

December 1, 2011

MOST URGENT

FBCCI/SME-Fair/11/170

**President/Chairman
All Member Bodies, FBCCI**

Sub: **FBCCI SME Award-2011.**

Dear Sir,

We are pleased to inform you that the Federation of Bangladesh Chambers of Commerce and Industry (FBCCI) is going to organize the 5th "SME Fair-2011" during December 20-24, 2011 at Bangabandhu International Conference Centre (BICC), Sher-e-Bangla Nagar, Dhaka. Hon'ble Prime Minister Sheikh Hasina, MP has kindly consented to be the **Chief Guest** at the Inaugural Ceremony. Hon'ble President of Bangladesh Mr. Zillur Rahman has also consented to be the **Chief Guest** at the Closing Ceremony and distribute SME Award.

Like previous years, FBCCI has decided to present 7 awards to the best SMEs in three categories.

(1) Small & Cottage Entrepreneurs-3 Awards:

- (a) Any successful innovative individual entrepreneur;
- (b) Best enterprise in terms of management, standard and production system;
- (c) Best woman enterprise/outstanding woman in business.

(2) Medium Enterprises-3 Awards:

- (a) Best medium enterprise;
- (b) Best enterprise in terms of management, standard and production system;
- (c) Best woman entrepreneur.

(3) Best SME Facilitator-(1 Award) outstanding contribution to SME development.

In view of the above, you are requested to kindly disseminate the Criteria for SME Award-2011 among your esteemed organization with a request to fill in the attached proforma (A&B) and send it back to FBCCI through e-mail: **mazibur@fbcci.org.bd, maksud@fbcci.org.bd, shamim@fbcci.org.bd** latest by 10th December 2011. A copy of the criterion for the selection of awards is enclosed for your kind information and necessary action.

Thanking you

Sincerely yours

Mir Shahabuddin Mohammad
Secretary General

Encl.

1. Criteria for selection for FBCCI SME Award-2011
2. FBCCI SME Award-2011-Application Form (Appendix-A)
3. FBCCI SME Award-2011 (Appendix-B)