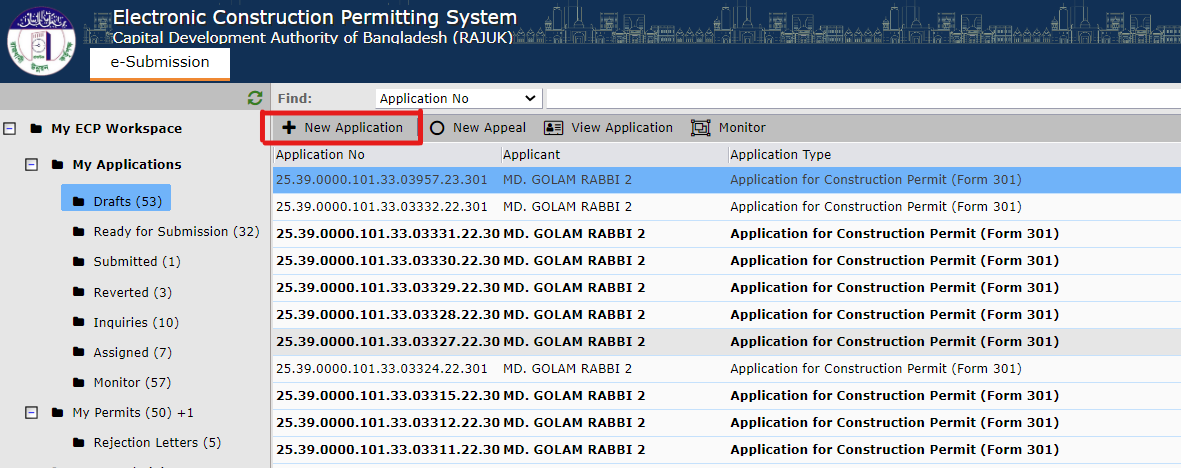
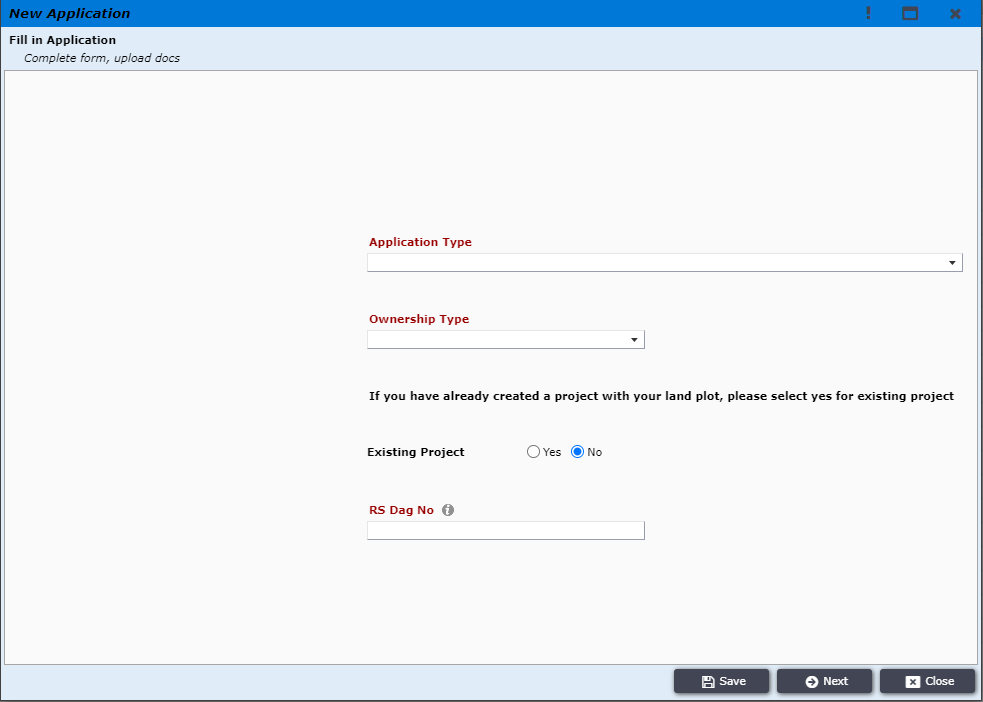
To file an application, go to Electronic Construction Permitting System Portal using the URL

<https://ecps.gov.bd/> and then click on **“Login”** button. Applicant then can login to the system using applicant’s username and password. After logging into the system successfully click on the **“New Application”** button as shown in the **Figure: 1**.



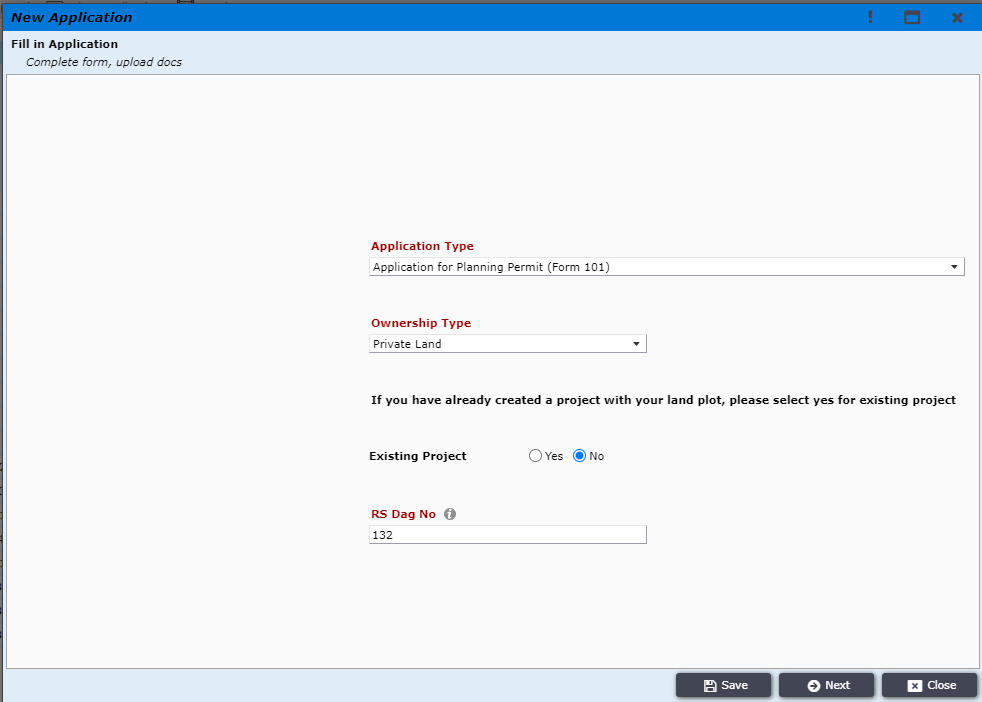
*Figure: 1. New Application*

After clicking on “**New Application**” the following window will pop-up with the drop-down selection bar for **“Application type, Ownership Type”** and enter some other information (**RS Dag No, Existing Project**). **Figure: 2** shows the information.



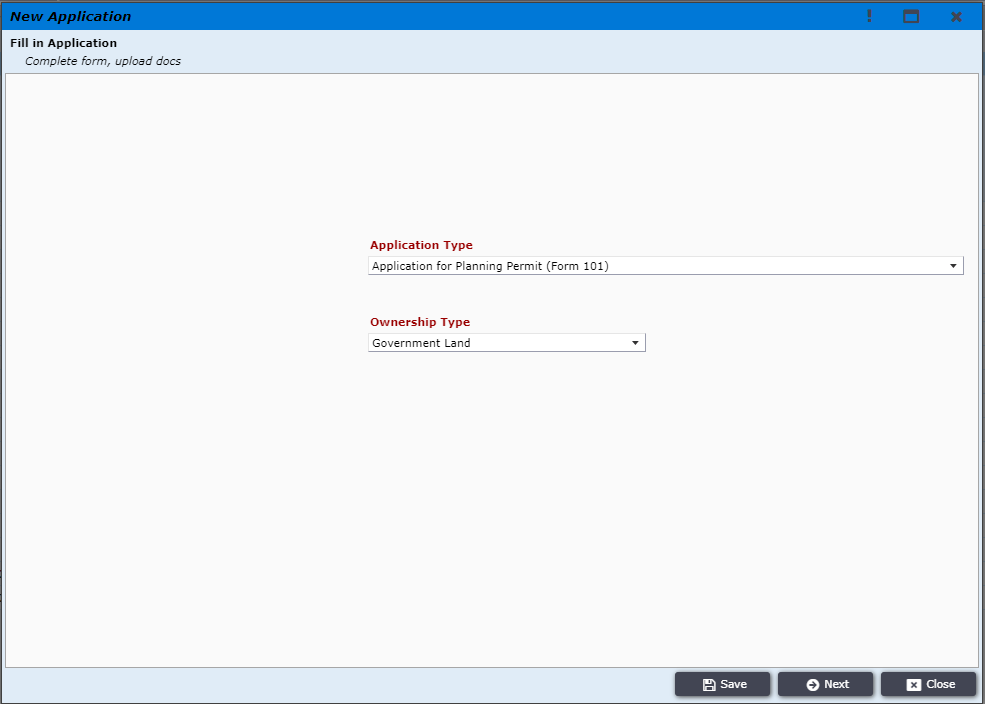
*Figure: 2. Application Type*

If the ownership type is not “**Government Land”,** then Applicant needs to select the type of application which he would like to file (e.g., Application for Planning Permit) and enter **RS Dag No,** select **Existing Project** “No” and then click on the **“Next”** button as shown in **Figure 3**.



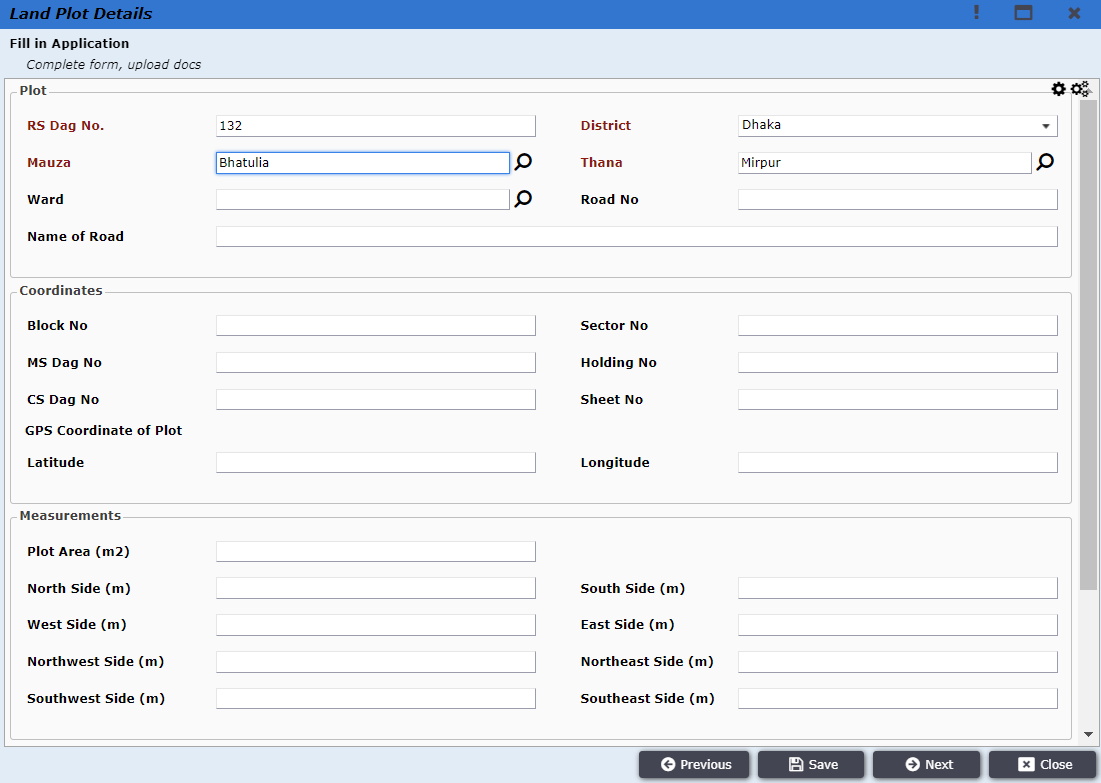
*Figure: 3. selecting application type and clicking on “Next”*

If the ownership type is “**Government Land”** then select only “**Application type and Ownership Type**” and click on “**Next”** Button. **Figure: 3.1** shows the information.

****

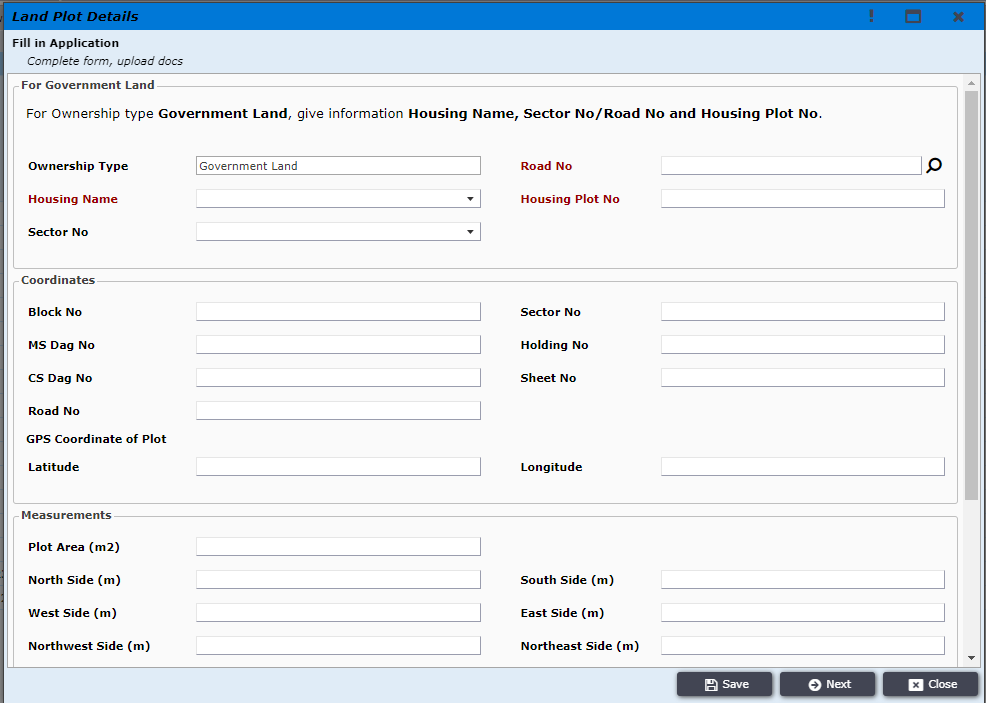
*Figure 3.1*

If the ownership type is not “**Government Land”**, then applicant is prompted to another window containing land details as shown in **Figure 4.** Applicant needs to fill up accordingly and then click **“Next”**.



*Figure 4. Land plot details*

If the ownership type is “**Government Land”,** then the applicant is prompted to another window containing land details as shown in **Figure 4.1.** Applicant needs to fill up accordingly and then click **“Next”**.

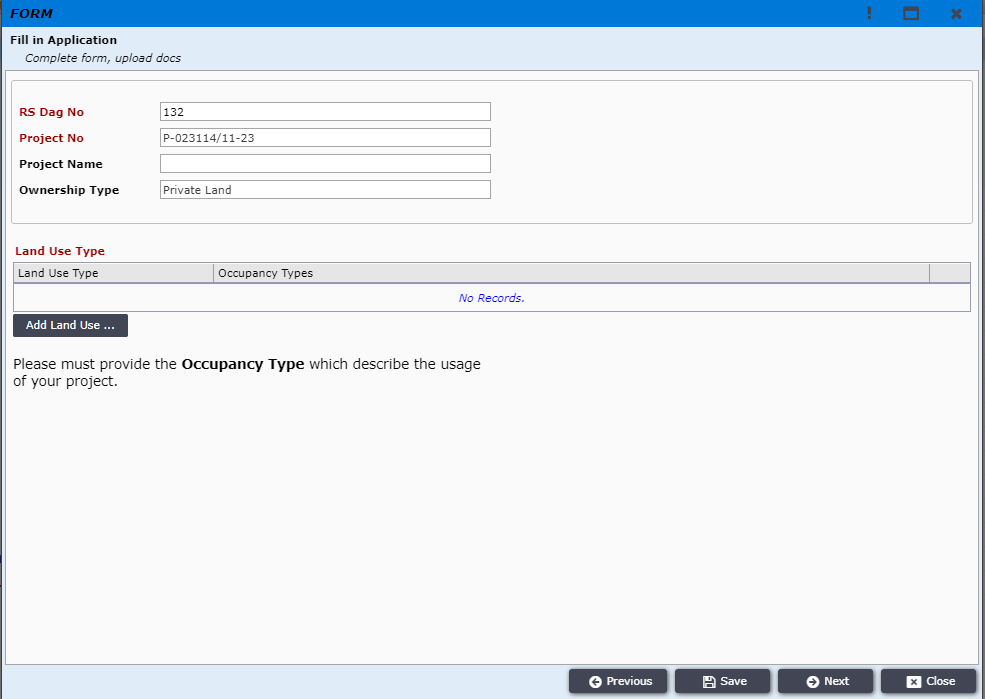


*Figure 4.1*

After providing the Land plot details applicant is prompted to **“Next”** window containing the PP information (Figure 5). Applicant needs to fill the information accordingly and click **“Next”.**

*Figure: 5.*

After providing information such as ownership type and clicking **“Next”** the applicant will be taken to **“Next”** window containing information of land use type as shown in **Figure 6**.



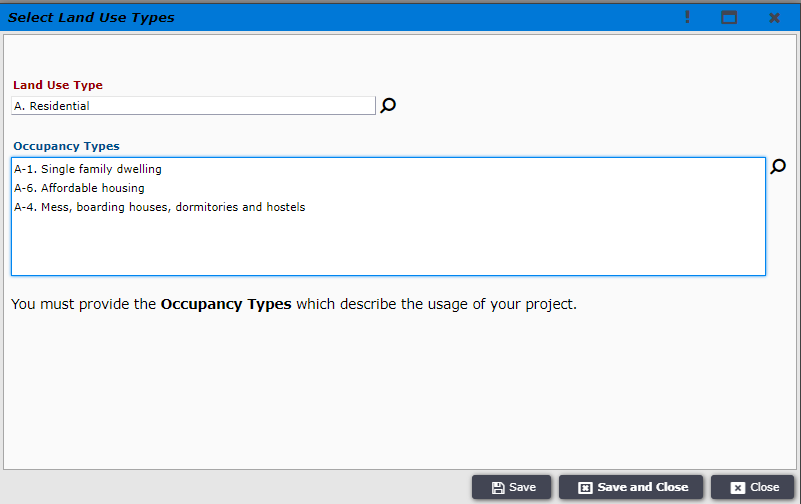
*Figure 6. Land Use Type*

Applicant will choose land use type and occupancy type as shown in **Figure 7**.



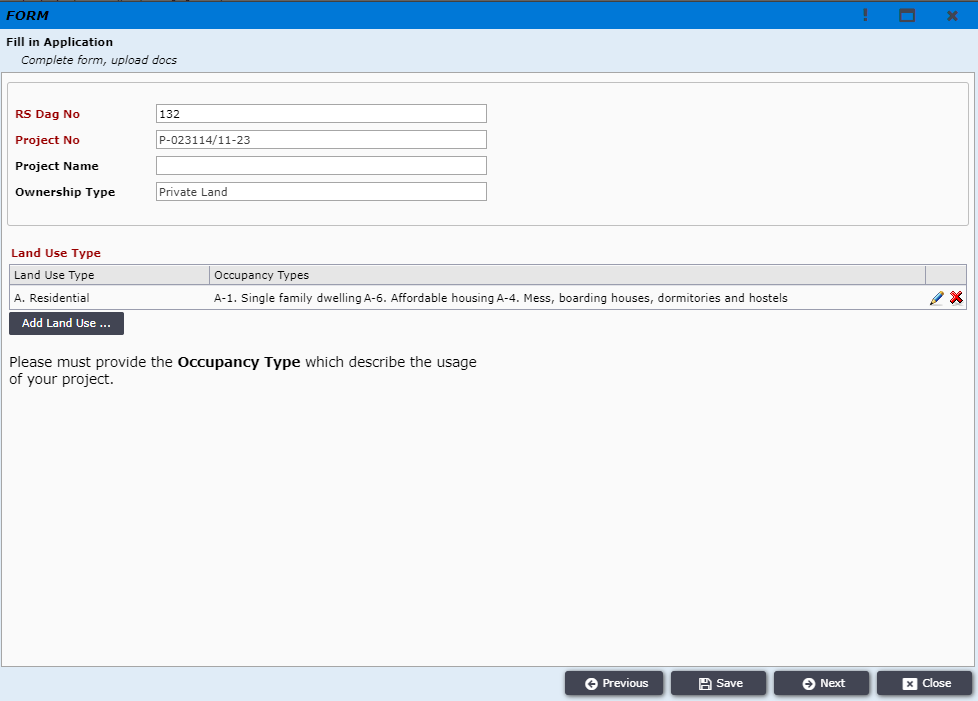
*Figure 7. Land use and occupancy type*

After providing correct land use type and occupancy type option, then applicant needs to click **“Save And Close”**.



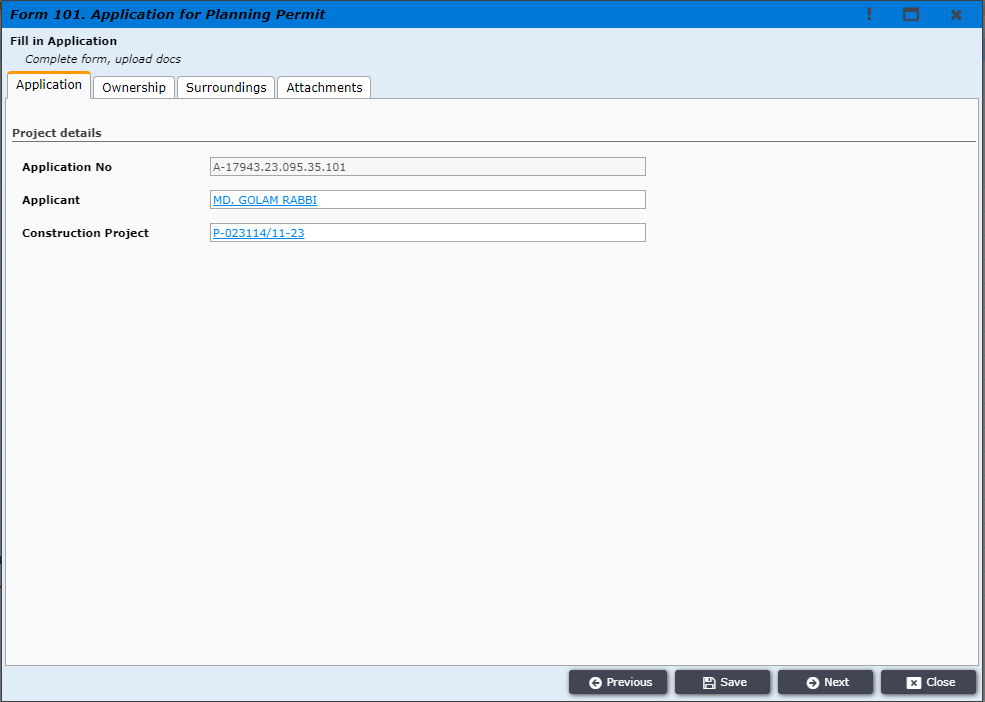
*Figure 8. Selected type*

Now you can see this window. Now click on “**Next**”. **Figure: 8.1** shows the information.



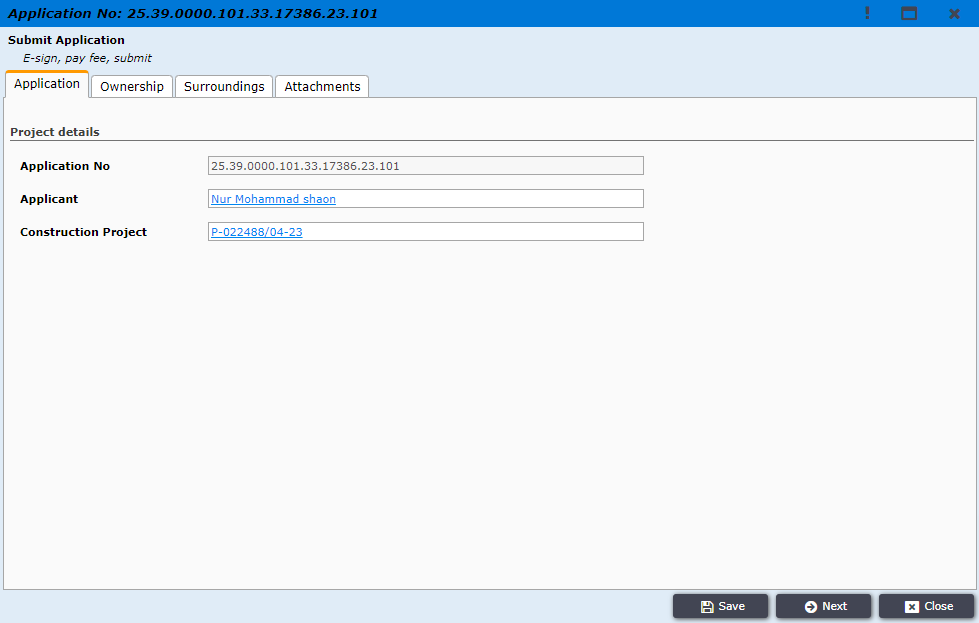
*Figure 8.1.*

Applicant will see this window (**Figure 9**.)



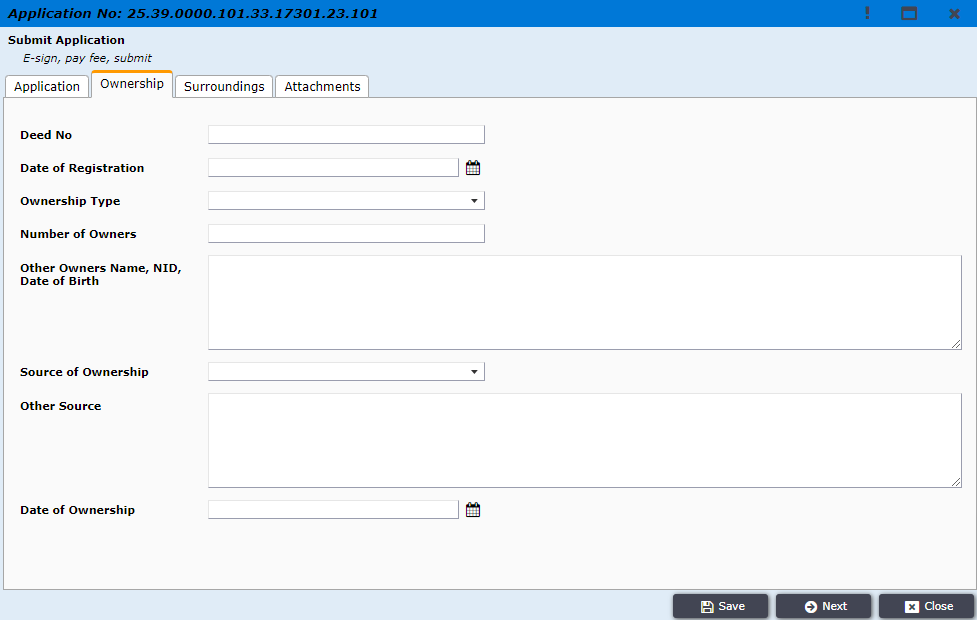
*Figure 9*

Then applicant will go to **“Next”** tab and applicant will see the interface containing Application, Ownership, Surroundings and Attachment tabs as in **Figure 10**.



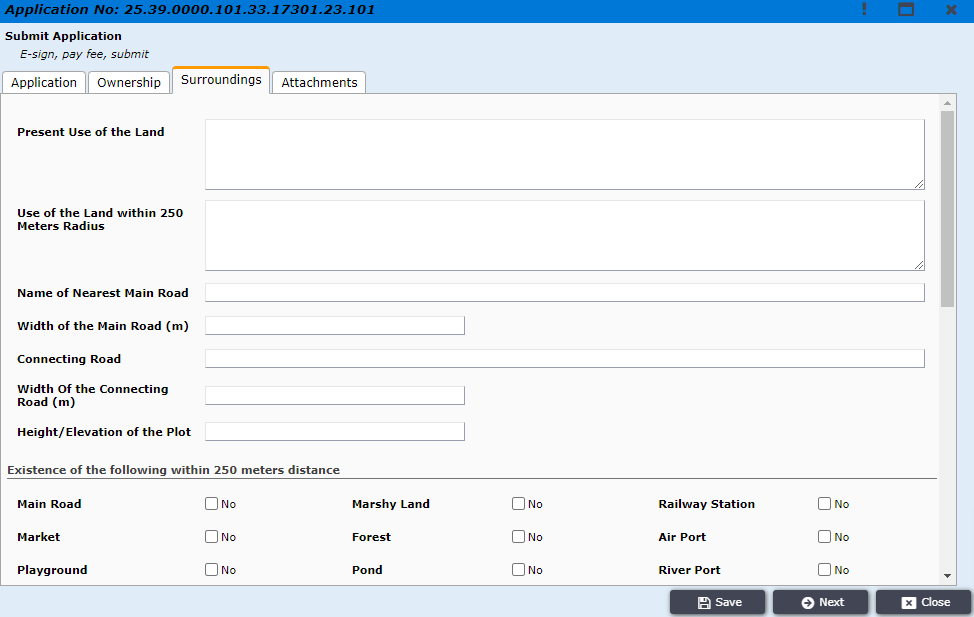
*Figure 10.*

In the Ownership tab, the applicant can fill-up the ownership details information.



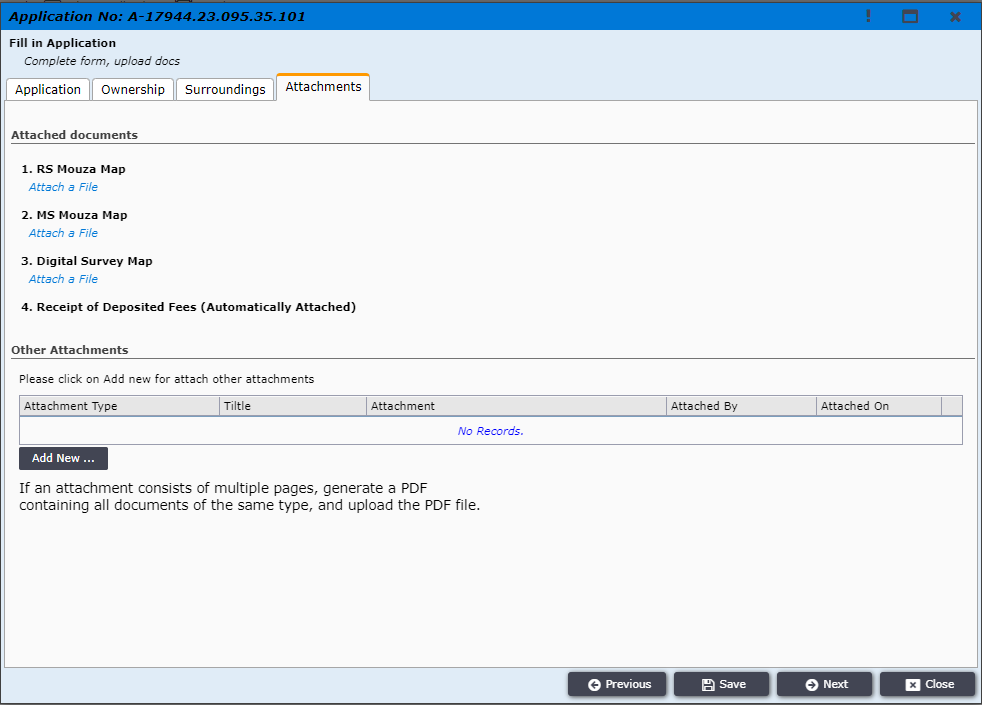
*Figure 11 Ownership*

In the Surroundings tab, the applicant can fill-up all the surroundings information of the land.



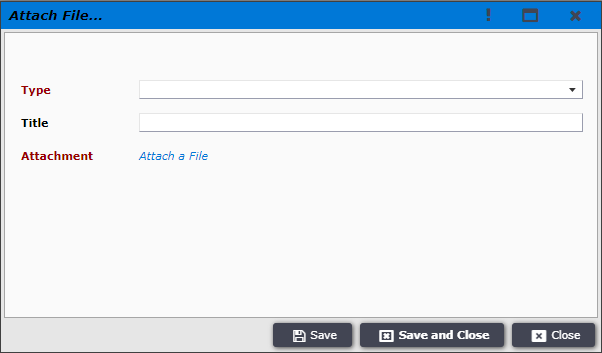
*Figure 12. Surroundings*

In the Attachments tab, the applicant will attach all the recommended attachment by RAJUK. EX. RS Mouza Map, MS Mouza Map, Digital Survey Map and many other options. Now, Click on **Add new** in **Other Attachments** Section**.** *Figure 13.*



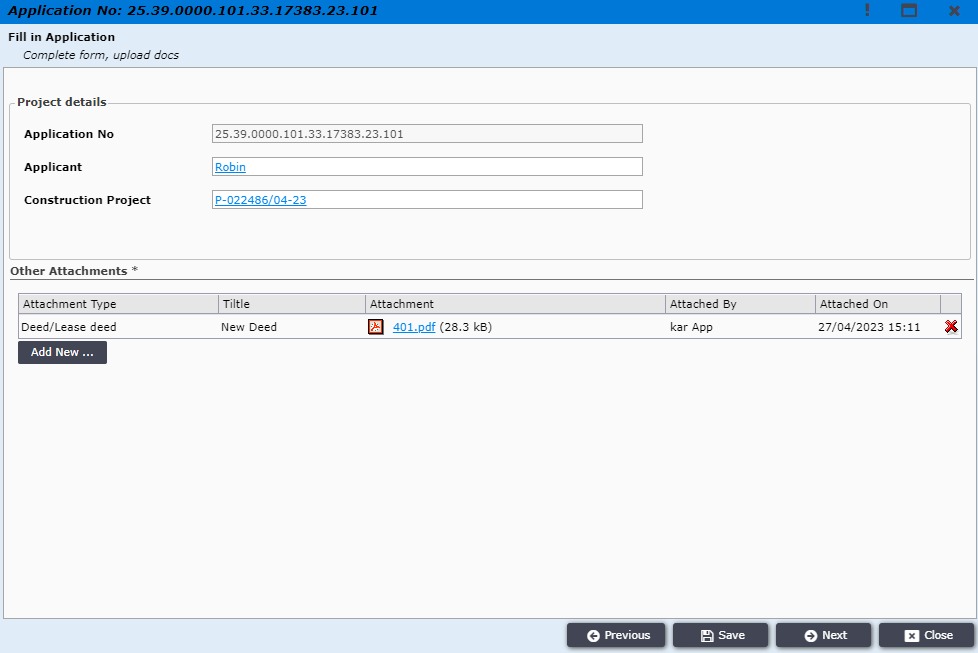
*Figure 13. Attachments*

Now Select “**Type**” and attach your attachment. Then click on “**Save and Close**”. For Another attachment click again “**Add New**” (Figure 13) then Now Select “**Type**” and attach your attachment. Then click on “**Save and Close**” (Figure 13.1)



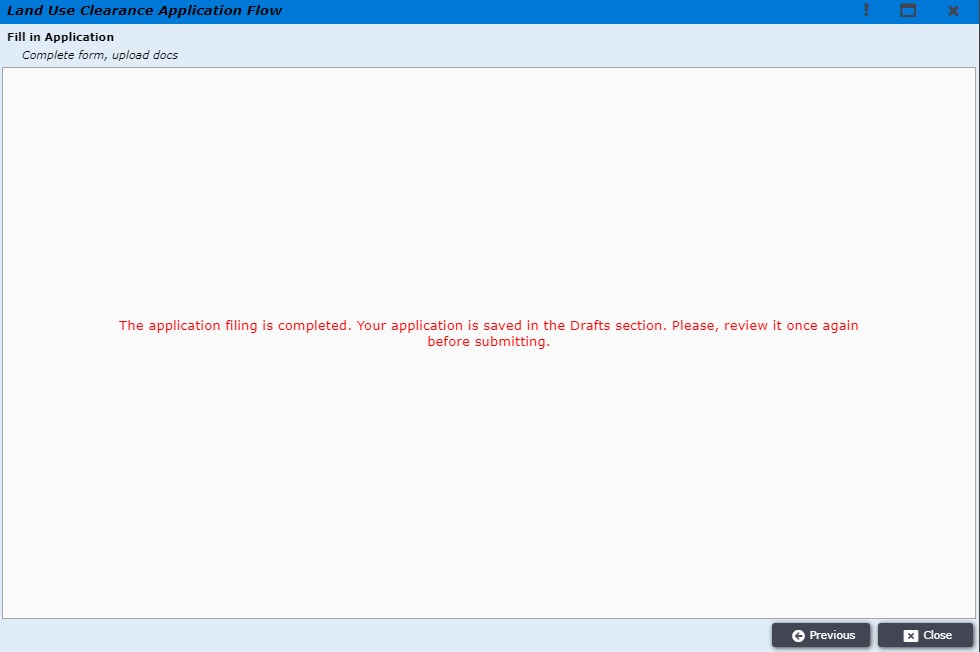
*Figure 13.1. Attachments*

Then the applicant will go to **“Next”** tab and applicant will see the interface as in **Figure 14**.



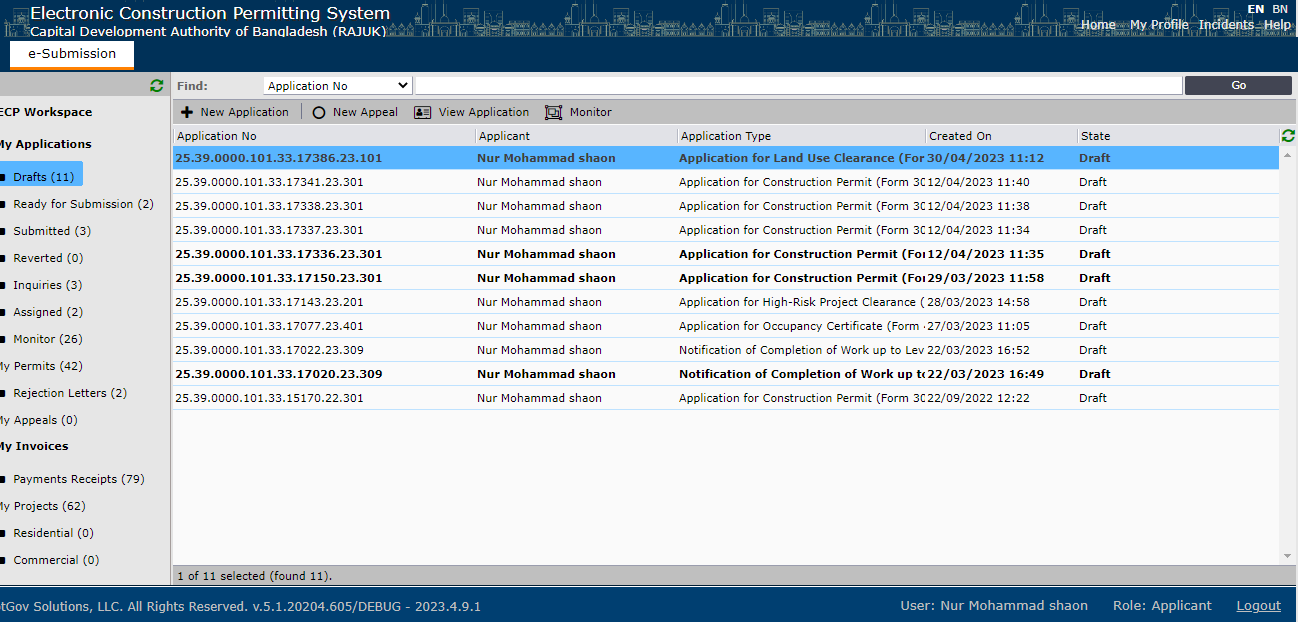
***Figure 14.***

After Clicking on **“Next”** button, Applicant will see this interface as in Figure 15.



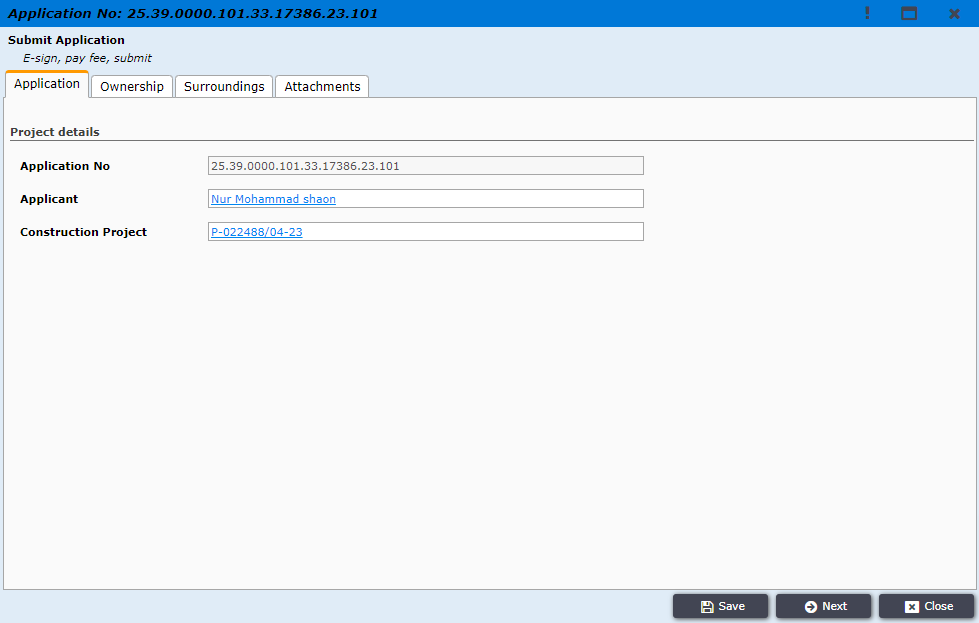
*Figure 15.*

After clicking **“Close”** the applicant will be shown message as shown in **Figure 16** and will need to double click on the new highlighted LUC file for payment and further process.



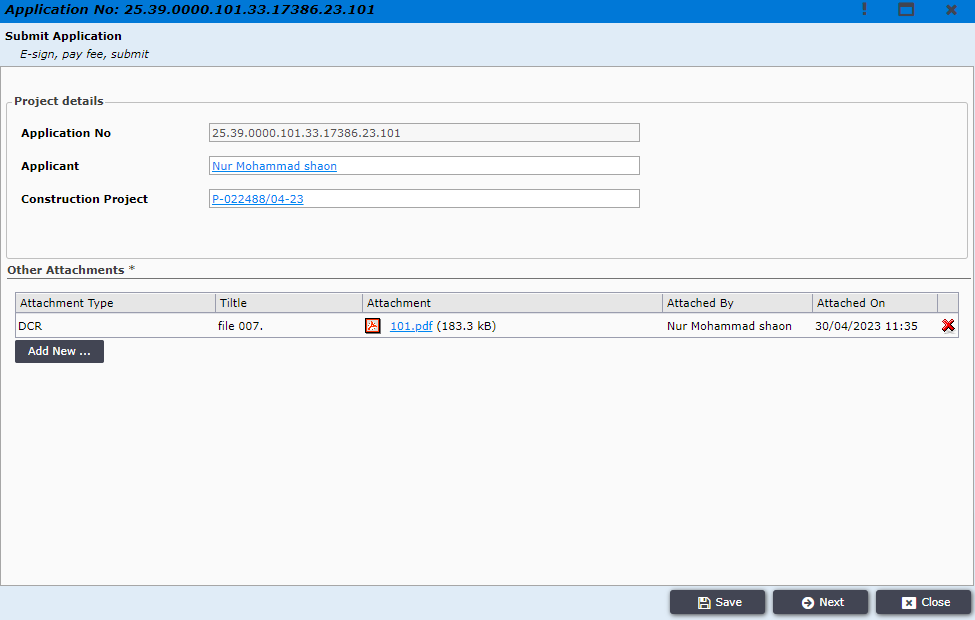
*Figure 16.*

Now after double clicking on the application, the applicant will see the previous interface containing Application, Ownership, Surroundings and Attachment tabs as in **Figure 17**. Here, he can also check and update information in all those tabs.



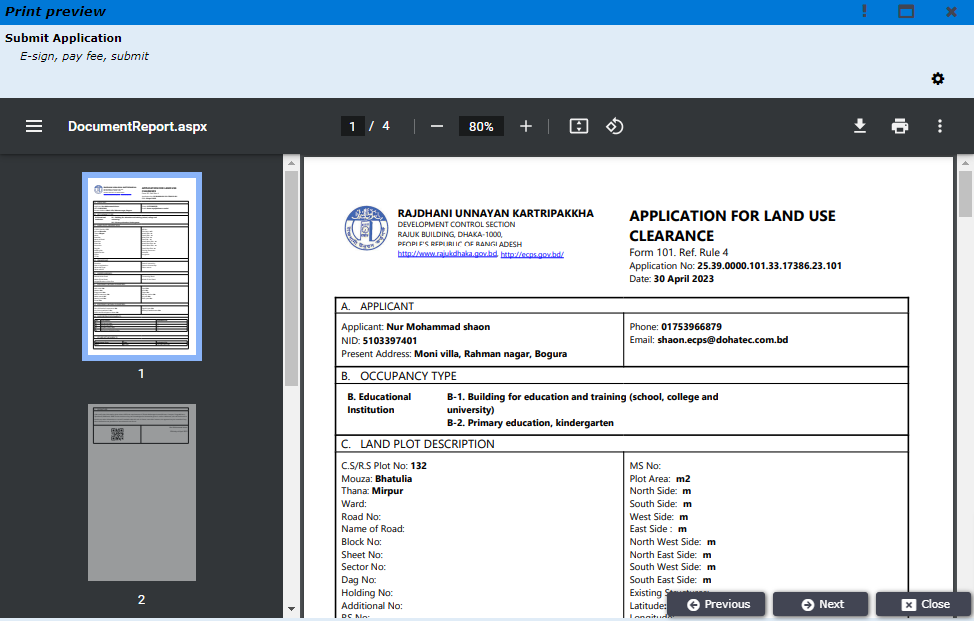
*Figure 17.*

The applicant will recheck the attached file and click **“Next”** tab to review the full project before final payment as shown in **Figure 18**.



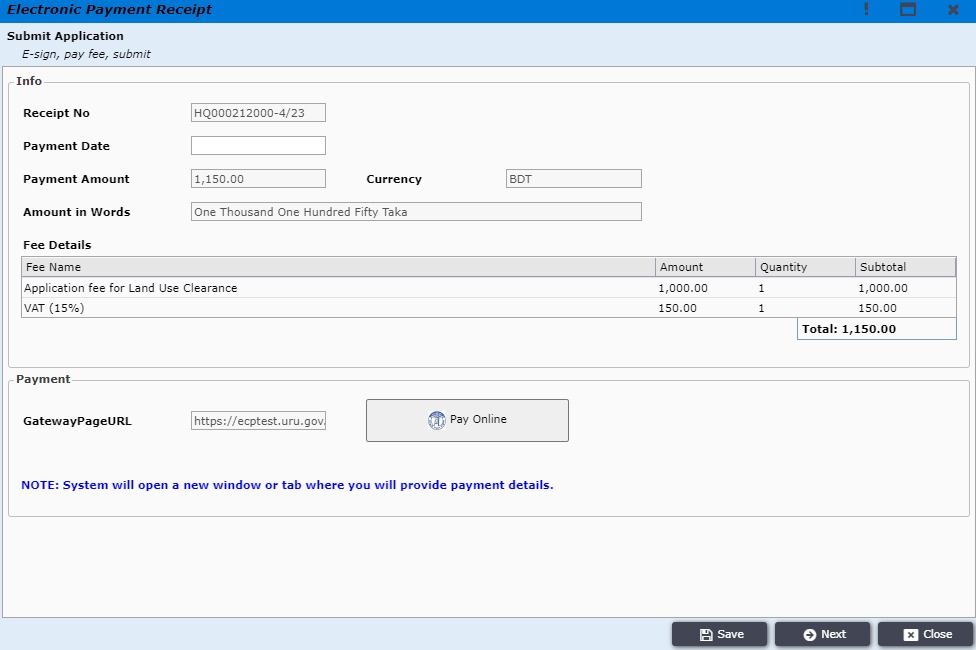
*Figure 18. Attachments*

After clicking the **“Next”** tab we can see the full project in a PDF form with all information what applicant inserted in both Bangla and English format and also able to download the application as shown in **Figure 19**.



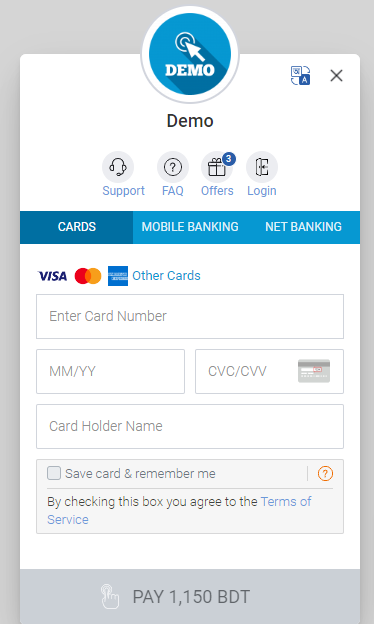
*Figure 19. Document Report*

Applicant is then prompted to **“Next”** window to see the payment option (Figure 20).



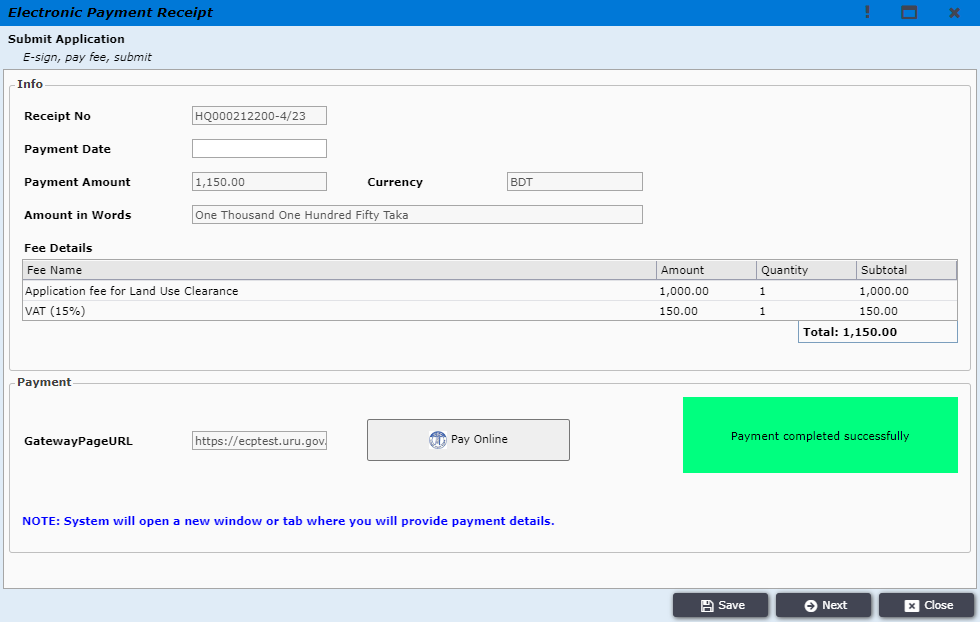
*Figure 20. Payment.*

After clicking **“Pay Online”** option, the applicant can pay the amount in any platform as he wishesand complete the payment process. (Figure 21)



*Figure 21. sslcommerz payment.*

Using OTP verification, after completing the payment successfully the applicant clicks the “**Next**” button and can see the payment information and also see the recipient payment pdf file.



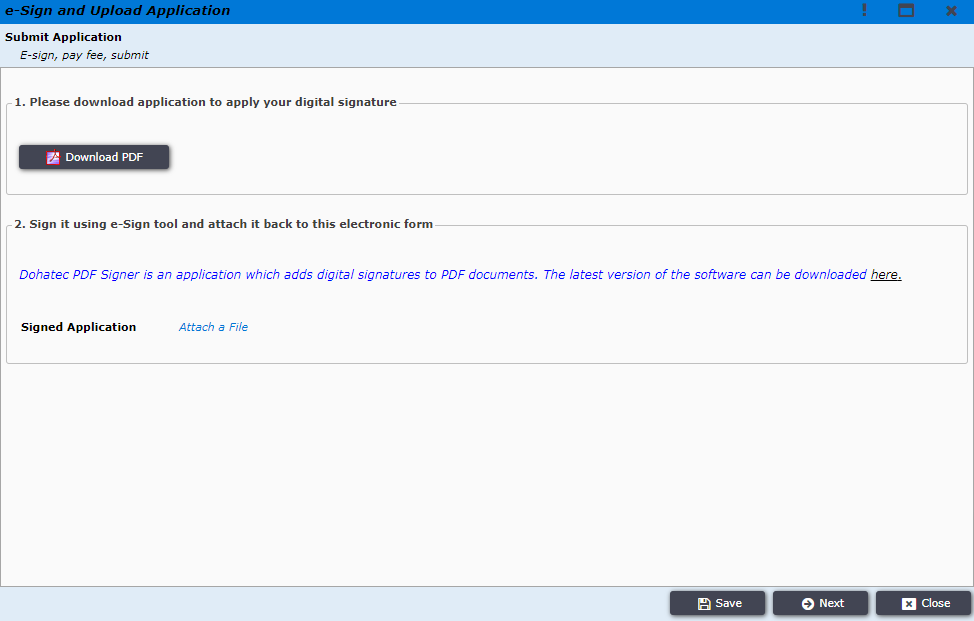
*Figure 22. Payment successful*

Then the applicant can see the certify option by “Dhaka Mohanagar Imarat , Bidhimala’ 2008” and will choose his option . After that the applicant will click the **“Next”** bar for reviewing the full project again in the PDF format.



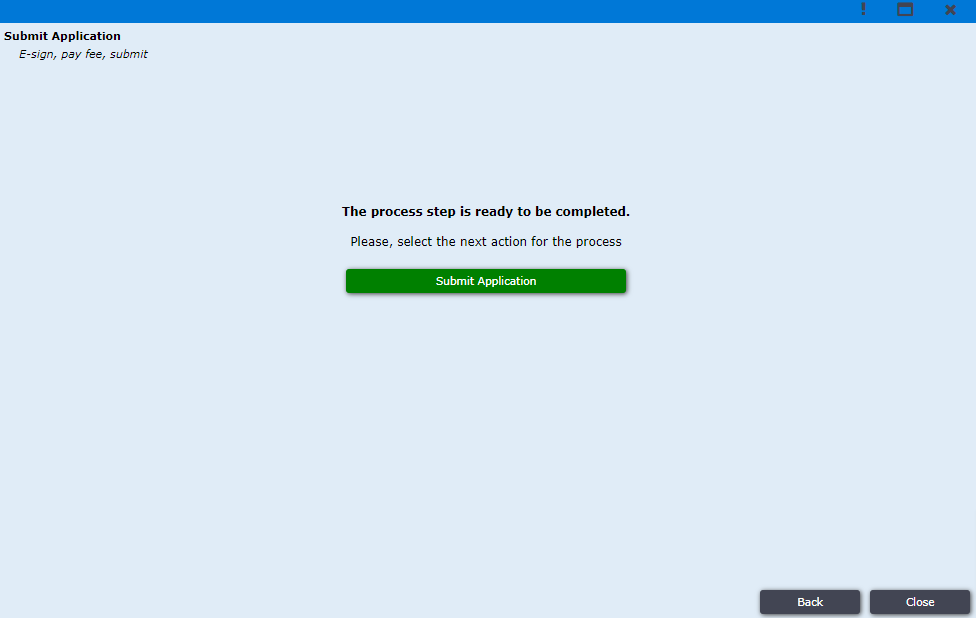
*Figure 23. Certification*

By clicking **“Next”** bar the applicant can see the e-sign page. Applicant will then add his / her digital signature in the downloaded application form and attach it in the Signed Application option as shown in figure 24. (***You can skip this step because this is not mandatory now)***



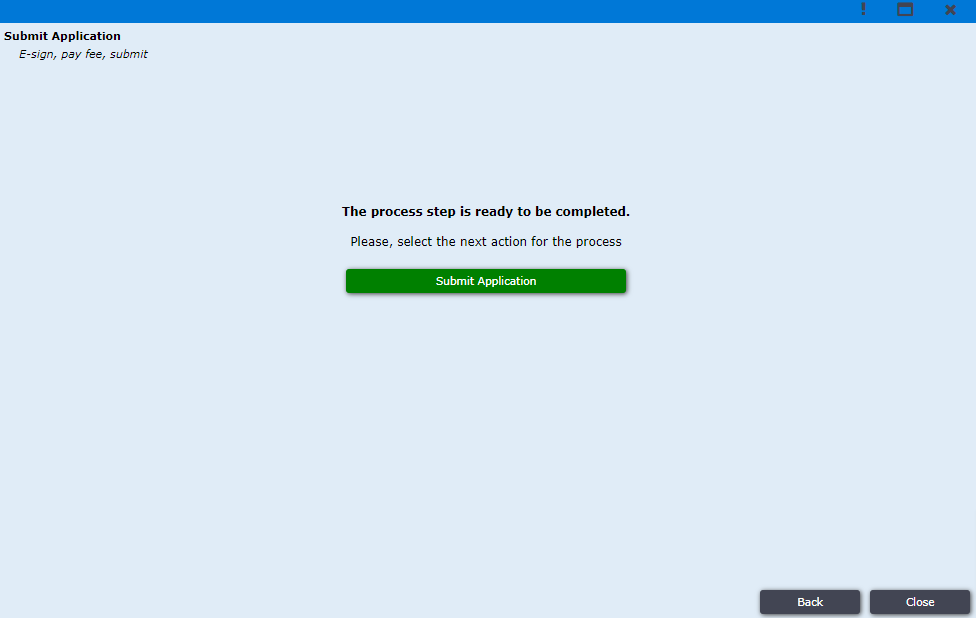
*Figure 24. e-Sign and Upload Application pages*

After uploading the Signed Application, the applicant clink on **“Next”** buttonto get the submission page as shown in figure 25.



*Figure 25. Submit*

At last, the applicant will click on **“Submit Application”** button to submit the project from applicant end finally as shown in figure 26.



*Figure 26. Final Submissions*