



# **Internship Report**

**On**

**General Banking Activities of Social Islami Bank Ltd.**

## **Prepared For:**

**Dr. Md. Abdur Rouf**

**Associate Professor**

**Department of Business Administration**

**Faculty of Business & Entrepreneurship**

**Daffodil International University**

## **Prepared By**

**Md. Asaduzzaman**

**Id: 162-11-338**

**Major: Finance, Batch: 44th**

**Department of Business administration**

**Date of Submission: 31 December, 2019**

# Letter of Transmittal

31 December, 2019

To

**Dr. Md. Abdur Rouf**

Associate Professor,

Department of Business Administration

Daffodil International University

**Subject: Submission of Internship Report on “General Banking Activities of Social Islami Bank Ltd.”.**

Dear Sir,

With due respect I would like convey to your knowledge that as per our BBA program I have prepared my Internship under the topic of “**General Banking Activities Of Social Islami Bank Limited**” under your kind supervision. Now I like to submit my paper to you. I have tried my best to prepare the paper in consistence with the optimal standard under your valuable direction.

I request you modestly to accept my paper as it may suffer from some shortcomings. I desired and endeavored to make this paper a complete one. Therefore, I hope that this will meet the standard of your judgment.

Thanking you for your kind supervision.

Yours Sincerely,

.....

Md. Asaduzzaman

ID: 162-11-338, (44<sup>th</sup> Batch)

Faculty of Business & Entrepreneurship

Department of Business administration

# Acknowledgement

First of all I want to express my gratitude to Almighty Allah for giving me the energy and the patience to complete the task within the expected time. Then I am very thankful to the Social Islami Bank Ltd. for providing me the chance to complete my internship program.

I would be delighted to express my deep sense of gratitude a sincere appreciation to my internship supervisor **Dr. Md. Abdur Rouf**, Associate Professor of Department of Business Administration, Daffodil International University, for his continuous support and direction during the practical orientation time. His suggestion and observations were really a great source of spirit to make the report a good one.

I received cordial cooperate from the officer and members of Social Islami Bank, Kalma Branch. I want to convey my cordial thanks to the, for their cooperation without which it would not possible to finish the report.

I was placed in Social Islami Bank Ltd. to work as an intern. The member and management of SIBL were very collaborative and helpful. They helped me through providing various data, guidance and direction. I am grateful to **Mohd. Mofazzal Hossain First Assistant Vice President & In-Charge** of Kalma Branch for his cooperation necessary support.

Moreover, I want to express my special thanks to **Mohd. Mofazzal Hossain First Assistant Vice President & In-Charge** of SIBL, Kalma Branch under whom I have completed internship program.

I prepared the report on the basis of knowledge, understanding and ideas of the internship program. I tried to make this report accurate and concise as well as informative. Even then, if there remains any short coming that is my own.

# Declaration

I hereby declare that the internship report entitled “**General Banking activities of Social Islami Bank Limited**” embodies the results of my own work after the period of three months work at Kalma branch of Social Islami Bank Ltd. studied under the supervisors of **Dr. Md. Abdur Rouf**, Associate Professor of Faculty of Business and Entrepreneurship, Daffodil International University.

I further state that the work reported in this internship is original and is no part or any other students for the completion of BBA or other degree have submitted entire of the report

.....

Md. Asaduzzaman  
ID: 162-11-338, 44<sup>th</sup> Batch  
Bachelor of Business Administration  
Faculty of Business and Entrepreneurship  
Daffodil International University.

# Approval Certificate

This is to certify that Md. Asaduzzaman, is a student of BBA, ID No: 162-11-338 successfully finished his Internship Program entitled “**General Banking Activities of Social Islami Bank Limited**” a study on Social Islami Bank Limited under my supervision the partial fulfillment for the award of BBA degree.

He has done his job according to my supervision and direction. He has tried to his best to do this successfully. I think this program will help him in the future to build up her finer career.

I wish his success and prosperity.

.....

Dr. Md. Abdur Rouf  
Associate Professor  
Department of Business Administration  
Faculty of Business & Entrepreneurship  
Daffodil International University

# Preface

In recent years, the banking business tends to be the top factor. Years before, when banks and the same practices tended to attract people to save valuable possession and involve more people in it. But it has also evolved with the change in time and technology and the nature of bank operations. With the changing world in professional man and cutting-edge technology, it is now changing in everyday life to achieve its management goals because most companies need information systems to survive and thrive. Information system can help businesses extend their scope far too far Places, deliver new products and services, reshape jobs and work patterns, and maybe change their way of doing business honestly.

# Executive Summary

Banking sector of our country is playing a vital role in our economic circumstances. There are a huge number of banks operating in our country successfully.

This internship report is intended at providing a complete concept to the areas of general banking activities of Social Islami Bank Limited (SIBL). The report is the result of 3 month internship program in SIBL, Kalma branch. The report has been separated into four parts. Here is given below:

In the 1<sup>st</sup> chapter, I have discussed about the Introduction, Origin of the report, Scope of the study, Objective of the report, Methodology, Limitation of the report.

In the 2<sup>nd</sup> chapter, I have discussed about History of SIBL, Overall Operational Goals, What is Islamic Banking, Corporate profile of SIBL, Mission, Vision, Objectives of SIBL, Core Values, Financial Information, Board of Directors, Management Committee, Functions of SIBL

In the 3<sup>rd</sup> chapter, I have discussed about General Banking, Account opening section, Cash Section, Product/services of SIBL, Bills and Clearing Section, Remittance Section, Cash Section, Product/services of SIBL, Locker Service, Closing of an Account.

In the 4<sup>th</sup> chapter, I have discussed about Findings, Recommendations and Conclusion.

## Table of content

Sl. No.	Particulars	Page No
	Cover Page	<b>I</b>
	Letter of Transmittal	<b>II</b>
	Acknowledgement	<b>III</b>
	Declaration	<b>VI</b>
	Approval Certificate	<b>V</b>
	Preface	<b>VI</b>
	Executive Summary	<b>VII</b>
	Table of Content	<b>VIII</b>
<b>Chapter-1</b>	<b>Introduction</b>	
<b>1.1</b>	Introduction	<b>2</b>
<b>1.2</b>	Origin of the study	<b>2</b>
<b>1.3</b>	Scope of the study	<b>2</b>
<b>1.4</b>	Objectives of the study	<b>3</b>
<b>1.5</b>	Methodology of the study	<b>3</b>
<b>1.6</b>	Limitations of the study	<b>4</b>
<b>Chapter-2</b>	<b>Overview of Social Islami Bank Ltd.</b>	
<b>2.1</b>	History of SIBL	<b>6</b>
<b>2.2</b>	Overall Operational Goals	<b>6</b>
<b>2.3</b>	What is Islamic Banking	<b>7</b>
<b>2.4</b>	Corporate profile of SIBL	<b>7</b>



<b>2.5</b>	Mission	<b>8</b>
<b>2.6</b>	Vision	<b>8</b>
<b>2.7</b>	Objectives of SIBL	<b>8</b>
<b>2.8</b>	Core Values	<b>9</b>
<b>2.9</b>	Financial Information	<b>10</b>
<b>2.10</b>	Board of Directors	<b>11</b>
<b>2.11</b>	Management Committee	<b>12</b>
<b>2.12</b>	Functions of SIBL	<b>12</b>
<b>Chapter-3</b>	<b>General Banking activities of SIBL</b>	<b>13</b>
<b>3.1</b>	General Banking	<b>14</b>
<b>3.2</b>	Account opening section	<b>14</b>
<b>3.3</b>	Bills and Clearing Section	<b>25</b>
<b>3.4</b>	Remittance Section	<b>26</b>
<b>3.5</b>	Cash Section	<b>27</b>
<b>3.6</b>	Locker Service	<b>29</b>
<b>3.7</b>	Closing of an Account	<b>29</b>
<b>Chapter-4</b>	<b>Findings, Recommendations and Conclusions</b>	<b>30</b>
<b>4.1</b>	Findings	<b>31</b>
<b>4.2</b>	Recommendations	<b>31</b>
<b>4.3</b>	Conclusions	<b>32</b>
	<b>References</b>	<b>33</b>

# **CHAPTER-1**

## **INTRODUCTION**



## **Introduction:**

Banks are depository institutions. It is a monetary foundation that contributes cash kept by clients, pays it out when required, makes advances at premium, and trades money. Banks are the organizations that give an extraordinary assortment of monetary administrations. Banks hold cash at their most important assistance in the interests of consumers who are payable to the company on request either by arriving at the bank for a withdrawal or by making a check to an outsider. Banks use the cash they keep to finance loans that they give to organizations and individuals to pay for projects, contracts, cost of training, and various things. Likewise, numerous banks perform different administrations for a charge; for example, they offer confirmed checks for outsiders to customers that ensure installment. (Source: Financial Dictionary) Banks are profoundly safe as a money-related entity when all is said in. In our day by day banking exercises organization individuals are resolved to give each sort of security matter from representative to consumer loyalty. There are such a large number of security compliances from Bangladesh Bank under the demonstration of money related establishment and general banking. In every single exercises of business Banks Bangladesh Bank has force different rule and checked that consistence in an efficient manner by the review board of trustees observing. General Banking comprises of the administration of store, money, clearing house, charges, account opening, security instrument taking care of, client assistance, storage offices and different administrations of the bank other than Advance and Foreign Trade.

## **1.2 Origin of the study:**

As a part of the Bachelor of Business Administration (BBA) course necessity, it is a multi-month's long entry level position program to present the understudies with the genuine business organization. I took the temporary job with Social Islami Bank Limited which stands a popular name in banking industry. I am pleased to fill in as an internee with Social Islami Bank Limited and this experience will help me in future vocation. This advancement working report has been set up as a piece of the Internship Program. As an assistant the fundamental test was to make an interpretation of the hypothetical ideas into genuine experience.



### **1.3 Scope of the study:**

The report covers the history, capacities and for the most part the General Banking some portion of Social Islami Bank Limited. The planning of this report gives an extraordinary opportunity to have a broad information on banking exercises rehearsed by the branch. This report has been made dependent on the experience gathered during the time of 3 months' temporary job. It was an incredible open door for me to basically learn and execute the entire procedure of General Banking exercises.

### **1.4 Objectives of the study:**

- To present an overview of Social Islami Bank Limited.
- To gain practical experience that will help in practical life.
- To evaluate the general banking activities of Social Islami Bank Limited.
- To identify some problems of Social Islami Bank Limited.

## **1.5 Methodology of the study:**

### **Source of data:**

To set up this report all the vital data gathered from essential and auxiliary wellspring of information.

- Essential wellspring of information: Primary information gathered for this report are:  
**Practical banking work.**
- Personal discourse with the officials and administrators of Southeast Bank Social Islami Bank Limited.
- **Personal meet with the clients**
- Optional wellspring of information: Secondary wellspring of information are two sorts:
  - Internal: Annual reports of SIBL other distributed records of the bank, SIBL Website.
  - External: Books, Articles, Journals, Newspaper, Web data

### **1.6 Limitations of the investigation:**

- Time period was the other confinement for gathering data, which was just multi month long.
- Insufficient supply of pertinent books and diaries.
- The branch is too much busy branch as for this to operate the survey on the basis of questionnaire.



**CHAPTER-2**

**OVERVIEW**

**OF**

**SOCIAL ISLAMI BANK LIMITED**



## **2.1 History of SIBL:**

Social Islami Bank Limited (SIBL) started its action on the 22nd November, 1995 as on Second Generation Islamic Bank in close co-movement and help of some acclaimed characters of the Islamic Worked. H.E. Dr. Hamid Al Gavid, Former secretary General of OIC and Prime Minister of Niger, H.E. Dr. Abdullah Omar Nasseef, Deputy Speaker of Saudi Shoura Council and Ex-Secretary General of Rabeta Al-Islami, H.E. Ahmed M. Salah Jamjoom, Former Commerce Minister of Saudi Government, H.E. Prof. Dr. Ahmed El-Naggar (Egypt) took an enthusiasm to this respectable Endeavor as help financial specialists. Concentrating on dejection, Social Islami Bank Limited is without a doubt a thought of 21st century participatory three zone banking model in one: in the best possible division, it works as an Islamic Participatory Commercial Bank with human face approach to manage credit and wagering on the advantage and disaster sharing. Second is a Non-formal setting aside cash with easygoing asset and credit group that connects with and adjusts real poor family and make neighborhood pay openings and cripples inside development; it is a Development Bank expected to adjust the purposeful portion and the officials of Waqf, Mosque properties, Non-Muslim Trust Properties in the Country. In the formal corporate part, this Bank would, among others, offer the most best in class banking organizations through opening of various types of store and theory accounts, financing trade, giving letters of confirmation, opening letters of credit, social event of bills, influencing private and overall trade, leasing of equipment and customers tough, contract purchase and bit bargain for capital product.

## **2.2 Overall Operational Goals**

The key pushes of the operational objectives are as per the following:

- Empowering the family of the poor by creating income opportunities as well as strengthening the family of the rich for a better future generation.
- Achieving sustainable participatory economy, Social Security, and peace for a society.



### **2.3 What is Islamic Banking?**

Islamic banking, also known as non-interest banking, is a banking system based on the principles of Islamic or Shariah law and guided by Islamic economics. Within Islamic finance, the separation of profit and loss and the prohibition of lenders and investors earning and paying interest are two fundamental principles. Islamic law forbids aggregation of interest or collection of "Riba."

### **2.4 Corporate profile of SIBL:**

- Chairman: Prof. Md. Anwarul Azim Arif
- Managing Director & CEO: Mr. Quazi Osman Ali
- Company Secretary: Mr. Abdul Hannan Khan
- Chief financial officer: Mr. Walid Mahmud Sobhani,
- Chief risk officer: Mr. Kazi Obaidul Al-Faruk
- Chief compliance Mr. Giash Uddin Bhuiyan
- Opening ceremony: 22 November, 1995
- Legal form: Public limited company.
- Company registration number: c-28763(44)/95
- Authorized Capital: Taka 10,000,000,000
- Paid up capital: Taka 812, 12, 85,060
- Bank's license no: DBOD: 200/60-943/95
- Tax payer identification number: 144050147394
- Credit rating agency: Emerging Credit Rating Ltd.
- Number of employees: 2847 (Two thousand eight hundred forty seven)
- Number of branches: 161 (One hundred sixty one)
- Number of shares: 812,128,506





## **2.5 Mission of SIBL**

- Development of three banking sector models.
- Transition to a service-oriented technology driven profit-earning bank.
- Quick, precise and fulfilling customer service.
- Plan for healthy and sustainable growth.
- Optimum return on equity of the shareholder.
- Introducing Islamic banking technology creativity.
- Attract and retain human resources of high quality.
- To motivate real poor families and create opportunities for local jobs.
- To provide social benefit organizations with funding through the mobilization of funds and social services.

## **2.6 Vision of SIBL**

Vision of Social Islmai Bank limited is “Working together for a caring society”

## **2.6 Objectives of SIBL**

- Ensure quick, precise and top tier client administrations with consumer loyalty's.
- Balanced and supportable development procedure. Ideal profit for investors' value.
- Ensure green banking.
- • Ensure the best rehearses for CSR (Corporate Social Responsibilities).
- To put resources into the need segment for the general monetary improvement.
- Transformation into a help situated innovation driven benefit gaining bank.
- To accomplish worldwide models in Islamic Banking.
- Introducing imaginative Islamic Banking Product.
- Empowering genuine poor families and make neighborhood pay openings.
- Attract intention and hold great human asset.



- Providing support for social advantage associations by method for activating assets and social administrations.

## **2.8 Core Values**

As an Islamic bank Social Islami Bank Limited follows the values and norms which the other commercial banks may not give emphasize to. The values are:

- **Honesty:** To be straightforward is appointed by the sacred writing – SIBL adhere to this incentive in the entirety of their administration arrangement.
- **Transparency:** Remaining straightforward in all demonstrations is an excellence that is manufactures trust - SIBL cling to it.
- **Efficiency:** Efficiency suggests flawlessness in any activity done - SIBL endeavor to render full fulfillment with it.
- **Accountability:** To be responsible is to be mindful or more any doubt - SIBL are obediently there.
- **Religiousness:** SIBL improves financial prosperity with respect to the joy of strict morals.
- **Innovation:** Their brains and eyes are available to the advancement in personal satisfaction to develop further advantages for the administration takers.
- **Flexibility:** Flexibility prompts better understanding and more noteworthy fulfillment - SIBL seek after the quality.
- **Security:** Customers must have a sense of safety with every one of their items and administrations - They continue guaranteeing it.
- **Technology:** Modern life is innovation subordinate - SIBL continue searching for the most recent improvement to give the best in straightforwardness to their customers.

## 2.9 Financial Information

Year	Deposits	Investment	FX Business	Total Income	Total Expenses	Operating Profit	Profit after Tax
2018	248,325	238,654.17	178,591	27,615.52	21,472.40	6,143.12	1,583.43
2017	228,799	210,045.51	202,037	21414.39	15248.19	6,166.21	1,455.25
2016	190565	174196.1	167382	19,174.34	13,476.25	5698.08	2,292.19
2015	149774	134116.9	149192	17305.61	12455.79	4849.82	2,072.59
2014	124535	107900	139910	15718.07	11753.8	3964.27	1903.72
2013	102,105	85,922.33	132,375	15,186.16	12,292.09	2,894.06	1,220.20
2012	93,277	76,024.97	126,520	5,549.45	1,906.62	3,642.83	1,465.22
2011	66854	53908.57	105037	8512.22	5914.78	2597.43	1265.11
2010	44851	36680.28	61931	5068.10	3429.47	1638.63	643.01

## 2.10 BOARD OF DIRECTORS

- Prof. Md. Anwarul Azim Arif
  - (Chairman)
- Mr. Belal Ahmed
  - (Vice Chairman)
- Mr. Md. Sayedur Rahman
  - (Director)
- Mr. Md. Kamal Uddin
  - (Director)
- Mrs. Nargis Mannan
  - (Director)
- Mr. Arshadul Alam
  - (Director)
- Mr. Ali Hasan Md. Mahmud Ribon
  - (Director)
- Dr. Md. Jahangir Hossain
  - (Director)
- Mr. Md. Faysal Ahmed Patwary
  - (Director)
- Mrs. Jebunnesa Akbar
  - (Director)
- Professor A J M Shafiul Alam Bhuiyan, Ph.D
  - (Independent Director)
- Professor Mohammed Mizanur Rahman, Ph.D
  - (Independent Director)
- Mr. Quazi Osman Ali
  - (Managing Director & CEO)
- Mr. Abdul Hannan Khan
  - (SEVP & Company Secretary)

## 2.11 Management Committee (MANCOM)

S No.	Name	Designation	Position
1	Mr. Quazi Osman Ali	Managing Director & CEO	Chairman
2	Mr. Kazi Towhidul Alam	Additional Managing Director	Member
3	Mr. STM Abu Naser Chowdhury	Deputy Managing Director	Member
4	Mr. Sirajul Hoque	Deputy Managing Director	Member
5	Mr. Walid Mahmud Sobhani	SEVP & CFO , FAD	Member
6	Mr. Mr. Kazi Obaidul Al- Faruk	SEVP & Head, HRD	Member Secretary
7	Mr. Abdul Hannan Khan	SEVP & Company Secretary	Member
	Mr. Md. Gias Uddin Bhuiyan	EVP, ICCD	Member

## 2.12 Functions of SIBL:

- Deposit Procurement & management under shariah.
- Financial Services such as Letter of Guarantee, Money Transfer.
- Investment using Islamic Financial Contract.
- Corporate Social Responsibilities (CSR).



**CHAPTER- 3**

**GENERAL BANKING ACTIVITIES**

**OF**

**SOCIAL ISLAMI BANK LIMITED**

### **3.1 General Banking**

For all banking operations, general banking is the early stage. The bank provides the customer with basic service in this section. There are new open accounts in this department, issuing bank drafts and payment orders, remittance funds, etc. General banking provides customers with timely and genuine service. General Banking makes a good customer-to-bank relationship. SIBL's General Banking is divided into several parts, including

1. Account Opening
2. Bills and Clearing
3. Money Section
4. Locker Service
5. Remittance Section
6. Account Closing.

### **3.2 Account Opening Section**

The banker-customer partnership begins with the customer's account opening. When a customer opens a bank account, he / she enters a contract with the bank. Customer can open many suitable type accounts. On the other hand, the collection of customers for a bank is somewhat difficult due to many terrorist, frauds, and forgery open account for using illegal activity. So, when they open any kind of account, the bank takes more care. The account opening process is outlined below.



➤ **Procedure for opening of account:**

- Fill Up the Accounting Opening form.
- Passport size photograph
- Signature of account holder
- Introduction by and account holder.

After opening account SIBL provide deposit book immediately and cheque book within seven working day and ATM card within twenty-five days.

**Product/services of SIBL:**

➤ **INVESTMENT PRODUCTS**

- SIBL Islamic Auto Finance
- SIBL Islamic Home Finance
- Islamic Consumer Finance
- Bai-Muazzal
- HPSM
- HPSM- IJARA
- Murabaha
- Musharaka
- Bill Purchase
- Bai-Salam (PC)
- Quard

➤ **Deposit Products:**

SIBL offers their customer the following types of account:

➤ **Types of Deposit Account:**

- Mudaraba Scheme Deposits
- Al Wadiah Current Account





- Mudaraba Savings Deposit
- Mudaraba Term Deposit
- Mudaraba Notice Deposit
- Cash Waqf. Deposit
- SIBL Super Savings Account

➤ **Service Products:**

- Online Banking
- ATM 24/7
- Automated Clearing
- Internet Banking (SIBL NOW)
- Offshore Banking
- Remittance
- Locker
- Students File
- SWIFT
- ADR (Alternate Delivery Channel)
- School Banking
- Agent Banking
- RTGS (Real Time Gross Settlement)

**Mudaraba Scheme Deposits:**

**SIBL Super DPS:** Specialties of the plan are Monthly least store Tk.1000.00, This plan will be 03, 05 and 10 years' residency, Assumed/Estimated benefit, Scheme holders can benefit venture office up to 80% of his saved sum, if shut before development, benefits will be relevant according to Mud Araba Savings Account, Mud araba Principles are appropriate, Tax will be deducted from the benefit according to existing law and rules.



**SIBL Astha:** Specialties of the plan are Attractive benefit, Tenure of store is multi year, the store conspire begins with least from Tk.100,000.00 to any sum, Tk.875.00 is expected as month to month benefit against Tk.100,000.00, Profit will be kept in bank account, if shut before development, benefits will be pertinent according to Mud araba Savings Account, Tax, tank, extract obligation will be material according to existing laws and guidelines.

**Kafela-Mudaraba Hajj Scheme:** The item is intended to help the muslim in performing one of beneficiary most significant farz "HAJJ"Specialties of the plan are Muslims wanting to perform Hajj can spare in consistence with Islami Shariah dependent on Mudaraba approach, The plan holders can spare through regularly scheduled payment for a time of one to ten years according to their ideal hajj time, The recipients will be given the stipulated sum based on ostensible regularly scheduled payment after a specific period so as to perform Hajj, Each Mudaraba Hajj account will be opened for the sake of a solitary individual, The complete Savings can be utilized for elective Hajj entertainers, The minors can likewise open this record keeping up rules and guidelines of the bank, The plan holders will get yearly charge free Debit card and Credit card of the bank, The record can be shut before development and all things considered benefit would be given at reserve funds pace of the bank.

**Proshanti-Mudaraba Zakat Savings Account:** Zakat is the Shariah-based economy's most important foundation and is Farz for every capable Muslim. Nevertheless, it is impossible for Zakat payers to calculate the exact quantity of Zakat. That's why; this' Mudaraba Zakat Savings Account' was launched as a separate deposit scheme for payers from Zakat..

**Sonali Kabin-Mudaraba Mohorana Savings Scheme:** Denmohor ' is considered one of the wives ' rights that Islami Sariah will enforce. This product is intended to create awareness of paying ' Denmohor ' between Bangladesh's married and unmarried men. It also reduces men's burden in paying a ' Denmohar ' lump sum amount.

**Sharno Sikhor-Mudaraba Kotipoti Scheme:** Being a Kotipati is a privilege for many men. So our Sharno Sikhor causes your desire to become as expected a kotipati workout. The



buyer will own the taka one center in a month-to-month store of a fixed sum of 05 to 15 years. The beneficiaries will receive up to 80 percent of the entire store's betting fund.

The plan holders will access the bank's investment accounts. The account holders will get the bank's free debit card and credit card every year. This plan is guided by the policy of Mudaraba.

**Suborna Diganto-Mudaraba Millionaire Scheme:** Within a period of 01 to 10 years, the depositor can be a millionaire by monthly deposit. The beneficiaries will earn up to 80 percent of the total deposit investment capacity. Scheme holders have the right to a bank savings account. The beneficiaries will receive the bank's annual free debit card and credit card. This scheme is carried out in compliance with Islami Shariah Mudaraba strategy.

**Sachchondo Protidin-Mudaraba Monthly Profit Deposit Scheme:** Customers would now be able to lead a pressure-free life as their month-to-month expenses can now be covered efficiently by this program as they are compensated by paying a fixed amount for a fixed benefit measure each month. It seems to be a resigned person's support. Each month, plan holders will be charged fixed benefit measure for as long as 03 years while storing minimum Tk 50,000. The month-to-month benefit receivable is the same as adding up to shop. The winners will receive up to 80 percent of all out shop speculation workplace. The plan manager is eligible at the bank for an investment account. The account holders get the bank's free debit card and credit card every year. This strategy is consistent with Islami Sharia's Mudaraba approach. This strategy is consistent with Islami Sharia's Mudaraba approach.

**SIBL Dipti-Mudaraba Education Savings Scheme:** Customer would now be able to verify their youngsters' appropriate training by "Mudaraba Education Deposit Scheme". At each phase of their youngsters' instructive life this plan stays close by to help their weight. This is an appealing plan planned for actualizing advanced education of the kids. The gatekeepers will get an attractive measure of cash after development under the plan that would help their youngsters' fantasy about accomplishing advanced education materialize. It is possible to run the program for 3, 5 and 10 years. The program holders will have up to 80 percent of all out - of-store company office. Holders of plots are eligible for the bank's investment account. The



account holders will get the bank's free debit card and credit card every year. This scheme is managed by Islamic Shariah Mudaraba strategy.

**SIBL Student Account:** Today's youth will be the country's future business personalities. That's why SIBL Student Account was familiar with a view to increasing the tendency of reserve funds among adolescent school-going kids. The recipients are eligible on the day-to-day basis for every day benefit, which contributes to the record legitimately. There is no compelling reason why the program should be less modified. The plan holders will get the bank's free debit card every year. At the time of record opening, the record holder will be given seductive blessing hamper. The understudies can set aside cash at the organizations in the vicinity of bank administrators with the help of the school authority and the bank. Upon the opening of SIBL Student Account, the understudies will pay school fees by transferring from their records through equalization. SIBL Student Account holders pursuing advanced education in the future will obtain the bank's investment office.

**Subarnolota-Special Savings Scheme for Women:** As ladies are the home-creators in the family this exceptional plan of SIBL assists ladies with bearing their month to month costs to make the existence simpler. The contributors can guarantee a cheerful life by keeping a fixed measure of cash in the record. By saving least measure of Tk 10,000 or any different of it the arrangement holders will get a fixed measure of benefit every month for as long as 3 years. The measure of month to month receivable benefit is comparable to add up to store. The contributors will be given charge free storage administration. The plan holders will be brought under protection office and along these lines on event of any mishap will be discounted Tk 50,000 to Tk 1, 00,000. The recipients will be given rebate office at those outlets for obtaining trimmings or some other items. The plan holders will get up to 80 percent venture office on absolute store. he plot holders are qualified for an investment account at the bank.



**Sonali Din-Mudaraba store Pension Scheme:** Under this scheme, ladies will ensure a healthy family life as it provides customers the opportunity to meet their capital use as month-to-month expense. This strategy is in accordance with Islami Shariah's Mudaraba approach. Storing a small month-to-month amount, the plan holders may pull back the all-out store at a time, including an enticing profit, or after creation as a periodic / month-to-month annuity. The month-to-month benefit receivable calculation is equivalent to all out - of-store benefits. By saving Tk 1, 00,000 at this point, donors can pull back Tk 1,000 per month for as long as 3 years. Over 3, 5 and 10 years, this initiative will be available. The plan holders would get up to 80% of the entire store's betting office. The fund holders are eligible for a bank account of savings. The investors earn the bank's free credit card and debit card every year. Before growth, the record can be shut down and all considered advantage would be given to the bank's investment fund rate.

**Sukher Thikana- Special Savings Scheme for lower-income group workers:** The core concept of this scheme is financial inclusion of lower-income groups, particularly RMG employees. Through adding a small quantity month to month, benefiting from this program lower salary collections can now also gain valuable value. This strategy is in accordance with Islami Shariah's Mudaraba system. This program has been launched particularly for ladi people with lower pay. Storing a small month-to-month quantity helps plan holders to pull back the entire store at a time including an enticing gain or as in the annuity plot after growth periodically / month-to-month. Plan participants may check their future by removing the total in one-off sums or benefits from month to month. It is possible to open this program for 3, 5 and 10 years. The plan holder will provide insurance office on the off chance that the person involved is disabled to work due to any kind of mishap like fire consumption. The plan holders will be eligible for up to Tk 50,000 security office paying little attention to any amount received in the record, including the gain, from month to month shops. In his / her name, the plan holder will obtain an individual security declaration. The plan takers would get an absolute store of up to 80 percent speculation shop. The plan holders are qualified for a bank account of investment. The bank's debit card and credit card will be paid to the beneficiaries each year.



**Swapner Siri-Mudaraba Lakhopothi Deposit Scheme:** Customer turns into a 'Lakeport' inside brief time under the plan. Having a measure of that different Customer can guarantee a significant number of your capital consumptions. This plan is run by Mudaraba arrangement of Islami Shariah. The plan can be opened for 2, 3, 5 and 10 years. The plot holders will get up to 80 percent speculation office following two years of opening the record. The plan holders are qualified for an investment. The recipients will get yearly charge free Debit card and Credit card of the bank. The record can be shut before development and all things considered benefit would be given at reserve funds pace of the bank.

**Sabuj Chhaya-Special Savings Scheme for Senior Citizens:** Being a senior resident client appreciates the self-image of being financially autonomous. This is an enticing opportunity for consumers to support a viable life by investing in this record a fixed amount. This strategy is guided by Islami Shariah's Mudaraba approach. The plan holders will store the least measure of Tk 10,000 and get a fixed profit measure for up to 3 years from month to month. The month-to-month profit receivable is equal to the amount applied to the store.

**Sabuj Sayannho- Special Deposit Scheme for Senior Citizens:** Customer can guarantee a pressure free life and meet their day by day costs significantly after retirement by profiting this plan and pulling back a single amount sum or pulling back as month to month annuity conspire. Keeping a limited quantity month to month the plan holders can pull back the all-out store at a time including appealing benefit or as periodical/month to month annuity after development. The record can be opened for 3, 5 and 10 years. The plan holders will be safe from any chance of mishap and eligible from Tk.50,000 to Tk.1,00,000 for a security office. Up to 80 percent of the plan holders will obtain speculation office on the entire store. The account holders would obtain the bank's credit card and debit card without payment of annual expenses. The record can be closed before crisis creation and all considered advantage would be given to the bank's reserve funds rate.

**Sanchita-Special Deposit Scheme:** This alluring plan is intended to encourage the plan holders leading their day by day exchanges and procuring benefit all the while. So it is a twofold advantage plot which offers the chance to procure rewarding benefit while conveying



day by day exchanges with no deterrent. This plan can be utilized for day by day exchanges. This plan requires least store of Tk. 25,000. The plan holders will be safe from any chance of mishap and will be available from Tk.50,000 to Tk.1,00,000 for a security office. The plan holders on all out store will get up to 80 percent of the speculation office. The plan holders are qualified at the bank for an investment account.

**Subarno Rekha – Special Savings Scheme for Women:** Women can guarantee a financially stable life by benefiting this plan which will pay a singular amount sum with appealing benefit or as month to month annuity plot according to their prerequisite. The strategy is consistent with Islami Shariah's Mudaraba approach. Saving a small month-to-month amount, the ladies may pull back the absolute store at a time that provides an enticing gain or after production as a periodic / month-to-month annuity. Over 3, 5 and 10 years, the venture will be available. The plan holders will be assured against any chance of mishap and eligible from Tk.50,000 to Tk.1,00,000 for a security office. The program holders will get up to an absolute store's 80 percent venture office. The fund holders are eligible for a bank account of savings. The bank's debit card and credit card will be charged annually to the recipients.

**Al Wadiah Current Account:** The laws and rules of Bangladesh, conventional customs and modern banking systems in Bangladesh, including Islamic Banking Principles, will apply to the management and administration of records opened with the Bank. Any grown-up with a sound personality may open this record separately or together with others in his / her name. This record can also be opened by any ownership / association company, restricted organization (private / open), educational institution, party, membership, financial association. The balance opening account is TK. Just 2000, which is viewed as the account's minimum balance.

- Two copies of passport size photos of account holder / holders duly approved by the introducer.
- A copy of the candidate photograph correctly approved by the account holder.



- Proof of identity such as National ID Card / Passport / Driving License, Business Organization Trade License; specific document for Company and Alliance Companies.
- Signature of the introducer and number of the account.

**Mudaraba Savings Deposit:** Bangladesh's law and rules, usual practices and specific methods for Bangladesh's banks, including Islamic Banking Principles, will relate to the administration and management of records opened with the Bank. Any grown-up with a sound personality may open this record separately or together with others in his / her name. This record can also be opened by any ownership / association company, restricted organization (private / open), instructive base, party, membership and financial association. Equalization record opening is TK. Especially 500, which is regarded as the least record equalization.

**Mudaraba Term Deposit:** Mudaraba Term Deposits are recognized with a total of Tk by keeping money. 5000 or more (numbering 1000) from individuals (single and joint), companies (proprietorship / partnership), restricted organisations, self-governing bodies, magnanimous foundations, affiliations, educational institutions, nearby bodies, trusts, and so on, may be opened in the names of minors together with their watchmen against the issuance of non-transferable receipts in the confirmation of MTD documents. There are two types of deposits for Mudaraba Term:-

**I. SIBL Astha - Mudaraba Monthly Profit Deposit Scheme:** One Tenure of store is one year. The store plot begins with least from Tk.100,000.00 to any sum. Tk.875.00 is expected as month to month benefit against Tk.100,000.00. Benefit will be stored in investment account. Whenever shut before development, benefits will be relevant according to Mudaraba Savings Account.

**II. Digun Prottasha-Mudaraba Double Scheme:** Mudaraba Principles are appropriate. When store will grow as twofold (store + assessed advantage) in 06 years and 06 months. The scheme starts to complete at least from Tk.10,000.00. Plan holders will take advantage of the





adventure office up to 80 percent of the total amount they put away. As per the Mudaraba Savings Account, advantages will be acceptable at any stage shut down before change. According to existing laws and rules, expense, tank, extricate commitment will be essential. Project can be opened individually or in tandem. Record holder will be able to pick one as they choose.

**Mudaraba Notice Deposit (MND):** Mudaraba Notice Deposit (MND) is another kind of store plot where donor under MND will get the specific part of least degree of the distributable Investment pay. Here the benefit on ordinary timetable parity of the store will be overcome but applied twice in a year for example June and December. 7 Seven days Notice of withdrawal of any whole from MND A / C is mandatory or advantage of the least equality for the month will be sufficient.

**Money Waqif. Store:** SIBL has also launched Cash Waqf Certification in the voluntary sector, another extraordinary thing for the history of banking so that a new start can be made for a participatory economy. For the most part, this structure was welcomed by the people when in doubt because of its impressive features. SIBL has achieved both community and overall accreditation as a leader of this creative money-related result of social capital coming together. By opening a cash waqf deposit A / C, someone can get a chance to benefit humanity through Sadaka-e-Jariah. SIBL attitudes towards all extreme and wealthy individuals of the general population towards a way of dealing with amass cash waqf deposit with the aim that the benefit can be used for the good of humanity.



### 3.3 Bills and Clearing Section

The SIBL Central Office division carries out the mission of clearing bills through the local office. SIBL Local office acts as the agent for all SIBL branches of the Bangladesh Bank clearing house. There are two test forms – checking for inward clearing and checking for outward clearing.

**A. Inward Check:** Inward checks are those taken from the separate branch that were imposed on different banks and will be cleared / considered via Bangladesh Bank's clearing place. The report made on the SIBL Local Office Branch, for example, and then the check is called the SIBL Local Office Branch internal review.

**B. Outward Checks:** Outward checks are those conducted on other bank offices that are implemented by the Bangladesh Bank clearing place on the branch concerned for assortment.

**Clearing:** The expected banks clear each other's checks through the clearing house. SIBL is a bank that is expected. As specified in the 1972 Bangladesh Bank Order, Article 37(2), the banks that are the person from the clearinghouse are referred to as Scheduled Banks. This is a national bank game plan where the part banks delegate assemblies regularly to clear the checks. It is known as the clearinghouse where the banks meet and settle their levy. The clearinghouse remains on a working day for many occasions. SIBL Local Office is a specialist in this case.



**Getting Checks for Collection:** Through SIBL, their customers' checks are provided from other banks for collection. Following points should be carefully reviewed in the event of checks being received

- I. I. For more than 6 months, the checks should not carry a date earlier than the date of receipt. In that case it's going to be a stale cheque and selection will not be allowed.
- II. Also, the confirmation date should not be more than one day in advance than the day of receipt.
- III. The pay-in-slip number should be the same in terms of figures and words on both sides of the pay-in-slip and should also be the same as the figures and words in the cheque.
- IV. The name given in the check should be the same for both pay-in slips and the name given in the cheque should be the same.

**Cheque and Crossing:** A "Cheque" is an exchange bill drawn on a specified banker and not presented as payable other than on request. (Section 6 of the Negotiable Instrument Act, 1881). A Cheque may be graded as:

- I. An open cheque that can be submitted at the drawer's bank's counter for payment by the holder.

A crossed check that can only be paid through a banker of the collection.

**Crossing cheque:** A cheque is said to be crossed when two transverse parallel lines with or without any words are drawn across the face. Crossing may be general, special or restrictive.



### **3.4 Remittance Section:**

Remittance of funds is ancillary services of SIBL. It helps dispatch subsidizing from one spot to the next spot in the interest of its customers just like bank non-clients. SIBL has its branches in the nation's major urban communities and thus fills the best mode of asset settlement from one spot to the next as likely. The key tools used for the settlement of properties by SIBL, Local Office Division. It is difficult and risky to move cold hard cash. That's why cash can be transferred from one place to the next via banking channel. This is referred to as arbitration. Settlement of establishes are one of the most significant parts of the business banks in rendering administrations to its customer.

#### **Types of Remittance:**

- I. Between banks and non banks customer.
- II. Between banks in the same country.
- III. Between banks in the different centers.
- IV. Between banks and central bank in the same country.
- V. Between central bank of different customers.

**Demand Draft:** This is though which customer money is remitted to another person /firm/ organization in outside the clearing house from a brunch of one bank to outstation branch of another bank.

Demand Draft payment is made though following process:

- I. Confirm that the DD is not forged one
- II. Confirm with send advice
- III. Check the test code.
- IV. Make payment.

### **3.5 Cash Section**

Each branch's cash section plays a very important role in the general banking department. Because it deals with most liquid assets that have a fitted cash portion of the SIBL Local Office Division. Each section collects cash from depositors, paying cash over the counter against check, copy, PO and pay in slip.

#### **Cash payment:**

- I. Cash payment is made against cheque.
- II. This is the unique function of the banking system, which is known as "payment on demand"
- III. It makes payment only against its printed valid cheque.

#### **Cash Receipts:**

- I. It collects money only its receipts forms cash receipt.
- II. It receives deposits in form of cash.

#### **Receiving Cash:**

Anyone who wants to deposit money must fill in the deposit slip and hand over the counter to the cash officer the form along with the money. The cash officer is counting the cash and comparing in the deposit slip with the figure editor. Instead, along with the cash received mark, he placed his signature on the slip and records against A / C number in the cash receive register book. The cash officer passes the deposit slip to the counter section for posting purposes at the end of the procedure and provides the customers with the duplicate slip.



### **3.6 Locker Service**

For the purpose of protecting the valuable property, Social Islami Bank Limited provides its client locker service facility. Account holder may enjoy the locker service and keep their assets in the custody of the bank.

The following locker forms are maintained by SIBL:

1. Small Locker
2. Medium Locker
3. Large Locker

### **3.7 Closing of an Account**

There are two explanations for an account being closed. One is from the customer and the other is from the banker.

**By Customer:** When any customer wants to close his / her account, he / she file a request to close his / her account with the manager.

**By Bank:** The banker has the right to close an account if no customer has any transaction and the account balance is lower than the minimum balance.

## **CHAPTER – 4**

- **FINDINGS**
- **RECOMMENDATIONS**
- **CONCLUSION**

#### **4.1 Findings:**

- Shortage of availability of Machineries: There are shortages of photocopy machine at Kalma Branch of SIBL. Due to this shortage whenever employee or customer wants to photocopy document they have to do this by outside shop. So the procedure of some activity becomes lengthy.
- Shortage of Manpower: For lack of manpower at kalma branch customers have to wait sometimes more.
- Weak internet server: Sometime they suffer for their internet server.
- Employee Dissatisfactory: The employees are dissatisfied with some of the action taken by the management.
- Lack of ATM Booth: The bank can not attract new deposits due to the lack of ATM booth facilities.

#### **4.2 Recommendations:**

- Social Islami Bank Limited can do Frequent market research.
- They can increase more branches all over Bangladesh.
- Social Islami Bank Ltd establishment of more ATM booths.
- Social Islami Bank Ltd can improve their customer Service.
- They can make improvement of online banking.
- Social Islami Bank Limited can arrange more training program for their employee.



### **4.3 Conclusion**

Today, one of the most vital parts of an economy is a day banking organizations. Now banks provide various services even for cultivation for individual, different firms. Banks offer a large portfolio of personal and commercial loans. SIBL is running successfully and the bank is ranked top in the Islamic Banking Sector for its good deposit performance. To sum up, it can confidently be said that the SIBL action plan is aimed at creating an inclusive participatory economy beyond the market economy. Social Islami Bank's family empowerment credit system is gaining ground at Bangladesh's grass root field level. Family Empowerment system for micro-credit and micro-enterprises must be designed in such a way as to include a) finance, b) development, c) marketing, d) trading, e) local relevant survey and study as well as moral integrity in a single package. In the SIBL approach, credit conveys the essence of life throughout accordance with " Shariah" and is clearly linked to social context and cultural environment. There is a better chance of providing social support. De-secularizing finance would result in the restructuring of new economies. It is therefore thought that linking credit with social goals and assignments will have far-reaching theoretical consequences for creating an alternative interpretation of new theories of wealth, development and employment. It expresses its sincere gratitude to the government of the People's Republic of Bangladesh and the Bank of Bangladesh for their support and valuable guidance to the bank. SIBL is also taking this opportunity to extend the review year to its valued customers, staff, well wishers, correspondents and shareholders for their support and sponsorship. SIBL also documents its gratitude for the stability and growth services provided by managers and employees of the bank. In carrying out challenging tasks ahead, SIBL needs more active support and continued cooperation from the Bangladesh Bank, the Ministry of Finance and other government agencies, bank executives and staff, trusted partners, customers and the wider community.



## References:

- Rose Peter, Irwin Mc Graw-Hill publisher (1996) "Commercial Bank management" 3rd Edition
- Lawrence, J Gitman (2003), "Principal of Managerial Finance", 10th edition.
- Annual Report, Social Islami Bank Ltd, (2017-2018)
- [www.siblbd.com](http://www.siblbd.com)
- [www.bangladesh-bank.org.bd](http://www.bangladesh-bank.org.bd)