MEMORANDUM & ARTICLE OF ASSOCIATION

ALL PAKISTAN CUSTOMS AGENTS ASSOCIATION (A.P.C.A.A)

Ground Floor , Customs Agents House Burhani Terrace , Bhori Road ,
Opp. New Custom House, Kharadar, Karachi – 74000, Pakistan

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Memorandum Of Association
Of
All Pakistan Customs Agents Association

Preamble:

The fortitude of the economy of Pakistan rules cm the Industry of Trade and Business that is curried out with the rest of the world from the Sea Parts, Dry Ports and all other declared customs stations in all over the country; this is done by many classes of individuals, may It be a businessman, a company Or an company or an organization. In the course of this trade and business all and sundry Individuals involved in it by one way or the other pass through the Customs of Pakistan, where a Customs Agents enters Into this cycle of Trade and Business.

These Customs Agents aid their clients in every way: they are the ones who step forward and take it upon themselves the burden and responsibility of getting the job clone on behalf of their clients, while On the other hand these clients are at case. These Customs Agents face all the adversities and hardships; they embark upon a course where they go through rigid procedures and fulfill even the infinitesimal legalities to keep their clients safe and sound form any encumbrances. It seems that the role of these Customs Agents who undoubtedly are a foundation stone of the economy of Pakistan goes absolutely unseen and is never appreciated, whereas their contribution to the exchequer and economy is invaluable. Not only are their efforts unnoticed but it has been experienced and felt that these pillars of the economy are suppressed and never heard. But when a long train of abuses and usurpations pursuing invariably the same object, evinces a design to reduce them under absolute despotism, It is their right, it is their duty to form such rule, and provide new guards for their future security. And due to wrongs that are being done, those who have the ability to take action have the responsibility to take action.

And now to develop harmony and business friendly atmosphere to help promote the Good Governance, some Senior Customs Agents listed as sponsors to these Memorandum & Articles of Association who have already been serving the Customs Agents Community for a long time feeling the responsibility have initiated this task.

Hence here at Karachi on the 1st day of the Month of March 2007, the Customs Agents of Pakistan form this day forth stand united under one banner named and styled as All Pakistan Customs Agents Association", this forum is made by the Customs Agents and is made for the Customs Agents. It shall strive to safe guard the aims and objectives, the rights and interests of the Customs Agents working throughout Pakistan within the Republic itself and In the whole world, wherever its member may be. It shall give a voice to the hushed; it shall revolutionize the erstwhile methods and system. The disregarded shall now be heard.



NAME

I. **The name of the Association is 'ALL PAKISTAN CUSTOMS AGENTS ASSOCIATION'**

REGISTERED OFFICE :

II. **Head Office: The Registered Head Office of the Association will be situated at Ground Floor, Customs Agents House, Burhani Terrace, Bohri Road, Opp.Custom House Kharadar Karachi.Pakistan.**

III. **Regional Office: Suite No. 27, 2nd Floor, 73, Taj Arcade, Jail Rord, Lahore, Pakistan**

OBJECTS

IV. **The objects for which the Association is established are as under:**

1) **To hearten, encourage, stimulate and protect the interest of Customs Agents, holding valid licenses under Custom Act, 1969, and are involved, engaged in clearing goods through customs of Pakistan for local. "Tariff. Area transshipment and transit etc., throughout Pakistan and to foster, take care and safe guard all such matters with respect to the advancement and benefit of this trade and services industry in Pakistan.**

2) **To foster, harmonious and cordial relations amongst its members and to organize and run the Association for the benefit, care taking, betterment, welfare, advancement and progress of its member.**

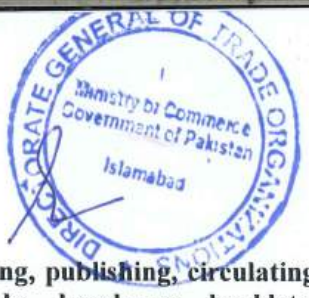
3) **To represent the Association in all matters and affairs at all levels, including Provincial & Federal Government, Chambers, Trade Bodies, Semi-Autonomous Bodies, Private Organizations, International Trade Bodies and Organizations, and all forums and to undertake all such work and efforts for promoting and strengthening the working of the Association and its affiliated members in general.**

4) **To Provide a forum for research, thinking and discussion in the fields of clearing and forwarding, trade and industry and related problems associated with it, and to arrange, invite addresses, hold conventions, meetings, workshops and seminars for the attainment of any of the objects of the Association.**

5) **To develop a forum for collective efforts for resolution of problems and difficulties for License Holders under Custom Act, 1969, and observe the policy with respect to elevation, promotion and other matters related to the concerning field, and to approach individuals, corporations, institutions and related N.G.O's, both locally and abroad, who may assist the Association.**

6) **To verify, confirm, check, scrutinize documents and papers and issue clearance and or verification certificates on the basis thereof, as may be required in respect of its members for submission, production before the Government institutions and Departments.**

7) **To understand, build, setup, manage, operate, administer and run learning institutions for furthermore of growth and development of professional development education in the field of clearing & forwarding which includes local clearance of goods whether imports Of exports, transshipment, transit industry etc., and to provide courses and training facilities in affiliation with national and or international education Institutions as well as achieve an Independent status for granting certificates.**



8) To print, publish issues, translate, circulate and assist in printing, publishing, circulating and issuing papers, magazines, journals, periodicals, books, brochures, booklets, catalogues, with respect to research based work and materials covering the above area and other topics, and or any other literature conductive to the aim and objects of the Association.

9) Establish, build, aid assist, setup, manage, maintain, administer and run; libraries, buildings, halls, parks, auditoriums, playgrounds, places of recreation and other places of use or benefits to communities and people, and to build, establish and manage residence or housing schemes for the staff of association and for its members and the staff of the members.

10) To establish, promote, cooperate, associate, become member of, manage and superintend, other educational organizations, and associate with other institutes having similar interests for diffusing and imparting knowledge for the attainment of any of the objects of the association.

11) To Provide, establish a forum/ think tank for discussion and evolution of ideas, processes and structures for the operations, and affairs in the fields of Clearing & Forwarding, transshipment, transit and industry as a service sector etc., in Pakistan, and for the formulation of such intellectual work as deem necessary and/or required, and to invite, addresses, hold conventions, meetings and seminars for the promotion, development and betterment of trade and industry In Pakistan.

12) To receive, accept, give and award gifts, grants, aids, donations, benefactions of any nature and kind whatsoever, and to arrange, establish, and maintain funds, properties and assets by subscription and contribution and by receiving and acceptance of gifts, grants, aids, donations, benefactions and other means.

13) To purchase, acquire or take on lease, exchange, hire, sell or dispose-off and or otherwise any movable or immovable properties, articles and things and any other rights, privileges whatsoever, to build, construct, alter, and maintain private warehouses, public bonded warehouses container yards and container terminals for the purpose of the association.

14) To promote, organize and establish branches and offices of the Association, wherever considered necessary and to manage and control such branches and offices and to delegate such powers and functions to branches and office(s) as may be considered necessary.

15) To open any current, overdraft, cash-credit, account or fixed account with any scheduled bank(s), or other financial institution(s), and to pay money into and draw money from any such account.

16) To invest monies of the association In such securities, shares, debentures, term certificates or otherwise in such manner as may from time to time be determined by the Executive Committee.

17) To arrange, apply and to obtain and avail such financial assistant required fur the operations, management and purposes of the Association on such securities as may be determined by the Executive Committee and to execute, such legal instruments, as may be required and to guarantee the re-payment of money or performance of any obligation or undertaking whatsoever and to stand surely and to perform, discharge obligations arising there from.



18) Promote, establish, manage, control, supervise, give, gifts, grants, aids, or to provide assistance to any person, company, cooperative society, corporate body or undertaking or association or persons as may be deemed fit to the Association conductive to or achieve or to further any of the objects and purposes of the Association.

19) To undertake, acquire, work, improve, manage, administer, develop, turn to account, sell, lease, and mortgage or otherwise dispose of or deal with all or any of the liabilities and assets of the Association.

20) To frame bye-laws, rules and regulations for the conduct of the affairs of the Association and to delegate duties and authorities in this behalf.

21) To institute, file, defend suits and or actions in all competent forums, including administrative, quasi-judicial and at all judicial levels.

22) To act in conjunction with unite or associate, promote, create or constitute or assist in creating or constituting any other association of a kind similar wholly or partially to this association and to acquire and absorb the whole or any part of such association.

23) Do all and everything, which may in any way be considered incidental or conductive to carrying into effect all or any of the objects of the Association and to carry out the said objects or any of them either on account of the Association alone or in conjunction with any other association, company, corporation person or firm.

24) To do all such as are incidental or conductive to the attainment of the above objects or any of them provided that nothing shall be deemed to authorize the association to take part in or to support or to further or to give any gift, grant, aid, donation or benefaction in support or furtherance of any political activity.

25) The objects set forth in any sub-clause of these clauses shall not, except where the context so requires, be in any anyways limited or restricted by reference to or inference from the terms of any other sub-clause or by the name of the Association. None of such sub-clauses or merely auxiliary to the objects mentioned in the *first* or any other sub-clause of this clause.

26) To take all necessary actions and do all acts for the development of the custom agents' community at large.

INCOME AND PROPERTY HOW TO BE APPLIED

V. The income and property of the Association shall be applied solely towards the promotion of the Objects of the Association as set forth in the Memorandum of Association and not portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or otherwise by way of profit to all classes of members of the Association or their relatives.

Provided: That nothing herein shall prevent the payment in good faith remuneration to any officer or employees of the Association.

Provided Further; That no member of the Executive Committee of the Association shall be appointed to any salaried office of the Association and no remuneration shall be paid by the Association to any member of the Executive Committee except repayment of the out-of-pocket expenses and loans and interest or money let or rent for the premises demised to the Association.

LIMITED LIABILITY

VI. The liability of the members in limited.

LIMIT OF CONTRIBUTIONS BY MEMBERS

VII. Every member of the Association undertake to contribute to the assets of the Association, in the event of the same being wound-up during the time that he is a member, or within one year afterwards for payment of the debts and liabilities of the Association contracted before the time at which he ceases to be a member, and of costs, charges and expenses of the winding up of the same, and for the adjustment of the rights of the contributories themselves, such amount as may be prescribed not exceeding Rs. 10,000/-

DISTRIBUTION ON WINDING UP

VIII. In the event of winding up or dissolution of the Association, if any property or assets whatsoever remains, after satisfaction of all its debts and liabilities, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, approved under Section 61 of the Income Tax Ordinance, 2001, to be determined at or before the time of dissolution be the Members of the Association having right to vote and in default thereof by such court as may have jurisdiction in the matter.

ACCOUNTS AND AUDIT

IX. True accounts shall be kept of the sums of money received and spend by the Association and the matters in respect of which such receipts and expenditure takes place and of the property, credits and liabilities of the Association. One at least in every year, the accounts of the Association shall be examined and the correctness of the balance sheet ascertained by qualified chartered accountant.

X. The Association shall be formed as a Public Limited Company.

AMENDMENTS

XI. No addition, alteration and amendment shall be made in the Memorandum of Association or in the regulations contained in the Articles of Association for the time being in force unless the same shall have been previously submitted to and approved by the Regulator (TOs) or any government law authority for this purpose.

That any changes made in these Memorandum & Articles shall be subject to the prior approval of the Regulator, Trade Organizations or any government law for this purpose.

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Ministry of Commerce
Government of Pakistan
Islamabad

S.#	Name of Subscribers	CNIC #	F. Name	CNIC #	Bussiness	Address	Signature
1	Syed Shams Ahmed Burney	42201-1933877-1	Syed Mukhtar Ahmed Burney	42201-1933377-1	Clearing & Forwarding Agent	7th Floor Room No 703 Business & Finance Centre I.I Chundrigar Road Karachi	
2	Muhammad Arshad Jamal	42301-7417024-3	M. Sharif Bhatti	42301-7417024-3	Clearing & Forwarding Agent	Bombay Plaza, Mez Floor Plot No. 11/1 G.K # 08 Bohri Road Opp New Custom House Kharadar Karachi	
3	Muhammad Hussain Ravjani	42101-0513326-9	Raza Hussain Ravjani	42101-0513326-9	Clearing & Forwarding Agent	618 A 6th Floor Finance & Trade Center I.I Chundrigar Road Karachi	
4	Ch. Sohail Sarwar	42000-6409904-5	Ch. Muhammad Sarwar	42000-6409904-5	Clearing & Forwarding Agent	2nd Floor 74 Commercial Area Calvery Ground Lahore	
5	Mahboob Ahmed	42301-0631278-5	Kaala Khan	42301-0631278-5	Clearing & Forwarding Agent	Hassan Chamber Room # 604 6th Floor Bohri Road Opp. New Custom House Kharadar Karachi	
6	Habib Uddin	42201-7237646-1	Moin ud Din	42201-7237646-1	Clearing & Forwarding Agent	Hassan Chamber Room # 507 5th Floor Bohri Road Opp. New Custom House Kharadar Karachi	

Witness to above Signature Dated the _____ day of _____ 2014

1) Name: Syed Nayyar Raza Zaidi S/o S. M Saqlain Zaidi

Signature:

2) Name: Sabir Jamil S/o Muhammad Sharif

Signature:

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ARTICLES OF ASSOCIATION
OF
ALL PAKISTAN CUSTOMS AGENTS ASSOCIATION

DEFINITION

1. In these Articles unless there is something in the subject or context inconsistent there with:

   i. 'THE ASSOCIATION' means "ALL PAKISTAN CUSTOMS AGENTS ASSOCIATION" and its abbreviation is "APCAA"

   ii. 'THE ARTICLES' means these Articles of the Association for the time being in force and modifications or alterations thereof *duly* made from time to time.

   iii. 'THE Companies ACT' means The Companies Act, 2017.

   iv. 'THE ACT' means the Trade Organization Act, 2013 (II of 2013) for the time being in force.

   v. 'THE RULES' means the Trade Organization Rules, 2013.

   vi. 'THE CUSTOMS AGENTS' means a Firm or Company or Corporation holding a Valid License, Issued from any Customs Collectorate (A Federal Department) under The Custom Act, 1969 to do Clearing and Forwarding, Transshipment, Transit and to provide services, anywhere in Pakistan.

   (a) CUSTOM AGENTS LICENSE: means a License issued under Sec 207 of Custom Act 1969 from a competent Licensing Authority to transact of Business for the clearance of Import/Export Goods through Customs; valid for either any single custom Collectorate/ station or for more than one Collectorate anywhere in Pakistan all working as Custom Licenses.

   vii. 'THE GENERAL BODY' means all members of the Association.

   viii. 'THE GENERAL MEETING' means a meeting of The General Body of the Association whether ordinary or Extra-Ordinary.

   ix. 'THE ANNUAL GENERAL MEETING' means a meeting of all the Members held once a year, as prescribed in these Articles.

   x. 'THE MEMBERS' means any Customs Agents {as defined in Article '1' Clause 'iv' above} duly enrolled as a Member of the Association and includes the signatories to the Memorandum and Articles of Association of the All Pakistan Customs Agents Association, holding National Tax Number and Sales Tax Number.

   xi. 'THE EXECUTIVE COMMITTEE' means the General Elected Committee consisting of Elected Members of the Association, including Office Bearers.

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xii. **'SECRETARY GENERAL'** means an individual professional full-time employee of the Association who shall be in charge of the Head Office of the Association and responsible for day to day operations of the Association and in his capacity as such shall be the custodian of all record pertaining to the Association.

xiii. **'THE YEAR'** means a financial year of twelve months from 1st July, to 30th June.

xiv. **'THE MONTH'** means a calendar month as per Georgian Style.

xv. **'THE OFFICE'** means the Registered office (s) of the Association.

xvi. **'SEAL'** means the Common Seal for the time being of the Association, as approved by the Executive Committee.

xvii. **'BYE-LAWS'** means the rules framed by the Executive Committee of the Association, for working of the employees of the Association.

xviii. **'NORTH ZONE'** means the province of Punjab and Khyber Pakhtoonkhua Province and Islamabad Capital Territory.

xix. **'SOUTH ZONE'** means the provinces of Sindh and Baluchistan.

xx. **'REGULATOR'** means the Regulator of Trade Organization.

xxi. **'OFFICE BEARERS'** means Chairman, Senior Vice-Chairman and Vice Chairman of the Association.

xxii. **'SPONSOR'** means the list of subscribers attached to these Memorandum & Articles of Association.

xxiii. **'WEBSITE'** means website of the Association i.e.www.apcaa.com.pk

xxiv. **'Co-option'** means the selection of one or more member(s) by the executive committee with majority of its members present in the meeting.

a) "Associate member" means a member of a trade organization which is not a body corporate or a multinational or a sales-tax-registered manufacturing concern or a sales-tax-registered business concern having annual turn-over of not less than fifty million Rupees;

b) "Corporate member" means a member of a trade organization which is either a body corporate or a multinational corporation with its head office or branch office in Pakistan or a sales-tax-registered manufacturing concern or a sales-tax-registered business concern having annual turn-over of not less than fifty million Rupees;

Words importing singular number shall include the plural number and vice versa.

Words importing the masculine gender shall include the feminine gender also.

Words importing persons shall include bodies corporate also.

2. The Association is established for the purpose of expressed in Memorandum of the Association and to undertake and do all acts for the advancement of the purposes of the Association.

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3. **For the purpose of affiliation of the Membership of this Association shall be unlimited and the Association shall be a Public Company Limited by a Guarantee.**

MEMBERSHIP

4. **The Sponsors of the Memorandum of Association as well as any Firm, Company or Corporation or any other body of individuals, incorporated; having a place of business anywhere in Pakistan and in possession of a valid Custom Agents License under The Customs Act, 1969 and desirous of Joining the Association may be eligible for the membership of the Association.**

There shall be two classes of membership in the association: -

a) **Corporate Members of the Association, which are either a body corporate or a multinational corporation with its head office or branch office in Pakistan or a sales tax registered business concern having annual turn-over of not less than fifty million Rupees.**

b) **Associate Member of the Association, which is not a body corporate or a multinational or a sales tax registered business concern having annual turn-over of not less than fifty million Rupees.**

5. (i) **Every such applicant shall submit his application to the Secretary General of the Association addressed to the Chairman who shall after due scrutiny and not later than 60 (sixty) days from its receipt place such application before the Executive Committee of the Association at its next meeting, who shall either accept or reject the same.**

(ii) **No further application by a rejected applicant shall be entertained for a period of 3 (three) months from the dated of such rejection and the fees paid by such applicant shall be refunded.**

(iii) **The Executive Committee may not reject the said application without recording any reason for this rejection; however an applicant may prefer an appeal before the Regulator.**

(iv) **The Membership of the Association shall be for a period of 1 (one) year and shall expire on 31st March every year irrespective of the date of grant membership.**

(v) **The Membership shall be renewable on annual basis subject to fulfillment of following conditions, namely:-**

(a) Payment of prescribed subscription within the time stipulated in these articles, which shall not be later than 31st of March every year.

(b) Proof of filing return of Income Tax and Sales Tax, for the preceding year.

(c) Copy of Valid Custom House Agents License.

(vi) **If any member fails to renew his membership within the stipulated time i.e. 31st March every year he shall apply afresh for membership.**

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6. Except as hereafter provided, a firm, company or corporation shall not cease to be a Member only by a change in the constitution of the firm occasioned by the admission, expulsion, retirement or death of a partner or proprietor etc. Provided; the business of this firm is continued in the conventional name in which such firm was enrolled as member.

INCIDENCE OF MEMBERSHIP

7. Every member of the Association shall confirm to and be bound by the Articles of the Association for the time being in force as well as the Bye-Laws, Rules, Regulations etc. that may be framed from time to time in pursuance of the powers given under these Articles.

CESSATION OF MEMBERSHIP

8. One shall cease to be member of the Association.

(i). If may arrears other than subscription fees remain unpaid after the last date mentioned in a written notice Issued from the Head Office or the concerned Branch Office(s) of the Association for that purpose.

(ii). In case of an individual if he has been adjudged to be of unsound mind of if he is convicted of any offence involving moral turpitude.

(iii). In case of firm or company or corporation; if it has been dissolved or liquidated or declared insolvent.

(iv). If the License of member is revoked by the Customs Authorities and his appeal is finally dismissed.

(v). if the member has been expelled by the General Body at the recommendation of the Executive Committee for violation of any Rules or Bye-Laws of the Association as in force from time to time or for breach of trust, misbehavior or causing any misgivings amongst the members or is found to a defaulter of the Association.

(vi). If the member has withdrawn for the Association by giving 1 (one) month's advance notice to the Secretary General.

EXPULSION

9. (i) The Member whose name is to be removed shall be informed of the proposal at least 30 (thirty) days before the date of the meeting of the General Body by a notice in writing, delivered at his last known place of business, to enable him to be present and to defend himself.

(ii) A member can only be expelled 2/3rd majority of the members present in General meeeting.

(iii) Member expelled shall be entitled to apply for the membership after the expiry of a period of one year reckoned form such expulsion.

(iv) Any member expelled or who has registered shall not in any way be free from any liabilities or any dues accrued, remained unpaid during the period of his membership.

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MEMBERSHIP NON-TRANSFERABLE

10. A member shall not assign, transfer or otherwise deal-In or change his rights of membership or any interest or privileges, attached thereto, no such attempted assignment, transfer, change or dealing shall have any effect as against the Association for any purposes whatsoever subject to the provision made hereinafter.

REGISTER OF MEMBERS

11. Register of Membership shall be maintained at the Head Office of the Association in which shall be set-forth the names, addresses and other particulars of all the Members together with those of their representatives for the time being and in which all changes taking place from time to time shall be recorded. There shall also be an entry in the register indicating the nature of business carried on by each member. All members shall have access to these register.

RIGHTS AND DUTIES OF A MEMBER

12. (1) The member shall have the following rights:

(a) To take part according to these Articles, rules and regulations in the activities of the Association.

(b) To have advantage of all information permissible and available with the Association.

(c) To participate according to the rules and regulations of the Association in all privileges and benefits secured for the Association as a body corporate.

(d) To avail the protection, promotion and development of the business in accordance Memorandum of Association.



(ii) The members shall perform the following duties:-

(a) To make every effort to carry out the aims and objects of the Association as laid down in the Memorandum of Association.

(b) To act upon and carry out all the provisions of these Articles and rules and regulations of the Association.

(c) To bring to the notice of the Association and the Office Bearers concerned any act of matter likely to cause loss to any member or members of the Association.

(d) To report to the Association and its Office Bearers any information considered necessary for promoting and/or achieving the alms and objects of the Association.

(e) To do all such acts and deeds at all times, which are considered to be rational and in the interest of the Association.

(f) To abide by any Rules, Bye-Laws, Standard Trading Terms and Conditions, Codes of Conduct, and minimum trading qualifications for that may be prescribed by the Executive Committee under the law.

MEMBERSHIP FEES

13. **Every member will be required to pay admission fee at the rate determined by the Executive Committee from time to time. Any firm being a member of the Association shall have, on changing the Firm's name or on change of constitution of the firm, to put in a fresh application for membership. However, no admission fee shall be charged, provided the Applicant has taken over the assets and accepted the liabilities of the original firm. In any case the Executive Committee shall be competent to decide such cases on merit.**

I. **The Membership fee may be varied from time to time by the Executive Committee, subject to approval of the Executive Committee / General Body and Regulator (TOs).**

II. **The following shall be the admission fee and annual subscription and shall payable along with the membership application:**

Associate Class:

Admission Fee. Rs. 1,500/- Rupees

Annual Subscription Rs. 3,000/- Rupees

Corporate Class:

Admission Fee: Rs. 3,000/- Rupees

Annual Subscription: Rs. 6,000/- Rupees



OPERATION OF ACCOUNTS

14. **All the money of the Association shall be deposited shall be deposited in an approved scheduled bank. The bank account of the Association shall be operated by the Secretary General and the Executive Member Finance (or in the absence of the Executive Member Finance the Chairman) jointly.**

EXECUTIVE COMMITTEE

15. **i. The Executive Committee of the Association shall consist of the following and in the light of Sub Rule 2 of Rule 21 of Trade Organizations Rules 2013, the number of Vice Chairman would be 12 out of the total members of the executive committee.**

The total number of members of the Executive Committee shall be 30, on the basis of equal numbers to be elected by both classes in addition there shall be two seats of Executive Committee reserve for women entrepreneur for which Electoral College shall Executive Committee. The constitution of Executive Committee shall be as below;

Corporate Members 15
Associate Members 15
Women Member 02 (see rule 21(6)

Total: 30+2= 32 Total Strength

There shall be two seats of executive committee reserved for women entrepreneurs for which electoral college shall be the executive committee.

ii. The General body shall serve as the Electoral College for the elections of the of the members Executive Committee, except for the seats reserved for Women Entrepreneurs for which the Electoral College shall be the Executive Committee.

iii. any causal vacancy of the member of executive committee shall be filled by co-option by the executive committee from amongst the same class of members.

iv. The immediate past Chairman of the Association shall be an ex-officio member of the Executive Committee without any voting rights.

v. The Office Bearers of the Association shall be elected by the Executive Committee from amongst its Members.

vi. The business of the Association shall be managed by the Executive Committee.

vii. Ordinarily the Executive Committee shall have the following powers and duties:-

a) To make rules and bye-laws as may be necessary from time to time.

b) To run all the affairs of the Association as per bye-laws, rules, regulations and articles.

c) To manage all the funds and property of the Association.

d) To meet at least once a month at a place fixed for the purpose. The quorum of any such meeting of the Executive Committee shall be 51% of the Executive Committee Attendance and for the Office Bearers or the Executive Committee Members belong to other cities than the head office their presence can be made thorough video conferencing.

e) To appoint at its discretion any committee(s) or sub-committee(s) from amongst the members of the association to dispense off such matters as it may deem expedient.

f) To admit new members to the Association, as per the procedure prescribed in these articles.

g) To institute, initiate, execute, compromise, and defend all such actions and or suits as it may deem necessary or expedient on the part of the association.

h) To defray expenses of delegates; selected and deputed by the Association to safeguard its interest at the conference of other mercantile chambers or bodies in any place in or outside Pakistan.

i) To approve the budget.

j) To call general meetings, and meetings of any committee(s) and sub-committee(s).

k) To meet with any Government Officials in furtherance of any grievance of any Member, and take all steps expedient to resolve the same.

l) To publish, issue, distribute and circulate the magazine of the association.

m) To issue circulars that may be necessary from time to time.

n) To communicate any new Customs related laws, amendments, S.R.O's etc. to the members

o) To arrange seminars, exhibitions, training courses etc.

p) To keep proper accurate paper record of all matters pertaining to the operations and management of the Association.

q) To sanction expenses staying within the approved budget.

r) To sanction the admission and continuation of the Association as member to the Federation of Pakistan Chamber of Commerce and Industry, Government, Semi Government Bodies etc., with a view to promote the objectives of the Association.

s) Submit all reports as may be necessary from time to time to the Regulator.

viii. A notice of at least 10 (ten) days shall be given for all the meetings of Executive Committee by circular to the Members and Office Bearers of the Committee. Emergency meeting however, may be held giving shorter notice by the Chairman, any member who desires to place any matter before the Executive Committee must forward to the Chairman in writing at least 3 (three) days before the meeting. However any matter can be discussed at the meeting with the permission of the Presiding Officer.

ix. The Committee shall keep or cause to be kept proper books of accounts in which shall be entered full, true and complete accounts of the affairs and transactions of the Association.

x. The Executive Committee may, with the simple majority of votes at its meeting may enhance the number of seats/positions required for the working of Executive Committee, Provided; the first Executive Committee may change positions of the Office Bearers also.

POWERS AND FUNCTIONS OF OFFICE BEARERS

16. (i) <u>CHAIRMAN:</u>

a. He shall be the Head of the Association.

b. He shall call and preside over all the meetings of the Association.

c. He shall be the custodian and in-charge of all funds and properties of the Association.

d. He shall be authorized to spend Rs. 100,000/- (rupees one hundred thousand only) at a time, at his discretion; if the need arises to spend more than the said amount than the Chairman shall get the same approved from the Executive Committee.

e. He may give his casting vote in cases of equal division.

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f. He Shall be empowered to pass any order or law or rule that may be necessary, Provided; that the said shall need the approval of the Executive Committee within 3 months from Its promulgation which if not attained, any such order or law or rule shall lose force.

g. He shall issue such direction in respect of routine and ordinary matters, which may be expedient in running the affairs of the Association.

h. He may suspend the function of any committee(s) or sub-committee(s) for a period not longer than 15 days. Where after approval from the Executive Committee shall be necessary.

i. He shall conduct all the General Meetings, Annual General Meeting, Meetings of any Committee(s) and or Sub-Committee(s) or any other meeting(s).

j. He shall be in charge of Executive Committee, Committee(s) and Sub Committee(s) of the Association.

k. He shall keep or maintain or cause to be kept or maintained up to date, all such registers and documents kept or required to be kept by the Association.

l. He shall supervise the work of all employees of the Association.

m. He shall be fully empowered for the issuance of all correspondences on behalf of the Association, and shall also issue circulars from time to time, to the members on roll, communicating the resolutions passed by the Executive Committee or Committee(s) or Sub-Committee[s) as and when required.

n. He shall Issue notices of and convene meetings and circulate agenda for the same.

o. He shall perform all such other duties as may incidental to his office, including coordination between Government Departments, Federal Bodies and Association etc. of similar interests.

p. He shall be empowered to hold inspection of any office of the Association.



(ii) SENIOR VICE CHAIRMAN

a. There shall be a Senior Vice Chairman in the Association.

b. In absence of the Chairman the Senior Vice Chairman shall perform all or any of Functions and duties of the Chairman or any other work that may incidental to his office.

c. He shall perform such other duties as may be assigned to him by the Chairman.

d. He shall work under the control of the Chairman, and shall not perform any task without the prior approval of the Chairman.

(iii) VICE CHAIRMAN:

a. There shall be a Vice Chairman in the Association.

b. He shall perform all or any of the functions and duties of the Senior Vice

Chairman or any other work that may be incidental to his office.

c. He shall perform such other duties as may be assigned to him by the Chairman and or Senior Vice Chairman.

d. He shall work under the control of the Chairman, and shall not perform any task without the prior approval of the Chairman.

(iv) The senior vice chairman or in his absence the senior most vice chairman shall perform all or any of the functions and exercise powers of the chairman in his absence. (Explanation: Absence means absence from the country or absence due to prolonged illness or in case of any litigation)

Note: The criteria for determining the *most senior Vice Chairman* shall be based on the length of his service in the APCAA as an Executive Committee (EC) member during different tenures.

MANAGEMENT / SECRETARY GENERAL

17. The Association, under Rule 24 of the Trade Organizations Rules 2013, shall appoint a Secretary General through a Human Resources Committee formed under and consisting of three members of the Executive Committee with subsequent endorsement of Executive Committee.

(i) The Secretary General shall be In-charge and custodian of record of the Secretariat of the Association, who shall exercise his powers and perform his functions, under the Trade Organization Act and Rules 2013, the Companies Act 2017 and the Rules and Regulations made there under and the Memorandum and Articles of Association of APCAA.

(ii) The Secretary General shall assist the H.R. Committee to frame the rules and regulations for hiring and service rules for Secretary General and other staff;

(iii) The signatures of the Secretary General and/or Zonal Secretary in case of Zonal Office Bank Account, shall be mandatory for operation of all the jointly operated bank accounts of the Association.

(iv) The termination of services of the Secretary General, under Rule 24 of Trade Organizations Rules 2013, shall be through a resolution of the Executive Committee.

(v) Any management employees who shall report directly to the Secretary General alone shall be appointed jointly by the Secretary General and the Human Resources Committee.

(vi) Any other staff or professional management shall be appointed through a process to be defined in the Association's Human Resource Policy.

(vii) Whenever necessary, additional staff maybe appointed on a contract basis, subject to the consultation of the HR Committee.



TENURE OF THE EXECUTIVE COMMITTEE MEMBER AND OFFICE BEARER

18. (i) That each elected Executive Committee member and office bearer, upon election, shall hold office for a term not exceeding 2 (two) years. (Delete) Except for the First Executive Committee which shall hold office for a period of 24 months from the date of incorporation.

(ii) The Elected Executive Committee Members & Office Bearers will not be eligible for election for next consecutive terms.

(iii) Any member or office bearer who has been elected once will qualify for re-election after a gap of one term.

(iv) That during the term of each of the member of the Executive Committee and office bearer if any elected member or office bearer, due to incapacity, incapability or personal reasons, wishes to resign from his respective post, he shall submit his resignation upon his letterhead, with signature, seal and thumb impression, to the Chairman of the Association, who shall call such elected member, submitting his resignation, for personal attendance before the Executive Committee and making such declaration before the same. Upon confirmation and on the basis of the declaration by such elected member, the resignation shall take effect or upon expiry of 15 (fifteen) days from its receipt. However, the resignation shall be confirmed on the date of de-notification.

THE ANNUAL GENERAL MEETING

19. Except for the First Annual General Meeting which shall be held on or before expiry of 18 months from the date of incorporation. The Annual General meeting of the Association will be held within 15 (fifteen) days of every election to transact the following business but not later than 30th September of the year.

The Annual General Meeting shall be held every year, presided over by the Chairman at the Central/Head Office, connecting the Zonal and Regional Offices through Video-link or at such place and time as the Executive Committee may consider convenient at which a Report of the proceedings of the Executive Committee and the audited yearly account of the Association shall be submitted for confirmation. Copies of the Audited Statements of Accounts and Balance Sheet shall be sent to the members and also by the Zonal Offices to the Central Office in advance.

The Annual General Meeting shall transact, *inter alia*, the following business: -

i. To receive and adopt the report of the Executive Committee.

ii. To receive and confirm the duty audited statement of account.

iii. To officially announce the result of election of the office bearers and member of the Executive Committee for the ensuring term and to induct newly elected committee on the election year.

iv. To appoint auditors for the next term.

v. Any other business subject to the rules framed by the EC

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NOTICE OF MEETING

20.(i) Notice of 21 (twenty one) days for Annual, Ordinary and Extra Ordinary General Meeting along with Agenda under postal certificate or by any other means to ensure safe delivery specifying the place day and hour of the meeting, shall be given to the Members at their registered address but non receipt of such notice by any member shall not invalidate the proceeding at any general meeting.

(ii) To consider matters of urgent and grave nature, an emergent meeting of the general body of the Association may be called by the Executive Committee by such short notice and in such manner as the Executive Committee may deem fit.

QUORUM

21. No business shall be transacted at any General Meeting unless a quorum of 25% (twenty five percent) of total members of 150 (one hundred and fifty) members whichever is less.

EXTRA ORDINARY GENERAL MEETING

22. (i) The Executive Committee after written approval ofl the Chairman may whenever they think fit or shall on a requisition made in writing by 1/8th (one eighth) of the total number of members or 150 (one hundred and fifty) members whichever is less, call an Extra Ordinary General Meeting.

(ii) Any requisition made by the members shall state the objects of the meeting proposed to be called and shall be signed by the requisitionists and deposited with the chairman.

(iii) On receipt of any such requisition the Executive committee shall proceed to call an Extra Ordinary General Meeting and if they do not proceed to call a meeting , the requisitionists shall call the same by themselves Provided; that 21 (twenty one) days written Notice is served to All General Members through registered post/ courier, along with Agenda.

(iv) Every question submitted to a meeting shall unless a poll Is demanded by at least 25(twenty five) members, be decided by show of hands, every resolution submitted to an Ordinary or Extra Ordinary General Meeting of the Association shall be decided by a majority of members present.

(v) The Chairman or in his absence the senior most Executive Committee Member shall preside at the meeting of the Association.

ADJOURNMENT

23 (i) When a meeting of General Body of the Executive Committee or any other Committee(s) or Sub-Committee(s) fails within half an hour of the time fixed, to get quorum or the meeting convened upon the requisition of the members, shall be adjourned by the Presiding Officer and date and time will be fixed for holding such an adjourned meeting within 10 (ten) days.

(ii) No quorum shall be required for holding such adjourned meeting except for the one convened upon the requisition of the Members.

(iii) No business shall be transacted at adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

(iv) The decision reached at the adjourned meeting by those present shall be binding on all the members of the Association.

FUNDS

24. The funds of the Association shall be deposited in the designated Scheduled Bank approved by the Executive Committee and the account shall be opened upon by Cheques signed by the Executive Member Finance and Secretary General of the Association, duly authorized for the purpose.

COMMON SEAL

25. The Executive Committee shall forthwith provide a common seal for the Association which will be deposited with Secretary General of the Head Office and other Branch Offices and shall not be affixed to any legal or other important documents affecting the policy matters of the Association except in the presence of an authorized member of the Executive Committee at the Head Office and the duly appointed nominee of the Chairman at the respective Dry Port/ Custom Station Offices. Deeds and Bonds and other documents required to be made under the seal shall be deemed to have been duly executed on behalf of the Association if they hold the signature and seal of the Chairman or his duly nominated Executive Member of the Association.

ELECTIONS WITHIN TRADE ORGANIZATIONS

26. Elections of the Association shall take place during the period of July to September of the year provided in sub-section (I) of section 11 of the Act and Rule 13 of the Rules. Members of the Executive Committee shall be elected in accordance with Rule 13 to 21 of Trade Organizations Rules 2013 and as per amendment in Trade Organizations amending Rule 13 (Biennial Elections), Sub-Rules 12, 13, 14 & 15 of Rule 21 (Two-Years tenure of Office Bearers) between the 1st day of July and 30th day of September of a due election year.

1) Newly elected Members/ Office Bearers will take over on 1st October of Election Year.
2) Neither postal ballot nor proxy will be allowed

Election schedule: The election schedule of the Association shall be approved by the Executive Committee and issued by the Secretary General in the first half of July of Election Year.

1) Within two days of its approval by the Executive Committee, the election schedule shall be:
   a) Displayed at the Notice Board of the Central office and Zonal offices;
   b) Displayed at the website of the APCAA; and
   c) Submitted to the Regulator, Trade Organizations.



APPOINTMENT OF ELECTION COMMISSION

27. Simultaneously with the approval of the election schedule as provided hi these articles the Executive Committee shall appoint an Election Commission subject to the following conditions, namely:-

(i) The Commission shall comprise of 3 (three) members,

(ii) The members so appointed have submitted their consent In writing to their appointment as such.

(iii) The members of the commission, so appointed, have not held any office of the Association for the preceding 2 (two years).

(iv) The members of the commission shall be independent, impartial and non-partisan.

(v) The members of commission shall not canvass for any of the candidates or panels contesting the elections, they are conducting.

FUNCTIONS OF ELECTION COMMISISION

28. The election commission shall be in charge of all arrangements connected with the conduct of elections including but not limited to:

(i) Appointment of polling staff.

(ii) Ensuring display of the tentative voter's list by the Secretary General for the purpose of inviting objection as provided in these articles.

(iii) Examination of and decision on the objections received on the voter's list as provided in these articles.

(iv) Supervision of polling process and ensuring that the polling has been conducted in an orderly, peaceful, transparent and fair manner in accordance with the provisions of the Articles of Association and instructions of the Federal Government or the Regulator in this regard.

(v) Counting of votes and announcement of results.



ELIGIBILITY TO VOTE

29. (i) Subject to provisions of the Act, the eligibility of a member of Association to vote at the elections shall be subject to following conditions:

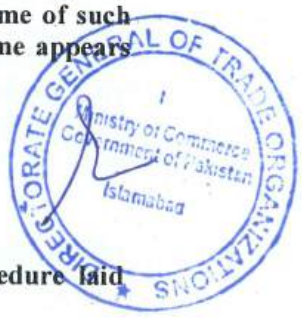
(a) The member has completed 2 (two) years of valid membership of the association as on the date of announcement of election schedule by the Executive Committee.

(b) The member has fulfilled the conditions of membership and renewal thereof of the Association as provided in these article '5' clause 'V'.

(ii) Every member eligible to vote shall deposit with the Secretary General, the specimen signature card along with photograph, indicating the status in the firm, company or corporation. The right to vote shall be allowed only to the proprietor,

partner or the director of the member firm company or corporation or a person not below the rank of General Manager authorized by the Board of Directors.

(iii) The proprietor, partner or director of the member firm, company or corporation concern or a person not below the rank of General Manager authorized by the Board of Directors, shall be entitled to cast vote at the time of election only if name of such person has already been registered with the Secretary General and his name appears on the list of voters.



ELECTION PROCEDURE

30. (i) The election of the association shall be conducted according to the procedure laid down in these articles of association subject to the following:

(a)The election of the office bearers and members of the executive committee shall be held by secret ballot.

(b) Neither postal ballot nor proxy shall be allowed except for lady members.

(c) The Polling shall be held simultaneously at the Head Office, Regional Offices or where the number of votes exceeds 50 (fifty) at the branch of the Association. Provided: that where for want of space in the office premises it is not possible to establish the polling booths, the polling shall be held in a public place such as community hall or hotel etc.

(ii) Within 3 (three) days of the announcement of the election schedule lady members desiring their representative shall intimate changes regarding name of representative to Secretary General along with necessary proof of eligibility.

(iii) The Secretary General of Association shall display within 7 (seven) days of the announcement of election schedule the list of all members eligible to vote along with their National Tax Number, Sales Tax Registration number the name and National Identity Card Number, Customs House Agents License of their representative. The list shall be displayed at:

(a) The notice board of the Head Office and Regional Offices of the Association.
(b)The Website of the Association.

(iv) The member who have any objection to the entries In the list of voters shall send their objections in writing to the Secretary General within 7 (seven) days of the issuance of the voters list.

(v) The Secretary General will intimate action on the objections or changes sent by members within S (five) days from the last day under preceding clause.

(vi) Any person aggrieved by the decision of the Secretary General may make a representation within 3 (three) days to the Election Commission which shall decide the case within 3 (three) days.

(vii) Within 3 (three) days of decision by the Commission, any person aggrieved by the decision of the Commission may appeal to the Regulator those decision in this regard shall be final.

(viii) Within 2 (two) days of the decision of the Regulator the final voters list shall be:

(a) Displayed at the Notice Board of the Head Office and Regional Offices of the Association.



(b) Displayed at the Website of the Association.

(c) Submitted Regulator: Provided; that if no appeal has been filed to the Regulator, the final list of voters shall be displayed within 15 (fifteen) days of the decision of the Election Commission.

(ix) Within 4 (four) days of the display of the final list of voters, any person who is eligible to contest the election for the vacant post, shall send his nomination duly proposed and seconded by a duly registered voter and signed by the candidate to the Secretary General on the prescribed form in accordance with these Articles of Association or rules framed there under.

(x) Within 24 (twenty-four) hours of receipt of nomination papers, a copy of the final list of voters shall be provided to each contesting candidate.

(xi) The nomination papers shall be scrutinized by the Commission and list of candidates shall be displayed within 24 (twenty-four) hours of the last date of receipt of nomination papers.

(xii) The objections, If any, to the nomination of the candidates can be filed to the Election Commission within 24 (twenty-four) hours of Issuance of the list of candidates, which shall be decided by the election commission within 2(two) days.

(xiii) Any candidate aggrieved by the decision of the election commission may file an appeal to the Regulator within 2 (two) days, whose decision in this regard shall be final.

(xiv) Within 2 (two) days of the decision of the Regulator the commission shall issue the final list of candidates.

Provided that if no appeal has been filed to the Regulator, the final list of candidates shall be issued within 11 (eleven) days of the decision of the election commission under clause (xii).

(xv) Within 5 (five) days of display of final list of candidates, the polling shall be held.

(xvi) Within 2(two) days of polling any person elected as Member Executive Committee, shall send his nomination for election as an Office Bearer duly proposed and seconded by an elected Executive Committee Member and signed by the candidate to the Election Commission.

(xvii) The nomination paper shall be scrutinized by the Commission and the list of candidates shall be displayed within 24 (twenty four) hours of the last date of receipt of nomination papers.

(xviii) Within 2 (two) days of display of final list of candidates, the polling for election of Office Bearers shall be held.

(xix) The final result shall be officially announced at the annual general meeting of the Association called for this purpose within 15 (fifteen) days of the date of polling under the preceding clause but not later than 30th of September of the year.

(xx) The Final election results announced in the annual general meeting shall be:

(a) Display at the notice Board of the Head Office and Branch Offices of the Association within 2 (two) days.



(b) Displayed at the website of the Association within 2(two) days.

(c) Submitted to the Regulator within 7 (seven) days.

CONDUCT OF ELECTIONS

31. (i) The ballot papers shall have duly numbered counterfoils and the voter shall sign or affix thumb Impression thereon in the presence of Polling Agents of the candidates and the Polling Officer before the issuance of ballot papers to the voter.

(ii) It shall be the duty of the polling officer to verify the identity of the voter. The only acceptable forms of identification shall be the Computerized National Identity Card, the original Identity card Issued by the Association, the passport and the driving license. The Polling Officer shall enter the number of identification document on the counterfoil.

(iii) After comparing the signature and photograph with specimen signature card the polling officer shall hand over the ballot paper to the voter.

(iv) The ballot paper shall be signed by the Secretary General or an officer of the Association duly authorized by the Commission in tills behalf and shall also be signed by the Polling Officer at the time when it issued.

(v) Once the ballot paper has been issued to a voter, he shall not be allowed to leave the polling booth, without casting in the ballot box.

(vi) Adequate arrangements shall be made to maintain the secrecy of the polls.

(vii) Proper account shall be maintained by an officer designated by the Commission in respect of ballot papers including used, unused, tendered, challenged or spoiled ballot papers.

(viii)The challenged votes shall be kept in a separate sealed envelope or box etc., duly signed and sealed and sealed by the Polling Officer.

(ix) The Commission or an Officer designated by the Commission shall decide about the challenged votes after verification of necessary information before the official announcement of the result.

(x) No ballot paper shall be invalid for failure to have cast all votes on all seats contested for in the said election.

(xi) Counting of votes shall take place immediately after the polling hours under the supervision of Polling Officer in the presence of Candidates of their Polling Agents, if any; at the designated sites.

(xii) Provisional results may be declared by the Commission immediately after the counting of votes is completed.

(xiii) In the event of equality of votes between two or more candidates the result shall be decided on the basis of a draw conducted by the Polling Officer in the presence of candidates or their Polling Agents and a record of the result thereof shall be made.

(xiv) Having completed the counting and compilation of results, the record pertaining to the elections shall be sealed and signed by the Commission or any Officer designated by the Commission and the Secretary General and shall be handed over to the Secretary General for safe custody.

(xv) The record of elections shall be opened for inspection upon an application made in

this behalf by the candidates within 7 (seven) days of the date of the date of polling and with the approval of the Regulator.

NO CONFIDENCE MOTION

32. (i) A no confidence motion against any or all the office bearers or the entire Executive Committee may move by at least l/3rd members on their company's letterhead respectively.

(ii) The no confidence motion shall be carried by 2/3rd (two third) majority of the members present at the Extra Ordinary General Meeting.

(iii) That if the entire committee is removed by the motion the members present shall appoint a Caretaker Committee from amongst the Members of the Association to take charge of the Office and conduct fresh elections within 90 (ninety days). (Administrator provision).

(iv) There shall be no "No-Confidence Motion' against the first Executive Committee; due to the provisions of above article 27 regarding eligibility of vote.

WEBSITE

33. The Association, in accordance with the Rule 25 of the Trade Organizations Rules 2013, shall create and maintain a website at all times which shall include all relevant information such as:

a) Up-to-date list of Office Bearers with contact details, Executive Committee members, management and members of the General Body;

b) Memorandum and Articles of Association as well as bye-laws, if any;

c) Plan of Activities and statement of Vision;

d) Schedule of Executive Committee Meetings and Minutes of such meetings; and

e) Schedule of elections, voters' list and election's results during the election period as provided in these Articles above.

INDEMNITY

34. Every member of committee and any other employee of the Association shall be indemnified by the Association and it shall be the duty of the Executive Committee, out of the funds of the Association to pay all costs, losses and expenses which any such member of committee and any other employee may incur or may become liable to by reason of any contract entered into or act or thing done by him, as such office or employee of in any way in the discharge of the duties.

HUMAN RESOURCES COMMITTEE

35. There shall be a Human Resources Committee comprising of 3 (three) members of the Executive Committee of the Association, selected by the Executive Committee. It shall appoint all personnel, Including Secretary General.

MERGER

36. The Federal Government may direct any other Association(s) doing similar work to join hands with this Association; such merger shall comply with the provisions of the companies Act.

GENERAL

37. (i) No member shall have any right of inspecting any account book or document of the Association unless he gives at least 1 (one) week's advance notice in writing to the Chairman.

(ii) The language of Association will English/ Urdu, for the purpose of interpreting the meanings in the Articles of the Association. English version shall be considered authentic. The member of the Association may however, express themselves in any language.

(iii) No resolution passed by the meeting of the General Body of the Association shall be modified or otherwise altered save by simple majority of the members present.

(iv) No additions, alterations or deletions will be made in the foregoing rules and regulations unless they have been approved by the Executive Committee and supported by a majority of 2/3rd (two third) of the members present at an Extra Ordinary General Meeting and Provided; that amendments, etc. shall be made when required by the Government in Public interest.

(v) It will be obligatory upon the members of the Executive Committee to attend every meeting of the Executive Committee. In case a member falls to attend three consecutive meetings of the committee he will cease to be member of the committee and the seat shall be deemed vacant. The committee will have the power to sanction leave to any member on reasonable grounds.

(vi) The accounting year of the Association shall be closed on 30th June each year and its financial statements duly audited by Chartered Accountant as on the 30th June shall be furnished to the General Body within four months from the date of the close of every year.

38. PLAN OF ACTIVITIES AND PERFORMANCE REVIEW

1) The Association, in accordance with the Rule 23 of the Trade Organizations Rules 2013, shall prepare a three years plan of activities which shall be approved by the Executive Committee following distribution amongst its members and cover among other matters the proposed future activities, finances and outcome of such activities intended by the Association during the said three years' period.

2) The Association shall internally conduct an Annual Performance Review and have such performance review audited by external auditors based upon an inspection of all records of the Association to include but not be limited to minutes of meetings and the Association's plan of activities.

REPORTING REQUIREMENTS:-

Notwithstanding the requirements under the Companies Act, 2017, the ABCD, as per Rule 22 of Trade Organizations Rules 2013, shall annually submit by 31st December, to the Regulator:

a) annual financial statements as prepared by the Auditors and approved by the Executive Committee;

b) plan of activities for the next year as provided in Rule 23 of the Trade Organizations Rules 2013; and

c) a soft and hard copy of list of members as on November 30, in the format at Annexure-I of Schedule B of the Trade Organizations Rules 2013.

(1) AUDIT

1) Auditors shall be appointed and their duties regulated in accordance with Sections 246 to 253 of the Companies Act 2017.

2) Accounting year will close on 30th June each year. The financial statements of each zone, central office and consolidated report shall be audited by a firm of Chartered Accountants, who will be appointed as Auditor at the Annual General Meeting every year.

3) A copy of audited financial statements along with list of members as on 30th June shall be furnished by the Association to the Regulator, on or before 31st day of December every year.

ANNUAL ACCOUNTS/ ANNUAL FINANCIAL STATEMENTS

The Executive Committee Members shall as require by section 223 of the Companies Act 2017 cause to be prepared and to be laid before the Association in Annual General Meeting such financial statements duly audited and reports of the auditors and the Executive Committee as are required under the Companies Act 2017.

SECRECY

Every Executive Committee Member, Secretary General or Secretaries, Auditor, Trustee, Member of Zonal Committees, officer, employee, servant, agent, accountant, or other person employed in the business of the association shall observe strict secrecy representing all transactions of the Association, and the state of account with individuals and in matters relating thereto and shall not reveal any of the matters which may come to his knowledge in the discharge of his duties except when required so to do by the Executive Committee or the Association in general meeting or by a Court of Law, and except so far as may be necessary in order to comply with any of the provisions herein contained.

We the several persons whose names and address are subscribed are desirous of being formed in to an association in pursuance of these Articles of Association.

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S.#	Name of Subscribers	CNIC #	F. Name	CNIC #	Bussiness	Address	Signature
1	Syed Shams Ahmed Burney	42201-1933877-1	Syed Mukhtar Ahmed Burney	42201-1933377-1	Clearing & Forwarding Agent	7th Floor Room No 703 Business & Finance Centre I.I Chundrigar Road Karachi	
2	Muhammad Arshad Jamal	42301-7417024-3	M. Sharif Bhatti	42301-7417024-3	Clearing & Forwarding Agent	Bombay Plaza, Mez Floor Plot No. 11/1 G.K # 08 Bohri Road Opp New Custom House Kharadar Karachi	
3	Muhammad Hussain Ravjani	42101-0513326-9	Raza Hussain Ravjani	42101-0513326-9	Clearing & Forwarding Agent	618 A 6th Floor Finance & Trade Center I.I Chundrigar Road Karachi	
4	Ch. Sohail Sarwar	42000-6409904-5	Ch. Muhammad Sarwar	42000-6409904-5	Clearing & Forwarding Agent	2nd Floor 74 Commercial Area Calvery Ground Lahore	
5	Mahboob Ahmed	42301-0631278-5	Kaala Khan	42301-0631278-5	Clearing & Forwarding Agent	Hassan Chamber Room # 604 6th Floor Bohri Road Opp. New Custom House Kharadar Karachi	
6	Habib Uddin	42201-7237646-1	Moin ud Din	42201-7237646-1	Clearing & Forwarding Agent	Hassan Chamber Room # 507 5th Floor Bohri Road Opp. New Custom House Kharadar Karachi	

Witness to above Signature Dated the _____ day of _____ 2014

1) Name: Syed Nayyar Raza Zaidi S/o S. M Saqlain Zaidi

Signature:

2) Name: Sabir Jamil S/o Muhammad Sharif

Signature: