

# **Suffix IT Ltd.**

## **A Company Overview**

**Suffix IT Ltd.**

Rupayan Millennium Square (9A & 3A), Cha-70,70/A,

Progoti Sharoni, North Badda,

Dhaka 1212, Bangladesh.

Cell: +88 0 1751062692

WEB: [www.suffixit.com](http://www.suffixit.com)

E-mail: [info@suffixit.com](mailto:info@suffixit.com)

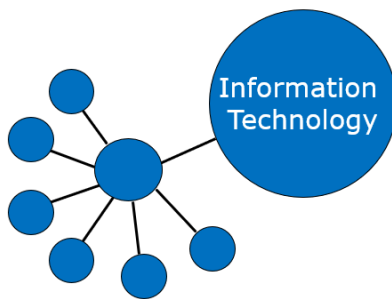
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## 1.1 Introduction

### Suffix IT Limited

At Suffix IT, we develop innovative and creative products and services that provide total communication and information solutions. Among a plethora of services, web design and development, tailor made applications, ERPs, CRMs, e-commerce solutions, business-to-business applications, business-to-client applications, managed hosting and internet portal management are few that we offer. Satisfied clients around the globe bear testimony to the quality of our work. As a leader in technology exploring, Suffix IT is committed to exporting quality software worldwide.



#### **Our Vision:**

Global Software, Web services and solutions provider

#### **Our Mission:**

Strong Focus on delivering the Best, Cost Effective Services and solutions to cater to the needs of our clients.

### Why Suffix IT?

We target to achieve **CLIENT SATISFACTION** through our Quality, Efficiency, Cost E-effective and Support Services

- **Speed**
  - Multiple parallel project teams
  - Component based Framework approach
- **Quality**
  - Robust Processes and Tested Methodologies
  - Comprehensive quality system in place covering Processes
- **Cost**
  - Cost savings in Offshore
  - Development Lower defects, hence lower re-work
- **Service**
  - On-time, On-budget Project Delivery. Focus on Communication & Coordination



1.2 Suffix IT Legal Documents


Trade License

উন্নয়নের  
শ্রেষ্ঠ সঙ্গী


ঢাকা দক্ষিণ সিটি কর্পোরেশন, ঢাকা।  
রাজস্ব বিভাগ (অঞ্চল-০২)  
ভিলপাপাড়া, খিলগাঁও, ঢাকা।  
ফোনঃ- ৭২১১৭০৬

**লাইসেন্স ইস্যুর বিবরণ**

ওয়ার্ড নম্বর	ইস্যুর ক্রমিক নম্বর	ইস্যুর তারিখ
১৬	৬০	১২/৩/১৩



**ট্রেড লাইসেন্স**  
(TRADE LICENCE)  
No : 02084665



স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ এর ধারা ৮৪ এর প্রদত্ত ক্ষমতা বলে সরকার প্রণীত আদর্শ কর তফসীল, ২০০২ এর ৬ অনুচ্ছেদ অনুযায়ী পেশা, ব্যবসা-বানিজ্য এবং জীবিকা-বৃত্তির উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নবর্ণিত ব্যক্তি/প্রতিষ্ঠানের অনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো। যার কার্যকারিতার মেয়াদ অত্র ট্রেড লাইসেন্স এর ৪ ও ৫ নং পৃষ্ঠায় উল্লেখিত সময় পর্যন্ত বলবৎ থাকবে।

- ১। মালিকের নাম : মোঃ মোস্তাফিজুর রহমান
- ২। পিতা/স্বামীর নাম : মোঃ মোস্তাফিজুর রহমান
- ৩। মাতার নাম : মোঃ মোস্তাফিজুর রহমান
- ৪। মালিকের ঠিকানা : মোঃ মোস্তাফিজুর রহমান
- বর্তমান বসবাসের ঠিকানা : স্থায়ী/রেজিস্টার্ড ঠিকানা : মোঃ মোস্তাফিজুর রহমান
- হোল্ডিং নং : হোল্ডিং নং/গ্রাম : মোঃ মোস্তাফিজুর রহমান
- রোড নং : রোড নং/পোস্ট অফিস : মোঃ মোস্তাফিজুর রহমান
- থানা : থানা : মোঃ মোস্তাফিজুর রহমান
- ঢাকা - ১২১২ (পোস্ট কোড) : জেলা : মোঃ মোস্তাফিজুর রহমান
- ৫। ব্যবসা প্রতিষ্ঠানের নাম : মোঃ মোস্তাফিজুর রহমান
- ৬। পরিশোধিত মূলধন (লিঃ কোম্পানীর ক্ষেত্রে) : টাকা : মোঃ মোস্তাফিজুর রহমান
- ৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা : মোঃ মোস্তাফিজুর রহমান
- ফোন ও ই-মেইল (যদি থাকে) : মোঃ মোস্তাফিজুর রহমান
- ৮। ব্যবসার ধরণ : মোঃ মোস্তাফিজুর রহমান
- ৯। আদর্শ কর তফসিল ২০০২ এর ক্রমিক নং : মোঃ মোস্তাফিজুর রহমান
- ১০। ট্রেড লাইসেন্স/নবায়ন ফি (বার্ষিক) : টাকা (অংকে) : মোঃ মোস্তাফিজুর রহমান  
(কথায়) : মোঃ মোস্তাফিজুর রহমান টাকা।
- ১১। সাইনবোর্ড কর (বার্ষিক) : টাকা (অংকে) : মোঃ মোস্তাফিজুর রহমান  
(কথায়) : মোঃ মোস্তাফিজুর রহমান টাকা।
- ১২। ইস্যুকৃত চালান : বই নম্বর : মোঃ মোস্তাফিজুর রহমান

লাইসেন্সধারীর নিকট হতে সকল বকেয়া পাওনা বিবিধ রশিদ নম্বর \_\_\_\_\_ তাং \_\_\_\_\_ এর মাধ্যমে আদায় করা হয়েছে।  
(লাইসেন্সটি \_\_\_\_\_ নম্বর ডি.সি.আর. বইয়ের \_\_\_\_\_ পৃষ্ঠায় লিপিবদ্ধ করা হয়েছে)।

লাইসেন্স ও বিজ্ঞাপন সূত্রাধীনে প্রদানের  
(নাম ও পদবীসহ সীল)  
লাইসেন্স ও বিজ্ঞাপন সূত্রাধীনে প্রদানের  
(নাম ও পদবীসহ সীল)

কর কর্মকর্তা  
অঞ্চল-০২  
(নাম ও পদবীসহ সীল)

মোঃ শাহজাহান আলী  
কর কর্মকর্তা  
অঞ্চল-০২ (খিলগাঁও)  
ঢাকা দক্ষিণ সিটি কর্পোরেশন

TIN Certificate



Government of the People's Republic of Bangladesh

National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

**TIN : 737817788569**

This is to Certify that **SUFFIX IT LIMITED** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-311 (Company)** , Taxes Zone **15, Dhaka**.

**Taxpayer's Particulars :**

- 1) Name : **SUFFIX IT LIMITED**
- 2) Registered Address/Permanent Address : **53, Baitul Abed Tower (2nd Floor), Paltan, Dhaka, PO : 1000**
- 3) Current Address : **53, Baitul Abed Tower (2nd Floor), Paltan, Dhaka, PO : 1000**
- 4) Previous TIN : **Not Applicable**
- 5) Status : **Company**

Date : July 16, 2017

**Please Note:**

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



Deputy Commissioner of Taxes  
Taxes Circle-311 (Company)  
Taxes Zone 15, Dhaka  
Address : Razzak Plaza (5th Floor), 383, Tongi Diversion  
Road, Mogbazar, Dhaka Phone : 8318573

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

BIN



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



Mushak-2.3

Customs, Excise and VAT Commissionerate, Dhaka (South)

**Value Added Tax Registration Certificate**

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

**Business Identification Number (BIN) Details**

**BIN : 000705566**

Name of the person : SUFFIX IT LIMITED  
Registration : Registered for VAT  
Registration Type : Central  
Date of Effect : 08/2017  
Date of Issue : 05/10/2017



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

## 1.3 Membership:



Date: May 05, 2020

### TO WHOM IT MAY CONCERN

This is to certify that **Suffix IT Limited** located at Level-4, Rahman Mansion, GHA-136, Progoti Sharoni, North Badda, Gulshan, Dhaka-1212; is a member of Bangladesh Association of Software and Information Services (BASIS) in the General Member category since March 2020. Their Membership Number is **G1113**.



Hashim Ahmed  
Secretary  
BASIS

Bangladesh Association of  
Software & Information Services

BDBL Shaban (Level-5, West)  
12 Kawan Bazar, Dhaka-1215, Bangladesh

info@basis.org.bd  
www.basis.org.bd

Tel: +88 09612322747 +88 02 58151195,  
+88 8144708-9, Fax: +88 02 58151197



## **1.4 Software Services:**

*Suffix IT Ltd.* specialized in providing the following services:

- Application Development
- Maintenance & Support
- Products
- Conversion and Migration
- Web enabling of Legacy Applications

*Suffix IT Ltd.* provides a complete suite of IT services in the business applications domain, specializing in multiple verticals including Billing.

### **1.4.1 Technological Competencies**

RDBMS	Oracle, SQL server, MySql
Operating Systems	Windows 2000/NT, UNIX, Linux
Programming Languages	Java, React, Angular, Python, PHP
Internet/Intranet, Website Development	JavaScript, JSP, JQuery, CSS
Others	Technical Writers, Data Warehousing, Data Mining
Networking	TCP/IP, Socket programming, LAN, WAN, UNIX, WIN/NT
Mobile App	Android & iOS

## **1.5 Projects Undertaken in Process**

Sl #	Project	Customer	Description	Technology
1	ICX Billing.	Gazi Networks Ltd.	To provide a full-fledged Interconnect Billing Solution for ICX Operator. Modules are Collector, Mediation, Rating Engine and Reporting Portal.	Java, JS, JQuery, CSS, JSP DB: Oracle 12c Platform : Linux
2	ICX Billing.	Cross World Telecom Ltd.	To provide a full-fledged Interconnect Billing Solution for ICX Operator. Modules are Collector, Mediation, Rating Engine and Reporting Portal.	Java, JS, JQuery, CSS, JSP DB: Oracle 11g Platform : Linux

3	ICX Billing	Mother Telecommunication	To provide a full-fledged Interconnect Billing Solution for ICX Operator. Modules are Collector, Mediation, Rating Engine and Reporting Portal.	Java, JS, JQuery, CSS, JSP DB: Oracle 11g Platform : Linux
4	ICX Billing	New Generation Telecom	To provide a full-fledged Interconnect Billing Solution for ICX Operator. Modules are Collector, Mediation, Rating Engine and Reporting Portal.	Java, JS, JQuery, CSS, JSP DB: Oracle 11g Platform: Linux
5	Website	Accelx Inc. USA	www.sccelx.org	PHP, JS, JQuery, CSS, JSP DB: MySql Platform: Linux
6	ERP (Sales, PF, Accounting & Finance)	BAC Venture	ERP	Java, PHP, JS, JQuery, CSS, JSP DB: MySql Platform: Linux
7	Automation System	Healthcare Pharmaceuticals Limited	Temperature and humidity monitoring system	PLC, PHP, JS, JQuery, CSS DB: MySql Platform: Linux
8	Data backup Solutions	MTEL	Complete Data Backup Solutions like Dropbox.	PHP, JS, JQuery, CSS DB: MySql Platform: Linux
9	eCommerce	Sharabangla	www.sharabangla.com	PHP, JS, JQuery, CSS, JSP DB: MySql Platform: Linux
10	IEB Automation	IEB	www.iebbd.org	Java, JS, JQuery, CSS, JSP DB: MySql Platform: Linux
11	Meeting Room Management System	Petrobangla		Python, JS, JQuery, CSS, JSP DB: MySql Platform: Linux
12	Online Courier System	Sharabangla Express	www.sharabanglaexpress.com	Python, JS, JQuery, CSS, JSP DB: MySql Platform : Linux
13	Pureit Task management System	Unilever	Task Management System	Java, JS, JQuery, CSS, JSP DB: MySql

				Platform: Linux
14	Sales Force Automation System	Abul Khair Tobacco Company Ltd.	Sales Force Automation System. Modules are attendance, GEO tracking, Sales, Inventory etc.	Java, Spring Boot, JS, CSS DB: Oracle

## 1.6 Quality Focus

*Suffix IT Ltd.* success in satisfying its customer's stems from its commitment to a consistent methodology, effective project management techniques, proven automated tools, quality assurance, testing and dedicated professionals.

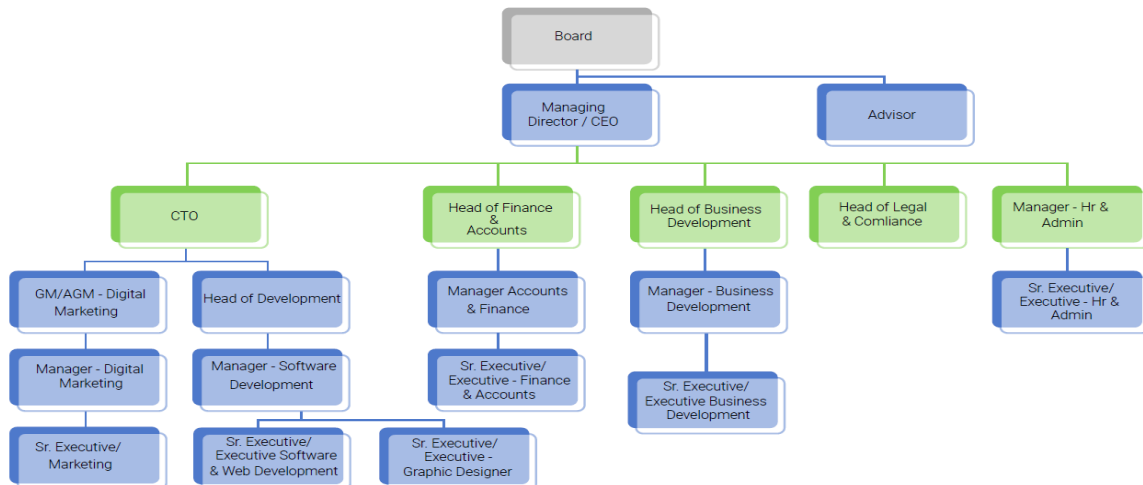
We follow rigorous quality management techniques, which along with our mature development processes ensure that a high quality is delivered in every phase of our software development and maintenance cycles. We have predefined processes for software development life cycle, quality assurance and documentation.

## 1.7 Infrastructure

*Suffix IT Ltd.* is currently located at Dhaka, Bangladesh which operates as a full-fledged offshore development center.

*Suffix IT Ltd.* state of the art offshore development center at Dhaka has optimum hardware, software and network infrastructure to carry out its activities and the requisite capability to scale up its infrastructure to satisfy its business and customer needs.

### 1.7.1 Organogram



### 1.7.2 Software & Hardware

**Software:**

Language: Python, Java, JSP, PHP, JS, JQuery, CSS

O/S: Linux (RHEL/ CentOS, Oracle Linux)

Databases: Oracle 11g / 12c, MySQL, SQL Server

Web/App server: Apache

Report Server: Jasper Report Server

**Hardware:**

HP, IBM, SUN, Super micro

**1.7.3 Technical Strength:**

- I) The Advisors of the Company are highly skilled in Software and Networking fields. They are both CCIE holder.
- II) The Managing Director of the Company is a graduate on CSE in a reputed Public Engineering University of Bangladesh & Skilled Software Developer in Telecom Sectors, especially on Billing with IGWs, ICXs & IIGs Companies
- III) A group of talent CSE Engineers are working with full dedication for software development.
- IV) A Number skilled manpower are working with the Company fields on EEE Engineering, Applied Physics & Electronics, Applied Mathematics with Telecommunication back ground, BBA-MBA holders.
- V) All are committed to build up the Company as a renowned globally.

**1.7.4 Organizational Infrastructure and Logistics Facilities:**

The existing office and logistics facilities as well as the equipment and software owned by the company are listed below:

**General Facilities:**

SL	Description	Measurements/Qty	Remarks
1	Floor space	3200Sq-ft	
2	Accessibility	Near Gulshan 1, Dhaka	Situated near the VIP road
3	Water, gas, lift, fire extinguisher, fire exit	Standard provisions kept	

### Communication Facilities:

SL	Description	Measurements/Qty	Remarks
1	Power backup	Central generator. In-house IPS system. All equipment get UPS and generator support	
2	Telephone	2 digital phone lines	
3	Mobile phone	35 phones	
4	Fax	Dedicated fax	
5	Web site	Multi-page dynamic website	A dedicated web master to maintain the website
6	E-mail	Dedicated e-mail server	E-mail address is issued for each employee
7	Internet Connection	Dedicated broadband connections of 10 Mbps.	

### Security:

SL	Description	Measurements/Qty	Remarks
1	Security management	24 hour security for the corporate office	
2	Disaster Recovery System	Dedicated server for data backup & recovery	

### IT Infrastructure:

SL	Description	Measurements/Qty	Remarks
1	Servers	Data Backup Server Application Server Data Base Server	2 Linux servers 1 Unix server and 5 Window servers
2	Multimedia projector	1	
3	Laptop/Computer/PDA/Desktop PC	40	MAC, Sony VAIO & HP

<b>4</b>	Printers	02 Laser, Ink Jet, Dot Matrix (small & wide carriage)	All computers & servers, connected to printer by LAN
<b>5</b>	LAN	All computer, servers and printers are connected to each other via LAN	100/100 Mbps
<b>6</b>	Internet	10Mbps dedicated link	
<b>7</b>	Hub, Switch, Router	3	
<b>8</b>	Patch Panel	Panduit 24 block Patch panel with rack	
<b>9</b>	Modem pool	1	24-internal modem
<b>10</b>	Scanner	2	

### **1.8 Business Model**

We at *Suffix IT Ltd.* understand that every client has unique needs and different ways are required to fulfill them. We offer several business models for this very reason. Each of the models has been designed to offer maximum benefits to clients.

Below are the varieties of business models that *Suffix IT Ltd.* offers to its customers to effectively fulfill their requirements, and eventually add value to the customer core business areas.

#### **1.8.1 The Offshore Model**

This model enables clients to utilize the infrastructure and manpower of *Suffix IT Ltd.* in Bangladesh to execute their projects.

To meet its client's aggressive schedules, *Suffix IT Ltd.* presents the offshore outsourcing process that offers: –

- Billing Software is our ultimate goal to IGW, ICX, IIG & many other marketing Company.
- Resource management, to meet demanding project deadlines.
- Extensive project processes to meet different delivery needs of the customer.
- Extraordinary cost benefits when compared to the cost of an equivalent onsite team.

Additional benefits to the customer in terms of reduced infrastructure required, to seat, connect and manage an onsite team.

### **1.8.2 The Onsite Model**

*Suffix IT Ltd.* provides its software consultants to carry out onsite services. These resources, as a part of the onsite project team would report to Project Manager responsible for the project. The onsite model can be a component of the offsite model, where in, *Suffix IT Ltd.* will send its personnel to the client's side for implementation, testing and support of various projects.

### **1.8.3 The offshore and Onsite Combination**

*Suffix IT Ltd.* could also carry entire programming work offshore and then undertake training, implementation and testing onsite at the customer site.

### **1.8.4 The Virtual 24 hrs. development cycle**

This is another useful concept, which works well under the onsite, offsite and offshore combination. It is useful to customers who are working against very tight deadlines and at the same time are unable to shore up their budget for getting the work done onsite.

*Suffix IT Ltd.* understands that there are certain key factors, like, time to market, ownership of source code and quality of solution which vary in degree from customer to customer, based on which we adopt a model which suits our customer the most.

## **1.9 Our Honorable Customers**

*Suffix IT Ltd.* is always in pursuit to go beyond customer's expectations. Over the period we have developed relationships with many companies across the globe. Some of our esteemed customers are:

- Unilever Bangladesh Limited
- Abul Khair Tobacco Company Limited
- Gazi Networks Ltd. (A Concern of Gazi Group)
- Cross World Telecom Ltd.
- Mother Telecommunication.
- New Generation Telecom Ltd.
- Bangladesh Human Rights Foundation
- Intramark LLC, USA
- Petrobangla
- The Institution of Engineers, Bangladesh (IEB)
- Bangladesh Water and Power Engineers Association (BWPEA)
- BAC Venture Limited
- Sharabangla.com
- Sharabangla Express Limited
- Mother Services Limited
- AEES Global, Australia
- Healthcare Pharmaceuticals Limited
- BeeS'Mart
- Accelx Inc. USA

## **1.10 Contact Us**

### **Primary Contact**

Name: Md. Akter-Uz-Zaman

Title: Managing Director & CEO

Email: akter@suffixit.com

Telephone: +88 0 1755569701

## **1.11 Office Address:**

### **Register Address:**

#### **Suffix IT Limited**

Level-4, Rahman Mansion, GHA-136,

Progoti Sharoni, North Badda

Dhaka 1212, Bangladesh.

Cell: +88 0 1751062692

### **Corporate Address:**

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