

# ANNUAL REPORT | 2017-18



**BANGLADESH AOTS - HIDA ALUMNI SOCIETY (BAAS)**



## INAUGURATION OF BJTI OFFICE



Published by:  
On behalf of BAAS Executive Committee 2017-2019  
**Naimul Hassan**, Secretary General

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JOURNEYMAN





**Bangladesh AOTS - HIDA Alumni Society (BAAS)**

21<sup>st</sup> February 2018

## **NOTICE FOR THE 32<sup>ND</sup> ANNUAL GENERAL MEETING (AGM) OF BAAS**

The 32<sup>nd</sup> Annual General Meeting (AGM) of BAAS will be held at Patio Hall (2<sup>nd</sup> Floor), Gulshan Club Ltd. House # NWJ-2/A, Bir Uttam Sultan Mahmud Road, Gulshan-2, Dhaka-1212 on 16<sup>th</sup> March 2018, Friday at 5:00 pm. The agenda and the schedule of the AGM are as follows:

1. Recitation from the Holy Quran
2. Welcome Speech by the President of BAAS
3. Condolence
4. Confirmation of the Minutes of the 31<sup>st</sup> AGM held on 31.03.2017
5. Report of Activities of the year 2017-2018 by the Secretary General
6. Presentation of the Audited Financial Report of BAAS for the year ended on 31<sup>st</sup> December 2017 and proposed budget for the year ending on 31<sup>st</sup> December 2018.
7. Presentation of the Audited Financial Report of BJTI for the year ended on 31<sup>st</sup> December 2017 and proposed budget for the year ending on 31<sup>st</sup> December 2018
8. Appointment of a C.A. Firm as auditor for the year ending on 31<sup>st</sup> December 2018.
9. Amendment Proposal of BAAS Constitution
10. Address of Dr. AKM Moazzem Hussain, Honorary Representative of AOTS
11. Presentation on Bangladesh-Japan Training Institute (BJTI)
12. Presentation on BAAS Village Project
13. Open Discussion of General Members
14. Any other matter with permission of the Chair
15. Vote of thanks by the Senior Vice President of BAAS

***Please note that the AGM will be followed by Dinner.***

**All members of BAAS are cordially invited to attend the AGM in time.**

**(Naimul Hassan)**  
Secretary General, BAAS

Distribution:  
All Members of BAAS



## BAAS EXECUTIVE COMMITTEE 2017-2019



Zakariul Islam  
President



Dr. Md. Mahbubul Haque  
Sr. Vice President



Priti Chakraborty  
Vice President



SK. Nizam Uddin Ahmed  
Vice President



Muhammad Halimuzzaman  
Vice President



Naimul Hassan  
Secretary General



Mir Ashraful Hossain  
Treasurer



Syed Nabiur Rahman  
Joint Secretary General



B.M. Ashiqul Islam  
Joint Secretary General



Md. Waliur Rahman  
Joint Treasurer



Md. Rezaul Karim Khan  
Joint Treasurer



M. Munjurul Hassan  
Executive Member



Syed Ahsanul Apon  
Executive Member



Syed Alimuzzaman  
Executive Member



Md. Mamunur Rashid  
Executive Member



Abu Nayeem Md. Shahjahan  
Executive Member



Dr. S.M. Jaglul A. Mozumdar  
Executive Member



Abu Hasnat  
Executive Member



Sheikh Mustahidur Rahman  
Executive Member



Masud Karim  
Executive Member



Minhaz Mannan Emon  
Executive Member



A.M.M. Khairul Bashar  
Adviser, EC



Jawaherul Ghani  
Adviser, EC



N.K.A. Mobin  
Adviser, EC



Dr. AKM Moazzem Hussain  
Representatives of AOTS



# BANGLADESH AOTS - HIDA ALUMNI SOCIETY (BAAS)

## 32<sup>ND</sup> ANNUAL GENERAL MEETING (AGM) OF BAAS

### ADDRESS OF THE PRESIDENT

Respected, Advisors, Members and Guests.

A Very Good Evening,

It's a great honor and privilege for me to take this opportunity to welcome you all in the 32nd Annual General Meeting of Bangladesh AOTS-HIDA Alumni Society (BAAS).

BAAS is a unique organization which is continuously contributing to our society and also to the National and International arena. I feel fortunate and blessed to be the President of BAAS and having an excellent Executive Committee to work with. I recall the contribution of the Founding Members, Advisors, Past Presidents, Executive Committee Members and many volunteers who made relentless effort to make a flawless platform for BAAS.

It has been a long journey since inception and was not always been smooth. Today, whatever we have accomplished is all because of the participation and contribution of our each and every valued member and for the effort of previous all Executive Committees and the Honorable Advisors. I would like to give a vote of thanks to all of them for the perfect grooming of BAAS.

Though the activity and performance of BAAS is discussed in detail in the Secretary General's Report, yet I feel like to share something with all of you.

As you know about the two ventures of BAAS, namely a) Bangladesh – Japan Training Institute (BJTI), the “**Centre for Excellence**”, b) BAAS-Village, the “**Address of Excellence**” is moving forward smoothly. We have some significant achievement like getting BJTI registered from RJSC, having a preliminary allotment of 1 acre of land at Purbachal New Town from RAJUK and finally we also have given a separate identity to BJTI with its own office and training centre at room # 7 (7th Floor), Easten Plaza and duly inaugurated by Mr. Tetsuji Kawakami, Managing Director - AOTS, Japan on February 25, 2018.

We have been working relentlessly to develop all type of professionals from the different sectors of our country in the field of HRD, Management, Quality Control, Environmental Issues, Leadership, Logistics etc. Beside the Japanese Govt's subsidized program we are arranging self financed NGC Programs, catering separate programs for children also. Animation, Energy and Resource saving, Construction Industries, Healthcare are also being introduced as course subjects.

Now, about BAAS Village the “**Address of Excellence**”, we are in the process of accumulating land and we have already purchased 13.52 bighas of land. BAAS Picnic 2018 was arranged in Shororitu Village, situated beside our land for BAAS Village and many of our members visited the land on the picnic day. I hope and request our BAAS Members to come forward and purchase shares in BAAS Village which will make our venture successful.

BAAS was established in 1968 and we have passed long 50 years. You will be delighted to know that we are also aspiring to arrange a Grand Gala celebration of 50<sup>th</sup> anniversary of BAAS in September 2018. Your active participation will make the event memorable.

Dear all,

We have a long way to go, we have bigger hopes and dreams, which will be remembered and appreciated for years to come. But, I must emphasize, without you we are nothing, so your co-operation, support, participation can only help us to materialize our dreams.

Today in the 32nd AGM of BAAS I, thank you all for being here today and make the event successful.

May Almighty bless us all.



Zakariul Islam  
President BAAS.

## CONDOLENCE

### MAJ. (RETD.) ABDUS SUBHAN



BAAS ID : 07

Maj. (Retd.) Abdus Subhan has passed away on 10th June, 2017 at Dhaka United Hospital. (Inna Lillahi Wainna Ilahi Rajiun). He was the Chairman of Midship Builders.

We sincerely recognize his contributions towards BAAS and we believe BAAS members will certainly remember him forever.

We pray to the Almighty Allah for the eternal peace of the departed soul and hope that his bereaved family members will be able to bear this irreparable loss.

### M. LIAQUAT ALI



BAAS ID: 82

M. Liaquat Ali (husband of our former Vice President Engr. Musbah Alim) expired due to heart attack on 3rd August, 2017. (Inna Lillahi Wainna Ilahi Rajiun). Let us all pray for eternal peace of the departed soul.

We shall never forget his support & cooperation during the early days of BAAS.

### MAJOR (RETD.) JASIM UDDIN



BAAS ID: 290

Major (Retd.) Jasim Uddin has passed away on 10th June, 2017 at Apollo Hospital. (Inna Lillahi Wainna Ilahi Rajiun). He was the Managing Director of Meghna Packaging Industries Limited and Meghna Multipurpose Himagar Limited & also the President of Bangladesh Cold Storage Association.

We sincerely recognize his contributions towards BAAS and we believe BAAS members will certainly remember him forever.

### RAFIQUL ISLAM



BAAS ID: 322

Rafiqul Islam, who has passed away on 3rd March, 2018 night at Square Hospital. (Inna nillahi oyainna ilaihi Rajiun). He was Senior Director Marketing, HAMDARD Laboratories (WAQF), Bangladesh.

We sincerely recognize his contributions towards BAAS and we believe BAAS members will certainly remember him forever.

We pray to the Almighty Allah for the eternal peace of the departed soul and hope that his bereaved family members will be able to bear this irreparable loss.



## MINUTES OF THE 31<sup>ST</sup> ANNUAL GENERAL MEETING (AGM) OF BAAS



The 31<sup>st</sup> Annual General Meeting (AGM) of BAAS was held on 31<sup>st</sup> March, 2017, Friday, 5pm at Patio Hall, 2nd floor, Gulshan Club Limited, Gulshan-2, Dhaka.

Before starting agenda wise program 1 more agenda “Declaration of Election Result” was included by the request of Chief Election Commissioner.

Mr. Shamsul Huda recited from the Holly Quran with bangle meaning.

Mr. Zakariul Islam, President, BAAS, Chaired the AGM, welcomed all the members present at the AGM. In his welcome speech he said that he felt very happy to see the various contribution of BAAS to the society as a whole. He gave a brief Idea about BAAS Village Project for BAAS members only, once which was a dream but now it is a reality. He thanked all the Advisers, EC members and general members for their support and cooperation for all the successful activities of BAAS.

As there was no information about passed away of any member, condolence for member could not take place.

Minutes of the 30<sup>th</sup> AGM which was held on 25<sup>th</sup> March, 2016, was confirmed by the house.

Secretary General, Mr. Md. Mamur Rashid, produced the “Report of the Executive committee” for the year ending on 31<sup>st</sup> March 2017 after taking permission from the Chair.

Mr. Naimul Hassan, Treasurer, produced the “Financial and Audit Report of BAAS” for the year ending on 31<sup>st</sup> December 2016 after taking permission from the Chair. He also produced “Budget of BAAS” for the year 2017.

Treasurer, Mr. Naimul Hassan also produced the “Financial and Audit Report of BJTI” for year ending on 31<sup>st</sup> December 2016, he also produced “Budget of BJTI” for the year 2017.

Treasurer, Mr. Naimul Hassan proposed C.A. Firm “Mizanur Rahman & Co.” as auditor of accounts for BAAS, BJTI and BAAS Village for the year ending on 31<sup>st</sup> December 2017. House passed the proposal.

House passed the “Amendment Proposal of BAAS Constitution” and approved the “Membership Bye-Laws” of BAAS anonymously.

Syed Ahsanul Apon, Vice President, BAAS, gave a brief presentation on BAAS Village; what was the dream and how the dream will be shaping up phase by phase and how it will look like from an assumption aspects. He shared advancement and achievement of BAAS Village by this time and how remaining works will be continuing in the days to come.

Dr. AKM Moazzem Hussain, honorary representative of AOTS to BAAS, CAAS & NAAS expressed his gratitude to outgoing EC members for their outstanding contribution to the society, he also hoped that the incoming EC will move forward in right

path with the successful baton which had been handed over to them by the outgoing. He again expressed his concern of BAAS Village like last year that BAAS Village should be totally separated from BAAS, but he was very much confident about the success of BAAS Village.

President of BAAS and Chair of AGM invited the general members for open discussion on Secretary General and Treasurer's report and BAAS Village related issues.

Mr. Md. Reaz Uddin (BAAS ID - 15) raised a question that why in the budget rental income is showing less than last year? He also raised another question that how BAAS Village is running? Is there any constitution?

Mr. Kazi Ezabul Khalid (BAAS ID - 12) said BAAS Village is a dream project of Mr. Capt (Retd.) K. Habib Rabbani (BAAS ID - 153), he should be recognized for his great dream. He also said we should recognize our old and legendary members, history should be recalled, Dr. AKM Moazzem Hussain would be the right person to recall the history. He also mentioned that when we talk about WNF program of AOTS, the credit goes to Dr. AKM Moazzem Hussain and BAAS, because the ideas were unfolded to AOTS by Dr. AKM Moazzem Hussain.

Mr. S.U. Khan (BAAS ID - 20) said, how to proceed on selling remaining founding members 41 share of BAAS village?

Mr. M. Anwar Hassan (BAAS ID - 363) said, what is the execution time of BAAS Village.

Mr. Mohammad Habib Rashid (BAAS ID - 941) asked how to apply for getting a share of extended period offer of 41 shares?

Mr. Abdur Rahman (BAAS ID - 441) wants to know whether there is any provision of helping the family of poor members who died suddenly.

Engr. Md. Lutful Kabir (BAAS ID - 466) said, there should be a time limit for Q & A session at AGM. He also wanted to get all previous committee names of BAAS Village and a handout of BAAS Village.

Dr. Md. Abu Sayeed Miah (BAAS ID - 351) asked if I die then what will be the solution of my share. He also wanted to know whether he can buy share for his children.

Mr. Asif Ashraf (BAAS ID - 570) said, when there is a limited buyer of share of BAAS Village, can stake can be allowed more than 3 for a member?

Mr. Syed Nabiur Rahman (BAAS ID - 555) asked why within a year a share of Tk. 200,000/- jumps to Tk. 500,000/-? It seems very high without any meaningful appreciation.

Mr. Saumitra Kumar Mutsuddi (BAAS ID - 300) said, we need an overall idea about BAAS Village so that we can foresee the project.

Mr. Md. Rafiqul Islam (BAAS ID - 316) asked why share price is Tk. 200,000/- & Tk. 500,000/-? Why not increase the members number with tk. 200,000/-, instead of Tk. 500,000/-?

Engr. Md. Lutful Kabir (BAAS ID - 466) said, start with new journey, forget selling additional stake of BAAS Village.

ATM Mahbubul Alam Chowdury (BAAS ID - 703) said Tk. 500,000/- should be for all new stakes.

President, Secretary General and Treasurer answered all the questions raised by the members.

Tk. 400,000/- per Share price for BAAS village was agreed by the members present at the house.

Members present at the AGM approved in consensus the EC report, Financial and audit report of BAAS, BJTI and BAAS Village for the year ending on 31<sup>st</sup> December 2016. Members also approved the budget for the year ending on 31<sup>st</sup> December 2017 for BAAS and BJTI.

As there was no other matter to discuss the AGM was ended up with the vote of thanks by Dr. Md. Mahbubul Haque, Senior Vice President, BAAS. President and Chair of the AGM declared closing of the AGM. Members enjoyed dinner at the end of the program.



(Zakariul Islam)  
President



(Md. Mamunur Rashid)  
Secretary General





**Bangladesh AOTS - HIDA Alumni Society (BAAS)**

## **32<sup>ND</sup> ANNUAL GENERAL MEETING REPORT OF THE EXECUTIVE COMMITTEE Year ending on 31<sup>st</sup> March 2018**

Respected President,  
Advisers and Members of BAAS  
Invited Guests, Ladies & Gentlemen  
Assalamualaikum & Good Evening,

I am delighted to welcome you all in this 32nd AGM of BAAS. Please accept my heartiest felicitations.

It is my pleasure to present the Activity and performance report of the Executive Committee for the year ending on 31<sup>st</sup> March, 2018. I hope that the information provided herein shall make obvious accountability of the Society in a fair and transparent manner. On behalf of the EC, I am briefly stating the activities of the society performed during the period for your kind consideration.

Since last AGM of BAAS, we have lost 4 (four) of our valued members; Maj. (Retd.) Abdus Subhan (BAAS ID - 07), M. Liaquat Ali (BAAS ID - 82), Major (Retd.) Jasim Uddin (BAAS ID - 282) and Rafiqul Islam (BAAS ID - 322). We sincerely remember their contribution towards BAAS and express our deepest condolences. May the Almighty grant them eternal peace.

Our beloved society has passed a very successful year with full of events. We have tried our best to overcome the prevailing difficulties through attractive performances. This endeavor is reflected in this report.

### **1. Sub-committees of BAAS for the year 2017-2019**

Following sub-committees assisted EC during the period.

- Scholarship and WNF Subcommittee
- Human Resource Development Subcommittee
- Fellowship and Recreation Subcommittee
- Publication and Membership Subcommittee
- International Affairs Sub-committee
- Internal Audit Sub-committee
- BAAS-BJTI Complex Sub-committee
- BAAS Village Sub-committee

All sub-committees delivered their activities satisfactorily as intended and planned.

### **2. Executive Committee Meeting**

No. of EC Meetings held since last AGM : 12  
Average Attendance in EC Meetings : 82%

### **3. New Members**

In this period 121 ex-trainees became General Member of BAAS. Taking this into consideration total present membership strength of BAAS is 1085.

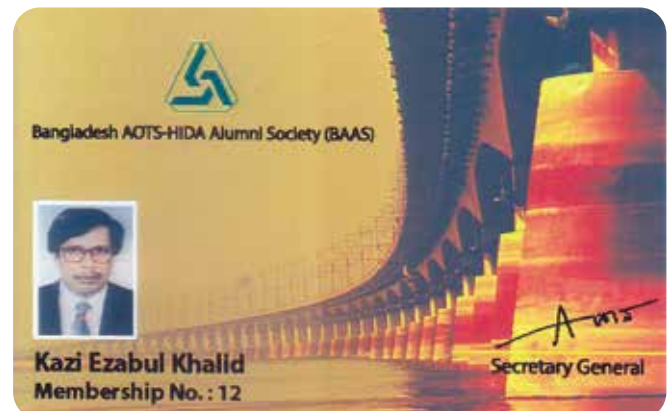
### **4. Gold Members:**

We have adopted the Gold and Platinum membership of BAAS in the 31<sup>st</sup> AGM and now we proudly announce that we have already got 4 (four) distinguished personalities among us as Gold member. The name of gold members are as follows:

Membership No	Name of the members	Name of the Organization
G001	Mohammad A. Moyeen	APS Logistics Ltd.
G002	Mahbubul Anam	Expo Group Bangladesh
G003	Tipu Munshi	Aqua Marine Dredging Ltd.
G004	Md. Zakir Hossain	Delta Pharma Ltd.

### **5. Members ID Card**

Last AGM we have handed over 57 ID cards to our members and this year we are handing over 108 ID cards. So far we have distributed 506 ID cards free of cost to our members. Those who did not receive their ID Card yet, are requested to submit required information & photo at BAAS office.



## 6. AOTS - HIDA Scholarship

During the period from April 2017 to March 2018, we have recommended 195 participants to HIDA under 30 programs out of which a total of 147 participants are finally selected for Japan. Statistics of scholarships are given below:

SL No	Program Name	Application Received	Short Listed	Recommended	Selected
1	The Training Course on Solving Human and Organizational Problems (SHOP)	24	21	8	3
2	The Executive Program on Production Management (EPPM)	11	8	8	8
3	The Production Management Training Program (PMTP)	22	5	4	3
4	The Corporate Management Program on Energy & Resource Saving (CMPE)	7	6	6	6
5	The Executive Program on Corporate Management (EPCM)	28	10	5	1
6	The Logistics Management Training Program (LMTP)	3	3	3	2
7	The Program on Energy Management in Manufacturing Industry (PEMM)	6	6	6	6
8	The Leadership Development Training Program (LDTP)	39	23	6	2
9	The Program for Quality Management (PQM)	12	10	6	3
10	The Program on Quality Problem Solving (PQPS)	15	12	7	6
11	The Quality Control Training Course (QCTC)	12	12	10	10
12	The Program on Information and Communication Technology in Emerging Market Economies (PICT)	13	13	7	3
13	The Program on Design Management (PDM)	9	3	3	3
14	The Program on Project Management for the Construction Industry in Bangladesh (BDGP)	48	28	15	15
15	The Training Program on Program & Project Management (PPTP)	16	9	6	5
16	The Executive Program on Production Management-2 (EPPM-2)	18	12	10	3
17	The Logistics Management Training Program for South Asia [SALM]	9	6	6	6
18	The Production Management Training Program [PMTP2]	12	10	4	2
19	The Program on Business Innovation [PBI]	24	9	5	2
20	The Program for Japanese Corporate Management [PJCM]	23	13	7	2
21	The Program for Quality Problem Solving 2 [PQPS2]	17	12	6	6



22	The Quality Control Training Course2 (QCTC-2)	9	9	6	6
23	Solving Human and Organizational Problems [SHOP2]	14	10	5	3
24	The Program on Environmental Management for the Philippine (PHEM)	4	4	4	4
25	The Program on Corporate Management for Bangladesh [BDCM]	40	26	19	15
26	The Training Program on Program & Project Management - for Advanced Infrastructure [PPMI]	6	6	4	4
27	The Logistics Management Training Program 2 [LMTP2]	5	5	3	3
28	The Leadership Development Training Program-2 [LDTP-2]	13	9	4	3
29	The Productivity Improvement Training Program [PITP]	11	8	6	6
30	The Program on Consultancy Training [PCT]	8	7	6	6
<b>Total</b>		<b>478</b>	<b>315</b>	<b>195</b>	<b>147</b>



*Pre-departure Orientation for selected participants of AOTS-HIDA Scholarship*

## 7. Seminars & Trainings

The HRD Sub-committee of BAAS organized 07 seminars facilitated by the returned trainees of BAAS. The Seminars were well attended by participants from different reputed organizations. Detail statement has been furnished below:

Sl#	Topics	Resource	Held on	No. of participants
1	Knowledge Sharing on Solving Quality Problems in manufacturing Industries	Engr. Md. Imdadul Haque Manager, IE & Planning in Ha-Meem Group	25 April 2017	29
2	Knowledge Sharing on problem Solving Technique of Lean Management	Engr. Md. Surov Kabir Free Consultant	22 August 2017	07
3	Knowledge Sharing on Solving Human & Organizational Problems	Mr. Mohammad Shahidul Islam DGM- HR, Admin & CSR Epyllion Group	26 September 2017	25
4	Knowledge Sharing on Continuous Improvement at Production Sites through practicing TQM	Ms. Saima Sultana Senior Manager, Training Beximco Pharmaceuticals Ltd.	18 October 2017	08
5	Asking Leadership Questions & Managing by Matrix	Ed L. Hansen Ph. D Global Strategic Management Leader U.S.A	19 October 2017	13
6	Knowledge Sharing on Production Management	Mr. Satya Barua Head of Operation, SQ Birichina Ltd.	7 November 2017	26
7	Knowledge Sharing on Solving Human & Organizational Problems	Arifur Rahman Khan Asst. General Manager, HR & MIS Transcom Electronics Ltd.	29 November 2017	12
		<b>Total</b>		<b>120</b>



BAAS President giving inauguration speech at the Seminar



BAAS honoring Resource Speaker with crest



## 8. CSR Program

### *a) CSR Program of Educational Scholarship for the Victims of Rana Plaza Disaster, Savar*

CSR program is continuing with educational scholarship of 10 (ten) children whose parent (s) were expired/ severely injured at Rana Plaza disaster, Savar. In this program last year we spent Tk. 2,85,480/- (Taka Two Lac Eighty Five Thousand Four Hundred Eight Only) and this year we have made a budget of Tk. 3,49,110/- (Three Lac Forty Nine Thousand One Hundred Ten) for the same.



### *b) CSR Program for the Victims of Flood.*

A destructive flood made huge damage in the northern region of the country. Members of BAAS came out with their big heart to help the flood victims of Village- Garuhara & Boldipara, Union: Jatrapur, Dist: Kurigram; 3 ban tin, 8 pillars and Tk. 5,000/- were distributed in each of the 17 families who lost their houses in devastating flood. 80 goats & sheeps were distributed among 20 families who lost their livestock in flood, also Tk. 3,000/- per family was distributed among them to take care of these livestock. We have spent Tk. 431,000/- in this program. Mr. Shaikh Mohd Ilias, Co-chairman and Md. Mamunur Rashid, Member Secretary of CSR subcommittee- BAAS, personally visited the place and the victims, assessed their needs, bought the items from the local hat and distributed among the victims. Local Press Club President Mr. Monju helped the CSR team to materialize the program smoothly.



### *c) CSR Program for the people who need support in winter.*

We have conducted two programs to combat severe cold in last winter. In November 2017 we distributed 210 pcs blankets and 100 pcs sweater among 200 families who suffered physically/mentally at Char-ruppur, Pakshi, Ishwardi, Pabna. Mr. Mamunur Rashid, Member Secretary, Mr. Anwar, Member of CSR Sub-committee - BAAS, bought new blankets and sweaters from the market, visited the place and distributed among those people. Local press Journalists extended their cooperation for smooth completion of the program.

In January 2018 we conducted another program at Village-Jhunkarchar, Union: Jatrapur, Dist: Kurigram. Mr. Mamunur Rashid, Member Secretary, Mr. Anwar, Member, CSR Sub-committee - BAAS, collected 533 pcs garment items from Topclean Bangladesh Ltd. & Urmi Fashion and arranged to distribute among 100 families of that area. Local Press club President Mr. Monju and Union Chairman Mr. Ayub helped the CSR team to do the job smoothly.



## 9. Self Financed Program of AOTS

- a) HIDA organized a NGC Seminar on ‘Management Philosophy of Panasonic for Bangladesh’ which was held on 03-07 April, 2017 at Tokyo, Japan. 20 (twenty) participants including BAAS President and few other EC Members from BAAS successfully attended the program. HIDA is now planning to arrange many programs like this specially for Bangladesh.
- b) HIDA organized a NGC Seminar on ‘Executive Program on Quality Management’ by Dr. Kano which was held on 17-25 May, 2017 at Tokyo, Japan where 03 (three) participants successfully attended the program.
- c) HIDA organized a Program on “HIDA Experience in Japan” for young children aged between 15-25 years which was held on 12-16 June, 2017 at Tokyo, Japan where 12 (twelve) children participated and successfully completed the Program.
- d) AOTS organized a NGC Seminar on ‘Study Tour on Toyota’s Way of Management for the White-collared Office’ which was held on 25-29 September, 2017 at Nagoya City, Japan where 02 (two) participants successfully attended the program.
- e) AOTS organized a NGC Seminar on ‘Amoeba Management’ which was held on 22-26 January, 2018 at Tokyo, Japan where 02 (two) participants successfully attended the program.
- f) AOTS Research Institute (ARI) is going to arrange a 5 days long ARI Program on “Toyota Way of Management for Company-wide Operational Improvement-HRTM2” which will be held in Tokyo, Japan on 12-16 March, 2018. From BAAS, 02 (two) participants will be attending the program.
- g) AOTS Research Institute (ARI) is going to arrange a 4 days long ARI Program on “Business Study Program of Healthcare Industry in Japan” which will be held in Tokyo, Japan on 12-15 March, 2018. From BAAS, 01 (one) participant will be attending the program.



Participants in front of Tokyo kenshu Center (TKC), Tokyo, Japan



Participants visiting Mount Fuji, Japan



Group photo with the resource speaker



Participants in front of Tokyo kenshu Center (TKC), Tokyo, Japan



## 10. Programs under World Network of Friendship (WNF)

- BAAS organized a WNF program in cooperation with BJTI on Occupational Health & Safety Management System (OHSAS): 18001:2007 which was held on 10-11, November 2017 at BAAS Centre where 12 (twelve) participants were attended the program. The resource person was Mr. P. Ananthanarayanan from Mumbai, India.
- BAAS organized a WNF program in cooperation with BJTI on Quality Management System (QMS): 9001-2015 - which was held on 24-25 November, 2017 at BAAS Centre where 12 (twelve) participants were attended the program. The resource person was Mr. Girish A. Karandikar from Mumbai, India.
- BAAS organized a WNF program in cooperation with BJTI on Kanban System for Inventory Control which was held on 8-9, December 2017 at BAAS Centre where 16 (sixteen) participants were attended the program. The resource person was Mr. Prakash B. Yardi from Pune, India.



Participant taking his certificate from Resource Speaker and Chairman, BJTI



Group photo with the resource speaker



Participant taking his certificate from Executive Member - BAAS



Group photo with the resource speaker



BJTI honoring Mr. Girish A. Karandikar with crest



### 11. 12<sup>th</sup> Convention of SAFAAS

12<sup>th</sup> SAFFAS (South Asia Federation of AOTS Alumni Societies) Convention was held at Colombo, Sri Lanka organized by JASTECA on 27-28 October 2017 at Hotel

Galadhari, Colombo. 30 (Thirty) BAAS Members, largest number of participants from any SAFFAS member organization attended the Convention.



*BAAS Members participated in 12th SAFAAS Convention*



## 12. Meeting between Prof. Masatake Wada and EC Members BAAS

Mr. Masatake Wada, Emeritus Professor of Teikyo University, visited Bangladesh on 11-14 December 2017 to know about SME business and related activities of the country. On 12th December 2017 he also visited BAAS office to know the history of Industrialization in Bangladesh and the scope of SME Business. Mr. A M M Khairul Bashar, Mr. Md. Halimuzzam and Mr. Md. Munjurul Hassan briefed him about the above issues and answered the various questions of him. Prof. Masatake Wada thanked BAAS for its cooperation and showed his interest to visit BAAS again to work on SME Business.



*Meeting of BAAS Members with Prof. Masatake Wada*

## 13. Bangladesh-Japan Training Institute (BJTI)

During this period, BJTI has completed 39 training courses, under which about 611 participants from different industries participated. A detail report is also presented in this book.



*Inauguration of International Training Program of BJTI*



*Participant taking her certificate from resource speaker*



*BJTI honoring Professor Masayuki Furusawa, Ph.D. with crest*



*Group photo with the resource speaker*

#### 14. BJTI PLOT

**Land:** BAAS had a meeting with Engr. Mosharraf Hossain, Honorable Minister for Housing & Public Works, Govt. of Bangladesh in 2015 regarding the allotment of a plot for BJTI and as per his suggestion we applied to RAJUK with a official recommendation from Architect Kazi Golam Nasir, Chief Architect, Ministry of Housing and Public Works, Govt. of Bangladesh for 2.3 Acre land at Purbachal New Town Project for BJTI. In 2016 we again met the minister and requested him for our desired plot for BJTI. Last year, 2017 we received a wonderful letter from RAJUK mentioning that BJTI have

been temporarily allotted with 1 (one) acre land and we are in a process to get the final allotment letter from RAJUK.

**Fund:** BJTI have been allotted with 01 (one) acre of land at Purbachal for which BJTI needs to make a payment of almost Taka 10 Crore. We are badly in need to raise fund and as such trying to communicate with various individuals/organizations for their support to make payment of this allotted plot for our dream training institute BJTI. We do expect that the members of BAAS & BJTI will also come forward with their capacity/ability to establish the dream institution.

#### 15. Registration of BJTI

BJTI was established and started its operation 7 years back and since then we have been struggling for getting the registration of BJTI from the competent authority (RJSC). At some point of time we felt that it is not at all possible to have the name BJTI because of a complication of using a foreign country name for an organization. Our EC member Dr. S.M. Jaglul A. Mojumdar came forward by himself and personally taken the challenge to get the job done. And finally Dr. Jaglul make it happen and perhaps BJTI is the only organization in the country to have a official permission for using a foreign country name in any organization. During this struggle of registration of BJTI, Mr. Zakariul Islam, President - BAAS and Mr. Mamunur Rashid, Executive Committee Member - BAAS was always in a close circuit of Dr. Jaglul on his almost impossible venture. Finally BJTI got registered with RJSC (Registrar of Joint Stock Companies & Firms) on October 16, 2017.

Issue No. 68272 Date:16/10/2017



### Certificate of Registration of Societies (under Act XXI of 1860)

No. S-12742/2017

*I hereby certify that **BANGLADESH JAPAN TRAINING INSTITUTE SOCIETY** has duly been filed and registered in this office under the Societies Registration Act, 1860.*

*Given under my hand at **Dhaka**, this **Sixteenth** day of **October two thousand and seventeen**.*

*By order of  
Registrar*

*Assistant Registrar  
Registrar of Joint Stock Companies & Firms  
Bangladesh*



iv.b. This certificate is digitally signed. Please find the soft copy to verify the signature.



## 16. Inauguration of BJTI Office:

Since inception BJTI is running its operation in BAAS Centre successfully. After getting the registration of BJTI, the Board of Directors of BJTI felt the necessity of having its one premises to explore activities in various dimensions and as such made a well furnished office cum training Centre of BJTI at Room-7, Level-7 (7<sup>th</sup> Floor), Eastern Plaza, Dhaka. BAAS vacated their rented premises for accommodating a training Centre for BJTI on a rental basis.

Mr. Zakariul Islam, President-BAAS have taken special initiative to complete the BJTI training Centre with an intention to set the it inaugurated by the Managing Director of AOTS.

On 25<sup>th</sup> February, 2018, Mr. Tetsuji Kawakami, Managing Director - AOTS, Japan, Mr. Jawaherul Ghani, Chairman, BJTI, Mr. Zakariul Islam, President - BAAS, Dr. AKM Moazzem Hussain, Honorary Representative of AOTS, Inaugurated the office. Former president Mr. Mokarram Uddin Ahmed, Mr. A M M Khairul Bashar, and senior executive committee members of BAAS were also present on this memorable event.



*AOTS Managing Director offering gift to BAAS President*



*BJTI honoring Mr. Tetsuji Kawakami, Managing Director, AOTS, Japan, with crest*

## 17. Bangla Borshaboron-2017

BAAS had successfully organized a Bangla Borshaboron on April 30, 2017 at Gulshan Club for the Members and their Families. About 250 persons attended the program.



## 18. BAAS Picnic Program – 2018

After long 6 (six) years again BAAS had successfully organized a Picnic Program on January 12, 2018 at **Sororitu Village** Gazipur for its members and their families.

Our EC member Dr. S M Jaglul A. Mojumdar sponsored the venue. We feel it pertinent to let you know the intention of selecting Sororitu Village as the picnic venue that our new venture BAAS Village Project is located just beside Sororitu Village.

About 250 persons participated in the program. The program was designed with many events like- Musical Show, Games, Magic Show, Raffle Draw etc. All the events were very much attractive and were captivated by all Members, their Children, Spouses and Guests.



## 19. BAAS Village

A good number of BAAS members who attended BAAS Picnic this year visited the site of BAAS Village Project which is adjacent to our Picnic spot “Sororitu Village”. Dr. SM Jaglul A Mozumdar arranged everything for this wonderful visit, he also gave a briefing on the 100 bigha land area plan of BAAS Village project. Members were happy to see the land area beside the river and appreciated Dr. S.M. Jaglul A. Mozumdar.

As per decision of the last AGM, share price have been increased to Tk. 400,000/- for a 2nd Phase membership of BAAS Village. On this new rate 31 shares have been sold yet, and now total no. of share is 182. Till date 13.52 bigha land have been registered. We are requesting all the members of BAAS to please join the BAAS Village 2nd Phase membership Program. We are going to close it soon.





## 20. Training Program on “Sewing Machine Maintenance Technology” in collaboration with AOTS:

BAAS as local partner of AOTS, Japan, cooperated with this most useful 4 days training program where 24 participants from different garment factories participated. After a long gap this sort of joint partnership training program was held.

To inaugurate the program Managing Director, AOTS, Japan, Mr. Tetsuji Kawakami was present at the program. Country head of JETRO, Managing Director of JUKI Bangladesh & India and honorary representative of AOTS Dr. AKM Moazzem Hussain were also present on this occasion. BAAS was represented in the program by Executive Committee Member of BAAS Mr. Md. Mamunur Rashid.



Dear Members,

I hope you have realized that our beloved society was passing through a very busy schedule during the last period. The EC members have participated in a highest record of meetings. Your cooperation and support was the key strength behind all those activities.

Thank you very much for your patience hearing.



**Naimul Hassan**  
Secretary General, BAAS



## TREASURER'S REPORT 2017-2018

Honorable President,  
Respected Members of the Society  
As- Salamu- Alaikum

With the permission of the chair, I am presenting Financial Report of the society for the year ending on 31st December 2017.

1. The Account of the society for the year ending on 31st December 2017 has been completed. Total Expenditure in this period is Taka 4,057,154/- (Tk. Forty Lac Fifty Seven Thousand One Hundred Fifty Four Only.) against an Income of Taka 11,735,810/- (One Core Seventeen Lac Thirty Five Thousand Eight Hundred Ten Only .There is a surplus of Taka 7,678,656/-(Seventy Six Lac Seventy Eight Thousand Six Hundred Fifty Six Only). MARHK & CO. Chartered Accountants audited the Books of Accounts. They have found books of accounts maintained in proper order.

### 2. Closing balance of our Banks as on 28th February 2018:

SL NO	BANK NAME	PLACE	A/C TYPE	TAKA
1	Janata Bank Ltd.	Sonargaon Road Branch	Saving	242,037
2	Prime Bank Ltd.	Elephant Road Branch	Current	469,655
3	Dutch Bangla Bank Ltd.	Elephant Road Branch	Current	54,155

### 3. Presently we have Nine following Fixed Deposits accounts with:

SL NO	ORGANIZATION	TAKA	RATE	MATURITY
1	Lankabangla Finance Ltd.	6,914,000	8.50%	13.01.2018
2	MIDAS Financing Ltd.	1,741,000	9%	07.02.2018
3	Lankabangla Finance Ltd.	1,268,194	Double	27.02.2020
4	Lankabangla Finance Ltd.	1,466,461	Double	10.08.2020
5	Lankabangla Finance Ltd. (DPS )	430,000		27.07.2024
6	MIDAS Financing Ltd.	1,562,137	8.75%	20.06.2018
7	MIDAS Financing Ltd.	1,026,970	8.75%	27.08.2018
8	Merkantile Bank Ltd.	2,500,000	8%	18.12.2018
9	Delta Brac Housing Finance Corporation Ltd.	1,000,000	7.50 %	26.12.2018
	<b>Total</b>	<b>17,908,760</b>		

In word: One Core Seventy Nine Lac Eight Thousand Seven Hundred Sixty Only.

Note: Double Money Period Five Years Six Months.

### 4. Closing balance of CSR Banks accounts as on 28<sup>th</sup> February 2018

SL NO	ORGANIZATION	A/C TYPE	TAKA	RATE	INTEREST MONTHLY
1	MIDAS Financing Ltd.	FDR	1,000,000	9%	6750/-
2	MIDAS Financing Ltd.	FDR	500,000	9%	3,375/-
3	Eastern Bank Ltd.	Saving	390,784		
	<b>Total</b>		<b>1,890,784</b>		<b>10,125/-</b>

In word: Eighteen Lac Ninety Thousand Seven Hundred Eighty Four Only.

#### 5. Closing balance of BAAS Village Banks accounts as on 28<sup>th</sup> February 2018:

SL. NO:	ORGANIZATION	TYPE OF A/C	TAKA	RATE	MATURITY
1	Lankabangla Finance Ltd.	FDR	5,082,058	7.75%	12.04.2018
2	People's Leasing	FDR	2,657,192	10.00%	15.04.2018
3	Lankabangla Finance Ltd.	FDR	2,215,419	8.00%	02.05.2018
4	Lankabangla Finance Ltd.	FDR	1,606,500	8.00%	18.05.2018
5	Lankabangla Finance Ltd.	FDR	1,655,800	7.75%	21.06.2018
6	Lankabangla Finance Ltd.	FDR	1,220,250	9.00%	11.07.2018
7	Lankabangla Finance Ltd.	FDR	427,400	9.00%	18.01.2019
8	Shahjalal Islami Bank Ltd.	FDR	3,100,000	8.50%	18.02.2019
9	Eastern Bank Ltd.	Saving	289,071	-	-
		<b>Total</b>	<b>18,253,690</b>	<b>-</b>	<b>-</b>

In word: One Core Eighty Two Lac Fifty Three Thousand Six Hundred Ninety Only.

#### 6. BAAS Village present Liability with Finance Organization as on 28th February 2018

PARTICULARS	TAKA	PARTICULARS	TAKA
Loan received from:		Loan Adjust with interest:	
a. Lankabangla Finance	21,900,000	a. Lankabangla Finance	13,320,000
b. People's Leasing	1,550,000	b. Closing liability	10,130,000
<b>Total</b>	<b>23,450,000</b>		<b>23,450,000</b>

7. With the permission of the Chair, now I am presenting proposed "Bangladesh AOTS – HIDA Alumni Society" Budget for the Year 2018. Total Expenditure for the period is proposed Tk. 23,301,310/- (Tk. Two Core Thirty Three Lac One Thousand Three Hundred Ten Only). Against in Income of Tk. 31,861,506/- (Three Core Eighteen Lac Sixty One Thousand Five Hundred Six Only). The Surplus in the proposed budget is Tk. 8,560,196/- (Eighty Fifty Lac Sixty Thousand One Hundred Ninety Six Only.) which has to be earned by BAAS through the generous contribution of the honorable members. The Budget Statement has been distributed in this meeting for approval.

8. The Account of the "Bangladesh – Japan Training Institute" for the year ending on 31st December 2017 has been completed. Total Expenditure in the period is Tk. 3,106,818/- (Tk. Thirty One Lac Six Thousand Eight Hundred Eighteen Only) against an Income of Taka 3,134,395 (Thirty One Lac Thirty Four Thousand Three Hundred Ninety Five Only). There is a Net Surplus of Tk. 27,577/- (Tk. Twenty Seven Thousand Five Hundred Seventy Seven Only).

9. With the permission of the Chair, now I am presenting proposed "Bangladesh – Japan Training Institute" Budget for the Year 2018. Total Expenditure for the period is proposed Tk. 5,011,141/- (Tk. Fifty Lac Eleven Thousand One Hundred Forty One Only) against in Income of Tk. 7,782,500/- (Tk. Seventy Seven Lac Eighty Two Thousand Five Hundred Only). The Surplus in the proposed budget is Tk. 2,721,359/- (Tk. Twenty Seven Lac Twenty One Thousand Three Hundred Fifty Nine Only). Which has to be earned by the training activities of BJTI. The Budget Statement has been distributed in this meeting for approval.

I proposed Mizanur Rahman Khan MARHK & CO. Chartered Accountants an Auditor for the period from 1st January 2018 to 31st December 2018 at a Fee Tk. 15,000 only. For BAAS & BJTI

I express my thanks to all members of BAAS for kind cooperation and patient hearing.



*Mir Ashraful Hossain*

**Mir Ashraful Hossain**  
Treasurer, BAAS



**MARHK & CO.**  
Chartered Accountants

## Independent Auditors' Report

### Reports on the financial statement

We have audited the accompanying Financial Statements of “**Bangladesh AOTS - HIDA Alumni Society (BAAS)**” Which comprise the Statement of Financial Position (Balance Sheet) as at 31 December 2017, along with Statement of Comprehensive Income and Expenditure, Statement of Cash flow and Notes to the financial Statement Account for the Period then ended and a Summary of Significant Accounting Policies and other explanatory notes.

### Management's responsibility for the financial statement

The management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards (IFRS) and other applicable laws and regulations. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in circumstances.

### Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Bangladesh Standards on Auditing (BSA). Those Standards require that we comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements, prepared in accordance with Bangladesh Financial Reporting Standards (BFRS), give a true and fair view of the state of the BAAS's affairs as at 31 December 2017 and of the results of its operations and for the period then ended and comply with the applicable laws and regulations.

### WE also report that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof.
- In our opinion, proper books of account as required by law have been kept by BAAS as it appeared from our examination of those books.
- The financial statements dealt with by the report are in agreement with the books of account and returns.

Dated: Dhaka, 11 February 2018

  
**MARHK & CO.**  
Chartered Accountants



**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
(Registered under Societies Act XXI with Registrar of Joint Stock Companies)  
**Statement of Financial Position**  
As at 31 December 2017

		Amount in Taka	
Particulars	Notes	31-12-2017	31-12-2016
<b>ASSETS</b>			
<b>Non-Current Assets</b>			
Property, furniture, fixture and equipment (Ref: Annexure-A)		45,329,345	45,937,078
		45,329,345	45,937,078
<b>Current Assets</b>			
Investment in FDR (Ref: Annexure-C)		17,992,362	10,981,775
Investment in BJTI	14	788,371	760,794
Short term loan & Advance	5	20,000	56,000
Advance installments paid to RAJUK for Land		16,945,000	16,945,000
Accounts and others receivable	6	176,000	88,000
Cash & Bank balance- BAAS	7.1	1,212,924	729,122
		37,134,657	29,560,691
<b>Investment for CSR Activities</b>			
Investment in FDR (Ref: Annexure-D)		1,500,000	1,400,000
Amount held in BAAS Accounts		20,000	-
Cash & Bank balance-CSR Activities	7.2	475,959	181,882
		1,995,959	1,581,882
<b>Investment for BAAS Village</b>			
Investment in FDR (Ref: Annexure-E)- BAAS Village A/C		14,864,619	22,603,785
Advance paid to BAAS Village land		10,000,000	-
BAAS Village Land (Ref: Annexure-B)		22,493,545	-
Cash & Bank balance - BAAS Village	7.3	43,316	16,000
		47,401,480	22,619,785
<b>Total Assets</b>		<b>131,861,441</b>	<b>99,699,436</b>
<b>LIABILITIES</b>			
<b>Non-Current Liabilities</b>			
Long term loan	8	-	2,150,000
<b>Current Liabilities</b>			
Accounts and others payable	9	2,510,000	1,100,000
General Fund- CSR Activities	10	1,960,420	1,546,343
General Fund - BAAS Village Land	11	36,871,480	22,619,785
Loan from financial Institute against FDR of BAAS Village	12	10,530,000	-
		47,401,480	22,619,785
<b>Net Assets</b>			
General Fund -BAAS	13	35,397,993	27,276,880
General Fund- BJTI	14	788,371	760,794
Revaluation reserve	15	43,803,178	44,245,634
		79,989,541	72,283,308
<b>Total liabilities and net assets</b>		<b>131,861,441</b>	<b>99,699,436</b>

These financial statements should be read in conjunction with the annexed notes

*[Signature]*  
President

*[Signature]* **En. Ashraf Hossain**  
Treasurer

*[Signature]*  
Secretary General

Auditors' Report to the Executive Committee  
See annexed report of date

Dated: Dhaka,  
11 February, 2018



*[Signature]*  
**MARHK & CO.**  
Chartered Accountants

**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
(Registered under Societies Act XXI with Registrar of Joint Stock Companies)  
**Statement of Comprehensive Income and Expenditure**  
For the year ended 31 December 2017

		Amount in Taka	
Particulars	Notes	31-12-2017	31-12-2016
<b>INCOME</b>			
<i>Income from members and AOTS-HIDA:</i>			
Membership fee	9.2	4,425,000	1,375,000
Gold Membership Fee		2,000,000	-
Annual Subscription Fee	9.2	1,140,000	-
Cooperation Fee	9.2	275,000	-
Service Fee	9.2	445,000	-
Fees received from AOTS-HIDA	16	1,379,230	838,760
Donation for BAAS-BJTI Complex	17	-	620,000
		<u>9,664,230</u>	<u>2,833,760</u>
<i>Other income:</i>			
Interest income	18	1,025,990	1,261,466
Rental income from property		560,000	606,000
Other receipts	19	485,590	278,500
		<u>2,071,580</u>	<u>2,145,966</u>
<b>Total Income [A]</b>		<u><b>11,735,810</b></u>	<u><b>4,979,726</b></u>
<b>EXPENDITURE</b>			
Administrative & Operating Expenses	20	2,355,709	2,579,416
Seminar & Training Program Expenses	21	461,123	94,318
BAAS River Cruise Program	22	281,219	186,763
BAAS Picnic Program	23	351,371	-
Donation for Nepal Earthquake		-	205,000
Loss on sale of Photocopy Machine	24	-	86,454
Bad debt written off		-	30,000
<b>Total Expenditure</b>		<u>3,449,422</u>	<u>3,181,951</u>
<i>Non-cash expenditure:</i>			
Depreciation (Ref: Annexure A)		607,732	630,339
<b>Total Expenditure [B]</b>		<u><b>4,057,154</b></u>	<u><b>3,812,290</b></u>
<b>NET SURPLUS (surplus of income over expenditure) [A-B]</b>		<u><b>7,678,656</b></u>	<u><b>1,167,436</b></u>

*These financial statements should be read in conjunction with the annexed notes*

  
President

  
Treasurer

  
Secretary General

*Auditors' Report to the Executive Committee  
See annexed report of date*

Dated: Dhaka,  
11 February, 2018

  
MARHK & CO.  
Chartered Accountants



**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
**STATEMENT OF CASH FLOW**  
As at 31 December 2017

Amount in Taka		
Particulars	31-12-2017	31-12-2016
<b>Cash flows from Operating Activities:</b>		
Collection from Membership Fee & Other Income	11,647,810	5,279,726
Payment for general & administrative expenses	(9,014,008)	(3,900,250)
<b>Net cash used by operating Activities</b>	<b>2,633,802</b>	<b>1,379,476</b>
<b>Cash flows from Investing Activities:</b>		
Acquisition of Fixed assets	-	(110,000)
<b>Net cash used in Investing Activities:</b>	<b>-</b>	<b>(110,000)</b>
<b>Cash flows from Financing Activities:</b>		
Bank Loan	(2,150,000)	(1,604,505)
<b>Net cash provided in Financing Activities:</b>	<b>(2,150,000)</b>	<b>(1,604,505)</b>
Net (decrease)/increase in cash & Cash Equivalent	483,802	(335,029)
Cash & Cash Equivalent at the beginning of period	729,122	1,064,151
Cash & Cash Equivalent at the end of period	<b>1,212,924</b>	<b>729,122</b>





**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
**(Registered under Societies Act XXI with Registrar of Joint Stock Companies)**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2017**

**1 Reporting entity**

**1.1 Introduction**

The Association for Overseas Technical Scholarship (AOTS) was established in 1959 with the support of the Ministry of International Trade and Industry, Japan. Bangladesh AOTS Alumni Society, BAAS is an alumni organization formed by ex trainees who received technical or management training under the auspices of AOTS, Japan. BAAS was registered with the Registrar of Joint Stock Companies, Bangladesh under the Societies Act XXI of 1860 via registration no. S2228(71)/99 dated 18 October 1999 and registration location was shown at No. 31-32, 7th Floor, Eastern Plaza, Hatirpool, Sonargaon Road, Dhaka 1205. This organization amended its memorandum, article of association and renamed as Bangladesh AOTS-HIDA Alumni Society, (BAAS) on 12 August 2012.

**1.2 Nature of activities**

- a. Maintain a friendly and cordial relationship among the alumni members;
- b. Work as the counterpart of AOTS for recommendation of trainees from Bangladesh;
- c. Proliferate Japanese culture and management practices in local manufacturing and service sectors;
- d. Provide information about the training programs of AOTS among Bangladeshi only, to contribute to the Human Resource Development efforts of Bangladesh;
- e. Organizing Seminars/ Training Courses by Japanese and Local Experts in different disciplines and sectors;
- f. Assisting AOTS and Japanese companies to implement Overseas Training Programs in Bangladesh;
- g. Cooperating with the AOTS -HIDA Alumni Societies in the South Asia and other regions for exchange of trainees and experts under a special scheme known as the World Network of Friendship (WNF).

Besides, Bangladesh AOTS-HIDA Alumni Society, BAAS took some other initiatives like BJIT for development of human resources.

**2 Basis of preparation**

**2.1 Statement of compliance**

These financial statements have been prepared in accordance with Bangladesh Accounting standards (BAS), Bangladesh Financial Reporting Standards (BFRS), the Societies Act XXI of 1860 and other applicable laws and regulations following the accrual basis of accounting except for Investments on FDRs, staff salary and allowances and office utilities where cash basis of accounting have been followed.

**2.2 Changes in accounting policy**

The Reporting Entity have not made any changes in the accounting policy and have followed similar policies from the proceeding years.

**2.3 Basis of measurement**

Financial statements have been prepared following the historical cost convention.



#### 2.4 Functional and presentational currency

These financial statements are prepared in Bangladeshi Taka (Tk), which is the society's functional currency. All financial information presented in Taka has been rounded off to the nearest integer. Figures in brackets indicate deductions.

#### 2.5 Use of estimates and judgments

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

#### 2.6 Reporting Period

These financial statements cover the period from 1 January 2017 to 31 December 2017.

#### 2.7 Statement of cash flows

Statement of cash flows is prepared principally in accordance with BAS-7 "Statements of Cash Flows" and the cash flow from operating activities have been presented under the direct method.

#### 2.8 Comparative figures

Previous year's figures have been rearranged wherever considered necessary to conform to the current year's presentation.

### 3 Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

#### 3.1 Property (Office space of BAAS), Furniture, fixture and equipment

##### (i) Recognition & measurements

Office space of BAAS and items of Furniture, fixture and equipment are stated at cost less accumulated depreciation and impairment losses. The cost of acquisition comprises of purchase price, including import duties and non-refundable taxes and any directly attributable cost of bringing the assets to its working condition for its intended use.

##### (ii) Subsequent costs

The cost of replacing part of an item of property, furniture, fixture and equipment is recognized in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Company and its cost can be measured reliably. The costs of the day-to-day servicing of property, furniture, fixture and equipment are recognized in the statement of comprehensive income as incurred.

##### (iii) Depreciation

Depreciation is recognized on straight line basis for property, furniture, fixture and equipment. The estimated useful lives for the current and comparative periods are as follows:

	<u>Rate</u>
Property at Eastern Plaza	1%
Furniture & Fixture	10%
Computer	10%
Furniture & Fixture	10%
Equipment	5%

Assets residual value and useful lives are reviewed and adjusted, if appropriate at each reporting date.





### **3.2 Recognition of Income**

#### **(I) Membership fee**

Membership fee received/ receivable from the members are recognized as income when BAAS's right to receive such income has been reasonably determined.

#### **(II) Donation**

Donations are recognized as income on accrual basis and comprises of (a) fees received from AOTS Japan, (b) Donation for RAJUK plot, (c) CSR contribution, (d) contribution for BAAS River Cruise and (e) Reimbursement from AOTS for WNF training.

#### **(III) Other income**

Other income comprise of (a) interest on FDR, (b) Rental income from property, and (c) Other receipts. These are recognized as income on accrual basis except for the Interest on FDR, which are recognized as income on cash basis.

### **3.3 Administrative expenses**

Administrative expenses comprise expenses relating to administrative staff and management, including office expenses, salaries and depreciation as well as other indirect costs. These expenses are recognized in the income statement on cash basis.

### **3.4 Cash and cash equivalents**

Accounts receivables are initially recognized at cost which is the fair value of the consideration received or receivable. After initial recognition these are carried at cost.

### **3.5 Account receivables**

Accounts receivables are initially recognized at cost which is the fair value of the consideration received or receivable. After initial recognition these are carried at cost.

### **3.6 Advances, deposits and prepayments**

Advances are initially measured at cost. After initial recognition advances are carried at cost less deductions, adjustments or changes to other account heads such as loans given and investment on property.

Deposits are measured at payment value. Prepayments are initially measured at cost. After initial recognition prepayments are carried at cost less charges to Statement of Income and Expenditure.

### **3.7 Provisions and payables**

Provision are recognized only for audit fee. Payable was recognized for payments that are due for refusal of applications and security deposit refund to the applicants who applied for scholarships.

### **4 Relationship with BJTI (Bangladesh Japan Training Institute)**

"Bangladesh – Japan Training Institute" is an integral unit of BAAS designed to carry out aims, objectives and functions as per its bye laws. All its assets will be treated as assets of BAAS. It is "An Initiative or Enterprise of BAAS" to accelerate promotion of its function in a wider framework. BAAS will foster guardianship of the institute through constitution of the Council to govern the institute. The Council shall function in a manner as outlined in the bye laws of BAAS.





## Notes to The Financial Statements

		Amount in Taka	
		31.12.2017	31.12.2016
<b>5 Short term loan &amp; Advance</b>			
Opening balance		56,000	348,000
Loan given to staff		30,000	
Re-payment of loan - BJTI		-	(250,000)
Re-payment advance Booking Venue for AGM		(37,500)	-
Bad debt written off (Booking money for AGM)		(12,500)	
Re-payment of loan - Staff		(16,000)	(42,000)
<b>Closing Balance</b>		<b>20,000</b>	<b>56,000</b>
<b>6 Accounts and others receivables</b>			
Donation from Systech digital ltd.		-	30,000
Property rent receivable		176,000	88,000
		176,000	118,000
Bad debt written off- Systech digital ltd.		-	(30,000)
<b>Closing Balance</b>		<b>176,000</b>	<b>88,000</b>
<b>7 Cash and bank balance</b>			
<b>7.1 Cash and bank balance- BAAS</b>			
Cash in hand		52,907	6,291
Cash at bank with			
Janata Bank Ltd. Saving A/C - 0873-0310026900		242,037	21,373
Prime Bank Ltd. Current A/C -11411060021984		812,155	686,887
Dutch Bangla Bank Ltd. Current A/C - 0126110000016400		105,825	14,571
		1,160,017	722,831
<b>Closing balance- BAAS</b>		<b>1,212,924</b>	<b>729,122</b>
<b>7.2 Cash and bank balance- CSR Activites</b>			
Eastern Bank Ltd. Saving A/C - 1051350124454		475,959	181,882
<b>7.3 Cash and bank balance- BAAS Village</b>			
Eastern Bank Ltd. Saving A/C - 1111290161798 (BAAS Village)		43,316	16,000
<b>8 Loang-term loan taken from financial institutions</b>			
Loan taken during the year from:			
Opening balance		2,150,000	3,754,505
Lankabangla Finance Ltd.			4,060,000
		-	4,060,000
Re-payment of loan made during the year			
IDLC Finance Ltd.		-	(3,754,505)
Lankabangla Finance Ltd.		(2,150,000)	(1,910,000)
<b>Closing balance</b>		<b>-</b>	<b>2,150,000</b>
<b>9 Accounts and others payable</b>			
Provision for audit fees (Ref: Note # 9.1 )		10,000	10,000
Fee refundable to applicants (Ref: Note # 9.2 )		1,055,000	1,090,000
Advance Annual Subscription Fee from Member (Ref: Note # 9.2 )		775,000	-
Payable for NGC Program (Ref: Note # 9.3 )		670,000	-
<b>Closing balance</b>		<b>2,510,000</b>	<b>1,100,000</b>
<b>9.1 Provision for Audit Fee</b>			
Opening balance		10,000	10,000
Provision made during the year		10,000	10,000
Paid during the year		(10,000)	(10,000)
<b>Closing balance</b>		<b>10,000</b>	<b>10,000</b>



		Amount in Taka	
		31.12.2017	31.12.2016
<b>9.2 Fee refundable to applicants (Trainees)</b>			
Opening balance	1,090,000	1,000,000	
Received during the period	7,630,000	2,535,000	
Fee Received from NGC	930,000	50,000	
	8,560,000	2,585,000	
Membership fee transferred to Income Statement	(4,425,000)	(1,375,000)	
Annual Subscription fee transfer to Income Statement	(1,140,000)	-	
Cooperation fee transfer to Income Statement	(275,000)	-	
Service fee transfer to Income Statement	(445,000)	-	
Advance Security Deposit fee refunded to applicants	(1,325,000)	(955,000)	
Long standing Participants security deposit transferred to donation	(210,000)	(165,000)	
	(7,820,000)	(2,495,000)	
Advance Annual Subscription Fee from Member	(775,000)	-	
<b>Closing balance</b>	<b>1,055,000</b>	<b>1,090,000</b>	
<b>9.3 Payable for NGC program and HIDA Experience Program</b>			
Opening balance	-	-	
Add: Security deposits received during the period	3,153,440	260,000	
Less: Refund of security deposit to participants	(2,483,440)	(260,000)	
<b>Closing balance</b>	<b>670,000</b>	<b>-</b>	
<b>10 General Fund -CSR Activities</b>			
Opening Balance	1,546,343	1,304,397	
Net surplus during the period ((Ref: Note # 10.1 )	414,077	241,946	
<b>Closing balance</b>	<b>1,960,420</b>	<b>1,546,343</b>	
<b>10.1 CSR Activities</b>			
Donation received from Members and others	1,142,000	434,260	
Interest income from FDR	110,225	91,880	
Interest income from Eastern Bank Ltd.	4,069	2,806	
Bank Charge	(2,617)	(1,520)	
Contribution for CSR activities	(839,600)	(285,480)	
<b>Net surplus during the period</b>	<b>414,077</b>	<b>241,946</b>	
<b>11 General Fund- BAAS Village</b>			
Opening Balance	22,619,785		
Net surplus during the period (Ref: Note # 11.1 )	14,251,695	22,619,785	
<b>Closing balance</b>	<b>36,871,480</b>	<b>22,619,785</b>	
<b>11.1 BAAS Village</b>			
Investment from the BAAS members	8,400,000	21,806,000	
Investment from the BAAS members	5,450,000	-	
Interest income from FDR	1,096,371	903,094	
Tax and others charges for FDR	(126,137)	(99,309)	
Interest income from bank account	44,656	20,995	
Bank charge- Eastern Bank Ltd.	(18,080)	(10,995)	
Interest Paid to Lankabngla Finance	(111,113)	-	
Misellouns	7,500	-	
BAAS Village Operation Expenses	(491,502)	-	
<b>Closing balance</b>	<b>14,251,695</b>	<b>22,619,785</b>	



		<u>Amount in Taka</u>	
		<u>31.12.2017</u>	<u>31.12.2016</u>
<b>12</b>	<b>Loang-term loan taken from financial institutions for BAAS Village</b>		
	<i>Loan taken during the year from:</i>		
	<i>Opening balance</i>		
	Lankabangla Finance Ltd.	21,900,000	-
	People's Leasing and Financeial	1,550,000	-
	Lankabangla Finance Ltd.	(12,920,000)	-
		<u>10,530,000</u>	<u>-</u>
<b>13</b>	<b>General Fund -BAAS</b>		
	Opening Balance	27,276,880	25,662,518
	Net surplus for the year	7,678,656	1,167,436
	Transferred of depreciation on asset from revaluation reserve	442,456	446,926
	<b>Closing balance</b>	<u>35,397,993</u>	<u>27,276,880</u>
<b>14</b>	<b>Investment/ General Fund- BJTI</b>	<u>788,371</u>	<u>760,794</u>
Bangladesh-Japan training institute (BJTI) is an Integral Unit of Bangladesh AOTS – HIDA Alumni Society (BAAS). According to the bye laws of BAAS (Ref: clause no. 4), all the assets of Bangladesh-Japan Training Institute (BJTI) will be an integral unit of BAAS and all its assets will be treated as the assets of BAAS. Therefore, general fund of BJTI is recognised in the FS of BAAS.			
<b>15</b>	<b>Revaluation Reserve (Ref: Annexure-A)</b>		
	Revaluation of Property	44,245,634	44,692,560
	Transferred of depreciation on revalued asset to general fund	(442,456)	(446,926)
	<b>Closing balance</b>	<u>43,803,178</u>	<u>44,245,634</u>
Revaluation model has been adopted only for the class of asset 'Property' which has been revalued at BDT 45,600,000 during the year effective from 02 July 2014. The revaluation has been carried out, by an independent valuer Com-Ex inspection & Survey based on the market price of the shop considering the location, size, infrastructure and future prospects of the locality.			
<b>16</b>	<b>Fees received from AOTS-HIDA</b>		
	Annual Fee	953,350	701,950
	NGC Program Fees	160,020	117,800
	HIDA Experience Fee	115,060	-
	WNF Program Fee	150,800	-
	METI Intership Program Fees	-	19,010
		<u>1,379,230</u>	<u>838,760</u>
<b>17</b>	<b>Donation for BAAS-BJTI Complex</b>		
	Padma Group Of Conveters	-	500,000
	Mrs. Eiko Hussain	-	100,000
	Donation fund transferred from BJTI	-	600,000
	Masafumi Sato	-	20,000
		<u>-</u>	<u>620,000</u>
<b>18</b>	<b>Interest income</b>		
	Interest on FDR (Ref: Annexure C)	1,019,539	1,259,809
	Bank interest on Saving Accounts- net of Tax	-	-
	Janata Bank Ltd.	6,451	1,657
		<u>1,025,990</u>	<u>1,261,466</u>





		<u>Amount in Taka</u>	
		<u>31.12.2017</u>	<u>31.12.2016</u>
<b>19 Other receipts</b>			
Seminar		99,500	68,500
BAAS Election		26,100	-
Advertisement Fee (BAAS WAVE)		80,000	-
Donation received - General		279,990	200,000
Miscellaneous (Sale of Photocopy Machine)		-	10,000
		<u>485,590</u>	<u>278,500</u>
<b>20 Administrative and operating expenses</b>			
Office Expenses ( Note: 20.1 )		1,467,542	1,886,128
AGM expenses		359,263	296,413
Meeting expenses		56,764	17,949
Annual Membership Fee to JBCCI		20,000	20,000
SAFAAS Program expenses		-	40,362
BAAS Website up- generation		6,000	6,000
Donation to BSTIQM		50,000	-
BAAS Gift		67,000	-
Interest on loans paid to Financial Institutional		329,140	312,564
		<u>2,355,709</u>	<u>2,579,416</u>
<b>20.1 Office expenses</b>			
Salary and allowance		872,709	840,524
Utility expenses		73,187	86,545
Telephone and Email		74,591	64,946
Office maintenance		84,168	79,900
Stationery and printing		56,309	52,676
Bank Chages ( Income Tax, Excise duty and others charge)		123,031	180,544
Audit Fees		10,000	10,000
Conveyance		23,530	16,065
City Corporation/ Land Tax and miscellaneous expense		88,050	503,014
Refreshment		17,027	8,468
Office Consumable		9,047	9,247
News papers Bill		7,842	7,884
Photocopy, Postage and Courier		728	1,225
BAAS Election		22,393	-
BAAS ID Card		4,930	6,340
Events of BAAS		-	18,750
		<u>1,467,542</u>	<u>1,886,128</u>
<b>21 Seminar and Training Expenses</b>			
AOTS Program		155,039	62,510
Seminar		65,409	31,808
WNF Program		150,800	-
BAAS WAVE Publication		89,875	-
		<u>461,123</u>	<u>94,318</u>
<b>22 BAAS River Cruise Program</b>			
Participation Fee		605,000	519,500
River Cruise Expenditure ( Ship Rent, Refreshment and others)		(886,219)	(706,263)
		<u>(281,219)</u>	<u>(186,763)</u>
<b>23 BAAS Picnic Program</b>			
Participation Fee		374,000	-
BAAS Picnic Expenditure (Vehicle Rent, Refreshment and others)		(725,371)	-
		<u>(351,371)</u>	<u>-</u>
<b>24 Loss on sale of Photocopy Machine</b>			
Purchase of Machine		-	118,750
Depreciation		-	(22,296)
Written down Value of Photocopy Machine		-	96,454
Sales Value		-	(10,000)
		<u>-</u>	<u>86,454</u>



Annexure A

**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
Registered under Societies Act XXI with Registrar of Joint Stock Companies  
**Fixed Assets Schedule**  
As on 31 December 2017

Particulars	Cost				Rate	Depreciation				Written Down Value as at 31.12.2017
	Balance as on 01.01.2017	Addition During the Year	Disposal During the Year	Closing Balance as at 31.12.2017		Addition During the Year	Disposal During the Year	Adjusted During the Year	Closing Balance as at 31.12.2017	
Flat (Property at Eastern Plaza)	45,600,000		-	45,600,000	1%		-	442,456	1,796,822	43,803,178
Furniture & Fixture	2,750,000		-	2,750,000	10%			141,223	1,478,989	1,271,011
Computer	104,930	-		104,930	10%			6,154	49,542	55,388
Safe Locker	70,800	-	-	70,800	10%			4,129	33,639	37,161
Photocopy machine (New)	90,500	-	-	90,500	5%			3,869	16,992	73,508
Air Cooler	110,000	-	-	110,000	10%			9,900	20,900	89,100
<b>Total</b>	<b>48,726,230</b>	<b>-</b>	<b>-</b>	<b>48,726,230</b>			<b>-</b>	<b>607,732</b>	<b>3,396,885</b>	<b>45,329,345</b>

Annexure B

**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
**BAAS Village Land Schedule**  
As on 31 December 2017

Particulars	Cost			Rate	Depreciation					
	Balance as on	Addition	Disposal		Closing	Opening	Addition	Disposal	Adjusted	Closing
and - 13.52 Begha	22,493,545	-	-	22,493,545	0%	-	-	-	-	22,493,545
Total	22,493,545	-	-	22,493,545	0%	-	-	-	-	22,493,545





**Bangladesh AOTS - HIDA Alumni Society (BAAS)**  
Registered under Societies Act XXI with Registrar of Joint Stock Companies  
Investment Schedule  
As on 31 December 2017

**Annexure C**

Sl.	Investment With	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Refund Maturity/Encashment During the Year		Tax and others	Closing Balance
								Principal	Realized Interest	Principal	Interest		
	2	3	4	5	6	7	8	9	10	11	12	13	14-8-9-10-11-12
1	LankaBangla Finance Ltd.	FDR	000933200000265	13.71%	10.02.2015	10.08.2020	1,345,377	-	134,537	-	-	13,453	1,466,461
2	LankaBangla Finance Ltd.	FDR	000933200000089	10.00%	27.08.2014	27.02.2020	1,163,480	-	116,348	-	-	11,634	1,268,194
3	LankaBangla Finance Ltd.	DPS	000933000000004	11.83%	27.07.2014	27.07.2024	300,000	100,000	-	-	-	-	400,000
4	LankaBangla Finance Ltd.	FDR	0009228000000516	8.50%	13.01.2016	13.01.2018	6,443,910	-	526,767	-	-	56,677	6,914,000
5	MIDAS Financing Ltd.	FDR	05652	9.00%	08.02.2016	07.02.2018	1,729,008	-	142,880	-	-	17,288	1,854,600
6	MIDAS Financing Ltd.	FDR	D07721	8.75%	21.06.2017	20.06.2018	-	1,500,000	69,041	-	-	6,904	1,562,137
7	MIDAS Financing Ltd.	FDR	D07960	8.75%	28.08.2017	27.08.2018	-	1,000,000	29,966	-	-	2,996	1,026,970
8	Merantile Bank Ltd.	FDR	0285027	8.00%	18.12.2017	18.12.2018	-	2,500,000	-	-	-	-	2,500,000
9	Delta Brac Housing	FDR	71010825	7.50%	26.12.2017	26.12.2018	-	1,000,000	-	-	-	-	1,000,000
<b>Grand Total for 2017</b>							<b>10,981,775</b>	<b>6,100,000</b>	<b>1,019,539</b>	<b>-</b>	<b>-</b>	<b>108,952</b>	<b>17,992,362</b>

**Bangladesh AOTS - HIDA Alumni Society (BAAS)**

**CSR Activities**  
Investment Schedule  
As on 31 December 2017

**Annexure D**

Sl.	Investment With	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Refund Maturity/Encashment During the Year		Tax and others	Closing Balance
								Principal	Realized Interest	Principal	Interest		
	2	3	4	5	6	7	8	9	10	11	12	13	14-8-9-10-11-12
1	LankaBangla Finance Ltd.	FDR	0009202000000125	9.25%	06.02.2014	06.02.2017	400,000	-	6,725	399,500	6,725	500	-
2	MIDAS Financing Ltd.	FDR	D06712	9.33%	30.10.2016	29.10.2018	1,000,000	-	76,500	-	76,500	-	1,000,000
3	MIDAS Financing Ltd.	FDR	D07206	9.00%	23.02.2017	22.02.2018	-	500,000	27,000	-	27,000	-	500,000
<b>Grand Total for 2017</b>							<b>1,400,000</b>	<b>500,000</b>	<b>110,225</b>	<b>399,500</b>	<b>110,225</b>	<b>500</b>	<b>1,500,000</b>

**BAAS VILLAGE PROJECT**  
Investment Schedule  
As on 31 December 2017

**Annexure E**

Sl.	Investment With	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Refund Maturity/Encashment During the Year		Tax and others	Closing Balance
								Principal	Realized Interest	Principal	Interest		
	2	3	4	5	6	7	8	9	10	11	12	13	14-8-9-10-11-12
1	LankaBangla Finance Ltd.	FDR	0009228000000689	7%	21.06.2016	21.03.2017	11,883,896	-	207,968	12,063,567	-	28,297	-
2	LankaBangla Finance Ltd.	FDR	0009228000001410	6.50%	30.05.2017	30.11.2017	-	5,400,000	101,250	5,400,000	88,625	12,625	-
3	LankaBangla Finance Ltd.	FDR	0009228000000745	7.15%	09.08.2016	09.02.2017	1,829,280	-	32,698	1,829,280	27,928	4,770	-
4	LankaBangla Finance Ltd.	FDR	0009228000000624	7.75%	12.04.2016	12.04.2018	4,827,672	-	284,318	-	-	29,932	5,082,058
5	LankaBangla Finance Ltd.	FDR	0009228000000642	8%	02.05.2016	02.02.2018	2,095,474	-	134,939	-	-	14,994	2,215,419
6	LankaBangla Finance Ltd.	FDR	0009228000000657	8%	18.05.2016	18.05.2018	1,567,463	-	45,041	-	-	6,004	1,606,500
7	LankaBangla Finance Ltd.	FDR	0013728000000619	7.75%	09.11.2016	09.11.2018	400,000	-	31,000	-	-	3,600	427,400
8	LankaBangla Finance Ltd.	FDR	0009228000001546	7.75%	21.06.2017	21.06.2018	1,600,000	-	62,000	-	-	6,200	1,655,800
9	LankaBangla Finance Ltd.	FDR	0009228000001545	6.75%	18.07.2017	18.01.2018	1,200,000	-	22,500	-	-	2,250	1,220,250
10	People's Leasing and Financial	FDR	22000000524	10.00%	15.10.2017	15.04.2018	-	2,500,000	174,657	-	-	17,465	2,657,192
<b>Grand Total for 2017</b>							<b>22,603,785</b>	<b>10,700,000</b>	<b>1,096,371</b>	<b>19,292,847</b>	<b>116,553</b>	<b>126,137</b>	<b>14,864,619</b>



## Bangladesh AOTS - HIDA Alumni Society (BAAS)

**Proposed Budget (Cash Flow) for the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

INCOME	BUDGET 2017	ACTUAL RECEIPT 2017	PROPOSED BUDGET 2018
1) Interest from Fixed Deposit :			
a. Lankabangla Finance Ltd.	493,233	526,767	639,545
b. Lankabangla Finance Ltd.	141,827	134,537	141,827
c. Lankabangla Finance Ltd.	137,934	116,348	137,934
d. MIDAS Financing Ltd.	156,690	241,887	250,000
e. Janata Bank Ltd.	2,000	6,451	5,000
	<b>931,684</b>	<b>1,025,990</b>	<b>1,174,306</b>
2) a. Membership Fee	1,875,000	4,425,000	2,500,000
b. Gold Membership Fee	-	2,000,000	2,500,000
c. Annual Subscription Fee	-	1,140,000	1,275,000
d. Cooperation Fee	-	275,000	500,000
e. Service Fee	-	445,000	200,000
	<b>1,875,000</b>	<b>8,285,000</b>	<b>6,975,000</b>
3) Office Rent	528,000	560,000	560,000
	<b>528,000</b>	<b>560,000</b>	<b>560,000</b>
4) Income From AOTS - HIDA, Japan			
a. Agreement Fee	960,000	953,350	960,000
b. NGC Program	300,000	160,020	300,000
c. WNF Program	-	150,800	250,000
d. HIDA Experience Program	-	115,060	50,000
	<b>1,260,000</b>	<b>1,379,230</b>	<b>1,560,000</b>
5) Subscription Fee for BAAS Program			
a. Borshoboron	-	-	300,000
b. BAAS Nite	400,000	-	300,000
c. River Cruise	685,400	605,000	500,000
d. BAAS Picnic	-	374,000	400,000
	<b>1,085,400</b>	<b>979,000</b>	<b>1,500,000</b>
6) Income for CSR Activities :			
a. Contibution from Members	400,000	1,142,000	350,000
b. Interest from DBH Finance	-	-	-
c. Interest MIDAS Financing Ltd.	75,000	76,500	80,000
d. Interest from Lankabangla	4,250	6,725	-
e. Interest MIDAS Financing Ltd.	28,000	27,000	40,000
f. Interest from Eastern Bank Ltd.	1,500	4,069	5,000
	<b>508,750</b>	<b>1,256,294</b>	<b>475,000</b>
7) Advertisement Fee :			
a. BAAS - WAVE	-	80,000	200,000
b. BAAS - Directory	-	-	800,000
	<b>-</b>	<b>80,000</b>	<b>1,000,000</b>
8) Contibution from Members and Others:			
a. General	100,000	279,990	200,000
b. Commemorate 50 Years Of BAAS	-	-	8,000,000
	<b>100,000</b>	<b>279,990</b>	<b>8,200,000</b>
9) Participants and Nomination Fee:			
a. Seminar	70,000	99,500	50,000
b. BAAS Election	50,000	26,100	-
	<b>120,000</b>	<b>125,600</b>	<b>50,000</b>
10) Miscellenous	20,000	-	20,000
	<b>20,000</b>	<b>-</b>	<b>20,000</b>
<b>Total</b>	<b>6,428,834</b>	<b>13,971,104</b>	<b>21,514,306</b>

## Bangladesh AOTS - HIDA Alumni Society (BAAS)

**Proposed Budget (Cash Flow) for the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

EXPENDITURE	BUDGET 2017	ACTUAL PAYMENT 2017	PROPOSED BUDGET 2018
1) Administrative and Operating Eexpenses			
a.Salary & Allowance	966,603	872,709	950,000
b.Electricity, Water & Common bill	99,527	73,187	200,000
c.Office Maintenance	91,885	84,168	100,000
d.Entertainment	9,738	17,027	25,000
e.Conveyance	18,475	23,530	25,000
f.Stationery & Printing	60,577	56,309	70,000
g.City Corporatin / Land Tax	35,000	32,000	35,000
h.Newspaper bill	9,067	7,842	9,000
i.Telephone & E-mail	74,688	74,591	80,000
j. Photocopy, Postage & Courier	5,000	728	5,000
k. Off. Consumable (Soap, Towel,Tisu)	10,634	9,047	15,000
l.Annual Audit Fee	10,000	10,000	10,000
	<b>1,391,194</b>	<b>1,261,138</b>	<b>1,524,000</b>
2) AOTS - HIDA Program Expenses			
a. AOTS Scholarship Program	93,765	155,039	200,000
b. WNF Program	-	150,800	280,000
	<b>93,765</b>	<b>305,839</b>	<b>480,000</b>
3) Bank Charge and Depreciation			
a. Bank Charge ( Income Tax, Service)	185,060	125,648	125,000
b. Depreciation	611,600	607,732	580,000
	<b>796,660</b>	<b>733,380</b>	<b>705,000</b>
4) Commemorate 50 Years Of BAAS	-	-	6,000,000
	-	-	<b>6,000,000</b>
5) BAAS Recreational Activities			
a. Bangla Borshoboron	-	-	400,000
b. BAAS Nite	400,000	-	400,000
c. River Cruise	898,719	886,219	800,000
d. Celebration and BAAS Gift	20,000	67,000	100,000
e. BAAS Picnic	-	725,371	600,000
	<b>1,318,719</b>	<b>1,678,590</b>	<b>2,300,000</b>
6) SAFAAS Program and Membership Fee:			
a. JBCCI	20,000	20,000	20,000
b. SAFAAS	20,000	-	-
	<b>40,000</b>	<b>20,000</b>	<b>20,000</b>
7) BAAS Printing Expenditure			
a. BAAS WAVE	-	89,875	100,000
b. BAAS Directory	15,000	4,930	250,000
c. BAAS ID Card	-	-	20,000
	<b>15,000</b>	<b>94,805</b>	<b>370,000</b>
8) CSR Activities :			
a. CSR to Children of Ultra-Poor Families	314,720	343,720	349,110
b. Flood and Winter Victim of poor Families	-	495,880	-
	<b>314,720</b>	<b>839,600</b>	<b>349,110</b>
9) Seminar and Election Expenses :			
a. Seminar	100,000	65,409	100,000
b. BAAS Election	50,000	22,393	-
	<b>150,000</b>	<b>87,802</b>	<b>100,000</b>
10) AGM Expenses	400,000	359,263	400,000
11) Meeting Expenses	28,014	56,764	100,000
12) BAAS Website	6,000	6,000	6,000
13) Miscellaneous	25,000	56,050	50,000
14) Donation	-	50,000	50,000
15) Promotion	-	-	500,000
	<b>459,014</b>	<b>528,077</b>	<b>1,106,000</b>
Proposed Investment	1,849,762	8,421,873	8,560,196
<b>Total</b>	<b>6,428,834</b>	<b>13,971,104</b>	<b>21,514,306</b>

## Bangladesh AOTS - HIDA Alumni Society (BAAS)

**Proposed Budget of RAJUK PLOT for the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

INCOME	BUDGET 2017	ACTUAL RECEIPT 2017	PROPOSED BUDGET 2018
1) Donation from Members and Others a. RAJUK Plot	29,041,340	-	-
	<b>29,041,340</b>	<b>-</b>	<b>-</b>
2) BAAS Generated Fund	720,000	2,479,140	10,347,200
	<b>720,000</b>	<b>2,479,140</b>	<b>10,347,200</b>
<b>Total</b>	<b>29,761,340</b>	<b>2,479,140</b>	<b>10,347,200</b>

EXPENDITURE	BUDGET 2017	ACTUAL PAYMENT 2017	PROPOSED BUDGET 2018
1) Instalment Paid to RAJUK Plot a. Uttora Phase - III ( 3rd Instalment)	6,547,200	-	6,547,200
	<b>6,547,200</b>	<b>-</b>	<b>6,547,200</b>
2) Loan Adjustment with: a. Lankabangla Finance Ltd.	2,150,000	2,150,000	-
	<b>2,150,000</b>	<b>2,150,000</b>	<b>-</b>
3) Interest payment : a. Lankabangla Finance Ltd.	319,140	329,140	-
	<b>319,140</b>	<b>329,140</b>	<b>-</b>
4) Registration and Consultancy Fee : a. Consultancy Fee b. Registration Fee	500,000 3,300,000	- -	500,000 3,300,000
	<b>3,800,000</b>	<b>-</b>	<b>3,800,000</b>
5) Proposed Investment	16,945,000	-	-
<b>Total</b>	<b>29,761,340</b>	<b>2,479,140</b>	<b>10,347,200</b>



## Bangladesh AOTS - HIDA Alumni Society (BAAS)

### BAAS Village Project

**Proposed Budget for the Period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

INCOME	BUDGET 2017	ACTUAL RECEIPT 2017	PROPOSED BUDGET 2018
a) Investment from Members	30,000,000	13,850,000	60,000,000
b) Interest from Fixed Deposit	913,500	1,096,371	993,000
c) Interest from Eastern Bank Ltd.	5,000	44,656	5,000
d) Loan From Lankabangla Finance	-	21,900,000	5,104,000
e) People's Leasing and Financial	-	1,550,000	-
f) Short term loan Operational Exp.	-	9,087	-
g) Misellounes	-	7,500	-
	<b>30,918,500</b>	<b>38,457,614</b>	<b>66,102,000</b>
BAAS Village Generated Fund	-	7,702,763	-
<b>Total</b>	<b>30,918,500</b>	<b>46,160,377</b>	<b>66,102,000</b>

EXPENDITURE	BUDGET 2017	ACTUAL PAYMENT 2017	PROPOSED BUDGET 2018
a) Advance paid for Land	-	10,000,000	-
b) Purchase Land	22,500,000	22,493,545	54,945,000
c) Operation expenses	50,000	491,502	250,000
d) Loan Adjust with Interest	-	12,920,000	10,530,000
e) Tax and others charge	91,350	126,137	115,000
f) Bank charge	5,000	18,080	12,000
g) Interest paid to Lankabangla Finance	-	111,113	250,000
	<b>22,646,350</b>	<b>46,160,377</b>	<b>66,102,000</b>
Proposed Investment	8,272,150	-	-
<b>Total</b>	<b>30,918,500</b>	<b>46,160,377</b>	<b>66,102,000</b>



# MARHK & CO.

Chartered Accountants

## Independent Auditors' Report

### Reports on the financial statement

We have audited the accompanying Financial Statements of "Bangladesh-Japan Training Institute (BJTI)" Which comprise the Statement of Financial Position (Balance Sheet) as at 31 December 2017, along with Statement of Comprehensive Income and Expenditure and Notes to the financial Statement Account for the Period then ended and a Summary of Significant Accounting Policies and other explanatory notes.

### Management's responsibility for the financial statement

The management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards (IFRS) and other applicable laws and regulations. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in circumstances.

### Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Bangladesh Standards on Auditing (BSA). Those Standards require that we comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements, prepared in accordance with Bangladesh Financial Reporting Standards (BFRS), give a true and fair view of the state of the BJTI's affairs as at 31 December 2017 and of the results of its operations and for the period then ended and comply with the applicable laws and regulations.

### WE also report that:

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof.
- In our opinion, proper books of account as required by law have been kept by BJTI as it appeared from our examination of those books.
- The financial statements dealt with by the report are in agreement with the books of account and returns.

Dated: Dhaka, 10 February 2018

  
MARHK & CO.  
Chartered Accountants



# **Bangladesh - Japan Training Institute (BJTI)**

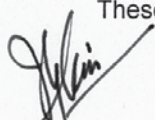
(An Integral Unit of Bangladesh AOTS – HIDA Alumni Society)

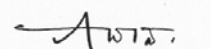
## **Statement of Financial Position**

As at 31 December 2017

		Amount In Taka	
Particulars	Notes	31-Dec-17	31-Dec-16
<b>A. ASSETS</b>			
<b>Fixed Assets</b>			
Assets (Annexure- A)		34,893	38,770
		<b>34,893</b>	<b>38,770</b>
<b>Current Assets</b>			
Short-term non-interest bearing loan given to employees	3	64,000	7,000
Accounts and others receivables	4	313,432	150,800
Cash and bank balances	5	397,046	577,224
		<b>774,478</b>	<b>735,024</b>
<b>Total Assets</b>		<b>809,371</b>	<b>773,794</b>
<b>B. FUND &amp; LIABILITIES</b>			
<b>Current Liabilities</b>			
Loan from Bangladesh AOTS-HIDA Alumni Society	6	-	-
Accounts and other payables	7	21,000	13,000
<b>Total Liabilities</b>		<b>21,000</b>	<b>13,000</b>
<b>Net Assets</b>			
General fund	8	788,371	760,794
<b>Total Fund &amp; Liabilities</b>		<b>809,371</b>	<b>773,794</b>

These financial statements should be read in conjunction with the annexed notes

  
Chairman

  
Secretary General  
BAAS

Auditors' Report to the Trustees  
See annexed report of date

Dhaka, 10 February 2018

  
MARHK & CO.  
Chartered Accountants






**Bangladesh - Japan Training Institute (BJTI)**  
(An Integral Unit of Bangladesh AOTS – HIDA Alumni Society)  
**Statement of Income and Expenditure**  
As at 31 December 2017

		<u>Amount in Taka</u>	
<u>Particulars</u>	<u>Notes</u>	<u>31-Dec-17</u>	<u>31-Dec-16</u>
<b>INCOME</b>			
<i>Income from participants :</i>			
Training fee	9	3,013,490	2,628,746
Donation	10	50,000	
		3,063,490	2,628,746
<i>Other income :</i>			
Training Conducted Honorarium		70,905	48,310
Profit from Shahjalal Islami Bank Ltd.			793
		70,905	49,103
<b>Total Income [A]</b>		<b>3,134,395</b>	<b>2,677,849</b>
<b>EXPENDITURE</b>			
Administrative & Operating Expenses	11	1,315,601	1,150,659
Seminar & Training Program Expenses	12	1,734,161	1,364,707
Training Conducted Honorarium for Assistant General Manager		53,179	36,233
Donation for BAAS-BJTI Complex			600,000
Bad debt written Off			13,577
		3,102,941	3,165,176
<i>Non -Cash expenditure:</i>			
Depreciation (Ref: Annexure A )		3,877	4,430
<b>Total Expenditure [B]</b>		<b>3,106,818</b>	<b>3,169,606</b>
<b>Net SURPLUS (surplus of income over expenditure) [A -B]</b>		<b>27,577</b>	<b>(491,757)</b>

These financial statements should be read in conjunction with the annexed notes

  
Chairman

  
Secretary General  
BAAS

*Auditors' Report to the Trustees*  
*See annexed report of date*

Dhaka, 10 February 2018

  
MARHK & CO.  
Chartered Accountants



**Bangladesh - Japan Training Institute (BJTI)**  
(An Integral Unit of Bangladesh AOTS – HIDA Alumni Society)

**Notes to the Financial Statements**

For the period from 01 January to 31 December 2017

**1 Reporting entity**

**1.1 Introduction**

Bangladesh-Japan training institute (BJTI) was established in 2012 with the support of the Bangladesh AOTS-HIDA Alumni Society (BAAS), that is yet to be registered with the Registrar of Joint Stock Companies (Bangladesh) under the Societies Act XXI of 1860. The office of BJTI is located at Room no. 31-32, 7th Floor, Eastern Plaza, Hatirpool, Sonargaon Road, Dhaka 1205 which is the registered office of BAAS.

According to the bye laws of BAAS (Ref: clause no. 8), all the assets of Bangladesh-Japan Training Institute (BJTI) will be an integral unit of BAAS and all its assets will be treated as the assets of BAAS.

**1.2 The major activities of BJT**

**Aims and Objectives**

The main aim and objectives of BJTI is to contribute to the economic growth of Bangladesh by enhancing the managerial and technical skills of human resources through disseminating Japanese Management Approaches in Bangladesh. BJTI looks forward to contribute to the development of industrial relations and also create a link between similar institutions at home and abroad.

**Functions**

The principal functions of BJTI are to carry out need assessment, develop curriculum, design training courses, workshops and implement the same. BJTI also implements programs to create awareness like seminar, discussion programs etc. They publish books, journals, news letters etc. and also carry out research in relevant fields.

**2 Basis of preparation**

**2.1 Statement of compliance**

These Financial statements have been prepared and presented in accordance with Bangladesh Financial Reporting Standards (BFRS), the Societies Act XXI of 1860 and other applicable laws and regulations following the accrual basis of accounting except for staff salary and allowances and office utilities where cash basis of accounting have been followed.

**2.2 Use of estimates and judgments**

The preparation of financial statements requires management to make judgment, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

**2.3 Reporting Period**

These years financial statements cover the period from 01 January 2017 to 31 December 2017.

**3. Significant accounting policies**

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

**3.1 Cash & Bank balance**

Cash & bank balance consist of cash in hand and at bank.

**3.2 (I) Training fee**

Training fee received / receivable from the participants are recognized as income when BJTI's right to receive such income has been reasonably determined.

**(II) General donation**

General donations are recognized as income on accrual basis





**(III) Provisions and payables**

The organisation recognizes provisions when it has legal or constructive obligation resulting from past events, the settlement of which would result in inflow of resource embodying economic benefits to the organisation.

**3.3 General**

- a) The figures in the financial statements are represented in Bangladeshi Taka currency.
- b) The figures have been rounded up to the nearest value.
- c) Previous year's figures have been rearranged wherever necessary to conform to the current year's presentation.

**4. Relation with Bangladesh AOTS - HIDA Alumni Society (BAAS)**

"Bangladesh - Japan Training Institute" is an integral unit of BAAS designed to carry out aims, objectives and functions as per its laws. All its asset will be treated as BAAS. It is "An Initiative or Enterprise of BAAS" to accelerate promotion of its function in a wider framework. BAAS will foster guardianship of the institute through constitution of the Council to govern the institute. The council shall function in a manner as outlined in the bye laws of BAAS.

	31-Dec-17 Taka	31-Dec-16 Taka
<b>3 Short-term non-interest bearing loan given to employees</b>		
Opening Balance	7,000	70,000
Loan given during the year	64,000	-
Realisation of loan during against salary	(7,000)	(63,000)
	<u>64,000</u>	<u>7,000</u>

\* Short - term non-interest bearing loan was given to Assistant General Manager for bearing his personal expenses

**4 Accounts and other receivables**

Safety at Work -II -BRAC	4,000	
POKAYOKE for Quality Improvement - Padma Group	4,800	
OHSAS - Reza Group	10,000	
Kanban system for inventory control -Reza Group	20,000	
Occupational Health & Safety Management System (OHSAS)	89,092	
Quality Management System (QMS): 9001-2015	127,370	
Kanban system for inventory control	58,170	
Office kaizen & Office 5S Concepts (WNF Program AOTS)		19,658
Toyota Production System (WNF Program AOTS)	-	39,616
Kobetsu Kaizen and Jishu Hozen (WNF Program AOTS)	-	19,658
Lean Management (WNF Program AOTS)	-	71,868
	<u>313,432</u>	<u>150,800</u>

**5 Cash and bank balances**

Cash in Hand	1,850	22,372
Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369)	395,196	554,852
	<u>397,046</u>	<u>577,224</u>

**6 Loan from Bangladesh AOTS-HIDA Alumni Society**

Less: Loan Adjustment		250,000
		(250,000)
	<u>-</u>	<u>-</u>

**7 Accounts and other payable**

Opening Balance	13,000	5,000
Provision during the year	5,000	5,000
Paid during the year	(5,000)	(5,000)
Advance Training Fee received from participants	8,000	8,000
	<u>21,000</u>	<u>13,000</u>





	31-Dec-17 Taka	31-Dec-16 Taka
<b>8 General Fund</b>		
Opening balance	760,794	1,252,551
Add: Net (deficit)/ surplus for the year	27,577	(491,757)
Closing balance	<u>788,371</u>	<u>760,794</u>

**9 Training fee**

Behaviour Modification for Performance Improvement	112,408	-
Safety at Work	52,000	-
Effective Team Building : How to Lead and Perform	80,000	-
Industrial Water Treatment & Boiler and Cooling Water Conditioning	56,000	-
Total Quality Management	77,000	-
Leadership & Problem Solving	133,000	-
Pokayoke for Quality Improvement	105,600	-
Manufacturing Excellence through Kaizen	94,800	-
Visual Management through 5 'S'	58,200	-
Office Kaizen and Office 5S	86,800	-
Industrial Effluent Treatment Plant	115,500	-
Safety at Work - II	54,000	-
Essential Analysis of Supply Chain and Logistic Management	32,000	-
Leadership for 21st Century	22,800	-
Inventory, Warehousing, Transportation and Distribution Management	88,200	-
KPI Master Class: Design, Implement and Measure KPI	61,600	-
Total Productive Maintenance	42,400	-
Work Place English	39,600	-
Managing Brands : Differentiale or Die	58,400	-
Essential Skills at Work Place	80,000	-
KPI Based Performance Management System	41,600	-
Launching New Product : Market Assessment & Competitive Positioning	33,600	-
Business Model and Strategy Development	27,600	-
Essential Analysis of Supply Chain and Logistic Management	36,000	-
Inventory, Warehousing, Transportation and Distribution Management	119,000	-
Managerial Competencies Master Class	47,200	-
Effective Negotiation Skills and Conflict Management	48,000	-
HR Accounting and HR Audit: How to Lead and Perform	40,000	-
Essential Skills at Work Place II	164,450	-
Effective Team Building : How to Lead and Perform	34,000	-
Kaizen for Improving Organizational Performance	32,000	-
The Seven Habits of Highly Effective People	55,600	-
Occupational Health & Safety Management System (OHSAS)	209,092	-
Quality Management System (QMS): 9001-2015	247,370	-
Negation Skills at the workplace	80,000	-
Kanban system for inventory control	209,170	-
Essential Skills for Office Secretary	44,000	-
Group Dynamics & Team Building	94,500	-
Trining program During the period	-	2,628,746
	<u>3,013,490</u>	<u>2,628,746</u>

**10 Donation**

BAAS - BJTI Complex Project		600,000
General	50,000	16,000
	<u>50,000</u>	<u>616,000</u>



	31-Dec-17 Taka	31-Dec-16 Taka
<b>11 Administrative &amp; Operating Expenses</b>		
Salaries & allowances	1,019,288	856,090
Utilities	127,511	105,854
Training Room Maintenance	650	16,850
Audit fee	5,000	5,000
BJTI website up-gradation expenses	6,000	6,000
Bank charges by Shah Jalal Islami Bank Ltd.	2,410	3,972
Conveyance for office staffs	6,945	9,565
Photocopy, postage & courier	20,544	19,343
Printing & stationary	64,608	52,005
Telephone & e-mail services	33,200	32,700
Council meeting	2,795	1,280
Purchase Books for BJTI	26,650	3,000
Promition to BJTI		39,000
	<b>1,315,601</b>	<b>1,150,659</b>
<b>12 Seminar &amp; Training Program Expenses</b>		
Training Materials	163,300	204,300
Behaviour Modificiation for Performance Improvement	41,607	-
Safety at Work	25,037	-
Effective Team Building : How to Lead and Perform	21,760	-
Industrial Water Treatment & Boiler and Cooling Water Conditioning	46,752	-
Total Quality Management	58,958	-
Leadership & Problem Solving	54,569	-
Pokayoke for Quality Improvement	49,651	-
Manufacturing Excellence through Kaizen	42,724	-
Visual Management through 5 'S'	37,591	-
Office Kaizen and Office 5S	42,220	-
Industrial Effluent Treatment Plant	54,345	-
Safety at Work - II	25,051	-
Essential Analysis of Supply Chain and Logistic Management	22,281	-
Leadership for 21st Century	22,822	-
Inventory, Warehousing, Transportation and Distribution Management	49,713	-
KPI Master Class: Design, Implement and Measure KPI	44,301	-
Total Productive Maintenance	22,114	-
Work Place English	22,002	-
Managing Brands : Differentiale or Die	24,424	-
Essential Skills at Work Place	22,640	-
KPI Based Performance Management System	22,394	-
Launching New Product : Market Assessment & Competitive Positioning	27,377	-
Business Model and Strategy Development	20,605	-
Essential Analysis of Supply Chain and Logistic Management	27,601	-
Inventory, Warehousing, Transportation and Distribution Management	50,754	-
Managerial Competencies Master Class	32,755	-
Effective Negotiation Skills and Conflict Management	23,404	-
HR Accounting and HR Audit: How to Lead and Perform	21,470	-
Essential Skills at Work Place II	85,330	-
Effective Team Building : How to Lead and Perform	21,736	-
Kaizen for Improving Organizational Performance	20,317	-
The Seven Habits of Highly Effective People	24,796	-
Occupational Health & Safety Management System (OHSAS): 18001:2007	140,271	-
Quality Management System (QMS): 9001-2015	137,605	-
Negation Skills at the workplace	21,910	-
Kanban system for inventory control	91,180	-
Essential Skills for Office Secretary	22,307	-
Group Dynamics & Team Building	48,487	-
Training Program during the Period	-	1,160,407
	<b>1,734,161</b>	<b>1,364,707</b>





Annexure A

**Bangladesh-Japan Training Institute (BJTI)**  
**Registered under Societies Act XXI with Registrar of Joint Stock Companies**  
**Fixed Assets Schedule**  
**As on 31 December 2017**

Particulars	Cost			Rate	Depreciation			Written Down Value as at 31.12.17
	Opening Balance as at 01.01.17	Addition During the Year	Disposal During the Year		Disposal During the Year	Addition During the Year	Closing Balance as at 31.12.17	
Laptop	37,000	-	-	10%	-	2,997	10,027	26,973
Printer	9,900	-	-	10%	-	880	1,980	7,920
Balance as at 31 December 2017	46,900					3,877	12,007	34,893

*Fixed assets are stated at cost less accumulated depreciation charged on diminishing balance method*





## Bangladesh - Japan Training Institute (BJTI)

**Proposed Budget (Cash Flow) for the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

INCOME		BUDGET 2017	ACTUAL RECEIPT 2017	PROPOSED BUDGET 2018
1	Training Fee (Number of Participants-935)	3,254,000	3,013,490	4,581,500
		<b>3,254,000</b>	<b>3,013,490</b>	<b>4,581,500</b>
2	Training Conducted Honorarium	60,388	70,905	50,000
		<b>60,388</b>	<b>70,905</b>	<b>50,000</b>
3	Interest from Bank	1,000	-	1,000
		<b>1,000</b>	<b>-</b>	<b>1,000</b>
4	Donation :			
	a) General	-	50,000	650,000
		<b>-</b>	<b>50,000</b>	<b>650,000</b>
5	Membership Fee	-	-	2,000,000
		<b>-</b>	<b>-</b>	<b>2,000,000</b>
<b>Total</b>		<b>3,315,388</b>	<b>3,134,395</b>	<b>7,282,500</b>

## Bangladesh - Japan Training Institute (BJTI)

**Proposed Budget (Cash Flow) for the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

EXPENDITURE	BUDGET 2017	ACTUAL PAYMENT 2017	PROPOSED BUDGET 2018
1. Administrative and operating expenses			
a. Salary & Allowance	941,699	1,019,288	1,121,217
b. Electricity, Water & Common Bill	127,025	127,511	140,262
c. Conveyance	10,522	6,945	7,640
d. Stationery & Printing	65,006	64,608	71,069
e. Mobile Bill and Email	35,970	33,200	36,520
f. Photocopy, Postage & Courier	23,212	20,544	22,598
g. Entertainment	20,000	-	20,000
h. Annual Audit Fee	5,000	5,000	5,000
i. Bank Charge (VAT, S. Charge, etc.)	4,369	2,410	5,000
j. BJTI Website	16,000	6,000	16,000
k. Promotion (Key Ring and Note Book)	20,000	26,650	30,000
l. Office Rent	-	-	360,000
m. Training room maintenance	21,063	650	25,000
n. Board Meeting	20,000	2,795	20,000
o. Miscellaneous	10,000	-	10,000
	<b>1,319,866</b>	<b>1,315,601</b>	<b>1,890,306</b>
2. Training Expenses :			
a. Resource Persons	880,000	1,039,354	1,497,275
b. Training Materials (Bag, Pad, Pen)	238,500	163,300	359,975
c. Refreshment	424,000	410,995	453,988
d. Stationery and Printing	22,858	30,312	56,750
e. Banner	21,600	13,280	29,400
f. Allowance ( Non BJTI Personnel )	90,000	22,400	-
g. Conveyance	9,990	10,320	56,750
h. Venue Rent	50,000	40,500	90,997
i. Employee Training	20,000	-	20,000
j. Miscellaneous	10,000	3,700	10,000
	<b>1,766,948</b>	<b>1,734,161</b>	<b>2,575,135</b>
3. Training Conducted Honorarium	45,291	53,179	42,500
	<b>45,291</b>	<b>53,179</b>	<b>42,500</b>
4. Depreciation ( Non-Cash expenditure)	3,877	3,877	3,200
	<b>3,877</b>	<b>3,877</b>	<b>3,200</b>
5. BJTI Registration	50,000	-	-
	<b>50,000</b>	<b>-</b>	<b>-</b>
6. Proposed Investment	129,406	27,577	2,721,359
<b>Total</b>	<b>3,315,388</b>	<b>3,134,395</b>	<b>7,232,500</b>

## Bangladesh - Japan Training Institute (BJTI)

**Proposed Budget (Cash Flow) for the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018**

Inflow	Budget 2017	Actual Receipt 2017	Proposed Budget 2018	Outflow	Budget 2017	Actual Payment 2017	Proposed Budget 2018
BJTI Generate Fund	30,000	62,000	500,000	1) BJTI Office Renovation	-	-	500,000
	-	-	<b>500,000</b>		-	-	<b>500,000</b>
Loan Given to staff	-	-	80,000	2) Loan Given to staff	-	62,000	<b>80,000</b>
	-	-	<b>80,000</b>		-	-	<b>80,000</b>
				3) Purchase Asset	30,000	-	-
<b>Total</b>	<b>30,000</b>	<b>62,000</b>	<b>580,000</b>	<b>Total</b>	<b>30,000</b>	<b>62,000</b>	<b>580,000</b>



## ACTIVITY REPORT OF BJTI FROM APRIL 2017 TO MARCH 2018

SL	TRAINING NAME	DATE	RESOURCE PERSON	PARTICIPANTS	ORGANIZATION
1.	Industrial Water Treatment & Boiler and Cooling Water Conditioning	April 07-08, 2017	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	8	Anon Tex Ltd., Lub-rref (Bangladesh) Ltd., Kazi Foods Industries Limited, Water Link Bangladesh, Roan Water Technologies Ltd., Raj Lanka Power Company Ltd.
2.	Total Quality Management (TQM)	April 28-29, 2017	Engr. A.M.M Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTS-HIDA Alumni Society (BAAS) & Engr. Md. Rubel Miah, Auditor, Trainer & Consultant	11	BSRM Group of Companies, IQ Shirt Ltd., Japan Textile Products Quality and Technology Center (QTEC), DBL Group and Urmi Group.
3.	Leadership and Problem Solving	April 28-29, 2017	Mr. Md. Akbar Hassan, CEO & Managing Director, Chief Resource Person & Chief Consultant, Briddhi-Industrial and Marketing Consultant	20	Bangladesh Institute of Capital Market, Deeplaid Pharmaco Ltd., Lub-rref(Bangladesh)Ltd., Modern Erection Ltd. (MEL Group), Renaissance Group, MIDAS Safety Ltd., Chemist Laboratories Ltd. and Urmi Group.
4.	Office Kaizen & Office 5 'S' Concepts	May 04, 2017	Mr. Prakash B. Yardi, International Expert on Japanese Management Approach	17	Padma Group of Converters, United Finance, Excel Technologies Ltd., Brother International Singapore Pte Ltd., Urmi Group, Silken Sewing Ltd., South West Composite Ltd. and Reza Group.
5.	Manufacturing Excellence	May 05, 2017	Mr. Prakash B. Yardi, International Expert on Japanese Management Approach	17	Padma Group of Converters, Novo Healthcare and Pharma Ltd., Urmi Group, Excel Technologies Ltd., Birds Group, Anowara Group, Lily Apparels Ltd. (Concorde Garments Group), Chemist Laboratories Ltd., Rahimafrooz Renewable Energy Ltd. and Purbani Group
6.	POKOYOKO for Quality Improvement	May 06, 2017	Mr. Prakash B. Yardi, International Expert on Japanese Management Approach	21	Padma Group of Converters, Japan Textile Products Quality and Technology Center (QTEC), Reza Group and Urmi Group.
7.	Visual Management through 5 'S'	May 07, 2017	Mr. Prakash B. Yardi, International Expert on Japanese Management Approach	11	Padma Group of Converters, Urmi Group, South West Composite Ltd.
8.	Industrial Effluent Treatment Plant	May 12-13, 2017	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	17	Thermax Group Ltd., Reza Group, Crony Apparels Limited, Unifill Composite Dyeing Mills Ltd., The Ibn Sina Pharmaceutical Industry Limited, Urmi Group and A K Khan Waterhealth (Bangladesh) Ltd.
9.	Safety at Work_2nd Phase	July 14, 2017	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD) and Former President Bangladesh AOTS-HIDA Alumni Society (BAAS)	14	Reza Group, Beximco Ltd., Energypac Electronics Ltd., Shah Cement Industries Ltd., BRAC Bank, Kai Bangladesh Aluminium Ltd. and South West Composite Ltd.
10.	Essential Analysis of Supply Chain and Logistics Management	July 21, 2017	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	8	Crony Apparels Limited, Anowara Group of Companies, Modus International, Singer Bangladesh Limited, Lakdhanavi Limited and Arunima Group.

## ACTIVITY REPORT OF BJTI FROM APRIL 2017 TO MARCH 2018

SL	TRAINING NAME	DATE	RESOURCE PERSON	PARTICIPANTS	ORGANIZATION
11	Leadership for 21st Century	July 22, 2017	Dr. Muhammad Shariat Ullah, Associate Professor, Department of Management, University of Dhaka & Senior Research Fellow, Center for Trade and Investment, University of Dhaka	6	Interstoff Group, Lakdhanavi Limited, Southwest Composite Ltd.
12	Inventory, Warehousing, Transportation and Distribution Management for SMC Enterprise Ltd.	July 26-27, 2017	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	14	SMC Enterprise Ltd.
13	KPI Master Class: Designing, Implement & Measure	August 04-05, 2017	Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant	9	Padma Group of Converters, Brother International Singapore Pte. Ltd., IDLC Finance Limited, E Generation Group, Guraba Telecom BD Ltd (GTBL) and Urmi Group.
14	Essential Skills at Workplace for YKK Bangladesh Pte. Ltd.	August 07, 2017	Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant	21	YKK Bangladesh Pte. Ltd.
15	Total Productive Maintenance (TPM)	August 11, 2017	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD) and Former President Bangladesh AOTS-HIDA Alumni Society (BAAS)	11	ACI Limited, Interstoff Group, Bandbox Ltd., Beximco Limited and Abdul Monem Limited.
16	Workplace English	August 25, 2017	Ms. Tiash Mahjabin, English Language Trainer & Expert in ESP (English for Specific Purpose)	10	ACI Limited, Brother International Singapore Pte Ltd., Beximco Limited, Southwest Composite Ltd., KAI Bangladesh Aluminium Limited, Biopharma Ltd. and National Board of Revenue (NBR).
17	Managing Brands: Differentiate or Die	August 26, 2017	Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka	15	Bata Shoe Company Ltd., Renaissance Group, Suvastu Development Limited, Bangladesh Edible Oil Limited, ACI Limited, Biopharma Ltd. and Energypac Electronics Ltd.
18	Business Model and Strategy Development	September 15, 2017	Ms. Khonika Gope, Assistant Professor, Institute of Business Administration (IBA), University of Dhaka	7	Suvastu Development Limited, Lagic Power Limited, ACI Agrolink and Bata Shoe Co. (BD) Ltd.
19	Launching New Product: Market Assessment & Competitive Positioning	September 16, 2017	Ms. Khonika Gope, Assistant Professor, Institute of Business Administration (IBA), University of Dhaka	9	Suvastu Development Limited, Union Apparel Ltd. and Akij Food & Beverage Limited.
20	Inventory, Warehousing, Transportation and Distribution Management for Singer Bangladesh Ltd.	September 16-17, 2017	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	17	Singer Bangladesh Limited
21	Managerial Competencies Master Class	September 22, 2017	Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant	13	LankaBangla Finance Limited, Runner Group and YKK Bangladesh Pte. Ltd.
22	Effective Negotiation Skills and Conflict Management	September 22, 2017	Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka	13	Bangladesh Edible Oil Limited, ACI Agrolink Ltd. and Singer Bangladesh Limited.
23	Essential Analysis of Supply Chain and Logistics Management	September 23, 2017	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	9	ACI Agrolink, Healthcare Pharmaceuticals Ltd., Centre for the Rehabilitation of the Paralysed (CRP), Rahimafrooz Renewable Energy Ltd., Emkay Enterprises Ltd. and EEBL.

## ACTIVITY REPORT OF BJTI FROM APRIL 2017 TO MARCH 2018

SL	TRAINING NAME	DATE	RESOURCE PERSON	PARTICIPANTS	ORGANIZATION
24	KPI Based Performance Management System	September 23, 2017	Mr. Md. Mostafa Kamal, C-KPIP, CRP, CTAP & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	11	MEL Group, Bangladesh Institute of Capital Market (BICM), Runner Group and Interstoff Group.
25	HR Accounting and HR Audit: Concept & Competencies	October 06, 2017	Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant	10	Northern Tosrif Group, Ifad Autos Ltd., Healthcare Pharmaceuticals Ltd., Bricks & Bridges Ltd., Expressions Limited, Shah Cement and Ahsan Group.
26	Effective Team Building: How to Lead & Perform	October 20, 2017	Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka	9	Brother International Singapore Pte Ltd., Excel Technologies Ltd., Healthcare Pharmaceuticals Ltd., Energypac Electronics Ltd. and Transcom Electronics Ltd.
27	Essential Skills at Workplace for The Institution of Textile Engineers & Technologist (ITET), Bangladesh	October 21, 2017	Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant	64	The Outgoing Students of University of Textiles.
28	Kaizen for Improving Organizational Performance	November 03, 2017	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD) and Former President Bangladesh AOTS-HIDA Alumni Society (BAAS)	8	ACI Godrej Agrovet Private Ltd., DBL Group, icddr,b, Nascent, Nascent, Silken Sewing Ltd., Synergy Incorporation and Graphics Textile Ltd.
29	The Seven Habits for Highly Effective People	November 04, 2017	Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka	16	Padma Group of Converters, The Ibn Sina Pharmaceutical Industries Ltd., Janata Jute Mills Limited, Silken Sewing Ltd. and Dutch Lube Company Ltd.
30	Occupational Health & Safety Management System under WNF Program of AOTS	November 10-11, 2017	Mr. P. Ananthanarayanan, Facilitator – QMS – EMS & OHSAS	12	TM Textiles & Garments Limited, Siemens AG, Maruhisa Pacific Co. Ltd., ACI Godrej Agrovet Privet Ltd., Reza Group, Kazi Food Industries Limited, Urmi Group, Beximco Textiles Limited and Epyllion Group.
31	Negotiation in the Workplace for YKK Bangladesh Pte. Ltd.	November 22, 2017	Jishu Tarafder, Leadership & Management Development Professional	21	YKK Bangladesh Pte. Ltd.
32	Quality Management System (QMS): 9001-2015 under WNF Program of AOTS	November 24-25, 2017	Mr. Girish A. Karandikar, International Expert on QMS	12	Mirpur Ceramic Works Ltd., ACI Formulations Ltd., Transcom Beverages Limited, Urmi Group and Delta Pharma Ltd.
33	Essential Skills for Office Secretary	December 02, 2017	Mr. Rupak Nasrullah Zaidi, Trainer, OD & HR Practitioner & Management Consultant	9	Beximco Pharmaceuticals Ltd., Healthcare Pharmaceuticals Ltd. and Novo Healthcare and Pharma Limited.
34	Kanban System for Inventory Control under WNF Program of AOTS	December 08-09, 2017	Mr. Prakash B. Yardi, International Expert on Japanese Management Approach	16	Padma Group of Converters, Essential Clothing Ltd., PRAN-RFL Group, The Ibn Sian Pharmaceuticals Industry Ltd., Graphics Textiles Ltd., Nascent, Reza Group, Healthcare Pharmaceuticals Ltd. and Silken Sewing Ltd.
35	Group Dynamics & Team Building for Power Grid Company of Bangladesh Ltd.	December 18-19, 2017	Mr. Khaled Mahmud, Assistant Professor at the Institute of Business Administration (IBA), University of Dhaka	13	Power Grid Company of Bangladesh Ltd.



## ACTIVITY REPORT OF BJTI FROM APRIL 2017 TO MARCH 2018

SL	TRAINING NAME	DATE	RESOURCE PERSON	PARTICIPANTS	ORGANIZATION
36	Leadership & Corporate Philosophy in the Age of Globalization	January 08-09, 2018	Professor Masayuki Furusawa (PhD), Kindai University, Japan	39	Asahi Lifts & Escalators Ltd., Academy of Learning Limited, MODUS International, Bangladesh Institute of Capital Market (BICM), Power Grid Company of Bangladesh Ltd., Interstoff Group, LankaBangla Group, Brother International Singapore Pte Ltd., SQ Group, Powertrac, Delta Pharma Limited, Reza Group, Chittagong Stock Exchange (CSE), Healthcare Pharmaceuticals Limited, Padma Group of Converters, Square Pharmaceuticals Ltd., Best Tex International, Interstoff Group and BD Venture Ltd.
37	Management Innovation in the Age of Globalization	January 01, 2018	Professor Masayuki Furusawa (PhD), Kindai University, Japan	35	Emerging Credit Rating Ltd., Powertrac, Urmi Group, BIOGROUP, Asahi Lifts & Escalators Ltd., Apex Holding Limited, Apex Holding Limited, LankaBangla Group, Silken Sewing Limited, Energypac Electronics Limited, Power Grid Company of Bangladesh Ltd., Healthcare Pharmaceuticals Ltd., Chittagong Stock Exchange (CSE), Square Pharmaceuticals Ltd., National Bank Limited, Long Run Strategy (LRS), Biz Box, Academy of Learning Ltd. and Biman Bangladesh Airlines.
38	Industrial Effluent Treatment Plant	January 19-20, 2018	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	9	MEL Group, AKH Knitting & Dyeing Ltd., Kazi Farms Group, Coats Bangladesh Limited, Ibn Sina Pharmaceuticals Industry Ltd. and Beximco Limited.
39	Professional Business Communication for YKK Bangladesh Pte. Ltd.	February 03, 2018	Jishu Tarafder, Leadership & Management Development Professional	29	YKK Bangladesh Pte. Ltd.
<b>Total</b>				<b>611</b>	

# BANGLADESH AOTS-HIDA ALUMNI SOCIETY

## ARTICLES OF ASSOCIATION AND MEMORANDUM

### PROPOSAL FOR AMENDMENTS

SL	CLAUSE NO	EXISTING PROVISION	PROPOSED AMENDMENTS	REMARKS
01	4	A member shall not be elected in a particular post of office bearer (excluding Executive Member) for more than two terms. A member shall not hold office in the EC for more than 10 (ten) terms.	Delete	
2	3.6		Associate Member	New Inclusion
	3.6.1		<b>Eligibility:</b> Any person fulfilling the following qualifications may become an Associate Member. a. Obtained training in Japan organized by any other institution. b. Studied in Japan in any program duration exceeding 3 (three) months. c. Stayed in Japan for a period of more than 6 (six) months and familiar with Japanese cultures	New Inclusion
	3.6.2		<b>Admission:</b> a. A member may propose a person fulfilling above-mentioned qualifications for Associate Membership. b. Application for Associate Membership must include document in support of applicants stay in Japan. c. EC will approve all applications for Associate Membership. d. After approval the applicant must submit requisite fees for Associate Membership.	New Inclusion
	3.6.3		<b>Privileges &amp; Obligations:</b> a. Invited to attend all activities of the society excepting AGM/EGM b. Will get preference in overseas training. c. Will be involved in sub-committees. d. Will be given certificate of associate membership. e. will be nonvoting member	New Inclusion

## SUB – COMMITTEE FOR THE YEAR 2017 – 2019

### Scholarship & World Network Friendship (WNF)

Chairman	: Dr. Mahbubul Haque
Co-chairman	: Md. Mamunur Rashid
Member Secretary	: Syed Ahsanul Apon
Members	: M. Munjurul Hassan Abu Nayeem Md. Shahjahan Dr. S M Jaglul A Mazumdar

### Human Resources Development

Chairman	: Sk. Nizam Uddin Ahmed
Co-chairman	: Dr. S M Jaglul A Mazumdar
Member Secretary	: Md. Abdul Kadir
Members	: Achinta Kumar Biswas Kazi Ehsanul Haque Biplab Barua A.S.M. Khairuzzaman

### Publication and Membership

Chairman	: Syed Alimuzzaman
Co-chairman	: Masud Karim
Member Secretary	: Sheikh Mustahidur Rahman
Members	: Mohammad Ali Jinnah Faizur Rahman Khan Biplab Barua Abdus Sobhan

### Fellowship and Recreation

Chairman	: Priti Chakraborty
Co-chairman	: Muhammad Halimuzzaman
Member Secretary	: Md. Waliur Rahman
Members	: Md. Mamunur Rashid Syed Nabiur Rahman Syed Ahsanul Apon

### International Affairs

Chairman	: A.M.M. Khairul Basher
Co-chairman	: N. K. A. Mobin
Member Secretary	: B. M. Ashiqul Islam
Members	: Md. Mamunur Rashid Sheikh Mustahidur Rahman

### Internal Audit

Chairman	: M. Munjurul Hassan
Co-chairman	: N. K. A. Mobin
Members	: A S M Khairuzzaman

### BAAS Village

Chairman	: Md. Rezaul Karim Khan
Co-chairman	: Md. Delwar Hossain Khan
Member Secretary	: Md. Mamunur Rashid
Members	: M. Munjurul Hassan Dr. Md. Mahbubul Haque Asif Ashraf B. M. Ashiqul Islam

### CSR

Chairman	: Muhammad Halimuzzaman
Co-chairman	: Shaikh Mohd Ilias
Member Secretary	: Md. Mamunur Rashid
Members	: Mir Ashraful Hossain Capt (Retd) K. Habib Rabbani



## BAAS VILLAGE, THE ADDRESS OF EXCELLENCE



BAAS Village, a dream, a theme, an idea of togetherness and coherence of love and fellow feeling of BAAS family. We are trying our best to move forward and achieve our goal, would like to reach to the '**Address of Excellence**'.

BAAS picnic 2018 was organized at Shororitu Village adjacent to the BAAS Village Project land with an intension to show the selected land of the project. Many of our members visited the area and after that we find a good response from those BAAS members who participated in the picnic. But unfortunately the no of participant members of BAAS was less than 100.

The first step toward the success of our dream is land procurement and it is always difficult to have a chunk of land. We were a little bit slow in the process of land procurement as because checking of the papers of land is very much time consuming. However, we are on and already registered 13.52 bighas of land and another 10 bighas in process to be completed in couple of days.

We have a time limit for our 2nd phase membership of BAAS Village but failed because of the slow progress in land procurement and we are taking full responsibilities for that.

Now for procurement of further land, fund is the only key and we only have 31 share holders in the 2nd phase membership. We need to have 119 more share holders for completion of the 2nd phase membership of Tk. 4.00 lac per share. We would like to request all the BAAS members to come forward for purchasing the shares of BAAS Village to make our dream come true.

We would like to give a vote of thanks to the BAAS Village sub-committee members and Dr. S M Jaglul A Mozumdar for his special effort for getting the land registered in favour of BAAS Village.

Thanking all of you in anticipation to have more membership of BAAS Village at the earliest.



**Naimul Hassan**  
Secretary General, BAAS

## AGM OF BAAS



## HRD SEMINAR





## ACTIVITIES OF BJTI





## BAAS PICNIC 2018





## BAAS PICNIC 2018





## BAAS VILLAGE







## **BANGLADESH AOTS - HIDA ALUMNI SOCIETY (BAAS)**

Room # 31-32, 7th Floor, Eastern Plaza, Sonargaon Road, Hatirpool, Dhaka-1205, Bangladesh  
Tel: +8802-5861-3856, 967-3413, Email: [mail@baas.org.bd](mailto:mail@baas.org.bd); Web: [www.baas.org.bd](http://www.baas.org.bd)