

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

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

**HELD ON NOVEMBER 30, 2023**

**01.** A Meeting of the Executive Committee of the Sialkot Chamber of Commerce & Industry was held on November 30, 2023 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. Awais Ahmed.

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

- |                             |                |
|-----------------------------|----------------|
| • Mr. Abdul Ghafoor Malik   | President      |
| • Mr. Amer Majeed Sheikh    | Vice President |
| • Mr. Awais Ahmed           | -do-           |
| • Mr. Matloob Ahmed Qureshi | -do-           |
| • Mian Fiaz Ahmed           | -do-           |
| • Mr. Muhammad Shahbaz      | -do-           |
| • Mr. Naeem Yousaf          | -do-           |
| • Mr. Saleem Akhtar Bhutta  | -do-           |
| • Mr. Zain Ul Abideen       | -do-           |

**05. Leave of Absence**

- |                                |                       |
|--------------------------------|-----------------------|
| • Mr. Wahub Jahangir           | Senior Vice President |
| • Mr. Adnan Yousaf             | -Member-              |
| • Mr. Afzaal Bhatti            | -do-                  |
| • Mr. Ahmed Imtiaz Khan        | -do-                  |
| • Mr. Choudhry Jahangir Rashid | -do-                  |
| • Mr. Jawad Hussain            | -do-                  |
| • Mian Imran Akbar             | -do-                  |
| • Mr. Peeter John              | -do-                  |
| • Mr. Toheed Nasir             | -do-                  |

**06. Members who could not attend the meeting.**

- |                           |          |
|---------------------------|----------|
| • Mrs. Gulzaib Waqas Awan | -Member- |
| • Ms. Lubna Tubsim        | -do-     |
| • Mr. Saqib Ashfaq        | -do-     |
| • Mr. Shoaib Imtiaz       | -do-     |

**07. Special Invitees**

- Mr. Qaiser Baig, Chairman Departmental Committee on Fair & Exhibition.

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

- Prof. M. Javaid Akhtar of M/s. M.A. Asar & Company
- Mother in Law of Haji Abdul Hameed Ch. Of M/s. Euro Intl
- Mr. Khalid Mahmood Jalandhari, Elder Brother of Mr. Ijaz Ahmed of M/s. Khalid Overseas.
- Malik Amil Hussain, Elder Brother of Mr. Jawad Hussain Malik, EC Member.

<b>08. Point discussed.</b>	Approval of minutes of meeting of the Executive Committee held on October 30, 2023, and an emergent meeting of the Executive Committee held on November 08, 2023.
<b>Approval</b>	Approved.

<b>09. Point discussed.</b>	Approval of Statement of Accounts for the month of September 2023.
<b>Discussion:</b>	
<p>Mr. Awais Ahmed referring to the previous meeting said that he had inquired about staff benefits, Solar System, Office Expenses, 2 Months Salaries donated to two Martyrs and entertainment in that meeting. On the question of Office Expenses, the President suggested to form a Purchase Committee on which he (Mr. Awais) had replied that it was the duty of the Vice President to look into it. In addition, he jokingly said that Mr. Amer was habitual smoker which had been mentioned in the minutes. Mr. Awais regretted that he should not have used such words even as a joke, as well. He apologized to Mr. Amer Majeed Sheikh and also requested that his statement should not be made part of minutes.</p> <p>Mr. Awais Ahmed added that as concerned to the Office Expense, the President, in an Emergent Executive Committee Meeting had shared that the issue had been thrashed about and found that major expenses were incurred on use of Coffee Machine hence it had been discontinued. The members considered him responsible about it which he regretted very much. He added that every member had the right to ask the question for his clarification about the expenses or any other point relating to meeting. He did not have any intention to stop any service for which he was being made responsible.</p> <p>Mr. Amer Majeed Sheikh thanked Mr. Awais Ahmed for his apology and also informed the house that Mr. Awais Ahmed had already explained about it that he had no such intention to blame anybody. Mr. Amer requested the Secretariat to remove the statements from Minutes as requested by Mr. Awais Ahmed. Mr. Amer added that any EC Members could ask the question about</p>	

the expenses because it was their right. He informed that the expenses in the month of September were increased due to extra purchasing for elections. There were fifty employees of this Chamber who got tea twice a day and expense could be evaluated by checking it. Mr. Amer informed that he had made measures to control the expenses like getting special discount on the rate of drinking water bottle from 33 to 19 and made receipted purchase from Imtiaz or Chase Departmental Stores on wholesale. The effect of control of Office Expense would be visible in next month's account statement.

Mr. Awais Ahmed said that he had not asked to stop the service of Coffee or Biscuits in this Chamber. Mr. Amer Majeed Sheikh replied that there was no such statement mentioned in the minutes.

The Committee decided to expunge the remarks of Mr. Awais Ahmed from the minutes.

Mr. Naeem Yousaf requested to restore the Coffee etc., services for members. He inquired about the expenses occurred on Annual General Meeting and Shields. Secondly, he asked about the performance of Solar System because the electricity bill was very high.

Mr. Amer Majeed Sheikh replied that the Solar System was not producing the electricity according to the installed capacity, therefore, a meeting was held with the concerned company. By visiting the site, it was revealed that company had done improper designing & direction of solar plates, hence, the President instructed the company to redesign and re-install the plates by giving deadline to company of December 15, 2023. The Solar company had agreed to re-install the plates, as instructed.

The President asked the Secretary General for his views about Coffee Machine and Solar System.

The Secretary General said that the major expense in Offices incurred on Coffee Machine, hence it was discontinued. Mr. Awais Ahmed had no concern in withdrawal of the Coffee Machine. He had only raised the question of increase of office expense on which the issue was thrashed out and found that Rupees 10,000/- daily was spent on Milk & Coffee for making Coffee in Coffee Machine. The decision was made to control the expense. He added that handmade coffee was available.

The President said that Sialkot Chamber was the only the Chamber in Pakistan from which the Coffee Machine had been uninstalled on the question of EC Member.

Mr. Muhammad Shahbaz Saim requested the President to restore the Coffee Machine. He said that the Sialkot Chamber had a prestige. The blame was being made on the Executive Members that they had discontinued the coffee

machine.

The President replied that Coffee Machine had been uninstalled on the objections of the EC Members. Action would have to be taken when the members would ask thoughtless questions in the Executive Committee Meetings. He added that explanation about office expense could have been gotten from him or Secretary General personally.

Mr. Muhammad Shahbaz Saim said that question was about the daily expenses which had not been shown in last 2 years accounts.

The Secretary General said that expenditure and Income statements were mentioned in every month's account statement. He said that as explained by the President additional goods were purchased during the month of August & September due to which amount of PKR 473,000/- was shown in the accounts. However, the amount had reduced in the current month of October. The President had rightly said that if the members had any such question, it might be discussed with him for necessary clarification.

Mr. Naeem Yousaf again requested the President to restore the service of Coffee Machine.

<b>Participants</b>	The President, Mr. Amer Majeed Sheikh, Mr. Awais Ahmed, Mr. Naeem Yousaf, Mr. Muhammad Shahbaz Saim and the Secretary General.
<b>Approval</b>	Approved.

<b>10. Point discussed.</b>	<b>Approval of minutes of meeting regarding Balloting of Trade Delegation to Brazil held on Nov 23, 2023.</b>
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**Discussion:**

Mr. Qaiser Baig mentioned that balloting of Trade Delegation to Brazil was held on November 23, 2023 in the presence of the applicants. 14 Companies were selected through balloting. Mr. Amer Majeed Sheikh, Vice President would lead the delegation. Mr. Baig informed that applicants from SME sector and New Exporters were given special consideration in the delegation, as instructed by the President.

Mr. Zain ul Abideen said that he was also present in the meeting and the balloting was absolutely transparent. He said that some of the Executive Members had also submitted their applications but their names did not come out through balloting. He asked whether EC members could be given special favor to join the delegation or not.

Mr. Qaiser Baig replied that special favor was not possible.

Mr. Zain ul Abideen requested to give special favour to Executive Members and

include their name in the delegation. He gave an example and said that Mr. Ahmed Imtiaz's name was added to the UK delegation after balloting.

The President asked Mr. Qaiser Baig to explain how Ahmed Imtiaz's name was added in UK delegation after the balloting.

Mr. Qaiser Baig said that Mr. Amer Majeed Sheikh, Vice President had offered to drop his name and include Mr. Ahmed Imtiaz's, so with the approval of the Committee the name of Mr. Ahmed Imtiaz was added in UK Delegation.

Mr. Muhammad Shahbaz Saim asked that how many applications were received. He said that information about the number of delegates from different sectors was not published at the time of circulating to the members about the delegation. He suggested that numbers of delegates of each sector should be circulated for the clarity of members. He said that balloting was very fair but many applicants did not receive the call.

Mr. Qaiser Baig replied that 75 applications were received. Secondly, all the sectors were included and it was mentioned while circulating the information. As suggested by Mr. Shahbaz Saim to mention the number of delegates sector wise at time of circulation, it was not feasible because it was decided according the applications received from members. He also said that all the applicants were invited in the meeting and its record was available in the Secretariat.

Mr. Muhammad Shehbaz Saim said that he had submitted his application in the category Cycling wear but such category was not included in the delegation, therefore he emphasized again on his suggestion to mention number of delegates sector wise. He said that in this way the members would know, in advance, as how many delegates were allowed and would allow them to withdraw their applications, if required. He suggested that a new practice could be adopted, if it was not done before.

Mr. Qaiser Baig replied that it would not be possible to set new policy because the existing policy to circulate the delegation was followed according to the SOPs of TDAP and other organizations in Pakistan.

Mr. Awais Ahmed asked about the seat of new members in the delegations.

Mr. Qaiser Baig replied that SMEs sector and New Exporters were given special consideration in the delegation.

Mr. Amir Majeed Sheikh said that there was no other example like the balloting done by the Departmental Committee in Sialkot Chamber. Secondly, TDAP selected the members for Exhibitors in the delegations. He also appreciated Mr. Qaiser Baig, Chairman of the Committee to make a policy that a delegate selected in one delegation would not be included, in any other delegation

within the same Calendar Year.

Mr. Qaiser Baig informed that 5 subsidized delegations for UK, Brazil and USA had been approved by TDAP. He said that a policy had been made that a delegate, selected in one delegation, should not be included in other delegations to provide an opportunity to maximum members to join the delegations, especially the delegations which were subsidized and approved by TDAP.

The President requested Mr. Qaiser Baig that if any delegate dropped from the delegation for any reason, then Mr. Shahbaz Saim should be accommodated.

Mr. Qaiser Baig said that the Executive Committee was the supreme body and if the house approved, a delegation comprising of the Executive Committee members could be sent.

Mr. Muhammad Shahbaz said that a delegation was approved for the Executive Members, during the tenure of Mian Imran Akbar but could not be sent yet. He asked Mr. Qaiser Baig about the delegations which were planned to send. He said that except Kuwait delegation no other delegation was sent from the last two years. He further said that instead of proposing new delegations, the delegations that had already been announced should be sent.

Mr. Qaiser Baig replied that the Committee had gotten approval for the delegations from TDAP after proper working and procedure. The delegations could not be sent due to transfer/posting of Pakistani Commercial Attaches. He added that it was a time taking job to send the delegations because lot of working like advertisements, zoom meetings with Govt. Officials etc., were involved. He said that the delegations that had been announced would be sent by February-March 2024. He confirmed that the UK delegation would be sent on February 04, 2023. The Kuwait, Morocco and Azerbaijan's delegations had been sent.

<b>Participants</b>	The President, Mr. Amir Majeed Sheikh, Mr. Qaiser Baig, Mr. Muhammad Shahbaz Saim, Mr. Awais Ahmed, and Mr. Zain ul Abideen
<b>Approval</b>	Approved.

<b>11. Point discussed.</b>	Approval of Report of an Awareness Session on Breast Cancer held on October 25, 2023.
<b>Discussion:</b>	Mr. Naeem Yousaf suggested that during Seminars organized by Women Chamber of Commerce Sialkot its Logo should be placed on the back wall.  The President instructed Mr. Azhar Iqbal Darr to note it.
<b>Participants</b>	The President and Mr. Naeem Yousaf.

<b>Approval</b>	Approved.
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<b>12. Point discussed.</b>	Approval of minutes of meeting on visit of H.E. Mr. Nguyen Tien Phong, Ambassador of Vietnam to Pakistan held on November 04, 2023.
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**Discussion:**

Mr. Naeem Yousaf said that the Ambassador of Vietnam had extended an invitation to a trade delegation comprising of 20 Pakistani businessmen to visit Vietnam, with the aim of fostering and expanding bilateral trade between the two countries. He also ensured all possible support and cooperation of Embassy of Vietnam in improving bilateral trade. Mr. Naeem Yousaf asked whether the proposal of the Ambassador should be circulated or not.

The President replied that the proposal should be considered. He also suggested that self-finance delegation comprising of Executive Committee could be sent to Vietnam. The President said that he would also accompany with them.

The house agreed on the suggestion of the President, and approved self-financed delegation to Vietnam comprising of EC Members.

<b>Participants</b>	The President and Mr. Naeem Yousaf.
<b>Approval</b>	Approved.

<b>13. Point discussed.</b>	Approval of Report of Seminar on "Effective Parenting" held on November 07, 2023.
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<b>Approval</b>	Approved.
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<b>14. Point discussed.</b>	Approval of minutes of meeting with H.E. Mr. Brahim Romani, Ambassador of Algeria to Pakistan held on November 21, 2023.
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**Discussion:**

Mr. Naeem Yousaf said that the Ambassador of Algeria was also very active and willing to perform. The Ambassador sent him two e-mails which were replied.

The President endorsed the viewpoints of Mr. Naeem Yousaf and said that travel to Algeria was very long that required 12–13-hours flight. Secondly, its population was of just 4 million, hence the buying power was very low and the duties were very high, hence the members would not agree for this delegation.

Mr. Zain Ul Abideen agreed on the view points of the President. He added that he recently visited Algeria and found that it was just wastage of time and

	money.
<b>Participants</b>	The President, Mr. Naeem Yousaf and Mr. Zain Ul Abideen.
<b>Approval</b>	Approved.

<b>15. Point discussed.</b>	Approval of Minutes of Meeting of the Departmental Committee on Human Resource held on November 23, 2023.
<b>Discussion:</b>	
<p>Mr. Amer Majeed Sheikh said that the Committee had recommended the renewal of appointment of Ms. Farzana Akif Malik for further period of 9 months i.e. from October 1, 2023 to June 30, 2024. He requested that it should be extended up to September 30, 2024.</p> <p>The President said that he had renewed appointment of Ms. Farzana Akif Malik up to June 30, 2024. Because the tenure was till September 30, 2024 so it should be extended till that date. The President requested the house for approval.</p> <p>The house unanimously approved renewal of appointment of Ms. Farzana Akif Malik till September 30, 2024.</p>	
<b>Participants</b>	The President and Mr. Amer Majeed Sheikh.
<b>Approval</b>	Approved.

<b>16. Point discussed.</b>	Approval of Minutes of Meeting of meeting with Mian Muhammad Nawaz Sharif, Former Prime Minister held on November 25, 2023.
<b>Discussion:</b>	
<p>Mian Muhammad Khalil, Chairman Departmental Committee on Event Management congratulated the President for organizing a most successful program of Mian Muhammad Nawaz Sharif by taking personal interest. He said that the President managed the program systematically under his supervision. The house appreciated the President.</p> <p>Mr. Amir Majeed Sheikh also appreciated the Chamber staff who worked under the supervision of the President and made successful event. He further said that there was no doubt that the President himself monitored the entire program and looked at all the issues in detail and visited till late night.</p> <p>The President said that the duty was also assigned to Mr. Muhammad Shahbaz Saim who performed very well. The Secretary General was also onboard and looked into the matters personally. Not only the Qasids, the R&amp;D and other staff also worked very hard and Mr. Umair was the incharge. The President requested</p>	



the house to sanction Rs. 200,000/- to the Secretary General, so that he might distribute it among the Staff Members who worked according to their positions.	
The house unanimously approved PKR 200,000/- as requested by the President.	
<b>Participants</b>	The President, Mr. Amer Majeed Sheikh and Mian Muhammad Khalil
<b>Approval</b>	Approved.

<b>17 Point discussed.</b>	Approval of minutes of meeting of the Departmental Committee on Membership/Bye-Laws held on November 28, 2023.
<b>Approval</b>	Approved.

**Any Other Point:**

**18.** The President sought approval for the formation of following Committees: -

- New "Departmental Committee on District Affairs".
- Departmental Committee on "Embassy Liaison". He said that Mr. Waqas Akram Awan would be the Chairman of the Committee. Mr. Muhammad Sarfraz Butt, Sheikh Zohaib Rafique Sethi and Miss Farzana would be members of the Committee.
- Departmental Committee on "Industry Academia Linkages" and Sheikh Zohaib Rafique Sethi would be the Chairman.
- Shared that the Chairman of the Departmental Committee on "TMA & Excise" had been changed from Mr. Nadeem Ahmed with Mr. Qaiser Ikram Dodhy.

The house unanimously approved the requests of the President.

Mr. Naeem Yousaf appreciated the German Embassy in Islamabad to form a new portal for the appointment of Germany Embassy. He said that it made much easier to get the appointment and the members could get appointment directly instead of requesting to agents.

The President said that the purpose of forming the Embassy Liaison Committee was that the matters of the members related to the Embassies could be resolved

Mr. Naeem Yousaf endorsed that Mr. Waqas Akram was a good choice.

**19.** Mr. Amer Majeed Sheikh said that an application for the loan of Rs. 100,000/- with the deduction of PRK 5000/- per month from salary of Mr. Shahzada Fahad, Record Incharge had been received. His gratuity entitlement was Rs. 124,000/-.

**The house discussed the application, in detail, and after thorough discussion, the house unanimously approved PKR 100,000/- loan with the deduction of PKR 5000/- per month from salary.**

**20.** Mr. Amer Majeed Sheikh said that an application for the loan of Rs. 150,000/- of Mr. Farooq Ahmed, Security Camera Operator had been received. He required the said amount for construction of his house. He had been working from the last 13 years as Camera Operator in this Chamber.

**The house discussed the application, in detail, and after thorough discussion, the house unanimously approved PKR 150,000/- loan.**

**21.** The President said that an application for the donation/help of Rs. 800,000/- of Mr. Saif Ali, Dispatch Rider had been received. He required the said amount for wedding of his Son and Daughter. He had been working from the last 35 years as Dispatch Rider in this Chamber. The President said that he also requested him personally, therefore he himself, Senior Vice President and Vice President gave him some amount. He also requested to pay from Zakat, therefore, some of the amount was donated from Zakat Fund.

The President said that an amount of PKR 400,000/- had been given. He requested that any member could help, if desired even from Zakat.

**22.** Mr. Amer Majeed Sheikh said that an application for reimbursement of medical bill of PKR 44,324/- cesarean of wife of Mr. Umair Nisar had been received which required approval from the house. He said that the God had bestowed him with daughter. He said that as per the Human Resource Policy it could be approved.

The house unanimously approved the medical bill of wife of Mr. Umair Nisar of PKR 44,324/-.

**23.** Mr. Amer Majeed Sheikh said that applications for reimbursement of medical bill of PKR 32,864 and Special Medical Leaves from 06-10-2023 to 14-11-2023 with pay of Mr. Asif Rashid, Assistant Cook had been received which required approval.

The house unanimously approved the applications as per the Human Resource Policy and that leaves be adjusted according to his available limit.

**24.** Mr. Naeem Yousaf said that recently a meeting of the Media Committee was held in this Chamber whose pictures were uploaded on social media. He had observed in the pictures that there was no files or pens for members on the tables for noting purposes, therefore he suggested to instruct the concerned staff to take care of such things.

Mr. Zain ul Abideen said that he was the Vice Chairman of the Committee but he was not invited in the meeting.

The Secretary General replied that it was not a meeting of the Committee but gathering of some media men.

Mr. Naeem Yousaf said that pictures of the meeting were uploaded on Social Media page of this Chamber.

The President informed that during the visit of Mian Muhammad Nawaz Sharif, media persons were requesting passes to attend the meeting, as he had very limited seats, so he instructed Sh. Zohaib Rafique Sethi to hold a meeting with Media Persons to manage them in efficient manner.

Mr. Naeem Yousaf said that date of the meeting on pictures uploaded on the social media was not mentioned, which caused confusion. He requested that date of meeting with pictures should be mentioned.

Mr. Faraz, IT Incharge informed that the pictures were uploaded on the request of Mr. Azhar Iqbal Darr, although he had informed him that it was un-schedule meeting.

**25.** Mr. Saleem Akhtar Butta said that the Chamber's Bulletin was an identity of the Sialkot Chamber. The cost of one publication of the bulletin was about six lakh rupees. He added that the business inquiries were published in the Chamber's bulletin, which benefited the members. The advertisements against receipt of charges were also published due to which the cost of the bulletin was managed. However, now it was not concentrated on such things due to which the members had lost their interest in the bulletin of the Chamber. Mr. Saleem Akhtar Bhutta emphasized that advertisements should be published in the bulletin which would benefit to meet the cost.

The President said that publication charges were paid by the members then what was the need to publish advertisement.

Mr. Amir Majeed Shaikh said that inquiries, and the business-related events organized in different countries were also published in Chamber's bulletin which had also been discontinued. He said that in order to improve the bulletin, he would request Mr. Arshad Latif Butt, Chairman Committee, to instruct concerned Secretary to continue the practice to publish the world-wide events related to business in Chamber's bulletin.

Mr. Moazzam Ishaq said that the Chamber had not stopped the service of publishing advertisement in Chamber's bulletin. The members did not give advertisement; therefore, the advertisements were not being published.

Mr. Saleem Akhtar Butta said that number of members had requested him for publication of their advertisement in Chamber's bulletin.

The President gave the responsibility to Mr. Saleem Akhtar Butta to get advertisement for publishing in Chamber's bulletin which was approved by the house.

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

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