

Bangladesh Garments Buying House Association

House: 27, Road: 37(1st Floor), Appt# D-1, Block#A, Banani, Dhaka-1212

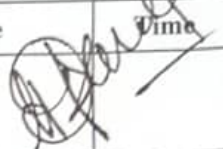
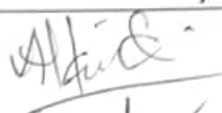




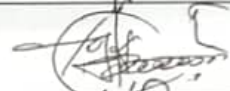
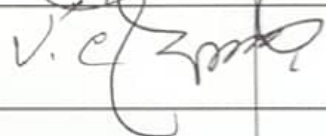
Attendance of the Executive Committee

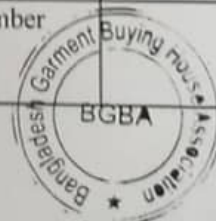
Meeting # EC/06/2024/2024-26/Jun-1

Venue : BGBA Office, Banani, Dhaka

Date : 23-06-2024, Sunday

Time : 12:00 PM

Sl No	Name	Designation	Signature	Time
1	Md. Mofazzal Hossen Pabel	President	V. C. 	
2	Md. Abdul Hamid	Sr. Vice President		
3	Md. Morshed Alam	Vice President		
4	Mr. A.K.M Saifur Rahman	Vice President		
5	Mohammed Zakir Hossain	Secretary General		
6	Md. Emdadul Haque Miazi	Joint Secretary General		
7	Md. Roman Mia	Joint Secretary General		
8	Md. Fazlul Haque	Treasurer	V. C. 	
9	Md. Aminul Islam	Executive Member		
10	Mr. Kazi Iftequer Hossain	Executive Member		
11	Mr. Wahidur Rahman (Wahid)	Executive Member		
12	Ms. Kyaw Sein Thay	Executive Member		
13	Ms. Shagufhta Newaz	Executive Member		
14	Md. Abdul Mannan	Executive Member		
15	Mohammad Rakibul Hasan	Executive Member		





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Email: info@bgbabd.org Web: www.bgbabd.org Hotline: +8801673230851 Tel: 880-2-55033375-76 Fax: 880-2-55033376

Minutes of the EC meeting

Meeting# EC/06/2024-26/2024/922-1

Date: 01-07-2024

Greetings from Bangladesh Garment Buying House Association (BGBA) EC Team.

An EC meeting has been called for the members of the Executive Committee 2024-26 of Bangladesh Garment Buying House Association (BGBA) on 23/06/2024 at 12:00 pm at BGBA Office, Banani, Dhaka.

Senior Vice President Md. Abdul Hamid presided over the EC Meeting as the President Mohammad Mofazzal Hosen Pabel was abroad. Following 08 (Eight) Members were present (Physically or Virtually through Video Conference) in the meeting:

1. Md. Mofazzal Hossen Pabel (President) **(Attended through Video Conference)**
2. Md. Abdul Hamid (Sr. Vice President)
3. Md. Morshed Alam (Vice President)
4. Mr. A.K.M Saifur Rahman (Vice President)
5. Mohammed Zakir Hossain (Secretary General)
6. Md. Emdadul Huque Miazi (Joint Secretary General)
7. Md. Roman Mia (Joint Secretary General)
8. Md. Fazlul Haque (Treasurer) **(Attended through Video Conference)**

Minutes

As no objection or recommendation received on the resolution of 5th EC Meeting (EC/05/2024/2024-26/May-02) EC Committee approved and confirmed the resolution accordingly.

Honorable President Md. Mofazzal Hossen Pabel & Treasurer Md. Fazlul Haque participated virtually through video conference.

Below mentioned points/agendas has been discussed on meeting:

1) BGBA Fund Management & Payroll Management

- BGBA Office will be relocated from Banani to Uttara (New Premises) by end of July 2024 or first week of August, 2024. Total cost will be approximately BDT- 70,00,000 (70 Lac) to BDT- 100,00,000/- (01 core) for the Relocation, Interior design, interior work, implementation, furniture, painting, chair, coffee lounge, conference room, delegation room. For AC in 04 floors, reception and coffee lounge we need around 50 tons to 60 tons which will cost us around BDT-50,00,000/- (50 Lac). So total budget will be around BDT-1,50,00,000/- (01 core 50 Lac). All these expenses will be collected by sponsors / donation from BGBA office bearers, respected any BGBA members, BGBA business partners & well-wishers so that this would not impact BGBA's actual fund. To start working we will be using BGBA fund at this moment and we will be working to collect all donations / sponsorship money to replenish BGBA fund.

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- Email or Letter will be sent to the individuals & company, who previously assured us of Sponsoring. We will also send email to all BGBA members to participate on BGBA progress / development by donating to BGBA fund. EC Committee & Standing Committee members will work together to collect the sponsorship accordingly.
- BGBA offices will provide "Appreciation letter" to all donors / sponsors. BGBA office will also honor them by mentioning their company name / individual name in BGBA "Sponsor / Donor board" which will be showcased in front of the reception.
- To encourage all sponsor / donors, BGBA will give different floor name / corner name with their company name as "Humbly Appreciation" to top 10 Donors / sponsor company name / name. It must be equal or more than BDT-10,00,000/- to be in consideration for top 10. As example 6th floor Meeting floor – "XX meeting floor" XX will be donor company name.
- Any donor / sponsor can give specific item which we need – like A/C – we will mention this a/c or Laptop or Coffee machine or (any other items which BGBA needs) has been sponsored / donated by "XX" company.
- Timeline to sponsor / donate to be on "Donors / Sponsor board" – 15th of August, 2024. First come first serve will be followed for top ten sponsors / donors.
- Taxpayer's Identification Number will be created for BGBA and a part of BGBA's fund will be deposited with the best FDR available. So far FDR interest offer received from Ceylon Bank (11.5%), Meghna Bank (13%), Lanka Bangla Bank (10.5%-11%) & Dhaka Bank (11%), NRB Global (12%), NRBC (11.5%). We will decide in next EC meeting to proceed with any bank.

2) Interior Decoration & Setup Cost for BGBA New Office

Total cost will be approximately BDT- 70,00,000 (70 Lac) to BDT-100,00,000/- (01 core) for the Relocation, Interior design, interior work, implementation, furniture, painting, chair, coffee lounge, conference room, delegation room. For AC in 04 floors, reception and coffee lounge we need around 50 tons to 60 tons which will cost us around BDT-50,00,000/- (50 Lac). So total budget will be around BDT-1,50,00,000/- (01 core 50 Lac). These all amounts will be collected by sponsors / donation from BGBA office bearers, respected any BGBA members (voluntary), BGBA business.

3) Working Plan for next 2 months

Below resolutions has been taken:

- a. Office will be relocated in the month of July 2024.
- b. Accounts Audit will be completed within August of 2024.
- c. Planning regarding the 2nd & 3rd Floor of the new office building will be done.

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4) Logistic Support

Below resolutions has been taken:

- a. Facilitator Fee of Tk. 5,000/- (Five Thousand Taka) will be applicable for the processing of Department of Textile (D.O.T) certificate for each company. BGBA office will support/ assist to get DOT certification to BGBA members based on DOT criteria meet. This is BGBA handling charges considering giving additional support to BGBA members.
- b. To communicate with the Department of Textile (D.O.T) office twice in a week, responsibilities will be given to an existing employee of BGBA.
- c. From now onwards, for New Membership & Membership Renewal, an individual has to submit Tax Return Certificate, last 03 years AIT information if business is 03 years or more older, 03 years shipment / sales value if business is 03 year or more older, No. of Employee information to support BGBA data bank which would help to negotiate with all RGM stakeholders, government to get more facilities for BGBA.

5) Finalize 3rd Party Auditor for quarterly audit & report

T. Hussain & Co. Chartered Accountants has been selected for followings, below decisions has been taken:

- a. Audit will be done for the Accounts of the year 2021,2022 & 2023.
- b. Audit of the Accounts of the Financial Year 1st July 2023 to 30th June 2024 will also be done.
- c. From now onwards Audit will be done of the Financial Year basis. So that BGBA can submit Income Tax Return and gets other benefits.
- d. BGBA financial data /accounts will be audited quarterly basis for management checking and the same report will be shared with general BGBA members as part of transparency.

6) Official Activities S.O.P/ Policies

This is to be informed that Chief Executive Officer joined BGBA office on 02/06/2024.

Below mentioned resolution has been taken:

- a. From now onwards Chief Executive Officer (C.E.O) will get the agenda & will be responsible for conducting the meetings.
- b. CEO has been empowered to communicate with all BGBA members, government agencies, suppliers on behalf of EC team.
- c. CEO has been empowered to approve all leave of BGBA employees, manage all BGBA employees, BGBA operation to ensure to achieve BGBA goal and to deal with government agencies too. CEO can issue / circulate BGBA office's holiday notice based on government holiday. For any additional BGBA office holiday – CEO can circulate subject to get written permission from SG / President.
- d. CEO has been empowered to issue any appointment/ terminated / increment / promotion / dismiss letter based on / reference to EC meeting minutes / decision by EC members in EC meeting.



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7) BGBA Manpower Recruitment & Management

Below resolutions has been taken:

- Mr. Imran Ahmed will be joining from 1st July 2024 as Executive (I.T). From him the joining letter, NID, Photo & other necessary documents will be collected.
- For various reason Mirza Md. Roknujjaman's service will be no longer required from 1st July 2024 and he will be terminated. BGBA office will follow proper rules to respect law so as per rules & law he will be given benefits. All recommendation will be taken from lawyer / legal adviser to ensure BGBA office follows proper rules. Total termination benefits will be given to Mr. Rokonujjaman by end July, 2024.
- Chief Executive Officer will execute all the directives approved & issued by Executive Committee.

8) Sponsorship / Donations collection for BGBA

This has already been discussed in point 1 under sub-points.

9) Department of Textile (D.O.T)

This has already been discussed in point 4 under sub-points.

There being no other matter to discuss the meeting concluded that day with a thanking note from the chair.



Md. Abdul Hamid
Sr. Vice President
Mob: 01730037732

Date: 01-07-2024

Meeting# EC/06/2024-26/2024/922-1

Copy forwarded to:

- BGBA website: www.bgbabd.org
- Mr.

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