



# PROJECT PROPOSAL FORM

## TO INVEST IN THE ZONES UNDER BEPZA



M.R. No :

DATE :

SIGNATURE :

**BANGLADESH EXPORT PROCESSING ZONES AUTHORITY**

## Guidelines to fill in the Project Proposal Form

1. The applicant is advised to use this project proposal form in its original version or as a specimen which may be copied out for use and then filled in appropriately. The Proposal may also be submitted in the form of memorandum containing the information as asked for in the application form.
2. The information should be furnished in three sets (typed). Unless otherwise specified, all prices should be expressed in thousands.
3. Complete information should be furnished in respect of each item to avoid back reference and to ensure expeditious appraisal.
4. If there is any particular aspect of the project not covered in the form, such relevant information should be submitted in separate sheets together with the set.
5. If certain information requested in the project proposal is not applicable or relevant, please write "Not Applicable".
6. It should be noted that incomplete proposal will not be considered for processing or registration with the authority until such time that the proposal is complete and fully documented.
7. Information should be submitted in tabular form wherever so desired in the project proposal and annexures attached to it.
8. Wherever descriptive information is required, it should be provided sufficiently and clearly indicating the salient points.
9. Please put your signature on all the annexures and every page of your answer sheets/project proposal.
10. Required documents as requested in the project proposal form should be furnished. The applicant is advised to re-check, before submission, that the required documents/annexures are attached with the project proposal.

## Documents to be attached

1. Filled-in Project Proposal Form for investment in EPZ/EZ (Prescribed form).
2. Original money receipt of purchasing of the project proposal form.
3. Certificate of Incorporation and Memorandum & Articles of Association of the company duly certified by RJSC.
4. Pro-forma invoice of machinery and equipment to be imported.
5. Copies of passports of Sponsors/Directors (in case the Sponsors are entities, copies of relevant documents i.e. Certificate of Incorporation of the sponsor/shareholder company, etc. are required).
6. Bank solvency certificates of the sponsors/Directors (in case the Sponsors are entities, copies of relevant documents i.e., bank solvency certificates of the sponsor/shareholder companies, etc. are required).
7. Manufacturing process of the products (flow chart).

## For Official Use Only

Application No.....

Date of receipt .....

Date of approval .....

Name of the Zone .....

### Part-A

1. **Name of Applicant** .....

**Name of Firm** .....

**Address of the Applicant :** .....

.....

**Phone No :** ....., **Mobile :** ....., **E-mail :** .....

(Please attach a business card of the Applicant)

2. **Applicant's official representative(s) to be contacted :**

**Name :** .....

**Address of the representative(s) :** .....

.....

**Phone No :** ....., **Mobile :** ....., **E-mail :** .....

(Please attach a business card of the representative/s)

3. **Proposed project name :** .....

4. **Type of Business/Industries** (Please tick one) :  A  B  C

(A: 100% Foreign Ownership, B: Joint Venture, C: 100% Bangladeshi Ownership)

5. **Product sector :**

6. **Type of organization :** .....

Private Limited Company  One Person Company  Partnership  Others

(Please tick one or mention the type in case of Others)

Signature .....

7. Name of the Zone : .....

8. Particulars of the Directors/Sponsors

Sl No	Name and Address	Nationality	Designation	Number of shares
01				
02				
03				
.....				

Note : Please attach additional papers wherever required

**Part-B**

**Description of the Project**

1. Products :

a) Name and HS code of the finished product(s) :

Name	HS code

Note : Please attach additional papers wherever required

b) Use of the product(s) :

c) Manufacturing Process in details with flow chart:

- i)
- ii)
- iii)
- .....

(Example: input product/raw materials → Stage A → Stage B → Stage C →... →... →Final Product)

Note : Please attach additional papers wherever required

d) Prospective buyers/brands (if any):

Signature .....



5. **Product Marketing** : Please name countries and potentials of the proposed markets together with results of market study(if any) :

6. **Projection of Export** : (Unit of quantity : ) (Value '000' US\$)

Description	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
	Quantity Value	Quantity Value	Quantity Value	Quantity Value	Quantity Value
a)					
b)					
c)					
.....					

Note : Please attach additional papers wherever required

### Part-C

#### 1. Manpower Requirements:

Category		Bangladeshi	Non-Bangladeshi
a) Managerial			
b) Technical	i) Civil		
	ii) Mechanical		
	iii) Electrical		
	iv) Any other (Please specify)		
c) Production	i) Highly skilled		
	ii) Skilled		
	iii) Semi-skilled		
	iv) Unskilled		
d) Administrative (including commercial, sales, marketing, etc.)			
<b>Total=</b>			

Signature .....

## 2. Annual Average Cost of Production and Sales Revenue (at 100% capacity)

a) Cost of Production :

(Value '000' US\$)

i) Raw Materials:		
From Bangladesh	From other Countries	Total

ii) Packing Materials:		
From Bangladesh	From other Countries	Total

iii) Power, Gas, Water and other utilities:		
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iv) Spare parts:		
From Bangladesh	From other Countries	Total

v) Wages & Salaries:		
Local	Foreign	Total

vi) Administrative, marketing, sales, R&D, QC, royalty and other general expenses:		
Local	Foreign	Total

vii) Other manufacturing overhead:		
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viii) Depreciation:		
Building	Machineries and others	Total

ix) Financial cost (interest on):		
Long term debts	Short term loans	Total

x) Capitalization of pre- operational expenses		
Total Cost of Production [sum (i:x)] =		

b) Sales revenue:

c) Operating Profit (b-a):

Signature .....

## Part-D

### Infrastructure Requirement

**1. Land and Factory Building** (Which is applicable):

- a) Land Required (sqm):
- b) Space requirement in standard factory building of BEPZA (sqm):

**2. Utility Requirement per day:**

- a) Power (kwh):
- b) Water (litre):
- c) Gas (cu-m):

**3. Effluents** (Please attach additional papers wherever required):

- a) Composition of effluents (please tick the applicable) and proposal for in-house treatment thereof:

<input type="checkbox"/> Chemical Effluents	<input type="checkbox"/> Biological Effluents	<input type="checkbox"/> Thermal Effluents	<input type="checkbox"/> Particulate Effluents
<input type="checkbox"/> Radioactive Effluents	<input type="checkbox"/> Oil and Grease Effluents	<input type="checkbox"/> Toxic Effluents	<input type="checkbox"/> Highly Acidic and Alkaline Effluents

- b) Are there dangerous or injurious chemicals or processes involved? If yes, please specify arrangements for disposal:
- c) Arrangements, if any, made by your environmental control with enclosure.
- d) Quantity of effluents will be disposed per day (at 100% capacity):

Particulars	Quantity
Liquid effluent	
Solid effluent	
Gaseous effluent	
Any other effluent	

- e) Is there any requirement to connect with CETP? (Please tick one) :    Yes  No

Signature .....

**4. Fire risk** (specific arrangement to be mentioned along with implementation programme)

(Please attach additional papers wherever required):

**5. Specific safety and security measures** (Please attach additional papers wherever required):

**Part-E**

**1. Financial aspects**

(All costs in '000' US\$)

Cost of the Project	Foreign cost	Local cost	Total
a. Rent of Land (twelve months)/SFB (four months)			
b. Building Construction			
c. Utilities and Other civil works			
d. Imported Machinery			
e. Local Machinery			
f. IT and security Infrastructure			
g. Other Assets			
h. i) Pre- operation charges			
ii) Contingencies for Machinery			
iii) Contingencies for Building			
iv) Financial cost during construction			
i. Cost for Environmental management			
<b>Total fixed cost</b>			
<b>Net initial working capital</b>			
<b>Total cost of project</b>			

Signature .....

**2. Capital Structure :**

(Value '000' US\$)

Description	Foreign Source	Local source	Total
a) Equity			
b) Long/short Term Loan			
<b>Total Financing =</b>			

**3. Source of Finance:**

a) Foreign source :

b) Local source :

Signature .....

#### 4. D/E (Debt Equity) Ratio (total debt/total equity):

#### 5. Net Foreign Exchange Earnings:

Description	(Amount in US\$ '000')				
	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
a) Export (FOB)					
b) Dollar cost (CIF)					
i) Imported Materials					
ii) Depreciation on imported machinery and equipment					
iii) Interest on overseas loans					
iv) Royalties/commission/fees					
v) Others (specify)					
c) Net Foreign Exchange Earning (a-b)					

#### Part-F : Have You Read:

- a) The Bangladesh Export Processing Zones Authority Act,1980 (as modified): Yes  No
- b) The Foreign Private Investment (Promotion and Protection) Act,1980: Yes  No
- c) Bangladesh EPZ Labour Act, 2019 and existing Rules: Yes  No
- d) Booklets containing information regarding fiscal and infrastructure facilities: Yes  No
- e) Principles and procedures governing setting up of industries in EPZs: Yes  No
- f) Customs clearance procedures and exchange control requirement in EPZs: Yes  No

#### Part-G : Undertaking

We, hereby, certify the correctness of figures/data/information and documents furnished herein/herewith. We also hereby undertake to furnish further particulars as may be required by the Authority and abide by the Act, Rules, Regulations, Guidelines and Instructions issued by the Authority and the Government of Bangladesh from time to time.

Signature (s) of applicant (s)

# EPZs/EZ of BEPZA





## **BANGLADESH EXPORT PROCESSING ZONES AUTHORITY**



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