Internship Report

on

Procedure of Cash Incentive in Bangladesh

Submitted By

Tanvir Hossain
ID: BBA2001019128
Program: BBA (Major in Accounting)
Semester: Fall-2023
Department of Business Administration
Faculty of Business
Sonargaon University (SU)

Submitted To

Department of Business Administration
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Sonargaon University (SU)
Dhaka-1215

Submitted for the partial fulfillment requirement of the degree of Bachelor of Business Administration

SONARGAON UNIVERSITY (SU)

Date of Submission: 05th January, 2024

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Supervised By

Nowshin Mahmood Tahiya
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Date of Submission: 05th January, 2024

Letter of Transmittal

05 January, 2024

To,

Nowshin Mahmood Tahiya

Lecturer

Department of Business Administration

Sonargaon University.

Subject: Submission of Internship Report on "Procedure of Cash Incentive in Bangladesh"

Dear Ma'am,

With due respect, it is my great pleasure to submit the Internship Report. The report entitled **"Procedure of Cash Incentive in Bangladesh."** which is a partial requirement for the completion of BBA degree. I have left no stone unturned to collect data about the procedures of cash incentive scheme and find out its role in the RMG sector in Bangladesh. I have furnished all the things what I have learnt during. the internship program at **Farhana Nasrin & Co. Chartered Accountant**. I hope that this report will meet the standards of your judgments. I have tried my best to make this report interesting, informative & better one. Any mistake or shortcoming in this report would be apologetically considered as my fault.

I, therefore, pray and hope that you would kindly accept my report and oblige thereby. thereby.

Sincerely yours

Tanvir Hossain

BBA2001019128

Department of Business Administration

Sonargaon University

Preface

Today we are very much involved in the business era. Only book-based knowledge is not enough to cope with real business environment. Effective combination of theoretical knowledge with practical experience is the key to success. Considering this, internship program is included in the degree Bachelor of Business Administration (BBA) from Department of Business Administration Sonargaon University.

I have selected the audit firm as my field to conduct my internship program which runs for three months only. I am an articled student of **Farhana Nasrin & Co. Chartered Accountant** also. I tried my best to collect relevant and significant data as much as possible and prepare the report with my best effort. I regret for any undue mistakes in this report. If the report does little support to any student, teacher, researcher or analyst, I may consider my effort does not go in vain.

Declaration

I, **Tanvir Hossain,** a student of BBA, Department of Business Administration, Sonargaon University, do hereby declare that the internship report titled **"Procedure of Cash Incentive in Bangladesh."** is the outcome of three months' practical work on the topic mentioned above under the supervision of **Nowshin Mahood Tahiya,** Lecturer, Department of Business Administration, Sonargaon University, Bangladesh.

I also declare that this report is an original work and no part of this report has been copied from elsewhere. In addition, I would also like to mention that this report has not been published or submitted for being published or submitted for awarding any degree, diploma or recognition.

Sincerely Yours

Tanvir Hossain
BBA2001019128
Department of Business Administration
Sonargaon University

Letter of Acceptance

This is to certify that **Tanvir Hossain**, ID No: **BBA2001019128**, Department of Business Administration, has completed his internship report titled on **"Procedure of Cash Incentive in Bangladesh."** under my supervision as a part of partial requirement for obtaining Bachelor of Business Administration (BBA) degree in Accounting Major. This report can be accepted for evaluation.

Regards by

Nowshin Mahmood Tahiya
Lecturer
Department of Business Administration
Sonargaon University

Acknowledgement

In every scene of one's life there are some persons. Who make other's life precious They provide inspiration support and maximum effort to help in different way to make other's smile at the end of an event. In same manner to completion of this internship report. I cannot deserve all the praise. There were lot of people who helped me by providing valuable information, guidance and their valuable time.

At first, I would like to express my gratitude to almighty Allah for enabling me the strength and opportunity to complete the report within the schedule time successfully. It was a great pleasure to prepare internship report titled **"Procedure of Cash Incentive in Bangladesh."**

I have benefited from the cooperation of many people during the preparation of the report. First of all, 1 would like to tender my gratitude to my esteemed, **Nowshin Mahmood Tahiya, Lecturer, Department of Business Administration** for her sincere guidance about how to prepare the report. Without her guidance, it would very difficult for me to complete the report.

I express my deep gratefulness to **Farhana Nasrin, ACA**, Owner, **S.K Hasan,** Director, **& Masudur Rahman**, Manager, **Farhana Nasrin & Co. Chartered Accountant** for selecting me to the audit client named United Commercial Bank, Estern Bank Limited, Janata Bank Limited & granting me the access of different correspondence file related to cash incentive audit.

But there are also so many people who helped me during this period by their valuable speech, time, hospitality & co-operation. l like to mention their name also. I like to thank **Kawsan Ahmed** (Audit Assistant), **Farhana Nasrin & Co. Chartered Accountant**. The Internship program cannot be successful without their proper guidance and kind co-operation.

Executive Summary

Farhana Nasrin & Co. Chartered Accountant firm is Proprietorship Chartered Accountant Firm in Bangladesh. All the knowledgeable persons work together efficiently for catching the top position in market. That acts as a standard model for another firm.

The internship report has been prepared by internship experience and activities which were gathered during internship period. This report is all about Cash Incentive activities in Farhana Nasrin & Co. Chartered Accountant. This report is sub-divided into Eight parts: Part one is following both introductory, Part-two Literature Review, Part-3 is an overview the Organization, Part-4 A Brief History Cash incentive in RMG Sector, Part-5. Theoretical concept of Cash Incentive, Analysis &, Part-6 Analysis of cash incentive of Farhana Nasrin & Co., Part-Seven Findings, Chapter-Eight Recommendations and Conclusion. Appendices, References, Bibliography & Website have been attached after the body of the report. In the appendix, all the necessary documents have been affixed. Finally, working papers of Cash Incentive Audit in RMG Sector, the necessary documents have been given for providing practical exposure to the readers of the report.

This report writing started with a strong background objective of the study and also the limitations faced in conducting the study. Moreover, there is also discussion about the process of export-related documents. It will be strongly helpful for those who are not familiar about the export related documentations.

In addition, there is also an integration of procedures of Cash Incentive Audit and related documents to be checked by the audit firms which will be beneficial for auditors who are going to start Cash Incentive Audit and who are out of audit profession but interested in these issues.

On the basis of the observations in conducting the research study, some recommendations have been drawn at the end of the report. It plays a vital role for protecting the misuse of Government's invaluable resource.

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Acronyms

ACA- Associates of Institute of Chartered Accountants.

ACCA-Association of Chartered Certified Accountants.

TOR- Terms of Reference.

F/E -Foreign Exchange.

CID -Cash Incentive Department.

FOB-Free on Board.

BTMA -Bangladesh Textiles Mills Association.

BTB L/C – Back-to-Back Letter of Credit.

CCS- Cash Compensatory Scheme.

EPB – Export Promotion Bureau.

MOC -Maintenance of certificate.

SOE- State-Owned Enterprises.

MFA- Multi-Fiber Arrangement.

ISI -Import Substitution Industrialization.

EOI -Export-Oriented Industrialization.

RMG- Ready Made Garment.

BTMC- Bangladesh Textile Mills Corporation.

Exp- Export Permission.

PRC-Proceed Realization Certificate.

EPZ-Export Processing Zone.

C & F – Carriage and Freight