



Government of the People's Republic of Bangladesh  
Ministry of Industries  
Small & Medium Enterprise Foundation (SME Foundation)  
E-5, C/1 West Agargaon, Sher-e-Bangla Nagar, Dhaka 1207  
www.smef.gov.bd

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30 April 2026

**Subject: Permission to participate a Regional Workshop on 'Clean Energy Technologies and Inclusive Energy Transition' (1-2 June 2026, Bangkok, Thailand).**

I am directed to inform that Small & Medium Enterprise (SME) Foundation has nominated **Mr. Fahim Bin Asmat**, Deputy General Manager (DGM) to participate a Regional Workshop on 'Clean Energy Technologies and Inclusive Energy Transition' in Bangkok, Thailand from 1-2 June 2026 (excluding transit & travelling time) under the terms and conditions mentioned below:

**Terms & Conditions:**

- a. In this connection all the expenses will be borne by UNEP Regional Office.
  - b. He will get reimbursement of different expenses as per existing rules and regulations.
  - c. He will be treated as on duty during the tour and transit.
  - d. He will not be allowed to extend his stay abroad without approval of SME Foundation.
2. This has the approval of the competent authority.

  
**(Kimyea Ferdusi)**  
Manager, Admin

**Ms. Afshana Choudhury**

Head

Centre for Entrepreneurship Development (CED),  
BRAC University

**Copy (Not According to Seniority):**

1. Director, Hazrat Shahjalal International Airport, Dhaka
2. Ambassador of Thailand, Royal Thai Embassy in Dhaka, Bangladesh.
3. Ms. Parimita Mohanty, Programme Management Officer, UNEP Asia and Pacific.
4. Deputy Managing Director (all), SME Foundation.
5. Mr. Fahim Bin Asmat, Deputy General Manager (DGM), SME Foundation
6. General Manager-1, Accounts & Fund Management, SME Foundation.
7. Managing Directors' Office, SME Foundation.
8. Office Copy.