

# Company Profile

## Jakir Hossain & Co.

**Chartered Accountants**

*Trustworthy and Efficient Service ...*

**Jakir Hossain & Co.,** Chartered Accountants is a house of all kinds of professional service and assistance as required by any person or entity for any kind of commercial activities. The Chartered Accountants firm was formed to provide quality service with the highest dedication by using the professional knowledge & experience of its long-experienced key persons.

### **The key person behind the firm**

CEO/Principal of the firm Mr. Md. Jakir Hossain is a Senior Fellow Member of the Institute of Chartered Accountants of Bangladesh has passed Chartered Accountancy in the year 2002. He also completed his post-graduation degree (M Com.) with a major subject Accounting. Mr. Hossain as an extraordinarily brilliant student has passed all levels of general education with the highest distinction. He made remarkable results in HSC. He stood first (1<sup>st</sup> Stand) in Commerce Group from Jashore Board as a proud student of Cantonment Collage, Jashore in the year 1988.

Mr. Hossain was the Deputy Managing Director of Uttara Finance and Investments Limited, a well-reputed listed non-banking financial institution in Bangladesh. He has served the Company for more than 20 years by discharging main responsibilities as Company Secretary. Before his service in Uttara Finance and Investments Limited Mr. Hossain was the head of accounts and Finance of SUVASTU Development Limited, a reputed real estate company of Bangladesh.

During 25 years of service, the main job of Mr. Hossain was been related to all the company affairs, the Board of Directors and different Board Committees, preparation of Financial Statements, preparation of Budget, etc. He was also responsible for compliance with the rules and regulations of Bangladesh Bank for Financial Institutions, Bangladesh Securities and Exchange Commission, Dhaka Stock Exchange Ltd., Chattogram Stock Exchange Ltd., Registrar of Joint Stock Companies, for Financial Institutions, etc. Besides key responsibilities, he has also delivered his knowledge for making and developing the company policy, manuals,

and rules related to accounting, tax & vat, human resource development, software development, investment portfolio in capital markets, investment decisions, loan procurement, loan recovery module, deposit procurement, dividend distribution, corporate governance, business growth, branch expansion, capital enhancement, management information system, etc.

In the CA community of Bangladesh, Mr. Md. Jakir Hossain FCA is well known as 'Jakir Sir' as a mentor for the CA students. By his guidance, a good number of students of ICAB are now proud Members of the Institute of Chartered Accountants of Bangladesh.

### **Major Activities**

#### **Audits:**

- a) Statutory Audit of Financial Statements.
- b) Statutory Audit of Corporate Governance Compliance.
- c) Special Audit.
- d) Interim Audit
- e) Internal Audit.
- f) Inventory Verification.
- g) Fixed Asset Verification.
- h) Share Valuation.

#### **Verifications:**

- a) Inventory Verification.
- b) Fixed Asset Verification.

#### **Valuations:**

- a) Share Valuation.
- b) Fixed Assets Valuations
- c) Company Valuations

#### **Bookkeeping and financial statements preparation:**

- a) Assists in the recording of accounting transactions in the books of accounts.
- b) Assists in keeping a record of vouchers, documents, etc. both physically and electronically.

- c) Assists in keeping and maintaining other statutory and necessary books.
- d) Assists in preparing financial statements as per IAS/ IFRS/BFRS.
- e) Assists in maintaining related books for VAT and Tax.
- f) Assists in preparing and maintaining all other books as required by applicable regulatory authorities.
- g) Assists in procuring and implementing software.

**Company's Secretarial and shared department-related works:**

- a) Making of meeting calendar to fulfill the requirement of the law.
- b) Preparation for holding AGM, EGM, and other statutory meetings.
- c) Preparation of draft agenda.
- d) Preparation and serve notice in due course as per law.
- e) Record keeping of meeting discussion and preparation of minutes of meeting.
- f) Assists in keeping minutes book and meeting documents in the right way.
- g) Assists in maintaining shareholder and their share-related books and documents.
- h) Assists in maintaining directors' profiles and documents related to directors as per requirement of regulatory authorities.

**Register of Joint Stock Companies (RJSC) related work:**

- a) New company formation.
- b) Preparation of Memorandum of Association (MA) and Article of Association (AA)
- c) Have the certified copy of
  - i) MA and AA
  - ii) Certificate of incorporation
  - iii) Certificate of Commencement of Business
  - iii) Form IX, X, XII, XV
- d) Change of Directors
- e) Change of Chairman
- f) Change of Managing Director
- g) Change of Memorandum of Association (MA) and Article of Association (AA):
  - i) Change of Name
  - ii) Change of Functions
  - iii) Change of Address
  - iv) Change of Authorize Capital

- h) Enhancement of paid-up Capital:
  - i) By repeated IPO
  - ii) By Right share issue
  - iii) By bonus share issue.
- i) Submission of Annual Return
- j) Submission of form 23B

**Work-related with Tax and VAT:**

- a) Tax return preparation
- b) Tax return submission
- c) Tax Settlement
- d) Assist in the deposit of source tax, withholding tax, advance tax, etc. by e-challan/manually in due course.
- e) Tax Appeal for revision to Appellate Division
- f) Tax appeal to Appellate Tribunal for review the decision of Appellate Division
- g) Appeal to the High Court for review of the decision of the Appellate Tribunal.
- h) Assists in having the certified copy of the return, assessment order, tax settlement, etc.
- i) VAT return submission both online and manual
- j) VAT Appeal for revision to Appellate Division
- k) VAT appeal to Appellate Tribunal for reviewing the decision of Appellate Division
- l) Appeal to the High Court for review of the decision of the Appellate Tribunal.
- m) Assist with to deposit of VAT by e-challan/manually in due course

**Preparation of manual, policy, guideline, Framework, etc.:**

- a) Accounting Manual
- b) Accounting policy & fundamentals
- c) Accounting guidelines & Framework
- d) HR policy and manuals
- e) Investment and business expansion policy
- f) Procurement policy
- g) Cash, petty cash, and liquid asset policy.

**Consultancy and advisory service for:**

- a) Formation of new company
- b) Enhancement of Capital by Pre IPO, IPO, Repeated IPO, Right Issue, Bonus Issue, Bond Issue.
- c) Development of MIS
- d) Fund Management and low-cost fund procurement
- e) Automation of company's activities by implementation of integrated software.
- f) All kinds of company affairs related to different applicable laws including company law.
- g) TAX and VAT related service

**Training & development of human resources:**

- a) **Training for accounting record keeping**
- b) **Preparation of Financial Statements**
- c) **Cash Management**
- d) **Tax and VAT Management**

**Area of Service:**

Any place in Bangladesh.

**Mission**

To be the pioneer in the Chartered Accountancy professional service arena.

**Vision**

Contribution to the Chartered Accountancy profession as well as to the economy of the country by providing excellent service, making efficient & qualified manpower, and creating employment opportunities.

**IT Consultant and Support**

DATA DSS Limited.

**List of clients:**

1. Data DSS Limited

2. IoT Bangladesh Limited
3. SERACO Bangladesh Limited
4. PQS.COM.BD Limited
5. KHR Food and Beverage Limited
6. Clean Builders Limited
7. ARS Lub Limited
8. Rahabar Industries (Pvt.) Limited
9. Iqbal Brothers Limited
10. The Mughul Hotels Limited
11. Infinity Design & Dev. Limited
12. GLG Properties Limited

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