

# **THE SIALKOT CHAMBER OF COMMERCE & INDUSTRY**

## **MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE**

**HELD ON OCTOBER 29, 2022.**

**01.** A Meeting of the Executive Committee of the Sialkot Chamber of Commerce & Industry was held on October 29, 2022 at 12:00 hours at Sheikh Muhammad Shafi Hall of the Sialkot Chamber.

**02.** Mr. Abdul Ghafoor Malik, President of the Sialkot Chamber of Commerce & Industry presided over the meeting. He thanked the members for attending the meeting.

**03.** The proceedings of the meeting started with the recitation of the Holy Quran by Mr. Ahmed Imtiaz Khan.

**04.** The following members attended the meeting:

- Mr. Abdul Ghafoor Malik President
- Mr. Wahub Jahangir Senior Vice President
- Mr. Amer Majeed Sheikh Vice President
- Mr. Adnan Yousaf -Member-
- Mr. Afzaal Bhatti -do-
- Mr. Ahmed Imtiaz Khan -do-
- Mr. Awais Ahmed -do-
- Mr. Choudhry Jahangir Rashid -do-
- Mr. Jawad Hussain -do-
- Ms. Lubna Tubsim -do-
- Mr. Matloob Ahmed Qureshi -do-
- Mian Fiaz Ahmed -do-
- Mr. Naeem Yousaf -do-
- Mr. Peeter John -do-
- Mr. Saleem Akhtar Bhutta -do-
- Mr. Saqib Ashfaq -do-
- Mr. Zain Ul Abideen -do-

**05. Leave of Absence**

- Mrs. Gulzaib Waqas Awan -Member-
- Mian Imran Akbar -do-
- Mr. Muhammad Shahbaz -do-
- Mr. Shoaib Imtiaz -do-
- Mr. Toheed Nasir -do-

**07. Special Invitees.**

- Mr. Abdul Waheed, Chairman Departmental Committee on Accounts

**08.** The Committee offered Fateha for departed souls and passed condolence resolution on the sad demise of the following: -

- Father-in-Law of Mr. Rahat Bashir of M/s. UK Expo Int.
- Wife of Sheikh M. Shareef (Late) of M/s. Malhi Sports

<b>09. Point discussed.</b>	Approval of minutes of meeting of the Executive Committee held on September 29, 2022 and two Emergent Meetings of Executive Committee held on October 04 and 19, 2022.
<b>Approval</b>	Approved.

<b>10. Point discussed.</b>	Approval of Statement of Accounts for the month of September 2022.
<b>Discussion:</b>	
Mr. Awais Ahmed said that the amounts in the head of Entertainment & Function had increased. Secondly, the advances given to suppliers had not been cleared by getting bills on completion of assignment.	
Mr. Abdul Waheed, Chairman Departmental Committee on Accounts replied that the expenses in the entertainment and function were increased due to elections and visits of delegations in the last month. Secondly, as concerned to advances to supplier, it would be cleared till the next meeting.	
Mr. Saleem Akhar Bhutta requested for sharing the detail of expenditure heads which had increased so that it might be controlled.	
Mr. Tariq Mahmood Malik, Secretary General replied that the information could be gotten from Accounts Officer after the meeting.	
Mr. Saleem Akhtar Bhutta said that as concerned to advances to the suppliers, a mechanism might be developed, to clear the bill at the time of dealing or purchase because the bills were received & cleared after two or three months on completion of work.	
The President replied that it was not possible but it could be tried to process the payment cases quickly.	
<b>Participants</b>	The President, Mr. Abdul Waheed, Mr. Saleem Akhtar Bhutta and Mr. Tariq Mahmood Malik.
<b>Approval</b>	Approved

<b>11. Point discussed.</b>	Approval of Report of Awareness Session on "Export Facilitation Scheme 2021" held on September 26, 2022.
<b>Approval</b>	Approved

<b>12. Point discussed.</b>	Approval of Report of meeting with High Commissioner of Nigeria held on October 06, 2022.
<b>Discussion:</b>	
Mr. Ahmed Imtiaz Ahmed Khan asked about the agenda of the meeting.	
The President replied that the agenda of the meeting with High Commissioner of Nigeria was to meet the Office Bearers of this Chamber to discuss bilateral trade. The High Commissioner also visited some factories during the visit to Sialkot.	
<b>Participants</b>	The President and Mr. Imtiaz Ahmed Khan.
<b>Approval</b>	Approved

<b>13. Point discussed.</b>	Approval of minutes of Meeting with Chief Commissioner Inland Revenue, RTO Sialkot, held on October 19, 2022.
<b>Discussion:</b>	
Mr. Saleem Akhtar Bhutta requested to brief the minutes of meeting.	
The President shared that Ms. Syeda Noreen Zahra, Chief Commissioner Inland	

Revenue, Sialkot visited on the invitation of this Chamber. Ch. Ahmed Zulfiqar Hayat, the Chairman of the Departmental Committee was also present in the meeting. Following issues of the business community relating to Tax Department were discussed in detail:-

- i) Clearance of Outstanding Income Tax and Sales Tax refunds. It was emphasized to take measures to clear back log of pending Income Tax and Sales Tax refund cases of Sialkot.
- ii) Allocation of staff for processing of Appeal Affect and Deferred Refund Cases. It was emphasized that Regional Tax Office should expedite processing of Deferred Cases by devising appropriate strategy for speedy clearance of Sales Tax Refunds.

The President said that while referring to the issues highlighted by him, Ms. Syeda Noureen Zahra, responded as follows:-

- i) Deferred cases of Sales Tax refunds above value of Rs.100,000/- would be screened out to prioritize their processing and a strategy would be worked out to expedite payments.
- ii) A team would be constituted to expedite processing of 26,000 deferred Sales Tax refunds.
- iii) A list of pending cases might be provided by the Chamber to look into the possibility of their quick processing according to their aging in the departmental lists.
- iv) A strategy to clear backlog of pending manual sales tax refunds would be worked out.

The President shared that an Email had been circulated to all members of this Chamber for the provision of data relating to deferred Sales and Income Tax Refund cases.

<b>Participants</b>	The President and Mr. Saleem Akhtar Bhutta.
<b>Approval</b>	Approved.

<b>14. Point discussed.</b>	Approval of minutes of meeting on Visit of H.E. Maria Agnes M. Cervantes, Charge d' Affaires along with economic team of Honorary Consulate of the Republic of Philippines to Pakistan held on October 20, 2022.
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**Discussion:**

Ms. Lubna Tubsim asked whether the Secretariat of this Chamber had developed a system to keep in touch for the follow-up of the points/issues discussed in the meetings with Dignitaries for fruitful results or not. She said that there should be positive results of such meetings for the Chamber as well as for members.

The President replied that definitely the Secretariat followed up of points discussed in the meetings. A letter of thanks had been written to the Charge d' Affaires. H.E. Maria Agnes had shared her business card with the participants in the meeting. Moreover, she had also offered him that any request could be sent through WhatsApp for a quick response. The Secretariat would do regular follow up on its part but it was from other side to respond or not.

Ms. Lubna Tubsim asked the President if it was possible that a delegation comprising of the members could be formed for the follow up who could visit

Consulate by making an appointment with them. The President replied positively and said that, as soon as, the situation in Islamabad improved it would be considered.	
<b>Participants</b>	The President and Ms. Lubna Tubsim.
<b>Approval</b>	Approved.
<b>15. Point discussed.</b>	Approval of Report of a session on Economic System and Social responsibilities by Mufti Tariq Masood held on October 20, 2022.
<b>Discussion:</b>	
<p>Mian Fiaz Ahmed said that in the election campaign, Mr. Yasin a member of this Chamber had claimed that a particular religious sect was being promoted in the Chamber, while people belonging to every religious sect were members of the Chamber.</p> <p>The President did not agree to the assumption and said that it was not possible to promote any person belonging to a particular sect in this Chamber. He said the person who made such claim may be asked to provide proof.</p> <p>Mr. Saleem Akhtar Bhutta said that it was an honor of this Chamber that the controller of Makkah Sharif and Key Keeper of Masjid Nabvi had visited this Chamber. The Programs of Naat Khwani were also organized and there was no such discrimination to invite Scholars in this Chamber.</p> <p>Mr. Amer Majeed Sheikh said that he had noticed that participation of members of this Chamber was lacking in the program, as compared to followers of Mufti Sahib. He said that such programs were arranged in this Chamber for its members, therefore, he suggested that Chairman should invite maximum members of this Chamber in such programs in future. The followers could listen to their Scholars in various other programs as well.</p>	
<b>Participants</b>	The President, Mr. Amer Majeed Sheikh, Mian Fiaz Ahmed and Mr. Saleem Akhtar Bhutta.
<b>Approval</b>	Approved.

<b>16. Point discussed.</b>	Approval of Report of a training session in collaboration with Trade Foresight and Pakistan Single Window (PSW) held on October 24, 2022.
<b>Approval</b>	Approved.

<b>17. Point discussed.</b>	Approval of Report on visit of Office Bearers and Executive Committee Members of Cutlery Association Wazirabad held on October 25, 2022.
<b>Approval</b>	Approved.

<b>18. Point discussed.</b>	Approval of minutes of Meeting of Departmental Committee on Membership/Bye-Laws held on October 27, 2022.
<b>Approval</b>	Approved.

**Any Other Point:**

**19.** Mr. Wahub Jahangir said that both he and Mr. Amer Majeed Sheikh had studied last Fiscal year's Accounts of this Chamber and found that there was a debit balance of 9.3 (M) which was not in the favor of organization. As per the details, an amount of PRK 7(M) on Building, PKR 5 (M) on Equipment and PKR 2.46(M) on electrical equipment were spent. The issue was to consider that how could improvement be made because the repair & maintenance expenses of the building

would be required in any case. The condition of SCCI's building was not exceptional but below average. He said that currently the Islamic Banking was followed to keep Chamber's Funds which was decided by the Executive Committee in the past. He said that if such funds were transferred in Conventional Banking for getting maximum profit, it could be in the benefit of this Chamber by creating separate account of such profit and its use could be made conditional like only for the use of building repair & maintenance and charity funds. Hence, a handsome amount would be collected. The building maintenance work was always needed and even, if major renovation of the Chamber Building would be required, an adequate fund collection would be available, hence reserve funds of the Chamber would not be disturbed. Mr. Wahub Jahangir said that he had discussed the issue with his Office Bearers who recommended to put the point in EC. Mr. Wahub said that Sialkot Chamber was an Organization like Sialkot International Airport, Air Sial, Dry Port etc., that were maintaining funds in conventional banks to avail maximum monetary benefits. He said that they had not imposed any condition on the usage of its profit but we would impose restriction on the profit from conventional bank deposit to be used on repair & maintenance of the building and charity. He requested the house for approval of this proposal.

The President said that he also had lot of reservations on it. However, it was informed that a separate head would be created for whatever the interest gained; it would not be merged, in any other head, and would be maintained in separate account. The funds collected in this head would only be used for repair & maintenance of Chamber's building and would not be used for any other purpose like food, salaries, charity etc., The President said that the Chamber building was quite old and he wished to improve it but it required lot of funds. There would be no issue to spend such funds on building repair & maintenance.

Mr. Naeem Yousaf said that he had offered prayer in the Chamber's Masjid. The noise from outside generated inside the masjid which created a disturbance while saying prayer. He said that old style aluminum windows were installed which needed to be replaced. He suggested that the members should contribute for installation of new latest style noise control windows.

The President replied that he had already started renovation work of Chamber's Masjid by paying all expenses personally. He had instructed the concerned that he would pay personally all expense of the masjid. He said that he had no objection if any other member desired to contribute. He requested to announce it. Following members announced funds for renovation of the Masjid:-

Mr. Naeem Yousaf	PKR 100, 000/-
Mr. Matloob Ahmed Qureshi	PKR 100,000/-
Mr. Saqib Ashfaq	PKR 50,000/-
Mian Fiaz Ahmed	PKR 50,000
Mr. Jawad Hussain	PKR 50,000/-.

Mr. Afzaal Bhatti endorsed the proposal to transfer the funds in conventional banks. He also proposed that the hoardings/billboard could be installed on the building of this Chamber for advertisements and in this way, an income could be generated.

Mr. Adnan Yousaf appreciated the President to put up the point of building repair & maintenance. He said that the building work was very important factor and should be prioritized and if it would be dependent on the bank profit then its work would never be completed because profit from the banks would not be so significant. He suggested that building work should be done from regular Funds while bank profits could be kept in other heads. Secondly, the Chamber should avoid or not involve in

Charity Projects because it was not related to it. The Chamber should involve only in the business projects.

The President asked the members of their opinion on the proposal to transfer the funds in conventional banks.

**Mr. Naeem Yousaf, Mian Fiaz Ahmed and Ms. Lubna Tubsim did not agree to the proposal while rest of members presented, in the meeting responded positively, hence, the house approved the proposal of Mr. Wahub Jahangir to transfer funds to conventional banks.**

20. Mr. Raja Saqib Ashfaq invited attention of the President of separate sitting room for EC Members. He said that there should be a separate room for the Executive Committee Member, therefore, he requested the President for its arrangement.

**The President replied positively and said that it had been planned to re-model the Membership Department and he would consider to arrange seating for Executive Members at that place.**

21. Ms. Lubna Tabsum suggested that Video Conference facility of the Executive Committee Meetings should also be provided so that the members who were absent or on leave could join. Secondly, she reminded the request to President for exhibition in the Hall. which had been made by Dr. Maryam in a meeting with him.

**The President replied that the request for the arrangement of exhibition was in his notice. He assured that the exhibition would be arranged in spring, most probably at the end of January or February.**

22. Mr. Naeem Yousaf requested that a new camera should be purchased, as the current camera's image output was not good.

The President replied that it was in his information; the main issue was that the Chamber had not appointed any photographer. New appointments were being made in the Chamber by giving advertised after which this issue would be settled. He also shared that the camera's motor and flash were not working properly which had been replaced but he desired to purchase a new high resolution camera including video function. The cost of such camera was PKR 470,000/- approx.

**The house unanimously approved to purchase a new camera with cost of PKR 470,000/- approx.**

23. The President requested the house for approval of Building Repair & Maintenance and re-model of Membership Department.

**The house unanimously approved to start necessary Building Repair & Maintenance and re-modelling of Membership Department.**

Mr. Naeem Yousaf requested that first of all Executive Chairs of Sh. Shafi Hall should be changed.

The President replied that sample Chair had been made and final decision would be taken after consultation to change the Chairs.

24. Mr. Wahab Jahangir said that he along with Office Bearers visited the building and noticed lot of unusable old items, placed in the store, which had only occupied space. He requested the house for the approval to sell or dispose of the goods.

**The house unanimously approved the request.**

**25.** Mr. Saleem Akhtar Butta requested that the Carpet of President's Office should be changed in reply to which the President said that it would be changed.

**26.** Mr. Adnan Yousaf proposed that the names of Executive Committee Members in attendance list should be in an alphabetic order.

The Secretary General replied that the attendance list was maintained according to seniority basis.

**The house discussed in detail and unanimously approved the proposal of Mr. Adnan Yousaf.**

**27.** Mr. Amer Majeed Sheikh said that a request had been received for purchase of 18 new racks to keep membership files. Quotations of different vendors had been received. The cost of a rack is PKR 35000/- approx, hence the total costs would be around Rs. 630,000/- which required approval from the house.

Mr. Wahub Jahangir said that, as earlier shared by him, during visit of building, it had been noticed that number of members files were lying on the floor due to not having enough space, therefore, it had been requested to purchase new racks.

**The house unanimously approved the request of PKR 630,000/-, for purchase of Membership Racks.**

**28.** Mr. Jawad Hussain complaint that sub-standard crockery was placed during the lunch with German Embassy delegation. He requested to change crockery with new one.

The President replied that new crockery had already been purchased.

**29.** Mr. Ahmed Imtiaz Khan suggested that the members should get permission from the Chair to ask the questions to dignitaries like Ambassadors etc., during meetings with them or submit their questions to the President.

The President appreciated the point and shared that the Bulgarian Ambassador had planned the visit of this Chamber during the next month. He suggested that the members should not repeat the questions which had already been mentioned in the Address of Welcome because it created a bad impression.

Mr. Jawad Hussain said that he desired to ask an important question from German Ambassador about change of policy to initiate Appointments of frequent travelers to submit their visa applications in German Embassy which was not the case before Covid., but he did not ask due to the reason that members had already asked number of questions. Mr. Jawad Hussain Hussain requested the President to take up the issue with the German Embassy, at the time of meeting with the Embassy officials.

Mr. Naeem Yousaf proposed that the members should share their questions in writing or verbally share with the Chair before the meeting, so that the Chairman or any nominated members could ask the question one time.

The President agreed with the proposal of Mr. Naeem Yousaf.

**30.** Mr. Amer Majeed Sheikh said that an application for the loan of PKR 150,000/- of Mr. Bilal, Naib Qasid had been received. He shared that Mr. Bilal was not entitled as

per the Human Resource Policy but with the approval of house, an amount of PKR 75,000/- could be arranged from Charity Funds or Emergency Funds.

**After thorough discussion the house unanimously approved to give Rs. 75,000/- to Mr. Bilal from Charity Funds.**

Mr. Naeem Yousaf said that the SVP had informed that there was a deficit balance of 9.3 (M) of last fiscal year. He said that definitely the applications were put up in the meeting by following the process and the house approved. But being the custodian of the house, it was the responsibility of the Office Bearers was to keep overall check and balance of the accounts to avoid the deficit balance.,

Mr. Amer Majeed Sheikh agreed but said that the staff of any organization were their assets that had to be obliged.

**31.** Mr. Amer Majeed Sheikh said that an application of Mr. Abdul Rauf, Deputy Secretary Publication for the loan of Rs. 1.8 (M) had been received. His gratuity was Rs. 1127680/- and he was serving in this Chamber from the last 23 years. He would return Rs. 20,000/- per month from salary.

The President said that Mr. Abdul Rauf had started the construction work of his house but due to shortage of funds, he could not complete the work. He said that if the house did not approve the application, he would not be able to complete his construction work which would be a loss to him, therefore, the President requested the house for approval.

Mr. Saleem Akhtar Bhutta said that Mr. Abdul Rauf had been requesting from the last 2 months.

**The house unanimously approved the application of Mr. Abdul Rauf of loan of Rs. 1.8 million with the deduction of PKR 20,000/- from his salary.**

**32.** Mr. Amer Majeed Sheikh said that an application for reimbursement of medical bill of Rs. 65,000/- of wife of Mr. Rab Nawaz of cesarean operation had been received. As per the Human Resource Policy he was entitled and the bill could be approved.

Mr. Awais Ahmed said that in the last EC Meeting it had been recommended that facility of Health Cards for such medical treatments should be availed.

The President replied that health card facility was being provided in many hospitals but was very difficult to avail in Sialkot.

**The house unanimously approved to reimburse medical bill of Rs. 65,000/- to Mr. Rab Nawaz.**

Mr. Raja Saqib Ashfaq asked that if it was possible to send such applications to EC members two or three days before the meeting, so that they get any clarification, if required.

The President replied that usually the applications were received a day or two before the meeting and if any application was received week earlier that would be forwarded. He further said that applications were approved on basis of the Human Resource Policy or obliged as per the Service Period as done in the companies.

The Meeting ended with a vote of thanks to the Chair.

**Minutes approved by the President, Sialkot Chamber of Commerce & Industry.**