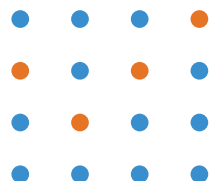




REZA & ASSOCIATES

Chartered Secretaries & Business Consultants

Company Profile



About Us



Reza & Associates is an independent body of practicing chartered secretaries and corporate professionals. Our collaboration comprised of determined professionals from different valuable sector with domain exposure in corporate governance. Our multidisciplinary professionals with their expertise include, Chartered Secretaries, Chartered Accountants, Cost & Management Accountants, Company Secretaries, Civil & Corporate Lawyers.

As a fastest growing partnership-chartered secretaries & business consulting firm with professional exposure which committed to provide accurate legislative consultancy for meeting the demand of the diversified services of its valuable clients.



Salim Reza FCS

Managing Partner & Lead Consultant

Message - "Leading Strategic Governance for Sustainable Success."

As a Managing Partner of Reza & Associates, Mr. Reza spearheads strategic oversight, client advisory, and practice leadership. With a deep understanding of corporate law, governance frameworks, and regulatory affairs, his dream to play a pivotal role in translating complex compliance challenges into actionable solutions - ensuring that every client of the firm is not only compliant but also empowered for sustainable business growth.



Swapan Kumer Guha Magumder FCS

Partner & Lead Consultant

Message - "Delivering Corporate Clarity Through Expert Compliance."

As a Partner of Reza & Associates, Mr. Guha is determined for delivering expert-level company secretarial services, managing statutory filings, and liaising with regulators on behalf of clients. With hands-on experience across industries, his destination is Corporate governance practices are aligned with national regulations while also meeting the strategic objectives of clients — from startups to listed entities.

Our Vision & Mission:

The firm has a vision of taking the professional knowledge to its new heights by delivery the professional services with more value addition and in the most cost effective and time bounding manner. The firm has also mission of creating such knowledge pool where the young talents can be nurtured and groomed to be the best professional in their respective sector.



How We Approach:

Our Working Philosophy:

To provide quality services to our clients with commitment to uphold high standards of honesty, ethics and integrity. We place the interest of the individuals including clients, contacts, staff and all stakeholders ahead of that of the firm whenever such a need arises.



Providing our clients with real value in return for their confidence in selecting us as their consultants. We are committed to maintain this by establishing one - on - one relationship with our clients, listening carefully to their specific needs and bringing together our board resources to address those needs.

1. Integration:

We start through gaining a comprehensive understanding of the company's current financial position with future goals. Our ultimate objectives is to integrate available resources to the company's best potential strategies to achieve targeted goal.



2. Information:

Our strength is to present valuable information to the management to ensure maximum advantages of current laws and anticipated legislative changes.



3. Proactiveness:

We are committed to provide proactive information to our clients to uphold their ultimate goal as well as maintaining their business sustainability. Our simple slogan is Guiding our Client forward.



Our professional Services:

1

Start a business:

- Private Limited Company (Pvt) incorporation in Bangladesh.
- Public Limited Company (PLC) incorporation in Bangladesh
- One Person Company (OPC) incorporation in Bangladesh
- Limited Liability Partnership (LLP) in Bangladesh
- Company Incorporation in Bangladesh for Foreign National
- Partnership Firm Registration in Bangladesh.

2

Startup:

- Startup Company Registration
- Startup tax exemption apply
- TDS Comply in Bangladesh
- Accounting & Books Maintenance
- Intellectual Rights – Trademark
- Intellectual Rights – Copyright
- Projection & Investor presentation.
- Virtual CS, CFO, CHRO & Advisory.
- Shareholder Agreement & Business Policy formulation.
- Policy, SOP, Website development & Implementation.

3

Registration:

- Startup Registration
- Trademark Registration
- Copyright Registration
- Patent Registration
- Design Registration
- Import Export Code (IEC) Registration
- Export Registration Certificate (ERC)
- Import Registration Certificate (IRC)
- Bangladesh Investment Dev. Authority (BIDA) Registration
- Employee Provident Fund Registration
- ISO & Social Compliance Certification
- Digital Signature (DSE)
- Shop and Establishment Registration (trade License)
- Barcode Registration.
- Drug License Registration.
- Non-Govt. Organization (NGO) Registration
- Foundation & Trust Registration

4

Secretarial Audit & Compliance:

- Name Changes of Company
- Removal of Director's Disqualification
- Secretarial Audit
- Certification on Corporate Governance Code
- Compliance in debenture / Bond Issue
- Appointment of Company Secretary
- Due diligence
- Appointment of Additional Director
- Struck off Company Revival
- Voluntary liquidation of a company
- Annual Filing of Limited Company
- Registered Office Change
- Office Clause Change
- Issue of fresh share capital
- Share Allotment and share Transfer
- Filling of Changes.
- Appointment & Removal of Director
- Auditor Appointment
- Director e – KYC filing
- Alteration of MOA/AOA Clause

5

Business Restructuring:

- Internal Restructuring
- Merger, Demerger, Acquisition by share.
- Company Dissolutions and Strike off
- Issue of Share /Debentures
- Conversion of LLP into Pvt Ltd.
- Conversion of Pvt Ltd into LLP
- Due Diligence
- Conversion of Pvt Ltd into Public Ltd.
- Conversion of Partnership into LLP
- Conversion of Proprietorship into Company / LLP
- Company Sale & Ownership Transfer
- Debt Restructure.

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Taxation:

- TIN & BIN Registration
- TDS Return Filing
- Tax Planning Advisory
- Transaction Advisory
- Income Tax Assessment
- Monthly Tax & Vat Return Submission
- TAX,VAT & Customs related any dispute solution as well as advisory services
- Expat Taxation
- Capital Gain Transaction Advisory
- Hearing – Tax & Vat
- Tax Advisory Service

Intellectual Property:

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- Protection of Intellectual Property Rights
- Trade mark Registration Reply
- Hearing – Trademark & Copyright
- Copyright Registration
- Industrial Design Registration
- Patent Filing

Audit & Certification:

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- Secretarial Audit
- Statutory Audit
- Tax Audit
- Internal Audit
- Stock Audit & Asset Verification
- Forensic Audit
- Bank Audit
- Cost & Management Audit

Valuation:

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- Companies Securities and Financial Assets Valuation
- Plant & Machinery Valuation
- Land & Building Valuation.
- Liquidation & Valuation
- Individual Assets Valuation for foreign aspects.

Funding:

10

- Bank Loan Proposal (working capital /CC/ LT/OD)
- Project Finance Documentation
- Support in Corporate Credit Rating.
- Investment Evaluation



Corporate Advisory & Management Consultancy:

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- Corporate Advisory Service
- Independent Scrutinizer
- Corporate Secretarial Service
- Management Consultancy
- IPO and Capital Market Related Service
- Corporate Legal Issues
- Foreign Collaboration and Joint Ventures
- Project Management
- Feasibility Study

HR Services:

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- Talent Sourcing & Acquisition
- Performance Management
- Implementing KPI – Driven Strategies
- Employee Development Management Program
- Learning & Development
- Organizational Development
- Third Party Staffing & Payroll Management
- Labor Dispute Solution & ER Management
- Advisory & Legal Support in Trade Union Management.



Our Team

- 
- Practicing Chartered Secretaries
 - Company Secretaries
 - Practicing Chartered Accountants
 - Practicing Cost & Management Accountants
 - Corporate Lawyers
 - Civil Lawyers
 - Registered Valuers
 - Certified HR & Compliance Expert
 - Tax & VAT Consultants.

Our Management & Advisory Resources:



Management Team



Salim Reza FCS

M.com (Acct), MBA(Fin), CMA(Inter), ITP
Managing Partner & Lead Consultant



Swapan Kumer Guha Magumder FCS

BBA & MBA (DU), ITP & Vat Consultant
Partner & Lead Consultant



Rajat Kumer Basu

Manager, Tax & Vat



Habibur Rahman

Manager, Accounts & Finance



Rakibul Haasan

Office Executive



Uzzal Shekh

Office Assistant

Advisory Team



Mohummod Tareq Hosen Mozumder MIPM, LLB, FCS

Corporate Governance Adviser



Robiul Islam LLB, FCS

Corporate Governance Adviser



Nazmul Haque FCA

Accounts & Finance Advisor



Faker Ahmed FCA

Accounts & Finance Advisor



Mohammad Ashrafur Rahman ACMA

Cost & Management Accounts Advisor



Mahfuz Chowdhury Bapon

Advocate, Supreme Court of Bangladesh.
LL.B (Hon's) (UK), LL. M (EU)
Civil Law Advisor



Touhidul Khan

Barrister-at-Law (Lincoln's Inn, UK)
PGDL/BPTC, (BPP, UK)
LL.M (BPP, UK), LL. B (UWE, UK)
Corporate Law Advisor



Asraful Alam, CA(CC), LLB, ITP

TAX Advisor



Zakir Hossain

VAT & Customs Advisor

Our Valuable Corporate Clients:



Duncan Brothers Ltd.



Kumudini Welfare Trust of Bengal (BD) Ltd.



Paramount Textiles Ltd.



BDCOM Online Ltd.



Siam City Cement Bangladesh Ltd.



ShopUp (Multinational Joint venture)



V Gears BD Ltd.



Intelligent Label Solutions (ITL) Group



Bengal Hurricane Group



Swadesh Properties Ltd.



Tijarat BD International



Tradeness Limited



Clarity in Compliance

Reach us :

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