



COMPANY PROFILE

BERBANGLA SECURITY SERVICE PRIVET LIMITED

Head Office: **Kabbokash Super Market, Plot-3/D, 9th Floor,
Room No-13, Kaowran Bazar, Tejgao, Dhaka-1215.**

Corporate Office: **Beside of BURO Training Center,
Kathaltola, Jessore Sadar, Jessore.**

Brach Office: **Beside of Biman Tower Bhayana
Gorstan Road, Magura Sadar, Magura.**

E-mail : bsspvtltd2@gmail.com

Web : www.bssltbdb.com

Hotline : +880 1313-130909





COMPANY PROFILE

Berbangla Security Service Privet Limited.

Head Office: **Kabbokash Super Market, Plot-3/D, 9th Floor,
Room No-13, Kaowran Bazar, Tejgao, Dhaka-1215**

Corporate Office: **Beside of BURO Training Center
Kathaltola, Jessore Sadar, Jessore**

Brach Office: **Beside of Biman Tower Bhayana
Gorstan Road, Magura Sadar, Magura**

**Web : www.bssltdbd.com E-mail : bsspvlttd2@gmial.com
Hotline : +880 1313-130909**

Berbangla Security Services Pvt. Ltd.

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About Berbangla

Berbangla Security Services Pvt. Ltd. is a private limited company registered with the Joint Stock Companies of Bangladesh. This company was established on 7th November 2020. Berbangla aims at providing whole range of security services including but not limited to promised security, access control, house security, patrol, body guard, armed guard, vehicle escort, caretaker services, investigation/inquiry, mobile phone operator, multinational companies, donor agencies and garment industries.

In near future Berbangla Security Services Pvt. Ltd. intends to work with UN agencies and foreign mission in Bangladesh. Along with the security related services Berbangla Security Services Pvt. Ltd. is also providing facility services i, e; front desk executive, computer operator, driver, messenger, warehouse resources etc. In addition to the above Berbangla also carries out supply, installation and Maintenance of security and fire fighting equipments. In last One years Berbangla has attained steady growth in security and facility services sector. Berbangla aims to achieve total customer satisfaction with quality and dedicated services round the clock. Berbangla has been established with the following mission, vision and motto;

Mission	To provide high quality security services to the valued clients.
Vision	To become market leader in this sector by 2027
Motto	To protect assets and interests of the clients.



Management team

Berbangla is managed by Ex-defense forces. The Chairman of this company is Ayub Ali, Ex-orient Officer, Md. Ashraf Hossain, Vice Chairman and Md. Abdullah Al Mamun is the Managing director and Mahamudul Hasan is the Director of Security Department of this company, Md. Shimul Hosain is the Executive Director of Administration

Operational management

The countrywide security services operation (in 34 districts under Four administrative divisions) of Berbangla is being managed by a team of experienced and professional senior managers at the head office, area managers, operations officers, inspectors and patrol supervisors in the field. Primary responsibility of this team is to ensure sustained security services operations. Besides, Berbangla operations wing carefully cross checks/analyzes the complaints raised by the clients and take immediate corrective measures to ensure better services. While addressing complaints, Berbangla operational managers generally keep in close touch with the clients to find out a solution acceptable to them in order to maximize client's satisfaction.

Service Feedback

Berbangla maintains continuous communications with the clients. Due to continuous monitoring even the minor deviations in the field are instantly detected. As a result of early detection it becomes easier to offer appropriate and timely solution to the security problems. For ensuring that all complaints are collected, collated and disseminated in time Berbangla maintains 24/7 control room at its head office with a duty officer working round the clock. All incidents reported from the field are recorded in the Duty Officer's LOG book and placed before the senior operational management for decision if the problem is of complex nature. For maintaining effective communication network we use modern communication gadgets/facilities, i.e, telephone, mobile phone, facsimile, internet services and

Client Base and Deployment Statistics

Presently BERBANGLA is working with number of national and multinational companies. Our major clients list below reflects that they are mostly mobile phone operators, banks and multinational companies:

PRESENT CLIENTS

- ✿ Afil Group
- ✿ Akij Fuel Agency
- ✿ Apil Feed Mill
- ✿ Nebula Inn Ltd.
- ✿ Charabhita Super Market
- ✿ Grameen Phone Project
- ✿ UCB Bank Project
- ✿ Banglalink Project
- ✿ T-King Pickup Shop
- ✿ Jashore Borobazar
- ✿ Singhiya Railway Station

- ✿ Darga Filling Station
- ✿ Abul Islam Jute Mill
- ✿ Afil Food Ware
- ✿ Afil Layer Farm (Broiler Farm)
- ✿ Farzana Mansion
- ✿ NK Supershop
- ✿ Padma Project
- ✿ Mazahar Metal
- ✿ Khaja Realstate
- ✿ China Railway Eng. Corporation
- ✿ Padhobila Junction

- ✿ Queens Hospital Pvt. Ltd.
- ✿ Paper Mill
- ✿ Monsabpur Hatchery
- ✿ Afil Jute Mill
- ✿ Hotel RS
- ✿ Raj Sanitary
- ✿ Ranon Tower
- ✿ Food Mill
- ✿ Nowrin Tower
- ✿ Rupdiya Railway Station
- ✿ Chinese Camp Jessore





Recruitment, Selection & Verifications

Recruitment and Selection

For employment in Berbangla all candidates must go through a set of selection process to find those individual who exhibit essential qualities to becoming a security guard, i.e; physical fitness, educational qualifications, truthfulness, courage, integrity, reliability, commitment and ability to make sound judgment. Our recruitment process includes various progressive steps as under:

- | | |
|----------------------------------|-------------------------------------|
| ⊕ Preliminary Screening | Interviews ⊕ |
| ⊕ Written Test | Preliminary Medical Examination ⊕ |
| ⊕ Completion of Application Form | Reference Check & Final Selection ⊕ |

Background Check/Verifications

Genuineness of security personnel's background and antecedents are given due importance by Berbangla. To ensure that we do not hire a wrong person we collect/complete following documents/ procedures:

Background Check/Verifications

- | | |
|--|---|
| ⊕ National ID | Chairman Certificate in original ⊕ |
| ⊕ Education certificate | Passport size photographs ⊕ |
| ⊕ Retain finger impression | Record temporary residential address ⊕ |
| ⊕ Reference check from at least two referees | Initiating verifications roll to the special branch of Police ⊕ |

In special cases if a guard is required to be placed in high security zone, our own Investigation Officers carryout background check of that individual.



Training

Training Infrastructure/Facilities

Berbangla strongly believes in training. Without proper training a guard cannot perform better and grew in confidence. Before deployment, we organize two to three weeks intensive basic training for guards in OTC (Berbangla Training Center) in Jashore Sadar, Jashore. Training of guards is conducted by qualified instructors of defense forces back ground. Training is our full time commitment. We have completed in house training infrastructures/facilities for guards. These include barracks, training shed, training grounds, qualified instructors, and training aids. This is an independent training establishment being run under direct supervision of the Managing Director. We believe that training is a continuous process. Keeping the need of the clients in mind we conduct training in following steps, to ensure that a guard is sufficiently equipped/trained to perform duties at any given security post:

- a. Basic training for two to three weeks in OTC
- b. Practical/orientation training at the post
- C. Refreshers training once in six months
- d. Group training for one week before deployment in a post requiring specialized skill
- e. On duty counseling by patrol supervisor during routine visit to the post





Training syllabus

Berbangla focuses both on physical and professional abilities to perform his/her duties under all prevailing situations. Thus intensive physical and professional training are conducted in tandem to develop efficiency among the guards. This in turn helps them to grow confidence in their job. This also ensures lower turnover of guards. We believe that HARD TRAINING leads to smooth and uninterrupted performance of duties. Keeping this in view we have designed our own training modalities. Our training syllabus although basically covers following subjects/lessons but we continuously evaluate and upgrade our syllabus as per the demand of the time:

- ⊕ Physical Fitness Training
- ⊕ Basic Guard Training
- ⊕ Manners & Etiquette
- ⊕ Fire Fighting
- ⊕ Post Specific Training
- ⊕ Maintenance of Registers
- ⊕ Honesty & Integrity
- ⊕ Communication Techniques

- Drill/Saluting/Marching ⊕
- Access Control Procedures ⊕
- Code of Conduct ⊕
- First Aid ⊕
- Tele/Mobile Conversation ⊕
- Action on Emergency ⊕
- Reward and Punishment ⊕
- Event Security Management. ⊕





Supervision and monitoring

Supervision Procedures

A planned, well-coordinated and systematic supervision Designated post supervisors posted in a particular is essential to ensure optimum performance of guards. Supervision is further more important because Berbangla operation is spread all over the country reaching up to the remotest corners. For effective supervision Berbangla's operational area has been divided into various sectors/areas/zones. Supervisors have been allotted with mechanized transports, i, e; motorcycles/microbus/bicycles to cover total operational area. We carry out supervision of guards through combination of the following:

- Supervision by the designated post supervisors
- Supervision by area/regional supervisors
- Supervision by officers from head office
- Suerise cheking
- Monitoring over cell phone by duty officer

Supervision by Post Supervisors

Designated post supervisors posted in a particular post are be responsible for supervising and maintaining the guards of his own post. His primary responsibilities are as under:

- Rendering post oriented training to the guards of the particular post.
- Preparing and submitting duty rosters
- Maintaining guard duty registers
- Monitoring and recording individual performance record of guards
- Recommending penalty for violation of discipline and underperformances
- Preparing and submitting incident report in case of any incident.
- Administering the guards working in his team

Regional Supervisors

Regional supervisors are employed in the regional offices under Area Manager. They are responsible for supervision of cluster of banks/ATMs, offices, warehouses & BTS sites under their jurisdiction. Primary duties and responsibilities of Regional Supervisors are as under:

- a. Basing on the locations and remoteness of the posts conducting visit to all locations as frequently as required.
- b. Monitoring and recording individual performance of guards.
- c. Recommending penalty for violations of discipline and under performances
- d. Preparing and submitting incident report to the clients and BERBANGLA head office
- e. Collecting feedback from the client about the guards performance and counseling the guards to further improve their performance

Supervision by Officers of BERBANGLA Head Office

In addition to the above officers from head office carries out visit to the post under every region as frequently as practically possible. During the visit he/they take feedback from the clients and brief the guards accordingly so that mistakes are not repeated and performances are further improved.

Surprise Checking

Surprise checking of the posts is carried out by the staffs from head office and regional offices as well.

Duty Officers Monitoring by Cell Phone

Duty officers posted in head office and regional offices calls guards in the post at night five days a week to ensure that post are not vacant. Any deviation is recorded in the duty officers LOG. Action is taken against the defaulters if not found in the post.





Products and services

Guarding Services

- ⊕ Admin Officer
- ⊕ Manager
- ⊕ Security Guard
- ⊕ Gunman
- ⊕ Bodyguard
- ⊕ Escort Service
- ⊕ Event Security
- ⊕ Petrol Guard
- ⊕ CCTV Monitoring Officer
- ⊕ Driver
- ⊕ Office Assistant
- ⊕ Care Taker
- ⊕ Cash Carry
- ⊕ Computer Operator
- ⊕ Lead Guard
- ⊕ Front Desk Executive
- ⊕ Premium Guard



Compensation & benefit

We offer reliably better compensation package to the guards as practically as possible within our resources/capabilities. We believe that a good package can motivate a guard. A motivated guard is always a good guard and is able to perform better. Besides, We do not keep any security deposit fore the guard in exchange of offering a job. In addition to the monthly salaries we offer following additional benefit packages to our guards/employees:

- ⊕ Hourly overtime is at the double rate of basic salary
- ⊕ Height allowance from tk. 100 to tk 1000/= (5' -6" and above)
- ⊕ Education allowance for SSC HSC g BA pass guards (tk. 100,200 and 300)
- ⊕ Children allowance (tk. 100 per children, maximum for two)
- ⊕ Freedom Fighter Allowance tk.1500/= per month
- ⊕ Festival bonus in two festivals on completion of one year service
- ⊕ Full free accommodation, uniform and post equipment
- ⊕ Free prescription medicine by company Doctor
- ⊕ Group insurance coverage of Tk. 5000/= to Tk. 200000/= (Premium paid by Berbangla)
- ⊕ Free sewing machine for skilled family members of guard (02 per month)
- ⊕ Monthly/one time stipend for the meritorious children of employees
- ⊕ Interest free long term personal loan facility form company fund

Ending summary :

We intend to provide high quality services to our valued clients not only to earn their satisfaction but to exceed their expectations. We prefer to work as a security partner of the clients to keep them tension free. Our infrastructures and management experience made us confident that getting an opportunity we will be able to deliver best possible services to you.





Md. Mahamudul Hasan

Director | Ber Bangla Security Services Pvt. Ltd.

Md. Mahamudul Hasan is a hardworking, confident, and visionary leader. From a young age, he dreamed of establishing himself and making a meaningful contribution to society. With unwavering determination, relentless effort, and exceptional leadership skills, he has successfully carved out his place in the security industry.

Today, he serves as the Director of Ber Bangla Security Services Pvt. Ltd., guiding the company to become one of the most trusted and reliable security service providers in Bangladesh. He firmly believes that integrity, discipline, and hard work are the keys to success.

In his personal life, he always maintains a positive mindset, faces challenges without fear, and views every setback as a stepping stone to success. His mission extends beyond personal achievement—he is committed to creating employment opportunities for others and establishing a strong and lasting presence in Bangladesh's security sector.

Contact directly: +880 1711-678988

Ber Bangla Security Services Pvt. Ltd. –
Where Security Means Trust, Integrity, and Professionalism.

To
The Respected Client

Subject: Proposal for Guarding Service by Berbangla Security Services Pvt. Ltd.

Dear Sir,

We would like to take this opportunity to introduce us, Berbangla Security Services Pvt. Ltd. as one of the security service provider working in Bangladesh. We are keen interest to work for the renowned and reputed person/company like yours and ready to accept any challenges.

The procedures of our selection, training, supervision and monitoring are done very meticulously. We believe in quality, commitment and sincerity in every aspect of our professional duties. Our aim is to do well by achieving appreciation from the Clients.

We shall provide the literate, disciplined, trained and uniformed security personnel under strict supervision of Berbangla Security Services Pvt. Ltd. We shall remain ready at your service to fulfill any of your demand related to the security services.

Md. Abdullah Al Mamun
Managing Director
Berbangla Security Services Pvt. Ltd.
Cell: 01714-596871

Everybody wants to set up his own security system excellent way. But, due to busy schedule it becomes quite tough. Berbangla Security Services Pvt. Ltd. - Berbangla Secueity Services Pvt. Ltd. has the ability to provide following standard of guards to mitigate security hazards to protect your property:

SL No	Skill	Competency	Remarks
1	Education Level	Class Five - Degree	
2	Height Level	5' - 4" Minimum	
3	Age Limit	18 – 45 years	
4	Training Period	15 days	
5	Background	Supervisor/In charge/Retired person from defence/experience personnel	



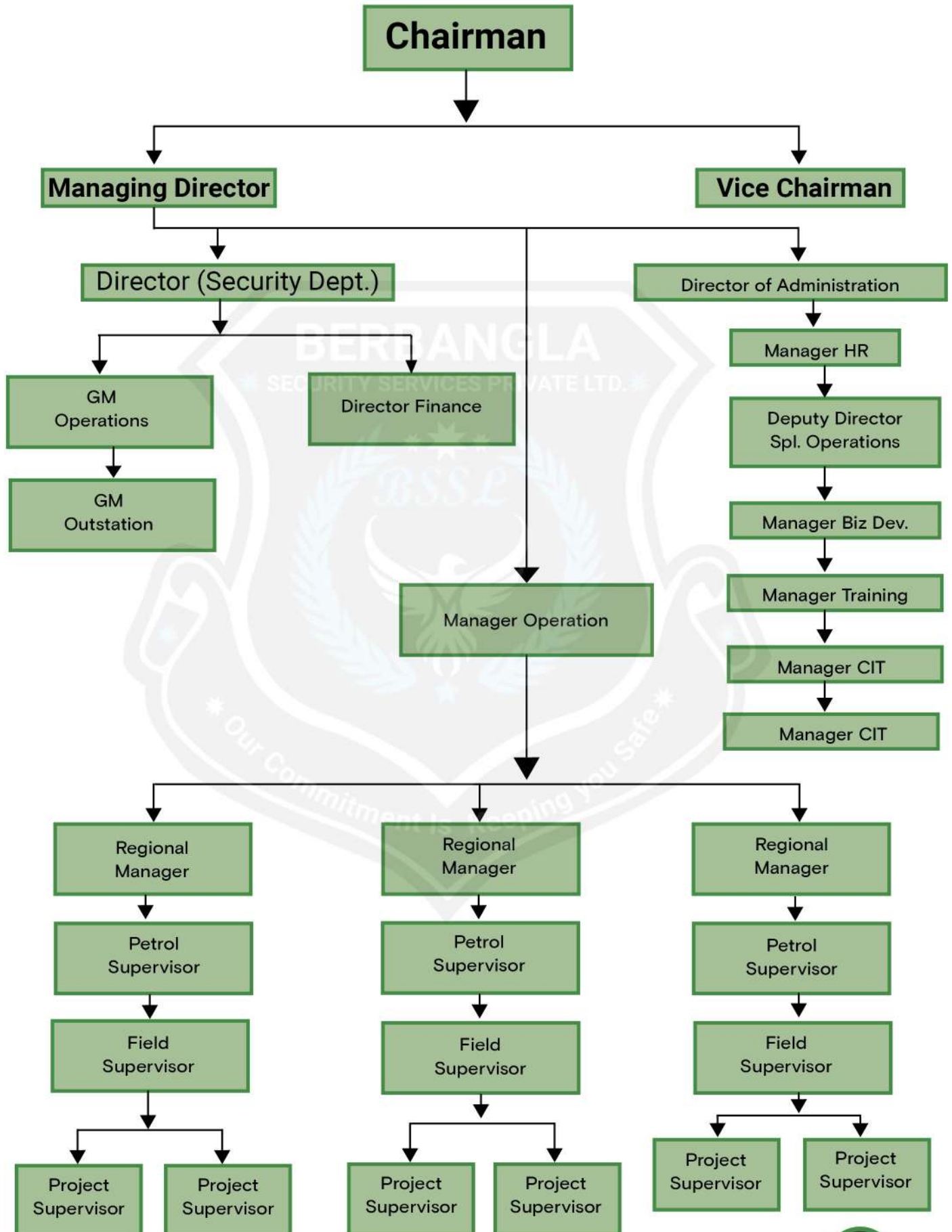
Company Legal Data

Ser	Type of Information	Data	Remarks
01	Full Name	Berbangla Security Service Pvt. Ltd.	
02	Address	Head Office: Kabbokash Super Market, Plot-3/D, 9th Floor, Room No-13, Kaowran Bazar, Tejgao, Dhaka-1215 Corporate Office: Beside of BURO Training Center Kathaltola, Jessore Sadar, Jessore Branch Office: Beside of Biman Tower Bhayana Gorstan Road, Magura Sadar, Magura	
03	Managing Director	Md. Abdullah Al Mamun Berbangla Security Service Privet Limited.	
04	Vat Registration No	0036306630901 PRIVATE LTD	
05	Tin No	361313653781 Khulna-Bangladesh	Date of Issue 12-10-2020
06	Trade License No	14913	
07	Banking	Dutch Bangla Bank, Islami Bank	
08	No of Employees	315	
09	Contract Person	Md. Mahamudul Hasan Md. Shimul Hossain	01313-130909
10	Type of Company	Privet Limited Company	Incorporated with the Joint Stock Companies of GOB on 7th November 2020
11	Medical Officer	Modhusudon Paul MBBS, (Dhaka), GTCD. D.Car (B.S.M.M.U) 250 Beded General Hospital, Jashore	
12	Legal Advisor	Md. Rashed Ahamed Advocate, Judge Court, Jashore	

BOARD OF DIRECTORS

S/No	Directors	Appointment	Remarks
1.	Md. Ayub Ali	Chairman	
2.	Md. Ashraf Hossain	Vice Chairman	
3.	Md. Abdullah Al Mamun	Managing Director	
4.	Md. Mahamudul Hasan	Director	
5.	Simul Hossain	Executive Director of Adminstation	

ORGANOGRAM



Certificate of Incorporation

Issue No. 187003 Date: 07/10/2020



Certificate of Incorporation (under Act XVIII of 1994)

No. KHC-1941/2020

*I hereby certify that **Berbangla Security Services Pvt. Ltd.** is this day incorporated under the Companies Act (Act XVIII) of 1994 and that the Company is Limited.*

*Given under my hand at **Khulna** this **Seventh** day of **October** two thousand and twenty.*

*By order of
Registrar*

*Assistant Registrar
Registrar of Joint Stock Companies & Firms
Bangladesh*



N.B. This certificate is digitally signed. Please find the soft copy to verify the signature.

Tin Certificate



Government of the People's Republic of Bangladesh

National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

TIN : 361313653781

This is to Certify that **Berbangla Security Services Pvt. Ltd.** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-001 (Company)**, Taxes Zone **Khulna**.

Taxpayer's Particulars :

- 1) Name : **Berbangla Security Services Pvt. Ltd.**
- 2) Registered Address/Permanent Address : **Sector No-2, Plote No-48, Uposohor, Jessore Sadar, Jashore, Bangladesh**
- 3) Current Address : **Sector No-2, Plote No-48, Uposohor, Jessore Sadar, Jashore**
- 4) Previous TIN : **Not Applicable**
- 5) Status : **Company**

Date : January 26, 2021

Please Note:

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to-
 - (a) Penalty under section 124; and
 - (b) Prosecution under section 164 of the Income Tax Ordinance, 1984.



Deputy Commissioner of Taxes
Taxes Circle-001 (Company)
Taxes Zone Khulna
Address : Kar Bhaban, Boyra, Khulna Phone : 041-762436

N. B: This is a system generated certificate and requires no manual signature.



Government of the People's Republic of Bangladesh
National Board of Revenue

Mushak-2.3

Customs, Excise and VAT Commissionerate, Jessore
Jessore Division

Value Added Tax Registration Certificate

This is to certify that the person whose details are given below is registered under
Value Added Tax and Supplementary Duty Act, 2012 (Act No. 47 of 2012)

BIN : 003630663-0901

Name of the Entity	: BERBANGLA SECURITY SERVICES PVT. LTD.
Trading Brand Name	: N/A
Old BIN	: N/A
e-TIN	: 361313653781
Address	: Sector No-2, Plote No-48, Uposohor, Jessore Sadar PS; Jessore-7400; Bangladesh
Issue Date	: 07/03/2021
Effective Date	: 07/03/2021
Type of Ownership	: Partnership
Major Area of Economic Activity	: Services



This is a system generated certificate and doesn't require any signature

ইউ.পি.ফরম নং-৭ (২১/১ নিয়ম অনুযায়ী)

৫নং উপশহর ইউনিয়ন পরিষদ
5NO. UPOSHAHR UNION PORISHOD



নতুন উপশহর, সদর উপজেলা, যশোর।

ট্রেড লাইসেন্স
TRADE LICENCE

বহিঃ নং- 160 লাইসেন্স নং 15991 তারিখ : ২২/১২/২০২৩

ব্যবসা প্রতিষ্ঠানের নাম : বীর স্বাভাৱী স্নিকারিটি স্নাট স্নেস প্রাইভেট লিমিটেড

মালিকের নাম : মোঃ আকনাছ আল আমীন

পিতা / স্বামীর নাম : মোঃ আইয়ুব আলী

ঠিকানা : হাউসিং নং-৭ এ/হাউসিং নতুন উপশহর সদর যশোর

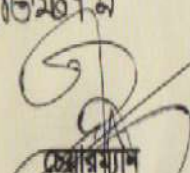
ট্রেড লাইসেন্স ফি : ২১ হাজার টাকা (কথায়) দুই হাজার এক হাজার দুইশত

অত্র ইউনিয়ন পরিষদকে প্রদান করিয়াছেন। সে কারণে তাহাকে এতদ্বারা ট্রেড লাইসেন্স প্রদান করা যাইতেছে।

তিনি ৩০ (ত্রিশ) জুন ২০২৪ তারিখে, যে অর্থ বৎসর শেষ হইবে তদাবধি তাহার

নিরীক্ষণ কনি সারবরাহ কারী প্রতিষ্ঠান হিসাবে

ব্যবসা চালাইবার উদ্দেশ্যে এই লাইসেন্স প্রদান করা হইল।


চেয়ারম্যান
এহুসানুল রহমান
চেয়ারম্যান
৫নং উপশহর ইউনিয়ন পরিষদ
যশোর সদর উপজেলা

Issue No 187005 Date: 07/10/2020

**THE COMPANIES ACT, 1994
(ACT XVIII OF 1994)**

A PRIVATE COMPANY LIMITED BY SHARES

MEMORANDUM

&

ARTICLES OF ASSOCIATION

OF

**Berbangla Security Services
Pvt. Ltd.**



This document is digitally signed. Please find the soft copy to verify the signature.

Berbangla Security Services Pvt. Ltd.

Security Guard Dress Code



Agreement Signing

Agreement signing
with the China
Railway Engineering
Corporation (CREC)



Agreement signing
with the Grameen
Phone Project.



Agreement signing
with Jogdal Market



Agreement Signing

Agreement signing
with the China
Railway Engineering
Corporation (CREC)
Division 2 Unit 5



Agreement signing
with China Railway
Engineering
Corporation (CREC)
Level Crossing



Agreement signing
with GDL Hospatial



Agreement Signing

Agreement signing
with the Parker
Bangladesh LTD.



Agreement signing
with the Redolence
IELTS & Spoken



Agreement signing
with Hotel Midway



EQUIPMENT LIST-01

We Provide: a. Event management. b. Post. C. Sell-where necessary



Super-Scanner-Hand-Held-Metal-Detector



Torch Light



Fingerprint- Time- Attendance with-RFID-Reader



Walkie-Talkie



Outdoor-Indoor-CCTV-Surveillance-Cameras



Torch-LED-Flashlight

EQUIPMENT LIST-02

We Provide: a. Event management. b. Post. C. Sell-where necessary



Pulse-Induction-Metal-Detector-Gate



Baton



Mobile



Umbrella



Heavy Duty Lock



Official Logo



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