**Meeting Minutes**

**Date: 18-2-18**

**Venue – 4th Floor, Summit Center,**

**Meeting on IIG and ITC purchase, BB permission and payment related document processing**

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| Agenda | Discussion / Decision / Proposal |
| Alignment meeting on related document processing on ITC purchase, BB permission and payment related documents | Now onwards for IIG and ITC purchase, BB permission and payment will be processed in the following ways as per meeting’s decision:   1. Gateway team will send the copy of agreement, final SOF and invoices whenever there is a change in capacity and rate for obtaining permission faster from Bangladesh Bank to Regulatory relations and banking team keeping finance in CC. 2. Every month all these stakeholders will sit together to reconcile usage of a month on 6th of the following month and after reconciliation with sales teams by regulatory relations and banking team the attendees’ of former meeting will again sit on 17th of the same month and will sign a document of reconciliation for future reference. 3. Finance will send all the copy of current month invoices within the second day of the following month and Gateway team will provide feedback and confirm usage for payment by 5th of the following month, which will be submitted to HODs for final approval. 4. An Excel sheet will be prepared by Finance incorporating suppliers, link ID, invoices, LD value, TDS/VAT, payable amount so all information can be viewed and reckoned at one go during MT’s confirmation for payments and applying to Bangladesh Bank for approvals. This excel sheet will be shared with Regulatory relation team and Gateway team for doing the needful. |
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