

## **FACTORY PROFILE**



**Top Tex**

100% Export oriented sweater factory

**Office Address:**

House#21(2nd floor)  
Sector#09 Road#10  
Dhaka-1230, Bangladesh

**Factory Address:**

Vill: Dhonaid  
P.O: Narasingpur  
P.S: Asulia, Dis: Dhaka

<b>Company Name</b>	<b>Top Tex</b>
Company Registration No.	L-51060809025-H
Managing Director	Md. Zahirul Islam
Contact Person	Md. Zahirul Islam
Product	Sweater, Pullover, Cardigan, Vest etc.
Bank	(a) NRB COMMERCIAL BANK LTD (b) Export and Import Bank of Bangladesh (C) Bank Asia North South Road Branch Swift :BALBBDDH017
Male	65%
Female	35%
Production Capacity	110,000 Pcs (Monthly).

#### **Authentication:**

- (a) Trade License from the local authority.
- (b) Permission from the Investment Board.
- (c) Fire License from civil defense.
- (d) TIN certificate.
- (e) VAT Registration.
- (f) Import Registration certificate.
- (g) Export Registration certificate.
- (h) Membership certificate from BGMEA.
- (i) Registration Certificate from Custom Bond Commissionerate
- (j) Registration Certificate from Export Promotion Bureau (EPB)
- (k) Audit: Social Re- Audit Report( BSCI -352564 )

#### **Our Products:**

Sweater, Pullover, cardigan and vest etc. We use various type of yarn in different gauges (3gg, 5gg, 7gg & 12gg) with different print, embroidery and other application.

#### **Quality Assurance:**

To ensure quality of the product, the company has introduced "Quality Assurance Dept" having efficient Quality Assurance Inspectors.

#### **Lead Time:**

Production lead time is 60 – 90 days. In some cases we take 30 days.

### Resources:

A wide range of resources are here to acquire raw materials such as yarn and accessories. We source many types of yarn locally such as cotton, organic cotton, compact cotton, acrylic, chenille, mixed and fancy yarn such as wool, mohair, cashmere, angora, alpaca, tape, tube, loop, slub, roving etc. We source fancy and different mixed yarn from Taiwan, China, Indonesia, Malaysia, Italy etc. which are not locally produced.

## LIST OF MACHINERIES

### Particulars of Knitting Machine:

Sl. No.	Name of Machine	Gauge	Quantity
<b>Knitting Section</b>	Knitting Machine	3 GG	45 nos.
	Knitting Machine	5 GG	75 nos.
	Knitting Machine	7 GG	75 nos.
	Knitting Machine	12 GG	200 nos.
	<b>Total=</b>		<b>520 nos.</b>

### Particulars of Linking Machine:

SL#	Name of Machine	Gauge	Quantity
<b>Linking Section</b>	Linking Machine	4GG	6 nos.
	Linking Machine	6 GG	20 nos.
	Linking Machine	8 GG	30 nos.
	Linking Machine	14 GG	50 nos.
	<b>Total=</b>		<b>106 nos.</b>

### Particulars of Sewing Machine:

<b>Sewing Section</b>	Plain Machine	10 nos.
	Over Lock Machine	4 nos.
	Light Check Machine	8 nos.
	Bartech Machine	01 nos
	<b>Total=</b>	<b>23 nos.</b>

### Particulars of Wash Section:

<b>Wash Section</b>	Wash	2 nos.
	Hydro Extractor	2 nos.
	Dryer	2 nos.
	<b>Total=</b>	<b>6 nos.</b>

### Particulars of Iron Section:

	Boiler	1 nos.
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<b>Iron Section</b>	Steam Iron	25 nos.
	<b>Total=</b>	<b>26 nos.</b>

**Particulars of Packing Section:**

	Metal Detector Machine	1 nos.
	<b>Total=</b>	<b>1nos.</b>

**Particulars of Winding Section:**

<b>Winding Section</b>	Winding Machine	6 nos.
	<b>Total=</b>	<b>6 nos.</b>

**Legal Requirements with COC, maintained by Compliance Dept**

We follow all the Rules of Bangladesh Government & all the ILO convention for the Labour, Imposed in Bangladesh.

**Child Labour:**

Factory does not engage worker below 18 years old. Factory management verifies the age before recruitment with the assistance of a doctor and maintains all age related documents like the national ID card, Birth Certificate and Educational Certificate etc.

**Harsh or inhumane:**

Factory management has provided very strict instruction to all executives and supervisors not to use any abusive language, bad attitude, harassment or sexual nuisances.

**Policy:**

Child Labour, Discrimination, Forced Labour, Working Hours, Compensation, Working Condition, Health and Safety policies are available in the factory.

**Law requirement:**

Newly recruited workers receive identification cards and appointment letters as well as wages information on the recruitment day.

**Minimum Wages:**

We Pay Minimum Wages of Tk. 5,300/= (Five Thousand and Three Hundred) to unskilled worker.

**Working Hours:**

Normal Hours of working hours in a day is 8.

**Maximum Hours of Work:**

Maximum working hour in a day is 10 hours or 60 hours in a week.

### **Our Time Hours & Over Time Calculation:**

When a Worker works more than 8 hours a day or more than 48 hours in a week, then he or she will be entitled to claim over time allowance at the rate of Twice of his/her Basic Wages. Maximum 02 hours of over-time allowed in a day.

### **Pay Day:**

Our Company Pays Salary on or within 1<sup>st</sup> of every month and Overtime on 5<sup>th</sup> of the same Month.

### **Female Workers Work Up To:**

The female workers work up to 07 pm if needed/necessary at the time of urgent shipment.

### **Weekly Holidays:**

Friday is the weekly holiday as per Government rule.

### **Leave & Holiday:**

Our workers are allowed to avail 10 days Casual Leave, 20 days Earned Leave, 14 days Medical leave and 120 days Maternity Leave every year and holy days are as per Government Labour Acts.

### **Launch Break:**

Total launch break is 01 hour.

### **Supervisory Treatment:**

We have a special reserved fund, from where we take care of the problems of our staffs & workers.

### **Toilet Restriction:**

Ladies and Gents workers are using completely separate toilets.

### **Health Check-up:**

There is a room for the Doctor, who visits our factory twice in a week for health check-up of our workers.

### **First Aid Appliance:**

We keep sufficient arrangement of First Aid Appliance.

### **Cleanliness:**

There are cleaners & supervisor who are taking care of our Factory cleanliness.

### **Ventilation & Temperature:**

There are sufficient windows for passing light and wind. Moreover the Factory is open from every side. We also maintain exhaust for ventilation.

### **Over Crowding:**

Our factory has sufficient space to prevent over-crowding.

### **Proper Lighting:**

We have sufficient lighting arrangements in the Factory.

**Dining Space:**

We have separate spaces for prayer, lunch and rest.

**Drinking Water:**

We have arrangement for pure drinking water.

**Latrines & Urinals:**

There are sufficient toilets in factory.

**Wastes, Dust & Fume:**

We have separate space for store wastes, dust & fume.

**Aisles & Passageways:**

We have enough open spaces for general use and other Emergency uses.

**Electrical Wiring:**

Electrical wiring has been installed under the supervision of Electrical Engineers.

**Fire Drill:**

We conduct Fire Drill in every month.

**Fire Alarm:**

There are Fire Alarms in the factory.

## Welfare Program

Festival Bonus

Workers are given bonuses on the occasions of Eid-UI-Fitre and Eid-UI-Azha.

Medical Facilities

Services of Doctor and Nurse are provided to the workers. Free medications are provided.

Donations

We have been donating food, clothing, etc regularly to the flood affected people in time of their needs. Besides, we give scholarships/stipends and donate books to needy students.

Sports

Outdoor Sports activities, such as cricket, football etc. tournaments are arranged from time to time for the workers and the staff. Moreover, Carom and Ludu tournaments are held on different occasions for female workers.

Yearly Cultural program

Workers of Top Tex perform yearly cultural program with song, various types of play etc.



**BANGLADESH GARMENT MANUFACTURERS  
& EXPORTERS ASSOCIATION (BGMEA)**

*"Leading Bangladesh to Prosperity"*

BGMEA Complex, 23/1, Panthapath Link Road, Kawran Bazar, Dhaka.

Reg. No ..... **5043** .....

**1495085**

## Membership Certificate

This is to Certify that M/S. **Top Tex** .....

of..... Dhonaid, Norshingpur, Ashulia, Dhaka, Bangladesh. ....

is a member of this Association. Their membership is valid upto the 31<sup>st</sup> day of  
**December, 2014**

Date .....  
19 March, 2014



Secretary General