



The Institute of Chartered Accountants of Bangladesh

[Established under the Bangladesh Chartered Accountants Order, 1973 (President's Order No. 2 of 1973)]
CA Bhaban, 100 Kazi Nazrul Islam Avenue, Dhaka-1215, Bangladesh

1/15/ICAB-2018

1 January 2018

CIRCULAR

Subject: Submission of Annual Return for 2017

In reference to the Institute's Circular No. 1/1/ICAB-2009 dated 17 June 2009 relating to Conditions for issue and renewal of Practicing Certificates for ICAB Members, **you are requested to submit the Annual Return-2017 of your Firm (both in hard and soft copy format) containing all required information therein to the Institute on or before 15 February 2018.** Non-submission of such Return Form in due time will be treated as non-compliance with a Condition for Certificate of Practice and also will be cause of imposing monetary penalty (Ref: ICAB Circular No. 1/15/ICAB-2015 Dated 18 March 2015) as follows:

- Tk. 10,000/- (Taka Ten Thousand) only for non-submission within the cut-off date. (i.e. on or before 15 February 2018)
- Tk. 500/- (Taka Five Hundred) only per day for further delay of submission.

For your kind information, previously we found some returns having inappropriate information. So, you are requested to fill the Return Forms with appropriate information as those will be verified by the Quality Assurance Department of the Institute.

Reference to the Circular No. 1/19/ICAB/IT/2017 dated 15 December 2017 (attached herewith), please note that we will use the database of your audit client list based on your submitted Annual Return in ICAB ERP system for the purpose of Digital Identification of Audit Report (DIAR) through ICAB website. So, you are requested to mention the name of your audit clients and relevant information carefully to avoid any complexity in this regard in future.

A format of the Annual Return Form 2017 is attached herewith for your ready reference and also made available at ICAB website.

Thanking you

Maj Gen Muhammad Imrul Quayes (Retd)
Secretary - ICAB

- **ALL CA FIRMS OF ICAB**
- President-ICAB
- Vice Presidents-ICAB
- Chairman-QAB-ICAB
- Technical Director-ICAB

Encl:

- Annual Return Form 2017 (Word and PDF)
- ICAB Circular No. 1/15/ICAB-2015 Dated 18 March 2015
- ICAB Circular No. 1/1/ICAB-2009 Dated 17 June 2009
- ICAB Circular No. 1/19/ICAB/IT/2017 Dated 15 December 2017