

Ref: IPTS/ [Ticket #505]

To,
Newgen Technology Ltd.
Block F, Lalmatia,
Dhaka

Change Control Request Form

| | | | |
|--|----------------|----------------------|----------------|
| General Information | | | |
| Requestor(s) Name | | | Date |
| Mr. Habib. Manager IT. | | | 16 March 2021 |
| Office | | | |
| Babylon Group 2-B/1, Darussalam Road, Mirpur, Dhaka-1216, Bangladesh | | | |
| Contact | Phone | Email | Fax |
| Mr. Habib. | +8801784398913 | habib@babylon-bd.com | 880-2- 8032949 |

Change Request Definition -

Description – Describe the proposed change. For LC Management System of BGL/AFL/AKL/BCL/ATL

| Minor Change Request | Major Change Request |
|--|----------------------|
| <ol style="list-style-type: none"> VAT amount should be incorporated into PO. So that procurement users can add vat amount into the system. These facilities should be incorporate under helpdesk users by "Vat Included" or "Not Included" 3. This feature helps Finance people to get VAT/Non Vat -wise report from the system. | |

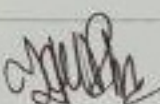
Justification – Justify why the proposed changes should be implemented.

Change Request Definition -

In section: Major changes (point 1-8 except point # 6) and issues in minor section expected to be completed by 30th of this month.

Impact of Not Implementing – Explain the impact if the proposed change is not implemented.

Change Request Final Management Approval

| Final Approval Date | Name & Signature | Title | Recommendation |
|---------------------|--|--------------|--|
| 16 March 2021 | Md. Hasanuzam Shumon | Jr. Manager | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject |
| 16 March 2021 | Habib Matiur Rahman  | Manager (IT) | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject |

Special Instructions – Provide any additional information regarding the final recommendation.