



# Dhaka Chamber of Commerce and Industry


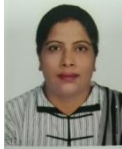



65-66, Motijheel Commercial Area, Dhaka-1000



## Memorandum

In supersession of the Standing Committee constituted earlier, the authority of Dhaka Chamber of Commerce and Industry is pleased to reconstitute Standing Committee on **SME Development-2021** as hereunder:

<b><u>COORDINATING DIRECTOR</u></b>		
<p><b>Mr. Md. Rashedul Karim Munna</b>            Director, DCCI            Mg. Director,            M/s. Creation (Pvt) Ltd.            Head Office : House # 10 Road # 7,            Sector # 7, Uttara, Dhaka -1230            Tel : 8950771, 01711-540958            Fax: 28959982            Email : creation.rkmunna@gmail.com</p>		
<b><u>CONVENOR</u></b>	<b><u>JOINT CONVENOR</u></b>	
		
<p><b>Dr. A. S. M. Mashi-ur-Rahman</b>            Managing Director,            MIDAS (Micro Industries            Development Assistance and            Services), MIDAS Center (11th            Floor), Plot # 5, Road # 16 (Old -            27), Dhanmondi, Dhaka-1209, Tel:            +880-2-9102698, PABX: +880-2-            9146579, 9103421, 9102698,            Exten. 101,            Mobile: +88-01711-842976            Skype: mashiur1961,            Fax : +880-2-58153580            E-mail: mashiur@midas.org.bd,            mashiur@midas-bd.com.bd;            drasmmashiur.rahman@gmail.com</p>	<p><b>Mr. AKM Nurul Huda Pintoo</b>            Director &amp; Chief Service            Officer            M/s. E - Zone Limited            Planners Tower (10th floor)            13/A Bir Uttam C.R. Dutta            Road (Sonargaon Road),            Dhaka-1000            Ph: 9614900, 9674679            Fax: 9675106            E-mail:            akm.pintoo@gmail.com,            pintoo@e-zonebd.com</p>	<p><b>Mr. Md. Sirajul Islam</b>            Managing Partner            M/s. Unique Survey Service            Bureau            Bhuiyan Mansion (3rd floor),            6 Motijheel C/A., Dhaka-1000            Ph: 7116156, 7116134,            9511597, 9 511598,            01912-220095            E-mail: ussb2010@gmail.com</p>

## Members

1.	<b>Mr. Nur Alam</b> Managing Director M/s. Naisha Enterprise Limited R.A.S Plaza (7th Floor), Ka-11/2, Jogonathpur, Bashundhara Road, Vatara, Dhaka-1229 Ph: 01972-161942 Fax: E-mail: naishaenterprise@gmail.com	
2.	<b>Mr. Reziul Ahsan</b> Director M/s. Superior Builders & Engineers Ltd. 416/1,Tejgaon I/A, Dhaka-1208 Ph: 8891764, 01764-609455 Fax: 8823938 E-mail: sbel@agni.com	
3.	<b>Mrs. Taslima Siddique Ratna</b> Proprietor M/s. Ittadi Handicrafts 18/2 Gopibagh, Arai Lane, 2nd Floor, Dhaka-1203 Ph: 47112033, 01711-245586 Fax: E-mail: ratna1968aah@yahoo.com	
4.	<b>Mrs. Shamsunnahar Begum</b> Proprietor M/s. Ananda Basanta PC Culture Housing Society, Block-Kha, House-23, Road-09, Ground floor, Adabar, Dhaka- 1207 Ph: 01713-032190, 01715- 032382 Fax: E-mail: swf_tapon@yahoo.com	
5.	<b>Mr. Abu Zahur Nizam</b> Proprietor M/s. AZN Corporation Cha-90, North Badda, Premier Plaza, Tower-1, Flat: B-10, Dhaka-1212 Ph: 8416446,01713-003969 Fax: E-mail: azncorporation.bd@gmail.com	
6.	<b>Mr. M.N. Kabir</b> Proprietor M/s. Futura Corporation House-16, Flat-N3, Road-7/C, Sector-9, Uttara, Dhaka-1230 Ph: 8921609 Fax: 8916919 E-mail: kabir@futurabd.com	
7.	<b>Mr. Md. Golam Rashed</b> Proprietor M/s. G Tech Industries House-134/A, Uttar Chanpara, Uttar Khan, Uttara, Dhaka-1230 Ph: 1959903850 Fax: E-mail: rashed@gal.com.bd	
8.	<b>Mr. Rashed Ahmed</b> Proprietor M/s. Innovation Pharma 26/1, 26/2 Dr. Kudrat-E-Khuda Road, Eastern Mollika 7th Floor, Dhaka Ph: 01617-123777,01841- 290279 Fax: 58150699 E-mail: ahmedbd74@gmail.com	

9.	<p><b>Mir Asaduzzaman Rakib</b>  Proprietor  M/s. Root Traders  34 Shahid Faruk Sarak, Jatrabari,  Dhaka-1204  Ph:  162,088,023,601,758,000,000  Fax:  E-mail:  roottradersbd@gmail.com</p>	
10.	<p><b>Mr. Abdul Latif Khan</b>  Director  M/s. Siam Health Care Company  Ltd.  142 Castle Green (2nd Floor),  Green Road, Sher-e-Bangla  Nagar, Dhaka-1205  Ph: 9138411 , 01715564606  Fax:  E-mail: info@siamhcbd.com</p>	
11.	<p><b>Mr. Syed Tasdiq</b>  Proprietor  M/s. Syed International  Confidence Center, Flat-6/A,  Kha-9, Shahjadpur, Progoti  Soroni, Gulshan, Dhaka-1212  Ph: 9856481  Fax: 9859735  E-mail:  syedinternational17@gmail.com</p>	
12.	<p><b>Mrs. Parvin Hossain</b>  Proprietor  M/s. Abani Enterprise  35 Mirpur Road, Sukanna  Tower, Flat-15/16, Dhaka-1205  Ph: 01944-449966  Fax:  E-mail:  abanienterprise@yahoo.com,  oshinoverseas@gmail.com</p>	
13.	<p><b>Mr. Waseque Bin Bashir</b>  CEO  M/s. Advance Trading  Corporation  33 Topkhana Road, 3rd floor,  Dhaka-1000  Ph: 9560292, 9569819  Fax: 9564327  E-mail: bashir@bangla.net</p>	
14.	<p><b>Mr. G. M. Hafizur Rahman</b>  Proprietor  M/s. Gazi Enterprise  2 DIT Avenue (Extension),  Motijheel C/A, Dhaka-1000  Ph: 9556699  Fax:  E-mail: uhdo09@hotmail.com</p>	

### **TERMS OF REFERENCE:**

1. To identify problems of Small and Medium entrepreneurs and to recommend measures for growth and development. To help Government and concerned organizations by providing inputs and suggestions to develop new products.
2. To undertake initiative for further achievement of SME Sector as and when assigned by the Board of Directors/President.
3. Committee may adopt any other important issue relevant to the subject matter with the consent of the President.
4. In absence of the Convenor the members of the committee will select someone amongst themselves to chair that meeting.

### **MEETINGS:**

Convenor will convene all meetings. However, in the absence of the Convenor, Joint Convenors will jointly convene the meetings. The agenda of such meetings must be approved by the Convenor. The Coordinating Director, will not convene the meetings unless, prior approval is given by the President, DCCI in absence of the Convenor and Joint Convenors.

### **ROLES AND RESPONSIBILITIES OF COORDINATING DIRECTOR, CONVENOR, JOINT CONVENORS:**

- (a) Convenor will Chair the meetings and will be assisted by the Joint Convenors.
- (b) Coordinating Director shall support the Committee and be present as an Observer.
- (c) Coordinating Director will report to the Board of any lapse in the performance of committee in terms of TOR and Action Plan. Coordinating Director will also present the recommendation to the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (d) Joint Convenors shall preside over and conduct all meetings in absence of the Convenor.

### **QUORUM:**

The presence of **3 (three) members** in the meeting shall form the quorum.

### **CO-OPTION:**

For better functioning of the Standing Committee, if any co-option is necessary, the Coordinating Director shall bring such case to the notice of the President for necessary action subject to a request made by the Convenor of the Committee.

### **Dealing Officers:**



**Mr. Mohammed Musleh Uddin,**  
Deputy Secretary, R&D



**Mr. Mahan Mia**  
AS, SME Development Department

**Afsarul Arifeen**  
Secretary General