




## 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 **Trade Facilitation & Global Linkages- 2021** as hereunder:

<b><u>COORDINATING DIRECTOR</u></b>	<b><u>Photo</u></b>
<p><b>Mr. Shams Mahmud</b>            Director &amp; Immediate Past President, DCCI            Managing Director            M/s. Shasha Denims Limited            House-23, Road-129            Gulshan-1, Dhaka-1212            Ph: 9850548, 9855263, 9854679, 9856328            Fax: 9851698            Cell : 01730-022100            E-mail: <a href="mailto:shamsmahmud@gmail.com">shamsmahmud@gmail.com</a>  <a href="mailto:info@shashabd.com">info@shashabd.com</a>, <a href="mailto:sdlcommercial@yahoo.com">sdlcommercial@yahoo.com</a></p>	

<b><u>CONVENOR</u></b>	<b><u>JOINT CONVENOR</u></b>	
 <p><b>Mr. Syed Mamnun Quader</b>            Managing Director            M/s. Southtech Limited            Dhaka Square (4th &amp; 5th floor), House No.01, Road-13, Sector-01, Uttara, Dhaka-1230            Ph:58951905, 58951809, 58954170, 58956331            Fax: 58954251            E-mail: <a href="mailto:marketing@southtechlimited.com">marketing@southtechlimited.com</a></p>	 <p><b>Mr. Md. Delwar Hossain</b>            M/s. General Motors            927 Shahid Bag Dakkhin Shahjahanpur Rangan Apartment, Dhaka-1217            Ph: 9345302, 01924-999317, 01711-488069</p>	 <p><b>Mrs. Suraiya Alam</b>            Proprietor            M/S. Suraiya Fashion Fantasia Tower, F-10, 122-123, New Eskaton, Bangla Motor, Dhaka-1205            Ph: 01711-424803            E-mail: <a href="mailto:shahidul_01711-424803hel@yahoo.com">shahidul_01711-424803hel@yahoo.com</a>, <a href="mailto:sierra.emb@gmail.com">sierra.emb@gmail.com</a></p>

## Members

<p>1. <b>Mr. Rashed Ali</b> Proprietor M/s. Dayal Enterprise Section-2, Block-H, Road-5, House-6, Mirpur, Dhaka-1216 Ph: 8055968, 8416156, 01819213487 Fax: 9570495 E-mail: amdrashed@yahoo.com</p>		<p>6. <b>Mr. Abdus Salam</b> Managing Director M/s. MAS Shop BD Limited Cha-90/A (3rd Floor), North Badda, Progati Sarani, Dhaka- 1212 Ph: 1303240208 Fax: E-mail: masshopbdltd2019@gmail.com</p>	
<p>2. <b>Mr. S.M Zahidur Rahman</b> Managing Director M/s. Fare Construction &amp; Dredging Ltd. 11/8/E, Free School Street, Panthapath, Dhaka-1205 Ph: 9666246 , 01711545147 E-mail: farebuilders@gmail.com</p>		<p>7. <b>Mr. Nur Alam</b> Managing Director M/s. Naisha Enterprise Limited R.A.S Plaza (7th Floor), Ka- 11/2, Jogonnathpur, Bashundhara Road, Vatara, Dhaka-1229 Ph: 01972-161942 Fax: E-mail: naishaenterprise@gmail.com</p>	
<p>3. <b>Mr.Sarmad Mansoor</b> Proprietor M/s. Sindhiya Enterprise 5 Moulovi Bazar (New Gulbadan Market), Dhaka-1211 Ph: 5731196, 01713-031690, 01988-665511 E-mail: sindhiyabd@gmail.com</p>		<p>8. <b>Mr. Shakhawat Hossain Forhad</b> Proprietor M/s. Raian Powergen Parts International House-1/A, Road-13 (New), Mirpur Road, Dhanmondi, Dhaka-1209 Ph: 01715-850212 Fax: 9140762 E-mail: raianppibd@yahoo.com</p>	
<p>4. <b>Mr. Md. Momotaj Ali</b> Proprietor M/s. Good Luck International Eastern Garden, 70/1, Indira Road, Flat No.2/304, Farmgate, Dhaka-1215 Ph: 1745772855 Fax: E-mail: goodluckinternational.ali@gmail.com</p>		<p>9. <b>Mr. Amir Hamza</b> Managing Director M/s. Unicon Global Limited Rahbar Tower(5th Floor), 77- 78 Janata Co-Operative Housing Society, Ring Road, Adabor, Dhaka-1207 Ph: 1717429165 Fax: E-mail: amir09hamza@gmail.com</p>	
<p>5. <b>Dr. Mohammad Naveed Ahmed</b> Managing Director M/s. Kinbo Manufacturing Industries Limited Level-4, London Plaza, Plot- 35, Sector-3, Uttara Model Town, Dhaka-1230 Ph: 29561782 , 01711645629 Fax: E-mail: naveed@miyakomarketing.com</p>		<p>10. <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</p>	

<p>11. <b>Mr. Showkat Osman</b>          Managing Director          M/s. Biztech Business Limited          70-71, Shahid Taj Uddin          Ahmed Sarani, Mohakhali,          Dhaka-1212          Ph: 1711692084          Fax:          E-mail: info@biztechbl.com</p>		<p>12. <b>Mr. Salman Bin Rashid Shah Sayem</b>          M/s. Makka Tours &amp; Travels          City Center (Level 25,B-1)          90/1 Motijheel C/A, Dhaka-1000          Ph: 9586923, 9570565, 01819-211094,01678-169909          Fax: 9563709, 7169625          E-mail:          makka@intechworld.net,lnshamrat@yahoo.com</p>	
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### **TERMS OF REFERENCE:**

1. To establish a working relationship with the embassies and high commissions operating in Bangladesh for accelerating bilateral trade investment. To negotiate with the Government for the inclusion of more members from the private sector in the official delegations of government abroad.
2. To organize trade delegation to be sent abroad for the promotion of trade, explore new investment and make recommendations to the Board of Directors of DCCI.
3. To undertake any other initiative relevant to Trade Facilitation as and when assigned by the Board of Directors/President.
4. Committee may adopt any other important issue relevant to the subject matter with the consent of the President.
5. 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 **5 (five) 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. Enamul Hafiz Latif**  
DS, TF  
Mob:01841190567



**Ms. Tashfin Ashraf**  
AS, TF

**Afsarul Arifeen**  
Secretary General