h. When company specific info is submitted, it is sent to "Under BSEC Process", if permission needed. Otherwise, it will remain pending with the company for making entry of joining info for the ID. As soon as the joining info added and submitted, the ID will appear in the Current IDs list. Upon crossing the retirement date, they will appear in the Previous IDs List.

i. Various levels of BSEC users have access to the information submitted by the companies in view mode only. They can monitor the IDs, carry out approval process if needed and convey consent to companies. They also maintain the list of companies under the purview of Corporate Governance Code.
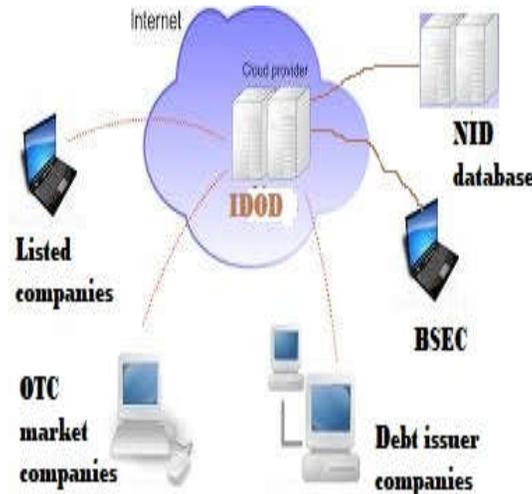
Bangladesh Securities and Exchange Commission
Securities Commission Bhaban
E-6/C, Agargaon,
Sher-e-Bangla Nagar Administrative Area
Dhaka-1207

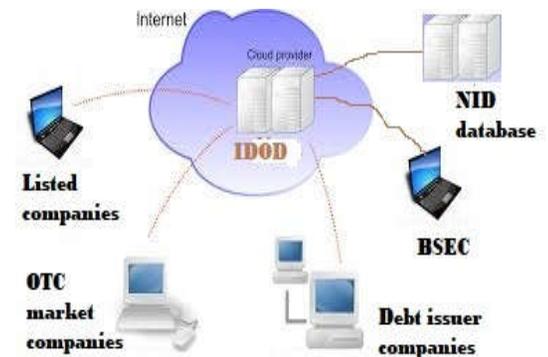http://iddb.sec.gov.bd

Technical support contact:

Phone: +880-2-55007131, +880-2-55007132
idod.support@sec.gov.bd

“মুজিববর্ষের অঙ্গীকার
উন্নয়ন–অর্থায়নের উৎস হবে পুঁজিবাজার”

Independent Directors' Online Database (IDOD)
http://iddb.sec.gov.bd

Corporate Governance is at the Heart of the Capital Market

BSEC's vision is to

Establishing an automated, sustainable and developed capital market

Bangladesh Securities and Exchange Commission

1. Independent Directors' Online Database (IDOD) platform is the web-based database, developed by BSEC for all independent directors (IDs) in listed, OTC market and other companies as per requirement of *Corporate Governance Code,* maintaining its compliance requirements.

2. The companies are required to submit their ID's (profile and company specific) information into IDOD platform after approval by the board/AGM. Each company will be provided with login credentials by BSEC.

3. Thus, a database of all the independent directors will be created in the system, which would be a valuable resource for improving corporate governance. The system can show the list of all IDs, current IDs, previous IDs, IDs late etc.

4. Once a company submits its ID's profile into the system, it will remain there for lifetime and need not be entered for second time, but can be updated as and when required by this company only. All other companies can use the ID's profile if they select him/her as their ID. They only need to make entry of the ID's company specific info.

5. Once the company submits the company specific info, it will automatically be sent to BSEC if approval for consent is needed; otherwise, it will put the record under company process for making joining entry.

6. As the company makes entry of the ID's joining info, the ID will be automatically placed in the list of current IDs for the company.

7. As the date of retirement of the ID exceeds, the ID will automatically be placed in the list of previous directors for the company.

8. BSEC has various levels of login in IDOD, can monitor, review the ID's qualification & other criteria, give approval for consent in applicable area and maintain the database.

9. Communication between companies and BSEC in respect of consent for ID's appointment as applicable, may take place through the IDOD. The system can also send email to the company in this connection.

10.   **How to work in IDOD:**
a. Company has to send its official email address, contact name, and phone to BSEC's **idod.support@sec.gov.bd**. BSEC will send login credentials to the company email address.

b. Upon receipt of login credential, the company has to change the password, and keep it confidential. A responsible person should keep it and work in IDOD.

c. Update the company info first, and keep it updated as and when required.

d. Before entry of ID's info (two parts- Profile and Company specific info), please check the list of ID's under *Add ID's Company Specific info* menu. If the ID's profile does not exist, enter it by clicking *Add ID's Profile* menu. System does not allow double entry of ID's profile.

e. Every company has to enter its ID's company specific info by selecting the ID from *Add ID's Company Specific Info* menu.

f. ID's profile receives some basic info auto filled from NID database including photo when his/her mandatory 17 digits (if NID 13 digit, please add year of birth at the beginning of the number) NID number is submitted.

g. For renewing appointment of the ID in continuation, the company simply needs to extend the date of retirement by editing the date. For fresh appointment, the company has to add a new company specific info record.