

Bangladesh Export Processing Zones Authority (BEPZA)
BEPZA Complex, House-19/D, Road-6, Dhanmondi, Dhaka-1205, Bangladesh.

Citizen Charter of Investment Promotion Department (Investment Promotion, Enterprise Services & Public Relations) of Executive Office, BEPZA, Dhaka.

Sl. No	Name of Service	Required Documents	Place of Getting Required Documents	Fee/Charge	Required Time for disposal (Hour/Day/ Month)	Designated Officer (Name, Designation, Phone & E-mail)	Name of Appellate Officer (Name, Designation, Phone & E-mail)
1	Issuance of Project Sanction Letter & Allotment of Plot/SFB	1. Letter addressed to the Executive Chairman. 2. Filled in Project Proposal for investment in EPZ 3. Pro-forma invoice of machinery and equipments to be imported. 4. Bank solvency certificates of the Shareholder Directors. 5. Copy of Money Receipt. 6. Memorandum & Articles of Association alongwith Certificate of Incorporation duly certified by the RJSC 7. Joint Venture Agreement (If applicable) 8. Copy of Passport of Shareholder Directors 9. Recent Photograph of Shareholder Directors 10. Deceleration of the re-location of machinery (if applicable)	Prescribed Project Proposal Form available in Public Relation (PR) department of BEPZA Executive Office	BDT. 3000/- for Prescribed Project Proposal Form. Payment to be made in the Accounts Department of Executive office, BEPZA , Dhaka.	05 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
2	Execution of Agreement for plot & SFB	1. Original copy of Treasury Chalan (In case of land lease agreement as stamp duty) 2. Valid documents against the payment of Security Deposit 3. BEPZA Registration Fee in case of new industry	Payment to be made through Bank: Account information: Name of beneficiary: Bangladesh Export Processing Zones Authority (BEPZA) STD Account No: 2805000002 Name of the Bank: Commercial Bank of Ceylon Ltd. Dhaka, Bangladesh	As per Allotment Letter	02 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org

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			Swift Code: CCEYBDDH Chalan code no. 1/1101/0020/1311				
3	Project Revision	1. Application for revision 2. Revised Project Proposal along with Manufacturing Process 3. Pro-forma invoice of new machineries. 4. Dues clearance certificate from concerned Zone	Prescribed Project Proposal Form available in Public Relation (PR) department of BEPZA Executive Office	BDT. 3000/- for Prescribed Project Proposal Form. Payment to be made in the Accounts Department of Executive office, BEPZA , Dhaka.	04 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
4	NOC for share transfer	1. Application for NOC 2. Board Resolution of the company with signature of all share holder directors; 3. Dues clearance certificate from concerned Zone	--	N/A	04 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
5	Acknowledgment for share transfer	1. Application for Acknowledgement 2. Form-117 3. Schedule-X 4. Form-XII 5. Bank Solvency & photo copy of passport of new share holder 6. Dues clearance certificate from concerned Zone 7. Form XV, Form IV (if require)	--	N/A	04 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
6	NOC for selling the factory Building and other assets of the company	1. Application for Selling factory building and other assets of the company; 2. Board resolution of the company with signature of all share holder directors 3. Vendors Agreement 4. Dues clearance certificate from the concerned Zone	--	N/A	05 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org

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7	Acknowledgment for selling the factory building and other assets of the company	1. Application for acknowledgment 2. Dues clearance certificate from concerned Zone. 3. IR clearance certificate from the IR Department of concerned Zone. 4. NOC from Customs Authority 5. NOC from Bank 6. Other documents as per NOC.	--	N/A	05 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
8	Extension of lease period of the Lease Agreement	1. Application 2. Dues clearance certificate from concerned Zone.	--	N/A	04 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
9	Recommendation letter for setting up of OBU	1. Application 2. Performa for permission for operating Offshore Banking Unit (OBU) * 3. Certified copy of Memorandum & Articles of Association * 4. Annual report for the last 03 years* 5. Organizational chart of the proposed OBU* 6. Assurance from the Head-office indicating* that proposed OBU will maintain a sound liquidity position at all times. * [*02 copies]	--	US\$5000 (After getting approval from Bangladesh Bank)	05 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
10	Inclusion of new products/ raw materials in the existing product/ raw materials list	1. Application 2. List of new products/ raw materials 3. Manufacturing process 4. Dues Clearance Certificate from concerned zone	--	N/A	04 working days	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org

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11	Allotment of additional Land/ Piece of Land/ New plot(s)	1. Application 2. Sketch	N/A	N/A	05 working days for disposal	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
12	Providing information to the existing and prospective Investor (s)	Application/ Email	N/A	N/A	Same day	Mr. Md. Ahsan Kabir General Manager (Invest Promotion) Contact ph no: 02-9613461 Email: gm-ip@bepza.org	Mr. Sayed Nurul Islam. Member (Investment Promotion) Phone- 02-9675489 E-Mail: member-ip@bepza.org
13	Providing information of BEPZA desired by mass media and upload recent activities in the website.	N/A	--	N/A	3 DAYS	Nazma Binte Alamgir General Manager (Public Relations) Phone : 02-9614332 Cell: 01713-016418 E-mail: gmpr_bepza@yahoo.com	Sayed Nurul Islam Member (Investment Promotion) Phone: 02-9675489 E-mail: member-ip@bepza.org
14	Providing brochure, bulletin, video documentary and photographs to journalists, investors, different seminar/workshops and missions in home & abroad.	N/A	--	N/A	3 DAYS	Nazma Binte Alamgir General Manager (Public Relations) Phone : 02-9614332 Cell: 01713-016418 E-mail: gmpr_bepza@yahoo.com	Sayed Nurul Islam Member (Investment Promotion) Phone: 02-9675489 E-mail: member-ip@bepza.org
15	Providing Project Proposal Form to investors.	Money receipt	Accounts Department of Executive office, BEPZA , Dhaka..	BDT. 3000/- for Prescribed Project Proposal Form.	Instant	Nazma Binte Alamgir General Manager (Public Relations)	Sayed Nurul Islam Member (Investment Promotion)

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				Payment to be made in the Accounts Department of Executive office, BEPZA , Dhaka..		Phone : 02-9614332 Cell: 01713-016418 E-mail: gmpr_bepza@yahoo.com	Phone: 02-9675489 E-mail: member-ip@bepza.org
16	Sending advertisement bills to the accounts department after processing.	-	Accounts department	N/A	07 (seven) working days	Nazma Binte Alamgir General Manager (Public Relations) Phone : 02-9614332 Cell: 01713-016418 E-mail: gmpr_bepza@yahoo.com	Sayed Nurul Islam Member (Investment Promotion) Phone: 02-9675489 E-mail: member-ip@bepza.org
17	Permission for export on CM/CMP/ CMT basis	Application along with Manufacturing Agreement on non-judicial stamp of TK300 , dues clearance certificate from concerned zone	Concerned Zone	N/A	07 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
18	Bond to bond transfer (inter zone) of machinery and materials	Application along with import documents of the machinery/ materials, agreement on non-judicial stamp of TK300 and dues clearance certificate from concerned zone.	Concerned Zone	N/A	05 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
19	Issuance of NOC for creation of 2nd charge on assets and properties	Application with loan sanction letter issued from Bank, NOC from concerned Banks in case of pari pasu and necessary papers as per the office order no.03.307.006.00.00.068. 2012-51 dated 14.01.2013 of BEPZA and dues clearance certificate from concerned zone	Concerned Zone	N/A	07 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
20	NOC for foreign/external borrowing	Application through concerned lien Bank with Undertaking on Non Judicial stamp of TK. 300, necessary paper as per Circular Letter no.03 dated 06.05.2014 of Bangladesh Bank and dues clearance certificate from concerned zone	Lien Bank of the enterprise	N/A	07 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org

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21	Issuance of permission for importation of old/used capital machinery in special case (basic and sophisticated machinery)	Application along with invoice of the machinery and certificate on residual life of machinery from internationally recognized surveyor company and dues clearance certificate from concerned zone	Concerned zone	N/A	05 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
22	Permission for taking of machine as loan basis (inter zone)	Application along with invoice of the machinery and agreement of both parties worth Tk. 300 and BEPZA dues payment certificate from concerned zone	Concerned zone	N/A	05 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
23	Ship back permission of Machinery	Application along with all import documents including import permit, invoice, bill of entry and BEPZA dues clearance certificate from concerned zone	Concerned zone	N/A	07 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
24	Prior permission for importation of duty free vehicle	Application along with invoice/ indent and BEPZA dues clearance certificate from concerned zone	Concerned zone as per SRO no. 101-Law/ 2010 /2280/Customs & Vat dated 04.04.2010	N/A	07 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
25	Issuance of Sub-Contract permission in Special case	Application along with sub-contract agreement on non-judicial stamp of TK. 300 BEPZA dues clearance doc through concerned zone office	Concerned zone	N/A	03 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
26	Recommendation letter for issuance of different types of Visa	Application of the enterprise through zone office along with appointment letter, relevant pages of Passport, education and experience certificate as per paper advertisement. and copy of paper advertisement	Concerned zone	N/A	01 Day	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org

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27	Work permit Issuance	Application of the enterprise through Concern Zone with 7 (seven) sets of filled in prescribed form of WP, Appointment letter, Relevant pages of Passport, Paper Advertisement, money receipt of deposited fee for Work Permit	Concerned zone	TK2,500/yr	Within 07 days after work permit standing committee meeting in every month	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
28	Recommendation letter for Security Clearance to Ministry of Home	After approval of the work permit standing committee meeting	Concerned zone	N/A	Within 10 days after work permit meeting in every month	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
29	Recommendation letter for extension of visa	Application through concerned zone office with work permit copy, Relevant pages of Passport and TIN certificate.	Concerned zone	N/A	01 Day	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
30	Renewal of Work Permit	Application of the enterprise through Concern Zone along with original work permit, relevant pages of passport, Income tax paid certificate, security clearance and documents of work permit renewal fees	Concerned zone	Tk.2,500/yr	Within 07 days after work permit meeting in every month	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
31	Cancellation of Work Permit	Application from the enterprise through Concern Zone along with original work permit, Income tax paid certificate, ID card, departure documents	Concerned zone	N/A	05 Days	Md. Nurul Haque, GM , Phone: 29665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
32	Approval of WWA Constitution	Application along with 3 copies of Constitution of WWA forwarded by concerned zone office	Concerned zone	N/A	05 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
33	Workers' Welfare Association Registration &	Application from the Convenor of WWA for registration & issuance of certificate through concerned Zone	Concerned zone	N/A	10 Days	Md. Nurul Haque, GM (ES), Phone: 029665517	Sayed Nurul Islam, Member (IP), 029675489

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	issuance of certificate					Email: gm-es@bepza.org	Email: member-ip@bepza.org
34	Approval of WWA Committee	Application for approval of WWA Committee through concerned Zone	Concerned zone	N/A	05 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
35	Enlistment of vendors & issuance of enlistment certificate	Submission of application with undertaking on Non Judicial Stamp worth TK.300, copy of VAT, Trade license, TIN , National ID card and experience certificate (if any)	Concerned zone	Tk. 50,000 as security money	As per advertisement published in the news paper in every financial year	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
36	Renewal of Enlistment Certificate	Application for renewal of enlistment with renewal fees	Concerned zone	Tk. 2500 Renewal fees	As per advertisement published in the news paper in every financial year	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org
37	Cancellation of Enlistment Certificate	Application for cancellation	Concerned zone	N/A	5 Days	Md. Nurul Haque, GM (ES), Phone: 029665517 Email: gm-es@bepza.org	Sayed Nurul Islam, Member (IP), 029675489 Email: member-ip@bepza.org

Citizen Charter of Accounts & Finance Department of BEPZA Executive Office.

Sl . No	Name of Service	Required Documents	Place of Getting Required Documents	Fee/Charge	Required Time for disposal (Hour/Day/ Month)	Designated Officer (Name, Designation, Phone & E-mail)	Name of Appellate Officer (Name, Designation, Phone & E-mail)
01	Acknowledgment of receive the Cheque, DD, Pay Order etc. issued by the parties.	Having received Cheque, DD, Pay Order etc.	Accounts Department	Not Applicable	1 Day	Md. Hanif Asstt. Accounts Officer Phone: 01816-58827	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189 thossain1983@outlook.com
02	To put up the file after the scrutiny of bill of development works: (1) Current bill (2) Final bill	Having received the file from other department.	Accounts Department Executive Office.	Not Applicable	Current bill 2 Days Final bill 4 Days after pre Audit (Subject to availability of necessary document in the file.)	Md.Mizanur Rahaman-AM (Acct.) Phone: 01726451802, Md.Shariful Islam Shahin, AM(Acct.) Phone: 01715061850, Md.Robiul Awal -AAO Phone: 01915722609 .	Mrs. Nafisa Banu, CA & FO Phone: 88-02-8650065 nbanu.bepza@live.com
03.	Settlement of retirement benefits.	Having received the file from other department.	Accounts Department Executive Office.	Not Applicable	5 Days (Subject to availability of necessary document in the file.)	Mrs. Arfin Ara Deputy Manager(acct.) Phone: 88-02-8650065	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189

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04.	Issue of Tender schedule / Documents with Money Receipt.	Having received Application from stakeholder in letter head pad.	Accounts Department Executive Office.	As described in the TDS	1 Day	Md. Hanif Asstt. Accounts Officer Phone: 01816-58827	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189
05.	Payment of revenue bill	Having received the file from other department.	Accounts Department Executive Office.	Not Applicable	2 Days	Md. Rokonzaman Cashier Phone: 01740-54657578	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189
06.	Provide certificate with treasury Chelan of VAT and Income Tax deducted from revenue and development bill deposited to the Government treasury earlier.	Having received application & treasury Chalan.	Accounts Department Executive Office.	Not Applicable	7 Days (Subject to receiving treasury Chalan from concern department)	Md. Rokonzaman Cashier Phone: 01740-54657578	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189

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07.	Issuance of Money receipt after realization the Cheque, DD, Pay Order by the Bank deposited earlier.	Having received Bank Advice & Statement.	Accounts Department Executive Office.	Not Applicable	3 Days after receiving Bank statement/Adv ise.	Md. Hanif Asstt. Accounts Officer Phone: 01816-58827	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189
08.	Preserve the DD, P.O, B.G related to tender security and return the same on the recommendat ion of concern department.	Having received the file from other department.	Accounts Department Executive Office.	Not Applicable	1 Day	Md. Hanif Asstt. Accounts Officer Phone: 01816-58827	Mr. Md. Tofazzal Hossain Dy. General Manager (A&F) Phone: 88-02-9665466 01849-446189

Citizen Charter of Audit Department of BEPZA Executive Office.

Sl . No	Name of Service	Required Documents	Place of Getting Required Documents	Fee/Charge	Required Time for disposal (Hour/Day/ Month)	Designated Officer (Name, Designation, Phone & E-mail)	Name of Appellate Officer (Name, Designation, Phone & E-mail)
1	Pre-audit of final bills above Tk. 5 (Five) lac for repair, maintenance/ supply	Having received the file from other department.	Audit Department Executive Office.	Not Applicable	03 Days (Subject to availability of valid document in the file.)	Md.Nuruzzaman - Audit Officer Phone: 01710636626, Md.Ariful Islam - Audit Officer Phone: 01712577629 Md.Jane Alam Sarkar - AAO Phone: 0716273371	Mr.Kazi Shahidul Anwar General Manager - Audit(IC) Phone: 88-02-58611036 01819-369779 ksanwar2010@yahoo.com
2	Pre-audit of final bills above Tk. 5 (Five) lac for development work	Having received the file from other department.	Audit Department Executive Office.	Not Applicable	03 Days (Subject to availability of valid document in the file.)	Md.Nuruzzaman - Audit Officer Phone: 01710636626, Md.Ariful Islam - Audit Officer Phone: 01712577629 Md.Jane Alam Sarkar- AAO Phone: 0716273371	Mr.Kazi Shahidul Anwar General Manager - Audit(IC) Phone: 88-02-58611036 01819-369779 ksanwar2010@yahoo.com

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3	Final payment of officer & Staff for retirement /resignation/ dismissal	Having received the file from other department.	Audit Department Executive Office.	Not Applicable	03 Days (Subject to availability of valid document in the file.)	Md.Nuruzzaman - Audit Officer Phone: 01710636626, Md.Ariful Islam - Audit Officer Phone: 01712577629 Md.Jane Alam Sarkar - AAO Phone: 0716273371	Mr.Kazi Shahidul Anwar General Manager - Audit(IC) Phone: 88-02-58611036 01819-369779 ksanwar2010@yahoo.com

Citizen Charter of Engineering & Maintenance Department of BEPZA Executive Office.

Sl. No.	Type of Services	Required Documents	Place of Getting Required Documents	Fee /Charge	Required Time for Disposal (Hour/Day/ Month)	Designated Officer (Name, Designation, Phone & E-mail)	Name of Appellate Officer (Name, Designation, Phone & E-mail)
01	Opening & evaluation of tender	As mentioned in tender document	Office of Chief Engineer / GM(Maintenance) as per the Rules of PPR-2008	Not Applicable	6 /8 Weeks- Head of the procuring Entity (HOPE)/ Technical Sub-Committee 8/11Weeks - BEPZA Executive Board/ Technical Sub-Committee 9/12 Weeks- Ministry /Minister (As Per PPR-2008)	Tender Inviting Officer S.S.Kibria Chief Engineer skibria84@yahoo.com Tel:02- 9613468 Md. Ashraful kabir GM(Maintenance) akabir.gm09@yahoo.com Tel:02- 9614970Md. Abdul Alim Deputy Chief Engineer alimengr@yahoo.com Tel: 02-9661370 Md. Jillur Rahaman Deputy GM (Maintenance) Jillur89@yahoo.com Tel:02-8620282 Mostafa Iqbal Executive Engineer(Electrical) mostafaigbal35@gmail.com m Tel:02-9660199	Md. Mosaddeque Ali Member (Engineering) member-engg@bepza.org Tel: 02-9675410
02	Issuance of NOA	Acceptance of Tender as per TEC Recommendation	Tender Inviting Officer-BEPZA	Not Applicable	7 days after approval	Tender Inviting Officer As stated	Md. Mosaddeque Ali Member (Engineering) member-engg@bepza.org Tel: 02-9675410
03	Refund of Tender	Application of Tenderer	Not Applicable	Not Applicable	1.Incase of	Md. Yousuf Pasha	S.S.Kibria

	Security				nonresponsive Tenderer it will be refunded immediately after approval of TEC Report 2. In case of responsive Tender it will be refunded immediately after signing of contract	Asstt Engineer(C) ae.bepza@gmail.com -Dhaka EPZ, Uttara EPZ, Adamjee EPZ Sanjoy Roy Chowdhury, Sr Engineer(C) joyofbuet@yahoo.com Residence, Uttara, Dhaka, Karnaphuli EPZ Abdus Samad, Sr Engineer(C) azadsykot@gmail.com -Chittagong EPZ, Mongla EPZ Salman Farshi, Salman2090@gmail.com Sr Engineer(C) -Comilla EPZ, Ishwardi EPZ Tanvir Hossain, Asstt Engineer(Elect) tanvir_suvro@yahoo.com	Chief Engineer skibria84@yahoo.com Tel:02- 9613468 Md. Ashraful kabir GM(Maintenance) akabir.gm09@yahoo.com Tel:02- 9614970
04	Processing of running bill	1.Application of concern contractor 2.Bill with detail Measurement	Not Applicable	Not Applicable	1 day (for works of Zone) 7 days (for works under Executive office)	Concern Assistant Engineer/ Senior Engineer as stated	S.S.Kibria Chief Engineer skibria84@yahoo.com Tel:02- 9613468 Md. Ashraful kabir GM(Maintenance) akabir.gm09@yahoo.com Tel:02- 9614970
05	Variation Order Statement	Repot containing specification of the item , rate with specific reasons	Not Applicable	Not Applicable	7 days	Concern Assistant Engineer/ Senior Engineer as stated	S.S.Kibria Chief Engineer skibria84@yahoo.com Tel:02- 9613468 Md. Ashraful kabir GM(Maintenance)

							akabir.gm09@yahoo.com Tel:02-9614970
06	Processing of Final bill	1.Application of concern contractor 2.Bill with detail Measurement	Not Applicable	Not Applicable	1 day (for works of Zone) 10 days (for works under Executive office)	Concern Assistant Engineer / Senior Engineer as stated	S.S.Kibria Chief Engineer skibria84@yahoo.com Tel:02- 9613468 Md. Ashraful kabir GM(Maintenance) akabir.gm09@yahoo.com Tel:02-9614970
07	Investors Letter/application regarding engineering affairs	Not Applicable	Not Applicable	Not Applicable	7Days for disposal	Concern Assistant Engineer/ Senior Engineer	Md. Mosaddeque Ali Member (Engineering) member-engg@bepza.org Tel: 02-9675410
08	Approval of time extension of construction works	Report containing specific reasons	Not Applicable	Not Applicable	7 Days	Concern Assistant Engineer/ Senior Engineer	S.S.Kibria Chief Engineer skibria84@yahoo.com Tel:02- 9613468 Md. Ashraful kabir GM(Maintenance) akabir.gm09@yahoo.com Tel:02-9614970
09	Approval of Investor's drawings	1.Design & Drawing as per BEPZA Building Code & BNBC-2006 and technical personnel identification number 2. Recommendation from GM of concern Zone, design officer of BEPZA	Not Applicable	Not Applicable	7 Days	Md. Abdur Rahman Bhuiyan Sr. Executive Engineer(Civil) abdurrahman532@gmail.com Tel: 02-9671369	S.S.Kibria Chief Engineer skibria84@yahoo.com Tel:02- 9613468

**** Designated and Appellate officer may be changed time to time.**