



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 **Industrial Development, Relations and Factory Compliance -2018** as hereunder:

COORDINATING DIRECTOR

Mr. S.M. Zillur Rahman
 Director, DCCI
 M/s. Rahman Overseas
 Trade Link
 House- 90, Road-17/A,
 Block-E, Banani,
 Dhaka-1213
 58816488, 01713-017447
 rahmanov@dhaka.net



CONVENOR



Mr. Md. Zia Uddin
 Chairman
 M/s. Active Fine Chemicals Ltd.
 Navana Osman@Link,
 214/D Tejgaon-Gulshan Link Road,
 Tejgaon, Dhaka-1208
 Ph: 8836830,8836843,8836854,
 01819-036610
 Fax: 8836825
 Email:
 active.fine.chemicals@gmail.com

JOINT CONVENOR



Mr. Ashfaqur Rahman
 Proprietor
 M/s. Santec Rubber &
 Plastic Ind.
 Shyampur, Kadamtali
 Industrial Area, Road-22,
 Plot-04, Shyampur, Dhaka
 Ph: 956661, 01819-288166
 Fax: 9566510
 E-mail: rataur84@gmail.com,
ashfaq_rehman82@yahoo.com



**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

Members

1. **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,



2. **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, 017173046380
 Fax: +88-02-8621917
 Email:
 rizwan@etblsecurities.com
 info@etblsecurities.com



3.	Mr. Tapan Krishna Podder Chairman M/s. Alliance Financial Services Limited Rahman Chamber (3rd floor), 12-13 Motijheel C/A, Dhaka-1000 Ph: 9515468-9, 01713-048685 Fax: 9515467 E-mail:Chairman@allfin.org		10.	Mr. Abdur Rahim Sagor Proprietor M/s. Decent Textile Hazi Bashir & Jahanara Complex, 20 Islampur Road, Dhaka-1100 Ph: 01711-446376, 01763-245061 E-mail: arsagor.decenttextile@gmail.com	
4.	Mr. N K A Mobin FCA,FCS,CFC Mg. Director & CEO M/s. Emerging Credit Rating Ltd. Shams Rang, House-104, Park Road, Level-A1 & A2. Baridhara, Dhaka-1212 Ph: 9860911, 9860897 01833330002, 01711500387 Fax: 9860828 E-mail: mobin@emergingrating.com info@emergingrating.com		11.	Mr. Noor Hossain Proprietor M/s. Angel Corporation 21, Armenian Street, Mona Complex, Suite A-4, B-2(4th floor), Babu Bazar, Dhaka-1100 Ph: 7313226, 7343059, 01819403432, 01615906666 Fax: 7762722 E-mail: noor@ac.com.bd	
5.	Mr. Mohammed Sohel Bangla Poshak Sourcing House-323, Flat No. 5/A, Road- 10, Block-D, Bashundhara R/A, Gulshan, Dhaka-1229 Ph: 8402120, 01713-015202, E-mail: sohel@banglaposhak.co		12.	Mr. Md. Omar Faruk Director Unique Exporters (Pvt.) Ltd. Rahmania International Complex, 28/1/C Toyenbee Circular Road, Suite #9, 7th Floor Room-9, Motijheel C/A, Dhaka-1000	
6.	Mr. Md. Atiqur Rahman Assistant General Manager Sajid Properties Ltd. House-103 (1st Floor), Northern Road, DOHS, Baridhara, Dhaka Tel : 8413600, 8413579, 01955550020 Email: atiq@eequitex.com md@eequitex.com		13.	Mr. Abdul Mumit Dutch-Bangla Pack Ltd. Navana DH Tower, Suite No: 1001 (10 th Floor), 6 Panthapath, Dhaka-1215 Tel : 55013460, 01727210651 Fax : 55013470 E-mail : mumit@dbpackltd.com	
7.	Mr. Md. Saifur Rahman Proprietor M/s. S. Commercial Enterprise 3/4-A, Purana Palton (9th Floor), Dhaka-1000 Ph: 9558916, 01713-011238 Fax: 9558847 E-mail: saifur2511@hotmail.com		14.	Mr. Imdadul Mahmud proprietor Bond Trims 347/1 East Nakhal Para, Tejgaon, Dhaka Tel : 9830932, 01711364258 E-mail : bondtrims@gmail.com	
8.	Mr. Mohammad Dawood Raywas Maa Knitting And Dyeing Industries Limited 39/2 (1st floor) Circular Road, Siddheswari, Dhaka-1217 Ph: 9355461, 9355441, 01977-775747 Fx:8316312 E-mail: dawood@simcobangladesh.com , dawood@maasocks.com , dawoodraywas@gmail.com , maaknitting@amexknitting.com		15.	Mrs. Taslima Siddique Ratna Ittadi Handicrafts 18/2 Gopibagh, Arai lane Tel: 47112033, 01711245586 E-mail : ratna1968aah@yahoo.com	
9.	Mr. Md. Edisur Rahman Managing Director Shilpi Footwear Industries Ltd. House-735, 1No. Noor-Jahan School Road, Asrafabad Huzurpara, Kamrangirchar, Dhaka-1211 Tel : 9568936, 01991-024641 E-mail : shilpifootwear@gmail.com shilpifootwear2015@gmail.com		17.	Mr. Md. Jashim Uddin Khan Pinto Proprietor M/s. Cleantec Hasan Holding, 52/1 New Eskaton Road, 10 th Floor, Dhaka-1000 Ph: 8313779, 01711-116837 E-mail: cleantecbd@gmail.com	

18.	Mohammed Salman Hossain (Cooption) RS Non-Woven Industries Ltd. Ati Bazaar, Nurchar, Keraniganj, Dhaka Mobile: 01821979675 E-mail:	
19.	Mr. Azazul Hoque (Cooption) Marine and Dredging Ltd. Road-21, House- 316 New DOHS, Dhaka E-mail: azazulhoque555@gmail.com	

20.	Md. Shahin Bhuiyan (Cooption) Proprietor, Zahir Trading Co. Bhuiyan Mansion, 6 Motijheel C/A (4th Floor), Dhaka-1000 Phone: 029590481 E-mail: zahir@zahirsgroup.com	
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TERMS OF REFERENCE:

1. To prepare policy for Industrial Labour as per ILO convention;
2. To undertake different programme on Industrial Labour Relations, Factory Compliance and Corporate Social Responsibility (CSR) in consultation with Board of Directors;
3. To prepare schemes and activities under Corporate Social Responsibilities (CSR) of the Chamber;
4. To deal with any other matters as and when referred by the Board of Directors/President;
5. To review problems faced by the business community with regard to Foreign Direct Investment (FDI), Industrial Policy and Privatization of SOEs and formulate suggestions from time to time to attract FDI, at the same time protecting interest of local businessmen and entrepreneurs;
6. To initiate scouting for potential entrepreneurs for attracting Foreign Direct Investment (FDI) and ensure proper coordination relating to availability and use of FDI;
7. Any other function as and when assigned by the Board of Directors / President from time to time.

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