

To,

1. Mr. Munir K Bana : Chairman
2. Mr. Usman Aslam Malik : Senior Vice-Chairman
3. Mr. Taufiq Sherwani : Vice Chairman
4. Mr. Rehan Riaz : Member
5. Mr. Abdul Hamid : Member
6. Mr. Mohsin Qaiser : Member
7. Mr. Umar Abdullah : Member
8. Mr. Syed Misbah Uddin : Member
9. Mr. Muhammad Anas Khan : Member
10. Mr. Mannan Ahmed : Member
11. Mr. Tariq Nazeer : Member
12. Mr. Mumshad Ali : Member
13. Muhammad Nasim : Member
14. Mr. Saad Mahmood Sherani : Member
15. Mr. Syed Asad Ali Naqvi : Member
16. Mr. Zain ul Abidin : Member
17. Mr. Abdur Razzaq Gauhar : As Immediate Past Chairman

Subject: MINUTES OF THE FIRST EC MEETING OF PAAPAM

Dear Sir(s),

The minutes of the first meeting of the Executive Committee, chaired by Mr. Munir K. Bana, held at 9.30 PM, on 27th September 2022, in the Emerald board room of Pearl continental for your information, record, and approval:

1. Talwat

The proceeding of the meeting was commenced with the recitation of some verses from the Holy Quran by Mr. Umar Abdullah, the executive member.

2. Oath-taking of remaining EC members and Office Bearers.

The Chairman took the Oath from the following members who could not attend the Karachi meeting:

- i. Mr. Usman Aslam Malik, SVP
- ii. Mr. Mumshad Ali, Member Executive Committee

3. Confirmation of meeting of last joint EC meeting.

The house unanimously approved the minutes of the last joint EC meeting, already circulated, held at Hotel Movenpick, Karachi on 17th September 2022.

4. To discuss the current industry's crises. The house discussed the current position of the industry. Mr. Abdul Rehman Aizaz, outgoing SVP, detailed the efforts made to allocate import

quotas and impediments being faced. He told the LCs would begin to open in a day or two. The house highly appreciated his great efforts.

5. An overview of the TORs and the committees' working to understand newly elected members.

6. To frame the SOPs and best behavior practices for Office Bearers, EC members, and Conveners of Committees.

7. To frame SOPs to interact with the SG and other Secretariat Staff members.

8. SOPs regarding the duration of PAAPAM meetings and office timings.

SVP, Mr. Usman Aslam Malik, drew the attention of the members towards the ethical standards, code of conduct, and TORs prevalent internationally for NPOs. He wanted the house to constitute a committee to prepare recommendations for the comprehensive TORs and rules of business for the PAAPAM secretariat and the working of all committees of PAAPAM.

Chairman Munir K Bana suggested deferring points no 5-8 to the next meeting due to a shortage of time, which was done. The house advised the SG to have homework meanwhile. Mr. Usman Aslam Malik also invited the members to send the recommendations/expressions of interest for the standing committees within a week to finalize them for the current year 2022-23

9. Authorization of bank signatories for the next year

The house authorized the following (5) gentlemen to operate all the bank-related documents and instruments under the article 24 of the Trade Order. Any available from the above four were authorized to sign the cheques with the Secretary-General.

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| i. | Mr.Usman Aslam Malik | : Senior Vice Chairman |
| ii. | Mr.Taufiq Sherwani | : Vice-Chairman |
| iii. | Mr.Rehan Riaz | : Member EC |
| iv. | Mr.Abdur Razzaq Gauhar | : Immediate Past Chairman |
| v. | Mr.Ghulam Murtaza Siddique | : Secretary General |

The house adopted the formal resolution to authorize the above gentlemen.

"Resolved that any available one of the total four gentlemen, Mr. Usman Aslam Malik, Senior Vice Chairman, Mr. Taufiq Sherwani, Vice-Chairman, Mr. Abdur Razzaq Gauhar, Immediate Past Chairman, and Mr. Rehan Riaz, Member EC, jointly with the Secretary-General Mr.Ghulam Murtaza Siddique be and are authorized to sign all the cheques and other bank related documented on behalf of PAAPAM head office."

10. Any other point with the permission of the Chair.

There was no other point to be discussed; the meeting ended with a vote of thanks to the Chair.

Best regards,


(Ghulam Murtaza)
Secretary General


(Munir K.Bana)
Chairman

