

No. HRDD/Training/Overseas-23/2019/1853

Date: July 24, 2019

**MEMORANDUM**

We have the immense pleasure to inform that Mr. Abidur Reza (Index No. 28747), Deputy General Manager, International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka has been nominated by the competent authority to participate in the International Trade Finance seminar for International Correspondent Banks to be held on August 25-30, 2019 at Frankfurt am Main/Germany organized by ODDO BHF Aktiengesellschaft with the following terms and conditions:

**Terms and Conditions:**

- ODDO BHF Aktiengesellschaft will bear the participant's all accommodation, breakfast, lunch, dinner, a late afternoon event and health insurance costs related expenses while at the seminar.
- Participant's own office will bear the actual expenditures regarding two-way air ticket of Dhaka-Frankfurt-Dhaka, the pocket money in US Dollar as admissible as per circular.
- The Participant will not be paid salary or any part thereof in foreign currency for attending the program.
- The period of visit including days of journey shall be treated as "on duty".
- On completion of visit, the participant's will have to return home for report to their duties at present place of posting.
- The Participant will submit a report on attended seminar to the General Manager, Sonali Bank Limited, Human Resource Development Division, Head Office, Dhaka within 15 (Fifteen) days on completion of the seminar.

Mr. Abidur Reza  
Deputy General Manager  
International Trade Finance Division  
Sonali Bank Limited  
Head Office  
Dhaka.

ইকমসেশন সিকিউরিটি ডিভিশন (সিআইটি)
সোনালী ব্যাংক লিমিটেড প্রধান কার্যালয়, ঢাকা।
তারিখ: 28/09/2019
ক্রমিক নং: ১/২/১৯, ১৯/১১/১৯, ১৯/১১/১৯, ১৯/১১/১৯
১. উপস্থাপন করণ
২. আলোচনা করণ
৩. প্রস্তুত জবাব দিন
৪. বসিটিক করণ
৫. প্রয়োজনীয় পদক্ষেপ দিন
৬. ....দিনের মধ্যে সম্পাদন করণ

ডেপুটি জেনারেল ম্যানেজার

Mr. Partho, Eng. (IT)  
Sd/-  
(Md. Sirajul Islam)  
Deputy General Manager

Copy forwarded for kind information & necessary action to:-

- The General Manager, International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka.
- The Deputy General Manager, Human Resource Management Division (Section-1) / International Trade Finance Division, Sonali Bank Limited, Head Office, Dhaka.
- 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.
- Mr. Ingo-Dieter Tuhnitz, Regional Manager & Mr. Lutz Dunker, Regional Manager, ODDO BHF Aktiengesellschaft, International Banking, Bockenheimer Landstraße 10 – 60323 Frankfurt am Main/Germany. This has a reference to their letter dated July 10, 2019.
- The Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.

Deputy General Manager