

ANNUAL REPORT 2019-20



BANGLADESH - JAPAN TRAINING INSTITUTE
An Enterprise of BAAS



Bangladesh Japan Training Institute (BJTI)

17 September 2020

**NOTICE FOR THE 3RD ANNUAL GENERAL MEETING (AGM) OF BJTI
(Physical & Virtual)**

The 3rd Annual General Meeting (AGM) of BJTI will be held on 2nd October, 2020 (Friday) 7:00 pm at Nascent Gardenia Residence, Cloud-9, 9th Floor, House # 17, Road # 1, Block # B, Niketan, Gulshan-1, Dhaka. The agenda and the schedule of the AGM are as follows: -

1. Recitation from the Holy Quran
2. Confirmation of the minutes of the previous AGM
3. Approval of Report of the Board of Directors
4. Approval of Audited Financial Statements for the year ending on 30 June 2020
5. Approval of Rev Budget for 2020-2021
6. Appointment of Auditor for next year
7. Election of the Board of Directors
8. Miscellaneous with the permission of chair

Due to ongoing Covid-19 pandemic, physical meeting on limited scale, maintaining all health rules has been arranged while rest of the members will join the meeting on Zoom (Link will be shared on 1st Oct 2020).

All members are humbly requested to attend the annual general meeting and let us know joining option (physical or virtual).

A handwritten signature in blue ink, appearing to read 'Jawaherul Ghani', is written over a horizontal line.

Jawaherul Ghani
Chairman

Distribution:
All Members of BJTI

FOUNDER MEMBERS OF BJTI



Bangladesh AOTS
Alumni Society (BAAS)



Dr. A.K.M. Moazzem Hussain



Mokarram Uddin Ahmed



Jawaherul Ghani



A.M.M. Khairul Bashar



Zakariul Islam Swapan



Syed Ahsanul Apon



Md. Mamunur Rashid



Abu Nayeem Md. Shahjahan



Muhammad Ali Jinnah



Mohammad Munjurul Hassan



N K A Mobin



S M Jaglul A Mozumdar



Md. Mahbubul Haque



Naimul Hassan

BOARD OF DIRECTORS OF BJTI 2018-2020



Jawaherul Ghani
Chairman



A.M.M. Khairul Bashar
Director, Academic



Zakariul Islam Swapan
Director, Administration



Md. Mamunur Rashid
Director, Finance



Abu Nayeem Md. Shahjahan
Director



Muhammad Ali Jinnah
Director



Syed Ahsanul Apon
Director



Dr. S.M. Jaglul A. Mozumdar
Director



Dr. AKM Moazzem Hussain
Adviser



Mokarram Uddin Ahmed
Adviser

Bangladesh - Japan Training Institute

An Enterprise of BAAS

MINUTES OF THE 2ND ANNUAL GENERAL MEETING (AGM) OF BJTI



The 2nd Annual General Meeting (AGM) of BJTI was held on Saturday, 29 February, 2020, 6:00 pm at Banani Club, Banani, Dhaka-1212 and presided over by Mr. Jawaherul Ghani, Chairman

The meeting began with the recitation from the Holy Quran by Mr. Waliur Rahman. Mr. Syed Ahsanul Apon, Director, BJTI gracefully anchored the entire meeting.

Mr. Jawaherul Ghani, Chairman, BJTI welcomed all the members present at the AGM. He apologized for the delay in holding the AGM on time due to various unforeseen reasons. AGM was supposed to be held before 30th September 2019. Once again Mr. Ghani sought co-operation from all members to make BJTI a self sustaining organization. Current training offerings need to

be upgraded with a long term vision of setting up University. He thanked every one connected with BJTI. AGM then continued as per agenda.

Agenda 1: Confirmation of last AGM minutes.

Decision : Last AGM was held on 30 November 2018. Meeting confirmed the minutes.

Agenda 2: Approval of Report from Board of Directors.

Decision : On behalf of Board of Directors, Ms Tasnim Tarannum (senior most officer of BJTI) read out the report. Printed copy of the report was earlier circulated among members. After a threadbare discussion on the report contents BJTI Member Mr. Nabiur Rahman proposed for approval of the report while BJTI Member Engr. Mahtabuddin seconded the proposal

Agenda 3: Approval of Audited Financial Statement

Decision : Mr. Mamunur Rashid, Director Finance presented the audited financial statement for the period from 1 July 2018 to 30 June 2019. Meeting after some discussion approved the audit report. It was proposed by Mr. A N M Shahjahan, Director while seconded by Mr. Waliur Rahman.

Agenda 4: Appointment of Auditor for next year

Decision : Mr. Mamunur Rashid Finance Director BJTI proposed appointment of Huda Hossain & Co. as Auditor for the year 2019-20. Meeting unanimously approved the proposal.

Agenda 5: Approval of Budget

Decision: Mr. Mamunur Rashid Finance Director BJTI presented the Budget for the year 2019-20. Meeting unanimously approved the Budget 2019-20.

Agenda 6: Review & approval of future planning

Decision : On this agenda Mr. Khairul Bashar, Academic Director BJTI and Mr. Zakariul Islam, Administration Director BJTI mainly presented their ideas while many of the attending members participated in the discussion.

Mr. Khairul Bashar particularly stressed on the followings

- Need of impact assessment
- More practical training courses to be introduced
- Popular courses of AOTS to be offered by BJTI after converting that into 2-day duration.
- To make private sector understand about the importance of training for their employees.
- More tailor made programs to be introduced.
- To make long term planning for realizing the dream of BJTI becoming University.
- Members are the torch bearer and they should help build the image of BJTI

Mr. Zakariul Islam Swapan Administration Director BJTI particularly mentioned followings

- AOTS acknowledged development of BJTI and wanted to know about future planning.
- JICA considered BJTI as potential organization for imparting training to employees of

Japanese company operating in Bangladesh

- Possibility exists to undertake future development by Joint Venture with JUAAB
- More corporate members should be invited to become member of BJTI
- To secure possible financial assistance from Bangladesh Govt for implementing future plans, a DPP would be prepared. Mr. Khairul Bashar has been requested for preparing the DPP.
- In order to materialize the earlier concept of supporting BJTI future plan implementation through promoting commercial venture, publication of prospectus and floating of shares were underway.
- For more effective functioning of BJTI, an executive committee may be formed.

Taking part in the discussion, Mr. Halimuzzaman proposed to hold a joint meeting of all stake holders who are interested for setting up University.

Mr. Nabiur Rahman suggested to include more innovative subject matter in the BJTI course offering.

Mr. Amit suggested that BJTI should conduct training courses outside Dhaka through opening branches. BJTI should offer long term course and marketing be done extensively on social media.

Mr. Madani suggested that BJTI should take up more industry oriented training program and contact industry located outside Dhaka.

Agenda 7: Miscellaneous

Decision : Meeting decided to look into possibility of merging calendar year, academic year, tenure etc.

There being no other agenda and matter to discuss, the meeting was adjourned with vote of thanks to all attending Members and Officers & Staffs of BAAS-BJTI.



Jawaherul Ghani
Chairman

Bangladesh–Japan Training Institute (BJTI)

3RD ANNUAL GENERAL MEETING REPORT OF THE BOARD OF DIRECTORS

Reporting Period: 1st July 2019 to 30th June 2020

Respected Chairman,
Advisers, Directors and Members of BJTI,
Invited Guests, Ladies and Gentlemen
Assalamualaikum & Good Evening,

On behalf of the Board of Directors (BOD) of Bangladesh Japan Training Institute (BJTI), it is our pleasure to welcome you all in this 3rd AGM of BJTI. Kindly accept BOD's heartiest felicitations.

With delight, presenting herewith the Activity Report of Bangladesh-Japan Training Institute (BJTI) from 1st July 2019 to 30th June 2020. The information provided herein shall make obvious accountability of the Society in a fair and transparent manner. On behalf of the Board, the activities of BJTI performed during the reporting period is being briefly stated for your kind consideration.

Due to the covid-19 pandemic, BJTI was closed from 25th March 2020 till 30th June 2020. BJTI has passed a very challenging time to recapture the market and to start conducting training sessions online. Continuing the training activities using

online platforms solely, and to persuade and assist trainers to use various new technology was a huge challenge for BJTI. The Board and the employees have tried their best to overcome all the prevailing difficulties through attractive performances. This endeavor is reflected in this report.

1. Board Meeting

No. of Board Meetings held	: 05
Average Attendance in BOD Meetings	: 64%

2. Establishment of BJTI

BJTI was registered with the Registrar of Joint Stock Companies & Firm Bangladesh on 16th October, 2017. BJTI has formally been established as a full-fledged training institution. Eight members Board of Directors have been established. Three full time and one part time staff has been appointed to carry out routine functions.



3. Second Annual General Meeting

Bangladesh-Japan Training Institute (BJTI) has conducted its 2nd AGM on February 29, 2020 after its registration on October 16, 2017, under Societies Registration Act, 1860.

4. Election of the Board of Directors

Election to the Board of Directors is due in September 2020. But due to current pandemic situation, conducting an election would have been very difficult. More particularly through a circular (copy attached herewith), Ministry of Commerce, Government of Bangladesh ordered withholding all elections until further notification. Under the circumstances current Board will continue till holding the election upon clearance received from Government.

5. BJTI Members

Total membership strength up until now is 123.

6. Training Performance of BJTI during the Reporting Period

Between 1st July 2019 and 30th June 2020, BJTI's training effort was focused to the following.

- a. Generic Training Initiatives
- b. Programs under WNF
- c. Special /Customized Training Courses under contract agreement

A total of 31 training courses were held during the reporting period.

6.1 Generic Training Initiatives

BJTI organized 29 training courses on different subjects during the reporting period. A total of 343 delegates participated in these training courses.



Within this generic category, Bangladesh-Japan Training Institute (BJTI) has conducted an Exclusive Program on Advanced Certificate for Professional Development [ACPD], in Association with Aptis British Council as assessment partner and Bangladesh MBA Association (BMBA) as industry accreditation partner. The project was coordinated by Mr. Naimul Hasan, one of the Founder Members of BJTI, whereas Dr. Ridhwanul Haq, Professor of IBA, University of Dhaka, was the program coordinator. Several Resource Speakers from home and abroad have conducted the training program. The three major Resource Speakers were Ms. Rumana Ahmed, Head of Communications, GSK, Ms. Nandini Basu Phookan, COO & Partner-Techaxis.Inc, USA, and Ms. Jina Borthakur, Corporate Trainer, Coordinator and Counselor from India. The course was inaugurated by the resource pool and coordinators of ACPD, Mr. Jawaherul Ghani, Chairman-BJTI, Arch. Zakariul Islam Swapan, President-BAAS, Sheikh Mustahidur Rahman, Joint Treasurer-BAAS, and the team of Bangladesh-Japan Training Institute (BJTI). Joint certification by BJTI, The British Council and BMBA was awarded to the participants in a formal closing session by the resource pool and coordinators of ACPD, Mr. Jawaherul Ghani, Chairman-BJTI, Arch. Zakariul Islam Swapan, President-BAAS, Mr. Md. Mamunur Rashid, Secretary General-BAAS, Ms. Sarwat Reza, Head of Business Development, Examination Services-British Council, and the team of BJTI.

The program was extremely successful and received such good reviews from the participants and nominating organizations that few of the same programs have been included in the training calendar of BJTI for the year 2020.



Once BJTI has resumed its activities after the lockdown due to the pandemic, it has organized 14 webinars via Zoom on different topics from July 2020 till date. A total of 175 delegates participated in these training courses.



6.2 Programs under WNF

During the reporting period, BJTI has organized 02 training courses with International Resource Persons under the WNF Program of AOTS. These programs took place under the banner of BAAS and implemented by BJTI, and were conducted by International Resource Persons nominated by WNF of AOTS. The international experts were Mr. B. Palaniappan, Director, AFQD of ABK-AOTS Dosokai Tamil Nadu Centre, Chennai, India, & TQM, Lean, TPM Consultant, and Prof. (Dr.) Firdos T. Shroff (Ph.D.; MBA; MA; LLB; CAIIB; PGDIRPM; PGDCM; PGDBT), Professor, University of Mumbai; Fellow, Indian Institute of Banking & Finance; Senate-Member, Pune University; SEBI Certified Trainer in Financial Education.



Since all the activities of AOTS were ceased because of the Covid-19 crisis, no WNF programs could be organized so far in 2020. However, AOTS has sent an email last month asking for proposals to conduct WNF programs online, in the form of webinars, if BAAS and BJTI wishes to. In response, 05 proposals have been sent to AOTS for their consideration.

6.3 Special/Customized Training Courses under Contract

BJTI has not conducted any customized training programs during the reporting period. However, three training courses on Total Quality Management, Lean Manufacturing System and Lean Management were conducted as

tailor-made/customized training programs for Bengal Group. A total of 73 delegates participated in these training courses.

The programs were held at the Bengal Group in Tejgaon, and were conducted by Engr. A M M Khairul Bashar, Director, Centre for Management Development, Former President-BAAS, President-BSTQM, Director-BJTI Board, and Mr Najjur Rahman, Country Chief of Mind Works, CI & Efficiency Consultant, Certified Lean Six Sigma Expert, Coach & Guide, Corporate Trainer, Soft Skill Trainer and Motivational Speaker.



BJTI is also going to organize some more training programs for Bengal Group in this month and in the upcoming months.

7. Resource Speakers

Since BJTI do not have a faculty of its own, implementation of the programs is dependent on external resource persons. During the mentioned period, 22 foreign and local experts have been invited as resource speakers. A list of resource persons who have conducted training programs in BJTI during the reporting period has been included at the end of the report as appendix 1.

8. Participants

A total of 376 delegates participated in the training courses implemented by BJTI within the reporting period. The below pie-chart shows the distribution of participants from different sectors who have availed training from BJTI during that period.

9. Seminar on Opportunity to Study, Work & Settle in Japan

Bangladesh-Japan Training Institute (BJTI) has organized its second seminar for Bangladeshi youth & skilled manpower to create awareness regarding the current career opportunities in Japan. It was held at City University, Birulia, Dhaka on July 07, 2019, where the Vice Chancellor and other officials from the university were present. The seminar was presided by the Board Members of BJTI and were extremely successful with the participation of a large number of people.



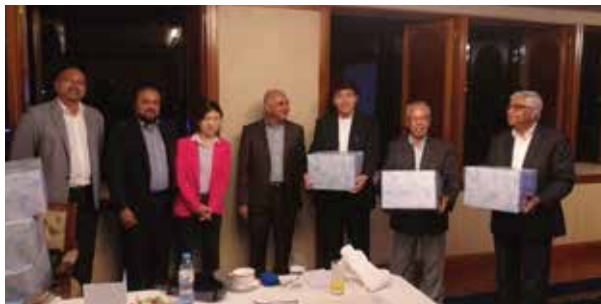
10. School for Japanese Language and Culture

From June 2019, BJTI has launched a School for Japanese Language and Culture and successfully completed its very first batch on December 2019. The classes were conducted by professional Japanese Language instructors, Mrs. K. Mizuta and Mr. Saumitra Mutsuddi.



11. Pharmaceutical Companies Visit by Japanese Professors

Between August 31 and September 05, 2019, three Professors from Japan, Prof. Yaeko Mitsumori, Prof. Hiroshi Kato & Prof. Hiroshi Kubo, have visited several pharmaceutical companies in Bangladesh, having accompanied by BJTI personnel. The visit was arranged by Mr. Md. Halimuzzaman, DMD & CEO of Healthcare Pharmaceuticals Ltd and Senior Vice President of BAAS.



12. Meeting with AOTS Representative

On September 12, 2019, Mr. Hisashi Kanda, General Manager, AOTS Delhi office has visited Bangladesh-Japan Training Institute (BJTI) to get to know about BJTI activities better. He expressed satisfaction on the performance of BJTI and mentioned about the interest of AOTS to start joint ventures with BAAS and BJTI to develop the human resources in Bangladesh and create opportunities for them to work and settle in Japan.



13. MoU Signing with Bangladesh Computer Samity

An MoU was signed between BAAS and Bangladesh Computer Samity (BCS) on October 16, 2019. The two parties agreed to work jointly to prepare the skilled human resources in Bangladesh to compete and get work opportunities in Japanese IT industry. According to the agreement, BCS will provide training on information technology to deserving candidates, and BAAS will arrange courses for them on Japanese language and culture, with the help of BJTI's resources and expertise.



14. Visit of AOTS President

Mr. Shinya Kuwayama, President, AOTS and Mr. Hisashi Kanda, General Manager, AOTS Delhi office have visited BAAS and BJTI Office on December 18, 2019. In the meeting, they got to hear about the current activities and performance of BAAS and BJTI, and expressed satisfaction on the organization's success.



The following two points include activities of BJTI that took place beyond the reporting period and have been included as significant events in this report.

15. Webinars as Awareness Programs

BAAS and BJTI have jointly organized two webinars this year focusing on the current Covid-19 pandemic situation. The first webinar, namely "Impact on Life: Budget 20-21", was held on 19 July 2020. Mr. N.K.A. Mobin, FCA, FCS, Managing Director & CEO, Emerging Credit Rating Ltd., and Senior Vice President of DCCI, and the Adviser to the Executive Committee of BAAS, was

the keynote speaker in the webinar. Mr. Syed Ahsanul Apon, Director of Expressions Ltd., Vice President-BAAS and Director-BJTI, acted as the moderator of the program. Dr. Nazneen Ahmed, Senior Research Fellow, Bangladesh Institute of Development Studies (BIDS), has attended as a Special Guest. The four panelists were Mr. M Munjurul Hassan, FCA, Senior Partner, Hoda Vasi Chowdhury & Co., Vice President-BAAS and Founder Member-BJTI, Mr. Mohammad Belal Hossain Chowdhury, Commissioner of Customs, Excise and VAT, Mr. Naimul Hassan, Director-REHAB, DMD- Hassan and Associates Ltd., Executive Committee Member-BAAS and Founder Member-BJTI, and Mr. S M Shahed Hossen, Head of Tax & VAT Affairs, Healthcare Pharmaceuticals Ltd. This webinar was held as a complimentary program, organized exclusively for the BAAS Members only. It was a very informative program, and was greatly appreciated by the participants who have attended there.

WEBINAR
IMPACT ON LIFE
 Budget 20-21
 KEYNOTE PRESENTATION | PANEL DISCUSSION | Q&A

KEYNOTE SPEAKER **SPECIAL GUEST**

N.K.A. Mobin FCA, FCS
 Managing Director & CEO
 Emerging Credit Rating Ltd.
 Senior Vice President, DCCI

Dr. Nazneen Ahmed
 Senior Research Fellow
 Bangladesh Institute of Development
 Studies (BIDS)

GUESTS

M Munjurul Hassan FCA
 Senior Partner
 Hoda Vasi Chowdhury & Co.

Mohammad Belal Hossain Chowdhury
 Commissioner of
 Customs, Excise and VAT

Naimul Hassan
 Director, REHAB
 DMD-Hassan and Associates Ltd., Healthcare Pharmaceuticals Ltd.

S M Shahed Hossen
 Head of Tax & VAT Affairs
 Healthcare Pharmaceuticals Ltd.

MODERATOR

Syed Ahsanul Apon
 Director
 Expressions Ltd.

19 July 2020 (Sunday)
3:00 pm-5:00 pm
REGISTER NOW
80 SEATS ONLY

Bangladesh AOTS-HIDA Alumni Society (BAAS)
 For registration or additional information please call us
 Tel : 01958155163, 01958155161, 58616379, 861-3856, 967-3413
 E-mail : mail@baas.org.bd, www.baas.org.bd

Moderated by Mr. Syed Ahsanul Apon, Director of Expressions Ltd., the second webinar was held on 30 August 2020 on “Live Life: New Normal Following Covid-19 Pandemic”. The webinar started with the welcome speech from Mr. Zawaherul Ghani, Adviser to the Executive Committee of BAAS and Chairman-BJTI. Mr. Zahirul Alam, Head of News, NTV, and Ms. Umme Salma, Head of Learning & Development, Eastern Bank Limited, were the speakers of the program. This webinar was open to all to create the awareness in the society regarding the current changes due to the pandemic and was extremely successful with the participation of a large number of people.

16. MoU Signing with Evercare Hospital

An MoU was signed between BAAS and Evercare Hospital Dhaka on 15 September, 2020. The two parties agreed to work jointly to conduct multiple webinars on pre and post Covid-19 physical and mental wellbeing, as public awareness programs. According to the agreement, Evercare Hospital Dhaka will refer doctors who will be suitable as panelists in webinars, and BAAS will organize the online sessions with the help of BJTI's resources and expertise.

In addition to that, BAAS and BJTI Members will also receive the following benefits and facilities from Evercare Hospital Dhaka, under the Corporate Agreement:

- Complimentary Health Awareness Session/ Webinar
- One Stop Service at Corporate Desk
- Ensuring Corporate Priority Service
- Customized Health Checkup Packages with Corporate Discount
- Priority Appointment
- 5% Discount on In-Patient Services

17. Constrains and Strategies

Dear Members of BJTI,

I hope you have realized that our beloved institution was passing through a very tough time for a big portion of the last reporting period because of the unexpected pandemic situation. One of the biggest challenges we had to face during this period is getting participants for the webinars. We have observed a decreasing tendency of participants to avail training via webinars, compared to regular training programs. Some possible reasons might include, participants not being comfortable using online platforms, organizations struggling with financing for the training programs for their staffs, individuals having financial problems, etc. To overcome this challenge, BJTI had to reduce its training fees and also introducing new training topics that are suitable for the recent situation of the country. Another problem we have faced is to come to an agreement with the resource speakers. Since BJTI does not have its own resource persons, it had to invite professionals for implementing training courses. During the Corona crisis, it was difficult for BJTI to come to an agreement with the resource speakers to conduct webinars, as most of them were not comfortable conducting training programs using online platforms. Thus, only 05 local experts have been invited as resource speakers who have conducted multiple training programs for BJTI once the activities resumed from July 2020. To overcome this challenge, BJTI is frequently searching for new experts who are willing and comfortable to conduct online programs.

We have been trying to keep the training programs running even in this difficult and puzzling pandemic situation to maintain the image of the institution. The Board members have participated regularly in the meetings. Your cooperation and support was the key strength behind all those activities.

Thank you very much for your kind attendance and patience hearing.

Board of Director, BJTI

ACTIVITY REPORT OF BJTI FROM 01 JULY 2019 TO 30 JUNE 2020

SL	Training Name	Date	Resource Person	Participants	Organization
1.	Total Quality Management (TQM)	05-06 July 2019	Engr. A.M.M Khairul Bashar, Director, Centre for Management Development (CMD), President of Bangladesh Society for Total Quality Management (BSTQM), Former President of Bangladesh AOTS Alumni Society (BAAS). Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)	10	Akij Food and Beverage Ltd., Esquire Knit Composite Ltd., University of Rajshahi, Graphics Textiles Ltd., Janata Jute Mills Limited, Sadat Jute Industries Limited, Pran-RFL Group
2.	Conflict Management and Grievance Handling	19 July 2019	Dr. Md. Nazmul Karim Chowdhury, Vice Chancellor, Fareast International University	13	Square Fashions Limited, Square Textiles Limited, Square Fashions Yarns Limited, Square Texcom Limited, Square Denims Limited, Olympic Industries Limited, LGED, Mesh Technologies Limited, University of Dhaka
3.	Practical Solution of Quality-Related Problems in Organization	27 July 2019	Engr. SAM Yousuf, Managing Director, Takamatsu Footwear Ltd., Former Chief Operating Officer of Rahimafrooz Accumulators Limited & Executive Director of Apex Adelchi Footwear Limited	18	Padma Group of converters, Dutch Bangla Pack, Apex Holding Ltd, Alpha Sports Gear (BD) Ltd, Jamuna Industrial Park
4.	Financial Analysis for Decision Making	30 August 2019	Mr. Md. Rajibul Hoque, Management Consultant & Training Specialist	09	Modern Election (IS) Ltd, MEL Group, I-Mart Engineering Ltd, Delta Pharma Ltd, Eastern university
5.	Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	06 September 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	09	Social Marketing Company (SMC), ACI Limited, Bashdi Creative Co. Ltd, Graphics Textiles Limited, I-Mart Engineering Ltd, Modele Group
6.	Industrial Engineering Techniques	13 September 2019	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)	08	The Bengal Glass Works Limited, Janata Jute Mills Limited, Sadat Jute Industries Limited, Ananta Casual Limited, Graphics Textiles Limited, FCI Group
7.	Health, Safety & Environment (HSE) Management	21 September 2019	Engr. Asif Iqbal, Senior HSE Professional & Trainer at Chevron Bangladesh, Former Country HSE Head at Novartis Bangladesh, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	13	Bashundhara LP Gas Ltd, Panorama Apparels Ltd, Square Pharmaceuticals Ltd, Samuda Chemical Complex Ltd, Bashundhara Group, Bangladesh Industrial X-ray, Shumon Car Ltd, Designer Washing & Dywing Ltd (Bengal Group), Adex Group, China Railway Corporation
8.	KAIZEN FOR IMPROVING ORGANIZATIONAL PERFORMANCE	28 September 2019	Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD)	12	Urmi Group

1.	Emotional Intelligence- Build your inside first	28 September 2019	Mr. S. M. Arifuzzaman, Associate Professor and Head of School of Business at Canadian University of Bangladesh	07	Delta Pharma Limited, Panjeree Publications Ltd, Desme Bangladesh
2.	Change Management	04 & 11 October 2019	Najia Jafrin Senior Management of Knowledge & Strategy in a Countryside leading 100% export oriented group of manufacturing companies of Bangladesh & Certified Personal profile & human job analyst	09	Apex Holdings Limited, Delta Pharma Limited, Agrani Bank Ltd, Epyllion Group
3.	Industrial Water Treatment and Boiler & Cooling Water Conditioning	11-12 October 2019	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	22	Lakdhanavi Limited, North-West Power Generation Company Limited, Orion Pharma Ltd, Samuda Spec-chem Ltd, Max Infrastructure Limited, Ashuganj Power Station Company Ltd, Kushiara Power Co. Ltd, Max Group, Waterchem Technology, Lub-rref (BD) Ltd, Stain Engineering
4.	Program on Quality Problem Solving (PQPS)	11-12 October 2019	1. Engr. Syed Masud Hasan, Managing Director, Centre for Management Development (CMD) 2. Engr. A.M.M. Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTS Alumni Society (BAAS)	09	Delta Pharma Limited, Linde Bangladesh Limited, Beximco Pharmaceuticals Ltd, Renaissance Apparels Ltd, Southeast Composite Ltd
5.	Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	19 October 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	06	Aarong, Advance Trade International
6.	KPI Master Class	25-26 October 2019	Mr. Md. Mostafa Kamal, C-PA, C-KPIP, C-KPI Practitioner, CRP, CTAP, CLDM, CODD & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	15	Aamra Companies, NZ Fabrics Ltd, Building technology and ideas ltd, Perdrolo NK Limited, Excellent Ceramics Industries Limited, Super Star Group (SSG), Square Hospital, ITL BD Ltd, Brac-Aarong, ACI Logistics, Dabur Bangladesh (Pvt) Ltd
7.	Executive Program on Quality Management	08-09 November 2019	Mr. B. Palaniappan (From India), Director, AfQD of ABK-AOTS Dosokai Tamil Nadu Centre, Chennai, India, & Consultant for TQM, Lean, TPM and Quality	10	Energypac Electronics Ltd, Interstoff Clouting Ltd, Square Pharmaceuticals Ltd, Delta Pharma Limited, Samuda Chemical Complex Ltd, Healthcare Pharmaceuticals Ltd, Beximco Fashions Ltd
8.	Talent Management & Succession Planning	16 November 2019	Mr. Sharier Mahumud Tushar, Country Head of Human Resources (HRBP), The Nielsen Company, South Asia East, Bangladesh	15	United Dhaka Tobacco Limited (JTI), Coca-Cola International Beverages Private Limited, Ajinomoto Bangladesh Limited, Radium Consultancy, NZ Fabrics Ltd, Padma Group of Converters

1.	Hazardous Chemical Safety Management	23 November 2019	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	09	ACI Formulations Ltd, Samuda Chemical Complex Ltd, The Bengal Glass Works Ltd, Berger Paints Bangladesh Limited, iBMS Technology Bangladesh Ltd, S. Suh Industrial Park Ltd (Pretty Group)
2.	Enhancing Workplace Capability	27-28 November 2019	Prof. (Dr.) Firdos T. Shroff (From India), (Ph.D.; MBA; MA; LLB; CAIIB; PGDIRPM; PGDCM; PGDBT;), Professor, University of Mumbai; Fellow, Indian Institute of Banking & Finance; Senate-Member, Pune University; SEBI Certified Trainer in Financial Education	23	R&G Consulting, Delta Pharma, Orion Pharma, ACI Limited, York Hospital, Chemist Laboratories Ltd, Square Denims Limited, Square Apparels Limited, Renaissance Group, City Bank Capital Resources Limited, Northern Tosrifa Group, Giant Group, Biopharma Limited, Skill Sets BD
3.	Health, Safety & Environment (HSE) Management	29 November 2019	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	13	DSA Enterprise, Novelty Engineering Corporation, The ACME Laboratories Ltd, Siemens Bangladesh Ltd, ACI Limited, Renaissance Dhaka Gulshan Hotel, Honeycom IT & Automation PVT. LTD, Meghna Pulp and Paper Mills Ltd. (Meghna Group of Industries)
4.	Advanced Certificate for Professional Development [ACPD]	06-07 December 2019	Program Coordinator: Ridhwanul Haq, PhD, Professor, IBA, University of Dhaka Project Coordinator: Naimul Hassan, MBA, Director- REHAB, DMD- Hassan and Associates Ltd.	27	Apex Holdings Limited, Apex Fashionwear Limited, Apex Lingerie Limited, Apex Spinning &Knitting Mills Limited, Delta Pharma Limited, Beacon Medicare Ltd Amin Mohammad Group, Urmi Group, LankaBangla Securities Limited, The IBN SINA Pharmaceutical Industry Ltd, Novartis Pharmaceuticals, Novartis (Bangladesh) Limited, National Bank Limited, Confidence Power Limited, Confidence Group (CSL), Bata Shoe Company (Bangladesh) Ltd
5.	Training of Trainers (ToT)	12-13 December 2019	Mr. Jishu Tarafder, Professional Trainer - Management & Leadership Development; Chief Consultant, CORPORATECOACH	10	Delta Pharma Limited, Centre for Management Development (CMD), ITC International Limited, Meghna Group
6.	Essential Analysis of Supply Chain, Procurement and Logistic Management	20 December 2019	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	08	The IBN SINA Pharmaceutical Industry Ltd, Meghna Group of Industries, Rahimafrooz Storage Power Business, Interactive Research & Development Ltd, M/S: Chemist Laboratories Ltd, Mutual Food Products Ltd
7.	Effective Inventory, Transportation, Warehousing, and Distribution Management	03 January 2020	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	06	GE Global Service, Fatullah Apparels, Walton Hi-Tech Industries Ltd. Brac University

1.	Industrial Water Treatment and Boiler & Cooling Water Conditioning	10-11 January 2020	Dr. Md. Raisuddin Miah, Adviser, Water and Waste Water Treatment, Max Power Ltd., Former Director (Water Quality & Environment), Bangladesh Power Development Board	08	North-West Power Generation Company Ltd, Kushiara Power Company Limited, Pacific Chemitrade Co. IL Bangla Limited, Chittagong Urea Fertilizer Ltd Max Group
2.	Professionalism At Work Place	18 January 2020	Humaira Sharmeen, Lead Consultant and Trainer, Campus to Corporate	15	South West Composite Ltd, Knit Asia Ltd, The Structural Engineers Ltd, Fatullah Apparels, Walton Hi-Tech Industries Ltd.
3.	Essential Analysis of Supply Chain and Logistic Management	07 February 2020	Mr. Md. Arif Khan, Chief Consultant & Training Specialist, Sullivan Consulting and Learning Services	10	Delta Pharma Limited, Cross World Power Ltd, Centre for the Rehabilitation of the Paralyzed, Novelty Infrastructures Limited, The IBN SINA Pharmaceutical Industry Ltd, eCourier Ltd
4.	Talent Management & Succession Planning	15 February 2020	Mr. Sharier Mahmud Tushar, Country Head of Human Resources (HRBP), The Nielsen Company, South Asia East, Bangladesh	07	The City Bank Limited, Muslim Aid Islami Bank Bangladesh Limited, Healthcare Pharmaceuticals Ltd, Sterling Denims Limited
5.	5- S Techniques for Improved Working Environment	22 February 2020	Engr. A.M.M. Khairul Bashar, Director, Centre for Management Development (CMD), President Bangladesh Society for Total Quality Management (BSTQM), Former President Bangladesh AOTS Alumni Society (BAAS)	16	Square Textile, Linde Bangladesh Limited, Nipro JMI Company Limited
6.	KPI Master Class	28-29 February 2020	Mr. Md. Mostafa Kamal, C-PA, C-KPIP, C-KPI Practitioner, CRP, CTAP, CLDM, CODD & CHRBP, Performance Management Consultant and Trainer, CEO, Savvy Consultancy and Training	12	Gemcon Group, Square Textiles Division, National Bank Limited, Centro Tex Ltd, Ascent Group
7.	Lean Six Sigma	06 March 2020	Najjur Rahman, Country Chief of Mind Works CI & Efficiency Consultant Certified Lean Six Sigma Expert, Coach & Guide Corporate Trainer Soft Skill Trainer Motivational Speaker	08	Modele Group, General Pharmaceuticals Ltd, Palmal Group of Industries, Singer Bangladesh Limited, Bangla Trac Power Limited, Dekko Group
8.	Health, Safety & Environment (HSE) Management	07 March 2020	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	19	Waterchem Technology, Delta Pharma Limited, Square Pharmaceuticals Ltd, Square Textile Division, Chandpur Government University College, Noakhali Science & Technology University, Sanofi Bangladesh Ltd
9.	Essential Analysis of Supply Chain and Logistics Management (Online Training)	10 July 2020	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	12	Healthcare Pharmaceuticals Ltd, Manusher Jonno Foundation, Singer Bangladesh Limited

1.	Health, Safety & Environment (HSE) Management (Online Training)	10 July 2020	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	11	ASIANPAINTS BD. LTD, Noakhali Science and Technology University (NSTU), EQMS CONSULTING LIMITED Bangladesh, Agricultural University, Hanwha E& C, Best Tycoon BD ENTERPRISE Limited, OOCL/CTBD, Bangladesh
2.	Hazardous Chemical Safety Management (Online Training)	17 July 2020	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	20	Seven Circle (Bangladesh) Ltd, Shun Shing Cement Mills Ltd, Graphics Textiles Limited, Sun Basic Chemicals Limited (Pran RFL Group), EQMS CONSULTING LIMITED, Shahjalal University of Science & Technology, Square Group, Clifton Group Healthcare Pharmaceuticals Ltd, Manikgang Power Generations Ltd, Bangladesh Agricultural University, 3R Environmental Consulting Ltd Lub-rref (Bangladesh) Ltd
3.	Effective Inventory and Warehousing Store Management (Online Training)	17 July 2020	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	11	South West Composite Ltd, Brand Route, Singer Bangladesh Limited, Modern Electrical Works Ltd, ACI Formulations Factory, Energypac Power Generation Ltd, ACI Godrej
4.	LC Management for Local and International Business (Online Training)	21-22 July 2020	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	09	Novelty Engineering Corporation, Sincos Engineers Ltd., Singer Bangladesh Limited, FloWater Solutions Ltd, Walton Hi-Tech Industries Limited
5.	Procurement and Logistics Management (Online Training)	24-25 July 2020	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	06	Walton HI-Tech Industries Ltd, Swiss Tex Group, Energypac, Singer Bangladesh Limited
6.	Lean Manufacturing System	10 August 2020	Naijur Rahman, Country Chief of Mind Works CI & Efficiency Consultant Certified Lean Six Sigma Expert, Coach & Guide Corporate Trainer Soft Skill Trainer Motivational Speaker	26	Bengal Group
7.	Managing Health & Safety at Construction Project Site (Online Training)	11 August 2020	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	20	Square Group
8.	Personal Productivity (Online Training)	14 August 2020	Naijur Rahman, Country Chief of Mind Works CI & Efficiency Consultant Certified Lean Six Sigma Expert, Coach & Guide Corporate Trainer Soft Skill Trainer Motivational Speaker	14	Lub-rref (Bangladesh) Ltd Delta Pharma Limited

1.	Effective Inventory and Warehousing Store Management (Online Training)	14 August 2020	Mr. Md. Arif Khan, Chief consultant & Training Specialist, Sullivan Consulting and Learning Services	11	Lub-rref (Bangladesh) Ltd, Sincos Engineers Ltd, Delta Pharma Limited, LAKHDHANAVI LIMITED, FloWater Solutions Ltd, Samuda Chemical Complex Ltd
2.	Time Management (Online Training)	21 August 2020	Naijur Rahman, Country Chief of Mind Works CI & Efficiency Consultant Certified Lean Six Sigma Expert, Coach & Guide Corporate Trainer Soft Skill Trainer Motivational Speaker	10	R&G Consulting, Delta Pharma Limited, Square Pharmaceuticals, Healthcare Pharmaceuticals Ltd
3.	Safety Management in Operation and Maintenance (Online Training)	21 August 2020	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	12	Bangladesh Power Development Board, Rajshahi University, Gil Swing Corporation, South West Composite Ltd, Lub-rref (Bangladesh) Ltd, Lakhdhanavi Limited, Transcom Electronics Ltd, Delta Pharma, Rahimafrooz Globatt Ltd.
4.	Lean Management	22 August 2020	Naijur Rahman, Country Chief of Mind Works CI & Efficiency Consultant Certified Lean Six Sigma Expert, Coach & Guide Corporate Trainer Soft Skill Trainer Motivational Speaker	27	Bengal Group
5.	Health, Safety & Environment (HSE) Management (Online Training)	28-29 August 2020	Engr. Asif Iqbal Country Head of EHS @ Siemens Bangladesh, (Former Senior EHS Professional @ Chevron Bangladesh and Novartis Bangladesh) MBA, B.Sc. Engineer, NEBOSH IGC, OSHA & IOSH MS Certified H&S Practitioner	07	NSTU, AL-Muslim Group Petroleum Products Limited, Gil Sewing Corporation, Max Group
6.	Kaizen For Improving Organizational Performance (Online Training)	05 September 2020	Engr. A.M.M Khairul Bashar, Director, Centre for Management Development (CMD), President of Bangladesh Society for Total Quality Management (BSTQM), Former President of Bangladesh AOTS Alumni Society (BAAS)	13	Seven Circle (Bangladesh) Ltd, Shun Shing Cement Mills Ltd, Nipro JMI Company Ltd, Super Star Group Limited, Mondol Intimates Ltd, Meghna Group of Industries, Carrefour Global Sourcing Bangladesh, Hohenstein Laboratories Bangladesh Limited, Decor
7.	Efficiency Improvement Drive (Online Training)	11 September 2020	Naijur Rahman, Country Chief of Mind Works CI & Efficiency Consultant Certified Lean Six Sigma Expert, Coach & Guide Corporate Trainer Soft Skill Trainer Motivational Speaker	19	R&G Consulting, ACI, SMC, Asian Paints Bangladesh Ltd
8.	Total Quality Management (TQM)	21-22 September 2020	Engr. A.M.M Khairul Bashar, Director, Centre for Management Development (CMD), President of Bangladesh Society for Total Quality Management (BSTQM),	20	Bengal Group

Summary Statistics of Training Activity:

	Number of Training Programs	Total Number of Participants
From July 2019 to June 2020	31	376
From July 2020 to September 2020	17	248

FINANCIAL REPORT FOR THE YEAR 2019 - 2020

Honorable Chairman,
Respected Members of the Society
Assalamu- alaikum

With the permission of the chair, now I am presenting Financial Report of the Bangladesh Japan Training Institute Society (BJTI) for the year ending on 30 June 2020.

1.The Account of the society for the year ending on 30 June 2020 has been completed.

SL. NO	PERIOD	INCOME	EXPENDITURE	DEFICIT
1	1st July 2019 - 30th June 2020	Tk. 2,959,085	Tk. 5,447,342	Tk. 2,488,257

Huda Hossain & CO. Chartered Accountants audited the Books of Accounts. They have found books of accounts has been maintained in a proper way.

2. With the permission of the Chair, now I am proposing the budget for "Bangladesh Japan Training Institute Society" for the Year of 2020-2021.

SL. NO	PERIOD	PROPOSED EXPENDITURE	PROPOSED INCOME	DEFICIT
1	1 July 2020 - 30 June 2021	Tk. 6,232,150	Tk. 3,335,000	Tk. 2,897,150

Which has to be earned by the training activities, membership fees, annual subscription fees, Interest of the FDRs, and donation from the members and others. The Budget Statement has been distributed in this meeting for approval.

I would like to propose "Huda Hossain & CO. Chartered Accountants" as an Auditor of BJTI for the period from 1st July 2020 to 30 June 2021 at a Fee of Tk. 15,000 only.

I express my thanks to all members of BJTI for kind cooperation and patient hearing.

Md. Mamunur Rashid
Finance Director



Ref-09/20/476/1

Independent Auditor's Report
To the Trustees of **Bangladesh – Japan Training Institute Society (BJTI)**
Report on the Audit of the Financial Statements

Opinion

We have audited the Financial Statements of **Bangladesh – Japan Training Institute Society (BJTI)** ("the Society"), which comprise the statement of financial position as at **30 June, 2020** and statement of profit or loss and statement of changes in equity and statement of cash flows for the year then ended and notes to the Financial Statements including a summary of significant accounting policies.

In our opinion, the accompanying Financial Statements give a true and fair view of the Financial position of the Society as at **30 June, 2020** and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRSs), the Societies Act 1860 and other applicable laws and regulations.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with ethical requirements that are relevant to our audit of the Financial Statements in Bangladesh, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements and Internal Control

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with IFRSs, the Societies Act 1860 and other applicable laws and regulations and for such internal control as management determines is necessary to enable the preparation of Financial Statements that are free from material misstatement, whether due to fraud or error.

In preparing the Financial Statements, management is responsible for assessing the Societies ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Firm or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Societies financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists

Cont'd---P/2





-2-

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Financial Statements.

As part of an audit in accordance with ISAs, we have exercised professional judgment and maintained professional skepticism throughout the audit.

We also have:

- **Identified and assessed** the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtained audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- **Obtained** an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Firm's internal control;
- **Evaluated** the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management;
- **Concluded** on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Financial Statements or, if such disclosures are inadequate to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identified during our audit.

Report on Other Legal and Regulatory Requirements

we also report the following:

- a) we have obtained all the information and explanation which to the best of our knowledge and belief were necessary for the purpose of our audit and made due verification thereof;
- b) in our opinion, proper books of account as required by law have been kept by the Society so far as it appeared from our examination of those books; and
- c) the statement of financial position dealt with by the report are in agreement with the books of account.

Dated, Dhaka
September 15, 2020




(MD. AMINUL ISLAM FCA)
HUDA HOSSAIN & CO.
(CHARTERED ACCOUNTANTS)

Bangladesh - Japan Training Institute Society (BJTI)

(An Enterprise of Bangladesh AOTS Alumni Society)

Statement of Financial Position

As at 30 June 2020

Particulars	Notes	30-Jun-20	30-Jun-19
		BDT	BDT
ASSETS			
Non-Current Assets			
Property, Plant & Equipments (Annexure-A)		655,872	728,747
		<u>655,872</u>	<u>728,747</u>
Current Assets			
Investment in FDR (Annexure-B)		1,742,809	1,597,275
Short-term non-interest bearing loan given to employees	4	18,000	56,500
Accounts and others receivable	5	399,400	410,000
Advance installments paid to RAJUK for Purbachal Land		25,140,000	25,140,000
Cash and bank balances	6	270,399	738,298
		<u>27,570,608</u>	<u>27,942,073</u>
Total Assets		<u>28,226,480</u>	<u>28,670,820</u>
FUND & LIABILITIES			
Non-Current Liabilities			
Loan from individual and BAAS	7	23,145,000	23,140,000
Current Liabilities			
Accounts and other payables	8	760,000	573,400
Interest Payable on loan	9	3,741,642	1,889,325
		<u>4,501,642</u>	<u>2,462,725</u>
Total Liabilities		<u>27,646,642</u>	<u>25,602,725</u>
Net Assets			
General fund	10	579,838	3,068,095
Total Fund & Liabilities		<u>28,226,480</u>	<u>28,670,820</u>

These financial statements should be read in conjunction with the annexed notes


Finance Director


Chairman

*Auditors' Report to the Trustees
See annexed report of date*

Dated, Dhaka
15-Sep-20




MD AMINUL ISLAM, FCA
HUDA HOSSAIN & CO.
CHARTERED ACCOUNTANTS

Bangladesh - Japan Training Institute Society (BJTI)

(An Enterprise of Bangladesh AOTS Alumni Society)

Statement of Income and Expenditure

For the year ended 30 June 2020

Particulars	Notes	30-Jun-20	30-Jun-19
		BDT	BDT
INCOME			
<i>Income from participants :</i>			
Training fee	11	2,147,500	9,765,600
Japanese Course fee	12	98,300	20,550
Founder Member Contribution		-	-
Life membership fee		120,000	1,040,000
General membership fee		290,000	80,000
Annual subscription fee		140,000	
Others income	13	163,285	108,304
		2,959,085	11,014,454
Total Income [A]		2,959,085	11,014,454
EXPENDITURE			
Administrative & Operating Expenses	14	2,077,479	1,938,077
Seminar & Training Program Expenses	15	1,334,820	6,211,929
Financial Expenses	16	1,852,317	1,889,325
Japanese Language course Expenses	17	109,851	379,832
		5,374,467	10,419,163
<i>Non - Cash expenditure:</i>			
Depreciation (Ref: Annexure A)		72,875	80,972
Total Expenditure [B]		5,447,342	10,500,135
Net Deficit/Surplus [A-B]		(2,488,257)	514,319

These financial statements should be read in conjunction with the annexed notes


Finance Director


Chairman

Auditors' Report to the Trustees
See annexed report of date

Dated, Dhaka
15-Sep-20




MD AMINUL ISLAM ECA
HUDA HOSSAIN & CO.
CHARTERED ACCOUNTANTS

Bangladesh Japan Training Institute Society (BJTI)
(An Enterprise of Bangladesh AOTS Alumni Society)
STATEMENT OF CASH FLOWS
For the year ended 30 June 2020

Particulars	30-Jun-20	30-Jun-19
	BDT	BDT
Cash flows from Operating Activities:		
Net Surplus	(2,488,257)	514,319
Adjustment for non-cash items		
Depreciation	72,875	80,972
Changes in Current Assets		
Increase in Short-term loan given to employees	38,500	(30,000)
Decrease in Accounts and others receivable	10,600	40,000
Increase in Advance installments paid to RAJUK for Purbachal Land	-	(23,640,000)
Changes in Current Liabilities		
Increase in Accounts and other payables	186,600	386,800
Increase in Interest Payable	1,852,317	1,889,325
Net cash used by operating Activities	(327,365)	(20,758,584)
Cash flows from Investing Activities:		
Acquisition of Fixed assets	-	(350,247)
Re-Investment in FDR	(145,534)	(1,097,275)
Net cash used in Investing Activities:	(145,534)	(1,447,522)
Cash flows from Financing Activities:		
Loan from individual and BAAS	5,000	23,640,000
Loan Adjustment	-	(2,000,000)
Net cash provided in Financing Activities:	5,000	21,640,000
Net decrease in cash & cash equivalent	(467,899)	(566,106)
Cash & Cash Equivalent at the beginning of period	738,298	1,304,404
Cash & Cash Equivalent at the end of period	270,399	738,298



Bangladesh - Japan Training Institute Society (BJTI)
(An Enterprise of Bangladesh AOTS Alumni Society)
Notes to the Financial Statements
For the year ended 30 June 2020

1 Reporting entity

1.1 Introduction

Bangladesh-Japan training institute Society (BJTI) was formed by the executive committee of BAAS in its 127th EC meeting held on 29th September 2010. Since formation BJTI has been providing need based training to the thrust sectors in Bangladesh and established its name as a Training Institute. On 16 October 2017 BJTI obtained registration of societies under ACT XXI of 1860 from Registrar of Joint Stock Companies & Firms.

1.2 Registered office of the society:

The Registered office of the BJTI Society is at Room No. 31-32, Eastern Plaza, 7th Floor, Sonargaon Road, Dhaka-1205.

1.3 Nature of the Society:

It is a professional, non-profit, non-political, voluntary & charitable Society.

1.4 The major activities of BJTI

Aims and Objectives

The main aims and objectives of BJTI are among other, mainly: a) To set up a training institute and its branches in the name of Bangladesh-Japan Training Institute Society (BJTI) to support development of management skills as well as Entrepreneurship in Bangladesh. To set up and maintain school, college and university, both general and technical, for the purpose of diffusion of useful knowledge among the society at large. To acquire any kind of assets and properties and maintain the same for realizing the objectives of the society. b) To provide consultancy services in all fields both at national and international levels. To undertake multifaceted educational program. To collaborate with national and international firms and organizations which are considered beneficial and helpful in realizing the objectives of the Society. c) To purchase or otherwise acquire wholly or partially any book, literature, journal, magazines, newspapers, journal reviews, pictorials, annual supplements, biography, pamphlets, brochure, circulars and any other publications and to orient, publish, edit and sell the same to carry on the business as booksellers, printers, publishers etc. for the benefit of Bangladesh -Japan Training Institute Society (BJTI).

2 Basis of preparation

2.1 Statement of compliance

These Financial statements have been prepared and presented in accordance with International Financial Reporting Standards (IFRS), the Societies Act XXI of 1860 and other applicable laws and regulations following the accrual basis of accounting except for staff salary and allowances and office utilities where cash basis of accounting have been followed.

2.2 Use of estimates and judgments

The preparation of financial statements requires management to make judgment, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

2.3 Reporting Period

These years financial statements cover the period from 01 July 2019 to 30 June 2020.

2.4 Statement of cash flows

Statement of cash flows is prepared principally in accordance with "International Statements of Cash Flows" and the cash flow from operating activities have been presented under the direct method.



3. Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

3.1 Cash & Bank balance

Cash & bank balance consist of cash in hand and at bank.

Recognition of Income

(I) Training fee

Training fee received/ receivable from the participants are recognized as income when BJTI's right to receive such income has been reasonable determined.

(II) Membership fee

Membership fee received/ receivable from the members are recognized as income when BJTI's right to receive such income has been reasonably determined.

(III) Donation

Donations are recognized as income on accrual basis

(IV) Other income

Other income comprise of interest on FDR and Other receipts. These are recognized as income on accrual basis except for the Interest on FDR, which are recognized as income on cash basis.

4 Short-term non-interest bearing loan given to employees

Opening balance

Loan given to staff

Realization of loan during against salary

	30-Jun-20	30-Jun-19
	Taka	Taka
Opening balance	56,500	26,500
Loan given to staff	60,000	30,000
Realization of loan during against salary	(98,500)	-
	18,000	56,500

5 Accounts and other receivables

Contribution receivable from the Fund Members

Solving Human and Organizational Problems

Hazardous Chemical Safety Management- III

Financial Analysis for Decision Making

Chain Management

Essential Analysis of Supply Chain and Logistics Management

Talent Management & Succession planning

Health, Safety & Environment (HSE) Management

5S Techniques for Improved Working Environment

Essential Analysis of Supply Chain and Logistics Management

Leadership for 21st Century

Financial Statement Analysis

Compensation & Benefits Management

Industrial Effluent Treatment Plant

Managing Brands Differentiate or Die

Contribution receivable from the Fund Members	300,000	300,000
Solving Human and Organizational Problems	20,000	20,000
Hazardous Chemical Safety Management- III	24,000	24,000
Financial Analysis for Decision Making	12,000	-
Chain Management	7,000	-
Essential Analysis of Supply Chain and Logistics Management	4,000	-
Talent Management & Succession planning	10,800	-
Health, Safety & Environment (HSE) Management	21,600	-
5S Techniques for Improved Working Environment	-	8,000
Essential Analysis of Supply Chain and Logistics Management	-	16,000
Leadership for 21st Century	-	12,000
Financial Statement Analysis	-	4,000
Compensation & Benefits Management	-	4,000
Industrial Effluent Treatment Plant	-	14,000
Managing Brands Differentiate or Die	-	8,000
	399,400	410,000



HUDA HOSSAIN & CO.
CHARTERED ACCOUNTANTS

	30-Jun-20	30-Jun-19
	Taka	Taka
6 Cash and bank balances		
Cash in Hand	30,119	79,884
Cash at Bank (Shah Jalal Islami Bank Ltd. Current a/c-4023-1310000369)	153,523	658,414
Cash at Bank (Dutch Bangla Bank Ltd. Current a/c-1261100033403)	86,757	-
	270,399	738,298
7 Loan from individual and BAAS		
Bangladesh AOTS Alumni Society	4,505,000	6,500,000
Mr. Muhammad Halimuzzaman	13,640,000	13,640,000
Mr. Sheikh Mustahidur Rahman	5,000,000	5,000,000
	23,145,000	25,140,000
Re-payment of loan made- Bangladesh AOTS Alumni Society	-	(2,000,000)
	23,145,000	23,140,000
*Loans have been obtained under three separate agreements made with the above mentioned parties having specific terms and condition embedded with the said agreement.		
8 Accounts and other payable		
Office Rent payable	720,000	540,000
Audit fee payable (Note: 8.1)	15,000	15,000
Advance Training Fee received from participants	9,000	18,400
Honorarium Payable to Resource Person	16,000	-
	760,000	573,400
8.1 Audit fee payable		
Opening balance	15,000	-
Provision made during the year	15,000	15,000
Paid during the year	(15,000)	-
	15,000	15,000
9 Interest Payable		
Payable to Bangladesh AOTS Alumni Society (BAAS)	1,132,042	584,525
Payable to Muhammad Halimuzzaman	1,909,600	954,800
Payable to Sheikh Mustahidur Rahman	700,000	350,000
	3,741,642	1,889,325
10 General Fund		
Opening balance	3,068,095	2,553,776
Add: Net surplus for the year	(2,488,257)	514,319
Closing balance	579,838	3,068,095



	30-Jun-20	30-Jun-19
	Taka	Taka
11 Training fee		
Total Quality Mngement	69,300	-
Conflict Management and Grievance Handling	50,000	-
Practical Solution of Quality-Related Problems in Organization	66,800	-
Financial Analysis for Decision Making	36,000	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	36,000	-
Industrial Engineering Techniques	32,000	-
Health, Safety & Environment (HSE) Management	52,000	-
KAIZEN for Improving Organizational Performance	43,200	-
Emotional Intelligence-Build your inside first	28,000	-
Chain Management	63,000	-
Industrial Water Treatment and Boiler & Cooling Water Conditioning	149,800	-
Program on Quality Problem Solving (PQPS)	61,600	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	22,000	-
KPI Master Class	105,000	-
Executive Program on Quality Management	143,500	-
Talent Management & Succession Planning	53,400	-
Hazardous Chemical Safety Management	36,000	-
Enhancing Workplace Capability	264,600	-
Health, Safety & Environment (HSE) Management	56,000	-
Advanced Certificate for Professional Development [ACPD]	238,000	-
Training to Trainer	65,100	-
Essential Analysis of Supply Chain and Logistics Management	32,000	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	24,000	-
Industrial Water Treatment and Boiler & Cooling Water Conditioning	56,000	-
Professionalism at Work Place	56,800	-
Essential Analysis of Supply Chain and Logistic Management	39,200	-
Talent Management & Succession planning	26,800	-
5- S Techniques for Improved Working Environment	58,800	-
KPI Master Class	79,800	-
Lean Six Sigma	31,200	-
Health, Safety & Environment (HSE) Management	71,600	-
Training program During the period	-	9,765,600
	2,147,500	9,765,600



HUDA HOSSAIN & CO.
CHARTERED ACCOUNTANTS

	30-Jun-20	30-Jun-19
	Taka	Taka
12 Japanese Language Course		
Admission Fee	-	20,000
Course fee	93,500	
Book Sales	4,800	550
	98,300	20,550
13 Other receipts		
Interest income (Ref: Annexure B)	162,760	108,304
Interest income (Shah Jalal Islami Bank Ltd. Current a/c-4023-13100000369)	525	-
	163,285	108,304
14 Administrative & Operating Expenses		
Office expenses (Note: 14.1)	1,866,385	1,746,613
AGM expenses	184,449	87,321
Board meeting	10,305	11,285
BJTI website up-gradation expenses	11,500	6,000
Advertisement Fee	-	30,395
Contribution to HAAS	-	50,000
Miscellaneous	4,840	6,463
	2,077,479	1,938,077
14.1 Office expenses		
Salaries & allowances	1,119,967	1,000,521
Office Rent	360,000	360,000
Utilities	111,781	123,676
Training Room Maintenance	13,307	33,025
Audit fee	15,000	15,000
Bank charges (Income Tax, Service charge)	20,308	26,004
Conveyance for office staffs	8,978	11,243
Photocopy, postage & courier	6,261	3,155
Printing & stationary	21,076	33,351
Telephone & e-mail services	26,605	60,821
Internet service	135,900	77,629
Refreshments	2,502	2,188
Design Charge	15,000	-
ID Card print	9,700	-
	1,866,385	1,746,613



	30-Jun-20	30-Jun-19
	Taka	Taka
15 Seminar & Training Program Expenses		
Training Materials	55,768	391,490
Total Quality Mngement	45,142	-
Conflict Management and Grievance Handling	23,967	-
Practical Solution of Quality-Related Problems in Organization	27,494	-
Financial Analysis for Decision Making	22,381	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	22,166	-
Industrial Engineering Techniques	21,674	-
Health, Safety & Environment (HSE) Management	24,037	-
KAIZEN for Improving Organizational Performance	28,870	-
Emotional Intelligence-Build your inside first	21,421	-
Chain Management	42,078	-
Industrial Water Treatment and Boiler & Cooling Water Conditioning	66,433	-
Program on Quality Problem Solving (PQPS)	55,999	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	20,862	-
KPI Master Class	48,032	-
Executive Program on Quality Management	84,436	-
Talent Management & Succession Planning	24,783	-
Hazardous Chemical Safety Management	21,988	-
Enhancing Workplace Capability	103,058	-
Health, Safety & Environment (HSE) Management	23,533	-
Advanced Certificate for Professional Development [ACPD]	232,573	-
Training to Trainer	44,530	-
Essential Analysis of Supply Chain and Logistics Management	22,434	-
Effective Inventory, Transportation, Warehousing, Packaging & Distribution Management	20,579	-
Industrial Water Treatment and Boiler & Cooling Water Conditioning	42,808	-
Professionalism at Work Place	24,689	-
Essential Analysis of Supply Chain and Logistic Management	21,905	-
Talent Management & Succession planning	21,294	-
5- S Techniques for Improved Working Environment	26,233	-
KPI Master Class	45,646	-
Lean Six Sigma	21,402	-
Health, Safety & Environment (HSE) Management	26,605	-
Training Program during the Period	-	5,820,439
	1,334,820	6,211,929
16 Financial Expenses		
Interest on Loan (Bangladesh AOTS Alumni Society)	547,517	584,525
Interest on Loan (Muhammad Halimuzzaman)	954,800	954,800
Interest on Loan (Sheikh Mustahidur Rahman)	350,000	350,000
	1,852,317	1,889,325
*Interest charged on individual loans based on the the agreement (i.e @ 7% simple interest) and in case of BAAS, actual interest charged by the bank from where loan was obtained by BAAS for BJTI.		
17 Japanese Language Course Expenses		
Books Printing	-	300,000
Honorarium of Resource Person	80,000	-
Seminar	29,851	79,832
	109,851	379,832



Annexure A

Bangladesh-Japan Training Institute Society (BJTI)
(An Enterprise of Bangladesh ATIS Alumni Society)
Schedule of Fixed Assets
As on 30 June, 2020

S. L.	Category of Assets	COST			DEPRECIATION					Written down value (WDV) as at 30 June 20	
		As at 1 July 2019	Addition during the year	Adjustment	As at 30 June 2020	Rate %	As at 1 July 2019	Charged during the year	Disposals		As at 30 June 2020
1	Computer & Equipment	143,993	-	-	143,993	10%	17,539	12,645	-	30,184	113,809
2	Office Equipment	117,000	-	-	117,000	10%	11,700	10,530	-	22,230	94,770
3	Office Decoration	599,778	-	-	599,778	10%	102,785	49,699	-	152,484	447,294
	Total	860,771	-	-	860,771		132,024	72,875	-	204,899	655,872

Fixed assets are stated at cost less accumulated depreciation charged on diminishing balance method

Annexure B

Bangladesh Japan Training Institute Society (BJTI)
Registered under Societies Act XXI with Registrar of Joint Stock Companies
Investment Schedule
As on 30 June, 2020

Sl.	Investment	Nature of Investment	Instrument Number	Rate of Interest (%)	Date of Purchase	Date of Maturity	Opening Balance	Addition During the Year		Closing Balance	
								Principal	Realized Interest		Tax and others
1			4	3	6	7	8	9	10	11	
1	LankaBangla Finance Ltd.	FDR	000926000000041	11.25%	23.03.2017	23.04.2019	550,475	-	57,747	6,274	601,948
2	LankaBangla Finance Ltd.	FDR	001126000000053	10%	23.12.2018	23.12.2019	1,046,800	-	105,013	10,952	1,140,861
	Total						1,597,275	-	162,760	17,226	1,742,809



BANGLADESH - JAPAN TRAINING INSTITUTE (BJTI)
PROPOSED BUDGET
FOR THE PERIOD FROM 1 JULY 2020 TO 30 JUNE 2021

Income	Budget 2019 - 2020 12 Months	Actual Receipt 2019 - 2020 12 Months	Budget 2020 2021 12 Months
Training Fee	5,964,000	2,147,500	2,660,000
Japanese Course fee	600,000	98,300	-
	6,564,000	2,245,800	2,660,000
Membership Fee			
Life Membership fee	900,000	120,000	300,000
General Membership fee	400,000	290,000	100,000
Annual subscription fee	200,000	140,000	50,000
	1,500,000	550,000	450,000
General Donation	100,000	-	100,000
Interest from financial Institutes	150,000	163,285	125,000
Total Revenue (A)	8,314,000	2,959,085	3,335,000
Expenditure	Budget 2019 - 2020 12 Months	Actual Receipt 2019 - 2020 12 Months	Budget 2020 2021 12 Months
Administrative and operating expenses			
Salary & Allowance	1,200,000	1,119,967	1,300,000
Electricity, Water & Common Bill	160,000	111,781	180,000
Conveyance	20,000	8,978	20,000
Stationery & Printing	60,000	30,776	60,000
Mobile Bill and Email	50,000	26,605	50,000
Internet Service	160,000	135,900	170,000
Photocopy, Postage & Courier	15,000	6,261	15,000
Entertainment	20,000	2,502	20,000
Annual Audit Fee	15,000	15,000	15,000
Bank Charge (Income Tax, S. Charge, etc.)	30,000	20,308	35,000
BJTI Website	40,000	11,500	40,000
Promotion (Key Ring and Note Book)	33,000	-	25,000
Office Rent	360,000	360,000	360,000
Training room maintenance	50,000	13,307	50,000
Board Meeting	25,000	10,305	25,000
Miscellaneous	10,000	4,840	10,000
AGM Expenses	150,000	184,449	100,000
Financial Expenses	1,700,000	1,852,317	1,620,150
Design Charges	-	15,000	20,000
Advertisement Fee	40,000	-	40,000
	4,138,000	3,929,796	4,155,150

Training Expenses :

Honorarium of Resource Person	1,400,000	837,821	1,190,000
Training Materials (Bag, Pad, Pen)	500,000	55,768	250,000
Refreshment	1,000,000	313,467	176,400
Stationery and Printing	135,600	63,650	58,000
Banner	40,800	7,618	14,000
Conveyance	30,600	5,696	32,500
Venue Rent	100,000	45,000	100,000
Employee Training	-	-	-
Miscellaneous	27,000	5,800	12,100
	3,234,000	1,334,820	1,833,000

Japanese Language Course

Honorarium of Resource Person	144,000	80,000	144,000
Seminar	100,000	29,851	100,000
	244,000	109,851	244,000

Revenue Expenditure (B)

	7,616,000	5,374,467	6,232,150
--	------------------	------------------	------------------

Surplus / (Deficit) Over Expenditure (C) = (A - B)

	698,000	(2,415,382)	(2,897,150)
--	----------------	--------------------	--------------------

Capital Expenditure

Purbachal -1st Installment	17,730,000	-	17,730,000
Asset Purchase	100,000	-	150,000
Office Renovation	100,000	-	100,000
Total Capital Expenditure	17,930,000	-	17,980,000

Financed by:**Loan from:**

Individual and Financial Institutes	17,730,000	-	17,730,000
Accumulated Surplus [C]	200,000	-	250,000
	17,930,000	-	17,980,000