

18th June, 2020

**Mr. Mohammad Sohel Sadat,
Shin Shin Apparels Ltd.
Dag: R.S-228, J.L'. 7 3, Gorat, East Norshingapur,
Zirabo, Ashulia, Dhaka.**

Dear Mr. Sadat,

Thank you for selecting Accordia Global Compliance Group for your company's WRAP certification needs. Accordia Global Compliance Group is proudly becoming a premier social accountability monitoring firm in North and Central America ,also in South East Asia.

Pre-Planning

This letter is to assist you with your pre-audit planning. The success of your monitoring visit is dependent on an effective planning phase. Proper and effective planning of the assessment shall ensure that your company is well prepared while minimizing the risk of uncertainty and miscommunication during the audit.

Prior to the on-site visit, you should have completed the following three documents:

1. Facility Profile Questionnaire
2. Production Principles Questionnaire
3. Compliance Document Checklist

These three documents should be available on the day of the monitoring visit along with all of the documents listed on the Compliance Document Checklist. It would be helpful if you could have available legal current texts and reference materials regarding employment requirements for our document review process (e.g. BC Employment Standards Act, Occupational Health and Safety regulations, (OHSA) Health Bangladesh, other related Laws(if any) etc.).

Expectations

- The audit will begin with a brief (20 minute) opening meeting. This meeting will explain the objectives of the audit. Representatives from your top management can, and are encouraged to, attend this meeting. At a minimum, it is recommended to have those with management responsibility for the following areas present at the opening meeting:
 - Human Resources
 - Plant Operations
 - Health/Safety and Environment
 - Shipping
 - Payroll
 - Security
- The Audit Minimum Man-Day is **3.5**
- The audit shall be conducted in English, however a Bengali language interpreter shall be present to assist with employee interviews if required.
- The audit will consist of three activities:
 - A) Inspection of workplace facility for compliance to health and safety regulations
 - B) Review of documentation and testing of payroll to assess compliance to local laws and WRAP Principles
 - C) Confidential interviews with employees to corroborate the findings of our activities in A and B above
- The audit team should have an office or conference room location in which to work.
- A private room will be needed to conduct employee interviews. **35** Employees will be selected for brief (20-30 minute) interviews without the presence of supervisors or managers.
- Given the strict time table that the auditors follow, it is preferable if lunch could be light and taken on-site. Typically, an auditor's lunch is a working lunch.
- At the end of the day, we shall conduct a brief closing meeting to discuss our findings and the need for any corrective actions in the event that there are non-conformances to the WRAP principles. An action plan to correct any problems will also be developed. Those individuals that attended the opening meeting are encouraged to also attend the closing meeting.
- Our audit is conducted in strictest confidence. The findings and documentation (reports) are shared only with your company's representative and the WRAP Certification Board. We are happy to comply with any requirement you may have for executing a Non Disclosure Agreement.
- The final Monitoring Report shall be complete and sent electronically to both your representative and WRAP within seven days of the monitoring visit.

Location and Contact Information

The following details provide information about the audit, the company and the auditor.

Audit Information Date of Audit: Any day from **19/06/2020 till 18/07/2020**
Site Location: **Shin Shin Apparels Ltd.**
Dag: R.S-228, J.L'. 7 3, Gorat, East Norshingapur,
Zirabo, Ashulia, Dhaka.
Starting Time: 9:00 am local time

Client Information Name : **Shin Shin Apparels Ltd.**
Address : Dag: R.S-228, J.L'. 7 3, Gorat, East Norshingapur,
Zirabo, Ashulia, Dhaka.
Representative : Mr. Abu Sadat
Phone: +88-02-7788373
Fax:
Email: sohel@shinshingroup.com,

Lead Auditor Information Name: Mr. Rashid M. Akhter
Address: Accordia Global Compliance Group
House# 15/A, Road# 8, Gulshan 1, Dhaka
Phone: 88-02-8819589
Fax: 88-02-8833503
Email: rakhter@accordiausa.com , accordia@dhaka.net

If you need any further information prior to our visit, please do not hesitate to contact me. If you need to contact me while I am in route, you may call at my cell number 0171-500-6738 or 01919995454. Thank you for your confidence and trust in Accordia Global Compliance Group.

Very truly yours



Rashid M Akhter
Accordia Global Compliance Group

GOLD CERTIFICATE OF COMPLIANCE

Shin Shin Apparels Ltd.

WRAP #: 10032

Certification Period: April 2, 2019 to April 2, 2020

Facility Address: Dag No. RS 228, JL No. 73, Gorat
East Norshingapur, Zirabo
Savar, Dhaka
Bangladesh 1341

Production Processes: Cutting, Sewing, Finishing, Ironing, QC, and Packing

Sample Size: 35

**Average Weekly Hours
in Periods Reviewed:** April 2018: 63 September 2018: 60 December 2018: 68

Please refer to the full audit report for details.



Avedis H. Seferian
President & CEO



Charles C. Masten
Chairman

Subject to the terms and conditions of the WRAP Certification Program and full compliance with the WRAP Production Principles