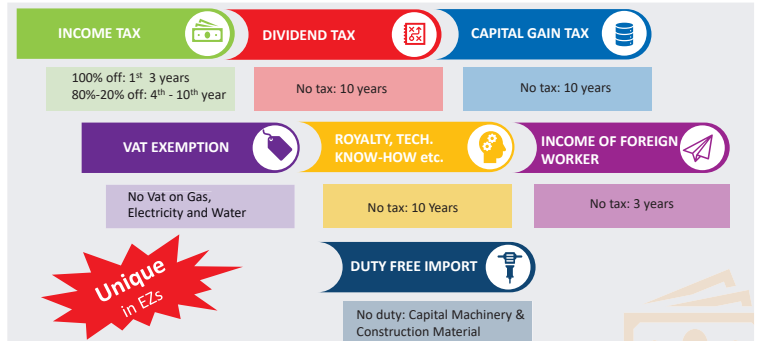
Investment Spree continues

March 2020 - Dec 2020

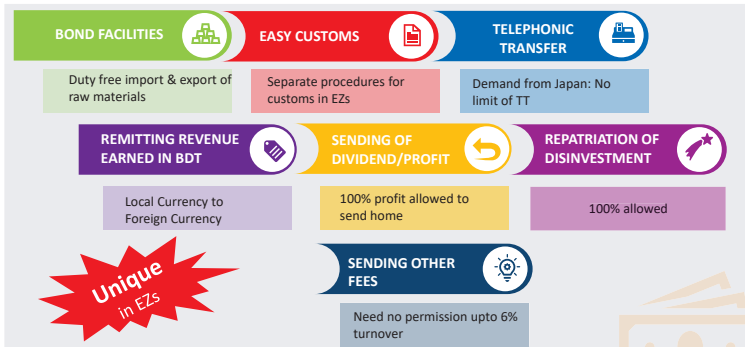
Land Allotment	Total Number of Investor	Size of Plot (Hectare)	Proposed Investment (USD Million)
Land Lease Agreement	22	162.67	1168.834
Letter of Allotment	65	165.04	1563.170
Approved by BEZA Executive Board	19	87.78	522.010
Total	106	415.5	3254.014



FISCAL INCENTIVES



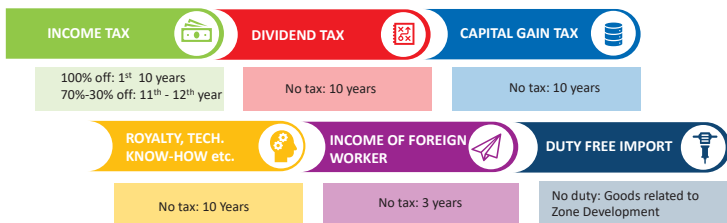
NONFISCAL INCENTIVES



BUSINESS PROCESS SIMPLIFICATION

FISCAL INCENTIVES

Zone Developer



One Stop Service

- Single Window
- Under One Umbrella
- Cost Saving
- Time Saving
- Accountability
- Transparency

Scan this QR Code to Visit our OSS Portal



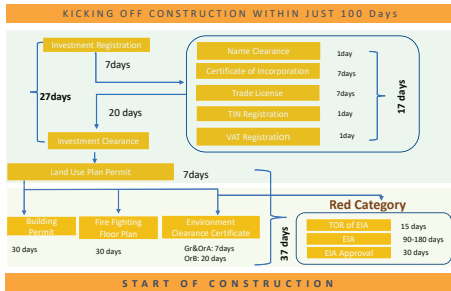
Online One Stop Service Portal
Bangladesh Economic Zones Authority

সংযুক্ত শিক্ত
সকল বাংলাদেশ

User Manual List
View & Download

Integrated online one stop service delivery platform

One Stop Service



One Stop Service

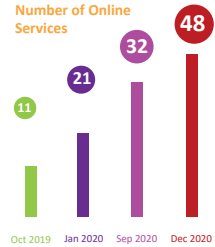
How it works?



ONLINE SERVICE

Service through Online Portal

- No need to be present physically
- Online Payment
- No duplicate submission of Document



One Stop Service

How it works?



ONLINE SERVICE

Service through Online Portal



STIPULATED TIME

Legal obligation to provide timely service



Standard Operating Procedure

Service mapping, required documents, legal basis of the services are made available online



COORDINATION

29 Service Providing Agencies Under one Roof



FOCAL POINT

32 Focal Points of different agencies

One Stop Service

How it works?



ONLINE SERVICE

Service through Online Portal

- No need to be present physically
- Online Payment
- No duplicate submission of Document

Frequent Online Services

Since the inception of BEZA OSS (Oct 2018)

68 Project Clearance

1543 VISA Recommendation

347 Work Permit

8109 Import Permit

1543 Export Permit



ADEQUATE INFRASTRUCTURE

Jamalpur Economic Zone

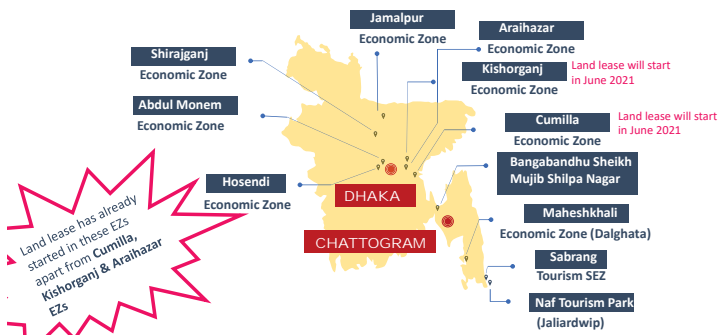


- Best suited for Agro-based industry
- Prospectus Ready

50 Hectare Available for Japanese Investors

Land Filling	Completed	➡
Internal Road Connectivity inside the zones	Completed	➡
Completion of Dyke	Completed	➡
Setting up CETP	Dec 2025	➡
Gas Connection	Available	➡
Electricity Connection	Available	➡
Leasing the Land	Already started	➡
Water Connection	Available	➡

Japanese Investors are cordially invited...



Bangabandhu Sheikh Mujib Shilpa Nagar (1st Phase)



- Adjacent to DHK-CTG Corridor
- This corridor accounts for 60% of the country's GDP
- Only 60 KM Far from Sea Port
- Availability of Expert Labor
- Availability of Gas, Power & Water
- Prospectus Ready

48 Hectare Available for Japanese Investors

Land Filling	June 2021	➡
Internal Road Connectivity inside the zones	Dec 2021	➡
Completion of Dyke	Completed	➡
Setting up CETP	Dec 2023*	➡
Gas Connection	Existing	➡
Electricity Connection	Existing	➡
Leasing the Land	Already Started	➡
Water Connection	Existing	➡

* Individual industries will set up their own ETP. CETP building will be completed by 2023 subject to receiving enough investment proposal

Bangabandhu Sheikh Mujib Shilpa Nagar (2nd Phase)



- Adjacent to DHK-CTG Corridor
- This corridor accounts for 60% of the country's GDP
 - Only 60 KM Far from Sea Port
 - Availability of Expert Labor
 - Availability of Gas, Power & Water
 - Prospectus Ready

100 Hectare Available for Japanese Investors

Land Filling	June 2022*	📅
Internal Road Connectivity inside the zones	Dec 2023**	📅
Completion of Dyke	Completed	👍
Setting up CETP	Dec 2025	📅
Gas Connection	Existing	👍
Electricity Connection	Existing	👍
Leasing the Land	Already Started	👍
Water Connection	Existing	👍

* Subject to receiving enough investment proposal
 ** The skeleton of the road network is already existing. Upon receiving the proposal this will be finished

Shirajganj Economic Zone



- Agro-Based Industry
- Inland container terminal is proposed

40 Hectres available for Japanese

Land Filling	May 2021	📅
Internal Road Connectivity inside the zones	Feb 2023	📅
Completion of Dyke	N/A	📅
Setting up CETP	Feb 2023	📅
Gas Connection	Feb 2023	📅
Electricity Connection	Aug 2022	📅
Leasing the Land	Already started*	👍
Boundary Wall and other infrastructure	Feb 2023	📅
Water Connection	Aug 2022	📅

* Handover will start at Aug 2022.

Cumilla Economic Zone



- Situated in DHK-CTG Economic Corridor
- Being built by Meghna Group of Industries (MGI)
- MGI previously built two other EZs which are now fully occupied by local & foreign Investors

80 Hectare Land Available for Japanese Investor

Land Filling	Completed	👍
Internal Road Connectivity inside the zones	June 2022	📅
Completion of Dyke	Completed	👍
Setting up CETP	In planning stage*	📅
Gas Connection	Dec 2022	📅
Electricity Connection	Already Given	📅
Leasing the Land	15 Mar 2021	📅
Boundary Wall and other infrastructure	Dec 2021	📅
Water Connection	Once any industry established**	👍

* Depending on the type of industries CETP will be built
 ** Once any industry is established they will be provided with water connection from own source

Kishorganj Economic Zone



- Near to River Port

10 Hectares available for Japanese

Land Filling	Feb 2021	📅
Internal Road Connectivity inside the zones	June 2022	📅
Completion of Dyke	N/A	📅
Setting up CETP	Dec 2022	📅
Gas Connection	Dec 2022*	📅
Electricity Connection	Dec 2021*	📅
Leasing the Land	June 2021	📅
Boundary Wall and other infrastructure	June 2021	📅
Water Connection	Existing	👍

* Distribution Line is already there

Bangladesh Special Economic Zone Limited (Araihaazar)

“Japan is going to invest heavily in the Araihaazar special economic zone, which will be the largest investment in Asia.

Japanese Ambassador to Bangladesh
Sep 2020



Sabrang Tourism SEZ



- Close to Cox's Bazar
- 120 KM Long Coast Line
- Prospectus Ready

40 Hectare Available for Japanese Investors

Land Filling	Dec 2021	📅
Internal Road Connectivity inside the zones	Dec 2022*	📅
Completion of Dyke	Completed	👍
Setting up CETP	N/A	
Gas Connection	N/A	
Electricity Connection	Already Given	👍
Leasing the Land	Dec 2021	📅
Boundary Wall and other infrastructure	2022	📅
Water Connection	Already Given	👍

* Subject to receiving enough investment proposal

Abdul Monem Economic Zone



- Situated in main economic corridor
- Honda has already invested in this zones
 - Excellent Connectivity

50 Hectare for Japanese Investors

Land Filling	Dec 2021	📅
Internal Road Connectivity inside the zones	Completed	👍
Completion of Dyke	June 2021	📅
Setting up CETP	Dec 2023	📅
Gas Connection	Dec 2021	📅
Electricity Connection	Already existing	👍
Leasing the Land	Already started	👍
Boundary Wall and other infrastructure	Dec 2021	📅
Water Connection	Already existing	👍

Naf Tourism Park (Jaliardwip)



- Close to Cox's Bazar
- Island based Tourism
- 1 hour proximity to Cox's Bazar Airport
- 9.3 km long cable car from the main land
- Prospectus ready

20 Hectare Available for Japanese Investor

Land Filling	Dec 2021	📅
Internal Road Connectivity inside the zones	As per individual plan**	📅
Completion of Dyke	N/A	
Setting up CETP	N/A	
Gas Connection	N/A	
Electricity Connection	Dec 2021*	📅
Leasing the Land	Dec 2021	📅
Boundary Wall and other infrastructure	As per individual plan**	📅
Water Connection	June 2022*	📅

* Subject to receiving enough investment proposal
** It is a tourism Park. So internal roads & boundary wall are to be built accommodating the investors plan

Hosendi Economic Zone



- 25 KM Away from Capital Dhaka
- 40 KM from Airport
- Close to DHK-CTG Corridor
- On the bank of Meghna River
- Rail, River & Road Connectivity

10 Hectare Available for Japanese Investors

Land Filling	Dec 2021
Internal Road Connectivity inside the zones	June 2022
Completion of Dyke	N/A
Setting up CETP	Dec 2022
Gas Connection	Jan 2022
Electricity Connection	June 2022
Leasing the Land	July 2022
Boundary Wall and other infrastructure	June 2022
Water Connection	June 2022

Contact Us



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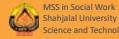
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Maheshkhali Economic Zone (Dalghata)



- Suitable for LPG Terminal, Ship Building & Petroleum
 - Energy Hub of the Country
 - Proposed Deep Sea-Port
 - Prospectus Ready

200 Hectare Available for Japanese Investors

Land Filling	Dec 2021
Internal Road Connectivity inside the zones	Dec 2022
Completion of Dyke	Dec 2022
Setting up CETP	Dec 2022
Gas Connection	Dec 2022
Electricity Connection	Dec 2022
Leasing the Land	Dec 2022
Water Connection	Dec 2022

Record of Capacity Building

**26. Records of Capacity Building for
Enhancing EZ Operation Function**

Workshop, Seminars & Orientation Programs

Training	Workshop on Outline of SEZ Scheme/ Outline of One Stop Service		
Target	BEZA Officials	Date	Jul 25, 2017
Description	The workshop focused on the outline of SEZ Scheme/ One Stop Service of BEZA. The PIC members attended this workshop to share their valuable ideas.		
Training	Workshop on Investment Assessment		
Target	BEZA Officials	Date	2017—Jul 26, Sep 27 2018—Apr 18
Description	To evaluate the investors' investment is a major work for EZ management. This workshop focuses on the assessment of the investment in EZ.		
Training	Workshop on Customs Procedures		
Target	BEZA Officials and NBR Officials	Date	Sep 26, 2017
Description	The customs procedures for the EZ in different countries has been shared and discussed.		
Training	Workshop on Project Management on EZ Development		
Target	BEZA Officials and EZ Developers	Date	Apr 19, 2018
Description	BEZA officials and EZ Developers attended this workshop to know how to manage and operate Projects within the Economic Zones. EZ Developers learn to manage their activities in international standard.		
Training	Meeting on Establishment & Operation of BEZA OSSC		
Target	BEZA Officials (PIC & OSS members)	Date	Oct 2, 2018 Nov 7, 2018
Description	Discussion on the operational activities of the BEZA OSSC and its establishment.		
Training	Seminar on "One Stop Service (OSS) for the Investors in Economic Zones"		
Target	BEZA Officials, Officials from PMO, other ministries and focal points, EZ Developers, Unit Investors etc.	Date	Nov 14, 2018
Description	The seminar focused on the necessity of establishing BEZA OSSC. The concept of BEZA OSSC and further schedule of starting of operation of BEZA OSSC has been shared during the seminar. The stakeholders of the BEZA OSSC have shared their views in the seminar.		
Training	Workshop on One Stop Service (OSS) for the EZ Unit Investors in Economic Zones		
Target	EZ Unit investors	Date	Dec 9, 2018
Description	BEZA Officials and JICA Project Team explained the Standard Operating Procedures (SOPs) to the investors for different services provided by BEZA OSSC. It organized to provide a clear idea to the investors about the services of BEZA OSSC by which they will be benefited.		
Training	Orientation Program of the Focal Points of BEZA OSSC		
Target	Focal points from different ministries	Date	Feb 13, 2019
Description	BEZA officials brief about the legal basis of OSS and the concept of OSS as per OSS rules. Moreover, the concept of OSS portal (online application) has been shared to the focal points. Then, JICA Project Team explained the SOPs for different services to provide a clear view to the focal points from different ministries.		
Training	Orientation Program for BEZA Newly Recruited Officials		
Target	BEZA Officials (Newly appointed Assistant Managers in BEZA)	Date	Jul 10 & 11, 2019
Description	JICA Project Team shared the concept of OSS to the newly recruited Assistant Managers of BEZA. They were explained about the SOPs for different services that will be provided by BEZA OSSC.		
Training	Online Promotional Seminar (Webinar) on Image Building of Investment into Bangladesh		
Target	Unit investors for investing in Bangladesh	Date	Feb 2, 2021
Description	The objective of the webinar was to building an image of Bangladesh as an interesting destination of investment and to build the capacity of BEZA for investment promotion as well.		
Training	Online Technical Seminar on EZ Development and Operation		
Target	BEZA Officials and EZ Developers	Date	Mar 2, 2021
Description	BEZA officials and EZ developers will get the knowledge on the basic workflow of EZ development and operations in the international standards. Even, the participants will share the problems related to the procedures of EZ development and operations with each other so that they simultaneously increase the		

	momentum toward further foreign investment		
Training	Online Technical Seminar on EZ Planning and EZ Design		
Target	BEZA Officials and EZ Developers	Date	Mar 24, 2021
Description	The main purpose of the seminar is to provide knowledge about the EZ Planning and EZ Design which will help the officials (BEZA and private EZs) on their work plan.		
Training	Online Technical Seminar on Construction and EZ Operation & Maintenance		
Target	BEZA Officials and EZ Developers	Date	Sep 30, 2021
Description	This Online Technical Seminar will support the officials of BEZA and Zone Developers to direct any construction inside the EZs. Even, they may increase their knowledge about the EZ operations & maintenance as well from this seminar.		

Intensive Trainings

Training	Intensive training related to Environment (EIA) and (OSS) for newly recruited BEZA Officials		
Target	BEZA Officials (Newly appointed Assistant Managers in BEZA)	Date	Jul 18, 2019 Jul 22, 2019 Jul 24, 2019 Jul 25, 2019
Description	JICA Project Team explained about the environmental impacts and issues relevant to the EZ operations and maintenance. Moreover, the procedures for the environmental certifications for the EZ unit investors has been discussed and the clauses as well.		
Training	Intensive training related to Building Construction for newly recruited BEZA Officials		
Target	BEZA Officials (Newly assigned Assistant Managers in BEZA OSS)	Date	Aug 25, 2019
Description	The necessity of the building construction certifications for an unit investors has been discussed and explained to the Assistant Managers.		
Training	Training on the Importance and Functions of EZ / Overall EZ Concept and Functions for newly recruited BEZA Officials		
Target	BEZA Officials (Newly assigned Assistant Managers in BEZA OSS)	Date	Oct 22, 2019
Description	Mainly, JICA Project team explained the importance and functions of EZ management and EZ Concept as well.		
Training	Horiba U-52 Water Quality Analyzer (Face to Face Training)		
Target	BEZA OSSC officials	Date	Sep 1, Oct 7, 2020
Description	Attended total 4 BEZA staff and DoE focal point. Although the environment division has not been established in BEZA yet, the proper environmental management of EZ is an important function of BEZA. The OSS management staff should acquire the ability to measure the quality of the effluent. In this training, OSS officials learnt the basic monitoring method with using the device.		
Training	Training on the importance of site Inspector during any site inspection (Online Training)		
Target	BEZA Officials (Building Plan Approval Committee)	Date	Sep 16, 2020
Description	JICA Project Team described the importance of site inspection to Building Plan Approval Committee. How the site inspector can conduct the site visit was also one of discussion point.		
Training	Fire Safety related Application Management System (Face to Face Training)		
Target	Focal Point, Representative of Focal Point & FSCD representative for Building Plan Approval Committee	Date	Jan 14, 2020
Description	JICA Project Team explained the offline application procedure and issuance of certificates.		
Training	Training on TRESSA System		
Target	Assistant Manager (OSS & Coordination)	Date	Nov 8, 2021
Description	The objective of the training is to introduce the TRESSA-system to BEZA counterparts and shows the practical work of inputting data into the TRESSA-system.		

OJTs

Training			
Building Construction			
Target	BEZA Officials (Building Plan Approval Committee)	Date	2019—Oct 15, Dec 2, Dec 30 2020—Feb 5, Mar 5, Sep 6, Sep 9, Sep 14, Oct 19, Dec 6, Dec 29 2021—Feb 1, Feb 22, Jun 24, Jun 30, Sep 14, Sep 29, Nov 9, Nov 23, Dec 7
Description	JICA Project Team explained to Building Plan Approval Committee the whole procedures of Building Construction, Fire safety, Electricity and Environment related services as per the approved SOPs (Building Construction, Fire Safety, Electricity & Environment) & BEZA Building Construction Rules 2017.		
Training			
Land use Plan Permit			
Target	BEZA Officials (Land use Plan Approval Committee)	Date	2019—Oct 2, Oct 24, Oct 29, Nov 24 2020—Jan 23, Jan 26, Jan 28, Feb 9, Feb 16, Feb 23, Mar 10, Mar 16, Jun 11, Jun 23, Sep 28
Description	JICA Project Team explained to Land use Plan Approval Committee how to assess the submitted design & drawings as per the approved SOPs (Building Construction, Fire Safety, Electricity & Environment) & BEZA Building Construction Rules 2017.		
Training			
Site visit			
Target	BEZA Officials (Building Plan Approval Committee, Land use Plan Approval Committee)	Date	Oct 17, 2018: AMEZ (Honda Joint Insp) Dec 4, 2018: MIEZ & MEZ (Visit) Oct 23, 2019: MIEZ (Visit) Dec 4, 2019 : Chittagong Port & EPZ (Visit) Dec 5, 2019 : Chittagong Port & EPZ (Visit) Dec 12, 2019: Jamalpur EZ (Visit) Jan 15, 2020: Shreehatta EZ (Visit) Jan 22, 2020: Mirsharai EZ (Joint Insp w/ BUET) Feb 23, 2021: MIEZ, AMEZ (visit) Feb 24, 2021: Mirsharai EZ (visit) Feb 25, 2021: Mirsharai EZ (visit) Mar 3, 2021: MIEZ (Joint Insp) Aug 25, 2021: MIEZ (Joint Insp) Oct 4, 2021: BSEZ (Fire Insp) Oct 18, 2021: BSEZ (Environment Insp) Nov 3, 2021: Mirsharai EZ (visit) Nov 4, 2021: Mirsharai EZ, MIEZ, AMEZ (visit)
Description	Checked and confirmed licenses/approvals, application documents, internal procedures for received documents, and the initial assessment related to Building construction, Fire safety, and Electricity & Environment. Chemical Engineer of BUET examined the progress and process of development before giving a certificate for commercial operation by BEZA. Visually inspected the actual layouts and on-site infrastructure such as road width, fence, set-back, etc., and gave a guidance on the way to inspect.		
Training			
Training on Operation, Maintenance and Management of BEZA IT Equipment & System			
Target	IT officials of BEZA	Date	Nov 15, 2021 to Dec 2, 2021
Description	The training is designed to provide necessary information on the operation, maintenance and management of certain set of servers that JICA Project Team procured.		

Material for Public Relations

27. OSSC Brochure



Partners of BEZA OSS Centre

BEZA OSS Centre extends its sincere appreciation to all the Ministries and Departments who have supported to make its journey possible, especially:

- Registrar of Joint Stock Companies and Firms (RJSCF) of the Ministry of Commerce
- Customs Wing, VAT wing, Income Tax Wing and Customs Bond Commissionerate (CBC) of National Board of Revenue (NBR) of the Ministry of Finance
- Fire Service and Civil Defense (FSCD) of the Ministry of Home Affairs
- Office of the Chief Electric Inspector (OCEI) of the Ministry of Power, Energy and Mineral Resources
- Department of Environment (DoE) of the Ministry of Environment, Forest and Climate Change
- Department of Immigration and Passport (DIP) of the Ministry of Home Affairs
- Office of the Chief Inspector of Boilers (OCIB) of the Ministry of Industries
- Bangladesh Energy Regulatory Commission (BERC) of the Ministry of Power, Energy, and Mineral Resources
- Department of Inspection for Factories and Establishments (DIFE) of the Ministry of Labour and Employment
- Department of Explosives (DoEx) of the Ministry of Power, Energy, and Mineral Resources
- Export Promotion Bureau (EPB) of the Ministry of Commerce




One Stop Service Centre (OSSC)

Bangladesh Economic Zones Authority Prime Minister's Office

Monem Business District (Level-11)
111, Bir Uttam C.R. Dutta Road, Dhaka -1205

Email : info@beza.gov.bd
Website : www.beza.gov.bd

Supported by: 

Disclaimer – The information contained in this Brochure is subject to change without notice.



BANGLADESH ECONOMIC ZONES AUTHORITY



Hassle-Free Business in Economic Zones

One Stop Service Centre
Bangladesh Economic Zones Authority



What is BEZA One Stop Service Centre (OSSC)?

BEZA OSS Centre is a **“Single Window”** that provides EZ Unit Investors a comprehensive business information and licensing services and thus, it reduces cost of doing business and lead time.

It facilitates obtaining all required regulatory permissions, licenses, approvals and no objection certificates (NOC) under **“One Roof”** within stipulated time. BEZA OSS Centre also offers free advisory supports to all the investors facing any issues relating to doing business in Bangladesh.

Legal History of BEZA OSS Centre

The process of enacting a law for One Stop Service was initiated by BEZA in the 2nd Governing Board (GB) meeting held in 2015. Subsequently, through intensive inter-ministerial reviews, GB meetings and diligent scrutiny at the Cabinet Division and National Parliament, **The One Stop Service (OSS) Act, 2018** was enacted on February 12, 2018. BEZA pioneered the formulation of **The One Stop Service (BEZA) Rules, 2018** on October 16, 2018. Upon enacting the Act and formulating the Rules, BEZA now provides various services, benefits and incentives, and issues authorizations and permissions to all the investors.



In 2019, BEZA OSS Centre has successfully commenced its operation, with the enormous support from the relevant Ministries and Departments.

Benefits of BEZA OSS Centre :

- It provides licenses and approvals under 'One Roof'
- It saves time for registrations, licenses, and approvals process
- It helps update the applicants on the progress of their applications
- It secures transparency, predictability, accountability and non-discrimination between the local and foreign investors
- It partners with the relevant Ministries and Departments for activities such as, joint site inspection and desk review



Online Information Services for Investors

BEZA OSS Centre also provides services through an integrated Online Information System to realize smooth, transparent and simplified licenses/approvals process. The number of online services of BEZA will gradually increase in the future.

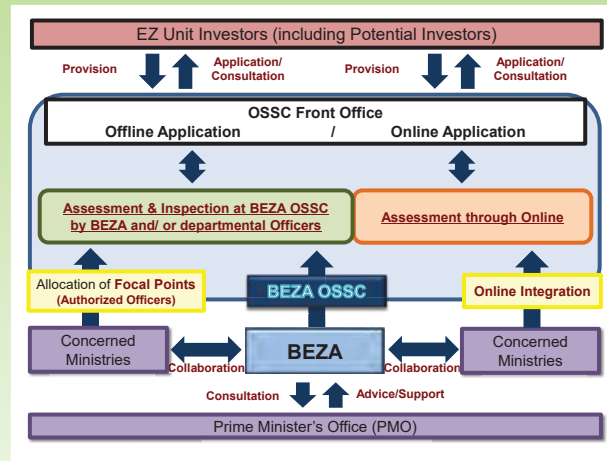
With the integrated Online Information System, BEZA aims to manage the investment related data and information more effectively through its database, on-line tracking and communication system, etc.

Application Process at BEZA OSS Centre :

Upon having consultation and necessary clarifications on investment related issues, the application process takes following steps:

- Submit the application at the Front Desk of BEZA OSS Centre or Online
- Assess the application to ensure administrative and technical compliance
- Arrange site inspection and/or implement inspection as and when required
- Facilitate the approval process and issuance of licenses/approvals
- Provide licenses/approvals at Front Desk of OSS Centre or Online

Outline of BEZA OSS Centre



Services Provided by BEZA OSS Centre

BEZA OSS Centre provides 107 services in total, with enormous support from the relevant Ministries and Departments.

Services offered by BEZA :

- Investment Clearance
- Trade License
- Work Permit
- Building Construction
- Import/ Export Permit
- Commercial Operation, etc.

Services of the Relevant Ministries and Departments facilitated by BEZA OSS Centre :

- Company Registration
- Tax Related Registration
- Visa
- Environmental Clearance
- Fire Safety
- Electricity Connection
- Boiler Installation
- Generator Installation
- Factory License
- License for Explosives
- Customs Clearance
- Certificate of Origin, etc.



28. BEZA Doing Business Brochure



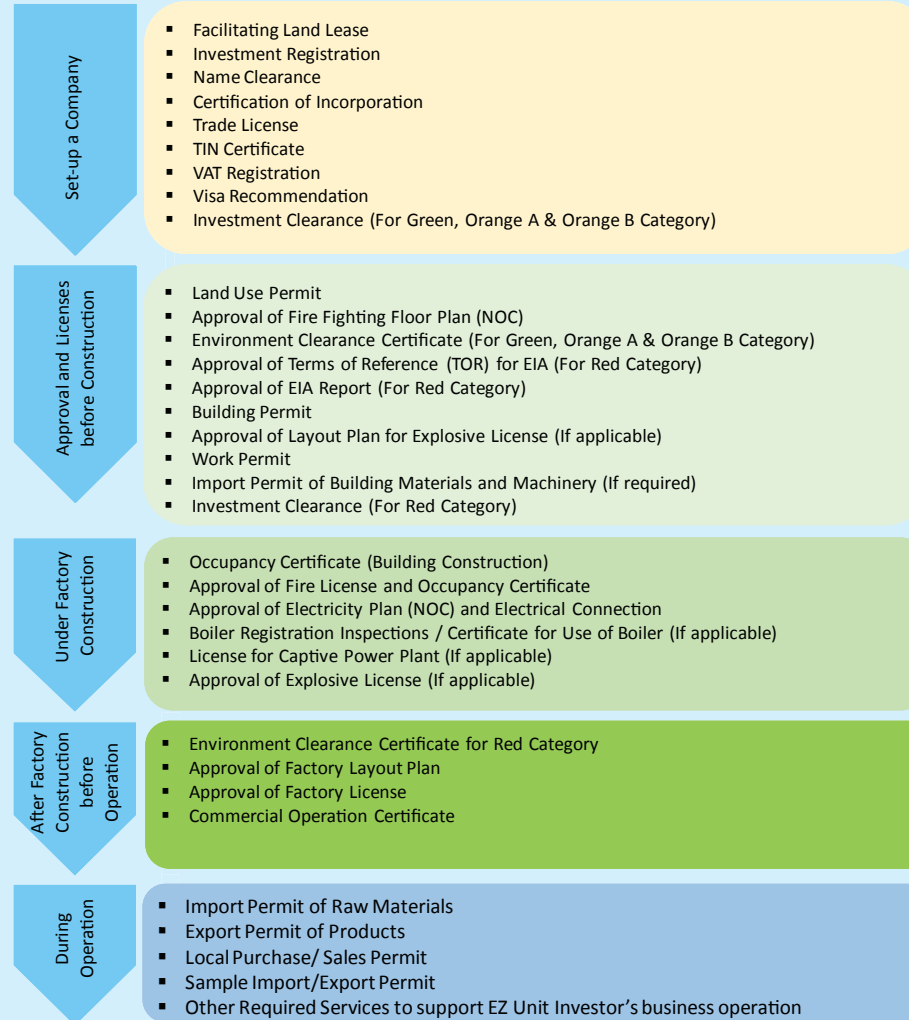
Your Investment... Our Care..

**Bangladesh Economic Zones Authority
Prime Minister's Office**

Monem Business District (Level-12)
111, Bir Uttam C.R. Dutta Road, Dhaka-1205
Email : info@beza.gov.bd
Website : www.beza.gov.bd



Flow Chart of Licensing Requirements for the EZ Unit Investors



*Required timeline to complete process and issue the above license/approval/ permissions, etc. has been stipulated in the OSS Rules 2018.
** Licenses are required to be renewed time to time according to the Rules and Regulations of BEZA and other relevant government agencies.



**“New Horizon of
Doing Business in Bangladesh –
Invest in the Economic Zones”**



**Doing Business
in the Bangladesh Economic Zones**

Legal Regime of Investment in Bangladesh EZs

On 1st April 1980, in order to promote and protect the foreign private investments in Bangladesh, the Foreign Private Investment (Promotion and Protection) Act, 1980 was enacted. It clearly mentions fair and equitable treatment to foreign private investments so that they enjoy full protection and security in Bangladesh.

In 2010, the Government of Bangladesh, with a view to encouraging rapid economic development through expansion and diversification of industry, employment, production and export, enacted “The Bangladesh Economic Zones Act, 2010”. For the purpose of this Act, Bangladesh Economic Zones Authority (BEZA) was established under Prime Minister’s Office on November 9, 2010.

The Act provides legal basis for establishing Economic Zones (EZs), duties and functions, power of the Authority (BEZA) to make rules and regulations including provisions of exemption, incentives and benefits to the investors. The Act has provisions for the establishment of Economic Zones in potential areas including backward and underdeveloped regions of the country. Major activities that BEZA performs are as follows:

- Identification and selection of sites for EZ development
- Acquisition of land for EZs
- Development of off-site infrastructure for EZs
- Establishment of EZs under Public-Private Partnership (PPP), Government to Government (G2G), Private Sector Initiative, etc.
- Provision of One Stop Service for the investors, etc.

Since inception, BEZA formulated different policies, rules and regulations time to time as required to facilitate investments by the local and foreign Unit Investors and the EZ Developers as well.

Incentive Package for the Investors in the EZs

For EZ Developers:

1. Income Tax Exemption on all income***	100% - Up-to 10 th year 70% - 11 th year 30% - 12 th year
2. Import Duty on Import Materials related to EZ development	100% Exemption
3. Registration Fees on registration of land transfer and registration of lease documents between the EZ Developer and EZ Unit investors	100% Exemption
4. Land Development Tax	100% Exemption
5. Stamp Duty on registration of loan documents with Scheduled Banks/ Financial Institutions	100% Exemption
6. Stamp Duty on 1st lease document between the EZ Developer and BEZA	100% Exemption
7. Local Government Tax, Sub-Tax, Rate, Toll and Fees	100% Exemption
8. Immovable Asset Transfer tax	100% Exemption
9. Registration Fees on registration of land transfer	100% Exemption
* Transfer of land by the Owner-Developer for establishing Private EZ	
10. Income Tax at source against registration of land transfer	100% Exemption
* Transfer of land by the Owner-Developer for establishing Private EZ	

For EZ Unit Investors:

1. Income Tax Exemption***	100% - Up-to 3 rd year 80% - 4 th year 70% - 5 th year 60% - 6 th year	50% - 7 th year 40% - 8 th year 30% - 9 th year 20% - 10 th year
2. Import Duty of Capital Machinery and Construction Materials	100% Exemption	
3. Import Duty of Vehicle	100% Exemption	
* One Sedan Car (up-to 2,000cc) and One Microbus/Pick-up Van Double Cabin Pick-up		
4. Import Duty of Raw Materials/Inputs under bond facility	100% Exemption	
5. Income Tax on Salary of Foreign Employee having technical knowledge	50% Exemption for 3 years from date of his/her employment	
* He/She will not be entitled to such exemption after expiry of 5 years from the date of commencement of commercial operation of the company within the EZ		

6. Income Tax on Dividend, Capital Gain from Transfer of Shares, Royalty/ Technical Know-how/ Technical Assistance ***	100% Exemption for 10 years
7. Local Government Tax, Sub-Tax, Rate, Toll and Fees	100% Exemption
8. Land Development Tax	100% Exemption
9. Registration Fees on registration of land transfer between EZ Developer and Unit Investors and on registration of loan documents between the Banks/ Financial Institutions and the Unit Investors in EZ	100% Exemption
10. Stamp Duty on Lease of Land, Building/Space (for BEZA owned EZ)	50% Exemption
11. Value Added Tax (VAT) on Utility Services	100% - Procurement Provider/Supplier 80% - Gas, Water, Electricity Provider
12. 20 % Sale of finished products to Domestic Tariff Area (DTA) by 100 % export oriented industries	-

***Tax Holiday starts from the date of commencement of commercial operation

BEZA One Stop Service (OSS) for Investors

BEZA OSS Centre offers the Unit Investors and EZ Developers a comprehensive business information and licensing services as a “Single Window” and thus, it reduces cost of doing business and lead time.

OSS Centre facilitates obtaining all required regulatory permissions, licenses, approvals and no objection certificates (NOC) under “One Roof” within stipulated time. BEZA OSS Centre also offers free advisory supports to all the investors facing any issues relating to doing business in Bangladesh.



The process of enacting a law for One Stop Service was initiated by BEZA in the 2nd Governing Board (GB) meeting held in 2015. Subsequently, through intensive inter-ministerial reviews, GB meetings and diligent

scrutiny at the Cabinet Division and National Parliament, **The One Stop Service (OSS) Act, 2018** was enacted on February 12, 2018. BEZA pioneered the formulation of **The One Stop Service (BEZA) Rules, 2018** on October 16, 2018. Upon enacting the Act and formulating the Rules, BEZA now provides various services, benefits and incentives, and issue authorizations and permissions to all the Unit Investors and EZ Developers.

In 2019, BEZA OSS Centre has successfully commenced its operation, with the enormous support from the relevant Ministries and Departments.

Standard Operating Procedures (SOPs) for OSS

The Standard Operating Procedures (SOPs) for OSS are written instructions of how to perform a certain activity i.e. process of issuing specific regulatory permission, license, approvals, NOC, etc. and these contain the list of required documents to be submitted by the Unit Investors for receiving the services from OSS Centre. It serves as vital tools to operationalize and communicate policies, rules and regulations related to the investment in the Economic Zones for both EZ Developers and the EZ Unit Investors.



Online Information Services for the Investors

BEZA also provides services through an integrated Online Information System to realize smooth, transparent and simplified licenses/approvals process. The number of online services of BEZA will gradually increase in the future.

With the integrated Online Information System, BEZA aims to manage the investment related data and information more effectively through its database, on-line tracking and communication system, etc.

Activity Photos



OSS Inauguration (October 2019)



OSS Inauguration (October 2019)



Online Service Inauguration



Joint Inspection



Joint Inspection



Service Provide to Developer



Orientation of Focal Point



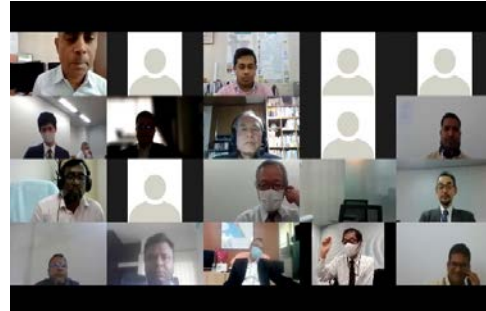
OSS Pre Launching



Meeting JICA Bangladesh



Meeting with JETRO (November 2019)



Online Technical Seminar



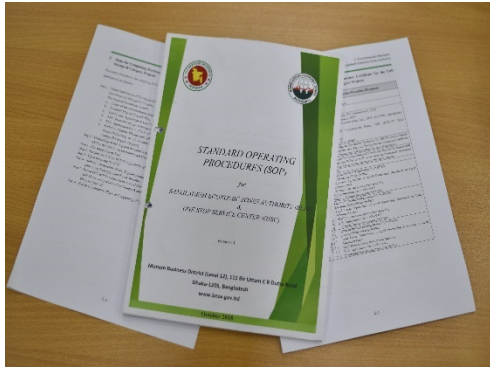
Meeting on OSS Management & Operation



Explanatory Meeting



7th PIC Meeting



SOP



Training on TRESSA System



Traning on Overall EZ Concept



Workshop for Unit Investor



Traning on IT Equipment and Overall System



Online Integration



Training on Environment



Meghna EZ Visit



Matarbari & Moheskhali-3 EZ Visit



BSMSN Visit



BSMSN Visit



BSEZ Visit



Teammets of JPT



Teammets of JPT

