

BRITISH AMERICAN TOBACCO BANGLADESH COMPANY LIMITED

Minutes of the Board CSR Committee 6th Meeting held on 21 July 2014
in the Head Office of the Company at New DOHS Road, Mohakhali, Dhaka-1206

Present: Mr. Kamrul Hasan - *Chairman*
Mr. Shehzad Munim
Mr. Mohammad Moinuddin Abdullah
Mr. Jalal Ahmed

By Invitation: Mr. K. H. Masud Siddiqui
Mr. Shahed Zubair
Mr. Shiblee Shakik Ahmed
In attendance:
Mr. Md. Azizur Rahman - *Company Secretary*

1. Mr. Kamrul Hasan presided over the meeting and welcomed all members of the Board CSR Committee. The Chairman called the meeting to order. He advised the Company Secretary to proceed with the meeting according to agenda.

Agenda-1: *To consider Minutes of the Board CSR Committee Meeting held on 20 February 2014 and 18 June 2014.*

2. The Minutes of the Board CSR Committee 5th and 6th Meetings held on 20 February 2014 and 18 June 2014 respectively were placed in the meeting and were confirmed.

Agenda-2: *To discuss action items from Previous Meeting(s).*

3. Mr. Md. Azizur Rahman, Company Secretary, apprised the Committee of action items from previous meeting(s) and took following resolutions:

ACTION POINT	STATUS/RESOLUTION
<p>Action-3: The Head of CORA will present to the Committee in the next meeting the draft ToR of the CSI impact study (survey) to be done by a qualified third party to ascertain the socio-economic benefits/impact of the stakeholders out of the CSI of the Company.</p> <p>Responsibility: Mr. Shahed Zubair, Head of CORA (Timeline: Q3, 2014)</p> <p>Origin: 3rd Meeting of Board CSR Committee (held on 4/11/2013)</p>	<p>The Head of CORA updated the Committee regarding CSI impact study and its progress. He mentioned that meanwhile Nielsen was appointed to conduct field work and analyse the Company's CSI impact study (survey).</p> <p>After threadbare discussion, the Committee approved Professor ASM Amanullah Ferdous, PhD as a Technical Consultant being a subject matter expert for the Company's CSI impact study (survey).</p> <p>The Head of CORA will update the Committee in next meeting regarding appointment of Technical Consultant and further progress of the study.</p>
<p>Action-4: The Head of CORA will update the Committee members about the details of developing partnership with Bangladesh Agriculture University along with the schedule of dialogue so that the Committee members may attend the session.</p> <p>Responsibility: Mr. Shahed Zubair, Head of CORA (Timeline: Q2, 2014)</p> <p>Origin: 3rd Meeting of Board CSR Committee (held on 4/11/2013)</p>	<p>The Head of CORA updated the Committee, that the dialogue has been held up for the time being, as some changes and direction might be needed after the recent COP6 (Conference of Parties) engagement. Based on its outcome, this dialogue plan will need to be re-planned and re-scheduled.</p>

<p>Action-1: The Management will prepare two separate proposal documents exploring the scope of rules under Tobacco Act in order to formulate sensible regulation for the business requirements of CSR communication activities and pictorial health warning on the cigarette packets.</p>	<p>The document was prepared and circulated in the meeting. The Committee advised the Management to arrange a meeting for the Board members with the Minister, Ministry of Health as soon as possible.</p>
<p>Responsibility: Mr. Shahed Zubair, Head of CORA (Timeline:Q2, 2014)</p> <p>Origin:5th Meeting of Board CSR Committee (held on 18 June 2014)</p>	

Agenda-3: *To update on CSR activities for the period of February 2014 to June 2014.*

4. Mr. Shahed Zubair, Head of CORA apprised the Committee members of the CSR activities of February to June 2014. He highlighted the following execution status against the plan as approved by the Committee.

CSI	Plan	Timeline	Location	Execution Status
Probaho	9 Plants	Q1 and Q3	Kushtia, Manikganj	3 plants
Deepto	350 units	Q3	Chittagong Hill Tracts	135units
Bonayan	4 million	Q3	Growing Locations	Continued

Agenda-4: *To update recent media response on the Company.*

5. Mr. Shiblee Shakik Ahmed, Senior Corporate Affairs Manager, updated the Committee about recent media response on the Company highlighting corporate reputation and CSR. He presented also the CSR initiatives of other organisations. The Committee thanked for the detailed presentation and updating the committee.

Agenda-5: *Any other businesses.*

The Committee discussed on the following matters:

- Management may consider engaging with the Department of Environment and Government, which might be helpful for endorsing Probaho and other CSI projects of the Company.
- Deepto can be expanded in other off-grid locations considering good publicity value which might get appreciated by the Government and relevant stakeholders. Examples of these areas are Dahogram and Angar Potha.
- Tobacco Fertilizer which are cost effective and environ friendly may be effectively used in other agricultural lands beside tobacco cultivation.

Action-1: *The Management will review the above suggestions and update the Committee in next meeting. Responsibility: Head of CORA.*

As no further discussion was proposed, the meeting ended with a vote of thanks to and from the Chair.

Md. Azizur Rahman
Company Secretary

Kamrul Hasan
Chairman, Board CSR Committee

MR. JALAL AHMED

Additional Secretary

Ministry of Finance

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NOTICE OF BOARD MEETING

Will be held on 14 July 2015 at 4 pm