



**Financial Activities and Payment Procedures of
edotco Bangladesh CO. Ltd.**

Internship Report



Financial Activities and Payment Procedures of edotco Bangladesh CO. Ltd.

Submitted by

Sultan Rezvi Mahmud

ID: 111 141 282

School of Business & Economics

United International University

Submitted to:

Mosabbir Uddin Ahmad

Assistant Professor

School of Business & Economics

United International University

Submission Date: 13 August , 2018

Letter of Transmittal

13 August , 2018

Mosabbir Uddin Ahmad

Assistant Professor

School of Business & Economics

United International University

Subject: Submission of Internship Report.

Dear Sir,

With due respect, I would like to thank you for assisting me to prepare the internship report. This task has given me the opportunity to explore the activities of banking sector. The report contains activities of Finance Department. It was a great pleasure for me to have the opportunity to work on this Multinational Company which holds a very good position in the industry it operates and it is also a child company of Robi Axiata.

I endeavor my best in preparing this report and tried to make the report vivid and comprehensive within the constraints. I sincerely believe that it will serve the required purposes. I shall always be obliged to furnish any clarification regarding this paper, if required. Therefore, I pray and hope that you would be kind enough to accept my Internship Report and oblige thereby.

Sincerely yours,

Name: Sultan Rezvi Mahmud

ID: 111 141 282

Acknowledgement

As a matter of first importance I want to say thanks to Almighty Allah whose gracefulness let us finish this report. Other than a comprehensive work like this must owe credit to numerous individuals. We thank those kind ones whose assistance and kind help empower me to finish this report.

I want to show my appreciation to **Mr. Mosabbir Uddin Ahmad** for consenting to regulate me at the time of report writing. My gratitude also goes to **MD. Gias Uddin (Specialist, Corporate Finance)** and **Syed Abu Toha** (G.M.) for helping out important information and for giving me valuable advices and suggestions to complete the whole thing in a right manner.

My heartiest gratitude also goes to **Sattyajit Kumar Dutt (Senior Specialist, Corporate Finance)** and **MD. Rasel Ahmed** and my colleagues who have been so kind and helpful to me during my Internship period. They helped me in every possible way even though they used to remain busy all through the day. Their contribution towards this report is worth than ever. It was a great honor to work with such kind, hard-working and helpful officers.

Thanks to all from the core of my heart.

Table of Contents

Topics	Sub-topic	Page No.
Executive Summary		vii-ix
Chapter 1: Introduction		1-3
	1.1 Origin of the Report	2
	1.2 Purposes	2
	1.3 Scope	2
	1.4 Limitations	3
	1.5 Sources of Data	3
Chapter 2: Company Profile		4-10
	2.1 Overview of Company	5
	2.2 Background of edotco	6
	2.3 Mission	9
	2.4 Vision	9
	2.5 Value Proposition	9
	2.6 Sustainability	10
	2.7 Delivering Connections	10
	2.8 Going Beyond Towers	10
	2.9 Synergizing for Success	10
	2.10 Committed to the Future	10
Chapter 3: edotco Structure Catalogue		11-22
	3.1 edotco Structure Specification	12
	3.2 Product Portfolio: A Suite of Tower Offerings	12
	3.2.1 Innovation & Technical Capability	15
	3.2.2 Tower Inefficiency Threatens Profitability	16
	3.3 Product Portfolio: Energy	17
	3.3.1 Unique Value Proposition Of Energy	18
	3.3.2 Efficient & Renewable Energy	19
	3.4 Product Portfolio: Echo	20
	3.4.1 Unique Value Proposition- echo	21
	3.5 Product Portfolio: Managed Services and O&M	21
	3.6 Product Portfolio: Fiber	22

Table of Contents

Topics	Sub-topic	Page No.
Chapter 4: Vendor Procurement Processes		23-27
	4.1 Procurement	24
	4.2 Procurement Policy	24
	4.3 Code of Conduct	24
Chapter 5: Financial Department & Activities		28-33
	5.1 Organizational Chart	29
	5.2 Structure of Finance Department	30
Chapter 6: Bills and Billing		34-37
	6.1 Types of Bills	35
	6.2 Billing Procedures	37
Chapter 7: Payment Procedures		38-45
	7.1 IMS Completed	39
	7.2 RAPID Entry	41
	7.3 Documentation	45
Chapter 8: SOWT Analysis, Findings and Recommendation		46-49
	8.1 SOWT Analysis	47
	8.2 Findings	47
	8.3 Recommendations	48
	8.4 Conclusion	49
Reference		50
Appendix		51-56

List of Figures

Topics	Page No.
<i>Figure 1: Tower Inefficiency Threatens Profitability</i>	16
<i>Figure 2: edotco's energy categories</i>	17
<i>Figure 3: Value Proposition of Energy</i>	18
<i>Figure 4: edotco's efficiency and green energy offerings</i>	19
<i>Figure 5: Remote Tower Monitoring and Control (echo)'s Architecture</i>	20
<i>Figure 6: Value Proposition of 'echo'</i>	21
<i>Figure 7: Managed Services and O&M</i>	21
<i>Figure 8: Organizational Structure</i>	29
<i>Figure 9: Structure of Finance Department</i>	30
<i>Figure 10: Activities of OSS</i>	31
<i>Figure 11: Activities of AP team</i>	32
<i>Figure 12: Activities of Corporate Finance Team</i>	33
<i>Figure 13: Activities of Business Plan Team</i>	33
<i>Figure 14: Billing Procedures (Step by step)</i>	37

List of Tables

Topics	Page No.
<i>Table 1: Towers managed by edotco</i>	6
<i>Table 2: List of customers of edotco Bangladesh Co. LTD.</i>	7
<i>Table 3: Types of towers' offerings</i>	14

List of Maps

Topic	Page No.
<i>Map: Networking Base within Bangladesh</i>	8

Executive Summary

Finance department is an immense part of any organization. It deals with the financial activities of that particular organization. Without this department that organization cannot run the business smoothly. Internship program assists to attain realistic understanding along with scholastic understanding. Study is not complete without realistic details, and it helps to recognize genuine situation of study. I have obtained knowledge on the activities of finance department by getting chance as an intern in edotco Bangladesh Co. Ltd.

I have worked there for three months as a prerequisite of internship part of BBA program under the Department of Business Administration of United International University. I have chosen the subject “Financial Activities and Payment Procedures of edotco Bangladesh Co. Ltd.”

edotco is the first regional and integrated telecommunications infrastructure services company in Asia which is established in 2012 , providing end-to-end solutions in the tower services sector. As it works with network towers, it has to select sites for towers. Basically there are six existing towers categories. But it is trying to make innovative and technical products like aesthetic tower designs, carbon fiber structures and bamboo structure. Another effective product is energy which offsets the negative effect of diesel systems and fossil fueled grid power, while providing substantial alternative energy solutions to telecom operators. It reduces cost to maintain profit margins for our customers. edotco also focuses on renewable energy like solar system. echo and Fiber is including in product line-up.

edotco has some policies to who wants to become a vendor under this organization. Under the policies, there have about wages and extra wages system, environment of company, uses of children, laws and regulations, corruptions, changing of policies and others.

In all department, finance department is most important department in edotco. there are five sub-department under finance department. Site acquisition team is looking for the perfect sites to build the pillars. Supply chain management team manages that parties who supports to build the pillars. Account payable team works with all kinds of bills to put on raw data on IMS and RAPID. Corporate finance team deals with all bills to payment those bills. revenue team collects data from AP and CF to analyze for making business plan for the next one year.

Basically there are five types of bill. They are- PO (Purchase Order) Bill, NPO (Non-Purchase Order) Bill, Petty Cash, Electricity Bill and Fuel Bill. It also has engineers and other workers who will work in the sites, parties who provides different particulars. Take services from Power Development Board (PDB), Palli BiddutSamity (PBS). All the parties with whom edotco works with sends bills for their service. All bills are cleared by IMS and RAPID though finance department. These things are controlled and maintained by the finance department.

Chapter 1

Introduction

1.1 Origin of the Report

The internship is a portion of the scholarly educational programs, which reflects both scholastic learning and expert information. This report based on three months viable work involvement in Edotco Bangladesh co. ltd. which is one of the greatest telecommunication facility supplier in Bangladesh. Additionally, Edotco Bangladesh co. ltd is one of the famous and best positioned MNC of Bangladesh. Associations like, Robi Axiata Ltd, Grameenphone, Amara, Tele-talk are taking services form Edotco Bangladesh co. ltd.

It was extremely an awesome affair to work in Edotco Bangladesh co. ltd. I was assigned under their Corporate Finance department at the time of internsgip. This report will be a short outline of my work understanding.

1.2 Purposes

The primary goal of composing the report is satisfying the incomplete prerequisites of the BBA program. Following are the principle objectives:

- To fulfill the requirement of internship report of BBA Program.
- To find out the whole scenario of Finance Department.
- To know the activities done by the Finance Department of edotco Bangladesh.

1.3 Scope

The scope of the study is to have an idea about the tasks of Finance Department especially corporate finance division of edotco Bangladesh. The report begins with the layout of the organization in focus, showing the mission and vision of the organization. The scope of this report is limited to the overall description of corporate finance and its services.

1.4 Limitations

During the time of conducting the report, the problems were as follows:

- Limitation of the time was one of the important factors that it couldn't possible to get depth knowledge.
- Most of the relevant information about the topic was secret from the view point of the organization which caused some difficulties.
- The officers worked their day to day workings, they could not give me enough time. Once in a while, they would not like to direct because of weight of work stack.

1.5 Sources of Data

For our research, we collect and use the data in two sources:

Primary data:

1. Working experience during my internship period from my on-site supervisor.
2. Information and document collected from other officials from corporate finance team

Secondary data

Secondary data was also collected from different websites and articles. Organizational overview information are mostly collected from secondary data.

Chapter 2

Company Profile

2.1 Overview of Company

Edotco is the main nearby and coordinated telecommunications infrastructure services organization in Asia, which was built up in 2012. Tower leasing, co-locations, build-to-suit, energy, transmission and operations and maintenance (O&M) are the main services of this organization.

During the early period, Edotco began their activity with 12,000 towers, however with the time being they have procured a huge development on their business. Presently the tower portfolio of Edotco comprise with in excess of 27,000 towers over their home markets of Malaysia, Sri Lanka, Bangladesh and Cambodia; and 12,000 km of fiber in Pakistan.

Edotco Bangladesh Co. Ltd. centers around giving complete Infrastructure respond instead of the business substances. Edotco Group has 27,000 towers totally. Edotco Bangladesh has been working in excess of 8,200 BTS Tower regions all through Bangladesh. The monstrous region licenses officials to be found speedily on existing towers while developing degree and purpose of repression. With a task concentrated on the association of BTS zones Edotco Bangladesh can offer huge enhancements in structure transparency. It is attracting correspondence, thusly empowering framework. For more crucial expansion, connectivity is the way to each correspondence business. It is extending its business to Malaysia, Cambodia, Sri Lanka, Bangladesh, and Pakistan.

By growing its business, it is taking an interest in return. Edotco is adequately brought practical. It trusts a condition fundamental for business change is incurred significant injury adequacy. It has changed over cost focuses into business-driven preferred standpoint focuses through updated asset utilize. feature relationship from anchored strategies, to monopolies and towers, Edotco's regional arrangement of creative game plans approaches empowers quicker sending by moving space and asset, favoring chiefs to center around their inside business of offers, progressing, stamping and restructuring. Edotco gets a handle on industry best practices by benefitting from operational experiences from over the district.

2.2 Background of edotco Bangladesh Co. Ltd.

edotco is an integrated telecommunications infrastructure services company providing end-to-end solutions from towers, energy, transmission and operations & maintenance (O&M) in Asia. As at December 2017, edotco has a regional portfolio that includes close to 28,000 towers across our core markets of Malaysia, Sri Lanka, Bangladesh, Cambodia, Pakistan and Myanmar.

Country	Owned	Managed	Total
Malaysia	4,001	5,074	9,075
Bangladesh	8,256	1,482	9,738
Sri Lanka	-	3,366	3,366
Cambodia	2,170	1,000	3,170
Myanmar	1,436	-	1,436
Pakistan	696	-	696
TOTAL	16,559	10,922	27,481

Table 1: Towers managed by edotco (Source:.. edotco, December 2017)

As the first regional tower services provider in Asia, edotco is committed to expand possibilities with cost-efficient telecommunications infrastructure, built around growing competitiveness and connectivity for businesses to enable both competitiveness for the industry and connectivity for communities. It has successfully capitalized on scale to recover R&D costs through regional savings. The company is currently the world's 12th-largest independent tower firm, and aspires to be amongst the world's top 5 tower companies by 2020. edotco has invested over USD 1,123.6 million across all its businesses since 2014.

In April 2017, edotco announced the final allocation of a record tower sector equity private placement. As part of that private placement transaction, some USD400 million has been invested by the Innovation Network Corporation of Japan and USD100 million by KWAP, Malaysia's second largest pension fund and USD200 million by Khazanah Nasional Berhad in secondary shares. At completion, edotco's shareholding results in the 3 investors collectively owning 37.6% of edotco, with Axiata remaining as the majority shareholder at 62.4%. The enlarged placement of shares was concluded on the same equity valuation of close to USD1.5 billion and an enterprise value to FY2016 EBITDA multiple of 12.5x, which is comparable to regional peers.

On the innovation front, edotco has pioneered the first carbon fibre tower in Asia, which is a lightweight, high tensile strength tower solution which is not only 40-50% faster to install but also results in a 20% total cost of ownership (TCO) reduction. edotco considers that it has made technological advancements ahead of its peers and deploys the latest in tower technologies.

In another first, on 28 March 2017, edotco became the first towerco to utilise bamboo in the construction of a telecoms tower, which was installed on a rooftop in the Uttara region of Dhaka, Bangladesh.

Developed in collaboration with Bangladesh University of Engineering (‘BUET’) and deployed by edotco Bangladesh Co. Ltd., this is a noteworthy use of this renewable resource. This milestone also reinforced edotco’s foothold at the forefront of sustainable and green engineering.

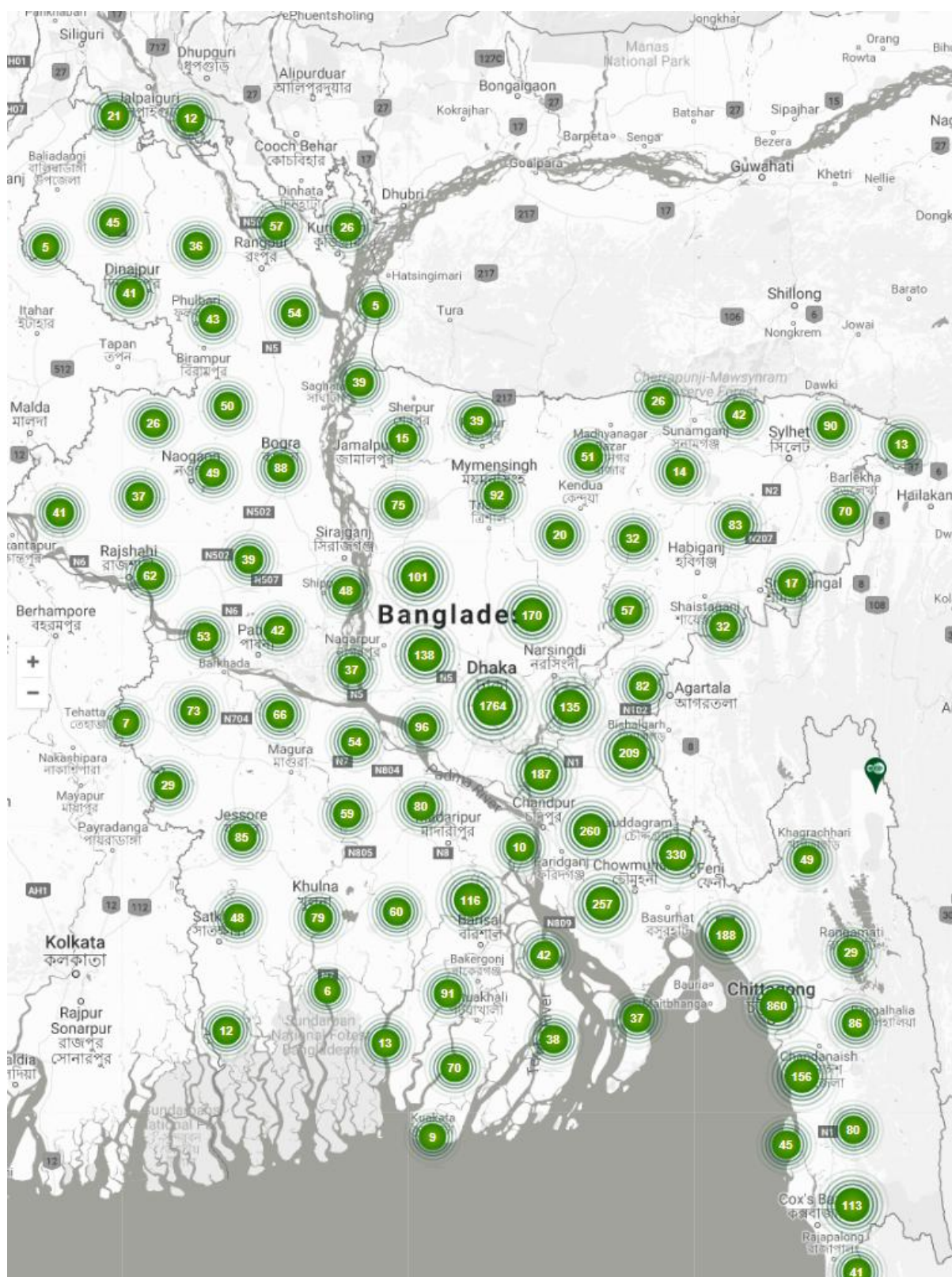
edotco intends to roll out more bamboo structures as proof of concepts (POC) in several other areas in Dhaka in 2018. Further, edotco will take this solution to other markets where edotco operates and where bamboo resources are available like Malaysia.

Further, our value-added services are supported by the state-of-the-art real-time monitoring service, echo, which has developed field operations while increasing operational efficiencies in terms of battery, energy and fuel consumption for telecoms infrastructure.

Below, a list of customers of edotco has been provided:

• Robi Axiata Ltd.	• Qubee
• Teletalk Bangladesh Ltd.	• Border Guards Bangladesh
• Grameenphone Ltd.	• Rangs telecom
• Banglalink Digital communication Ltd.	• Tomato Web Pvt. Ltd.
• Ollo	• Citycell

Table 2: List of customers of edotco Bangladesh Co. LTD.



Map: Networking Base within Bangladesh

2.3 Mission

‘We advance communications, today for tomorrow’

To achieve its own mission, it is working on two dynamic goals.

- Cover the whole country with their network system.
- Providing best services for their customers.

2.4 Vision

To establish themselves as a globally admired World class Infrastructure brand, edotco Bangladesh sets few steps by 2020-

- Best operator of tower assets
- Best in customer solutions
- Strong financial discipline
- In country tower market leadership
- Thought leader in industry innovation
- Great place to work

2.5 Value Proposition:

At edotco, it combines best-in-class services with all encompassing operational approach from framework to inventive arrangements and end-to-end managed services. It conveys main values in a few regions through development, defense, enhancement and mechanization empowered by its people, products and services.

Value of edotco in Bangladesh-

- The TowerCo model of edotco, allows operators to save a large amount of Capex. Instead focusing on technology upgrade, their focus can be on increasing coverage and customer needs.
- Other benefits for operators include: network certainty, faster, cheaper & better compliance, enhanced time to market, collocation substituting building towers by operators.

2.6 Sustainability

Harmonizing our business objectives with the needs of the communities around us-

- All solutions are designed with the needs of the community interests in mind.
- edotco is committed towards improving the lives of at least 100 communities per annum.
- We are committed to eliminated wastage of non-renewable resources

2.7 Delivering connectivity

Our broad portfolio of 26,000 towers all over Asia, enables us to give differing array of creative solutions for meet the requests of communities & businesses.

2.8 Going beyond towers

Giving creative solutions from tower designs, in-building solutions and energy, bridging the gap in keeping utilities & industries connections.

2.9 Synergizing for success

Our business models improve and offer shared success to our partners.

2.10 Committed to the future

We develop the matter of network for manageability, having a constructive outcome on nature and lift the points of confinement for a more associated tomorrow.

Chapter 3

edotco Structure Catalogue

3.1 edotco Structure Specification

Telecommunication structures have evolved from the highly visible four-legged and three-legged telecommunication tower, to monopoles and rapid poles that today, seamlessly blend into their surroundings. edotco serves to meet that growing, modern-day demand for tower infrastructure and expertise. edotco offers complete and highly optimized solutions. edotco is constantly striving to fuel communication innovation with unrivalled connectivity, flexibility and environmentally conscious solutions for tomorrow's communication. For using edotco products, it has some specification to make a best product.

- The structures are designed in accordance to BS 5950, BS 6399, BS 8110, BS 8100 or TIA-222-G specifications.
- Galvanizing is accordance with ASTM and BS codes with average coating thickness for steel members will not be less than 85 micron (610 g/m^2).
- the structures are fitted with lighting rods at the top long enough to give 45° cone of protection over all antenna.
- Aircraft Obstruction Lighting is accordance with ICAO (International Civil Aviation Organization's).
- Printing is accordance with ICAO (International Civil Aviation Organization's) regulations.
- Structures modeling and analysis are done using MS Tower and/or Stand Pro software.

3.2 Product Portfolio: A Suite of Tower Offerings

The main goal of Edotco is ensuring connectivity within the whole nation by providing a complete solution for telecommunication infrastructure. In Bangladesh Edotco basically provides tower building and maintenance services to the customers. In 2013, they introduced themselves as first telecommunication support provider in Bangladesh. They started their journey providing services for ROBI Axiata limited. edotco provides a suite of tower offerings:

Ground Based Tower

Ground Based Tower can be made by 4-legged and 3-legged conventional ground based towers (GBT). There are over 7,000 ground based towers across Asia, associated with our tower sharing concept. It allows us to provide customers with a diverse classification of innovative tower designs to suit the growing needs for maximizing network for speed to market.



Rooftops

We made partnerships with committed property owners to create greater opportunities for maximized network coverage and capacity of rooftop sites across our network of operations. We support the interests of our customers to increase network coverage in densely populated areas and locations through innovative rooftop tower solutions. We create diversification and flexible installation design, and fastest deployment to increase the competitive strength to meet the different requirements of operators.



In building Solutions

edotco builds the best in class IBS products with a special focus on system design. It gives away cellular radio frequencies within a building to provide an improved network coverage through a network of antennas.



Cell on Wheels (COW)- Temporary Structures

The Cell on Wheels (COW) is a movable base station used to provide temporary cellular network coverage for high-profile events and emergency situations where existing base stations become out of service, or towers get damaged by natural disasters such as bushfires and floods. As every year Bangladesh is affected by natural disaster that is why this type of service has become quite helpful for cellular phone companies.



Special Structures

Aesthetic monopoles, monopoles and other pole-based structure are both fixed and movable. edotco realizes the high demand for telecoms infrastructure in densely populated areas will result in considerable environmental impact. edotco offers a variety of interesting camouflage solutions from traditional tree structures to specific project installations that are adaptable to existing architecture to give the appearance of an unobtrusive setting; engineered to meet all the required reinforcement.



Co-location & Built-to-Suit

Edotco involves in constructing mobile towers according to the customers preference and given criteria. These towers are called as built to suit (BTS). Also, they are incorporated in site acquisition, development, control association, and support from locales with generator and solar systems.



Short description about tower offerings

Ground Based Tower 3-legged & 4-legged towers with vast footprint provides speed to market.	Special Structures (Built to Suit) Customized solutions based on requirements.
Rooftops A range that enables us to supply various solutions for rooftop sites.	Temporary Structures Temporary structures for short term coverage, known as COW (Cell on Wheels).
Monopoles Monopoles to serve lower loading of mounting feature and Aesthetic.	In building Solutions Passive infrastructure management of IBS solutions to ensure coverage within the building.

Table 3: Types of towers' offerings

3.2.1 Innovation & Technical Capability

Aesthetic Tower Designs

edotco Group recognizes the importance of aesthetic tower designs and so provides distinctively engineered tower designs and special structures aesthetically fitting for the skyline of the city. Examples of such aesthetic designs delivered by edotco include three designs, water tank towers, lamp pelo towers, camouflage towers and signage structures.



Carbon Fiber Structures

edotco Group is currently exploring the latest carbon fiber designs. Specially strengthened to meet and withstand the wind capacities of telecoms operators. Carbon Fiber towers are lighter (easier to transport and supported easily on rooftops), easier and faster to install (less manpower and heavy lifting equipment) and resistant to corrosion which lowers Opex required for maintenance.



Bamboo Structure

The latest innovation of this company is the bamboo telecom tower which is conceptualized on utilizing natural, sustainable resources to build telecom infrastructure to reduce the impact on the environment. Edotco installed the first telecom tower on 28 March 2017, which was made of bamboo on the rooftop of a house in Uttara, Dhaka.



Untreated bamboo has the ability to bear the weight of concrete while possessing the rigidity and tensile strength to support its own weight, making it a material for telecom structure. It can withstand gusts of up to 210km/h, with an expected lifespan of about 10 years with proper maintenance.

A bamboo tower takes around 12 days to construct, and consumes less energy to manufacture compared to traditional steel towers. The structure has a capacity to house up to 8 antennas at a time, enabling co-location.

3.2.2 Tower Inefficiency Threatens Profitability

Operators face challenges in powering their existing networks, both off-grid and on-grid, due to unreliable power supply and heavy reliance on Diesel Generator.

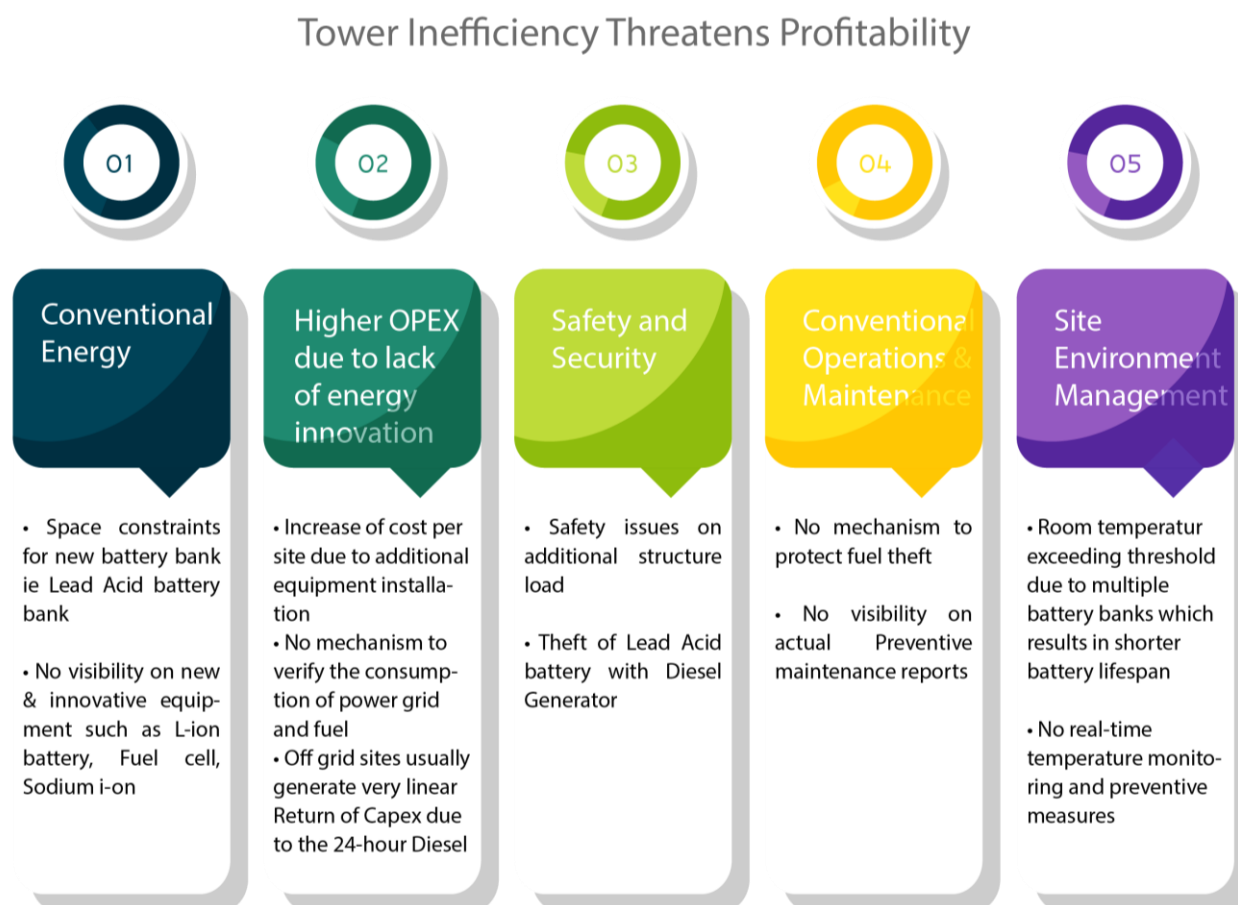


Figure 1: Tower Inefficiency Threatens Profitability

3.3 Product Portfolio: Energy

As a responsible organization, it realizes that energy cost represent a significant portion of network cost for telecom operators. As top line growth has reduced, an increased focus is being put on reducing cost to maintain profit margins for our customers.

In many countries where grid-tied power outages are a common occurrence, its innovative energy solutions provide energy supply reliability and security. Its aim is to offset the negative effect of diesel systems and fossil fueled grid power, while providing substantial alternative energy solutions to telecom operators.

At edotco, a total cost of ownership (TCO) approach is key to ensure we provide a comprehensive method to evaluate different components while designing an energy system for a particular site. This in turn will help to reduce the carbon emission and energy cost towards achieving a sustainable future, while increasing the network up-time and decreasing exposure to down-time.

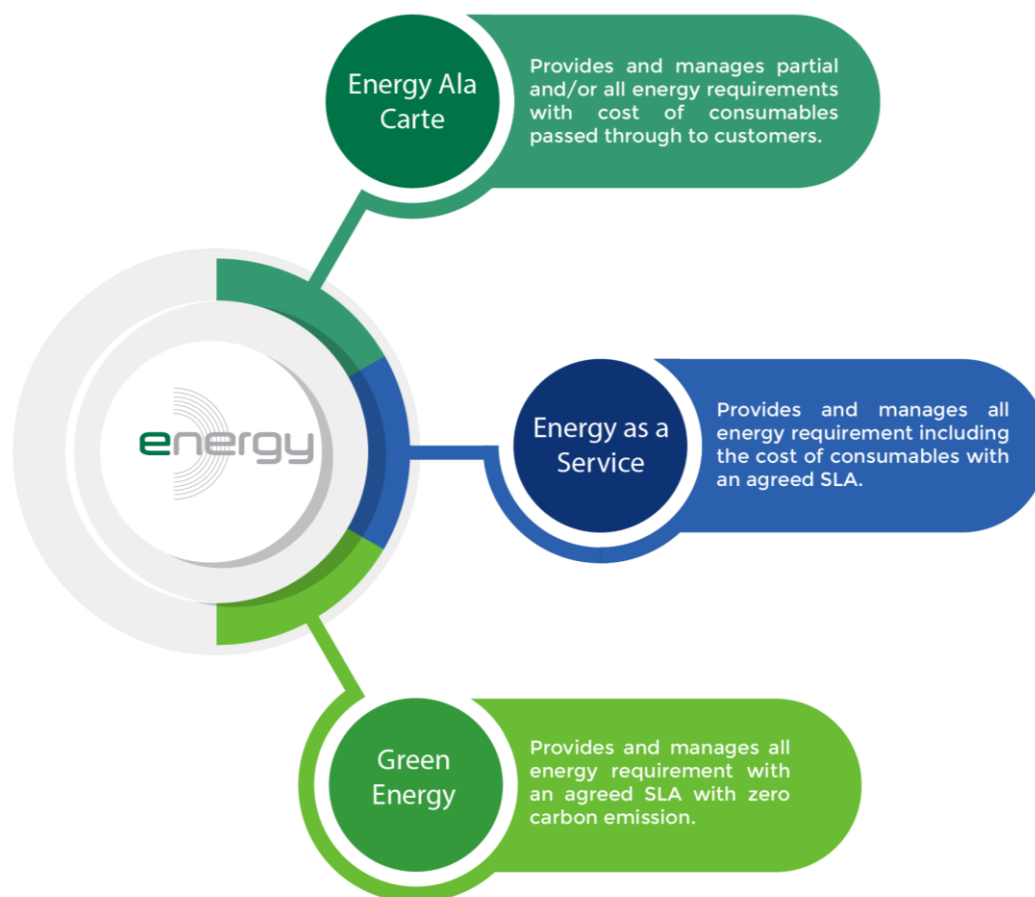


Figure 2: edotco's energy catagories

3.3.1 Unique Value Proposition of Energy

Energy is committed to delivering flexible & scalable solutions that optimizes performance and reduces the overall total cost of operations through innovation.

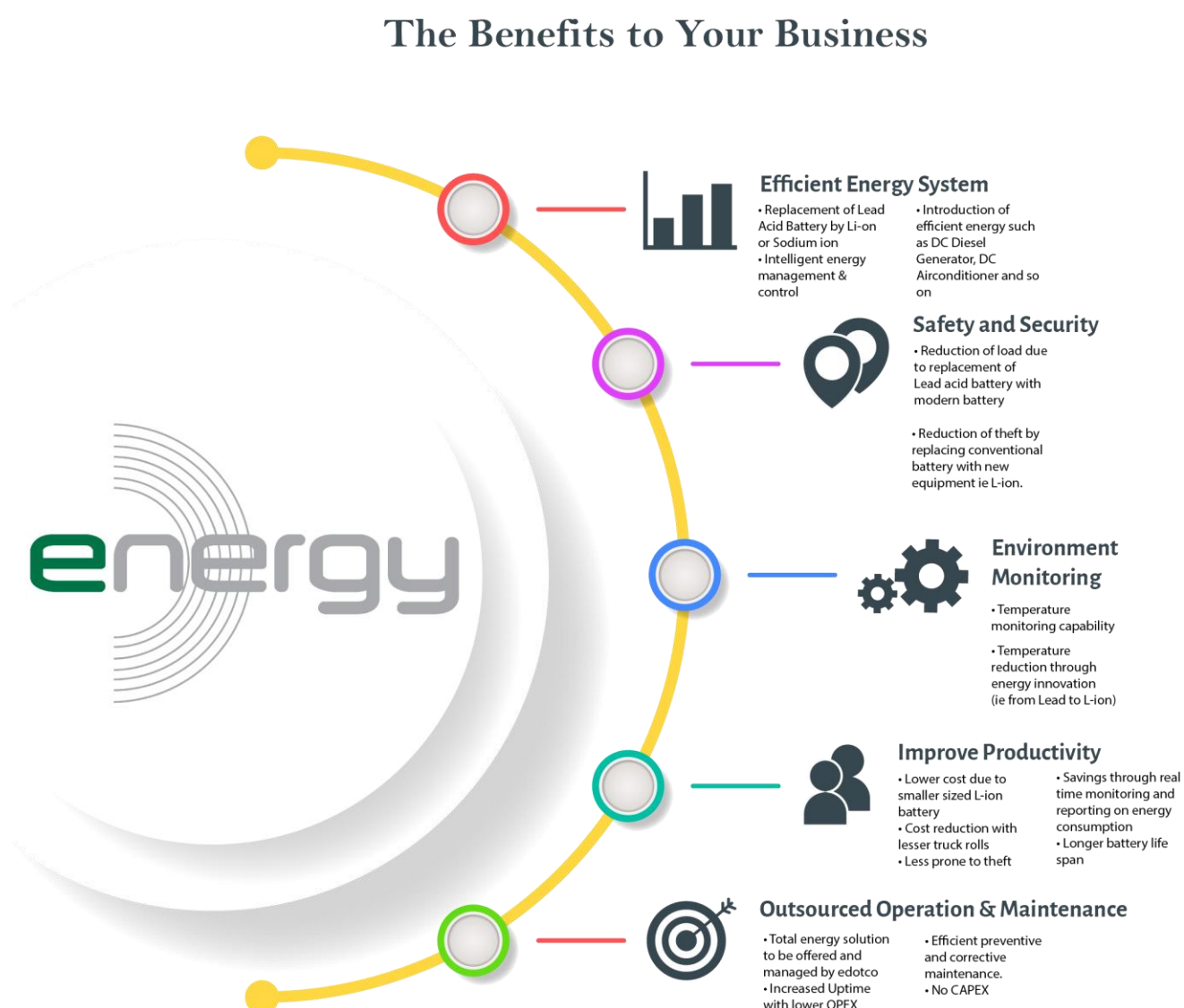


Figure 3: Value Proposition of Energy

3.3.2 Efficient & Renewable energy

Driven by the leading thought of environment conservation, edotco Bangladesh is increasing the use of solar energy. This effort of going green has been exemplified by edotco Bangladesh deploying hybrid solar technologies across a large number of sites throughout Bangladesh. With the addition of solar technology, there is a notable reduction in carbon emission.

edotco is currently exploring newer and more advanced renewable energy solutions such as wind turbine solutions. edotco's site monitoring and energy solutions are being employed to ensure the most efficient energy consumption on individual sites, protecting the environment and helping to lower energy costs.



Figure 4: edotco's efficiency and green energy offerings

3.4 Product Portfolio: Echo

Edotco is resolved to give the best service uptime to our clients. To meet this responsibility, edotco has set up echo, which permits Security, Environment, Power Supply and Generator Set observing. Echo is a mechanized remote observing system of all our inactive framework. It empowers dynamic checking of fuel, battery, vitality, temperature, alerts and others that effect on administration level. With this framework, edotco will appreciate included site security, proficient vitality administration, condition checking, enhanced profitability and an improved site support which means operational excellence and reduced expenses.

Sophisticated Remote Monitoring

edotco has invested heavily in remote monitoring of its own infrastructure and continue to deploy across its own portfolio. In addition edotco offers remote monitoring managed services on other operator owned tower portfolios. Through 24 X 7 remote monitoring edotco enables optimization of operational efficiencies, reduction of consumables (grid and fuel) and improved site security. edotco's product offering for remote monitoring and control is branded as 'echo'.

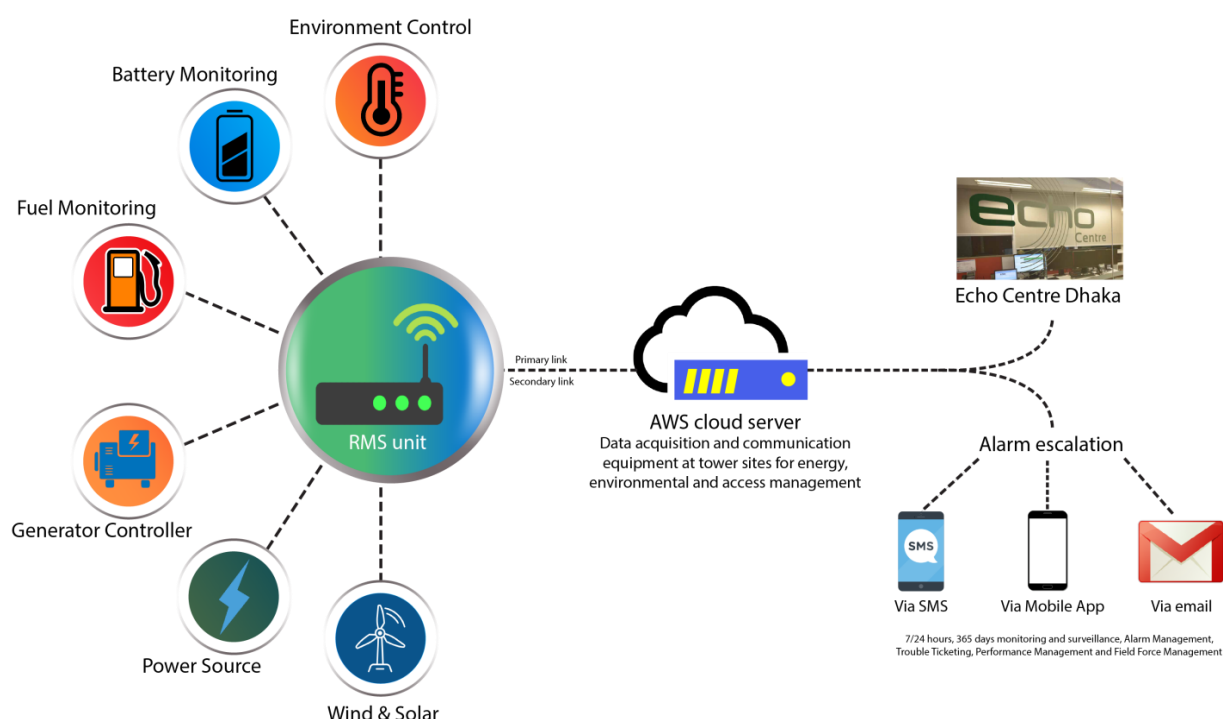


Figure 5: Remote Tower Monitoring and Control (echo)'s High Level Architecture

3.4.1 Unique Value Proposition- echo

echo allows operators to realize measurable business and operational benefits:

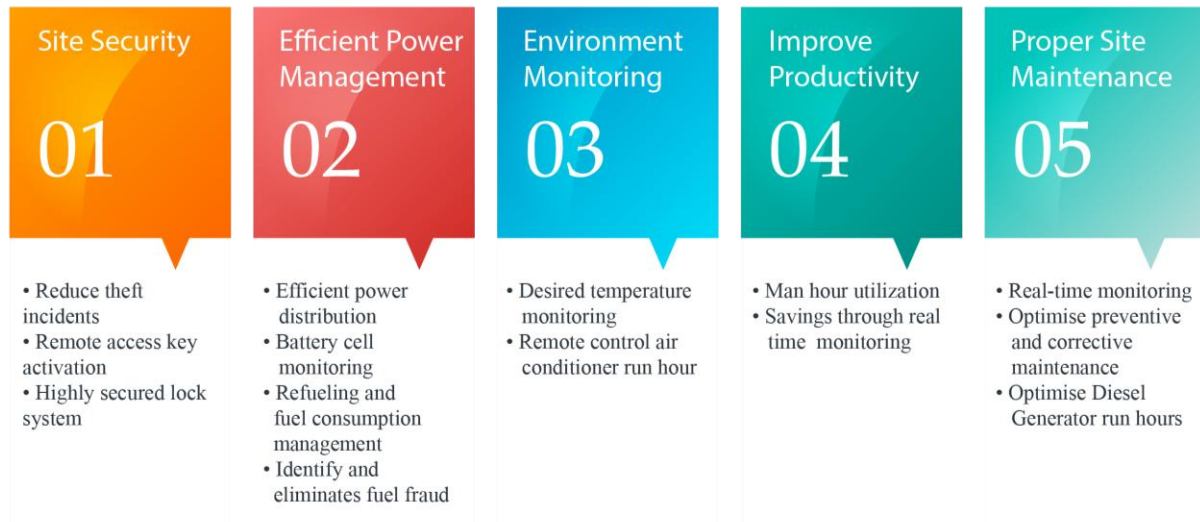


Figure 6: Value Proposition of 'echo'

3.5 Product Portfolio: Managed Services and O&M

As an extension to the list of solutions, edotco takes Annual Maintenance Contracts (AMCs) for its customers to maintain existing and new infrastructure. Edotco covers:

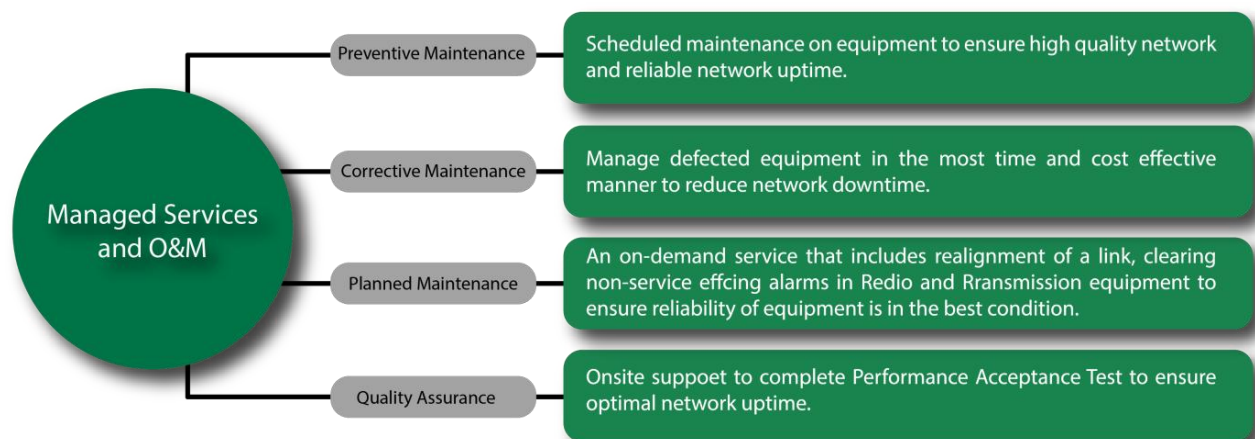


Figure 7: Managed Services and O&M

3.6 Product Portfolio: Fiber

Edotco has another solution to provide greater level of security, which is fiber connectivity for data sensitive networks. This solution provides network operates with higher bandwidth that have more faster data transfer speed, lower latency for faster response time and improved spectrum efficiency through the increase of overall network capacity. Edotco provides fiber under various models; Wholesale, Right of Way (ROW) and Aggregation to support customers to adapt to the increasing demands and competition of the market.

Carbon fiber is layered by round lattice matrix of carbon fiber strands in a geometric pattern. the matrix is than covered with a flat sheet of carbon fiber to form a pole section and slip in joint assembly. This carbon fiber structure is compact and light-weight structure with high strength. It is ideal to be installed as rooftop poles given its light weight (70% lighter than steel). Typically this type of solution providers will be located at urban area.

Chapter 4

Vendor Procurement Processes

4.1 Procurement

edotco Group's Supply Chain Management (SCM) mission is to source for the proper quality of products and services at the optimum total cost of ownership for the group. Edotco endeavors towards searching for products that accomplish its business objectives which are environmentally sustainable. Edotco's accomplices share a similar passion in the journey of common success and development to empower availability for the future. Edotco keeps up the merchants' relationship whose assistance to accomplish more efficiencies towards development over the region.

4.2 Procurement Policy

edotco's Procurement Policies are made on the following rules:

- The Group's standard for picking suppliers and granting associations is through competitive offering process.
- Supplier determinations will be made in light of best broad an incentive to edotco, considering each essential factor which may consolidate value, quality, particular considerations, budgetary quality, execution, dependability and sustainability.
- edotco will treat suppliers in a sensible, moral and fair-minded way.
- edotco will ensure that all supplier information it gets are taken care responsibly and expects the same from suppliers. Suppliers must ensure that any information it considers private is given to edotco.
- edotco delegates are unsettled from giving or accepting blessings and explicitly forbidden from doing in capacity if they are involved with a functioning sourcing venture.

4.3 Code of Conduct

This Code of Conduct has been set up to give an unmistakable explanation of edotco Group Sdn Bhd (EGSB)'s expectation from the service provider in all procurement dealings, ensuring that internationally recognized procurement ethics are followed. Transparency and responsibility ought to be entirely clung to in all procurement activities. This Code of

Conduct builds up the standards required for directing business with EGSB. We will likely work with our specialist organization to guarantee full consistence with these standards. These necessities set out the base levels of consistence required from the service provider. We will think about these standards in our choice of the Service provider and will effectively screen the service provider's consistence.

1. **Laws, Including Regulations and Other Legal Requirements:** The service provider need to follow all applicable laws and regulations in all areas and purview where they lead business.
2. **Policy on Corruption and Position on Conflict of Interest:** EGSB hopes the service provider and companies trying to sell products or services to lead their business as per the most ethical standards. The service provider will never offer anything (e. g. gifts or endowments) to any of the workers of EGSB.
3. **Forced or Involuntary Labour:** The service provider cannot give forced to do anything. Employment is not involuntary.
4. **Child Labour Avoidance:** The service provider cannot take child labour. Child refers to that person who is under the age of 15. Workers younger than 18 won't perform work that is probably going to risk of young workers' health or safety.
5. **Wages and Benefits:** Workers compensation will consent to all applicable wage laws, including those identifying with minimum wages, extra time hours and legitimately ordered advantages. The premise on which every worker is being paid is to be given each such worker in a timely way.
6. **Working Hours:** EGSB hopes the service provider to consent to industry standards and appropriate local laws on working hour necessities as stipulated in any appropriate nation's governing labour laws. The service provider will guarantee that extra time work is voluntary at the overall additional time rates. Employees ought to be permitted no less than one day away from work per seven-day week.
7. **Respect and Dignity:** The service provider will approach all workers with respect and won't give any corporal punishment, dangers of savagery or different types of harassment or physical coercion.
8. **Non-discrimination:** The service provider won't separate in its hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability.

9. **Freedom of Association:** The service provider will recognize their employees' rights to join or refuse to join labour unions or associations and to bargain collectively as permitted by law. The Service provider have the right to establish favorable employment conditions and to maintain open communication and direct engagement between workers and management.
10. **Health and Safety:** The service provider will take care of their employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, the service provider will have and implement effective programs that include effective safety programs covering such areas as: human safety, emergency preparedness, physical and biological agent exposure.
11. **Protection of the Environment:** The service provider will operate in a manner that is protective of the environment. At a minimum, the service provider will comply with all applicable environmental laws, regulations and standards, such as requirements regarding chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting.
12. **Applicability of the Code of Conduct:** This Code of Conduct will apply to all the service provider including all of the approved sub-service providers and other entities acting on the service provider's behalf. The service provider including such sub-service providers will make this Code of Conduct and other relevant information available to their respective employees in the native language(s) of the employees and supervisors.
13. **Monitoring compliance to the Code of Conduct:** To facilitate the monitoring of service provider's compliance with this Code of Conduct, EGSB, its subsidiaries, associate companies and Affiliates expects the service provider to:
 - a. Develop and maintain all necessary documentation to support compliance with the described standards;
 - b. Give authority to EGSB for accessing to all relevant records;
 - c. Allow EGSB to conduct interviews with the service provider's employees and management separately;
 - d. Allow EGSB to conduct announced and unannounced site visits of service provider's locations; and
 - e. Respond promptly to reasonable inquiries from EGSB in relation to the implementation of this Code of Conduct.

14. **Representation:** The service provider will provide honest, accurate and open representation of their organization, its qualification, experience and capabilities. The service provider will also disclose, if requested, accurate references of previous work undertaken. Where references of previous work undertaken cannot be disclosed due to confidentiality obligations, the service provider will reasonably endeavor to obtain the appropriate permissions and will at a minimum disclose such information without breaching such obligations of confidentiality.
15. **Raising Concerns:** If service providers wish to report against any questionable act or violation of the Code of Conduct, the service provider is encouraged to connect with the essential contact of EGSB to determine the correct solution. The result of any investigations or any subsequent activities is secret and will be shared as and when EGSB considers as right time. EGSB won't endure any revenge or countering taken against any service provider.
16. **Sanctions:** A breach of the Code of Conduct may bring about activities being conjured against that service provider. The action will rely upon the nature and reality of the breach and on the level of responsibility appeared by the service provider in breach to its commitments under the Code of Conduct. The scope of activities accessible to be forced on the service provider incorporates however isn't limited to the following:
- a. Formal warnings – that the proceeded non-compliance will prompt more serious activities;
 - b. Disclosure of nature of breach to all EGSB's subsidiaries, associate companies and Affiliates; or
 - c. Quick end of agreement, without response.

When vendors accept all the Code of Conduct, they can make a registration. For vendor registration, vendors should email edotco company with the list of documents below:

- Company Profile
- Product Catalogue
- Latest 3 years Audit Financial Report
- List of projects completed

Chapter 5

Finance Department & Activities

5.1 Organizational Chart

Edotco has 7 different department under the supervision of CEO. Every department consist of several teams. Every department has its own director where teams are headed by general managers. Also, there are regional offices which are also headed by general managers. An organizational structure is given for better understanding.

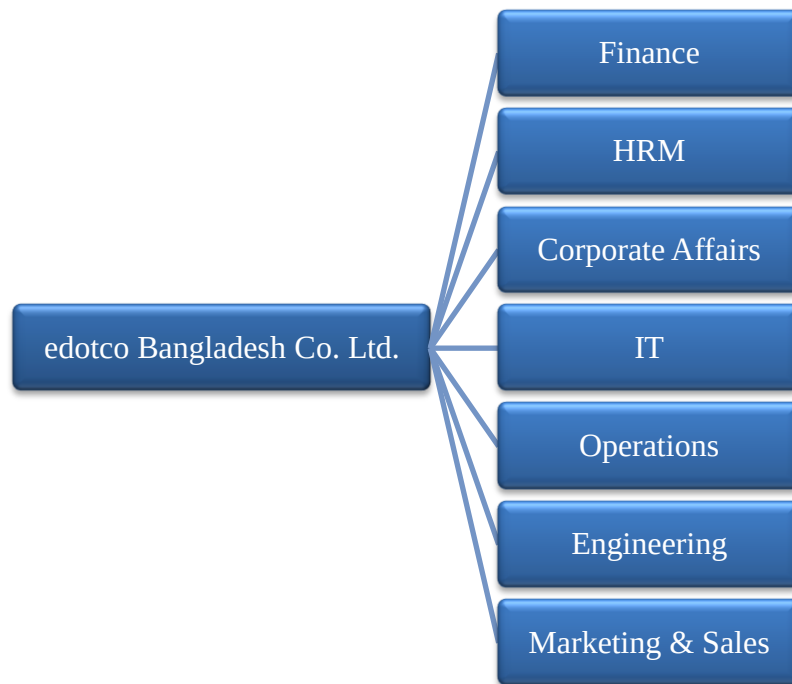


Figure 8: Organizational Structure

However, I worked in a team in edotco which is called Corporate Finance team under finance department.

5.2 Structure of Finance Department

The Finance department of Edotco Bangladesh is build up with 5 distinctive Sub-departments and they are observed by the Finance director. Each sub-department consist a manager who are responsible for operating and monitoring other employees of that department.

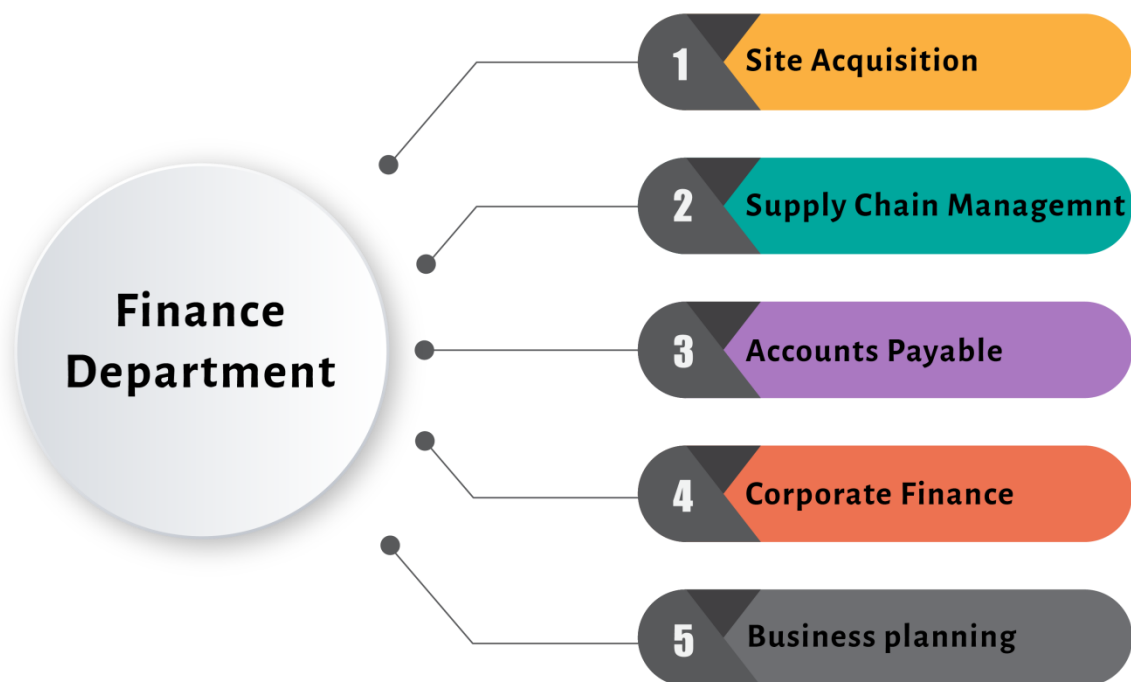


Figure 9: Structure of Finance Department

1. Site Acquisition Team

edotco Bangladesh works with networking. Their main work is to build network pillars in different places of the country to provide a good network system for the communication through mobile phone. To build network pillars the company needs different sites or places. Site acquisition team's main task is to select the perfect sites to build the pillars. These network pillars are mainly build in the top of the buildings. To do this, the owners of the buildings have to be paid rent. Not only that, to run these pillars electricity is needed. These sites also needs maintenance. These all tasks have to be done by the site acquisition team. The deals with the house owners, electricity providers, maintenance team are done by the site acquisition team.

2. Supply Chain Management Team

To build up network pillars many things are needed. All the raw materials and finished goods used to build up these pillars are bought from the third parties. These third parties are managed by this team. Also the movement of the goods from one place to another is managed by this team. The payment of the third parties and the vehicles used for the movement of the goods and man power is done by the finance department.

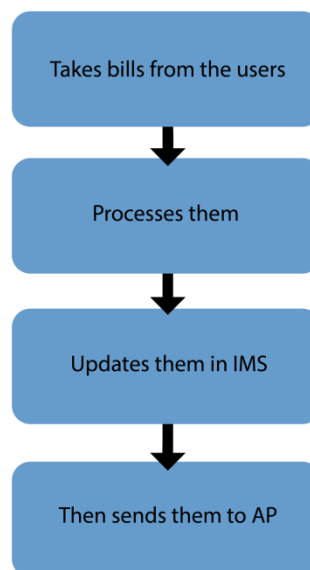


Figure 10: Activities of OSS

3. Accounts Payable Team

Accounts payable deals with all kinds of bills such as vendor bills, fuel bills, electricity bills, house owners' rent bills, petty cash which are the bills submitted by the employees, employee salary, car parking bills. When different bills come from the users through OSS to the accounts payable, they process the bills with the help of IMS which is a website designed for edotco. After giving the entry and processing of the bills they calculate vat and tax for the bills. Then they post the bills in RAPID. When all this are done, the bill is passed to the corporate finance team for further processing and payment.

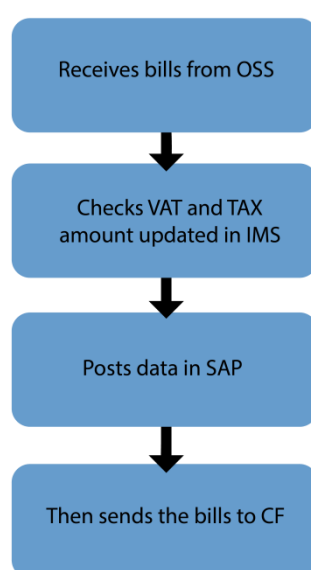


Figure 11: Activities of AP team

4. Corporate Finance Team

Corporate finance is the zone of finance dealing the wellsprings of funding and the capital structure of companies, the actions that managers make to expand the estimation of the firm to the investors, and the devices and investigation used to allot budgetary assets. The essential objective of corporate finance is to maximize or increment shareholder value.

When the bills come to corporate finance team they receive them by changing the status from No to Yes in IMS. After that they check mushok to find out whether the vat amount is right or wrong with the IMS or not. Tax amount is also checked along with the vat. When both are matched with the IMS, further processing goes on. Payment will be finished by sending hard copy of the letter to the corporate bank or branch.

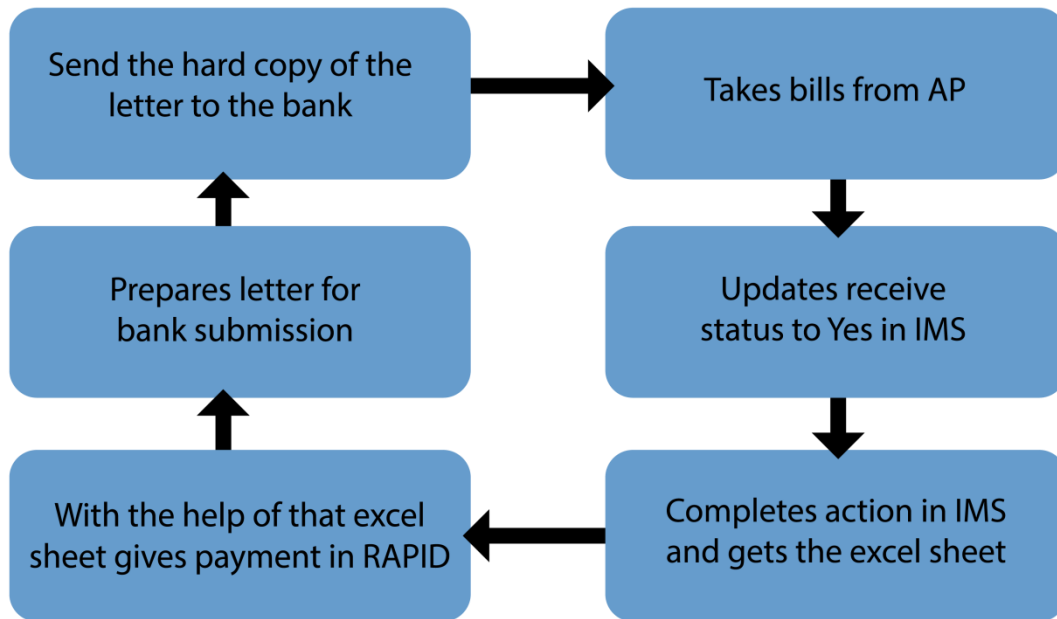


Figure 12: Activities of Corporate Finance Team

5. Business Plan and Revenue Team

When all the divisions are done with their work, revenue team collects data from AP and CF, prepares revenue statement for every month and combines them at the end of the year. After that the statement is handed over the business planning team. With the data and information of one year that team prepares business plan for the next one year. This planning has to be submitted to the CEO of edotco group in Malaysia. Analyzing the plan a meeting is arranged in Malaysia with all the GM of each team.

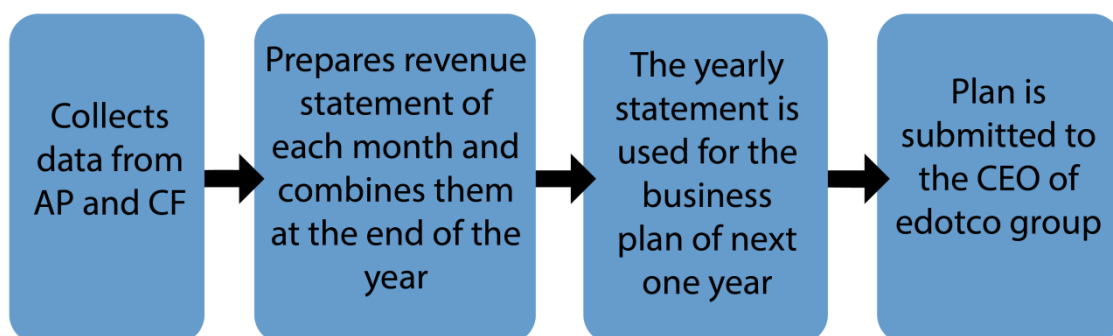


Figure 13: Activities of Business Plan Team

Chapter 6

Bills and Billing

6.1 Types of Bills

At the time of my internship program, I was designated in their finance department. They also had several groups working under financial department. Among them I had the chance to work into their corporate finance team who are basically allotted for execution the payments and recording the payment history in their system which called edotcoims. Basically there are five types of bill. They are-

1. PO (Purchase Order) Bill
2. NPO (Non-Purchase Order) Bill
3. Petty Cash
4. Electricity Bill
5. Fuel Bill

1. PO (Purchase Order) bill

The PO bills were associated with a procurement order which was made by Supply Chain Management. Departments needs to advise to supply chain management for requiring any sort of services or products. They explored the demand of that service or product then they made a insistence to the vendor. The PO bills are made for few services like Diesel Generator repair, Civil Construction, site obtaining, BTS improvement and others.

Subsequent to finishing that service that a payment claim bill is claimed by Vendor to the OSS division (one stop service). The payment claim bill includes with order of payment, certificate of work finished, invoice, and other supportive record of finishing of that work.

Subsequent to getting payment claim bill, we used to cross check each one of those documents to see if the invoice was welly prepared, regardless of whether the total VAT (Value added tax) amount was right, whether that vendor asserted right amount of cash. If the bill seems acceptable then we created the payment procedure.

2. Non-PO (Non-Purchase Order) bill

The Non-PO bill additionally works relatively same as PO bill. However, in the event of PO bill there does not form of any procurement order. The Non-PO bills are essentially created for few particular services like fuel supply, security charge, lease, transport charge additional.

PO bill did not create for long term service, But Non-PO bills are produced for over multi year. Under a Non-PO bill an agreement is led between the company and the supplier. Like PO bills payment claim form of Non-PO bills are conveyed to OSS office. At that point OSS forward those papers to Accounts Payable Department and those payment claim bills are cross checked with their agreements.

3. Petty Cash

Petty cash is a little measure of money available that is utilized for paying little sums owed, as opposed to composing a cheque. Petty cash is additionally referred to as an insignificant money finance. The individual in charge of the petty cash is known as the insignificant money caretaker.

Edotco has partitioned their business task in Bangladesh inside 18 regions. Every area has been apportioned with a settled measure of petty cash for consistently. Accounts payable department assumes an essential part if there should arise an occurrence of checking and controlling this petty cash fund. Each regional manager is in charge of sending their petty cash claim form to Accounts Payable Department. At the time of checking petty cash bill we expected to take after these following terms and conditions.

1. All relevant expense bill is available with the claim form
2. Total petty cash cost is not exceeding than budgeted money
3. Signature of all relevant authorities like regional manager
4. Each expense bill is not supposed to exceed more than 5000 takas.

4. Electricity bill

The expense of Electricity bill is a major part Edotco Bangladesh. 8,200 towers in Bangladesh has a different electricity connection. There were three sorts of electricity bills like PDB, PBS and SUB Meter. Each bill has distinctive payment procedure like EFTN (Electronic Fund Transfer) Check, Cheque, Robi Digital service extra.

Above all those OSS department got those electricity bills from diverse regions then OSS department sent those bills to Accounts payment department. Accounts payment Department is responsible to check every one of those bills and update those information on the information system which is called IMS. After that, Accounts payment Department sends those bills to Finance Department for payment procedures.

5. Fuel Bill:

For smooth operation, towers need to signal simultaneously which might not be possible due to power outage. So, sites need generator for smooth operation. To run those generators, edotco incur a big amount of money. The fuel bills of generator come from different regions through Robi OSS. After those bills are being received, Accounts Payable Department had to check whether total amount of bill is calculated right and had to update a database of fuel bill for future advantage. After that, Accounts payment Department sends those bills to Finance Department for payment procedures.

6.2 Billing Procedures

All kinds of bills does not receive directly handed to the Corporate Finance. Bills are being processed step by step in each sector. Firstly Account Payable team (Financial Accounting) receives all bills from others department. By giving entry on IMS and REPID, Account Payable Team gives bills to Corporate Finance. A short diagram is given below:

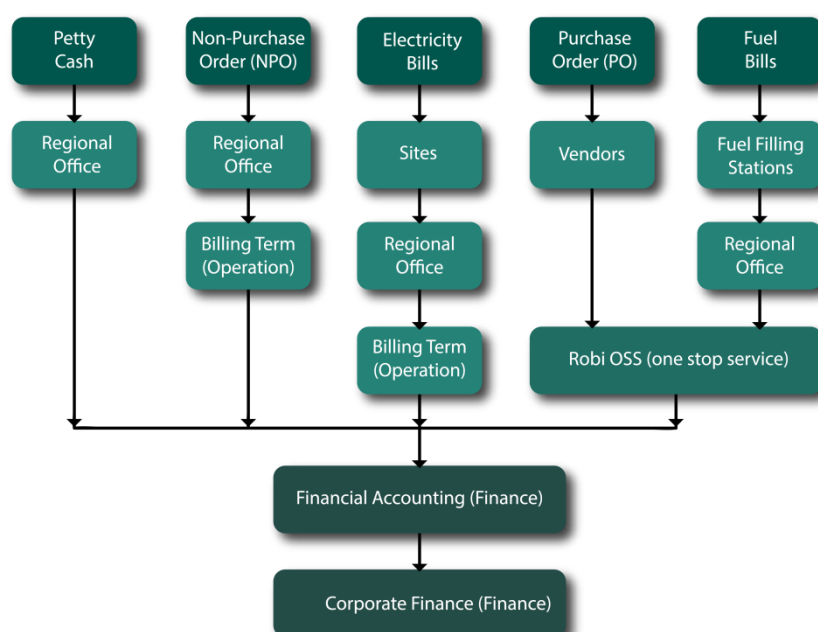


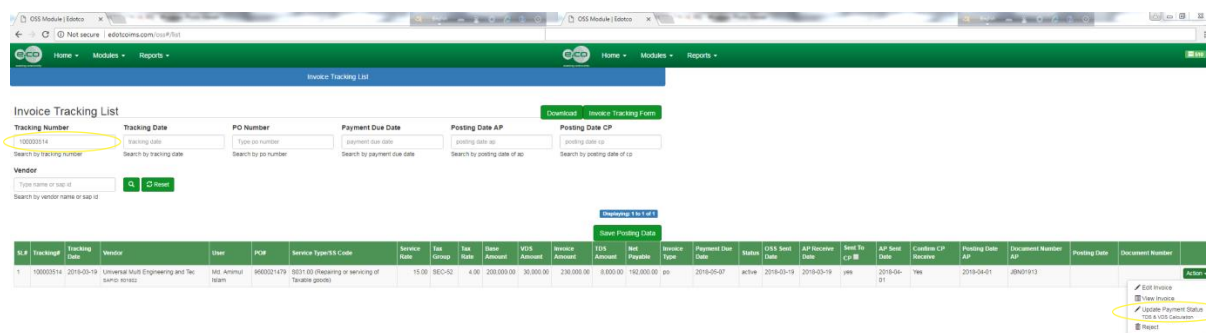
Figure 14: Billing Procedures (Step by step)

Chapter 7

Payment Procedure

7.1 IMS Completed

Under every bill, there has a tracking number (e.s. 100003514). Firstly we need to search that tracking number in edotco's IMS server. After inputting the number, every numerous details of that bill will come forward under the tracking number. We will get the amount of base, vat & tax, invoice amount, net payable, disbursement date and others.



Invoice Tracking List

Tracking Number: 100003514

Tracking Date: 2018-03-19

PO Number: 9600021479

Payment Due Date: 2018-05-07

Posting Date AP: 2018-05-07

Posting Date CP: 2018-05-07

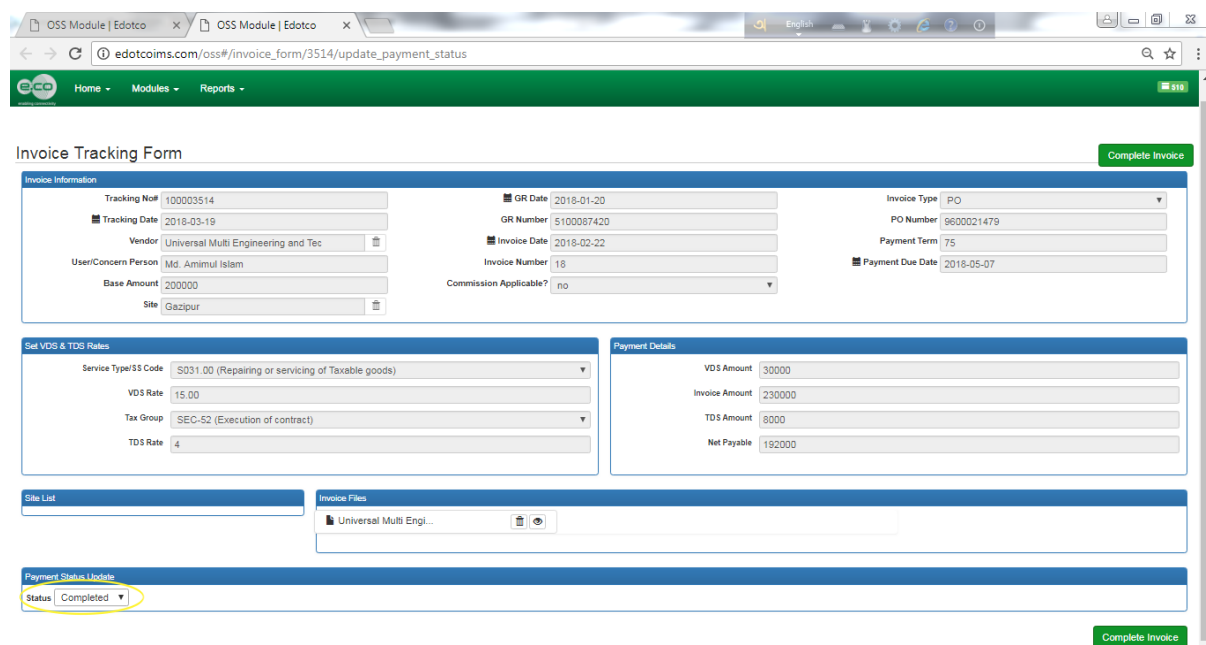
Vendor: Universal Multi Engineering and Tec

Base Amount: 200000

Site: Gazipur

S.N	Tracking No	Tracking Date	Vendor	Site	PO#	Service Type/SS Code	Service Rate	Tax Group	Tax Rate	Base Amount	VDS Amount	TDS Amount	Net Payable	Invoice Type	Payment Due Date	Status	TDS & VDS Date	AP Document Date	CP Document Date	AP Document Date	CP Document Date	Posting Date AP	Posting Date CP	Document Number AP	Document Number CP	Posting Date	Document Number	Action
1	100003514	2018-03-19	Universal Multi Engineering and Tec	Gazipur	9600021479	5031-00 (Repairing or servicing of Taxable goods)	15.00	SEC-52	4.00	200,000.00	30,000.00	230,000.00	8,000.00	192,000.00	PO	2018-05-07	Active	2018-03-19	2018-03-19	2018-05-07	2018-05-07	2018-04-01	2018-04-01	2018-04-01	2018-04-01	2018-04-01	2018-04-01	☒ Edit Invoice ☒ View Invoice ☒ Update Payment Status ☒ TDS & VDS Calculation ☐ Report

In the above picture, we find a "Action" button on the right side. After clicking the "Action", there will be "Update payment status TDS & VDS calculation" among four options. We need to press the "Update payment status TDS & VDS calculation" option.



Invoice Tracking Form

Tracking No: 100003514

Tracking Date: 2018-03-19

Vendor: Universal Multi Engineering and Tec

User/Concern Person: Md. Amimul Islam

Base Amount: 200000

Site: Gazipur

GR Date: 2018-01-20

GR Number: 5100087420

Invoice Date: 2018-02-22

Invoice Number: 18

Commission Applicable? no

Invoice Type: PO

PO Number: 9600021479

Payment Term: 75

Payment Due Date: 2018-05-07

Set VDS & TDS Rates

Service Type/SS Code: 5031.00 (Repairing or servicing of Taxable goods)

VDS Rate: 15.00

Tax Group: SEC-52 (Execution of contract)

TDS Rate: 4

Payment Details

VDS Amount: 30000

Invoice Amount: 230000

TDS Amount: 8000

Net Payable: 192000

Site List

Invoice Files

Universal Multi Engi...

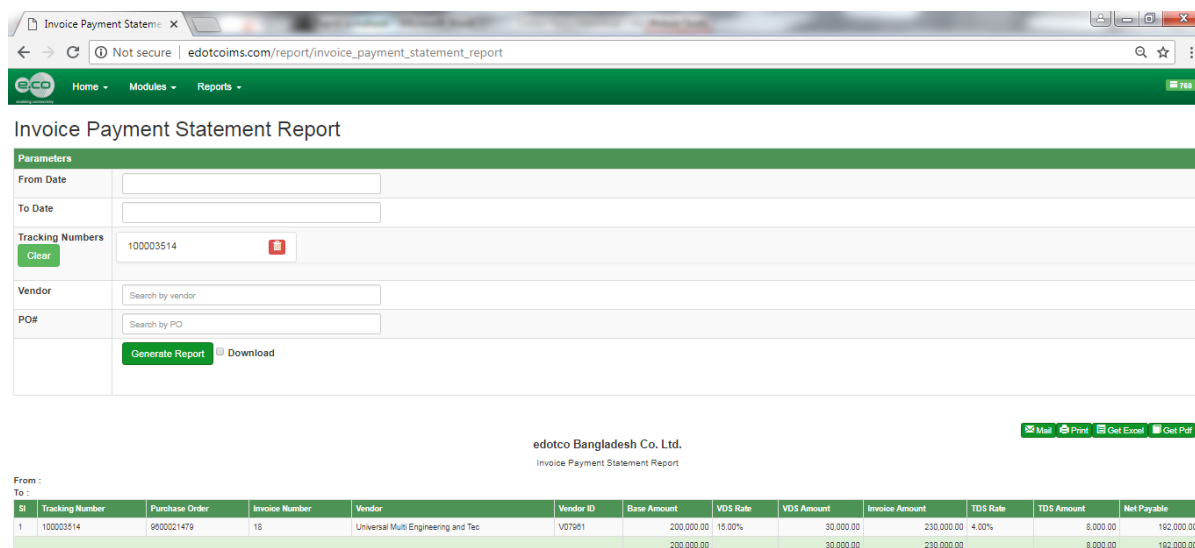
Payment Status Update

Status: Completed

Complete Invoice

According to the above picture, we will see a invoice tracking form. Here we will see the VDS, TDS, Invoice amount and net payable including VDS & TDS rate. If VDS & TDS amount is matched with giving 'Challen' document, payment Status Update need to change from 'Active' to 'Completed' and need to click 'Complete Invoice'.

After doing those, I need to open 'Invoice Payment Statement Report'. There I have to put on the tracking number and click the 'Generate Report'. Then I can see the following window with adjustment amount. I need to print it to attach the printed document with the billing document.



Invoice Payment Statement Report

Parameters

From Date:

To Date:

Tracking Numbers: 100003514

Vendor:

PO#:

edotco Bangladesh Co. Ltd.
Invoice Payment Statement Report

From :
To :

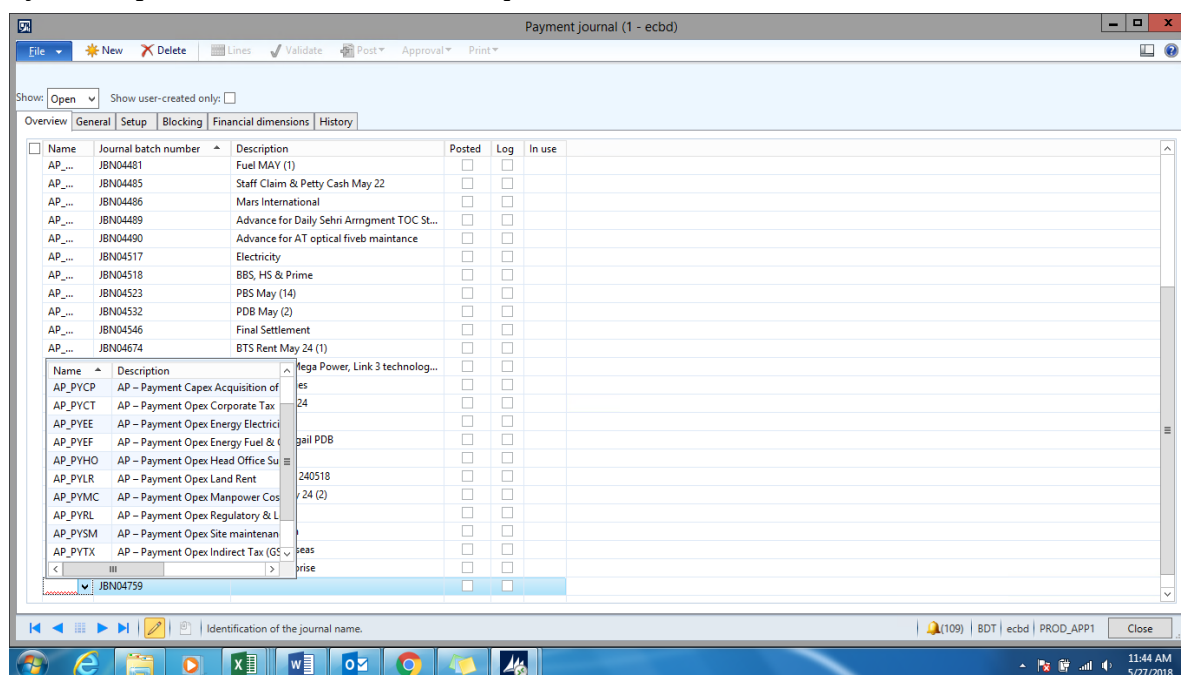
Sl	Tracking Number	Purchase Order	Invoice Number	Vendor	Vendor ID	Base Amount	VDS Rate	VDS Amount	Invoice Amount	TDS Rate	TDS Amount	Net Payable
1	100003514	950021479	18	Universal Multi Engineering and Tec	V07901	200,000.00	15.00%	30,000.00	230,000.00	4.00%	8,000.00	192,000.00
						200,000.00		30,000.00	230,000.00		8,000.00	192,000.00

Then I need to go the official payment software which is called RAPID. This is totally new in edotco. This software has come after three week from when I joined. Before this software, edotco used SAP to give payment of vendor.

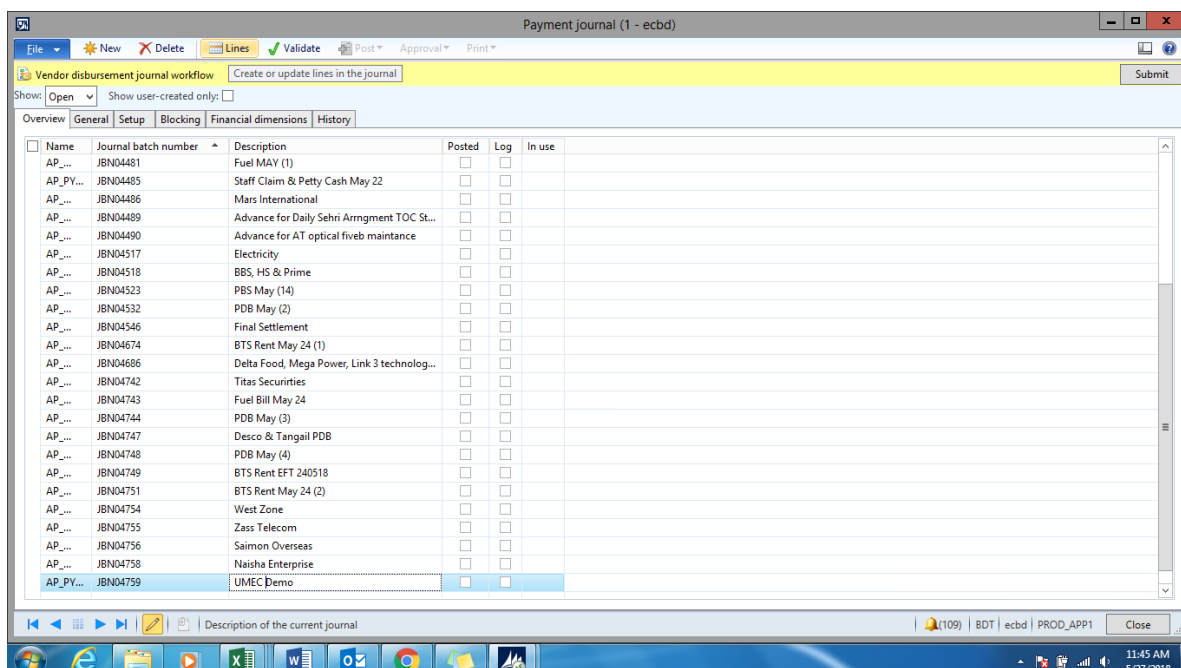
7.2 Rapid Entry

Step 1:

Firstly I need to click 'New' option for creating new payment file. In Rapid software, JBN number is generated by software automatically. Universal Multi Engineering and Tech Co works for site maintenance and acquisitions. So I need to select its workings nature as 'AP- Payment Opex site maintenance and acquisitions'.

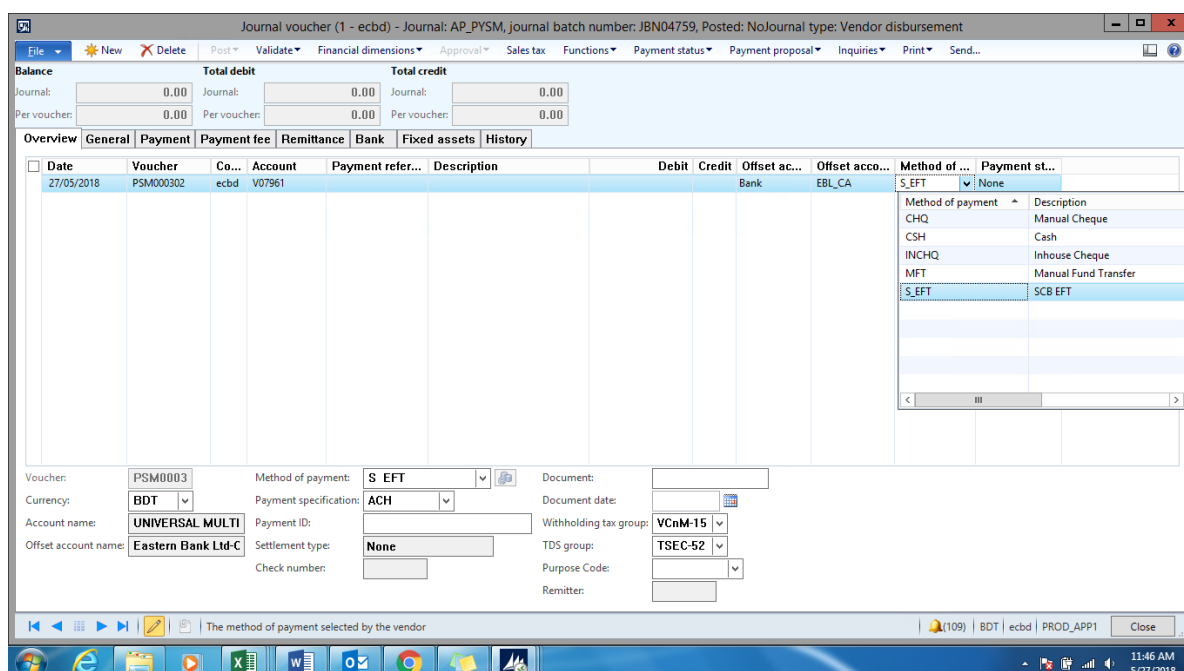


I need to give a proper description under this JBN number (JBN04759). Thus this is Universal Multi Engineering and Tech Co's bill, I give 'UMEC Demo' as a description. After finishing this, I need to click 'Lines' option for further procedure.

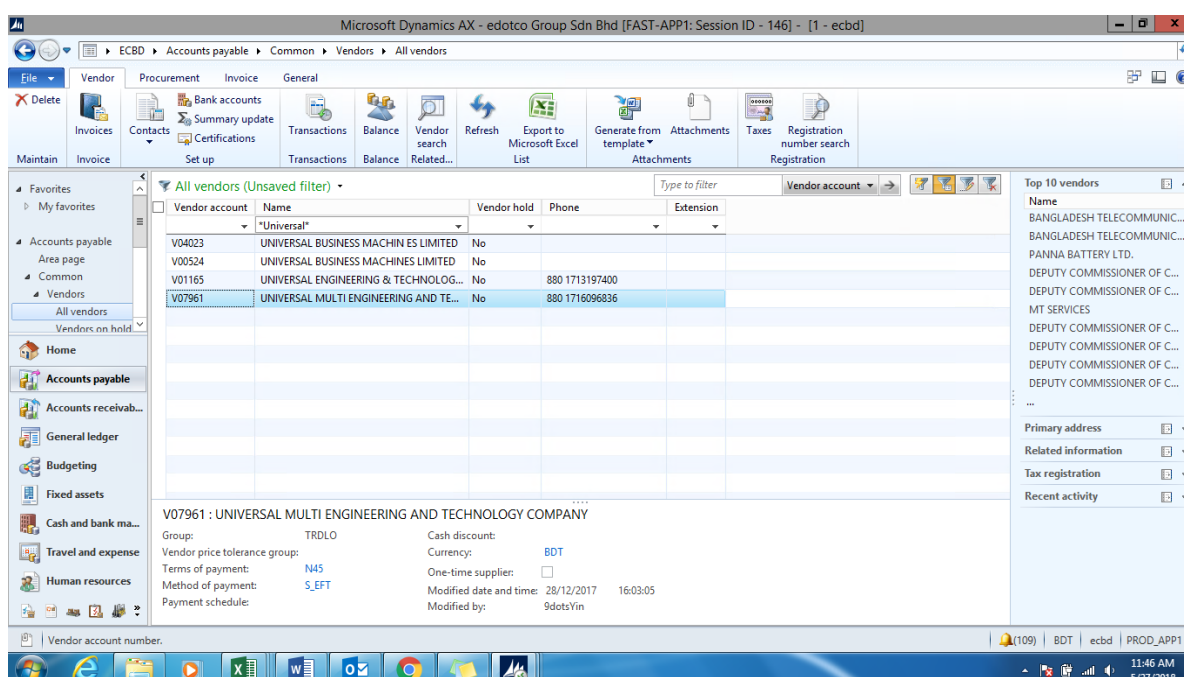


Step 2:

After clicking 'Lines' option, following window has opened. Voucher and Account number need to be filled up by mine. I need to find Account number by going another window and by typing company name. Basically our company gives payment on Mutual Fund Transfer (MFT) through EBL_CA (Eastern Bank Ltd._Current account) for this vendor. So I need to select those individually. After completing those, I need to click 'Function'. Here I find 'Settlement' option and click on it.

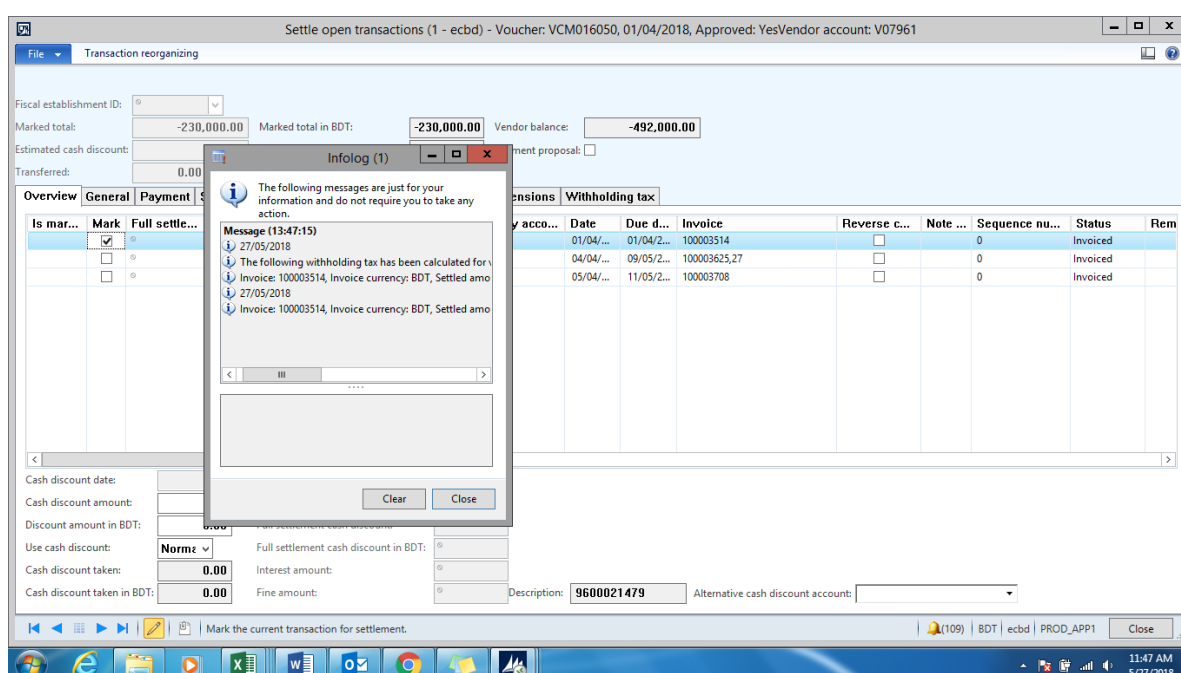


From this Window, I can find the Account number for any specific vendor.



Step 3:

The following window is opened after clicking the 'Settlement' option. As I give payment of Universal Multi Engineering and tech company under tracking number (100003514), I need to check the Vat and Tax amount with the attached 'Challen' document. After getting same amount of both, I need to give tick icon. Then a clearance window is opened and closed by pressing 'Close'. Then Following window needs to be 'Close'. Noted that, sometimes Vat and Tax amount cannot be matched with document. That time, I need to fill up Vat and Tax amount manually (by hand).



Step 4:

After closing upper window, debit settlement is adjusted automatically by deducting vat and tax amount. Always RAPID and IMS settlement amount will be same. Then payment reference and description need to be filled by personally. Payment reference number depends on individually. It can be 'SS1401' which is given by me. After completing all procedure, I need to print a journal copy for attaching the billing document.

Journal voucher (1 - ecdb) - Journal: AP_PYSM, Journal batch number: JBN04759, Posted: No, Journal type: Vendor disbursement

File New Delete Post Validate Financial dimensions Approval Sales tax Functions Payment status Payment proposal Inquiries Print Send...

Balance: Journal: 0.00, Per voucher: 0.00, Total debit: 181,161.75, Total credit: 181,161.75

Overview General Payment Payment fee Remittance Bank Fixed assets History

Date	Voucher	Co...	Account	Payment refer...	Description	Debit	Credit	Offset ac...	Offset acco...
27/05/2018	PSM000302	ecdb	V07961			181,161.75		Bank	EBL_CA

Voucher: PSM0003 Method of payment: MFT Document: Currency: BDT Payment specification: Payment ID: Withholding tax group: VCnM-15 Offset account name: Eastern Bank Ltd-C Settlement type: Ignated transactions TDS group: TSEC-52 Purpose Code: Remitter:

The method of payment

11:47 AM 5/27/2018

After closing the above window, the adjusted amount with details is saved automatically. Then I found the following windows again. At the top left, there is a 'Submit' option. I need to submit this file to approve from the Account Payable Department. When AP department approves this file, **Syed Abu Toha** (G.M. of Finance Department) need to approve again for the last time. At every stage, every person have to sign on the hard copy which is attached with the bills.

Payment journal (1 - ecdb)

Vendor disbursement journal workflow Create or update lines in the journal Submit

Show: Open Show user-created only:

Overview General Setup Blocking Financial dimensions History

Name	Journal batch number	Description	Posted	Log	In use
AP_...	JBN04481	Fuel MAY (1)			
AP_PV...	JBN04485	Staff Claim & Petty Cash May 22			
AP_...	JBN04486	Mars International			
AP_...	JBN04489	Advance for Daily Sehri Arrngment TOC St...			
AP_...	JBN04490	Advance for AT optical fiveb maintance			
AP_...	JBN04517	Electricity			
AP_...	JBN04518	BBS, HS & Prime			
AP_...	JBN04523	PBS May (14)			
AP_...	JBN04532	PDB May (2)			
AP_...	JBN04546	Final Settlement			
AP_...	JBN04674	BTS Rent May 24 (1)			
AP_...	JBN04686	Delta Food, Mega Power, Link 3 technolog...			
AP_...	JBN04742	Titas Securities			
AP_...	JBN04743	Fuel Bill May 24			
AP_...	JBN04744	PDB May (3)			
AP_...	JBN04747	Desco & Tangail PDB			
AP_...	JBN04748	PDB May (4)			
AP_...	JBN04749	BTS Rent EFT 240518			
AP_...	JBN04751	BTS Rent May 24 (2)			
AP_...	JBN04754	West Zone			
AP_...	JBN04755	Zass Telecom			
AP_...	JBN04756	Saimon Overseas			
AP_...	JBN04758	Naisha Enterprise			
AP_PV...	JBN04759	UMEC Demo			

Description of the current journal

11:45 AM 5/27/2018

7.3 Documentation

At the end, a official letter need to be printed. The letter contains beneficiary bank, bank account number and transferable payment amount. After that, that letter needs to be signed by two important persons. **Syed Abu Toha** (G.M. of Finance Department) is always signed in left side of the letter. The second person's sign depends on the amount of payment according to the letter.

Amount	Name
Less than 10 lac Taka	Mohammad Johirul Islam (G.M., AP)
10 lakh to less than 1 core Taka	Ahammad Jubaer Ali (Director, Finance)
More than 1 core Taka	Rahul Chowdhury (Managing Director)

When this documentation was signed by those person, it went to corporate or branch of Eastern Bank Ltd. for another sign. The original paper was kept by bank and the photocopy paper came back as a received copy. The received copy was attached with all bills and documents and kept in a box which needed to send head office for auditing.

Chapter 8

SOWT Analysis, Findings, Recommendations and Conclusion

8.1 SOWT analysis of Finance Department

Strength	Weakness
1. Maintain all vendors payment in one system. 2. Record all information in day to day activities. 3. Control on all records 4. Reliability and realistic of all information 5. Easily accessible to find information 6. All employees are cooperative.	1. Has a little bit of corporate politics which is not good. 2. Chances of promotion is lower. 3. For the payment activity there is only one specialist which is not enough. 4. Preparing letter and sending that to the bank is time consuming. 5. Bills are not kept in organized way which may take more times to find out bills.
Opportunities	Threats
New information system (RAPID) may create competitive advantages. RAPID can take fewer times to make payment. Employees can involve to improve skills on information system.	Server is fall down sometimes which can be hampered. As a new information system (RAPID), employees are not good at operational procedures.

8.2 Findings

Doing internship in edotco helped me to know about the company very well. My findings are given below:

- Well organized company
- Has a very good management team who manages the organization well
- Has a great working environment
- Everybody is co-operative
- Different teams under one department are united regarding their activities
- Among all the departments Finance department is the busiest department as they have lots of works to do everyday
- Arranges trainings for the employees to have better knowledge over Microsoft excel

8.3 Recommendations

I have some opinions to conduct the department in an efficient way.

- Should appoint more experienced and expert people for the finance department to reduce the work load.
- Should appoint one more specialist in the corporate finance team for the betterment of the team
- Should introduce an automation process for the money transfer which can reduce the high time consumption
- Should increase the chances of promotion according to the performance
- Should avoid corporate politics
- Should arrange more trainings

8.4 Conclusion

The last 3 months was quite impressive to do my internship at edotco Bangladesh Co. Ltd. I found out about the nature of actually working in a professional environment. At first, this internship program helped me to gain knowledge about Microsoft excel and some payment softwares and to compare this practical knowledge with theoretical knowledge. Only some sections are covered in the internship program, it is not possible to go to the depth of each activities of the organization because of time limitation. However, highest effort has been given to achieve the objectives the internship program. The value of Finance Department in any company is extensive. It can be said the base of any company. The company itself is well-organized as well as its officers.

References

1. edotco official website (<https://edotcogroup.com/about-us/>)
2. edotco to sell 30pc stake, The Daily Star, Article published on 16 May, 2018 (<https://www.thedailystar.net/business/edotco-sell-30pc-stake-1577014>)
3. edotco Bangladesh cuts 20pc carbon emission, The Prothom-Alo, Article published on 17 February, 2018 (<http://en.prothomalo.com/environment/news/171251/edotco-Bangladesh-cuts-20pc-carbon-emission>)
4. edotco, the First Tower company to Deploy Innovative Bamboo Telecom Tower, KHMER TIMES, Article published on 28 March, 2017 (<https://www.khmertimeskh.com/news/36959/edotco--the-first-towerco-to-deploy-innovative-bamboo-telecom-tower/>)
5. Edotco to provide rooftop camouflage structured tower, banglanews24.com, Article published on 28 April, 2016 (<http://www.banglanews24.com/technology/article/51799/Edotco-to-provide-rooftop-camouflage-structured-tower>)

Appendix

Payment Request and WCC



Ref No. : EM-Ops_2018/11
 Payment Type : Final
 Invoice received Data :
 Payment Request Date : 24-Jan-18
 Payment Request from: : EM, Operations
 Work Location/Site name : Tongi Ware House
 Type of Work : Repair of rectifier module
 Vendor : Universal Multi Engineering and Tech Com
 Address of Vendor : Delwar Apartments, floor#6-B,2/4,Dhaka-1207
 Purchase Order No : 9600021479
 PO issued date : 9-Nov-17
 Target Job Completion Date : 25-Dec-17
 Actual Job Completion Date : 25-Dec-17
 Bank Guarantee : NA
 GR No. & Date : 5100087420

Certification: This is to certify that Universal Multi Engineering and Tech Com has supplied and executed successfully the following jobs as per the ref PO 9600021479. The Details are as follows.

Original Contract/PO value	:	BDT	305,000
Ref Contract/PO value	:	BDT	305,000
Value of completed works (Goods/Service):	:	BDT	230,000

Payable amount in word: BDT Two hundred thirty thousand only

Sl. & Job description	Qty	Unit	Price/unit	Net value
10. Repair of rectifier Module_Sep'17	31	Job	5,000	155,000
20. Repair of rectifier Module_Oct'17	15	Job	5,000	75,000
Gr. Total				230,000

Prepared/Requested By:

K.A.Y. Nuruddin Jahangir
 Energy Management, Operations

Checked By:

Md. Amimul Islam
 EM, Operations, e.co

Verified By:

Md. Noor Alam Siddiqi
 EM, Operations, e.co

Certified By:

Md. Aminul Habib
 EM, Operations, e.co



edotco Bangladesh Co. Ltd.

Tracking Number: 100003514
 Tracking date & Time: 2018-03-19
 User Name: Md. Amimul Islam
 To be processed by AP: 2018-03-01
 To be processed by CF: 2018-03-07
 Payment Due Date: 2018-05-07
 Help Line: 01817182585

Approved By:

Md. Mokshed Ali Khan Sohel
 Director, Operations, e.co



Universal Multi Engineering and Technology Company Limited (UMEC)

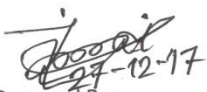
Fire Fighting, Fire Hydrant, Fire Door, Safety Securities, Access Control, CCTV, Cooling & Telecommunication Serves Provider



Edotco Bangladesh Co Ltd Rashid Tower, (10th Floor) House # 11, Road # 18 Gulshan Model Town, Gulshan-1 Dhaka-1212			VAT Reg. NO: 17051021280 Ref Bill no: Rectifier-18 Date: 27.12.2017 PO Number: 9600021479 PO Date: 09.11.2017		
Sub: Supply and Maintenance/Services with Spare parts					
Item	Material Description	Order QTY	Unit	Price Per Unit	Net Value BDT
00010	Repair of Rectifier Module _Sep'17_UMEC	31	Job	5,000.00	1,55,000.00
00020	Repair of Rectifier Module _Oct'17_UMEC	15	Job	5,000.00	75,000.00
Total Bill Amount (BDT)					2,30,000.00
Total services amount with Vat (BDT)					2,30,000.00
Total services VAT amount (BDT) 15%					30,000.00
Total Net value with VAT (BDT)					2,30,000.00

In Words (BDT): Two Lac thirty thousand taka only

For Universal Multi Engineering and Technology Com. Ltd (UMEC)


Prepared By:
Name: Md Jashim Uddin
Mobile No: 01714250684


Authorized for Issuance:
Name: Muhammad Mostafizur Rahman
Mobile: 01716096836



Corporate Office: Delwar Apartments, Floor 6-B, 2/4, South Kaliyanpur, (Kaliyanpur Bus Stand)
Mirpur Road, Dhaka-1207, Bangladesh. Mob: 01716096836, 01924400279, 01718939699, 01911528706

mostafizur@umec-bd.com, mostafizur.umec@gmail.com
bulbul@umec-bd.com, www.umec-bd.com

VAT Registration No. 18131070578



Universal Multi Engineering and Tech Com
Delwar Apartments, Floor 6-B,2/4, - 1207
Bangladesh

Please deliver to:

Delivery date: 25.12.2017

Work/Purchase Order

WO/PO Number 9600021479
Date 09.11.2017
Our Contact person Mr. Shamim
Telephone Number 01817181117

Your Contact Person Delwar Apartments, Floor 6-B,2/
Telephone Number 01924400279
Your vendor number with us 501802

The general terms & conditions mentioned over the leaf/attached shall be treated as integral part of this Purchase Order.
Currency BDT

Item	Material	Description	Order Qty.	Unit	Price Per Unit	Net Value
00010		Repair of Rectifier Module_Sep'17_UMEC	1	Activ.unit	175,000.35	175,000.35
		The item covers the following services:				
10	3003570	EM-Air Con-e.co	35	AU	5,000.01	175,000.35
		The following documents belong to this item:				
		1000002330 -				
		BC on Support Service and Others_Q3'17				
00020		Repair of Rectifier Module_Oct'17_UMEC	1	Activ.unit	130,000.00	130,000.00
		The item covers the following services:				
10	3003570	EM-Air Con-e.co	26	AU	5,000.00	130,000.00
		The following documents belong to this item:				
		1000002722 -				
		BC on Support Service and Others_Q4'17				

Total net value: 305,000.35
(Total Net Value In Words: BDT Three Hundred Five Thousand and Thirty-five only)

Condition Summary:-

Cond type	Name	Value
PBXX	Gross Price-Manual	305,000.35
Total Net Value		305,000.35

Purchase Requisition(s):-

8000036372
8000036379

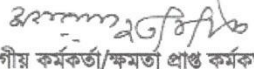
edotco Bangladesh Co Ltd

PAGE: 1

Corporate office, 16th Floor Uday Tower, 57 & 57 A,
Gulshan (South) Avenue, Dhaka - 1212.
Created by: BICL179



15-11-17

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার স্বচ্ছ, আবগারী ও মূল্য সংযোজন কর কমিশনারেট, ঢাকা (পশ্চিম) বিভাগ : MIRPUR DIVISION		মুসক-৮
মূল্য সংযোজন কর নিবন্ধন পত্র/টার্ণওভার কর তালিকাভুক্তি পত্র/কুটির শিল্প তালিকাভুক্তি পত্র [বিধি ১১ দ্রষ্টব্য/বিধি ৪(২) দ্রষ্টব্য]		
নাম :	UNIVERSAL MULTI ENGINEERING & TECHNOLOGY COM.LTD	
ঠিকানা :	DELOWAR APARTMENT FLOOR-6-B 2/4, SOUTH KALLYANPUR MIRPUR ROAD, DHAKA-1207	
TIN (যদি থাকে) :	5722002158	ফোন নম্বর : 01716096836
পূর্ববর্তী BIN (যদি থাকে) :		ফ্যাক্স নম্বর :
আপনাকে মূল্য সংযোজন কর আইন, ১৯৯১ (১৯৯১ সনের ২২ নং আইন) এর অধীনে করদাতা হিসাবে 23/01/2013 তারিখ হইতে নিবন্ধিত/টার্ণওভার কর/কুটির শিল্প তালিকাভুক্ত করা হইয়াছে।		
আপনার ব্যবসার প্রকৃতি :	Service Renderer	
ব্যবসার কার্যক্রম :	S037.00 :: Procurement Provider	
কাজেই আপনাকে - সকল করযোগ্য পণ্য সরবরাহ বা সেবা প্রদানের ক্ষেত্রে মূল্য সংযোজন কর বা, ক্ষেত্রমত, মূল্য সংযোজন কর ও সম্পূরক শুল্ক প্রদান করিতে হইবে; চলতি হিসাবে সমন্বয় অথবা ট্রেজারী চালানের মাধ্যমে ট্রেজারী বা অনুমোদিত ব্যাংকে অর্থ জমা প্রদানের মাধ্যমে মূল্য সংযোজন কর/সম্পূরক শুল্ক/টার্ণওভার কর পরিশোধ করিতে হইবে; এবং যে কোন মাস সম্পর্কিত মূল্য সংযোজন কর দাখিলপত্র/টার্ণওভার কর দাখিলপত্র আইন ও বিধিমালা অনুযায়ী নির্ধারিত কর মেয়াদ সমাপ্তির পর বিধি ৪ এর উপ-বিধি (৫) এবং বিধি ২৪ এর উপ-বিধি (১) এ উল্লিখিত সময়ের মধ্যে পেশ করিতে হইবে আপনার নিবন্ধন/তালিকাভুক্তি সংখ্যা ও এলাকা কোড নিম্নে উল্লেখ করা হইল :		
নিবন্ধন/তালিকাভুক্তি সংখ্যা		এলাকা কোড
17051021280		170105
এই সংখ্যাসমূহ আপনার দ্বারা প্রদত্ত সকল চালানপত্রে এবং মূল্য সংযোজন কর কার্যালয়ের সহিত আপনার সকল যোগাযোগের ক্ষেত্রে উল্লেখ করিতে হইবে। আপনি মূল্য সংযোজন কর আইন, ১৯৯১ এবং মূল্য সংযোজন কর বিধিমালা, ১৯৯১ এর সকল বিধানসমূহ যথাযথভাবে প্রতিপালন করিতে বাধ্য থাকিবেন। এতদ্বিষয়ে কোন ব্যাখ্যা বা তথ্যের প্রয়োজন হইলে আপনি স্থানীয় মূল্য সংযোজন কর কার্যালয়ের সহিত অফিস চলাকালে যে কোন সময়ে যোগাযোগ করিতে পারিবেন। আপনার নিবন্ধন/তালিকাভুক্তির আবেদন পত্রে প্রদত্ত তথ্যে কোন পরিবর্তন হইলে তাহা বিধি ১২ এর উপ-বিধি (১) এ উল্লিখিত সময়ের মধ্যে সংশ্লিষ্ট মুসক অফিসকে যথাযথভাবে জানাইতে হইবে।		
তারিখ :	23 JAN 2013	 বিভাগীয় কর্মকর্তা/ক্ষমতা প্রাপ্ত কর্মকর্তা "

(ট. প্র. অ. মনজুর হোসেন)
সহকারী কমিশনার
কাস্টমস, এক্সাইজ ও ভ্যাট
স্বিটপুর্ষ বিভাগ, ঢাকা



15-11-17