



CERTIFICATE ON CORPORATE GOVERNANCE

HF Haque Fazlul & Co.
Chartered Accountants

21/A, Purana Pallan
(5th Floor), Dhaka - 1000
Bangladesh. Phone: 9581425
Email: haquefazlulca@gmail.com

Report to the Shareholders of Prime Bank Limited on compliance on the Corporate Governance Code

We have examined the compliance status to the Corporate Governance Code by Prime Bank Limited for the year ended on 31 December 2018. This Code relates to the Notification No. SEC/CMRRCD/2006-158/207/Admin/30 dated 3 June 2018 of the Bangladesh Securities and Exchange Commission.

Such compliance with the Corporate Governance Code is the responsibility of the Company. Our examination was limited to the procedures and implementation thereof as adopted by the Management in ensuring compliance to the conditions of the Corporate Governance Code.

This is a scrutiny and verification and an independent audit on compliance of the conditions of the Corporate Governance Code as well as the provisions of relevant Bangladesh Secretarial Standards (BSS) as adopted by Institute of Chartered Secretaries of Bangladesh (ICSB) in so far as those standards are not inconsistent with any condition of this Corporate Governance Code.

We state that we have obtained all the information and explanations, which we have required, and after due scrutiny and verification thereof, we report that, in our opinion:

- (a) The Company has complied with the conditions of the Corporate Governance Code as stipulated in the above mentioned Corporate Governance Code issued by the Commission;
- (b) The Company has complied with the provisions of the relevant Bangladesh Secretarial Standards (BSS) as adopted by the Institute of Chartered Secretaries of Bangladesh (ICSB) as required by this Code;
- (c) Proper books and records have been kept by the company as required under the Companies Act, 1994, the securities laws and other relevant laws; and
- (d) The Governance of the company is satisfactory.

Md. Fazlul Haque FCA
Proprietor
Haque Fazlul & Co.
Chartered Accountants

Place: Dhaka
Dated: 17 April 2019

BSEC CHECKLIST ON CORPORATE GOVERNANCE

Status of Compliance With Corporate Governance Code (CGC)

Annexure – C

Status of compliance with the conditions imposed by the Commission's Notification No. BSEC/CMRRCD/2006-158/207/Admin/80 dated June 03, 2018 issued under section 2CC of the Securities and Exchange Ordinance, 1969:

Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
	Size of the Board of Directors			
1 (1)	Board's size shall not be less than 5 (five) and more than 20 (twenty).	✓		
	Independent Directors			
1(2) (a)	At least 1/5th of the total number of directors;	✓		
1(2) (b)	For the purpose of this clause:			
1(2) (b) (i)	Independent Director does not hold any share or holds less than one percent (1%) shares of total paid up capital;	✓		Independent Director does not hold any shares of the company.
1(2) (b) (ii)	Independent Director is not a sponsor of the company or is not connected with the company's any sponsor or director or nominated director or shareholder or any of its associates, sister concerns, subsidiaries and parents or holding entities who holds one percent (1%) or more shares of the total paid-up shares of the company on the basis of family relationship and his or her family members also shall not hold above mentioned shares in the company;	✓		
1(2) (b) (iii)	Independent Director has not been an executive in immediately preceding 2 (two) financial years;	✓		
1(2) (b) (iv)	Independent Director does not have any other relationship, whether pecuniary or otherwise, with the company or its subsidiary/associated companies;	✓		Independent Directors are engaged as nominated Director of subsidiary companies.
1(2) (b) (v)	Independent Director is not a member or director or officer of any stock exchange;	✓		
1(2) (b) (vi)	Independent Director is not the shareholder, director or officers of any member excepting Independent Director or TREC holder of Stock Exchange or an Intermediary of the capital market;	✓		
1(2) (b) (vii)	Independent Director is/was not the partners or executives during preceding 3 (three) years of concerned company's statutory audit firm or audit firm engaged in internal audit services or audit firm conducting special audit or professional certifying compliance of this Code;	✓		
1(2) (b) (viii)	Independent Director is not the Independent Director in more than 5 (five) listed companies;	✓		
1(2) (b) (ix)	Independent Director is not convicted by a court of competent jurisdiction as a defaulter in payment of any loan or any advance to a bank or a non-bank financial institution (NBFI);	✓		
1(2) (b) (x)	Independent Director has not been convicted for a criminal offence involving moral turpitude;	✓		



Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
1(2) (c)	The independent Director shall be appointed by the Board of Directors and approved by the Shareholders in the AGM;	✓		
1(2) (d)	The post of Independent Directors cannot remain vacant for more than 90 days;	✓		No such event occurred.
1(2) (e)	The tenure of office of an Independent Directors shall be for a period of 3 (three) years which may be extended for 1 (one) tenure only;	✓		
1(3)	Qualification of Independent Director (ID)			
1(3) (a)	Independent Director shall be a knowledgeable individual with integrity who is able to ensure required compliance.	✓		
1(3) (b)	Independent Director shall have following qualifications:			
1(3) (b) (i)	Business Leader who is or was a promoter or director of an unlisted company having minimum paid-up capital of Tk.100.00 million or any listed company or a member of any national or international chamber of commerce or business association;	✓		
1(3) (b) (ii)	Corporate Leader who is or was a top level executive not lower than Chief Executive Officer or Managing Director or Deputy Managing Director or Chief Financial Officer or Head of Finance or Accounts or Company Secretary or Head of Internal Audit and Compliance or Head of Legal Service or a candidate with equivalent position of an unlisted company having minimum paid-up capital of Tk.100.00 million or of a listed company;	✓		
1(3) (b) (iii)	Former official of government or statutory or autonomous or regulatory body in the position not below 5th Grade of the national pay scale, who has at least educational background of bachelor degree in economics or commerce or business or Law;	✓		
1(3) (b) (iv)	University Teacher who has educational background in Economics or Commerce or Business Studies or Law;			N/A
1(3) (b) (v)	Professional who is or was an advocate practicing at least in the High Court Division of Bangladesh Supreme Court or a Chartered Accountant or Cost and Management Accountant or Chartered Financial Analyst or Chartered Certified Accountant or Certified Public Accountant or Chartered Management Accountant or Chartered Secretary or equivalent qualification;	✓		
1(3) (c)	The Independent Director shall have at least 10 (ten) years of experiences in any field mentioned in clause(b);	✓		
1(3) (d)	In special cases, above qualification or experiences may be relaxed by the Commission.	✓		
1(4)	Duality of Chairman of the Board of Directors and Managing Director or CEO-			
1(4) (a)	The Positions of the Chairman of the Board and the Managing Director (MD) and/or Chief Executive Officer (CEO) of the company shall be filled by different individuals;	✓		
1(4) (b)	The Managing Director (MD) and/or Chief Executive Officer (CEO) of a listed company shall not hold the same position in another listed company;	✓		
1(4) (c)	The Chairman of the Board shall be elected from among the non-executive directors of the company;	✓		
1(4) (d)	The Board shall clearly define respective roles and responsibilities of the Chairman and the Managing Director and/or Chief Executive Officer;	✓		

Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
1(4) (e)	In the absence of the Chairman of the Board, the remaining members may elect one of themselves from non-executive directors as Chairman for that particular Board's meeting; the reason of absence of the regular Chairman shall be duly recorded in the minutes.	✓		
1(5)	Directors' Report to Shareholders			
1(5) (i)	Industry outlook and possible future developments in the industry;	✓		
1(5) (ii)	Segment-wise or product-wise performance;	✓		
1(5) (iii)	Risks and concerns including internal and external risk factors, threat to sustainability and negative impact on environment;	✓		
1(5) (iv)	Discussion on cost of goods sold, gross profit margin and net profit margin;	✓		
1(5) (v)	Discussion on continuity of any Extra-Ordinary activities and their implications (gain or loss);	✓		
1(5) (vi)	Basis for related party transaction- along with a statement showing amount, nature of related party, nature of transactions and basis of transactions of all related party transactions;	✓		
1(5) (vii)	Utilization of proceeds raised through public issues, right issues and/ or through any others instruments;			N/A
1(5) (viii)	An explanation if the financial results deteriorate after the company goes for IPO, RPO, Rights Offer, Direct Listing etc.;			N/A
1(5) (ix)	If significant variance occurs between Quarterly Financial performance and Annual Financial Statements the Management shall explain about the variance on their Annual Report'	✓		
1(5) (x)	Remuneration paid to directors including Independent Directors;	✓		
1(5) (xi)	The financial statements prepared by the Management of the company present fairly its state of affairs, the results of its operation, cash flows and changes in equity;	✓		
1(5) (xii)	Proper books of account of the company have been maintained;	✓		
1(5) (xiii)	Appropriate accounting policies have been consistently applied in preparation of the financial statements and that the accounting estimates are based on reasonable and prudent judgment;	✓		
1(5) (xiv)	International Accounting Standards (IAS) or International Financial Reporting Standards (IFRS), as --applicable in Bangladesh, have been followed in preparation of the financial statements and any departure there-from has been adequately disclosed;	✓		
1(5) (xv)	The system of internal control is sound in design and has been effectively implemented and monitored;	✓		
1(5) (xvi)	Minority shareholders have been protected from abusive actions by or in the interest of, controlling shareholders acting either directly or indirectly and have effective means of redress;	✓		
1(5) (xvii)	There are no significant doubt upon the company's ability to continue as a going concern;	✓		
1(5) (xviii)	Significant deviations from the last year's operating results of the company shall be highlighted and the reasons thereof should be explained;	✓		



Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
1(5) (xix)	Key operating and financial data of at least preceding 5 (five) years shall be summarized;	✓		
1(5) (xx)	If the company has not declared dividend (cash or stock) for the year, the reasons thereof shall be given;			N/A
1(5) (xxi)	Board's statement to the effect that no bonus share or stock dividend has been or shall be declared as interim dividend;	✓		No such event occurred.
1(5) (xxii)	Total number of Board meetings held during the year and attendance by each director.	✓		
1(5) (xxiii)	The pattern of shareholding shall be reported to disclose the aggregate number of shares (along with name wise details where stated below) held by			
1(5) (xxiii) (a)	Parent or Subsidiary or Associated Companies and other related parties (name- wise details);	✓		
1(5) (xxiii) (b)	Directors, Chief Executive Officer, Company Secretary, Chief Financial Officer, Head of Internal Audit and Compliance and their spouses and minor children (name- wise details)'	✓		
1(5) (xxiii) (c)	Executives; and	✓		
1(5) (xxiii) (d)	Shareholders holding ten percent (10%) or more voting interest in the company (name- wise details).	N/A		
1(5) (xxiv)	In case of the appointment/re-appointment of a Director, a disclosure on the following information to the Shareholders:-			
1(5) (xxiv) (a)	a brief resume of the Director;	✓		
1(5) (xxiv) (b)	Nature of his/her expertise in specific functional areas;	✓		
1(5) (xxiv) (c)	Names of companies in which the person also holds the directorship and the membership of committees of the Board.	✓		
1(5) (xxv)	A Management's Discussion and Analysis signed by CEO or MD presenting detailed analysis of the company's position and operations along with a brief discussion of changes in the financial statements, among others, focusing on:-			
1(5) (xxv) (a)	Accounting policies and estimation for preparation of financial statements;	✓		
1(5) (xxv) (b)	Changes in accounting policies and estimation, if any, clearly describing the effect on financial performance or results and financial position as well as cash flows in absolute figure for such changes;	✓		
1(5) (xxv) (c)	Comparative analysis (including effects of inflation) of financial performance or results and financial position as well as cash flows for current financial year with immediate preceding five years explaining reasons thereof;	✓		
1(5) (xxv) (d)	Compare such financial performance or results and financial position as well as cash flows with the peer industry scenario;	✓		
1(5) (xxv) (e)	Briefly explain the financial and economic scenario of the country and the globe;	✓		
1(5) (xxv) (f)	Risks and concerns issues related to the financial statements, explaining such risk and concerns mitigation plan of the company;	✓		
1(5) (xxv) (g)	Future plan or projection or forecast for company's operation, performance and financial position, with justification thereof, i.e., actual position shall be explained to the shareholders in the next AGM;	✓		
1(5) (xxvi)	Declaration or certification by the CEO and the CFO to the Board as required under condition No.3(3) shall be disclosed as per Annexure-A;	✓		

Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
1 (5) (xxvii)	The report as well as certificate regarding compliance of conditions of this Code as required under condition No.9 shall be disclosed as per Annexure –B and Annexure-C.	✓		
1 (6)	Meetings of the Board of Directors	✓		
	The Company shall conduct its Board meetings and record the minutes of the meetings as well as keep required books and records in line with the provisions of the relevant Bangladesh Secretarial Standards (BSS) as adopted by the institute of Chartered Secretaries of Bangladesh (ICSB) in so far as those standards are not inconsistent with any condition of this Code.	✓		
1 (7)	Code of the conduct for the Chairman, other Board members and Chief Executive officer			
1 (7) (a)	The Board shall lay down a code of conduct, based on the recommendation of the Nomination and Remuneration Committee (NRC) at condition No.6, for the Chairman of the Board, other board members and Chief Executive Officer of the company;	✓		
1 (7) (b)	The code of conduct as determined by the NRC shall be posted on the website of the company including, among others, prudent conduct and behavior; confidentiality; conflict of interest; compliance with laws, rules and regulations; prohibition of insider trading; relationship with environment, employees, customers and suppliers; and independency.			Under process.
2	Governance of Board of Directors of Subsidiary Companies-			
2 (a)	Provisions relating to the composition of the Board of the holding company shall be made applicable to the composition of the Board of the subsidiary company;	✓		
2 (b)	At least 1 (one) Independent Director on the Board of the holding company shall be a director on the Board of the subsidiary company;	✓		
2 (c)	The minutes of the Board meeting of the subsidiary company shall be placed for review at the following Board meeting of the holding company;	✓		
2(d)	The Minutes of the respective Board meeting of the holding company shall state that they have reviewed the affairs of the Subsidiary Company also;	✓		
2 (e)	The Audit Committee of the holding company shall also review the Financial Statements, in particular the investments made by the Subsidiary Company.	✓		
3	Managing Director (MD) or Chief Executive Officer (CEO), Chief Financial Officer (CFO), Head of Internal Audit and Compliance (HIAC) and Company Secretary (CS)-			
3(1)	Appointment			
3 (1) (a)	The Board Shall appoint a Managing Director (MD) or Chief Executive Officer (CEO), a Company Secretary (CS), a Chief Financial Officer (CFO) and a Head of Internal Audit and Compliance (HIAC);	✓		
3 (1) (b)	The positions of the Managing Director (MD) or Chief Executive Officer (CEO), Company Secretary (CS), Chief Financial Officer (CFO) and Head of Internal Audit and Compliance (HIAC) shall be filled by different individuals;	✓		
3 (1) (c)	The MD or CEO, CS, CFO and HIAC of a listed company shall not hold any executive position in any other company at the same time;	✓		



Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
3 (1) (d)	The Board shall clearly define respective roles, responsibilities and duties of the CFO, the HIAC and the CS;	✓		
3 (1) (e)	The MD or CEO, CS, CFO and HIAC shall not be removed from their position without approval of the Board as well as immediate dissemination to the Commission and stock exchange(s).			No such event occurred.
3 (2)	Requirement to attend Board of Directors' Meetings			
	The MD or CEO, CS, CFO and HIAC of the company shall attend the meetings of the Board: Provided that the CS, CFO and/or the HIAC shall not attend such part of a meeting of the Board which involves consideration of an agenda item relating to their personal matters.	✓		
3 (3)	Duties of Managing Director (MD) or Chief Executive Officer (CEO) and Chief Financial Officer (CFO)			
3 (3) (a)	The MD or CEO and CFO shall certify to the Board that they have reviewed financial statements for the year and that to the best of their knowledge and belief:	✓		
3 (3) (a) (i)	These statements do not contain any materially untrue statement or omit any material fact or contain statements that might be misleading;	✓		
3 (3) (a) (ii)	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;	✓		
3(3) (b)	The MD or CEO and CFO shall also certify that there are, to the best of knowledge and belief, no transactions entered into by the company during the year which are fraudulent, illegal or in violation of the code of conduct for the company's Board or its members;	✓		
3 (3) (c)	The Certification of the MD or CEO and CFO shall be disclosed in the Annual Report.	✓		
4	Board of Directors' Committee-			
	For ensuring good governance in the company, the Board shall have at least following sub-committees:	✓		
4 (i)	Audit Committee; and	✓		
4 (ii)	Nomination and Remuneration Committee.	✓		
5	Audit Committee			
5(1)	Responsibility to the Board of Directors			
5 (1) (a)	Audit Committee shall be the sub-committee of the Board;	✓		
5 (1) (b)	The Audit Committee shall assist the Board 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;	✓		
5 (1) (c)	The Audit Committee shall be responsible to the Board; the duties of the Audit Committee shall be clearly set forth in writing.	✓		
5 (2)	Constitution of the Audit Committee			
5 (2) (a)	The Audit Committee shall be composed of at least 3 members;	✓		
5 (2) (b)	The Board shall appoint members of the Audit Committee who shall be non-executive Directors of the company excepting Chairman of the Board and shall include at least one Independent Director.	✓		

Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
5 (2) (c)	All members of the Audit Committee should be “financially literate” and at least 1 (one) member shall have accounting or related financial management background and 10 (ten) years of such experience.	✓		
5 (2) (d)	The Board shall appoint the new Committee member if less than 03 members to fill up the vacancy immediately or not later than 1 (one) month from the date of vacancy in the Committee to ensure continuity of the performance of work of the Audit Committee;			No such event occurred.
5 (2) (e)	The Company Secretary shall act as the secretary of the Committee;	✓		
5 (2) (f)	The quorum of the Audit Committee meeting shall not constitute without at least 01 Independent Director.	✓		
5(3)	Chairman of the Audit Committee			
5 (3) (a)	Chairman of the Audit Committee shall be an Independent Director.	✓		
5 (3) (b)	In the absence of the Chairman of the Audit Committee, the remaining members may elect one of themselves as Chairman for that particular meeting, in that case there shall be no problem of constituting a quorum as required under condition No.5(4) (b) and the reason of absence of the regular Chairman shall be duly recorded in the minutes.	✓		
5 (3) (c)	Chairman of the audit committee shall remain present in the Annual General Meeting (AGM):	✓		Chairperson of the Audit Committee was present in the last AGM. This year it will be ensured by the Management.
5 (4)	Meeting of the Audit Committee			
5 (4) (a)	The Audit Committee shall conduct at least 04 (four) meetings in a financial year:	✓		
5 (4) (b)	The quorum of the meeting of the Audit Committee shall be constituted in presence of either two members or two-third of the members of the Audit Committee, whichever is higher, where presence of an Independent Director is must.	✓		
5 (5)	Role of Audit Committee			
5 (5) (a)	Oversee the financial reporting process;	✓		
5 (5) (b)	Monitor choice of accounting policies and principles;	✓		
5 (5) (c)	Monitor Internal Audit and Compliance process to ensure that it is adequately resourced, including approval of the Internal Audit and Compliance Plan and review of the Internal Audit and Compliance Report;	✓		
5 (5) (d)	Oversee hiring and performance of external auditors;	✓		



Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
5 (5) (e)	Hold meeting with the external or statutory auditors for review of the annual financial statements before submission to the Board for approval or adoption;	✓		
5 (5) (f)	Review along with the management, the annual financial statements before submission to the board for approval;	✓		
5 (5) (g)	Review along with the management, the quarterly and half yearly Financial Statements before submission to the Board for approval;	✓		
5 (5) (h)	Review the adequacy of internal audit function;	✓		
5 (5) (i)	Review the Management's Discussion and Analysis before disclosing in the Annual Report;	✓		
5 (5) (j)	Review statement of a related party transactions submitted by the Management;	✓		
5 (5) (k)	Review Management Letters/ Letter of Internal Control weakness issued by statutory auditors.	✓		
5 (5) (l)	Oversee the determination of audit fees based on scope and magnitude, level of expertise deployed and time required for effective audit and evaluate the performance of external auditors; and	✓		
5 (5) (m)	Oversee whether the proceeds raised through Initial Public Offering (IPO) or Repeat Public Offering (RPO) or Rights Share Offer have been utilized as per the purposes stated in relevant offer document or prospectus approved by the Commission.			N/A
5 (6)	Reporting of the Audit Committee			
5 (6) (a)	Reporting to the Board of Directors			
5 (6) (a) (i)	The Audit Committee shall report on its activities to the Board.	✓		
5 (6) (a) (ii)	The Audit Committee shall immediately report to the Board on the following findings, if any:			
5 (6) (a) (ii) (a)	Report on conflicts of Interests.	✓		No such event occurred.
5 (6) (a) (ii) (b)	Suspected or presumed fraud or irregularity or material defect identified in the internal audit & compliance process or in the financial statements;	✓		No such event occurred.
5 (6) (a) (ii) (c)	Suspected infringement of laws, regulatory compliances including securities related laws, rules and regulations;	✓		No such event occurred.
5 (6) (a) (ii) (d)	Any other matter which the Audit Committee deems necessary shall be disclosed to the Board immediately.	✓		No such event occurred.
5 (6) (b)	Reporting to the Authorities			
	If the Audit Committee's reporting to the Board is unreasonably ignored, the Audit Committee shall report such findings to the Commission following due procedures.			No such event occurred.
5 (7)	Reporting to the Shareholders and General Investors			
	Report on activities carried out by the Audit Committee, including any report made to the Board under condition No.5(6) (a) (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			No such event occurred.

Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
6	Nomination and Remuneration Committee (NRC)			
6 (1)	Responsibility to the Board of Directors			
6 (1) (a)	The Company shall have a Nomination and Remuneration Committee (NRC) as a sub-committee of the Board;	✓		
6 (1) (b)	The NRC shall assist the Board in formulation of the nomination criteria or policy for determining qualifications, positive attributes, experiences and independence of directors and top level executive as well as a policy for formal process of considering remuneration of directors, top level executive;	✓		
6 (1) (c)	The Terms of Reference (ToR) of the NRC shall be clearly set forth in writing covering the areas stated at the condition No. 6 (5) (b)	✓		
6 (2)	Constitution of the NRC			
6 (2) (a)	The Committee shall comprise of at least three members including an Independent Director;	✓		
6 (2) (b)	All members of the Committee shall be non-executive directors;	✓		
6 (2) (c)	Members of the Committee shall be nominated and appointed by the Board;	✓		
6 (2) (d)	The Board shall have authority to remove and appoint any members of the Committee;	✓		
6 (2) (e)	In case of death, resignation, disqualification, or removal of any member of the Committee or in any other cases of vacancies, the Board shall fill the vacancy within 180 (hundred eighty) days of occurring such vacancy in the Committee;			No such event occurred.
6 (2) (f)	The Chairman of the Committee may appoint or co-opt any external expert and/or member(s) of staff to the Committee as advisor who shall be non-voting member, if the chairman feels that advice or suggestion from such external expert and/or member(s) of staff shall be required or valuable for the Committee;			No such event occurred.
6 (2) (g)	The company secretary shall act as the secretary of the Committee;	✓		
6 (2) (h)	The quorum of the NRC meeting shall not constitute without attendance of at least an Independent Director;	✓		
6 (2) (i)	No member of the NRC shall receive, either directly or indirectly, any remuneration for any advisory or consultancy role or otherwise, other than Director's fees or honorarium from the company;	✓		
6 (3)	Chairman of the NRC			
6 (3) (a)	The Board shall select 1 (one) member of the NRC to be Chairman of the Committee, who shall be an Independent Director;	✓		
6 (3) (b)	In the absence of the Chairman of the NRC, the remaining members may elect one of themselves as Chairman for that particular meeting, the reason of absence of the regular Chairman shall be duly recorded in the minutes;	✓		
6 (3) (c)	The Chairman of the NRC shall attend the annual general meeting (AGM) to answer the queries of the shareholders;			Will be ensured by the Management.



Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
6 (4)	Meeting of the NRC			
6 (4) (a)	The NRC shall conduct at least one meeting in a financial year;			Under process.
6 (4) (b)	The Chairman of the NRC may convene any emergency meeting upon request by any member of the NRC;			N/A
6 (4) (c)	The quorum of the meeting of the NRC shall be constituted in presence of either two members or two third of the members of the Committee, whichever is higher, where presence of an Independent Director is must as required under condition No. 6 (2) (h);			N/A
6 (4) (d)	The proceedings of each meeting of the NRC shall duly be recorded in the minutes and such minutes shall be confirmed in the next meeting of the NRC.			N/A
6 (5)	Role of the NRC			
6 (5) (a)	NRC shall be independent and responsible or accountable to the Board and to the shareholders	✓		
6 (5) (b)	NRC shall oversee, among other, the following matters and make report with recommendation to the Board:	✓		
6 (5) (b) (i)	Formulating the criteria for determining qualifications positive attributes and independence of a director and recommend a policy to the Board, relating to the remuneration of the directors, top level executive, considering the following:	✓		
6 (5) (b) (i) (a)	The Level and composition of remuneration is reasonable and sufficient to attract, retain and motivate suitable directors to run the company successfully;	✓		
6 (5) (b) (i)(b)	The relationship of remuneration to performance is clear and meets appropriate performance benchmarks; and	✓		
6 (5) (b) (i)(c)	Remuneration to directors top level executive involves a balance between fixed and incentive pay reflecting short and long-term performance objectives appropriate to the working of the company and its goals;			Remuneration of directors and CEO's is determined by Bangladesh Bank.
6 (5) (b) (ii)	Devising a policy on Board's diversity taking into consideration age, gender, experience, ethnicity, educational background and nationality;			Under process.
6 (5) (b) (iii)	Identifying persons who are qualified to become directors and who may be appointed in top level executive position in accordance with the criteria laid down, and recommend their appointment and removal to the Board;			N/A
6 (5) (b) (iv)	Formulating the criteria for evaluation of performance of Independent Directors and the Board;			Under process.
6 (5) (b) (v)	Identifying the company's needs for employees at different levels and determine their selection, transfer or replacement and promotion criteria, and			Under process.
6 (5) (b) (vi)	Developing, recommending and reviewing annually the company's human resources and training policies;			Under process.
6 (5) (c)	The Company shall disclose the nomination and remuneration policy and the evaluation criteria and activities of NRC during the year at a glance in its annual report.	✓		

Condition No.	Title	Compliance Status (Put ✓ in the appropriate column)		Remarks (if any)
		Complied	Not complied	
7	External or Statutory Auditors			
7 (1)	The issuer company shall not engage its external or statutory auditors to perform the following services of the Company, namely:-	✓		
7 (1) (i)	Appraisal or valuation services or fairness opinions;	✓		
7 (1) (ii)	Financial information systems design and implementation;	✓		
7 (1) (iii)	Book-keeping or other services related to the accounting records or financial statements;	✓		
7 (1) (iv)	Broker-dealer services;	✓		
7 (1) (v)	Actuarial services;	✓		
7 (1) (vi)	Internal audit services or special audit services;	✓		
7 (1) (vii)	Any service that the Audit Committee determines;	✓		
7 (1) (viii)	Audit/certification services on compliance of corporate governance as required under clause(i) of condition No.9 (1), and	✓		
7 (1) (ix)	Any other service that creates conflict of interest;	✓		
7 (2)	No partner or employees of the external audit firms shall possess any share of the company they audit at least during the tenure of their audit assignment of that Company; his or her family members also shall not hold any shares in the said company:	✓		
7 (3)	Representative of external or statutory auditors shall remain present in the Shareholders' Meeting ((Annual General Meeting or Extraordinary General Meeting) to answer the queries of the shareholders.			Auditor was present in the last AGM. This year it will be ensured by the Management.
8	Maintaining a website by the company			
8 (1)	The company shall have an official website linked with the website of the stock exchange;	✓		
8 (2)	The Company shall keep the website functional from the date of listing;	✓		
8 (3)	The company shall make available the detailed disclosures on its website as required under the listing regulations of the concerned stock exchange(s);	✓		
9	Reporting and Compliance of Corporate Governance			
9 (1)	The company shall obtain a Certificate from a practicing Professional Accountant/Secretary (CA/CMA/CS) other than its statutory auditors or audit firm on a yearly basis regarding compliance of conditions of Corporate Governance code of the Commission and such certificate shall be disclosed in the Annual Report;	✓		
9 (2)	The professional who will provide the certificate on compliance of this Corporate Governance Code shall be appointed by the shareholders in the annual general meeting;			Under process.
9 (3)	The directors of the company shall state, in accordance with the Annexure-C attached, in the directors' report whether the company has complied with these conditions or not.	✓		