বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশন

বিজ্ঞপ্তি
তারিখ ১৭ মে ২০২৬

বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশন এতদ্বারা **"Bangladesh Securities and Exchange Commission (Enlistment of Audit Firms and their partners) Guidelines, 2026"** এর খসড়ার উপর সংশ্লিষ্ট সকলের মতামত, পরামর্শ বা আপত্তি আহবান করিতেছে।

খসড়া নীতিমালার উপর মতামত, পরামর্শ বা আপত্তি উক্ত নীতিমালা কমিশনের ওয়েবসাইট/সংবাদপত্রে প্রকাশিত হইবার ২(দুই) সপ্তাহের মধ্যে নিম্ন ঠিকানায় প্রেরণ করিবার জন্য অনুরোধ করা হইলো। উল্লেখ্য যে, উক্ত খসড়া নীতিমালা নিম্নোক্ত ওয়েব লিংক এবং QR code স্ক্যান করিবার মাধ্যমে পাওয়া যাইবেঃ

* খসড়া নীতিমালা ডাউনলোড করিবার ওয়েব লিংক:

https://sec.gov.bd/crequest/Bangladesh_Securities_and_Exchange_Commission_(Enlistment_of_Audit_Firms_and_their_partners)_Guidelines,_2026_17.05.2026.pdf

* খসড়া নীতিমালা প্রাপ্তির QR code:

মতামত, পরামর্শ বা আপত্তি প্রেরণের ঠিকানা:

চেয়ারম্যান

বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশন
সিকিউরিটিজ কমিশন ভবন
ই-৬/সি, আগারগাঁও
শের-ই-বাংলা নগর প্রশাসনিক এলাকা
ঢাকা-১২০৭
ই-মেইল: chairman@sec.gov.bd এবং প্রতিলিপি: farzana.yeasmin@sec.gov.bd

Bangladesh Securities and Exchange Commission

www.sec.gov.bd

Notification

Date: ……….. 2026

No. 53.02.0000.000.201.22.0444.25……..272…….; Whereas the financial statements of the issuer of listed securities shall be audited by the firm of auditors duly appointed from the panel of audit firms as per guidelines declared by the Bangladesh Securities and Exchange Commission (hereinafter referred to as the "Commission') from time to time as per rule 14(3) of the Securities and Exchange Rules, 2020;

And whereas the financial statements of the companies and entities registered with the Commission under ধারা ১০ of the বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩, shall also be audited by the firm of auditors duly appointed from the panel of audit firms;

And whereas the financial statements of mutual funds, alternative investment funds and real estate investment trust funds shall be audited by the firm of auditors duly appointed from the panel of audit firms as per বিধি ৮০ of সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচ্যুয়াল ফান্ড) বিধিমালা, ২০২৫, rule 6(15) of the Bangladesh Securities and Exchange Commission (Alternative Investment) Rules, 2015 and rule 12(14) of the Bangladesh Securities and Exchange Commission (Real Estate Investment Trust Fund) Rules, 2024 respectively;

And whereas the Commission is entrusted to enlist the auditors and audit firms for auditing the financial statements of the issuer companies, registered entities, mutual funds, alternative investment funds and real estate investment trust funds with regard to ensuring accurate reporting & full disclosure and transparency in the interest of investors, securities market and for the development of securities market;

Now, therefore, in exercise of the powers conferred by rule 14(3) of the Securities and Exchange Rules, 2020, the Commission hereby proposes the following guidelines with regard to enlistment in the panel of audit firms of the Commission, namely: -

1. Short Title and Commencement. –

(1) These guidelines shall be called the "Bangladesh Securities and Exchange Commission (Enlistment of Audit Firms and their partners) Guidelines, 2026."

(2) It shall have immediate effect.

2. Definitions-

(1) In these guidelines, unless the context otherwise requires, -

(a) "enlistment" means the enrollment of audit firms or its partners in the panel of the Commission;

(b) "panel" means the list of audit firms or auditors made and published under these guidelines by the Commission from time to time.

(c) "Vested interest" exists when the firm has a personal, financial, or business stake in the audit client that impairs independence and objectivity, creating a conflict of interest and increasing audit risk.

(2) The words, terms and expressions used in these guidelines and not defined but defined in the Securities and Exchange Ordinance, 1969 (Ordinance No. XVII of 1969), বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩ (১৯৯৩ সনের ১৫ নং আইন), ফাইন্যান্সিয়াল রিপোর্টিং আইন, ২০১৫ (২০১৫ সনের ১৬ নং আইন) and the Bangladesh Chartered Accountants Order, 1973 (PRESIDENT'S ORDER NO.2 OF 1973) shall have the same meanings respectively assigned to them in the said Ordinance , Acts & Order and the Rules & Regulations made thereunder.

3. Application for Enlistment of Audit Firm. –

(1) An audit firm may apply for enlistment in the panel of audit firms of the Commission during 1st October to 30th November in each Gregorian calendar year.

(2) An audit firm shall be eligible for applying for enlistment in the panel of audit firms of the Commission if:

i. the audit firm is a partnership firm of Chartered Accountants within the meaning of Bangladesh Chartered Accountants Order, 1973 (P.O. 2 of 1973) consisting of not less than three partners where at least two partners in practice for a minimum 05 (five) years;

ii. the audit firm and all its partners are enlisted with the Financial Reporting Council (hereinafter referred to as the FRC);

iii. the audit firm or any of its partner(s) has not been convicted by any court of competent jurisdiction for any criminal offence involving moral turpitude within the preceding 05 (five) years;

iv. the audit firm or any of its partner(s) has not been punished by FRC or Institute of Chartered Accountants of Bangladesh (hereinafter referred to as the ICAB) or any regulatory authority within the last 05 (five) years before making application;

v. the audit firm or any of its partner(s) is not engaged in any vested interests that would interfere with the provision of audit services independently;

vi. no partner of the audit firm is a fugitive or convicted in a case of corruption; and

vii. the audit firm or any of its partner(s) is not accused or convicted with international crimes or genocide.

(3) The following information and documents duly attested by the managing partner of the audit firm shall be submitted to the Commission along with the application for enlistment:

i. Application for enlistment as per **Annexure-A**;

ii. Copy of academic, professional and relevant experience certificates;

iii. Valid documentation as to Trade License, Tax Identification Number (TIN) Certificate, Business Identification Number (BIN) Certificate, and **updated Certificates of Practice (COP) of the partners**, enlistment by the Institute of Chartered Accountants of Bangladesh (hereinafter referred to as the ICAB) as Chartered Accountants firm.

iv. Updated certified copy of the tax clearance certificates of each partner and the audit firm from the National Board of Revenue (NBR).

v. Copy of the 'Partnership Deed' as certified by the ICAB;

vi. Affiliation with any International Firm of Chartered Accountants: (Yes/No)

If yes, the audit firm has to provide required information and documents in favor of foreign affiliation;

vii. Details of updated human resources of the firm including Organogram.

[**Explanation:** Human capital of an audit firm shall generally include detailed information about all partners, qualified Chartered Accountants, other professionals (e.g ACMA/FCMA/ACS/FCS/ACCA/CIMA/CPA/CFA), experienced audit staffs, non-audit staffs, and articled students, other functional back-office staff (e.g. IT, HR, Accounts & Finance, Lawyer, Tax advisor). A list of human resources, their major categories, brief job description, number of each category of staffs, and a brief outline of their academic & professional qualifications, valid audit experiences, and relevant non-audit experiences.]

viii. A clear description of physical infrastructures of the firm including, among others, the floor space used by the firm, copy of ownership deed or lease agreement for the office space, and a clear description of tangible fixed assets including the IT equipment.

ix. Details of significant audit and non-audit works in the last five years. [**Explanation:** Brief description as to the major clients of the audit firm, audit fees, and audit opinion issued by the firm against the clients.]

x. A copy of immediately preceding year's annual report or audited financial statements of the firm signed by other audit firm and solvency certificate(s) issued by the bank(s) of the audit firm

xi. A full disclosure of regulatory sanctions, reasons thereof, and any other disciplinary measures against the audit firm or any of its partners taken by any regulatory authority during the last five years;

xii. Name of the audit software used by the audit firm which is approved by the competent authority (ICAB/ FRC).

[**Explanation:** Provide an outline of the software including its IT platform, special features, securities etc. as well as a declaration to be given in this regard.]

xiii. Does the audit firm have ISACA's Certified Information Systems Auditor (CISA) certification? Updated copy thereof to be attached.

xiv. Submit the policy on risk assessment, sampling, materiality of the clients.

xv. Does the firm have a policy and an organizational mechanism to review audit independence of its partners? If yes, submit the policy document.

xvi. Submit the policy on capacity building (organizational development) of the firm. [**Explanation:** List of the trainings attended by the Partners, Associates/Staff and Articled Students during last one year including the duration of total training hours by each of them (with attendance sheets and all supporting documents)]

xvii. Any other requirements as specified by the Commission from time to time.

4. Approval/Rejection of enlistment of audit firm. -

(1) On receipt of an application of enlistment from an audit firm, the Commission shall scrutinize the said application to ascertain whether it is complete and acceptable or not;

(2) Where the Commission considers it necessary to conduct physical inspection as to the accuracy and credibility of the information/documents submitted by the applicant(s).

(3) The Commission may require additional information/documents which are reasonable and relevant to the application;

(4) Save as excepted by sub-clause (6), (10) and (11) of this clause, the Commission shall dispose of an application for inclusion in the panel of audit firms within 60 (sixty) working days from the date of the receipt of such application;

(5) Where the said application is found complete and acceptable, the Commission shall approve the application and notify the applicant in writing of the approval within 60 (sixty) working days from the date of the receipt of such application;

(6) Where the said application is found incomplete, the Commission shall inform the audit firm, in writing, to remove the incompleteness/deficiencies within 30 (thirty) working days;

(7) If the audit firm fails to remove the incompleteness/deficiencies within the stipulated time, the Commission shall issue a rejection letter, stating the reasons thereof within 60 (sixty) working days of issuance of the deficiency letter;

(8) Where the application is not acceptable on any other ground except as mentioned in sub-clause (4) of this clause, the Commission shall issue a rejection letter, stating the reasons thereof within 60 (sixty) working days of receipt of such application;

(9) The audit firm, whose application has been rejected by the Commission, may file a fresh application in the next Gregorian calendar year;

(10) The Commission shall categorize in consideration of eligibility in different area in the following manner and disclose the updated panel of audit firms: -

(i) Panel of Audit Firms for conducting special audit and audit of Initial Public Offering (IPO) & Qualified Investor's Offer (QIO);

(ii) Panel of Audit Firms for conducting statutory audit of listed companies, listed securities and other funds (Mutual Fund, Alternative Investment Fund and Real Estate Investment Trust Fund);

(iii) Panel of Audit Firms for conducting statutory audit of Capital Market Intermediaries:

Provided that enlistment of audit firms and their partners shall be made in accordance with the scoring criteria specified in **Attachment-I**.

(11) In the event of force majeure e.g., the epidemic, natural calamity, emergency or any other reasonable cause, etc., the Commission may extend the time limit for disposal of the application referred in sub-clause (4) to (8) of this clause;

(12) The decision of the Commission regarding the approval or rejection of the application for the enlistment in the panel of audit firms shall be final;

(13) The Commission may, on its own motion or upon complaint of any person connected with the securities market, delist any audit firms from its panel of audit firms:

Provided that, no such order shall be made without giving the firm or auditor concerned a reasonable opportunity of being heard.

5. Application for inclusion of auditor/partner in the panel. -

(1) An auditor/a partner may apply for inclusion in the panel of audit firms through the respective audit firm during 1st April to 31st May in each Gregorian calendar year.

(2) An auditor/a partner shall be eligible for applying for inclusion in the panel of auditors if (S)he is/has:

i. a qualified member of the ICAB;
ii. registered with the FRC as an auditor;
iii. updated certificates of practice (CoP);
iv. a citizen and permanent resident of Bangladesh;
v. physically capable and mentally fit;
vi. not convicted by any court of competent jurisdiction for any criminal offence involving moral turpitude;
vii. not an owner or a partner or an auditor of more than one audit firm;
viii. not punished by FRC/ICAB/any regulatory authority three years next before making application;
ix. not employed in such institution or organization that would interfere in rendering audit services independently;
x. not stayed or resided outside Bangladesh for a period of more than 06 (six) months or upwards at a time or has refrained from providing audit services without approval of the appropriate authority:
   Provided that the Commission may consider his/her application on submission of appropriate documents in this regard;
xi. not a foreign citizen or a permanent resident abroad or a fugitive or a bankrupt or convicted in a case of default or corruption; and
xii. not accused or convicted of international crimes or genocide.

(3) The following information and documents duly attested by the managing partner of the audit firm shall be submitted to the Commission along with the application for inclusion of a partner/an auditor:

1. approval letter from the ICAB for practicing as a chartered accountant /public accountant and as a partner under the name of an audit firm;
2. Auditor Enlistment Certificate from the FRC for practicing as an auditor/public accountant and as a partner under the name of an audit firm;
3. particulars of the proposed partners including their academic, professional qualifications and relevant experiences;
4. updated Certificates of Practice (COP); and
5. updated partnership deed of the audit firm.

6. Approval/ Rejection of application for inclusion of partner/auditor. –

(1) On receipt of an application for inclusion as auditor/partner in the panel of audit firm, the Commission shall scrutinize the said application to ascertain whether it is complete and acceptable or not;

(2) The Commission may require additional information/documents which are reasonable and relevant to the application;

(3) Save as excepted by sub-clauses (6) and (7) of this clause, the Commission shall dispose of an application for inclusion as auditor/partner in the panel of audit firms within 30 (thirty) working days from the date of the receipt of such application;

(4) Where the said application is found complete and acceptable, the Commission shall approve the application and notify the applicant in writing of the approval within 30 (thirty) working days from the date of the receipt of such application;

(5) Where the said application is found incomplete, the Commission shall inform the audit firm, in writing, to remove or cause to be removed the incompleteness/deficiencies within 15 (fifteen) working days;

(6) If the audit firm/auditor/partner fails to remove the incompleteness/deficiencies within the stipulated time, the Commission shall issue a rejection letter, stating the reasons thereof within 30 (thirty) working days from the date of informing such the incompleteness/deficiencies;

(7) Where the application is not acceptable on any other ground except as mentioned in sub-clause (3) of this clause, the Commission shall issue a rejection letter, stating the reasons thereof within 30 (thirty) working days from the date of receipt of such application;

(8) The auditor/partner, whose application has been rejected by the Commission, may file a fresh application in the next Gregorian calendar year;

(9) In the event of epidemic, natural calamity, emergency or any other reasonable cause, the Commission may extend the time limit for disposal of application referred to in sub-clause (3) of this clause;

(10) The decision of the Commission regarding the approval or rejection of application for inclusion as auditor/partner in the panel of audit firms shall be final and cannot be called in question before any court or authority;

(11) Subject to the provisions of clause 8 as may be applicable, the Commission may, on its own motion or upon complaint of any person connected with the securities market, delist any auditor/partner from its panel of auditors.

(12) The Commission shall disclose the updated panel of auditors/partners in its website within 31st July in each Gregorian calendar year.

7. Submission of updated information/documents. -

(1) Every audit firm, which is already enlisted in the panel of audit firms of the Commission, shall submit his/her updated information/documents as to having its eligibilities in the panel of audit firms of the Commission as mentioned in sub-clause (2) and (3) of clause 3 of these guidelines including any change in the nomenclature of the firm or in its partners/international affiliation, address or credentials etc. to the Commission within 15 (fifteen) working days from the date of occurrence of such change or during 1st October to 30th November in each Gregorian calendar year, as may be applicable, to continue its enlistment in the panel:

Provided that existing audit firm shall have to comply with the provisions of clause No. 3 within 06 (six) months of publication of these guidelines in the official gazette.

(2) Every auditor/partner, who is already enlisted as auditor/partner of an audit firm in the panel of audit firms of the Commission, shall submit its updated information/documents as to having his eligibilities in the panel of audit firms of the Commission as mentioned in sub-clause (2) and (3) of clause 5 of this Guidelines within 15 (fifteen) working days from the date of occurrence of any change or during 1st April to 31st May in each Gregorian calendar year, as may be applicable, to continue his/her enlistment in the panel.

8. Suspension or Delisting of Audit firm/Partner/Auditor. –

(1) An audit firm/auditor/partner as may be applicable, may be delisted from the panel of audit firms of the Commission or their enlistment in such panel may be suspended on occurrence of any of the following events or for the following grounds:

i. if any material disclosure or any material document made or submitted for the purpose of enlistment in the panel of audit firms of the Commission is found false or fabricated later on.

ii. if any material information is concealed, misstated or not disclosed in any audited financial statements or reports signed by any auditor/partner of an audit firm without appropriate qualification, observation, emphasis or disclaimer in respect thereof.

iii. if any material divergence from the International Standards on Auditing (ISA) or locally applicable auditing standards is made by any audit firm/ auditor/partner in its audit report during the audit engagement;

iv. if any audit firm/auditor/partner is delisted by ICAB or FRC or other financial market regulators from their panel, or their enlistment is suspended by any of them due to any reason whatsoever;

v. if any audit firm/auditor/partner is convicted by any court of competent jurisdiction for any criminal offence involving moral turpitude;

vi. if any audit firm/ auditor/partner is punished by any competent court /FRC/ ICAB/regulatory authority;

vii. if an audit firm/auditor/partner does not furnish the required updated information/documents within the prescribed period as per clause 7 of this Guidelines;

viii. if any audit firm/auditor/partner furnishes false or incorrect document, paper, accounts, information, report or explanation which it is required to furnish under the Securities and Ordinance, 1969, বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩ or any rules, order or directive issued thereunder;

ix. if any audit firm/auditor/partner refuses to assist or help to any official conducting inspection, enquiry or investigation under the Securities and Ordinance, 1969, বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩ or any rules, order or directive issued thereunder etc.; and

x. if the audit firm or any of its auditor, partner, employees or articled ~~s~~ students is associated with, in any way, any issuer of listed security or any company/entity registered with the Commission, which also includes holding of any shares or securities by any of its auditor, partner~~s~~, employee or through their family members at least during the tenure of their audit assignment of the respective issuer company, entity, mutual funds, alternative investment funds and real estate investment trust funds:

Provided that spouse, son, daughter, father, mother, brother, sister, son-in-law and daughter-in-law shall be considered as family members.

(2) On occurrence of any of those events or reasons mentioned hereinbefore, the Commission may refer the matter to the Financial Reporting Council (FRC) constituted under the Financial Reporting Act, 2015 with a request to take appropriate disciplinary action against the audit firm/auditor/partner concerned, in the prescribed manner, within the prescribed period as mentioned in rule 14(5) of the Securities and Exchange Rules, 2020. The provisions of rule 14(5) and (6) of the said Rules shall, *mutatis mutandis* and so far, as applicable, apply.

(3) Subject to the provisions of the foregoing sub-clause, the Commission shall update and publish its panel of audit firms along with auditors/partners.

(4) The Commission shall not be precluded from taking an enforcement action as per applicable provisions of the Securities and Exchange Ordinance, 1969, বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩ or any other securities laws, rules, regulations etc. in spite of any Suspension/Delisting Order.

(5) The audit firm/auditor/partner who is aggrieved by the decision of the Commission, may apply for review to the Commission within 30 (thirty) days from the date of such Suspension/Delisting Order, and the decision of the Commission thereon shall be final.

9. Miscellaneous. –

(1) The audit firm/auditor/partner, who is not in the panel of audit firms of the Commission, shall not be eligible for performing the auditing of financial statements of any issuer of listed security, any company/entity registered with the Commission under ধারা ১০ of the বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩, mutual funds, alternative investment funds or real estate

investment trust funds if not otherwise permitted by or under any Act for the time being in force in Bangladesh.

(2) The audit firm/auditor/partner shall not be eligible for performing the auditing of financial statements of any issuer of listed security, any company/entity registered with the Commission under ধারা ১০ of the বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩, mutual funds, alternative investment funds or real estate investment trust funds for a consecutive period exceeding three years.

(3) The auditor or partner of an audit firm shall make the audit report in accordance with the International Standards on Auditing (ISA) applicable in Bangladesh ensuring compliance with the provisions of the Companies Act, 1994 (Act No.18 of 1994), the Financial Reporting Act, 2015, Securities laws and other relevant laws applicable in this regard.

(4) The auditor or partner of an audit firm shall have to follow or ensure the compliance with the provisions relating to professionalism, practice and ethical requirements of the International Standards on Auditing (ISA), system of quality control requirement under the International Standard on Quality Control (ISQC), the Code of Ethics for Professional Accountants and other relevant Standards and pronouncements as applicable in Bangladesh for conducting audit and for issuing audit report.

(5) The audit firm shall undertake any audit assignment following the minimum audit fees as prescribed by the ICAB.

(6) The auditor (s) or partner (s) shall state in their audit report that the total fees received and the total working/staff hours utilized in the respective audit assignment as per ICAB laws.

(7) The auditor(s) or partner(s) shall clearly identify the specific standard of the IFRS/IAS or ISA that has been violated by the issuer company.

(8) The auditor(s) or partner(s) shall clearly identify the specific act, section, rule, regulation, directive, order or notification of the primary regulator contravened by the issuer company.

10. Savings. -

The auditors and audit firms already enlisted for the purpose of auditing financial statements of any issuer of listed security, any company/entity registered with the Commission under ধারা ১০ of the বাংলাদেশ

সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ আইন, ১৯৯৩, mutual funds, alternative investment funds or real estate investment trust funds shall be deemed to be enlisted under these guidelines.

11. Power to modify guidelines, etc.-

The Commission may modify, amend, substitute or revise these guidelines from time to time.

Annexure- A

[See Rule 3(3)(i)]

Application Form for Enlistment of Audit Firm

Application for Enlistment of Audit Firm in the Panel of Auditors maintained by the Bangladesh Securities and Exchange Commission under rule 14 of Bangladesh Securities and Exchange Rules, 2020.

1. Name of the Audit Firm:
2. Date of registration with ICAB:
3. Date of registration and enlistment number with FRC
4. Addresses: (along with email, telephone and mobile number of contact person):
   a. Registered Office
   b. Branch Office
   c. Other Offices outside Bangladesh
5. Size of Firm:

i.Details of Partners:

SL No.	Name of partner	Membership No. with ICAB	Status of membership (FCA/ ACA)	Previous Experience as partner	Years of Experience (with tenure)	
					Audit (With CoP certificate)	Non-audit

ii.Details of Qualified Chartered Accountants (other than partner)

SL No.	Name	Membership No. with ICAB.	Designation	Experience with firm	Whether working with another firm/ Bank/ NBFI/Company/ Others (Yes/No) (If yes, Name of the firm/ Bank/ NBFI/Company/ Others and Years of Experience	
1	2	3	4		Audit (Without CoP certificate)	Non-audit

iii.Details of other Qualified Accountants (ACMA/FCMA/ACS/FCS/ACCA/CIMA/CPA/CFA)

SL No.	Name	Membership No.	Designation	Experience with firm	Whether working with another firm/ Bank/ NBFI/Company/ Others (Yes/No)	

					(If yes, Name of the firm/ Bank/ NBFI/Company/ Others and Years of Experience		
					Audit	Non-audit	

iv. Details of Manager, Supervisor, Trainers (if employed):

SL. No.	Name	Qualification	Designation	Years of Experience	
				Audit (Without CoP)	Non-audit

v. Details of articled students' registration with ICAB:

Sr. No.	Name	Registration No.	Date of Registration with ICAB	Date of Expiry	Academic & Professional Qualifications
1	2	3	4	5	6

vi. Details of Technical Staff (CISA, IT, Engineer, Consultant, Lawyer, Tax advisor, if employed)

SL. No.	Name	Qualification	Designation	Years of Experience
1	2	3	4	5

vii. Functional Back Office Staff (e.g. HR, Accounts & Finance, IT, Compliance Officer)

Sr. No.	Name	Academic qualification	Professional Qualifications	Relevant Experiences
1	2	3	4	5

6. Physical Infrastructure

SL. No.	Types of Office (Main/ Branch)	Location	Types of possession (Own/ Rent)	Space (square feet)

7. Affiliation with International Firm of Chartered Accountants: (Yes/No)

If yes, please provide information in the following format:

Name and address of Foreign Affiliated Chartered Accountants Firm & Country of incorporation	Number of offices in different countries and Global Ranking	Types of Foreign Affiliation Firm (Network/ Association/ Alliance/ Individual)	Types of affiliation with the Firm (Member/ Correspondent Firm/ other form of Affiliation)	Types of services/ Assistances (Consultancy/ Expert Opinion/ Co-operation/ Exchange of Resources)	Technical Support (Employee or Partner exchange/ Quality Improvement Service or Experience Sharing)	Independent Review Procedures and Tools used by the affiliation firm and Frequency of Reviews
1	2	3	4	5	6	7

8. Attached documents/information as required under clause 3(3) of these Guidelines, duly attested by managing partner of the audit firm.

9. Declaration:

I/We solemnly declare

i. That the above information, in my/our application form for the purpose of enlistment in the Panel of Auditors of BSEC, is true to the best of my/our knowledge and record.
ii. That I/we undertake to notify to the BSEC, within 30 (thirty) working days, any change in the nomenclature of the firm or in its partners or a reduction of more than 25% in its staff declared above.
iii. That I/we also accept the right of BSEC to seek information from me/us, any time, regarding my/our operation, structure and nomenclature. It goes without saying that BSEC shall have every right to tally information supplied by me/us.
iv. That I/we have clearly understood that in case of any violation/failure to meet the requirements of the above clauses, BSEC will have the right to cancel my/our application for enlistment in the Panel of Auditors of BSEC, immediately, without any further reference to me/us.

Managing Partner
(Signature and Seal)

Attachment-I

Individual Partner: 30 Points

Part-A: Mandatory Eligibility

All requirement must be checked "**Tick**" to proceed to scoring

SL. No.	Requirement	Evidence	✓/✗
01	Valid Certificate of Practice (COP)	Copy of Updated COP	
02	Registration certificate with FRC	FRC Certificate	
03	Post-Qualification Experience ≥ 05 Years	Profile/CV	
04	No Disciplinary / Regulatory Action	Declaration	
05	Tax Clearance Certificate	Tax Clearance Certificate	

Results	Qualified/ Not Qualified

If "Not Qualified", stop evaluation here

Part-B: Quantitative Scoring (30 Marks)

SL. No	Criteria	Basis of Marking	Mark
1	Years of Experience in Practice as a Partner	<3=0, 3–5=10, >5=15	15
2	Partner's Reputation and Track Record	1. The partner has no history of disciplinary actions/penalties/under proceedings by any regulator within the last five years (10 points); 2. The partner is under proceedings but penal action has not been initiated by any regulator (7 points); 3. The partner has a history of disciplinary actions/penalties/under proceedings by any regulator but these occurred more than five years ago (5 points)	10
3	Age	Partners above the age of 65 (sixty-five) must undergo a physical interview by BSEC.	05
Total			**30**

Audit Firm: 70 Points

Part-C: Mandatory Eligibility

All requirement must be checked "Tick" to proceed to scoring

SL. No.	Requirement	Evidence	✓/✗
01	Firm Registration (Partnership/Sole)	ICAB Approval Letter	
02	Firm Registration with FRC	FRC Certificate	
03	Up-to-date Trade License	Copy of Trade License	
04	TIN Certificate	Copy of TIN Documents	
05	Firm's Tax Clearance Certificate	Tax Clearance Certificate	
06	VAT Registration (BIN)	BIN Certificate	
07	Updated Partnership Deed	Deed Copy	
08	Minimum Partners	≥ 3 ICAB-qualified CAs	
09	Firm Experience	**≥ 5 years** audit practice	
10	No Blacklisting	ICAB / BSEC / BB / Govt.	

Results	Qualified/ Not Qualified

If "Not Qualified", stop evaluation here

Part-D: Quantitative Scoring (70 Marks)

SL. No	Criteria	Basis of Marking	Mark
1	**Firm Experience & Track Record**		
	1.1 Years of Firm Operation	<5=2, 5–10=4, >10=6	06
	1.2 Number of Audit & Non-audit works for the last five years	<70=2, 70-150=4, >150=5	05
	Competitive & Justified Audit Fee	<10000=1, 10000-20000-=3, >20000=5	05
	1.3 Experience with Similar Organizations	Bank/FI/Insurance/Manufacturing/Services	05
	1.4 Regulatory / Special Audits	BB/IDRA/NBR	04
	Sub-total		**25**
2	**Human Resources & Infrastructure**		
	No. of FCA Partners	<3=2, >3=5	05
	Professional Staff (CA/Part-Qualified)	<10=5, 10-20=10, >20=15	15
	Audit Assistants & Articles	<10=3, 10-25=5, >25=10	10
	Office Setup & IT Facilities	Own office=2, software=1, Both=03	03
	Branch Office (if any)	Dhaka/Outside	02
Sub-Total			**35**

SL. No	Criteria	Basis of Marking	Mark
3	No Blacklisting / Disciplinary History	Declaration	03
4	Capacity building program for audit staff and articled students	Declaration and supporting documents. Each will get at least 48 hours training/session/seminar each year	03
5	Audited Financial Statement	Positive Retained Earning=01 and Solvency Certificate=01	02
6	Policy to assess audit risk of the clients	Policy Document=01	01
7	Organizational mechanism to review audit independence of its partners	Policy Document=01	01
Total			**70**

By order of the Bangladesh Securities and Exchange Commission

Khondoker Rashed Maqsood
Chairman.