

**Office Memorandum**

Ref. No.: CBL/HO/ICCD/2018/383

Date: February 26, 2018

**Formation of National Integrity Strategy (NIS) Implementation Cell**

As part of effort to combat corruption, promote integrity and establish good governance in the country, the government of Bangladesh developed National Integration Strategy (NIS) for the country. Bangladesh Bank instructed all banks and financial institutions vide its letter no. HR-1(O&D)Focal-1/2013-2 dated 10-10-2013 to form an integrity committee, focal point and work plan for implementation of national integrity strategy in the bank in line with national integrity strategy of Bangladesh. Accordingly, The City Bank Ltd. formed a "Committee on Morale, Ethics and Integrity" and set Terms of Reference (ToR), approved by Management in November 2013. The implementation work plan and ToR of the committee was ratified in the 473<sup>rd</sup> Meeting of the Board of Directors. In August 2016, the composition of the committee was revised for more diverse and effective functionality of the committee. Later, Bangladesh Bank advised all banks vide its letter no. BRPD(Taskforce)/613/14/2017-1723 dated 23-03-2017 to appoint Focal Point with designation equivalent or not below to Senior Executive Vice President (SEVP) of the bank. Accordingly, the responsibility of the NIS coordination activities of Focal Point was transferred from Head of Risk Management Division (or Representative) to Head of ICC in July 2017 to conduct the activities of CBL Committee on Morale, Ethics and Integrity with Bangladesh Bank more efficiently. In the meantime, as the position of the Convener became vacant after resignation & release of former AMD, CRO & CAMLCO, the present DMD, CRO & CAMLCO has been nominated by the MD & CEO as the new Convener of the Committee in January 2018.

Bangladesh Bank's Ethics Committee in its meeting dated 03-07-2017 decided and subsequently Bangladesh Bank vide its letter no. SD(NIS)-57/2017-767 dated 28-08-2017 advised all banks to form National Integrity Strategy (NIS) Implementation Cell at their Head Office comprising of at least 5 (five) members for effective implementation of national integrity strategy in the bank.

**Formation of CBL NIS Implementation Cell:**

To comply with the above advice of Bangladesh Bank, a **CBL National Integrity Strategy (NIS) Implementation Cell** may be formed under Internal Control & Compliance Division of Head Office comprising of the following officials:

Sl.	Employee Name	Employee ID	Designation	Status in the Cell
1	Mr. Md. Nurul Islam Bhuiyan	1984043	VP and Senior Manager, Audit & Inspection	Head of Cell
2	Mr. Shahanur Rahman	1988057	AVP and Senior Manager, Audit & Inspection	Member
3	Mr. Md. Shohel Alam	20131381	SEO and Manager, Compliance	Member
4	Ms. Ismat Ara	20151495	EO and Associate Manager, Compliance	Member
5	Mr. Md. Ismail	1986100	Attendant	Member



**Roles & Responsibilities of CBL NIS Implementation Cell:**

CBL National Integrity Strategy (NIS) Implementation Cell will be perform the following tasks:

1. Take necessary steps for implementation of National Integrity Strategy of Bangladesh across the bank.
2. Closely monitor the implementation status of National Integrity Strategy of Bangladesh across the bank.
3. Implement the advicesof CBL Committee on Morale, Ethics and Integrityas well as of Bangladesh Bank.
4. Supply necessary information on time as required by CBL Committee on Morale, Ethics and Integrity as well as of Bangladesh Bank.
5. Attend meetings, seminars, symposiums etc. regarding implementation of National Integrity Strategy.
6. Maintain records relating to implementation of National Integrity Strategy.
7. Any other jobs as set by the Bank Management.

The NIS Implementation Cell will come into effect immediately.

**Proposed by:**

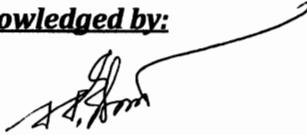


Mohammad Ahtasamul Hoque  
VP & Head of Monitoring & Compliance-ICC

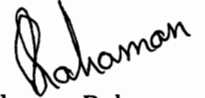


Ratan Kumar Majumder  
FVP & Head of Audit & Inspection-ICC

**Acknowledged by:**



Md. Nurul Islam Bhuiyan  
VP and Sr. Manager, Audit & Inspection  
&Head of NIS Implementation Cell



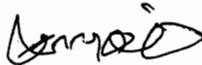
Shahanur Rahman  
AVP and Sr. Manager, Audit & Inspection  
&Member of NIS Implementation Cell



Md. Shohel Alam  
SEO and Manager, Compliance  
&Member of NIS Implementation Cell



Ismat Ara  
EO and Associate Manager, Compliance  
&Member of NIS Implementation Cell



Md. Ismail  
Attendant&Member of NIS Implementation Cell

**Approved by:**



Md. Nazmul Arif Khan  
Deputy Managing Director& Head of ICC  
Member Secretary and Focal Point of  
Committee on Morale, Ethics and Integrity