

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR COMPANY AFFAIRS								
Document No:	QP-CMP-1	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

1. Scope: Applies to the whole of POWER GRID COMPANY OF BANGLADESH LTD.					
2. Purpose: Planning and controlling PGCB's all legal matters as per the requirement of Companies Act'1994					
SL No	Activity (including Check Points)	Ref. Doc	Responsibility	Freq./ Time	Output
1.1	In Power Grid Company of Bangladesh Limited Company's Secretarial deptt. is responsible to make the plan that the all corporate matters of the Company is compiled as per the Companies Act'1994		Different Authorities and followed by CS		Compliance of regulation
1.2	Organizing annual general meeting every calendar year	Notice for annual general meeting, Director's Report, Auditor's Report, Audited Accounts, Appointment of Director's & External auditors.	CS	Once in a year	Resolution on: <ul style="list-style-type: none"> Audited Accounts Director's Report Auditor's report Auditors appointment with fixation of remuneration Directors appointment
1.3	Organizing Board of directors meeting as per the order of the Chairman/MD/Director	Notice and working paper preparation for Board Meeting. QF-CMP-01	CS	Average three in a month	Resolutions making & sending to concerned deptt.
1.4	Submission of annual return (Schedule -X) with in 21 days		CS	once in a year	Schedule-X
1.5	Filing of Annual Accounts within 30 days of AGM with annual return		CS	once in a year	
1.6	Filing of particulars of directors with in 14 days of any change in the structure of directorship (Form-XII)		CS	director change	Form-XII
1.7	Filing consent of candidature for directorship (Form-IX) with in 30 days		CS		Form-IX
1.8	Issuance of notice of AGM to shareholder before 14 days of the meeting		CS	Once in a year	QF-CMP-02
2.1	Submission of intimation of appointment of auditors (Form 23B)		CS / External Auditor	Once in a year	Form -23B
2.4	Signing Contracts on behalf of the Company		CS	Average 5-6 Contracts in a year	
2.5	Signing officials correspondences from Head Office to with the external parties		CS	Regular basis	
3.0	Actions will be taken to improve the system on the basis of review		MR	At least 1 time in a year	Improvement

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Reviewed by (CS):

Approved by (MD):