



ABACUS  
WORLDWIDE  
INDEPENDENT MEMBER

# *PROFILE* *of*



কাজী জহির খান এন্ড কোং  
KAZI ZAHIR KHAN & Co.  
Chartered Accountants  
In Practice Since 1980

## 2.0 Firm's Profile

---

Kazi Zahir Khan & Co., Chartered Accountants is one of the leading professional accounting firms in Bangladesh engaged in auditing and consultancy services. It was established in 1980. The firm has a very strong share of leading national and international enterprises operating in Bangladesh. It also serves many banks, financial institutions, pharmaceuticals, power generating, cement, textile, chemical and other service-oriented organizations including those funded by international donor agencies. Besides statutory audit it performs special audits of Insurance, Banks, BJMC, BTMC, BSEC, BCIC, BSFIC, REB, PDB, DESA, NGOs and listed companies with stock exchanges. We are the Independent Member Firm of **Abacus Worldwide**, LLC under the laws of the State of Florida, United States of America.

We also provide consultancy services in the field of Inventory Management, Receivable Management, Asset Management, Human Resource Management, Procurement Management, Liquidity and Financial Planning, Feasibility Study, Accounting and Financial System Design, Accounting System Training, Implementation and Monitoring, Net Worth Valuation, Financial Viability Study, Computerized General Ledger, Receivable and Inventory Accounting System Design and Implementation. Moreover, it is extensively engaged in Direct (Income) Tax, In Direct (VAT, Custom & Excise) Tax and Company Secretarial Services. We are extensively engaged specially in NGO(s) audit and Performance Audit.



## WHY WE BELIEVE WE ARE THE IDEAL FIT

Kazi Zahir Khan & Co., Chartered Accountants the leading professional accounting firms in Bangladesh engaged in auditing and consultancy services since 1980. We are experienced in the field of profession of auditing and accounting works of the several regulatory bodies in align to the statutory audit, corporate audit, several assurance and other engagement with related services.

### Key drivers

1. Proactive issue resolution
2. Innovation
3. Growth

### KZKC complements

1. Increased partner time and attention, and with a commitment to resolve all matters across the table, within an agreed timeframe.
2. Prior experience of transitioning large, public assurance relationships from firms in a timely and painless process.
3. KZKC compliance, we help our clients navigate complexity. You have a reputation for innovation; we have a reputation for agility.
4. People's Leasing now be, and will continue to be, a "very large fish" in our pond. We commit to continually having our best practitioners working on your account.

### 3 Things we have tailored into our client service to make it unique:

1

**Quick issue resolution mechanism with the focus being solutions**

Measuring our key clients' satisfaction with the engagement team is not a once-a-year process. We have a defined plan for managing our key accounts, and ensuring they have all the opportunities required to provide feedback to us. We don't just invite it, we expect and need it!

2

**Unparallel Responsive**

#### **Our escalation procedure:**

Either client service or technical issue. Either way there is a single level escalation, we will commit to closing every issue without delay.

3

**By adding value to your company & its financial reporting**

## OUR ORIGIN & PRESENT STRUCTURE

### 2.1 BACKGROUND INFORMATION

Initially, two founding partners (Senior Fellow members of the Institute of Chartered Accountants of Bangladesh – (ICAB) started their independent practice as public accountants in 1980 under the firm's name and style of Kazi Zahir Khan & Co., Chartered Accountants.

### 2.2 CURRENT STRUCTURE & STRENGTH

At present Kazi Zahir Khan & Co., Chartered Accountants consists of six partners (All are Fellow members of the ICAB, one of them is the Fellow member of ICMAB, two of them is the Fellow member of AAPA, one of them is the Fellow member of Life of Management Association and one of them is the Associate member of Reinsurance Administration), two directors are the Associate members of the ACCA, Twenty Three staffs and Seventy Two registered students with an experience of over (44) years possessing diverse expertise in auditing, accounting, taxation, secretarial service, corporate finance, stocks and security management, management consultancy, information technology, consultancy in public offering and fund raising, feasibility and market study, review of financial management system and audit of various national and multinational organizations. KZKC with its primary business office at New Eskaton also operates a branch office at Dhanmondi. Both offices of KZKC are well equipped with adequate logistic and manpower to support the ever-growing needs of clients. KZKC used various modern software to perform the audit and it always makes us advanced and update with modern technology.

Kazi Zahir Khan & Co., Chartered Accountants is an Independent Member Firm of Abacus Worldwide, LLC under the laws of the State of Florida, United States of America. Abacus Worldwide want to be recognized as a model example of an efficient modern Practice that combines the highest professional standards and ethics with the personal touch of the friendly family business. Abacus Worldwide act for a wide-ranging client base, both in terms of size and activity, servicing sole traders to public companies, in many diverse fields. Abacus Worldwide can assist you in all aspects of your business and its commercial activities. For more information about Abacus Worldwide, please visit – <https://www.abacusworldwide.org>

Our major strength is our exposure and experience in the statutory audit of Banks, Non-Financial Institutions, National & Multinational companies, Insurance, Leasing, Engineering, Government Body, Corporation, Garments, Textile and Non-Government Organizations (NGO). Moreover, KZKC has significant exposure in providing taxation & advisory services to its clients.

### 2.3 OUR VISION & MISSION

**Our Vision:** To be the spontaneous choice of clients and professionals

**Our Mission:**

- One stop, cost effective and quality services to client;
- Hire, develop and retain skilled and creative workforce and quality professionals to meet clients' requirements to their optimum satisfaction;
- Maintain highest standard of business ethics and values; and
- Continuous Research, Development and need based training for developing Human Resources.

## Our Core Values:

Our values define what we stand for and how we do things. They help us work together in the most effective and efficient manner. Our values express our **SPIRIT**, the very reason of our existence.

**Service Excellence:** As a professional service provider, we believe in setting and achieving excellence in all aspects of our service, striving to not only meet but exceed our client's expectations.

**Professionalism in Our Work:** We are professionals in all aspects of our work. We consistently conduct ourselves with professionalism and pride, knowing that we will make the difference.

**Integrity:** As CAs it is incumbent on us to conduct ourselves with the highest ethical standards to maintain our integrity.

**Respect:** We regard our clients and employees with utmost respect and due care.

**Inspirational Leadership:** We aspire to set examples for others through maintaining high ethical standard in the business community to emulate.

**Teamwork:** Cohesive teamwork, with active involvement of our clients, is the foundation upon which our success is built upon.

## Our Structure:

Our firm has evolved a structure which ensures that its size helps to give to all its clients, large and small, an elevated level of service and personal contact. Our Partners and staff are subject to stringent codes of conduct about confidentiality and independence. Each client's job is allocated to a Partner who reviews all jobs done by professional staff.





## 2.4 BRIEF PROFILE OF PARTNERS, DIRECTORS & MANAGERS

### Partners

#### i. Md. Nurul Hossain Khan FCA – Managing Partner

Mr. Khan was completed his B. Com (pass) from Rajshahi University, 1969 and qualified as a chartered accountant in 1979. Mr. Khan joined as a partner in 1980. Mr. Khan is Widely reputed for taxation, reviewing financial monitoring and reporting system and design a set of simplified accounting, budgetary control and management information system, monitor implementation of financial aspects, particularly the cost/recovery measures and internal & operational audit, investigation and consultancy service. Mr. Khan has also obtained wide range of experience in the field of company sectorial works. Mr. Khan, during his 50 years of service as public accountant, has established himself as an expert in the audit of both national and multinational companies,



Financial institutions, including Central Bank of Bangladesh. Mr. Khan has obtained wide range of experience in the audit work of union perished under Local Government Support Project (LGSP), monitoring, review and performance of audit conducted under different Embassies and Development Financial Institutions, International Agencies, Power & Telecommunication and lead partner in the audit of banks and financial institutions.

#### ii. Mohammad Alamgir Kabir FCA - Partner

Mr. Mohammed Alamgir Kabir FCA joined as a partner of Kazi Zahir Khan & Co. (KZKC), Chartered Accountants. Before joining the Firm, Mr. Kabir performed in various top executive positions with vital roles in manufacturing and financial institutions. He has a vast knowledge of multinational and local entity environments within the corporate business structure. Mr. Kabir was also the Independent Director and Chairman of the Board Audit Committee of Prime Insurance Company Limited. He was a postgraduate in Accounting from a



Public University with an experience of more than 19 years. Mr. Kabir participated in numerous professional training and workshops at home and abroad. Mr. Kabir completed his Chartered Accountant Article ship with the associated firm of PricewaterhouseCoopers. In respect of professional experience, he achieved professional certifications as a Fellow of Chartered Accountants from the Institute of Chartered Accountants of Bangladesh (ICAB), a Fellow of Life Management Institute from LOMA (Life Office Management Association) USA, and an Association of Re-insurance Administration under the same institute. He also accomplished training on various subject matter from the Government of Bangladesh, the World Bank, and various Institutes and Business Schools to uphold the financial and commercial perspective of the business requirement as and when required to suggest and guide.

#### iii. Md. Eftekhar Ali FCA - Partner

Mr. Eftekhar completed has been completed M. Com from National University in 1996 and qualified as a chartered accountant in 2013. Before joining KZKC Mr. Eftekhar plays vital role in different organization. He was experienced an Accounts and Audit Specialist in Microcredit Regulatory Authority (MRA) from July 2008 to March 2010. He was experienced as Deputy Manager (Audit) and Assistant General Manager (Finance and accounts) in Palli Karma-Sahayak Foundation (PKSF) from April 2010 to December 2012 and January 2013 to December 2013. He joined as partner in S. K. Barua & Co., Chartered Accountants in January 2014 and continue his practice till May 2016. Mr. Eftekhar joined KZKC in December 2019 with a view to utilize his experience in the financial sector & aptitude in Information Systems to explore new horizons.



**iv. Kazi Zahirul Kabir FCA – Partner**

Mr. Kabir was completed his M. Com (Accounting) from Dhaka University in 1964 and qualified as a chartered accountant from the Institute of Chartered Accountants of Pakistan in 1970. Before joining KZKC he has 10 years of working experience in Bangladesh Jute Corporation and Bangladesh Shilpa Bank. Mr. Kabir joined as a partner in 1980. Mr. Kabir is widely reputed for taxation, reviewing financial monitoring and reporting system and design a set of simplified accounting, budgetary control and management information system, monitor implementation of financial aspects, particularly the cost/recovery measures and internal & operational audit, investigation and consultancy service. Mr. Kabir has also obtained wide range of experience in the field of company sectorial works.



**v. Abdulla-Al-Mahmud FCA, FCMA, FCS, L.L.B – Partner**



Mr. Mahmud has been completed his MBA in Accounting & Information Systems (AIS) from University of Dhaka in 2004 and qualified as a chartered accountant in 2011, Cost and Management Accountants in 2011 and Chartered Secretaries 2010. Mr. Mahmud joined as a partner in 2013. He has obtained wide range of experience in the taxation, internal & operational audit, monitoring, review, performance audit, audit work of union parishad under Local Government Support Project (LGSP). Mr. Mahmud has established himself as an expert in the field of Bank Audit in recent years.

**vi. Mohammed Enamul Haque Khan FCCA, FCA - Partner**



Mr. Haque is a Fellow member of both the Institute of Chartered Accountants in England & Wales (ICAE&W) and the Institute of Chartered Accountants of Bangladesh. Mr. Haque has been completed his M. Com in Management from University of Dhaka in 1992, qualified as a chartered accountant in 2013 and he is also a member of “Association of Chartered Certified Accountants, UK”. Mr. Haque has obtained vast experience as a public accountant in local and international level. Mr. Haque joined as a partner in 2018. Before joining KZKC, Mr. Haque serves about 20 years in UK in the field of public accountant.

## **DIRECTORS:**

### **i. Maruf Hossain, ACCA- Senior Director**

Mr. Maruf Hossain joined as a director of Kazi Zahir Khan & Co., Chartered Accountants on January 2019. Before joining the Firm, Mr. Hossain performed in various top executive positions with vital roles. He has a vast knowledge of IFRS, IAS, ISA. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, Financial Institutions.



### **ii. SM Sarwar Alam, ACCA- Director**

Mr. SM Sarwar Alam qualified as an Association of Chartered Certified Accountants (ACCA) in 2013. Before joining KZKC Mr. Sarwar plays vital role in different organization. He was experienced an Accounts and Audit Specialist. He was experienced as Head of Business Service in HT Advisory Services from January 2017 to June 2021. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, special audit of Life and General Insurance Companies as per IDRA specified TOR





## **MANAGERS:**

### **i. S. M. Nazim Uddin – Manager Assurance Service (Bank & Financial Institutions)**

Mr. Nazim has completed MBA from Jahangirnagar University. Before joining KZKC Mr. Nazim plays vital role in Howladar Yunus & Co. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, Financial Institutions, special audit of Life and General Insurance Companies as per IDRA under specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, Forensic Audit under specified TOR, National & Multinational Companies and Manufacturing Companies.



### **ii. Mustafizur Rahman – Manager Business Assurance Service**

Mustafizur Rahman has been completed MBA from National University. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies.



### **iii. Md. Sazu Mia CA-PL, LLB, MBA– Sr. Asst. Manager Assurance Service**

Mr. Md. Sazu Mia has been completed MBA from National University. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies.



### **iv. Supon Chakraborty – Sr. Asst. Manager**

Mr. Supon has been completed MBA from National University. Before joining KZKC Mr. Supon plays vital role in Howladar Yunus & Co. He is experienced in the statutory audit of Schedule Bank(s), National & International NGOs, Governments Projects, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies.



v. **Md. Didarul Islam Sutan Akanda – Assistant Manager**

Mr. Didarul has been completed BBA from National University. Before joining KZKC Mr. Didarul plays vital role in Howladar Yunus & Co. He is experienced in the statutory audit of Schedule Bank(s), National & International NGOs, Governments Projects, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies.



vi. **Md. Al-Abid CA-CL– Asst. Manager Assurance Service**

Mr. Md. Al-Abid has been completed BBA from BGMEA University of Fashion & Technology. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies.



vii. **Diponkar Saha – Manager (Tax & Admin)**

Mr. Diponkar has been completed BBA from American International University Bangladesh (AIUB). Besides Mr. Diponkar has been certified as Income Tax Practitioner (ITP) under NBR in 2017. He is experienced in the Individuals and Corporate Income tax assessment and return preparation of various companies. He is also experienced in Company affairs in RJSC.

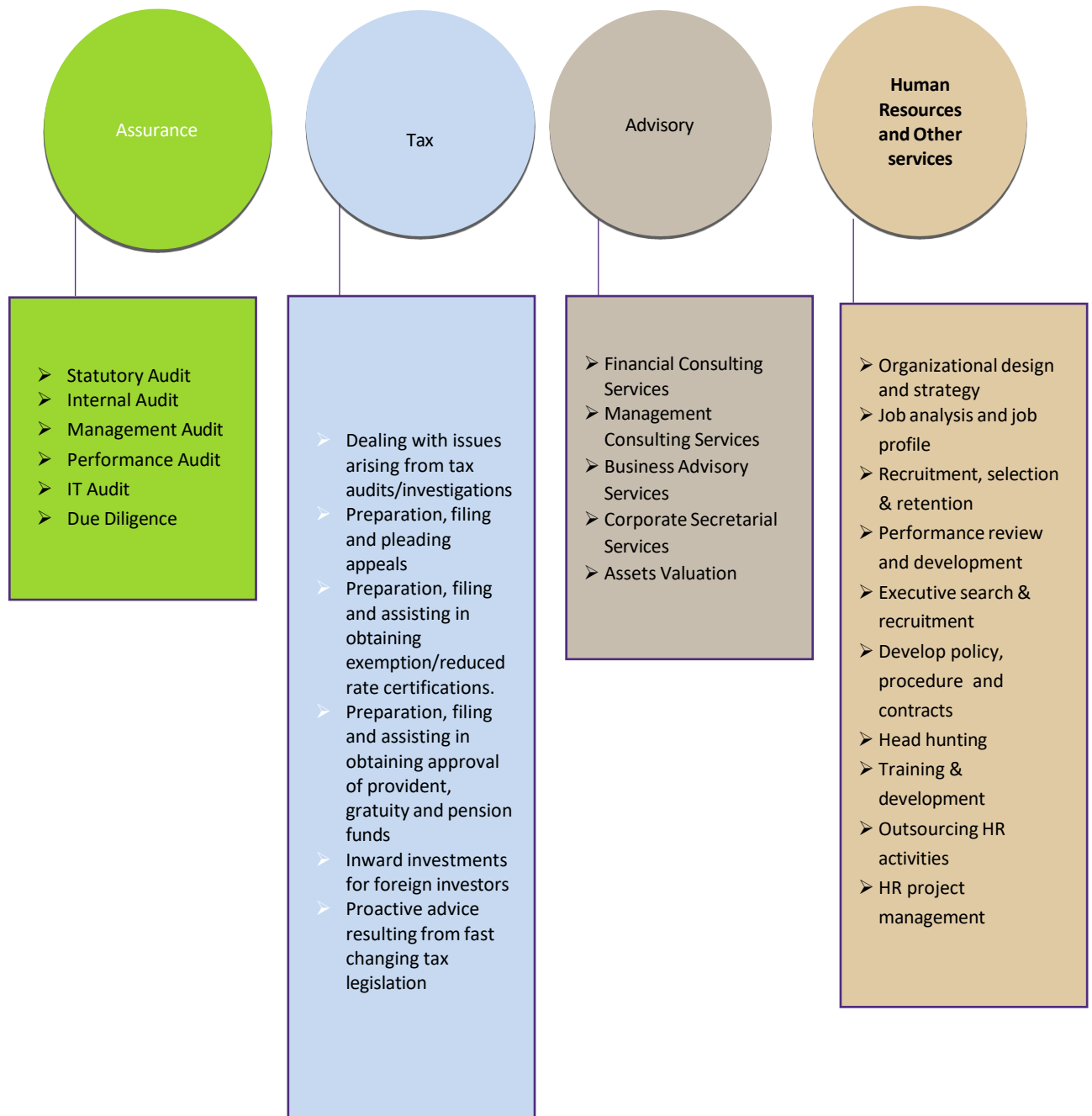


viii.

## 2.5 RELATIONSHIP WITH FOREIGN EMBASSIES & INTERNATIONAL AGENCIES

<b>World Bank</b> Bangladesh Dhaka Office Plot – E-32, Agargaon, Sher-e-Bangla Nagar, Dhaka	<b>Asian Development Bank (ABD)</b> Bangladesh Country Office Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
<b>DFIDB</b> Department for International Development Bangladesh House # 10, Road # 10 Gulshan 1, Dhaka, Bangladesh	<b>DANIDA</b> House # CEN 10, Road #110, Gulshan 2 Dhaka 1212, Bangladesh
<b>SDC (Swiss Agency for Development and Co-operation, Embassy of Switzerland)</b> House B31, Road# 18, Banani, Dhaka-1213	<b>UNICEF</b> Bangladesh Country Office BSL Office Complex, 3 <sup>rd</sup> Floor 1 Minto Road, Dhaka 1000 Bangladesh
<b>SIDA (Swedish International Development Agency)</b> House 1, Road 51, Gulshan, Embassy of Sweden; P.O. Box 304, Dhaka, Bangladesh	<b>European Union</b> House 7, Road 84, Gulshan 2 Dhaka 1212, Bangladesh
<b>Royal Danish Embassy</b> House # 01, Road #51 Gulshan 2, Dhaka, Bangladesh	<b>Save the Children International</b> Bangladesh Office House CWN (A) 35, Road# 43, Gulshan 2, Dhaka 1212, Bangladesh
<b>USAID</b> U.S. Embassy, Madani Avenue, Baridhara Dhaka, Bangladesh 1212	<b>Embassy of Sweden</b> House # 01, Road #51, Gulshan 2, Dhaka, Bangladesh
<b>United Nations Development Programme (UNDP)</b> UNDP Registry, IDB Bhaban, Agargaon Sher-E-Bangla Nagar, Dhaka, Bangladesh	

## 2.6 AREAS OF EXPERTIZE OF THE FIRM



## 2.7 OTHER INFORMATION

### A. Office Addresses:

#### **Corporate Office, Dhaka**

Hometown Apartments (Flat-C, Level-15),  
87 New Eskaton Road,  
Dhaka-1000  
E-mail: [kzkc48@gmail.com](mailto:kzkc48@gmail.com)

#### **KZKC Branch Office:**

2 No. Kalabagan;(Sultana Tower)  
Dhanmondi, Dhaka-1205

### B. KZKC Establishment, Age & Registration of Firm:

- i) Date of Establishment of the Firm : 3<sup>rd</sup> March 1980
- ii) Age of the Firm : 44 years<sup>+</sup>

### C. Enlistment with important Authorities in Bangladesh:

- i) Enlisted with Institute of Chartered Accountants of Bangladesh (ICAB);
- ii) Enlisted with Financial Reporting Council (FRC);
- iii) Enlisted with NGO Affairs Bureau (NGOAB);
- iv) Enlisted with Bangladesh Bank (Central Bank);
- v) Enlisted with Bangladesh Security Exchange Commission (BSEC); and
- vi) Enlisted with Micro-Credit Regularity Authority (MRA).

### D. Human Resource:

Number of Partners: 6 (six)  
Number of Directors: 2 (two)  
Number of partly qualified staffs: 8 (eight)  
Number of other professional staffs: 5 (five)  
Number of Admin and support staffs: 10 (ten)  
Number of Registered Students: 72 (seventy-two)

### E. Logistics of the Firm

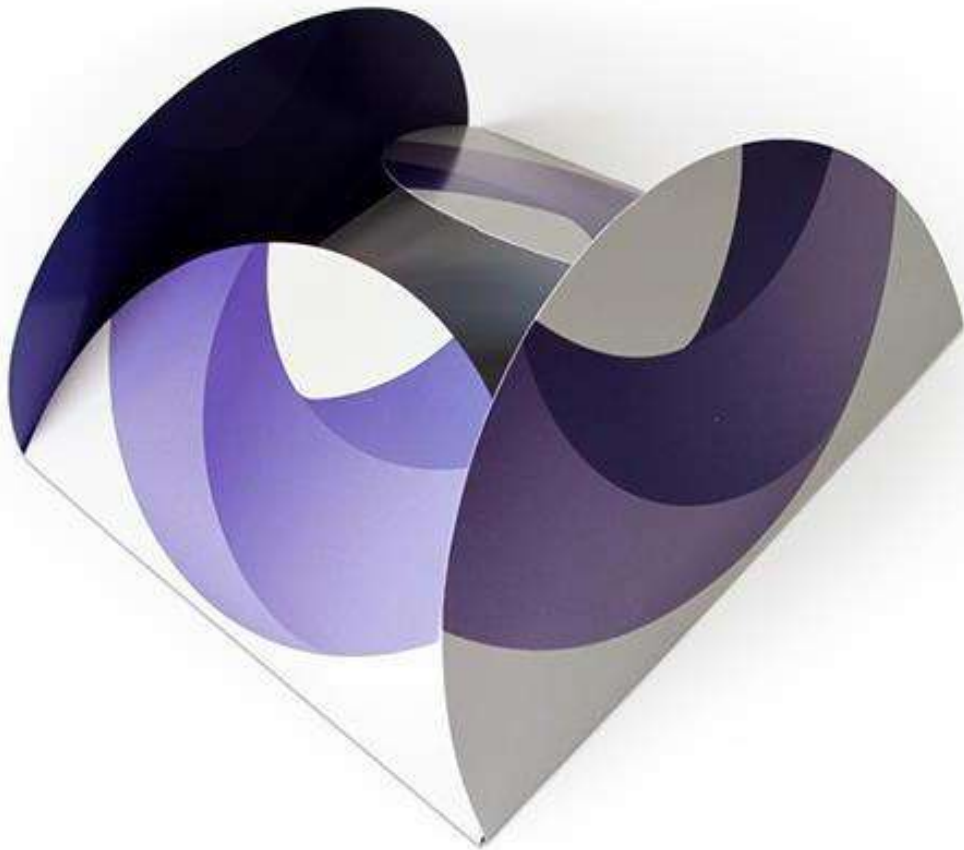
Office spaces : Office area – 5,000 sft. in New Eskaton & 1,200 sft. in Dhanmondi.  
Computer/laptops : In total 90 (ninety) computers/laptops facilities  
Printer : 10 (ten) printers  
Conference room : Two (2) conference rooms.  
E-mail : [kzkc48@gmail.com](mailto:kzkc48@gmail.com)

### F. Business Licenses

- 1) Trade License of the Firm (No-268970/2019)
- 2) VAT Registration Certificate of the Firm (No - 002365245-0208)
- 3) TIN Certificate of the Firm (No-432077321376)
- 4) NGO Affairs Bureau: Enlistment No. 84
- 5) FRC Enlistment No.: FRC-CAF-001-116 (<https://enlistment.frc.gov.bd/home>)
- 6) BSEC Enlistment No.: 23 ([https://sec.gov.bd/notice/POA\\_14.08.2024.pdf](https://sec.gov.bd/notice/POA_14.08.2024.pdf))

## 3.0 Firm's Experience



---







### 3.1 Bank Audit Experience

Sl. No.	Bank Name	Logo	Service	Year
1	Social Islami Bank		Statutory Audit	2022
				2013 to 2015
				2007 to 2009
2	Pubali Bank Limited		Statutory Audit	1987 to 1989
				1994 to 1996
				2001 to 2003
				2007 to 2009
3	Rupali Bank Limited		Statutory Audit	2003 to 2005
4	Bangladesh Krishi Bank		Statutory Audit	2008 to 2010
				2013 to 2016
5	Dhaka Bank Limited		Statutory Audit	2013
6	Rajshahi Krishi Unnayan Bank		Statutory Audit	2007-2009




## 3.2 Not-for-Profit Company, INGO & NGO Audit Experience

Sl. No.	Organization/Project Name	Audit Period	Nature of Audit
1	National Development Programme (NDP)	2020-2023	External Audit
2	Social Upliftment Society (SUS)	2022-2023	External Audit
3	Sagarika Samaj Unnayan Sangstha (SSUS)	2020-2021	External Audit
4	Amra Kaj Kory (AKK)	2021-2022	External Audit
5	Wai Wash SDG Programme Bangladesh	2022	External Audit
6	Sabalamby Unnayan Samity (SUS)	2023	External Audit
7	Heed Bangladesh	2020-2021	External Audit
8	Inclusive Cities for Nutrition (IC4N)	2023	External Audit
9	Shelter for Social Development (SSD)	2023	External Audit
10	Alo Samaj Unnayan Sangstha	2023	External Audit
11	NEWSUN	2023	External Audit
12	Bhumija Foundation	2023	External Audit
13	WASH SDG PROGRAMME PHASE 2	2023	External Audit
14	Poor Resource Development Foundation (PRDF)	2023	External Audit
15	Community Development Society (CDS)	2023	External Audit
16	National Development Programme (NDP)	2023	External Audit
17	Grameen Progress (GP)	2023	External Audit

3.3

## Financial Institutions Audit Experience

Sl.	Financial Institutions Name	Logo	Service	Year
Recent Experiences				
1	Natore Sugar Mill		Statutory Audit	2022-23

2	Atlas Bangladesh Limited		Statutory Audit	2022-23
3	Bangladesh Thai Aluminium Ltd		Statutory Audit	2022-23
4	Coppertech Industries Limited		Statutory Audit	2022-23
5	Alif Manufacturing Company Ltd		Statutory Audit	2022-23
6	International Leasing and Financial Services Limited		Statutory Audit	2020 to 2022
7	Strategic Finance & Investment Limited		Statutory Audit	2020 to 2021
8	Islamic Finance and Investment Limited		Statutory Audit	2020 to 2022
<b>Past Experiences</b>				
1	Phoenix Finance & Investment Limited		Statutory Audit	
2	First Finance Limited		Statutory Audit	

3	GSP Finance Company Ltd.		Statutory Audit
4	Premier Leasing & Finance Limited		Statutory Audit
5	AAA Finance Investment Limited		Statutory Audit



### 3.4 Government Office/ Departments Audit Experience

Sl. No.	Name	Service	Year
1	Bangladesh Power Development Board (BPDB) for the year 2019 – 2020, IVVR Project (Phi2), Dhaka.	Audit	2019-2020
2	Bangladesh Power Development Board (BPDB) for the year 2019 – 2020, Power Dist. System Development Project, CTG Zone (Phase-2).	Audit	2019-2020
3	Bangladesh Power Development Board (BPDB) for the year 2016 – 2017, Jessore Polli Biddut Shamity.	Audit	2016 – 2017
4	Union Parishad Audit	Statutory Audit	2016-2017
			2017-2018
5	Local Government, Rural Development & Co-operatives and Local Governance Support Project (LGSP-3)	Statutory Audit	2018-2019
6	NGO Bureau Bangladesh (NGO) for the year 2019 – 2020, BAPTIST AID-BBCF.	Statutory Audit	2019-2020



### 3.5 Audit Experience of the Firm throughout the years

#### *Banks & Financial Institutions:*

Social Islami Bank Limited	Bangladesh Krishi Bank
Pubali Bank Limited	Dhaka Bank Limited
Rupali Bank Limited	Rajshahi Krishi Unnayan Bank

#### *Insurance Companies:*

Eastland Insurance Company Limited	Protective Islami Life Insurance Limited
Mercantile Insurance Company Limited	Central Insurance Company Limited
Trust Life Insurance Limited	Sunlife Insurance Company Limited
Golden Life Insurance Limited	Dhaka Insurance Limited
Padma Life Insurance Limited	

#### *Leasing Companies*

International Leasing and Financial Services Limited	GSP Finance Company Ltd.
Phoenix Finance & Investment Limited	Islamic Finance and Investment Limited
First Finance Limited	Premier Leasing & Finance Limited
Strategic Finance & Investment Limited	AAA Finance & Investment Limited

#### *Multinational Company*

Datasoft Systems BD Limited	Yamato Singapore Limited
Graphics Peoples Limited	Synesis IT Limited
Software Peoples Limited	Integrated Services Limited (ISL) (Seba Phone)
Amerex International (H.K) Limited	
Picard Bangladesh Limited	
China Plastic Limited	
Dart Express Bangladesh Limited	

#### *Engineering*

Tanvir Construction Limited	Corona Technology & Liaison Limited
Abdul Monem Limited	Dhaka Telephone Company Limited
Brothers Communication Ltd.	Flora Limited
Brothers Telecom Limited	G. S. M Mobil Communications (Pvt.) Limited
Corona Industries Limited	H. P. Chemicals Limited
Corona International Limited	Rezent Commercial Limited
Corona Services Limited	Sevenses Electronics Limited
Hansha International	Southern Electronics Limited
Ifad Autos Limited	Total Tel. Pvt. Ltd.
Ifad Enterprise Limited	
LMidland Traders	
Monaz International Limited	



### *NGOs*

Heed Bangladesh SEID Bandhu Social Welfare Society Bosumoti Shikka & Kalayan Society Community Development Library (CDL) Concern Universal Dakbhanga Democracywatch Development Organization of Rural Poor (DORP) Dhaka Ahsania Mission GRAUS Mohila Crira Sanghtha Mukti Lawence Foundations Nari Maitree Nayan Action Foundation	Padakhep Manabik Unnayan Kendra (PMUK) Protisruti Manabik Bikash Sangstha (P.M.B.S.) Rangamati Development Associates (RDA) Room to Read, Bangladesh SAMSAL Bangladesh Society Development Committee (SDC) Suprovat Swanirvar Bangladesh Terre Des Hommes Netherlands in Bangladesh Socio Health & Rehabilitation Program (SHARP) Environment Council (EC) Bangladesh IRRI
--	--

### *Hospital*

Renaissance Hospital & Research Institute Limited Moulana Bashani Medical College & Hospital	Mujibunnesa Eye Hospital Limited Health Center under Bangladesh Health & Family Planning Ministry
---	--

### *Security Company*

Equity Resource Limited Royal Green Security Services Limited	ETBL Securities & Exchange Limited Credence Asset Management Ltd.
--	--

### *Corporation*

Bangladesh Power Development Board (BPDB) Head Quarter Bangladesh Power Development Board (BPDB), Consumer Ledger, Bank Reconciliation Bangladesh Power Development Board (BPDB). Regional Accounts Office Bangladesh Textiles Mills Corporation Bangladesh Data Center Company Limited	Dhaka Electric Supply Authority (DESA). Jalalabad Gas T & D System Limited Rural Electrification Board (REB) Titas Gas T & D System Limited Ahsanullah University of Science and Technology Asha Jute Industries Limited
--	---

### *Textile Mills*

The Dacca Dying and Mfg. Co. Ltd. Echotex Limited Ayman Textile & Hosiery Limited Evince Textiles Limited	Rahmat Textile Mills Limited Sohagpur Textile Mills Limited Mita Textiles Limited
--	---

### *Government Bodies*

Health Complexes of different Districts Union Parashad.	School, College and Madrasha of different Districts of Bangladesh
--	---

### *Garments*

Akbar Group	Evince Packing & Converting Limited
Bengal Group	Evince Switch Limited
Alif Manufacturing Limited	Islam Dresses Limited
Air Parabal Limited	Islam Garments Limited.
Bangladesh Kawa Industrial Co. Ltd.	Islam Knit Designs Limited
Brother's Fashions Limited	Islam Product Limited
Brother's Garments Limited.	Liz Garments Limited
Brothers Industries Limited	Pappu Garments Limited
Brothers Industries Limited	Posh Garments Limited
Brothers Knitwear Limited	Prostar Industrial Co. Ltd.
Brothers Limited	Prostar Knitted Hats & Gloves Mfg. Ltd.
Evince Accessories Limited	Rafty Apparels Limited
Evince Apparels Limited	Rafty Sweater Limited
Evince Batons Limited	Silver Garments (BD) Limited Trimode France
Evince Composite Levels Limited Evince	Limited
Garments Limited	
Evince Ladies Wear Limited	
Evince Limited	

### *Other Industries*

Acla Limited	Nasir Aviation Services
Adcomm Limited	Plasma Power & Technology Ltd. (PPTL)
Adcomm Midia Limited	Sinobangla Industries Ltd.
Ban Thai Limited	Spices King Ltd.
Dom-Inno Limited	Studio 45
Dynamic Travels	Winer Packings & Accessories Limited
Eastern Electron (BD) Limited	Aziz Pipes Limited
Erra Corporation	Synesis IT Limited
Etafil (Bangladesh) Limited	Yamato Singapore Pte. Limited
Expression Ltd.	Rahima Food Corporation Ltd.
Hotel Northern Ltd.	Gemini Sea Food ltd.
Interactive Media Ltd.	Baraka Power Limited
Kia Service Centre Limited	Baraka Potenga Power Limited
M & H Corporation Limited	VFS Thread Dyeing Limited
Meghna Automobiles Limited	Oriza Agro Limited
Meghna Light Limited	Navana Group
Menz Klub	Far Chemical Industries Limited
Electra Mobile Limited	Far Ceramics Limited
Electra International Limited	

## 4.0 Technical Proposal

---





## 4 Approach, Methodology for Performing the Assignment

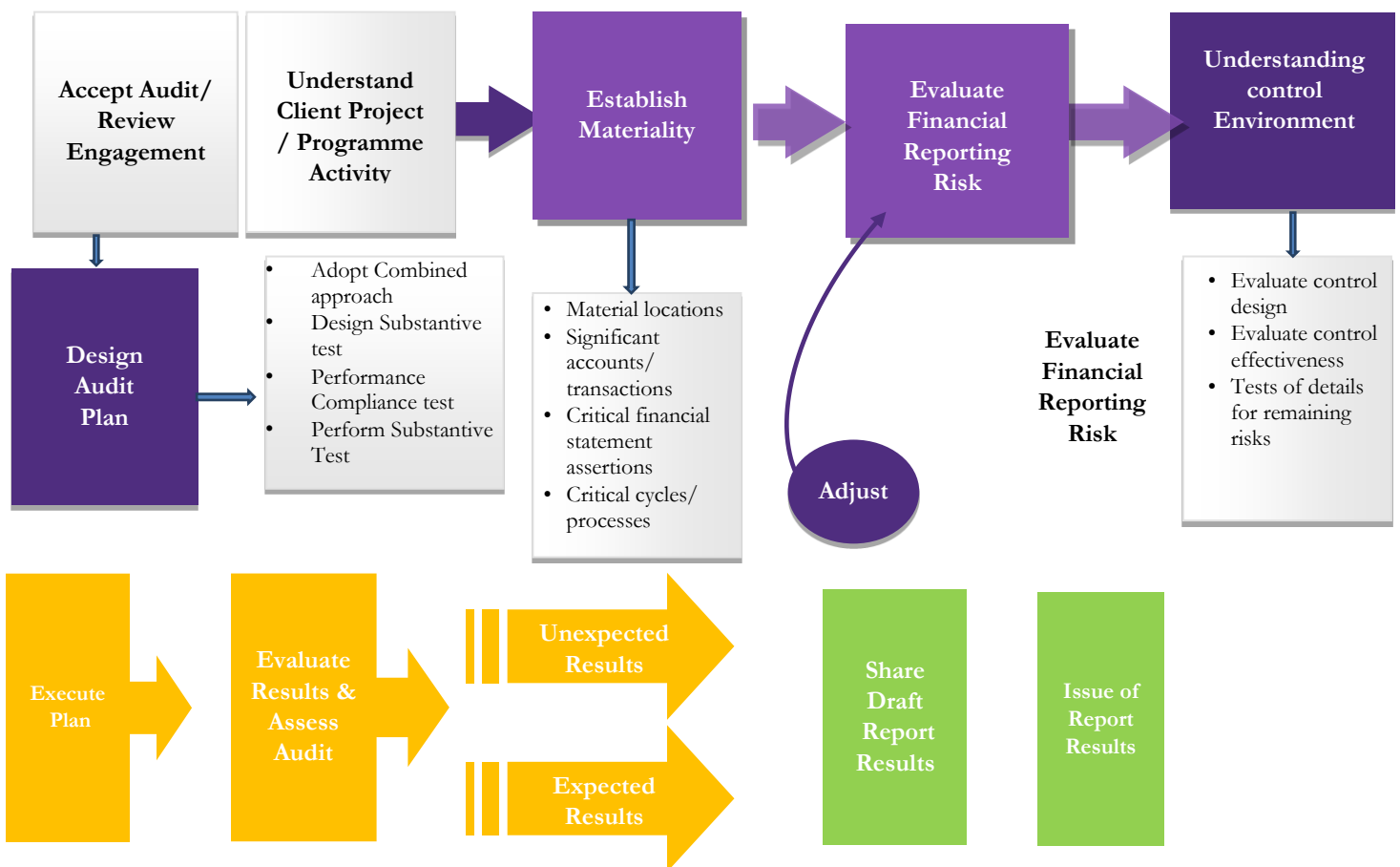
### 4.0 - APPROACH AND METHODOLOGY OF THE ASSIGNMENT

#### 4.1 - AUDIT APPROACH

##### 4.1.1 - Our overall audit approaches from audit acceptance to the results of audit engagement:

Following is the flow-chart of the total proposed audit engagement - From acceptance of audit engagement to issuance of audit report of the result of audit engagement:

#### Our audit approaches



#### 4.1.2 - Risk-based audit approach depicted as below

Our audit approach focuses on areas that are important through a **cost-effective**, **well-coordinated** and **fully electronic** audit process. Our business goal will be to perform our audit quickly and thoroughly, with minimal disruption to your operations, while providing valuable insight into your accounting procedures and internal controls.

This will be accomplished by planning efficiently, tailoring our approach to the business and organizational structure, using technology effectively, and communicating consistently - not just during fieldwork, but year-round.

- **Innovative technology to deliver efficiency and accuracy**

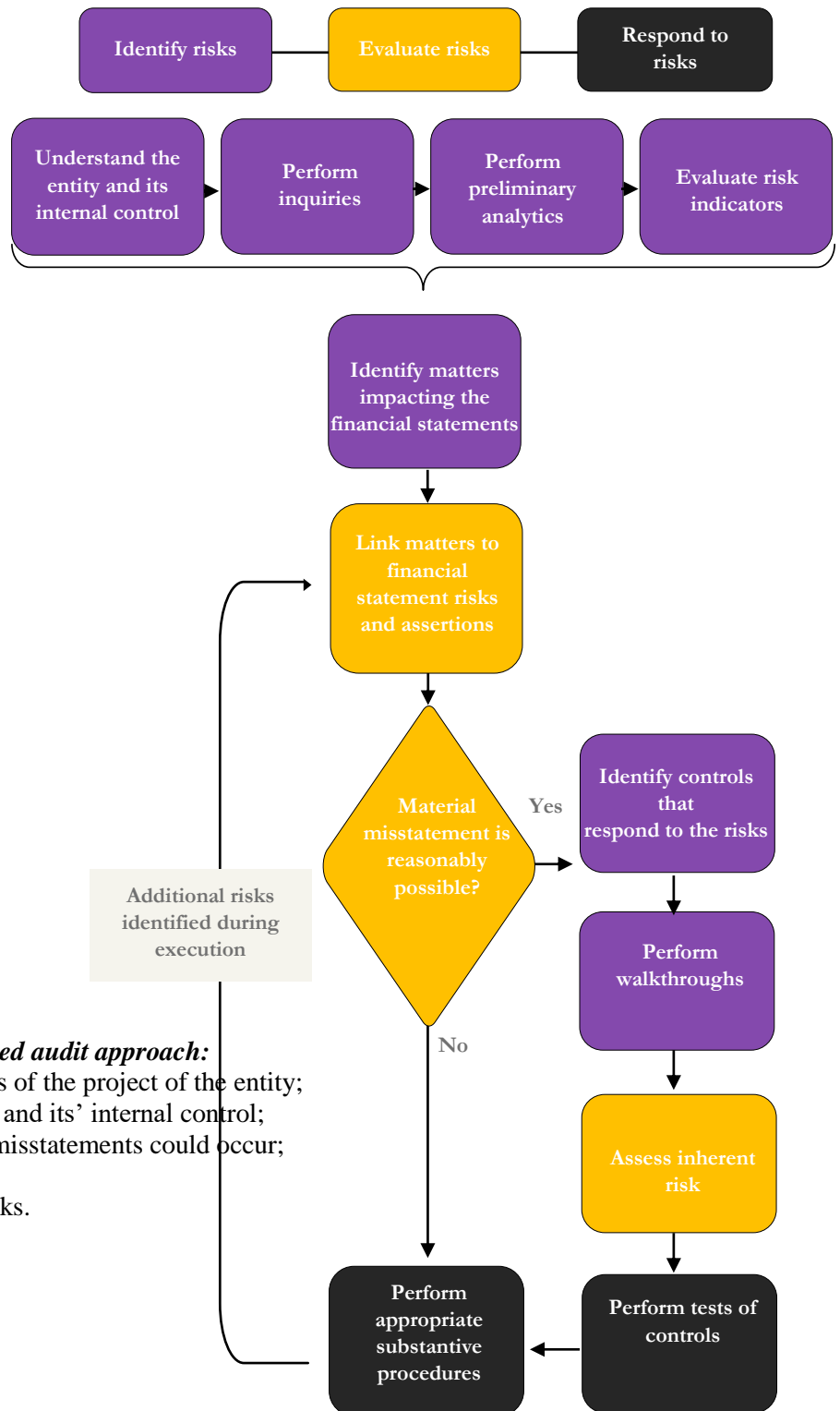
Horizon, KZKC audit methodology, is designed to deliver a consistent standard of audit service to clients, no matter where they operate.

- **Top-down risk-based audit approach**

Our **Horizon** audit methodology focuses on the underlying business and transactions to focus the audit effort on the areas that pose the greatest risk of financial statement misstatements. Assessing internal controls and determining the extent of substantive audit procedures

**The above flowchart/map of a risk-based audit approach:**

- Begin with the financial statements of the project of the entity;
- Obtain understanding of the entity and its' internal control;
- Identify risks and where material misstatements could occur;
- Develop an appropriate response;
- Tailor the audit approach to the risks.



#### **I) - Identify Risks**

##### **a) - Understanding the Entity and the Project**

**In accordance with ISA 315**, we will have an understanding of the Internal Control System and exercise professional judgment in planning and performing tests of controls in so far we consider this relevant and useful for expressing an opinion as required. We will use the following sources of information to obtain understanding the entity and the project at the beginning of the planning:

- Preparatory Meeting with the Entity
- Those charged with governance



- Internal policies and procedures
- Approved budget
- Preliminary analytical procedures
- Entity's website
- Management-prepared reports

We will examine whether the Entity has complied with the rules for incurring expenditures, accounting and record keeping in accordance with the organizational policies, local laws and Act. We use our professional judgment to assess whether a control, individually or in combination with others, is relevant to our assessment of risks of material misstatements in the Financial Report due to errors or frauds.

***b) - Assessment of Risk***

***In accordance with ISA 315***, we will perform audit procedures, including risk assessment procedures. This shall be sufficient to identify and assess the risks of material errors or misstatements in the financial report whether due to fraud or error and noncompliance with the agreed terms of grant contract, and to design and perform further audit procedures *i.e.* tests of control and substantive procedures to achieve the objectives of the financial audit. We will:

- Identify risks throughout the process of obtaining an understanding of the Entity and the engagement context, including relevant controls relating to risks, and by considering classes of transactions, expenditure categories and presentation in the financial report;
- Relate the identified risks to what can go wrong at the level of the financial report;
- Consider whether the risks are of a magnitude that could result in material errors or misstatements in the financial report;
- Consider the likelihood that risks could result in material errors, frauds or misstatements in the financial report and fixed assets schedule;
- Consider the likelihood that project fund may not be used for the intended purpose of project;
- Consider the likelihood that risks could result in noncompliance with the terms & conditions of contract.
- We will go through the following procedures to assess the risks of the financial audit:
- Captures information about the entity and its environment, including its outsourced activities, IT profile, operating structure and nature of its revenues
- Makes inquiries of management, internal auditors, and those charged with governance
- Makes inquiries of others in the entity, as needed
- Determines materiality
- Performs preliminary analytical procedures
- Evaluates the inherent risk indicators
- Captures entity-level controls
- Captures information about the accounting system

***c) - Collection of Financial Statements and assessing Materiality:***

After having understand the entity and its environment we will collect Financial Report from project and will determine planning materiality as per KZKC guideline using threshold (as a standard practice) following the ***ISA315-Understanding the Entity & its Environment & Assessing Risks of Materials Misstatement***. We will report all financial findings regardless of the amount involved. We will comply with ***ISA 320 'Materiality in planning and performing an audit'*** in so far as this ISA is relevant to the audit.

**II) - Evaluate Risks**

After the identification of the financial statement risks that could cause a material misstatement, we then evaluate which of the identified risks are more likely to cause the probability that:

- the Financial Report of the project is not reliable
- the funds have not been used in conformity with applicable Contractual Conditions;
- fraud and irregularities can occur
- the relevant Contractual Conditions for the Entity are not complied with

We will categorize the identified risks under the following types to set appropriate risks response:

***a) - Reasonably Possible Risks***

Reasonably possible risks are those where the likelihood of a material misstatement and noncompliance of the terms of grant contract occurring is more than remote. To respond to a reasonably possible risk, we will first understand how the entity responds to the risk.

***b) - Significant Risks***

Significant audit risks are those that have a higher risk of material misstatement and noncompliance. These risks require special audit consideration. We will give the following special audit considerations:

- Understanding internal controls related to the risk sufficient to design an appropriate response,
- Performing substantive procedures that are specifically responsive to the risk.

***c) - Not Reasonably Possible Risks***

When the risk of material misstatement is not reasonably possible, we may decide that substantive procedures alone will appropriately reduce the risk of a material misstatement to an acceptably low level.

**III) - Respond to Risks:**

After the identification of the financial statement risks and their magnitude, we will set perform the following audit procedures to achieve the objectives of the audit.

***A) - Analytical procedures***

***In accordance with ISA 520***, we will perform analytical procedures for evaluations of financial information through analysis of plausible relationships among both financial and non-financial data. Analytical procedures also encompass such investigation as is necessary of identified fluctuations or relationships that are inconsistent with other relevant information or that differ from expected values by a significant amount. The analytical review of actual expenditure incurred with the Project budget (budget – actual comparisons) is a critical compliance check.

Analytical procedures will include:

- comparison of the changes in each account balance, item, or element over prior accounting periods with expectations for the current period
- comparison of financial information with anticipated results (for example, budgets and other prospective information)
- comparison of simple computations or a series of computations, which develop an estimate for a given account balance, item, or element (reasonableness tests)

***B) - Sampling and Extrapolation***

In performing tests of controls and substantive tests, we may apply audit sampling or other means of selecting items for testing in line with audit requirements. We may make use of extrapolation if the population of data being audited are homogenous. We will comply with ***ISA 530 'Audit sampling'*** insofar as this ISA is relevant to the audit.

***C) - Using the work of internal auditors***

We will determine that an internal audit function is likely to be relevant for the audit, we will

- (a) determine whether, and to what extent specific work of the internal auditors can be used, and
- (b) if using the specific work of the internal auditors, whether that work is adequate for the purposes of the audit.

We will comply with ***ISA 610 'Using the Work of Internal Auditors'*** insofar as this ISA is relevant to the audit.

***D) - Using the work of an expert***

We may use the work of an individual or organization in a field of expertise other than accounting or auditing, when that work is used to assist us in obtaining sufficient appropriate audit evidence. In such cases the we will determine

- (a) whether to use the work of an Auditor's expert; and
- (b) if using the work of an Auditor's expert, to determine whether that work is adequate for the Auditor's purposes.

We will comply with ***ISA 620 (Using the Work of an Auditor's Expert)*** insofar as this ISA is relevant to audit.

***E) - Substantive Procedures***

**i) General** - Substantive procedures may include but are not limited to:

- Agreeing the Financial Report to the underlying accounting records including the trial balance and general ledgers.
- Examining material journal entries and other adjustments made while the closing process of Financial

Report.

- Reconciling the Financial Report with the balance of cash-on-hand and/or in bank accounts.
- Agreeing budget (comparative) figures in the Financial Report to the appropriate sources.
- Reviewing, where applicable, the procedures used to control funds channeled to other implementing entities that have been contracted.

**ii) Assets** - We will perform tests and procedures about:

- The purchase and procurement of assets and compliance with policies. We will examine supplies (e.g. vehicles, equipment, tools, various materials and products for compliance with procurement rules as per agreement terms and conditions.
- the existence (e.g. physical inspection of assets), valuation, ownership, recording and classification and disclosure of assets;
- Procedures for the disposal or transfer of assets at the closing if this are specified in the policies.

**iii) Cash and Bank** - We will:

- Performs tests and procedures regarding existence, valuation, ownership, recording and classification and disclosure of cash and bank funds held by the Entity;
- Performs cash and bank reconciliations;
- We may obtain external confirmations for bank balances and other information (e.g. outstanding loans, guarantees, authority to sign) from bankers applying the *ISA 505 - External Confirmations*.

**iv) Eligibility of Expenditure**

**a) General** - Perform tests & procedures of the eligibility of expenditure with polices & assesses whether expenditure:

- Is acceptable or plausible considering the context and activities;
- Has been incurred by the Entity during the implementation period;
- Is recorded in the accounts of the Entity and is identifiable, verifiable and substantiated by originals of supporting evidence.

**b) Conformity of Expenditure with the Budget and Analytical Review**

Carry-out an analytical review of expenditure applying *ISA 520 - Analytical Procedures* and verifies that:

- The budget presented in the Financial Report corresponds with the budget (authenticity and authorization of the initial budget) & that reported expenditure was foreseen in budget.
- The total amount of expenditure does not exceed any maxima.

**c) Accuracy, Recording and Classification**

We will verify that the expenditure for a transaction is properly classified under the headings and subheadings of the Financial Report, is accurately and properly recorded in the Entity's accounting system, is supported by appropriate evidence, documents & is properly valued.

**d) Reality (occurrence / existence)** – We will:

- Obtains sufficient appropriate audit evidence as to whether the expenditure has occurred (reality of the expenditure) and - where applicable - assets exist;
- Verify the reality of the expenditure for a transaction or action by examining proof of work done, goods received or services rendered on a timely basis, at agreed quality & prices or costs.

**e) Compliance with Procurement, Nationality and Origin Rules**

We will verify whether the Entity has complied with such rules & whether the expenditure concerned is eligible. If we find issues of non-compliance with procurement rules, we will report the nature of such events as well as their financial impact in terms of ineligible expenditure.

**f) Compliance with Human Resources Rules** – We will

- Confirm that recruitment & hiring have been done in a transparent way in line with HR policy & standard hiring practices has been followed as in light with provision of Contract.

- Verify and confirm that salary paid to employees / volunteers worked in Organization are according to contract and provisions
- Verify and confirm that appropriate documentations are followed in all HR related process.

***F) Documentation and Audit Evidence***

**i) - Documentation (Working Papers)**

In accordance with **ISA 230**, we will prepare audit documentation that provides:

- A sufficient and appropriate record of the basis for the auditor's report; and
- Evidence that audit was planned & performed in accordance with ISAs & applicable legal and regulatory requirements.

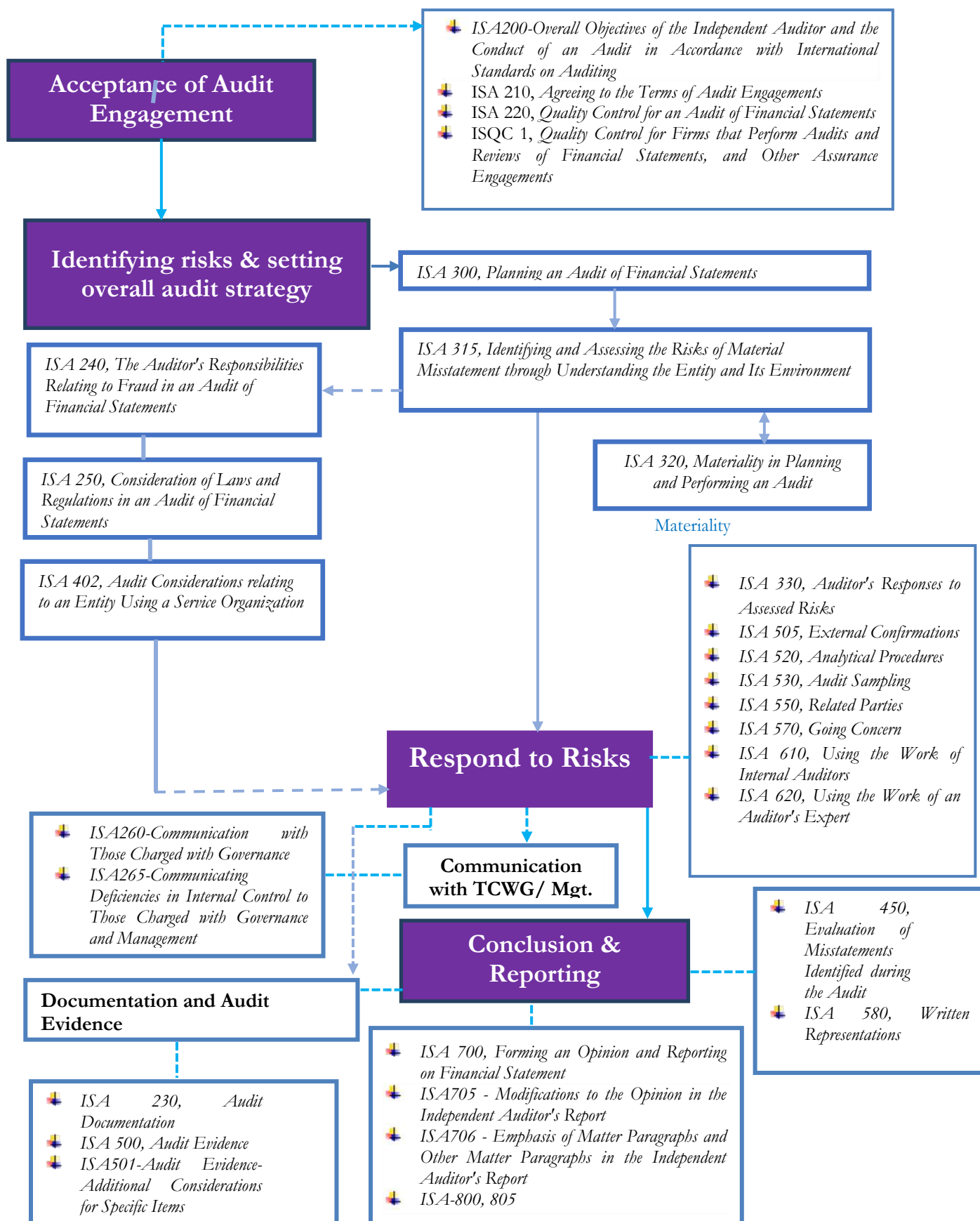
**ii) - Audit Evidence**

In accordance with **ISA 500**, we will ensure that audit evidence is gathered to support our opinion and evidence that the audit was carried out in accordance with International Standards on Auditing insofar as these can be applied in the specific context of this compliance audit. We will obtain sufficient appropriate audit evidence to support audit findings and to draw reasonable conclusions on which to base the audit opinion. We use professional judgment to determine whether audit evidence is sufficient and appropriate considering the Contractual Conditions.

***G - Letter of Representation***

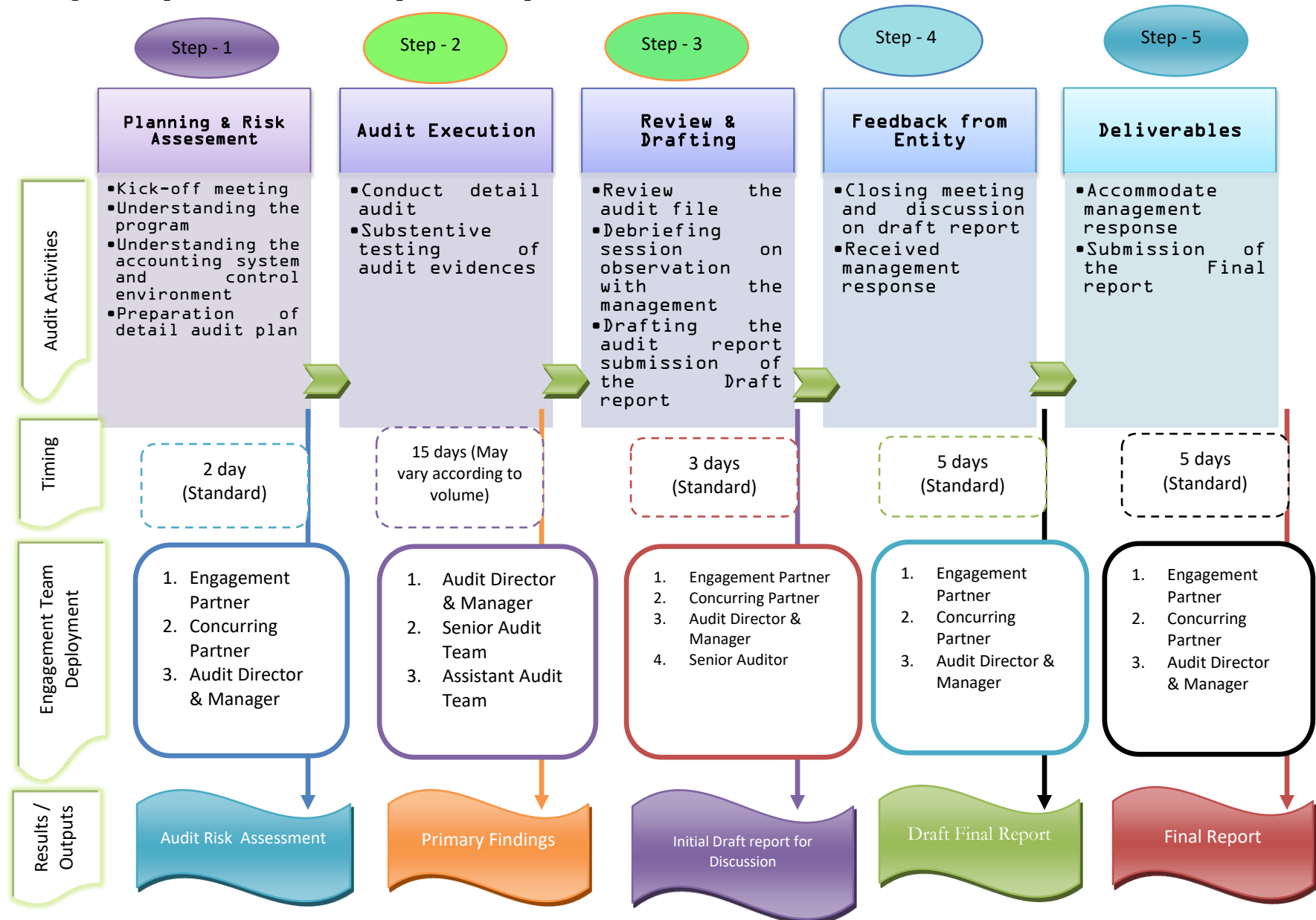
We may opt to request a letter of representation signed by the member or members of the management who have primary responsibility for the Entity and its financial aspects. The purpose of this is to obtain evidence that management acknowledges its responsibility for the reliability of the Financial Report, and for setting up an appropriate internal control system.

## Our Application of International Standards of Auditing (ISA) in different phase of Audit Assignment



## 4.2 - AUDIT WORK IMPLEMENTATION PROCESS

The following chart depicted our audit work implementation process:





### 4.3 - PROPOSED TASKS TO ACHIEVE THE AUDIT OBJECTIVES

To achieve the objectives of the audit assignment we plan to segregate audit services into several activities, which are to be performed by different level of qualified personnel to reach the target result. We plan to accomplish the assignment by dividing the task into seven (7) separate major activities. The task-wise details are furnished below:

Task – 1	<b>Entrance / kick-off meeting with the Entity to collect relevant information and holding discussion &amp; briefing the objectives of the audit</b>	<b>Activity details:</b> Under this task we plan to collect all basic information relating to organization through entrance meeting to obtain up-to-date knowledge and understanding of organization as whole. The basic information includes understanding, collecting, reviewing full details of agreements, project documents, organizational arrangements, activities carried out, procedures and control systems in place and all legal documents e.g., Agreement & fund budget, project and organization relevant documents & study of existing financial & accounting management system followed by the organization itself.
Task – 2	<b>Orientation, preparation of audit strategy, program and checklist</b>	<b>Activity Details:</b> Conduct orientation program for the audit staffs. Under this task, we plan to develop detailed planning and preparation of audit strategy, audit program and audit checklist for field verification & inspection based on the information and guidelines collected from management as detailed in Activity-I. Detail staffing plan for the audit/review shall also be done under this activity.
Task – 3	<b>Understand the organization and its' control environment, audit planning, draft financial statements review, risk analysis, materiality assessment and audit sampling</b>	<b>Activity details:</b> Under this task, we plan to carry out following works - clearance of the engagement letter from management, have idea about the organization and its' control environment, preparation of audit planning memorandum including materiality assessment, detail review of the draft financial statements with related all notes to the accounts & supported accounts schedules. Then go for assessing the risk through using the standard checklist and determine the sampling size to cover the requirements of the auditee.
Task – 4	<b>Conducting detail review and in-depth examination as per the auditing strategy and checklist to accomplish the objectives of the assignment</b>	<b>Activity details:</b> Under this task, we plan to carry out detail examination & verification as per the auditing strategy and checklist to accomplish the audit assignment and check the records, documents, registers and related papers of financial transactions, budget provisions, authorizations, authenticity, validity, appropriateness of payments and all other matters of the financial transactions documentation. The object of the activity is to audit the compulsory bindings and formalities that would be applicable to follow obviously and duly in all respect of stages of inflows and outflows of funds. Main task under this activity shall be to collect audit evidences and analysis the evidences through auditing the compliance of legal and procedural aspects of the transactions of funds and activities in accordance with the BSAs. Routine verification also will be conducted at the same time and document the audit evidences as accordingly.
Task – 5	<b>Compilation and review of audit findings, observations and weaknesses with all audit evidences as noticed and collected during the time of field level work and preparation of primary observation reports resulting thereon based</b>	<b>Activity details:</b> Under this task, we plan to consolidate our total work with audit working files, to be reviewed by engagement and review partner, audit manager & audit in charge and primarily finalize the audit findings/observations based on the audit evidences as noticed and collected during the time of filed level audit work. Then prepare an observation/finding report for holding an exit meeting with the management of the organization and project with a view to share and discuss the primary audit findings and collection of further audit evidences, explanations and comments to resolve the audit findings.

**on documentation kept  
in audit working files**

**Task – 6**

**Holding of exit meeting with the management to discuss and share primary audit observations/findings and then prepare the draft audit report based on the out-come of the meeting for onward submission of draft report to entity.**

**Activity details:** Holding of exit meeting with the management at the client premises with a view to share and elaborately discuss the primary audit findings, observations system breaches, internal control system weaknesses and level best try to resolve it by collecting valid, authentic and relevant proper audit evidences of the audit queries, satisfactory & justified explanations and reasonable comments from management and then go for drafting the audit report based on the results of the exit meeting for onward submission to entity.

**Task – 7**

**Finalization of audit reports following all the requirements of the Invitation Letter**

**Activity details:** Upon receipt of the comment from Entity, we receive explanations and collect more audit documentation to resolve any query on the draft report for the purpose to finalize of the same based on the clearance from Entity and then prepare the final audit report as per requirements of the Invitation Letter. The final report will cover all matters come to our notice with sufficient evidences that have significant impact on the implementation of the program activities. Presentation of audit findings in a logical sequence that will cover each identified main theme, topic or fundamental issue.



## 4.4 PROPOSED KEY PERSONNEL



## PROPOSED KEY PERSONNEL FOR THE ASSIGNMENT



The team members will be assigned specific tasks, based on the skills required for completion of the project and will be responsible for developing, delivering and consulting with the Client on the recommendations. Our Team Leader will be responsible for overall quality review of assignment deliverables as being available to provide specialist advice and direction on technical aspects of the assignment. The following is the general qualifications of our proposed team member:

#	Name & Proposed Position	Education Qualification	Years of Experience	General Qualification
1.	<b>Md. Nurul Hossain Khan FCA</b> -Managing Partner (Team Leader)	– Fellow Chartered Accountant of The Institute of Chartered Accountants of Bangladesh.	44	Mr. Khan was completed his B. Com (pass) from Rajshahi University, 1969 and qualified as a chartered accountant in 1979. Mr. Khan joined as a partner in 1980. Mr. Khan is Widely reputed for taxation, reviewing financial monitoring and reporting system and design a set of simplified accounting, budgetary control and management information system, monitor implementation of financial aspects, particularly the cost/recovery measures and internal & operational audit, investigation and consultancy service. Mr. Khan has also obtained wide range of experience in the field of company sectorial works. Mr. Khan, during his 50 years of service as public accountant, has established himself as an expert in the audit of both national and multinational companies, Financial institutions, including Central Bank of Bangladesh. Mr. Khan has obtained wide range of experience in the audit work of union perished under Local Government Support Project (LGSP), monitoring, review and performance of audit conducted under different Embassies and Development Financial Institutions, International Agencies, Power & Telecommunication and lead partner in the audit of banks and financial institutions

2.	<b>Mohammed Alamgir</b> Kabir FCA, FLMI, ARA-Partner (Audit Manager)	– Fellow Chartered Accountant of The Institute of Chartered Accountants of Bangladesh.	12	During his 12 years of membership with ICAB he has gathered wide range of exquisite qualities and experience in the review, monitoring working on different sector performance of audit conducted under different Banking and Non-Banking Financial Institutions, Insurance Companies, International Agencies, Government and Autonomous Institutions and International and Local NGOs with the lead partner in the audit of banks and financial institutions. He has the privileged to work with different national and international level government and non-government organizations, Banks and financial institutions.
3.	<b>Supon Chakraborty</b> Sr. Asst. Manager Senior Auditor	– Application level qualified in CA of The Institute of Chartered Accountants of Bangladesh – MBA from National University	05	Supon Chakraborty has been completed MBA from National University. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies
4.	<b>Sabri Shaharir Sajib</b> Assistant Auditor	– MBA of National University – Certificate level (2 Sub. Pass) in CA of The Institute of Chartered Accountants of Bangladesh	02	Sabri has been completed MBA from National University. He is experienced in the statutory audit of Bangladesh Bank and several Schedule Bank(s) including Foreign Bank, special audit of Life and General Insurance Companies as per IDRA specified TOR, special audit of Foreign Exchange in Agrani Bank Limited and preparing Health Report for Schedule Bank including Foreign Bank, National & Multinational Companies and Manufacturing Companies.

**N.B: We will engage additional manpower if needed. All proposed personnel will be available to start the assignment.**



An autonomous body under Ministry of Commerce established under the Bangladesh Chartered Accountants Order, 1973  
(President's Order No. 2 of 1973).

1/DM/MSD/FEC-4/ICAB-2024

30 May 2024

**TO WHOM IT MAY CONCERN**

This is to certify that **M/s. Kazi Zahir Khan & Co., Chartered Accountants** is a partnership firm which was established on 3 March 1980. It has following offices located at:

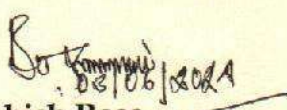
**Head Office:** Hometown Apartments, (Level- 15/C), 87 New Eskaton Road, Dhaka-1000

**Branch Office:** Sultana Tower, Level-12, 2 No Kalabagan, Mirpur Road, Dhanmondi, Dhaka-1205.

Further certified that the following practicing members of the Institute, with their respective dates of admission as practising members are the current partners of aforesaid firm:

Sl. No.	Name of Member	Enrolment No.	Date of admission as practising member
1	Mr. Md. Nurul Hossain Khan FCA	240	3 March 1980
2	Mr. Kazi Zahirul Kabir FCA	68	9 December 1981
3	Mr. Abdullah-Al-Mahmud FCA	915	3 June 2008
4	Mr. Mohammed Enamul Haque Khan FCA	1567	1 May 2019
5	Mr. Md. Eftekhar Ali FCA	910	2 March 2020
6	Mr. Mohammed Alamgir Kabir FCA	1483	14 May 2023

We wish the best endeavor of the Firm.

  
**Shubhashish Bose**  
Chief Executive Officer (CEO)- ICAB

# Financial Reporting Council

Audit Firm Enlistment Certificate  
[Referred by Rule 14(1)(B)]

**Certificate No:** FRC-CAF-001-116    **Issue Date:** 01 Apr 2024    **Validity:** 30 June 2024

**Enlistment Registration No. of Financial Reporting Council:** CAF-001-116 &

**Enlistment Date:** 01 Jul 2023

**Type:** Partnership

**Name:** KAZI ZAHIR KHAN & CO.

**Address:** Home Town Apartments Level-15 (Flat-C) & 13 (Flat-B), 87 New Eskaton Road, Dhaka-1000.

**Name of Professional Accountancy Institute:** The Institute of Chartered Accountants of Bangladesh

By virtue of Section 32 of the Financial Reporting Act, 2015 and Rule 14 of Council (Auditor and Audit Firm Enlistment) Rules, 2022, the Council hereby certifies the mentioned firm as enlisted audit firm subject to the following conditions:



Parjatan Bhaban (8 th floor), Plot No. E-5 C-1 West  
Agargaon, Sher-e-Bangla Nagar Administrative  
Area, Dhaka-1207.



  
Chairman

## Conditions:

1. The audit firm or proprietor or partner shall be obliged to submit any information or documents required by the Council under the Act or this Rules.
2. The Council may undertake a fair investigation into any allegations of unfair audit practice, negligence, or professional misconduct raised against the audit firm or proprietor or partner and if the allegations are proved, any action may be taken against that as per the Act and Rules.
3. The audit firm or proprietor or partner shall have to properly follow and comply with the Act and the Rules, auditing standards, made thereunder ensure application of financial reporting standards as well as the provisions and conditions of all types of standards, codes, guidelines or regulations.
4. The audit firm or proprietor or partner have to protect the highest interests of the country and maintain professional integrity and ethics, reputation and competence in carrying out work under the Act or this Rules.
5. Quality assurance procedures shall be formulated, maintained and followed in providing services.
6. The audit firm or proprietor or partner have to bring irregularities or serious irregularities in Public Interest Entities (PIEs) to the notice of the Council and follow due process for resolving complaints.
7. The audit firm or proprietor or partner shall remain obliged to accept if any legal action is taken against the audit firm or proprietor or partner under the Act or this Rules or if the Council takes any action, investigation, suspension or cancellation of the certificate or necessary procedures under the provisions of sections 33, 34, 35, or, as the case may be, section 46 of Financial Reporting Act, 2015.

Eligibility of audit services of Public Interest Entities (PIEs) under various regulatory authorities (Bangladesh Bank, Bangladesh Securities and Exchange Commission, Microcredit Regulatory Authority, NGO Affairs Bureau, Insurance Development and Regulatory Authority, University Grants Commission and other regulatory authorities) as specified in Schedule-I of the Rule, which will be available in the FRC website ([www.frc.gov.bd](http://www.frc.gov.bd)).

N.B: This certificate contains system generated signature of the Chairman of FRC.



# ঢাকা দক্ষিণ সিটি কর্পোরেশন

www.dsccl.gov.bd



লাইসেন্স ইস্যুর বিবরণ

ই-ট্রেড লাইসেন্স

ইস্যুর তারিখ : 18/07/2023  
ইস্যুর সময় : 16:28:10

লাইসেন্স নং : TRAD/DSCC/268970/2019

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮-এ-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, বৃত্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নবর্ণিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

১। ব্যবসা প্রতিষ্ঠানের নাম	:	কাজী জহির খান এন্ড কোং	
২। প্রতিষ্ঠানের মালিকের নাম	:	মোঃ নুরুল হোসেন খান পং	
৩। পিতা / স্বামীর নাম	:	কাজুর রহমান খান	
৪। মাতার নাম	:	আফজানুল নেছা বেগম	
৫। ব্যবসার প্রকৃতি	:	অন্যান্য - অংশীদারী	
৬। ব্যবসার ধরণ	:	অডিট কার্ন	
৭। প্রতিষ্ঠানের ঠিকানা	:	৮-৭, নিউ ইফটন রোড, হোমটাউন এপার্টমেন্ট লে-১৫, রমনা, ঢাকা	
৮। অঞ্চল / বাজার শাখা এলাকা	:	১ ওয়ার্ড / মার্কেট:	২০
	:	-	
৯। এনআইডি/পাসপোর্ট/জন্ম নিব: নং ফোন	:	৪১৭৩৩৮৮৫৪৯ ০১৭১৩০১৩৯৫৫	বিআইএন নং: ই-মেইল:
১০। অর্থ বছর	:	২০২৩-২০২৪ (নবায়নকৃত)	ব্যবসা শুরু তারিখ: ০৪/১১/২০১৯
১১। মালিকের বর্তমান ঠিকানা	:	মালিকের স্থায়ী ঠিকানা	
হোজিং নং	:	৬০/বি, এপার্টমেন্ট-বি-১	হোজিং নং :
রোড নং	:	লিফ্টওয়ার রোড	রোড নং :
গ্রাম / মহলা	:		গ্রাম / মহলা :
পোস্টকোড	:		পোস্টকোড :
খানা	:	রমনা	খানা :
জেলা	:	ঢাকা	জেলা :
বিভাগ	:	ঢাকা	বিভাগ :
১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক)	:		
লাইসেন্স/নবায়ন ফি	:	৩০০০	সাইনবোর্ড কর :
সারচার্জ	:	০	ভ্যাট :
আয়কর / উৎসকর	:	৩০০০	কর্ম ফি :
বকেয়া ( )	:	০	
সংশোধনী ফি	:	০.০০	সর্বমোট : ৭২৩৬.০০

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৪ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা



**Government of the People's Republic of Bangladesh**  
**National Board of Revenue**

Mushak-2.3

Customs, Excise and VAT Commissionerate, Dhaka (South)  
Shegunbagicha Division

**Value Added Tax Registration Certificate**

This is to certify that the person whose details are given below is registered under  
Value Added Tax and Supplementary Duty Act, 2012 (Act No. 47 of 2012)

**BIN : 002365245-0208**

Name of the Entity	: KAZI ZAHIR KHAN & CO.
Trading Brand Name	: N/A
Old BIN	: N/A
e-TIN	: 432077321376
Address	: Shamsunnahar Complex, 8th Floor (2nd Lift), Flat- 9B,31/ C/1, Topkhana Road, Segunbagicha; Ramna PS; Dhaka-1000; Bangladesh
Issue Date	: 20/11/2019
Effective Date	: 20/11/2019
Type of Ownership	: Partnership
Major Area of Economic Activity	: Services



*This is a system generated certificate and doesn't require any signature*





**Government of the People's Republic of Bangladesh**  
**National Board of Revenue**  
**Taxpayer's Identification Number (TIN) Certificate**

**TIN : 432077321376**

This is to Certify that **KAZI ZAHIR KHAN & CO.** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of Taxes Circle-172, Taxes Zone 08, Dhaka.

**Taxpayer's Particulars :**

- 1) Name : **KAZI ZAHIR KHAN & CO.**
- 2) Registered Address/Permanent Address : **67/4, Kakrail (Ground Floor), Dhaka**
- 3) Current Address : **67/4, Kakrail (Ground Floor), Dhaka**
- 4) Previous TIN : **2523000156**
- 5) Status : **Firm**

**Date : April 22, 2015**

**Please Note:**

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to-
  - (a) Penalty under section 124; and
  - (b) Prosecution under section 164 of the Income Tax Ordinance, 1984.



**Deputy Commissioner of Taxes**  
Taxes Circle-172  
Taxes Zone 08, Dhaka  
Address : 74, Segonbagicha, Dhaka  
Phone : 8391893

N. B: This is a system generated certificate and requires no manual signature.



Dated:

If needed, please use separate sheet.

Acknowledgement Receipt of Income Tax Return

Name of the Assessee: KAZI ZAHIR KHAN & CO.,  
CHARTERED ACCOUNTANTS

Assessment Year: 2022-2023

UTIN/TIN : 4320-7732-1376

Circle: 172

Taxes Zone: 08, Dhaka.

7

Total income shown in Return Tk.

4,651,898

Tax paid: Tk.

1,219,613

Net Wealth of Assessee Tk.

2,339,193

Date of receipt of return :

Serial No. in return register ...

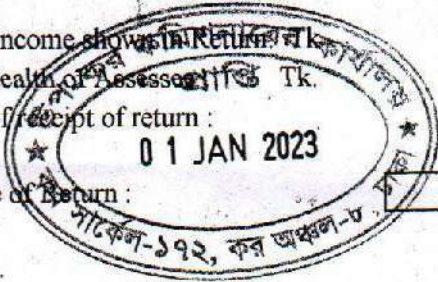
৬৯৭/২০২২-২৬

Nature of Return :

Self

Universal Self

Normal



Signature of Receiving

officer with seal  
সহকারী কর কমিশনার  
কর সার্কেল-১৭২  
কর অঞ্চল-৮, ঢাকা।  
ফোন-০২২২৩৩৫২০০৫

8

Name	<i>Mostafizur Rahman</i>
Designation	<i>Manager-Audit &amp; Assurance</i>
Organization	Kazi Zahir Khan & Co. Chartered Accountants (An Independent Firm of Abacus Worldwide, USA)
Address	Hometown Apartments (Flat-C, Level-15), 87 New Eskaton Road, Dhaka-1000
Telephone / Cell	01925-361342
E-mail	mustafez876@gmail.com