



## 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 **Agro based Trade/ Services and Commercialization of Agriculture -2018** as hereunder:

<b>COORDINATING DIRECTOR</b>	
<p><b>Mr. Imran Ahmed</b> Director, DCCI &amp; Proprietor M/s. Nawab &amp; Sons 104/1 Kazi Alauddin Road Bangshal Dhaka-1100 Ph: 7341277, 01713-081122 E-mail: <a href="mailto:irfantcor@gmail.com">irfantcor@gmail.com</a></p>	
<b>CONVENOR</b>	<b>JOINT CONVENOR</b>
<p style="text-align: center;"></p> <p><b>Mr. Enamul Haque Patwary</b> M/s. Jute &amp; Bags Export Corporation 99 Motijheel C/A., Karim Chamber (1st floor), room # 203 Dhaka-1000 Ph: 9557210, 01711-642184 Res: 9339230 E-mail: <a href="mailto:expojute@gmail.com">expojute@gmail.com</a> <a href="mailto:jute.bags@ymail.com">jute.bags@ymail.com</a></p>	<p style="text-align: center;"></p> <p><b>Mr. Md. Bellal Hossain</b> Proprietor TKD Enterprise of BD 1 Tejturi Bazar, Chowrangi Super Market, Tejgaon, Farmgate, Dhaka-1215 Ph: 8155847, 01713-454202, 01715-106290 E-mail: <a href="mailto:aputkd@gmail.com">aputkd@gmail.com</a></p>

### Members

1.	<p><b>Adv. Alhaj Abdul Aziz Sarker</b> Former Director, DCCI M/s. Ariara Group of Industries 27/8-A Topkhana Road Dhaka-1000, PS: 01913-073192 Tel: 7171959, 9554993 Mobile: 01711523426, 01675739667 Email: <a href="mailto:ariaragroupbd@yahoo.com">ariaragroupbd@yahoo.com</a></p>		3.	<p><b>Mr. Md. Khurshed Alam</b> M/s. Aunamika Traders Rahman Mansion (2nd fl.), 161 Motijheel C/A., Dhaka-1000 Ph: 9556303, 9561217, 01713-024254 Fax: 9561033 E-mail: <a href="mailto:aunamika@bdonline.com">aunamika@bdonline.com</a></p>	
2.	<p><b>Mr. Momin Ud Dowlah</b> Managing Director M/s. Eon Animal Health Products Ltd. 304 Tejgaon Industrial Area (5th floor) Dhaka-1208 Ph: 9830915, 9830918, 01711-538092 Fax: 9830919-20 E-mail: <a href="mailto:info@eongroup.net.bd">info@eongroup.net.bd</a>, <a href="mailto:ceo@eongroup.net.bd">ceo@eongroup.net.bd</a></p>		4.	<p><b>Mr. Md. Sakhayet Ullah</b> Proprietor M/s. Reliable Corporation 1/3 Begum Bazar Chawk Bazar, Dhaka Ph: 7317911, 7310901, 01729-038448, Fax: 7313892 E-mail: <a href="mailto:riponstore@gmail.com">riponstore@gmail.com</a></p>	

5.	<p><b>Muhammad Rafiqul Islam</b> M/s. Federal Inspection Services Ltd. 28 Dilkusha (Dilkusha Center, 13<sup>th</sup> Floor, Suite No-1304), Dhaka-1000 Ph: 9558120, 9585627 01819-221545, Fax: 9574192 E-mail: <a href="mailto:fetex@dhaka.net">fetex@dhaka.net</a> <a href="mailto:Fetex.dhaka@gmail.com">Fetex.dhaka@gmail.com</a> <a href="mailto:federalinspection@sparkbd.net">federalinspection@sparkbd.net</a></p>	
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7.	<p><b>Mr. Md. Atiqur Rahman</b> Assistant General Manager Sajid Properties Ltd. House-103 (1st Floor), Northern Road, DOHS, Baridhara, Dhaka Tel : 8413600, 8413579, 01955550020 Email: <a href="mailto:atiq@eequitex.com">atiq@eequitex.com</a> <a href="mailto:md@eequitex.com">md@eequitex.com</a></p>	
8.	<p><b>Mr. Md. Atiqul Hasan</b> Proprietor Food Emporium House-10, Road-12, PC Culture Housing, Sheikhertek, Adabor, Dhaka-1207 Tel : 9126712, 01715-342186 <a href="mailto:atique.foodemporium@gmail.com">atique.foodemporium@gmail.com</a></p>	
9.	<p><b>Mohammodi Khanam</b> CEO M/s. Prime Insurance Company Limited Unique Heights (9<sup>th</sup> floor), 117 Kazi Nazrul Islam Avenue, Dhaka-1000 Ph: 55138659-62, 01755520031 Fax:55138658, Ruma: 01732-148268 E-mail: <a href="mailto:zaki@prime-insurance.net">zaki@prime-insurance.net</a>, <a href="mailto:mkhanam@prime-insurance.net">mkhanam@prime-insurance.net</a></p>	
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14.	<p><b>Mr. Md. Kabir Hossen</b> Bay Fish International 135/1, West Kafrul (FLAT # B/5), Rams-Shapno- nip, Sher-E-Bangla Nagar, Dhaka- 1207. Tel: 581156902, 01711-832677 Fax : 58156902 E-mail : <a href="mailto:bayfishintl@gmail.com">bayfishintl@gmail.com</a>S</p>	
15.	<p><b>Mr. Parvez Ahmed</b> Proprietor M/s. Rehan Corporation Suite-9/25, 8th Floor, Eastern Plaza, 70, Bir Uttam C. R. Dutta Road, Dhaka-1205 Ph: 9612560, M: 01711-346060 Fax: 9612570 E-mail: <a href="mailto:rehan.corp.dhk@gmail.com">rehan.corp.dhk@gmail.com</a></p>	
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20.	<b>Mr. Mostafizur Rahman</b> Partex Laminates Limited Shanta Western Tower (Level-13), Bir Uttam Mir Shawkat Road, 186 Tejgaon I/A, Dhaka-1208sss Tel: 8878800, 01755629427 Fax: 8878815 E-mail: <a href="mailto:mostafizur@psgbd.com">mostafizur@psgbd.com</a>		27.	<b>Mr. Kamrul Hasan Tuhin</b> Managing Director M/s. I Q International 26/1-26/2, Dr. Kudrat-E-Khuda Road, Shop-7/30 (7 <sup>th</sup> Floor), Eastern Mollika, Dhaka-1205 Ph : 9663698, 01922337799 E-mail : <a href="mailto:tuhinkhn@gmail.com">tuhinkhn@gmail.com</a> , <a href="mailto:tuhin@iqinternationalbd.com">tuhin@iqinternationalbd.com</a>	
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22.	<b>Mr. Mohd. Shahjamal Miah</b> M/s. Ocean Trade International 11/3, Toyenbee Circular Road (Annex Building 3 <sup>rd</sup> floor), Motijheel C/A, Dhaka Tel: 9565009, 9555850, 01819244110 Fax : 9562302 E-mail: <a href="mailto:otishjal@gmail.com">otishjal@gmail.com</a>		29.	<b>Co-Option</b> <b>Mr. Md. Wahiduzzaman</b> Managing Director M/s. Starpath Holdings Limited House-21 CWN (C), Road # 24, Gulshan, Dhaka-1212, Dhaka- 1213 Ph: 8836815, 8836780, 01943- 111222 Fax : 9885250 Email: <a href="mailto:wzaman_bd2005@yahoo.com">wzaman_bd2005@yahoo.com</a> <a href="mailto:Starpathholdings@yahoo.com">Starpathholdings@yahoo.com</a>	
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25.	<b>Mr. A.K.M. Shariful Islam</b> M/s. Maxwell Agro Industries Limited 37/A Kakrail, Sahara Centre (11th floor), Dhaka-1000 Tel: 9347030, 01678661253, 01717-429165 E-mail: <a href="mailto:info@maxwellbd.com">info@maxwellbd.com</a>				

### **TERMS OF REFERENCE:**

1. To review problems of the agro-based industry and find out ways and means for their solution.
2. To formulate suggestions and recommendations to the concerned authority for solution of the problems faced by the Agro-based Industry and for sustained development of the Sector.

3. To undertake any other work in the related sector 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 **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 30<sup>th</sup> 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