THE SIALKOT CHAMBER OF COMMERCE & INDUSTRY
MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE
HELD ON OCTOBER 28, 2025

01. A Meeting of the Executive Committee of the Sialkot Chamber of Commerce & Industry was held on October 28, 2025 at 03:00 p.m. at Sheikh Muhammad Shafi Hall of the Sialkot Chamber.

02. Syed Ahtesham Mazhar, 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.

04. The following members attended the meeting:

• Syed Ahtesham Mazhar	President
• Mr. Muhammad Murad Arshad	Senior Vice President
• Mr. Salman Sheikh	Vice President
• Mr. Ikram Ul Haq	-Member-
• Mr. Aamer Mahmood	-do-
• Mr. Adnan Safdar	-do-
• Mr. Arshad Jamil Chaudhry	-do-
• Mr. Bilal Ahmed Khan	-do
• Mr. Haseeb Tahir	-do-
• Mr. Jawad Khalid	-do-
• Mr. Mehtab Maqsood	-do-
• Mr. Mohammad Iqbal Asad	-do-
• Mr. Muhammad Abid	-do-
• Sh. Muhammad Shahid Inam	-do-
• Sheikh Atique-ur-Rehman	-do-
• Mr. Sohail Masood	-do-

05. Leave of Absence

• Mr. Waseem Shahbaz Lodhi	-Member-
• Mr. Omer Khalid	-do-
• Mr. Abdul Ghafoor Malik	-do-
• Mr. Hassan Akbar	-do-
• Mr. Khurram Javaid Sethi	-do-
• Ms. Kinza Ijaz	-do-
• Ms. Syeda Ayesha Wadood	-do-

06. Special Invitees

- Mr. Majid Raza Bhutta,
- Malik Naseer Ahmed, Chairman Departmental Committee on Accounts

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

- Mother of Mr. Shahzeb Asif Raheem M/s. Spogen (Pvt) Ltd.
- Sister of Ch. Umar Nawaz Saroya M/s. Zaman Sports

08. Point discussed.	Approval of minutes of meetings of the Executive Committee held on September 27, 2025, and Emergent meetings held on October 02, 03 & 6, 2025.
Approval	Approved.

09. Point discussed.	Approval of Statement of Accounts for the month of September 2025 and minutes of meeting of Departmental Committee on Accounts and Finance held on October 24, 2025.

Discussion

The President initiated the discussion, requesting Mr. Naseer to proceed.

Mr. Malik Naseer Ahmed said that all members would have already reviewed the Committee's report and, overall, everything was satisfactory. However, he pointed out that some recommendations from the last two or three meetings required further review. He emphasized that the minutes should be reviewed, particularly in relation to the Accounts Section. He suggested that any queries regarding accounts should be examined before discussing the report.

Mr. Syed Ahtesham Mazhar asked Malik Naseer Ahmed, **whether the separate Medical Pharmacy Accounts had been opened or not, as discussed previously in the meeting.**

Mr. Malik Naseer Ahmed informed that the account number of SCCI's pharmaceutical company had not yet been finalized.

The President confirmed that the transactions regarding SCCI Med Pharmacy were being handled by the SCCI staff, and a sperate accountant was not hired.

Mr. Malik Naseer Ahmed replied that until the account became operational, the funds would remain in the Chamber's account and would be managed by Chamber's account department.

The President added that Mian Muhammad Khalil had informed him that they were hiring an Accountant for SCCI Med Pharmacy.

Mr. Malik Naseer Ahmed clarified that once the bank account became active, the accountant would be able to manage all financial records, and their authorized team would handle operations independently.

The President agreed and added that the company should hire an accountant, as soon as possible, to maintain records of debtors, creditors, and overall financial transactions.

Mr. Malik Naseer Ahmed inquired whether the SCCI Med Pharmacy was properly maintaining its accounts. He noted that although the funds were currently held in the Chamber's account, their purchases and expenses needed to be monitored closely.

Mr. Muhammad Murad Arshad shared that he had questioned the company earlier regarding their Profit & Loss statement or balance sheet, but they did not possess any such record. He noted that their accounts were being maintained through the Chamber, which was not ideal. He stated that the company should be separated financially to manage its own funds, as they seemed unaware of their financial position. He cited the example of a previous fund of approximately Rs. 2.5 million that was utilized without a clear profit/loss mechanism. He recommended that the entity be made independent and take full responsibility for its financial operations.

Mr. Malik Naseer Ahmed agreed and added that, as mentioned in his earlier report, the company did not maintain proper accounts within the Chamber. He suggested that at the very least, they should reconcile their receipts, issue check cards, and ensure regular deposits. Currently, administrative expenses, salaries, and day-to-day expenditures were not being properly maintained. He recommended that if the company could not manage it independently Mr. Ikram Ullah, being pattern in chief of the Pharmacy, should be assigned the task to oversee the accounts until the

matter was regularized

Mr. Ikram ul Haq stated that the SCCI Med-Pharmacy project was being supported by the Accounts Department of SCCI in maintaining its daily cash transactions. He informed that Mian Muhammad Khalil was supervising the operations of the project as its Chairman, while he himself was serving as Joint Secretary. He further mentioned that since he had now been relieved of his responsibilities as Presidency of the Chamber, he had proposed convening a formal meeting to finalize the Standard Operating Procedures (SOPs) of the project.

Mr. Ikram expressed concern that repeated queries were being raised regarding the financial details of the Pharmacy Project, whereas such scrutiny had not been observed in other projects initiated under the Chamber's platform. He clarified that if the Sialkot Chamber required detailed financial information, he would ensure that an accountant is appointed to maintain proper records and present a briefing to the Executive Body.

Mr. Muhammad Murad Arshad clarified that his purpose in raising the question was due to having earlier inquiry about the profit or deficit details, but was informed that no such record was available. He suggested that, instead of continuing operations on an informal basis, the pharmacy should be treated as a separate entity with transparent reporting, independent bookkeeping, and clear financial accountability.

Mr. Ikram ul Haq responded that he had already informed in the previous meeting that the daily sales reports of the Sialkot Medical Pharmacy were being regularly shared in the Board's WhatsApp group. For instance, on 27th October, the daily closing sales amounted to Rs. 492,480, with 431 customers served and a discount of Rs. 64,743 offered. After deductions, the net profit stood at approximately Rs. 17,718. He emphasized that all details were shared, on a daily basis, including Sundays, and that the reporting process remains fully transparent.

He further explained that since no dedicated accountant had yet been hired, separate bookkeeping was not being maintained. However, the Board had planned to manage the accounts through the SCCI Accounts Department instead of appointing a new accountant. He assured that all sales and purchase records were available and could be verified through daily statements.

The President noted that, during his discussion with Mian Muhammad Khalil it had been indicated that SCCI Med Pharmacy was planning to appoint a separate accountant.

In response, Mr. Ikram ul Haq remarked that he was not in favor of incurring additional expenses for an accountant's salary merely to maintain separate books, particularly when the financial recordkeeping system in place was already transparent and well-documented.

Mr. Malik Naseer Ahmed added that, at present, the factual position was that the Chamber's Accounts Department was not maintaining the pharmacy project's accounts properly. He explained that the department only kept records of sales and purchases. He further stated that this matter had been discussed in detail in the Accounts Committee Meeting, where it was recommended that the SCCI Med-Pharmacy should be treated as a separate project with its own properly maintained accounts to ensure transparency, accountability, and regular financial reporting.

Mr. Ikram ul Haq expressed his concern over the repeated questioning regarding the opening of the project's bank account, stating that when everyone was already aware that the account opening process was underway, such questions were unnecessary. He explained that the delay in opening the dedicated bank account

for the project was due to documentation requirements under the new provisional banking regulations. He further informed that the matter had now been resolved and the account was expected to become operational shortly. Once functional, all project receipts and payments would be routed through this account, and a complete financial statement would be available for the Chamber's review.

Mr. Ikram Ul Haq requested Mr. Amer Rashid Wyne, Accounts Manager to brief, in this regard.

Mr. Amer Rashid Wyne explained that the main issue was the absence of proper accounting software for the SCCI Med Pharmacy. He emphasized the need to install suitable software to maintain comprehensive bookkeeping records, including profit and loss statements, staff salary details, and income reports. He further mentioned that the SCCI Accounts Department could not generate complete financial reports for the SCCI Med Pharmacy, as it merely handled the cash received or issued without maintaining detailed financial data. He added that, from a taxation point of view, it could be objectionable for the Sialkot Chamber to manage the amounts related to the SCCI Med Pharmacy, within its own accounts, involving millions of rupees in transactions.

The President stated that the issue originated from the Accounts Department, which was a genuine concern, but it did not pertain to the Office Bearers or the Executive Committee. Mr. Ikram Ul Haq agreed with this view and said that the work would be done soon, in this regard.

Mr. Malik Naseer Ahmed remarked that, ultimately, the SCCI Med Pharmacy would need to appoint an accountant. Therefore, it should do so immediately, so that the accounts could be maintained manually without further delay, rather than waiting for the installation of accounting software.

Mr. Malik Naseer Ahmed stated that the Committee had reviewed all the vouchers, which were found satisfactory. He informed that it was suggested to hold a meeting with the Vice President to request him to approve advances and loans as per the Service Rules. **He further explained that under the head "Fairs & Exhibitions," a certain amount was lying in the accounts, which had been collected from members for delegations to different countries. However, those delegations could not be executed. Some members had requested to refund their contributions, and partial refunds had been made, but a balance still remained in the account.**

The President inquired about the total amount.

Mr. Malik Naseer Ahmed responded that the amount was Rs. 1,596,000/-. He suggested that the delegations that were likely to be executed could remain under the same head, while for the remaining Committee should decide to transfer the amount to the Chamber's Other Income to clear the head.

The President then requested Mr. Amer Rashid Wyne, Accounts Incharge, to elaborate on the matter.

Mr. Amer Rashid informed that the Committee had already decided to refund the deposited amounts to members, upon receiving their written requests on letterheads. However, the refund process was progressing slowly.

Mr. Muhammad Murad Arshad suggested that Mr. Amer Rashid should directly contact the concerned members on their phone numbers to expedite the refunds, which was endorsed by Sheikh Muhammad Shahid Inam.

Mr. Sohail Masood added that the Jeddah delegation had already been executed;

therefore, the amount of Rs. 29,000/- under that head should be transferred to Other Income to clear it from Fairs & Exhibitions head.

The President proposed setting a one-month deadline for refunds. After that period, if any company failed to respond, its amount should also be transferred to Other Income.

After thorough discussion, the house unanimously approved to transfer the total amount of Rs. 1,596,000/- to the Surplus Fund. It was agreed that any member approaching later for a refund would be reimbursed from that head.

Mr. Ikram suggested maintaining a list of pending refunds to manage the process efficiently, to which Mr. Amer Rashid Wyne responded that such a record had already been maintained.

Mr. Majid Raza Bhutta said that there was no doubt about anyone's intentions regarding the working of the SCCI-Med Pharmacy. He emphasized that accounting software was essential for the smooth operation of the Medical Store. He further mentioned that Mr. Amer Rashid could easily operate the software with some practice. He stressed that a separate account for the Pharmacy should be opened first and the software installed accordingly; otherwise, questions would continue to arise regarding its financial position.

The President informed that an amount of Rs. 2.5 million had been paid to the SCCI-Med Pharmacy.

Mr. Majid Raza Bhutta remarked that a concern had been raised within the group regarding the necessity of issuing Rs. 2.5 million to the Pharmacy when members had already contributed donations for this purpose.

In clarification, Mr. Sohail Masood explained that during the last Executive Committee Meeting, Mian Muhammad Khalil had been informed that the Medical Store was facing a deficit in the head staff salaries. Since the Chamber had a surplus amount of Rs. 2.5 million collected from the Sialkot Industries Diaries, the President had requested to allocate these funds to the SCCI-Med Pharmacy.

Mr. Murad Arshad explained that the issue under discussion arose because two projects were being run simultaneously, one was the Diary Project and the other was Made-in-Sialkot. He stated that the Diary Project had been initiated with the objective of presenting diaries as goodwill souvenirs from SCCI to visiting dignitaries, as well as to Pakistani Embassies and Consulates abroad. A considerable amount was spent on this initiative. Later, the Made-in-Sialkot catalogue was linked with the diary project. Some firms that had been allotted complimentary space in the diary were also included in the catalogue, while others contributed financially. He informed that approximately Rs. 55 lakhs had been collected in total, of which Rs. 20–22 lakh was spent. The primary objective was to promote Made-in-Sialkot globally by sending the promotional material to all Pakistani Missions abroad. Around Rs. 2.5 lakh remained unutilized, while the dispatch of diaries incurred courier expenses amounting to nearly Rs. 1.2 million. Despite efforts to minimize costs, the total expenditure reached approximately Rs. 1.2 million due to high international courier rates.

Regarding the SCCI-Med Pharmacy, Mr. Murad Arshad explained that the reason for maintaining a separate account was to ensure financial clarity concerning its assets, liabilities, and inventory. He emphasized the need for proper record-keeping to ascertain the actual financial position, as currently there was only a basic "in-and-out" record. He further mentioned that out of the total Rs. 25 lakhs provided to the SCCI-Med Pharmacy, he had initially expected to recover around Rs. 1.2 million and

utilize the remaining amount. However, upon inquiry, it was discovered that only Rs. 250,000 were available. He questioned the mechanism being followed and learned that only sales and purchase transactions were being recorded, with no comprehensive accounting of assets or liabilities.	
Participants	The President, Mr. Muhammad Murad Arshad, Mr. Ikram Ul Haq, Malik Naseer Ahmed, Mr. Sohail Masood, Sheikh Muhammad Shahid Inam and Mr. Amer Rashid Wyne.
Approval	Approved.

10. Point discussed.	Approval of minutes of meeting of CLEP held on September 20, 2025.

Discussion:

Mr. Majid Raza Bhutta informed the Committee that a meeting of the Child Labour Elimination Program (CLEP) had been held to discuss the financial issues of the Child & Social Development Organization (CSDO) and the Independent Monitoring Association for Child Labour (IMAC). He explained that Pro-Rata contributions were collected from the members registered under this Program, while additional funds were provided by the Government from the Export Development Fund (EDF). These two sources together supported the operational expenses of both projects.

Mr. Majid Raza Bhutta briefed the Committee that both CSDO and IMAC were established under the Child Labour Elimination Program, which originated in nineties with the objective of eradicating child labour from the soccer ball industry. The initiative was jointly launched by the ILO, UNICEF, SCCI, and the District Government. He further stated that this year, the Committee had concerns that the Government might not release EDF funds. In such a case, the amount collected through Pro-Rata contributions would be insufficient to sustain the Program. Therefore, a meeting had been held to deliberate on this issue, and further meetings of the Board were also being organized. He added that any decision taken in this regard would be shared in due course.

Mr. Majid Raza Bhutta informed that **the IMAC agreement, which was renewed on an annual basis, had been approved; however, the renewal period had not yet been finalized.** He requested the Secretariat to confirm the exact renewal date.

The Secretariat clarified that the agreement had expired in December, but the precise status could be verified.

Mr. Majid Raza Bhutta further remarked that it was possible that the agreement might not be renewed for the next year.

The President inquired whether the CSDO was operating in the same manner as IMAC.

Mr. Majid Raza Bhutta explained that CSDO was now functioning as an independent organization, although its background and origin were the same as that of IMAC. He added that SCCI was also contributing for CSDO.

Mr. Sohail Masood inquired about the utilization of the funds issued from the Export Development Fund (EDF).

Mr. Majid Raza Bhutta responded that the funds had been issued to IMAC for monitoring purposes. He further informed that the funds were disbursed through a joint account of SCCI and TDAP, on the request of IMAC, after submission of the audited accounts to TDAP.

The documentary of CSDO was presented at the request of the President to provide

an overview of the activities of CSDO.

The President stated that the purpose of showing the documentary on CSDO was to inform the members about its activities, as he himself had not been fully aware of its working. He mentioned that CSDO, operating under the supervision of the Senior Leadership of the Chamber, was managing private schools for underprivileged children who could not afford educational expenses. Free uniforms, books, and other essential items were being provided to them. The House appreciated this commendable initiative.

Mr. Majid Raza Bhutta further elaborated on the functioning of CSDO and the objectives behind its establishment under the Child Labour Elimination Program. He stated that the concept was originally introduced by the late Sufi Khursheed, later carried forward by the late Khawaja Zaka-ud-Din, and was now being continued under the guidance of the present Senior Leadership. He added that this was a success story of the Sialkot industry, with more than 550 children currently enrolled in the schools.

Participants	The President, Mr. Majid Raza Bhutta and Mr. Sohail Masood.
Approval	Approved.

11. Point discussed.	Approval of Report on Awareness Seminar on Normal Tax Regime for Exporters held on September 22, 2025.
Approval	Approved.

12. Point discussed.	Approval of report of an awareness session on Kuwait Pakistan Expo held on October 14, 2025.

Discussion

The President stated that a delegation from Kuwait had visited and conducted a seminar aimed at encouraging and motivating people to participate in exhibitions and initiate manufacturing activities. Several members of SCCI attended the session, which proved to be highly beneficial.

Participants	The President.
Approval	Approved.

13. Point discussed.	Approval of minutes of meeting on Sialkot Industrial Zone Project held on October 21, 2025.

Discussion:

The President stated that a meeting was held with former Presidents and senior members, during which he gave a comprehensive briefing on the Industrial Zone Project, particularly regarding its permissions, current status, and progress achieved so far. Mr. Riazuddin Sheikh, along with former Presidents Malik Abdul Ghafoor Sahib, Majid Raza Bhutta Sahib, and several other senior members, attended the meeting.

He further informed that another meeting was held with the Special Investment Facilitation Council (SIFC), which was attended by the President himself, Mr. Ikram, and Khawaja Masood Akhtar. In this meeting, a proposal was discussed suggesting that the Industrial Zone might be designated as the "Mohammad bin Salman Industrial Zone." The proposal was thoroughly deliberated, analyzing its potential advantages/disadvantages, implications, and associated challenges. The majority opinion was that the 1,400-acre land already available should continue to function under the normal regime as a regular industrial zone, similar to other government-established zones. However, in case a joint venture with Saudi companies under the Mohammad bin Salman Industrial Zone title was initiated, it should be developed on the separate 400-acre land already allocated by the government for that purpose. It was therefore agreed that the 1,400-acre site would be developed as a regular industrial zone as originally planned, while the 400-acre site could be utilized for any

future collaboration with Saudi Arabia.

Mr. Jawad Khalid inquired about the progress of the Sialkot Industrial Zone (SIZ, specifically whether any allotments had been made.

The President responded that no allotments had been made so far. He informed the house that Section 4 of the project was approved in 2022, and efforts were now underway for the approval of Section 5 to proceed further. He further stated that during the tenure of Mr. Ikram-ul-Haq, numerous meetings were held with the concerned authorities, and consistent follow-ups were maintained on the matter. A meeting was also held with the Secretary Industries, in which it was agreed that the Secretary would forward the proposal to the Chief Minister of Punjab for final approval of Section 5.

The President added that once Section 5 was approved, the process of land acquisition and allocation would commence under the supervision of Punjab Industrial Estatess Development and Management Company.

Mr. Muhammad Iqbal Asad mentioned that news had been circulating on social media claiming that the SIZ had been approved.

Mr. Jawad Khalid added that the Chief Minister of Punjab had announced and approved the establishment of the SIZ in Sialkot during a cabinet meeting. The President clarified that although the Chief Minister had indeed announced the project, it was mistakenly mentioned an area of 400 acres. However, during a meeting with the Secretary Industries, it was confirmed that the actual area was 1,400 acres.

Participants	The President, Mr. Muhammad Iqbal Asad, and Mr. Jawad Khalid.
Approval	Approved.

14. Point discussed.	Approval of Report of Seminar on "Chief Minister Assan Karobar Program" held on October 22, 2025.
Approval	Approved.

15. Point discussed.	Approval of minutes of meeting on visit of H.E. Mr. Shuichi Akamatsu, Ambassador of Japan to Pakistan held on October 25, 2025.

Discussion:

The President said that the **Ambassador of Japan visited the Chamber. He mentioned that the issue of issuing long-term visas for frequent travelers was discussed in detail, with Dr. Nouman Idris Butt elaborating on the matter. He** requested the Embassy to consider granting longer-term visas. The President further stated that he also discussed opportunities for joint venture businesses between Japan and Pakistan; however, the Ambassador responded promptly and clearly that, due to security concerns, Pakistan was currently not regarded as fully safe. The meeting concluded with a formal discussion followed by lunch.

Mr. Adnan Safdar stated that Mr. Muhammad Murad Arshad had suggested to nominate a focal person for handling all Sialkot-related matters, particularly those concerning to visa and trade facilitation.

Mr. Muhammad Murad Arshad responded that he was already working on this matter, as establishing a more streamlined and accessible process would be highly beneficial. He mentioned that he had been in contact with the Canadian Embassy, where some discussions were already underway. He added that if the Embassy representatives were unable to visit Sialkot, he might personally visit them to follow up on these discussions. He further stated that he was also striving to build stronger relations with Embassies, particularly those of Germany, France, and other Schengen countries. He noted that some progress had already been made with certain

Embassies to ensure that genuine businessmen from Sialkot could be facilitated in obtaining appointments or supported through recommendation letters.

Mr. Murad emphasized that he would make every possible effort to improve this process but also sought cooperation from Chamber members. He mentioned that, as an Executive Committee Member, he frequently received numerous requests to sign recommendation letters, which created an additional burden. Therefore, he requested that Chamber members should ensure that only genuine and verified businessmen were recommended for such facilitation. He also shared the issue concerning the Korean Embassy, where delays in visa issuance had been reported for Sialkot applicants. He explained that the Embassy had been informed that some individuals, after obtaining visas, sought asylum abroad. Consequently, the Embassy had flagged Sialkot and Sargodha as sensitive areas.

Mr. Salman Sheikh stated that during the Japanese Ambassador's visit, his primary focus was on technology transfer. The Ambassador briefly highlighted the Osaka Kansai Expos, which showcased advanced technologies and machinery. Mr. Sheikh noted that attending such expos could help identify products and machinery highly relevant for industrial advancement. He emphasized that regular participation of industry delegations in these exhibitions would be highly beneficial. He proposed involving TDAP to facilitate and organize such delegations.

Additionally, Mr. Sheikh mentioned that similar technology exhibitions were held in Indonesia and Malaysia. He expressed interest in participating in these events, leading delegations, exploring the latest technologies, and evaluating how such advancements could be implemented locally to support industrial development.

Mr. Ikram Ul Haq endorsed the viewpoint of Mr. Murad Arshad and stated that if this matter was not addressed promptly, it could negatively impact export performance. He emphasized that the issue could also affect the credibility of the Chamber. He noted that during his tenure last year, he had come across information indicating that some members had attempted to exploit the system, and investigations by the FIA and other concerned agencies were going on.

Mr. Ikram Ul Haq stressed that this was a very serious matter and that it was essential to safeguard both the Chamber's and Sialkot's overall business prospects and future. As an EC Member, he fully endorsed Mr. Murad Arshad that no compromises should be made and that strict measures should be maintained. He specifically highlighted that this did not mean withholding support from new exporters with blank passports, but rather that strict SOPs should be applied, including re-evaluation procedures as had been followed in the past.

A member suggested that an affidavit should be obtained.

Mr. Muhammad Murad Arshad stated that in new cases, a guarantee was required, which was standard practice for other companies with a reasonable export record or credible history. He noted that the guarantee should be on official letterhead.

Mr. Ikram ul Haq added that it was also in practice of Former Office Bearers or EC Members, when acting as guarantors for applicants, to have their signatures recorded on the applicant's file. This was considered an acceptable form of undertaking or guarantee. He cautioned members to exercise care in such matters.

Mr. Murad Arshad said that the purpose to put up the matter before the Committee, members should be caution. Endorsements should only be given to individuals with genuine background being credible, as careless statements could impact the Chamber's credibility.

Participants	The President, Mr. Muhammad Murad Arshad, Mr. Salman Sheikh, Mr.

	Ikram Ul Haq and Mr. Adnan Safdar.
Approval	Approved.

16. Point discussed.	Approval of minutes of meeting on Digitalization of Membership Record held on October 24, 2025.

Discussion:

The President stated that the meeting had been convened to review the progress of IT-related initiatives and to discuss the digitalization of membership records, as a significant amount of space was occupied by physical files. He noted that there were over 95,000 member files occupying considerable space in the Chamber's record section. Mr. Omer Khalid, Former Vice President, was also invited in the meeting. After due deliberation, it was decided to digitize the system. The President explained that, in the first phase, files of members who had not renewed their membership for the past ten years or more would be scanned and converted into PDF format, after which their physical records would be disposed of. Subsequently, the remaining files would be scanned and digitized in a phased manner following the same procedure.

A detailed budget estimate for the scanning of membership records and creation of digital records was presented in the meeting for approval.

Budget Estimation for Membership Record Scanning and Digital Record Project

One-Time Cost

Sr.#	Description	Qty	Unit Cost	Total (PKR)
1	HP ScanJet Pro 3000 S4	2	143,000	286,000
2	Computer System (Core i7 6th Gen, 16GB RAM, 256GB SSD, 1TB HDD, 24" LED)	2	70,000	140,000
3	Software Development	-	100,000	100,000
4	Local Storage Server (Dell R730xd, 64GB RAM, 800 SAS SSD x10, 2x16Core v4, 10 Caddies & Rack Mounts)	-	445,000	445,000
—	**Total One-Time Cost**			**971,000/-**

Monthly Recurring Cost

Sr.#	Description	Qty	Unit Cost (PKR)	Total (PKR)
1	Staff Salary (Appoint Two female staff)	2	40,000	80,000
—	**Total Monthly Cost**			**80,000/-**

Annual Recurring Cost

Sr.#	Description	Qty	Annual Cost (PKR)
1	SCCI VPS Server Upgradation ($60 × 12 × 285)	1	205,200
—	**Total Annual Cost**		**PKR 205,200/-**

Summary

Category	Total (PKR)
One-Time Cost	**971,000**
Monthly Recurring Cost	**80,000**
Annual Recurring Cost	**205,200**

The House unanimously approved the budget as mentioned above.

Mr. Sohail Masood stated that it was essential to scan and discard the physical files, as approximately 1,000 new files were registered every month. He inquired how much time would be required to complete the entire process.

The Secretariat replied that the project would take about one year, as also mentioned in the previous minutes.

Mr. Sohail Masood further pointed out that if 10,000 to 12,000 new files were being added every year, the number of files would continue to increase. He asked what procedure was being adopted in this regard.

The Secretariat clarified that new membership files were being scanned regularly at the time of registration, and their data was simultaneously entered into the database. Hence, their information was being maintained in soft form, as well.

Mr. Adnan Safdar observed that detailed information should be available regarding the firms that proposed and seconded new membership applications, as some members were found to have proposed or seconded several new cases.

The Secretariat informed that all data had been entered into the software and could be provided upon request. Regarding the issue of proposers and seconders, it was clarified that there was no restriction under the existing rules. It was further informed that the Committee had earlier recommended that only those applications for new membership should be accepted which were proposed and seconded by members having export credentials; however, this proposal could not be approved due to the absence of any such provision in the law.

Participants	The President, Mr. Sohail Masood and Mr. Adnan Safdar.
Approval	Approved.

17. Point discussed.	Approval of minutes of meetings of the Departmental Committee on Membership/Bye-Laws held on September 25, 2025.

Discussion:

Mr. Salman Sheikh informed the house that new membership applications had been received under Associate Class (801) and Corporate Class (07). After a thorough examination and verification of the submitted documents, the applications were duly approved. He further apprised the house that requests from certain existing members for a change in company name had also been received and were accordingly approved after due consideration.

Participants	Mr. Salman Sheikh.
Approval	Approved.

Any Other Point

18. The President shared update on following projects with the house:-

i) Project of University of Applied Engineering and Emerging Technologies. The Project was initiated in 2005, and was progressing over the past twenty years and was yet to be completed. He said that a documentary film would be developed to highlight the entire journey of the project, from its inception to the current stage. The documentary, he said, would include interviews of past Presidents of the Chamber, footage of the project site, and coverage of the major development work carried out there. He informed the members that approximately Rs. 2.5 billion had already been spent on the project, which was currently on hold. By presenting this documentary at various forums, he added, the Chamber could

effectively showcase its efforts and achievements through a visual presentation rather than verbal explanation, which would create a stronger impression. He further shared that the concept of the University originated during the tenure of Dr. Atta-ur-Rahman in 2004–2005, and in 2019 about 400 acres of land was acquired opposite to EPZ (Export Processing Zone) for this purpose. Construction activities also began during 2019–2020. Parallel to this, work had also been initiated on the Pak-Austria University at Haripur, which was now fully functional with 5,000 students currently enrolled, and the number expected to increase to 6,000 by next year but the University in Sialkot was still under construction.

The President said that he had held a detailed Zoom meeting with Dr. Atta-ur-Rahman to discuss how to take the project forward. Dr. Rahman had expressed great pride in the success of the Pak-Austria University, describing it as a semi-government, self-sustainable institution, operating on a fee structure similar to NUST and COMSATS. He added that the concept combined a Technology University and a Technology Park, which was also being pursued for the Chamber's University project. He informed the house that some business entities were already operating within the university premises, producing technical products, including mobile phones, and collectively contributing exports worth approximately six billion rupees. Dr. Rahman had invited the Chamber's delegation to visit the university and technology park to observe the development firsthand. The President announced that the visit had been scheduled for the 30th of the month at 2:00 p.m., and that the former President, Mr. Ikram ul Haq, and several other past Presidents would be part of the delegation. Members interested in joining were informed that the group would depart from the Chamber around 7:30 a.m. and travel via motorway to Haripur, with the university located just a few minutes from the motorway exit.

ii) With regard to the **Sialkot Industrial Zone,** it was expected that a meeting with the Chief Minister would be held during the following week.

iii) The President stated that he was also considering renovation of the Chamber's library and meeting facilities. He observed that the existing library, was based on an old design, required modernization to meet current professional and technological needs. He mentioned that Mr. Salman Sheikh had some innovative ideas, in this regard, and requested him to explore and share his proposals for the upgradation of library. The President further noted that the proposed up-gradation of the library and the meeting table setup would be discussed in a subsequent meeting after incorporating the members' suggestions.

Mr. Salman Sheikh briefed the house that several aspects of the Chamber's infrastructure had been pending for improvement for quite some time. He highlighted that certain furniture items, including tables and microphones, were outdated and required replacement. He further mentioned that there were recurring issues related to movement space and functionality, and that the overall layout needed redesigning to meet modern standards. He emphasized that improving these facilities would significantly enhance the Chamber's image at an international level.

Mr. Salman proposed the following: -

- Introducing lighting effects and an upgraded sound system to enhance the overall environment of the meeting rooms.
- Regarding the library, he underscored its importance for the industry, noting that it was a long-standing requirement. He observed that many members and visitors frequently sought research material and reference resources, but the existing setup did not fully cater to their needs. He therefore suggested the introduction of a digital library (e-Library) concept. Explaining further, he said that through international digital subscriptions, the Chamber could provide members with access to global databases, journals, and trade information. This would offer a

significant advantage by enabling members to access worldwide resources from a single room within the Chamber. He added that such a facility would be particularly beneficial for new exporters and emerging businesses who lacked exposure to international market data and research resources.

- Mr. Salman Sheikh stated that certain sectors, including R&D and IT, need further improvement. He emphasized the importance of upgrading systems in these sectors and mentioned that a small budget would be required for this purpose. He added that once the budget was approved, substantial work could be carried out.
- He highlighted the role of the executive team, noting that contributions from all members would be incorporated into the plan. He mentioned that proposal would also be gotten from Executive Committee and that collaboration from all members would be necessary to follow and implement improvements in these sectors.
- Mr. Salman emphasized that members' active participation would play a major role in achieving the objectives and assured support for their involvement. He stated that the team would guide members towards the required improvements and initiatives.
- Finally, he noted that a master plan would be developed and discussed with members, but he first sought basic approval of the proposed budget. Once the budget was approve , a comprehensive working plan would be presented to the EC for further action.

Mr. Malik Naseer Ahmed suggested that a proper feasibility report should be prepared for the proposed project to assess its requirements and estimated cost.

The President stated that if sponsorship could be secured from reputed companies such as Forward Sports and Awan Sports, similar to the sponsorship arrangement for Sheikh Muhammad Shafi Hall, it would significantly support the renovation work.

The Secretariat informed the house that the Library Block had already been sponsored by Sheikh Tahir Majid Kapur.

The President and Mr. Murad Arshad agreed that the matter could be discussed with potential sponsors to explore further collaboration. The President further remarked that sponsorship could likely be obtained; however, **the estimated cost for the renovation, including both the main hall and the upper portion, would be around PKR 30 to 40 million.** He assured the members that the matter would be pursued diligently and finalized once the detailed feasibility and cost estimates were prepared.

Mr. Sohail Masood agreed on the proposal to renovate as requested by the Office Bearers.

19. Mr. Sheikh Muhammad Shahid Inam informed the house that approximately 50 to 60 people visited the library on a regular basis. He stated that visitors often required photocopying or printing facilities; however, the LCD screen of the system installed with Mr. Naveed, Library Incharge, was quite small and outdated. He therefore requested that the system be upgraded. He further pointed out that although technology had significantly advanced, for instance, fax machines had become obsolete and replaced by online communication tools, a fax machine was still being used in one of the departments operated solely by Email Operator. He requested that the said equipment be upgraded as well.

Mr. Salman Sheikh acknowledged his observations and informed the house that the matter had been noted. He added that he was already working on enhancing the library's facilities, including upgrading screens and other digital setups, to ensure that the Sialkot Chamber's Library remained modern, efficient, and well-equipped.

20. The President informed the house that last year a "Made in Sialkot Diary" was published and printed by the Chamber. For the current year, he had requested Mr. Muhammad Murad Arshad to publish a "Yellow Pages type book (Sialkot Business Directory)" containing the data of all Sialkot business community members. He added that if any member desired, their advertisements could also be printed in it.

Mr. Muhammad Murad Arshad briefed the house that the previous year's diary was slightly delayed; however, it was well-received and distributed among dignitaries visiting the Chamber as well as at various consulates across Pakistan. He informed that for the 2026 Diary, the front and back cover advertisement rates were Rs. 150,000, full-page color Rs. 100,000, and regular full-page Rs. 50,000.

He suggested offering a special discount package of Rs. 100,000/- for Executive Committee Members and those who would advertise and who wished to participate in both publications—the Diary and the Business Directory, so that their advertisements could appear in both at a reduced combined cost.

He further explained that for the upcoming Sialkot Business Directory, the estimated budget would be approximately Rs. 4 million as it would include data of around 10,000-12,000 companies, both from the Associate and Corporate Classes. The directory would include company profiles along with advertisements, thus serving as a comprehensive business reference with index.

Mr. Muhammad Murad Arshad stated that the *Business Directory* would be distributed worldwide. Regarding the *Diary 2026*, he mentioned that some copies would be reserved for members while others would be distributed among guests. He informed that the *Business Directory* would be titled "Made in Sialkot" and that 1,000 copies of the Diary and 2,000 copies of the Business Directory would be printed.

The President, Senior Vice President, Mr. Ikram Ul Haq, Muhammad Iqbal Asad, Mehtab Maqsood, Mr. Sohail Masood, Mr. Arshad Jamil Chaudhry, Mr. Aamir Mehmood, Mr. Bilal Khan, Sheikh Atique-ur-Rehman, Mr. Haseeb Tahir, Mr. Adnan Safdar, Mr. Muhammad Abid, and Mr. Jawad Khalid

21. Mr. Ikram Ul informed that Mr. Shafay Hussain, Minister of Industries, Punjab, had scheduled a meeting at 3:00 p.m. and that a letter had already been issued in this regard. Mr. Ikram Ul Haq further stated that he had endorsed the Minister and apprised him of all related matters. He added that the meeting was scheduled for Tuesday at 3:00 p.m., and he had also spoken to the Minister's Personal Assistant, who confirmed that the meeting would be held as planned. The Secretary Industries, Chairman PIEDMC, and other government stakeholders would also be in attendance. Mr. Shafay Hussain desired further deliberation on the matter that had been discussed earlier so that it could be reviewed in detail.

The President requested Mr. Ikram Ul Haq to meet him in his office after the meeting, in this regard.

22. The Secretariat, on the request of the President, presented the list of Departmental, Project and Valuation Committees for the year 2025-26 for approval by the Executive Committee.

The house, after due consideration, **approved the attached list of Departmental, Project and Valuation Committees.**

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