



সোনালী ব্যাংক পিএলসি
Sonali Bank PLC

বিশ্বস্তায় সেবা-সেবায় স্মার্ট
Credible and Smart

HUMAN RESOURCE DEVELOPMENT DIVISION
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No. HRDD/Conference/Overseas-05/2023/2304

Date: October 04, 2023

MEMORANDUM

We have the immense pleasure to inform that the following Executive has been nominated by the competent authority to participate in the conference titled "2023 APAC CFA Society® Leadership Conference (SLC)" to be held on October 26-28, 2023 at Bangkok, Thailand organized by CFA Institute with the terms and conditions given below:

Sl.No.	Executive Name	Designation	Place of posting
01	Mr. Md Iqbal Hossain Passport No: BG0028737	Chief Financial Officer	Sonali Bank PLC, Head Office, Dhaka

Terms and Conditions:

- All the expenses (i.e. cost of accommodation, Thailand visa processing and air ticket for Dhaka-Bangkok-Dhaka trip) will be borne by CFA Institute.
- Participant own office/division will have to bear the Pocket Money as admissible in US Dollar as per circular.
- The Participant will not be paid salary or any part thereof in foreign currency for attending the aforesaid conference.
- The period of visit including days of journey shall be treated as "on duty".
- After completion of conference, the participant will return and report to his duties at the present place of posting in Bangladesh immediately.

The nominated Executive is hereby requested to attend the conference as scheduled.

Sd/-
(Bithi Akter)
Deputy General Manager

Copy forwarded for kind information & necessary action to (Not according to seniority):

- The Deputy Managing Director-1/2/3, Sonali Bank PLC, Head Office, Dhaka.
- The General Manager/Chief Financial Officer, Sonali Bank PLC, Head Office, Dhaka.
- The Deputy General Manager, CEO & Managing Director's Secretariat / Human Resource Management Division / Treasury Management Division-1 (Front Office) / Treasury Management Division-2 (Mid & Back Office) / Central Accounts Division (Operation) / Central Accounts Division (Payment) / MIS & Statistics Division, Sonali Bank PLC, Head Office, Dhaka.
- The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head Office, Dhaka. With a request to publish this memorandum in the website of Sonali Bank PLC.
- The Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Mr. Md. Shaheen Iqbal, CFA, President, CFA Society Bangladesh, Suite 11 (H), Police Plaza Concord, Plot- 2, Floor- 11, Road- 144, Gulshan- 1, Dhaka-1212. This has references to their letter dated September 14, 2023.

Bithi Akter
Deputy General Manager
Human Resource Development Division
Sonali Bank PLC.
Head Office, Dhaka.