




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 **Management Committee- DCCI Finance and Accounts-2018** as hereunder:



COORDINATING DIRECTOR	
<p>Mr. Kamrul Islam, FCA Senior Vice President, DCCI M/s. Mashnoons Limited BSCIC Electronic Complex Plot No. 1/1, Road No. 3, Avenue-4, Section-7, Mirpur, Dhaka Tel : 8061546, 01819-219523 E-mail: svp@dhakachamber.com , ikamrul@yahoo.com</p>	

CONVENOR

<p>Mr. Haider Ahmed Khan, FCA Former Sr. Vice President, DCCI Partner, Ahmed Khan & Co. Chartered Accountants Modhumita Building (1st floor) 160, Motijheel C/A, Dhaka-1000 Tel : 88-02-9564896, 8333459 Cell: 01711520820, Fax: 9570884 Email: akc@bol-online.com</p>

Members

1.	<p>Mr. Mohammed Golam Mustafa Former Vice President, DCCI M/s. S.S. Trade Link International (Pvt) Ltd. Road-4, House-25, Block-F Banani, Dhaka Ph: 9554805,7164364, 01712-820932 Fax: 9554755, 7164362 E-mail: sstrade@hrcworks.com</p>		2.	<p>Kh. Shahidul Islam Former Vice President, DCCI M/s. Mahbuba Khandaker Presidency Tower 205 Nawabpur Road Dhaka-1100, Bangladesh Tel : 88-02-47117411, 47117055, 9566701 Cell : 01713-001107 Fax : 88-02-47114121 E-mail: presidency@hotmail.com presidency205@gmail.com</p>	
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<p>3. 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>		<p>4. Mr. Rafiqul Islam Khan, FCA Former Director, DCCI M/s. Aman Knittings Limited Padma Life Tower, Level- 10 115 Kazi Nazrul Islam Avenue Bangla Motor, Dhaka- 1000. Ph: +880248311027, +880248311029, 01775-889878 Email: info@mmrahman.org, mahmud@mmrahman.org</p>	
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TERMS OF REFERENCE

1. To scrutinise/examine the monthly accounts concerning income, expenditure, receipts, payments, assets and liabilities of the Dhaka Chamber and make recommendations for approval of Board of Directors.
2. To supervise preparation of Annual Budget Proposal for consideration and approval of the Board.
3. To suggest suitable Investment of surplus fund of the Chamber.
4. To ensure Budgetary Control in the DCCI.
5. To devise ways and means to increase revenue income and reduce expenses.
6. To frame financial rules and necessary manuals for DCCI and to formulate suggestions for ensuring financial discipline in DCCI.
7. To examine the possibility of developing the assets of DCCI and put up specific proposals for consideration of the Board of Directors along with necessary cash flow analysis.
8. To do any other work as and when 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 **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.

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