

## Human Resource of Capital Market Stabilization Fund (CMSF)

Overall Administrative Operation of CMSF including the employee management of the Fund is overseen using the HR Policy and Procedures Manual of CMSF approved by the 60<sup>th</sup> Board of Governors (BOG) meeting of CMSF on 30 April 2024. This Manual serves as the guiding framework for ensuring compliance with organizational policies and effective human resource management across the Fund.

### *Department-wise Organizational Structure*

| Operation Department   |                           |                     |                               |                 |                   |  |
|--|---------------------------|---------------------|-------------------------------|-----------------|-------------------|--|
| <b>Responsibility:</b> Dividend and other Fund Collection from the Issuers; Investor Claim Settlement; Communication with the Issuers, Investors, and Regulators; Providing loan to Market Intermediaries; Research on upcoming Operational Tasks – Direct Buying and Selling, Securities Lending and Borrowing. |                           |                     |                               |                 |                   |  |
| Sl.  | Name                      | Designation         | Email                         | Date of Joining | Employment Status | Responsibilities   |
| 1.   | Md. Wasi Azam             | Additional Director | wasi.azam@cmsfbd.org          | 1-Sep-2022      | Permanent         | Overseeing overall operation, communication with issuers & investors |
| 2.   | Kaniz Fatema Samiya Haque | Assistant Director  | kaniz.samiya@cmsfbd.org       | 23-Dec-2021     | Permanent         | Cash claim settlement & data management                              |
| 3.   | Labib Al Mahdi            | Officer             | labib.mahdi@cmsfbd.org        | 2-Jul-2023      | Permanent         | Portfolio & Unclaimed Dividend Management, Regulatory Reporting      |
| 4.   | Sibgat Bin Faruque        | Officer             | sibgat.faruque@cmsfbd.org     | 1-Aug-2023      | Permanent         | Maintaining communication with the stakeholders and documentation    |
| 5.   | Rangchakti Tripura        | Officer             | rangchakti.tripura@cmsfbd.org | 1-Jul-2024      | On Probation      | Stock claim settlement   |
| 6.   | Mahbubul Haque            | Officer             | mahbubul.haque@cmsfbd.org     | 1-Jul-2024      | On Probation      | Beximco Synthetics claim settlement                                  |

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|    |              |                               |                         |                |             |  |
|----|--------------|-------------------------------|-------------------------|----------------|-------------|--|
| 7. | Moriam Akter | Jr. Executive<br>(Front Desk) | lstopservice@cmsfbd.org | 1-Feb-<br>2023 | Contractual | Front desk & one stop service management |
|----|--------------|-------------------------------|-------------------------|----------------|-------------|--|

### Accounts & Finance Department

**Responsibility:** Managing CMSF's Financial records; Preparing Annual Budgets and Financial reports; Ensuring proper fund allocation and disbursement; Processing payments for Investor Claims; Coordinating Audits and ensuring Regulatory Compliance with Financial policies; Managing Fund investments and liquidity for operational tasks.

| Sl. | Name                 | Designation    | Email                       | Date of Joining | Employment Status | Responsibilities                                  |
|-----|----------------------|----------------|-----------------------------|-----------------|-------------------|---|
| 1.  | Syed Sadek Hussain   | Joint Director | syed.sadek@cmsfbd.org       | 10-Oct-2022     | Permanent         | Overseeing overall accounts & financial operation |
| 2.  | Md. Raihain Kawshaik | Officer        | raihain.kawshaik@cmsfbd.org | 9-Jan-2023      | Permanent         | Issuing notes, voucher posting & recordkeeping    |
| 3.  | Md. Shamim Hossain   | Officer        | shamim.hossain@cmsfbd.org   | 19-Jun-2024     | On Probation      | Issuing notes, voucher posting & recordkeeping    |

### Internal Audit Department

**Responsibility:** Conducting Internal Audits of Fund management and Financial operations; Ensuring compliance with Regulatory and Internal policies; Evaluating internal controls and risk management processes; Verifying accuracy of Financial reports and transactions; Coordinating Issuer company audit; Reporting audit findings to the Board and recommending corrective actions.

| Sl. | Name                      | Designation    | Email                       | Date of Joining | Employment Status | Responsibilities  |
|-----|---------------------------|----------------|-----------------------------|-----------------|-------------------|---|
| 1.  | Md. Shohaq Khalifa        | Joint Director | md.shohaq@cmsfbd.org        | 2-Oct-2022      | Permanent         | Overseeing overall Internal Audit & Issuer companies audit                                    |
| 2.  | Md. Habibullah Bahar Khan | Officer        | habibullah.bahar@cmsfbd.org | 3-Jun-2024      | On Probation      | Audit support and coordination, compliance Reporting, Dividend settlement review and scrutiny |
| 3.  | Md. Shahriar Mahmud       | Officer        | shahriar.mahmud@cmsfbd.org  | 1-Jul-2024      | On Probation      | Internal Control Evaluation, Reviewing reliability of financial Reporting, vouchering         |

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| ICT Department   |                     |                    |                         |                 |                   |  |
|--|---------------------|--------------------|-------------------------|-----------------|-------------------|--|
| <p><b>Responsibility:</b> Managing and maintaining CMSF's IT infrastructure; Ensuring Data Security and Integrity; Developing and implementing digital solutions for Fund management; Providing IT support to internal departments; Researching and integrating advanced technologies for operational efficiency and automation.</p> |                     |                    |                         |                 |                   |  |
| Sl.  | Name                | Designation        | Email                   | Date of Joining | Employment Status | Responsibilities   |
| 1.   | Md. Sadad Bin Anwar | Joint Director     | sadad.anwar@cmsfbd.org  | 9-Mar-2023      | Permanent         | Overseeing the department activities (additional responsibility) |
| 2.   | Md. Abdul Halim     | Assistant Director | abdul.halim@cmsfbd.org  | 13-Feb-2022     | Permanent         | Backend, Frontend, DevOps, IT Infrastructure                     |
| 3.   | Tanvir Anjum Labir  | Officer            | tanvir.labir@cmsfbd.org | 1-Jul-2024      | On Probation      | UI/UX, Frontend, QA  |
| 4.   | Md Emrul Hasan Emon | Officer            | emrul.emon@cmsfbd.org   | 1-Jul-2024      | On Probation      | Backend, Network, IT Support, QA                                 |

| HR, Admin, Legal & Board Affairs Department  |                     |                    |                           |                 |                   |   |
|--|---------------------|--------------------|---------------------------|-----------------|-------------------|---|
| <p><b>Responsibility:</b> Recruitment, Training, and Employee Management; Overseeing Administrative Operations and compliance with HR policies; Managing Legal Affairs, including contract reviews and Regulatory Compliance; Facilitating communication with regulators, issuers, and investors; Supporting Board Meetings and documentation; Researching on policy development and legal implications for operational tasks.</p> |                     |                    |                           |                 |                   |   |
| Sl.  | Name                | Designation        | Email                     | Date of Joining | Employment Status | Responsibilities  |
| 1.   | Md. Sadad Bin Anwar | Joint Director     | sadad.anwar@cmsfbd.org    | 9-Mar-2023      | Permanent         | Overseeing the department activities                      |
| 2.   | Armina Hossain      | Assistant Director | armina.hossain@cmsfbd.org | 1-Feb-2022      | Permanent         | HR & Board Affairs activities, Reporting & documentation, |

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|----|-----------------------|----------------------------|---------------------------|------------|--------------|--|
| 3. | Md. Abdullah Al Mamun | Assistant Director (Legal) | mamun.abdullah@cmsfbd.org | 3-Sep-2023 | Permanent    | Claim settlement docs verification, admin activities, additionally attached with operation dept. |
| 4. | Mahmudul Islam        | Assistant Director         | mahmudul.islam@cmsfbd.org | 2-May-2024 | On Probation | Dashboards, process automation, Reporting & documentation, Board Affairs                         |
| 5. | Sumon Halder          | Officer (PO to COO)        | sumon.halder@cmsfbd.org   | 2-Jul-2023 | Permanent    | BSEC Reporting & assistance to the COO, additionally attached with admin related duties          |

#### *Summary of the Manpower*

|                        |           |
|------------------------|-----------|
| Permanent Employees    | 12        |
| Employees on Probation | 8         |
| Contractual Employees  | 1         |
| <b>Total</b>           | <b>21</b> |