

COMPLIANCE REPORT

Annexure-A

Status of compliance with the conditions imposed by the Bangladesh Securities and Exchange Commission's Notification No BSEC/CMRRCD/2006-158/134/Admin/44 dated 07 August 2012 and as amended vide BSEC Gazette notification no. SEC/CMRRCD/2006-158/147/Admin/48 dated 21 July 2013:

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
1.0	Board of Directors			
1.1	Board Size : The number of the Board members of the company shall not be less than 5 (five) and more than 20 (twenty).	✓		
1.2	Independent Directors			
(i)	Independent Directors: At least one fifth (1/5) of the total number of Directors in the company's Board shall be Independent Directors.	✓		Two Independent Directors appointed as per Sec. 76 of Insurance Act 2010
(ii)	For the purpose of this clause "Independent Director" means a director.			
(ii) a)	Independent Director does not hold any share or holds less than (1%) One percent shares of the total paid-up capital.	✓		
(ii) b)	Independent Director or his family members are not connected with the company's any sponsor or Director or Shareholder who holds 1% or more shares.	✓		
(ii) c)	Does not have any other relationship, whether pecuniary or otherwise, with the company or its subsidiary/associated companies.	✓		
(ii) d)	Independent Director is not a member, Director or officer of any Stock Exchange.	✓		
(ii) e)	Independent Director is not a shareholder, Director or officer of any member of Stock Exchange or an intermediary of the capital market.	✓		
(ii) f)	Independent Director is not a partner or an executive or was not a partner or an executive during the preceding 3 (three) years of any statutory audit firm.	✓		
(ii) g)	Independent Director shall not be an Independent Director in more than 3 (three) listed companies.	✓		
(ii) h)	Independent Director has not been convicted by a court of competent jurisdiction as a defaulter in payment of any loan to a bank or a Non-Bank Financial Institution (NBFI).	✓		

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
(ii) i)	Independent Director has not been convicted for a criminal offence involving moral turpitude.	✓		
(iii)	Independent Director(s) shall be appointed by the Board of Directors and approved by the shareholders in the AGM.	✓		
(iv)	The Post of Independent Director(s) cannot remain vacant for more than 90 (ninety) days.	✓		No such vacancy created 2017
(v)	The Board shall lay down a code of conduct of all Board members and annual compliance of the code to be recorded.	✓		
(vi)	The tenure of office of an Independent Director shall be for a period of 3 (three) years, which may be extended for 1 (one) term only.	✓		
1.3	Qualification of Independent Director (ID)			
(i)	Independent Director shall be a knowledgeable individual with integrity who is able to ensure compliance with financial, regulatory and corporate laws and can make meaningful contribution to business.	✓		
(ii)	Independent Director should be a Business Leader/ Corporate Leader/ Bureaucrat/ University Teacher with Economics or Business Studies or Law background/Professionals like Chartered Accountants, Cost and Management Accountants, Chartered Secretaries. The Independent Director must have at least 12(twelve) years of corporate management/ professional experiences.	✓		
(iii)	In special cases the above qualifications may be relaxed subject to prior approval of the Commission.			Not Applicable
1.4	Chairman of the Board and Chief Executive officer			
	Chairman and CEO shall be filled by different individuals. Chairman shall be elected from among the Directors. The Board of Directors shall clearly define respective roles and responsibilities of the Chairman and the CEO	✓		
1.5	The Directors' Report to Shareholders			
(i)	Industry outlook and possible future developments in the industry.	✓		
(ii)	Segment-wise or product-wise performance.	✓		
(iii)	Risks and concerns.	✓		
(iv)	A discussion on Cost of Goods sold, Gross Profit Margin and Net Profit Margin.			Not Applicable
(v)	Discussion on continuity of any Extra-Ordinary gain or loss.			No such gain/loss occurred

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
(vi)	Basis for related party transactions-a statement of all related party transactions should be disclosed in the annual report.	✓		Presented in the Financial Statemtns
(vii)	Utilization of proceeds from public issues, rights issues and/or through any others instruments.			During 2017 there were no public issue or right issue
(viii)	An explanation if the financial results deteriorate after the company goes for Initial Public Offering (IPO), Repeat Public Offering (RPO), Rights Offer, Direct Listing, etc.			Not Applicable
(ix)	If significant variance occurs between Quarterly Financial performance and Annual Financial Statements the management shall explain about the variance on their Annual Report.			No such variance occurred
(x)	Remuneration to Directors including Independent Directors.	✓		
(xi)	The financial statements prepared by the management of the issuer company present fairly its state of affairs, the result of its operations, cash flows and changes in equity.	✓		
(xii)	Proper books of account of the issuer company have been maintained.	✓		
(xiii)	Appropriate accounting policies have been consistently applied in preparation of the financial statements and that the accounting estimates are based on reasonable prudent judgment.	✓		
(xiv)	International Accounting Standards (IAS)/ Bangladesh Accounting Standards (BAS)/ International Financial Reporting Standards (IFRS)/Bangladesh Financial Reporting Standards (BFRS), as applicable in Bangladesh, have been followed in preparation of the financial statements and any departure there-from has been adequately disclosed.	✓		
(xv)	The system of internal control is sound in design and has been effectively implemented and monitored.	✓		
(xvi)	There are no significant doubts upon the issuer company's ability to continue as a going concern. If the issuer company is not considered to be a going concern, the fact along with reasons thereof should be disclosed.	✓		Ability of the company to continue as going concern
(xvii)	Significant deviations from the last year's operating results of the issuer company shall be highlighted and the reasons thereof should be explained.			Not Applicable
(xviii)	Key operating and financial data of at least preceding 5 (five) years shall be summarized.	✓		

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
(xix)	No Declaration of Dividend	Not Applicable		
(xx)	The number of Board meetings held during the year and attendance by each Director shall be disclosed.	✓		Annexure -I, See Page No. 96
(xxi)	The pattern of shareholdings shall be reported to disclose the aggregate number of shares (along with name wise details where stated below) held by:			
(xxi) a)	Parent/ Subsidiary/ Associated companies and other related parties (name wise details);	✓		
(xxi) b)	Directors, Chief Executive Officer, Company Secretary, Chief Financial Officer, Head of Internal Audit and their spouses and minor children (name wise details).	✓		Annexure -II, See Page No. 97
(xxi) c)	Executives.	✓		"
(xxi) d)	Shareholders holding ten percent (10%) or more voting interest in the company (name wise details).	✓		"
(xxii)	In case of the appointment/re-appointment of a Director the company shall disclose the following information to the shareholders :-			
(xxii) a)	A brief resume of the Director.	✓		
(xxii) b)	Nature of his/her expertise in specific functional areas;	✓		
(xxii) c)	Names of the companies in which the person also holds the Directorship and the membership of committees of the Board.	✓		
2.0	Chief Financial Officer (CFO), Head of Internal Audit and Company Secretary (CS)			
2.1	The company shall appoint a Chief Financial Officer (CFO), a Head of Internal Audit (Internal Control and Compliance) and a Company Secretary (CS). The Board of Directors should clearly define respective roles, responsibilities and duties of CFO, The Head of Internal Audit and the CS.	✓		
2.2	Attendance of CFO and the Company Secretary in the Board meeting.	✓		
3.0	Audit Committee:			
(i)	The company shall have an Audit Committee as a sub-committee of the Board of Directors.	✓		
(ii)	The Audit Committee shall assist the Board of Directors in ensuring that the Financial Statements reflect true and fair view of the state of affairs of the company and in ensuring a good monitoring system within the business.	✓		
(iii)	The Audit Committee shall be responsible to the Board of Directors. The duties of the Audit Committee shall be clearly set forth in writing.	✓		

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
3.1	Constitution of the Audit Committee:			
(i)	The Audit Committee shall be composed of at least 3 (three) members.	✓		
(ii)	The Board of Directors shall appoint members of the Audit Committee who shall be Directors of the company and shall include at least 1 (one) Independent Director.	✓		
(iii)	All members of the Audit Committee should be "Financially Literate" and at least 1 (one) member shall have accounting or related financial management experience: the term financially literate means the ability to read and understand the financial statement i.e. Balance Sheet, Income Statement and Cash Flow Statement and a person will be considered to have accounting or related financial management expertise if (s) he possesses professional qualification or Accounting/Finance Graduate with at least 12 (twelve) years of corporate management/professional experiences.	✓		
(iv)	Casual vacancy in Audit Committee shall be filled by the Board.			There was no such vacancy created
(v)	The Company Secretary shall act as the Secretary of the committee.	✓		
(vi)	The quorum of the Audit Committee meeting shall not constitute without at least 1 (one) Independent Director.	✓		
3.2	Chairman of the Audit Committee:			
(i)	The Board of Directors shall select 1 (one) member of the Audit Committee to be Chairmen of the Audit Committee, who shall be an Independent Director.	✓		
(ii)	Chairman of the Audit Committee shall remain present in the Annual General Meeting (AGM).	✓		
3.3	Role of the Audit Committee:			
(i)	The role of Audit Committee: Oversee the financial reporting process.	✓		
(ii)	Monitor choice of accounting policies and principles	✓		
(iii)	Monitor Internal Control Risk Management process	✓		
(iv)	Oversee hiring and performance of external Auditors.	✓		
(v)	Review along with the management, the annual financial statements before submission the Board for approval.	✓		
(vi)	Review along with the management, the quarterly and half yearly financial statements before submission to the Board for approval.	✓		

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
(vii)	Review the adequacy of Internal Audit functions.	✓		
(viii)	Review statement of significant related party transaction submitted by the management.	✓		
(ix)	Review Management letters/Letter of Internal Control weakness issued by statutory auditor.	✓		
(x)	When money is raised through Initial Public Offering (IPO)/ Repeat Public Offering (RPO)/ Rights Issue the company shall disclose to the Audit Committee above the uses / applications of funds by major category (Capital Expenditure , Sales and marketing Expenses, Working Capital etc.), on a quarterly basis, as a part of there quarterly declaration of financial results. Further, on an annual basis, the company shall prepare a statement of funds utilized for the purposes other that those stated in the offer documents/ prospectus.			Not Applicable
3.4	Reporting of the Audit Committee:			
3.4.1	Reporting to the Board of Directors:			
(i)	The Audit Committee shall report on its activities to the Board of Directors.	✓		
(ii)	The Audit Committee shall immediately report to the Board of Directors on the following findings, if any:			
(ii a)	Report on conflicts of interest.			There was no reportable case of conflict of interest in 2017.
(ii b)	Will report any suspected or presumed fraud or irregularities or material defect in the internal control system to the Board.			There was no such case in the year 2017.
(ii c)	Will report any suspected infringement of laws, including securities related laws, rules and regulations to the Board.			Not Applicable
(ii d)	Will report any other matters which shall be disclosed to the Board of Directors immediately.			Not Applicable
3.4.2	Reporting to the Authorities:			
	Reporting to the Authorities: If the Audit Committee has reported to the Board of Directors about anything which has material impact on the financial condition and results of operation and has discussed with the Board of Directors and the management that any rectification is necessary and if the Audit Committee finds that such rectification has been unreasonably ignored, the Audit Committee shall report such findings to the commission, upon reporting of such matters to the Board of Directors for 3 (three) times or completion of a period of 6 (six) months from the date of first reporting to the Board of Directors, whichever is earlier.	Not Applicable		There was no such case in the year 2017.

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
3.5	Reporting to the Shareholders and General Investors:			
	Report on activities carried out by the Audit Committee, including any report made to the Board of Directors under condition 3.4.1 (ii) above during the year, shall be signed by the Chairman of the Audit Committee and disclosed in the annual report of the issuer company.	✓		
4.	External/Statutory Auditors should not engage in the following services			
(i)	Appraisal or valuation services or fairness opinions.	✓		
(ii)	Financial Information Systems Design and implementation.	✓		
(iii)	Book-keeping or other services related to the accounting records or financial statements.	✓		
(iv)	Broker-dealer services.	✓		
(v)	Actuarial Services.	✓		
(vi)	Internal Audit services.	✓		
(vii)	Any other service that the Audit Committee determines.	✓		
(viii)	No partner or employees of the external audit firm's shall possess any share of the company they audit at least during the tenure of their audit assignment of that company.	✓		
(ix)	Audit/certification services on compliance of corporate governance as required under clause (i) of condition No 7.	✓		
5.	Subsidiary Company			
(i)	Provisions relating to the composition of the Board of Directors of the holding company shall be made applicable to the composition of the Board of Directors of the subsidiary company.	✓		
(ii)	At least 1(one) Independent Directors on the Board of Directors of the holding company shall be a Director on the Board of Directors of the subsidiary company.	✓		
(iii)	The minutes of the Board meeting of the subsidiary company shall be placed for review at the following Board meeting of the holding company.	✓		
(iv)	The minutes of the respective Board meeting of the holding company shall state that they have reviewed the affairs of the subsidiary company also.	✓		

Condition No.	Title	Compliance status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
(v)	The Audit Committee of the holding company shall also review the financial statements, in particular the investments made by the subsidiary company.	✓		"
6.0	Duties of Chief Executive Officer (CEO) and Chief Financial Officer (CFO)			
	The CEO and CFO will certify to the Board that:			
(i)	They have reviewed the financial statements for the year and that to the best of their knowledge and belief:			
(i) a)	These statements do not contain any materially untrue statement or omit any material fact or contain statements that might be misleading.			
(i) b)	The CEO and CFO will certify to the Board that they have reviewed the financial statements and believe that these statements together present a true and fair view of the company's affairs and are in compliance with existing accounting standards and applicable laws.	✓		
(ii)	There are, to the best knowledge and belief, no transactions entered into by the company during the year which are fraudulent, illegal or violation of the company's code of conduct.	✓		
7.0	Reporting and Compliance of Corporate Governance			
(i)	The company shall obtain a certificate from a professional Accountant/Secretary (Chartered Accountant/ Cost and Management Accountant/ Chartered Secretary) regarding compliance of conditions of Corporate Governance Guidelines of the Commission and shall send the same to the Shareholders along with the Annual Report on an yearly basis.	✓		The Certificate is enclosed in this Annual Repoet 2017
(ii)	The Directors of the company shall state, in accordance with the Annexure attached, in the Directors' report whether the company has complied with these conditions.	✓		

Attendance of the Meetings-2017

Sl. No.	Name of Directors	Meeting held	Attended
01.	Mr. Md. Nazrul Islam, Chairman, Board of Directors	09	09
02.	Al-Haj Md. Helal Miah, Chairman, Executive Committee	09	07
03.	Mr. Shahriar Khaled	09	09
04.	Ms. Ayesha Husne Jahan, Chairperson, Policy & Claims Sub Committee	09	09
05.	Ms. Nazneen Hossain, Chairperson, Purchase Sub Committee	09	09
06.	Dr. Md.Manowar Hossain, (Alternate of Ms. Shaheer Banu)	09	07
07.	Mr. K.M. Khaled	09	06
08.	Ms. Muslima Shireen	09	09
09.	Mr. Rubaiyat Khaled	09	09
10.	Ms. Taslima Islam	09	06
11.	Mr. Md. Tanvirul Haque, (Representative, Maksons Associates Ltd)	09	09
12.	Mr. Saymon Ahmed (Representative, Fareast Securities Ltd.)	09	09
13.	Mr. Mohammad Atiar Rahman (Representative, Maksons Bangladesh Ltd)	09	09
14.	Prof. Dr. Iffat Jahan, (Alternate of Mr. Samir Obaid)	09	09
15.	Mr. Md. Tajul Islam (Representative, Prime Financial Securities Ltd)	09	09
16.	Ms. Rabeya Begum	09	09
17.	Mr. Md. Kamrul Hasan	09	06
18.	A. K. M. Monirul Islam	09	09
19.	Mr. Kazi Farid Uddin Ahmed FCA, Independent Director	09	07
20.	Mr. Mohammed Hafizour Rahman FCA, ACS, Independent Director	09	05

The pattern of Shareholding as on 31 December 2017.

Annexure - II

- (a) Parent/ Subsidiary/ Associated Companies and other related parties: N/A
 (b) Directors, Chief Executive Officer, Company Secretary, Chief Financial officer, Head of Internal Control and Compliance and their spouses and minor children:

Name of Directors	Status	Quantity of Shares	Name of Spouse/Children	Quantity of Shares
Mr. Md. Nazrul Islam	Chairman	15,79,376	-	-
Al-Haj Md. Helal Miah	Director	14,94,856	-	-
Mr. Shahriar Khaled	Director	19,31,389	-	-
Ms. Ayesha Husne Jahan	Director	14,94,856	-	-
Ms. Nazneen Hossain	Director	14,99,024	-	-
Ms. Shaher Banu	Director	21,96,751	Dr. Mokaddes Hossain	14,99,024
Mr. K. M. Khaled	Director	14,96,650	-	-
Ms. Muslima Shireen	Director	15,11,976	-	-
Mr. Md. Rubaiyat Khaled	Director	14,98,860	-	-
Ms. Taslima Islam	Director	15,74,244	-	-
Maksons Associates Ltd.	Director	15,25,678	-	-
Fareast Securities Ltd.	Director	15,60,000	-	-
Maksons (Bangladesh) Ltd.	Director	1,200	-	-
Mr. Samir Obaid	Director	1,911	-	-
Prime Financial Securities Ltd.	Director	6,000	-	-
Ms. Rabeya Begum	Director	30,641	-	-
Mr. Md. Kamrul Hasan	Director	6,204	-	-
Mr. A.K.M. Monirul Islam	Director	24,375	-	-
Mr.Kazi Farid Uddin Ahmed FCA	Independent Director	Nil	-	-
Mr. Mohammed Hafizour Rahman FCA, ACS	Independent Director	Nil	-	-

Chief Executive Officer, Company Secretary, Chief Financial officer, Head of Internal Control and Compliance and their spouses and minor children:

Name	Status	Quantity of Shares	Name of Spouse/Children	Quantity of Shares
Mr. Md. Hemayet Ullah	Chief Executive Officer	Nil	--	Nil
Mr. Md. Abdul Khaleque FCA	Chief Financial Officer	Nil	--	Nil
Mr. Syed Abdul Aziz	Company Secretary	Nil	--	Nil
Mr. Md. Kamal Hosen Howlader	Head of ICC Department	Nil	--	Nil

- (c) Executives (Top five salaried employees of the Company, other than the Directors, Chief Executive Officer, Company Secretary, Chief Financial Officer and Head of Internal Control and Compliance:

Name	Status	Quantity of Shares	Name of Spouse/Children	Quantity of Shares
Mr. A.K.M. Hemayet Uddin	DMD & Head of Human Resources	Nil	--	Nil
Mr. Md. Alamgir Kabir FCA, FLMI, ARA	DMD & Deputy CFO	Nil	--	Nil
Mr. Md. Majedul Islam	Senior Executive Vice President	Nil	--	Nil
Mr. Md. Kamrul Hasan Khan	Senior Executive Vice President	Nil	--	Nil
Mrs. Samira Yunus	Senior Vice President	Nil	--	Nil

- (d) Shareholders holding ten percent (10%) or more voting interest in the Company : No such shareholders.