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**সোনালী ব্যাংক লিমিটেড**  
**Sonali Bank Limited**

**HUMAN RESOURCE DEVELOPMENT DIVISION**  
**HEAD OFFICE, MOTIJHEEL COMMERCIAL AREA**  
**DHAKA-1000, BANGLADESH**  
**PHONE : 9550653 (DGM), 9567891 (AGM)**  
**PABX : 9550426-31, 33, 34 & 9552924**  
**EXT : 3247, 3251, 2025**  
**FAX : 88-02-9561410**  
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১. উপস্থাপন করুন
২. আলাপ করুন
৩. দ্রুত জবাব দিন
৪. নথিভুক্ত করুন
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করুন

*Mr. Pen the, Eng (IT)*

No. HRDD/Workshop/Overseas-08/2019/1259

Date: May 26, 2019

**MEMORANDUM**

We have the immense pleasure to inform that the following officials have been nominated by the competent authority to participate in the meeting on FCI 51<sup>st</sup> Annual Meeting to be held on June 10-11, 2019 in Hotel Intercontinental Saigon, Ho Chi Minh City, Vietnam organized by Factors Chain International (FCI), The Netherlands in collaboration with International Finance Corporation (IFC) and Asian Development Bank (ADB) Trade Finance Programme (TFP):

Sl.No.	Name & Index No.	Designation	Place of posting
01	Mr. Mohammad Abdul Jalil Index No. 26610	General Manager	Ramna Corporate Branch, Dhaka
02	Mr. Md Shahed Ali Index No. 26929	General Manager	Head Office, Dhaka
03	Mr. Md Amir Hossain Index No. 27585	General Manager	General Manager's Office, Rajshahi
04	Mr. A M Najibul Haque Index No. 31054	Assistant General Manager	CEO & Managing Director's Secretariat, Head Office, Dhaka

The nominees are required to fill up the enclosed registration form and submit it along with necessary documents as stated in the registration form directly to ICC-Bangladesh at the earliest.

**Terms and Conditions:**

- (a) Human Resource Development Division (HRDD) of Sonali Bank Limited will bear the Registration Fee as per prescribed rate which cover economy class air-ticket, hotel accommodation, visa processing and logistics.
- (b) Participants' own office will bear the pocket money in US Dollar as admissible as per circular.
- (c) The Participants will not be paid salary or any part thereof in foreign currency for attending the meeting.
- (d) The period of visit including days of journey shall be treated as "on duty".
- (e) On completion of visit the participants will return home for report to their duties at present place of posting.
- (f) The Participants will submit a report on attended conference to the CEO & Managing Director within 15 (Fifteen) days on completion of the visit.

The nominees are, hereby, requested to attend the meeting as scheduled. The Brochure and Registration Form are enclosed herewith for kind perusal and necessary action.

Sd/-  
(Md. Abul Hashem)  
General Manager

**Enclosure:** As above.

**Copy forwarded for kind information & necessary action to:-**

1. The Deputy Managing Director-2/3/4, Sonali Bank Limited, Head Office, Dhaka.
2. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank Limited, Head Office, Dhaka.
3. The Deputy General Manager, Human Resource Management Division (Section-1), Sonali Bank Limited, Head Office, Dhaka.
4. The Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. With a request to publish this memorandum in the website of Sonali Bank Limited.
5. Mr. Ataur Rahman, Secretary General, International Chamber of Commerce-Bangladesh, Suvastu Tower (6<sup>th</sup> Floor), 69/1, Pantha Path, Dhaka-1205. This has a reference to their letter No. SW-13/ICC/FCI-2019 dated May 14, 2019.
6. The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

*(Signature)*  
General Manager