

Executive Committee Members, APMSPIDA

APMSPIDA/EC-MEETING/2017
January 21, 2017

THROUGH: EMAIL/SMS/WHATSAPP

**MEETING NOTICE & AGENDA FOR THE 3RD MEETING OF THE EXECUTIVE COMMITTEE OF APMSPIDA
SCHEDULED TO BE HELD ON SATURDAY, 28TH JANUARY, 2017 AT 12PM AT APMSPIDA HEAD OFFICE,
KARACHI**

Dear Members,

The 3rd meeting of the Executive Committee of All Pakistan Motorcycle Spare Parts Importers & Dealers Association (APMSPIDA) is being convened on Saturday, January 28, 2016 at APMSPIDA Head Office, Karachi at 12pm to discuss the following agenda items:

- 1- Recitation of the verses from the Holy Quran.
- 2- Approval of the Minutes of the 2nd Executive Committee Meeting held on 8th November, 2016 at APMSPIDA Head Office.
- 3- Approval of the Minutes of the following emergent Meetings of Executive Committee.
 - 3rd Emergent Meeting of Executive Committee held on 24th December, 2016 at APMSPIDA Head Office, Karachi
- 4- Discuss the APMSPIDA Diary for the year 2017.
- 5- To discuss the tasks entrusted to the Scrutiny Committee and the recommendations made by them in this respect.
- 6- Discuss the financial position of APMSPIDA accounts.
- 7- Appointment of external Auditor for APMSPIDA as Companies Ordinance 1984.
- 8- Any other item with the permission of the Chair.

The members are requested to confirm their availability to attend the said meeting to the undersigned by or before Friday 27, 2017 day end.

With regards,

Yours sincerely,

(Syed Jamal Shah)
Secretary General

C.C: Mr. Azhar Iqbal, Regulator TO MoC, GoP

January 28, 2017

**MINUTES OF THE 3RD MEETING OF THE EXECUTIVE COMMITTEE OF APMSPIDA
HELD ON SATURDAY, 28TH JANUARY, 2017 AT 12PM AT APMSPIDA HEAD OFFICE, KARACHI**

The following had attended the meeting of the Executive Committee:

- | | |
|--------------------------|-------------------|
| 1. Mr. Farhan Hanif | Chairman |
| 2. Mr. Tariq Siddiqui | Sr. Vice Chairman |
| 3. Mr. Anjum Kamal Aftab | Vice Chairman |
| 4. Mr. Shahgul Sheikh | Member |
| 5. Mr. Naveed Ejaz | Member |
| 6. Mr. Farrukh Shahzad | Member |
| 7. Mr. Arif Ganatra | Member |
| 8. Syed Riazat Ali | Member |
| 9. Mr. Muhammad Tahir | Member |

The following members remained absent:

- | | |
|------------------------|--------|
| 1. Mr. Owais Shaikh | Member |
| 2. Mr. Muhammad Kashif | Member |
| 3. Mr. Muhammad Amir | Member |

The following attended the meeting in the 'Observer Capacity':

- | | |
|---------------------------|----------|
| 1. Mr. Waqar Ahmed Shaikh | Observer |
|---------------------------|----------|

Minutes

The 3rd meeting of the Executive Committee of All Pakistan Motorcycle Spare Parts Importers & Dealers Association (APMSPIDA) was held on Saturday, January 28, 2016 and commenced with the verses of Quran being recited by Mr. Naveed Ejaz, Member EC.

AGENDA ITEM NO. 2

Approval of the Minutes of the 2nd Executive Committee Meeting held on 8th November, 2016 at APMSPIDA Head Office.

The members were apprised that the Secretary General had floated the minutes of the 2nd meeting of the Executive Committee of the APMSPIDA last week and the comments were invited for needful consideration and incorporation, but, to-date no comments were not received, therefore, the same should be adopted. Hence, the minutes were proposed by Mr. Shahgul Shaikh and seconded by Syed Riazat Ali, the same were adopted by the house as is.

AGENDA ITEM NO. 3

Approval of the minutes of the 3rd Emergent Meeting of the Executive Committee held on 24th December, 2016 at APMSPIDA Head Office, Karachi

The members were apprised that the Secretary General had floated the minutes of the 2nd meeting of the Executive Committee of the APMSPIDA last week and the comments were invited for needful consideration and incorporation, but, to-date no comments were not received, therefore, the same should be adopted. Hence, the minutes were proposed by Mr. Anjum Kamal Aftab and seconded by Mr. Naveed Ejaz, the same were adopted by the house as is.

AGENDA ITEM NO. 4

Discuss the APMSPIDA Diary for the year 2017.

The Chairman of the Diary Committee apprised the house that 100% recovery has been made from the establishments whose advertisements were published in the 'Annual Diary'. The members expressed their overall satisfaction and advised the Chairman to initiate the diary printing process in the month of June-July every year so that the same could be concluded by December. Moreover, the members also expressed their slightest of discomfort over the printing quality of the diary as the pages of the same have been loosely knit/tied and advised that the same be taken care of next year.

AGENDA ITEM NO. 5

To discuss the tasks entrusted to the Scrutiny Committee and the recommendations made by them in this respect.

The Convener of the 'Scrutiny Committee' presented the house with the following consolidated report of the 'Scrutiny Committee' for the perusal and needful adoption of the same by the house:

*The '**Scrutiny Committee**' of the All Pakistan Motorcycle Spare Parts Importers & Dealers Association (APMSPIDA) was formed during the 3rd emergent meeting of the Executive Committee of APMSPIDA held on December 24, 2016 at 03:15PM at APMSPIDA Head Office Karachi wherein the members of the Executive Committee expressed their concerns over the scarce earning heads and the expenses incurred on a day to day basis by the Association. Thus, in order to chalk out solutions to increase address the very issue, the members of the Executive Committee formulated a '**Scrutiny Committee**' consisting of the following members entrusted with the responsibilities to contemplate and accordingly chalk out ways and put up their consolidated report in the next meeting of the Executive Committee of APMSPIDA:*

1. *Muhammad Tariq Siddiqui, Convener*
2. *Mr. Anjum Kamal Aftab, Member*
3. *Mr. Waqar Ahmed Shaikh, Member*
4. *Mr. Naveed Ejaz, Member*
5. *Mr. M. Rafiq Mansuri, Member*
6. *Mr. Jehanzaib Ahmed, Member*
7. *Mr. Syed Jamal Shah, Secretary*

SCRUTINY COMMITTEE MINUTES/SUGGESTIONS

Entrusted with the responsibility of contemplating and chalking out the ways for increasing the earning heads for the Association in order to meet the day to day expenses, the members of the Scrutiny Committee held the two (2) brainstorming sessions on December 29, 2016 and January 21, 2017 respectively and after due deliberations is pleased to propose to the Executive Committee of the FPCCI as following:

I. MEMBERSHIP FOR OUTSTATION MEMBERS:

That, as APMSPIDA is a Non-Profit organization registered under Section 42 of the Companies Ordinance 1984 and have very limited sources to work for in order to make earnings for its kitty, therefore, the association may increase its membership threshold forthwith. In this regard, the general membership of the Association for the outstation membership should be opened forthwith at a membership Fees of Rs. 2750 for the new entrants and Rs. 2500 as renewal.

The draft covering letter alongwith the document depicting the membership benefits is being put up to the members of the Executive Committee for their needful approval. Once approved, every member of the Executive Committee should be entrusted with the responsibility to pitch in for

the new membership of the Association within their social/corporate contact circle for needful consideration.

II. "DONORS TO THE ASSOCIATION":

Moreover, it has also been deliberated that the individuals/establishments working in the Motorcycle Spare Parts sector/industry without having the National Tax Number (NTN) cannot be left out completely. Thus, in order to bring them in the lime light, the Association may ask them to make donations to the association thereby making them as the 'Donors' to the Association and resultantly Association may consider rendering services to them as per the 'Benefits Document'.

- *A detailed form consisting of the benefits of becoming a 'Donor of the Association' and receiving services in return may kindly be approved for making the same operational forthwith.*
- *For the time being the individuals/establishments working in the Aurangzeb market and the adjacent markets in Karachi will be pitched for the same.*
- *Initially the said donation amount should be fixed for Rs. 2750 for a period of one (1) year and accordingly renewed subject to receipt of the payment for the future years.*

III. VISA RECOMMENDATION LETTER:

That, the association may forthwith start the issuance of the visa recommendation letters to all the concerned deserving sector/industry based businessmen for all their business/official foreign trips for the visa endorsement.

A minimum fee of Rs.2000 should be charged as a result. The pre-requisites as mentioned in the form should be gathered from all such individuals/establishments and the same be thoroughly scrutinized.

With the relevant enclosures attached herewith, this report is being submitted for the needful approval of the members of the Executive Committee of APMSPIDA.

The members of the Executive Committee appreciated the working of the Scrutiny Committee and expressed their view on the proposed items as following:

i. FOR PROPOSED ITEM NO. 1 (MEMBERSHIP FOR OUTSTATION MEMBERS)

The working done was appreciated and it was advised that the covering letter alongwith the benefits for the membership be translated into Urdu and accordingly pitched to the potential members for their needful consideration and joining the membership threshold.

ii. FOR PROPOSED ITEM NO. 2 ("DONORS TO THE ASSOCIATION")

The working done was appreciated and it was decided that the same will only be pitched to the members of the Aurangzeb Market and not to anyone else.

iii. FOR PROPOSED ITEM NO. 3 ("VISA RECOMMENDATION LETTER")

The working done was appreciated and it was decided that the same be marketed amongst the members for their knowhow about the addition of offering services by APMSPIDA to its existing members.

AGENDA ITEM NO. 6

Discuss the financial position of APMSPIDA accounts.

The current account position and the expected expenses for the next 9 months were tabled by Mr. Anjum Kamal Aftab. He apprised the members that the owing to the expected heads, the association is likely to face a deficit of Rs. 200,000 thus the same be managed from the Importers Club of APMSPIDA and accordingly the Chairman of the APMSPIDA should convince to borne the deficit amount. The Chairman on receipt of the briefing discouraged the idea and advised that the let the ideas proposed by the 'Scrutiny Committee' be implemented forthwith and accordingly nurture so that the Association may manage the deficit vide its own working instead of asking for the aid from the Importers Club.

The Chairman advised that the association may continue to meet the likely incurred expenses in future as owing to the existing accounts position the same can easily be met for the next 3 months. After 3 months the accounts position will be revisited and then the idea of meeting the deficit from the importers club be reconsidered.

The members appreciated the idea given by the Chairman APMSPIDA and decided to defer the proposed idea for 3 months.

AGENDA ITEM NO. 7

Appointment of external Auditor for APMSPIDA as Companies Ordinance 1984.

The house was apprised that under Section 252 of the Companies Ordinance 1984 the Association 60 days from the incorporation is to appoint an external auditor, therefore, the services of M/s Kodvavi & Co (the Chartered Accounts) have consented to be the external auditors of the Association till its next AGM scheduled for September 30, 2018 at an annual retainership of Rs. 10,000 only.

In this respect the following resolution was unanimously approved by the members of the Executive Committee of APMSPIDA.

QUOTE

*CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE EXECUTIVE COMMITTEE OF ALL PAKISTAN MOTORCYCLE SPARE PARTS IMPORTERS & DEALERS ASSOCIATION
CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF ALL PAKISTAN MOTORCYCLE SPARE PARTS IMPORTERS & DEALERS ASSOCIATION
HELD AT THE REGISTERED OFFICE OF THE COMPANY AT AURANGZEB MARKET KARACHI ON
(JANUARY 28, 2017) AT (12noon)*

The Chairman informed that the first Auditors of the Company are to be appointed in the Board Meeting within 60 days from the date of incorporation of the company. He informed that he had got consent of M/s Kodvavi & Co, Chartered Accountants, for their appointment as the first Auditors of the Company. The Board considered and passed the following resolution unanimously:

RESOLVED THAT pursuant to the provisions of section 252 of the Companies Ordinance, 1984, M/s Kodvavi & Co, Chartered Accountants located at 25 2nd Floor Ali Bhai centre Block 2 PECHS, Shahrae-Quaideen Karachi from whom certificate pursuant to section 252 of the Companies Ordinance 1984 has been received, be and are hereby appointed as the first auditors of the company to hold office until the conclusion of the next annual general meeting of the company at a remuneration to be determined by the Board of Directors of the Company.

UNQUOTE

AGENDA ITEM NO. 8

Any other item with the permission of the Chair

The members discussed and subsequently advised the Secretary General the following:

1. That, the membership Certificate booklet be managed as per the instructions and accordingly 5 booklets be printed for the time being.

2. That, the 53 members of the Association whose CNIC copies have not been received as yet, should be issued a letter wherein they may be advised to furnish their missing documents to the Association at the earliest otherwise; their membership is likely to get hampered/affected in the days to come.
3. That, the membership card of the Association be changed as per the advice of the 'Scrutiny Committee' and the sample of the same be put up on the Whatsapp group of the Association for the perusal and approval of the members of the Executive Committee of the Association.
4. That, the proposed changes to the 'Membership Benefits' be made and accordingly translated in urdu language for the perusal of the potential members who will be lured for the membership of the APMSPIDA.

The meeting ended with the vote of thanks to the Chair.

Syed Jamal Shah
Secretary General