



**I. Standard Operating Procedure
For
Factory Operation (Commercial Operation)**



I. Factory Operation

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 Factory License and Environmental Clearance Certificate before applying to BEZA-OSSC for the Permission of Commencing Commercial Operation.

1. Procedures of Commercial Operation Certificate

| | |
|--------------------------|--|
| Required Documents | <ul style="list-style-type: none"> • Application in Company Letterhead stating Investment Clearance number along with below documents: <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) • Others (if applicable) |
| Actual Procedures | <ol style="list-style-type: none"> 1. The Applicant applies to BEZA-OSSC in letter head pad stating the tentative date of starting commercial operation along with required documents. 2. BEZA-OSSC reviews the documents and informs the Applicant about the inspection date. 3. The Technical Team from BEZA conducts inspection on the pre-scheduled date at the project site and observes various issues. 4. The Technical Team prepares the Inspection Report and submits to the Executive Chairman/Executive Member 5. If the Inspection Report is satisfactory then the Investment Promotion section issues a Certificate of Commercial Operation. 6. Finally BEZA-OSSC handovers the Certificate to the Applicant |
| Required Processing Time | 7 days |
| Application Fee | To be confirmed |
| Remarks | |

Application for Commencing Commercial Operation (Sample Form)

-Company Letterhead-

Date:.....

Ref:.....

To
The Executive Chairman
Bangladesh Economic Zones Authority, Prime Minister's Office
Monem Business District 111, Bir Uttam C.R. Dutta Road
Karwanbazar, Dhaka-1205

Subject: Request to Issue Permission of Starting Commercial Operation

Dear Sir,

We are pleased to inform you that our Company has successfully completed all kinds of preparatory works to start Commercial Operation and applies for the Permission of Commencing Commercial Operation.

1. Name of Company:
2. Name of the EZ:
3. Expected Date of Commencing Commercial Operation (dd/mm/yyyy):
4. Information Licenses/Approvals obtained

| License/Approval/Permit | Issue Number and Issue Date (dd/mm/yyyy) |
|---|--|
| Investment Clearance Certificate | |
| Building Permit | |
| Occupancy Certificate for Building | |
| Environmental Clearance Certificate | |
| Fire Safety License | |
| Factory License | |
| Electricity Connection Certificate | |
| Boiler Registration Certificate (if applicable) | |
| Bond License (if applicable) | |
| Others (if applicable) | |

Thanking you for your support and cooperation in this matter.

Sincerely yours,
For (.....Name of the Company)

Signature

Name:
Designation:

Permission of Starting Commercial Operation (Sample)

People's Republic of Bangladesh
Bangladesh Economic Zones Authority
Prime Minister's Office
Monem Business District
111, Bir Uttom C.R. Dutta Road, Dhaka-1205
www.beza.gov.bd

Letter no: xxx

Date : xxx Bangla
xxx Eng.

Permission of Commencing Commercial Operation

We are pleased to issue the Permission of Commencing Commercial Operation to (.....Name of the Company”) having Investment Clearance no. (...xxx) situated at (...Name of the EZ) from the date of issuing this letter.

(Name of the Official)

General Manager (Investment Promotion)

Tel.:.....