




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 **SME Development -2017** as hereunder:

| <u>COORDINATING DIRECTOR</u> | |
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| <p>Mr. Hossain A. Sikder Vice President, DCCI Managing Director M/s. Hometech Developments & Holdings Ltd. 70, Shahid Sayed Nazrul Islam Soroni, North South Road (Premier Bank Bhaban) 1st Floor, Dhaka-1100 Tel: 9578696, M:01711523675 Fax : 88-02-7121273 E-mail: hasbdi64@gmail.com, vp@dhakachamber.com</p> |  |

| <u>CONVENOR</u> | <u>JOINT CONVENOR</u> | |
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| <p>Mr. Md. Rashedul Karim Munna Mg. Director M/s. Creation (Pvt) Ltd. Head Office : House # 10 Road # 7, Sector # 7 Uttara, Dhaka -1230 Tel : 8950771, 01711-540958 Fax: 28959982 Email : creation.rkmunna@gmail.com Web : www.creationjute.com</p> | <p>Mr. Md. Shahid Hossain Mg. Director M/s. S B Distribution Ltd. 19/25 Begum Bazar Golden Super Market, Dhaka Tel: 7315492, 7315271 Fax: 7321350 Mobile: 01711522911 E-mail: sbd109@yahoo.com</p> | <p>Mr. Md. Khayrul Bashar Proprietor M/s. Coma Creation 7th Floor, Unit-E, 14/A & 31/A Tejkunipara Tejgaon, Center Point Concord, Farmgate Dhaka-1215 Ph: 9135036, 9126303, 01713-033999; Fax: 9125723 E-mail: khayrul66@gmail.com</p> |






Members

| Sl. No. | Name | Photo |
|---------|--|---|
| 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, tippera@intechworld.net</p> |  |
| 2. | <p>Mr. A. K. Mizanur Rahman, FCA, Mg. Partner M/s. Shafiq Mizan Rahman & Augustine House-55, Road-28, Gulshan-1, Dhaka-1212 Ph: 9856024, 9855876, 9354649, 01711-521279 Fax: 9856006 E-mail: mizan6005@yahoo.com</p> |  |

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| 3. | <p>Mr. Abu Bakr Md. Siddique All-Tech Machinery 37 Zinda Bahar 2nd Lane, Dhaka-1100 Ph: 5739387, 57392363, 01715-060653 Fax: 57392363 E-mail: alltechmach@agnionline.com</p> |  |
| 4. | <p>Mrs. Suraiya Alam Proprietor M/S. Suraiya Fashion Fantasia Tower, F-10, 122-123, New Eskaton, Bangla Motor, Dhaka-1205 Ph: 01711-424803 E-mail: shahidul_01711- 424803hel@yahoo.com, sierra.emb@gmail.com</p> |  |
| 5. | <p>Mr. Nasiruddin A. Ferdous Proprietor Dhanmondi Dell & Company Apt-603, House-26, Road- 9/A, Dhanmondi R/A, Dhaka Tel : 8191887, 01711- 958424 ferdous71.com@gmail.com</p> |  |
| 6. | <p>Mr. Sarmad Mansoor Proprietor M/s. Sindhiya Enterprise 86 New Gulbadon Super Market, 5 Moulvi Bazar, Dhaka-1100 Ph: 7310878, 01713-031690, 01924-010403 Fax: 7318500 E-mail: sindhiyabd@gmail.com</p> |  |
| 7. | <p>Mr. N K A Mobin FCA, FCS, CFC Mg. Director & CEO M/s. Emerging Credit Rating Ltd. Shams Rangs, 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</p> |  |
| 8. | <p>Mrs. Nasrin Anwar Chowdhury Proprietor M/s. Mahmuda Handicrafts House-62, South Basaboo, Dhaka Ph: 01712-891512 E-mail: nasrin.anwar@yahoo.com</p> |  |

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| 9. | <p>Mr. Mostafa Kamal Ahmed, ACA CFO & Company Secretary M/s. Butterfly Industries Limited Mahbub Mansion, 71 Motijheel C/A, Dhaka-1000 Ph: 01610006244, 01713-335000 E-mail: kamal@butterfly- lg.com</p> |  |
| 10. | <p>Mamun Ur Rashid Mustafa (Consultant) M/s. S S Trade International Room-207, 30 Bir Uttam Mir Showkat Sarak, Zahed Plaza (1st Floor), Gulshan-2, Dhaka-1212 Ph: 9898447, 9898445 E-mail: sabujceo.nsc@gmail.com</p> | |
| 11. | <p>Mr. A.N.M. Khaleqdad Khan Mg. Director M/s. KONA Software Lab Ltd. Z Tower, House-4, Road-132, Gulshan-1, Dhaka-1212 Ph: 9883691, 8751647 E-mail: nahidnewaz@nnc- bd.com, khaleqdad.khan@kon asl.com</p> |  |
| 12. | <p>Mrs. Kazi Munni Proprietor M/s. Rifat Enterprise 184/B, Khilgaon, Chowdhury Para, Atlas Neoya (5th Floor), Dhaka-1219 Ph: 7216138, 01727365369 Fax: 7216138 E-mail: rifatagrofarm ltd@yahoo.com</p> |  |
| 13. | <p>Mr. Md. Lutfur Rahman Proprietor M/s. Saju International Trading Company Suite-7, 8th Floor, Eastern Plus Commercial Complex, 145 Shantinagar, Dhaka-1217 Ph: 9333939, 9333946, 01819-489309 Fax: 9333978 E-mail: sbjutex@btcl.net.bd md_lutfor- rahaman@yahoo.com</p> |  |
| 14. | <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: 9581530 Fax: 9581468 E-mail: bikiron@gmail.com</p> |  |

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| 15. | Mohammodi Khanam CEO M/s. Prime Insurance Company Limited Unique Heights (9 th floor), 117 Kazi Nazrul Islam Avenue, Dhaka-1000 Ph: 55138659-62, 01755520031 Fax:55138658 E-mail: zaki@prime-insurance.net , mkhanam@prime-insurance.net |  |
| 16. | Mr. Jameel Mahmood Ideal Fastener Bangladesh Mascot Plaza (13th floor), Plot No.107/A, Sector-7, Uttara, Dhaka-1230 Ph: 8918294, 8958369, 01711-591546 Fax: 8918294 E-mail: jameel@sparkbd.net , ideal@sparkbd.net , jameel@idealfastener.com |  |
| 17. | Mrs. Shabina Begum Proprietor M/s. Tasnuva Enterprise 145/147 Hazi Osman Gani Road, Alu Bazar, Dhaka-1100 Ph: 01726-227662 Fax: 9657708 E-mail: mahmudhasan10@yahoo.com |  |
| 18. | Ln. Mahmud Hasan Hasan Trade Impex 145/147 Hazi Osman Gani Road, Alu Bazar, Dhaka Ph: 7341168, 01715-219944 Fax: 9562189 E-mail: mahmudhasan@info.com |  |
| 19. | Mr. Md. Mamunur Rahman Expopro House-51 (3rd Floor), Road-27, Sector-7, Uttara,Dhaka-1230 Ph: 01713-013216, 8915697Fax:8915697 E-mail: mamun@expopro.org |  |
| 20. | Haji Shafique Ullah Khan Pailac Chemical Co. 56, Sonatangore, Hajaribagh, Dhaka-1209 Tel : 9662345, 58613791, 01711-523569 Fax : 58617037 pailac.paint@gmail.com , pailac@bol-online.com |  |

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| 21. | Mrs. Parveen Hossain Abani Enterprise 35 Mirpur Road, Flat:15/16, Sukarna Tower, Dhaka-1207 Ph: 8653700, 01715-211077 E-mail: abanienterprise@yahoo.com |  |
| 22. | Mr. Mohammad Ahmed Ullah CAO M/s. Faruk Garments 2, Mufti Moulana Deen Mohd. Road (Haji Bhaban), Chawk Bazar, Dhaka-1211 Mob: 01711-355660 |  |
| 23. | Mr. Enamul Haque Patwary M/s. Jute & Bags Export Corporation 99 Motijheel C/A., Karim Chamber (1st floor), Dhaka-1000 Ph: 9557210, 01711-642184 Fax: 9568905, 9339230 E-mail: enam@bttb.net.bd , jute.bags@gmail.com |  |
| 24. | Mr. Imtiaz Ahmed Proprietor M/s. Fatema Nazir Construction & Engineering 53/C Nazir Bazar, Bangshal, Dhaka-1100 Tel : 01713-311434 Email : vesenbba@yahoo.com |  |
| 25. | Mr. Md. Atiqul Hasan Proprietor Food Emporium House-10, Road-12, PC Culture Housing, Sheikhertek, Adabor, Dhaka-1207 Tel : 9126712, 01715-342186 atiqul.foodemporium@gmail.com om |  |

TERMS OF REFERENCE

1. To identify problems faced by Small and Medium entrepreneurs and to recommend measures for growth and development of SMEs engaged in business and industry, to encourage SME's for participation in nation building activities and to arrange meetings, seminars / symposia to create awareness in this regard.
2. To help create enabling environment for SMEs in the field of trade and industry and to help them in setting up business houses in all possible ways.
3. To formulate suggestions and recommendations for improvement of services to this class of entrepreneurs by the Government and the Public and private financing institutions and business support organizations.
4. To motivate the SME's to participate in DCCI Women Entrepreneurship Development (WED) activities, implemented through different projects.
5. To conduct research and surveys for product diversification and product development.
6. To help Government and concerned organizations by providing inputs and suggestions to develop new products to maintain contact with regional Chambers and to cooperate implementation of ODOP project.
7. To undertake any other work as and when assigned by the Board of Directors/ President.

MEETINGS:

In the absence of the Convenor the Coordinating Director shall call upon one of the Joint Convenors to convene the meetings in consultation with the Coordinating Director and the agenda of such meetings must be approved by the President.

ROLES AND RESPONSIBILITIES OF COORDINATING DIRECTOR, CONVENOR, JOINT CONVENORS:

- (a) Coordinating Director shall inform the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (b) Convenor and in his absence any of the Joint Convenors shall preside over and conduct all meetings in consultation with the Coordinating Director with an objective to develop entrepreneurship and strengthen leadership qualities with special emphasis to young, educated and talented members.

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.

NOTE:

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.
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 3 (three) regular meetings in a year (excluding emergency meetings and meetings on policy issues).
6. The Standing Committee must submit their report on its activities within 30th September, 2017 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