

Membership Information Form

Bangladesh Association of Software and Information Services (BASIS)

Background of BASIS:

The Bangladesh software and IT enabled services sector is emerging as a key contributor to the growth of the Bangladesh economy. With the growing needs from different sectors of economy including Government are looking for their efficiency enhancement, which can only be achieved through implementation of proper software and IT enabled services. The demand of these software and services are now almost catered by the local companies.

Bangladesh Association of Software & Information Services (BASIS), the only national trade association for this sector, is serving the interests of the Bangladesh software and services industry. The relevance of BASIS can be understood by the fact that the association has grown from a 18 member entity in 1998 to a body with over 650 plus members in 2013. Today, BASIS member companies account for majority of the revenues generated by the software and services industry. Besides most of the large software players, BASIS membership also covers a vast base of small and medium companies that work with the association for guidance and continuous support.

BASIS's aims and objectives include the facilitation of trade and business in software, IT services and IT enabled services industries; encouraging advancement of research; facilitation of education, employment and growth of the Bangladesh economy. In line with these goals, BASIS works with the Government of Bangladesh to formulate policies and procedures in the software and services sector and offer portfolio of services to the software community in Bangladesh.

BASIS has been working in close cooperation with the Bangladesh Government to create an industry friendly policy environment on the country. Improving telecom infrastructure, software industry-friendly tax regime and prompt redressal of procedural bottlenecks are signs of the work that BASIS has been undertaking with the government.

Benefits to BASIS Members:

Apart from advantages from the policy advocacy, the members get exclusive services from BASIS. These services include:

- Various supports to members on issues with Government agencies.
- Exclusive participation of events, training designed for BASIS members only.
- Discounted facility on every event or program compared to the services to non-members.

Moreover, BASIS is working to make its membership preferential to Government agencies on various purposes.

Membership Categories:

Membership comprises of General Member and Associate Member categories.

Membership Enrollment Process:

To enroll as a Member (General or Associate) of BASIS, please follow the following process:

1. Fill the Membership Application Form

2. Fill the Categorization Form

3. Attach all the documents mentioned in the Checklist of Documents

- Work Order related to software and ITES (at least 3)
- Up to date trade license mentioning nature of business in line with the scope of membership criteria.
- Company Tax Payer Identification (TIN) Certificate.
- Brief Company Profile on the Company Letterhead (including human resources with organogram, list of infrastructure, area of business with product line up, Client List etc.).
- An attested copy of Memorandum and Articles of Association to be provided in case of companies, Partnership deed in case of partnership.
- Details of the representative, in terms of educational and professional background with two copy passport size photograph with signature.
- Board Resolution Copy in favor of BASIS representative.
- Soft copy of company logo.

4. Enclose the necessary pay orders:

- One Time Admission Fees-Tk. 20,000/- for General and Tk. 10,000/- for Associate member (non-refundable).
- Annual Subscription Fees as applicable on membership category

Once BASIS Secretariat receives the complete documents, they will confirm the documentation and may visit the office for verification. Then they will forward this application to Membership Approval Committee for their recommendation and then to Executive Council for approval.

Membership certificate:

Every member of the association will obtain it ☐ membership certificate after clearing the annual fee. The certificate will be issued on each year which is valid for one year.

Eligibility:

Any firm or company thereof registered or incorporated in Bangladesh and conducting business in IT software, IT services, e-commerce or IT enabled services, and/or associated services is eligible to apply for membership provided:

- Its main activity is the development of IT software and services or associated services.
- It performs this activity for commercial purposes.
- Applicant company requires to submit work order or business experience of appreciation.
- As a startup company with at least six month of age as per the date of issue of the trade license would be eligible for membership in Associate category.
- Exceptional case: If any individual person or freelancer or outsourcer having experience relating to online outsourcing jobs such as having work order, email correspondences relating to online based job, letter of appreciation based on service, professional profile and portfolio status with revenue, payment status, bank statement or profile account statement may form a company; and would also be eligible for Associate membership.
- As per the date of issue of the trade license, company age must be minimum two years to apply for membership in General membership category. Associate member who has run the company successfully for 2 (two) years time would be eligible to apply for General membership.

Compliance:

BASIS will review the operation of existing members to check that they are actively engaged in the business of software & services within the scope of the association every year for continuation of membership. Members are required to fill a form and return back to BASIS within January 31 every year.

Fee Structure:

The current fee structure for fresh applicants for BASIS membership falls under two heads:

- On applying to the Association every applicant will be charged a one-Time admission fee of Tk. 20,000.00 for General Member and Tk. 10,000.00 for Associate Member. This amount is non-refundable.
- The Annual Subscription Fee is Tk. 10,000.00 for General and Tk. 5,000.00 for Associate Member.

Please note that all payments have to be made by pay order in favor of "**Bangladesh Association of Software & Information Services**".

Membership fees may be revised at any time at General Meeting.

Membership Dues:

All membership dues are payable in advance for a calendar year in full and become due on the first day of January each year and are payable before the end of February of the year.

In case, where in the opinion of the Council, unusual expenditure or commitments may become necessary in furtherance of the objectives or interests of the Association or its members, the Council shall be empowered to levy from the members on an equitable basis such additional sums.

Members, who have not cleared the arrears for 6 months, shall be disqualified from taking part in any proceedings of the association.

Ceasation of membership:

- The name of members shall be deleted from the register for defaulting members who will not be clearing annual subscription within 8 months from the date of due (Currently January 1).
- Member may resign from the association at any time giving 30 days written notice and clearing the dues.
- The council shall have the power by resolution to expel from membership of the association any member who, in the opinion of the council, is guilty of professional misconduct or has committed a breach of the provisions of the article of association, after providing reasonable opportunity to such member to show cause against such expulsion and after receiving from him a statement or explanation in writing.
- A member shall ipso facto cease to be a member of the association:

In case of he / she become insolvent.

In case his / her company goes into liquidation.

In the event of that at any time such member shall not be actively engaged in the business of software & services within the scope of the association.

Code of Conduct:

All members of BASIS should conform to the Code of Conduct of the Association, as given below:

Relations with Clients:

Members must deal with clients in an ethical manner, agreements and terms & conditions need to be accurately and clearly stated and implemented in good faith; job undertaken should be completed on time in an efficient manner and the interest of clients should be safeguarded maintaining full confidentiality.

Relations with Other Members:

Members must convey a professional and constructive attitude in dealing with other members, displaying courtesy and fairness; proper respect should be shown to property rights, work outcomes, confidential information, and client/vendor relations of fellow members; members will not engage in damaging, reproachful or predatory tactics. In recruiting employees from fellow member companies, appropriate clearance in the form of No Objection Certificate must be obtained in order to avoid any dispute. BASIS will have the right to neutralize any such conflict through arbitration and the members involved must conform to the decisions of the arbitration committee of BASIS.

Relations with Employees:

BASIS members shall take necessary steps to hire quality employees, offering equal and fair prospects for career growth and advancement. All employees will be given a letter of employment stating the terms and

conditions of employment and the employer must honor these terms. Furthermore, the employees should be duly notified regarding their obligation to keep important data confidential, refrain from copyright violation and maintain professional conduct, failure to which would result in legal consequences.

Relations with Public:

All BASIS members must perform their role as good corporate citizens, encouraging the effective use of information technology as a tool for bringing social and economic benefits to the community, thus ensuring their Corporate Social Responsibility (CSR).

Relations with International Community:

BASIS members should promote communication and business dealings with organizations in foreign countries in accordance with international cooperation. They must take care not to diminish Bangladesh's growing image abroad, rather their efforts must uphold and contribute towards the positive branding of the country in the course of conducting international business.

Intellectual Property Protection:

BASIS members should discourage the usage of pirated software.

Relations with BASIS:

All dues to BASIS must be cleared in time by the members and they should update their contact information with BASIS. BASIS reserves the right to cease the membership if the dues are not paid within proper date. As a part of its research or review of member company operation, BASIS will periodically conduct surveys in which members must provide accurate information. BASIS may also ask for the evidence in connection with the supplied information and the members will have to provide the required evidence. BASIS will have the right to arbitrate in case of disputes arising from the financing, human resource or IPR issues and the members will have to conform to the decisions of the arbitration committee of BASIS.

Election / Nomination to the Executive Council:

Members enrolled for more than 120 days and have their updated TIN, trade licenses and membership dues will be eligible for becoming a voter. Each of the members will have single vote.

The general management of the Association is vested in the Executive Council, which shall consist of 9 members (8 from the General members and 1 from the Associate member). The Executive Council will be elected for a 2-year term. And a single member can be elected continuously up to 6 years.

Members will be vote for their representative as per their membership category. After the election, 9 Executive Council members will elect the office bearers among themselves by voting.

Meetings of the Executive Council shall be held not less than once in 3 months.

BASIS Secretariat office:

If an applicant meets the eligibility criteria, they may apply for membership by sending the required documents by physical mail to the BASIS Secretariat in the following address:

Bangladesh Association of Software and Information Services

BDBL Bhaban, (Level 5), 12 Kawran Bazar, Dhaka 1215, Bangladesh.

Tel: + 88 02 81511196, 8144708-9, +88 0 9612322747, Fax: +88 02 81511197, email: info@basis.org.bd

Bangladesh Association of Software and Information Services

Application for Membership

Form M1-1a

Company information:

Tracking ID:	8716
Name of the Company/Organization:	Medical System Company Limited
Year of establishment:	January, 2018
Registered address:	Software Technology Park @ Janata Tower, Level-10, Karwan Bazar, C/A Dhaka-1215 District: Dhaka Post Code: 1215
Current address: (BASIS officials will visit this address for verification)	Software Technology Park @ Janata Tower, Level-10, Karwan Bazar, C/A Dhaka-1215 District: Dhaka Post Code: 1215
Contact details:	Phone: +88-02-44810010 Fax: +966114143211 E-mail: info@medisys.com.sa
Web:	WWW.medisys.com.sa
Legal structure of the company:	Private Ltd
Trade license number:	05-52725
Trade license Valid until:	2019-2020
Trade license providing authority:	Dhaka North City Corporation
Type of business as appears in trade license in native language:	Software Development
TIN No. : (Proprietor/Organization/Company)	122961320553

Organization Head:

Name: Mohamad Salahuddin T Alsherbini
Designation: Chairman
Direct phone: 966504418552
Mobile: 966504418552
E-mail: sherbini@medisys.com.sa
Specimen: N/A

PP size photo:



Signature:

BASIS Representative:

Is he/she is a shareholder/owner of the company? : ☐ Yes ☐ No

Name: Ariful Hoque Bhuiyan
Designation: Administration & Public Relation
Direct phone: 01671821094
Mobile: 01671821094
E-mail: arif@medisys.com.sa
Specimen: N/A

PP size photo:



Signature:

Area of business activity:

☒ Software Development, ☒ IT Enabled Services

I am applying for:

Associate Member

(Accordingly, we are enclosing the required fees.)

Payment information:

DD/Pay order no: 2680971 Date: 11/02/2020

Bank: Dutch Bangla Bank Limited

Branch: Kawran Bazar Branch

Copy:



Code of Conduct:

We have read the Membership Enrollment Process and code of conduct of BASIS and agree to abide by all the association's rules and policies. We also authorize BASIS to visit our premises for membership approval purposes. We will also submit any addition document that might be requested by BASIS. We have read the 'Code of Conduct' as applicable to members of BASIS and we agree to abide by them completely.

Signature of Authorized Signatory:

Signature:

Date: 22/3/2020

Name: Ariful Hoque Bhuiyan

Designation: Administration & Public Relation

References

1st Reference from any BASIS member

Shohorab Ahmmmed Chowdhury

(Name of the BASIS representative who is proposing)

Synesis IT Ltd

(Company Name of the BASIS Member)

Managing Director

(Designation of the BASIS Member)

G-226

(BASIS Membership Number)

Do hereby propose Applicant's company name `Medical System Company Limited` For Associate Membership of BASIS

Signature, Company seal & Date

2nd Reference from any BASIS member

Shoeb Ahmed Masud

(Name of the BASIS representative who is proposing)

Business Automation Limited

(Company Name of the BASIS Member)

Director

(Designation of the BASIS Member)

G043

(BASIS Membership Number)

Do hereby propose Applicant's company name `Medical System Company Limited` For Associate Membership of BASIS

Signature, Company seal & Date

Membership Compliance Form

Bangladesh Association of Software and Information Services (BASIS)

To assess the compliance of section 10.5 (f) of the Articles of Association, "A member shall ipso facto cease to be a member of the association: In the event of that at any time such member shall not be actively engaged in the business of software & services within the scope of the association.", each member of the association has to fill the form and submit to BASIS Secretariat by January 31 of each year. This form will also help BASIS to assess the industry position and prepare it's documentation for policy advocacy.

Name of Company: Medical System Company Limited

Revenue for the year: 11748564

Revenue Total: 11748564

From Software: 9143638.09	From ITES : 2604926.12
In Local Market: 00	In Overseas: 00

Number of human resource in operation

Software: 25	ITES: 00
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Area of operation for this period: (Please tick multiple area if you work in those area)

- ☒ Software development
- ☒ IT Service Company
- ☐ Others, specify

Confirmation

Knowing the fact that giving inaccurate data may lead to cancellation of our membership, we confirm that we have given the above information correctly. If BASIS requires, we will provide supporting documents for verification.

Signature of Authorized Signatory

Name: Ariful Hoque Bhuiyan

Designation: Administration & Public Relation

Date: 22/3/2020

Member Enrollment Process

To enroll as a Member of BASIS follow a simple three-step process:

1. Fill the following forms

- Application for Membership
- Categorization Form
- Compliance Form

2. Attach all the documents mentioned in the checklist of documents below

3. Enclose the necessary payments

4. Submit the documents to the BASIS office at BDBL Bhaban (Level-5), 12 Kawran Bazar, Dhaka-1215, Bangladesh

Checklist of Documents

TO BE ATTACHED WITH THE APPLICATION FORM

The following papers, documents & Information should be authenticated & submitted along with the Membership Application Form:

1. Attested Photocopy of the Current Trade License, in which the business type should be mentioned as software, ITES and/or ICT activities
2. Attested photocopy of TIN Certificate
3. Company profile describing infrastructure, human resource, business activity, capability and experience of the Organizing/Company
4. Attested Photocopy of Memorandum & Articles of Association (including the copy of certificate of Incorporation), in case of incorporate Organization/Company, or Deed of Partnership in case of Partnership Company
5. Please bring originals while submitting the document
6. Two copies recent colored passport size photo & recent CV of Representative.
7. Board Resolution Copy in favor of BASIS representative.
8. Pay order in favor of "BASIS" amounting Tk. 20,000 for General Members and Tk. 10,000 for Associate Member's application processing
9. Printed corporate brochure (if available)
10. Reference from two registered BASIS member companies (List available at www.basis.org.bd)
11. Logo (only jpeg format allowed) and printed materials (only PDF format allowed) in electronic format. These will be uploaded in BASSIS website.
12. All the papers including application form MUST be attested by the owner of the company.
13. Certificate of incorporation.

Important notes to follow:

1. BASIS Executive Council reserves the right to recommend any application to any destined category
2. BASIS Membership procedure must comply with the DTO Rules and Articles of BASIS.
3. Organization/Company engaged only in computer and/or ICT business is eligible to be Member of BASIS.
4. Registered Address of the Organization/Company must be authenticated and BASIS Authority preserves the right to investigate for such authentication.
5. BASIS authority preserves the right to ask any document (including original) of the Applicant other than that mentioned hereinabove.
6. BASIS authority preserves the right to visit the registered and/or business address of the Applicant and membership will be approved only at the satisfaction of BASIS Authority upon such visit.
7. BASIS authority at their necessity could call the Representative of the Organization/Company for interview.
8. No incomplete Application is acceptable.
9. Nothing confirms BASIS Membership other than authentication & verification is completed.