

MRDI/2023-2024/437

30 June 2024

Akhtar Mahmood Chowdhury

Advocate Supreme Court of Bangladesh
Partner The Law Focus
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Road 104, Gulshan 2, Dhaka 1212.
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Subject: Work order for registration of MRDI Training Institute under section 28 of the Companies Act 1994.

Dear Mr. Chowdhury,

In reference to your proposal dated 10 June 2024 submitted to MRDI for getting the MRDI Training Institute - South Asian Institute of Journalism and Research (SAIJR) registered under section 28 of the Companies Act 1994, you will be happy to know, MRDI procurement committee accepted your proposal and thereby is issuing this work order with the following scope of work:

1. Work directly with the executive director of MRDI.
2. Procure name clearance certificate from the Registrar of Joint Stock Company for the institute
3. Prepare draft of objects of Memorandum of Association (MoA) with the guidance of CEO, of the institute and Executive Director of MRDI.
4. Prepare legal drafting of proposed Articles of Association (AoA) with the guidance of CEO, of the institute and executive director of MRDI.
5. Make presentation before the boards of MRDI and the institute at least on 4 occasions.
6. Prepare drafting of Board meeting notices, board resolution for the approval of the AoA and MoA in the Board Meeting.
7. Obtain permission of the Ministry of Commerce, Government of Peoples Republic of Bangladesh and other required authorities for approval of the objects of the MoA and AoA.
8. Submit a copy of the Memorandum & Articles of association sealed and stamped by the office of RJSC and a certificate of incorporation as a new company to MRDI.

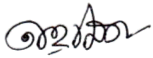
According to your proposal, these works will be accomplished in the following payment will be made as per schedule in steps.

Payment Terms & Conditions:

- I. Payment amounting to Tk. 675,000 (Six lac seventy five thousand) only for the entire process of registration will be paid as a professional fee to the bank account of The Law Focus. The Law Focus Bank Details; Bank Account Name: The Law Focus, Bank Name: Bangladesh Commerce Bank Limited, Bank Branch Name: Gulshan Branch, Bank Account Number: 0072100001016, Routing Number: 030261727.

- II. 25% of the professional fee will be paid after signing the work order and 25% will be paid after name clearance and approval of the draft MoA and AoA by MRDI, and the remaining 50% will be paid upon satisfactory completion of the work.
- III. The duration of the work will be from the date of signature of the workorder to 31 December 2024, with the provision of extension if required.
- IV. MRDI will make payments through bank transfer after submitting the invoice/bill.
- V. MRDI will deduct TAX at source as per Bangladesh Government Rules.
- VI. MRDI reserves the right to cancel the work order for any discontinuation/negligence found with a prior notice of 15 days.
- VII. Child protection code of conduct form is required to acknowledge as per MRDI Policy.

Thanking you



Tahmina Ferdowsy

Senior Accounts Officer



Accepted by: **Akhtar Mahmood Chowdhury**

Date: 30 June 2024

The Law Focus

Child Protection Code of Conduct

I **Akhtar Mahmood Chowdhury**, Advocate Supreme Court of Bangladesh, Partner- The Law Focus acknowledge that I have read and understand MRDI's *Child Protection Policy* under the Financial and Administrative Manual which is approved by MRDI Board on 3 March 2019 and agree that in the course of my association with MRDI, I must:


treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status

- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with MRDI that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used

- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the obligation is on me, as a person associated with MRDI, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signature: 

Date: 30 June 2024