



Bangladesh Telecommunication Regulatory Commission

License Issuance & Management System (LIMS)

User Manual For VTS (Applicant)

Version 1

Developed by
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12 Kawran Bazar, Dhaka-1215, Bangladesh.
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email: sales@batworld.com



1. Log in to LIMS:

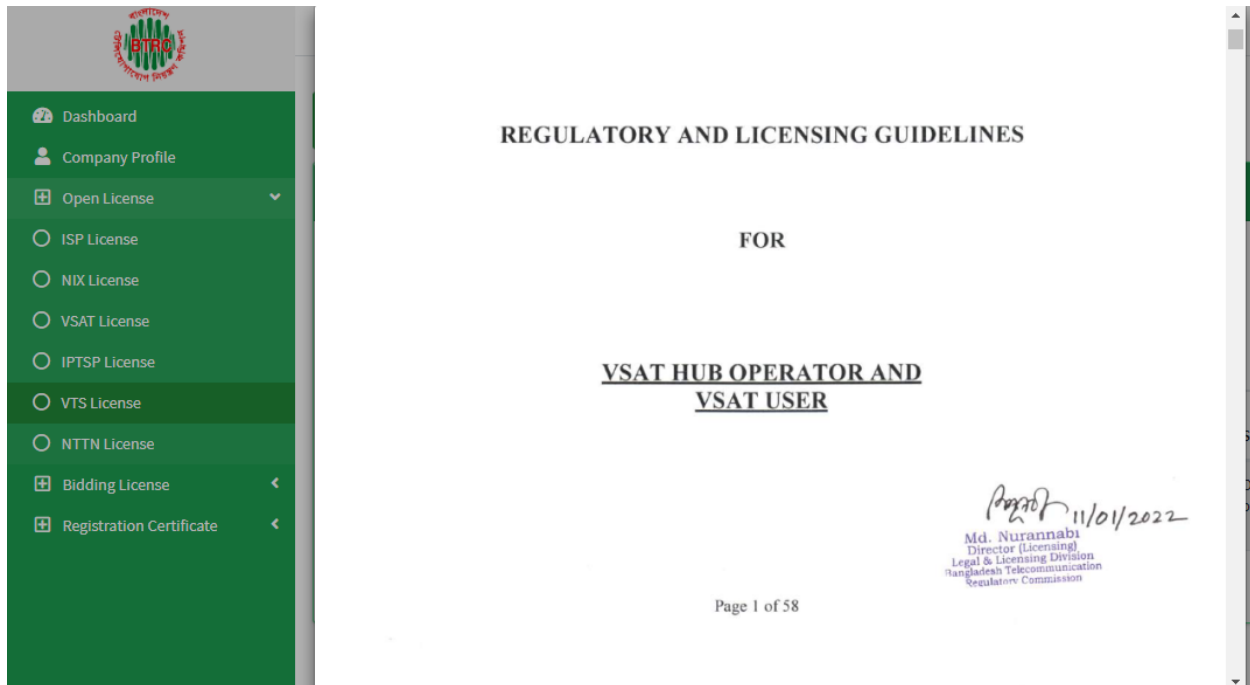
To log into the LIMS system, visit the link <https://lims.btrc.gov.bd/>. For using BTRC LIMS Portal user has to Log in/ Sign up. In that case LIMS Log in/ Sign up usage guidelines can be followed.

Application for VTS License Issue:

After logging in, click on the VTS License Issue submenu from the Open License menu of BTRC License Service. After clicking on VTS License Issue, the following page will appear.

The screenshot shows the LIMS portal interface. At the top, there's a header with the BTRC logo, the text 'Automation Business limited', and a user profile 'Rubyat Jesmin Shammi'. Below the header is a navigation menu on the left with items: Dashboard, Company Profile, Open License (expanded to show ISP License, NIX License, VSAT License, IPTSP License, VTS License, and NTTN License), Bidding License, and Registration Certificate. The main content area has four buttons: Issue, Renew, Amendment, and Surrender. Below these is a section titled 'Application for VTS License' with tabs for List, Favourite, and Search. There's a dropdown menu for 'VTS License Amendment' and a search box. Below that is a table with columns: Tracking no, Current desk, Process type, Reference data, License No, Status, Modified, and Action. The table is currently empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.


- If you click on the issue button on the above page, the guideline will appear.
- Following the guideline, we have to submit the information accordingly. Guideline are given on the following page.




I have read the guidelines for this License/Certificate.

➤ After reading the full guideline then click on the “I have read the guidelines for this License/certificate” then click on Next button. After clicking the Next button, the following form will be displayed. Fill the required information according to the field of this form.





Automation Business limited



Rubyat Jesmin Shammi

Application for VTS License Issue

1. Basic Information

2. Attachment & Declaration

3. Payment & Submit

Company/ Organization Information

Company/ Organization Name	<input type="text" value="Automation Business limited"/>	Company Type	<input type="text" value="Private Limited"/>
----------------------------	--	--------------	--

Registered Office Address

District	<input type="text" value="Dhaka"/>	Upazila/ Thana	<input type="text" value="Select district at first"/>
Loading...			
Address Line 1	<input type="text" value="Rayr bazar"/>	Address Line 2	<input type="text" value="Enter Address Line 2"/>

Operational Office Address ■ As Same As Registered Address

District	<input type="text" value="Select"/>	Upazila/ Thana	<input type="text" value="Select district at first"/>
Address Line 1	<input type="text" value="Enter Address Line 1"/>	Address Line 2	<input type="text" value="Enter Address"/>

Applicant Profile

Applicant Name	<input type="text" value="Rubyat Jesmin Shammi"/>	Mobile Number	<input type="text" value="+88 01760448234"/>
Email	<input type="text" value="rubyatshammiss@gmail.com"/>	Telephone Number	<input type="text" value="Enter Telephone Number"/>
District	<input type="text" value="Select"/>	Upazila/ Thana	<input type="text" value="Select district at first"/>
Address Line 1	<input type="text" value="Enter Address Line 1"/>	Address Line 2	<input type="text" value="Enter Address Line 2"/>

- Company/Organization Information will be filled with required information if Company Profile is updated.
- Registered Office Address will be filled with required information if Company Profile is updated.
- If Operational Office Address Registered Office Address is the same then click on As Same as Registered Office. In this case, the necessary information will be filled. If not, the same fields must be filled.
- **Applicant Profile:** Applicant must add various personal details as required.



Name Of Authorized Signatory And Contact Person

Contact Person

Name: Designation:

Mobile Number: Email:

Website: District:

Upazila/ Thana: Address Line 1:

Address Line 2: Image*: No fil...hosen
[File Format: *.jpg/.jpeg/.png | Width:300PX, Height:300PX | Max Size: 4 KB]
[You may update your image.](#)

Shareholder/ Partner/ Proprietor Information

Total No. of Share*: Total Share Value*:

Shareholder/ Partner/ Proprietor Details

Name: Image*: No fil...osen
[File Format: *.jpg/.jpeg/.png | Width:300PX, Height:300PX | Max Size: 4 KB]
[You may update your image.](#)

Designation:

Email:

Mobile Number: Date of Birth:

% Of Share: Nationality:

No. of Share*: Share Value*:

- **Contact Person:** Contact person also needs to add various personal details and must be added Person Image.
- **Shareholder/partner/proprietor Details:** Required information must be filled. Total No. of Share and Total Share Value will be calculated by calculating the information of No. of Share and Share Value
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.



Automation Business limited Rubyat Jesmin Shammil

Application for VTS License Issue

1. Basic Information 2. Attachment & Declaration 3. Payment & Submit

Required Documents for attachment

Serial	Items	Sample File	Attached
No required documents			

Declaration

1. We declare that all the information furnished in this application form is true and correct. We have carefully read the guidelines/terms and conditions, for the license and We understand that approval from the Commission for this application is based on information as declared in this application Should any of the information as declared be incorrect, then any License granted by the Commission may be

2. We also declare that I/we have read, understood and undertake to comply with ad the terms and conditions outlined or referred to in the Commision document ented Regulatory and Licensing Guidelines for invitation of application for granting of Gicense in the country, and those terms and conditions included in the License to be issued to us/me, if this application is approved by the Commission

Close Save as Draft Previous Next

- **Declaration:** The required information must be filled.
- After filling up the above form, click Next button and the following form will get the option for payment
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.



Payment: The applicant will see the payment details along with his/her personal information and will have to click (✓) to agree to the terms and click the submit button.

Application Submission Payment: Payment can be made in two ways. Online Payment and Pay Order.

Online Payment: After clicking the submit button, the payment should be completed through Sonali Payment Gateway.

- Note: First time investors need to pay application fee which is mentioned. And when the application is processed from the director's desk then (Request for Payment) the Government Fee has to be paid according to the Investment Plan.

Pay Order: In Pay Order Information on the above page Pay Order Copy, Pay Order Number, Pay Order Date, Bank Name, Branch Name must be filled.

- I agree with Terms and Conditions must be selected. After filling all the information and clicking the Submit button, the Preview Form will be available.



Application for VTS License Issue

Close

Company/ Organization Information

Company/ Organization Name	Automation Business limited	Company Type	Private Limited
----------------------------	-----------------------------	--------------	-----------------

Registered Office Address

District	Dhaka	Upazila/ Thana	Dohar
Address Line 1	Rayr bazar	Address Line 2	

Operational Office Address

District	Dhaka	Upazila/ Thana	Dohar
Address Line 1	Rayr bazar	Address Line 2	


Applicant Profile

Close

Applicant Name	Rubyat Jesmin Shammi	Mobile Number	+88 01760448234
Email	rubyatshammiss@gmail.com	Telephone Number	04567321
District	Bagerhat	Upazila/ Thana	Bagerhat Sadar
Address Line 1	dhaka	Address Line 2	

Name Of Authorized Signatory And Contact Person

Contact Person

Name	Rupa	Designation	rr
Mobile Number	+88 01897988991	Email	rrr@gmail.com
Website		District	Bagerhat
Upazila/ Thana	Bagerhat Sadar	Address Line 1	
Address Line 2		Image	

[File Format: *.jpg/ .jpeg/ .png | Width 300PX, Height 300PX | Max Size: 4 KB]




Shareholder/ Partner/ Proprietor Information

Close

Total No. of Share 12 Total Share Value 12

Shareholder/ Partner/ Proprietor Details

Name	r	Image	[File Format: *.jpg/ .jpeg/ .png Width 300PX, Height 300PX Max Size: 4 KB] You may update your image.
Designation	r		
Email	rrr@gmail.com		
Mobile Number	+88	Date of Birth	31-Dec-2000
% Of Share	100	Nationality	Bangladeshi
No. of Share	12	Share Value	12
NID No	2456778954		

Required Documents for attachment

Close

Serial	Items	Sample File	Attached
No required documents			

Declaration

1. We declare that all the information furnished in this application form is true and correct. We have carefully read the guidelines/terms and conditions, for the license and We understand that approval from the Commission for this application is based on information as declared in this application Should any of the information as declared be incorrect, then any License granted by the Commission may be
2. We also declare that I/we have read, understood and undertake to comply with ad the terms and conditions outlined or referred to in the Commission document ented Regulatory and Licensing Guidelines for invitation of application for granting of Gicense in the country, and those terms and conditions included in the License to be issued to us/me, if this application is approved by the Commission

Submission fee Payment

Payment Type	Online Payment
Contact name	Rubyat Jesmin Shammi
Contact email	rubyatshammi@gmail.com

Close

Submission fee Payment

Payment Type	Online Payment		
Contact name	Rubyat Jesmin Shammi	Contact email	rubyatshammi@gmail.com
Contact phone	01760448234	Contact address	Joypurhat
Pay amount	0	VAT on pay amount	2300
Total Amount	2300		
Payment Status	Not Paid		

Vat/ Tax and Transaction charge is an approximate amount, those may vary based on the Sonali Bank system and those will be visible here after payment submission.

Terms and Conditions

- 1 I agree with the Terms and Conditions

Go Back Submit



Check all the information on this page and click on the Payment button Application.

Submit and confirmation message will be sent to your phone and phone message and mail with Tracking Id.

Some Application Information:

Tracking no	Current desk	Process type	Reference data	License No	Status	Modified	Action
☆ VTS-20230808-0000001	Chairman	VTS License Issue	Applicant Name: Rubyat Jesmin Shammi, Company Name: Automation Business limited, Email: rubyatshammiss@gmail.com, Phone: 01760448234,		Submitted	3 seconds ago	Open

- Click Open button from Application for VTS License Issue.
- After clicking the Open button, the following window will appear.

Application status | Payment information

Tracking no. : VTS-20230808-0000001 Current desk : Chairman
 Date of submission : 08.08.2023

[Download as PDF](#)

Company/ Organization Information

Company/ Organization : Automation Business limited Company Type : Private Limited
 Name

Registered Office Address

District : Dhaka Upazila/ Thana : Dohar
 Address Line 1 : Rayr bazar Address Line 2 :

- Application Status, Payment information, Application Download as PDF, buttons will be available in this window.
- **Application Status:** Application Status can be seen here.
- **Payment information:** Clicking the button will show the payment information of the applicant.
- **Download as PDF:** By clicking the button, the applicant can download the PDF form of the application.

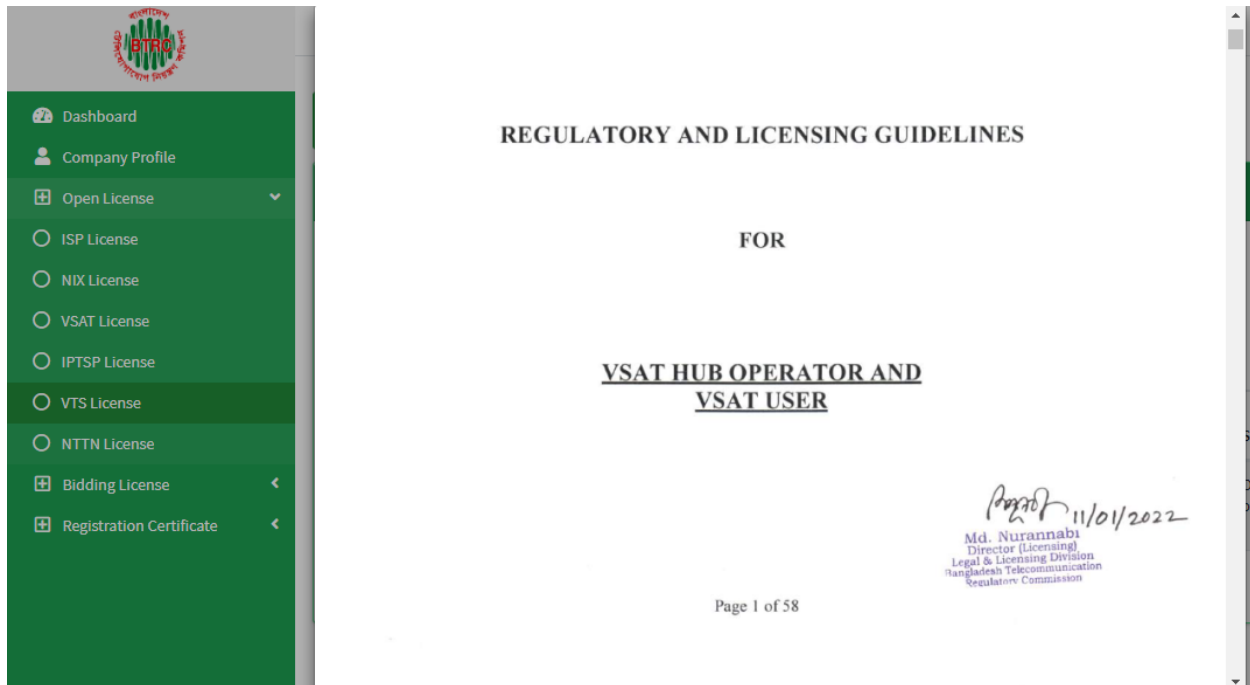


2.Application for VTS License Renew:

After logging in, click on the VTS License Renew submenu from the Open License menu of BTRC License Service. After clicking on VTS License Renew, the following page will appear.

The screenshot shows the user interface for the BTRC LIMS system. At the top, there is a header with the BTRC logo, the text "Automation Business limited", and the user's name "Rubyat Jesmin Shammi". Below the header, there are four main navigation buttons: "Issue", "Renew", "Amendment", and "Surrender". The "Renew" button is highlighted. The main content area is titled "Application for VTS License" and contains a search bar, a dropdown menu for "VTS License Amendment", and a table. The table has columns for "Tracking no", "Current desk", "Process type", "Reference data", "License No", "Status", "Modified", and "Action". The table is currently empty, displaying "No data available in table".


- If you click on the issue button on the above page, the guideline will appear.
- Following the guideline, we have to submit the information accordingly. Guideline are given on the following page.




I have read the guidelines for this License/Certificate.

- After reading the full guideline then click on the “I have read the guidelines for this License/certificate” then click on Next button. After clicking the Next button, the following form will be displayed. Fill the required information according to the field of this form.





Automation Business limited



Rubyat Jesmin Shammi

Application for VTS License Renewal

1. Basic Information

2. Attachment, Declaration & Submit

3. Payment & Submit

License Information

License No Verify

Issue Date **Expiry Date**

Company/ Organization Information

Company/ Organization Name **Company Type**

Registered Office Address

District **Upazila/ Thana**

Address Line 1 **Address Line 2**

Operational Office Address As Same As Registered Address

District **Upazila/ Thana**

Address Line 1 **Address Line 2**

Applicant Profile

Applicant Name **Mobile Number**

Email **Telephone Number**

District **Upazila/ Thana**



The screenshot displays two forms in a web application. The left sidebar contains a navigation menu with options: Dashboard, Company Profile, Open License (with a dropdown arrow), ISP License, NIX License, VSAT License, IPTSP License, VTS License, NTTN License, Bidding License (with a left arrow), and Registration Certificate (with a left arrow). The main content area is divided into two sections. The top section, titled 'Name Of Authorized Signatory And Contact Person', contains a 'Contact Person' form with fields for Name, Designation, Mobile Number, Email, Website, District, Address Line 1, Address Line 2, and Image. The bottom section, titled 'Shareholder/ Partner/ Proprietor Information', contains a form with fields for Total No. of Share, Total Share Value, Shareholder/ Partner/ Proprietor Details (Name, Designation, Email, Mobile Number, Date of Birth, % of Share, Nationality, No. of Share, Share Value), and an Image field. At the bottom of the second form are buttons for 'Close', 'Save as Draft', 'Previous', and 'Next'.

- If you verify with the license number, the information will show here
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.



Automation Business limited Rubyat Jesmin Shammi

Application for VTS License Renewal

1. Basic Information | 2. Attachment, Declaration & Submit | 3. Payment & Submit

Required Documents for attachment

Serial	Items	Sample File	Attached
No required documents			

Declaration

1. We declare that all the information furnished in this application form is true and correct. We have carefully read the guidelines/terms and conditions, for the license and We understand that approval from the Commission for this application is based on information as declared in this application Should any of the information as declared be incorrect, then any License granted by the Commission may be

2. We also declare that I/we have read, understood and undertake to comply with ad the terms and conditions outlined or referred to in the Commission document ented Regulatory and Licensing Guidelines for invitation of application for granting of Gicense in the country, and those terms and conditions included in the License to be issued to us/me, if this application is approved by the Commission

Close Save as Draft Previous Next

- If you verify with the license number, the information will show here
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.

Automation Business limited Rubyat Jesmin Shammi

Application for VTS License Renewal

1. Basic Information | 2. Attachment, Declaration & Submit | 3. Payment & Submit

Application Fee Payment

Payment Type * Online Payment Pay Order

Contact name * Rubyat Jesmin Shammi Contact email * rubyatshammiss@gmail.com

Contact phone * 01760448234 Contact address * Joypurhat

Pay amount 12000 VAT on pay amount 4000

Total Amount 20000

Payment Status Not Paid

Terms and Conditions

I agree with the Terms and Conditions

Close Save as Draft Submit Previous Preview



Online Payment: After clicking the submit button, the payment should be completed through Sonali Payment Gateway.

Note: First time investors need to pay application fee which is mentioned. And when the application is processed from the director's desk then (Request for Payment) the Government Fee has to be paid according to the Investment Plan.

Pay Order: In Pay Order Information on the above page Pay Order Copy, Pay Order Number, Pay Order Date, Bank Name, Branch Name must be filled.

➤ I agree with Terms and Conditions must be selected.

After filling all the information and clicking the Submit button, the Preview Form will be available.

The screenshot shows the user interface of the BTRC LIMS system. At the top, there is a navigation bar with the BTRC logo, the company name 'Automation Business limited', and the user profile 'Rubyat Jesmin Shammi'. A green banner at the top of the main content area displays the message 'Successfully Application Submitted!'. Below this, there are four buttons: 'Issue', 'Renew', 'Amendment', and 'Surrender'. The 'Renew' button is selected, leading to the 'Application for VTS License' section. This section includes a search bar, a dropdown menu set to 'VTS License Renew', and a table of application entries. The table has columns for Tracking no, Current desk, Process type, Reference data, License No, Status, Modified, and Action. One entry is visible, showing a VTS License Renew application submitted 26 minutes ago. An 'Open' button is present in the Action column for this entry.

Tracking no	Current desk	Process type	Reference data	License No	Status	Modified	Action
☆ VTS-09082023-REN-0000004	Chairman	VTS License Renew	Applicant Name: Rubyat Jesmin Shammi, Company Name: Automation Business limited, Email: rubyatshammiss@gmail.com, Phone: 01760448234,	14.32.0000.702.001.103.23.001	Submitted	26 minutes ago	Open

➤ Click Open button from Application for VTS License Renew.

➤ After clicking the Open button, the following window will appear.



The screenshot shows a web interface for 'Automation Business limited'. On the left is a green sidebar menu with options: Dashboard, Company Profile, Open License (expanded), ISP License, NIX License, VSAT License, IPTSP License, VTS License, NTTN License, Bidding License, and Registration Certificate. The main content area has a header with 'Automation Business limited' and a user profile 'Rubyat Jesmin Shammi'. Below the header are two tabs: 'Application status' (selected) and 'Payment information'. The 'Application status' tab displays a table with tracking and submission details, and a 'Download as PDF' button. Below this is a 'Company/ Organization information' section showing company details and a 'Registered Office Address' table.

Application status			
Tracking no.	: VTS-09082023-REN-0000004	Current desk	: Chairman
Date of submission	: 09.08.2023	License Number	: 14.32.0000.702.001.103.23.001

[Download as PDF](#)

Company/ Organization information			
Company/ Organization Name	: Automation Business limited	Company Type	: Private Limited

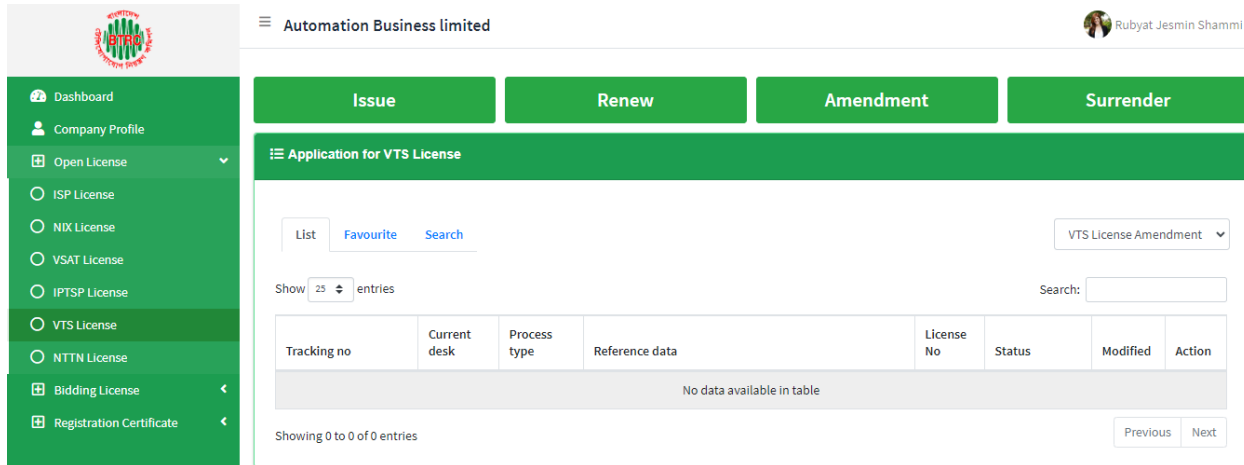
Registered Office Address			
District	: Dhaka	Upazila/ Thana	: Dohar
Address	: Rayr bazar		

- Application Status, Payment information, Application Download as PDF, buttons will be available in this window.
- **Application Status:** Application Status can be seen here.
- **Payment information:** Clicking the button will show the payment information of the applicant.
- **Download as PDF:** By clicking the button, the applicant can download the PDF form of the application.

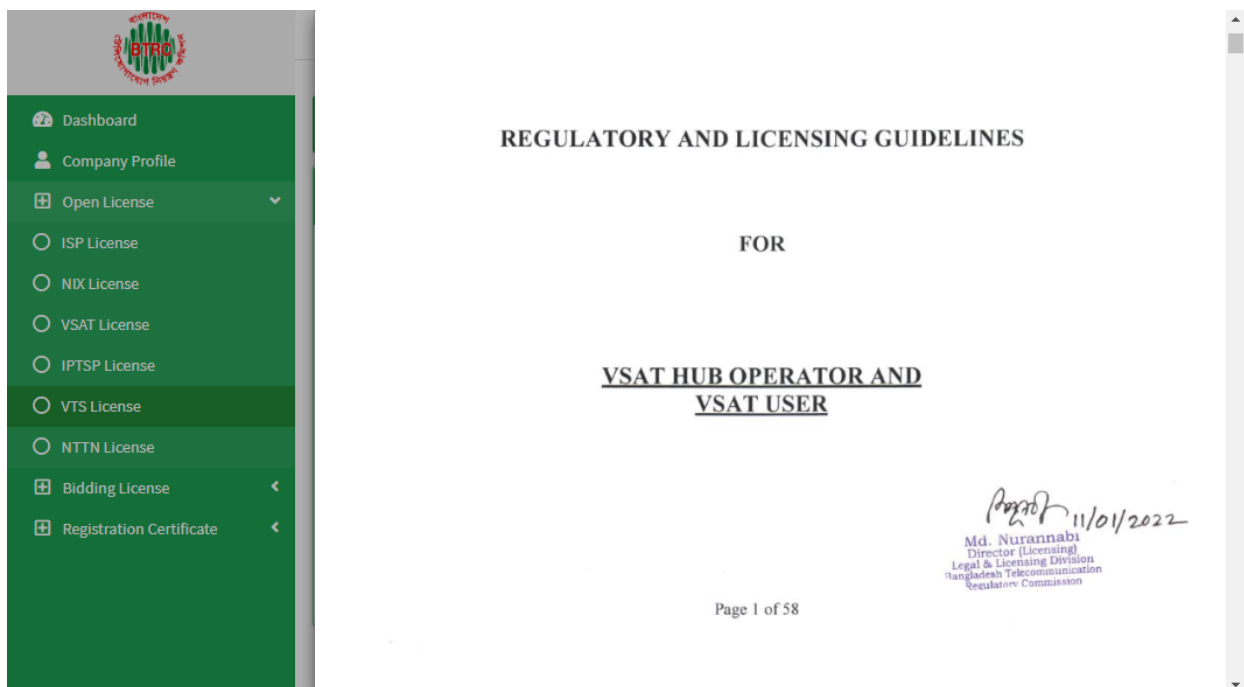


3.Application for VTS License Amendment:

After logging in, click on the VTS License Amendment submenu from the Open License menu of BTRC License Service. After clicking on VTS License Amendment, the following page will appear.



- If you click on the issue button on the above page, the guideline will appear.
- Following the guideline, we have to submit the information accordingly. Guideline are given on the following page.





I have read the guidelines for this License/Certificate.

➤ After reading the full guideline then click on the “I have read the guidelines for this License/certificate” then click on Next button. After clicking the Next button, the following form will be displayed. Fill the required information according to the field of this form.

The screenshot shows the 'Application for VTS License Amendment' form. The interface includes a top navigation bar with the BTRC logo, the company name 'Automation Business limited', and the user profile 'Rubyat Jesmin Shammi'. A left sidebar contains a menu with options like Dashboard, Company Profile, Open License, and various license types (ISP, NIX, VSAT, IPTSP, VTS, NTTN, Bidding License, Registration Certificate). The VTS License option is currently selected.

The main form area is titled 'Application for VTS License Amendment' and is divided into three steps: 1. Basic Information, 2. Attachment & Declaration, and 3. Submit. The 'Basic Information' step is active and contains the following sections:

- License Information:** A text field for 'License No' containing '14.32.0000.702.01.037.23.1' and a 'Verify' button.
- Company/ Organization Information:** Fields for 'Company/ Organization Name' (Automation Business limited), 'Company Type' (Private Limited), and a dropdown menu.
- Registered Office Address:** Fields for 'District' (Dhaka), 'Upazila/ Thana' (Dohar), and 'Address' (Rayr bazar).
- Operational Office Address:** A checkbox for 'As Same As Registered Address' is checked. Fields for 'District' (Select), 'Upazila/ Thana' (Select district at first), and 'Address' (Enter Address) are present.
- Applicant Profile:** Fields for 'Applicant Name' (Rubyat Jesmin Shammi), 'Mobile Number' (+88 01760448234), 'Email' (rubyatshammiss@gmail.com), 'Telephone Number' (Enter Telephone Number), 'District' (Select), and 'Upazila/ Thana' (Select district at first).



Name Of Authorized Signatory And Contact Person


Contact Person

Name: Designation:

Mobile Number: Email:

Website: District:


Upazila/ Thana: Address:

Image: No fil...osen 
[File Format: *.jpg/.jpeg/.png | Width 300PX, Height 300PX | Max Size: 4 KB]
[You may update your image.](#)

Shareholder/ Partner/ Proprietor Information

Total No. of Share: Total Share Value:

Shareholder/ Partner/ Proprietor Details

Name: Image: No fil...osen 
[File Format: *.jpg/.jpeg/.png | Width 300PX, Height 300PX | Max Size: 4 KB]
[You may update your image.](#)

Designation:

Email:

Mobile Number: Date of Birth:

% Of Share: Nationality:

No. of Share: Share Value:

- If you verify with the license number, the information will show here
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.



Automation Business limited Rubyat Jesmin Shammil

Application for VTS License Amendment

1. Basic Information 2. Attachment & Declaration 3. Submit

Required Documents for attachment

Serial	Items	Sample File	Attached
No required documents			

Declaration

1. We declare that all the information furnished in this application form is true and correct. We have carefully read the guidelines/terms and conditions, for the license and We understand that approval from the Commission for this application is based on information as declared in this application Should any of the information as declared be incorrect, then any License granted by the Commission may be

2. We also declare that I/we have read, understood and undertake to comply with ad the terms and conditions outlined or referred to in the Commission document ented Regulatory and Licensing Guidelines for invitation of application for granting of Gicense in the country, and those terms and conditions included in the License to be issued to us/me, if this application is approved by the Commission

Close Save as Draft Previous Next

Automation Business limited Rubyat Jesmin Shammil

Application for VTS License Amendment

1. Basic Information 2. Attachment & Declaration 3. Submit

Terms and Conditions

I agree with the Terms and Conditions

Close Save as Draft Submit Previous Preview

- **Declaration:** The required information must be filled.
- I agree with Terms and Conditions must be selected.
- We can save the application by clicking Save as Draft button.
- After filling all the information and clicking the Submit button, the Preview Form will be available.



Automation Business limited

Successfully Application Submitted !

Issue Renew Amendment Surrender

Application for VTS License

List Favourite Search VTS License Amendment

Show 25 entries Search:

Tracking no	Current desk	Process type	Reference data	License No	Status	Modified	Action
☆ VTS-A-20230809-0000001	Chairman	VTS License Amendment	Applicant Name: Rubyat Jesmin Shammi, Company Name: Automation Business limited, Email: rubyatshammiss@gmail.com, Phone: 01760448234,		Submitted	5 seconds ago	Open

Showing 1 to 1 of 1 entries Previous 1 Next

- Click Open button from Application for VTS License Amendment.
- After clicking the Open button, the following window will appear.

Automation Business limited

Application status Payment information

Tracking no. : VTS-A-20230809-0000001 Current desk : Chairman

Date of submission : 09.08.2023 License Number : 14.32.0000.702.001.103.23.001

Download as PDF

Company/ Organization Information

Company/ Organization : Automation Business limited Company Type : Private Limited

Name

Registered Office Address

District : Dhaka Upazila/ Thana : Dohar

Address : Rayr bazar

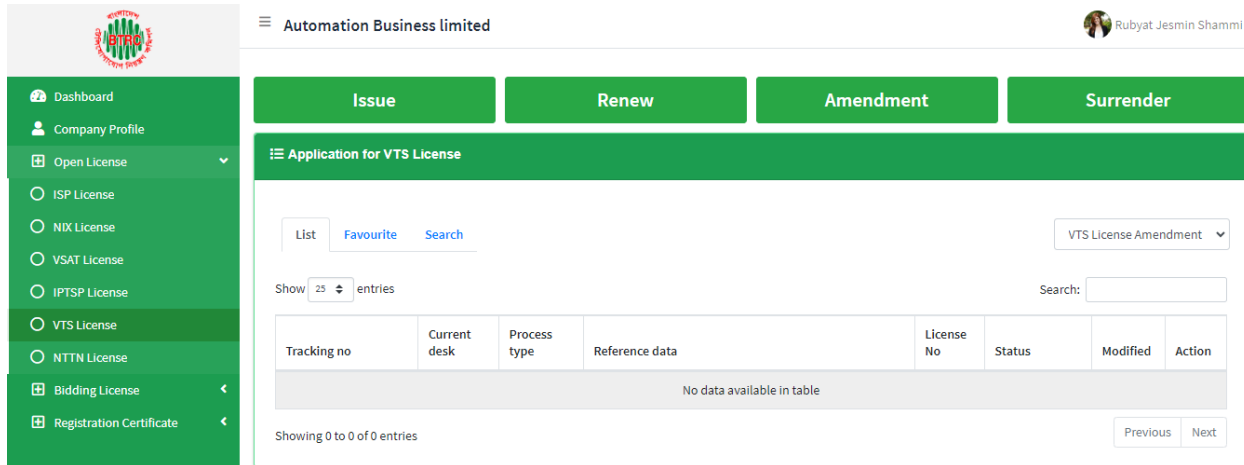
- Application Status, Payment information, Application Download as PDF, buttons will be available in this window.
- **Application Status:** Application Status can be seen here.
- **Payment information:** Clicking the button will show the payment information of the applicant.

Download as PDF: By clicking the button, the applicant can download the PDF form of the application

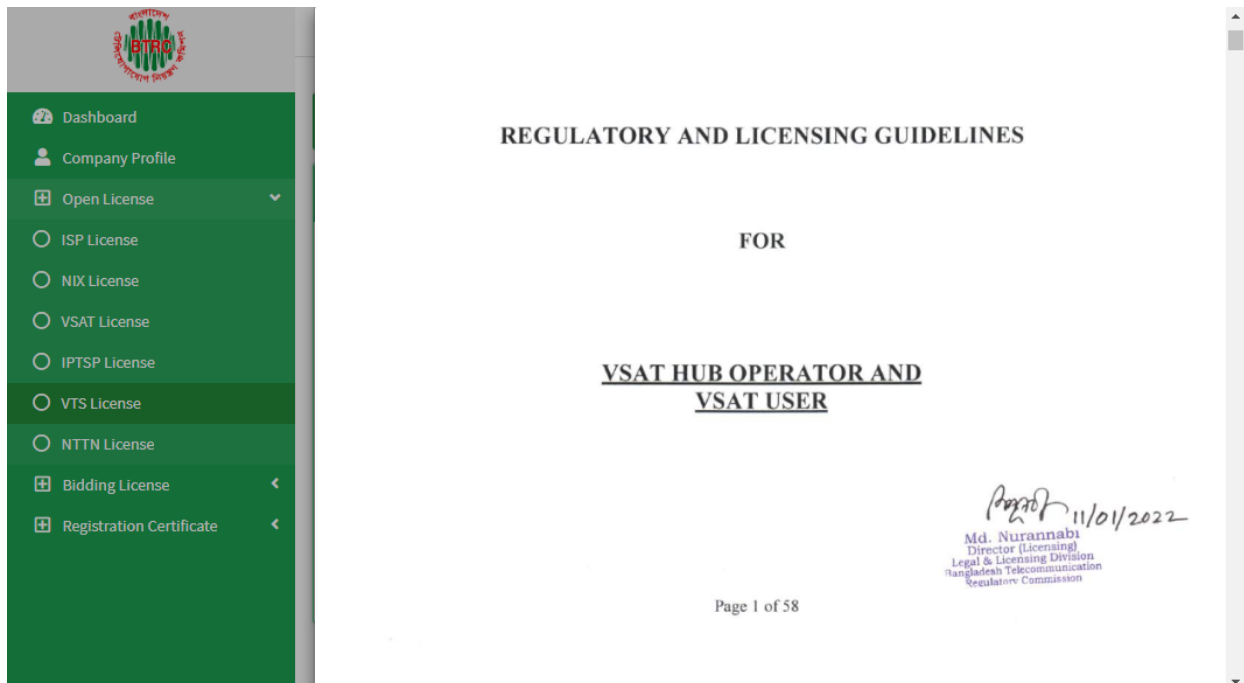


4.Application for VTS License Surrender:

After logging in, click on the VTS License Surrender submenu from the Open License menu of BTRC License Service. After clicking on VTS License surrender, the following page will appear.



- If you click on the issue button on the above page, the guideline will appear.
- Following the guideline, we have to submit the information accordingly. Guideline are given on the following page.





I have read the guidelines for this License/Certificate.

➤ After reading the full guideline then click on the “I have read the guidelines for this License/certificate” then click on Next button. After clicking the Next button, the following form will be displayed. Fill the required information according to the field of this form.

Automation Business limited Rubyat Jesmin Shammi

Application for VTS License Surrender

1. Basic Information | 2. Attachment | 3. Submit

License Information

License No: Verify

Reason of Surrender:

Surrender Date: 📅

Company/ Organization Information

Company/ Organization Name: Company Type:

Registered Office Address

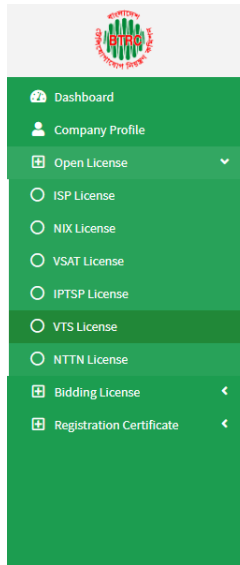
District: Upazila/ Thana:

Address:

Operational Office Address As Same As Registered Address

District: Upazila/ Thana:

Address:



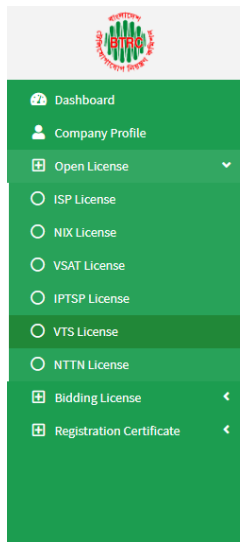
Applicant Profile

Applicant Name	<input type="text" value="Rubyat Jesmin Shammi"/>	Mobile Number	<input type="text" value="+88 01760448234"/>
Email	<input type="text" value="rubyatshammiss@gmail.com"/>	Telephone Number	<input type="text" value="Enter Telephone Number"/>
District	<input type="text" value="Select"/>	Upazila/ Thana	<input type="text" value="Select district at first"/>
Address	<input type="text" value="Enter Address"/>		


Name Of Authorized Signatory And Contact Person

Contact Person

Name	<input type="text" value="Enter Name"/>	Designation	<input type="text" value="Enter Designation"/>
Mobile Number	<input type="text" value="+88 Enter Mobile Number"/>	Email	<input type="text" value="Enter Email"/>
Website	<input type="text" value="Please start with https://"/>	District	<input type="text" value="Select"/>
Upazila/ Thana	<input type="text" value="Select district at first"/>	Address	<input type="text" value="Enter Address"/>



Shareholder/ Partner/ Proprietor Details

Name	<input type="text" value="r"/>	Image *	<input type="button" value="Choose File"/> No file chosen 
Designation	<input type="text" value="r"/>	<small>[File Format: *.jpg, *.jpeg, *.png Width: 300PX, Height: 300PX Max Size: 4 MB]</small> You may update your image.	
Email	<input type="text" value="rrr@gmail.com"/>	Date of Birth	<input type="text" value="31-Dec-2000"/>
Mobile Number	<input type="text" value="+88 Enter Mobile Number"/>	Nationality *	<input type="text" value="Bangladeshi"/>
% Of Share	<input type="text" value="100"/>	Share Value *	<input type="text" value="12"/>
No. of Share *	<input type="text" value="12"/>		
NID No	<input type="text" value="2456778954"/>		

- If you verify with the license number, the information will show here
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.



Automation Business limited Rubyat Jesmin Shammi

Application for VTS License Surrender

1. Basic Information | 2. Attachment & Declaration | 3. Submit

Required Documents for attachment

Serial	Items	Sample File	Attached
No required documents			

Declaration

1. We declare that all the information furnished in this application form is true and correct. We have carefully read the guidelines/terms and conditions, for the license and We understand that approval from the Commission for this application is based on information as declared in this application Should any of the information as declared be incorrect, then any License granted by the Commission may be

2. We also declare that I/we have read, understood and undertake to comply with ad the terms and conditions outlined or referred to in the Commission document ented Regulatory and Licensing Guidelines for Invitation of application for granting of Gicense in the country, and those terms and conditions included in the License to be issued to us/me, if this application is approved by the Commission

Close | Save as Draft | Previous | Next

- **Declaration:** The required information must be filled.
- After filling up the above form, click Next button and the following form will get the option for payment.
- After fill up all required fields have to go next page by clicking Next Button.
- We can save the application by clicking Save as Draft button.

Automation Business limited Rubyat Jesmin Shammi

Application for VTS License Surrender

1. Basic Information | 2. Attachment & Declaration | 3. Submit

Terms and Conditions

I agree with the Terms and Conditions

Close | Save as Draft | Submit | Previous | Preview

- I agree with Terms and Conditions must be selected.
- We can save the application by clicking Save as Draft button.



- After filling all the information and clicking the Submit button, the Preview Form will be available

The screenshot shows the user interface of the LIMS system. The user is logged in as 'Automation Business limited' and 'Rubyat Jesmin Shammi'. A green notification bar at the top says 'Successfully Application Submitted!'. Below this are four buttons: 'Issue', 'Renew', 'Amendment', and 'Surrender'. The 'Surrender' button is active, leading to the 'Application for VTS License Surrender' page. This page has tabs for 'List', 'Favourite', and 'Search'. A dropdown menu is set to 'VTS License Surrender'. Below the tabs, there is a table with one entry:

Tracking no	Current desk	Process type	Reference data	License No	Status	Modified	Action
☆ VTS-S-20230809-0000001	Chairman	VTS License Surrender	Applicant Name: Rubyat Jesmin Shammi, Company Name: Automation Business limited, Email: rubyatshammiss@gmail.com, Phone: 01760448234,		Submitted	5 seconds ago	Open

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

- Click Open button from Application for VTS License Surrender.
- After clicking the Open button, the following window will appear.

The screenshot shows the 'Application Status' and 'Payment Information' window. It has two tabs: 'Application status' and 'Payment information'. The 'Application status' tab is active, showing a 'Download as PDF' button. The 'Payment information' tab is also visible, showing 'Surrender Information' with fields for License No, Reason of Surrender, and Surrender Date.

Application Status:

- Tracking no. : VTS-S-20230809-0000001
- Date of submission : 09.08.2023
- Current desk : Chairman
- License Number : 14.32.0000.702.001.103.23.001

Surrender Information:

- License No : 14.32.0000.702.001.103.23.001
- Reason of Surrender :
- Surrender Date :

- Application Status, Payment information, Application Download as PDF, buttons will be available in this window.
- **Application Status:** Application Status can be seen here.
- **Payment information:** Clicking the button will show the payment information of the applicant.

Download as PDF: By clicking the button, the applicant can download the PDF form of the application