



সোনালী ব্যাংক লিমিটেড
Sonali Bank Limited

HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA
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No. HRDD/Conference/Overseas-01/2017/185

Date: 16 January, 2017

MEMORANDUM

The following executives have been nominated by the competent authority to participate in the ICC Global Conference on “Letters of Credit & Bank Guarantees” to be held on May 17-19, 2017 in Vienna, Austria organized by International Chamber of Commerce (ICC) – Bangladesh and The World Business Organization jointly with ICC Austria:

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Amin Uddin Ahmed Index No. 21509	Deputy Managing Director	Sonali Bank Limited, Head Office, Dhaka
02	Mr. Tariqul Islam Chowdhury Index No. 26153	Deputy Managing Director	Sonali Bank Limited, Head Office, Dhaka
03	Mr. Md. Khairul Kabir Index No. 26558	General Manager	Sonali Bank Limited, Head Office, Dhaka
04	Mr. Md. Washi-Ur-Rahman Index No. 27170	General Manager	Sonali Bank Limited, Local Office, Dhaka

The nominees are required to fill up the enclosed registration form for onward submission to ICC-Bangladesh at the earliest along with necessary documents as stated in the registration form.

Terms and Conditions:

- Human Resource Development Division (HRDD) of Sonali Bank Limited will bear only the participation fee as per prescribed rate.
- Participants' own office shall have to bear the pocket money in US dollar as admissible as per circular.
- The Participants will not be paid salary or any part thereof in foreign currency for attending the conference.
- The period of visit including days of journey shall be treated as “on duty”.
- On completion of visit the participants will return home for report to their duties at present place of posting.
- Each Participant will submit a report on attended programme to the CEO & Managing Director within 15 (Fifteen) days on completion of the visit.

The Nominees are hereby requested to attend the conference as scheduled. Brochure of the programme along with registration form is enclosed herewith for kind perusal and necessary action.

Sd/-
(Md. Aatur Rahman)
General Manager

Concerned Executives:

Enclosure: As above.

Copy forwarded for kind information & necessary action to:-

- The Deputy Managing Director-(1/2/3), Sonali Bank Limited, Head Office, Dhaka.
- The Deputy Secretary, Ministry of Finance, Bank and Financial Institutions Division, Training and Discipline Branch, Government of the People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka.
- The Principal (General Manager), Sonali Bank Staff College, Sector No-8, Plot No-6, Uttara Model Town, Dhaka-1230.
- The General Manager, Sonali Bank Limited, Local Office, Dhaka.
- The Deputy General Manager, MD's Secretariat/ Personnel Management Division (Section-1)/ Establishment & Engineering Division, Sonali Bank Limited, Head Office, Dhaka.
- Mr. Aatur Rahman, Secretary General, International Chamber of Commerce, National Secretariat, Suvastu Tower (6th Floor), 69/1, Pantha Path, Dhaka-1205. This has a reference their letter No. SW-13/ICC-LCBG-2017 dated 08 December, 2017.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


General Manager