



Members' Handbook

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

Containing

The Institute of Chartered Accountants Order, 1973 (P.O.2 of 1973) and The Bye-Laws framed Thereunder with Directives of the Council and Decisions of the Institute

Published with the authority of the Council

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

The Institute of Chartered
Accountants of Bangladesh

MEMBERS' HANDBOOK

December 2023

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THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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OF BANGLADESH



FOREWORD

I am pleased to present this updated Members' Handbook, which includes the Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973) the Institute of Chartered Accountants of Bangladesh Bye-Laws 1973 (as amended upto 31 August 2023) and important Council directives on behalf of the Institute of Chartered Accountants of Bangladesh to the esteemed members of the Institute.

Amending Bye-laws of any institution is always a challenging task, but it is essential to do so at periodical intervals to align with present-day requirements and developments. Initially drafted in 1973, our Bye-laws reflected the circumstances at the time of the institute's formation. More than 50 years have passed, and our needs have evolved. Although amendments have been made over time, the Council Members believe that a comprehensive change is necessary to align with the best local and global practices.

The ICAB Bye-laws were made in 1973 soon after the institute's establishment through President's Order no. 2, which lacked comprehensiveness. In the beginning of 2004, the ICAB Council formed a special Bye-laws Reform Committee under the Chairmanship of Mr. Badrul Ahsan FCA, a learned Past President of ICAB. Since then, the ICAB Council has made numerous decisions, and after painstaking research and hard work over the last 50 years, I am pleased to present the ICAB Bye-Laws 1973 (as amended upto 31 August 2023) to the honorable members of the Institute.

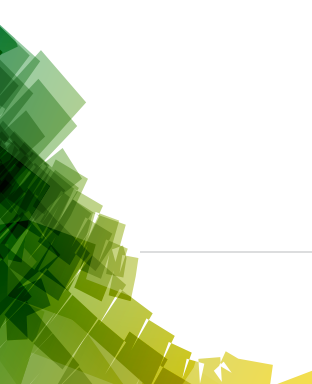
I extend my gratitude to the members of the ICAB Council for their extensive support and all-out cooperation for this publication. I also acknowledge the hard work of Mr. Md. Shahadat Hossain FCA, Past President of ICAB, Mr. Chitta Ranjan Mazumder FCA, Past Vice President of ICAB, Mr. Shubhashish Bose, CEO of ICAB, Mr. Mahbub Ahmed Siddique FCA, COO of ICAB and Ms. Afseen Baten FCA, Senior Deputy Director, Enforcement Department of ICAB. Special thanks to all other officials of ICAB who contributed to the publication of this document. Last but not the least, I am particularly indebted to the tireless and meticulous effort put in by the past President Mr. M. H. Chowdhury, incidentally the main preparer of the ICAB Bye-laws 1973, without whose invaluable contribution the Bye-laws of 1973 would not have seen the light of the day.

I hope, this Members' Handbook will benefit the entire community of our profession to a great extent.

December 2023



**Md Moniruzzaman, FCA
President-ICAB**



INDEX

	Particular	Page
PART I	The Bangladesh Chartered Accountants Order, 1973 (P.O.No.2 of 1973)	5-22
PART II	The Institute of Chartered Accountants of Bangladesh Bye-laws 1973 (as amended upto 31 August 2023)	23-96
PART III	Schedules	97-180
PART IV	Council Directives and decisions of the Institute	181-209

MEMBERS' HANDBOOK

PART - I

THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973

(PRESIDENT'S ORDER NO.2 of 1973)

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THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973

(President's Order No.2 of 1973)

CONTENTS

ARTICLE	PAGE
1. Short title, extent and commencement.....	5
2. Definitions.....	5-6
3. Incorporation of the Institute	7
4. Entry of names in the Register.....	7-8
5. Enrolment of persons and examinations held during the period from 26.3.1971 to 16.12.1971.....	9
6. Associates and Fellows.....	9-10
7. Certificate of Practice.....	10
8. Members to be known as chartered accountants	10-11
9. Disabilities.....	11
10. Constitution of the Council of the Institute	11-12
11. Mode of election to the Council	12
12. Nomination in default of election	12
13. President and Vice-President or Vice-Presidents	13
14. Resignation of membership and casual vacancies	13-14
15. Duration and dissolution of the Council	14
16. Functions of the Council	14-15
17. Staff, remuneration and allowances	15
18. Finances of the Council	15
19. Register and List of Members	15-16

CONTENTS

ARTICLE	PAGE
20. Removal from the Register.....	16
21. Constitution and functions of Regional Committees	16-17
22. Penalty for falsely claiming to be a member	17
23. Penalty for using name of the Council, awarding degree of Chartered accountancy, etc.	17-18
24. Companies not to engage in chartered accountancy practice	18
25. Unqualified persons not to sign documents	18
26. Sanction to prosecute	18
27. Maintenance of offices of firms of chartered accountants	18
28. Power to make bye-laws	19-20
29. Restriction to become member of the Institute or to practice the profession in Bangladesh.....	20-21
30. Reference to chartered accountants etc. construed as reference to chartered accounts in practice.....	21
31. Power to remove difficulty in giving effect to the provisions of the Order.....	21
32. Amendment to section 144 of the Companies Act, 1913.....	21
33. Continuance of Auditors' Certificates Rules, 1950.....	21
34. Validity of the activities of the Ad-hoc Committee constituted by the Government.....	21
35. Continuance of Chartered Accountant Ordinance, 1961	22

N.B. The Bangladesh Chartered Accountants Order, 1973 (President's Order No.2 of 1973) has not given titles of the Articles. The above titles have been given by the Council to facilitate ready reference.

THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973 ¹

(P.O. NO. 2 of 1973)

WHEREAS it is expedient to establish an Institute of Chartered Accountants in Bangladesh for the purpose of regulating the profession of accountants and for matters connected therewith;

NOW, THEREFORE, in pursuance of paragraph 3 of the Fourth Schedule to the Constitution of the People's Republic of Bangladesh and in exercise of all powers enabling him in that behalf, the President is pleased to make the following Order:

1. (1) This Order may be called the Bangladesh Chartered Accountants Order, 1973.
 - (2) It extends to the whole of Bangladesh.
 - (3) It shall come into force at once.
2. (1) In this Order, unless there is anything repugnant in the subject or context:
 - (a) "associate" means an associate member of the Institute;
 - (b) "chartered accountant" means a person who is a member of the Institute;
 - (c) "Council" means the Council of the Institute;
 - (d) "existing chartered accountant" means any person who has been enrolled on the Register of Members maintained by the Institute of Chartered Accountants of Pakistan under the Chartered Accountants Ordinance, 1961 (Ord. No. X of 1961);
 - (e) "Government" means the Government of the People's Republic of Bangladesh;
 - (f) "Institute" means the Institute of Chartered Accountants of Bangladesh constituted under this Order;

¹ This Order was published in the Bangladesh Gazette (Extra Ordinary) on Saturday, the 6th January 1973.

- (g) "prescribed" means prescribed by the bye-laws of the Institute;
 - (h) "Register" means the Register of the Members of the Institute maintained under this Order; and
 - (i) "year" means the period commencing on the first day of July of any year and ending on the thirtieth day of June of the succeeding year.
- (2) A member of the Institute shall be deemed "to be in practice" when individually or in partnership with chartered accountants in practice, he, in consideration of the remuneration received or to be received,
- (i) engages himself in the practice of accountancy; or
 - (ii) offers to perform services involving the auditing or verification of financial transactions, books, accounts, or records or the preparation, verification or certification of financial accounting and related statements or holds himself out to the public as an accountant; or
 - (iii) renders professional services or assistance in or about matters of principle or detail relating to accounting procedures, costing techniques or the recording, presentation or certification of financial facts or data; or
 - (iv) renders professional services or assistance in or about matters of accounting methods, systems and techniques involving forecasting, planning, organising, motivating, co-ordinating, controlling and communicating which assist management in its task of formulating policies, programmes, management systems and procedures for maintaining or improving efficiency (such professional services or assistance hereinafter termed as "management consultancy services"); or
 - (v) renders such other services as, in the opinion of the Council, are or may be rendered by a chartered accountant in practice and the words "to be in practice" with their grammatical variations and cognate expressions shall be construed accordingly.

Explanation-An associate or a fellow of the Institute who is salaried employee of a chartered accountant in practice or a firm of such chartered accountants shall, notwithstanding such employment, be deemed to be in practice for the limited purpose of the training of articled students.

3. (1) All persons whose names are entered in the Register at the commencement of this Order and all persons who may hereafter have their names entered in the Register under the provisions of this Order, so long as they continue to have their names borne on the said Register, are hereby constituted a body corporate by the name of the Institute of Chartered Accountants of Bangladesh, and all such persons shall be known as members of the Institute.

(2) The Institute shall have perpetual succession and a common seal and shall have power to acquire, hold and dispose of property, both movable and immovable, and shall by its name sue and be sued.

4. (1) Any of the following persons shall be entitled to have his name entered in the Register, namely: -

(i) any person, being a citizen of Bangladesh, who is an existing chartered accountant at the commencement of this Order;

(ii) any person who has passed such examination and completed such training as may be prescribed;

(iii) any person who has passed such other examination and completed such other training outside Bangladesh, of such Institute of Accountancy and admitted as member of that Institute as may be recognised by the Council as being equivalent to the examination and training prescribed for the members of the Institute:

Provided that in the case of any such person who is not a citizen of, or permanently residing in Bangladesh, the Council may impose such further conditions as it may deem fit;

(iv) (a) any person, being a citizen of Bangladesh who at the commencement of this Order has passed such other examination and completed such other training outside Bangladesh of such Institute of Accountancy and admitted as a member of the Institute:

Provided that any such examination or training of such Institute of Accountancy was recognised before the commencement of this Order for the purpose of conferring the right to be registered as a member under the Chartered Accountants Ordinance, 1961 (Ord. No. X of 1961);

(b) any person, being a citizen of Bangladesh, who at the commencement of this Order is studying for any foreign examination and is at the same time undergoing training, whether within or outside Bangladesh, of such Institute of Accountancy, or who having passed such foreign examination of such Institute of Accountancy is at the commencement of this Order undergoing training whether within or outside Bangladesh:

Provided that any such examination or training of such Institute of Accountancy was recognized before the commencement of this Order for the purpose of conferring the right to be registered as a member under the Chartered Accountants Ordinance, 1961 (Ord. NO. X of 1961):

Provided further that such person passes the examination and completes the training and is admitted as a member of that Institute of Accountancy;

- (v) any person, being a citizen of Bangladesh, who has passed the final examination held under the Auditors' Certificates Rules, 1950, or the Chartered Accountants Ordinance, 1961 (Ord. No. X of 1961), at any time before the 25th day of March, 1971.
- (2) The name of every person belonging to the class mentioned in sub-clause (i) of clause (1) shall be entered in the Register without the payment of any entrance fee or any application being made in that behalf and shall, for the purpose of clause (1) of Article 3, be deemed to have been so entered at the commencement of this Order.
- (3) Every person belonging to any of the classes mentioned in sub-clauses (ii), (iii), (iv) and (v) of clause (1) shall have his name entered in the Register on application being made and granted in the prescribed manner and on payment of the prescribed fee, which shall not exceed Taka (two thousand)² in any case.
- (4) The Council shall take such steps as may be necessary for the purpose of having the names of all persons belonging to the class mentioned in sub-clause (i) of clause (1) entered in the Register.

² Amended vide The Bangladesh Chartered Accountants (Amendment) Ordinance, 1990 (Ordinance No.316-Pub. dated (07.05.1990) and published in the Bangladesh Gazette (Extraordinary) of the same date.

5. (1) Notwithstanding anything contained in this Order, or any other law for the time being in force, the enrolment of all persons as members of the Institute made, and all examinations held in the territories now comprising Bangladesh for such enrolment, during the period from the 26th day of March, 1971 to the 16th day of December, 1971, shall stand cancelled.
 - (2) A person whose enrolment is cancelled under clause (1) shall be eligible for fresh enrolment in accordance with the provisions of this Order.
 - (3) A person who passed any examination, which is cancelled under clause (1) may appear at such fresh examination as the Council may hold for him.
 - (4) Notwithstanding the cancellation of enrolment of a person as a member of the Institute under clause (1) all actions taken by such person as a member of the Institute before such cancellation shall be deemed to be valid.
6. (1) The members of the Institute shall be of two classes designated respectively as associates and fellows.
 - (2) Every person shall, on his name being entered in the Register, become an associate member of the Institute and be entitled to use the letters A.C.A. after his name to indicate that he is an associate member of the Institute.
 - (3) A person who has completed (five)³ years as an associate shall, on payment of the prescribed fee, become a fellow and his name shall be entered in the Register, and such person shall be entitled to use the letters F.C.A. after his name to indicate that he is a fellow of the Institute.

Explanation I-For the purpose of computing any period as an associate under this clause, there shall be included any period during which a person has been an associate of the Institute of Chartered Accountants

³ Amended vide The Bangladesh Chartered Accountants (Amendment) Ordinance, 1986 (Ordinance, 1986 (Ordinance No. IX of 1986) dated 14.02.1986 and published in the Bangladesh Gazette (Extraordinary) dated 22.02.1986.

of Pakistan constituted under the Chartered Accountants Ordinance, 1961 (X of 1961).

Explanation II -Omitted ⁴

7. (1) No member of the Institute shall be entitled to practice within Bangladesh unless he has obtained from the Council a certificate of practice:

Provided that nothing contained in this clause shall apply to any person who, immediately before the commencement of this Order, has been in practice as an existing chartered accountant until one month has elapsed from the date of the first meeting of the Council.

- (2) Every such member shall pay such annual fee for his certificate as may be prescribed and such fee shall be due on the first day of July in each year.
- (3) The Council may impose such conditions as it may deem fit in connection with the issue and renewal of a certificate of practice to a member.
8. Every member of the Institute in practice shall, and any other member may, use the designation of a Chartered Accountant and no member using such designation, shall use any other designation, whether in addition thereto or in substitution therefor:

Provided that nothing contained in this Article shall be deemed to prohibit any such person from adding any other description or designatory letters to his name, if entitled thereto, to indicate membership of such other institute of accountancy, whether in Bangladesh or elsewhere as may be recognised in this behalf by the Council, or any other qualification that he may possess, or to prohibit a firm, all the partners of which are members of the Institute and in practice, from being known by its firm name as Chartered Accountants:

Provided further that nothing contained in this Article shall be deemed to prohibit a member from using such other description for the management consultancy company or firm, as may be prescribed, where the member

⁴ Amended vide The Bangladesh Chartered Accountants (Amendment) Ordinance, 1986 (Ordinance, 1986 (Ordinance No. IX of 1986) dated 14.02.1986 and published in the Bangladesh Gazette (Extraordinary) dated 22.02.1986.

renders Management Consultancy services through the medium of a separate unlimited company or firm.

9. Notwithstanding anything contained in Article 4, a person shall not be entitled to have his name entered in or borne on the Register if he –
- (i) has not attained the age of twenty-one years at the time of his application for the entry of his name in the Register; or
 - (ii) is of unsound mind and stands so adjudged by a competent Court; or
 - (iii) is an undischarged insolvent; or
 - (iv) having been discharged of insolvency, has not obtained from the Court a certificate stating that his insolvency was caused by misfortune without any misconduct on his part; or
 - (v) has been convicted by a competent Court, whether within or without Bangladesh, of an offence involving moral turpitude and punishable with transportation or imprisonment or of an offence, not of a technical nature, committed by him in his professional capacity unless in respect of the offence committed, he has either been granted a pardon or, on an application made by him in this behalf, the Government has by an order in writing, removed the disability; or
 - (vi) has been removed from the membership of the Institute on being found on enquiry to have been guilty of such professional or other misconduct as may be prescribed;

Provided that a person who has been removed from the membership of the Institute for a specified period, shall be entitled to have his name entered in the Register after the expiry of such period.

10. (1) There shall be a Council of the Institute for the management of the affairs of the Institute and for discharging the functions assigned to it under this Order.
- (2) The Council shall be composed of the following persons, namely, -
- (a) not more than seventeen persons elected from such regional constituencies to be specified by the Government by notification in the Gazette, by the members of the Institute belonging to such constituencies from among the members of at least five years standing, the number of members to be elected from a constituency being such as may be prescribed; and

- (b) three Government officials, not below the rank of Joint Secretary, nominated by the Government, one each from the Ministries of Commerce, Finance and Education:

Provided that this sub-clause conferring upon the Government the right of nomination shall cease to exist on the expiry of the life of the three consecutive Councils:

Provided further that the date on which sub-clause (b) shall cease to have effect, sub-clause (a) shall automatically stand amended to the effect that for the word 'seventeen' in that sub-clause, the word 'twenty' shall be substituted.

Explanation- In computing the period of a person's standing with the Institute for the purpose of sub-clause (a), the period for which he has been an existing chartered accountant before the commencement of this Order shall be reckoned as period of membership of the Institute.

- (3) Notwithstanding anything contained in clause (2), the Council existing immediately before the commencement of this Order shall be deemed to be the first Council consisting of members nominated by the Government and shall discharge all the functions of the Council under this Order.
11. (1) Elections under sub-clause (a) of clause (2) of Article 10 shall be conducted in the prescribed manner.
- (2) Where any dispute arises regarding any such election, the matter shall be referred by the Council to a Tribunal appointed by the Government in this behalf and the decision of such Tribunal shall be final:
- Provided that no such reference shall be made except on an application made to the Council by an aggrieved party, within thirty days from the date of declaration of the result of the election.
- (3) The expenses of the Tribunal shall be borne by the Institute.
12. If anybody of persons referred to in Article 10 fails to elect any of the members of the Council which it is empowered under that Article to elect, the retiring members of the Council from such constituency shall continue until such time as members can be elected. If, however, the retiring members decline to continue, in such event the Council shall have power to co-opt members from other constituencies and any person so co-opted shall be deemed to be a member of the Council as if he had been duly elected.

13. (1) The Council shall elect from among its members a President and one or, if the Council so decides, more than one Vice-Presidents of the Institute, who shall also be the President and Vice-President or Vice-Presidents of the Council respectively and so often as the office or offices of the President or the Vice-President or Vice Presidents becomes vacant, the Council shall choose from among its members a President, or a Vice-President or Vice- Presidents, as the case may be:

Provided that on the first constitution of the Council, members of the Council nominated in this behalf by the Government shall discharge the functions of the President and the Vice- President or Vice-Presidents for the term of the first Council.

- (2) The President shall be the Chief Executive of the Council.
- (3) The President and the Vice-President or Vice-Presidents shall hold office for a period of one year from the date on which they are chosen but so as not to extend beyond their term of office as members of the Council and subject to their being members of the Council at the relevant time, they shall be eligible for re-election for a total period not exceeding three consecutive years.
- (4) On the dissolution of the Council, the President of the Council at the time of such dissolution shall continue to hold office and discharge such administrative and other duties as may be prescribed until such time as a new President shall have been elected and shall have taken over charge of his duties.
14. (1) Any member of the Council may at any time resign his membership by writing under his hand addressed to the President and the seat of such member shall become vacant when such resignation is notified in the Gazette.
- (2) A member of the Council shall be deemed to have vacated his seat if he is declared by the Council to have been absent without sufficient excuse from three consecutive meetings of the Council, or if his name is, for any cause, removed from the Register under the provisions of Article 20.
- (3) A casual vacancy in the Council shall be filled by fresh election from the constituency concerned or by nomination by the Government, as the case may be, and the person elected or nominated to fill the vacancy shall hold office until the dissolution of the Council:

Provided that no election shall be held to fill a casual vacancy occurring within six months prior to the date of the expiry of the duration of the Council, but such a vacancy may be filled by co-option by the Council.

- (4) No act done by the Council shall be called in question on the ground merely of the existence of any vacancy in, or defect in the constitution of the Council.
15. (1) The duration of the Council constituted under this Order shall be three years from the date of the first meeting of the Council on the expiry of which it shall stand dissolved and a new Council shall be constituted in accordance with the provisions of this Order:

Provided that the first Council nominated by the Government shall cease to exist on the expiry of three months from the date of commencement of this Order.

- (2) Notwithstanding the expiry of the duration of the Council, it shall continue to function until a new Council is constituted in accordance with the provisions of this Order, and upon such constitution, the Council so functioning shall stand dissolved.
16. (1) The duty of carrying out the provisions of this Order shall be vested in the Council.
- (2) In particular, and without prejudice to the generality of the foregoing provision, the duties of the Council shall include-
- (a) the examination of candidates for enrolment and the prescribing of fees therefor;
 - (b) the regulation of the engagement and training of articled students;
 - (c) the prescribing of qualifications for entry in the Register:
 - (d) the recognition of foreign qualifications and training for purposes of enrolment;
 - (e) the granting or refusal of certificate of practice under this Order;
 - (f) the maintenance and publication of a register of persons qualified to practice as chartered accountants;
 - (g) the levy and collection of fees from members, examinees and other persons;

- (h) the removal of names from the Register and the restoration to the Register of names which have been removed;
- (i) the regulation and maintenance of the status and standard of professional qualifications of the members of the Institute;
- (j) the carrying out, by financial assistance to persons other than members of the Council or in any other manner, of research in accountancy;
- (k) the maintenance of a library or libraries and publication of books and periodicals relating to accountancy;
- (l) the exercise of such disciplinary powers over the members and servants of the Institute as may be prescribed;
- (m) the formation of such Standing Committees as may be prescribed; and
- (n) such other powers as may be necessary for the efficient running of the Institute.

17. For the efficient performance of its duties, the Council may-

- (a) appoint a full-time Secretary who may also, if so decided by the Council, act as Treasurer;
- (b) appoint such other officers and servants as it deems necessary;
- (c) require and take from the Secretary or from any other officer or servant of the Council such security for the due performance of his duties, as the Council considers necessary;
- (d) fix salaries, fees, allowances and other conditions of service of the officers and servants of the Council; and
- (e) fix the allowances of the President, Vice-President or Vice-Presidents and other members of the Council and members of its Committees.

18. There shall be established a fund under the management and control of the Council into which shall be paid all moneys received by the Council and out of which shall be met all expenses and liabilities properly incurred by the Council.

19. (1) The Council shall maintain in the prescribed manner a Register of the Members of the Institute.

- (2) The Register shall include the following particulars about every member of the Institute, namely, -
 - (a) his full name, date of birth, domicile, residential and professional address;
 - (b) the date on which his name is entered in the Register;
 - (c) his qualifications;
 - (d) whether he holds a certificate of practice; and
 - (e) any other particulars which may be prescribed.
 - (3) The Council shall cause to be published, in such manner as may be prescribed, a list of members of the Institute as on the first day of July of each year, and shall, if requested to do so by any such member, send to him a copy of such list.
 - (4) Every member of the Institute shall, on his name being entered in the Register, pay such annual membership fee as may be prescribed and different fees may be prescribed for associates and for fellows.
20. The Council may remove from the Register the name of any member of the Institute-
- (a) who is dead; or
 - (b) from whom a request has been received to that effect; or
 - (c) who has not paid any prescribed fee required to be paid by him; or
 - (d) who is found to have been subject at the time when his name was entered in the Register, or who at any time thereafter has become subject, to any of the disabilities mentioned in Article 9, or who for any other reason has ceased to be entitled to have his name borne on the Register.
21. (1) For the purpose of advising and assisting it on matters concerning its functions, the Council may constitute such Regional Committees as and when it deems fit for one or more of the regional constituencies that may be specified by the Government under sub-clause (a) of clause (2) of Article 10.

- (2) The Regional Committees shall be constituted in such manner and exercise such functions as may be prescribed.

22. Any person who-

- (i) not being a member of the Institute, -
- (a) represents that he is a member of the Institute; or
 - (b) uses the designation Chartered Accountant or an abbreviation thereof in a manner as to impress that he is a chartered accountant; or
 - (c) holds himself out to be a chartered accountant; or
- (ii) being a member of the Institute, but not having a certificate of practice, represents that he is in practice or practices as a chartered accountant, shall be punishable on first conviction with fine which may extend to Taka one thousand and on any subsequent conviction with imprisonment which may extend to six months or with fine which may extend to Taka five thousand, or with both.

23. (1) No person shall-

- (i) use a name or a common seal which is identical with the name or the common seal of the Institute or so nearly resembles it as to deceive or as is likely to deceive the public;
 - (ii) award any degree, diploma or certificate or bestow any designation which indicates or purports to indicate the possession or attainment of any qualification or competence possessed by a person by virtue of his being a member of the Institute;
 - (iii) seek to regulate in any manner whatsoever the profession of chartered accountants; or
 - (iv) seek to represent the cause of chartered accountancy profession or chartered accountants by forming group, society, association or in any manner whatsoever.
- (2) Any person contravening the provisions of clause (1) shall, without prejudice to any other proceedings which may be taken against him, be punishable with fine which may extend on first conviction to Taka one thousand and on any subsequent conviction with imprisonment which

may extend to six months, or with fine which may extend to Taka five thousand, or with both.

24. (1) No company, whether incorporated in Bangladesh or elsewhere, shall practice as chartered accountants:

Provided that nothing contained in this Article shall be deemed to prohibit an unlimited company termed as such in the Companies Act, 1913 (Act VII of 1913) from rendering Management Consultancy services.

- (2) any company contravenes the provisions of clause (1) then, without prejudice to any other proceedings which may be taken against the company, every director, manager, secretary and any other officer thereof, who is knowingly a party to such contravention, shall be punishable with fine which may extend on first conviction to Taka one thousand and on any subsequent conviction to Taka five thousand.

25. (1) No person other than a member of the Institute shall sign any document on behalf of a chartered accountant in practice or a firm of such chartered accountants in his or its professional capacity.

- (2) Any person contravening the provision of clause (1) shall without prejudice to any other proceedings which may be taken against him, be punishable with fine which may extend on first conviction to Taka one thousand and on any subsequent conviction with imprisonment which may extend to six months, or with fine which may extend to Taka five thousand, or with both.

26. No person shall be prosecuted under this Order except on a complaint made by or under the order of the Council.

27. (1) Where a chartered accountant in practice or firm of such chartered accountants has more than one office in Bangladesh, each one of such offices shall be in the separate charge of a member of the Institute:

Provided that the Council may, in suitable cases, exempt any chartered accountant in practice or a firm of such chartered accountants from the operation of this clause.

- (2) Every chartered accountant in practice or a firm of such chartered accountants maintaining more than one office shall send to the Council a list of offices and the persons in charge thereof and shall keep the Council informed of any change in relation thereto.

28. (1) The Council may, by notification in the Gazette, make bye-laws for the purpose of carrying out the objects of this Order, and a copy of such bye-laws shall be sent (to the Government and to each member)⁵ of the Institute.
- (2) In particular, and without prejudice to the generality of the foregoing power, such bye-laws may provide for all or any of the following matters: -
- (a) the standard and conduct of examinations under this Order;
 - (b) the qualifications for the entry of the name of any person in the Register as a member of the Institute;
 - (c) the conditions under which any examination or training may be treated as equivalent to the examination and training prescribed for the membership of the Institute;
 - (d) the conditions under which any foreign qualifications may be recognised;
 - (e) the manner in which and the conditions subject to which applications for entry in the Register may be made;
 - (f) the fees payable for membership of the Institute and the annual fees payable by associates and fellows of the Institute in respect of their certificates;
 - (g) the manner in which elections to the Council and the Regional Committees may be held;
 - (h) the particulars to be entered in the Register;
 - (i) the functions of Regional Committees;
 - (j) the training of articled students and the cancellation of articles for misconduct or for any other sufficient cause;
 - (k) the regulation and maintenance of the status and standard of professional qualifications of members of the Institute;
 - (l) the carrying out of research in accountancy;

⁵ Amended vide Notification No.316-Pub. dated 7-5-1990 (Ordinance No.11, 1990) and published in the Bangladesh Gazette (Extraordinary) of the same date.

- (m) the maintenance of library and publication of books and periodicals on accountancy;
- (n) the management of the property of the Council and the maintenance and audit of its accounts;
- (o) the summoning and holding of meetings of the Council, the times and places of such meetings, the conduct of business thereat and the number of members necessary to form a quorum;
- (p) the powers, duties and functions of the President and the Vice-President or Vice-Presidents of the Council;
- (q) the functions of the Standing and other Committees and the conditions subject to which such functions shall be discharged
- (r) the terms of office and the powers, duties and functions of the Secretary and other officers and servants of the Council;
- (s) the rules of professional and other misconduct, and the exercise of disciplinary powers; and
- (t) any other matter which is required to be or may be prescribed under this Order.

(3)⁶ All bye-laws made by the Council under this Order shall be subject to the condition of previous publication.

(4) Notwithstanding anything contained in clauses (1) and (2) the Government may frame the first bye-laws for the purposes mentioned in this Article, and such bye-laws shall be deemed to have been made by the Council, and shall remain in force from the date of the coming into force of this Order until they are amended, altered or revoked by the Council.

29. (1) Where any country prevents persons of Bangladesh domicile from becoming members of any Institution similar to the Institute of Chartered Accountants of Bangladesh or from practicing the profession of accountancy or subject them to unfair discrimination in that country, no subject of any such country shall be entitled to become a member of the Institute or practice the profession of accountancy in Bangladesh.

⁶ Amended vide Notification No. 316-Pub. dated 7-5-1990 (Ordinance No. 11,1990) and published in the Bangladesh Gazette (Extraordinary) of the same date.

- (2) Subject to the provisions of clause (1), the Council may prescribe the conditions, if any, subject to which foreign qualifications relating to accountancy shall be recognised for the purposes of entry in the Register of members.
- (3) Nothing contained in clauses (1) and (2) shall apply to the case of a person whose services in any capacity have been obtained by the Government.
30. Any reference to a chartered accountant or a registered accountant or any existing chartered accountant or a certified or qualified auditor in any other law or in any document whatsoever shall be construed as a reference to a chartered accountant in practice within the meaning of this Order.
31. If any difficulty arises in giving effect to the provisions of this Order, the Government may make such order, not inconsistent with the provisions of the Order, as may appear to it to be necessary for the purposes of removing the difficulty.
32. In section 144 of the Companies Act, 1913 (Act VII of 1913), for sub-section (1), the following sub-section shall be substituted, namely:
- "(1) No person shall be appointed as auditor of any company unless he is a chartered accountant within the meaning of the Bangladesh Chartered Accountants Order, 1973:
- Provided that a firm whereof all the partners practicing in Bangladesh are chartered accountants may be appointed by its firm name to be auditors of a company and may act in its firm name."
33. Notwithstanding the amendment of section 144 of the Companies Act, 1913 (Act VII of 1913), made by the preceding Article, the Auditors' Certificates Rules, 1950, shall so far as applicable, continue in force as if they are by-laws made under this Order.
34. Anything done or action taken or purported to have been done or taken by any Ad-hoc Committee or the Council constituted by the Government under notification No SEC-XII/IM-132/72/318(50), dated the 27th March, 1972, issued by the Ministry of Trade and Commerce, after the 16th day of December, 1971, and before the commencement of this Order, shall be deemed to have been validly done or taken, and shall have and shall be deemed always to have had effect accordingly, and shall not be called in question in any Court.

35. The provisions of the Chartered Accountants Ordinance, 1961 (Ord. No. X of 1961), in so far as they are not inconsistent with any of the provisions of this Order, continue in force until repealed or altered or amended by law.

* * * *

MEMBERS' HANDBOOK

PART - II

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH BYE-LAWS, 1973

(AS AMENDED UPTO 31 AUGUST 2023)

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH BYE-LAWS 1973

(As amended upto 31 August 2023)

BYE LAW NO.	CONTENTS	PAGE NO.
CHAPTER I		
Preliminary		
1.	Short title and commencement _____	33
2.	Definitions _____	33-35
3.	Forms _____	36
4.	Notice to members _____	36
CHAPTER II		
Members of the Institute		
5.	Register _____	37
6.	Admission of members _____	37
7.	Particulars to be supplied by members _____	37
8.	Certificate of practice _____	37-38
9.	Certificate of admission and practice _____	38
10.	Continuing Professional Education _____	38-39
11.	Fees _____	39
CHAPTER III		
Election to the Council		
12.	Date of election _____	40
13.	Election Commission and election officers _____	40
14.	Notification of election date _____	41
15.	Preparation of provisional voters' list, etc. _____	41

BYE LAW NO.	CONTENTS	PAGE NO.
16.	Notification of election programme _____	41-42
17.	Members eligible to vote _____	42
18.	Qualification of candidates, etc. _____	42
19.	Bio-data of candidates for election _____	42-43
20.	Number of members to be elected _____	43
21.	Nomination _____	44
22.	Fee for Election _____	44
23.	Scrutiny of nominations _____	44-45
24.	List of valid nominations _____	45
25.	Withdrawal of candidature _____	45
26.	Final list of contesting candidates _____	46
27.	Death or cessation of membership of a candidate before election _____	46
28.	Uncontested election _____	46
29.	Mode of voting _____	46-47
30.	Polling station _____	47
31.	Ballot paper _____	47
32.	Dispatch of ballot paper, etc. in case of postal ballot (Deleted) _____	47
33.	Returns of ballot paper in case of postal ballot (Deleted) _____	47
34.	Admissible number of votes to be cast by a voter _____	47
35.	Issue of fresh ballot paper, etc. _____	47-48
36.	Polling booths _____	48
37.	Presence of a candidate or his agent at polling station _____	48
38.	Polling hours _____	48
39.	Ballot box _____	49
40.	Identification of voter _____	49
41.	Record to be kept by Polling Officer _____	49
42.	Manner of recording of votes _____	50
43.	Grounds for declaring ballot papers invalid _____	50
44.	Counting of votes _____	50-51
45.	Despatch of election papers, etc. _____	52
46.	Declaration of results, etc. _____	52
47.	Notification of election results by the Council _____	52

BYE LAW NO.	CONTENTS	PAGE NO.
48.	Election not to be invalid due to accidental error, omission, etc. _____	52
49.	Disciplinary action for misconduct in an election _____	53-54
50.	Cognisance and disposal of complaint in connection with _____ conduct at an election	54
51.	Election dispute _____	54-55
52.	Power of Tribunal _____	55
53.	Power to remove difficulty in respect of provisions regarding _____ election to the Council	55

CHAPTER IV

Meetings and Proceedings of the Council

54.	Meetings of the Council _____	56
55.	Notice of Council meeting _____	56
56.	Special meetings _____	56-57
57.	Presiding over meetings _____	57
58.	Quorum at meeting _____	57
59.	Adjournment of meeting _____	57
60.	Procedure for transaction of business _____	57-58
61.	Passing of resolutions at meetings _____	58
62.	Records of minutes _____	58
63.	Absence of members of the Council from Bangladesh _____	58

CHAPTER V

Meetings and Proceedings of the Institute

64.	Annual meeting _____	59
65.	Special meeting _____	59
66.	Notice of meeting _____	59
67.	Notice of motion to be given _____	60
68.	Presiding over meetings _____	60
69.	Quorum at meeting _____	60
70.	Adjournment of meeting _____	60-61
71.	Voting at meeting and demand for poll _____	61

BYE LAW NO.	CONTENTS	PAGE NO.
72.	Appointment of Scrutineers _____	61
73.	Procedure when poll demanded _____	61
74.	Result of poll _____	62
75.	Demand for poll not to prevent other business _____	62
76.	Minutes of meetings _____	62

CHAPTER VI

Standing and Other Committees/ Boards

77.	Committees of the Council _____	63
78.	Executive Committee _____	63-65
79.	Examination Committee _____	65
80.	Investigation and Disciplinary Committee _____	65-66
81.	Articled Students Committee _____	66
82.	Technical and Research Committee _____	66-67
83.	Board of Studies _____	67-68
84.	Quality Assurance Board _____	68-70
85.	Terms of office for members of the Committees/Boards _____	70
86.	Meetings of the Committees/Boards _____	70
87.	Notice of meeting _____	70
88.	Quorum at meeting _____	70
89.	Procedure for transaction of business _____	70
90.	Casting vote _____	71
91.	Secretary of the Standing and Other Committees/Boards _____	71
92.	Minutes of meetings _____	71

CHAPTER VII

Regional Committees

93.	Constitution of Regional Committees _____	72
94.	Admission and removal from Regional Register _____	73
95.	Resignation from the Regional Committee and casual vacancies _____	73

BYE LAW NO.	CONTENTS	PAGE NO.
96.	Date of election _____	73-74
97.	Election to Regional Committees _____	74
98.	Duties and functions of Regional Committees _____	74-75
99.	Office-bearers in the Committees _____	75
100.	Finance and Accounts _____	75-76
101.	Meetings of the Regional Committees _____	76
102.	Meetings of the members of the Regional Constituencies _____	76
103.	Duration of the Regional Committee _____	76-77
104.	Dissolution of the Regional Committee _____	77

CHAPTER VIII

Articled Students

105.	Admission to Articleship _____	78
106.	Criteria for admission of Articled students _____	78
107.	Probationary period _____	78
108.	Registration of deed of articles _____	78-79
109.	Provisions to be included in the deed of articles _____	79
110.	Premium and Fees _____	79
111.	Principal to be in practice to train Articled Students _____	79
112.	Transfer and execution of fresh deed of articles _____	80-81
113.	Number of Articled students permitted to each member _____	81
114.	Permission for additional Articled Students (Deleted) _____	81
115.	Service under deed of articles _____	81-82
116.	Power to terminate the services of an Articled student _____	82

CHAPTER IX

Examination and Training

117.	Conditions to become a member of the Institute _____	83
118.	Times and places of examinations _____	83
119.	Subjects of examinations _____	84
120.	Application for admission to an examination _____	84
121.	Admission fees for examinations _____	84

BYE LAW NO.	CONTENTS	PAGE NO.
122.	Refund of examination fee _____	84
123.	Examination results _____	84
124.	Failure of candidates at examinations _____	84-85
125.	Examination certificates _____	85
126.	Foundation Course and Foundation Examination (Deleted) _____	85
127.	Examination Structure _____	85-86

CHAPTER X

Suspension, Exclusion and Restoration

128.	Matters to be laid before the Investigation and Disciplinary Committee ____	87
129.	Duties of the Investigation and Disciplinary Committee _____	87-88
130.	Duties of the Council _____	88-89
131.	Publication of findings and decisions _____	89
132.	Return of certificates in the event of suspension or exclusion ____	89
133.	Restoration to membership _____	89-90
134.	Professional and other misconduct defined _____	90

CHAPTER XI

Miscellaneous

135	Finances _____	91
136	Audit of accounts of the Institute _____	91-92
137	Powers and duties of the President and the Vice-President or Vice-Presidents _____	92
138	Powers and duties of the Chief Executive Officer _____	92-94
139	Indemnity _____	94
140.	Constitution of Articled student's association _____	94-95
141	Method of payment of fees _____	95
142	Publication of list of members _____	95
143	Custody and use of Seal _____	95
144	Chartered accountants in practice not to engage in any other business or occupation _____	95-96
145.	Chartered accountants may practice only under one name _____	96

BYE LAW NO.	CONTENTS	PAGE NO.
146.	Part-time employments a chartered accountant _____ in practice may accept	96
147.	Location of the office of the Council _____	96
148.	Repeal of the Bangladesh Chartered Accountants Bye-laws, 1973 ____ (Deleted)	96

PART III: Schedules

Schedules A	: Register of Members of the Institute _____	99
Schedules C & D	: Professional Misconducts _____	99-109
Schedules E	: ICAB Fees Schedule _____	110-132
Schedules F	: ICAB Entry Requirements and Period of Articleship ____	133-136
Schedules G	: Forms _____	137-176
Schedules H	: Rules and Regulations Governing an Overseas _____ Chapter of the Institute	177-180

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH BYE-LAWS, 1973

(AS AMENDED UPTO 31 AUGUST 2023)

CHAPTER-I PRELIMINARY

1. Short title and commencement

- (1) These Bye-laws may be called the Institute of Chartered Accountants of Bangladesh Bye-laws 1973 (as amended upto 31 August 2023)¹.
- (2) They extend to the whole of Bangladesh as well as to the Overseas Chapters.
- (3) They will come into force immediately on the day of publication of the Bye-laws in the Bangladesh Gazette.

2. Definitions

- (1) In these Bye-laws, all words and expressions shall have the same meanings as are assigned to them in the Order.

¹ Replaced by Council Decision dated 26 September 2023

- (2) Any reference in these Bye-laws to members, associates, fellows or meetings shall, unless the contrary intention appears, be construed as a reference to members, associates, fellows; and meetings respectively of the Institute.
- (3) In these Bye-laws unless there is anything repugnant in the subject or context:
- (a) "Article" means an Article of the Order;
- (b) "Articled student" means a student serving under articles with a member of the Institute entitled to train Articled students under these Bye-laws;
- (bb) "Chief Executive Officer (CEO)" means the person appointed to be the Chief Executive Officer of the Institute by the Council or any person acting as Chief Executive Officer under the direction of the Council;²
- (bbb) "Chief Operating Officer (COO)" means the person appointed to be the Chief Operating Officer of the Institute by the Council;³
- (c) "Certificate of practice" means a certificate granted under these Bye-laws entitling the holder to practice as a chartered accountant;
- (d) "Director" means the Director of Studies or Director of Technical Services of the Institute or any other Director appointed by the Council;
- (e) "Form" means a Form specified in the Schedule;
- (f) "Graduate" means a graduate of a University constituted by law in Bangladesh or the graduate of any other University recognised by the Government;
- (g) "Order" means The Bangladesh Chartered Accountants Order, 1973;
- (h) "Overseas Chapter" means a Chapter of the Institute established by the Council any where outside Bangladesh;
- (hh) "Pre-Articleship Student (PAS)" means students studying graduation or post-graduation courses in various universities and colleges who have not yet completed their graduation or post-graduation degree.¹

^{2 & 3} Inserted by Council Decision dated 01 December 2020

⁴ Inserted by Council Decision dated 13 November 2022

- (hhh) "Prescribed" means as prescribed by the Council in the form of Schedule/ Policy/Guideline or any other form as appropriate; ⁵
- (i) "President" means the President for the time being elected under Article 13 and in his absence the Vice President for the time being elected under that Article and acting on behalf of the President;
- (j) "Principal" means a member of the Institute entitled to train Articled students;
- (k) "Principal place of business" means the place of business registered by a member of the Institute or where more than one place of business is registered by him the place of business indicated by him as being his Principal place of business;
- (l) "Recognised Board" means a Board of Intermediate and Secondary Education established by or under any law for the time being in force and includes any other Board declared by the Government to be a recognised Board for the purposes of these Bye-laws;
- (m) "Registered address" means in the case of a member in practice his Principal place of business and in the case of a member not in practice the address last notified by him to the (Chief Executive Officer)⁶ as his address for communications;
- (n) "Recognised University" means a University established by or under any law for the time being in force and includes any other University declared by the Government to be a recognised University for the purposes of these Bye-laws;
- (o) "Schedule" means the Schedules annexed to these Bye-laws which may be altered, amended or substituted and includes any and all other Schedules that may be made by the Council from time to time;
- (p) "Seal" means the Seal of the Institute;
- (q) "Secretary" means the Secretary appointed by the Council, or any person acting as Secretary by a direction of the Council;

⁵ Inserted by Council decision dated 07 December 2019

⁶ Replaced by Council Decision dated 01 December 2020

Where the context so admits, words importing masculine gender include feminine and words importing singular number include plural and vice versa.

- (4) The General Clauses Act, 1897 (Act X of 1897) shall apply, so far as may be applicable, to the interpretation of these Bye-laws as it applies to the interpretation of the Acts and Orders promulgated by the Government.

3. Forms

The Forms set forth in Schedule 'G' shall be used in matters to which they purport to relate and all notes and directions contained in any Form shall have the same effect as if they were embodied in the Bye-laws.

4. Notice to members

- (1) Unless specified elsewhere in these Bye-laws for any specific matter, all notices required by the Order and these Bye-laws to be given or sent to members shall be sent by e-mail, fax or registered post to the Registered address of each member and for proving that such notice has been given or sent it shall be sufficient to prove that such notice, was properly addressed and posted.
- (2) The non-receipt of any such notice shall not invalidate any such notice meeting, resolution, proceeding or action at any meeting.

CHAPTER II

MEMBERS OF THE INSTITUTE

5. Register

The Register of the Members shall be maintained in the Form specified in Schedule 'A'.

6. Admission of members

- (1) Every applicant for admission as an associate or a fellow shall satisfy the Council of his having fulfilled the conditions specified by the Order and these Bye-laws in such manner as the Council shall require and shall produce such documentary evidence about his eligibility for admission as an associate or a fellow as the Council shall deem necessary and the Council, being so satisfied, shall so admit him on payment of the fees prescribed in these Bye-laws.
- (2) Every person before becoming a member shall undertake to be bound by the Order and by the Bye-laws in force at the time of his admission or which may thereafter from time to time be made.

7. Particulars to be supplied by members

Every member shall inform the (Chief Executive Officer)⁷ in writing of any change of his registered address, or place or places of business or employment and shall also supply the Council with any other information relating to his practice or employment, which the Council may reasonably require for carrying out the provisions of the Order or these Bye-laws.

8. Certificate of practice

- (1) No member of the Institute shall be entitled to practise within Bangladesh unless he has obtained from the Institute a Certificate of practice.
- (2) The certificate shall be issued in the Form prescribed by the Council and shall be valid until the 30th day of June of the following year.

⁷ Replaced by Council Decision dated 01 December 2020

- (3) The validity of the certificate shall, on payment of the annual fees, and on fulfillment of the directives of the Council, be extended from time to time by a renewal certificate to be issued by the (Chief Executive Officer)⁸ in the Form prescribed by the Council.
- (4) The Council may impose such conditions as it may deem fit in connection with the issue and renewal of a Certificate of practice to a member.
- (5) The Council may cancel the Certificate of practice of a member, after giving him an opportunity of being heard, if conditions under which it is granted have not been complied with.
- (6) A member in practice, on ceasing to be in practice, shall forthwith inform the Institute in writing of the fact of his having done so, but in any case not later than one month from the date he ceases to practise. He shall also return the Certificate of practice to the (Chief Executive Officer).⁹

9. Certificate of admission and practice

Upon a person being admitted as an associate or as a fellow and upon his commencing to practise, he shall in each event be entitled to a certificate to that effect under Seal.

10. Continuing Professional Education

- (1) Every person after becoming a member of the Institute shall undergo Continuing Professional Education and/or such other professional education/training and shall also attain such standard as the Council may decide/prescribe from time to time;
- (2) Failure to attain the prescribed standard as stated in clause (1) above, shall make the concerned member liable for such disciplinary action as the Council may decide from time to time;
- (3) The Council may grant exemption/relaxation from attainment of the prescribed standard as stated in clause (1) above, as per rules framed by the Council from time to time in this regard;
- (4) For the purpose of implementing the Continuing Professional Education Programme and/or such other education/training

^{8 & 9} Replaced by Council Decision dated 01 December 2020

programme(s) of the Institute, the Council may levy such fees/charges on the members and also realize the same in such manner as the Council may decide from time to time.

11. Fees

- (1) Every member shall pay to the Institute the admission and other annual fees in accordance with the scale as may be prescribed by the Council from time to time:
 - (i) half the amount of annual membership fee only shall be payable by a person admitted on or after first January and before first July in any year;
 - (ii) an associate on being admitted as a fellow during a year shall pay for that year any additional fee necessary to increase his fee to the amount then applicable to him, except that where the said change takes place after the last day of December one half only of the said additional amount shall be payable.
- (2) All annual fees shall be payable by the first day of July each year.

CHAPTER III

ELECTION TO THE COUNCIL

12. Date of election

For the purpose of election of its members under Article 10(2), the Council shall, at least sixteen weeks before the election day, fix the date of such election so that the election is completed before one month of the expiry of the term of the Council.

13. Election Commission and election officers

- (1) At the time of fixing the date of election, the Council shall simultaneously appoint an Election Commission consisting of five members of the Institute who:
 - (a) are neither members of the Council nor candidates for election;
 - (b) are not partners in the practice of accountancy, relatives or employees in the same organization, of any candidate for election; and
 - (c) shall neither propose nor second the nomination of a candidate for election.
- (2) The Election Commission may appoint such number of officers and other staff, not being members of the Institute, as it may deem necessary for conducting election to the Council.
- (3) The Election Commission shall be provided with necessary personnel and other assistance by the Council for holding election to the Council.
- (4) The members of the Election Commission and the officers and staff engaged for the conduct of an election under these Bye-laws may be paid such allowances as the Council may from time to time decide.
- (5) For the purpose of sub-clause (b) of clause (1) the word 'relative' shall mean and include parents, spouse, brothers including brothers-in-law, sisters including sisters-in-law, sons including sons-in-law and daughters including daughters-in-law.

14. Notification of election date

The Election Commission shall, at least fourteen weeks before the date of election, notify to the members the date of election as fixed by the Council under Bye-law 12.

15. Preparation of provisional voters' list, etc.

- (1) The Election Commission shall, within two weeks of its appointment:
 - (a) prepare a provisional voters' list and indicate therein the number of members to be elected;
 - (b) publish the list by fixing it at a conspicuous place in the headquarters of the Council, offices of the Regional Committees and the Overseas Chapters, circulate the list by e-mail to all members, post the list on the Institute's web-site, and keep copies thereof for inspection by the members;
 - (c) invite objection or suggestion on such list from the voters.
- (2) The objection or suggestion, if any, shall be submitted to the Election Commission in writing within ten days of the date of publication of the provisional voters' list.
- (3) The Election Commission shall, after considering the objection or suggestion, if any, prepare the final voters' list and shall publish and circulate the same in the manner specified in clause (1)(b) within seven days of the expiry of the date for submission of objection or suggestion under clause (2).

16. Notification of election programme

- (1) The Election Commission shall, within seven days of the publication of the final voters' list send a notice to each voter specifying therein:
 - (a) the number of members to be elected to the Council;
 - (b) a nomination day, within four weeks of the issue of notice, on or before which the nomination for such election is to be submitted to the Election Commission by a candidate;
 - (c) a scrutiny day, at least one day after the nomination day, and also the hour, for the scrutiny of nomination paper;

- (d) a day, after the scrutiny day, for publication of a provisional list of contesting candidates;
 - (e) a period of three days, after the publication of the provisional list, within which a candidate may withdraw his candidature;
 - (f) a day, not later than four days after the last date of withdrawal of nomination, for publication of the final list of contesting candidates;
 - (g) a day, hereinafter referred to as election day, on which the election to the Council shall be held and the votes shall be counted.
- (2) The Election Commission may, on account of circumstances beyond its control, change any of the programme of election set out by it under clause (1), and upon any such change, the new programme shall be duly notified.

17. Members eligible to vote

- (1) A member shall be entitled to be enrolled as a voter in an election to the Council only in the regional constituency to which, according to his registered address, he belonged three months immediately prior to the election.
- (2) A member whose name stands removed from the Register on the date of election shall not be eligible to vote at the election notwithstanding the fact that his name has been included in the voters' list.

18. Qualification of candidates, etc.

Only a member of at least ten years' standing with the Institute shall be eligible to be a candidate for election to the Council. For elections to Regional Committee or Management Committee of Overseas Chapter, the qualification shall be at least five years' continuous membership:

Provided that an officer or employee of the Institute shall not be eligible to seek election to the Council, nor shall the Council co-opt any officer or employee of the Institute to the Council.

19. Bio-data of candidates for election

- (1) The Election Commission shall publish bio-data of the contesting candidates for election to the Council.

- (2) The bio-data of each contesting candidate shall contain the following particulars:
- (a) Final voters' list serial number.
 - (b) Name in capital letters, enrolment number along with a stamp-size photograph
 - (c) Date of birth
 - (d) Year of membership:
Associate:
Fellow:
 - (e) Educational and professional qualifications
 - (f) Past job experience
 - (g) Present professional status
 - (h) Service to the Institute, including number of terms served in the Council with years of Council service
 - (i) Membership of association with other professional service organization(s)
 - (j) Extra-curricular activities
- [Note: Information under (h), (i), & (j) shall not exceed sixty words in all]*
- (3) A candidate who desires his bio-data to be published by the Election Commission under clause (2) above shall furnish the same to the Election Commission at the time of filing his nomination paper.

20. Number of members to be elected

The total number of members to be elected to the Council from all the regional constituencies shall be twenty and the Council shall, from time to time, determine the number of members to be elected from each regional constituency so that such number of members is in proportion to the number of voters in each such constituency:

Provided that each regional constituency shall have at least one member elected therefrom to the Council.

21. Nomination

The nomination of a candidate for an election to the Council shall be in the form as may be prescribed by the Election Commission and shall be duly signed by the candidate and by a proposer and a seconder, and shall be forwarded by registered post with acknowledgment due or by hand delivery to the Election Commission so as to reach the Commission during office hours on or before the nomination day.

22. Fee for Election

- (1) A candidate for election to the Council shall pay along with only one nomination paper, irrespective of the number of nomination papers filed by him or on his behalf, a non-refundable fee of Taka ten thousand, or such other amount as may be decided by the Council from time to time, by a demand draft/pay order payable to the Institute.
- (2) However, a candidate who has withdrawn his nomination paper within the due date, shall be entitled, on an application made by him, to the refund in full of the fee.

23. Scrutiny of nominations

- (1) At the specified hour of the scrutiny day the Election Commission shall, in the presence of the candidates or their proposers or seconds or their authorized representatives who must be members of the Institute, if then be present, scrutinise all the nomination papers and shall, in each nomination paper, record its decision indicating whether it is accepted or rejected. Absence of any candidate, his proposers, seconds or authorized representatives at the specified hour, shall not invalidate the decision of the Commission.
- (2) The Election Commission shall, in brief, record on the nomination paper the reasons for rejection thereof.
- (3) The Election Commission shall reject the nomination of a candidate if it is satisfied that:
 - (i) the candidate is not eligible to contest the election; or
 - (ii) the proposer or seconder is not qualified to subscribe to the nomination paper; or
 - (iii) the signature of the candidate or the proposer or seconder is not genuine; or

- (iv) there has been a failure to comply with provisions of Bye law 21.
- (v) he has not enclosed with his nomination paper a demand draft/pay order, or attested photocopy of such demand draft/pay order in case of multiple nominations filed by him.

Provided that:

- (a) the Election Commission shall not reject a nomination paper merely on the ground of defect of a technical nature and which is not of a substantial nature, and it may allow the candidate or his proposer or seconder to correct such technical defect;
 - (b) the rejection of one nomination paper by reason of irregularity therein shall not invalidate the nomination of a candidate by any other valid nomination paper.
- (4) In the event of a proposer or seconder incurring any disability by reason of the operation of the provisions of the Order or these Bye-laws subsequent to the date of signing the nomination, such disability shall not invalidate the nomination paper.
- (5) After scrutiny, if any nomination paper of any applicant is rejected by the Election Commission, the applicant, if he so desires, may be given an opportunity to submit his arguments in favour of the validity of his nomination to the Election Commission within three days of the publication of the provisional list of valid nominations.

24. List of valid nominations

The Election Commission shall, after the scrutiny of the nomination papers, prepare and publish the provisional list of candidates whose nominations have been found valid giving the full names in alphabetical order together with their addresses.

25. Withdrawal of candidature

A candidate whose nomination has been found valid by the Election Commission may, by notice in writing in his own hand and delivered to the Election Commission, within three days of the publication of the list under Bye-law 24, withdraw his candidature.

26. Final list of contesting candidates

The Election Commission shall, within four days from the last day of the withdrawal day, prepare and publish a final list of contesting candidates omitting therefrom the names of those candidates who have withdrawn their candidatures.

27. Death or cessation of membership of a candidate before election

If a contesting candidate, whose nomination has been found valid and who has not withdrawn his candidature dies or ceases before election to be a member of the Institute for any reason whatsoever, the election shall be held among the remaining candidates.

28. Uncontested election

- (1) Where, after the scrutiny under Bye-law 23, or after the withdrawal under Bye-law 25, or by reason of death of a contesting candidate or of cessation of membership of such candidate before the election day, the number of contesting candidates is reduced to equal to or less than the number of members to be elected, the remaining candidates shall be declared elected uncontested.
- (2) Where the number of contesting candidates declared elected under sub-clause (1) above is less than the number of members to be elected, a fresh election programme shall be declared for election to the remaining seats.

29. Mode of voting

The election under these Bye-laws shall be by secret ballot at polling stations set up for that purpose and/or other advanced methods by the Election Commission in the following manner:

- (a) for members having registered address within the metropolitan areas of Dhaka and Chattogram, by poll at respective polling stations;
- (b) for members having registered address beyond the metropolitan areas of Dhaka and Chattogram as well as for members residing outside Bangladesh by online voting system;

Provided that the members/voters whatever region he or they belong to but present in the Country will be permitted to cast their votes through Online Voting System with prior permission (NOT by mere submitting application therefor) of the Election Commission.

- (c) the Optical Counting System (OCS) may be followed for counting the voting.¹⁰

30. Polling station

The Election Commission shall set up polling stations and the election at each such station shall be conducted under the supervision of a member of the Election Commission and by such officer and other staff as the Election Commission may appoint. The polling station shall be set up in the office of the Regional Committee and where there is no such office, at such place as the Election Commission may deem fit.

31. Ballot paper

The ballot paper shall contain, in alphabetical order, the name and a stamp sized photo of the contesting candidates and shall bear the seal and signature of the Election Commission. Against the name of each contesting candidate, there shall be a vacant space for marking votes by the voters. The Election Commission will specify the form of such ballot paper with voting instructions conspicuously printed at the top of the ballot paper; and prominently display the said instructions at each polling station and in every polling booth, as to:

- (a) the exact number of votes to be cast (no more and no less); and
- (b) the manner of voting by putting 'X' mark clearly in the vacant space provided.

32. Deleted.¹¹

33. Deleted.¹²

34. Admissible number of votes to be cast by a voter

A voter is entitled to and shall cast as many votes as there are number of members to be elected to the Council.

35. Issue of fresh ballot paper, etc.

- (1) Where a ballot paper or any other concerned paper is lost or damaged, the Election Commission may re-issue the same by registered post or deliver them or cause them to be delivered to the voter on his applying

¹⁰ Replaced by Council decision dated 07 December 2019

¹¹ & ¹² Deleted by Council decision dated 07 December 2019

for the same to the Election Commission in writing, if the Commission is satisfied with the reason for such loss or damage provided there is sufficient time available for the Commission to send the ballot paper to the voter and receive the same back from him by the specified time-limit.

- (2) Where, due to unforeseen circumstances, a member is unable to be present at the centre to cast his vote on the election day, the Election Commission may allow him to vote on any other day before the election day, provided that he applies to the Election Commission in writing sufficiently in advance and the Commission is satisfied with the reason given by the member in his application;
- (3) Where a postal voter wishes to vote at the polling station in the country on the election day, the Election Commission may allow him to do so on his returning to the Commission the ballot paper and other concerned papers as were originally issued to him.

36. Polling booths

There shall be a polling booth or booths at each polling station to enable voters to cast their votes in secrecy.

37. Presence of a candidate or his agent at polling station

A contesting candidate or his polling agent, who shall be a voter and duly authorised by the candidate, shall be entitled to be present at the polling station during the polling hours.

38. Polling hours

No voter shall be allowed to cast his vote at a polling station on the election day except between 8.00 a.m. to 5.00 p.m. or at such other hours as may be fixed by the Election Commission:

Provided that when a voter is admitted to the polling station before expiry of the polling hours but has not been able to cast his vote for no fault of his own, he shall be given an opportunity to vote even after the closing time.

39. Ballot box

- (1) The Election Commission shall provide for each polling station sufficient number of ballot boxes, copies of voters' lists and other papers and materials.
- (2) Before proceeding to giving ballot papers to voters, the Polling Officer shall ensure that the ballot box is empty, show it to the persons entitled to be present there and shall keep it in front of him after putting his seal and signature thereon.

40. Identification of voter

- (1) Every person claiming to be a voter shall be required to (carry valid ID Card as decided by the ICAB Election Commission and)¹³ sign the copy of the voters' list provided by the Election Commission at the polling station.
- (2) At any time before a ballot paper is delivered to a person claiming to be a voter, the Polling Officer may, if he has reason to doubt the identity of the person or his right to vote at the election, and shall, if so required by a contesting candidate or his polling agent, satisfy himself in any manner as he may deem advisable as to the identity of the voter.
- (3) If the Polling Officer is not satisfied as to the identity of the person claiming to be a voter, he may refuse to allow such person to vote in the election.
- (4) Where a person is not allowed to vote, the reason therefor shall be recorded and objection to such refusal, if made in writing, shall also be recorded.

41. Record to be kept by Polling Officer

The Polling Officer shall, at the time of delivery of the ballot paper, place a mark against the name of the voter in the voters' list to denote that the voter has received his ballot paper. The voter shall also put his signature to denote his receipt of ballot paper.

¹³ Inserted by Council decision dated 13 November 2022

42. Manner of recording of votes

On receiving the ballot paper the voter shall forthwith proceed to the designated polling booth and shall record his vote on the ballot paper by putting 'X' mark against the names of the contesting candidates in whose favour he casts his votes, fold it and thereafter drop the ballot paper in the ballot box.

43. Grounds for declaring ballot papers invalid

A ballot paper shall be declared invalid if:

- (a) a voter signs his name or writes any letter, word or figure upon it, or makes any mark upon it by which the ballot paper or the voter can be identified; or
- (b) it does not bear the seal and signature of the Election Commission; or
- (c) it does not bear 'X' marks; or
- (d) a voter has not cast as many votes as there are seats to be filled; or
- (e) a voter has cast more votes than the number of seats to be filled; or
- (f) a voter has cast more than one vote in favour of one candidate; or
- (g) a voter has put any sign in addition to or in substitution of 'X' mark in favour of any contesting candidate: or
- (h) the marking suffers from uncertainty; or
- (i) it is received on the election day after the hours prescribed by the Election Commission.

44. Counting of votes

- (1) Counting of votes shall commence:
 - (i) in the case of postal ballots, immediately after 5.00 p.m., or such hours as may be fixed by the Election Commission, on the election day at the office of the Election Commission at Dhaka; and
 - (ii) in the case of other votes, at the polling station immediately after closure of polls.
- (2) Every contesting candidate shall be entitled to be present in person or by a representative who shall be a voter and be appointed in writing.
- (3) For the purpose of counting of votes:

- (a) in the case of postal ballots, the concerned Polling Officer shall:
 - (i) open the pre-addressed envelope and separate the forwarding letter and the envelope marked in print on top as “ballot paper”, check the forwarding letter with the voters’ list and tally the number of forwarding letters with the number of envelopes both pre-addressed and marked in print on top as “ballot paper” and make record thereof;
 - (ii) open the envelope marked in print on top as “ballot paper”, take out the ballot paper and then count the ballot papers and tally the total number thereof with the total number of envelopes and the forwarding letters issued and make a record thereof;
- (b) in the case of a polling station, open the ballot box, take out and count the ballot papers and tally the total number thereof with the number of ballot papers issued at the polling station and make a record thereof;
- (c) examine the ballot papers and sort out and reject the invalid ballot papers, after considering the objection of a candidate or his polling agent and record the grounds of such rejection, if any;
- (d) sort out the spoilt ballot papers and count them;
- (e) count the number of valid votes cast in favour of each contesting candidate;
- (f) prepare a statement in respect of each polling station showing:
 - (i) total number of ballot papers received by the Polling Officer;
 - (ii) total number of ballot papers issued to voters;
 - (iii) total number of votes cast;
 - (iv) number of spoilt ballots;
 - (v) number of rejected ballots;
 - (vi) total number of valid votes;
 - (vii) number of valid votes secured by each contesting candidate;
- (g) after preparing the statement put his signature thereon and also obtain the signature of the concerned member of the Election Commission and the contesting candidates or their polling agents, if present.

45. Despatch of election papers, etc.

The Polling Officer of a polling station shall, immediately after preparing the statement under Bye-law 44(3) (g), put the spoilt ballot papers, unused ballot papers, counterfoils of ballot papers, rejected ballot papers, valid ballot papers and other papers in separate envelopes and shall seal and sign them and also get them signed by the concerned members of the Election Commission, and the contesting candidates or their representatives if willing to sign; thereafter the Polling Officer shall send the envelope to the Election Commission.

46. Declaration of results, etc.

- (1) After receiving the statements and election papers under Bye-laws 44 and 45, the Election Commission shall compile the results of election and declare, by a notice published in its office, such contesting candidates to be elected as have secured the highest number of votes:

Provided that in the event of equality of votes affecting declaration of results of election, the Election Commission shall decide the issue through lottery, preferably in the presence of the concerned contesting candidates or their authorized representative(s) who must be a member, except in the event of voluntary withdrawal in favour of one particular contesting candidate by the other contesting candidates.

- (2) After declaring the results under clause (1) the Election Commission shall send the names of the elected persons to the Council within seven days.

47. Notification of election results by the Council

The Council shall notify the names of the successful candidates within fifteen days of the election day.

48. Election not to be invalid due to accidental error, omission, etc.

No election to the Council shall be deemed to be invalid merely by reason of any accidental error, irregularity or informality in the conduct of the election including accidental omission to send or delay in sending the ballot paper to a voter or the non-receipt of, or delay in receipt of a ballot paper by a voter or accidental delay or any change in the election programme necessitated under clause (2) of Bye-law 16.

49. Disciplinary action for misconduct in an election

- (1) A member shall be liable to disciplinary action by the Council, if in connection with election to the Council, he is found to have taken part, directly or indirectly, either by himself or through another person, in:
 - (a) issuing manifestoes or circulars in the nature of manifesto; or
 - (b) organising parties to entertain voters; or
 - (c) making, offering or promising any gift or gratification in any form to any person, with the object of:
 - (i) inducing a member to contest or not to contest as a candidate at an election or rewarding him for such an act or omission; or
 - (ii) inducing a member to withdraw his nomination or rewarding such withdrawal; or
 - (iii) inducing a voter to vote or not to vote at an election or rewarding for such an act or omission.

- (2) A member shall also be liable to disciplinary action by the Council if he adopts one or more of the following practices in connection with an election to the Council, namely:
 - (a) any direct or indirect interference or attempt to interfere, with the free exercise of voting rights of a voter;
 - (b) publication of any statement which is false, or which he either believes to be false or does not believe to be true in relation to the personal character or conduct of any candidate, if such statement may be reasonably believed to be calculated to prejudice the election for that candidate;
 - (c) obtaining or procuring or attempting to obtain or procure with a view to furthering the prospects of a candidate's election, any assistance, other than casting a vote in favour of such candidate from any person serving in the Government;
 - (d) receipt of or entering into an agreement to receive any gratification
 - (i) as an inducement or reward for contesting or for not contesting as a candidate; or

- (ii) as an inducement or reward for withdrawing candidature; or
- (iii) as an inducement or reward for himself or any other person for voting or refraining from voting; or
- (iv) for inducing or misusing any of the provisions of these Bye-laws or for making of any false statement knowing it to be false while complying with any of the provisions of these Bye-laws.

50. Cognisance and disposal of complaint in connection with conduct at an election

- (1) The Election Commission may, either on its own accord or on receipt of a written complaint from a member within a period not later than 15 days after the election day, take cognisance of an offence committed by a member under Bye-law 49 and start proceedings against such member.
- (2) The Election Commission shall investigate into the alleged offence and give the member an opportunity of being heard in person and submit a report to the Council on its findings on the concerned offence. However, the Election Commission shall not recommend any punishment.
- (3) If on perusal of the report the Council is satisfied that an offence has been committed by the member concerned, it may remove the member from the Register or award such other punishment to him as it thinks fit:

Provided that no punishment under this clause shall be awarded unless the member concerned has been given an opportunity of being heard in person.

51. Election dispute

- (1) All disputes regarding election to the Council shall be made in the form of a written application and shall also be signed by the applicant and presented to the Council, which shall send them to the Tribunal according to the provisions of Article 11.
- (2) The Tribunal shall, upon receipt of an election petition under Article 11(2), give notice thereof to the parties concerned and after giving them opportunity of presenting their case against the allegations made in the application and after taking necessary evidence, if adduced by the parties, decide the election petition:

Provided that the Tribunal shall not declare the election of any contesting candidate void unless it is satisfied that the election has been substantially affected by reason of the failure of any person to comply with or the contravention of these Bye-laws.

52. Power of Tribunal

The Tribunal shall have all powers of a civil court under the Code of Civil Procedure, 1908 (Act V of 1908) and, shall be deemed to be a civil court within the meaning of sections 480 and 282 of the Code of Criminal Procedure, 1898 (Act V of 1898).

53. Power to remove difficulty in respect of provisions regarding election to the Council

If any difficulty arises in giving effect to the provisions of these Bye-laws relating to the election to the Council, the Council may, by order in writing, make such provisions not inconsistent with the provisions of the Order or these Bye-laws as may appear to it to be necessary for the purpose of removing the difficulty.

CHAPTER IV

MEETINGS AND PROCEEDINGS OF THE COUNCIL

54. Meetings of the Council

The first meeting of the Council shall be held within three weeks of the date of its being constituted and thereafter the Council shall meet at least six times in twelve months at such time and place as the President may determine.

55. Notice of Council meeting

Notice of the time and place of intended meeting shall be sent to the Registered address of every member of the Council not less than seven days before such meeting and such notice shall contain a statement of the business to be transacted at the meeting:

Provided that in case of urgency, a meeting may be summoned to meet at any time, by the President, who shall inform the members of the subject matter to be considered at the meeting and the reasons for which he considers the matter to be urgent.

(Further provided that during the period of epidemic, pandemic, any other acts of God and war or if there arises any other special or emergency situation as decided by the president-ICAB where physical meeting cannot be conducted, an online/virtual meeting may be summoned and conducted.

Explanation: Online/virtual meeting means holding a meeting through teleconference or video conference or any other similar mode of communication.

An Online/virtual meeting is deemed to take place at the place from where the Chairman of the meeting participates.)¹⁴

56. Special meetings

On a requisition in writing by at least twenty-five per cent of the members of the Council for the time being, the President shall call a special meeting within four weeks of the receipt of such requisition.

(Provided that during the period of epidemic, pandemic, any other acts of God and war or if there arises any other special or emergency situation where

¹⁴ Inserted by Council decision dated 17 June 2020

physical special meeting cannot be conducted, an online/virtual special meeting may be summoned and conducted pursuant to a requisition.)¹⁵

57. Presiding over meetings

All meetings of the Council shall be presided over by the President and in his absence by any of the Vice-Presidents present or, in the absence of all of them, by a member of the Council, elected by the members present.

58. Quorum at meeting

Seven members present in person shall constitute a quorum for a meeting of the Council. If a quorum is not available within an hour from the time appointed for the meeting, the meeting shall stand adjourned to such future time and date as the President may appoint. (In case of online/virtual meeting, presence of seven members through teleconference or video conference or other similar mode of communication would constitute presence in person for the purpose of forming quorum.)¹⁶

59. Adjournment of meeting:

Subject to the provisions of these Bye-laws, the President or, in his absence, any of the Vice-Presidents and in the absence of both, the person elected to preside over a meeting of the Council may, with the consent of the majority of members of the Council present, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous meeting. No notice and quorum shall be necessary for holding an adjourned meeting unless it be so decided by the Council at the time of adjournment.

60. Procedure for transaction of business:

(1) The business of the Council shall ordinarily be transacted at the meeting of the Council.

Provided that the President may, in any appropriate case, circulate papers among the members of the Council for the decision of any question, if the matter is of such an urgent nature that it cannot wait till the holding of the next Council meeting.

^{15 & 16} Inserted by Council decision dated 17 June 2020

- (2) Every such resolution passed by circulation of papers shall be confirmed in the following Council meeting:

Provided that no business shall be disposed of by circulation unless at least two-thirds of the total number of members of the Council have expressed their views in support of the resolution.

61. Passing of resolutions at meetings

At all meetings of the Council and in the event of difference of opinion, the vote of the majority shall prevail unless otherwise required by the Order or these Bye-laws and in the event of equality of votes, the Chairman shall have a casting vote in addition to his original vote.

62. Records of minutes

Proper minutes shall be kept of all proceedings of the meetings of the Council and shall contain every resolution passed and decision taken by the meeting. The minutes shall be signed by the person presiding over the meeting or the meeting held next thereafter, and the minutes so signed shall be sufficient evidence of the matters stated therein.

63. Absence of members of the Council from Bangladesh

- (1) Before member of the Council leave Bangladesh for stay abroad for a period exceeding sixty days:
 - (a) he shall inform the Council in writing of the date of his departure from and the date of his expected return to Bangladesh;
 - (b) he shall either tender his resignation or apply to the Council for leave of absence, in case he intends to be absent from Bangladesh for a period longer than six months.
- (2) If any member leaves Bangladesh for a period exceeding sixty days without taking either of the courses mentioned in the last preceding sub-clause, he shall be deemed to be guilty of misconduct.

CHAPTER V

MEETINGS AND PROCEEDINGS OF THE INSTITUTE

64. Annual meeting

The annual meeting of the Institute for transacting the ordinary business of the Institute, namely the appointment of auditors and the reception and consideration of the annual report of the Council and the accounts of the Institute with the auditors' report thereon, shall be held in Dhaka or elsewhere in Bangladesh on the third Saturday of December in every year or on such other day as the Council may from time to time appoint:

Provided that a meeting shall be held in every calendar year and that not more than fifteen months shall have elapsed since the date of the previous annual meeting.

65. Special meetings

The Council may, whenever it thinks fit, convene a special meeting of the Institute and shall do so within four weeks from the receipt by the (Chief Executive Officer)¹⁷ of a requisition in writing signed by not less than twenty per cent of the members of and stating the object of the proposed meeting.

66. Notice of meeting

The (Chief Executive Officer)¹⁸ shall, not less than fourteen days before any annual or special meeting of the Institute, send to each member a notice giving the day, hour and place of the meeting and the business(s) to be transacted thereat. In the case of the annual meeting, the (Chief Executive Officer)¹⁹ shall send to each member with such notice a copy of the annual report of the Council and a copy of the accounts of the Institute with the auditors' report thereon and particulars of motions to be brought before the meeting under the next following Bye-law. The non-receipt by any member of such notice or of any of the aforesaid documents shall not invalidate the proceedings of any meeting.

^{17, 18, & 19} Replaced by Council Decision dated 01 December 2020

67. Notice of motion to be given

A member wishing to bring before the annual meeting any motion not relating to the ordinary annual business of the Institute may do so provided:

- (a) that notice in writing of the proposed motion, duly endorsed by five other members entitled to vote at the annual meeting, be sent or given to the (Chief Executive Officer)²⁰ and be received by him not later than five weeks before the date of the annual meeting; and
- (b) that the proposed motion relates to matters affecting the Institute or the accountancy profession.

If, after any such notice shall have been given, the annual meeting be called for a date less than five weeks after the date of receipt by the (Chief Executive Officer)²¹ of such notice, the said notice shall be deemed to have been given more than five weeks before the date of such meeting.

68. Presiding over meetings

All meetings of the Institute referred to above shall be presided over by the President or in his absence by any of the Vice-Presidents or in the absence of both, by the person elected by the members from among the members of the Council present, or in the absence of all of them, from among the members present.

69. Quorum at meeting

Fifty members present in person shall constitute a quorum for a meeting of the Institute. If a quorum is not available within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such future time and date as the President may appoint.

70. Adjournment of meeting

Subject to the provisions of these Bye-laws, the President or in his absence any of the Vice-Presidents or in the absence of both, the person elected to preside over the meeting of the Institute may, with the consent of majority of members present, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than

^{20 & 21} Replaced by Council Decision dated 01 December 2020

the business left unfinished at the meeting which has been adjourned. No notice shall be necessary for holding an adjourned meeting unless it be so decided in the meeting at the time of adjournment.

71. Voting at meeting and demand for poll

Every resolution and amendment proposed and seconded at a meeting of the Institute shall be put to the meeting by the person presiding that meeting and decided by a show of hands and in the event of equality of votes the person presiding over that meeting shall have a casting vote in addition to his original vote. The declaration of the person presiding over the meeting as to the decision of the meeting shall be final. On such a declaration being made, a poll of all members may be demanded in writing by at least ten members present in person and entitled to vote at the meeting.

72. Appointment of Scrutineers

At every meeting of the Institute at which a poll is demanded, the meeting shall appoint two members as Honorary Scrutineers.

73. Procedure when poll demanded

On a poll being so demanded, the person presiding shall forthwith, or as soon as reasonably practicable after the conclusion of the meeting at which the poll is demanded, state the resolution or amendment in the form of proposition which in his opinion will be most suitable to ascertain the sense of the members upon the substance of such resolution or amendment and upon the manner of so stating the resolution or amendment, the decision of the person presiding shall be final. The voting paper setting out the proposition so stated, together with an envelope and all necessary directions, shall within fourteen days after the meeting be issued by the Council to all members entitled to vote at the meeting at which the poll was demanded. The members shall send the said voting papers duly completed to the (Chief Executive Officer)²² sealed in the envelopes provided for such purpose so as to reach him on or before the twenty-first day after the day on which the said voting papers were sent to the members. The (Chief Executive Officer)²³ shall hand over the sealed envelopes to the Honorary Scrutineers.

^{22 & 23} Replaced by Council Decision dated 01 December 2020

74. Result of poll

The Honorary Scrutineers shall, within forty-eight hours from the last date fixed for the return of the voting papers, submit a report to the person presiding detailing:

- (a) the result of the voting; and
- (b) the votes rejected with reason for such rejection.

The person presiding shall send a copy of the report to each member as soon as practicable and in the event of an equality of votes, he shall exercise a casting vote in addition to his original vote, and convey to the members the manner in which his casting vote has been exercised. The report of the Honorary Scrutineers, as to the result of the voting, along with the casting vote, shall be conclusive.

75. Demand for poll not to prevent other business

The demand for a poll at a meeting shall not prevent the transaction of any business other than on which the poll has been demanded or any business directly dependent thereon.

76. Minutes of meeting

Proper minutes shall be kept of all proceedings of the meetings of the Institute and shall contain every resolution passed and decision taken at the meeting. The minutes shall be signed by the person presiding over the meeting or the meeting held next thereafter, and the minutes so signed shall be sufficient evidence of the matters stated therein.

CHAPTER VI

STANDING AND OTHER COMMITTEES/BOARDS

77. Committees of the Council

- (1) The President, within three weeks of assumption of office, shall place before the Council a proposed list of Chairmen and members of Standing and Other Committees/Boards, and after consideration of which, the Council shall constitute the following Standing Committees, namely:
 - (i) Executive Committee;
 - (ii) Examination Committee;
 - (iii) Investigation and Disciplinary Committee;
 - (iv) Articled Students Committee;
 - (v) Technical and Research Committee;
 - (vi) Board of Studies; and
 - (vii) Quality Assurance Board.
- (2) The Council may also constitute such other Committees from among its members as it deems necessary for the purpose of carrying out the provisions of the Order and the Bye-laws, including an Advisory Committee comprising Past Presidents of the Institute and any committee so formed, may with the prior sanction of the Council, co-opt such other members of the Institute, as the Committee thinks fit, and any member so co-opted shall be entitled to exercise all the rights of a member of the committee.
- (3) The terms of reference of other Committees as stated in clause (2) above, shall be framed by the Council and may be modified from time to time as deemed fit.

78. Executive Committee

- (1) The Executive Committee shall consist of the President, two Vice-Presidents, and not more than six other members of the Council:

(2) It shall perform the following functions, namely:

- (a) Maintenance of the office of the Council and for this purpose the Committee may employ, suspend, or terminate the services of the (Chief Executive Officer)²⁴ the Directors and other necessary staff on such terms and conditions as it may deem fit:

Provided that prior approval of the Council shall be required in the case of employment, suspension, or termination of the services of the (Chief Executive Officer)²⁵ and Directors.

- (b) Maintenance of true and correct accounts of all receipts and payments on behalf of the Council and the matter in respect of which such receipts and payments take place and of all the property, securities, debts, funds and liabilities of the Institute.
- (c) Maintenance of the Register of the Members, Register of Principals, Register of Articled students and all other registers which are prescribed by the Order or these Bye-laws.
- (d) Custody of the property, assets and funds of the Institute.
- (e) Investment of the funds of the Institute not immediately required in securities approved by the Council.
- (f) Disbursements from the funds on account of expenditure from the income or the capital in accordance with the annual budget previously sanctioned by the Council:

Provided that in emergent cases expenditure in excess of the annual budget may be incurred by the Committee, but such excess expenditure shall be brought to the notice of the Council at its next meeting for post facto approval.

- (g) Admission of associates and fellows, removal and restoration of names of members, issue and cancellation of certificates of practice, issue of certificates of membership and publication of list of members.
- (h) Publish news bulletins, journals and other publications through an Editorial Board set up for this purpose.

²⁴ & ²⁵ Replaced by Council Decision dated 01 December 2020

- (i) Any other function delegated to it by the Council:

Provided, however, that the Council shall always have the power to review any decision of the Executive Committee in exercise of its aforesaid functions.

79. Examination Committee

- (1) The Examination Committee shall consist of the President, a Vice-President, and not more than six other members of the Council:

Provided that the Council may co-opt such number of other members of the Institute as it thinks fit.

- (2) It shall perform the following functions, namely:
 - (a) All the functions of the Council in regard to holding of all the examinations of the Institute, admissions thereto, appointment and selection of question paper setters, moderators, head examiners and examiners and declaration of results, etc. It shall also have full power to fix the remuneration of the examiners and/or assistant examiners, superintendents of the examinations and others and deal with other matters arising out of the holding of examinations.
 - (b) Tabulation of mark sheets and submission of report to the Council of the results of the Institute's examinations in terms of Bye-law 123.
 - (c) According recognition to coaching institutions for preparation of candidates for the examinations of the Institute, subject to such conditions as it may deem fit.
 - (d) Maintenance of proper standard of conduct at the examinations.
 - (e) Any other functions delegated to it by the Council:

Provided, however, that the Council shall always have the power to review any decision/recommendation of the Examination Committee in exercise of its aforesaid functions.

80. Investigation and Disciplinary Committee

- (1) The Investigation and Disciplinary Committee shall consist of a Vice-President and not more than five other members of the Council:

Provided that the Council may co-opt such number of members of the Institute as it thinks fit.

- (2) It shall perform the functions assigned to it under these Bye-laws and any other function delegated to it by the Council:

Provided, however, that the Council shall always have the power to review any decision/recommendation of the Investigation and Disciplinary Committee in exercise of its aforesaid functions.

81. Articled Students Committee

- (1) The Articled Students Committee shall consist of a Vice President and not more than five other members of the Council:

Provided that the Council may co-opt such number of members of the Institute as it thinks fit.

- (2) It shall perform the following functions, namely:
- (a) All functions in relation to Articled students except as otherwise provided in these Bye-laws.
 - (b) Any other functions delegated to it by the Council:

Provided, however, that the Council shall always have the power to review any decision/recommendation of the Articled Students Committee in exercise of its aforesaid functions.

82. Technical and Research Committee

- (1) The Technical and Research Committee shall consist of a Vice-President and not more than five other members of the Council:

Provided that the Council may co-opt such number of members of the Institute as it thinks fit.

- (2) It shall perform the following functions, namely:
- (a) Research in accounting, auditing, financial management related matters and framing recommendations on various technical and professional matters for the guidance of the members of the Institute and the Articled students;

- (b) Review, on a regular basis, the latest national and international pronouncements and standards on accounting, auditing and allied matters, and recommend the same for adoption to the Council, after carrying out a technical review for adoptability and acceptability in the country context;
- (c) Respond to the references made by the concerned interacting agencies and members;
- (d) Arrange for a minimum of four technical CPE seminars in a calendar year for members on accounting and auditing matters;
- (e) Any other functions delegated to it by the Council:

Provided, however, that the Council shall always have the power to review any decision/recommendation of the Technical and Research Committee in exercise of its aforesaid functions.

83. Board of Studies

- (1) The Board of Studies shall consist of a Vice-President, and not more than six other members of the Council:

Provided that the Council may co-opt such number of other members of the Institute and other technical experts as it thinks fit.

- (2) It shall perform the following functions, namely:
 - (a) To organize pre-examination coaching classes for persons preparing for the Institute's examinations and approve a panel of lecturers with corresponding number of lectures for Institute examinations for each session;
 - (b) To provide proper facilities, where the Board may consider necessary, to the persons preparing for the examinations of the Institute to obtain coaching in the subjects in which they are to be examined by the Council.
 - (c) To conduct evaluation test of the lecturers immediately after the close of each session;
 - (d) To arrange preparation/updating of study manuals and approve a panel of authors in respect of all subjects of Institute's examinations;

- (e) To make periodical review of subject of syllabuses of Institute's examinations and recommend revision, addition, etc., as appropriate, in respect thereof, to the Council for approval;
- (f) To arrange (pre-articleship training course)²⁶, training, and examinations regularly for prospective Articled students and recommend their course fees to the Council for approval;
- (g) To recommend annual revenue & capital budgets for education, coaching classes, I.T. Training (including acquisition of latest computer technology), purchase of books, journals, magazines, etc. for Articled students and members of the Institute;
- (h) To carry out any other function(s) as may be assigned to the Board by the Council from time to time:

Provided, however, that the Council shall always have the power to review any decision/recommendation of the Board of Studies in exercise of its aforesaid functions.

84. Quality Assurance Board

- (1) The Quality Assurance Board shall consist of the President, a Vice President, and not more than five other members of the Council:

Provided that the Council may co-opt such other number of members of the Institute and other technical experts, as it thinks fit.

- (2) It shall perform the following functions, namely:
 - (i) developing a comprehensive framework and establish policies and procedures for the quality assurance programme to ensure that members in practice carry out audits in accordance with professional standards adopted by the Institute;
 - (ii) establishing appropriate quality control standards and guidelines in relation to audit practice of the members that are considered essential in the interest of the profession and the public;
 - (iii) guiding to carry out the review of working papers relating to audits carried out by the members in practice;

²⁶ Replaced by Council decision dated 13 November 2023

- (iv) monitoring the quality assurance programme to ensure its effective implementation;
- (v) arranging training programs and workshops to improve the standard of audits;
- (vi) guiding to perform a periodic review of the quality assurance programme, including objectives, standards, policies, procedures and guidelines etc., to ensure that it remain up-to-date and in line with the standards and guidelines issued by the International Federation of Accountants for such a programme;
- (vii) developing guidelines for reporting of review and assessment results of the firm;
- (viii) guiding and advising on strengthening of “Financial Report Monitoring & Practice Review Department” in terms of structure and capacity building;
- (ix) reviewing and advising on annual activity plan relating to quality assurance program;
- (x) submitting half yearly report to the council summarizing the performance relating to quality assurance program within two months from the cut-off date;
- (xi) determining required capacity of “Financial Report Monitoring & Practice Review” department to perform reviews and recommend the same to the Council;
- (xii) taking appropriate steps to update the Council about the status of reviews and recommend appropriate steps to be taken by Council;
- (xiii) ensuring that remedial actions or recommendations made by Council are properly implemented within specified time period;
- (xiv) recommending to send the review report of unsatisfactory firm to the Investigation and Disciplinary Committee (IDC) for necessary action as per the ICAB Bye-Laws;
- (xv) guiding and monitoring evaluation and reviewing results on a timely basis; and

(xvi) Any other functions delegated to it by the Council.)²⁷

Provided, however, that the Council shall always have the power to review any decision/recommendation of the Quality Assurance Board in exercise of its aforesaid functions.

85. Terms of office for members of the Committees/Boards

A member of a Standing or Other Committee/Board shall hold office for one year from the date of his nomination or until a new Committee/Board is constituted.

86. Meetings of the Committees/Boards

The Chairman of a Standing or other Committee/Board may at any time and shall on requisition by any two members of the Committee/Board, call a meeting of the Committee/Board. All meetings of the Standing and other Committees/ Boards shall be presided over by the Chairman, or in his absence by the President if he then be present, or any of the Vice-Presidents, or in the absence of all of them by a member elected from among the members present.

87. Notice of meeting

Notice of a meeting of a Committee/Board shall be served in the manner prescribed for the meetings of the Council in these Bye-laws.

88. Quorum at meeting

All requirements with regard to quorum at a meeting of a Committee/Board shall be as prescribed for a meeting of the Council under these Bye-laws, except that three members present in person (or in case of holding online/virtual meeting, joining of three members virtually)²⁸ shall constitute quorum for a meeting of the Committee.

89. Procedure for transaction of business

The business of the Standing and Other Committees/Boards shall be transacted in the manner laid down for the business of the Council under these Bye-laws.

²⁷ Replaced by Council decision dated 27 September 2021

²⁸ Inserted by Council decision dated 17 June 2020

90. Casting vote

All questions before a Standing or Other Committee/Board shall be decided by a majority of votes and in the event of equality of votes, the Chairman shall have a casting vote in addition to his original vote.

91. (Secretary)²⁹ of the Standing and Other Committees/Boards:

(Any person appointed by the Council, shall be named as Committee or Board Secretary as the case may be for such Standing or Other Committee or Board.)³⁰

92. Minutes of meetings

The (concerned Committee/Board Secretary)³¹ shall maintain a record of all business transacted at a meeting of the Committee/Board, and also of every resolution passed in such meeting or by circulation.

^{29, 30 & 31} Replaced by Council decision dated 13 November 2022

CHAPTER VII

REGIONAL COMMITTEES

93. Constitution of Regional Committees

- (1) Regional Committees shall be formed for each of the two regional constituencies, the territorial jurisdiction of which shall be as follows:
- a. Chittagong Region : Comprising the geographical boundary of Chittagong Division including Chittagong Hill Tracts,
 - b. Dhaka Region : All other locations including Overseas Chapters

Provided that the Council may form an Overseas Chapter or Chapters of the Regional Committees for the benefit of members normally residing outside Bangladesh as and when it deems fit but not more than one Overseas Chapter shall be formed in any one country. The activities and other matters of an Overseas Chapter shall be governed by the rules and regulations specified in Schedule 'H' or such other modified or substituted rules and regulations as may be framed by the Council from time to time in this behalf.

- (2) Unless otherwise decided by the Council, the number of members to be elected to the Regional Committees shall be as follows:
- (a) Dhaka Region - nine members
 - (b) Chittagong Region - five members

Provided that if any regional constituency fails to elect the required number of members of any Regional Committee which it is empowered to elect as above, the Council shall nominate a member or members from among the members of the respective region to be member or members of the Regional Committee and any person or persons so nominated shall be deemed to be member or members of the Regional Committee as if he or they had been duly elected.

94. Admission and removal from Regional Register

- (1) The names of all members of the Institute in a region shall be entered in the Regional Register maintained by the Council and also by the Regional Committee in the same Form as in Schedule 'A'.
- (2) The name of a member which has been removed from the Register maintained by the Council shall automatically stand removed from the Regional Register and if he is a member of the Regional Committee, he shall also cease to be such member.

95. Resignation from the Regional Committee and casual vacancies

- (1) Any member of the Regional Committee may at any time resign his membership by writing under his hand addressed to the Chairman of the Regional Committee concerned and the seat of such member shall become vacant when such resignation is accepted by the Regional Committee.
- (2) A member of the Regional Committee shall be deemed to have vacated his seat if he is declared by the Regional Committee to have been absent without sufficient excuse from three consecutive meetings of the Regional Committee.
- (3) Any casual vacancy in the Regional Committee shall be filled by a fresh election and the person so elected shall hold office until the dissolution of the Regional Committee:

Provided that no election shall be held to fill a casual vacancy occurring within six months prior to the date of expiry of the duration of the Regional Committee.

- (4) No act done by the Regional Committee shall be called in question on the ground merely of the existence of any vacancy or defect in the constitution of the Regional Committee.

96. Date of election

The Council shall fix the date of election to the Regional Committees on the same day as the date of election to the Council and such election shall be completed on the same day and in the same manner as the election to the Council excluding such matters as are not applicable to it:

Provided that the date of election to the Management Committee of an Overseas Chapter of Regional Committee shall be decided by the Council as

it may be deemed fit and that such election shall be held in the same manner as the election to the Council excluding such matters as are not applicable to it, or on the basis of such other election rules and regulations, as an Overseas Chapter may adopt in a general meeting, with the prior approval of the Council.

97. Election to Regional Committees

- (1) The election to the Regional Committees shall be conducted by the Council or the holding of such election may be delegated to the Regional Committees, if the Council considers it to be desirable.
- (2) The qualification of members entitled to stand for the election or to vote, the procedure for election and the declaration and notification of election results shall be in the same manner as that specified in these Bye-laws for elections to the Council excluding such matters as are not applicable to it.

98. Duties and functions of Regional Committees

- (1) The Regional Committees shall at all times function subject to the control, supervision and direction of the Council and its Standing Committees.
- (2) In particular, and without prejudice to the generality of the foregoing power, the duties of the Regional Committees shall include-
 - (a) to advise the Council on all matters referred to it by the said Council and to offer such other help as may be required;
 - (b) to make representations to the Council in connection with matters of professional and business interest in the region and to offer suggestions for raising the standard and status of the profession and for improvement of the law applying to it;
 - (c) to supply necessary information to members or to the prospective candidates for articleship or examinations of the Institute;
 - (d) to recommend either on their own motion, or on a reference by the Council, names for inclusion in the panel of paper setters, moderators or examiners;
 - (e) to arrange, if found practicable, for the coaching of candidates for the aforesaid examinations in the various centres of the region and to maintain an up-to-date and well-equipped library and reading-room for the use of the members and Articled students;

- (f) to run study-circles with different sub-committees or branches or arrange for regular meetings of the members for discussion on topics or subjects affecting the profession of accountancy;
- (g) to maintain an employment register for securing suitable employment for qualified accountants and finding suitable qualified accountants for employers;
- (h) to organise a student section for the benefit of the Articled students preparing for the Institute's examinations; and
- (i) to carry out such other functions as may be entrusted from time to time to the respective Regional Committees by the Council.

99. Office-bearers in the Committees

- (1) Each of the Regional Committees shall elect at its first meeting, to be held within one month of its formation, a Chairman and a Secretary for that Committee from among its members.
- (2) The Chairman and the Secretary shall hold office for a period of one year from the date on which they are elected but so as not to extend beyond their term of office as a member of the Regional Committee and, subject to their being a member of the Regional Committee at the relevant time, they shall be eligible for re-election.
- (3) The Chairman of the Regional Committee shall be the Chief Executive of the Regional Committee.

100. Finance and Accounts

- (1) Each Regional Committee shall be financed by such fees as the Council may fix and direct to be paid to the Regional Committee, and such aid as the Council thinks fit to grant but no Regional Committee shall borrow or obtain credit without the previous sanction of the Council.
- (2) The funds of the Regional Committee shall be utilized for such purposes as may from time to time be sanctioned by the Regional Committee:

Provided that no such funds shall be applied either directly or indirectly for payment to the members of the Regional Committee except for reimbursing them for any expenses incurred by them in connection with the business of the Regional Committee.

- (3) The Secretary of the Regional Committee shall be responsible for the maintenance of its accounts which shall be audited by such member belonging to the region, but not being a member of the Committee or a member in partnership with a member of the Committee, as may be appointed at the annual general meeting of the members of that region. A copy of the audited accounts and report, as adopted at the annual general meeting, shall be sent to the Council not later than one month from the date of that meeting.

101. Meetings of the Regional Committees

The meetings of the Regional Committees shall be held and conducted in the manner prescribed for the meetings of the Council and all provisions applying to meetings of the Council shall apply to the meetings of the Regional Committees:

Provided that the quorum at a meeting of the Regional Committee shall be five members in case of Dhaka Region and three members in case of Chittagong Region, present in person (or in case of holding online/virtual meeting, quorum shall be joining of five members virtually in case of Dhaka Region and three members in case of Chittagong Region.)³²

102. Meetings of the members of the Regional Constituencies

The meetings of the members of the Regional Constituencies shall be held and conducted in the manner prescribed for the meetings of the Institute and all provisions applying to the meetings of the Institute shall apply to the Meetings of the Regional Constituencies.

- (i) the quorum at a meeting of the Regional Constituency shall be five members present in person (or joining of five members virtually in case of holding an online/virtual meeting);³³
- (ii) the demand for a poll at any meeting shall have to be made in writing by at least five members present in person or by proxy and entitled to vote at that meeting.

103. Duration of the Regional Committee

The duration of a Regional Committee constituted under these Bye-laws shall be three years from the date of formation of the Committee on the expiry of which it shall stand dissolved, but notwithstanding the expiration of the

^{32 & 33} Inserted by Council decision dated 17 June 2020

duration of the Committee, the former Committee shall continue to exercise its functions until a new Committee is constituted in accordance with the provisions of these Bye-laws, and on such constitution, the former Committee shall stand dissolved:

Provided that the Council may, if in its opinion circumstances so warrant, extend or shorten the life of the Regional Committee by a notification in this behalf.

104. Dissolution of the Regional Committee

- (1) Notwithstanding anything contained in these Bye-laws, the Regional Committee shall stand dissolved if:
 - (i) a majority of three-fourths of the members on the Register pass a resolution in a General Meeting of the members for its dissolution:
or
 - (ii) after giving proper hearing to the Regional Committee the Council decides to dissolve the Regional Committee.
- (2) On the dissolution of a Regional Committee, all its property, assets and funds shall vest in the Council.

CHAPTER VIII

ARTICLED STUDENTS

105. Admission to Articleship

A Principal shall, before accepting a person as an Articled student, satisfy himself and the Articled Students Committee that:

- (a) his professional practice or that of his employer, if he is an employee of a chartered accountant in practice or a firm of such chartered accountants, is suitable for the purpose of training Articled students;
- (b) such person is not less than eighteen years of age on the date of commencement of Articleship; and
- (c) such person fulfills the admission criteria laid down in Schedule 'F' or such other criteria as may be determined by the Council from time to time.

106. Criteria for admission of Articled students

No Principal shall admit any person as an Articled student who has not (successfully completed pre-articleship training course)³⁴ conducted by the Institute or has been exempted therefrom.

107. Probationary period

A Principal may keep an Articled student on probation for a period of one month. If the Articled student completes the probation period successfully, he will be registered as an Articled student. The probation period so served shall be treated towards the total period of articleship required to be completed under these Bye-laws.

108. Registration of deed of articles

- (1) The deed of articles of every Articled student shall be executed soon after the successful completion of the probationary period mentioned in Bye-law 107 and shall within one month after execution thereof or within such longer period as the Council may, in its discretion, allow in

³⁴ Replaced by Council decision dated 13 November 2022

any particular case, be lodged with the Institute to be registered, together with an unstamped copy of the deed of articles for retention by the Institute and with such evidence as to age and qualification as may be required. A registration fee as may be prescribed by the Council from time to time shall be paid to the Institute.

- (2) An Articled student shall not be admitted to any examination of the Institute, unless the provisions of these Bye-laws regarding registration and any decision of the Council regarding attendance at a coaching and/or training class have been duly complied with.

109. Provisions to be included in the deed of articles

The Council may from time to time prescribe provisions which shall be included in the deed of articles and such deed of articles executed after the date of such prescription shall include the said provisions and no deed of articles not containing the said provisions shall be registered by the Institute:

Provided that the Council may, at its discretion, and on the application of the parties or proposed parties to the deed of articles, waive the inclusion of some or all of the said provisions and register the deed of articles notwithstanding that some or all of the said provisions are not included therein.

110. Premium and (Fees):³⁵

No premium shall be charged by the Principals from their Articled students. (The cost of the pre-articleship training will be borne by the principal of the firm. If a student does not successfully complete the pre-articleship training course on the first attempt, they may be responsible for covering the cost of the training course on their own for the second attempt if their principal does not cover the expenses for the second training session.)³⁶

111. Principal to be in practice to train Articled Students

- (1) No member shall be entitled to train Articled students unless he has been in practice as a chartered accountant either independently or in partnership with a firm of chartered accountants.
- (2) The member(s) in practice shall be entitled to train such number of Articled Students as may be prescribed by the Council from time to time.³⁷

^{35, 36 & 37} Inserted by Council decision dated 13 November 2022

112. Transfer and execution of fresh deed of articles

- (1) An Articled student may, by agreement between the parties thereto and subject to the permission of the Council, transfer to another member competent to take Articled students and shall be subject to the provision of Bye-law 108 regarding registration and the payment of fee.
- (2) If the Principal shall cease to practise or resign from membership (or get practicing certificate suspended)³⁸ his Articled students may be transferred with the permission of the Council to any other member competent to train Articled student. In the like event or if the Principal shall die or be excluded or suspended from membership (or from practice)³⁹ , the Articled Student may enter into fresh deed of articles with any other member competent to train Articled Students with the permission of the Council for the remainder of his term of service. The fresh deed of articles shall be registered with the Institute within one month of the execution of the fresh deed of articles or within such longer period as the Council, in its discretion, may allow, but shall not require the payment of any fee:

Provided that in case of death, retirement, resignation or removal (or suspension of certificate of practice)⁴⁰ of the partner of a firm entitled to train Articled students, his Articled students shall be deemed to be the Articled students of such other partner of the firm whether or not he is entitled to train (required number of)⁴¹ Articled students under Bye-law 111.

Provided further that where a fresh deed of articles is entered into, the Council may, in its discretion, allow service (of Articled Student(s))⁴² with two or more members (as)⁴³ continuous service on such terms and conditions as it may think fit.

- (3) The Council of ICAB shall allow the respective students to transfer their articleship without requiring a No Objection Certificate (NOC) from the Principals of the respective CA Firms whose Certificate of Practice (CoP) have been revoked by ICAB and who did not agree to issue such NOC. In cases appeals under process for stay order by the respective Principal(s) of the CA Firms against the revoked CoPs, ICAB will take necessary steps to transfer of articleship of the student(s) without

^{38, 39, 40, 41, 42 & 43} Inserted by Council decision dated 13 November 2022

taking an NOC from the respective Principals of the CA Firms, if the student(s) expresses/expres his/her/their willingness. ⁴⁴

113. Number of Articled students permitted to each member

The number of Articled Students permitted to each practicing member shall be prescribed by the Council from time to time.⁴⁵

114. Deleted⁴⁶

115. Service under deed of articles

- (1) An Articled student shall throughout his term of service serve in his Principal's office or his Principal's business of public accountant and he shall not during such term of service practise as a public accountant or engage in any other business or occupation:

Provided that an Articled student, may, with the consent of his Principal:

- (a) have, for the purpose of preparing for the Institute's examinations and for other reasons, leave of absence from his Principal's office or business for a total period not exceeding one-sixth of the period of his articleship to be split in the following manner or as may be mutually agreed upon by the Principal and the Articled student:
- (i) For the (Certificate Level)⁴⁷ Examination - 30% to 40% of the total entitlement.
 - (ii) For the (Professional Level)⁴⁸ Examination - 30 % to 40% of the total entitlement
 - (iii) For the (Advanced Level)⁴⁹ Examination - Balance of the total entitlement.
- (b) spend period not exceeding six months in all in such industrial, commercial or other suitable organisation as the Council may approve and subject to such conditions and control as the Council may impose or exercise.

⁴⁴ Inserted by Council decision dated 06 June 2022

⁴⁵ Inserted by Council decision dated 13 November 2022

⁴⁶ Deleted by Council decision dated 13 November 2022

^{47, 48 & 49} Replaced by Council decision dated 13 November 2022

- (2) The Principal shall not require an Articled student to work for more than thirty-six hours excluding recess hours spreading over six days in a week. The actual working days and hours may be regulated by the Principal according to the convenience of his clients.
- (3) A Principal engaging an Articled student shall pay per month such minimum allowance to each such Articled student as may be prescribed by the Council from time to time.
- (4) Every Principal employing Articled students under these Bye-laws, shall, on completion, discontinuance or termination of the service of an Articled student in his employment, forthwith send a report to that effect to the (Chief Executive Officer).⁵⁰
- (5) The Council, on receipt of an application, may at its discretion sanction to an Articled student leave of absence from his Principal's place of business, exceeding one-sixth of the total period of his articleship but in such a case he will be required to serve the additional period needed to make up the total period prescribed under these Bye-laws.
- (6) In the event of any difficulty arising in case of implementing the above provisions, the matter shall be referred to the Articled Students Committee for appropriate action.

116. Power to terminate the services of an Articled student

- (1) A Principal may terminate the services of an Articled student if he is guilty of misconduct or misbehavior.
- (2) An Articled student aggrieved by the termination of his services under clause (1) may, within fifteen days of such termination, prefer an appeal to the Council.
- (3) On receiving an appeal under clause (2), the Council shall refer it for report to any one of its members.
- (4) The member to whom an appeal is referred shall, after giving the parties an opportunity of being heard, submit a report together with his recommendation to the Council.
- (5) The decision of the Council taken after considering the recommendation of the member shall be final.

⁵⁰ Replaced by Council Decision dated 01 December 2020

CHAPTER IX

EXAMINATION AND TRAINING

117. Conditions to become a member of the Institute

- (1) A person shall not be eligible for enrolment on the Register of the Members, except as otherwise provided for in the Order or these Bye-laws, unless:
 - (a) he has passed such examinations of the Institute, as may be prescribed by the Council or has obtained exemptions from such examinations or from such paper or papers as may be specified by the Council from time to time; and
 - (b) he has produced a certificate in such form as the Council may prescribe, from a member entitled to train Articled students that he has served as an Articled student with him for such continuous length of time as required by the Council.

118. Times and places of examinations

All examinations of the Institute shall be held not less than twice a year at such times as the Council may from time to time direct and at such place or places as the Examination Committee shall from time to time appoint. The dates and places of the examinations and other particulars shall be notified by the Council at least six weeks in advance:

Provided that the Council may hold additional examination or examinations in any year at such time or times as it may from time to time direct and at such place or places as the Examination Committee may from time to time appoint.

(Further provided that notwithstanding anything contained in this bye-law or any other bye-laws during the period of epidemic, pandemic, any other acts of God and war or if there arises any other situation when it seems that conducting of any examination(s) is not possible, the Council may cancel holding of any examination of any level or levels or any subject or subjects and thus reduce the number of any examination(s) to less than twice a year.)⁵¹

⁵¹ Inserted by Council decision dated 10 September 2020

119. Subjects of examinations

The examinations shall be conducted in the subjects specified in (the published ICAB Curriculum policies and ICAB Syllabus)⁵² or as may be specified by the Council from time to time.

120. Application for admission to an examination

Application for admission to an examination shall be in such Form, as shall be prescribed by the Council, a copy of which may be obtained from the (Chief Executive Officer)⁵³ or from the Regional Committee or online by signing into their accounts in the ICAB Examination software within the time as specified in the notification. Every such application, together with such documentary evidence as may be required and the prescribed fee, shall be sent so as to reach the Institute in accordance with the direction given by the Council in the matter.

121. Admission fees for examinations

Every candidate for admission to any examination conducted by the Institute shall pay such fees as may be prescribed by the Council from time to time.

122. Refund of examination fee

The examination fee paid by a candidate who has been admitted to an examination shall neither be refunded nor adjusted in any manner.

123. Examination results

The Examination Committee shall consider the reports of the examiners and moderators on each examination and may either accept them or reject them or may accept them subject to such modification or alteration as may seem desirable. The Examination Committee shall then report to the Council result of each examination and upon the adoption by the Council of the report of the Examination Committee, a list of successful candidates shall be published in such manner as the Council may deem fit.

124. Failure of candidates at examinations

Any candidate who has failed to pass an examination to the satisfaction of the Examination Committee may offer himself again on any subsequent

⁵² Replaced by Council decision dated 07 December 2019

⁵³ Replaced by Council decision dated 01 December 2020

occasion, but within such time and on such condition as may be decided by the Council from time to time.

125. Examination certificates

Every candidate passing or obtaining exemption from any examination of the Institute shall be furnished with a certificate to that effect in the Form specified by the Council. Such certificate shall be signed by the President and the (Chief Executive Officer)⁵⁴

126. Deleted⁵⁵

127. (Examination Structure:

The professional examinations of the Institute shall comprise a 3-level examination system [i.e. Certificate Level, Professional Level and Advanced Level] as per ICAB Curriculum Policy and Subjects & Syllabi as prescribed from time to time.

Subject to flexibility mentioned in bye-law 127 (4) appearing below, no candidate shall be allowed to sit for Professional Level Examination before passing Certificate Level Examination, and for Advanced Level Examination before passing Professional Level Examination.

candidate shall be allowed to appear at Examinations of the Institute as under:

- (1) Certificate Level: After registration as Articled Student and Pre-Articleship students provided that the student(s) has attained the requirements of class attendance;
- (2) Professional Level: After passing Certificate Level Examination; provided that the student(s) has attained the requirement of class attendance in Professional level;
- (3) Advanced Level: After passing Professional Level Examination. provided that the student(s) has attained the requirement of class attendance in Advanced level.)⁵⁶
- (4) The following flexibility or as decided by the Council from time to time of appearing at the professional level papers is applicable for the

⁵⁴ Replaced by Council decision dated 01 December 2020

⁵⁵ Deleted by Council decision dated 12 September 2007

⁵⁶ Replaced by Council decision dated 07 December 2019

Certificate Level Examinees who have already passed the related papers in Certificate Level and at the Advanced level papers for Professional Level Examinees who have already passed the related papers in Professional Level. The subject wise mapping would be as under:

Certificate level (CL) Papers	Professional level (PL) Papers	CL Passed	CL Not Passed
Assurance	Audit & Assurance	PL allowed	PL Not Allowed
Accounting	Financial Accounting & Reporting	PL allowed	PL Not Allowed
Business & Finance	Business Strategy	PL allowed	PL Not Allowed
	Financial Management	PL allowed	PL Not Allowed
Management Information		-	-
Business Law	Corporate Laws and Practices	PL allowed	PL Not Allowed
Principles of Taxation	Tax Planning & Compliance	PL allowed	PL Not Allowed
Information Technology	IT Governance	PL allowed	PL Not Allowed

Professional level (PL) Papers	Advanced level (AL) Papers	PL Passed	PL Not Passed
1. Audit & Assurance 2. Financial Accounting & Reporting	1. Corporate Reporting	AL allowed	AL Not Allowed
3. Business Strategy 4. Financial Management	2. Strategic Business Management	AL allowed	AL Not Allowed

No candidate shall be allowed to appear at any paper of Advanced Level examinations until s/he has cleared all the papers of Certificate Level. Case Study of Advanced Level will be the ultimate paper which can only be attempted by the Advanced level students either after completing all the other Advanced Level papers or together with all the other papers of Advanced level. Case study can never be attempted keeping any paper of Advanced level un- attempted.)⁵⁷

⁵⁷ Inserted by Council decision dated 24 March 2021

CHAPTER X

SUSPENSION, EXCLUSION AND RESTORATION

128. Matters to be laid before the Investigation and Disciplinary Committee

- (1) It shall be the duty of the President and/or (Chief Executive Officer)⁵⁸ on receipt of information or otherwise, and the right of any member or of any aggrieved person to lay before the Investigation and Disciplinary Committee any fact indicating:
 - (a) that a member has become liable to exclusion, suspension or reprimand under any provision of the Order or these Bye-laws; or
 - (b) that an Articled student has been guilty of felony or misdemeanor or has been declared by a competent court to have been guilty of fraud or has been guilty of an act or default of such a nature as to render him unfit to become a member of the Institute.
- (2) Where a complaint or information has been received by the Institute, the Council, the President or the (Chief Executive Officer)⁵⁹ that any member has become liable as aforesaid or that an Articled student has been guilty as aforesaid, the complaint or information etc. shall forthwith be laid before the Investigation and Disciplinary Committee.

129. Duties of the Investigation and Disciplinary Committee

- (1) It shall be the duty of the Investigation and Disciplinary Committee to consider the facts or complaint laid before it under the provisions of last preceding Bye-law and where it is of the opinion that the facts or complaint require investigation, it shall forthwith give to the member or Articled student notice of its intention to consider the complaint. The Investigation and Disciplinary Committee shall give such member or Articled student an opportunity of being heard before it and shall, if the member or Articled student so desires, permit such member or Articled student to be presented before it by counsel or by a solicitor or by a member of the Institute. The Investigation and Disciplinary Committee shall thereafter report to the Council the result of its enquiry and, if

^{58 & 59} Replaced by Council decision dated 01 December 2020

necessary, recommend appropriate disciplinary action, on the basis of guidelines as may be prescribed by the Council from time to time.

- (2) The Investigation and Disciplinary Committee may, at the request of any member or Articled student, advise such member or Articled student in regard to any matter of professional conduct.

130. Duties of the Council

- (1) If on receipt of such report the Council finds that a complaint has not been proved, it shall record its finding accordingly and direct that the proceedings shall be filed or the complaint shall be dismissed as the case may be.
- (2) If on receipt of such report the Council finds that a complaint has been proved, it shall record a finding to that effect and shall afford to the member or the Articled student either personally or through counsel or a solicitor or a member of the Institute, an opportunity of being heard before orders are passed against him on the case, and may thereafter, keeping in view the recommendations of the Investigation and Disciplinary Committee, make any of the following orders, namely:
 - (a) reprimand the member or the Articled student with or without monetary penalty as the Council in its discretion may decide. or
 - ((b) Suspend, with or without monetary penalty, member from practice as public accountant or otherwise or a period not exceeding 05 (five) years and cancel his certificate of practice accordingly, as the Council thinks fit;)⁶⁰ or
 - (c) exclude the member from membership; or
 - (d) direct the cancellation of, or extend the period of articleship, or that any period already served under such articleship shall not be reckoned as such service for the purpose of relevant clause of Bye-law 117 and a person whose articleship has been so cancelled under this Bye-law shall not, except with the permission of the Council, be retained or taken as an Articled student by a member of the Institute; or

⁶⁰ Replaced by Council decision dated 07 December 2019

- (e) require the complaint to pay monetary penalty as may be decided by the Council in its discretion if the complaint is proved to be baseless or unfounded or malicious; and
- (3) Notice of the finding and decision of Council shall forthwith be given to the member or Articled student concerned and the decision shall thereupon take effect.

131. Publication of findings and decisions

- (1) Where the Council finds that a complaint has been proved, it shall cause its findings and decisions to be published in such journals as it shall think desirable and as soon as practicable after such findings and decision are pronounced. The publication shall in all cases include the name of the member with enrolment number or Articled student with registration number concerned unless in a particular case the Council considers that there exist special circumstances which justify the omission of the names from such publication.
- (2) Where the Council finds that a complaint has not been proved, the Council may make such publication, if any, as in the circumstances of the case it considers desirable.

132. Return of certificates in the event of suspension or exclusion

In the event of suspension or exclusion of a member, every certificate of membership, fellowship or practice then held by him shall be deemed to be cancelled from the date on which and during the period for which the name of its holder is removed from the Register and shall be delivered up by the member to the (Chief Executive Officer)⁶¹ in the case of suspension, to be retained during the period of suspension, or in the case of exclusion, to be cancelled.

133. Restoration to membership

- (1) The Council may on an application received in this behalf from a person whose name has been permanently or temporarily removed from the Register under Article 20, restore his name if he is otherwise eligible to such membership:

Provided that he shall have paid before such restoration the admission fee, the restoration fee and the annual fee or fees for the year during

⁶¹ Replaced by Council decision dated 01 December 2020

which his name is restored, and, if his name has been removed under clauses (b) and (c) of Article 20, all arrears on account of annual membership fee and restoration fee as may be decided by the Council from time to time.⁶²

- (2) The restoration of a name to the membership shall be notified in the Bangladesh Gazette and in such journal as the Council thinks desirable and also be communicated in writing to the person concerned.

134. Professional and other misconduct defined

- (1) For the purpose of the Order and these Bye-laws, the expression "professional and other misconduct" shall be deemed to include any act or omission specified in any of these Bye-laws, Schedule 'C', Code of Ethics, or directives on accounting, auditing and professional matters as may be prescribed by the Council from time to time, but nothing in this section shall be construed to limit or abridge in any way the power conferred or duty imposed on the Council or the Investigation and Disciplinary Committee under these Bye-laws to inquire into the conduct of any member or Article student under any other circumstances.
- (2) The Council may amend, alter or substitute, from time to time, the minimum fees chargeable by a chartered accountant in practice to his clients as contained in Schedule 'E'; and may direct, that compliance with that Schedule would become mandatory from a certain date. Failure by a chartered accountant in practice to comply with that directive shall make him liable to disciplinary action.

⁶² Replaced by Council decision dated 13 November 2022

CHAPTER XI

MISCELLANEOUS

135. Finances

- (1) All moneys received by the Institute shall be paid into an account of the Institute at its bankers and the bank account(s) so maintained shall be operated upon JOINTLY by 02 (two) members of the Council or by a member of the Council and the Chief Executive Officer (CEO) or any persons who shall have been named by a resolution of the Council.⁶³
- (2) The funds of the Institute shall be employed for such purposes as may from time to time be sanctioned by the Council and all funds not needed immediately for the ordinary purposes of the Institute may be invested by the Council in any manner as it deems fit.
- (3) The Council may from time to time borrow from a scheduled bank or from the Government any money required for meeting its liabilities on capital account or for the purpose of meeting current liabilities pending the receipt of income.
- (4) The Council shall keep proper accounts of all income and expenditure and have the annual accounts duly audited. A copy of the audited accounts and the report of the Council for that year shall be forwarded to the Government as soon as practicable after its adoption at the annual meeting of the Institute.

136. Audit of accounts of the Institute

- (1) The members at each annual meeting shall appoint two auditors who shall be members in practice, at such remuneration, if any, as the meeting shall determine. No member of the Council or a member who is in partnership with such a member shall be eligible for appointment as auditor. In the event of any vacancy occurring in the office of auditor between two annual meetings or in the event of a vacancy not being filled at an annual meeting, the said vacancy may be filled by the Council at a meeting summoned with notice of the object:

⁶³ Replaced by Council decision dated 13 November 2022

Provided that during such vacancy the continuing auditor may act alone.

- (2) The auditors shall retire at the next annual meeting after their appointment, but shall be eligible for re-appointment.
- (3) The auditors shall be nominated by two members of the Institute and such nomination shall be signed by the members nominating and by the candidates, and must reach the office of the Institute at least five weeks before the annual meeting. The auditors who are in office shall be deemed to be nominated at each annual meeting unless they have intimated to the (Chief Executive Officer)⁶⁴ their desire not to be re-elected. Notice shall be given to members and specifically to the retiring auditors of the names of all other persons nominated for appointment.

137. Powers and duties of the President and the Vice-President or Vice-Presidents

- (1) The President shall exercise such powers and perform such duties as are contained in the provisions of the Order and these Bye-laws and as may be delegated by the Council or entrusted by the Standing or other Committees/Boards from time to time.
- (2) The President may direct any business to be brought before the Council or the Standing or other Committee/Board for consideration.
- (3) If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office, the Vice-President or one of the Vice-Presidents, selected by the Council, shall act in his place and shall exercise the powers and perform the duties of the President.

138. Powers and duties of the (Chief Executive Officer)⁶⁵

Subject to the provisions of the Order and these Bye-laws and under the general supervision of the President and Standing and other Committees/Boards concerned, the (Chief Executive Officer)⁶⁶ shall exercise and perform the following powers and duties, namely:

^{64, 65 & 66} Replaced by Council decision dated 01 December 2020

- (i) being in charge of the office of the Institute as its administrative head, managing it and attending to all correspondence and other matters relating to it;
- (ii) enrolment of associates, admission as fellows, removal from the membership owing to death, restoration to membership, issuing notifications therefor and the signing of any notification on behalf of the Council, subject to the approval of the President;
- (iii) sanctioning and renewing of Certificates of practice for associates and fellows and cancelling of Certificates of practice with the prior approval of the Executive Committee;
- (iv) maintenance of all the registers, documents and Forms as required by the Order and these Bye-laws;
- (v) being in charge of all property of the Institute;
- (vi) incur revenue and capital expenditure within the limits sanctioned by the Council or the Committee; receive moneys due to the Council and issue receipts therefor; pay staff salaries and allowances; maintain or cause to maintain proper accounts and deliver the books of accounts, information, etc., to the Institute's auditors, for the purpose of audit of the accounts of the Institute;
- (vii) exercising disciplinary control over the staff except dismissal which should have the prior sanction of the President;
- (viii) admitting candidates to the examinations held under these Bye-laws and making all necessary arrangements for the conduct of examinations of the Institute;
- (ix) refunding or transferring fees received in accordance with these Bye-laws for the examinations, enrolments, issue of Certificates of practice and allied matters:
- (x) registering and noting of suspension, cancellation and termination of articleship;
- (xi) appointing solicitors or advocates and filing papers in Courts, etc., on behalf of the Council, subject to the approval of the President;
- ((xii) Leading the development of ICAB's long and short-term strategies in the technical, operational, and financial areas to regulate the profession;

- (xiii) Developing strategies and policies required to meet the goals of the Institute;
- (xiv) Ensuring that the Institute and its mission, programs, and services are consistently presented in strong, positive image of the profession to the relevant stakeholders nationally and internationally;
- (xv) Maintaining effective working relationship and liaison with the Government, regulatory and trade bodies, national and international stakeholders; and
- (xvi) Being responsible for overall management of the day to day activities of the Institute.)⁶⁷
- (xvii) performing such other duties and functions as are incidental and ancillary to and may be required for the performance of the above duties and exercising such other powers as may be delegated by the Council, the Committees or the President from time to time.

139. Indemnity

- (1) The members of the Council, officers and auditors shall be indemnified by the Institute from all losses and expenses incurred by them in or about the discharge of their respective duties, except such as may happen from their own respective wilful default, or in the case of an auditor, his own negligence or wilful default or that of any partner or employee of such auditor.
- (2) No member of the Council, officer or auditor shall be liable for any other member of the Council, officer or auditor, or for signing any receipt or document, or for any act of conformity, or for any loss or expense happening to the Institute, unless the same happens from his own wilful default, or in the case of an auditor from his own negligence or wilful default or that of any partner or employee of such auditor.

140. Constitution of Articled student's association

- (1) There shall be an Articled students' association of the Institute. The objects of the association, its functions, membership, election of office bearers, management and other allied matters shall be governed by the provisions contained in the constitution framed by the Articled students.

⁶⁷ Replaced by Council decision dated 01 December 2020

Any person who becomes an Articled student, shall become a member of the Articled students' association and shall pay such fee as may be decided by the Council from time to time alongwith his application for registration of his deed of articles. The amount so collected shall be transferred to the Articled students' association by the Council. The Council may make such financial grants to the Articled students' association as may be decided by it from time to time and shall provide suitable office accommodation for it.

141. Method of payment of fees

All fees prescribed under these Bye-laws shall be made payable to the Institute in such manner as the Council may direct.

142. Publication of list of members

The Council shall publish the list of members required under clause (3) of Article 19 in any manner as it thinks fit and may distinguish between proprietorship and partnership firms, firms with foreign affiliation, associates and fellows in practice and between the associates and fellows not in practice. Such publication shall be supplied to members and others gratuitously or at such prices as the Council shall from time to time determine.

143. Custody and use of Seal

- (1) Unless otherwise decided by the Council, the Seal shall be kept under the custody of the (Chief Executive Officer)⁶⁸
- (2) The Seal shall not be affixed to any instrument except by order of the Council and in the presence of the President or two members of the Council and every such instrument shall be signed by the President or two members of the Council in whose presence the Seal is affixed, and by the (Chief Executive Officer)⁶⁹
- (3) The Council shall maintain a register in the prescribed Form to record therein the documents to which the Seal has been affixed.

144. Chartered accountant in practice not to engage in any other business or occupation

^{68 & 69} Replaced by Council decision dated 01 December 2020

A chartered accountant in practice shall not engage in any business or occupation other than the profession of accountancy except with the permission granted in accordance with a resolution of the Council.

145. Chartered accountants may practice only under one name

A chartered accountant in practice may practise only under one name and style either as a proprietor or in partnership with a chartered accountant or chartered accountants in practice.

146. Part-time employments a chartered accountant in practice may accept

Notwithstanding anything contained in Bye-law 144 but subject to the control of the Council, a chartered accountant in practice may act as a liquidator, trustee, executor, administrator, arbitrator, receiver, adviser or representative for costing, financial, company law and taxation matters or may take up an appointment that may be made by the Government, or a court of law or any other authority established under any law, or may act as a (Chief Executive Officer)⁷⁰ in his professional capacity provided his employment is not on a salary-cum-full-time basis.

147. Location of the office of the Council

The headquarters of the Council shall be located at Dhaka or any other such place as may be notified by the Council in this behalf.

148. Deleted⁷¹

⁷⁰ Replaced by Council decision dated 01 December 2020

⁷¹ Deleted by Council decision dated 26 September 2023

MEMBERS' HANDBOOK

The Institute of Chartered Accountants
of Bangladesh (ICAB)

PART - III

SCHEDULES

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

SCHEDULE 'A'

(As Article 19 and Bye Law 5)

Register of the Members of the Institute of Chartered Accountants of Bangladesh

Date of entry in Register and EC resolution dated	Enrolment No. assignd	Name in full Surname other names	Date of birth	Nationality
1	2	3	4	5

Permanent or registered address	Professional employment address	Qualifications reconfirmed by the Institute	Grant of EC Certificate of practice if any EC resolution dated
6	7	8	9

Date of Admission as fellow	EC resolution dated	Whether practicing independently, in partnership or employed in a firm of Chartered Accountants in Practice.	Whether holding a salaried employment If not in practice	Date Ceasing to be a Member	Reason for Ceasing of membership
10	11	12	13	14	15

Date suspended if applicable, Council resolution dated	Date of reinstatement if applicable Council resolution dated	Whether entitled to train Articled student ASC Resolution dated
16	17	18

The Institute of Chartered Accountants of Bangladesh (ICAB)

PART III

Schedule C

SCHEDULE - C

(See Bye-Law 134)

PART –I

PROFESSIONAL MISCONDUCT IN RELATION TO CHARTERED ACCOUNTANTS IN PRACTICE

A Chartered Accountant in practice shall be guilty of professional misconduct if he:

- (1) places his professional service at the disposal of or enters into partnership with an unqualified person or persons in a position to obtain business of the nature in which chartered accountants engage by means which are not open to a chartered accountant:

Provided that this paragraph shall not be construed as prohibiting a member from practicing in a country outside Bangladesh in association with a person who is entitled under the law in force in that country to perform functions similar to those which a chartered accountant in practise is entitled to perform in Bangladesh;

- (2) allows any person to practice in his name as a chartered accountant unless such person is also a chartered accountant and is in partnership with or employed by him;
- (3) pays or allows or agrees to pay or allow, directly or indirectly, any share, commission or brokerage in the fees or profits of his professional business, to any other person than a member of the Institute or a partner or a retired partner or the legal representative or widow of a deceased partner;
- (4) accepts or agrees to accept any part of the profits of the professional work of a lawyer, income-tax practitioner, auctioneer, broker or other agent or any other person who is not a member of the Institute.;
- (5) accepts a position as auditor previously held by another chartered accountant without first communicating with him in writing;
- (6) accepts an appointment as auditor of a company without first ascertaining from it whether the requirements of section 211 of the Companies Act,

1994 (Act No. 18 of 1994), in respect of such appointment, have been duly complied with;

- (7) accepts a position as auditor previously held by some other chartered accountant in such conditions as to constitute under-cutting;
- (8) publishes or sanctions the publication of expressions of thanks or appreciation by clients or promotes in any way laudatory notices with regard to professional matters;
- (9) solicits clients or professional work either directly or indirectly by circular, advertisement, personal communication or interview or by any other means;
- (10) advertises his professional attainments or services or uses any designation or expressions other than chartered accountant on professional documents, visiting cards, letter-heads or sign boards unless it be a degree of a University established by law in Bangladesh or recognized by the Government or a title indicating membership of the Institute of Chartered Accountants or any other Institution that has been recognized by the Council;
- (11) allows his name to be inserted in any directory, either in the main section or in classified list whether printed or not, so as to appear in a leaded type or in any manner, which could be regarded as of an advertising character;
- (12) certifies any documents, exhibits, statements, schedules or other forms of accountancy work which have not been verified entirely under the personal supervision of himself, a member of his staff, another member of the Institute or his partner:

Provided that the above will not apply in cases of accounts of foreign branches or subsidiaries of his clients which have been duly certified by a public accountant;

- (13) gives estimates of future profits for publication in a prospectus or otherwise, or certifies for publication statements of average profits over a period of two or more years without at the same time stating the profits or losses for each year separately;
- (14) charges or offers to charge, accepts or offers to accept in respect of any professional employment, fees which are based on a percentage of profits or which are contingent upon the findings or result of such employment

except in cases which are permitted under any regulations of Government or requirements of law;

- (15) engages in any business or occupation other than the profession of chartered accountants unless permitted by the Council so to engage:

Provided that nothing contained herein shall disentitle a chartered accountant from being a director of a company or a co-operative society unless he or any of his partners is interested in such company as an auditor;

- (16) allows a person not being a member of the Institute or a member not being his partner to sign on his behalf or on behalf of his firm, any balance sheet, profit and loss account, report or financial statements or any other document required by his client;
- (17) discloses information acquired in the course of his professional engagement to any person other than his client, without the consent of his client or otherwise than as required by any law for the time being in force;
- (18) expresses his opinion on financial statements of any business or any enterprise in which he, his firm or a partner of his firm has a substantial interest, unless he discloses the interest also in his report;
- (19) fails to disclose a material fact known to him which is not disclosed in a financial statement, but disclosure of which is necessary to make the financial statement not misleading;
- (20) fails to report a material mis-statement known to him to appear in a financial statement with which he is concerned in a professional capacity;
- (21) is grossly negligent in the conduct of his professional duties;
- (22) fails to obtain sufficient information to warrant the expression of an opinion or his qualifications are sufficiently material to negate the expression of an opinion;
- (23) fails to keep moneys of his client in a separate banking account or to use such moneys for purposes for which they are intended;
- (24) has been guilty of any act or default discreditable to a chartered accountant or a member of the Institute;
- (25) (i) Contravenes any of the provisions of the Order or the bye-laws made thereunder;

- (ii.) is guilty of such other act or omission as may be specified by the Council in this behalf, by notification in the Bangladesh Gazette;
- (26) not being a fellow styles himself as a fellow;
 - (27) does not supply the information called for, or does not comply with the requirements asked for, by the Council or any of its Committees;
 - (28) fails to invite attention to any material departure from the generally accepted procedure of audit applicable to the circumstances;
 - (29) includes in any statement, return or form to be submitted to the Council any particulars knowing them to be false;
 - (30) permits his name or the name of his firm to be used in connection with an estimate of earnings contingent upon future transactions in a manner which may lead to the belief that he vouches for the accuracy of the forecast;
 - (31) without first obtaining the permission of the Council associates himself with or promotes any body of accountancy, association or institute of accountancy, etc., in Bangladesh.
 - (32) fails to report non-compliance in any respect with the Bangladesh Accounting Standards adopted by the Council as are applicable to any financial statements certified by him;
 - (33) fails to perform or conduct any audit in accordance with the Bangladesh Auditing standards adopted by the Council;

PART - II

Professional misconduct in relation to members of the Institute in service-

A member of the Institute (other than a member in practice) shall be deemed to be guilty of professional misconduct, if he being an employee of any company, firm or person:

- (1) pays or allows or agrees to pay directly or indirectly to any person any share in the emoluments of the employment undertaken by the member;
- (2) accepts or agrees to accept any part of fees, profits or gains from a lawyer, a chartered accountant or broker engaged by such company, firm or person or agent or customer of such company, firm or person by way of concession or gratification;
- (3) discloses confidential information acquired in the course of his employment except as and when required by law or except as permitted by the employer;
- (4) includes in any statement, return or form to be submitted to the Council any particulars knowing them to be false;
- (5) not being fellow styles himself as a fellow;
- (6) does not supply the information called for, or does not comply with the requirements asked for, by the Council or any of its Committees;
- (7)
 - i. contravenes any of the provisions of the Order or the Bye-laws made thereunder;
 - ii. is guilty of such other act or omission as may be specified by the Council in this behalf, by notification in the Bangladesh Gazette;
- (8) has been guilty of any act or default discreditable to a chartered accountant or a member of the Institute;
- (9) without first obtaining the permission of the Council associates himself with or promotes anybody of accountancy, association or institute of accountancy, etc., in Bangladesh.
- (10) fails to prepare any financial statement of the organization where he is employed, in accordance with, and disclose in such financial statement

all matters which are mandatory to be disclosed by the Bangladesh Accounting Standards adopted by the Council provided that such standards apply to his organization;

- (11) fails to prepare any financial statements in accordance with and/or which are prepared by him or under his supervision all such matters as are mandatory to be disclosed by the Companies Act 1994, the Securities and Exchange Rules, 1987 or other Government laws and rules applicable to the organization where he is employed;

Schedule – ‘D’

PART –III

(i) MANAGEMENT CONSULTANCY:

REGULATIONS:

Subject to the prior consent of the Council, a member may act as proprietor, partner or director of a management consultancy firm or an unlimited company:

Provided that a member already engaged in the practice of management consultancy either through a firm or an unlimited company at the date of commencement of the Order shall not be required to obtain fresh consent of the Council.

(ii) CODE OF ETHICS

A member engaged in management consultancy-

- (1) shall not advertise or solicit for work or issue any circular, calendar or publicity material;
- (2) shall not issue brochures, except to existing clients or in response to an unsolicited request;
- (3) shall not use Designatory letters indicating qualification of the directors and members of the company on letter-heads, note papers or professional cards except as provided in paragraph (10) of Part I of Schedule “C”;
- (4) shall not refer to associated firms of management consultants on their letter-heads or professional cards or announcements or vice-versa;
- (5) shall not adopt a name or associate himself as a partner or director of a firm or a company whose name is indicative of its activities;
- (6) shall not use the designation “CHARTERED ACCOUNTANT (S)” for his management consultancy firm or company;

- (7) shall not share profits or remuneration in a manner contrary to paragraphs (3) and (4) of Part I of Schedule "C" except when he associates with non-members as stated in regulation 13 of this Schedule;
- (8) shall not accept, nor shall a partner in any firm in which he is a partner accept auditing, taxation or other conventional accountancy work from any client introduced to him for management consultancy services by the client's own professional accountant;
- (9) may write a personal letter or make a direct approach to another member of the profession in practice offering his firm's or company's services;
- (10) shall abide by the term "MANAGEMENT CONSULTANT(S)" where he is connected with an organization in the management consultancy field as proprietor, partner or director. This is intended to exclude such terms as "BUSINESS CONSULTANT". "ADVISORS TO MANAGEMENT", "INDUSTRIAL CONSULTANT", etc.;
- (11) shall abide by the rules of professional conduct of the Institute and shall ensure that the firm or company with which he is associated either as proprietor, partner or director abides by those rules;
- (12) shall be responsible from the standpoint of ethics for the conduct of the company and its directors and officers as if the company were a firm in which he is a partner. Further an employee member shall be held responsible for any action of his employer which contravenes the rules of professional conduct of the Institute if he is a party thereto;
- (13) may associate with non-members for the rendering of various management consultancy services as long as such non-members observe the bye-laws and code of professional ethics of the Institute;
- (14) shall communicate as a matter of professional courtesy with the existing professional accountant or consultant informing him of the special work he has been asked to undertake in the event of an introduction for management consultancy work other than through the existing professional accountant;
- (15) shall not do under the guise or through the medium of a company or firm anything which he is not allowed to do as an individual.

(iii) Mechanised Accounting or Computer Services:

In addition to the rules of ethics applicable to management consultancy work, the following rules shall apply mechanised accounting or computer services.

- (1) Such services shall not be advertised nor shall there be soliciting other than by direct communication with other members of the profession who are in practice.
- (2) A member offering such services shall not accept auditing, taxation or other commercial accounting work from any client introduced to him by the client's own professional accountant for the provision of mechanised accounting or computer services.
- (3) A member shall communicate as a matter of professional courtesy with the existing accountant notifying him of the special work he has been asked to undertake in the event of an introduction for mechanised accounting or computer services other than through the existing accountant.

The Institute of Chartered Accountants of Bangladesh (ICAB)

Part - III

SCHEDULE - E

FEES SCHEDULE

[Effective from 01 January 2016]

BASIS OF CHARGING MINIMUM FEES FOR AUDIT AND OTHER PROFESSIONAL SERVICES RENDERED BY CHARTERED ACCOUNTANTS IN PRACTICE OR FIRMS OF SUCH CHARTERED ACCOUNTANTS

PART - I

The Institute of Chartered Accountants of Bangladesh (ICAB) was established under the Bangladesh Chartered Accountants Order 1973 (President's Order No. 2 of 1973) for the purpose of regulating the profession of Accountants and for matters connected therewith in the country.

Schedule "C" (Part-1) of the ICAB Bye-Laws 1973 framed under the aforementioned Order, stipulates, inter alia, that a Chartered Accountant in practice shall be guilty of professional misconduct if he:

1. accepts a position as Auditor previously held by another Chartered Accountant without first communicating with him in writing;
2. accepts an appointment as Auditor of a Company without first ascertaining from it whether the requirements of Section 211 of the Companies Act 1994 in respect of such appointment have been duly complied with;
3. accepts a position as Auditor previously held by some other Chartered Accountant in such conditions as to constitute undercutting; and
4. solicits clients or professional work either directly or indirectly by circular, advertisement, personal communication or interview or by any other means.

If any auditor accepts any appointment at a fee below the Fees Schedule approved by the Council- ICAB, the relevant audit working paper files may be subject to review by ICAB to assess the quality of audit done, giving particular emphasis on listed entities. If ICAB is not satisfied with quality of audit, the firm/partner of the firm may be subject to disciplinary actions of ICAB.

PART - II

The Council of the Institute resolved that a Chartered Accountant in practice or a firm of Chartered Accountants may:

- a. respond to advertisements inviting applications for appointment of Auditors;
- b. respond to tenders or circulars inviting quotations for professional services restricted to Chartered Accountants either by statute or in terms of such tenders or circulars;
- c. request for inclusion of the firm-name in the panel for appointment as Auditors; and
- d. quote fees within the framework of the enclosed Fees Schedule as approval by the Council-ICAB in its meeting held on 22 February 2016.

It shall not, however, be permissible for a Chartered Accountant in practice or a firm of such Chartered Accountants to pay earnest money, security deposit, cost of tender schedule, etc. in reply to such advertisements, tenders, circulars or enquiries.

The above section shall not be applicable for non-audit work.

PART - III: FEES SCHEDULE

A. PUBLICLY LISTED ENTITIES

I. MANUFACTURING COMPANIES:

Category	Based on Gross Assets or Gross Turnover whichever is higher	Minimum Audit Fees
AI (i)	Amount not exceeding Tk. 50 crore	Tk. 3,50,000
AI (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 250 crore	Tk. 3,50,000 + 10% of Tk. 3,50,000 for every Tk. 20 crore (or part thereof) increase over Tk. 50 crore
AI (iii)	Amount exceeding Tk. 250 crore but not exceeding Tk. 500 crore	Tk. 7,00,000 + 8% of Tk. 7,00,000 for every Tk. 35 Crore (or part thereof) increase over Tk. 250 crore
AI (iv)	Amount exceeding Tk. 500 crore but not exceeding Tk. 1,500 crore	Tk. 11,00,000 + 5% of Tk. 11,00,000 for every Tk. 100 Crore (or part thereof) increase over Tk. 500 crore
AI (v)	Amount exceeding Tk. 1,500 crore	Tk. 16,50,000 + 4% of Tk. 16,50,000 for every Tk. 120 Crore (or part thereof) increase over Tk. 1,500 crore subject to a minimum audit fee of Tk. 35,00,000, should such computation result in a higher audit fee.

II. BANKS:

Category	Based on Number of Branches of the Bank	Minimum Audit Fees (For Head Office)**
All (i)	Not exceeding 50 Branches	Tk. 10,00,000
All (ii)	Exceeding 50 Branches but not exceeding 150 Branches	Tk. 10,00,000 + 5% of Tk. 10,00,000 for every 10 branches (or part thereof) increase over 50 Branches
All (iii)	Beyond 150 Branches	Tk. 15,00,000 + 4% of Tk. 15,00,000 for every 12 branches (or part thereof) increase over 150 Branches subject to a minimum audit fee of Tk. 35,00,000, should such computation result in a higher audit fee.

*** In addition to the audit fee of Head Office separate audit fee will be applicable for branch office. Tk. 50,000 will be the minimum audit fee for each AD branch audited and Tk. 30,000 will be for each non-AD branch of the bank audited.*

III. NON-BANKING FINANCIAL INSTITUTIONS:

Category	Based on Loans and Advances	Minimum Audit Fees
AIII (i)	Amount not exceeding Tk. 50 crore	Tk. 3,50,000
AIII (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 250 crore	Tk. 3,50,000 + 10% of Tk. 3,50,000 for every Tk. 20 crore (or part thereof) increase over Tk. 50 crore

AIII (iii)	Amount exceeding Tk. 250 crore but not exceeding Tk. 500 crore	Tk. 7,00,000 + 8% of Tk. 7,00,000 for every Tk. 35 Crore (or part thereof) increase over Tk. 250 crore
AIII (iv)	Amount exceeding Tk. 500 crore but not exceeding Tk. 1,500 crore	Tk. 11,00,000 + 5% of Tk. 11,00,000 for every Tk. 100 Crore (or part thereof) increase over Tk. 500 crore
AIII (v)	Amount exceeding Tk. 1,500 crore	Tk. 16,50,000 + 4% of Tk. 16,50,000 for every Tk. 120 Crore (or part thereof) increase over Tk. 1,500 crore subject to a minimum audit fee of Tk. 35,00,000, should such computation result in a higher audit fee.

IV. INSURANCE COMPANIES:

Category	Based on Gross Premium	Minimum Audit Fees
AIV (i)	Amount not exceeding Tk. 50 crore	Tk. 3,50,000
AIV (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 100 crore	Tk. 3,50,000 + 10% of Tk. 3,50,000 for every Tk. 10 crore (or part thereof) increase over Tk. 50 crore
AIV (iii)	Amount exceeding Tk. 100 crore but not exceeding Tk. 200 crore	Tk. 5,25,000 + 8% of Tk. 5,25,000 for every Tk. 8 Crore (or part thereof) increase over Tk. 100 crore

AIV (iv)	Amount exceeding Tk. 200 crore	Tk. 10,50,000 +5% of Tk. 10,50,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 200 crore subject to a minimum audit fee of Tk. 20,00,000, should such computation result in a higher audit fee.
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V. TELECOM COMPANIES (MOBILE OPERATORS):

Category	Based on Gross Assets or Gross Turnover whichever is higher	Minimum Audit Fees
AV (i)	Amount not exceeding Tk. 5,000 crore	Tk. 25,00,000
AV (ii)	Amount exceeding Tk. 5,000 crore but not exceeding Tk. 10,000 crore	Tk. 25,00,000 + 10% of Tk. 25,00,000 for every Tk.500 Crore (or part thereof) increase over Tk. 5,000 crore
AV (iii)	Amount exceeding Tk. 10,000 crore	Tk. 50,00,000 + 8% of Tk. 50,00,000 for every Tk. 600 Crore (or part thereof) increase over Tk. 10,000 crore subject to a minimum audit fee of Tk. 70,00,000, should such computation result in a higher audit fee.

VI. OTHER SECTORS INCLUDING SERVICE SECTOR:

Category	Based on Gross Assets or Gross Turnover whichever is higher	Minimum Audit Fees
AVI (i)	Amount not exceeding Tk. 50 crore	Tk. 5,00,000
AVI (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 100 crore	Tk. 5,00,000 + 10% of Tk. 5,00,000 for every Tk. 10 Crore (or part thereof) increase over Tk. 50 crore
AVI (iii)	Amount exceeding Tk. 100 crore	Tk. 7,50,000 + 8% of Tk. 7,50,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 100 crore subject to a minimum audit fee of Tk. 15,00,000, should such computation result in a higher audit fee.

B. STATE OWNED ORGANIZATIONS:**I. BANKS**

Category	Based on Number of Branches of the Bank	Minimum Audit Fees (For Head Office)**
BI (i)	Not exceeding 50 Branches	Tk. 10,00,000
BI (ii)	Exceeding 50 Branches but not exceeding 150 Branches	Tk. 10,00,000 + 5% of Tk. 10,00,000 for every 10 branches (or part thereof) increase over 50 Branches

Bl (iii)	Beyond 150 Branches	Tk. 15,00,000 + 4% of Tk. 15,00,000 for every 12 branches (or part thereof) increase over 150 Branches subject to a minimum audit fee of Tk. 35,00,000, should such computation result in a higher audit fee.
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*** In addition to the audit fee of Head Office separate audit fee will be applicable for branch office. Tk. 50,000 will be the minimum audit fee for each AD branch audited and Tk. 30,000 will be for each non-AD branch of the bank audited.*

This Fees Schedule is not applicable for Bangladesh Bank, in which case the fees will be fixed by the Ministry of Finance of GoB.

II. INSURANCE COMPANIES:

Category	Based on Gross Premium	Minimum Audit Fees
BII (i)	Amount not exceeding Tk. 50 crore	Tk. 3,50,000
BII (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 100 crore	Tk. 3,50,000 + 10% of Tk. 3,50,000 for every Tk. 10 Crore (or part thereof) increase over Tk. 50 crore
BII (iii)	Amount exceeding Tk. 100 crore but not exceeding Tk. 200 crore	Tk. 5,25,000 + 8% of Tk. 5,25,000 for every Tk. 8 Crore (or part thereof) increase over Tk. 100 crore
BII (iv)	Amount exceeding Tk. 200 crore	Tk. 10,50,000 +5% of Tk. 10,50,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 200 crore subject to a minimum audit fee of Tk. 20,00,000, should such computation result in a higher audit fee.

III. TELECOM COMPANIES (MOBILE OPERATORS):

Category	Based on Gross Assets or Gross Turnover whichever is higher	Minimum Audit Fees
BIII (i)	Amount not exceeding Tk. 5,000 crore	Tk. 25,00,000
BIII (ii)	Amount exceeding Tk. 5,000 crore but not exceeding Tk. 10,000 crore	Tk. 25,00,000 + 10% of Tk. 25,00,000 for every Tk.500 Crore (or part thereof) increase over Tk. 5,000 crore
BIII (iii)	Amount exceeding Tk. 10,000 crore	Tk. 50,00,000 + 8% of Tk. 50,00,000 for every Tk. 600 Crore (or part thereof) increase over Tk. 10,000 crore subject to a minimum audit fee of Tk. 70,00,000, should such computation result in a higher audit fee.

IV. OTHER SECTORS INCLUDING SERVICE SECTOR:

Category	Based on Gross Assets or Gross Turnover whichever is higher	Minimum Audit Fees
BIV (i)	Amount not exceeding Tk. 50 crore	Tk. 5,00,000
BIV (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 100 crore	Tk. 5,00,000 + 10% of Tk. 5,00,000 for every Tk. 10 Crore (or part thereof) increase over Tk. 50 crore
BIV (iii)	Amount exceeding Tk. 100 crore	Tk. 7,50,000 + 8% of Tk. 7,50,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 100 crore subject to a minimum audit fee of Tk. 15,00,000, should such computation result in a higher audit fee.

C. NON LISTED PUBLIC LIMITED COMPANIES:**I. BANKS:**

Category	Based on Number of Branches of the Bank	Minimum Audit Fees (For Head Office)**
CI (i)	Not exceeding 50 Branches	Tk. 10,00,000
CI (ii)	Exceeding 50 Branches but not exceeding 150 Branches	Tk. 10,00,000 + 5% of Tk. 10,00,000 for every 10 branches (or part thereof) increase over 50 Branches
CI (iii)	Beyond 150 Branches	Tk. 15,00,000 + 4% of Tk. 15,00,000 for every 12 branches (or part thereof) increase over 150 Branches subject to a minimum audit fee of Tk. 35,00,000, should such computation result in a higher audit fee.

*** In addition to the audit fee of Head Office separate audit fee will be applicable for branch office. Tk. 50,000 will be the minimum audit fee for each AD branch audited and Tk. 30,000 will be for each non-AD branch of the bank audited.*

II. NON-BANKING FINANCIAL INSTITUTIONS:

Category	Based on Loans and Advances	Minimum Audit Fees
CII (i)	Amount not exceeding Tk. 50 crore	Tk. 3,50,000
CII (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 250 crore	Tk. 3,50,000 + 10% of Tk. 3,50,000 for every Tk. 20 crore (or part thereof) increase over Tk. 50 crore

CII (iii)	Amount exceeding Tk. 250 crore but not exceeding Tk. 500 crore	Tk. 7,00,000 + 8% of Tk. 7,00,000 for every Tk. 35 Crore (or part thereof) increase over Tk. 250 crore
CII (iv)	Amount exceeding Tk. 500 crore but not exceeding Tk. 1,500 crore	Tk. 11,00,000 + 5% of Tk. 11,00,000 for every Tk. 100 Crore (or part thereof) increase over Tk. 500 crore
CII (iv)	Amount exceeding Tk. 1,500 crore	Tk. 16,50,000 + 4% of Tk. 16,50,000 for every Tk. 120 Crore (or part thereof) increase over Tk. 1,500 crore subject to a minimum audit fee of Tk. 35,00,000, should such computation result in a higher audit fee.

III. INSURANCE COMPANIES:

Category	Based on Gross Premium	Minimum Audit Fees
CIII (i)	Amount not exceeding Tk. 50 crore	Tk. 3,50,000
CIII (ii)	Amount exceeding Tk. 50 crore but not exceeding Tk. 100 crore	Tk. 3,50,000 + 10% of Tk. 3,50,000 for every Tk. 10 Crore (or part thereof) increase over Tk. 50 crore
CIII (iii)	Amount exceeding Tk. 100 crore but not exceeding Tk. 200 crore	Tk. 5,25,000 + 8% of Tk. 5,25,000 for every Tk. 8 Crore (or part thereof) increase over Tk. 100 crore
CIII (iv)	Amount exceeding Tk. 200 crore	Tk. 10,50,000 +5% of Tk. 10,50,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 200 crore subject to a minimum

		audit fee of Tk. 20,00,000, should such computation result in a higher audit fee.
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IV. TELECOM COMPANIES (MOBILE OPERATORS):

Category	Based on Gross Assets or Gross Turnover whichever is higher	Minimum Audit Fees
CIV (i)	Amount not exceeding Tk. 5,000 crore	Tk. 25,00,000
CIV (ii)	Amount exceeding Tk. 5,000 crore but not exceeding Tk. 10,000 crore	Tk. 25,00,000 + 10% of Tk. 25,00,000 for every Tk.500 Crore (or part thereof) increase over Tk. 5,000 crore
CIV (iii)	Amount exceeding Tk. 10,000 crore	Tk. 50,00,000 + 8% of Tk. 50,00,000 for every Tk. 600 Crore (or part thereof) increase over Tk. 10,000 crore subject to a minimum audit fee of Tk. 70,00,000, should such computation result in a higher audit fee.

D. PRIVATE LIMITED COMPANIES:

Category	Gross Assets or Gross Turnover, whichever is higher	Minimum Audit Fees
D - (i)	Amount not exceeding Tk. 5 crore	Tk. 50,000

D - (ii)	Amount exceeding Tk. 5 crore but not exceeding Tk. 25 crore	Tk. 50,000 + 10% of Tk. 50,000 for every Tk. 2 crore (or part thereof) increase over Tk. 5 crore
D - (iii)	Amount exceeding Tk. 25 crore but not exceeding Tk. 50 crore	Tk. 1,00,000 + 8% of Tk. 1,00,000 for every Tk. 4 crore (or part thereof) increase over Tk. 25 crore
D - (iv)	Amount exceeding Tk. 50 Crore but not exceeding Tk. 100 Crore	Tk. 1,50,000 + 5% of Tk. 1,50,000 for every Tk. 5 crore (or part thereof) increase over Tk. 50 crore
D - (v)	Amount exceeding Tk. 100 Crore but not exceeding Tk. 150 Crore	Tk. 2,25,000 + 10% of Tk. 2,25,000 for every Tk. 15 Crore (or part thereof) increase over Tk. 100 Crore
D - (vi)	Amount exceeding Tk. 150 Crore but not exceeding Tk. 250 crore	Tk. 3,00,000 + 8% of Tk. 3,00,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 150 Crore
D - (vii)	Amount exceeding Tk. 250 crore	Tk. 5,00,000 + 5% of Tk. 5,00,000 for every Tk. 15 Crore (or part thereof) increase over Tk. 250 crore subject to a minimum audit fee of Tk.15,00,000, should such computation result in a higher audit fee.

E. NON-GOVERNMENT ORGANIZATIONS:

I. NOT FOR PROFIT SECTOR

Registered under the Foreign Donation (Voluntary Activities) Regulation Ordinance 1978 (Ordinance No. XLVI 1978)

Category	Fund Utilized	Minimum Audit Fees
EI - (i)	Amount not exceeding Tk. 50 Lac	Tk. 50,000
EI - (ii)	Amount exceeding Tk. 50 Lac but not exceeding Tk. 1 Crore	Tk. 50,000 + 10% of Tk. 50,000 for every Tk. 5 Lac (or part thereof) increase over Tk. 50 Lac
EI - (iii)	Amount exceeding Tk. 1 Crore but not exceeding Tk. 5 crore	Tk. 1,00,000 + 10% of Tk. 1,00,000 for every Tk. 40 lac (or part thereof) increase over Tk. 1 Crore
EI - (iv)	Amount exceeding Tk. 5 Crore but not exceeding Tk. 10 crore	Tk. 2,00,000 + 10% of Tk. 2,00,000 for every Tk. 2 crore (or part thereof) increase over Tk. 5 crore
EI - (v)	Amount exceeding Tk. 10 Crore but not exceeding Tk. 25 Crore	Tk. 2,50,000 + 10% of Tk. 2,50,000 for every Tk. 7.5 crore (or part thereof) increase over Tk. 10 crore
EI - (vi)	Amount exceeding Tk. 25 Crore but not exceeding Tk. 50 Crore	Tk. 3,00,000 + 10% of Tk. 3,00,000 for every Tk. 3.75 crore (or part thereof) increase over Tk. 25 Crore

El - (vii)	Amount exceeding Tk. 50 Crore but not exceeding Tk. 100 crore	Tk. 5,00,000 + 8% of Tk. 5,00,000 for every Tk. 10 Crore (or part thereof) increase over Tk. 50 Crore
El - (viii)	Amount exceeding Tk. 100 crore	Tk. 7,00,000 + 6% of Tk. 7,00,000 for every Tk. 12 Crore (or part thereof) increase over Tk. 100 crore subject to a minimum audit fee of Tk. 20,00,000, should such computation result in a higher audit fee.

II. MICROFINANCE INSTITUTION (MFIs)

Category	Loan Outstanding	Minimum Audit Fees
EII - (i)	Amount not exceeding Tk. 5 Crore	Tk. 1,00,000
EII - (ii)	Amount not exceeding Tk. 5 Crore but not exceeding Tk. 10 Crore	Tk. 1,00,000 + 10% of Tk. 1,00,000 for every Tk. 50 Lac (or part thereof) increase over Tk. 5 Crore
EII - (iii)	Amount exceeding Tk. 10 Crore but not exceeding Tk. 25 Crore	Tk. 2,00,000 + 10% of Tk. 2,00,000 for every Tk.3 Crore (or part thereof) increase over Tk. 10 Crore
EII - (iv)	Amount exceeding Tk. 25 Crore but not exceeding Tk. 50 Crore	Tk. 3,00,000 + 8% of Tk. 3,00,000 for every Tk. 3 Crore (or part thereof) increase over Tk. 25 Crore
EII - (v)	Amount exceeding Tk. 50 Crore but not	Tk. 5,00,000 + 5% of Tk. 5,00,000 for every Tk. 5 Crore (or part thereof) increase over Tk. 50 crore

	exceeding Tk. 100 crore	
EII - (vi)	Amount exceeding Tk. 100 crore	Tk. 7,50,000 + 4% of Tk. 7,50,000 for every Tk. 7 Crore (or part thereof) increase over Tk. 100 crore subject to a minimum audit fee of Tk. 20,00,000, should such computation result in a higher audit fee.

F. PROVIDENT FUNDS, GRATUITY FUND, WELFARE FUND AND WORKERS PROFIT PARTICIPATION FUND:

Category	Gross Assets	Minimum Audit Fees
F - (i)	Amount not exceeding Tk. 25 Crore	Tk. 30,000
F - (ii)	Amount exceeding Tk. 25 Crore but not exceeding Tk. 100 Crore	Tk. 30,000+ 10% of Tk. 30,000 for every Tk. 3 crore (or part thereof) increase over Tk. 25 Crore
F - (iii)	Amount exceeding Tk. 100 Crore but not exceeding Tk. 200 Crore	Tk. 1,05,000 + 8% of Tk. 1,05,000 for every Tk. 8 Crore (or part thereof) increase over Tk. 100 Crore
F - (iv)	Amount exceeding Tk. 200 crore	Tk. 2,10,000 + 5% of Tk. 2,10,000 for every Tk. 10 Crore (or part thereof) increase over Tk. 200 crore subject to a minimum audit fee of Tk. 4,00,000, should such computation result in a higher audit fee.

G. PROPRIETORSHIP CONCERNS, PARTNERSHIP FIRMS, CO OPERATIVE SOCIETIES, CHARITABLE INSTITUTIONS, VOLUNTARY ORGANIZATIONS AND OTHERS NOT COVERED UNDER PARAGRAPHS A, B, C, D, E AND F ABOVE:

Category	Gross Assets or Gross Turnover, whichever is higher	Minimum Audit Fees
G - (i)	Amount not exceeding Tk. 5 Crore	Tk. 35,000
G - (ii)	Amount exceeding Tk. 5 Crore but not exceeding Tk. 25 Crore	Tk. 35,000 + 10% of Tk. 35,000 for every Tk.4.65 Crore (or part thereof) increase over Tk. 5 Crore
G - (iii)	Amount exceeding Tk. 25 Crore but not exceeding Tk. 50 Crore	Tk. 50,000 + 10% of Tk. 50,000 for every Tk. 2.5 Crore (or part thereof) increase over Tk. 25 Crore
G - (iv)	Amount exceeding Tk. 50 Crore but not exceeding Tk. 100 Crore	Tk. 1,00,000 + 8% of Tk. 1,00,000 for every Tk. 4 Crore (or part thereof) increase over Tk. 50 crore
G - (v)	Amount exceeding Tk. 100 Crore but not exceeding Tk. 150 Crore	Tk. 2,00,000 + 5% of Tk. 2,00,000 for every Tk. 5 Crore (or part thereof) increase over Tk. 100 crore
G - (vi)	Amount exceeding Tk. 150 Crore but not exceeding Tk. 250 crore	Tk. 3,00,000 + 4% of Tk. 3,00,000 for every Tk. 6 Crore (or part thereof) increase over Tk. 150 crore
G - (vii)	Amount exceeding Tk. 250 crore	Tk. 5,00,000 + 3% of Tk. 5,00,000 for every Tk. 8 Crore (or part thereof) increase over Tk. 250 crore subject to a minimum audit fee of Tk. 15,00,000, should such computation result in a higher audit fee.

H. EDUCATIONAL INSTITUTIONS:

In view of national importance of education and educational institutions being non-trading in nature, audit fees as prescribed by the concerned appointing authorities in consultation with ICAB from time to time shall be acceptable.

I. OTHER CATEGORY OF CLIENTS:

In the case of any other category of clients, not covered specifically in the Fees Schedule, the auditing firm should determine the proposed audit fee for the clients, considering the expected audit work load, professional manpower engagement and minimum hourly fees given in item I of Part III of the Fees Schedule. The proposed audit fee should be calculated in such a way so that quality audit can be ensured. If required, the audit firm may write to the Chief Executive Officer (CEO), ICAB for necessary advice/guidance, if any.

J. MINIMUM HOURLY RATES OF FEES CHARGEABLE IN RESPECT OF ALL PROFESSIONAL WORK AS REFERRED TO UNDER PARAGRAPHS A TO H ABOVE:

Category of Personnel	Professional Qualifications & Experience	Minimum Fees per hour
Engagement/Review Partner	Chartered Accountant (Practicing Member of ICAB)	Tk. 4,000
Audit Manager	Chartered Accountant (Employee Member of ICAB)	Tk. 2,000
Job-in-charge (Supervisor)	Course completed CA student and CA articled student having completed at least 02 years of articleship	Tk. 600
Semi-senior assistant	CA articled student having completed 1-2 years of articleship	Tk. 400
Junior Assistant	CA articled student having 1 year of articleship including probationer	Tk. 300

K. MINIMUM HOURLY RATES OF FEES CHARGEABLE IN RESPECT OF ALL PROFESSIONAL WORK OTHER THAN AUDIT WORK LIKE ADVISORY SERVICES, VALUATION, DUE DILIGENCE ETC.

Category of Personnel	Professional Qualifications	Minimum Fees per hour
Engagement/ Review Partner	Chartered Accountant (Practicing Member of ICAB)	Tk. 6,000
Specialist	Technical expert of other profession	Tk. 4,000
Engagement Manager	Chartered Accountant (Member of ICAB)	Tk. 2,500
Deputy Manager/Assistant Manager	Partly Qualified CA/Equivalent qualified personnel	Tk. 1,500
Other Staff/ CA Article	CA course completed/articled student	Tk. 1,000

PART- IV

RATES OF FEES AS APPROVED UNDER PART III ABOVE SHOULD BE UNIFORMLY CHARGED BY ALL CHARTERED ACCOUNTANTS IN PRACTICE OR FIRMS OF SUCH CHARTERED ACCOUNTANTS OF BANGLADESH WHILE UNDERTAKING AUDIT AND OTHER PROFESSIONAL WORK WITHIN THE TERRITORY OF BANGLADESH, SUBJECT TO THE FOLLOWING CONDITIONS:

1. Audit Fees means Statutory Audit Fees;
2. The Fees Schedule will become effective in the case of the financial statements for the accounting year/period beginning on or after 01 January 2016;
3. The audit fees mentioned in the Fees Schedule are exclusive of Value Added Tax (VAT) which will be borne by the client in accordance with the General Order No. 24/Mushok/ 2013 dated 06 June 2013 and Note No. 08.01.0000.068.22.010.12/32 dated 15 January 2013. Currently the VAT rate is 15%;

4. The audit fees will not be less than the previous year's audit fee; otherwise it will be construed as undercutting except the circumstances mentioned in condition no. 10 & 11 below;
5. In case the minimum audit fee as per Fees Schedule exceeds the previous year's audit fee by more than 30%, the audit fee will be at least the previous year's audit fee plus a one-half of the difference amount in the first year of implementation of the fees schedule. And the audit fee will be increased by the same difference amount in the subsequent year so that the desired minimum audit fee is fixed in that subsequent year.

In case the previous year's audit fee does not fall short of the minimum audit fee as per the Fees Schedule by more than 30%, the minimum audit fee as per Fees Schedule will apply;

6. In case the accounting period under audit is less than twelve months, the minimum audit fee for the statutory audit of that accounting period will be 75% of the statutory audit fee arrived at by applying the minimum fees subject to condition no. 5 above;
7. In case the accounting year under statutory audit begins in the second half of the first calendar year of application of this Fees Schedule, the previous year's statutory audit fee for the purpose of condition no. 5 above will be deemed to be higher of :
 - a) the statutory audit fee of the last accounting period less than 12 months, as mentioned in condition 6 above; and
 - b) the statutory audit fee of the accounting year immediately preceding the above accounting period of less than 12 months.
8. In case any entity is yet to commence operation, acceptance of minimum audit fees at a reduced rate upto 50% of the approved minimum audit fees as per the Fees Schedule may be considered;
9. Appointment of Auditors for any special audit of branches of banks, insurance corporations/companies or other organisations shall be treated as an appointment for a separate audit, and audit fees payable for such special audits shall not be considered as part of the approved annual or statutory audit fees payable by the clients concerned;

10. In the case of dormant companies (i.e. companies not in commercial operation), acceptance of minimum audit fees shall be subject to mutual consent of the clients and the Auditors;
11. In the context of the above-stated approved rates of minimum audit fees, 'under-cutting' shall not include any reduction of fees which may arise due to significant reduction of Gross Assets, Gross Turnover or Gross Grants or Number of Branches, as appropriate, of the year under audit as compared to those of the previous year, of any organization. Such reduction may occur due to restructuring, under sizing of operation, closure of business line, branches and factories, significant changes in market condition and the like. In such situations, the fees will be determined on the basis of the minimum fees given in PART III of the Fees Schedule, and in such event the fees thus determined will not be considered as 'undercutting', even if it falls below the previous year's audit fees;'
12. For the purpose of calculating the minimum audit fees as approved under items A, B, D, F and G of PART III above, Gross Assets shall mean and include total fixed assets and current assets excluding fictitious assets, if any, of an organization as appear on the balance sheet of previous year;
13. Notwithstanding anything contained in the normal definition of Gross Turnover or Gross Premium (as may be applicable), for the purpose of calculating the approved minimum audit fees of any organization, 'Gross Turnover' or 'Gross Premium' shall mean and include;
 - (i) Total amount of sales including all other income and earnings of the year in the case of all manufacturing and trading organizations;
 - (ii) Total gross premium income including all other income and earnings of the year in the case of all insurance organizations;
 - (iii) Total amount of commission including all other income and earnings of the year in the case of travel agencies, indentors, brokers and other organizations running on commission earning basis;
 - (iv) Total income in the form of contributions, subscriptions, donations, grants, aids and all other income and

earnings of the year in the case of provident funds, charitable institutions and voluntary organizations; and

- (v) Total receipt/bills accounted for and all other income and earnings of the year in the case of construction companies and other organizations not covered under i to iv above.

- The End -

The Institute of Chartered Accountants of Bangladesh (ICAB)

Schedule - F

ICAB Entry Requirements and Period of Articleship (Effective from 06 June 2022)

1. Under Graduates:

a) SSC & HSC/Equivalent Examinations:

Aggregated Minimum GPA 8 in both SSC and HSC or Equivalent Examinations.

Period of Articleship: Four (4) years

b) “O” and “A” Levels:

Minimum 36 points in ‘O’ Level in minimum 5 subjects and maximum 7 subjects

AND

Minimum 12 points in ‘A’ Level in maximum 3 subjects

Points to be considered as per the Grade mentioned below:

Grade	Points
A & above	10
B	8
C	6
D	5
E	4

Period of Articleship: Four (4) years

Provided that Candidates securing minimum A in 3 subjects in ‘A’ Level with the necessary requirement in ‘O’ Level will have a period of Articleship of three years and six months.

c) O Level and HSC:

Minimum 36 points in ‘O’ Level in minimum 5 subjects and maximum 7 subjects and Minimum GPA-4 in HSC

Period of Articleship: Four (4) years

d) SSC and A Level:

Minimum GPA-4 in SSC and Minimum 12 points in 'A' Level in maximum 3 subjects.

Period of Articleship: Four (4) years**2. Graduates and Post Graduates:**

Graduates or Post-graduates in any discipline having minimum 07 points and securing at least 2 points at each level (upto graduation) from any Recognized Board/Public University/National University/Private University/Institute (as approved by University Grants Commission of Bangladesh)

POINTS will be determined as Under		
Level	Grade/Division	Points
"O Level"	Grade Points 24 or above (minimum 5 subjects and maximum 7 subjects) as per Point scale mentioned in (b) above	3
	Grade Points 20 to less than 24 (minimum 5 subjects) as per Point scale mentioned in (b) above	2
"A Level"	Grade Points 10 or above (minimum 2 subjects and maximum 3 subjects) as per Point scale mentioned in (b) above	3
	Grade Points 8 (minimum 2 subjects) as per Point scale mentioned in (b) above	2
SSC	GPA 3 or above/First Division	3
	GPA 2 to less than 3/ Second Division	2
HSC	GPA 3 or above/First Division	3
	GPA 2 to less than 3/ Second Division	2
Graduation	CGPA 3 or above (out of 4) & CGPA 4 or above (out of 5)/First Class	3
	CGPA 2.25 to less than 3 (out of 4) & CGPA 3 to less than 4 (out of 5)/Second Class	2
Post-Graduation	CGPA 3 or above (out of 4) & CGPA 4 or above (out of 5)/First Class	3
	CGPA 2.25 to less than 3 (out of 4) & CGPA 3 to less than 4 (out of 5)/Second Class	2
Period of Articleship: Three (3) years		

In case of a candidate who has passed both the examinations, 'O' Level and SSC, higher earned points will be considered.

In case of a candidate has passed both the examinations, 'A' Level and HSC examination, higher earned points will be considered.

3. ACMA/FCMA and ACCA/FCCA

ACMA or FCMA of ICMAB and ACCA or FCCA (with no consideration of Division/ Class/CGPA in any Level of academic qualification/examination) are exempted from the following papers:

Certificate Level:

Principles of Taxation

Business Law

Information Technology

Professional Level:

IT Governance

Period of Articleship: 02 (Two) years.

**The Institute of Chartered Accountants of
Bangladesh (ICAB)**

PART - III

SCHEDULE 'G'

FORMS

Form-ICAB- 01



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

Application for entry in the Register as Associate Member

(See Article 3 (1) of CA Order, 1973 and Bye-laws 6 & 7)

The Chief Executive Officer (CEO)

The Institute of Chartered Accountants of Bangladesh
Chartered Accountant Bhaban
100, Kazi Nazrul Islam Avenue
Dhaka-1215

Dear Sir,

I hereby apply for admission as an **Associate Member** of the Institute of Chartered Accountants of Bangladesh. I declare that I am not subject to any of the disabilities mentioned in Article 9 of the Bangladesh Chartered Accountants Order, 1973.

The required particulars are given below:

1. Name in full: (use capital letters) :
Surname:
First name:
Middle name:
2. Father's name:.....
3. Mother's name:.....
4. Nationality¹
5. Permanent address to be known as Registered address:
6. Residential address:
7. Date of birth²:
8. Period of residence in Bangladesh (in case of member's resident overseas):
9. Particulars of qualifications³:
(i) Academic
(ii) Professional
10. Particulars of employment (if applicable):
(i) Name and address of employer
(ii) Designation

(iii) Date of joining

(iv) Telephone No. (Office)

(Res)

(v) Fax No.

(vi) E-mail No.

11. Particulars of training completed:

(i) Name and address of Principal:

(ii) Registration No.

Date

(iii) Period of training:

From

to

12. Particulars of examinations passed with dates of examinations and roll numbers.

Particulars (please tick)	Date of Exam	Roll No
Certificate Level/Knowledge Level	May-June / Nov-Dec	
Professional Level/Application Level	May-June / Nov-Dec	
Advanced Level	Nov-Dec	

I send herewith pay order/bank draft/crossed cheque No.....dated for Tk. 30,200/- on account of the following fees:

(a) Admission fee

Tk. 15,200/-

(b) Annual fee for the year (20__ - 20__.)

Tk. 15,000/-

TK 30,200/-

I hereby undertake to be bound by the Bangladesh Chartered Accountants Order, 1973 and the Institute of Chartered Accountants of Bangladesh Bye-laws, 1973 and any & all other rules and regulations as may be framed by the Council from time to time.

Yours faithfully,

Signature of applicant

Contact Address (to be shown in ICAB Members List):

NID No.:

Date of submission of Application:

Place:

Contact No.:

Email:

Notes:

1. Please attach photocopy of nationality certificate
2. Please attach photocopy of SSC/School certificate or birth certificate
3. Please attach photocopies of relevant academic certificates
4. Please attach photocopy of course completion certificate from the Principal
5. Advanced Level Pass certificate/congratulation letter
6. 2 Copies of PP size photographs

Form-ICAB-03

No.

Certificate of Membership
Enrolment No.

The Institute of Chartered Accountants of Bangladesh

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

[ESTABLISHED UNDER
THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973]

This is to Certify that

was admitted as..... of the Institute
on the.....day of20

Given by the Council under the Common Seal of

The Institute of Chartered Accountants of Bangladesh

thisday of20

সত্য ন্যায় প্রগতি

President

Chief Executive Officer

The Institute of Chartered Accountants of Bangladesh



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

ESTABLISHED UNDER
THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973

This is to Certify that

..... **FCA**

was admitted as **Fellow Member** of the Institute
on the ...day of20

Given by the Council under the Seal of

The Institute of Chartered Accountants of Bangladesh

this day of2023

President

Chief Executive Officer

Form-ICAB-04



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

Form of application for issue of Certificate of practice

(See Article 7 and Bye-law 8)

The Chief Executive Officer

The Institute of Chartered Accountants of Bangladesh
Chartered Accountant Bhaban
100 Kazi Nazrul Islam Avenue
Dhaka-1215

Dear Sir,

I hereby apply for permission of the Council to practice as public accountant within Bangladesh and request for issue of a certificate entitling me to practice as proprietor/partner under the name and style of Chartered Accountants with effect from

1. I furnish below the necessary particulars:

- (a) Name in full (capital letters)
- (b) Enrolment Number
- (c) Date of admission to the Institute
- (d) Nationality
- (e) Registered address
[(See bye-law 2 (3)(m)]
- (f) Permanent address
- (g) Period of continuous residence in Bangladesh
- (h) In case of non-residents-
 - (i) Date of arrival in Bangladesh
 - (ii) Period for which I propose to stay in Bangladesh
- (i) Detailed occupational/employment particulars of past five years

(2) I hereby declare/undertake as follows:

- (a) I am not engaged in any other business or occupation save as provided under The Bangladesh Chartered Accountants Order, 1973 and the Bye-laws framed there under other than the profession of accountancy

and shall not engage in any other business or occupation without the prior permission of the Council.

- (b) I shall maintain an office of reasonably standard.
- (c) I have a dwelling place in Bangladesh.
(state own or on hire).
- (d) I am an income tax assesses (state TIN).
- (e) I shall maintain a library of reasonable size.
- (f)¹ I shall stay/undertake to stay in Bangladesh for a minimum period of six months during the year for which Certificate of practice is applied for/I have resided in Bangladesh for 540 days during the preceding three years.
- (g) I shall furnish any other information as may be required by the Council or any of its Committees.

(3) I enclose a pay order/bank draft/crossed cheque no dated..... for Tk.....towards the fee for the Certificate of practice. As and when I cease to be in practice, I shall duly inform the Council of having done so as required under the Institute of Chartered Accountants of Bangladesh Bye-laws 1973. I shall also return the Certificate of practice.

(4) I declare that to the best of my knowledge and belief, the particulars given above are correct.

Yours faithfully,

Signature of applicant

Place:

Date:

1. May be relaxed by the Council at its discretion.

Form-ICAB-05

No.....
Certificate of Practice

The Institute of Chartered Accountants of Bangladesh

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

[ESTABLISHED UNDER
THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973]

This is to Certify that

Enrolment No..... of

is entitled to practise as a Chartered Accountant. This certificate is
valid from the.....
day of 20..... to the 30th day of June, 20..... inclusive and thereafter subject to renewal
from time to time.

Given by the Council under the Common Seal of

The Institute of Chartered Accountants of Bangladesh

this day of 20

সত্য ন্যায় প্রগতি

President

Chief Executive Officer

Form-ICAB-06

Renewal of Certificate of Practice

The Institute of Chartered Accountants of Bangladesh

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

[ESTABLISHED UNDER
THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973]

*The Certificate of Practice
Granted to*

.....
.....
of

on the..... day of 20

is hereby renewed upto and inclusive of the 30th day of June 20

By Authority of the Council

সত্য ন্যায় প্রগতি

Chief Executive Officer

Place :

Date :

Form-ICAB-07



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH
PARTICULARS OF OFFICES AND FIRMS OF CHARTERED ACCOUNTANTS

[See Article 27 (2) & Bye-law 7]

1. Name of firm of chartered accountants in practice:
2. Name (s) of proprietor/partners of the firm with his/their respective enrolment number(s):
3. Date on which partnership was entered into (Please enclose certified copy of the relevant portion of the partnership deed duly signed by all partners:
4. Date on which the firm was started:
5. Address of principal office of the firm of chartered accountants in practice:
6. Address(es) of branch office(s), if any, of the firm of chartered accountants in practice:
7. Date (s) on which branch office(s) was/were opened:
8. Name of member with enrolment number who is in charge of each of the offices i.e. principal office and branch office.
9. Name and address of foreign affiliates, if any
10. Whether any of the members mentioned in 8 above is in charge of any other office of a chartered accountant in practice or a firm of such chartered accountants and whether any of them is engaged in any full-time or part-time occupation elsewhere. If so, full particulars thereof should be given.
11. Name (s) of member(s) with enrolment number (s) who is/are working as paid assistant(s) in the firm/under the chartered accountants in practice and the date of joining of each member:

Signature(s) of proprietor/partner(s) of the firm with enrolment number

Place:

Date:

Note: Fresh form is required to be submitted whenever any change in partnership takes place. Information should be furnished within one month of the change. Please attach details in separate sheet if space is not enough.

Form-ICAB-08



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

Application for permission to train Articled students

[See Bye-laws 105 and 111]

The Chief Executive Officer
The Institute of Chartered Accountants of Bangladesh
Chartered Accountant Bhaban
100 Kazi Nazrul Islam Avenue
Dhaka-1215

Dear Sir,

I hereby apply for permission to train Articled students under Bye-law 111 of the Institute of Chartered Accountants of Bangladesh Bye-laws, 1973 and give below the necessary particulars:

- (1) 1. Applicant's professional and firm's particulars
 - 1.1 Name:
 - 1.2 Date of admission as member:
 - 1.3 Enrolment number:
 - 1.4 Date of permission to start practice:
 - 1.5 Brief particulars of employment/ professional engagement from the date of admission as member till the date of application for permission to start practice
 - 1.6 Presently practicing under the name and style of:
2. Particulars of present partner(s), if any:
 - 2.1 Name(s)
 - 2.2 Enrolment date(s) and number(s):
 - 2.3 Date(s) of joining the firm
 - 2.4 Date(s) of commencement practice:
3. Particulars of present qualified assistant(s), if any:
 - 3.1 Name(s):
 - 3.2 Enrolment date(s) and number(s):
 - 3.3 Date(s) of joining the firm
4. Particulars of office (office/branch-wise): (keeping in view the prescribed minimum standards for office premises pursuant to Institute circulars dated 24-06-1986 and 21-03-1989.

- 4.1 Mailing/contact address:
- 4.2 Floor space (sq. ft.) with holding number:
- 4.3 Communication channel (as applicable)
- (a) Mailing address :
- (b) Telephone numbers : Off :
Res :
Mobile :
- (c) E-mail :
- (d) Fax number :
- 4.4 Professional staff :
- (Name (s), qualification (s), date (s) of joining and present status in the firm)
- 4.5 Office staff :
- (Name (s), qualification (s), date (s) of joining and present status in the firm)
- 4.6 Library facilities
(Number of books/publications subject-wise)

(2) I hereby declare that I have been in public practice as a chartered accountant for a continuous period ofyears fromto.....

(3) I enclose crossed cheque/bank draft/pay order number..... dated for Tk..... as fee for permission to train Articled students.

(4) I also enclose a statement (Form ICAB-09) giving particulars of my clients as on date.

I,of M/schartered accountants do hereby confirm that all the particulars/information furnished above and in the enclosed statement (Form ICAB-09) are correct and that my professional practice is suitable for the purpose of training of Articled students. I am aware that the Council/Articled Students Committee can verify the information in any reasonable way it may desire and that I shall not fail to extend any assistance and co-operation in the process of due verification of the information in the manner it deems fit.

Yours faithfully,

Signature of applicant

Date:

Address:

Form-ICAB-09



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH
PARTICULARS OF CLIENTS ON THE DATE OF APPLICATION

Sl. No.	Name of client	Address and telephone number	Nature of business
1	2	3	4

Category/Status of client	Type of assignment/engagement	Period covered by the engagement
5	6	7

Signature of applicant

Date:

Address:



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

Form-ICAB-10

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

**STATEMENT OF PARTICULARS TO BE SUBMITTED FOR
REGISTRATION AS ARTICLED STUDENT**

(See Bye-law 108)

- (1) 1. Name of Articled Student in full:
(in capital letters)
2. Father's name:
3. Mother's name:
4. Present address
5. Permanent address
6. Nationality
7. Date of birth:
8. Mobile No.:
9. Educational qualifications² (Names of examinations and the year(s) of passing to be given):

Passport Size Photograph (3 copies)
--

Qualification	Institute	Board/University	Result	Passing Year

10. (i) Name and address of Principal under whom serving:
- (ii) Date of commencement of articles:
11. (i) Name and address of previous Principal, if any:
- (ii) Dates of commencement and termination from previous Principal with Registration number, if applicable
- (2) I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Council within thirty days of the change which may occur in the information furnished above during the period of my training for the purpose of The Bangladesh Chartered Accountants Bye-laws, 1973.
- (3) I also undertake to abide by the rules and regulations of the Board of Studies of the Council as may be in force from time to time during the period I am undergoing tuition/coaching/training.

Place:

Date

.....
Signature of Articled Student

E-mail:



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

ENDORSEMENT BY PRINCIPAL

I hereby certify thathas successfully completed the probation period from to and that his/her articles may be registered from

.....
Signature of Principal
Enrolment number

1. Original S.S.C/H.S.C/O-Level/A-Level certificate and birth certificate, if any with attashed photo copy should be enclosed
2. Original certificates in respect of educational qualifications with photo copies should be enclosed

Note: Articled students should not engage themselves in any other business or occupation [See bye-law 115]



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

Form-ICAB-11

DEED OF ARTICLES

[See Bye-Laws 108, 109 and 112]

Articles of studentship made the day of Two thousand between..... of(hereinafter called the Principal) of the first part *[..... the Chartered Accountants in practice/Partner of Messers Chartered Accountants in practice, employing the Principal of the first part (hereinafter called the Employer) of the **Second** part] and (hereinafter called the Articled Student) of the **Second**/*third part.

WITNESSETH as follows, that is to say: -

1. In consideration of the covenants of the Articled Student hereinafter contained, the Principal agrees to take the Articled Student as his articled student for the term of years from the day of Two thousand and
- *2. The Employer of the **Second** part agrees to permit the Principal of the first part to train the Articled Student in his office/firm.
3. The Articled Student of his free will binds himself as Articled Student to the Principal and to serve him for and during and unto the full term ofyears.
4. The Articled Student covenants with the Principal as follows: -
 - (a) That he will throughout his term of service diligently and faithfully serve the Principal as his Articled Student in the practice of profession of accountancy and that he shall not during such term of service practice as a public accountant or engage in any other business or occupation.
 - (b) That he will not at any time during the said term destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, moneys, stamps or chattels of the Principal, his personal representatives or assignees or of his partner or partners or any of his clients or employers which shall be deposited in his hands or which shall come to his care, custody or possession or allow any of the said goods to be so treated by others if he can by the exercise of reasonable care prevent it.
 - (c) That he will at all time keep the Secrets of the Principal and his partner or partners and of his and their clients and employers and will not divulge the names and affairs of such clients and employers.
 - (d) That he will readily and cheerfully obey and execute the lawful and reasonable commands of the Principal and will not depart or absent himself from the service or employ of the Principal at any time during the said term without his consent or that of his partners first obtained but will at all times during the said term conduct himself with all due diligence, honesty and propriety.
 - (e) That he will at all times well and faithfully serve the Principal as an articled student ought to do in all things whatsoever.
 - (f) That he will make good and fully indemnify the Principal for any loss or damage suffered or sustained by him by his misbehavior or improper conduct.
5. The Principal covenants with the Articled Student as follows: -
 - (a) That he will be the best ways and means in his power and to the utmost of his skill and knowledge, instruct or cause to be instructed the Articled Student and afford him such reasonable opportunities and work as may be required to enable him to acquire the art, science and knowledge of accountancy.



- (b) That his professional practice [or *that of his employer(s)] is his *[or their] main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) above.
 - (c) That he will at the expiration of the said term use his best means and endeavors at the request, cost and charges of the Articled Student to cause the Articled Student to be admitted as a member of the Institute: Provided always that the Articled Student shall have well and faithfully served his intended studentship and shall have passed the required examinations and in all respects properly qualified himself to be admitted as such.
 - (d) That if the Principal shall cease to practice as an accountant or shall in any way become incapable of continuing the intended employment of the Articled Student during the said term, he shall make necessary arrangements as far as practicable for the completion of the residue of the term as Articled Student with some other member entitled to train articled students and grant the Articled Student the certificate of service in the appropriate form for the period of service rendered.
 - (e) That if the Principal shall die during the said term, his legal representative shall grant to the Articled Student a certificate of service in the appropriate form for the period of service rendered.
6. These Articles are subject to the provisions of the Bangladesh Chartered Accountants Bye-laws as may be in force from time to time.

In witness whereof, the parties have hereunto set their respective hands and seals the day and year first above written.

Signed, Sealed and Delivered by

In the presence of.....

Signed, Sealed and Delivered by

In the presence of.....

* Signed, Sealed and Delivered by

In the presence of.....

* To be deleted where the Principal is not employed by a Chartered Accountant in practice or by a firm of such Chartered Accountants.



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

Form-ICAB-12

DEED OF ASSIGNMENT

(for use where Articleships are transferred)

(See Bye-law 112)

ASSIGNMENT OF ARTICLESHIPS made the day of Two thousand between of..... (hereafter called the "Principal") of the first part, (hereafter called the "Articled Student") of the Second part and of..... carrying on the business of at(hereafter called the "New Principal") of the third part.

WHEREAS by Articles of Apprenticeship dated and made between the Principal of the first part and the Articled Student of the Second part, the Articled Student was bound apprentice to the Principal in the practice of profession of accountancy for a term of years from the day of 20

AND WHEREAS it has been agreed that the Articled Student shall serve the unexpired residue of the said term with the New Principal, being a member of the Institute entitled to train articled students and the Principal has agreed to assign the said Articles of Apprenticeship to the New Principal.

NOW THIS DEED OF ASSIGNMENT WITNESSETH as follows: -

1. The Principal hereby assigns the said Articles of Apprenticeship from the..... day of..... 20.... and all his interest therein and the benefit of all covenants contained to the New Principal to hold the same for all the unexpired residue of the said term ofyears.
2. The New Principal covenants with the Principal and the Articled student and with each of them separately -
 - (a) That he will take the Articled Student as his Articled Student for the unexpired residue of the said term in order that he may complete his studies and acquire the art, science and knowledge of accountancy.
 - (b) That he will observe and perform all the covenants in the said Articles contained and on the part of the Principal to be observed and performed in like manner in all respects as if the New Principal were otherwise named instead of the Principal and will keep the Principal indemnified from the same and from all actions, claims or demands in respect thereof.
 - (c) That his professional practice is his main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) and (b) above.
3. The Articled Student covenants with the New Principal -
 - (a) That the Articled Student shall diligently and faithfully serve the New Principal as his apprentice in his profession of accountancy for all the unexpired residue of the said term.
 - (b) That he will observe and perform all the covenants in the said Articles contained and on his part to be performed in like manner in all respects as if the New Principal were therein named instead of the Principal.
4. This Deed of Assignment is subject to The Bangladesh Chartered Accountants Bye-laws as may be in force from time to time.



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

In witness whereof, the parties hereto have set their respective hands the day and year first above written.

Executed by

.....
Principal of the first part
Enrollment number

In the presence of

.....

Executed by

.....
Articled student
of the Second part.

In the presence of

.....

Executed by

.....
New Principal of
the third part.
Enrollment number

In the presence of

.....



Form-ICAB-13

FORM OF SUPPLEMENTARY DEED OF ARTICLES

[Proviso to Bye-law 115 (5)]

ARTICLES OF STUDENTSHIP made the.... day.....of Two thousand and between of.....(hereafter called the Principal) of the first part and *(the Chartered Accountant in practice/Partner of Messrs

Chartered Accountants in practice, employing the Principal of the first part (hereafter called the Second Principal) of the Second part (hereafter called the Articled Student) of the **Second**/* third part, SUPPLEMENTAL to the Articles of Studentship made between the above mentioned parties.

WITNESSETH as follows, that is to say:

1. Whereas the above mentioned articles have expired on the..... and the Articled Student has taken more leave of absence during the said period than is permissible under The Bangladesh Chartered Accountants **Bye-laws, 1973**, it is hereby agreed by the parties mentioned above that the Articled student will serve for a further period of..... from..... to..... on the same terms and conditions as are contained in the original Deed of Articles dated registered with The Institute of Chartered Accountants of Bangladesh vide Registration No..... dated
2. This deed articles is subject to the Institute of Chartered Accountants of Bangladesh Bye-laws 1973 as may be in force from time to time.

Signed, Sealed and Delivered by

In the presence of

Signed, Sealed and Delivered by

In the presence of

* Signed, Sealed and Delivered by.....

In the presence of

* To be deleted where the Principal is not employed by a Chartered Accountant in practice or by a firm of such Chartered Accountants.



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

Form-ICAB-14

NO OBJECTION CERTIFICATE

(See Bye-Law 112)

I,..... of..... hereby certify that Mr/Ms.
..... served as an articled student under me in accordance
with the Bangladesh Chartered Accountants Bye-laws, 1973 for a period of
..... from to
..... vide Registration No..... and that I have no objection to transferring
his articleship to another member competent to train articled students.

I further certify that during the above mentioned period his/her work was satisfactory and that he/she was granted
leave of absence for days.

.....
Signature of Principal
Enrollment number

Place:

Date:

.....
Signature of Articled student

**Form-ICAB-15*****CERTIFICATE OF COMPLETION OF SERVICE UNDER ARTICLES*****[See Bye-laws 115 (1) (a) and 117]**

I,..... of..... do hereby certify that Mr/Ms
 served as an articled student under me in accordance with The Bangladesh
 Chartered Accountants Bye-laws, 1973, for a period of years
 month from
 to.....
 that his/her progress was satisfactory and that to the best of my knowledge, he/she bears a good moral character.

I further certify that during the above mentioned period the articled student was given leave for
days.

The Articles were duly registered with The Institute of Chartered Accountants of Bangladesh vide Registration
 No. of 20.....

.....
 Signature of Principal
 Enrollment number

Place :

Date :

.....
 Signature of Articled student



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

Form-ICAB-16

CERTIFICATE OF COMPLETION OF SERVICE UNDER ARTICLES

(to be issued by surviving partner)

[See Bye-laws 112, 115 and 117]

I, of..... do hereby certify that Mr.
served as articulated student under Mr.in accordance with the Chartered Accountants
Bye-laws, 1961 for a period ofyears, months and
days fromto and thereafter under me
for a period ofyears
months anddays from to
.....in accordance with The Bangladesh Chartered
Accountants Bye-laws, 1973, that his progress was satisfactory and that to the best of my knowledge and belief,
he bears a good moral character.

I further certify that during the above mentioned period, the articulated student was given leave for days.

The articles were duly registered with The Institute of Chartered Accountants of Bangladesh vide Reg. No of
20.....

.....
Signature of surviving partner
Enrollment number

Place :

Date :

.....
Signature of Articled student

**Form-ICAB-17****CERTIFICATE OF SERVICE UNDER ARTICLES**

(to be issued by the Legal Representative)
[See Bye-laws 112, 115 and 117]

I, Legal Representative of late of do hereby certify that to the best of my information, served as an articled student under the said late of in accordance with the Bangladesh Chartered Accountants Bye-laws, 1973 for a period of years months and days from to and that according to the information supplied to me, his progress was satisfactory and that he bears a good moral character.

I further certify that according to the information supplied to me, during the above mentioned period, the articled student was given leave for days by the late

The articles were duly registered with The Institute of Chartered Accountants of Bangladesh vide Regn. No of 20

.....
 Signature of legal representative

Name in capital letters:

Place :

Date :

.....
 Signature of Articled student



Form-ICAB-18

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

REGISTER OF PRINCIPALS

[See Bye-law 78 (2) (c)]

Name of Principal	Enrolment No.	Date of permission to train Articled Students	No. of additional Articled Students entitled to train, if any
1	2	3	4

Name of Articled Students under training with period of training	Regn. No.	File No.	Remarks
5	6	7	8

**FORM-ICAB-18A****THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH (ICAB)**
Age Declaration Form**The Chief Executive Officer (CEO)**

The Institute of Chartered Accountants of Bangladesh
100, Kazi nazrul Islam Avenue
Dhaka-1215

Dear Sir,

I do hereby declare that, I have attained the age of 65 (Sixty-five) years and retired from Practice/Service.

As per decision of the meeting of the Council-ICAB be held on 20 March 2007, I am fully exempted from payment of Annual Membership of the Institute.

Signature & Date:

Name:

Enrolment No.:

Date of birth:

Present Address:

Contact Address:

Email ID:

Cell No.:



Form-ICAB-19

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

REGISTER OF ARTICLED STUDENTS

[See Bye-law 78 (2) (c)]

Sl.	Name of Articled Student	Educational Qualification(s)	Nationality	Name of Principal with Enrolment No.
1	2	3	4	5
	Period of articleship From To	Regn. No.	Details of previous service, if any.	Particulars of Regn. Fee.
	6	7	8	9
	Particulars of examinations passed, if any.		File No.	Remarks
10			11	12

**Form-ICAB-20****The Institute of Chartered Accountants of Bangladesh****CA Firm/Practicing Members Signature Card**

Firm Name: Address:

E-mail:

Date of

Telephone:

Incorporation:

Sl. #	Name of Partners	Signature by Name	Signature by Firm Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



Exam Registration Form

Exam Level* Session* Year* Registration No*

Name

Examination Centre*

Father's Name

Appearing Subjects

Coaching Class Information



Articleship Information:

Starting Date

Completion Date

Details for last time Applied/Approved

Session
Level
Year

Attachments

- Attach Course Completion Certificate *

No file chosen

Only JPG/PNG file supported under 1mb

- Attach Fitness Certificate *
- Attach Class Attendance Certificate *
- Applied for classes online *

Subjects	To be appeared
Audit & Assurance	<input checked="" type="checkbox"/>
Financial Accounting & Reporting	<input checked="" type="checkbox"/>
Business Strategy	<input type="checkbox"/>
Financial Management	<input type="checkbox"/>
Tax Planning & Compliance	<input type="checkbox"/>
Corporate Laws & Practices	<input type="checkbox"/>
IT Governance	<input type="checkbox"/>

Subjects	Enrolled Subject For
Audit & Assurance	<input checked="" type="checkbox"/>
Financial Accounting & Reporting	<input checked="" type="checkbox"/>
Business Strategy	<input type="checkbox"/>
Financial Management	<input type="checkbox"/>
Tax Planning & Compliance	<input type="checkbox"/>
Corporate Laws & Practices	<input type="checkbox"/>
IT Governance	<input type="checkbox"/>

Payment Details

Examination Fee

Annual Fee

Visit the following link to see the circles regarding Students Annual Fees: <https://www.icab.com/bd/news/annual-fees-for-ca-students>

Total amount to be paid

Class Enrollment No*

Session*

Year*



The Institute of Chartered Accountants of Bangladesh

ADMIT CARD
CERTIFICATE LEVEL
Session: Nov-Dec, 2022

Examination Centre:	DHAKA
Registration No.:	XXXXX



Roll No. : XXXX
Name : -----
Father's Name : -----
Mother's Name : -----

Exam Centre Address: CA BHABAN, 100 KAZI NAZRUL ISLAM AVENUE, KARWAN BAZAR, DHAKA-1215

Accounting	Sunday, 20 November 2022	09:00AM-10:30AM
Subject to be Appeared: Business & Finance	Monday, 21 November 2022	09:00AM-10:30AM
Management Information	Tuesday, 22 November 2022	09:00AM-10:30AM

N.B : Keeping mobile phone during examination is strictly prohibited.

Controller of Examinations

INSTRUCTIONS FOR CANDIDATES

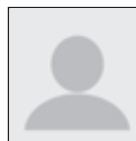
1. The examination will commence as per detailed programme published by the Institute. It will be the responsibility of the candidate to know the correct date, time slot and place of the examination.
2. The doors of the examination hall will be opened each day half an hour before the time specified for commencement of the examination. All candidates must be in the examination hall well ahead of the time fixed for commencement of the examination.
3. No candidate shall be admitted into the examination hall without the Admit Card issued by the Institute.
4. No candidate shall be allowed to enter the examination hall in the time slot which is not allocated for him/her.
5. No candidate shall be allowed to re-enter the examination hall after leaving it on final submission of his/her answer.
6. A seat with Roll No. will be allotted to each candidate. Candidates must find and occupy their allotted seats.
7. Candidates will not be allowed to carry any type of electronic devices (phone, electronic watches etc.) with them into the examination centre. A stringent checking will be conducted on them before their entry into the examination centre.
8. Each candidate shall log into the examination system by using their User ID and Password provided by the Institute or as per the instructions provided by the concerned invigilator.
9. Candidates are forbidden to resort to unfair means during the conduct of an examination or to attempt to influence the supervisor. The Institute may, on receipt of a report to that effect from any person duly authorized to conduct the examination, remove the name of such candidate from the list of those allowed entry for the examination and may direct that a candidate whose name has been so removed shall not be admitted to the next or to any subsequent examination.
10. An examinee who is found to have in his possession any electronic device, book, note, paper, scribbling or any material whether used or not or resort to any sort of unfair means in the examination hall shall be liable to be expelled from the examination for three years.
11. Candidates must sign their names when required by the supervisor to do so.
12. Notwithstanding the issue of the Admit Card, the Institute reserves the right, for any reason which may appear to them sufficient, to cancel the admission of any candidate to any examination, whether before, during, or after the examination.
13. During examination hours, candidates shall not make noise or raise voice to draw the attention of the invigilator/supervisor. To draw the attention of the invigilator/supervisor, they will simply raise their hand.
14. Taking of tea and other refreshments inside the examination hall will not be allowed.



The Institute of Chartered Accountants of Bangladesh

ADMIT CARD
PROFESSIONAL LEVEL
Session: Nov-Dec, 2022

Examination Centre:	CHATTOGRAM
Registration No.:	XXXX



Roll No. : XXXX
Name : -----
Father's Name : -----
Mother's Name : -----

Exam Centre Address: ICAB CRC OFFICE, AGRABAD, CHATTOGRAM

	Audit & Assurance	Tuesday, 08 November 2022	10:00AM-01:30PM
	Financial Accounting & Reporting	Wednesday, 09 November 2022	10:00AM-01:30PM
	Business Strategy	Thursday, 10 November 2022	10:00AM-01:30PM
Subject to be Appeared:	Financial Management	Saturday, 12 November 2022	10:00AM-01:30PM
	Tax Planning & Compliance	Sunday, 13 November 2022	10:00AM-01:30PM
	Corporate Laws & Practices	Monday, 14 November 2022	10:00AM-01:30PM
	IT Governance	Tuesday, 15 November 2022	10:00AM-01:30PM

N.B : Keeping mobile phone during examination is strictly prohibited.

Controller of Examinations

INSTRUCTIONS FOR CANDIDATES

1. The examination will commence as per detailed programme enclosed. It will be the responsibility of the candidate to know the correct date, time and place of the examination.
2. The doors of the examination hall will be opened each day half an hour before the time specified for distribution of the question paper. All candidates must be in the examination hall five minutes before the time fixed for commencement of the examination.
3. No candidate shall be admitted into the examination hall without the Admit Card issued by the Institute.
4. No candidate shall be allowed to leave the examination hall until the expiry of an hour after distribution of the question paper or re-enter the examination hall after leaving it on final submission of his answer script.
5. A seat with Roll No. will be allotted to each candidate. Candidates must find and occupy their allotted seats.
6. Candidates are forbidden to carry into the examination hall or have in their possession while under examination any book, mobile phone, notes, papers scribbling or any other material than the admit card and writing requisites. Before entering the examination hall, candidates shall leave all such articles with the Supervisor at the candidates own risk and responsibility.
7. Answer should be written in the answer script supplied to the candidates. No candidate shall tear-off any leaf from an answer script.
8. No candidate shall be admitted into the examination hall who is late by half an hour or more.
9. Each candidate shall write his Name, Roll No, Reg. No. and particulars of paper only on the upper-portion of the cover page of the answer script. No particulars shall be entered nor any identification mark be made at any other place of the answer script or the additional copies.
10. Candidates must not write on the question paper or blotting paper or carry away any scribbling from the examination hall.
11. Candidates are forbidden to resort to unfair means during the conduct of an examination or to attempt to influence the supervisor. The Institute may, on receipt of a report to that effect from any person duly authorized to conduct the examination, remove the name of such candidate from the list of those allowed entry for the examination and may direct that a candidate whose name has been so removed shall not be admitted to the next or to any subsequent examination.
12. An examinee who is found to have in his possession any book, note, paper, scribbling or any material whether used or not or resort to any sort of unfair means in the examination hall shall be liable to be expelled from the examination for three years.
13. Candidates must sign their names when required by the supervisor to do so.
14. Notwithstanding the issue of the Admit Card, the Institute reserves the right, for any reason which may appear to them sufficient, to cancel the admission of any candidate to any examination, whether before, during, or after the examination.
15. During examination hours candidates shall not make noise or raise voice to draw the attention of the invigilator/supervisor. To draw the attention of the invigilator/supervisor, they will simply rise in their seats.
16. Taking of tea and other refreshments inside the examination hall will not be allowed.



The Institute of Chartered Accountants of Bangladesh

ADMIT CARD
ADVANCED LEVEL
Session: Nov-Dec, 2022

Examination Centre:	DHAKA
Registration No.:	XXXX



Roll No. : XXXX
 Name : -----
 Father's Name : -----
 Mother's Name : -----

Exam Centre Address: CA BHABAN, 100 KAZI NAZRUL ISLAM AVENUE, KARWAN BAZAR, DHAKA-1215

Subject to be Appeared:	Corporate Reporting	Tuesday, 08 November 2022	03:00PM-06:30PM
	Strategic Business Management	Thursday, 10 November 2022	03:00PM-06:30PM
	Case Study	Sunday, 13 November 2022	03:00PM-07:30PM

N.B : Keeping mobile phone during examination is strictly prohibited.

Controller of Examinations

INSTRUCTIONS FOR CANDIDATES

1. The examination will commence as per detailed programme enclosed. It will be the responsibility of the candidate to know the correct date, time and place of the examination.
2. The doors of the examination hall will be opened each day half an hour before the time specified for distribution of the question paper. All candidates must be in the examination hall five minutes before the time fixed for commencement of the examination.
3. No candidate shall be admitted into the examination hall without the Admit Card issued by the Institute.
4. No candidate shall be allowed to leave the examination hall until the expiry of an hour after distribution of the question paper or re-enter the examination hall after leaving it on final submission of his answer script.
5. A seat with Roll No. will be allotted to each candidate. Candidates must find and occupy their allotted seats.
6. Candidates are forbidden to carry into the examination hall or have in their possession while under examination any book, mobile phone, notes, papers scribbling or any other material than the admit card and writing requisites. Before entering the examination hall, candidates shall leave all such articles with the Supervisor at the candidates own risk and responsibility.
7. Answer should be written in the answer script supplied to the candidates. No candidate shall tear-off any leaf from an answer script.
8. No candidate shall be admitted into the examination hall who is late by half an hour or more.
9. Each candidate shall write his Name, Roll No, Reg. No. and particulars of paper only on the upper-portion of the cover page of the answer script. No particulars shall be entered nor any identification mark be made at any other place of the answer script or the additional copies.
10. Candidates must not write on the question paper or blotting paper or carry away any scribbling from the examination hall.
11. Candidates are forbidden to resort to unfair means during the conduct of an examination or to attempt to influence the supervisor. The Institute may, on receipt of a report to that effect from any person duly authorized to conduct the examination, remove the name of such candidate from the list of those allowed entry for the examination and may direct that a candidate whose name has been so removed shall not be admitted to the next or to any subsequent examination.
12. An examinee who is found to have in his possession any book, note, paper, scribbling or any material whether used or not or resort to any sort of unfair means in the examination hall shall be liable to be expelled from the examination for three years.
13. Candidates must sign their names when required by the supervisor to do so.
14. Notwithstanding the issue of the Admit Card, the Institute reserves the right, for any reason which may appear to them sufficient, to cancel the admission of any candidate to any examination, whether before, during, or after the examination.
15. During examination hours candidates shall not make noise or raise voice to draw the attention of the invigilator/supervisor. To draw the attention of the invigilator/supervisor, they will simply rise in their seats.
16. Taking of tea and other refreshments inside the examination hall will not be allowed.

Final - F - SL



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

ESTABLISHED UNDER
THE BANGLADESH CHARTERED ACCOUNTANTS ORDER, 1973

Certificate of Passing the
CA FINAL EXAMINATION

This is to Certify that

.....of

.....

has passed the **Final Examination** (.....) held

in the month of

Given by the Council under the Seal of **The Institute of Chartered**

Accountants of Bangladesh this day

of

President

Roll No.

Chief Executive Officer

Form-ICAB-30

**CERTIFICATE OF SERVICE AND FITNESS FOR APPEARING AT THE
Certificate Level, Professional Level and Advanced Level Examination
[Bye-laws 92 & 94 of the repealed Bye-laws, and Bye-law 117 (b)]**

This to certify that

Mr./Ms..... is serving under me as an Articled student from and that he/she is a proper and fit person to be admitted to the Professional Examination-Certificate/Professional/Advanced to be held under The Institute of Chartered Accountants of Bangladesh Bye-laws, 1973.

I also certify that Mr./Ms..... has this day completed..... years months..... days of his/her service as an Articled student vide Regn. No. of 20.....

Signature of Principal

Seal of office

Place:

Date:

.....
Signature of Articled student

Form-ICAB-39



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF BANGLADESH

Form of Application for Restoration Name in the Register

[See proviso to Article 9 (vi) and Bye-law 133(1)]

Chief executive Officer (CEO)
The Institute of Chartered Accountants of Bangladesh
Chartered Accountant Bhaban
100 Kazi Nazrul Islam Avenue
Dhaka -1215

Dear Sir,

I hereby apply for restoration of my name in the Register. I declare that I am not subject to any of the disabilities stated in Article 9 of The Bangladesh Chartered Accountants order, 1973. The required particulars are furnished below: -

1. Name in full:
- (Capital letters)
2. Surname, if any:
3. Father's name:
4. Nationality:
5. Date of birth:
6. Particulars of qualification:
- a. Academic:
- b. Professional:
7. Enrolment No. prior to removal:
8. Reasons for and date of removal (original notification removing name should be attached):

9. Proposed place of business in Bangladesh (if there is more than one place of business, principal place should be indicated)
10. (a) Name(s) of chartered accountant(s) in practice or firm of such chartered accountants under whom the applicant served as an articled clerk/student and/or audit clerk together with dates of commencement and termination:
 - (b) Period of service as an articled clerk/ student and/or audit clerk together with dates of commencement and termination
 - (c) Deed of Articles Registration No.
 - (d) Audit Service Registration No.
 - (e) Details of such other practical training which has been recognized by the Council as equivalent to practical training under The Bangladesh Chartered Accountants Order 1973 and the Bye-laws framed there under:
11. Whether the applicant intends to practice as a chartered accountant:
12. Address:
 - (i) Permanent residential
 - (ii) Present residential
 - (iii) Professional
13. Period of residence in Bangladesh:
14. If not a Bangladeshi citizen, please state whether a certificate of Bangladesh domicile 4 has been obtained:
15. Whether the applicant will be in charge of the place or places mentioned at 9 above. If not, the name(s) and enrolment no(s) of the member(s) of the Institute who is/are in charge of that/ those place/places and his/their address(s) :
16. If the applicant is a paid assistant to a chartered accountant in practice or in a firm of such chartered accountants, name of the chartered accountant in practice or the firm and from which date:
17. If the applicant holds a salaried employment other than that covered by 16 above, full particulars thereof:

18. Whether the applicant is engaged in any other business or occupation not covered by 16 and 17 above. If so, full particulars thereof:
19. Whether the applicant was at any time debarred from practicing as a chartered accountant, if so, the reason and period of such suspension:
20. Whether a certificate of practice is required after admission as a member:

I send herewith crossed cheque/ demand draft/pay order no. dated for Tk (Taka) only as under:

- a. Admission fee Tk.
- b. Annual membership fee Tk.
- c. Annual practice certificate fee Tk.
(where applicable)
- d. Arrear of annual fees (in case name removed under clause (b) or (c) of Article20) Tk.

I hereby undertake that if my name is restored in the Register and if I am admitted as a member of the Institute, I shall be bound by the provisions of The Bangladesh Chartered Accountants Order,1973 and the Bye -laws framed thereunder or that may hereafter from time to time be made pursuant to the said Order.

Yours faithfully,

Signature of applicant

Place:

Date:

1. Matriculation/S.S.C Certificate together with a copy thereof is to be produced as evidence of age.
2. Original certificates together with photo copies thereof are to be submitted in proof of qualifications.
3. Please indicate which one is to be treated as Registered address [see bye-law 2(3) (m)]
4. A photo copy of domicile certificate is to be attached duly attested by a fellow of the Institute.

Form-ICAB-40**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF
BANGLADESH****Register of documents Sealed****[See Bye law 143 (3)]**

Date of document	Nature & brief description of the document	Council resolution date	Persons who signed the document	Date document signed & Sealed	Date document signed & Sealed	Remarks if any
			Name	Signature		

**THE INSTITUTE OF CHARTERED
ACCOUNTANTS OF BANGLADESH (ICAB)**

PART -III

SCHEDULE 'H'

SCHEDULE-H

[See Proviso to Bye-law 118 (1)]

Rules and Regulations governing an Overseas CHAPTER of the Institute of Chartered Accountants of Bangladesh

1. The Council may form an Overseas CHAPTER in a country outside Bangladesh where at least twenty members of the Institute normally reside on receipt of an application signed by all such members:

Provided that the members of the Institute residing in any country in which an Overseas CHAPTER has been formed shall belong to the Dhaka Regional Constituency and be attached to the Dhaka Regional Committee.

2. A member of the Institute residing outside Bangladesh shall be eligible to become a member of an Overseas CHAPTER.
3. The activities of an Overseas CHAPTER shall be managed by a Committee (hereinafter referred to as 'Management Committee') consisting of five members elected by the members of the Overseas CHAPTER to which they belong.
4. The Management Committee shall elect at its first meeting to be held within one month of the date of declaration of results of election, a Chairperson and a Secretary.
5. The election to the first Management Committee shall be conducted by the Education Minister of the High Commission for Bangladesh or by the Ambassador of Bangladesh in the country concerned assisted by two members of the Institute to be nominated by the Education Minister or by the ambassador as the case may be, and thereafter by an Election Commission.
6. The election to the Management Committee shall be conducted in accordance with the election rules and procedures for election to the Council framed under the Institute of Chartered Accountants of Bangladesh Bye-laws, 1973 or by such election rules as an Overseas CHAPTER may adopt in a general meeting of the members of the CHAPTER after obtaining prior approval of the Council.

7. The Chairperson and the Secretary of a Management Committee shall hold office for a period of one year from the date or which they are elected but so as not to extend beyond their term of office as a member of the Management Committee and, subject to their being a member of the Management Committee at the relevant time, they shall be eligible for re-election.
8. The Chairperson of a Management Committee shall be the Chief Executive of the Committee.
9. The life of a Management Committee constituted under these rules shall be three years from the date of the first meeting of the committee:

Provided that the Council may, if in its opinion circumstances so warrant, dissolve a Management Committee or shorten its life, and order holding of fresh election.
10. The duties of a Management Committee shall include;
 - a. advising the Council on matters referred to it and offering such assistance to the Council as may be required of it.
 - b. making representations to the Council on matters of professional interest of the members of the Overseas CHAPTER and offering suggestions for raising the standard and status of the profession.
 - c. supplying information to the members of the Overseas CHAPTER and to prospective candidates for examinations of the Institute.
 - d. carrying out such other functions as may be entrusted to it from time to time by the Council including providing assistance in holding the examinations of the Institute in a country outside Bangladesh.
11. The meetings of a Management Committee and those of the members of the Overseas CHAPTER shall be conducted in the manners prescribed for the meetings of the Regional Committees of the Institute.
12. The expenses of an Overseas Chapter shall be met from levies imposed by the Management Committee on the members of that CHAPTER. The amount of such levy shall be determined at the annual general meeting of an Overseas Chapter.
13. The Secretary of the Management Committee shall be responsible for the maintenance of accounts. Such accounts shall be audited by a member of the Overseas CHAPTER who shall be appointed at the annual general meeting of that CHAPTER. A copy of the audited accounts and the auditor's report as

- adopted at the annual general meeting shall be sent to the Council not later than one month from the date of the meeting.
14. Notwithstanding anything contained in these rules, an Overseas CHAPTER shall stand dissolved if:
 - a. not less than two-thirds of the members on the register of members of the Overseas CHAPTER pass a resolution in a general meeting for its dissolution; or
 - b. the Council decides to dissolve an Overseas CHAPTER after giving proper hearing to the Management Committee.
 15. On the dissolution of an Overseas CHAPTER all its property, assets and funds shall vest with the Council.

MEMBERS' HANDBOOK

The Institute of Chartered Accountants
of Bangladesh (ICAB)

PART - IV

**COUNCIL DIRECTIVES AND
DECISIONS OF THE INSTITUTE**

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.01

RECOGNITION OF FOREIGN QUALIFICATIONS FOR THE PURPOSE OF MEMBERSHIP OF THE INSTITUTE AND CONDITIONS IN THE CASE OF A PERSON WHO IS NOT A CITIZEN OF OR PERMANENTLY RESIDING IN BANGLADESH

(In supersession of previous ICAB Council directives and Bye Laws in this regard, and as per the decision of the ICAB Council held on December 23, 2019, ICAB introduced a policy for Recognition of Foreign Qualifications of the following Institutions considering the examination and training requirements and mapping equivalency standards, where required:

- A. Chartered Accountants Australia and New Zealand (CA ANZ);
- B. Chartered Professional Accountants (CPA)-Ontario/CPA-Canada;
- C. The Institute of Chartered Accountants in England and Wales (ICAEW);
- D. The Institute of Chartered Accountants of Ireland (ICAI);
- E. The Institute of Chartered Accountants of Scotland (ICAS);
- F. American Institute of Certified Public Accountants (AICPA); and
- G The Chartered Institute of Management Accountants (CIMA))¹

(PROVIDED that under proviso to Article 4 (I) (iii) & (iv) the following further conditions be prescribed in the case of a person who is neither a citizen of Bangladesh nor permanently residing in Bangladesh:

That, in order to practice the profession of accountancy or to serve as a qualified assistant in a CA firm in Bangladesh, such person be required;

- (a) To reside in Bangladesh for a minimum period of six months in each calendar year; and
- (b) To fulfill all requirements under the Bangladesh Chartered Accountants Bye Laws 1973 for issue of Certificate of Practice and renewal thereof as may be applicable.)²

¹ Decision of Council meeting dated 26 May 1996 was amended by subsequent decision on 23 December 2019

² Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.02

WHETHER, IN ORDER TO REMAIN A MEMBER OF THE INSTITUTE, CONTINUATION OF MEMBERSHIP OF A FOREIGN RECOGNISED INSTITUTE IS NECESSARY

RESOLVED that it is not necessary for a member of the Institute, whose name has been entered in the Register of Members of the Institute by virtue of his having been enrolled on the Register of Members of a foreign recognized Institute, to continue his membership of the foreign recognized Institute.³

³ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.03

REQUIREMENT OF 02 (TWO) YEARS' POST-QUALIFICATION EXPERIENCE TO BE IN PUBLIC PRACTICE

In exercise of the powers conferred under Article 7 (3) of The Bangladesh Chartered Accountants Order 1973, the Council of the Institute has, in connection with the issue of Certificate of Practice, deemed it fit to impose the further condition that a member of the Institute desiring to engage himself in practice as a public accountant shall be required to have at his credit at least 02 (two) years' post-qualification practical experience in any organisation.⁴

⁴ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.04

CITIZENSHIP OR RESIDENCE REQUIREMENT IN BANGLADESH FOR MEMBERSHIP OF THE INSTITUTE AND FOR CERTIFICATE OF PRACTICE

- a) **Membership of the Institute:** Membership of the Institute may be granted to a person if he is entitled thereto under the provisions of the Bangladesh CA Order 1973 and the Bye-laws framed thereunder regardless of his citizenship or residence in Bangladesh. In other words, nationality or residence status of a person shall not debar him from membership of the Institute if he is otherwise entitled thereto.
- (b) **Certificate of practice:** Certificate of practice may be granted to the Resident members.

A member will be deemed to be resident in Bangladesh if he spends in the aggregate not less than six months in any calendar year. However; at the discretion of the Council, the condition may be relaxed in special circumstances on individual merit.

A member shall be deemed to be non-resident if he fails to fulfill the conditions required for a resident member.

Certificate of Practice may be granted to a resident member if he fulfills the residence requirements prescribed by the ICAB Bye Laws 1973 (Amended as of 31 October 2023).

A practicing member shall be allowed to practice outside Bangladesh either on his own or in partnership with a member in practice of other recognised Institute provided the host country or the Institute of the host country does not have any regulation to the contrary. However, the member will have to produce documentary evidence, such as authenticated copy of the Partnership Deed and the resolution of the local Institute or any other regulatory body to satisfy the Institute that the conditions have been fully met.⁵

⁵ Decision of Council Meeting dated 26 May 1996 was amended by subsequent decision on 28 July 2009.

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.05

USE OF DESIGNATORY LETTERS AGAINST MEMBERS NAMES

1. IT WAS AGREED that the Institutes previously recognised under the Chartered Accountants Ordinance, 1961 (Ord. No. X of 1961) e.g.
 - i. The Institute of Chartered Accountants in England & Wales;
 - ii. The Institute of Chartered Accountants in Ireland;
 - iii. The Institute of Chartered Accountants of Scotland;
 - iv. The Institute of Chartered Accountants in Australia; and
 - v. The Canadian Institute of Chartered Accountants, Toronto

be recognised for the purposes of Article 8 of The Bangladesh Chartered Accountants Order 1973, regarding the use of Designatory letters, etc.

2. **THE COUNCIL** decided that letters or descriptions in respect of membership of bodies other than Accountancy Institutes may be used provided such use does not amount to the use of designation and in the case of Accountancy Institute prior recognition of the Council in this behalf is necessary. It was also decided that in respect of Accountancy Institutes which are recognised and in respect of Institutes other than Accountancy Institutes any additional word or words describing the location of such Institute in brackets such as "(England and Wales)" may be allowed to be added only if the rules and regulations of the respective Institutes permit such addition or description and the member concerned continues to be a member of such Institute.
3. **THE COUNCIL** also decided that members of the Institute of Cost and Management Accountants of Bangladesh (ICMAB) who are also members of ICAB may use the Designatory letters of ICMAB membership. However; to use the Designatory letter of membership of any other Institute (i.e. except ICMAB), prior permission will have to be obtained by the member from ICAB.

Whereas there is no statutory prohibition for members to use the Designatory letters and description of recognised foreign accountancy institutes to identify their membership in addition to the Designatory letters of this Institute, the Council desires that for the sake of developing healthy traditions and also to achieve uniformity, members should use the Designatory letters permitted by the regulations of this Institute. The Institute's records of members henceforth shall be maintained by using the Designatory letters (e.g. ACA or FCA) which

the members are entitled to use in accordance with the regulations of this Institute. This decision supersedes all previous Council decisions in this regard, and the Council expects that the members would accept this decision in a spirit of mutual trust and confidence and for the over-riding consideration of maintaining cohesiveness amongst the members of the Institute.¹⁰

¹⁰ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.07

MANNING OF OFFICES OF CHARTERED ACCOUNTANTS BY MEMBERS OF THE INSTITUTE

Following the requirement of Article 27(1) of the Bangladesh Chartered Accountants Order 1973, the Council of the Institute has decided as under: -

That a Chartered Accountant in practice or a firm of such Chartered Accountants having more than one office in Bangladesh must keep each one of such offices under the separate charge of a member of the Institute and that no relaxation in this regard shall be allowed and that the member under whose charge a branch office of a firm of Chartered Accountants is placed, must be available at the place of the branch office and the registered address, within the meaning of bye-law 2 (3) (j) of the Bangladesh Chartered Accountants Bye-laws 1973, of such member shall be at the place where the branch office each situated.¹¹

¹¹ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.08

ESSENTIAL PRE-REQUISITES OF 'OFFICE' FOR OBTAINING PERMISSION TO START PRACTICE AND RENEWAL OF CERTIFICATE OF PRACTICE

The Council decided that, members who would apply to commence practice, as public accountants must satisfy the Council that the minimum standards laid hereinafter exist in their offices. The Council reserves the right to have their premises inspected either by designating its own members or by authorising officials of the Institute for this purpose.

The Council has the right, in the event of non-compliance, to take the following action(s):

- (a) In the case of members applying to commence public practice, to withhold the issuance of Certificate of Practice until the Council is satisfied that the minimum standards prescribed for office premises have been fully complied with;
- (b) In the case of members already in practice, to withhold, suspend or decline to renew Certificate of Practice until the Council is satisfied that the minimum standards for office premises have been fully complied with.¹²

¹² Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.09

USE OF FIRM-NAME

The Council resolved that the name of a firm of Chartered Accountants must be after the name(s) of the proprietor/partners of the firm, exception being allowed in the case of an existing firm or successions to the goodwill of an existing firm, in which case the continuation of the name of the firm maybe permissible.¹³

¹³ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.10

GENERAL PERMISSION OF MEMBERS IN PRACTICE TO ENGAGE IN CERTAIN OCCUPATIONS

The Council of the Institute, in exercise of the powers conferred under Bye-law 111 of the Bangladesh Chartered Accountants Bye-laws 1973, read with Para (15) of Part I of Schedule 'C' of the said Bye-laws, resolved that a member in practice may engage in the following occupations:

1. Part-time employment/assignment under sub-contract under a Chartered Accountant in practice or a firm of Chartered Accountants in practice;
2. Private tutorship;
3. Attending classes and appearing for any examination, either academic or accountancy or any examination relating to other professions and obtaining membership of such bodies/associations;
4. Authorship of books;
5. Appearing before any Court of Law for representing clients;
6. Honorary proprietorship of educational institutions;
7. Part-time lectureship in universities or other organisations including those relating to the Institute's examinations conducted under the auspices of the Institute or the Regional Committee(s);
8. Acting as examiner/paper-setter for educational institutions and to be a member of universities/colleges boards, etc. committees;
9. Honorary editorship of professional journals;
10. Holding public elective offices of Jatiyo Sangsad, Local Bodies, etc.
11. Holding membership/office in any charitable, religious, social or educational organisations without remuneration;
12. office of Chairman/Member of Board of Directors of any company limited by shares or any corporate body provided it is not a full-time employment with fixed monthly/yearly remuneration;
13. Any other occupation(s) as may be approved by the Council from time to time.¹⁴

¹⁴ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.11

SUPPLY OF PARTICULARS BY PRACTISING CHARTERED ACCOUNTANTS IN REPLY TO ENQUIRY FOR ENLISTMENT AS AUDITORS FOR FUTURE APPOINTMENT¹⁵

The Council has approved the following proforma in which members could give information in relation to their firms, to any prospective clients for an audit job or for inclusion of their firm-name in a panel for appointment as Auditors:

PROFORMA

Amended Council Resolution

For enlistment with _____

PARTICULARS OF FIRM

1. Name
2. Mailing Address with telephone number; if any;
3. Date of Establishment:
4. Details of Proprietor/Partners:
 - (a) Name:
 - (b) Qualifications
 - (c) Experience
5. Qualified Assistant(s), if any:
 - (a) Name:
 - (b) Qualifications
 - (c) Experience:
6. Other Assistant(s), if any
 - (a) Course completed students
 - (b) Articled students
 - (c) Others
7. Experience of the firm:
8. Any other particulars: (as may be specifically asked for in writing by prospective client except for quoting of fees in manner not approved by ICAB)

Name of signing Proprietor/Partner
(Under Official Seal of Firm)

¹⁵ Decision of Council meeting dated 26 May 1996

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.13

DIRECTIVE IN THE MATTER OF COMMUNICATION WITH PREDECESSOR AUDITOR REGARDING ACCEPTANCE OF NEW AUDIT ENGAGEMENT BY THE INCOMING AUDITOR

Members are aware that a Chartered Accountant in practice shall be guilty of professional misconduct if he accepts a position as auditor previously held by another chartered accountant without first communicating with him in writing. [Reference: The Institute of Chartered Accountants of Bangladesh (ICAB) Bye-laws (Part-III), Para (5) of Schedule-C, Part-I].

Considering the above, the Council of the Institute has issued the directive to consider and abide by the following issues in connection with the communication with predecessor auditor regarding acceptance of new audit engagement by the incoming auditor:

- (a) the incoming auditor, on receipt of the offer of appointment, shall write to the previous auditor enquiring whether there is any professional reason why he (incoming auditor) should not accept the appointment;
- (b) the letter of the incoming auditor to the previous auditor shall be communicated through registered post/courier/e-mail/by hand and the incoming auditor has to ensure the acknowledgement from previous auditor regarding the receipt of the letter;
- (c) it shall be the duty of the previous auditor to reply to the enquiry of the incoming auditor within a period not exceeding 14 (fourteen) days of the date of the letter of the incoming auditor;
- (d) if the previous auditor does not reply to the communication of the incoming auditor within 14 (fourteen) days, the incoming auditor shall be deemed to have done his duty and he will be at liberty to accept/reject the new audit engagement and can commence his work.¹⁶

¹⁶ Decision of Council Meeting dated 26 May 1996 was amended by subsequent decision on 14 June 2023.

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.14

PRESCRIBED MINIMUM STANDARDS FOR OFFICE PREMISES

- a. That the firm has a separate, independent, identifiable and self- contained office with floor space measuring 400 sft. and that it is not intermingled or overlapped with that used for residence, trade or business.
- b. That the office of the firm has facilities for holding confidential discussion/consultation with the clients of the firm.
- c. That the office of the firm has separate seating and working arrangements for administrative staff as well as professional staff including articled students and that it is free from family and/or business disturbance or interference.
- d. That the office of the firm has separate entrance not common with that used for residence and/or other trade and business.
- e. That the office of the firm is provided with necessary staff to receive mails, messages, etc. during office hours.
- f. That the telephone/fax/e-mail number(s) of the office of the firm is/are as given below:

Tel:

Fax:

E-mail:

- g. That we have verified the Tenancy Lease Agreement of the firm as furnished by the office of the firm and that we found the same to be in order.

As approved by the Council-ICAB in its meeting held on 11 June 2002, the Terms of Reference (TOR) of the aforementioned Firm Inspection Team would be as follows:

- a. To ensure that the name of the applicant member with his/her enrolment number and the name & style of his/her (proposed) firm with its address have been correctly recorded in the relevant Firm Inspection Report;

- b. To verify the period and other salient terms and conditions of the Tenancy/Lease Agreement, where applicable, of the (proposed) firm and to ensure that the same are in order;
- c. To physically verify the dimension of the floor space of the (proposed) firm and to ensure that the same is not below the minimum permissible requirement of 400 (four hundred square feet to accommodate administrative staff & professional staff and necessary logistic supports like computers, typewriters, almirahs, file cabinets, library facilities, etc.
- d. To ensure that both the designated members of the Firm Inspection Team have signed and dated the Firm Inspection Report by putting their names in block capitals and stating their respective enrolment numbers.¹⁷

¹⁷ Decision of Council Meeting dated 11 June 2002

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.15

CONVERSION SCHEME OF OLD SYLLABI AND EXTENSION OF LAST DATE

The existing old Syllabi and the aforesaid new Syllabi shall run concurrently upto and including November-December 2006 CA Examinations or such other CA Examination as the Council may decide. Thereafter, a CONVERSION SCHEME, as the Council may approve, shall be applied to convert the partly-passed candidates of both Intermediate and Final Examinations under the existing old Syllabuses, to the new Syllabuses or Professional Examinations.¹⁸

¹⁸ Decision of Council Meeting dated 04 November 2004

The Institute of Chartered Accountants of Bangladesh

Council Directive No. 1.16

FEES ON RESTORATION OF MEMBERSHIP

A restoration fee of BDT 50,000.00 (Bangladesh Taka fifty thousand) only to be charged in addition to all membership fees for year of restoration.

The member to be allocated the original enrolment number with which S/he was enrolled in ICAB as member of the Institute.¹⁹

¹⁹ Decision of Council Meeting dated 25 July 2017

The Institute of Chartered Accountants of Bangladesh

Council Directive No: 1.17

REQUIREMENTS FOR ISSUING/RENEWING OF CERTIFICATE OF PRACTICE TO ICAB MEMBERS EFFECTIVE FROM 01 JULY 2009

In line with IFAC Requirements and in order to implement procedures for enhancing the quality assurance aspects, the Council of the Institute of Chartered Accountants of Bangladesh (ICAB) has set the following conditions for issuance and renewal of Practicing Certificates of ICAB members:

1. Conditions for Issuing Certificate of Practice:

- a) Applicant must have two years of post-qualification experience;
- b) Applicant undertakes to be in full time practice and will not take up any part time or full time employment without the prior permission of the Council;
- c) Applicant undertakes to fulfill the residency requirements as per Bye-laws of the Institute;
- d) Applicant undertakes to comply with the Institute's Continued Professional Development (CPD) requirements as per CPD policy of the Institute;
- e) Applicant undertakes that he/she has sufficient knowledge and understanding of the Code of Ethics of the Institute and must adhere to it at all times;
- f) Applicant undertakes that he/she will abide by all the Practicing rules and regulations of Institute issued from time to time including submission of Annual Returns, pre-requisite of office and periodic visits by the Institute;
- g) Applicant undertakes to comply with International Standards on Quality Control-1 (ISQC-1) and other provisions of the International Standards of Auditing (ISA)²⁰ adopted by the Institute in case of audit and assurance work of listed companies or such other entities as may be prescribed by the Institute from time to time;²¹
- h) [h) Applicants must have provided his/her specimen signature to the Institute]²²
- i) Any other requirements as decided by the Council from time to time.

²⁰ Decision of Council Meeting dated 24 April 2017.

²¹ Decision of Council Meeting dated 16 May 2009.

²² Decision of Council Meeting dated 24 July 2014.

2. Conditions for Renewing Certificate of Practice:

- a. [The Practicing member has complied with the CPD requirements of the Institute;

Provided that the period of required annual CPD Credit hours for renewal of CoP will be considered from 01 May to 30 April of each year, proceeding the year for which the CoP is to be renewed;

- b. The Practicing member must have complied with the practicing rules and regulations of ICAB including submission of Annual Returns, pre-requisite of office and periodic visits by the Institute; if required.

In case of formation of a partnership firm or to include a partner in an existing CA firm (partnership/proprietorship), a partnership deed (new/re-constituted) must have to be signed by all existing and incoming practitioners—which must be submitted to the Institute along with the application. The said deed would be either in BDT. 4,000/- or BDT. 2,000/- Stamp if the capital investment by the partners mentioned in the deed at above of BDT. 1,00000/- and at below of BDT. 1,00000 respectively as per government rule from time to time. The PROFIT & LOSS ratio must have to be mentioned clearly in the partnership deed under a separate provision. No provision having scope for salary, remuneration INSTEAD OF profit & loss ratio of any partner of a firm shall be inserted in the partnership deed. The provision of BANK ACCOUNT OPERATION in the deed of partnership have to be specified clearly—where the said account(s) must have to be in the name of the firm and shall be operated none other than partners/proprietor (if the firm is a proprietorship firm). Clauses relating to Resignation/retirement must contain notice period and settlement period specifically. If any additional annexure/contract/MoU of the deed which are treated as a part and parcel of the deed, then such additional annexure/contract/MoU must be submitted to the Institute along with the partnership deed and application for COP. The earlier Renewed COP of incoming Partner(s)/Proprietor must have to be returned to the Institute along with the application (for practicing members only).

- c. The Practicing member must have complied with ISQC-1 and other provisions of the International Standards of Auditing (ISA)²³ other provisions of the International Standards on Auditing (ISA) adopted by the Institute in case of audit and assurance work of listed companies or such other entities as may be prescribed by the Institute;
- d. Any other requirements as decided by the Council from time to time.]²⁴

²³ Decision of Council Meeting dated 24 April 2017.

²⁴ Decision of Council Meeting dated 16 May 2009 and 07 December 2019.

[Upon satisfaction of the conditions for renewal of Certificate of Practice, ICAB Secretariat shall issue the COP on or before 15 June of each year. Based on the issuance of COP, CEO of ICAB shall also include the name of the firms and name of the partners/proprietors in the forthcoming printed list of Member Booklet.]²⁵

[The Council in its meeting held on 24 July 2014 unanimously decided to have the record of signatures of Practicing Members and requested all CA Firms and Members to provide their specimen signatures in the prescribed Signature Card. All CA Firms and Practicing Members will be responsible for informing ICAB immediately for any changes in the signature.]²⁶

²⁵ Decision of Council Meeting dated 17 February 2015

²⁶ Decision of Council Meeting dated 24 July 2014



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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(President's Order No. 2 of 1973).

1/15/ICAB (7th Council)-2020

20 July 2020

CIRCULAR

The Council ICAB in its meeting held on 18 July 2020 decided as under:

1. At present ICAB follows the undermentioned Bye-Laws, Council decisions and Circulars to deal with entitlement of CA Articled Students:
 - a) Bye Laws 105 to 116 of ICAB Bye Laws 2004.
 - b) Council Directive 1.12 (Council decision dated 26 May 1996) Pre-requisites for permission to train Articled Students.
 - c) ICAB circular no. 1/15/ICAB-2015 dated 22 January 2015.
 - d) ICAB circular no. 1/1/ICAB (ASC)-2018, dated 17 December 2018 Entitlement of Articled Students.
 - e) ICAB circular no. 1/1/ICAB-2019/ASC (1) 16 June 2019 Initial entitlements of Articled Students to a partner/principal.
2. This circular is issued to make all conditions to train Articled Students available in one place.
3. In supersession of all earlier circulars dated 22-01-2015, 17-12-2018 and 16-06-2019 as mentioned above related to entitlement to train Articled Students by the practicing members, the following shall come in to force with effect from the date of this circular.
4. A practicing member irrespective of ACA and FCA shall be entitled to train a maximum number of 40 (forty) Articled Students including 5 (five) female Articled Students in phases at any given point of time.
5. A practicing member is entitled to train up to 35 Articled Students of any gender or mix of genders; but this limit can be increased to 40 provided the total number of female students included therein are as under:
 - a) at least 01 female student out of total 36 students;
 - b) at least 02 female student out of total 37 students;
 - c) at least 03 female student out of total 38 students;
 - d) at least 04 female student out of total 39 students;
 - e) at least 05 female student out of total 40 students;

Page 1 of 3



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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6. The entitlement of Articled Students of new practitioners is as follows:

Sl. No.	Categories	Firm Status	Entitlement of student(s)
1.	New Practitioner(s)	Forming a new Single Firm	<ul style="list-style-type: none"> ▪ 5 Articled Students as initial entitlement. ▪ After 3 months-25% of entitlement. ▪ After 1st year-50% of entitlement. ▪ After 2nd year 100% of entitlement.
2.	New Practitioner(s)	Forming a new Partnership Firm	<ul style="list-style-type: none"> ▪ 5 Articled Students as initial entitlement. ▪ After 3 months-40% of entitlement. ▪ After 1st year-70% of entitlement. ▪ After 2nd year 100% of entitlement.
3.	New Practitioner(s)	Joining with an existing firm	<ul style="list-style-type: none"> ▪ 5 Articled Students as initial entitlement. ▪ After 3 months-50% of entitlement. ▪ After 1st year-75% of entitlement. ▪ After 2nd year 100% of entitlement.

7. ICAB may allow the new practitioners to train articled students only after fulfilling the following conditions:
- a) Must hold a valid practicing certificate and pay 50% of the required fees before initial entitlement and the balance 50% when seeking for increase of entitlement to maximum level.
 - b) Must not discontinue practice without making arrangement for transfer of the articled student(s) to other eligible member(s) before expiry of consecutive two years.
 - c) In case of any such member, discontinues practice before expiry of two years from the date of getting practicing license without making any arrangement for transfer of existing articled students under him/her to other eligible members, NO practicing license shall be issued to that member again within next five years from the date of discontinuation of practice.
 - d) Must have, after expiry of 3 months, 1st and 2nd year of practice, proportionate number of clients that a practicing member should have for full entitlement (i.e. 40) to train articled students as mentioned in para 7(e) below.
 - e) The CA Firm of the practicing member must have, on the expiry on 2nd years of practice a total of 30 clients for services that a CA Firm can render and must have the proportionate number of clients after 3 months and 1st year of practice.
8. A practicing member moving from one CA Firm to other by way of transfer or starting practice afresh **within next three months or the period the Council-ICAB allow** shall have entitlement of number of Articled Students that he enjoyed with his old CA Firm and maximum number of 40 (forty) as above at the expiry of 6 (six) months of practice provided he holds a valid practicing certificate, clients as in Clause 4 and Clause 5 above and has paid requisite ICAB fee for such entitlement.



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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(President's Order No. 2 of 1973).

9. The Bye Laws 105 to 116 of ICAB Bye-Laws 2004, Council decision of 26 May 1996 and any other existing provision(s) contrary to this circular shall stand amended to the extent it is necessary to give effect to this Circular.

By Order of the Council

Maj Gen Muhammad Imrul Quayes, ndc, psc (retd)
Secretary & CEO-ICAB

ALL MEMBERS OF THE INSTITUTE



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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1/1/ICAB-2020

22 October 2020

CIRCULAR

Submission of Reconstituted Partnership Deed

As per decision of the Executive Committee of the Council-ICAB in its 6th Meeting for the year 2020 held on 19 September 2020, all practicing members and firms of the Institute are required to submit their reconstituted deed of partnership on the following aspects:

- In case of death/retirement/resignation of any Partner of a CA Firm, it is required to reconstitute the partnership deed among existing partners of the concerned firm immediately. Such reconstituted partnership deed must be submitted to the Institute within 02 (two) months of the said reconstitution for the appraisal of the Executive Committee of the Council-ICAB;
- In case of joining of new partner(s) in an existing Partnership CA Firm, the reconstituted partnership deed along with necessary documents after fulfilment of all requirements as prescribed by the Institute must be submitted to the Institute within 02 (two) months of the said reconstitution for the APPROVAL of the Executive Committee of the Council-ICAB;
- While inducting new partner(s) in a Proprietorship Firm and conversion into a Partnership CA Firm, the partnership deed must be submitted to the Institute within 07 (seven) days for the APPROVAL of the Executive Committee of the Council-ICAB; and
- No further firm inspection would be conducted in such reconstitution of the partnership deed except for admission of new partner(s) in the CA Firm.

The Circular will come into effect immediately.

By the Order of the Executive Committee of the Council-ICAB

Mahbub Ahmed Siddique FCA
Secretary & CEO (In Charge)-ICAB

To: All Members of ICAB
All Practicing Members of ICAB
All CA Firms
President-ICAB
Vice Presidents-ICAB
Regulatory Affairs Division
Accounts Department-ICAB
Members Services Division-ICAB



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**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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ICAB/PC/159/2019/(Council-9)

03 September 2019

CIRCULAR

EMPLOYEES CANNOT REPRESENT A MEMBER OF THE INSTITUTE IN PRACTICE

Pursuant to a decision of the Council in its meeting held on 22 August 2019 upon recommendation of the Investigation & Disciplinary Committee (IDC), Members in Practice of the Institute are hereby informed that the Council of the Institute decided to impose the following conditions regarding their representation by their employee (s):

- CA Firm (s) should not engage an employee to act as Chief Executive Officer (CEO). In case there is a requirement of nominating someone to be CEO, he must be the Partner or Proprietor of CA Firm; and
- An employee must not be allowed to deal with the matters what are supposed to be the acts of Partner (s) or Proprietor of a CA Firm such as; operating bank account (s) of the firm, using personal bank account of the executive (s) to meet the requirement of CA Firm, signing agreement with third party etc.

Any non-compliance with the above directives shall be considered as professional misconduct under ICAB Bye-laws and shall warrant appropriate disciplinary action.

The decision will come into effect immediately.

By order of the Council of the Institute,

Maj Gen Muhammad Imru Quayes, ndc, psc (retd)
Secretary-ICAB

Distribution:

- President-ICAB
- All Members of the Institute
- ICAB Website & ICAB News Bulletin



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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Ref: 1/1/ICAB-2020/DVS/001

Date: Nov 24, 2020

C I R C U L A R

Mandatory use of Document Verification System (DVS) from Tuesday, December 01, 2020 and onwards.

ALL PRACTICING MEMBERS OF THE INSTITUTE

You are already aware that the Institute of Chartered Accountants of Bangladesh (ICAB) has developed the **Document Verification System (DVS)** jointly with the National Board of Revenue (NBR) with a view to develop the overall economy of the country through bringing discipline & ensuring transparency, accountability and good governance in the Govt. Revenue and Financial Reporting System. The system was launched by the Honorable Finance Minister Mr. AHM Mostafa Kamal FCA, MP on 12th November 2020. The President-ICAB announced in Launching Ceremony that **December 01, 2020** will be the effective date of using Document Verification System (DVS).

The Institute of Chartered Accountants of Bangladesh (ICAB) is going to enforce the use of DVS mandatorily from **December 01, 2020 and onwards**. In this regard, all audit reports signed on **Dec 01, 2020 and onwards** must have the **Document Verification Code (DVC)** along with the auditor's signature.

Therefore, all Practicing Members of the Institute are sincerely requested to generate **Document Verification Code (DVC)** using **Document Verification System (DVS)** and put the DVC along with their signature while they sign any audit report other than management audit and Internal Audit from **December 01, 2020 and onwards**. Without mentioning Document Verification Code (DVC), audited financial statement signed by any practicing member shall be considered as invalid document.

Your co-operation in this regard will be appreciated highly.

Mahbub Ahmed Siddique FCA
Secretary & CEO – ICAB (In Charge)

Copy: All Members-ICAB
President – ICAB
All Vice Presidents – ICAB
All Members Council – ICAB
Practice Review- Quality Assurance Dept.- ICAB
Information Technology Dept.- ICAB



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**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



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1/1/ICAB-2023 (Professional Conduct)

26 October 2023

CIRCULAR

Professional Misconduct-in the context of getting membership or engaging in any business or occupation other than the profession of Chartered Accountants or leading or promoting any other Accountancy Body, Institute or Association without prior permission of the Council-ICAB

This is for information of all concerned that member(s) of the Institute of Chartered Accountants of Bangladesh (ICAB), either in practice or in service, is/are barred from becoming member of any other Institute/organization or engaging in any business or occupation other than the profession of Chartered Accountants or getting involved in promoting or leading Accountancy Bodies, Institutes or Associations not recognized by the Council of the ICAB.

Involvement with or promoting or leading such unrecognized Body, Institute, or Association without prior permission of Council-ICAB would tantamount to misconduct according to the Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973), and ICAB Bye-Laws 2004 (Amended as of 30 November 2022).

The relevant Article of the Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973) and the Clauses of the respective Bye-Law of ICAB Bye-Laws 2004 are provided below for reference and compliance:

Article 8 of The Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973):

Quote

"Every member of the Institute in practice shall and any other member may, use the designation of a Chartered Accountant and no member using such designation, shall use any other designation whether in addition thereto or in substitution therefor:

Provided that nothing contained in this Article shall be deemed to prohibit any such person from adding any other description or Designatory letters to his name, if entitled thereto, to indicate membership of such other institute of accountancy, whether in Bangladesh or elsewhere as may be recognized in this behalf by the Council, or any other qualification that he may possess, or to prohibit a firm, all the partners of which are members of the Institute and in practice from being known by its firm name as Chartered Accountants:

Page 1 of 3



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



An autonomous body under Ministry of Commerce established under the Bangladesh Chartered Accountants Order, 1973 (President's Order No. 2 of 1973).

Provided further that nothing contained in this Article shall be deemed to prohibit a member from using such other description for the management consultancy company or firm, as may be prescribed, where the member renders Management Consultancy services through the medium of a separate unlimited company or firm." **Unquote**

Bye-law 134, Clause-31, Part-I of Schedule 'C' of ICAB Bye-Laws 2004 (Amended as of 30 November 2022):

Quote

"A Chartered Accountant in practice shall be guilty of professional misconduct if he:

(31) without first obtaining the permission of the Council associates himself with or promotes anybody of accountancy, association or institute of accountancy, etc., in Bangladesh."

Unquote

Bye-law 134, Clause-9, Part-II of Schedule 'C' of ICAB Bye-Laws 2004 (Amended as of 30 November 2022)::

Quote

"A member of the Institute (other than a member in practice) shall be deemed to be guilty of professional misconduct, if he being an employee of any company, firm or person:

(9) without first obtaining the permission of the Council associates himself with or promotes anybody of accountancy, association or institute of accountancy, etc., in Bangladesh."

Unquote

Clause-15, Part-II of Schedule 'C' of ICAB Bye-Laws 2004 (Amended as of 30 November 2022)::

Quote

"engages in any business or occupation other than the profession of chartered accountants unless permitted by the Council so to engage:

Provided that nothing contained herein shall disentitle a chartered accountant from being a director of a company or a co-operative society unless he or any of his partners is interested in such company as an auditor;" **Unquote**

All members are kindly requested to comply with the aforementioned Article of the Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973) and the clauses of the respective Bye-Law of ICAB Bye-Laws 2004 (Amended as of 30 November 2022) of the Institute of Chartered Accountants of Bangladesh (ICAB).

Page 2 of 3



THE INSTITUTE OF
**CHARTERED
ACCOUNTANTS**
OF BANGLADESH



An autonomous body under Ministry of Commerce established under the Bangladesh Chartered Accountants Order, 1973 (President's Order No. 2 of 1973).

Esteemed members are encouraged to reach out to the CEO-ICAB if they encounter any confusion or require further clarification regarding the above. It's worth noting that there is no new information in this circular; it simply encompasses all the existing provisions in the order and bye-laws.

Shubhashish Bose
Chief Executive Officer (CEO)-ICAB

**Distribution: All Members of ICAB
All CA Firms of ICAB**

Page 3 of 3

CA
BANGLADESH



THE INSTITUTE OF
**CHARTERED
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