

THE SIALKOT CHAMBER OF COMMERCE & INDUSTRY
MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE
HELD ON FEBRUARY 26, 2024

01. A Meeting of the Executive Committee of the Sialkot Chamber of Commerce & Industry was held on February 26, 2024 at 11:30 am 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 Mian Fiaz Ahmed.

04. The following members attended the meeting:

- Mr. Abdul Ghafoor Malik President
- Mr. Amer Majeed Sheikh Vice President
- Mr. Adnan Yousaf -Member-
- Mr. Awais Ahmed -do-
- Ms. Lubna Tubsim -do-
- Mr. Matloob Ahmed Qureshi -do-
- Mian Fiaz Ahmed -do-
- Mr. Naeem Yousaf -do-
- Mr. Saleem Akhtar Bhutta -do-
- Mr. Saqib Ashfaq -do-
- Mr. Toheed Nasir -do-

05. Leave of Absence

- Mr. Wahub Jahangir Senior Vice President
- Mr. Afzaal Bhatti -Member-
- Mr. Ahmed Imtiaz Khan -do-
- Mr. Choudhry Jahangir Rashid -do-
- Mr. Jawad Hussain -do-
- Mr. Muhammad Shahbaz -do-
- Mr. Peeter John -do-
- Mr. Shoaib Imtiaz -do-
- Mr. Zain Ul Abideen -do-

06. Members who could not attend the meeting

- Mrs. Gulzaib Waqas Awan -Member-
- Mian Imran Akbar -do-

07. Special Invitees

- Mr. Qaiser Baig, Chairman Departmental Committee on Fairs & Exhibitions.
- Mr. Asif Ali, Chairman Departmental Committee on Sports Activities
- Sheikh Zahid Hameed, Chairman Departmental Committee on Cantonment
- Mr. Fizan Akbar, Chairman Departmental Committee on SME

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

- Mirza M. Akram, Chairman of M/s. Tinopal Surgical
- Mr. Asher Elahi, Former Executive Committee Member
- Wife of Seth Ahmed Ali of M/s. Surgeon Surgical
- Khawaja Ghulam Mustafa of M/s. Khawaja Mir & Company.

09.	Point discussed.	Approval of minutes of meeting of the Executive Committee held on January 30, 2024.
	Approval	Approved.

10. Point discussed.	Approval of Statement of Accounts for the month of January 2024.
Approval	Approved.

11. Point discussed.	Approval of minutes of meeting of the Departmental Committee on SME/Training held on January 29, 2024.
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Discussion:

Mr. Amir Majeed Sheikh said that all the seats of hall were filled with participants due to which many members attended the seminar by standing outside the door.

Mr. Naeem Yousaf said that it was a very good practice to conduct the Training Seminars of SMEs. He expressed his concern about behavior of SMEs to deal with the customers during their foreign visits especially on the Exhibitions, which caused insult for the country, as well as industry. He asked whether the training session about behaving with customers had also been conducted or not.

The Secretary General informed that a training session on "Dress Code" had been held.

Mr. Amir Majeed Sheikh said that even some members who had been traveling for a long time to visit the Exhibitions behaved improperly so what could be done to about this issue. He was of the view that educated members could not misbehave.

Miss Lubna Tubsim agreed with the point of view of Mr. Naeem Yousaf. She said that Mr. Fizan Akbar was working and holding training sessions of Young Entrepreneurs/SMEs. She suggested that he should include a topic "Business Ethics/Behavior" in his training sessions for the young entrepreneurs.

Mr. Amer Majeed Sheikh agreed and requested Mr. Fizan Akbar to add this topic in his training session and also allocate some time in every session on this topic.

Mr. Naeem Yousaf suggested that a brochure could also be printed on this topic to be given to new members after obtaining membership.

Mr. Adnan Yousaf agreed with Mr. Naeem Yousaf and said that it created a bad impression.

Miss Lubna Tubsim also requested Mr. Fizan Akbar to hold a training session for Young Entrepreneurs.

Mr. Saleem Akhtar Bhutta said that he had told the house that Mr. Faizan Akbar in every session guided about dealing with the customers.

Participants	Mr. Amer Majeed Sheikh, Mr. Adnan Yousaf, Mr. Naeem Yousaf, Mr. Saleem Akhtar Bhutta, Miss Lubna Tubsim and the Secretary General.
Approval	Approved.

12. Point discussed.	Approval of minutes of meeting of the Joint Meeting SME and Event Management held on February 22, 2024.
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Approval	Approved.
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13. Point discussed.	Approval of minutes of meeting of the Departmental Committee on Sports Activities held on February 07, 2024.
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Discussion:

Mr. Asif Ali thanked the President to appoint him Chairman of the Committee. He said that the details of the events that had been organized or planned to be organized were mentioned in the minutes. The members could enquire about the events.

Mr. Adnan Yousaf asked about the next event planned to be organized.

Mr. Asif Ali replied as mentioned below:

- A Cricket Match would be played on March 01, 2024 with Leyton Lions CC (UK).
- A cricket match between SCCI Team and London Cricketers under floodlights on

Sunday April 21, 2024 would be played. The London Cricketers would also visit Lahore and Islamabad Chambers to play matches with their cricket teams as well.

- It had also been planned to play a cricket match with British High Commission at Islamabad or invite them in Sialkot, after Ramzan.

Mr. Asif Ali said that the Executive Committee Members who desired to play match as team player should send their consent.

The President said that Mr. Faisal Manzoor had requested to hold a cricket Match between SCCI and University of Sialkot Teams. The President requested Mr. Asif Ali to coordinate with Mr. Faisal Manzoor and arrange match after March 07, 2024 on any Sunday.

Mr. Asif Ali replied that Ramzan would come after March 07, so the event would be held immediately after Ramadan.

Mr. Amer Majeed Sheikh said that Sialkot Bar Association had also offered to play a cricket match with SCCI Team. Mr. Amer requested the house to approve to play match with Sialkot Tax Bar. The date of match would be finalized accordingly.

Mr. Asif Ali said that the match with Sialkot Bar Association could be organized in Ramazan under floodlights.

Mr. Saleem Akhtar Bhutta asked about the criteria of selection of Cricket Team and arrangement of Players Kits.

Mr. Asif Ali replied that the Executive Members had been requested to give their consent about playing in the match and if required the Sports Committee and Former Executive Committee Members could be asked to play if they wished.

Mr. Amer Majeed Sheikh requested the member to own the commitment they made to play match as players, otherwise it created an embarrassment to go to the ground, if the team players were not complete.

Mr. Naeem Yousaf suggested that proper SCCI Cricket team should be formed with reserved players to avoid such problems.

Mr. Adnan Yousuf said that the player's uniform kits had to be made for every match which was an expense. He suggested that the kit should be taken back from the players after playing the match to avoid this expense.

Mr. Asif Ali replied that it was not feasible to get back the kits from players. He said that the player's kits could be sponsored from companies by attaching their logos.

After thorough discussion the house unanimously approved to play matches with University of Sialkot and Sialkot Bar Association.

Participants	The President, Mr. Amer Majeed Sheikh, Mr. Asif Ali, Mr. Naeem Yousaf, Mr. Adnan Yousaf and Mr. Saleem Akhtar Butta.
Approval	Approved.

14. Point discussed.	Approval of minutes of meeting of the Departmental Committee on Young Entrepreneurs held on February 02, 2024.
Approval	Approved.

15. Point discussed.	Approval of minutes of two meetings of the Departmental Committee on Fairs and Exhibitions/Delegations held on February 03, 2024 and February 16, 2024.
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Discussion:

The President asked The Chairman Committee on Fairs and Exhibitions/Delegations to brief the house about the Minutes of the Meetings.

Mr. Qaiser Baig, Chairman, Departmental Committee of the Committee shared that the First Trade Development Authority of Pakistan (TDAP) sponsored Trade Delegation to the United Kingdom (UK) had arrived in UK on February 25th, 2024. He said that the Delegates were given facilitation at both Sialkot and London Airports, with easy access through Customs and Immigration. He further informed that the Delegates from 1st Phase of SCCI

Trade Delegation to Australia, had applied their Visas and as per the schedule shared by the Consulate of Pakistan in Australia, the arrival date at Sydney was 19th March 2024. Mr. Baig also shared that TDAP sponsored Trade Delegation to USA, had been announced and last date for submission of applications was 27th February 2024.

Mr. Adnan Yousaf, Executive Committee member inquired about the Appointment facilitation to selected Delegates for USA Delegation by SCCI, as the appointment que was one year or more.

Mr. Qaiser Baig, Chairman replied that on instructions of the TDAP, applications with Valid US Visa were sought, as the Delegation was planned to be sent during May 2024.

Mr. Saqib Ashfaq asked about the date of SCCI Self Finance Trade Delegation to Japan.

Mr. Qaiser Baig replied that the Commercial Counsellor was expected to assume charge during the month of March 2024, and, as soon as, the officer assumed charge, the schedule of meeting would be shared for execution of Delegation.

Mr. Saleem Bhutta inquired about the seat(s) of Newcomers/SMEs in the Trade Delegations.

Mr. Qaiser Baig replied that in every Trade Delegation either Self-Financed or TDAP sponsored, equal chance was given to SME sector and Newcomers. The Chairman Committee shared that schedule of meetings of Trade Delegation to UK were shared with the Delegates, during the pre-departure meeting. He mentioned that a few companies at the last moment withdrew, including Motoway Industries, Gold Panel, Riders Trend and ZMK Industries. He mentioned that an Undertaking and Demand Draft as guarantee should be taken from the Delegates, to ensure their participation. He added that relaxation on emergent/solid reasons can be given to withdrawing delegate(s). Mr. Baig mentioned that due to withdrawal of the Delegates concern was raised by the Pakistani High Commission UK. He sought approval from the house over sending souvenirs and gifts with the Delegates to dignitaries they would be meeting during the visit.

Mr. Naeem Yousaf inquired whether the delegates had informed SCCI verbally or in writing about the withdrawal from the delegation.

Mr. Qaiser Baig replied that the applicants had communicated SCCI in writing.

Mr. Naeem Yousaf suggested to ban those delegates for at least 3–4 years in order to ensure compliance to the set SOPs for participation in SCCI Delegations. He strongly recommended that demand draft amounting to PKR 1-2 lac /- in favor of Sialkot Chamber of Commerce & Industry should be submitted by the delegate as security.

The President asked suggestions from the house, in this regard.

Mr. Adnan Yousaf suggested to set a mechanism of withdrawal from the delegation and keep other applicants stand by to add them as delegate at the eleventh hour. He inquired about the refund of participation/selection fee of the delegation.

Mr. Qaiser Baig said that after the withdrawal, the delegates were added upon the personal requests. He mentioned that TDAP had approved the subsidy of 13 delegates upon the request of SCCI and maximum should be benefited from the subsidized delegation. He shared that both fees are not refundable.

Mr. Naeem Yousaf informed that it had been shared that the delegates withdrawn due to the financial constraint as they assumed that 100% subsidy was given to the delegates.

Mr. Amer Majeed Sheikh suggested to ban those delegates for, at least, one year and Demand Draft amounting to PKR 50,000/- in favor of Sialkot Chamber of Commerce & Industry should be submitted by the delegate, as security, which would be considered as penalty.

Mr. Qaiser Baig shared that Pakistan High Commission London extended all the facilitation in execution of the delegation and subsidized hotel rates were provided to all the delegates. However, after the withdrawal of the delegates', multiple revised lists were

shared with the High Commission which resulted in ambiguity. He added that the High Commission inquired about the frequent withdrawal of the delegates and instructed the Chamber to share one comprehensive list to manage the hotel reservation accordingly.

Miss Lubna Tubsim inquired about the instructions to be given to the delegates in predeparture meeting of the delegation.

Mr. Qaiser Baig informed that all the instructions and plan of schedule had already been provided to all the delegates in predeparture meeting(s).

The President said that one of the Delegates after withdrawal, asked for rejoining, and then again withdraw with an excuse that no productive meetings were arranged. He further mentioned that one Executive Member was also accommodated in the UK Delegation, wherein Vice President withdraw from his seat to facilitate him.

Mr. Qaiser Baig shared the activities of February 27, 2024 of the delegation to UK with the house.

After thorough discussion and deliberation it was decided that Rs. 100,000/- as Security would be taken in favor of "Sialkot Chamber of Commerce and Industry" from the delegates and ban of One year to participate in future delegations would be imposed to the delegates who withdrew from the Delegation without solid reason.

Participants	The President, Mr. Amer Majeed Sheikh, Mr. Naeem Yousaf, Mr. Adnan Yousaf, Mr. Saleem Akhtar Butta, Miss Lubna Tubsim and Mr. Qaiser Baig.
Approval	Approved.

16. Point discussed.	Approval of minutes of meeting of the Departmental Committee on Garrison HQs/Cantonment Board Affairs held on Feb 21, 2024.
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Discussion:

Sheikh Zahid Hameed said that meeting was convened to discuss and get suggestions to be forwarded to the Cantonment Board Sialkot on advertisement issued by them for the modification of building By-laws. He said that the representatives of CBS also attended the meeting by the order of CEO. The Committee recommended the following: -

- Division of the 600-yard plot in Cantonment MEO Land Sialkot into two portions to accommodate the construction of family homes due to the current high prices of Cantonment land.
- The need to secure permission from neighbors for basement construction, despite the prior approval of the map, was recommended to be abolished.
- Update the tracking system to submit complaints online.
- The public faced lot of issues to submit their applications at the MEO Office in Gujranwala, therefore, the Committee recommended to request the CEO to nominate their staff to visit, once in a month, at Cantonment Board Sialkot to collect and resolve the issues regarding their office at Sialkot instead of Gujranwala.

Sheikh Zahid Hameed said that after thorough discussion the Committee decided that a letter of recommendations/suggestions would be written to the CEO and Higher Authorities of the Cantonment Board regarding the change in By-Laws after further discussion of the Chairman Committee with some senior members.

Ms. Lubna Tubsim said that a detailed discussion was held in the meeting on the advertisement for the modification of building By-laws but was not noted in the minutes accordingly. She said that lot of recommendations were given by the members and even she had also given recommendations but were not noted, in detail, in the minutes. She requested the Chairman to study the minutes because the same discussion was not noted in the minutes. Miss Lubna Tubsim said that the point of We- Exhibit was also discussed in the meeting by members. The Committee acknowledged the efforts done by Sheikh Zahid Hameed in the arrangements of We-Exhibit. She requested that discussions held in the meeting should be noted accordingly.

Sheikh Zahid Hameed said that the committee meeting lasted for two hours and if all the details were mentioned in the minutes, the minutes became very long, so it was decided to mention all points related to the issue in the letter that would be written to CEO.

The President requested Sheikh Zahid Hameed to advise his Secretary to prepare letter today for signature. He also asked Sheikh Zahid Hameed about any positive response, as requested to the GOC regrading We-exhibit.

Sheikh Zahid Hameed replied that Col. Staff especially Col. Nasir who was authorized to deal commercial activities of the Cantonment Area cooperated very much and waived off all the extra charges. The Station Commander and GOC also cooperated very much.

The President requested to inform about the extra charges like fee of PKR 300,000/- @ per day.

Sheikh Zahid Hameed replied that fee had been waived off.

Participants	The President, Sheikh Zahid Hameed and Miss Lubna Tubsim.
Approval	Approved

17. Point discussed.	Approval of minutes of meeting of the Departmental Committee on Beauty Instruments/Personal Care Industry held on February 14, 2024.
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Discussion:

Mr. Saqib Ashfaq said that it was an introductory meeting wherein the challenges faced by the members of the Beauty Instruments Industry were discussed. Next, a joint meeting of the Committee with Departmental Committee on Fairs & Exhibitions would be scheduled at the earliest to follow up on the issues faced by the members.

Participants	Mr. Saqib Ashfaq
Approval	Approved.

18. Point discussed.	Approval of Report on an awareness session by the Pakistan Stock Exchange Limited held on February 14, 2024.
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Approval	Approved.
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19. Point discussed.	Approval of Report of Seminar on Empowering Mothers for Future Generations held on February 15, 2024.
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Approval	Approved.
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20. Point discussed.	Approval of Minutes of Meeting with His Excellency Dr. Rudiger Lotz, Consul General, German Consulate Karachi held on February 19, 2024.
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Approval	Approved.
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21. Point discussed.	Approval of minutes of meeting of the Departmental Committee on Women Entrepreneurs held on February 21, 2024.
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Approval	Approved.
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22. Point discussed.	Approval of minutes of meeting of the Departmental Committee on Human Resources held on February 24, 2024.
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Discussion:

Mr. Naeem Yousaf said that special fuel allowance was approved by the Committee at agenda item No. 4 Point No. 1 of the minutes. He asked whether the practice of special fuel allowance was already in the Chamber or it was a single case.

The President replied that the Special Fuel Allowance was also given to other female staff as well.

Participants	The President and Mr. Naeem Yousaf.
Approval	Approved.

23 Point discussed.	Approval of minutes of meeting of the Departmental Committee on Membership/Bye-Laws held on February 24, 2024.
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Approval	Approved.
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Any Other Point:

24. Miss Lubna Tubsim said that Sialkot Chamber's social media pages needed to be improved as its rating was low. She suggested that a professional should be hired who handle it properly. She also requested that a delegation comprising of the Executive Committee Members should be sent to other Department, as a study tour.

Mr. Adnan Yousaf said that Mr. Amer Majeed Sheikh had committed to arrange the visit of Executive Committee Members.

The President said that a visit of Parliament and Kartarpur would be arranged on August 14, 2024.

The Secretary General said that a self-finance delegation comprising of EC Members to Vietnam had already been approved.

The President said that the Vietnamese Ambassador met him at the Function of the Japanese Embassy but he did not recognize him, therefore he showed him visiting card and talked about the delegation to Vietnam, as he had committed during the visit to Sialkot Chamber. It was informed to him that an official request on Chamber's Letterhead had been sent to him for the delegation. The Ambassador used lame excuses and requested to send him Email again, so that he could make arrangements accordingly. The Email had been sent again. The President said that he had observed that very few of the delegations that visit the Sialkot Chamber honor their commitments. He also informed the house that he had assigned the duty to Mr. Muhammad Sarfraz Butt to meet with some of the Ambassadors but he was apprehensive about his success. He said that a Committee had been formed, in this regard, and would try to facilitate the members especially in visa issues.

25. Mr. Amer Majeed Sheikh said that an application for reimbursement of medical bill of Rs. 22,000/- of Mr. Abdul Rauf had been received which required approval from the house. He said that as per the Human Resource Policy it could be approved.

The house unanimously approved the medical bill of Mr. Abdul Rauf of Rs. 22,000/-.

26. Mr. Amer Majeed Sheikh said that an application for reimbursement of medical bill of Rs. 64,101/- for Pneumonia of daughter of Mr. Umair Nisar had been received which required approval from the house. He said that as per the Human Resource Policy it could be approved.

The house unanimously approved the medical bill of daughter of Mr. Umair Nisar of Rs. 64,101/-

27. Mr. Amer Majeed Sheikh said that application for reimbursement of medical bill of Rs. 78891/- Cancerous Cyst of wife of Mr. Muhammad Yousaf Butt, Assistant Record had been received which required approval from the house. He said that as per the Human Resource Policy it could be approved.

The house unanimously approved the medical bill of wife of Mr. Muhammad Yousaf Butt of Rs. 78891/-.

28. The President said that a Business Facilitation Center had become operational in Sialkot, therefore, a Committee needed to be formed in this Chamber like other Departmental/Project Committees to look into the affairs related to it. The President requested Mr. Umair Nisar to brief, in this regard.

Mr. Umair Nisar said that the Government of Punjab had setup Business Facilitation Center on the request of this Chamber which was fully functional. As per the working procedure of this Chamber, a Project Committee was required for continuity of the project, therefore, a Project Committee on Business Facilitation Center needed to be formed. The Chairman of BFC Committee would be the sitting President of this Chamber while its members would be the Chairmen of all Associations.

The house unanimously approved to form a Project Committee on Business Facilitation Center, as proposed.

29. Mr. Naeem Yousaf said that according to the notice of the meeting, a long list of members including Chairmen of Trade Bodies were invited but very few people attended the meeting. He asked about the reason that the members did not attend the meeting. He said that there was a need to analyze it.

The President said that he had already noticed about it and requested the members directly to attend the meeting. He had even discussed with the leadership about the absence of

invitees in the meetings. The President said that when Trade Bodies of Sialkot came to know about the visit of Ambassadors in Sialkot, they themselves tried to arrange visit of the Ambassadors to their Associations, before or after the Chamber, and even some Executive Committee Members who were part of trade bodies also tried to get the members to them.

Mr. Naeem Yousaf said that the meetings with the Ambassadors of developing countries like Nepal etc., wherein the members did not come, those meetings should be held in the President's room instead in the Main Hall, because such things were also highlighted on social media which created negative impact.

Mr. Naeem Yousaf asked whether telephone calls were made to the members after circulating the meeting notices or not.

The President replied that telephonic calls and WhatsApp messages were sent to members to attend the meetings and even for some important meetings, the Vice President or he himself made calls. He said that during the visit of German Ambassador, the Vice President called the Members and he himself called some Presidents and Chairmen.

Mr. Adnan Yousaf said that Associations in Sialkot considered themselves equal or above to the Chamber.

The President replied that it was their thinking. He suggested the members to form a delegation to meet the leadership to discuss the issues.

Mr. Adnan Yousaf agreed with the President.

Ms. Lubna Tubsim said that many members with whom she attended meetings did not even know that they were Executive Members. She also requested the President that during the meetings with foreign delegation in this Chamber, a formal introduction should be made of the Executive Members who were present in the meetings.

30. Mr. Amer Majeed Sheikh said that an application for the loan of Rs. 300,000/- with the deduction of PRK 10000/- per month from salary of Mr. Salman Qaiser Mahmood, Deputy Secretary R&D had been received. His gratuity entitlement was Rs. 426940/-.

The President inquired about the entitlement remarks of Mr. Jamshed Murtaza Badar to avail loan.

Mr. Azhar Iqbal Darr replied that an amount of Rs. 193470/- could be approved as per the remarks.

The President suggested that loan should be approved as per the noting of Mr. Jamshed Murtaza Badar.

The house discussed the application, in detail, and after thorough discussion, the house unanimously approved PKR 193470/- loan with the deduction of Rs. 10000/- per month from salary.

31. Mr. Amer Majeed Sheikh said that an application for the loan of Rs. 700,000/- of Hafiz Muhammad Younis, Khateeb Masjid SCCI had been received. He required the said amount for construction of his house. He was entitled to avail the loan of Rs. 439,640/-.

The house discussed the application, in detail, and after thorough discussion, the house unanimously approved Rs. 439,640/- /- loan with the deduction of Rs. 10000/- per month from salary.

The President instructed Mr. Azhar Iqbal Darr that remarks of Mr. Amer Rashid Wyne, Accounts Officer should also be mentioned on loan applications.

Mr. Azhar Iqbal Darr explained that remarks of Mr. Amer Rashid Wyne were already mentioned on the applications.

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

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