



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 **DCCI Finance and Accounts-2017** 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. Absar Karim Chowdhury Former Vice President, DCCI CEO M/s. Fazal Wire & Metal Industries 41/1 Horycharan Roy Road Faridabad Dhaka-1204 Ph: 7441328, 7410586 M: 01979-804929, 01710-732054 E-mail: info@dhakachamber.com, dcci@bangla.net</p>

Members

1.	<p>Mr. Mohammed Golam Mustafa Former Vice President, DCCI M/s. S.S. Trade Link International (Pvt) Ltd. 16/1 North South Road, Mazed Court, 2nd floor, Dhaka-1000 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, tippera@intechworld.net</p>	
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<p>4. Mr. Rafiqul Islam Khan, FCA Former Director, DCCI M/s. Aman Knittings Limited 54, Dilkusha C/A, Dhaka-1000 Tel: 9561605, 9561583(O) 01711-521521(M), Fax: 7162424 E-mail: rikhanbd@yahoo.com rikhanbd@gmail.com</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:

1. 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.
2. The Standing Committee shall submit its suggestions/recommendations to the Board of Directors for approval and necessary action.
3. 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.
4. 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.
5. The term of office of the Standing Committee shall be one year, if not otherwise decided by the Board of Directors.
6. The Standing Committee shall convene at least 3 (three) regular meetings in a year (excluding emergency meetings and meetings on policy issues).

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 **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.



AHM Rezaul Kabir
Secretary General