



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 **Financial Institutions - 2018** as hereunder:

COORDINATING DIRECTOR		
<p>Mr. Waqar Ahmad Choudhury Director, DCCI Director Rancom Trading (Pvt) Ltd. "Symphony" (5th Floor) Plot#SE (F)9, Road-142, South Avenue Gulshan-1, Dhaka-1212 Tel: 88-02-9553536, 9563356 Mobile: 01711521197</p>		
CONVENOR	JOINT CONVENOR	
 <p>Mr. Ashraf Ahmed Mg. Director & CEO M/s. Riverstone Capital Limited Lotus Kamal Tower-2, Level-13, Plot No. 59 & 61, Gulshan South Avenue, Gulshan-1, Dhaka-1212 Ph: 9898190, 9898203, 01713001228 E-mail: md@riverstone.com.bd</p>	 <p>Mr. Zeyad Rahman Director M/s. Delta Life Insurance Company Ltd. Delta Life Tower Plot No.37, Road No.90 Gulshan Circle-2 Dhaka-1212 Ph: 8823322, 01713062465 Fax: 8831739 E-mail: info@deltalife.org</p>	 <p>Mr. M.A. Mannan Mg. Director M/s. Beta Bangladesh Ltd Sheltech Ameena, Flat # 2B, House # 71, Road # 15/A, Dhanmondi R/ADhaka 1209 Tel : 9671563, 9665942; M : 01778336611 E-mail : betabangla@yahoo.com</p>

Members

1.	<p>Mr. M. Anwarul Haque Former Director, DCCI M/s. Tippera Iron & Tin Factory Ltd. 38 Shohid Tajuddin Ahmed Soroni (339/A, Tejgaon I/A), Dhaka-1208 Ph: 8891591, 8891615, 01711- 549349 E-mail: tipperairon@yahoo.com</p>	
2.	<p>Mr. K. G. Karim Former Director, DCCI Managing Director Karim & Sons 1/E/1, Zigatola, Dhanmondi Dhaka-1209, Bangladesh Tel: 88-02-8622345, Mobile: 01713038351 Email: karimandsons1@yahoo.com</p>	
3.	<p>Mr. Rizwan-ur Rahman Former Director, DCCI M/s. ETBL Securities & Exchange Ltd. Suvastu Tower (9th floor) 69/1 Panthapath, Dhaka-1205, Bangladesh Tel: 9641351-4, 01713-046380 Fax: +88-02-8621917 Email: rizwan@etblsecurities.com info@etblsecurities.com</p>	
4.	<p>Mr. A. K. Mizanur Rahman, FCA, Mg. Partner M/s. Shafiq Mizan Rahman & Augustine House-55, Road-28, Gulshan-1, Dhaka-1212 Ph: 9855876, 9354649, 01711- 521279 Fax: 9856006 E-mail: mizan6005@yahoo.com</p>	

5.	<p>Mr. Tapan Krishna Podder, FCA, FCMA Chairman M/s. Alliance Financial Services Limited Rahman Chamber (3rd floor) 12-13 Motijheel C/A, Dhaka-1000 Ph: 9515468-9, Ph: 9515468-9, 01713-048685 Fax: 9515467 E-mail:Chairman@allfin.org</p>	
6.	<p>Mr. P. K. Roy, FCA Chief Executive Officer M/s. Rupali Insurance Company Limited Rupali Bima Bhaban, 7 Rajuk Avenue, Dhaka-1000 Ph: 9567238, 9565625-6, 9553861 (PABX) Fax: 9565629 E-mail: prithwish_kumar@yahoo.com info@rupaliinsurance.com</p>	
7.	<p>Mr. Sharfuddin Ahmed Adil DMD& CEO Adil Securities Ltd Suite-720 (6th Floor), 9/F Motijheel C/A, Dhaka-1000 Tel : 9563977, 01729-073300 imtiaz.adil@gmail.com</p>	
8.	<p>Mr. Abul Kashem Md. Shirin Managing Director Dutch-Bangla Bank Limited (DBBL) Sena Kalyan Bhaban (3rd floor), 195 Motijheel Commercial Area, Dhaka-1000 TEL : 9590565, 9574196-8 Fax : 9561889 E-mail : dbbl@bdmail.net</p>	
9.	<p>Mr. Sohail R. K. Hussain Mg. Director & CEO The City Bank Limited 136 Bir Uttam Mir Showkat Road, Gulshan Avenue, Gulshan-2, Dhaka-1212 Tel: 9897785, 8813483, 8814375 Fax : 9884446 E-mail : info@thecitybank.com</p>	
10.	<p>Mr. S.M. Intekhab Alam Managing Director Phoenix Finance And Investments Limited Eunoos Centre (Level-11), 52- 53, Dilkusha C/A, Dhaka-1000 Tel: 9569007-10, 9555685, 9576649, 01726-673818 Fax : 9567787 E-mail : mail@phoenixleasing.com.bd</p>	
11.	<p>Mr. Bidhu Bhusan Chakraborty Chief Executive Officer Asia Pacific General Insurance Company Ltd. Head Office, Home Stead Gulshan Link Tower (6th Floor) TA-99, Gulshan Badda Link Road, Middle Badda Dhaka-1212 Tel : 9551388, 9555338, 09666771771 Fax : 9558125 E-mail : apgic@bdcom.com</p>	
12.	<p>Engr. M. Shariful Alam Mg. Director M/s. Broadway International Technology Services Ltd. Suite-6N, Meherba Plaza (6th Floor), 33, Topkhana Road, Dhaka-1000 Ph: 9581350, 01678087474 Fax: 9581468 E-mail: bikiron@gmail.com</p>	
13.	<p>Mr. Mohammad Siaam Al-Ddin Malik Proprietor M/s. Siaam Enterprise 2 Kamal Daha Road, Posta, Chawk Bazar, Dhaka-1211 Ph: 01777-455881 siaam_6600@hotmail.com</p>	
14.	<p>Mr. M. A. Hannan Bashar Conmat Enterprise Ismail Mansion (2nd Floor) 9-H, Motijheel C/A, Dhaka-1000 Tel : 9550252, 01707822422 E-mail : conmatent@gmail.com</p>	
15.	<p>Mr. Md. Sirajul Islam M/s. Sarder Trade International 3/9 Liakat Avenue, Johnson Road, Dhaka – 1100. Ph:01711-374426</p>	
16.	<p>Mr. Rahel Ahmed Managing Director & CEO Prime Bank Limited Adamjee Court Annex Building-2 119-120, Motijheel C/A Dhaka-1000 9567265, 956467</p>	
17.	<p>Mr. Q. M. Shariful Ala, FCA Managing Director & CEO Delta Brac Housing Finance Corporation Ltd. (DBH) Landmark Building (9th Floor) Gulshan 2, Dhaka-1212 Fax : + 880-2-9882110 Tel: 09612 334455, 9842374 E-mail: dbh@deltabrac.com</p>	

TERMS OF REFERENCE:

1. To deal with all matters, issues & problems related to financial sectors and to make policy recommendations in order to realise the objectives of adequate and low cost finance for the development of trade and industry.
2. To review problems faced by the business community engaged in the related field and recommend remedial measures.
3. To review the present functioning of the Banking, Financial Institutions, Insurance, Capital Market Sectors for identifying the impediments for development and suggest improvement.
4. To examine and review the problems faced by the business community in respect of leasing companies and recommend specific remedial measures for balanced and expeditious development of Leasing Companies.
5. To perform any other task as may be assigned by the Board of Directors / President.

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.

Terms and Conditions:

1. The Standing Committee shall submit its suggestions / recommendations to the Board of Directors for approval.
2. Besides the nominated members, all members of the Board of Directors are entitled to attend meetings of the Standing Committee. DCCI Secretariat shall ensure sending notices of the meeting to the Directors.
3. Members remaining absent in 3 (three) consecutive meetings of the Committee without prior notice shall be deemed to have vacated their membership of the Standing Committee. And immediately, the vacancy will be fulfilled by adding new members subject to required validation and due process followed by DCCI Secretariat.
4. The term of office of the Standing Committee shall be one year, if not otherwise decided by the Board of Directors.
5. The Standing Committee shall convene at least 4 (Four) regular meetings in a year (excluding emergency meetings and meetings on policy issues). One meeting in one quarter will be requested to be held for improved effectiveness of the committee.
6. The Standing Committee can form sub-committee for improved performance and effectiveness, such sub-committees will only report to the respective Standing Committee and can be dissolved as and when required by the Convenor and such sub-committees can only be headed by the Joint Convenors.
7. The Standing Committee will be requested to submit the Budget related recommendation by 30th January, 2018. The maximum number of recommendation will be limited to five (5) and will be backed by proper justification and reasoning.
8. The Committee Action Plan (CAP) will need to be submitted by the Convenor and Joint Convenors. The CAP format will be given by the Secretariat.
9. The Standing Committee will be evaluated at the end of the term. The evaluation will be conducted under certain performance criteria set by the DCCI Standing Committee Evaluation Committee and also the CAP performances.
10. The Standing Committee must submit their report on its activities within 15th November, 2018 in order to incorporate the same in the Annual Report, failing which the Standing Committee's report will not be included in the Annual Report.



AHM Rezaul Kabir
Secretary General