



FIXED ASSETS

Policy and Guideline

Version 1.0

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1. Objective

The objective of this policy is to provide guideline on fixed asset management of DBL Group and its sister concern companies. This Fixed Assets Policy & Guidelines is to:

- Regulate and streamline the process of all the group companies of DBL pertaining to Acquisition, Disposal, Write off, Transfer, Depreciation method, Depreciation rate and Impairment of Fixed Assets
- Regulate the approval flow of Fixed Assets
- Accounting procedure and Management for Fixed Assets
- Determination of the physical control and custodianship of Fixed Assets

2. Scope

This policy shall be applicable for all the Companies of DBL Group.

3. Definition of fixed assets

“Fixed assets are assets held with the intention of being used for the purpose of producing or providing goods or services and are not held for sale in the normal course of business.”

Therefore, Fixed Assets are those assets of the company that are:

- Acquired for use in business operation and not for resale
- Long-term in nature and usually subject to depreciation (except for land)
- Provide benefit to the company for more than one year

Also includes intangible assets e.g. goodwill, software, Development costs, Patent, trademark and Other intangibles.

4. Recognition of fixed assets

According to BAS 16, an item of property, plant, and equipment (fixed assets) should be recognized as an asset when-

- a. It is probable that future economic benefits associated with the asset will flow to the enterprise; and
The cost of the asset to the enterprise can be measured reliably.

4.1. Capitalization method

All capital assets are recorded at historical cost as of the date acquired or constructed. If historical cost information is not available, assets are recorded at estimated historical cost by calculating current replacement cost using the appropriate price-level index (depreciated historical cost). Intangible assets are initially recognized at cost.

4.2. Value of the Asset

In general, assets are measured by cash or cash equivalent price of obtaining the asset and bringing it to the location for its intended use. Thus, the purchase price, freight costs, insurance and installation costs of the assets are considered as part of the asset cost. Although it is simpler to find out the value of assets such as chair, table, computer and likewise one of purchase, identifying the value of some assets may be more difficult. They are dealt in further details below:

4.2.1. Cost of Land

Cost of Land comprises all expenditures incurred to acquire land and to get it ready for its intended use. Generally, Land Cost includes:

- Purchase price
- Title, registration cost, and lawyer's fees
- Filing, draining, clearing the land to bring it to usable state
- Any additional land improvements that have an indefinite life

4.2.2. Cost of Building

This should include all expenditures related to the acquisition/construction of the building. More specifically, it includes:

- Material, labour and overhead cost of construction
- Professional fees e.g. architect fees, drawing approval cost, etc.
- Plumbing, electrification, road and drainage required to complete the construction of the building and bring it to a usable state

4.2.3. Cost of Plant & Machinery and Equipment

The cost includes:

- Purchase price
- Duties (not subsequently recoverable from the taxing authorities), Freight and handling charges incurred, any other directly attributable cost of bringing the asset to its working condition for its intended use and any trade discounts and rebates are deducted in arriving at the purchase price.
- Insurance in transit
- Cost of special foundation required
- Assembling, erection and installation cost

Borrowing costs that are directly attributable to the acquisition, construction, or production of a qualifying asset form a part of the cost of that asset, and shall be capitalized as part of that asset. However, financing costs (including interest) on fixed assets purchased on a deferred credit basis or monies borrowed for construction or acquisition of fixed assets shall be capitalized up to the period when such assets are ready to be put to use.

Thus, all the expenditures incurred in acquiring the asset and in bringing it to its current location and condition should be treated as part of the Asset cost including the ones that are allowed in the BAS 16. Care should be taken to identify all the relevant costs involved right from acquisition up to the state of readiness.

5. Measurement after Recognition

After recognition as an asset, an item of fixed assets shall be carried at cost less any accumulated depreciation and any accumulated impairment losses unless it is revalued. When the asset is revalued the item of asset shall be carried at revalued amount less accumulated depreciation based on the revalued amount.

5.1 Facilitation

Divisional CFO will serve as single point of contact in case there is any consultation required for identifying the relevant costs for capitalization or the time of capitalization of assets so that full compliance with relevant BAS can be ensured.

6. Acquisition of fixed assets for New Business Case/ project / venture

All acquisitions of project based fixed assets shall be approved through project profile approved by the board and in case of Fixed Assets acquisitions for existing businesses, a business case shall be prepared covering at least the following points:

- a. Purpose/objective
- b. Cost involved
- c. Financial benefit or in case where it is not possible to ascertain direct financial benefit, there has to be qualitative/intangible benefit to establish the rationale for such acquisition.

All such business cases shall be approved by ED Finance/Group COO.

In case there is a change in requirement for procuring assets, which are not in the original project profile, a separate internal memo shall be required to be prepared by the planning team and the same shall be approved by the board before LC is raised.

For acquisition of new assets, PO will be raised in Oracle for all local purchases supported by either approved business case or reference of the approved project profile. PO approval will be completed through Oracle work flow system and as per approved delegation of authority. For imported Fixed Assets, LC will be issued based on the approved documents as mentioned above and landed cost recorded in Oracle will be used to ascertain the total cost of the assets.

All data fields in each template for creating and recording Fixed Assets of Oracle Asset Module must be filled with correct data to ensure a standardized process is followed for creation, recording and reporting of Fixed Assets.

Fixed Asset Addition / Creation

- Personnel responsible for Fixed Assets will communicate to the asset coordinators about the update of the acquisition / creation of asset through e-mail.
- At month end, on receiving the Number/Identification tags, the Asset Coordinators will affix tags on the relevant assets and give e-mail confirmation to Finance.
- In case of vehicles, asset coordinators will communicate the new description of the asset with registration number to Finance after physically receiving the asset at the location.

7. Asset under Capital Work in Progress (CWIP) and transfer to fixed assets

For CWIP, one asset will be created under a particular asset class by Personnel responsible for Fixed Assets in consultation with project manager. The request for creating a new asset under construction will be accompanied by relevant information like estimated budget, time frame and the name of project manager. The CWIP number will be the reference for raising purchase order for the asset under construction. For cash bills (e.g.: wages of casual labour, entertainment of the project team) for which PO's are not raised the CWIP number will have to be provided on the voucher. All the costs relating to project will be first charged to CWIP account.

The project managers will preserve copies of bills for submission to finance department. After completion of the projects, the instruction for capitalization of assets from construction account will be provided by respective project manager using the Asset Capitalization Template along with the new asset code and on the basis of that the relevant amount will be transferred to the new asset code by Personnel responsible for Fixed Assets. The duplicate copies of bills will be used for filling Capitalization Templates by the project managers.

Personnel responsible for fixed assets will review the 'Asset under construction' account quarterly and remind the project managers for capitalization if necessary. Personnel responsible for Fixed Assets shall only create any fixed asset in Oracle on presentation of approved 'CWIP Capitalization Request Form' through which the following information available as per this policy and guidelines are ensured and checked by the fixed assets executive:

- Asset number
- Description of the asset
- Asset Class and sub class
- Location of the assets
- Cost Centre (i.e. the depreciation code)
- Capitalization date

Vehicle Registration shall have to be done before the vehicle is handed over to the user for usage on the road. Personnel responsible for Fixed Assets shall check in addition to other

documentation as stated above the availability of registration number before the same is capitalized.

8. Recognition of subsequent Costs in the carrying Value of assets

Only expenditure that significantly increases the future benefits of the existing asset beyond its previously assessed standard of performance which becomes an integral part of the existing asset is usually included in the written down value. Principles of capitalization to be applied for costs subsequent to capitalization. These costs will be recognized as sub assets of the main assets for identification purpose and will be depreciated using the same rate as applicable for the main assets. Costs that must be capitalized include but are not limited to:

- Costs for enlargements (additions) to buildings
- Costs for remodeling of buildings, provided the reconstruction work is major
- Costs for general overhauls of movable assets
- Costs of replacement
- Cost of improvements/betterments
- Replacement of components

Further expenditure on an intangible asset, after initial recognition or after completion of an internally generated asset, would only qualify for capitalization in exceptional circumstances. Consequently, approval must be obtained from ED Finance/Group COO if any capitalization of subsequent expenditure is proposed.

9. Fixed Asset Capitalization Threshold

Fixed Assets threshold limit has been set to Tk. 30,000. Any fixed assets which have a value below or up to Tk. 30,000 will be treated as Low Value Asset (LVA) and will be charge 100% in the month of acquisition. Tk. 30,000 limit is applicable for 1 piece or each individual asset only. If any Fixed Asset's value is more than Tk. 30,000 then the expenditure will be treated as capital expenditure.

10. Fixed Asset Management

10.1. Recording and Physical Control:

The Fixed Assets recording and physical control over those will be administered in the following manner:

10.1.1. Fixed Assets recording in Oracle: Fixed Asset module of Oracle will be updated by Personnel responsible for Fixed Assets on a regular basis as and when any asset related transaction takes place on the basis of appropriate supporting documentation such as:

- i. Purchase Order
- ii. Fixed Asset Disposal Request (FADR)
- iii. Fixed Asset Transfer Request (FATR)
- iv. CWIP Capitalization Request
- v. Asset Revaluation Report

Oracle features for assets and CWIP transactions recording, revaluation and reporting will be used to the maximum extent applicable and system generated reports and supporting documents will be used for catering different kinds of reporting requirements for different stakeholders.

All assets revaluation, creation, asset class/name change related requests and FADR other than LVA will be submitted to ED Finance/Group COO for approval and the same will take effect after the approval is given on the hard copy request form or by email.

10.1.2. Physical Control of Fixed Assets: Physical control of fixed assets lying at each identified location (refer to the list of asset location – *Annexure F* which forms part of this policy) including the responsibility for raising FATR, FADR in case of disposal and keeping copies of the same at respective locations will be with the respective asset coordinators. Asset coordinators will be equipped with the soft version of fixed assets register or the

relevant reports in oracle so as to monitor and verify any movement prior to physical verifications.

10.2. Identification number and naming convention

Each asset is given a unique Oracle number. The Oracle number is automatically generated from Oracle at the time of creating the asset. The Oracle Number has to be physically attached to each asset for ease of identification and facilitating physical verification.

A standard naming convention appropriate for identifying the fixed assets shall be followed and the same shall be validated by the user department through approval of CWIP capitalization form which shall contain the name of the assets along with other standard information.

10.3. Physical Verification

All physical verifications will be carried out in accordance the below guideline with the objective of ensuring the quality and effectiveness of this very important control.

Fixed Asset Coordinators

Fixed Asset Coordinators are the personnel responsible for ensuring the existence and record keeping of the fixed assets in their relevant locations. The key responsibilities of the asset coordinators include:

- Ensure quarterly (Q1, Q2, Q3) and annual fixed asset physical verification and communication of the outcome to Divisional CFO
- Ensure proper record keeping in Oracle by way of providing information to relevant personnel through hard copy template in case of fixed asset disposal, transfer and description change requirement.
- Ensure proper handover to new fixed asset coordinator, when applicable
- Notify requirements for insuring newly arrived fixed assets on the location, any loss of fixed or any inactive or non-operative assets instantly to the Personnel responsible for Fixed Assets with a copy to Divisional CFO.

Standard Procedures Fixed Asset Physical verification

To ensure existence and traceability of all fixed assets as per the asset register, Asset Coordinators must pursue the following procedure:

Frequency

1. To be administered quarterly (Q1, Q2 & Q3) with a sample of top 40 assets of the respective location based on book value
2. To be administered annually with the complete asset list of the respective location

Modality

1. For Quarterly Asset Verification, Asset coordinators will select the sample of top 40 fixed assets from the asset register based on book value.
2. Asset coordinators will check the existence, usage status and traceability of the sample assets and notify Personnel responsible for Fixed Assets about the outcome.
3. Asset Coordinators will take necessary steps if applicable based on the outcome of the verification and notify Personnel responsible for Fixed Assets (e.g. raising FATR, FADR document)
4. Personnel responsible for Fixed Assets will compile the outcomes and will take necessary actions, if applicable
5. Annual verification (100% Fixed Assets physical verification) will be done with the help of additional manpower from other departments as required by the coordinator and this will be pre-approved by divisional CFO.

Fixed Asset Register should be reconciled (by assets type and department) with the general ledger after physical verification on monthly/yearly basis.

11. Lost Assets

In case any asset is found missing, the person who first identifies the case will report to Personnel responsible for Fixed Assets, Internal Audit and Admin department through his/her line manager within 24 hours.

Lost assets will be written off immediately after obtaining written approval as per limit of authority from the Divisional CFO and ED Finance.

12. Depreciation and Amortization Policy

12.1. Depreciation Policy

No depreciation is charged on land and land development and Capital Work in Progress (CWIP). Depreciation on other items is provided on the reducing balance basis over the estimated useful lives of each item of property, plant and equipment, depreciation is charged from the date of capitalization up to the month immediately preceding the month of disposal (monthly depreciation calculation configuration in Oracle). Depreciation method, useful lives and residual values are reassessed at each date of statement of financial position. Prorate convention will be daily basis.

Refer to Annexure A for depreciation rates and useful lives applicable to different categories of fixed assets.

12.2. Amortization Policy

All intangible assets (Goodwill, Software, Development costs, Patent and Other intangibles) are subject to amortization whereby the cost of the asset (less its estimated residual value and any impairment losses) is written off over its useful life. Refer to Annexure A for amortization rates and useful lives applicable to different categories of intangible assets.

13. Revaluation of fixed assets

Revaluation of Assets if it is assessed that the recoverable amount of Fixed Assets exceeds the net book value then the asset becomes eligible for revaluation. It has to be ensured that the revaluation should not result in the net book value of the revalued assets being greater than the recoverable amount of those assets. Revaluation has to be done by competent authority. In the event that there is a requirement for Revaluation of any class of asset and the same is approved by the board, all such revaluation shall be done in accordance with the directives of BAS-16 and relevant provisions of BSEC and other applicable laws.

14. Impairment review of Assets

Impairment review at each yearly reporting date, it has to be assessed by Finance and accounts department headed by divisional CFO whether there is any indication that the net book value of an asset exceeds the recoverable amount, i.e. the higher of the net selling price or the value in use. If this is the case the recoverable amount has to be determined, the carrying amount should be reduced to the recoverable amount, and the impairment loss has to be recognized in the income statement.

Impairment of fixed assets will be assessed, measured and recognized as per *BAS 36- Impairment of assets* at least once a year if there any indication exists and in this regard assumptions, Methodology etc. will be approved by Concerned CFO.

15. Transfer of fixed assets between inter company

For transferring any Fixed Asset from one Company to other, the tasks are divided between two asset coordinators (The Previous and Current Co-Ordinator). Each transfer has to be approved as per authorization and approval matrix and effect has to be given in accounting system. A FATR copy has to be made attached in Annexure C.

The Responsibility of Previous Coordinator

For transferring the fixed asset to a new location, the Previous Asset Coordinator will make 5 copies of FATR:

- One (1) for gate house
- One (1) for present location
- Three (3) for asset coordinator of new location

The Responsibility of New Location's Asset coordinator:

When the transferred fixed asset reaches its new location along with Three (3) Copies of FATR prepared by Asset Coordinator of previous location, The Asset Coordinator of New Location does the followings:

- Asset Coordinator of the new location checks the condition of the asset in terms of good, bad, useable & unusable.
- Asset Coordinators of the new location puts remarks on the FATR with regard to the condition of the assets
- Asset Coordinators signs the FATR and distributes as follows:
 - One (1) Sent to Finance
 - One (1) Filed with New Location
 - One (1) Sent back to Previous Location

16. Sales/Disposal of Fixed asset

Fixed assets may be sold /disposed of during or after their useful life. The profit or loss, if any, on such sale/physical disposal is computed and credited/charged to the profit & loss account in the year of such sale/disposal.

- Physical disposal of assets is the responsibility of Finance and Accounts department.
- For each disposal, Fixed Asset Disposal Form (as attached in Annexure- C) has to be adequately prepared and approved as per Authorization and Approval level policy.
- The disposal of assets will be on a quarterly basis or depending on the volume of disposal, whichever is greater.

Sale of fixed assets will be done as per the tender process. Admin Department will initiate the sale process as per the policy. The following process will be followed for further control:

16.1 Sale/Disposal as per management board discretion

For all such disposals, board may apply its discretionary power and direct procurement department accordingly. In such cases, the public tender process shall not be required to be followed.

16.2. Sale through Public Tender

This is applicable for disposal of assets in cases where board gives approval in favour of public tender.

- a) Formal tender notice will be published in company notice board & newspaper inviting tender bids from public with 10% refundable earnest money of the bid value.
- b) Highest bidder will be invited to take the possession of the item failing which earnest money will be forfeited and the second highest bidder will be invited.

The relevant asset coordinators will be responsible for raising and giving copies of FADR to Personnel responsible for fixed assets and Admin Department. Admin Department will initiate tender process as per the policy after receiving the relevant FADR.

After the purchaser is selected, Admin Department will initiate the sale process and realize the sale proceeds. Admin Department will ensure that deposit of sale proceed is made to company bank account and all such proceeds shall be in the form Pay Order/DD. On producing the money receipts to admin, intimation will be given by procurement to the effect that the process of fixed assets sale has been completed. On that basis, asset coordinators will hand over the possession to the highest bidder.

In all such cases, the Personnel responsible for Fixed Assets shall give disposal entry in the book only after receiving intimation (from asset coordinator) to the effect that the asset has been physically removed/handed over. FADR shall have the actual disposal date to be updated by procurement.

16.3 Sale through Internal Office Tender

All such internal office tender process shall have to be pre-approved by the board. This is applicable for Office Equipment, Computer, Furniture & Fixture, etc.

- a) Sale notice will be circulated in the Notice Board located at Corporate Office/Factories with item description inviting bids within scheduled time. In this case, no earnest money is required.
- b) Highest bidder will be invited to take the possession of the item failing which second highest bidder will be invited. The highest bidder will be asked to explain the reasons for his inability to take the item.

Successful bidder will deposit the amount in PO/DD first. After receiving PO/DD, Personnel responsible for Fixed Assets will provide money receipt & Assets handover formalities including raising and circulating FADR will be followed after getting a copy of money receipt by the asset custodian.

In all such cases, the Personnel responsible for Fixed Assets shall give disposal entry in the book only after receiving intimation (from asset coordinator) to the effect that the asset has been physically removed/handed over. FADR shall have the actual disposal date to be updated by procurement

16.4. Sale of Motor vehicle

Vehicle sale will be administered as per the approval received from the board of directors of the company. For further clarity, the following process will be followed:

Formal bidding process including documentary formalities as described above will be followed for vehicle sale if this bidding process gets pre-approval of the board.

Once the deposit of sale proceed is made, the highest bidder will provide one copy of money receipt to Personnel responsible for Fixed Assets to get the necessary documentation from company for initiating the ownership transfer process which is a prerequisite before handing over the vehicle. Personnel responsible for Fixed Assets will ensure that ownership has been transferred from to the party whom vehicle has been sold. A copy of the new ownership document must be submitted by vehicle department to Personnel responsible for Fixed Assets before the vehicle handover. Upon receiving the document, Personnel responsible for Fixed Assets will issue a properly approved gate pass as a final go ahead for taking vehicle out of the premises.

In such cases FADR shall be raised by Personnel responsible for Fixed Assets with actual vehicle hand over date and the same shall be approved by Divisional CFO.

Responsibility of asset coordinator

- Asset Coordinator will raise Three (3) copies of FADR document and will have those appropriately signed by respective head of functions and by Divisional CFO.
- One (1) copy of FADR will be sent to Finance, one copy will be sent to procurement for initiating the sales of fixed asset and one copy will be retained in the location
- After realizing the fixed asset sales proceeds, Procurement and Asset Coordinators will ensure physical removal of the asset from its current location.

17. Write off of Fixed Assets

A Fixed Asset which is out of order and not repairable is eligible for write off from the books of account. A Fixed Asset Disposal / Write off Form (FADR) have to be raised. A justification and concurrence in this respect is necessary from the respective Department Head and also from:

1. Director Technical if it is related with Factory Building, Plant & Machinery, Loose Tools, Laboratory Equipment, Vehicles etc.
2. The Head of IT department in case of computer accessories, and
3. The Head of Admin for other related assets.

Physical disposal of all written off assets shall be taken care of:

- a. Either by following disposal process as described in paragraph 16.2 and 16.3
- b. Or the same shall be done in consultation with relevant technical people.

18. Insurance Policy

All the fixed assets under control of the company are covered by insurance policy. The divisional CFO will review and provide direction on the basis of available group policy in determining value for insurance to be applied to each type of Fixed Asset (e.g. carrying value of replacement value), while treasury will take necessary measures so that all Fixed Assets purchases have been covered for insurance purpose before these are used by the respective department.

19. Approval Structure

The approval authorities for the purchase, sale & disposal of fixed assets have been clearly laid out in the Approval matrix.

20. Responsibilities

Group Chief Operating Officer (GCOO) is responsible for issuing and distribution of this Policy after due approval from Board of Directors while Divisional heads, COOs, CFOs are responsible for implementation of this Policy.

21. Update and modification

When there is a need for a change in the procedure this will be raised by respective divisional CFO to Group ED Finance and accordingly to be proposed to GCOO and will be modified with a new version number and has to be approved by the Board of Directors.

22. Compliance


This Fixed Assets Policy & Guidelines has to be complied by all concerned units of DBL group. Group ED Finance needs to be referred for any explanation requirement of this policy.

Annexure – A

Asset group and rate of depreciation

Sl. No.	Asset Class in Oracle (Proposed)	Major Category of Assets	Useful Life in Years (proposed)	Depreciation Rate (proposed)
1	100	Land & Land Development	-	-
2	200	Buildings	20	5% - 20%
3	300	Plant & Machinery	10	10% - 20%
4	400	Furniture & Fixture	5	10% - 20%
5	500	Generator	10	10% - 20%
6	700	Office Equipment	5	10% - 25%
7	800	Server & Network Equipment	5	20%
8	900	Electric & Other Appliance	5	10% - 20%
9	1000	Transport & Vehicles	5	10% - 20%
10	-	IT Equipment	5	10% - 25%
11	-	Software (Oracle)	Need to be determined based on type of intangible asset and industry practice.	
12	-	Patent, Trademark		
13	-	License		

Annexure – B Capex Completion Report

 DBL Group Capex Completion Report													
Ref No:	<input style="width: 100%;" type="text"/>												
Date:	<input style="width: 100%;" type="text"/>												
Entity Name:	<input style="width: 100%;" type="text"/>												
Capex Project / Item Description:													
Title of Asset	<input style="width: 100%;" type="text"/>												
Specification/Model	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;">1</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>2</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>3</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>4</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>5</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>6</td><td><input style="width: 100%;" type="text"/></td></tr> </table>	1	<input style="width: 100%;" type="text"/>	2	<input style="width: 100%;" type="text"/>	3	<input style="width: 100%;" type="text"/>	4	<input style="width: 100%;" type="text"/>	5	<input style="width: 100%;" type="text"/>	6	<input style="width: 100%;" type="text"/>
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4	<input style="width: 100%;" type="text"/>												
5	<input style="width: 100%;" type="text"/>												
6	<input style="width: 100%;" type="text"/>												
Country of Origin	<input style="width: 100%;" type="text"/>												
Location	<input style="width: 100%;" type="text"/>												
Asset User's Name	<input style="width: 100%;" type="text"/>												
Name of Supplier	<input style="width: 100%;" type="text"/>												
Date of Commercial Production/Operation/Use	<input style="width: 100%;" type="text"/>												
Expected Economic/Technical Life:	<input style="width: 100%;" type="text"/>												
Guaranty/Warranty period, if any	<input style="width: 100%;" type="text"/>												
Security Money held if any	<input style="width: 100%;" type="text"/>												
Certified By: Signature: <input style="width: 100%;" type="text"/> Name: <input style="width: 100%;" type="text"/> Designation: <input style="width: 100%;" type="text"/>													
Information to be fill up by Finance / Accounts:													
Asset ID No.	<input style="width: 100%;" type="text"/>												
Total Actual Cost:	<input style="width: 100%;" type="text"/>												
Budgeted Cost:	<input style="width: 100%;" type="text"/>												
Depreciation Rate:	<input style="width: 100%;" type="text"/>												
Capitalization Date:	<input style="width: 100%;" type="text"/>												
GL Code:	<input style="width: 100%;" type="text"/>												
Description of Code:	<input style="width: 100%;" type="text"/>												
Recorded by	Reviewed by												
Approved by													

Annexure – C

Transfer of Fixed Assets

Transfer of Fixed Assets

Transfer from- Company name: Department name:

Transfer to- Company name: Department name:

SL. No.	Fixed Asset Category	Asset no in the Register	Particulars	Date of acquisition/ Capitalization	Cost	Accumulated Depreciation as on	Book Value/ WDV as on	Remarks

COO – Transferor

COO – Transferee

Finance – Transferor

Finance – Transferee

HoD— Transferor

HoD— Transferee

Annexure – D
Disposal of Fixed Assets

Disposal of Fixed Assets

Company name: Department name:

SL. No.	Fixed Asset Category	Asset no in the Register	Particulars	Date of acquisition/ Capitalization	Cost	Accumulated Depreciation as on	Book Value/ WDV as on	Remarks

Proposal:

COO

CFO

Finance

Approval:

GCOO

Chairman/ MD/DMD

Annexure – E
Write off of Fixed Assets

Write Off of Fixed Assets

Company name: Department name:

SL. No.	Fixed Asset Category	Asset no in the Register	Particulars	Date of acquisition/ Capitalization	Cost	Accumulated Depreciation as on	Book Value/ WDV as on	Remarks

Proposal:

COO

CFO

Finance

Approval:

GCOO

Chairman/ MD/DMD

BoD Approval Dated _____

Annexure – F
Asset Co-coordinators

Complex Name	Location	Address	Responsible Person	Contact	Email Id	Head of Complex
Coprorate Office	BGMEA Bhaban,Karwan Bazar, Dhaka	BGMEA Bhaban,Karwan Bazar, Dhaka	Abu Suaib Khan, Dy. Manager, Admin	01955538400	suaib@ho.dbi-group.com	
Buying Office	Atelier Sourcing Limited	South Avenue Tower, Gulshan, Dhaka	IffATR Amin Mumu, Executive, Admin	01682270752	mumu@atelier-sourcing.com	
Jinnat Complex	Jinnat Apparels Ltd.	Sardagonj, Kashimpur, Gazipur	ATM Masud, Manager Admin	01711646714	-	Harunur Rashid
	Jinnat Fashions Ltd.				atmmasud@dbi-group.com	
	Jinnat Knitwears Ltd.					
	Flamingo Fashions Ltd.					
Mymun Complex	Mymun Textiles Ltd.	Nayapara, Kashimpur, Gazipur	Md. Saidur Rahman, Dy. Manager, Admin	01712097090		Mr. Julfikur
	Hamza Textiles Ltd.					
	DB Tex Ltd.					
	Textile Testing Services Ltd.					
	Color City Ltd.				saidur_ccl@dbi-group.com	
Parkway Complex	Parkway Packaging & Printing Ltd.	Sardagonj, Kashimpur, Gazipur	Kamrul Hassan, Manager, Admin	01955538228	kamrul.hasan@dbi-group.com	Shajedul Arafin (AGM Planning)
	Thanbee Print World Ltd.					
Matin Complex	Matin Spinning Mills Ltd.	Sardagonj, Kashimpur, Gazipur	Humayun Kabir, Sr. Executive, Admin	01955538469	admin@msml.dbi-group.com	Golam Kibria, DGM Admin
Mekele Complex	DBL PLC	Ethiopia	Woldu Techane, Dy. Manager, PR-HR-Admin		woldutechane11@gmail.com	
Complex Name	Location	Address	Responsible Person	Contact	Email Id	Head of Complex

Addis Ababa Complex	DBL PLC	Ethiopia	Faruq Ahmed Bhuiyan, Project Accountant		farooq.ahmmad@dbi-group.com	
Mawna Complex	Flamingo Fashions Ltd (2)	Joydebpur, Gazipur	Mezbah Uddin Murad, Dy. Manager, Admin	01713365425	murad@dbi-group.com	Absent
	Dulal Brothers Ltd.	Farmgate, Dhaka		01955538321	ceramicadmin@dbi-group.com	No Asset Coordinator selected
	Mawna Fashions Ltd.	Dhanua, Mawna, Gazipur	Jafar Iqbal, Manager, Admin	01713365451	iqbal@dbi-group.com	Salahuddin Ahmed, DGM IE
	DBL Green Project	Dhanua, Mawna, Gazipur				
DBL Ceramics Ltd	DBL Ceramics Ltd.	Nayanpur, Mawna, Gazipur	Sayed Ashequl Alam, Executive Admin	01955538320	-	Faridudin Akter, GM Technical
Surabari Staff Quarter	Jinnat Apparels Ltd.	Sardagonj, Kashimpur, Gazipur	ATM Masud, Manager Admin	01711646714	-	
Latifpur Project	Jinnat Apparels Ltd.	Sardagonj, Kashimpur, Gazipur	ATM Masud, Manager Admin	01711646714	-	
Staff Quarter	Mymun Textiles Ltd.	Sardagonj, Kashimpur, Gazipur	Md. Saidur Rahman, Dy. Manager, Admin	01712097090	saidur_ccl@dbi-group.com	
Bagan Bari Staff Quarter	Matin Spinning Mills Ltd.	Sardagonj, Kashimpur, Gazipur	Humayun Kabir, Sr. Executive, Admin	01955538469	admin@msml.dbi-group.com	