



COMPANY PROFILE



Orion Security Services
Limited

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PROFILE OF ORION

Introduction

Orion Security Services Limited is a private limited company registered with the Joint Stock Companies of Bangladesh in February 2007. Since then Orion has been providing various kinds of security related services to the multinational companies, international NGOs-Aid agencies, Banks, mobile phone operators, factories, Warehouses and large group of companies. Nature of service include project/premise security, manufacturing factory security, warehouse security, access control, patrolling, VIP protection services, vehicle escorting, caretaker services, security & surveillance/ monitoring, investigation/inquiry, event security management and emergency situation handling.

Along with the security related services Orion has also been providing transport support service (TSS) resources, i.e; driver, fleet monitoring agents, front desk executive, computer operator, messenger, warehouse resources etc. In last 19 years, Orion has been able to attain steady growth in security and facility services sector. Orion aims to achieve total customer satisfaction with quality and dedicated services round the clock.

Orion has grown into a private security and logistics firm with a network of regional offices in Chattogram, Cox's Bazar, Barisal, Jashore, and Sylhet. With more than 8,000 personnel, Orion prides itself on its dedicated and skilled workforce, experienced management, and proven capacity to deliver a range of security services across Bangladesh. Orion's ability to adapt to clients need, its robust infrastructure and its commitment to maintaining the highest standards of service delivery has made it one of the leading security companies of Bangladesh. Orion's Mission, Vision and Core Values are stated below:

Mission. To protect our customers and their property by providing professional security services through continuous training, motivation, monitoring and responsiveness to earn their total satisfaction.

Vision. To become one of the most trusted and preferred security services companies of the country that understands customers evolving needs and offer them with the value for money.

CORE VALUES

Compassion	We put client and clients asset at the center of our focus while providing security and associated services with respect, compassion and dignity
Commitment	We will uphold clients trust by maintaining the highest professional standard and integrity
Excellence	We will continually seek advancement and innovation to achieve better services quality
Team Work	We dedicate and combine our skills, knowledge and experience for clients benefit.
Value	We always seek to create and deliver value for you
Ethnicity and Culture	We are committed to maintaining multi-ethnic and multi-cultural environment in our organization along with promoting equal gender opportunity

Management Team & Structure

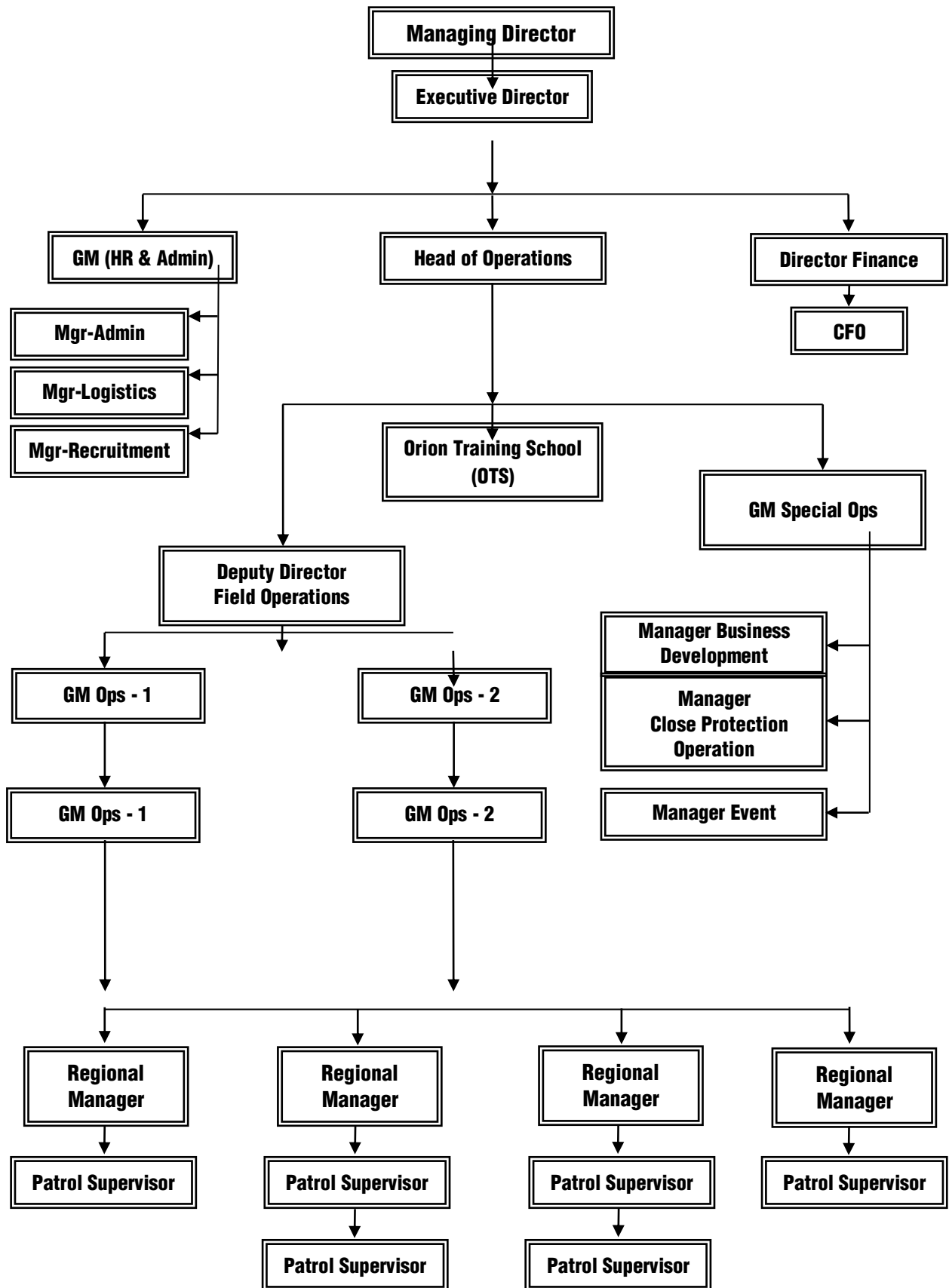
The management team of Orion includes qualified ex defense forces, Police and civilian officers with Lieutenant Colonel Ahmed Tarique Iqbal (retd) as Managing Director. Colonel Tarique has an impeccable educational background with an MBA from the University of Dhaka and an MDS from National University. He is also a graduate from Defense Services Command and Staff College. He worked in the elite President Guard Regiment for more than four years. He also has the privilege of working with the United Nations in Australia, East Timor and Mozambique. Above all, he has 24 years intense experience of working in the security industry of Bangladesh.

Lt Col Md. Zahirul Haque (retd), MBA, PhD has joined hand to strengthened Orion management as an Executive Director. Colonel Zahirul Haque is a seasoned executive and decorated military officer with extensive leadership experience across government, corporate, and international sectors. With a distinguished career in the Bangladesh Army, the United Nations Missions and Multinational Corporations, he brings a unique blend of operational discipline, cross-cultural insight and organizational strategy. He is a former selector of the Bangladesh Armed Forces Officers' Cadre (Army, Navy and Air Force). His international training and exposure have enriched his perspectives in security management, leadership development, and human capital strategy.

DEPLOYMENT STATISTICS

Ser	Division	Security Personnel	Driver / Fleet Monitoring Agent	Support Staffs / Resources	Total
01	Dhaka	4483	25	91	4599
02	Chittagong	1577	1	10	1588
03	Rajshahi	287		3	290
04	Khulna	554	1	2	557
05	Barisal	174		1	175
06	Sylhet	276		6	282
07	Rangpur	213		1	214
08	Mymensingh	476		1	477
Grand Total		8040	27	115	8182

Organogram



DEPLOYMENT MAP



Location of Regional Offices with Contact Numbers

Ser	Location	Address	Contact Person with Contact Number	Remarks
1	Chattogram	Shah Bhaban, House -16, Road - 01 Lane - 04, Block- L, Haliashahar Housing Estate, Chattogram	Mr. Shahidul Islam 01678-759803	
2	Cox's Bazar	Room No - 401, 216 Green Valley Business Center, Main Road Cox's' Bazar	Mr. Shubal Das Mob: 01852244254	
3	Barishal	Rain Forest, Medical College Lane South Alekanda, Barisal	Mr. BidhanRoy 01678-706388	
4	Sylhet	Box Complex (2nd Floor), Jokiganj Road, Kadamtali, Sylhet	Mr. Kawser Alam 01614-722736	
5	Jashore	Churamon Kathi Bazar, Jashore Sadar, Jashore	Mr. Shamsul Alam 01678-759751	
6	Dhaka Head Office	House - 38, Rabindra Sarani, Sector - 06, Uttara, Dhaka - 1230, Bangladesh	Mr. Mahmudul Hasan 01678-706464	

RECRUITMENT, SELECTION & VERIFICATIONS

Recruitment and Selection

For employment in Orion 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 & sound judgment. Our recruitment process includes various progressive steps. We have a dedicated recruitment team for carrying out recruitment. Orion conducts written test for the selection. The attributes we look for are:

- Whether individual is capable of writing and reading a script
- Whether his knowledge and written abilities match his qualifications
- Whether he is able to keep written records of visitors / goods while performing duties at a post
- Whether he has basic security knowledge

Background Checks/Verifications

Genuineness of security personnel's background and antecedents are given due importance by Orion. To ensure that we do not hire a wrong person we follow a set procedure. These include:

- National ID.
- Chairman Certificate in original
- Education Certificate
- Passport size photographs
- Retain finger impression.
- Record temporary & permanent residential address
- Reference from at least two referees.
- Initiating verifications roll to the Special Branch of Police.

In special cases if security personnel is required to be placed in high security zone, our own Investigation Officers carryout background check of the individuals.

Basic Selection Criteria

Security Guard (Male/Female)

- Education Qualification : Minimum SSC/Equivalent
- Age : 20 to 45 Years
- Height : Minimum 5' 5" for Male and 5.2" for Female
- Experience : Minimum 12 months in Related Field
- Communication Skill: Fair in English Spoken and Writing
- Ability to act in crisis
- Combat ability with baton or any other security equipment with miscreants.
- In possession of NID/ Birth Registration Certificate
- No Criminal Record
- Must have at least two References

Supervisor (Male/Female)

- Education Qualification : H.S.C or Equivalent
- Age : 25 to 50 Years
- Height : Minimum 5' 5" for Male and 5.2" for Female
- Communication Skill: Fair in English Spoken and Writing
- In possession of NID/ Birth Registration Certificate
- Physically FIT - Declared by Orion Medical Officer
- Experience : Retired Armed Forces, Police and Ansar Personnel preferred.
- Must have at least two References

PROCESS OF RECRUITMENT



TRAINING OF GUARDS

Orion Security Training Center

Orion 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 our training school at 720/1, Shanti Niketon road, Maderbari, Uttarkhan, Dhaka. Training of guards at the training center is being conducted by qualified instructors. Most of the instructors are from defense services and police back ground. Training is our full time commitment. We have complete in house training infrastructure for our 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 senior operational management team. 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:

- Basic Training for two to three weeks in Orion Training Center
- Practical/Orientation Training at the post
- Refreshers training once in six months
- Pre-deployment training for one week before deployment in high profile clients post.
- Post orientation training by field supervisor whenever/wherever possible.



Training Methods/Syllabus and Duration

Orion focuses on security personnel's both physical and professional abilities to perform his/her duties in all prevailing situations. Thus both intensive physical and professional training curriculums are being carried out for a duration of 07 days with best possible efforts to meet the client requirements. More emphasis is put on practical training method. About 70 percent classes are allotted for demonstration and practical classes. We always welcome our both existing and potential clients to visit the training center to physically review the details of our training syllabus (Block & Detailed Syllabus, Check Sheet, and Weekly Training Program) along with the existing facilities and arrangements.

Training Curriculum

- Basic Guard Duties
- Manners, Etiquette, Temperament
- Access Control (Use of Hand Metal Detector, Arch Way)
- Use of Luggage Scanner, Under Vehicle Search Surveillance
- Fire Fighting and Evacuation Procedure
- Patrolling
- Handling Agitated Labors/Employees
- Use of Communication Tools
- Tele/Mobile Conversation
- Emergency Response
- Conflict Escalation & Negotiation
- Privacy and Confidentiality
- Incident Handling
- Incident Report Writing
- Maintenance of Registers
- Traffic/parking Management
- CCTV monitoring & trouble shooting
- First Aid & Personal Hygiene
- Post Specific Orders
- Code of Conduct
- Punishment and Rewards
- Drill/Saluting/Physical Training
- On Job Training
- Post Orientation Training
- Refresher's Training
- Problem/hazard Recognition and Identification

In House Training Facility:

Orion has in house training facilities for 40 trainees/security staffs with in its head office complex. This facility is basically used for pre-deployment traing of selected guards in a specialized or high value post. Training is generally conducted by senior operations manager of the company. We also invite clients representative to speak before the trainees and share his experience and expectations.

ORION HQ INDOOR TRAINING ROOM



Refreshers' Training:

Orion carries out refreshers training of security guards performing duties in clients premise. Refreshers training is conducted every after six months. We conduct this training in our training center or clients premise. In such training in mist cases clients representative remains present and delivers his lecture, share his experiences and advice guards to improve their performances farther.

REFRESHERS' TRAINING PHOTO



24x7 CONTROL ROOM OPERATIONS

Orion maintains effective and continuous communication with clients at all levels. Any deviations in the field are instantly detected due to continuous monitoring. As a result of early detection it becomes easier to offer timely and appropriate solution to the security problems in the field. For ensuring that all complaints are received and addressed in time, we maintain a 24/7 Control Room at our Head Office with a duty officer working round the clock. All incidents reported are recorded in the Duty Officer's LOG register 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, e-mail, Wi-Fi services and computer networking (in house).



SUPERVISION AND MONITORING

Field Supervision Mechanism / Procedures

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

- Supervision by the designated Post Supervisions.
- Supervision by Regional Supervisors.
- Supervision by officers from Head Office.
- Surprise checking.
- Monitoring over mobile phone from 24x7 Control Room.
- Night Checker

Integrated Supervision System



SERVICES OFFERED BY ORION

Uniform Security

- Uniformed Security Guards
- Premium Security Officer
- Close Protection Officer
- Reception/Visitors Control/Processing
- Access Control/Patrolling
- VIP/Vehicle Escort
- Event Security Management

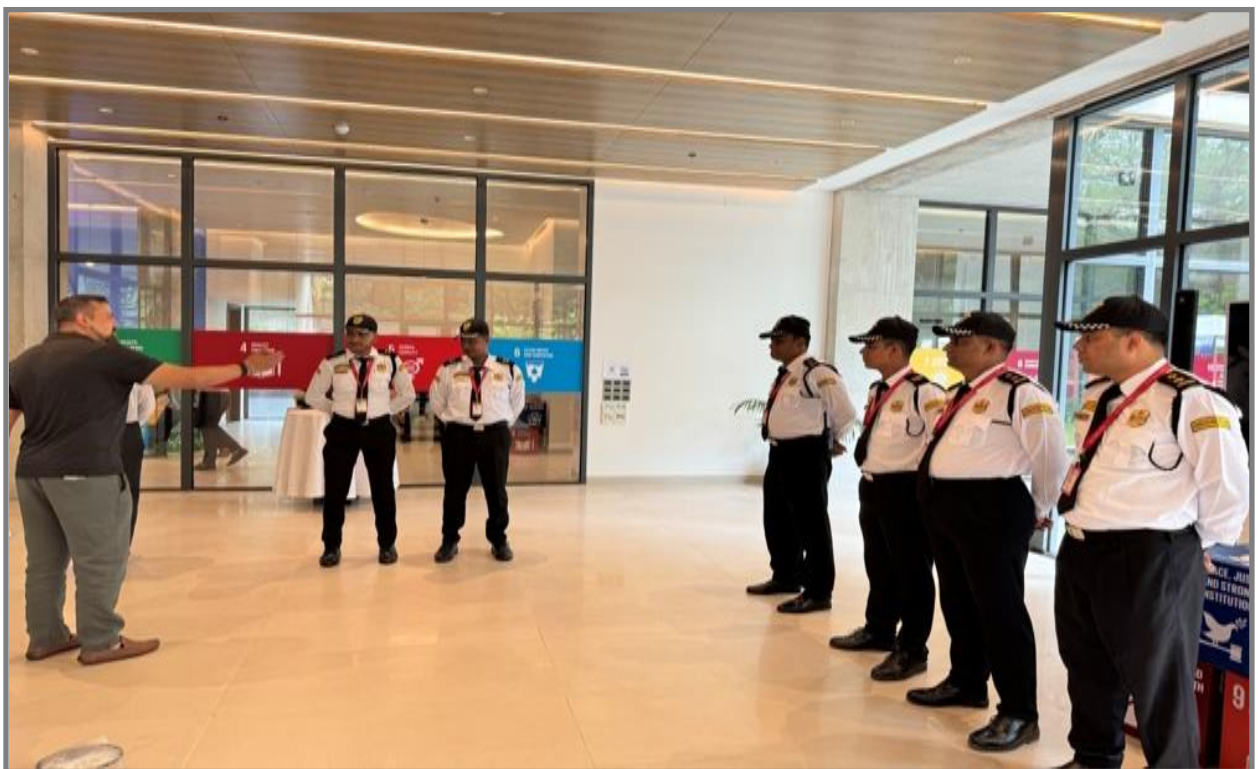
Support Services

- Driver for Vehicles
- Fleet Monitoring Agent
- Messenger, Tea Boy
- Front Desk Executive, Caretaker
- Cleaning Services

Investigation /Inquiry Services

- Insurance Claim Investigation
- Pre-employment Check
- Criminal Record Check
- Residential Check
- Education Certificate Check

PREMIUM SECURITY OFFICERS





EVENT MANAGEMENT



QUALITY CONTROL PROCEDURE

Orion always maintains quality control through better selection of guards, offering them with better facilities to get their best services and ensures their daily activities through a deliberate supervisory team. Basing on our duty supervision procedures the problems of any guards/posts are identified. Necessary measures are taken to improve the quality of guards by giving them warning, making penalty and finally changing them from that post before the level of performance becomes unacceptable.

About one and half a year back, Orion has been awarded with **ISO 9001:2015 Quality Management System (QMS)** certificate under the scope 'Provision of Security Services'. Orion has been pursuing this certification to use the standard to demonstrate its ability to consistently provide quality services that meets clients' and regulators' requirements as well. The ISO Certificate is attached as herewith.

ISO CERTIFICATION (9001:2015)



CERTIFICATE

This is to certify that



Orion Security Services Ltd.
Plot-38 (Level- 5 & 6), Rabindra Sarani, Sector 07, Uttara, Dhaka - 1230, Bangladesh.

has been assessed and complying with

ISO 9001:2015
Quality Management Systems

The management system associated to the following scope:
Provision of Security Services

Issued Certificate Date : 02/03/2026
Certified Since : 02/03/2023
Expiry Date : 02/03/2029
Certificate No : BDQ1910189
IAF/EA Code : 35
Issued Information : Original, Rev-00

The validity of the certificate is for three years cycle and will be revised each year after successful annual surveillance and can be verified by the following website: www.unicertglobal.com


.....
DIRECTOR OF UNICERT



The certificate will remain current subject to the organization maintaining its system to the required standard(s). This will be monitored regularly by UNICERT (United Certification Services Limited) Bangladesh office: House-08, Road-05, Sector-01, Uttara, Dhaka, Bangladesh. Certificate does not assure the quality of the products. It's produced a management system in the organization. This certificate is the property of UNICERT, and to be returned upon request. This certificate will be invalid if annual surveillance audit is not completed. To know more information please contact by email: info@unicertglobal.com



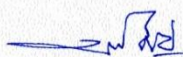
GRAMEENPHONE **SOCIAL COMPLIANCE CERTIFICATE**

Star Performer (ABC / SCP Compliance)

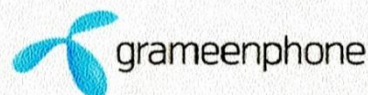
This certificate is awarded to

Orion Security Services Ltd.

In recognition for their outstanding performance in terms of Social
Compliance in Quarter 3 & 4 of 2013



Asif Mohammed Touhid
Chief Procurement Officer & Head of Supply Chain Sustainability



CITATION FROM THE CITY BANK PLC



Honoring the Bravery and Dedication

To: Orion Security Team

On behalf of General Admin, City Bank PLC, we extend our heartfelt congratulations to your courageous team for their extraordinary bravery during the recent political unrest. Your guards risked their lives to protect others, even in the face of gunfire. Their heroic actions, despite being shot, demonstrate unparalleled dedication, professionalism, and selflessness.

We are deeply relieved to know that the injured guards have now fully recovered. In recognition of their sacrifice and to show our gratitude, we have provided each injured guard with 1 lakh BDT as a small token of our appreciation for their bravery and service.

Orion Security Service has set the highest standard of excellence in security, and we are honored to have such remarkable individuals protecting our community. Thank you for your unwavering commitment and exceptional service.

AMERICAN INTERNATIONAL SCHOOL DHAKA (AISD)



Ahmed Tarique Iqbal <orionss@dhaka.net>

REVISED QUOTATION FOR SECURITY SERVICES_ORION

Md.Mohsin Matubber <mohsin.matubber@aisdhaka.org>

Tue, Jun 9, 2026 at 11:08 AM

To: "Orion Security Services Ltd." <orionss@dhaka.net>

Cc: "Md. Khorsid Alam" <khorsid.alam@aisdhaka.org>, Security <security@aisdhaka.org>

Dear Mr. Anup,

Thank you for participating in our recent security service provider selection process and for facilitating our site visits to Glenrich International School and two other sites. Our team was highly impressed by your structured management, guard discipline, and commendable operational resilience.

The selection process was exceptionally competitive. After a rigorous review of our long-term institutional requirements and broader deployment needs, we have decided to proceed with another service provider. This decision does not diminish our high regard for Orion's stellar market reputation and capabilities.

We will retain your corporate profile for future consideration should our operational needs change.

Thank you once again for your time and exceptional professionalism.

With regards,

Md.Mohsin Matubber B.Sc (EEE), IDipNEBOSH, CPP

Head of Safety and Security

American International School Dhaka (AISD)

Work: +880-241-081-837 ext. 170

Mobile: +880-171-339-6778

mohsin.matubber@aisdhaka.org

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Quality Control Techniques

- Quality control during recruitment
- Hard and exhaustive training
- Strict and continuous supervision & monitoring
- Relatively better salary and benefits
- Employee welfare - greater degree of motivation
- Payment of salaries and benefits in time
- Scope for career progression
- Instilling Sense of Pride / Esprit de Corps for being a member of ORION
- Ensuring better living conditions
- Honoring the Dignity of guards/Human Rights
- ZERO tolerance on corruption by field staffs/management

Pre-requisites for Effective & Efficient Performance of Guards

- A place for retirement/rest after duty (accommodations)
- Proper bathing and sanitation facilities
- Timely meal (lunch, dinner & breakfast)
- Adequate rest/sleep in between duties
- A weekly day off (if possible)
- Salaries & benefits in time - intact
- Leave at regular interval

CLIENTS LIST

Ser	Name of the Clients	Address	Remarks
<u>READYMADE GARMENTS SECTOR</u>			
1	The Rose Dresses Limited	Jamgara, Diakhali, Yearpur, Zirabo, Ashulia, Savar, Dhaka Brig Gen Salehin Monwar (retd), Executive Director Mob: 01841 770500 E-mail: monwar.salehin@islam-garments.com	
2	Apparel Today Ltd.	House-3/1 (3rd Floor), Road-8, Dhanmondi, Dhaka-1205 Mr. Tanvir Mehedi Asst. Manager - HR & Admin, Mob: 01847 337201 E-mail: tanvir@smsourcing.biz	
3	Mango Tex Limited	Tonga Bari, Ashulia, Savar, Dhaka Mr. Asaduzzaman Head of HR & Admin, Mob: 01823 053557 Email: asad.mangotex@gmail.com	
4	Prudent Fashions Ltd.	Kaicha Bari Road, Dhamsona, Ashulia, Savar, Dhaka. Md. Alamgir Hossain Assistant General Manager-HR & Admin Mob: 01841499255, Email: alamgir@prudentfashions.com	

5	Rio Design Ltd. & Rio Fashion Wear Limited	Head Plot-03, Milk Vita Road, Section-07, Mirpur, Dhaka Mr. Imrul Ahsan Bilash Manager QMS, Mob: 01744-614149 E-mail: imrul@riodesign-bd.com	
6	Energypac Fashion Ltd	Corporate Office, 79 Shahid tajudiin, Sharani Tejgaon I/A, Dhaka Md. Billal Hossain , Compliance Manager Mob: 01708 122152 E-mail: billal@energypac-fashions.com	
7	Design Express	Vogramore, Malaykir Bari, Gazipur Md. Farhan , Manager H.R Admin, Mob: 01708 157384	
8	Deouti Fashion	Gazipura-27, Dhaka to Mymensingh Highway, Gazipur Mr. Akidul Islam , Manager Factory Operations Mob: 01708 133124	
9	Islam Garments Limited	Jamgara, Diakhali, Yearpur, Zirabo, Ashulia, Savar, Dhaka Md. Shahajahan Mollik , GSV Manager Mob: 01730 317491, E-mail: gsvmanager@islam-garments.com	
10	Islam Dresses Limited	House-77/A, Road-14, Block-B, Banani, Dhaka-1213 Brig gen Salehin (retd) , Executive Director Mob: 01841 770500 E-mail: monwar.salehin@islam-garments.com	
11	Shah Sharif's (R) Accessories	House-B-101, North (1 st Floor), Road-07, New DOHS Mohakhali, Dhaka-1206 A. B. M Parvez , Business Co-ordinator Mob: 01922 770011, E-mail: info@shahsharif.com	
12	Epic Garments (Adamzee EPZ)	Rabindra Sharani, Uttara, Dhaka, Bangladesh Mr. Virender Goyal , Managing Director Mob. 01713 062481	
13	Meridien Global Int. Limited	Tarabo, Barabo, Rupganj, Narayanganj, Bangladesh Mr. Abu Taher , Cell: 01743-909134, E-mail: abutaher.l@meridianandme.com	
<u>MULTINATIONAL COMPANIES</u>			
14	Banglalink Digital Communication Ltd	Tiger's Den, Plot -4 SW (H), Gulshan Avenue Abu Saleh Shah Mohammed Niamutullah Head of Security, Mob: 01962 424702 E-mail: abu.niamutullah@banglalink.net	
15	Robi Axiata Limited	Robi Corporate Office, 53 Gulshan Avenue Md. Monjur Morshed Chowdhury , General Manager Security & Risk Management, Mob. 01819 310143 E-mail: m_morshed@robi.com.bd	
16	Airtel Bangladesh	Robi Corporate Office, 53 Gulshan Avenue A. K. M. Nurullah Facilities & Services - People & Corporate Mob. 01610007171, E-mail: akm.nurullah@airtel.com	
17	Edotco Group	Head Office, 53 Gulshan Avenue Commander (retd) M Obidul Haque , psc General Manger, Mob. 01833 184985 E-mail: obaidul@edotcogroup.com	
18	Japan Tobacco International (JTI Bangladesh)	Head Office: Rangs RD Center Gulshan - 01, Dhaka, Bangladesh Ala Uddin Al Azad , Country Corporate Security Manager Mob: 01711 506000, E-mail: AlauddinAl.Azad@jti.com	

19	DHL Global Forwarding (Bangladesh) Limited	SMC Tower (Level 16 &17)House # 33, Banani Commercial Area, Road # 17, Dhaka 1213 Hasan Mazri Khan , CPO, CSSM, Country Coordinator Security, Health & Safety, Mob: 0 1711767113 E-mail: hasan.mazri@dhl.com	
20	China Energy Engineering Group Guandong Power Engineering Co., Ltd	Re-Powering Project of Ghorashal 4 th unit, Bangladesh Syed Shourav Whahid Prince , Manager Mob: 01757 421799, E-mail: sk.whahid@gmail.com	
21	Harbin Electric Int. Co. Ltd	Mymensingh 360 MW Combined Cycle Power Plant Projectat Mymensingh, Bangladesh Mr. Cheng Jian , Asst. Manager, Mob: 01706 572578 E-mail: chengjian@china-hei.com	
22	Egis Rail	Egis Tower Plot No. 20, Road 68/A, Gulshan Model Town, Gulshan II, Dhaka, Bangladesh Rajeev Balyan , Manager - Administration Mob: +91 8826255661 E-mail: Rajeev.B@egis-india.com	
23	United Surgical Limited	Plot-659-661, Road-93, Islampur, Kadda, Gazipur-1702, A.K.M Khairul Basar Khan , Manager Finance Mob: 01730 716686, E-mail: basar@usbsoftgoods.com	
24	Alltech Biotechnology Private Ltd	N R Tower (4th Floor), 72 Progoti Sarani, Baridhara, Block - J, Dhaka-1212, Bangladesh Ms. Rufia Akter , Mob: 01755 527892 E-mail:rakter@alltech.com	
25	Screen Field Advertising (PVT) Ltd	House-17, Road-06, Sector-10, Uttara, Dhaka-1230, Mr. Abid Rahman , Operation Manager Mob: 01755674860, E-mail: abid@sfabd.com	
26	Telenor Health (Digital Health Care Solutions)	House-257, Road-01, Block-B, Bashundhara, Baridhara, Dhaka-1229 Mashuk Ifthaker , Assistant Manager ,Administration Mob: 01701227050, E-mail: mashuk@telenorhealth.com	
24	Grameenphone Limited (Former Client)	GP HOUSE, Baridhara, Bashundhara, Dhaka Md. Anwar Hossain , Manager, Mob: 01711 501022 E-mail: md_anwar@grameenphone.com	
25	Ericsson Bangladesh (Former Client)	Delvista, House – 1A, Road – 113, Gulshan Avenue, Dhaka Mr. Mohammad Salim Kabir Manager Admin, Mob: 01613 064073	
26	Lafarge Surma Cement Limited (Former Client)	Lafarge Surma Cement Limited Suvastu Imam Square, 65, Gulshan Avenue, Dhaka Lt Col (retd) Aminul Islam , Head of RMD	
<u>BANK SECTOR</u>			
27	City Bank PLC	City Bank Center, 28 Gulshan Avenue, Dhaka-1212 Major Md. Jamayel Imtiaz Sherajee (Retd.) Head of Security & Protocol. Mob: 01757 294870 E-mail: jamayel.imtiaz@citybankplc.com	
28	Mutual Trust Bank PLC	MTB Center, 26 Gulshan Avenue, Dhaka-1212 Major (Retd) Lasker Jewel Rana, psc Chief Security Officer &HoD Group Security & Fire Safety Department Mob. +88 01882 654408, E-mail: lasker.rana@mutualtrustbank.com	

29	Southeast Bank Limited PLC	Eunoos Trade Center, 52 – 53, Dilkush C/A, Dhaka-1000 Mr. Mosharof Khan Officer (HR), Mob. 01675 000628 E-mail:mosharof@southeastbank.com.bd	
30	United Commercial Bank PLC	Head Office: Bulus Center Plot – CWS- (A)-1, Road No - 34. Gulshan Avenue, Dhaka-1212, Bangladesh Mohammad Asaduzzaman , FAVP, General Service Division Mob: 01711 406677, E-mail: Mohammad.asad@ucb.com.bd	
31	Islami Bank Bangladesh Limited	ECSD, Islami Bank Tower, 40 Dilkusha C/A, Dhaka Lt. Col. KFA Sohel (Retd) VP& Head of SSD Mob. 01769 005630, E-mail:ssd@islamibankbd.com	
32	Shahjalal Islami Bank PLC	UDAY SANZ, PLOT # SE(A), 2/B Gulshan South Avenue Gulshan-1, Dhaka-1212 Major Md. Fariquel Islam (Retd.) AVP and Head of Security & Logistics Mob: 01755556049, E-mail:fariquel3129@sjibld.com	
33	ICB Islamic Bank Limited	Head Office: T.K. Bhaban (16th Floor) 13, Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka -1215, Bangladesh Col (Retd.) Sakhawat Hossain , psc, MDS, LLMC Vice President Mob. 01841 394606,E-mail:apd.head@icbislamic-bd.com	
34	Standard Bank PLC	Head Office: Metropolitan Chamber Building (3rd Floor),122 - 124 Motijheel C/A, Dhaka- 1000, Bangladesh Syed Murtaza Hasan, EVP & Head of GSD Mob: 01999 055678, E-mail: gsd@standardbankbd.com	
35	IFIC Bank PLC	Head Office: IFIC Tower (Level 3) 61 Purana Paltan, Dhaka Brig Gen Abdul Kashem Md. Fazlul Kader (Retd) Head of Service & Estate Division Mob: 01766 667606, E-mail: kader@ificbankbd.com	
36	ONE Bank PLC	Head Office: Hrc Bhaban, 46, Kawran Bazar C/A, Dhaka- 1215, Banglaesh Mir Iqbal Hosain , Associate Manager-Central Support &Baranch Operations Division Mob: 01766 695460, E-mail: iqbal.hosain@onebank.com.bd	
37	Modhumoti Bank PLC	Head Office: DCCI Building (2 nd Floor), 65-66, Motijheel C/A, Dhaka-1000 S.M. Shahin Iqbal , VP & Head of CSD Mob: 01714 097777, E-mail: shahin.iqbal@modhumotibankplc.com	
38	Eastern Bank PLC	Head Office: 100, Gulshan Avenue, Dhaka-1212 Major Md. Abdus Salam, psc, (Retd) Head of Administration Mob: 01713 049966, E-mail: abdus.salam@ebl-bd.com	
39	SBAC Bank PLC	Head Office: Sun Moon Star Tower, (Level-10) 37 Dilkusha, C/A, Dhaka-1000 Mohammad Shakhawat Hossain ,SeniorOfficer, GSD Mob: 01717 379458, E-mail: shakhawat.hossain@sbacbank.com	
40	NCC Bank PLC	Head Office: NCC Bank Bhaban, 13/1-2, Toyenbee Circular Road, Motijheel C/A, Dhaka-1000 Md. Forhad Hossain Patwary ACS , Head of HR& Operations, Mob: 01818 491848 E-mail: mfh.patwary@nccbank.com.bd	
41	Jamuna Bank PLC	Head Office: Hadi Mansion (8th Floor), 02, Dilkusha, Dhaka Md. Abul Kalam FAVP, General & Common Service Division Mob: 01711 908879 E-mail: Abul.kalam@jamunabank.com.bd	

42	First Security Islami Bank PLC	Head Office: Rangs RD Center, Block-SE (F), Plot-03, Gulshan Avenue, Gulshan-01, Dhaka-1212 Md. Tanvir Ahmed Chowdhury Head of GSD, Phone: 88-02-55045700	
43	Uttara Finance & Investments Limited	Head Office: Uttara Center (11 th Floor), 102, Shahid Tajuddin Ahmed Sarani, Tejgaon, Dhaka-1208 Md. Shueb Hossain , Officer, Mob: 01908 8217402 E-mail: shoebhossain93@gmail.com	
44	Rupali Bank Limited (Former Client)	Head Office: 34, Dilkusha C/A, Dhaka, Bangladesh Khandokar Mukit Al Mamud Chief Security Officer, Mob: 01711 169951	
45	BRAC Bank Limited (Former Client)	Head Office: Anik Tower (Level-01), 220/B, Tejgaon I/A, Tejgaon-Gulshan Link Road, Dhaka-1208 Mohammad Arif Chowdhury , Head of Safety & Security General Services Division, Mob: 01313 492300 E-mail: arif.chowdhury@bracbank.com	
46	Standard Chartered Bank (Former Client)	Head Office: 67, Gulshan Avenue, Dhaka -1212 Major Ahsan Habib , Mob. 01730 703972	
47	Dutch-Bangla Bank Limited (Former Client)	Head Office, General Service Division 1 Dilkusha C/A, Dhaka –1000 Mr. Riazul Islam , Asst. Vice President	
<u>INTERNATIONAL & NATIONAL NGOS/AID AGENCIES</u>			
48	Save the Children International	House No. CWN(A) 35, Road No. 43 Gulshan-2, Dhaka-1212, Bangladesh. Abdullah Al Mahmood Coordinator – Safety Security & Administration Mob : 01778 287989 E-mail:abdullah.mahmood@savethechildren.org	
49	Christian Aid Bangladesh	House 42/A, Road 42, Block CWN(A), Floor 1, Gulshan-2, Dhaka - 1212, Bangladesh Mohammad Ariful Islam , Admin and HR Support Officer Mob: 01713-854857, E-mail: maislam@christian-aid.org	
50	Concern Worldwide Bangladesh	House- 15 SW(D), Road - 7, Gulshan-1, Dhaka-1212 M. M. Nasir Uddin , Administrative Specialist Mob:01713 330980, E-mail: nasir.uddin@concern.net	
51	Action Aid Bangladesh	House-19, Road-128, Gulshan-01, Dhaka, Bangladesh Henry Rolin Arya , Officer - Administration Mob: 01711 810067, E-mail: henry.rolin@actionaid.org	
52	Malteser International Bangladesh	Kulsum Ara House, Plot-56, Block-C, Saikat Para, Kolatoli, Cox's Bazar, Bangladesh Abu Taher Md. Fazle Rabbi , Admin & Finance Officer Mobile: 01765 048802 E-mail: fazle.rabbi@malteser-international.org	
53	Society for Social & Technological Support (SSTS)	House-24 (1st Floor), Road-08, Sector-06, Uttara, Dhaka-1230, Bangladesh Mohammad Ershad Mob: 01938 911824, E-mail: sstsit2018@gmail.com	
54	CIRDAP (Centre on Integrated Rural Development for Asia and the Pacific)	Head Office: Chameli House, 17, Topkhana Road, Dhaka 1000, Bangladesh. F.A.M Zakirul Haque Administrative Officer - Admin & Finance Division Mob: 01912 432366, E-mail: aocirdap@cirdap.org	
55	BCCP (Bangladesh Center for Communication Programs)	Plot 8, Road 3, Block A, Section 11, Mipur, Dhaka Mr. Biman Barua Chowdhury Mob : 01714 045547, E-mail:bbarua@bangladesh-ccp.org	

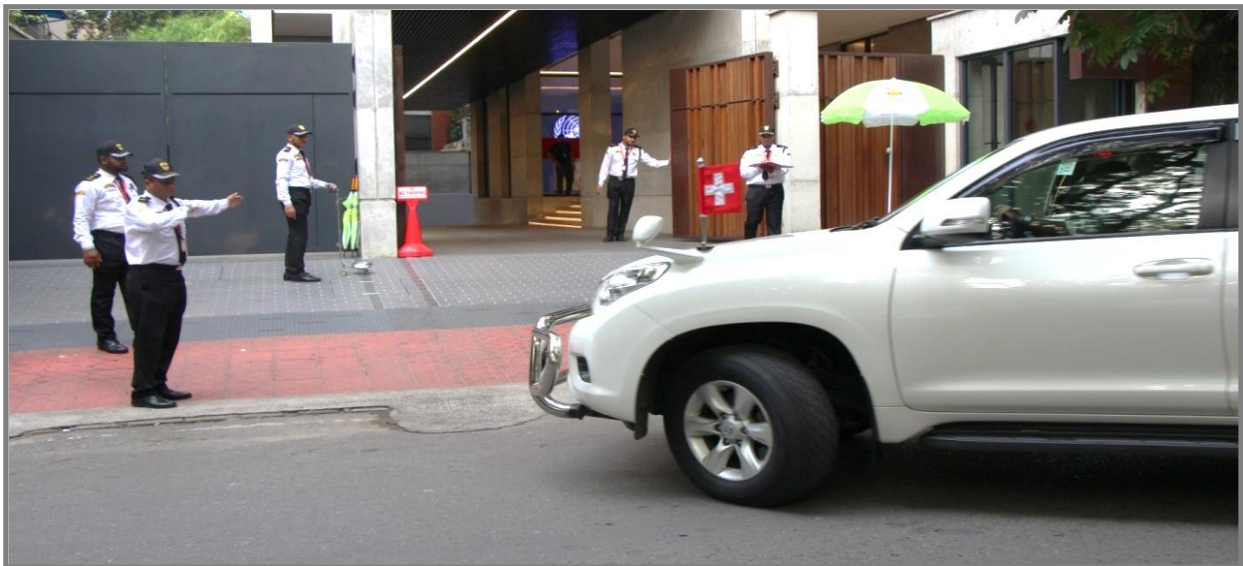
56	Bangladesh NGO Foundation	53 Mohakhali B/A Dhaka-1212, Mr. Saidur Rahman Mob: 01553 290067, E-mail:sayedul@ngofoundation.org.bd	
57	BURO Bangladesh (Former Client)	C & B Road, East Side of Sadar Upazila, Barishal, Md. Zahid Hasan Mob: 01712 956899, E-mail: forzahid56@gmail.com	
58	CARE Bangladesh (Former Client)	Pragati Insurance Bhaban (Level – 9) 20-21 Kawran Bazar, Dhaka – 1215, Bangladesh Mr. Najmee Ali Khan , AGM (Administration)	
59	Plan International Bangladesh (Former Client)	Head Office : House - 14, Road - 35 Gulshan - 2, Dhaka Md. Towfique Bin Anis , Safety & Security Manager, Mob: 01708131430, Email: towfique.anis@plan-international.org	
60	MEDAIR Bangladesh (Former Client)	Sikdar Bari, AKNC School Road, Hizlia, Rajapalong, Ukhiya, Cox's Bazar, Bangladesh Md. Musa Ahmed Mob: 01854 342206, E-mail: logsbase2-bgd@medair.org	
61	Gono Shakhrota Ovizan (Former Client)	5/4, Humayun Road, Mohammedpur, Dhaka Tel :9130427, 8115769, 8155031	
62	Marie Stopes Clinic (Former Client)	House # 4/4, Block # F, Lalmatia Housing Estate Dhaka - 1207, Bangladesh Mr. Mizanur Rahman , Manager – Admin Mob: 01726-444469	
63	Heed Bangladesh (Former Client)	Kola Toli, Cox's Bazar, Bangladesh Md. Mahamudul Hasan , Mob: 01729 430531	
INTERNATIONAL CONTACTS-EXECUTIVE PROTECTION SERVICE			
64	VEON (Banglalink Digital Communications Limited)	Tiger's Den, House-04 (SWH), Bir Uttam Mir Shawkat Sharak, Gulshan-01, Dhaka-1212, Bangladesh Abu Saleh Shah Mohammed Niamutullah Head of Security, Mobile: +8801962 424702 E-mail: abu.niamutullah@banglalink.net	
65	Coffey International Development	40 Bernard Street London WC1N 1LE Daniel Tuhim , Security Coordinator, Mobile: +44(0)7395790907, E-mail: Daniel.Tuhim@coffey.com	
66	ANVIL Group (International) Limited	Vicarage House, 58-60 Kensington Church Street, London, W8 4DB, Carola Tribe MA Conflict Security and Development – Ops Associate Mobile: +44(0)7738320367, E-mail: ctribe@anvilgroup.com	
67	Guardian-Security Risk Management ApS	Strandgade 36 (1 st Floor), 1401 Copenhagen K Denmark Erika Fini Head of Operations, Mobile: +4581919794 E-mail: efi@guardian-srm.com	
68	KAICIID Dialogue Centre	Schottenring 21, 1010 Vienna, Austria Khaled Ehsan Monitoring & Evaluation Adviser Executive Management Mobile: +436647967700, E-mail: khaled.ehsan@kaiciid.org	
69	Al Thuraya Consultancy	36, Georgios Grivas Digenis Ave, Suite-202, Nicosia Cyprus-1066 Roberto Chiavon, MA, CSMP, ISMI Director of Corporate Security Services Mobile: +201200775387 E-mail: Roberto.chiavon@thurayasecurity.com	

70	EPM Global Limited	Craven House, 40-44 Uxbridge Road, London, W5 2BS, United Kingdom Damian Zielinski , Managing Partner Mobile: +44(0) 7821 087 625 E-mail: dz@executiveprofilemng.com	
71	Asia Pacific	nddMedizintechnik AG Technoparkstrasse 1 CH-8005 Zurich, Lars Kuettel Area Sales Manager , Asia Pacific Mobile: +41 79753849, Email: lars.kuettel@ndd.ch	
<u>CORPORATE SECTOR</u>			
72	Berger Paints Bangladesh Ltd.	Berger House, House-08, Road-02, Sector-03, Uttara, Dhaka Major (Retd.) Sheikh Md Moinul Alam Mob: 01322 916404, E-mail: moinul.alam@bergerbd.com	
73	CP Bangladesh Co., Ltd	E-236 Chandra, Kaliakair, Gazipur. Mr. Choton Paul HR & Administration Office, DFM, Mob: 01714 166352 E-mail: hr_admin_dhk@cpbangladesh.com	
74	Meghna Hotel & Resorts Limited	Head Office: FRESH VILLA, House # 15, Road # 34, Gulshan-01, Dhaka-1212 Mazibul Haider Tusshar , Project Manager Mob: 01313 498070 E-mail: tusshar.haider@meghnagroup.biz	
75	East West Property Development (Pvt.) Ltd (Bashundhara Group)	Head Office: Plot-125/A, Block-A, Bashundhara R/A, Dhaka Md. Abdus Sattar , Manager (HR & Admin) Mob: 01766 694620, E-mail: abdussattar@bgc-bd.com	
76	Energypac Power Venture Ltd	EPV Chittagong 108 MW IPP Plant Kolagaon, Potiya, Chittagong Mr. Opurbo Mondal , Mob: 01716 367370	
77	Energypac Power Generation Ltd	Corporate Office, 79 Shahid tajudiin, Sharani Tejgaon I/A, Dhaka Mr. Faisal Parvas , Manager - Admin Mob. 01713 093194, E-mail:faisal.admin@energypac.com	
78	Energypac Engineering Ltd.	Energy Center, 25, Tejgaon I/A, Dhaka - 1208 Mohammad Nasir Uddin Senior Executive, HR & Admin Division Mob: 01708 453310 E-mail: nasir.admin@energypac-bd.com	
79	Energypac Electronic Limited	Head Office, Novo Tower, Tejgaon Industrial Area, Dhaka Md.Jamal Hossain , Asst. Manager Admin Cell: 01730-701811 E-mail: jamal.admin@energypac.com	
80	Official Clothing Ltd	Energypac, 269-272 Tejgaon I/A ,Dhaka-1208 Mr. Byzid Rahman , HR & Admin Mob: 01708 454376 E-mail: byzid.energypac@gmail.com	
81	SIMEC Group	Head Office at House-02, Road-07, Sector-13, Uttara, Dhaka-1230, Bangladesh Tania Tasnim Chowdhury , Asst. Manager-HR & Admin Mob: 01753 147253, E-mail: hr.simec@gmail.com	
82	Fiber @ Home	Taj Marriot (4th Floor), 25 Gulshan Avenue, Bir Uttam Mir Shawkat Sarak, Dhaka 1212 Md. Muzaffar Ahmed , Mob: 01926 662246 E-mail:muzaffar.ahmed@fiberathome.net	

83	TDC Enterprise	AHN Tower(5th Floor), 13 & 15 Baponon C/A, Sonargaon Road, Dhaka Mr. Pradeep Kumar Acharya , Manager (Supply Chain) Mob: 01963-622559, E-mail: pradeep.acharya@clarichembd.com	
84	ALOOK Refrigeration Co. Ltd	Alok Tower (5th Floor), 47/1, Shahid Tajuddin Ahmed Sharani, Mohakhali, Dhaka-1212 Md. Golam Mustafa , Mob: 01937 909570 E-mail: mustafa01917@gmail.com	
85	FONS Bangladesh Ltd.	143/1, New Baily Road, Dhaka-1000, Ms. Tanjina , H.R Admin Mob: 01922 114808, E-mail: sadia@fonsbd.com	
86	General Eco Tech Limited	Shanta Western Tower, Level-10, Office Suit-1004, 186 Bir Uttam Mir Shawkat Sarak (Gulshan- Tejgaon Link Road), Tejgaon, Dhaka Mehedi Juma Saadi , Sr. Executive HR Mob: 01833-332515, E-mail: mehedisaadi@hotmail.com	
87	Ningbo Beworth Textile Machinery Company Limited	House-03, Road-13, Sector-03, Uttara, Dhaka-1230 Mr. Baki Billah , Mob: 01676 526150 E-mail: bakkisumon@gmail.com	
88	Glenrich International School	Plot-E-2 & E-3, Sun Valley Sharani, Block-A, Satarkul Road, Dhaka-1212 Major G.M Khorshed Alam (Retd) , Manager (Security) Mob: 01313 014701 E-mail: khorshed.alam@glenrich.edu.bd	
89	Bangladesh International Tutorial Ltd (BIT)	Plot-13, Road-1/A, Sector-14, Uttara, Dhaka, Bangladesh Mr. Moniruzzaman , Manager-Finance Mob. 01829 789240, E-mail: kmzaman.bit1983@gmail.com	
90	The ACME Agrovet & Beverages Ltd.	Couft de la ACME, ¼ Kallayanpur, Mirpur Road, Dhaka-1207, Bangladesh Salahuddin Ahmed , Sr. Executive, Human Resouces Mob: 01919 044638, E-mail: sahmed.agrohr@acmeglobal.com	
91	Sun Pharmaceuticals Limited	House # 4, Road # 16A, Gulshan-1, Dhaka-1212 Mr. Napoleon Promode Rozario , Manager Mob. 01713041503 E-mail: diponkor.rozario@sunpharma.com	
92	Grace 21 Smart Hotel	Plot-1 & 3, Road-21, Nikunja-2, Khilkhet, Dhaka-1229 Md. Manjurur Rahman , Manager (HR) Mob: 01700 707770 E-mail: manjurur.rahman@hotelgrace21.com	
93	PMG Group	212, Tajgaon Industrial Area, Gulshan Tajgaon Link Road, Near Niketon 3rd Gate, Dhaka-1208 Mr. Shyamal Kumer , Head of Admin Mob: 01707 411700, E-mail: shyamal.pmg@gmail.com	
94	Islami Insurance Bangladesh Ltd	DR Tower (11 th Floor), Box Culvert Road, 65/2/2, Purana Paltan, Dhaka-1000 Md. Estiak Mahmud , Mob: 01715 253722 E-mail: islamiinsurance.admn@gmail.com	
95	Bangladesh Insurance Academy	53, Mohakhali C/A, Dhaka-1212 Ms. Israt Ara , Mob: 01717 549109	
96	Fatema Real Estate & Developers Ltd	Symphony (7th Floor), Plot-SE (F) 9, Road-142, South Avenue, Gulshan-1, Dhaka-1212 Md. Moinul Hossain (Razib) , Manager Finance & Accounts Cell: 01721060001, E-mail: fredlbd1@gmail.com	
97	PDS Multinational	House-38, Rabindra Sarani, Sector-7, Uttara, Dhaka-1230 Md. Zonaed , Mob: 01815 554115 E-mail: zonaed.mohammad@pdsmultinational.com	

98	D. H. Euro Hi-Tech Co. Ltd	House-20/B, Road-14, Sector-04, Uttara Dhaka-1230, Bangladesh Kazi Ashif Ud Doula (Dipu) , Marketing Manager Mob: 01713 65734, E-mail: dipu.dheuro@gmail.com	
99	ICC Communications Limited	SN Center, Plot-I/15-18 (Ground Floor), Block-D, Road-06, Mirpur-12, Dhaka-1216 Md. Shahid Miah , Deputy Manager (HR & Admin) Mob: 01717 702090, E-mail: shahid.miah@icc.com.bd	
100	LS Cable & System Limited	House-514 (3 rd Floor), Lane-09 (East), Baridhara DOHS, Dhaka-1206 Md. Abul Kalam Azad , Manager (Import, Logistics & Procurement, Mob: 01723 213595 E-mail: kalamazad.lscns@gmail.com	
101	Sea Gold Supply Chain Management Ltd	House-103, Road-04, Block-B, Banani, Dhaka-1213 Muhammad Ashraful Alam , CFO Mob: 01709 998093, E-mail: bdfin@seagoldlimited.com	
102	Si Hai Chain Restaurant Limited	House-4, Road-05, Sector-06, Uttara, Dhaka-1230 Md. Abdul Malek , Mob: 01711 439606 E-mail: malekmahi@gmail.com	
103	Metlife -ALICO	18-20 Motijheel C/A, Dhaka-1000 M. Shamiur Rahman Chowdhury , flmi, acs, airc Manager Claims, Mob: 01730 312548 E-mail: shamiur.chowdhury@metlife.com.bd	
104	Guardian Life Insurance	Head Office- Police Plaza Concord (13th Floor), Tower # 02, Plot# 02, Road# 144, Gulshan Avenue, Dhaka- 1212 Dr. Shohan Ahmed , SAVP & Head of Claim Department Mob: 0 1709991147, E-mail: shohan@guardianlife.com.bd	
105	Pragati Life Insurance	Pragati Insurance Bhaban (Level-9), 20-21 Kawran Bazar Dhaka-1215 Md. Zobair Khan , Senior Manager, Claim-GID Mob: 01847 183465, E-mail: zobair.khan@pragatilife.com	
106	Rainbow Logistic Limited	Concord Colosseum, 03 rd Floor, 156 Kemal Ataturk Avenue, Banani C/A, Dhaka-1213 Ms. Magfi Amrine , Senior Executive - Hr& Admin Mob: 01313 71742, E-mail: amrinem@rainbowbd.com	
107	EFL Global Limited	Concord Colosseum, 08 th Floor, 156 Kemal Ataturk Avenue, Banani C/A, Dhaka-1213 Ms. Magfi Amrine , Senior Executive - Hr& Admin Mob: 01313 717421, E-mail: amrinem@rainbowbd.com	
108	17 ECB Army Camp	Purbachal, Balur Bridge (North Side), Dhaka, Bangladesh WO Mozaffor Hossain , Mob: 01557 764426	
110	NEC Group	House -77, Road - 7, Block -H, Banani, Dhaka Mr. Firoz Uddin, CFO Mob: 01714 33909, E-mail: feroz@necbd.net	
111	Meghna Group (Barishal)	01 No CNB Pool, Barisal Mr. Feroz , Mob: 01626601736	
114	OGSB Hospital	Plot-5, Road-2 Block-G Chirakhanan Road, Section-1, mirpur, Dhaka Mr. Jamal , Mob: 01712 582488/01912 920731	
115	Alliance Limited	141/C, Basic/E/A, Tongi, Gazipur Mr. Prodip Kumar , Mob: 01963 622559	
116	Bumblebee Technologies	143/1, New Baily Road, Dhaka-1000, Ms. Tanjina , H.R Admin Mob: 01922 114808, E-mail: sadia@fonsbd.com	
117	Islami Bank Securities	20 Dilkusha (5th Floor), C/A, Dhaka-1000, Bangladesh Mr. Rifat Mob: 01711 159361, E-mail: ibsl.dse@gmail.com	

118	Top Jeans Limited	217-218 Atipara, Uttor Khan, Dhaka Mir Iqbal Hosain , Phone: +880 (2) 9118161 E-mail: iqbal.hosain@onebank.com.bd	
119	Colour Zone International	Sagupta, Mirpur, Dhaka, Bangladesh Mr. Mehedi Masum, MD Cell: 01713 177110, E-mail: czibangla@gmail.com	
120	Shin hSin Hospital	House-02, Road-07, Sector-13, Uttara, Dhaka-1230, Bangladesh Tania Tasnim Chowdhury , Asst. Manager-HR & Admin Mob: 01753 147253, E-mail: hr.simec@gmail.com	
121	Constellation Asset Management Company Limited	Genetic Baro Bhuiyan, 12th Floor, House CWN (A) 3A, Road-49, Kamal Ataturk Avenue, Gulshan-02, Dhaka-1212, Md. Samiul Haque , Relationship Manager Mob: 01309 001664, E-mail: shamiul@constellationamc.com	
122	Grey. D'studio Ltd.	Plot # 44/I, Road # 4, Block # D, Bashundhara, Dhaka, S.M. Shamim Ahsan CEO & Director, Mob: 01819-244496 E-mail: shamim092@gmail.com	
123	3D Housing & Construction Limited	House No: 02 (2nd Floor), Road No: 01, Janata Housing Society, Ring Road, Adabar, Dhaka-1207, Bangladesh Md. Karuzzaman Mob: 01755-611211, E-mail: kzaman@clarichembd.com	
124	Anemone Management Solutions (Zeal View)	House No: 6A, Road No: 14, Dhanmondi, Dhaka-1209, A. K. M Raihan, Mob: 01715 030432 E-mail: akraihan333@gmail.com	
125	Luminor SN Holding Limited	55, Park Road, Baridhara, Dhaka-1212 Md. Sabbir Ahmed Mob: 01755 639344, E-mail: sabbir.ahmed@oculintech.com	
126	US-Bangla Group (Former Client)	Head Office, House-77, Sohrawardi Avenue, Baridhara Diplomatic Zone, Dhaka-1212, Bangladesh Mr. Amin , Sr. Executive, Mob: 01708 813122 E-mail:raihaan@us-banglafootwear.com	
127	Sinha Group (Former Client)	Head Office, House - 10, Road - 28, Sector - 07, Uttara, Dhaka, Bangladesh Mr. Ariful Islam , Assistant Manager Mob: 01730 327387, E-mail:accounts@sinhagroupbd.com	
128	Monster Lab Bangladesh (Former Client)	Ahemd Tower, Kamal Ataturk Avenue Banani, Dhaka Ms. Sharmin Israil , Mob: 01778 267094, E-mail: sharmin.israil@sekai-lab-bd.com	
129	Shamsul Hoque Khan School and College (Former Client)	Paradogar, Matuail, Demra, Dhaka-1362, Bangladesh Md. Saiful Hoque , Lecturer & Security Incharge Mob: 01711 269091, E-mail: saifullahhoque@gmail.com	



HANDLING EMERGENCY SITUATION

Short Term Deployment in Emergency

The number of security personnel for short term deployment is not fixed or limited. As Orion maintains a full time training school, 20 to 25 security personnel always rolls over for basic and refresher trainings, which all can be deployed at any time and place in times of crisis. Besides, Orion has committed reserves (deployed in posts), who remains on call for any deployment on emergency requirements.

Experiences to Handle Emergency Situations

In the process of offering security management services to various multinational companies, i.e; Lafarge Shurma cement Plant in Chattak, Epic Garments in Adamjee EPZ, CARE Bangladesh, number of banks and mobile phone operators, we have experienced in facing and handling different type of emergency situations for our clients. And we have been able to successfully handle these situations. Emergency situation experienced/handled by Orion includes but not limited to:

- Dealing with local goons/miscreants for making passage for BTS maintenance team
- Fire Hazards/Fire Fighting
- Handling Robbery & Major Theft Cases
- Handling of sudden Flood
- Handling Labor Unrest
- Emergency Evacuation
- Escorting out VIPs from agitated groups/demonstrators/shareholders

COMPLIANCE RELATED ISSUES

Labor Law

Orion is committed to comply with the rules and regulations laid out in the Bangladesh Labor Act and the amendments promulgated from time to time.

Orion emphasizes on the followings:

- Working Hours
- Working conditions (facilities in the post/offices i.e; washroom, ventilation, protection. from rain, sun, thunderstorm, cold wave etc)
- Weekly Holidays
- Leave (casual leave, GOB holidays. medical leave, earn leave etc). Issuance of Appointment Letters, ID Card, Uniform. Issuance of PPE (FT Boot. Steel Helmet, Baton, Eye Protecting Glasses etc)
- Insurance for natural and accidental death. Provident Fund, Gratuity, Festival Bonus (when applicable)

Human Rights

- No gender biasness, equal opportunities for both men and women.
- No religion, race, caste or ethnic discrimination.
- No discrimination for indigenous people or people from hill districts or reserve forests.
- No specialized preferences for people from a particular district or region.
- Any Bangladeshi national above 18 years of age despite his/her ethnicity is eligible for employment in ORION provided he/she fulfills certain criterion required for the particular vacancy.

Labor Standards

- Forced Labor (security deposit, original National ID, original education certificate, passport etc) is forbidden.
- No Child Labor (Birth certificate, National ID, HR Manual, Personal File).
- No discrimination for salaries for same nature of duties, seniority/appointment, designations, rank structure.
- Employment Conditions (Room space, washing room facilities, dining facilities, fan, lighting facilities etc) are ensured.

Health & Hygiene

- ORION has a Medical Officer who carries out health & hygiene inspections on periodical basis of head office, training center and accommodations.
- We are training one Medical Assistant who will carry out health and hygiene inspections of guards living accommodations.

- Training curriculum of guards contain classes on health, hygiene and sanitation.
- Every month our cooks undergo medical examination by Medical Officer before declaring him/her FIT for cooking. Cooks are issued with cooking aprons, caps, hand washing soaps, towel etc.
- We encourage our employees to drink purified/boiled water while in the office/training center or duty post. We have water dispenser in our office as well.

Safety Measures

- Classes on fire-fighting and other safety measures are included in basic guard training syllabus. This also include wearing PPE while performing duties in hazardous areas and during movement from one place to another by motorcycle, vehicle or on foot
- Fire and Evacuation Drill is carried out in the head office on regular interval. Events are recorded in the fire drill register
- Fire extinguishers have been fixed on both the office floors (Ground & 1st floor)
- A Fire Point with firefighting facilities/equipment has been erected in ORION training center
- One First Aid Box each is kept in head office, training center and patrol vehicle respectively
- We maintain accident/incident registers/records

COMPANY BUSINESS DOCUMENTS

Orion Security Services Limited is in possession of all kinds of business licenses and permits required to run security business in Bangladesh. List of the documents is given below:

- a. Trade License
- b. TIN Certificate
- c. Tax Return Acknowledgement Copy
- d. BIN Certificate
- e. Certificate of Incorporation
- f. DIFE License with Acknowledgement Copy
- g. BTRC License for Use of Walkie-Talkie sets
- h. Security Association Membership Certificate (BPSSPA)
- i. BEPZA Certificate
- j. DCCI Membership Certificate

WHY SHOULD ONE CHOOSE ORION

- Market Reputation
- Customer satisfaction
- Well-trained, well-motivated & smart guards
- Highly responsive and professional team
- 24 x 7 Functional Control Room
- Day and Night supervision network
- Experienced management team
- Countrywide deployment capability
- Offices in Dhaka, Chattogram, Sylhet, Cox's' Bazar, Barishal and Jashore

UNIFORMED SECURITY GUARDS



EMPLOYEE WELFARE SCHEME





CONCLUSION

Orion is committed to its quality services and maintains a professional standard without any compromises. Its ZERO tolerance policy against corruption and discrimination has played a vital role to expand its services towards clients, especially with MNCs, International NGOs/NGOs and Banks etc. Our management is always focused towards the quality in selection, training and employments of its guard forces. Orion has already been able to establish its 'foot print' amongst the very best of the security companies of Bangladesh. Our organizational capabilities, highly motivated work force and management experience made us confident that getting an opportunity we will be able to deliver the best possible services to our clients as per their expectations.



Orion Security Services Limited

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E-mail: orionss@dhaka.net

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Facebook: www.facebook.com/orionssbd