**SPONSORSHIP AGREEMENT**

**58th Conference of Directors General of Civil Aviation – APAC**

**15-19 October 2023, Pan Pacific Sonargaon Dhaka, Bangladesh**

To Sponsor for the 58th DGCA Conference, please return pages 1-3.

**Contact Information:**

Secretariat for the 58th DGCA Conference – APAC

E-mail: [secretariat@dgca58.gov.bd](mailto:secretariat@dgca58.gov.bd)

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| --- | --- | --- | --- |
| **1. Company Information** | | | |
| **Company Name** |  | | |
| **Contact Person** | Mr.  Ms.  Dr.  Others ( ) | | |
| **First Name** |  | **Last Name** |  |
| **Job Title** |  | | |
| **Email** |  | | |

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| --- | --- | --- | --- | --- |
| **2. (a) Sponsorship (Joint sponsorship is also accepted)** | | | | |
| **Select** | **Item** | **Date** | **Cost BDT** | **Remarks** |
|  | Dinner | Oct 16 | Tk 40,00,000/- (approx. USD 37,735.84) | Payment should be made in Bangladeshi Taka (Tk).  Reference exchange rate can be found at:  [Bangladesh Bank (bb.org.bd)](https://www.bb.org.bd/en/index.php/econdata/exchangerate).  Hotel Exchange rate US$1 = BDT106.  This rate is subject to change. |
|  | Oct 17 | Tk 40,00,000/- (approx. USD 37,735.84) |
|  | Lunch | Oct 15 | Tk 30,00,000/- (approx. USD 28,301.88) |
|  | Oct 16 | Tk 30,00,000/- (approx. USD 28,301.88) |
|  | Oct 17 | Tk 30,00,000/- (approx. USD 28,301.88) |
|  | Oct 19 | Tk 30,00,000/- (approx. USD 28,301.88) |
|  | Coffee/  Tea Break | Oct 15 AM | Tk 6,00,000/- (approx. USD 5,660.37) |
|  | Oct 15 PM | Tk 6,00,000/- (approx. USD 5,660.37) |
|  | Oct 16 AM | Tk 6,00,000/- (approx. USD 5,660.37) |
|  | Oct 16 PM | Tk 6,00,000/- (approx. USD 5,660.37) |
|  | Oct 17 AM | Tk 6,00,000/- (approx. USD 5,660.37) |
|  | Oct 17 PM | Tk 6,00,000/- (approx. USD 5,660.37) |
|  | Oct 19 AM | Tk 6,00,000/- (approx. USD 5,660.37) |
| **2. (b)Sponsorship Benefits/ Privileges** | | | | |
| i) Company logo will be published on the official website,  ii) Promotional video will be shown during the lunch/dinner/coffee break session,  iii) Branding will be made available in respective lunch/dinner/coffee venue,  iv) Brief presentation on company profile during lunch/dinner time (in the lunch/dinner venue). | | | | |

Note: The details of provision can be further modified by the mutual agreement between the

Sponsor and the Secretariat.

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| **3. (a) Sponsorship (Joint sponsorship is also accepted)** | | | | | | | | | |
| **Select** | **Events** | | **Date** | **Sponsors** | | **Cost BDT** | | | **Remarks** |
|  | Cultural Program | | 18 Oct Evening | **Platinum** | | Tk 50,00,000/- (approx.. USD 47, 169.81) | | | US$1 = BDT106  This exchange rate is subject to change. |
|  | **Gold** | | Tk 30,00,000/- (approx.. USD 28,301.88) | | |
|  | **Silver** | | Tk 20,00,000/- (approx.. USD 18,867.92) | | |
|  | Showcasing Bangladesh | | 18 Oct  0900 –  1700 hrs | **Platinum** | | Tk 100,00,000/- (approx.. USD 94,399.62) | | |
|  | **Gold** | | Tk 50,00,000/- (approx.. USD 47, 169.81) | | |
|  | **Silver** | | Tk 30,00,000/- (approx.. USD 28,301.88) | | |
| **3. (b) Sponsorship Privileges** | | | | | | | | | |
|  | | Introductory video during the sponsoring event | | | Branding: Company logo during the events and inside meeting room | | Company logo on the official website, | Declared as  Co-sponsor | |
| **Platinum** | | √ | | | √ | | √ | √ | |
| **Gold** | |  | | | √ | | √ | √ | |
| **Silver** | |  | | |  | | √ | √ | |

**4. Invoicing and Payment**

Following receipt of the duly completed agreement form, the Secretariat will send the Sponsor a copy of the invoice via email. Invoice must be paid in full within 14 days or by 11 October 2023 whichever is earlier upon receipt of the invoice which includes bank details.

* **Payment shall be made to the CAAB’s Account.**

Bank Name : Sonali Bank PLC

Branch Name : Hazrat Shahjalal International Airport

Address : Kurmitola, Dhaka

Bank Account Name : CAAB COLLECTION ACCOUNT

Bank Account No. : 0128903000027

Routing Number : 200264817

Country : Bangladesh

SWIFT CODE : BSONBDDHSIA

**5. Withdrawal Policy**

The agreement signatory, in accordance with this provision, may withdraw the sponsorship. Only a written notice of withdrawal sent by email to the Secretariat shall have effect.

The withdrawal notice shall be deemed to have been given on the date such notice is received by the Secretariat at secretariat@dgca58.gov.bd. The Secretariat will acknowledge withdrawal notices received in good order in writing. In the event of withdrawal, refunds shall be made as per the following schedule:

|  |  |
| --- | --- |
| If the withdrawal request is: | Refund |
| Received by 20 September 2023 | Full refund |
| Received from 21 September to 5 October 2023 | 50% refund |
| Received after 5 October 2023 | No refund |

**6. Terms and Conditions**

6-1. The person signing the below Acceptance represents and warrants that he or she is duly authorized to sign on behalf of the Sponsor and that the Sponsorship Agreement shall be binding on the Sponsor.

6-2. All payments shall be made in Bangladeshi Taka (TK). If the invoice is not paid by the due date, the Secretariat may in its sole discretion, cancel the sponsorship.

6-3. The rights and obligations of the Sponsor under this Agreement shall be non-assignable and non-transferable, except with the express written consent of the Secretariat.

6-4. The Sponsor shall not use the name of the Secretariat for the 58th DGCA Conference and the name and brands of the 58th DGCA Conference in any form of publicity or advertising beyond the scope of this Agreement. Further use of name and brands of the Secretariat for the 58th DGCA Conference by the Sponsor shall require the Secretariat’s prior consent. The Secretariat shall provide the Sponsor with appropriate directions as to the content of materials for the purpose of describing the sponsorship.

6-5. The validity and interpretation of this Agreement and its legal relationship of the parties shall be governed by the laws of Bangladesh.

**7. Return the Agreement Form**

The acceptance of the Sponsor is subject to the approval of the Secretariat.

Sponsorship will be guaranteed by return of this duly completed and signed agreement form and full payment. Please sign and return the signed copy by email (scan or pdf format) to secretariat@dgca58.gov.bd.

**8. Acceptance**

The information set forth in this Sponsorship Agreement is accurate.

I have read, understood and agree to abide by the terms and conditions as set forth in this Agreement.

Name: Job Title:

Signature: Date: