

The
Bangladesh  Gazette

Extraordinary
Published by Authority

FRIDAY, APRIL 4, 1980

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF
BANGLADESH
NOTIFICATION

Dacca, the 27th February, 1980

No. S.R.O. 63-L/80.—In exercise of the powers conferred by section 31 of the Cost and Management Accountants Ordinance, 1977 (LIII of 1977), the Council of the Institute of Cost and Management Accountants of Bangladesh, with the approval of the Government, is pleased to make the following Regulations, the same having been previously published as required by subsection (3) of the said section, namely "Power to make regulations".

THE COST AND MANAGEMENT ACCOUNTANTS REGULATIONS, 1980.

CHAPTER I

PRELIMINARY

1. **Short title.**—These regulations may be called the Cost and Management Accountants Regulations, 1980.

2. **Definitions.**—In these regulations, unless there is anything repugnant in the subject or context,—

- (a) "annual meeting" means the annual general meeting of the members of the Institute;
- (b) "certificate of practice" means a certificate granted under these regulations entitling the holder to practise as a cost and management accountant;
- (c) "Form" means a Form set out in Schedule I;
- (d) "Ordinance" means the Cost and Management Accountants Ordinance, 1977 (LIII of 1977);

- (e) "Principal place of business" means the place of business registered by a member of the Institute or where more than one place of business is registered by him, the place of business indicated by him as being his principal place of business;
- (f) "registered address" means, in the case of a member of the Institute in practice, his principal place of business and, in the case of a member of the Institute not in practice, the address last notified by him to the Secretary as his address for communication;
- (g) "registered student" means a person registered as a student under these regulations and includes a student registered as such with the dissolved Institute prior to the commencement of the Ordinance;
- (h) "Schedule" means a Schedule annexed to these regulations;
- (i) "seal" means the seal of the Institute;
- (j) "Secretary" means the Secretary of the Council elected under section 11; and
- (k) "section" means a section of the Ordinance.

3. **Forms.**—The Forms shall be used in matters to which they purport to relate and all notes and directions contained in the Forms shall be observed accordingly.

4. **Notice to members.**—(1) All notices required by the Ordinance and these regulations to be given or sent to members shall be sent by registered post to the registered address of each member and for proving that such notice has been given or sent it shall be sufficient to prove that such notice was properly addressed and posted.

(2) The non-receipt of any such notice shall not invalidate any such notice or any resolution passed, or proceeding or action taken, at any meeting.

CHAPTER II

MEMBERS OF THE INSTITUTE

5. **Register.**—The Register of members of the Institute shall be maintained in Form A.

6. **Admission of members.**—(1) Every applicant for admission as an associate or a fellow shall satisfy the Council of his having fulfilled the conditions specified in the Ordinance and these regulations in such manner as the Council may deem necessary and the Council, being so satisfied, shall admit him on payment of the fees prescribed in these regulations. The application for membership of the Institute shall be in Form B and shall be submitted to the Secretary.

(2) Every person before becoming a member of the Institute shall undertake to be bound by the Ordinance and the regulations in force at the time of his admission or which may thereafter, from time to time, be made.

7. **Certificate of membership.**—(1) If an application for membership of the Institute is accepted by the Council, the applicant's name shall be entered in the Register as an associate or fellow, as the case may be, and a certificate of membership in Form C under seal shall be issued to him.

(2) An associate or a fellow, referred to in sub-sections (2) and (3) of section 6, may obtain a new certificate from the Institute after returning the old certificate :

Provided that the old certificate need not be returned if the Institute becomes satisfied that the same has been lost or destroyed or otherwise is not available.

(3) In the event of the name of a member of the Institute being removed from the Register under the provisions of the Ordinance, the certificate of membership together with the certificate of practice, if any, shall be forthwith returned to the Secretary.

8. **Certificate of practice.**—(1) A member of the Institute may apply to the Council, in Form D, for a certificate of practice entitling him to practise as a cost and management accountant throughout Bangladesh. The application shall be addressed to the Secretary and shall be accompanied by the requisite fee. If the application is granted by the Council, the certificate under seal shall be issued in Form E. Subject to the payment of the annual fee the validity of the certificate shall be extended from year to year by a certificate in writing by the Secretary in Form F.

(2) A member of the Institute in practice, on ceasing to be in practice shall inform the Secretary immediately of the fact of his having done so, but in any case not later than one month from the date he ceases to be in practice.

9. **Fees.**—(1) Every person shall pay to the Institute the fees applicable to him in accordance with the following scale, namely :—

(a) Admission fee—	Taka
Associates	100.00
Fellows	200.00
(b) Annual membership fee—					
Associates	100.00
Fellows	200.00
(c) Annual fee for certificate of practice				..	500.00

Provided that half the amount of annual membership fee shall be payable by a person admitted on or after the first January and before first July in any year.

(2) The annual fee paid to the dissolved Institute for the year 1977-78 by a member of the Institute shall be set off against the annual fee payable under these regulations and the balance only shall be payable by him.

(3) An associate shall, on being admitted as a fellow during a year, pay for that year any additional fee necessary to increase his fees to the amount then applicable to him; except that when the said change takes place after the last day of December, one-half only of the said additional amount shall be payable.

(4) All annual fees shall be payable by the first day of July each year.

10. **Particulars to be supplied by members.**—Every member of the Institute shall inform the Secretary of any change of address or place or places of business or employment and shall also supply the Council with any other information relating to his practice or employment which the Council may reasonably require for carrying out the provisions of the Ordinance and these regulations.

CHAPTER III

ELECTION TO THE COUNCIL

11. **Date of election.**—The date fixed for the annual meeting of the Institute under these regulations in a year in which election to the Council is due shall also be the date of election of members to the Council under sub-section (1) of section 10.

12. **Members entitled to vote.**—(1) A member of the Institute whose name stands entered in the Register three months before the date of election shall be entitled to vote in the elections to the Council, provided such a member shall cease to be so entitled if on the date of election his name stands removed from the Register.

(2) Each member entitled to vote shall have as many votes as there are vacancies to be filled in, but shall not give more than one vote to any one candidate.

13. **Procedure for election.**—(1) The date of election, as determined by the Council, shall be notified to the members of the Institute and a list of members entitled to vote, together with a notice stating the number of seats in the Council to be filled and a list of fellows nominated by the Council, shall be circulated by the Secretary among all the members at least sixty days before the date of election.

(2) Within ten days of the issue of the notice under sub-regulation (1), nomination of the candidates for election to the Council other than those nominated by the Council, shall be sent in Form G to the Secretary, duly proposed by one member of the Institute and seconded by ten other members of the Institute along with an undertaking in writing by each member proposed as to his willingness to be a candidate for election and to serve in the event of his election.

(3) For the scrutiny of the nomination papers, the President shall appoint two Honorary Scrutineers from amongst the members of the Institute who are neither members of the Council nor candidates for election.

14. **Rejection of nomination.**—(1) The Honorary Scrutineers shall, after informing the candidates, proposers and seconders of the date, time and place of scrutiny, reject a nomination paper if they are satisfied that—

(a) the candidate is ineligible to stand for election; or

(b) the proposer or any seconder was not qualified to subscribe to the nomination of the candidate; or

- (c) there has been a failure to comply with any of the provisions of these regulations ; or
- (d) the signature of any candidate or of the proposer or any seconder is not genuine, or has been obtained by force or fraud ; or
- (e) the candidate or the proposer or any seconder has not paid any of the fees due and payable to the Council :

Provided that the rejection of a nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.

(2) The Secretary shall communicate rejection of nominations to the members concerned at least thirty days before the date of election.

(3) A candidate whose nomination has been rejected may, within ten days of the issue of the communication, prefer an appeal to the President whose decision shall be final. Such appeals shall be sent to the Secretary under registered cover. Appeals not preferred within the said time limit shall be summarily rejected.

(4) Subject to the provisions of the Ordinance and these regulations, where a nomination has not been rejected the nomination shall be treated as valid entitling the nominated member to be a candidate for election to the Council.

15. **Withdrawal.**—(1) A candidate whose nomination has been accepted as valid may, by notice in writing signed by him and delivered within seven days of the date of scrutiny to the Secretary, withdraw his candidature.

(2) A notice of withdrawal under sub-regulation (1) shall, in no circumstances, be open to cancellation.

16. **Death or cessation of membership before election.**—If a candidate whose nomination has been accepted as valid dies or otherwise ceases to be a member of the Institute before the date of election, the election shall be conducted among the remaining candidates only.

17. **Election.**—(1) At least fourteen days before the date fixed for the election, the Secretary shall send the ballot papers setting out the names of the candidates whose nominations have been found to be valid to the members entitled to vote, together with an envelope for returning the ballot papers and with the necessary directions for marking the ballot papers and their return, so as to reach the Secretary three days before the date of the election :

Provided that where the number of candidates validly nominated is equal to or less than the number of vacancies to be filled by election, no such list or ballot papers shall be sent.

(2) The members entitled to vote shall mark the ballot papers and return them in the envelope, which shall be sealed, to the Secretary within seven days of the issue of the ballot papers. The Secretary shall hand over the sealed envelopes to the Honorary Scrutineers.

(3) The Honorary Scrutineers shall on the date of the election, open the envelopes, record and count the votes and submit the statement of votes to the President.

18. **Determination of election results.**—(1) Such number of candidates as there are vacancies to be filled receiving the highest number of votes shall be declared elected by the President in the annual meeting. In the event to an equality of votes between two or more candidates for the last vacancy, lots shall be drawn by the President in the presence of the Honorary Scrutineers, and the candidate in whose favour lot is drawn shall be declared elected by the President.

(2) If the number of candidates validly nominated is equal to or less than the number of vacancies to be filled or, if the number of candidates becomes equal to or less than the number of vacancies to be filled by reason of the death or cessation of membership of the Institute of any one or more of the candidates before the date of election, then such candidates shall be declared elected by the President.

19. **Nominations.**—Six weeks before the date of election, the Secretary shall request the Government to nominate members under clause (b) of sub-section (2) of section 9.

20. **Casual vacancies.**—Subject to the provisions of sub-section (4) of section 12, any casual vacancy shall be filled, within two months from the date of its occurrence in the same manner as the seat was originally filled.

21. **Notification of election results.**—(1) The Secretary shall send a list of successful candidates to all members of the Institute within one week of the date of election.

(2) The names of persons elected to the Council and also the names of persons nominated to the Council by the Government shall be published in the official Gazette.

22. **Disputes.**—(1) The aggrieved party referred to in the proviso to sub-section (2) of section 10 shall address the application to the Council and shall send it to the Secretary by registered post. Applications not despatched within the time limit prescribed in the said proviso shall be summarily dismissed and the aggrieved party shall be informed accordingly.

(2) If the Tribunal orders its expenses to be borne by the Institute, it shall pay to the Government or to the Tribunal, as may be directed by the Government in the order appointing the Tribunal, such expenses as have been assessed by the Tribunal.

23. **Disciplinary action against members in relation to elections.**—A member of the Institute shall be liable for disciplinary action by the Council if he adopts one or more of the following practices with regard to the election to the Council, namely:—

(1) bribery, that is to say, any gift, offer or promise by a candidate or by any other person with the connivance of a candidate of any gratification to a person whomsoever, with the object, directly or indirectly, of inducing—

(a) a member to stand or not to stand as, or to withdraw from being a candidate at an election; or

- (b) a member to vote or refrain from voting at an election, or as a reward to—
- (i) a member for having so stood or not stood, or for having withdrawn his candidature; or
 - (ii) a member for having voted or refrained from voting at an election;

Explanation—For the purpose of this clause, the term “gratification” is not restricted to pecuniary gratifications or gratifications estimable in money, but includes all forms of entertainment and all forms of employment for reward; but it does not include the payment of any expenses *bona fide* incurred at, or for the purpose of, any election;

- (2) undue influence, that is to say, any direct or indirect interference or attempt to interfere, on the part of a candidate or of any other person with the connivance of the candidate, with the free exercise of any right relating to an election:

Provided that a declaration of policy or a promise of a particular action of the mere exercise of a legal right without intention to interfere with any such right shall not be deemed to be interference within the meaning of this clause;

- (3) the publication by a candidate or by any other person with the connivance of the candidate of any statement of fact which is false, and which he either believes to be false or does not believe to be true, in relation to the personal character or conduct of any candidate, or in relation to the candidature or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate's election;
- (4) the obtaining or procuring or abetting or attempting to obtain or procure by a candidate or by any other person with the connivance of a candidate, any assistance for the furtherance of the prospects of the candidate's election from any person serving under the Government other than the giving of vote by such person, if he is a member of the Institute entitled to vote;
- (5) any Act specified in clauses (1) to (4) when done by a member of the Institute who is not a candidate or by a member of the Institute acting with the connivance of a candidate;
- (6) the receipt of, or agreement to receive, any gratification whether as a motive, or a reward—
 - (a) by a member for standing or not standing as, or withdrawing from being, a candidate; or
 - (b) by any member, for himself or any other person for voting or refraining from voting, or for inducing or attempting to induce any elector to vote or refrain from voting, or any candidate to withdraw his candidature; and

- (7) contravention or misuse of any of the provisions of this Chapter or making of any false statement knowing it to be false or without knowing it to be true while complying with any of the provisions of this Chapter.

CHAPTER IV

MEETINGS AND PROCEEDINGS OF THE COUNCIL

24. **Meetings of the Council.**—The first meeting of a Council shall be held within one month of the date of its being constituted and thereafter the Council shall meet at least once in every three months at such time and place as the President may determine.

25. **Notice of meeting.**—Notice of the time and place of the intended meeting of the Council shall be sent to the registered address of every member of the Council not less than ten days before such meeting and such notice shall, so far as practicable, contain a statement of the business to be transacted at such meeting :

Provided that, in cases of urgency, a meeting may be summoned to meet at any time by the President who shall inform the members of the subject matter to be considered at the meeting and the reasons for which he considers the matter to be urgent.

26. **Special meetings.**—On a requisition, in writing, by at least one-third of the members of the Council for the time being, the President shall call a special meeting within three weeks of the receipt of such requisition.

27. **Presiding over meetings.**—All meetings of the Council shall be presided over by the President, and in his absence, by the Vice-President, and in the absence of both the President and the Vice-President, by the person elected by the members of the Council present from amongst themselves.

28. **Quorum at meeting.**—Four members present in person shall constitute a quorum for a meeting of the Council. If a quorum is not available within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such future time and date as the person presiding may appoint :

Provided that, where a meeting has been adjourned for want of a quorum, any business which was intended to be transacted at the original meeting may be transacted at such adjourned meeting notwithstanding that there is no quorum.

29. **Adjournment of meeting.**—Subject to the provisions of these regulations, the person presiding over a meeting of the Council may, with the consent of the majority of members of the Council present, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous meeting. No notice shall be necessary for holding an adjourned meeting unless it be so decided by the Council at the time of adjourning the meeting.

30. **Procedure for transaction of business.**—The business of the Council shall be transacted at a meeting of the Council.

31. **Passing of resolutions at meetings.**—At all meetings of the Council, in the event of difference of opinion, the vote of the majority shall prevail unless otherwise required by the Ordinance or these regulations and, in the event of equality of votes, the presiding officer shall have and exercise a second or casting vote.

32. **Records of minutes.**—Proper minutes shall be kept of all proceedings of the meetings of the Council and shall contain every resolution passed and decision taken by the meeting. The minutes shall be signed by the person presiding over the meeting or the meeting held next thereafter, and the minutes so signed shall be sufficient evidence on the matters stated therein.

33. **Absence of members of the Council from Bangladesh.**—(1) Before a member of the Council leaves Bangladesh for a period exceeding sixty days he shall intimate to the Council the date of his departure from, and the date of his expected return to, Bangladesh and shall either tender his resignation or apply to the Council for leave of absence. On receipt of such application the Council may, in its discretion, grant leave of absence or, if it considers necessary, treat the application as the member's resignation.

(2) If any member of the Council, leaves Bangladesh for a period exceeding sixty days without taking either of the courses mentioned in sub-regulation (1), and his absence from Bangladesh results in his absence from three consecutive meetings of the Council, he shall be deemed under sub-section (3) of section 12 to have been absent without sufficient excuse from such meetings.

CHAPTER V

MEETINGS AND PROCEEDINGS OF THE INSTITUTE

34. **Annual meeting.**—The annual meeting of the Institute for transacting the ordinary annual business of the Institute, namely the election of office-bearers and members of the Council when due, appointment of auditors, the reception and consideration of the annual report of the Council and the accounts of the Institute with the auditor's report thereon shall be held in Dacca or elsewhere in Bangladesh as decided by the Council on the first day of January every year or on such other day as the Council may, from time to time, appoint:

Provided that a general meeting shall be held in every calendar year and not more than fifteen months after the holding of the last preceding general meeting.

35. **Special meeting.**—The Council may, whenever it things fit, convene a special meeting of the Institute and shall do so within four weeks from the receipt by the Secretary of a requisition, in writing, signed by not less than one-fifth of the total number of members of the Institute and stating the object of the proposed meeting.

36. **Notice of meeting.**—The Secretary shall, not less than fourteen days before any annual or special meeting of the Institute, send to each member of the Institute a notice giving the day, hour and place of the meeting and the business to be transacted thereat. In the case of the annual meeting, the Secretary shall send to each member of the Institute with such notice a copy of the annual report of the Council and a copy of the accounts of the Institute with the auditors' report thereon and particulars of all motions to be brought before the meeting under the next following regulations. The non-receipt by any member of the Institute of such notice or of any of the aforesaid documents shall not invalidate the proceedings of any meeting.

37. **Notice of motion to be given.**—A member of the Institute wishing to bring before the annual meeting a motion relating to any matter affecting the Institute or the profession of cost and management accounting but not relating to the ordinary annual business of the Institute may do so if he has given or sent to the Secretary a notice, in writing, of the proposed motion duly endorsed by five other members entitled to vote at the meeting not later than five weeks before the date of the annual meeting.

If, after any such notice has been given, the annual meeting is called for a date less than five weeks after the date of receipt by the Secretary of such notice, the notice shall be deemed to have been given more than five weeks before the date of such meeting.

38. **Presiding over meetings.**—All meetings of the Institute shall be presided over by the President or, in his absence, by the Vice-President or, in the absence of both, by the person elected by the members from amongst the members of the Council present or, in the absence of all of them, from amongst the members present.

39. **Quorum at meeting.**—Ten members present in person shall constitute a quorum for a meeting of the Institute. If a quorum is not available within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such future time and date as the person presiding may appoint.

40. **Adjournment of meeting.**—Subject to the provisions of these regulations the person presiding over a meeting of the Institute may, with the consent of the majority of members present, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous meeting. No notice shall be necessary for holding an adjourned meeting unless it be decided in the meeting at the time of adjournment.

41. **Voting at meeting and demand for poll.**—Subject to the fulfilment of regulations contained in Chapter III in so far as elections to the Council are concerned, every resolution and amendment proposed and seconded at a meeting of the Institute shall be put to the meeting by the person presiding over the meeting and decided by majority of members present and entitled to vote by a show of hands and, in the event of an equality of votes, the person presiding shall have and exercise a second or casting vote. The declaration of the person presiding as to the decision of the meeting shall be final. On such a declaration being made a poll of all members may be demanded in writing, by at least four members present in person and entitled to vote at the meeting:

Provided always that no poll may be demanded as to the election of the President, the appointment of Honorary Scrutineers or the adjournment of a meeting.

42. **Appointment of Scrutineers.**—At every meeting of the Institute at which poll is demanded, the meeting shall appoint two members as Honorary Scrutineers.

43. **Procedure when poll demanded.**—On a poll being so demanded the person presiding shall forthwith, or as soon as may reasonably be practicable after the conclusion of the meeting at which the poll is demanded, state the resolution or amendment in the form of propositions which in his opinion will be most suitable to ascertain the sense of the members upon the substance of such resolution or amendment and upon the manner of so stating the resolution or amendment, the decision of the person presiding shall be final. The voting paper setting out the propositions so stated, together with an envelope and all necessary directions, shall, within fourteen days after the meeting, be issued by the Secretary to all members entitled to vote at the meeting at which the poll was demanded. The members shall send the said voting papers duly completed to the Secretary sealed in the envelopes provided for such purpose so as to reach him on or before the twenty-first day after the day on which the said voting papers were sent to the members. The Secretary shall hand over the sealed envelopes to the Honorary Scrutineers.

44. **Result of poll.**—(1) The Honorary Scrutineers shall, within forty-eight hours from the last date fixed for the return of the voting papers, submit a report to the person presiding over the meeting at which the poll was demanded detailing—

(a) the result of the voting; and

(b) the votes rejected and the reason for such rejection.

(2) The person presiding shall send a copy of the report to each member as soon as practicable and, in the event of an equality of votes, he shall exercise a second or casting vote, and convey to the members the manner in which his casting vote has been exercised. The report of the Honorary Scrutineers as to the result of the voting, along with the casting vote, if any, shall be conclusive.

45. **Demand for poll not to prevent other business.**—The demand for a poll at a meeting shall not prevent the transaction of any business other than that on which the poll has been demanded or any business directly dependent thereon.

46. **Minutes of meeting.**—Proper minutes shall be kept of all proceedings of the meetings of the Institute and shall contain results of election to the Council, every resolution passed and decision taken at the meeting. The minutes shall be signed by the person presiding over the meeting or the meeting held next thereafter, and the minutes so signed shall be sufficient evidence on matters stated therein.

CHAPTER VI

STANDING AND OTHER COMMITTEES

47. **Constitution of Committees other than Standing Committees.**—The Council may constitute such Committees, other than the standing committees under sub-section (1) of section 16, from among its members as it deems necessary for the purpose of carrying out the provisions of the Ordinance and these regulations, and any such Committee may, with the sanction of the Council, co-opt such other members of the Institute, not exceeding two-thirds of the members of the committee, as the committee thinks fit, and any member so co-opted shall be entitled to exercise all the rights of a member of the Committee.

48. **Functions of Executive Committee.**—The Executive Committee shall perform the following functions, namely:—

- (a) maintenance of the office of the Council;
- (b) employment, suspension and discharge of the necessary staff on such terms and conditions as it may deem fit;
- (c) recommendation in respect of honorarium or remuneration for services rendered by the honorary office bearers of the Council;
- (d) maintenance of true and correct accounts of all receipts and payments on behalf of the Council and the matter in respect of which such receipts and payments take place and of all the property, securities, debts, funds and liabilities of the Institute;
- (e) maintenance of the Register;
- (f) custody of the property, assets and funds of the Institute;
- (g) investment of the spare funds of the Institute in securities approved by the Council;
- (h) disbursement from the funds of the Institute on account of expenditure from the income or the capital in accordance with the estimates previously sanctioned by the Council:

Provided that in emergent cases expenditure in excess of the estimates may be incurred by the Committee but such excess expenditure shall be brought to the notice of the Council at its next meeting;

- (i) entry, removal and restoration of names of members, cancellation of certificates of practice, issue of certificates of membership, publication of list of members and issue of journal; and
- (j) any other function delegated to it by the Council:

Provided, however, that the Council may, by a resolution, lay down restrictions of any form on the Executive Committee's authority to incur expenditure or remit revenue and may, in a like manner, delegate specific financial powers to the honorary office bearers or the employees of the Institute.

49. **Education Committee.**—(1) The Council shall nominate not more than six of its members to constitute the Education Committee under sub-section (4) of section 16.

(2) The Education Committee shall perform the following functions, namely:—

- (a) registration of students;
- (b) maintenance of the Register of students and such other registers as may be considered necessary;
- (c) provision of facilities to registered students to obtain coaching in the subjects in which they are to be examined by the Council;
- (d) according recognition to coaching institutions for preparation of candidates for the examinations of the Institute, subject to such conditions as it may deem fit;
- (e) arrangements for the training of candidates sent by any Department of the Government, Chamber of Commerce or any other public or private organisation and to do all things in connection therewith;
- (f) prescription of books for the guidance of the candidates;
- (g) purchase of books, magazines, equipments and the like for the library of the Institute and arranging for its proper running and maintenance;
- (h) suggestion to the Council, from time to time, of modifications to the existing syllabi for the qualifying examinations of the Institute and recommending suitable books for the guidance of candidates; and
- (i) any other function delegated to it by the Council.

50. **Examination Committee.**—(1) The Council shall nominate not more than four of its members to constitute the Examination Committee under sub-section (5) of section 16.

(2) The Examination Committee shall perform the following functions, namely:—

- (a) all the functions of the Council in regard to holding of the examinations, admission thereto, appointment and selection of examiners, fixing the remuneration of the examiners, assistant examiners, superintendents of examinations and others, and dealing with other matters arising out of the holding of examinations, including the declaration of results;
- (b) maintenance of proper standard of conduct at the examinations; and
- (c) any other function delegated to it by the Council.

51. **Disciplinary Committee.**—The Disciplinary Committee shall perform the functions assigned to it under these regulations and any other function delegated to it by the Council.

52. **Council to have power of review.**—Notwithstanding anything contained in this Chapter, the Council shall have the power to review any decision of any standing or other Committee.

53. **Chairman of the Committees.**—In the absence of the person who shall be the Chairman of a Committee under sub-section (8) of section 16, a member of the Committee duly nominated by the President shall be the Chairman.

54. **Term of office of members of the Committees.**—A nominated member of a Standing Committee shall hold office for one year from the date of his nomination and, except in the case of Education Committee, he shall be eligible for re-nomination.

55. **Meetings of the Committee.**—The Chairman of a Standing Committee may, at any time, and shall, on requisition by any two members of the Committee, call a meeting of the Committee.

56. **Notice of meeting.**—Notice of a meeting of a Standing Committee shall be served in the manner prescribed for the meeting of the Council in these regulations.

57. **Quorum at meeting.**—The provisions of these regulations relating to quorum at a meeting of the Council shall apply to a meeting of a Committee, subject to the modification that three members present in person shall constitute a quorum for a meeting of the Committee.

58. **Procedure for transaction of business.**—The business of the Standing Committees shall be transacted in the manner laid down for the transaction of the business of the Council in these regulations.

59. **Casting vote.**—All questions before a Standing Committee shall be decided by a majority of votes and, in the event of equality of votes, the person presiding shall have and exercise a second or casting vote.

60. **Secretary of the Standing Committee.**—Every Standing Committee shall appoint a person from amongst its members or an employee of the Institute to be the Secretary of the Committee.

61. **Minutes.**—The Secretary of a Committee shall maintain a record of all business transacted by the Committee.

CHAPTER VII

BRANCH COUNCILS

62. **Constitution of Branch Councils.**—(1) The Council may, by notification in the journal of the Institute constitute a Branch Council for any region which shall be known by such name as may be specified in such notification.

(2) The Branch Council shall consist of—

- (a) the elected members of the Council stationed in the region for which the Branch Council is constituted;
- (b) not less than three or more than six members elected from amongst themselves by the members of the Institute stationed in that region; and
- (c) not more than three persons nominated by the Council.

(3) Notwithstanding anything contained in sub-regulations (1) and (2), the first Branch Council constituted under the Ordinance shall consist of such members as may be nominated by the Council.

63. **Admission and removal from Branch Register.**—(1) The Branch Council shall maintain a Branch Register and shall enter therein the names of all members of the Institute in the region.

(2) Where the name of a member is removed from the Register maintained by the Council, it shall automatically stand removed also from the Branch Register, and if the member is a member of the Branch Council, he shall also cease to be such member.

64. **Resignation from the Branch Council and casual vacancies.**—(1) Any member of the Branch Council may, at any time, resign his membership by writing under his hand addressed to the Chairman of the Branch Council concerned and the seat of such member shall become vacant when such resignation is accepted by the Branch Council.

(2) A member of the Branch Council shall be deemed to have vacated his seat if he is declared by the Branch Council to have been absent without sufficient excuse from three consecutive meetings of the Branch Council.

(3) Any casual vacancy in the Branch Council shall be filled by nomination by the Council and the person so nominated shall hold office until a new Branch Council is constituted:

Provided that no casual vacancy shall be filled up which occurs within six months prior to the date of the expiry of the duration of the Branch Council.

(4) No act done by the Branch Council shall be called in question on the ground merely of the existence of any vacancy in, or defect in the constitution of, the Branch Council.

65. **Date of election.**—A meeting of the members of the Institute located in the region for which a Branch Council is constituted shall be held each year in the last week of December for the purpose of electing members to the Branch Council.

66. **Election to the Branch Council.**—(1) Every fellow and associate stationed in the region shall be eligible to be a candidate and to propose or second another member for election to Branch Council.

(2) The Council shall nominate a presiding officer to conduct the election to a Branch Council.

(3) Names for election to the Branch Council shall be proposed by a member and seconded by another member. Elections shall be by show of hands of members present in the meeting held for the purpose. Voting by proxy (in writing) shall be permissible. The presiding officer shall thereafter announce the results of the election in the meeting.

67. **Duties and functions of a Branch Council.**—(1) The Branch Council shall, at all times, function subject to the control, supervision and direction of the Council and its Standing Committees.

(2) Subject to sub-regulation (1), the duties of a Branch Council shall include—

- (a) to advise the Council on all matters referred to it by the Council and to offer such other help as may be required of it by the Council;
- (b) to make suggestions to the Council in connection with matters of professional and business interest in the region and for raising the standard and status of the profession and for improvement of the law applying to it;
- (c) to provide necessary information to members and to the prospective registered students;
- (d) to arrange, if found practicable by the Council, for the coaching of candidates for the Institute's examinations in the various centres of the region and to appoint local instructors for this purpose;
- (e) to maintain an up-to-date and well equipped library and reading room for the use of members and students;
- (f) to promote membership and public relations in the region and the holding of local public or members meetings, technical addresses, seminars and similar gatherings;
- (g) to engage local office personnel with the previous permission of the Council;
- (h) to organise a student section for the benefit of the registered students; and
- (i) to perform such other functions as may be entrusted to it, from time to time, by the Council.

68. **Office bearers in the Branch Council.**—(1) The office bearers of the Branch Council shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

(2) The Branch Council shall elect the office bearers from its members at its first meeting to be held within one month of its constitution.

(3) The office bearers shall hold office for the period of one year from the date on which they are elected and subject to their being a member of the Branch Council at the relevant time, they shall be eligible for re-election.

(4) Notwithstanding the expiration of their term of office, the office bearers shall continue to hold office until new office bearers are elected in accordance with these regulations.

(5) The Chairman of the Branch Council shall be the chief executive of the Branch Council.

69. Meetings of the Branch Council.—(1) The meetings of the Branch Council shall be held and conducted in the manner prescribed for the meetings of the Council and all provisions applying to the meetings of the Council shall apply to the meetings of the Branch Council:

Provided that the quorum at a meeting of the Branch Council shall be three members present in person.

(2) Proper minutes shall be kept of all proceedings of a meeting of the Branch Council and shall contain every resolution passed and decision taken by the meeting. The minutes shall be signed by the person presiding over the meeting or the meeting held next thereafter and the minutes so signed shall be sufficient evidence on the matters stated therein. A copy of the minutes shall be forwarded to the Council.

70. Duration of the Branch Council.—The duration of a Branch Council shall be one year from the date of its constitution on the expiry of which it shall stand dissolved, but notwithstanding the expiry of the duration of the Branch Council, it shall continue to function until a new Branch Council is constituted in accordance with the provisions of these regulations, and upon such constitution, the Branch Council so functioning shall stand dissolved:

Provided that the Council may, if in its opinion circumstances so warrant extend or shorten the life of the Branch Council by a notification in this behalf.

71. Finance and accounts.—(1) Each Branch Council shall be financed by the funds provided by the Council and may borrow or obtain credit with the previous sanction of the Council.

(2) The funds of the Branch Council shall be utilised for such purposes as may, from time to time, be determined by the Council:

Provided that no such funds shall be applied, either directly or indirectly for payment to the members of the Branch Council except for reimbursing them for any expenses incurred by them in connection with the business of the Branch Council.

(3) The Secretary and the Treasurer of the Branch Council shall be jointly responsible for the maintenance of its accounts.

(4) A current account in a local bank specified by the Council shall be opened and maintained by the Branch Council. All cheques, drafts, notes, orders for payment of money and all similar documents shall be signed by two of the officers who shall be appointed by a resolution of the Branch Council. All amounts received shall be deposited in the bank account of the Branch Council.

(5) Each month, or more frequently if necessary, the Branch Council shall forward to the Secretary a signed statement of its each receipts, disbursements and balances in the manner laid down by the Council.

(6) In addition to the monthly financial statements, the Branch Council shall, at the end of each year, as soon after the 30th June as possible, forward to the Secretary the following signed statements in such form as the Council may direct; namely:—

- (a) a statement of income and expenditure for the year with sufficient details thereof and reconciliation with the total of the monthly financial statements;
- (b) a statement of assets and liabilities, as on the 30th June including all amounts not collected or paid;
- (c) an inventory of text and other books on hand or on loan, text books in the hands of students or instructors should be repossessed or signed confirmations obtained as of that date that such books are held and are accountable to the Institute, the totals of such signed documents should reconcile with the total of text books on loan as maintained by the Branch Council.

(7) The account of the Branch Council shall be audited, on the close of the financial year or from time to time as the Council may determine, by auditors appointed by the Council.

(8) The funds and property of the Institute, located in the region for which Branch Council is constituted, shall be applied solely to the promotion of the objects of the Institute. All rights in, and titles to, the assets of the Institute so located shall remain vested in the Institute.

72. Dissolution of the Branch Council.—(1) Notwithstanding anything contained in these regulations, the Branch Council shall stand dissolved if—

- (a) a resolution for its dissolution is passed in a general meeting of members residing in the region by a three-fourth majority; or
- (b) after giving proper hearing to the Branch Council the Council decides to dissolve the Branch Council.

(2) On the dissolution of a Branch Council, the Council may nominate a new Branch Council till such time as a new Branch Council is constituted.

CHAPTER VIII

REGISTERED STUDENTS

73. Eligibility to take examinations.—Admission to any examinations of the Institute shall be restricted to registered students, who shall be required to undergo such theoretical and practical training as the Council may arrange or approve and pay such fees for the same as the Council may determine.

74. **Conditions for registration.**—Every person applying to become a registered student shall be required to apply in Form H and produce evidence to the satisfaction of the Council that he—

- (a) is not less than eighteen years of age on the date of his application; and
- (b) has passed the Higher Secondary Certificate Examination of a Board of Intermediate and Secondary Education of Bangladesh or an examination recognised by the Government as equivalent thereto, or the Intermediate or Final Examination of the Institute of Chartered Accountants of Bangladesh or of the Institute of Chartered Accountants in England and Wales, Scotland or Ireland, or of the Society of Incorporated Accountants, London, or of the Institute of Cost and Management Accountants, Pakistan, or of the Society of Cost and Management Accounts of Canada:

Provided that persons registered as students with the dissolved Institute immediately before the commencement of the Ordinance shall, on payment of any arrears of annual subscription due from them, be registered as students under this regulation without the payment of any registration fee.

75. **Fee and subscription.**—(1) Every person applying for registration shall pay a student registration fee of taka seventy-five only.

(2) Every registered student shall pay an annual subscription of taka fifty only which shall be due and payable on the 1st July in each year:

Provided that half the amount of the annual subscription shall be payable for the first year by a student admitted on or after the 1st January and before the 1st July next following:

Provided further that the annual subscription paid to the dissolved Institute by a student shall be set off against the annual subscription payable under this regulation and only the balance shall be payable by him.

76. **Refund of fee.**—A candidate whose application for registration is not accepted by the Council shall be entitled to the refund of the student registration fee and the first annual subscription and any other money paid by him.

77. **Non-payment of annual subscription.**—The non-payment of annual subscription within three months from the date on which it becomes due shall render the defaulter liable to the cancellation of his registration.

78. **Position of registered students.**—The registration of any student shall not confer any membership rights nor entitle a person so registered to claim any form of membership of the Institute. He may, however, borrow books from the library subject to such conditions as the Council may, from time to time, specify and participate in such activities of the Institute as the Council may determine.

79. **Membership of students' association.**—Every registered student stationed in a region for which a students' association is constituted under regulation 124 shall become a member of that association.

80. **Examination rules.**—Registered students shall be required to comply with the rules relating to the examinations which are in force at the time of applying for admission to, or appearing in, the examinations.

81. **Suspension and cancellation of registration.**—In the event of any misconduct or breach of any regulation by any registered student, the Council may, if it is satisfied, after such investigation as it may deem necessary and after giving him an opportunity of being heard, suspend or cancel the registration of the student.

82. **Termination of registration.**—The registration of a student shall terminate after he has passed the qualifying examinations of the Institute:

Provided that if he is not eligible for membership of the Institute at the time passing the Final Examination he may continue as a registered student on payment of the requisite annual subscription for a period not exceeding five years.

83. **Register to be maintained.**—The Council shall maintain a Register of students in Form I and enter therein names of the registered students.

CHAPTER IX

EXAMINATION AND TRAINING

84. **Conditions for becoming a member of the Institute.**—Except where otherwise provided for in the Ordinance or these regulations, a person shall not be eligible to have his name entered in the Register of the Institute unless—

- (a) he has passed the necessary examinations of the Institute or obtained exemptions from such examinations as may be specified under these regulations:

Provided that a person who has passed the Primary, Intermediate and Final Examinations of the dissolved Institute or obtained exemptions from individual subjects under the rules of that Institute shall not be required to pass in the corresponding subjects of the examinations of the Institute;

- (b) he has at least three years' practical experience in such industrial accounting or cost and management accounting as may be approved by the Council; and
- (c) he fulfills such other conditions as are prescribed in the Ordinance and these regulations.

85. **Times and places of examinations.**—(1) Subject to the provisions of sub-regulation (2), all examinations shall be held twice a year at such times as the Council may, from time to time, direct and at such place or places as the Examination Committee shall, from time to time, appoint.

(2) Notwithstanding anything contained in sub-regulation (1), the Council may decide to hold special examination during the year to provide more opportunity to the students to appear in the examinations.

(3) The dates and places of the examinations and other particulars shall be notified by the Council in the official Gazette at least one month before the dates of the examinations.

86. Subjects of the examinations.—The examinations shall be conducted in the subjects specified either part of Schedule II or as may be determined by the Council from time to time:

Provided that the syllabus prescribed in Part A of Schedule II shall cease to exist at the end of the Calendar year nineteen hundred and eighty.

87. Application for admission to an examination.—(1) No person shall be admitted to an examination of the Institute unless he is a registered student of the Institute.

(2) Application for admission to an examination shall be submitted in Form J, a copy of which may be obtained from the Secretary or from the Branch Council. Every such application together with such documentary evidence as may be required and the prescribed fee shall be sent so as to reach the Council in accordance with the direction given by it in the matter.

(3) The Education Committee may, on receipt or being in possession of any information against any candidate, decline to admit him to any examination after giving him an opportunity to explain his conduct.

(4) The Council may specify a method of training as a condition for admission to an examination.

88. Admission fees for examinations.—Every candidate for admission to any examination conducted by the Institute shall pay such fees as may be determined by the Council from time to time.

89. Refund of candidates' fees.—The fee paid by a candidate who has been admitted to an examination shall not be refunded or carried over for any subsequent examination.

90. Candidates to be supplied with admission cards.—An admission card stating the place, dates and times at which the candidate will be required to present himself for examination shall be sent to each candidate at the address given by him in his application so as to reach him not less than fourteen days before the commencement of the examination.

91. Examination results.—The Examination Committee shall consider the reports of the examiners on each examination and may accept them or reject them or may accept them subject to any modification or alteration which may seem desirable. The Examination Committee shall then report to the Council the result of each examination and upon the adoption by the Council of the report of the Examination Committee, a list of successful candidates shall be published in the official Gazette in such manner as the Council may deem necessary.

92. **Failure of candidates at examinations.**—Any candidate who has failed to pass an examination to the satisfaction of the Examination Committee may offer himself again on any subsequent occasion provided he passes all the examinations of the Institute within a period of ten years from the date of his registration as a student or such extended period as the Council may in individual cases decide. Failure to pass all the examinations within the said period of ten years or the extended period shall entail cancellation of registration unless otherwise decided by the Council.

93. **Examination certificates.**—Every candidate passing or obtaining exemption from the examinations required to pass or obtain exemption under these regulations shall be furnished with a certificate to that effect in Form K duly signed by the President and the Secretary.

94. **Exemptions from examination.**—(1) The Council may, from time to time and on such condition as it may deem necessary, allow, in individual cases or as a policy, exemptions from any examination or from any subject in any examination. Exemptions granted may be withdrawn or the policy reviewed and changed by the Council at any time and without assigning any reason.

(2) Under the new syllabus exemption may be granted from the subjects of Part-I Examination only to those students who has secured at least 45% marks in the examination in the relevant subject or subjects recognised by the Council.

(3) Where a candidate for an examination under the old syllabus has, at a previous attempt at corresponding examination, passed in one or more individual subjects, he shall, subject to provisions of these regulations, be granted exemption from that subject or subjects in the subsequent examinations of the Institute.

(4) Any person who is eligible under sub-regulation (1) for exemption from any examination or from any subject in any examination, may, on his applying in Form L along with such documentary evidence as may be required by the Council and paying the fees payable for such examination or for an examination in such subject, be exempted by the Council.

(5) Exemptions shall be granted in individual subject or subjects or from the whole of one or more examinations under old or new syllabus as per Schedule III. The exemption from examination in old course shall continue up to 1980.

(6) Exemption shall be granted from the examinations of the Institute in the subjects specified in column 1 of Schedule III if the candidate has passed an equivalent examination specified against that subject in column 2 of that Schedule.

95. **Admission to Parts III, IV and V Examinations.**—(1) No candidate shall be admitted to the Part-III Examination, unless he has passed in, or obtained exemption from Part-I Examination.

Explanation.—A candidate may appear in Parts II and III Examinations at a time.

(2) No candidate shall be admitted to the Part IV Examination unless he has passed Parts I and II Examinations.

Explanation.—A candidate may appear in Parts III and IV Examinations at a time.

(3) No candidate shall be allowed to appear in Part V Examination unless he has passed Parts I, II and III Examinations.

96. **Examinations under the old syllabus.**—(1) The students who have been registered as student of the Institute on or before the 30th June, 1977, shall complete—

- | | | | |
|------------------------------|----|----|------------------------|
| (a) Primary Examination | .. | .. | by 31st December, 1978 |
| (b) Intermediate Examination | .. | .. | by 31st December, 1979 |
| (c) Final Examination | .. | .. | by 31st December, 1980 |

(2) Students who shall not complete all the examinations of the Institute under the old syllabus by the 31st December, 1980 shall be required to sit for examination under the new syllabus.

(3) If a student is required to appear in the examination under the new syllabus under sub-regulation (2) he shall attend either coaching classes or take correspondence courses in the subjects of the new syllabus which he did not cover earlier.

97. **Admission as fellows.**—A person who has been an associate member of the Institute for a period of not less than five years may, on application in Form B and subject to the fulfilment of other conditions prescribed in the Ordinance and these regulations, be admitted as a fellow if he has, for a period of five years immediately prior to the date of application, held a position as Chief Accountant, Chief Management or Cost or Industrial Accountant, or an equivalent appointment by whatever name designated, in an organisation approved for the purpose by the Council, or been in practice for a similar period as an Industrial Accountant or Cost Accountant or Management Accountant or Cost and Management Accountant.

CHAPTER X

SUSPENSION, EXCLUSION AND RESTORATION

98. **Matter to be laid before Disciplinary Committee.**—(1) It shall be the duty of the Secretary and the right of any member or of any aggrieved person to lay before the Disciplinary Committee any fact indicating that a member has become liable to exclusion, suspension or reprimand under any provision of the Ordinance or these regulations, or has been guilty of misconduct.

(2) Where a complaint has been received by the Institute or the Council or the Secretary that any member has become liable as aforesaid, the complaint shall forthwith be laid before the Disciplinary Committee.

99. **Duties of the Disciplinary Committee.**—(1) It shall be the duty of the Disciplinary Committee to consider the facts or complaint laid before it under the provisions of regulation 98 and where it is of the opinion that the facts or complaint require investigation, it shall forthwith give to the member notice

of its intention to consider the complaint. The Disciplinary Committee shall give such member an opportunity of being heard and shall, if the member so desires, permit such member to be represented before it by a counsel or solicitor or another member of the Institute. The Disciplinary Committee shall thereafter report the result of its inquiry to the Council.

(2) The Disciplinary Committee may, at the request of any member, advise such member in regard to any matter of professional conduct.

100. **Duties of the Council.**—(1) If the Council, on receipt of report under sub-regulation (1) of regulation 99, finds that a formal complaint has not been proved, it shall record its finding accordingly and direct that the proceedings shall be filed or the complaint shall be dismissed, as the case may be.

(2) If the Council, on receipt of the said report, finds that a formal complaint has been proved, it shall record its finding to that effect and shall afford to the member, either personally or through a counsel or solicitor or another member of the Institute, an opportunity of being heard before orders are passed against him on the case, and may thereafter make any of the following orders, namely:—

(d) reprimand the member; or

(b) suspend the member from membership for such period, not exceeding five years, as the Council may think fit; or

(c) exclude the member from membership.

(3) Notice of the finding and decision of the Council shall forthwith be given to the member concerned and the decision shall thereupon take effect.

101. **Publication of findings and decisions.**—When the Council finds that a formal complaint has been proved it shall, in the case of suspension or exclusion of a member from the Register, cause its finding and decision to be published in the official gazette and in such journal as it may think desirable and as soon as practicable after such findings and decision are pronounced. The publication shall, in all cases, include the name of the member concerned unless, in a particular case, the Council considers that there exist special circumstances which justify the omission of the name from such publication.

102. **Return of certificates in the event of suspension or removal.**—In the event of the suspension or exclusion of a member, every certificate of membership or fellowship or practice then held by him shall be deemed to be cancelled from the date on which and during the period for which the name of its holder is excluded from the Register and shall be delivered up by the member to the Secretary, in the case of suspension, to be retained by him during the period of suspension, or in the case of exclusion, to be cancelled.

103. **Restoration to membership.**—(1) The Council may, on an application received in this behalf from a person whose name has been permanently or temporarily removed from the Register under section 20, restore his name if he is otherwise eligible to such membership:

Provided he shall have paid before such restoration the annual fee or fees for the year during which his name is restored, and all arrears on account of annual membership fee, subject to a maximum of five years' annual membership fee, according to the scale applicable to him.

(2) The restoration of a name to the Register shall be notified in the *official Gazette* and in such journal as the Council may think desirable and shall also be communicated in writing to the person concerned.

104. **Professional and other misconduct defined.**—For the purpose of the Ordinance and these regulations, the expression “professional and other misconduct” shall be deemed to include any act or omission specified in Schedule IV but nothing in this regulation shall be construed to limit or abridge in any way the power conferred or duty imposed on the Council or the Disciplinary Committee under these regulations to inquire into the conduct of any member in any other circumstances.

CHAPTER XI

MISCELLANEOUS

105. **Finances.**—(1) All moneys received by the Institute shall be paid into an account of the Institute at its bankers and cheques drawn upon its bankers shall be signed by two members of the Council authorised by it in this behalf.

(2) The funds of the Institute shall be employed for such purposes as may from time to time, be sanctioned by the Council and all funds not needed immediately for the ordinary purposes of the Institute may be invested by the Council in any Government security or in any other security approved by the Council.

(3) The Council may, from time to time, borrow from a scheduled bank or from the Government any money required for meeting its liabilities on capital account or for the purpose of meeting current liabilities pending the receipt of income.

(4) The Council shall keep proper accounts of all income and expenditure and have the annual accounts duly audited. A copy of the audited accounts and the report of the Council for that year shall be forwarded to the Government and every member of the Institute as soon as practicable after its adoption at the annual meeting of the Institute.

106. **Audit of accounts of the Institute.**—(1) The members at each annual general meeting shall appoint a chartered accountant in practice within the meaning of the Bangladesh Chartered Accountants Order, 1973 (P.O. No. 2 of 1973), to act as an auditor at such remuneration, if any, as the meeting shall determine. In the event of any vacancy occurring in the office of auditor between two annual general meetings or in the event of a vacancy not being filled at an annual general meeting, the said vacancy may be filled by the Council at a meeting summoned for the purpose.

(2) The auditor shall retire at the next annual general meeting after his appointment, but shall be eligible for re-appointment.

(3) The auditor shall be nominated by two members of the Institute and such nomination shall be signed by the members nominating and by the candidate, and must reach the office of the Institute at least three weeks before the annual general meeting. The auditor who is in office shall be deemed to be nominated at each annual general meeting unless he has intimated to the Secretary his desire not to be re-elected. Notice shall be given to members and to the retiring auditor of the names of all other persons nominated for appointment.

(4) The Council shall, not less than two months before the date of each annual general meeting, deliver to the auditor the accounts of the last year and the auditor shall examine such accounts and report thereon, not less than one month before the meeting. The auditor shall be entitled to ask for any information or explanation regarding the accounts from the Secretary and such information or explanation shall be supplied to him in so far as may be available at the time.

107. **Powers and duties of the President and Vice-President.**—(1) The President shall exercise such powers and discharge such duties as are conferred or imposed upon him by the Ordinance and these regulations and as may be specified by the Council or a Standing Committee.

(2) The President may direct any business to be brought before the Council or a Standing Committee for consideration.

(3) If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office the Vice-President shall act in his place and shall exercise the powers and discharge the duties of the President.

108. **Powers and duties of the Secretary.**—(1) Subject to the provisions of the Ordinance and these regulations and under the general supervision and direction of the President and the Standing Committees concerned, the Secretary shall exercise and discharge the following powers and duties, namely:—

- (a) being in charge of the office of the Institute as its administrative head, managing it and attending to all correspondence and other matters relating to it;
- (b) entry and restoration of names of associates and fellows, removal of name from Register owing to death, issuing notifications therefor, and the signing of any notification on behalf of the Council, subject to the approval of the President;
- (c) sanctioning, renewing and cancelling certificates of practice;
- (d) maintenance of all the registers, documents and forms as required by the Ordinance or these regulations;
- (e) being in charge of all the property of the Institute;
- (f) incurring revenue and capital expenditure within the limits sanctioned by the Council or the President or any Committee, receiving moneys due to the Council and issuing receipts therefor, paying staff salaries and allowances, maintaining or causing to be maintained proper accounts and delivering the books of accounts, information, etc., to the Institute's auditor;

- (g) exercising disciplinary control over the staff except dismissal which should have the sanction of the President;
- (h) admitting candidates to the examinations held under these regulations, and making all necessary arrangements for the conduct of examinations;
- (i) registering students;
- (j) appointing solicitors or advocates and filing papers in Courts, etc. on behalf of the Council, subject to the approval of the President; and
- (k) discharging and performing such other duties and functions as are incidental and ancillary to and may be required for the discharge and performance of the above duties and functions and exercising such other powers as may be delegated by the Council, the Committees or the President from time to time.

(2) The powers and duties enumerated in sub-regulation (1) may be assigned by the Council to the Treasurer or an employee of the Institute to such extent as may be deemed necessary by the Council or the President.

109. **Indemnity.**—(1) The members of the Council, office-bearers and auditors shall be indemnified by the Institute from all losses and expenses incurred by them in or about the discharge of their respective duties, except such as are done to their own respective wilful default or, in the case of an auditor, his own negligence or wilful default or that of any partner or employee of such auditor.

(2) No member of the Council, office-bearer or auditor shall be liable for the act or omission of any other member of the Council, office-bearer or auditor, or for signing any receipt or document, or for any loss or expense happening to the Institute, unless the same happens from his own wilful default or, in the case of an auditor, from his own negligence or wilful default or that of any partner or employee of such auditor.

110. **Headquarters of the Council.**—The headquarters of the Council shall be located at Dacca.

111. **Administration of the Institute.**—The Council shall be in charge of the administration of the Institute and its branches.

112. **Custody and use of seal.**—(1) The seal shall be kept in such custody as the Council may, from time to time, determine.

(2) The seal shall not be affixed to any instrument except by order of the Council and in the presence of the President or two members of the Council and every such instrument shall be signed by the President or members in whose presence the seal is affixed and by the Secretary.

113. **Interpretation.**—The decision of the Council on the interpretation of these regulations shall be final.

114. **Publication of list of members.**—The Council shall publish the list of members required under sub-section (3) of section 19 in any manner it thinks fit and may distinguish between the associates and fellows in practice and between the associates and fellows not in practice. The list so published shall be supplied to members and others gratuitously or at such price as the Council may, from time to time, determine.

115. **Members to supply information.**—For the purpose of publication of the list referred to in regulation 114, the Council may require the member to supply any information regarding their present address, place of business, partners, whether practising or not, and the like. If the members fail to supply the information in time, the list may be drawn up on such information as the Council may possess.

116. **Particulars of offices and firms.**—Every cost and management accountant in practice and every firm of such accountants shall submit to the Council in Form M the particulars of his office, or as the case may be, of the firm within three months from the date of commencement of the Ordinance or the commencement of practice or formation of the firm, as the case may be, whichever is later. Any subsequent change in the particulars submitted should be sent so as to reach the Council within thirty days after the change was effected. A register of offices and firms shall be maintained by the Council.

117. **Particulars of nationality.**—Every member of the Institute shall submit to the Council particulars regarding his nationality and shall also intimate to the Council any subsequent change in such particulars not later than thirty days from the date of such change.

118. **Place of business in Bangladesh.**—Every member in practice shall have a place of business in Bangladesh in his own charge or in charge of another member. Particulars of such place of business shall be supplied by the member to the Council initially and whenever there is a change of such place of business:

Provided that in the case of a member who is a salaried employee of a cost and management accountant or a firm of such accountants, the place of business of his employer shall be deemed to be his place of business for the purposes of regulation 115.

119. **Method of payment of fees.**—All fees payable under these regulations shall be paid to the Secretary in such manner as the Council may direct.

120. **Issue of duplicate certificate.**—(1) In the event of the loss by the holder of a certificate issued under the Ordinance or these regulations, the Council may, on application made in this behalf, duly supported by an affidavit of the applicant to the effect that he was in possession of such a certificate and had lost it, issue a duplicate copy thereof to him on payment of such fee as may be determined by the Council.

(2) Where any such certificate is damaged or mutilated, the Council may, on application made in this behalf, issue a duplicate copy thereof on receipt of such fee as it may determine and on return of the damaged certificate.

121. Cost and management accountant to practise in their individual names.— No cost and management accountant who is not a member of a firm of cost and management accountants shall practise under any name or style other than his own name.

122. Cost and management accountant in practice not to engage in any other business or occupation.— A cost and management accountant in practice shall not engage in any business or occupation other than the profession of cost and management accounting unless it is permitted by a general or specific resolution of the Council.

123. Other functions of cost and management accountants.— Without prejudice to the discretion vested in the Council in this behalf, a cost and management accountant in practice may act as liquidator, trustee, executor, administrator, arbitrator, receiver, adviser or as representative for costing financial matters, company law and taxation matters or may take up an appointment that may be made by the Government or a court of law or any other authority established under any law, or may act as the Secretary of a company in his professional capacity not being a whole-time salaried employee.

124. Constitution of students' association.—(1) The Council may constitute students' association at various places in Bangladesh as and when it deems fit and such association shall perform such functions as may be specified by the Council.

(2) The associations shall be managed by a Committee which shall be set up by the Council and shall function subject to the control, supervision and direction of the Council through the Branch Councils.

(3) Any person who applies for registration as a student shall forward a sum of Taka 25.00 along with his application for registration. The amount so collected shall be transferred by the Council to the students' association concerned.

(4) The Council may, in addition to amounts transferred under sub-regulation (3), give such financial grants to the students' associations as may be decided by it from time to time.

125. Repeal and savings.—(1) The Cost and Industrial Accountants Regulations, 1966, hereinafter referred to as the said Regulations, are hereby repealed.

(2) Upon the repeal of the said Regulations, any appointment, notification, order, election, examination, result of an examination made, issued, held, declared, rendered or any other thing done under the said Regulations, shall, so far as it is not inconsistent with the provisions of these regulations, be deemed to have been made, issued, held, declared, rendered or done under the provisions of these regulations unless and until it is superseded by action taken in accordance with these regulations.

SCHEDULE I

FORM A

[See regulation 5]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

REGISTER OF MEMBERS

Date of entry in the Register.	Enrolment No. under the Cost and Industrial Accountants Act, 1966.	Enrolment No. under the Ordinance.	Name in full		Date of birth.	Domicile.
			Surname	Other name(s).		
1	2	3	4(a)	4(b)	5	6

Registered address.	Residential and Professional address.	Qualification.	Whether holding a Certificate of Practice.	Date of admission as fellow.
7	8	9	10	11

Whether practising independently, in partnership or employed in a firm of Cost and Management Accountants in practice.	Whether holding a salaried employment, if not in practice.	Remarks.
12	13	14

FORM B

[See sub-regulation (1) of regulation 6 and regulation 97]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

APPLICATION FOR ADMISSION AS MEMBER OF THE INSTITUTE

THE SECRETARY,

Institute of Cost and Management Accountants of Bangladesh, Dacca.

I beg to offer my self for admission as an associate/a fellow member of the Institute of Cost and Management Accountants of Bangladesh.

I undertake to observe the provisions of the Cost and Management Accountants Ordinance, 1977 (LIII of 1977) and the regulations made thereunder for the time being in force.

1. Name in full
(in block letters)

2. Address
.....

3. Date of birth and age (on the date of signing).....

4. Nationality

5. Official designation of present occupation.....
.....

If in the employment of a Firm or Company, etc., state—

(a) whether in complete charge and authority of the whole costing work

(b) your relative position to that of your chief.....

6. Date of appointment to the present post.....

7. Name and address of the present employer.....
.....

8. Nature of their business.....

9. Number of employees engaged:

(a) in factory.....

(b) in costing work.....

10. Names and addresses of three persons to whom reference may be made; at least two of them should preferably be members of the Institute.

Name.	Address.	Grade in Institute or Business Designation.
(1)		
(2)		
(3)		

11. Statement of costing experience with the present employer, showing also concisely the work upon which the candidate is at present engaged and the degree of personal responsibility involved therein.

N.B.—If the candidate so desires, this statement may be given on a separate sheet of paper.

12. Particulars of past experience :

This statement should give particulars of work upon which the candidate was engaged prior to that given in the preceding statement, also particulars of any technical knowledge and workshop experience.

N.B.—If the candidate so desires, the statement may be given on a separate sheet of paper.

13. Particulars of general education, examinations passed and Degrees or Diplomas held.

14. Membership of other societies or of this Institute, with dates of election

I,.....the undersigned, certify that the above statements are correct, and do hereby agree that in the event of my admission as a member of the Institute, I will be governed by the Cost and Management Accountants Ordinance, 1977 (LIII of 1977) and the regulations made thereunder for the time being in force, that I will advance the objects of the Institute as far as shall be in my power and will attend the meetings there of as often as I conveniently can, provided that whenever I shall signify in writing to the Secretary that I am desirous of withdrawing from the Institute, I shall (after the payment of any arrears which may be due by me at that date and after the return of my certificate of membership) be free from this obligation.

le.....

Signature of candidate.....

FORM C

[See sub-regulation (1) of regulation 7]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

CERTIFICATE OF MEMBERSHIP

No.....

THIS IS TO CERTIFY THAT

.....
was admitted as a.....of the Institute on
the.....day of.....
19.....

Given under the seal of the Institute at Dacca this.....

.....day of.....19.....

.....*President.*

.....*Member of the Council.*

.....*Secretary.*

FORM D

[See sub-regulation (1) of regulation 8]

APPLICATION FOR THE ISSUE OF CERTIFICATE OF PRACTICE

To

THE SECRETARY,

Institute of Cost and Management Accountants of Bangladesh, Dhacca.

SIR,

I hereby apply for the grant of a certificate of practice under section 7 of the Cost and Management Accountants Ordinance, 1977 (LIII of 1977).

I undertake to furnish such information as may be required by the Council in proof of my being in practice as a cost and management accountant.

As and when I cease to be in practice I shall duly inform the Council of having done so as required under the Institute's regulations.

I enclose a Bank draft/crossed cheque No.....
dated.....for the sum of Taka.....being the
application fee.

Yours faithfully,

Signature.....

Place

Name

(in block letters)

Date.....

Membership No.....

Name and address of the firm

.....

FORM E

[See sub-regulation (1) of regulation 8]

No.

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

CERTIFICATE OF PRACTICE

This is to certify that.....
of.....a.....member, of the
Institute is entitled to practice as a cost and management accountant within
the meaning of section 7 of the Cost and Management Accountants Ordinance,
1977 (LIII of 1977), throughout Bangladesh. This certificate is valid from
the.....day of.....19.....
to the 30th day of June, 19.....

Given under the hand of the President and the seal of the Institute at
Dacca this day of.....19.....

.....*President.*
.....*Member of the Council.*
.....*Secretary.*

FORM F

[See sub-regulation (1) of regulation 8]

No.

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

RENEWAL OF CERTIFICATE OF PRACTICE

The certificate of practice No.....granted on
.....to.....of.....
for the period from.....to.....
is hereby renewed for a period from.....
to.....

Given under the hand of the President and the seal of the Institute at
Dacca this.....day of.....
19.....

.....*President*
.....*Member of the Council*
.....*Secretary.*

FORM G

[See sub-regulation (2) of regulation 13]

FORM FOR NOMINATION OF FELLOW FOR ELECTION TO THE COUNCIL

To

The Secretary,
Institute of Cost and Management
Accountants of Bangladesh,
Dacca.

SIR,

I hereby propose and nominate Mr.....
fellow of the INSTITUTE OF COST AND MANAGEMENT ACCOUN-
TANTS OF BANGLADESH, for election as a member to the Council.

Signature.....

Name
(in block letters)

Membership No.....

Place

Date.....

We hereby second the proposal and nominate Mr.....
.....fellow of the INSTITUTE OF COST AND MANAGEMENT
ACCOUNTANTS OF BANGLADESH, for election as a member to the
Council.

Names of seconders.

Signatures with date.

Membership No.

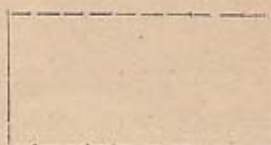
(At least ten members will sign the secondment).

FORM H

[See regulation 74]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF
BANGLADESH

STUDENT REGISTRATION APPLICATION



I hereby apply for registration as a student of the Institute and if admitted agree to abide by the regulations of the Institute.

Name in full.....Date of birth.....
(block letters)

Address

..... Phone

Name of present employer and address.....

.....Phone.....Present position.....

.....Date started.....

Educational Qualifications.....Year.....Division.....

University/Board.

Please attach certificates in original together with a photostat copy.

- (1)
- (2)
- (3)
- (4)

If employed please complete the following and attach employers' certificates in original.

PREVIOUS BUSINESS EXPERIENCE :

Employers.	Position.	From		To	
		Month.	Year.	Month.	Year.
(1)
(2)
(3)

I enclose Taka as Registration Fee and Taka
as Annual Subscription (Total Taka).

Dated..... Signature of the Applicant.....

FOR OFFICE USE ONLY

Branch Seal

Documents in order.....
Assistant Director

Admission granted.....
Director

Registration..... Date.....

Amount received Taka..... Receipt No.
and date.

Cashier

Student's Card prepared.....

Address plate prepared.....

Student advised on.....

FORM I

[See regulation 83]

Register of students (for new Course)

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS
OF BANGLADESH

Name.

Registration No.

Year.

FORM J

[See sub-regulation (2) of regulation 87]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF
BANGLADESH

Application for Examination (for new Course) June/December 19

CENTRE

I hereby apply for permission to sit for the Examinations in the subject indicated by a tick mark (v) and submit the required fees as shown.

Registra- tion No.	Roll No.	101 Tk.20	102 Tk.20	103 Tk.20	104 Tk.20
-----------------------	-------------	--------------	--------------	--------------	--------------

201 Tk.50	202 Tk.20	203 Tk.20	301 Tk.50	302 Tk.25	401 Tk.50	402 Tk.25
--------------	--------------	--------------	--------------	--------------	--------------	--------------

Signature

501 Tk 30	502 Tk 30	503 Tk 30	504 Tk 30
--------------	--------------	--------------	--------------

Name
(block letters)

Part I

Address

- 101 Principles of Accounting.
102 Office Management and Report Writing
103 Business Mathematics and Statistics.
104 Economics

Part II

- 201 Cost Accounting: Paper I and II
- 202 Industrial and Commercial Law
- 203 Production Technology and Management

Part III

- 301 Advanced Accounting: Paper I and II
- 302 Quantitative Technique and Data Processing

Last dates for receiving application for—
 June Examination—20th April
 December Examination—20th October

Part IV

- 401 Advanced Cost Accounting :Paper I and II
- 402 Taxation and Company Law.

Part V

- 501 Management Accounting
- 502 Financial Management
- 503 Management
- 504 Auditing

Checked
Receipt/Dt
Roll No.

FORM I

[See regulation 83]

Register of students (for old Course)

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

Name.	Registration No.	Year.
-------	------------------	-------

FORM J

[See sub-regulation (2) of regulation 87]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

APPLICATION FOR EXAMINATION (for old Course) JUNE/DECEMBER, 19

CENTRE

I hereby apply for permission to sit for the Examinations in the subject indicated by a tick mark (✓) and submit the required fees as shown.

Registra- tion No.	Roll No.	10 Tk.20	11a Tk.10	11b Tk.10	14 Tk.10
-----------------------	-------------	-------------	--------------	--------------	-------------

15	20	22	23	30	32	34	35
Tk.10	Tk.30	Tk.30	Tk.15	Tk.40	Tk.40	Tk.20	Tk.20

.....
Signature.

Name
(block letters)

Primary.

- 10 Principles of Accounting : I and II.
- 11a General Commercial Knowledge
- 11b Production Method.
- 14 Industrial and Commercial Law.
- 15 Economics.

Address

Intermediate.

- 20 Advanced Accounting : I and II.
- 22 Fundamentals of Cost Accounting: I and II.
- 23 Statistics.

Final.

- 30 Management Accounting : I and II.
- 32 Advanced Cost Accounting: I and II.
- 34 Industrial Organization and Management
- 35 Auditing and Income tax.

Last dates for receiving application.—
For June Examination—20th April
For December Examination—
20th October.
Examination Fee Tk.

Checked
Receipt/Dt.
Roll No.

FORM K

[See regulation 93]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

EXAMINATION CERTIFICATE

This is to certify that son of has passed the Final Part V Examination held by the INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH in the month of 19....., dated the day of 19.....

.....President.

.....Secretary.

Roll No.

Student's Registration No.

FORM L

[See sub-regulation (4) of regulation 94]

THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF BANGLADESH

Registration No.

APPLICATION FOR EXEMPTION FROM EXAMINATION

DEAR SIR,

I hereby apply for exemption from the Institute's examination in subjects listed below :

Name in full (block letters)

Address Phone

Educational Qualifications:

(Attach original certificates with a photostat copy)

Institution Division Degree Year

.....
.....
.....

EXEMPTIONS APPLIED FOR

Subjects	Basis for request
(Equivalent course passed/for details please see prospectus)	
1
2
3
4
5
6

I enclose Taka.....being the exemption fee.

Dated Student's Signature

FOR OFFICE USE ONLY.

Documents in order.....Branch Seal
Exemption granted in.....
Exemption Fee Received Taka.....Receipt No. and date.....
.....
Entered in student's card by.....Date

Entry checked byDate

Student advice letter No.....Date

FORM M

[See regulation 116]

**THE INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF
BANGLADESH****PARTICULARS OF OFFICES AND FIRMS OF COST AND MANAGEMENT
ACCOUNTANTS**

1. Name of office or firm and addresses
(where there are branches, also give
addresses of branches).
2. Name of the partners and their
addresses.
3. Date from which the partnership was
entered into and enclose certified
copy of the partnership deed signed
by all the partners (relevant portion
only).
4. Name of the member in charge of each
office.
5. Names of the members of the Institute
who are working as paid assistants in
the firm.

Signatures of the Partners.

- 1.
- 2.
- 3.

*Place:**Date:*

- (i) Separate pro forma may be completed for each firm.
- (ii) A fresh form is required to be submitted whenever any change in partnership takes place. Information should be furnished within one month of change.

SCHEDULE II

[See regulation 86]

Subject and Syllabus of the Examinations

PART A

(Old Syllabus)

PRIMARY EXAMINATION

1. Principles of Accounting (2 papers of 3 hours each—100 marks each)

The importance of Accounting; the Balance Sheet and Income Statement; the Accounts and the Trial Balance; Journalising and Posting; Completing the Accounting Cycle; Accounting for Sales, Purchases, Cash; Pay-rolls, Taxes, Assets, Liabilities, Specialised Books of Original Entry, Voucher System; Closing the Books; Partnership; Introduction to Corporations.

2. General Commercial Knowledge (1 paper of 2 hours—100 marks).

Commercial Terms; Forms of Business Organization; Home and Foreign Trade; Bank; Financing, Warehousing; Marketing; Insurance, Transport, Trade Associations; International Trade; Office Organization and Management.

3. Production Methods (1 paper of 2 hours—100 marks).

Terminology and Definitions; Mechanical Machines; Electrical Machines; Distribution and Transmission; Workshop Practices; Fabrication; Factory Organization, Layout and Progress; Lighting, Heating and Ventilation Production Planning and Control; Time Motion and Methods Studies; Inspection; Simplification and Standardisation, Purchasing; Accidents Prevention.

4. Industrial and Commercial Law (1 paper of 2 hours—100 marks).

Laws Relating to Factories, Workmen's Compensation, Trade Unions; Payment of Wages; Industrial Disputes, Employers' Liability; Contracts; Sale of Goods; Negotiable Instruments; Co-operative Companies and Partnerships.

5. Economics (1 paper of 2 hours—100 marks).

Scope and Methods of Economics; Basic Concepts; National, Individual and Family Incomes, Economic Systems; the Behaviour of Consumers; Demand; Production Organisation, Value, Disposition of National Income; Money and Banking; Public Finance; Trade Cycles, Internal Trade; Foreign Exchange.

INTERMEDIATE EXAMINATION

1. Advanced Accounting (2 papers of 3 hours each—100 marks each).

Detailed Examination of the Income and retained Earnings Statements and the Balance Sheet; Manufacturing Accounts; Departmental Accounts; Analysis and Consideration of Cash, Temporary Investment, Receivables, Inventories, Current Liabilities, Long Term Investment and Equipment, Intangible Assets; Bonds and Debentures Payable; Joint Ventures, Instalment, Sales, Consignments and Branch Accounts.

2. Fundamental of Cost Accounting (2 papers of 3 hours each—100 marks each).

The Cost System; the Cost Accounting Cycle; Control of the Cost Records by the General Accounts; Materials; Labour; Manufacturing Expenses—Actual, Departmentalized, Applied; Job Cost Accounting; Process Cost Accounting.

3. Statistics (1 paper of 3 hours—100 marks).

Statistical Methods; Statistical Data; Technique of Collection; Method of Organizing Collected Data; Basis of Classification of Data; Technique of Analysis; Technique of Interpretation of Data; Application of Statistics to Business.

FINAL EXAMINATION

1. Management Accounting (2 papers of 3 hours each—100 marks each).

Advanced Consideration of Capital Stock; Source and Appropriation of Surplus; Statement Analysis; Ratios and Measurements; Comparative Statements; Sources and Application of Funds; Refinancing, Recapitalization and Merger; Consolidation; Liquidation and Solvency; Accounting Systems; Machine Accounting; Accounting and Management.

2. Advanced Cost Accounting (2 papers of 3 hours each—100 marks each).

Advanced Considerations of Process Cost Accounting; By-Products and Joint Products; Estimated Cost Systems; Budgetary Control; the Flexible Budget; Standard Cost, Cost Reports; Distribution Costs, Differential Cost; Direct Costing; Uniform Cost Accounting; Supplementary Uses of Cost Data, Administration Cost.

3. Industrial Organisation and Management (1 paper of 3 hours—100 marks).

Modern Management; Management Problems and Principles; Top and Middle Management; the Foreman; Principles of Organization; Managerial Controls; Financial Management; Budgetary Control; Plant Location and Lay-out; Procurement of Materials and Equipment; Material Handling; Maintenance; Managerial Planning; Planning Controls; Methods and Time Study; Quality Control; Inventory Control; Personnel Management; Personnel Relations; Collective Bargaining; Health and Safety; Wage Plant; Job Evaluation; Merit Ratings; Training; Marketing; Office Management; Research and Development; Public Relations.

4. Auditing and Income Tax (I paper of 3 hours—100 marks).

Auditing:

The Field of Auditing; Rights, Duties and Legal Position of Auditor; Beginning the Audit; Internal Control; Audit Working Papers; Auditing the Original Records; Cash, Securities, Receivables, Inventories, Fixed Assets, Deferred Items, Current Liabilities, Fixed Liabilities, Proprietorship, Income Statement and Balance Sheet; the Audit Report.

Income-tax:

Basis of Income-tax in Bangladesh, Total income, Taxable Income; Incomes exempt from tax; Assesses and their liability for computation of taxable income, Assessment Procedure, Special Problems of Assessee, Income-tax authorities; Preparation of Income-tax Returns.

PART B

(New Syllabus)

PART-I EXAMINATION

1. Principles of Accounting (1 paper of 3 hours—100 marks).
Basic Structure of Accounting; Journal; Ledger and Trial Balance; Completion of Accounting Cycle; Processing Sales and Cash Receipts media; Processing Purchases and Cash Payments media; Receivables, Payables and Inventories; Deferrals and Accruals; Plant assets and Intangible assets; Systems and Controls; Pay Roll Systems; Partnerships; Consignment Accounts and Joint Venture Accounts.
2. Office Management and Report Writing (1 paper of 3 hours—100 marks).

PART-A (Office Management)

Business and its different forms; Office Organisation; Physical Facilities including Office Working Conditions; Lay-out of office and Labour Saving Devices; Office Records; Forms; Handling of Mail and Filing; Office Personnel Management; Salary Administration; O & M Office Manuals.

PART-B (Report Writing)

Meaning; Classifications; Essentials; Features and Functions; Preparation of Report for Top Management, Middle Management and other Interested Groups; Use of Tables, Charts, Graphs and Other Modern Techniques, wherever necessary.

3. Business Mathematics and Statistics (1 paper of 3 hours—100 marks).

PART-A (Business Mathematics)

Series; Equations; Derivatives; Binary Numbers.

PART-B (Statistics)

Data Collection; Presentation; Measurement; Probability; Sampling.

4. Economics (1 paper of 3 hours—100 marks).

Introduction; Factors of Production; Business Organisations, Demand and Supply; International Trade; Money and Credit; Public Finance.

PART-II EXAMINATION

1. Cost Accounting: Paper-I (1 paper of 3 hours—100 marks).

The Concept of Management, the Controller's Function and the Nature of Cost Accounting; Cost Accounting—a Reporting and Analytical Function for Planning and Control; Concepts, Uses and Classification of Costs; The Cost Accounting-Information System—Design and Operation; Quantitative Models for Materials Planning and Control; Labour Cost Control and Accounting; Accounting for Labour—Related Costs.

2. Cost Accounting: Paper-II (1 paper of 3 hours—100 marks).

The Cost Accounting Cycle and Job Order Costing; Process Cost Accounting Procedures; Factory Overhead; The Budget.

3. Industrial and Commercial Law (1 paper of 3 hours—100 marks).

Law relating to Contract Agency; Bailment; Sale of goods; Negotiable Instruments; Partnership; Law relating to Factories; Workmen's Compensation and Industrial Relation; Industrial Employment (Standing Orders); Social Security; Payment of Wages Workers' (Profit Participation) Fund.

4. Production Technology and Management (1 paper of 3 hours—100 marks).

Units of Measurement; Motion; Work Energy and Power; Simpling Machines; Mechanical Machines; Engineering Materials; Workshop Processes and Machines; Workshop Equipments; Electricity Fundamentals, Electrical Machines, Measuring Instrument.

Types of Production; Plant Location, Layout and Working Conditions; Material Handling; Work Study; Production Planning and Control.

PART-III EXAMINATION

1. Advanced Accounting: Paper-I (1 paper of 3 hours—100 marks).

Basic Accounting Concepts and Principles; Financial Statements—The Balance Sheet; Financial Statements—The Income Statements; The Accounting Process; Cash and Temporary Investments; Receivables; Inventories—Cost Procedures; Inventories—Special Valuation Procedures; Inventories—Estimating Procedures in Valuation; Investments—Stocks; Investments—Bonds, Funds and Miscellaneous; Land, Building and Equipment Acquisition, Use and Retirement; Land, Buildings and Equipment—Depreciation and Depletion, Land, Buildings and Equipment—Revaluations, Intangible Assets; Current and Contingent Liabilities; Long-term Liabilities.

2. Advanced Accounting: Paper—II (1 paper of 3 hours—100 marks).

Company Accounts, Errors and their Correction; Branch Accounts; Departmental Accounts; Instalment System; Double Account System; Royalty Accounts; Insurance Claims.

3. Quantitative Technique and Data Processing (1 paper of 3 hours—100 marks).

Managerial Decisions; Electronic Computers and Managerial Decisions; The Distribution; Problem I, The Distribution; Problem II; Graphical Approach to Linear Programming; The Simplex Method I; The Simplex Method II; Probability and Probability to Distribution; The Poisson, the Gamma and the Normal Distributions; Works Sampling, PERT—Programme Evaluation and Review Technique; CPM—The Critical Path Method.

Manual; Mechanical and Punched Card Accounting; Computers (Basic Principles); How they work; Computer-input; Storage; Control input and output; Elements of Programming—Programming with Cobol; Systems Analysis and Designing—Redesigning System with EDP.

PART-IV EXAMINATION

1. Advanced Cost Accounting—Paper I (1 paper of 3 hours—100 marks):

Process Cost Accumulation Procedures; Budget; Standard Costs; By-Products and Joint Products Cost for Profit Analysis.

2. Advanced Cost Accounting—Paper II (1 paper of 3 hours—100 marks):

Standard Costs; Direct Costing and the Contribution Margin; Marketing Cost and Profitability Analysis; Differential and Comparative Cost Analysis.

3. Taxation and Company Law (1 paper of 3 hours—100 marks).

Introduction and Terminology; Income Exempt from Tax; Residential Status and Basis of Taxation; Heads of Income Chargeable to Tax; Assessment Procedure; Methods of Tax Payment; Set off and Carry Forward of Loss.

Definition, kinds of Companies, Points of differences and other forms of Business Ownership; Formation of a Company; Memorandum and Articles of Association; Company Promoters and Prospectus; Capital and Shares of a Company; Membership of a Company; Directors of a Company; Meeting of Shareholders and Directors; Borrowing of a Company; Dividend Accounts of a Company; Winding Up (In Broad Outline).

PART-V EXAMINATION

1. Management Accounting (1 paper of 3 hours—100 Marks):

Basic Concept of Management Control; Determination of Optimum output; Gross Profit Analysis; Break-Even and Cost Volume-Profit Analysis; Deciding Among Alternative Courses of Action; Capital Expenditure Planning Evaluating and Control; Profit Performance Measurements, Intra-Company Transfer Pricing and Product Pricing Methods.

2. Financial Management (1 paper of 3 hours—100 marks):

Financial Planning; Capitalisation; Financial Control; Credit Control; The Statement of Changes in Financial Position, Interpretation of Financial Statements; Management Reporting; Accounting for Price-level Changes.

3. Management (1 paper of 3 hours—100 marks):

Management Defined; The Development of Management Concepts; Objective and Ethics; Planning; Decision Making; Organisation Theory; Organisation Structure; Organization Relationship; Organizational Processes—Delegation and Decentralization of Authority; Group Functions in Organisation the Committee; Organizational Analysis; Leadership Patterns; Communication; Motivating Employees; Management's First Line; The Supervisor; Organization Development and Personnel Planning.

4. Auditing (1 paper of 3 hours—100 marks) :

Concepts and Objectives; Professional Ethics and Legal Responsibility; Audit Files; Internal Control; Statistical Sampling; Test of Transactions; Cash; Investments and Related Income; Receivables; Inventories; Plant and Equipment; Other Assets; Current Liabilities; Long Term Liabilities; Proprietorship including Company Audit; Operations; Concluding and Audit; Audit Reports; Audit Review.

SCHEDULE III

[See sub-regulations (5) and (6) of regulation 94]

PART A

Exemptions from Examinations (Old Course)

Column 1 Institute's Examination.	Column 2 Equivalent Examination.
(1) Primary Course: (i) Principles of Accounting. (ii) General Commercial Knowledge. (iii) Economics. (iv) Industrial and Commercial Law. Intermediate Course: (v) Statistics.	B. Com or M. Com (With Advanced Accounting and Statistics).
(2) Primary Course: (i) Principles of Accounting. (ii) General Commercial Knowledge. (iii) Economics. (iv) Industrial and Commercial Law.	B. Com. or M. Com (With Advanced Accounting but without Statistics).
(3) Primary Course : (i) General Commercial Knowledge. (ii) Economics. (iii) Industrial and Commercial Law. Intermediate Course : (iv) Statistics.	B. Com or M. Com (With Statistics but without Advanced Accounting).
(4) Primary Course: Economics.	Bachelor's or Master's Degree in Economics.
(5) Intermediate Course: Statistics.	Bachelor's or Master's Degree in Statistics.
(6) Primary Course : Industrial and Commercial Law	LL.B. or B.L.
(7) Primary Course: Production Methods.	B. E.

Column 1	Column 2
Institutes Examination.	Equivalent Examination.
(8) Primary Course: Principles of Accounting.	S.A.S. (Civil, Military, Supply, P & T and Railway Accounts).
<hr/>	
(9) Primary Course :	
(i) Principles of Accounting.	C.A.
(ii) General Commercial Knowledge.	
(iii) Economics.	
(iv) Industrial and Commercial Law.	
Intermediate Course:	
(v) Advanced Accounting.	
(vi) Statistics.	
Final Course :	
(vii) Auditing and Income-tax!	
<hr/>	
(10) Primary Course:	
(i) Principles of Accounting.	A.C.I.S. (London).
(ii) Economics.	
Intermediate Course :	
(iii) Advanced Accounting.	
<hr/>	
(11) Students who have passed a full part of I.C.M.A. (London) Examination would be exempted from an equivalent subject in the Institute's Course.	I.C.M.A. (London).

Exemptions from Examinations (New Course)

Column 1	Column 2
NEW SYLLABUS	OLD SYLLABUS
Part I and Part II, excepting Business Mathematics and Statistics (Part I) and Cost Accounting—Paper I and II (Part II).	Primary Examination Completed.

Column 1	Column 2
NEW SYLLABUS	OLD SYLLABUS
Part I, Part II and Part III, excepting Quantitative Technique and Data Processing (Part III).	Primary and Intermediate Examinations completed.
Principles of Accounting (Part I)	Principles of Accounting (Primary).
Office Management and Report Writing	General Commercial Knowledge.
Economics (Part I)	Economics (Primary).
Industrial and Commercial Law (Part II) ..	Industrial and Commercial Law (Primary).
Production Technology and Management (Part II)	Production Methods (Primary).
Business Mathematics and Statistics (Part I) ..	Statistics (Intermediate).
Cost Accounting: Paper I and II (Part II) ..	Fundamentals of Cost Accounting (Intermediate).
Advanced Accounting :- Paper I and II (Part III) ..	Advanced Accounting (Intermediate).
Advanced Cost Accounting: Paper I and II (Part IV)	Advanced Cost Accounting (Final).
Management Accounting (Part V)	Management Accounting (Final).
Management (Part V)	Industrial Organisation and Management (Final).
Taxation and Company Law (Part IV) and Auditing (Part V).	Auditing and Income-tax (Final).

SCHEDULE IV

[See Regulation 104].

A member of the Institute shall be guilty of professional and other misconduct, if he—

- (1) places his professional service at the disposal of or enters into partnership with, an unqualified person or persons in a position to obtain business of the nature in which cost and management accountants, engage by means which are not open to be a member of the Institute;
- (2) allows any person to practise in his name as a cost and management accountant in practice unless such person is also a cost and management accountant and is in partnership with or employed by him;
- (3) pays or allows or agrees to pay or allow directly or indirectly a share commission or brokerage in the fees or profits of his professional business to any person other than a member of the Institute or a partner or a retired partner or the legal representative or widow of a deceased partner;
- (4) accepts or agrees to accept any part of the profits of the professional work of a lawyer, income-tax practitioner, auctioneer, broker or other agent or any other person other than a member of the Institute;
- (5) accepts a position as a cost and management accountant in practice previously held by some other members without first communicating with him in writing;
- (6) accepts an appointment as a cost and management accountant with a concern without first ascertaining from it whether the legal requirements, if any, have been duly complied with;
- (7) accepts a position as a cost and management accountant in practice previously held by some other member in such conditions as constitute under-cutting;
- (8) publishes or sanctions the publication of expressions of thanks or appreciation by clients or promotes in any way laudatory notices with regard to professional matters;
- (9) solicits clients or professional work either directly or indirectly by circular, advertisement, personal communication or interview or by any other means partaking of the nature of advertisement;
- (10) advertises his professional attainments or services or uses any designation or expressions other than cost and management accountant on professional documents, visiting cards, letter heads or sign boards unless it be a degree of a University established by law in Bangladesh or recognized by the Government or a title indicating membership of the Institute of Cost and Management Accountants or any other Institution that has been recognized by the Government or may be recognized by the Council;

- (11) allows his name to be inserted in any directory either in the main section or in classified list, whether printed or not, so as to appear in leaded type or in any manner which could be regarded as of an advertising character;
- (12) certifies or submits in his name or in the name of his firm a report of an examination of cost accounting and related statements, unless the examination of such statements has been made by him or by a partner or any employee in his firm or by another cost and management accountant in practice;
- (13) permits his name or the name of his firm to be used in connection with an estimate of cost or earnings contingent upon future transactions in a manner which may lead to the belief that he vouches for the accuracy of the forecast;
- (14) charges or offers to charge, accepts or offers to accept in respect of any professional employment fees which are based on a percentage of profits or which are contingent upon the findings or results of such employment;
- (15) engages in any business or occupation other than the profession of cost and management accountants unless permitted by the Council so to engage;

provided that nothing herein contained shall disengage a cost and management accountant from being a directory of a company, unless he or any of his partners is interested in such company as a cost and management accountant in practice;
- (16) allows a person not being a member of the Institute or a member not being his partner to sign on his behalf or on behalf of his firm any report or cost or pricing statement or any other document required by his client;
- (17) discloses information acquired in the course of his professional engagement to any person other than his clients without the consent of his client or otherwise than as required by any law for the time being in force;
- (18) expresses his opinion on cost or pricing statement of any business or any enterprise in which he, his firm or a partner in his firm has a substantial interest, unless he discloses the interest also in his report;
- (19) fails to disclose a material fact known to him which is not disclosed in a cost or pricing statement but disclosure of which is necessary to make such statement not misleading.
- (20) fails to report a material mis-statement known to him to appear in a financial statement with which he is concerned in professional capacity; or fails to invite attention to any material departure from the generally accepted procedures of costing and pricing applicable to the circumstances;

- (21) is grossly negligent in the conduct of his professional duties;
- (22) fails to obtain sufficient information to warrant the expression of an opinion or his qualifications are sufficiently material to negate the expression of an opinion;
- (23) fails to keep moneys of his client in a separate banking account or to use such moneys for purposes for which they are intended.
- (24) has been guilty of any act or default discreditable to a member of the Institute;
- (25) contravenes any of the provisions of the Ordinance or the regulations made thereunder;
- (26) is guilty of such other act or omission as may be specified by the Council in this behalf, by notification in the official Gazette;
- (27) not being a fellow styles himself as a fellow;
- (28) does not supply the information called for by, or does not comply with the directions of, the Council or any of its Committees;
- (29) includes in any statement, return or form to be submitted to the Council any particulars knowing them to be false;
- (30) does not pay any money he is ordered to pay by the Tribunal appointed under section 10;
- (31) adopts one or more of the practices specified in regulation 23.

RUHUL QUDDUS

President,

Institute of Cost and

Management Accounts of Bangladesh.