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| **Client Name:** Cosmopolitan Industries (Pvt.) Limited | |
| **Accounting period:** 01 July 2021 to 30 June 2022 | |
| **Prepared by:** Salauddin Morshed | **Date:** 13 Dec 2022 |
| **Reviewed by:** Faruk Uddin Ahammed | **Date:** 27 Dec 2022 |
| **Subject:** Minutes of Audit Closing Meeting |  |

**Objective:** The objective of this MEMO is to document the discussion minutes of Audit Closure Meeting with those charged with governance and ET held on 12 December 2022 (3.00 PM – 4.00 PM).

# Attendee:

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| **Name** | **Designation** | **Present/ Regret** |
| Nilan Perera | General Manager, Cosmopolitan Industries (Pvt.) Limited | Present |
| Golam Mowla | Deputy General Manager, Cosmopolitan Industries (Pvt.) Limited | Present |
| Faruk Uddin Ahammed | Engagement Partner, Nurul Faruk Hasan & Co. | Present |
| Salauddin Morshed | Manager, Nurul Faruk Hasan & Co. | Present |
| Masudur Rahman | Assistant Manager, Nurul Faruk Hasan & Co. | Present |
| Md. Mizanur Rahman | Senior Executive, Nurul Faruk Hasan & Co. | Present |
| Md Amdadul Haque | Audit Senior, Nurul Faruk Hasan & Co. | Present |

**Topics Discussed and Resolutions:**

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| **Topic** | **Discussion** | **Resolution (if any)** |
| Audit report signing and delivery date | Unmodified audit opinion will be provided. Audit report will be signed on 15 December 2022. |  |
| Audit findings (if any) | No audit observations to communicate with those charged with governance. |  |

~**END**~