



Adaptation from the South. For the World.

Dear Colleague,

As you receive your invitation to attend the upcoming **Frugal Innovation Forum (FIF) 2025**, please share this instruction with your **Programme's Finance Focal**. This process is essential to ensure accurate financial code-to-code transaction.

Required Steps:

- **Notify Your Programme's Finance Focal:**

compile the names of the participants from your programme and prepare a memo accordingly. The memo should be approved by the respective Associate Director/Director/Senior Director.

- **Income Code Collection:**

Once the approval is secured, the programme's Finance Focal will collect the designated **income code** for SIL from Ashifa Ashrafi (ashifa.ashrafi@brac.net) to ensure accurate internal charging.

- **Submission to BRAC F&A and Notification by July 17, 2025:**

The Finance Focal will then submit all relevant documentation to BRAC's Finance & Accounts (F&A) department and notify Ashifa Ashrafi (ashifa.ashrafi@brac.net) and Nourin Rahman (nourin.r@brac.net) upon completion.

We appreciate your cooperation in adhering to this protocol. Should you have any questions, please feel free to reach out to Nourin Rahman (nourin.r@brac.net).

Warm Regards

On behalf of BRAC Bangladesh
Organising Team,
Frugal Innovation Forum, BRAC



WhatsApp: +880-1332550461

