

# SPACE ALLOCATION FORM FOR ICT INCUBATOR

## BSRS Bhaban, 12 Karwan Bazar, Dhaka - 1215

BY COMPLETING THE FOLLOWING, YOU ARE MAKING A FORMAL APPLICATION FOR SPACE AT ICT INCUBATOR, WHICH WILL BECOME BINDING UPON CONFIRMATION FROM BANGLADESH COMPUTER COUNCIL (BCC), THE PERSON LISTED AS CONTACT WILL RECEIVE ALL CORRESPONDENCE RELATING TO SPACE ALLOCATION

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_ Web Address: WWW. \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Contact Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Total number of Employees \_\_\_\_\_ Total number of Programmers/IT Professionals \_\_\_\_\_

Date of Inception \_\_\_\_\_ Business record (additional pages can be attached, if needed) \_\_\_\_\_

Names & brief description of the Board of Directors/Proprietor (additional pages can be attached, if needed) \_\_\_\_\_

**Indicate which category best describes your company: (CHECK (√) all that apply, put a (\*) beside the ONE that matches your main business)**

- |   |   |
|---|---|
| <input type="checkbox"/> Software & IT related Services | <input type="checkbox"/> Data Processing/Media Transaction Services |
| <input type="checkbox"/> Web/Multimedia Services        | <input type="checkbox"/> Video and Animation Services               |
| <input type="checkbox"/> Other (please describe) _____  |   |

Does your company Export No ( ) YES ( ) If YES, please state the name of the Country \_\_\_\_\_

Is your company a member of BASIS No ( ) YES ( )

**Space Requirement:** \_\_\_\_\_

(Minimum 500 square feet or larger floor space; total available space more than 66, 000 sft)

### **Space Allocation Criteria:**

1. Only pure Software and IT Enabled Service companies are eligible to apply for space allocation.
2. Companies only involve in Hardware, Network, ISP, VoIP and non-software commercial business is not eligible to apply for space allocation.
3. The company must have proven record in doing business in the Software development and IT Enabled Service sector and must have 5 full time programmers/IT professionals;
4. The company must be registered in Bangladesh and majority of the share must be owned by Bangladeshi Citizen

### **Facilities:**

1. Broadband internet connection free of cost
2. 24 hours uninterrupted power supply

### **General Terms & Conditions:**

**Cost of rental:** Tk. 15.00 per square foot per month

**Lease Agreement:** Lease Agreement to be made for 2 (two) years with Bangladesh Computer Council (BCC)

**Security Deposit:** Equivalent to 2 months rental at the signing of the Lease Agreement

**Cancellation of Allotment:** If the company do any business other than Software and IT Enabled Services, the allocation will be cancelled.

**Termination of Lease:** 90 (ninety) days notice must be served for termination of Lease.

**Before signing this application for space allocation, please read the General Terms and Conditions mentioned above. The person signing this application certifies that s/he has the authority to sign the application and bind the applicant to the listed to the Terms and Conditions of this application.**

NAME \_\_\_\_\_ Title \_\_\_\_\_

AUTHORISED SIGNATURE (with company stamp/seal) \_\_\_\_\_ Date \_\_\_\_\_