

Notarial Certificate

Registration No. 07

Date 06.08.2005

Residence :

6/1, Dhalpur (3rd Floor)
Dhaka-1204
Phone : 7514516



Office :

Court House Street
Dhaka Bar Association Building
Dhaka-1100

To All to whom Presents shall come
A. A. S. M Hanif duly appointed as
Notary Public for the whole of Bangladesh by the
Government of the People's Republic of Bangladesh duly
admitted declared and Practising in the District of
Dhaka, Bangladesh. Do hereby certify and attest the
MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS OF
"ABDUR RAZZAQ AND SHAMSUN NAHAR TRUST FOR EDUCATION"
and delivered in due form of Law, has been signed/execut-
ed sworn in before me by:- DR. SULTANA NURUN NAHAR
Department of Astronomy The Ohio State University
Columbus, OH 43210, US.A. 6/3, S.B.C. Lane, Gandaria,
Dhaka-1204, Bangladesh, is duly attested by me.



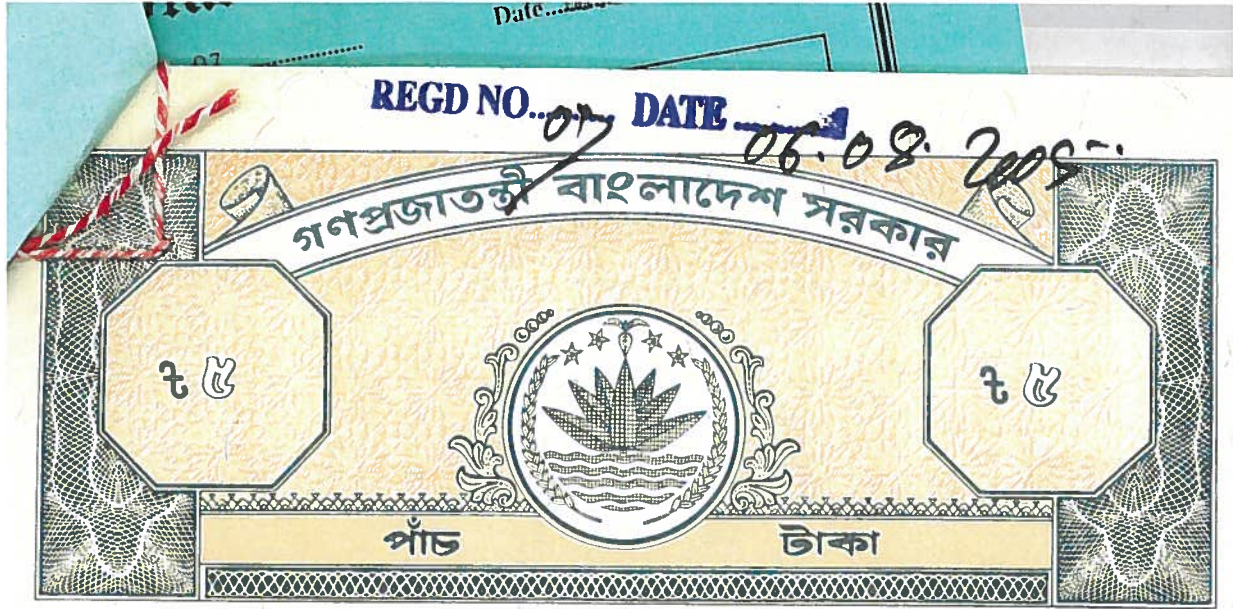
In faith and Testimony Whereof, I have here-
unto set my hand and Notarial seal this the 6th day of
August two thousand Five



A. S. M. Hanif
06.08.2005
(A. S. M. Hanif)

Advocate
Notary Public for the whole of Bangladesh
Govt. of Bangladesh.

A. S. M. HANIF
M.S.S, LL.B. Advocate
Notary Public
for the Whole of Bangladesh
114-3/1A, Dhalpur, Dhaka
Phone : 7514516



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A TRUST CREATED UNDER SOCIETIES ACT-XXI OF 1860

MEMORANDUM OF ASSOCIATION,

AND,

RULES AND REGULATIONS

"ABDUR RAZZAQ AND SHAMSUN NAHAR TRUST FOR EDUCATION"

FOUNDER:

DR. SULTANA NURUN NAHAR
Department of Astronomy
The Ohio State University
Columbus, OH 43210, USA

HEAD OFFICE:
6/3, S.B.C LANE
GANDARIA, DHAKA-1204
BANGLADESH.

A TRUST CREATED UNDER SOCIETIES ACT-XXI OF 1860

MEMORANDUM OF ASSOCIATION OF

"ABDUR RAZZAQ AND SHAMSUN NAHAR TRUST FOR EDUCATION"

I. NAME :

The name of the Trust shall be "ABDUR RAZZAQ AND SHAMSUN NAHAR TRUST FOR EDUCATION". Henceforth it will be referred to as the Trust.



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ATTESTED

A. S. M. Hanif
06.08.2009
A. S. M. HANIF
M.S.S, LL.B. Advocate
Notary Public
for the Whole of Bangladesh
7/4-3/KA, Dhalpur, Dhaka
Phone : 7514516



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II. HEAD OFFICE :

The principal office of the Trust shall be situated at 6/3, S.B.C Lane, Gandaria, Dhaka 1204 or at any other place as the Trustees may decide subsequently.

III. NATURE OF THE TRUST :

The Trust shall be non-profitable and non-political organization solely devoted to various educational pursuits. The income of the property of the Trust whatsoever derived shall be applied solely towards the promotion of the objectives of the Trust. A portion thereof may be paid or transferred directly or indirectly by way of dividend or profit to the members of the Trust only if needed for the objectives of the Trust.

IV. AIMS AND OBJECTIVES :

The aims and objects of the Trust shall be in general to promote educational welfares and to aid and assist other associations with similar objectives as decided by the Board of Trustees. Particular objectives are :



a) To assist in promoting excellence in teaching and education in educational and vocational schools, madrasas, etc. An example is Maniza Rahman Girls High School, currently included in the trust.

b) To establish recognitions in teachings and academic performances in the educational institutions for improved efficiency, encouragement, and constructive competition.

c) To bring out, encourage, and develop the inventive and research facilities for the pupils and teachers and to afford opportunity for research work in Math, Science, Art, Culture, and Industrial undertakings.

d) To engage Teachers, Professors, Instructors, Alems, Moallems, Imams and experts of good moral character and conduct to impart efficiently and economically up-to-date institutions to pupils and students in modern sciences, industrial, vocational, research works, religion and Islamic education and culture, intellectual and other useful pursuits.

e) To develop a healthy as well as critical aptitude towards the development of mental, physical and moral uplifts of the students and all those connected with the institution so as to make them good citizens.

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f) To assist in maintenance of Boarding houses. Hostels and residential institutions for the students and all those connected with the institutions, as needed and decided by the Board of Trustees.

g) To change moderate duties, fees and otherwise to recoup themselves for the outlay and expenses incurred in the up leap and maintenance of institutions established or about to be established under this Deed.

h) To train and equip the pupils so as to be self supporting in an honorable and decent way of life so as to develop into good healthy and progressive citizens.

i) To promote the dignity of labor, appreciation of intellectual gifts and talents of all kinds.

j) To encourage sportsman and adventures spirit in the pupils and to participate in sports, Games and Gymnastics.

k) To develop disciplinary conduct and a habit to observe the rule of law and self-research.

V. INTEREST OF MEMBERS.

The income derived will be spent for the fulfillment of the objectives in this Memorandum, and shall not be distributable to members in any form unless it is necessary for the benefits of the Trust objectives.

VI. BOARD OF TRUSTEES :

There shall be a Board of Trustees, consisting of not less than five and not more than eleven members generally. However, three members of the Board of Trustees will be involved with issues relevant only to Maniza Rahman Girls High School. as specified below. The first Board of Trustees consists of the following persons :

of owards and/or any other grants as Sultana Nurun Nahar decides

Names and addresses:

1. Dr. SULTANA NURUN NAHAR (Donor)- Chair
DEPT OF ASTRONOMY, THE OHIO STATE UNIVERSITY,
COLUMBUS, OH 43210, USA

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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

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2. SULTANA LUTFUN NAHAR (Vice-Chair)
137, Distillary Road, Gandaria, Dhaka-1204.
3. SULTANA KHAIRUN NAHAR
38/1, Sabek Sharafatgonj Lane, Gandaria, Dhaka-1204.
4. MD. SARWAR JAHAN
6/3, S.B.C. Lane, Gandaria, Dhaka-1204.
5. SHAISTA HASHMAT GHANI (Secretary)
38/1, Sabek Sharafatgonj Lane, Gandaria, Dhaka-1204.
6. A.Z.A.Q. MD. MOINUDDIN
137, Distillary Road, Gandaria, Dhaka-1204.
7. AHSAN UDDIN AHMED
137, Distillary Road, Gandaria, Dhaka-1204
8. ALBURUJ RAZZAQ RAHMAN
140 W. 18th Ave, Astronomy
Columbus, OH 43210, USA

Following members are involved with issues of Maniza Rahman Girls High School only:

9. Head Master/Mistress
Maniza Rahman Girls High School, Gandaria, Dhaka.
10. Chair of School Committee
Maniza Rahman Girls High School, Gandaria, Dhaka.
11. SHAHNAZ NARGIS JAMAL
(For contacts, communications, meeting arrangements, and relevant information)
38/1, Sabek Sarafatgonj Lane, Gandaria, Dhaka-1204.

VII. SIGNATURES OF THE BOARD MEMBERS:

We, the persons whose names and address are given above, are desirous of being formed into a Trust body in pursuance of the above Memorandum of Associates.

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Names and Addresses

Signature

1. Dr. SULTANA NURUN NAHAR
(Donor).
DEPT OF ASTRONOMY.
THE OHIO STATE UNIVERSITY,
COLUMBUS, OH 43210, USA.

Sultana Nurun Nahar

2. SULTANA LUTFUN NAHAR
137, Distilary Road, Gandaria,
Dhaka-1204.

Sultana Lutfun Nahar

3. SULTANA KHAIRUN NAHAR
38/1, Sabek Sharafatgonj Lane,
Gandaria, Dhaka-1204.

Sultana Khairun Nahar

4. MD. SARWAR JAHAN
6/3, S.B.C. Lane, Gandaria,
Dhaka-1204.

Md. Sarwar Jahan

5. SHAISTA HASHMAT GHANI
38/1, Sabek Sharafatgonj Lane,
Gandaria, Dhaka-1204.

S.H. Ghani

6. A.Z.A.Q. MD. MOINUDDIN
137, Distilary Road, Gandaria,
Dhaka-1204.

A. A. M. Moinuddin

7. AHSAN UDDIN AHMED
137, Distillary Road, Gandaria,
Dhaka-1204,

Ahsan Uddin Ahmed

8. ALBURUJ RAZZAQ RAHMAN
140 W. 18th Ave, Astro
Columbus, OH 43210, USA

Alburuj R. Rahman

Following members are involved with issues of Maniza Rahman Girls High School only:

9. Head Master/Mistress
Maniza Rahman Girls High School,
Gandaria, Dhaka.

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10. Chair of School Committee
Maniza Rahman Girls High School,
Gandaria, Dhaka.

11. SHAHNAZ NARGIS JAMAL
38/1, Sabek Sarafatgonj Lane, Gandaria,
Dhaka-1204.

Shahnaz Nargis Jamal

Dated the ৬th day of August, 2005

A TRUST CREATED UNDER SOCIETIES ACT-XXI OF 1860



RULES AND REGULATIONS OF

"ABDUR RAZZAQ AND SHAMSUN NAHAR TRUST FOR EDUCATION"

I. ASSETS AND FUNDS:

- The assets and funds of the Trust shall be collected by way of donation, gift, subscription, etc.
- The fund of the Trust shall be deposited in a bank or banks in the name of the Trust as may be selected by the chair (donor) or the Board. The bank accounts shall be operated by the chair (the donor), or by a person/persons appointed by the chair, or by the current chair (who is not the donor) with the approval of the Board, in such manner as may be prescribed by the Board from time to time.
- The account of the Trust shall be preserved and maintained in the proper Books of Accounts at the Head Office of the Trust.

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গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

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d) The annual budget shall be approved by the chair (donor) or by the Board of Trustees prior to the financial year July-June.

e) The accounts of the Trust should be audited each year by an auditor to be appointed by the chair (donor) or the Board of Trustees. The account shall be approved in the annual meeting of the Board of Trustees, by the Chair, the donor and/or by the Board.

II. CHAIR, VICE-CHAIR, AND SECRETARY :

a) **Sultana Nurun Nahar** shall be the First and permanent Chair of the Board of Trust. She will hold the position at the Board until she retires voluntarily or elect someone else. **Sultana Lutfun Nahar** shall be the Vice-Chair of the Trust. **Shaista Hashmat Ghani** will be the first Secretary of the Trust .

b) In case of retirement or death of the Chair, the Vice-Chair will take over the chair, and the post of Vice-Chairman will be filled up from amongst the members of the Board of Trust by the Trustees and vice-versa.

c) The post of Secretary will be appointed by the Chair, or from amongst the members of the Board of Trust by the Trustees if the Chair desires so.

III. POWERS AND FUNCTIONS OF THE CHAIR, VICE-CHAIR, SECRETARY:

The chair shall be the Chief Executive of the Trust and oversee the educational objectives of the Trust.. He/she will carry out such functions as may be delegated by the Board. In the absence of the Chair, his/her functions will be performed by the Vice-Chair. The Secretary will be responsible for initiating, overseeing the activities of the Trust, and help in completion of the job.

IV. MEMBERSHIP :

(a) Any person who is interested in achieving the objectives of this Trust shall be entitled to become its member on presuming an application for membership in a prescribed form to the CHAIR of the Trust who in consultation with the Board of Trustees in a meeting may accept or reject the same.

(b) The Board of Trustees may from time to time increase or decrease the number of the Trustees by resolution passed by two-third of majority.

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(c) The Board of Trustees shall have power to appoint any ex-office Trustees from time to time to be a member of the board of Trustees either to fill in the necessary vacate position or as an addition to the board..

(d) The Board, while appointing or co-opting a person to its membership, shall keep in view of the following qualification:

"A member of the Board of Trustees, who in the opinion of at least two-third of its members has become incapacitated to serve the Trust to attend its meeting or whose conduct has been found detrimental or harmful to the interests of the Trust must retire, vacate, or removed from the Trust".

V. POWER AND DUTIES OF BOARD OF TRUSTEES:

The Board of trustees as well as the chair who is the donor shall, in general, be the final authority, in all matters relating to the Trust and in particular shall have power.

a) To make, amend, supersede and alter Rules, Regulations and By-laws for conduction the affairs of the Trust.

b) To undertake financial obligations, transactions and operations of all kinds.

c) To purchase, take lease of howsoever movable or immovable property estate or interests including shares of companies Govt. Bonds and any right estate, interests, privileges and concessions of whatever nature in the name of Trust for such terms as above be thought fit.

d) To collect, receive and held funds and other property for all or any of the purposes of the Trust by way of donation, gift, subscription, and publications or otherwise and to devise and undertake ways and means for obtaining the same.

e) To open an Account or Accounts with any schedule Bank or Banks and to operate the same as described.

f) To invest money or funds of the trust in such manner as from time to time as may deemed proper, advantageous and conducive to the objectives of the Trust and to hold or otherwise deal with such investment.

g) To take all such legal steps as may be decided proper and beneficial for the Trust.

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h) To set-up sub-committee or other bodies for the efficient conduct or supervision of the works of the Trust and draw-up Rules and Regulations for the responsibilities respectively assigned to such bodies.

i) To delegate its power and functions as it may deem proper to any person, sub-committee or any other body with a view to facilitate and ensure the accomplishment of the aims and objectives of the Trust.

j) To elect from amongst the members of the Board the Chair (who is not the donor) and Vice-Chair and to assign them respective duties in a vacant situation.

k) To appoint, discharge and control the officers, staffs and employees under the Trust.

l) To interpret the rules of the Trust.

m) To make such amendments in the Memorandum of Association and Articles of Association without prejudice and to the spirit and the intention of these rules as may be agreed upon by at least two-third of the members of the Board of Trustees.

n) To enter into all such proceedings, make all such things as may be necessary and proper from time to time for the proper management of the Trust.

VI. BOARD OF ADVISORS :

a) A Board of Advisors formed consisting of the official dignitaries as set forth in the deed of Trust.

b) The Chair of the Board of Trustees will extend request to the members of the Board of Advisors at least once in a year to enquire, inspect discuss and to suggest steps in respect of the subject matter of the Trust to be obeyed by the Board of Trustees.

VII. ANNUAL BOARD MEETING:

There should be an annual general meeting of the Board in order to consider and adopt a general report, an audit report, an annual budget and to chalk out programs of the Trust. At least fourteen days notice shall be given to the members for such meeting.

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VIII. SCHOOL MEETINGS:

- a) At the direction of the Chair and the school committee meetings will be convened when they become necessary.
- b) Except in case for which specific provisions have been made in this Memorandum of Associations and Articles of Associations all matters coming up before the Board shall be decided upon by majority of votes. The chair may not exercise his/her vote except in the event of equality of votes.
- c) In the absence of the Chair or Vice-Chair meeting of the Board shall be presided over by the secretary or by a member to be elected by the Board for that particular meeting.
- d) Quorum for all meetings of the Board or any committee shall be formed by at least one fourth of total member.
- e) Any resolution or circular signed by the members of the Board or any committee shall be as valid and effectual as if it has been passed at a meeting of the committee duly called and constituted.



It shall be permissible for a member to send his/her written opinion on any item of the agenda, if he/she is unable to attend the meeting personally due to unavoidable circumstances and such written opinion shall have the same effect as his/her personal vote on the issuer concerned.

IX. RECOGNITIONS AT EDUCATIONAL INSTITUTIONS:

Following the objectives of the Trust, awards are given in schools in the form of certificates and an honorarium.

a THE BEST TEACHERS AWARDS.

One particular example of recognition is "SHAMSUN NAHAR AWARDS FOR THE BEST TEACHERS" for excellence in teaching for the teachers at Maniza Rahman Girls High School. These teachers are nominated by students by casting their votes for the teachers in some specified categories.

For the "SHAMSUN NAHAR AWARDS FOR THE BEST TEACHERS" the following resolutions are adopted.

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i) At the end of each school year, that is, in December, teachers of the following categories will be nominated by the student votes as the best teachers.

- a. In total three teachers can be elected from classes (IX) and (X) :
 - (1) Elective or advanced Mathematics and Science,
 - (2) Commerce,
 - (3) Arts.
- b. One teacher from classes (VI) to (VIII).
- c. One teacher from classes I to V.

ii) The Award Committee, consisting of the Head master/mistress, the chair of school committee and the Secretary and one or more representatives of the Board of Trustees from the Donor's family will meet at school in early December to discuss the voting date, certificate design, and other relevant preparations. The certificates of the "SHAMSUN NAHAR AWARD FOR THE BEST TEACHERS" should be printed each year at the expense of the Trust. All certificates will have the seal of the High School where the awarding process is taking place.

iii) About a week before the start of the final exams, in their own classrooms the students will vote for the best teacher by writing the teacher's name in a folded piece of paper. Small note pads for the votes and collecting envelopes will be provided from the Trust fund. Students will be reminded of putting the name from whom that they feel they have learnt the most. The voting will be conducted and monitored by the Head master/mistress, secretary, and one or more members of the Award committee. However, the vote counts will be carried out in presence of all other Award committee members.

iv) Student votes will carry 85%, evaluations by the Head master/mistress and school committee will carry 10%, and donor's family will carry 5% of the total weight toward the final decision for the winners. In case of two teachers receiving equal percentage of votes in the same category, both teachers will be recognized with the certificates, however, with equally divided honorarium.

v) The award committee will announce the names of the best teachers in a ceremonial gathering. The ceremony could be held on the day students are handed out their final report cards. Each best teacher will be recognized by a certificate and an honorarium of Tk.4,000/- or more depending on the available fund.

vi) The award ceremony will be followed by refreshments funded by the Trust (maximum limit of Tk.500).

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vii) Following is a sample format for the award certificate. The certificates should be in high quality hard nice paper (preferably cream or light golden color).

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*Abdur Razzaq and Shamsun Nahar Trust For Education
Dhaka, Bangladesh*

SHAMSUN NAHAR MEMORIAL AWARDS FOR THE BEST TEACHERS

This certificate honors.

Teacher
Classes, Subject
School
Date

for excellence in teaching. He/she has been nominated by student votes in the specified category and is given this certificate with an honorarium of minimum Tk.4,000/- (or depending on the available fund).
We wish his/her continuing success.

Dr. Sultana Nurun Nahar Chair/Vice Chair (on behalf of the Chair)	Head Master/Mistress Moniza Rahman Girls High School.	Chair of School Committee Moniza Rahman Girls High School.
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viii) Newspaper Publication:

The award event should be recorded in pictures and published in one or more newspapers. The news should include a picture of the awardees with Head master/mistress and members of the board, and a brief summary of the event.

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ix) Wall Board of Winners:

To recognize and for record, a wall board should hang in Head master/mistress's room citing the names of the winners of best teacher awards for the year. The board should be long enough to hold at least several years of winners. New boards can be made later on. Sample format of the board:

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Abdur Razzaq and Shamsun Nahar Trust For Education
Dhaka, Bangladesh

SHAMSUN NAHAR MEMORIAL AWARDS FOR THE BEST TEACHERS

School: Maniza Rahman Girls High School

Year 2004:

1. name, subject (Math and Science, Commerce, Arts, General as appropriate), Classes
2. ...
3. ...
4. ...
5. ...
6. ...

Year 2005:

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b. THE LIFETIME SERVICE AWARD FOR A TEACHER

One lifetime service award can be given to a teacher who has taught at the same school for more than 20 years. Since only one such award can be given in a year, the senior most

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teacher, who has not been received this award before, can be selected.. The award will consist of a certificate with title "SHAMSUN NAHAR AWARD FOR LIFELONG TEACHING" and an honorarium of Tk.5,000/-. The format of the certificate can be similar to the above format for the best teachers.

X. DISSOLUTION :

The Trust may be dissolved by the Board of Trustees by a resolution adapted by three-fourth majority of the total members in a meeting specially convened for this purpose. On dissolution, all the assets after payment of debt shall be handed over to a similar organization having similar objectives and approval under Section 15-D of the Income-tax Act, as may be decided by the Board of Trustees.



Witness

----- End -----

1. *Aminur Rahman Khan*
6-7 Court House Street,
Dhaka.
2. *Aminur Rahman Khan*
Advocate
6 and 7 Court House Street
Dhaka.

ATTESTED

A. S. M. HANIF
A. S. M. HANIF
M.S.S, LL.B. Advocate
Notary Public
for the Whole of Bangladesh
7/4-3/KA, Dhalpur, Dhaka
Phone : 7514516



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