



**F. Standard Operating Procedure  
For  
Visa Recommendation and Issuance of Work Permit  
& Extension of Work Permit**



### ***F. Visa Recommendation and Issuance & Extension of Work Permit***

Foreign nationals who intend to invest in any industrial or commercial venture and/ desire to work in Bangladesh, come to Bangladesh for business purpose or pursuant to any agreement between Government of Bangladesh and any development partner organization and family members of such foreign nationals are required to obtain visa according to their purpose of visit. In addition, Work Permit is also mandatory for the foreign national to be granted employment by his/her Employer in Bangladesh or who wants to work in Bangladesh as an investor.

The general process for obtaining Work Permit can be described as follows:

1. Once the investor's company is incorporated or Investment Registration/ Clearance is done, the investor can apply "PI", "E" or "E1" types of Visa depending on the type of involvement of the individual. Upon receiving Application Form and required supporting documents thorough the website, BEZA shall issue VISA Recommendation Letter, which will be forwarded to the respective Bangladeshi Embassy of the expatriates' home countries. The Embassy will issue the required Visa.
2. Within 15 (fifteen) days from the date of arrival of the expatriate with "E" or "PI" or "E1" Visa, an application for Work Permit has to be submitted to BEZA OSSC together with required supporting documents. Upon receiving all the required documents and checking eligibility of the expatriate, BEZA shall issue Work Permit.
3. After obtaining Work Permit, the investor shall apply immediately for the Security Clearance to Security Services Division, Ministry of Home Affairs to issue a NOC of Security Clearance (upon submission of Security Clearance Report by NSI and SB). This Report will be used for the extension of both VISA and Work Permit.
4. Before expiry of the Visa, the investor shall apply for the extension of the Visa to the Department of Immigration and Passport (DIP) with a Letter of Recommendation from BEZA OSSC through online. The DIP upon receiving the Letter of Recommendation, Security Clearance/Police Verification Report and the Work Permit can extend the Visa until the validity of the work permit.
5. Before expiry of the Work Permit, the investor shall apply for extension of the Work Permit to BEZA OSSC together with supporting documents. Upon receiving all the required documents and checking eligibility of the expatriates, BEZA shall extend Work Permit. (Work Permit can be extended up-to a maximum of 4 years for expatriate employees).

## 1. Visa Recommendation by BEZA

Required Documents	Documents	A3 Visa	B Visa	E Visa	E1 Visa	PI Visa	FA3/ FPI/ FE Visa
	1. Photographs of the expatriate(s) (as part of the application form);	✓	✓	✓	✓	✓	✓
	2. Copy of passport of the Expatriate/Investor/ Employee with at least 6 months' validity (Whole of the used part)	✓	✓	✓	✓	✓	✓
	3. Statement of stating the reasons for arrival in Bangladesh <sup>2</sup>	✓	✓	X	✓	✓	X
	4. Appointment Letter/transfer order/service contract or agreement for expatriate (for E Visa) /Contract document (for A3 Visa)	✓	X	✓	X	X	X
	5. Certificate of all academic qualification & professional experience of the expatriate (as part of the application form);	X	X	✓	X	X	X
	6. Newspaper (1 National, 1 local) clipping showing advertisement made for recruitment of local personal prior to appointment of the expatriate(s)	X	X	✓	X	X	X
	7. Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment. (Latest Copy)	X	X	✓	X	X	X
	8. Relevant supporting documents that the person is the spouse or other dependent family member of a "FA3" or "FPI" or "FE" visa holder	X	X	X	X	X	✓

	9. Memorandum and Article of Association	X	X	X	X	✓	X
	<p><i>Note 1: Document's must be submitted by an authorized person of the organization including the letter of authorization.</i></p> <p><i>Note 2: The duration of staying in Bangladesh for PI &amp; E1 visa and number of entries for PI visa in Bangladesh shall be mentioned in the statement by the Applicant</i></p>						
Actual Procedures	<ol style="list-style-type: none"> <li>1. Applicant completes the online Application Form through BEZA OSSC and provides the documents</li> <li>2. BEZA OSSC processes the Application</li> <li>3. BEZA OSSC issues the letter of recommendation for visa</li> </ol>						
Required Processing Time	2 Working days						
Application Fee	BDT: 500/-						
Remarks	None						

## 2. Work Permit Issuance Process by BEZA

Required Documents	<ol style="list-style-type: none"> <li>1. Filled-in Application Form (online)</li> <li>2. 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.</li> <li>3. Photographs of the expatriate</li> <li>4. Attested Appointment Letter stating the basic salary in US Dollars/transfer order/service contract or agreement for the expatriate,</li> <li>5. Attested Certificate of all academic qualification and professional experience,</li> <li>6. Paper clipping showing advertisement made for recruitment of local personal,</li> <li>7. Statement of manpower containing the list of local and expatriate employees along with their designation, salary break-up, nationality and date of first appointment.</li> <li>8. Up-to-date Income tax clearance certificate</li> </ol>
Actual Procedures	- Application for Work Permit must be submitted to BEZA OSSC within 15 (fifteen) days from the date of arrival of the expatriate

	<ul style="list-style-type: none"> <li>- The applicant submits the application online along with the above supporting documents<sup>1</sup></li> <li>- Examination of the application in the BEZA OSSC</li> <li>- Placing the application in the monthly Work Permit Standing Committee for decision</li> <li>- Work Permit Standing Committee approves the application for work permit</li> <li>- Applicant obtains the work permit through OSSC portal</li> </ul>
Required Processing Time	9 working days
Application Fee	BDT 5000
Remarks	<p>Expatriate with PI type visa will require work permit if he works for the organization or entity, he has invested in.</p> <p>Initial Work permit shall be provided for 1 year and may be extended for 4 years</p>

### 3. Extension of Work Permit Issuance Process by BEZA

Required Documents	<ul style="list-style-type: none"> <li>• Filled-in Work Permit extension Application Form</li> <li>• Copy of Passport with A3-Type of visa, E-Type visa for employees/PI-type visa for Investors with at least 3 month's validity of visa and 1 year validity of the passport;</li> <li>• Income tax clearance certificate for the last year from the concerned tax authority.</li> <li>• Security Clearance Report from Special Branch (SB) and NSI</li> <li>• Receipt for payment of fees to BEZA</li> </ul>
Actual Procedures	<ul style="list-style-type: none"> <li>- Application for extension of Work Permit must be submitted to BEZA OSSC at least 3 months before expiry within 15 (fifteen) days from the date of arrival of the expatriate</li> <li>- The applicant submits the application online along with the above supporting documents</li> <li>- Examination of the application in the BEZA OSSC</li> </ul>

<sup>1</sup> **NOTE:** BEZA OSS system may track back certain documents obtained earlier as part of the Visa Recommendation process in order to avoid duplication of documents and these are as follows:

- a. Photographs of the expatriate
- b. Copy of passport,
- c. Appointment Letter/transfer order/service contract or agreement for the expatriate,
- d. Certificate of all academic qualification & professional experience,
- e. Paper clipping showing advertisement made for recruitment of local personal,
- f. Statement of manpower showing list of local and expatriate personal employed with designation, salary break-up, nationality and date of first appointment,
- g. Up-to-date Income tax clearance certificate),

	<ul style="list-style-type: none"><li>- Placing the application in the monthly Work Permit Standing Committee for decision</li><li>- Work Permit Standing Committee approves the application for work permit</li><li>- Applicant obtains the work permit through OSS portal</li></ul>
Required Processing Time	9 working days.
Application Fee	<u>BDT 5000 for each year. BDT 20,000 if the extension is required for 4 years</u>
Remarks	None

**List of Forms**

<b>Form No.</b>	<b>Name</b>
FORM-VW-01	Application for Visa Recommendation
FORM-VW-2	Application for Work Permit



BEZA::Bangladesh Economic Zones Authority  
Application for Visa Recommendation

Application for Visa Recommendation			
Tracking no. :	Date of Submission: 24.01.2017	Current Status : Draft	Current Desk : Applicant
Basic Information			
Type of Visa Required for the Incumbent Foreign Nationals:	N/A		
Bangladesh mission in abroad where recommendation letter to be sent:			
Country :	N/A	Embassy / High Commission :	N/A
Project Clearance Approval Number :	N/A		
Particulars of Sponsors / Employers			
1. Name of the Applicant / Applying Firm or Company :	N/A	Profile Picture :	
Name of Economic Zone :	N/A		
2. Full Address of Registered Head Office of Applicant / Applying Firm or Company :			
Country :	N/A	Division :	Dhaka
District :	Dhaka	Address Line 1 :	N/A
Address Line 2 :	N/A	Post Code :	N/A
Phone No :	N/A	Fax No :	N/A
Email :	N/A	Website :	N/A
Authorized Information			
3. Name of the Correspondent Applicant Name :			
Nationality :	N/A	Passport :	N/A
4. Correspondent Address & Contact Details :			
Country :	Bangladesh	State :	N/A
Province :	N/A	Address Line 1 :	
Address Line 2 :		Post Code :	
Phone No :		Fax No :	
Email :		Website :	N/A
Particulars of Foreign Incumbent			
Name of the foreign national :	N/A		
Nationality :	N/A	Gender :	
Passport No :	N/A	Expiry Date :	N/A
Place of Issue :	N/A	Date of Issue :	N/A
Permanent Address			
Country :	N/A	State :	N/A
Province :	N/A	Address Line 1 :	N/A
Address Line 2 :	N/A	Post Code :	N/A
Phone No :	N/A	Fax No :	N/A



Email :	N/A	Date of Birth :	N/A
Marital Status :			
Academic Qualification (please attach certificates) :			
Highest Degree	College / University	Result	Certificate (upload max file size 3 MB)
N/A	N/A	N/A	N/A

### Compensation and Benefit

Salary Structure	Payable Locally		
	Payment	Amount	Currency
a. Basic Salary / Honorarium :	Monthly	N/A	USD
b. Overseas Allowance :	Monthly	N/A	USD
c. House Rent :	Monthly	N/A	USD
d. Conveyance :	Monthly	N/A	USD
e. Medical Allowance :	Monthly	N/A	USD
f. Entertainment Allowance :	Monthly	N/A	USD
g. Annual Bonus :	Monthly	N/A	USD
h. Other fringe benefits (if any) :	N/A		Maximum 120 characters
i. Any particular comments or remarks :	N/A		Maximum 120 characters

Manpower of the office								
Local (a)			Foreign (b)			Grand Total	Ratio	
Executive	Supporting Staff	Total	Executive	Supporting Staff	Total	(a+b)	Local	Foreign
N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.000	0.000

Required Documents for attachment		
No.	Required Attachments	Attached PDF file
1	Copy of Flight Schedule / Itinerary / Air Ticket	N/A
2	Copy of passport (Full set) of the Expatriate (Whole of the used part)	N/A
3	Others	N/A



BEZA::Bangladesh Economic Zones Authority  
Application for Work Permit

Application for Work Permit			
Tracking no. :	Date of Submission: 24.01.2017	Current Status : Draft	Current Desk : Applicant
Basic Information			
Please provide Visa Recommendation Reference Number	N/A		
Type of Visa obtained for the Foreign Nationals	N/A		
Work Permit Type	New		
Particulars of Sponsors / Employers			
1. Name of the Applicant / Applying Firm or Company		Name of the Applicant	
Name of Economic Zone			
Full Address of Registered Head Office of Applicant / Applying Firm or Company			
Country	Select One	Division	Dhaka
District	Dhaka	Address Line 1	N/A
Address Line 2	N/A	Post Code	N/A
Phone No	N/A	Fax No	N/A
Email	N/A	Website	N/A
Authorized Information			
3. Name of the Correspondent Applicant Name			
Nationality	Bangladeshi	Passport	N/A
4. Correspondent Address & Contact Details			
Country	Select One	State	N/A
Province	N/A	Address Line 1	
Address Line 2		Post Code	
Phone No		Fax No	
Email		Website	N/A
Particulars of Foreign Incumbent			
Name of the foreign national	N/A	Nationality	N/A
Gender	Male		
Passport No	N/A	Expiry Date	N/A
Place of Issue	N/A	Date of Issue	N/A
Permanent Address			
Country	Select One	State	N/A
Province	N/A	Address Line 1	N/A
Address Line 2	N/A	Post Code	N/A
Phone No	N/A	Fax No	N/A
Email	N/A		
Date of Birth	N/A	Marital Status	

Academic Qualification (please attach certificates)								
Highest Degree	College / University	Result	Certificate (upload max file size 3 MB)					
N/A	N/A	N/A						
<b>Employment Information</b>								
Name of the post employed for (Designation)		N/A	Date of arrival in Bangladesh		N/A			
Period of Employment								
Desired effective date		N/A	End Date		N/A			
Desired duration		N/A	Brief job description		N/A			
Whether the post has been advertised in Bangladesh (please attach copy of online advertisement) :								
Justification for employment of foreign national			N/A					
<b>Compensation and Benefit</b>								
Salary Structure		Payable Locally			Payable Abroad			
		Payment	Amount	Currency	Amount	Currency		
a. Basic Salary / Honorarium		Monthly	N/A	USD	N/A	USD		
b. Overseas Allowance		Monthly	N/A	USD	N/A	USD		
c. House Rent		Monthly	N/A	USD	N/A	USD		
d. Conveyance		Monthly	N/A	USD	N/A	USD		
e. Medical Allowance		Monthly	N/A	USD	N/A	USD		
f. Entertainment Allowance		Monthly	N/A	USD	N/A	USD		
g. Annual Bonus		Monthly	N/A	USD	N/A	USD		
h. Other fringe benefits (if any)		N/A			Maximum 120 characters			
i. Any particular comments or remarks		N/A			Maximum 120 characters			
<b>Manpower of the office</b>								
Local (a)			Foreign (b)			Grand Total	Ratio	
Executive	Supporting Staff	Total	Executive	Supporting Staff	Total	(a+b)	Local	Foreign
0	0	0	0	0	0	0	0.000	0.000
<b>Required Documents for attachment</b>								
No.	Required Attachment	Attached PDF file						
1	Copy of Flight Schedule / Itinerary / Air Ticket							
2	Copy of passport (Full set) of the Expatriate (Whole of the used part)							
3	test							
4	test							
5	test 2							