



GLIMPSES

OF

ST RELIANCE ASSOCIATES

“A House of Accountancy & Taxation (Income Tax, Customs & VAT), Secretarial, Commercial, Expatriate, Internal Audit, Compliance, Business Development & reengineering with Corporate affairs Service Provider”

Corporate office:

**87-92/B Green Road,
Room # 505 (4th Floor),
Farm View Super Market,
Farm Gate, Dhaka-1215.**

Mobile: 01710-268343, 01793-598505

E- Mail: saidul.stra@gmail.com

sjalalchowdhury@yahoo.com

naima0207.acnabin@gmail.com

facebook.com/strelianceassociates

ORGANIZATION

Name of the Firm : ST RELIANCE ASSOCIATES

Date of Registration : 1st January 2017

Mailing Address : 87-92/B Green Road,
Room # 505 (4th Floor),
Farm View Super Market,
Farm Gate, Dhaka-1215.

Status of the Firm : Associates

About us:

ST RELIANCE ASSOCIATES takes pride to introduce the existence in the area of consultancy in different disciplines inside and outside of Bangladesh. Providing comprehensive range of services to enable our clients to achieve their desired personal and corporate goals. At all-time it is our intention to be seen as providing value for money and to be pro-actively involved in assisting our clients.

ST RELIANCE ASSOCIATES works for a broad group of clients: mostly domestic and international companies with local operation, small and medium enterprises, non-government organization and government institutions.

Bangladesh market is shaped by constantly changing operating environment and high degree of regulation at both national and international level. The day to day complicated problems faced by clients require a multi-disciplinary approach. Our professional are specialists in their fields. Our professional strives to add value for the benefits of clients. Their experiences are gained through their affiliation in a wide range of different organization and markets.

Commitment:

ST RELIANCE ASSOCIATES people are committed to help improving the communities in which they live and work. Every year, hundreds of community project as volunteers, leaders, consultants and facilitators. In response to

The increasing number and growing diversity of local community that involve our people.

Economic Commitment:

Member and Experts of **ST RELIANCE ASSOCIATES** are always involved in various capacities in the economic development and reforms in Bangladesh.

Social Commitment:

Above all else, of consultancy has a responsibility towards its employees, clients and their communities. All its efforts in this respect are summarized under the aspiration to be a “great place to work” and “good place for help”

Vision:

We want to be acknowledged as the leading professional service provider in the geographical area we serve & provide quality professional service to our clients and enhance reputation by way of act with our clients, colleagues and their business, helping them to mitigate the challenges and avail the opportunities.

Mission:

Our Mission is to provide our clients with a broad range of complete, innovative and cost-effective solutions, ensure progress, prosperity and protection of client’s interests by adding value on everything we do with world-class efficiency and higher degree of integrity.

Code of Conduct:

Act professionally. Do business with integrity. Uphold our and our clients ‘reputation. Treat people and the environment with respect. Act in a socially responsible manner. Working together and thinking about the way we work. Consider the ethical dimensions of our actions. This is connected thinking expressed in our code of contract.

Reporting of infringements of the code of Code of conduct

We encourage our clients and any person to report and express their concerns in good faith, fairly, honestly and respectfully to our Ethics.

Strategies:

Provide comprehensive range of services to enable our clients to achieve their desired personal and corporate goals. At all-time it is our intention to be seen as providing value for money and to be pro-actively involved in assisting our clients.

Services Offered:

Inspired by the 21st century's; One stop Service Philosophy; and having the strong potentiality of the team members, we offer a full range of value added services for business and individuals, in addition to the traditional compliance based work normally associated with a firm of Accountancy & Taxation (Income Tax, Customs & VAT), Secretarial, Commercial, Expatriate, Internal Audit, Assist in External Audit, Business Support & All kind of Corporate affairs Service viz.

1. Accounting, Auditing & Assurance:

- Accounting services with outsourcing
- Internal Audit
- Performance Audit
- Due diligence, Forensic Audit
- Compliance Audit
- Assist in External Audit
- Special purpose Audit and Investigation & etc.

2. Fiscal Management and Advisory:

- Corporate & Personal Tax
- Payroll processing
- Value Added Tax, Customs & Excise Duty Services
- Business process streamline with Finance Act
- Regulatory compliance support & etc.

3. Management Consultancy:

- Financial Management and Business Analysis
- Business Valuation
- Corporate Finance
- Studies on Project & variance report
- Acquisition, Merger and Reconstruction
- Manual and IT Systems Design
- Cost Analysis & CBP implementation
- Public Issue
- Insurance & Assets Management
- Inventory, payables & receivable Management & etc.

4. Business setting & Establishment Services:

- Trust
- Society
- Partnership
- Association
- Company
- Branch Office
- Liaison Office
- Sole Proprietorship
- Non-Government Organization
- Government Permission and Licenses & etc.

5. Company Secretarial Services:

- Company Incorporation
- Return Filing
- Share Transfer
- Winding Up
- RJSCB Inquiry
- Document Registration
- Other Secretarial Services & etc.

6. Expatriate Services:

- Work Permit
- Security Clearance
- Visa matters
- Registration with different Authorities & etc.

7. Human Resource Management

- Recruitment
- Job Evaluation
- Service Rule
- Training
- Personal Management Audit
- Provident Fund
- Gratuity & etc.

8. Sundries

- Data Collection, Research, Survey
- Intelligence and Inquiry Service
- License & Renewal
- Review and Vetting
- Trade Mark and Product Registration
- Tailored Bridging Services & etc.

9. Commercial

- Trade License;
- IRC
- ERC
- Indenting
- BIA Permission
- IP
- Fire License
- Industry Registration
- Trade Association Membership & etc.

10. Other Legal Support Services

- Exchange control
- Labor and Industrial Law
- Factories Act
- Environmental Laws
- Stamp duty Act
- Import and Export & etc.

Brief profile of the Director, Lead Consultant and Associates:

Mr. Saidul Islam (Director):

Mr. Saidul Islam is working in this field since 5.5 years. Mr. Saidul Islam gathered diversified knowledge and experience inter alia on Accounting, Taxation, Financial Management, Auditing, Administration, Company Affairs, Feasibility Study, Cost and Management Accounting etc. Having a proven track record for a decade in service in this ground and Group of Companies with multi-faceted activities. During his professional service, he as well completed B.B.A (Hon's) major in Finance & Banking & M.B.A major in Finance & Banking under National University.

Presently he can study on Operation Level (Level-3) The Institute of Cost and Management Accountants of Bangladesh - ICMAB & L.L.B (Pass Course) under National University.

Mr. Saidul Islam started his professional career in early January 2012 with a group of young, hardworking, dynamic and committed people, having strong expertise in the line. He has a sound understanding about the present local as well as global economic and corporate situations and their trends for the coming century, which leads him to establish a multi-disciplinary service organization.

Details about Mr. Saidul Islam:

Dealing worked field are as follows:

- ❖ Desk consultancy for foreign investment and local investment;
- ❖ Maintaining Tally;
- ❖ Preparation & Finalization of Financial Statements of various companies;
- ❖ Computation of total income & tax liability, preparation of various schedules and Income Tax Return of various companies and various Individual Income Tax Assesses;
- ❖ Dealing various Govt. authority for taken various companies License & Permission such as City Corporation, BIDA, NBR, RJSC, Bangladesh Bank, Rajuk and other local authority;
- ❖ To prepare bank reconciliation statement of various companies;
- ❖ Preparation of 18B & 18A requirements for various Liaison Office;
- ❖ Preparation & Finalization of EOI, Project Profile & Executive summary of various companies as they require;
- ❖ Conduct in house training on accounts, finance, Income Tax, VAT, company ACT, audit and other local laws & regulation
- ❖ Preparation of Financial Statements of various companies;
- ❖ Dealing Commercial Documents of various companies;
- ❖ Drafting and finalizing required documents and papers in relation to formation of a company;
- ❖ Drafting notice and minutes of Board meeting, EGM and AGM;
- ❖ Maintaining of statutory records;
- ❖ Co-ordination and arranging all types of meeting including sending notice and preparation of working papers etc.;
- ❖ Company incorporation;

- ❖ Registration of Partnership;
- ❖ Registration of Society, Foundation, Trust, Association, Trade organization;
- ❖ Enhancement of Paid up Capital;
- ❖ Enhancement of Authorized Capital;
- ❖ Changes in Directorship and restructuring of board of directors;
- ❖ Change the name of the company;
- ❖ Change provisions of the object clause;
- ❖ Remove a director from office;
- ❖ Remove auditor before expiry of term;
- ❖ Winding up;
- ❖ Merger of the company;
- ❖ Share Transfer of the company;
- ❖ Share Transmission of the company;
- ❖ Change of Registered office;
- ❖ Conversion Private to Public limited company and vice versa;
- ❖ Preparation and submission of Annual Return;
- ❖ Inquiry report on RJSCB records;
- ❖ Mortgage & Charge Creation;
- ❖ Time extension of Annual General Meeting (AGM);
- ❖ Appointment of Auditors;
- ❖ Change of Auditors;
- ❖ Filing of statutory Report;
- ❖ Secretarial Audit;
- ❖ Special Resolutions / Extraordinary Resolutions;
- ❖ Listing of Dhaka stock exchange (DSE) or Chittagong stock exchange (CSE);
- ❖ Initial Public offer (IPO);
- ❖ Issue of shares at a premium & discount;
- ❖ Private placement of IPO;
- ❖ Right share issue;
- ❖ Drafting shareholder's agreement;
- ❖ Drafting joint venture agreement;
- ❖ Drafting of different kinds of agreement i.e. MOU, Lease, Vendor's agreement, sale/purchase agreement;
- ❖ Introducing policy i.e. leave policy, HR policy, Cash policy etc.;
- ❖ Permission from SEC for capital rises up;
- ❖ Share value denomination;
- ❖ Share valuation;
- ❖ Statutory resolution drafting;
- ❖ Statutory registers introduction;
- ❖ Introduction of PF, GF, WPPF;
- ❖ Acting as company secretary on behalf of the any company;
- ❖ Legal compliances of both Public and Private Ltd. Company;
- ❖ Legal compliances as required by the Companies Act, Securities & Exchange Commission and Stock Exchanges;
- ❖ Giving opinion on Labor Act, 2006;
- ❖ Assisting with RJSCB and BSEC for having documents records with them.

Working Experiences:

Served with “**Dhaka Consulting (DC)**” of Farm View Super Market (Room No.444) 3rd Floor, Farmgate, Dhaka as a “**Manager**” from 1st May 2016 to 31st December 2016.

Worked with “**Belmont Group**” of 132 Elephant Road, Dhaka as a “**Manager (Accounts & Finance)**” from 1st January 2016 to 30th April 2016.

Worked with **Key Chem (Pvt.) Ltd. (KCPL)**, of **Head Office:** 33 Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka-1215. **Corporate Office:** House #04 (2nd Floor), Road # 19, Sector #11, Uttara, Dhaka-1230 as an “**Asst. Manager (Finance, Accounts & Commerce)**” from 1st May 2015 to 31st December 2015.

Worked with **Rahman Hasan Associates Ltd. (RHA)** a Legal Advisory & Consultancy Service Provider Firm of BDBL Bhaban (4th Floor), 12 Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka-1215 as a “**Asst. Manager**” from 1st January 2012 to 30th April 2015.

The principal job responsibility includes:

- Supervision of Daily works of Accounts Department & giving instructions to facilitate smooth functioning of the Department.
- Preparation of monthly, quarterly financial plans & follow up implementation process of such plan.
- Preparation of Annual Budget for all Companies of the Group separately & submit quarterly evaluation report to the management
- Preparation of Debt Management plan for all Companies of the Group.

- Preparation of annual financial statements with analysis and report thereon to the Board of Directors.
- Dealt with taxation matters of the whole group.
- Looking after the overall Administration and Human Resource management.
- Supervision of the jobs related to the departments of Finance & Accounts, Audit and Investment of the company.
- Finalization of Financial statements of the company.
- Dealt with Taxation (Both Income Tax and VAT) matters of the Company.
- Conduct in house training on accounts, finance and audit.
- Ensure smooth fund management.
- Ensure strong MIS and Internal Control system.
- Preparation of Financial Statements.
- Computation of total income & tax liability, preparation of various schedules of the company.

Mr. Shah Jalal Chowdhury, ACA, MBA, ITP (Lead Consultant)

Mr. Shah Jalal Chowdhury is working in this field since 7 years. After completing his CA certificate course from Ahmed Mashuque & Co., Chartered Accountant, Mr. Shah Jalal Chowdhury gathered diversified knowledge and experience inter alia on Accounting, Taxation, Financial Management, Auditing, Administration, Company Affairs, Feasibility Study, Cost and Management Accounting, Strategic Business Development, Supply Chain Management etc. Having a proven track record for years in service in this ground and Group of Companies with multi-faceted activities.

Mr. Shah Jalal Chowdhury started his professional career in November 2008 with a group of young, hardworking, dynamic and committed people, having strong expertise in the line. He has a sound understanding about the present local as well as global economic and corporate situations and their trends for the coming century, which leads him to establish a multi-disciplinary service organization.

Dealing worked field as follows:

- ❖ Desk consultancy for foreign investment and local investment;
- ❖ Formation Private Limited Company, Branch & Liaison Office;
- ❖ Obtaining permission from BOI, Central Bank, VAT & Income Tax Authority;
- ❖ Secretarial & Joint Stock Related compliances;
- ❖ Commercial permission like Import & Export License, Trade License etc.;
- ❖ Manufacturing business establishment & necessary compliances;
- ❖ Internal & External Audit Compilation;
- ❖ Strategic Business Development & Planning;
- ❖ New Business Development assessment;
- ❖ Feasibility & Share Valuation, Viability Analysis
- ❖ Provident Fund, Gratuity & Payroll Management, labor Law ensure;
- ❖ Fixed Assets & Inventory Management;
- ❖ Foreign Exchange Regulations Compliance;
- ❖ FDI Return & Anti money Laundering Act ensure;

DEALING EXPERIENCES:

1. Emami Bangladesh Limited (Brand: Emami, Boro Plus, Hemami etc.)
2. CavinKare Bangladesh Pvt. Ltd (Brand: Chick, Fairever etc.);
3. ATE Technologies Bangladesh Pvt. Ltd (Brand: Johnson Pump);
4. Johty Kallol JV Limited (Brand: Ujala, Ghari etc.);
5. Arctic Biscuits Pvt Ltd (Brand: Parle –G)
6. VLCC Healthcare Pvt. Ltd (Brand: VLCC)
7. VLCC Consumarcare Pvt. Ltd (Brand: VLCC)
8. Himalaya drug Company Limited (Brand: Himalaya);
9. Tetrapack India Pvt. Ltd;
10. Hemas Consumer Care Pvt. Ltd (Brand:Kumarika Hair oil)
11. Asian Consumer Care Pvt. Ltd (Brand: Dabur, Babool etc)

Beside the above more than 80 Clients served directly (FMCG, IT, Software, NGO, EDU, Services)

PROFESSIONAL EXPERIENCES:

- ❖ Served with **Ahmed Mashuque & Co**, Chartered Accountants as Assistant Manager in Audit & Assurance Department & Quality Assurance Department, Research & Development Department
- ❖ Served **INFORMATION SOLUTIONS LIMITED (ISL)** a concern of Genecies Technology Group, which is a total IT based company. Also Implement the ORACLE-EBS software to the company.
- ❖ Served **SiS inflexionpoint (BD) Ltd** a concern of Inflexionpoint Group (USA & Singapore), which is a total IT based multinational company. Also implement Microsoft Navision software there.
- ❖ Served **Annesha Group**. It's a local group of company with Garments, Technology, Sourcing, Publishing, NGO, and Foundation & charity house. Provide financial reengineering, business process development & Project finance.

Associate Consultants:

Mr. Md. Shamim Ahmed, FCA (Associate Consultant):

Qualified as a Chartered Accountant from the Institute of Chartered Accountants of Bangladesh. More than 17 years' work experience in the profession and different Companies with 4 years in the financial institutions. He has acquired diversified knowledge in Accounting, Auditing, Financial Management, and Office Administration. Prior to joining the firm, he was the Managing Director of M/s. Bay Leasing and Investment Ltd. one of the leading financial institution of the Country.

Mr. Md. Ariful Hasan (Associate Consultant):

Qualified as Income Tax practitioner (ITP) in 2012 from the National Board of Revenue (NBR). With 8 years' work experience in National and Multinational Companies in Bangladesh. Mr. Md. Ariful Hasan also Completed 9 Subjects out of 18 in Chartered Accountancy Course of Institute of Chartered Accountant of Bangladesh (ICAB), he has acquired diversified knowledge in Accounting, Auditing, Financial Management, and Office Administration

Mr. Md. Alomgir Hossain (Associate Consultant):

Mr. Alomgir Hossain has been completed L.L. B from National university in 2012. Presently Mr. Alomgir Hossain is engaged with so many business affairs, especially on Company Secretarial Matters. In this area he gathered sound knowledge such as Company formation, Company winding up, Share transfer, Share allotment etc.

ACTS, ORDINANCES & STANDARDS HANDLED AND FAMILIER:

During our service period, we handled various Acts, Ordinances and Standard. Among them some are stated below:

- The Companies Act, 1994;
- Income Tax Ordinance 1984 and Rules thereon;
- Accounting Standard and Auditing Standard;
- Labour Act, 2006;
- Value Added Tax -1991 (VAT Act,1991) & Rules thereon and NEW VAT & SD Act, 2012.
- Bangladesh Bank Guideline;
- FERA-1947 (Foreign Exchange Regulation Act, 1947) ;
- Securities & Exchange Commission Ordinance, Act and Rules;
- Import & Export policy, and;
- BIA Guideline.

The Team Profile:

The team comprises several consultants, qualified and partly qualified Chartered Accountants, Financial Analysts, Lawyers, IT Experts, Tax Experts and Economists. All the personnel have glorious track record in their respective arena. Our object is to attract and retain efficient people and to provide training and continued educational support to expedite growth and improved performance.

Key Personnel:

Apart from the partners and consultant of the firm, the following members constitute the key personnel in our team:

Mr. Bidhan Chandra Pal	Manager,
Mr. Torsif Haque	Executive
Mr. Mehide Hasan	Executive
Mr. Tareq Awal	Trainee
Mr. Azimul Islam	Trainee
Mr. Yousuf Sarker	Support Staff

Manpower

- Director 01
- Lead Consultant 01
- Associates Consultant 03
- Manager 01
- Executive 02
- Trainees 02
- Support Staff 01

Thanks, you all for your good co-operation to our long Journey to ensure one stop service with higher degree of professional expertise.

Profile of Assignment Handled During the Consultancy & Legal Advisory Service Job On different working experiences and Presently handle:

100% Foreign or Multinational Companies and Organizations:

Criteria of the Organization	Name of the Organization
Information Communication & Technologies (ICT):	<ul style="list-style-type: none"> ➤ SiS Inflexionpoint (BD) Ltd. (from Singapore); ➤ Altruist Technologies Ltd(from India);
Hospital & Diagnostic:	<ul style="list-style-type: none"> ➤ Omron Health care Bangladesh Ltd. (from Japan)
Travel Agency:	<ul style="list-style-type: none"> ➤ Amina Corporation Ltd.(Joint Venture with Japan & Bangladesh)
Bangladesh Branch Office:	<ul style="list-style-type: none"> ➤ Cobra Installations Service's S.A (from India); ➤ KEC (from India)
Garments & Buying House:	<ul style="list-style-type: none"> ➤ Shyki Bangladesh Ltd (from India); ➤ KT Bangladesh Ltd (from Japan); ➤ ITC of Bangladesh Co. Ltd (from Japan); ➤ Kurobo International Ltd (from Japan); ➤ Screenline Embellishers (Bangladesh) Ltd (from Srilanka).
Consultancy Service:	<ul style="list-style-type: none"> ➤ Tokyo Consulting Firm Ltd. (from Japan)
Other Organization:	<ul style="list-style-type: none"> ➤ Black n Green Limited (from India) ➤ Alliance Tex Trade Pvt. Ltd (from Pakistan) ➤ Fizan Traders Pvt. Ltd (from Pakistan) ➤ JEBC Ltd (from Japan).

Local Companies and Organizations

Criteria of the Organization	Name of the Organization
Garments & Buying House:	<ul style="list-style-type: none"> ➤ Oasis Hi-Tech Sportswear Ltd. (Comilla EPZ); ➤ Oasis Sportswear Ltd. (Comilla EPZ); ➤ Unit -2 Oasis Hi-Tech Sportswear Ltd. (Comilla EPZ); ➤ Invent Sourcing Ltd.; ➤ Young Hi-Tech Technical wear Ltd.; ➤ Ocean & Design (BD) Ltd.; ➤ Fulpukuria Thread & Accessories Limited; ➤ Hand Tech Knit Fashion Ltd.
Hospital & Diagnostic:	<ul style="list-style-type: none"> ➤ Mohona Hospital Ltd.; ➤ Predicare Hospital
Television Channel:	<ul style="list-style-type: none"> ➤ Gazi Satellites Television Ltd. (GTV)
Hotel, Motel & Resorts:	<ul style="list-style-type: none"> ➤ Zastat Holiday Resot Ltd. (Sylhet) ➤ Excursion & Resorts Bangladesh Ltd (Grand Sultan Resorts). (Sylhet).

Information, Communication & Technologies (ICT):	<ul style="list-style-type: none"> ➤ Merits Technologies Ltd.; ➤ NextTel Communication; ➤ Gazi Communication; ➤ Gazi Networking; ➤ Comilla online; ➤ Comilla Netwaring; ➤ Wali Cable net work; ➤ BTEC.
Real Estate & Development Organization:	<ul style="list-style-type: none"> ➤ N N Builders Ltd ➤ Rupanor Housing Ltd. ➤ First Vision Bangladesh Ltd. ➤ One solution Pvt. Ltd. ➤ Exclusive Engineering Ltd ➤ Modern Structure Ltd ➤ Built Tex Technologies Ltd. ➤ Built Tex Engineering Ltd. ➤ Seven Mares Ltd; ➤ ATM Holding Limited. ➤ M.R Solution Limited.
Partnership Firm:	<ul style="list-style-type: none"> ➤ Uttara Enterprise; ➤ JMT Express; ➤ Exclusive Builders; ➤ Interior Designer.
Food, Beverage & Consumer Product:	<ul style="list-style-type: none"> ➤ Jahangir Flower & Food Industries Ltd. ➤ Meecca Consumer Products Limited.
Other Organization:	<ul style="list-style-type: none"> ➤ Shining Sun Ltd. ➤ Shirin Sharkar Ltd.; ➤ Moyna Moti Auto Rice Mills Ltd.; ➤ Mars Auto Bricks Ltd.; ➤ Grameen Capital Management Ltd.;