Dear CILT Bangladesh

During their meeting on Thursday 26 November, the Trustees considered the branches that have failed to submit their full annual return.

Due to an increasing lack of compliance from branches in responding to the Call for Returns within requested timeframes, the Trustees have decided to introduce a penalty fee. Branches that fail to provide a complete return by 31 December 2020 will incur a penalty charge of 20% of last year’s invoice.

We hope to receive your financial report and business plan before 31 December to avoid the penalty being imposed.

Kind regards

Ceri

**Ceri Williams**

International Marketing, Governance and Communications Manager

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