

FREE OF COST COPY

SCANNED  
31 JAN 2017

SCANNED  
10 FEB 2017

MEMORANDUM OF ASSOCIATION  
OF  
ALL PAKISTAN STAINLESS STEEL IMPORTERS AND  
TRADERS ASSOCIATION

Under Trade Organizations Act, 2013

970835  
31/1/17

NAME

1. The name of the Association is All Pakistan Stainless Steel Importers and Traders Association.

REGISTERED OFFICE

2. The Registered office which will be the Head Office of the Association shall be in the province of Punjab. The Branch / Circle Offices may be set up at such places of places as the Association may determine from time to time.



3. The Objects for which the Association is established are:

- (1) To encourage friendship and unanimity amongst Stainless Steel Importers and Traders on all subjects involving their common good.
- (2) The good relation between members of the Association.
- (3) To promote and protect the trade, commerce in Pakistan in general and of the Stainless Steel in particular.
- (4) To promote co-operation between Stainless Steel Importers and Traders Professionals on the terms and conditions of contract documents upon which they will undertake the execution and maintenance of Stainless Steel Importers and Traders Works.
- (5) To settle and secure with government , local authorities and various other public and private bodies, the adoption in contracts for carrying out works by Stainless Steel Importers and Traders contractors of a model form of contract embodying equitable conditions.



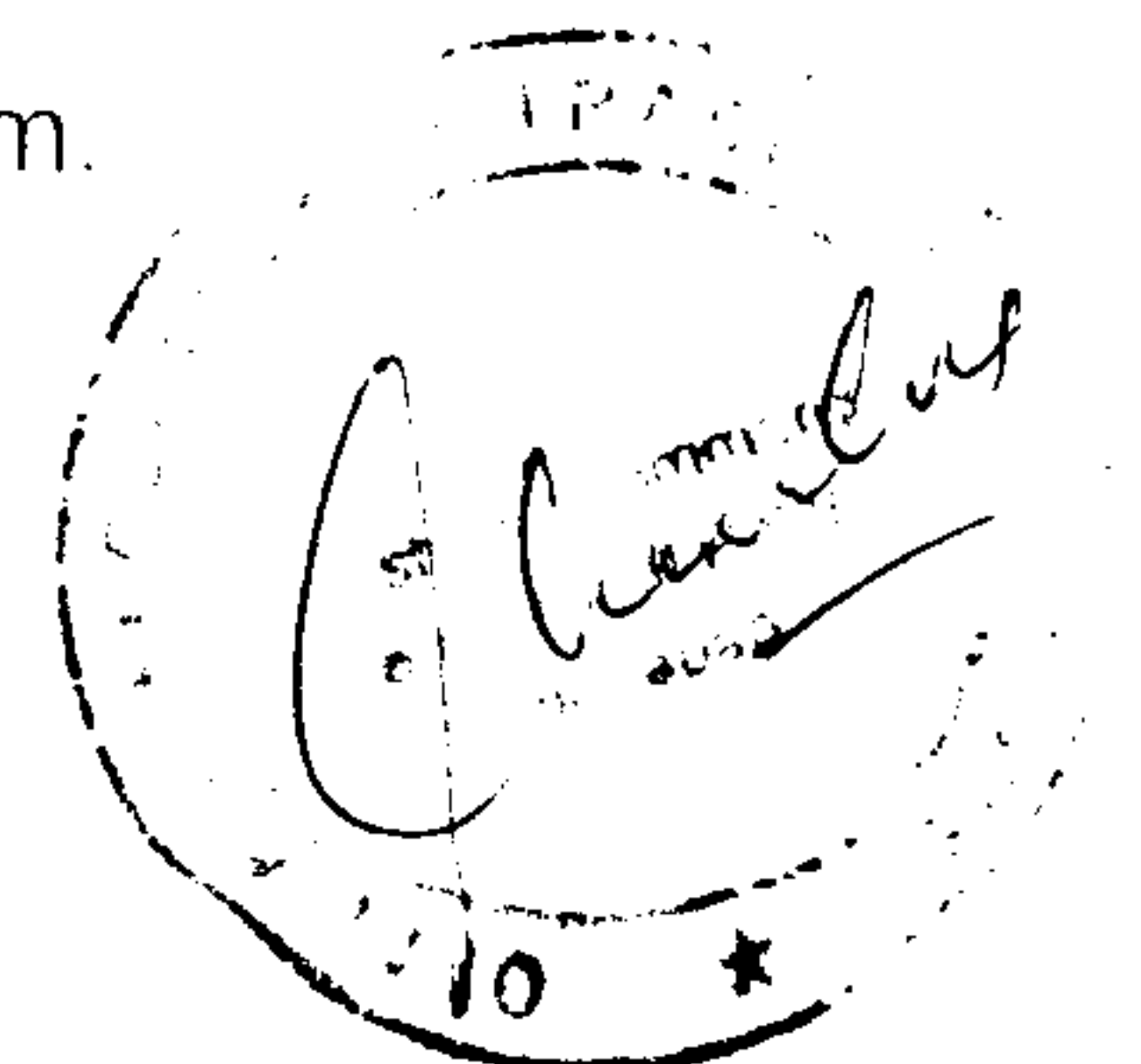
- (6) To compile, collect and circulate among, reliable and correct information on Stainless Steel Importers and Traders and related activities and the members accurate exchange information on Stainless Steel Import and allied technology. In compiling such information, the Association will coordinate with the Government of Pakistan and other agencies.
- (7) To diffuse among its members information on all matters affecting the construction industry, and to print, publish, Issue, and circulate such paper, periodicals books, circulars and other literary undertaking as may seem conducive to any of these objectives.
- (8) To promote improve and elevate the technical and general knowledge of persons engaged in the Stainless Steel Industry or in any other related activity, manual or otherwise, in connection therewith and with a view to provide for the delivery of lecturers and the holding of classes, and to provide for the examination or otherwise the competence of such persons, and to award certificate and distinctions and to establish scholarship, grants, rewards, benefactions, institutions pertaining to training in management technology, research construction and development of human resources.
- (9) To develop plans for the transfer and development of suitable upstream technology with members and to arrange training programmes, courses, seminars and workshops.
- (10) To employ and remunerate all officers, employees and servants of association or any person or firm or company rendering services to association upon such terms as Association may determine
- (11) To consider questions connected with the trade and commerce of its members.



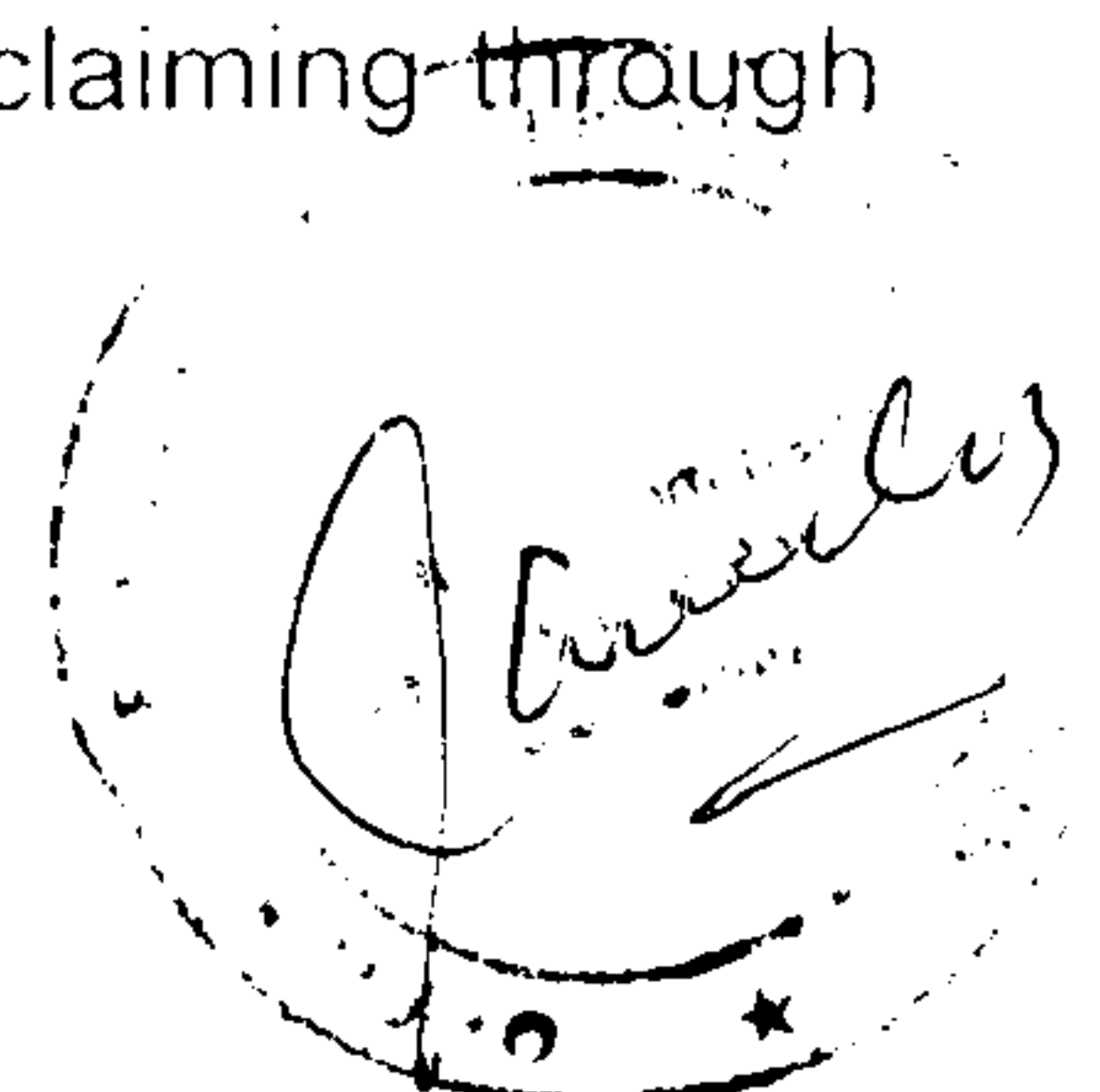
- (12) To collect and circulate statistics and to collect, classify and circulate information relating to the trade and commerce of its members.
- (13) To take all steps which may be necessary for promoting the trade and commerce of its members.
- (14) To make representations to Local, Provincial and Central authorities on any matter connected with the trade and commerce of its members.
- (15) To arbitrate in settlement of disputes arising out of transactions in stainless steel trade between the parties willing or agreeing to submit to arbitration in accordance with arbitration rules of the Association.
- (16) To advance and promote commercial and technical education connected with the trade and commerce of its members.
- (17) To undertake special enquires and initiate or support any action for securing redress of legitimate grievances of the trade and commerce of its members.
- (18) To take any action which may be conducive to the extension of the objects of the Association?
- (19) To subscribe to and become a member of the Federation of ~~Sec~~ Chambers of Commerce & Industry and to procure from or communicate with any organization of the trade, commerce and industry such information as may be likely to forward the objects for the Association.
- (20) To regulate conditions of employment in the trade conduct or carried on by its members.
- (21) To acquire the assets for the Association on such terms and conditions as may be agreed to or decided.



- (22) To take effective steps for the eradication of unethical business practices and conditions from the field of trade and commerce.
- (23) To co-operate with other organizations or trade in forming a National Arbitration Association of Pakistan and seek liaison with similar other bodies abroad or seek affiliation with them with the approval of the Government.
- (24) To acquire by purchase, lease, hire, exchange or otherwise either store or jointly with any other organization, company or persons moveable or immovable property which the Association may from time to time think proper to acquire and hold the same for and in the interest of the Association.
- (25) To sell, lease or mortgage, surrender, exchange or dispose of or otherwise deal in any manner whatsoever with or any part thereof the moveable property belonging to the Association.
- (26) And generally do all that may be necessary for the realization of the objects of the Association, directly or indirect.
- (27) To frame bylaws, rules and regulations for the conduct of the business of the Association and to define the duties of its office bearers.
- (28) To subscribe to, or to become member of, the Federation of the Chamber of Commerce and Industry and to associate and communicate with other trade organizations, associations or groups for promoting the objectives of the Association.
- (29) To comply with all the requirements of the Trade Organizations Act, 2013 as amended from time to time and rules and regulations framed on the instructions and directives issued, thereunder.
- (30) And to do all such other lawful things as are incidental or conducive to the realization of the above aims and objectives or any one of them.



- (31) To do all such other things as are incidental or conducive to the attainment of the above objectives or any of them.
- (32) To defend suit and / or actions either civil, criminal, revenue in a court of law, tribunal against or in the name of Association.
4. The income and property of the Association, whomsoever derived shall be applied solely towards the promotion of the objects of the Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise.
5. Provided that nothing herein shall prevent in good faith for remuneration to any officer or any person in return for any services actually rendered to the Association.
6. No Addition, alteration and amendment shall be made in the Memorandum of Association unless the same have been passed by the three-fourths of the total number of members of the Association present at a General Meeting. No alteration to the Memorandum of Association shall be subject to the approval of the Government and no alteration shall be made when required by the Government in public interest. No alteration shall be made without prior approval of the Government of Pakistan.
7. The territories to which the objects to the Association shall extend shall be the whole of Pakistan.
8. The income and property of the association howsoever derived shall be applied solely towards the promotion of the objectives of the association as set forth in this memorandum of association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise, howsoever by way of profit to the persons who at any time are or have been members of the association or to any of them or to any person claiming through



any of them , provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member thereof or to other person in return for any services actually rendered to the Association or payment of interest on money borrowed or rent for premises demised to the association

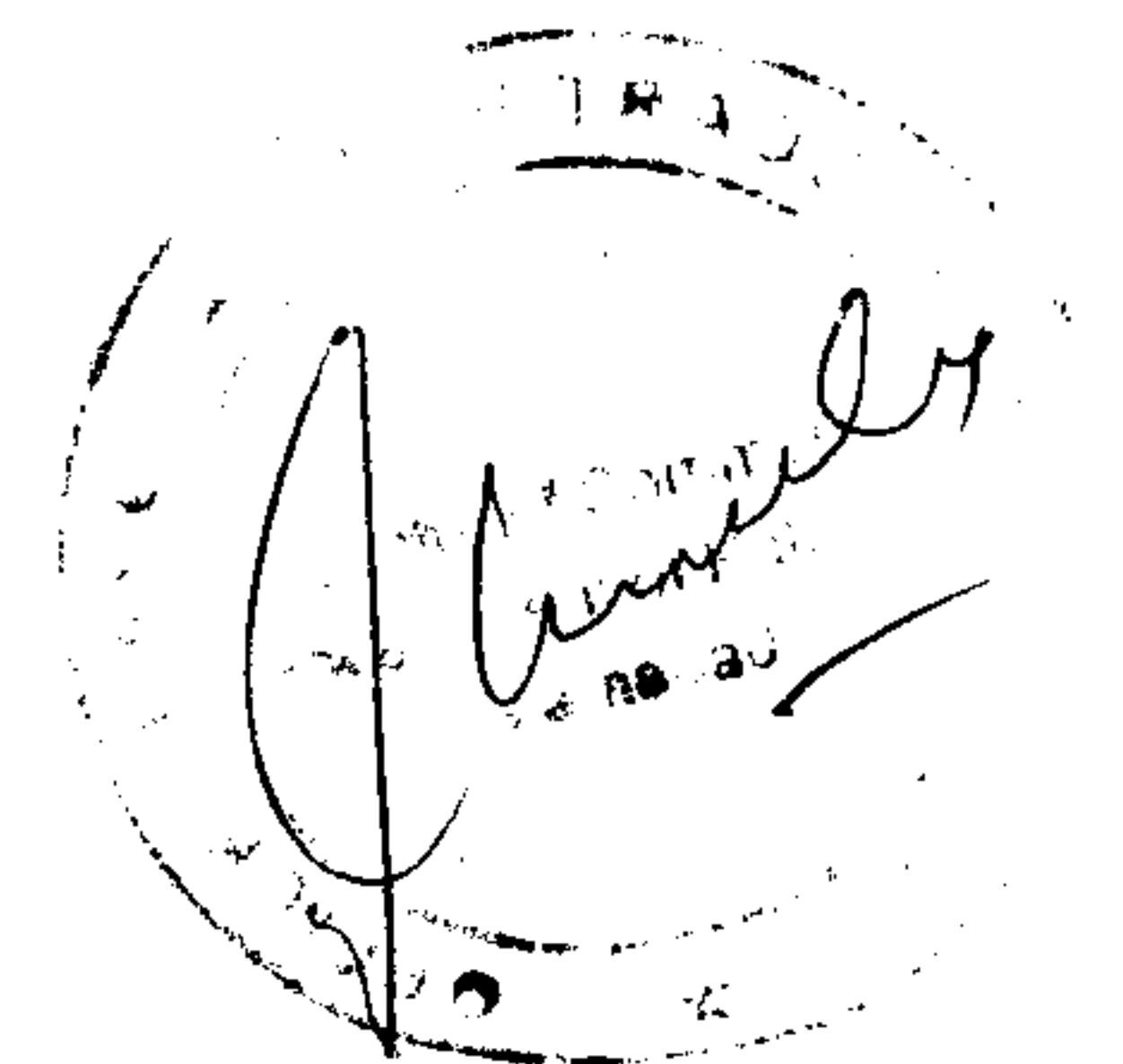
9. Every member of the Association undertakes to contribute to the assets of the Association in the event of its being wound up, during the time he is a member, or within one year afterwards, for the payment of the debts and liabilities of the Association contracted before the time at which he ceases to be a member and all of the costs, charges, and expenses of winding up the same and for the adjustment of the rights of the contributions amongst themselves, such amount, as may be required, but not exceeding Rs. 50,000/-.

10. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed to such other institution or institutions as may be determined similar to the objects of the Association to be determined by the members of the Association at or before the time of dissolution, and in default thereof the same shall be a charge in favour of the Association to be determined by the judge of the court as may have or acquire jurisdiction in the matter.

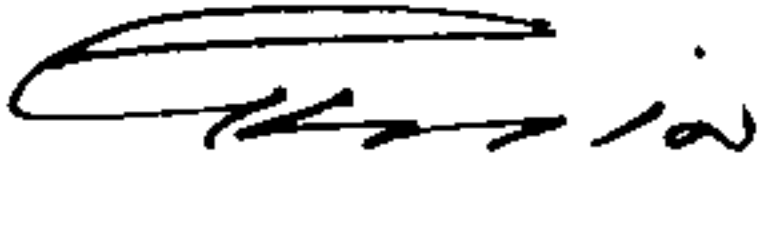
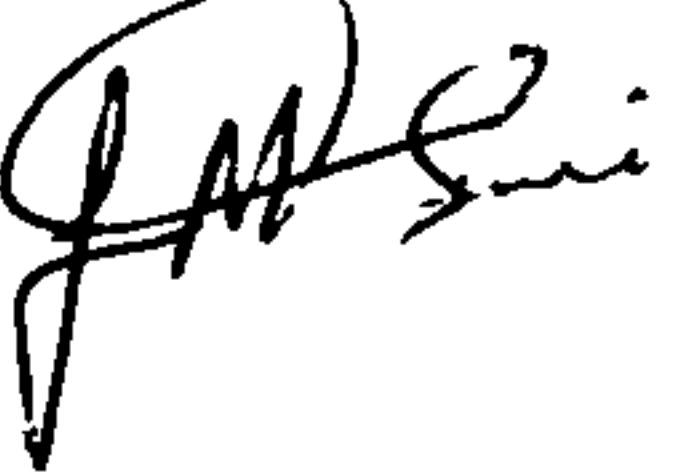
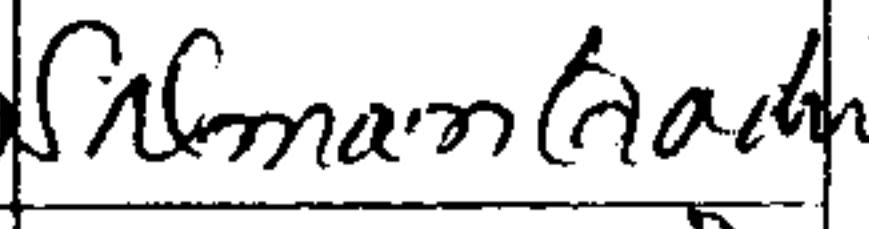



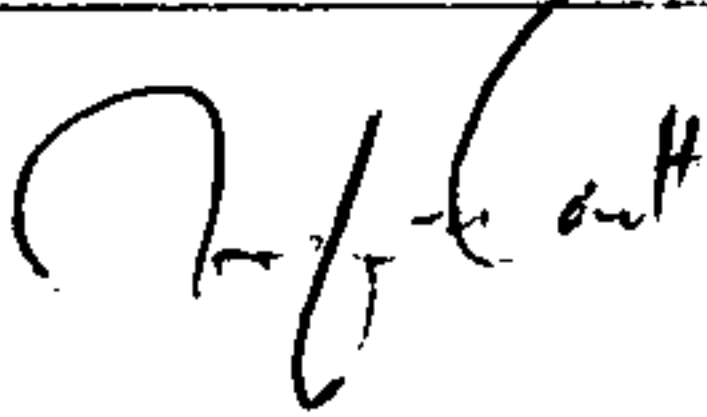


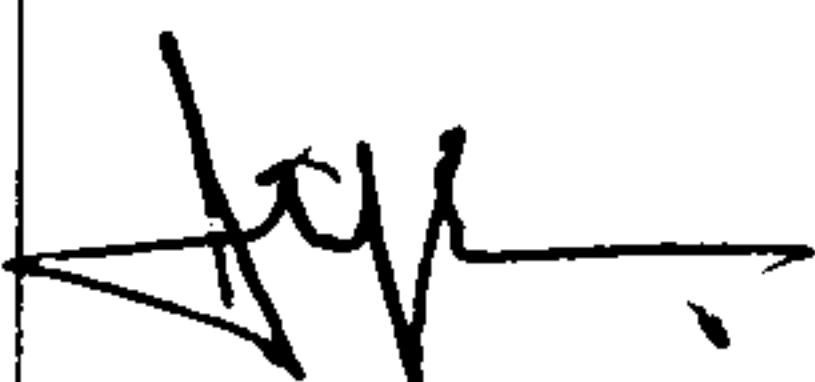

11. Amendments of this Memorandum and Articles of Association shall be subject to the approval of the Federal Government and shall also be made when required by the Government in public interest.

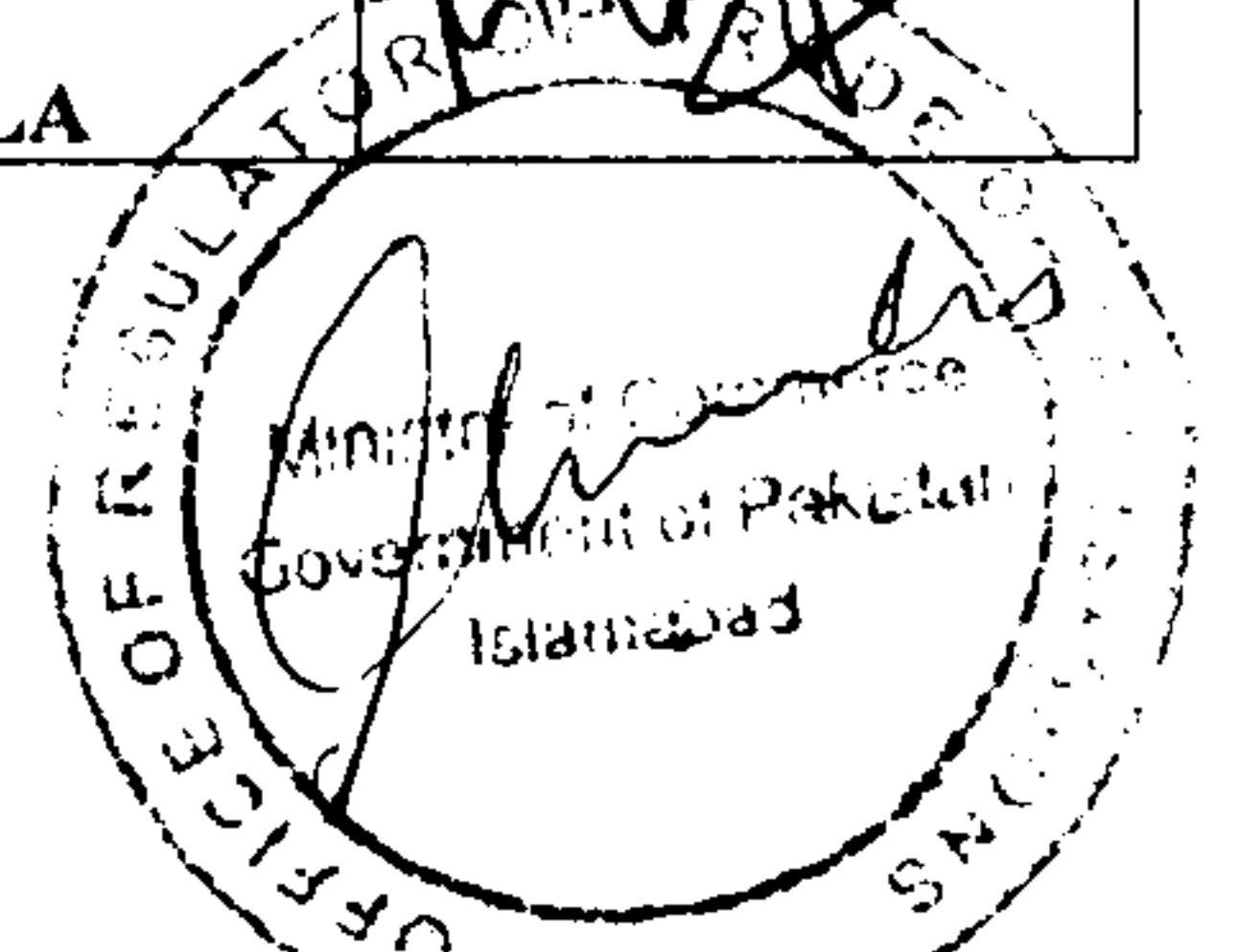
12. Paragraphs 4 to 7B of this Memorandum are conditions on which a license is granted by the Federal Government to the Association in pursuance of Section 3 of the Trade Organizations Act 2013.

13. The limit of liabilities of its members shall not be less than reasonable and having regard to all the circumstances.



We, the several persons whose names and addresses are subscribed below, are desirous of being formed into the Association, named All Pakistan Stainless Steel Importers and Traders Association, in pursuance of this Memorandum of Association.

Sr. #	Name and surname (present & former) in full (in Block Letters)	NIC No. (in case of foreigner. Passport No)	Father's/ Husband's Name in full	Nationality (ies) with any former Nationality	Occupation	Usual residential address in full or the registered/ principal office address for a subscriber other than natural person	Signatures
1	GHULAM HUSSAIN	34101- <del>23023285-7</del> 2303285-7	ABDUL GHANI	PAKISTAN	BUSINESS	NISAR STREET, D.C ROAD, MOHALLAH LALAZAR COLONY, GUJRANWALA	
2	MUHAMMAD ISMAIL	42201-5620008-1	ADAM ALI	PAKISTAN	BUSINESS	HOUSE#137, AL-LATIF CENTER, MARYAM STREET, GARDEN EAST, KARACHI	
3	SALMAN QADIR PHULARWAN	34101-2460652-3	ABDUL QADIR PHULARWAN	PAKISTAN	BUSINESS	HOUSE#131D, SATELITE TOWN, GUJRANWALA	
4	ABDUL QADIR PHULARWAN	34101-3564359-1	M. IBRAHIM PHULARWAN	PAKISTAN	BUSINESS	HOUSE#131D, SATELITE TOWN, GUJRANWALA	
5	KHAWAJA M. RAMZAN	35202-7132053-7	KHAWAJA M. IQBAL	PAKISTAN	BUSINESS	H #110, SEBAR BLOCK, NEW GARDEN TOWN, LAHORE	
6	MUHAMMAD ANWAR	34101-2484274-5	M. HAYAT	PAKISTAN	BUSINESS	H # 30, ST# 2, MOHALLAH GULZAR IBRAHIM, ROAD, GUJRANWALA	
7	IRFAN YAQOOB BUTT	34101-9890036-7	M. YAQOOB BUTT	PAKISTAN	BUSINESS	H # 52, ST# B, X-BLOCK, PEOPLES COLONY, GUJRANWALA	
8	DEWAN WAQAR AHMED	35201-9388249-3	DEWAN M. IJAZ AHMED	PAKISTAN	BUSINESS	H # 32-B, MOHALLAH GULDASHT TOWN, ZARAR SHAHEED ROAD, CANTT, LAHORE	
9	ATIF SHEIKH	34603-4363627-3	SHEIKH ABDUL REHMAN	PAKISTAN	BUSINESS	H # 31/170, MOHALLAH TEHSIL BAZAR MIANA PURA, SIALKOT	
10	AATIF IQBAL CHAUDHRY	34101-4498255-7	MUHAMMAD IQBAL CHAUDHRY	PAKISTAN	BUSINESS	DEFENCE HOUSING SCHEME NO.1, H # 265-267, GUJRANWALA CANTT	
11	M. ILYAS KHOKHAR	34104-9755976-5	MUHAMMAD ABDULLAH	PAKISTAN	BUSINESS	H # 22, GHAURI BLOCK, SAHLIMAR TOWN, GUJRANWALA	



12	MUHAMMAD MUNIR BHATTI	34101-2384628-9	WALAYET HUSSAIN BHATTI	PAKISTAN	BUSINESS	DEFENCE HOUSING SCHEME, PH-I, H#237, GUJRANWALA CANTT	<i>Bint</i>
13	MUHAMMAD SHAHID	34101-8849223-7 <i>off 14/12/17</i>	KHUSHI MUHAMMAD	PAKISTAN	BUSINESS	JUSTICE DIN MUHAMMAD LANE, D.C ROAD, LALAZAR COLONY, GUJRANWALA	<i>[Signature]</i>
14	MUHAMMAD USMAN	34101-2647172-9	SHEIKH M. MUSHTAQ	PAKISTAN	BUSINESS	BIN QASIM BLOCK, H # 9, SHALIMAR TOWN, GUJRANWALA	<i>M. Us.</i>
15	JAWAD ASHRAF BUTT	34101-2654769-5	M. ASHRAF BUTT	PAKISTAN	BUSINESS	H # 107, PH-I, ST#2, GUJRANWALA CANTT	<i>[Signature]</i>
16	MUHAMMAD TANVEER BUTT	34101-8782589-3 <i>off 14/12/17</i>	M. LATIF BUTT	PAKISTAN	BUSINESS	H # 150-J, X-BLOCK, KAHSIMIR ROAD, PEOPLES COLONY, GUJRANWALA	<i>[Signature]</i>
17	REHMAN-UL-HAQ	34101-2331682-3	NAUMAN NAUMAN-UL-HAQ <i>off 14/12/17</i>	PAKISTAN	BUSINESS	H # 120D, SATELITE TOWN, GUJRANWALA	<i>[Signature]</i>
18	KASHIF JAVED	34101-2573049-7	SHEIKH M. JAVED	PAKISTAN	BUSINESS	GALI DIPO WALI, BRANCH NO. 08, GILL ROAD, GUJRANWALA	<i>[Signature]</i>
19	ZEESHAN ANWAR	34101-0384767-5	MUHAMMAD ANWAR	PAKISTAN	BUSINESS	H # 38, GALI NO. 2, MOHALLAH GULZAR IBRAHIM, GILL ROAD, GUJRANWALA	<i>Zeehan Anwar</i>
20	MALIK ZAHID HUSSAIN	17301-6253566-3	MALIK FAQIR HUSSAIN	PAKISTAN	BUSINESS	SHAMI ROAD, H # 120, PESHAWAR CANT	<i>Zahid</i>

Dated this 01 day of December 2016

Witness to the above signatures:

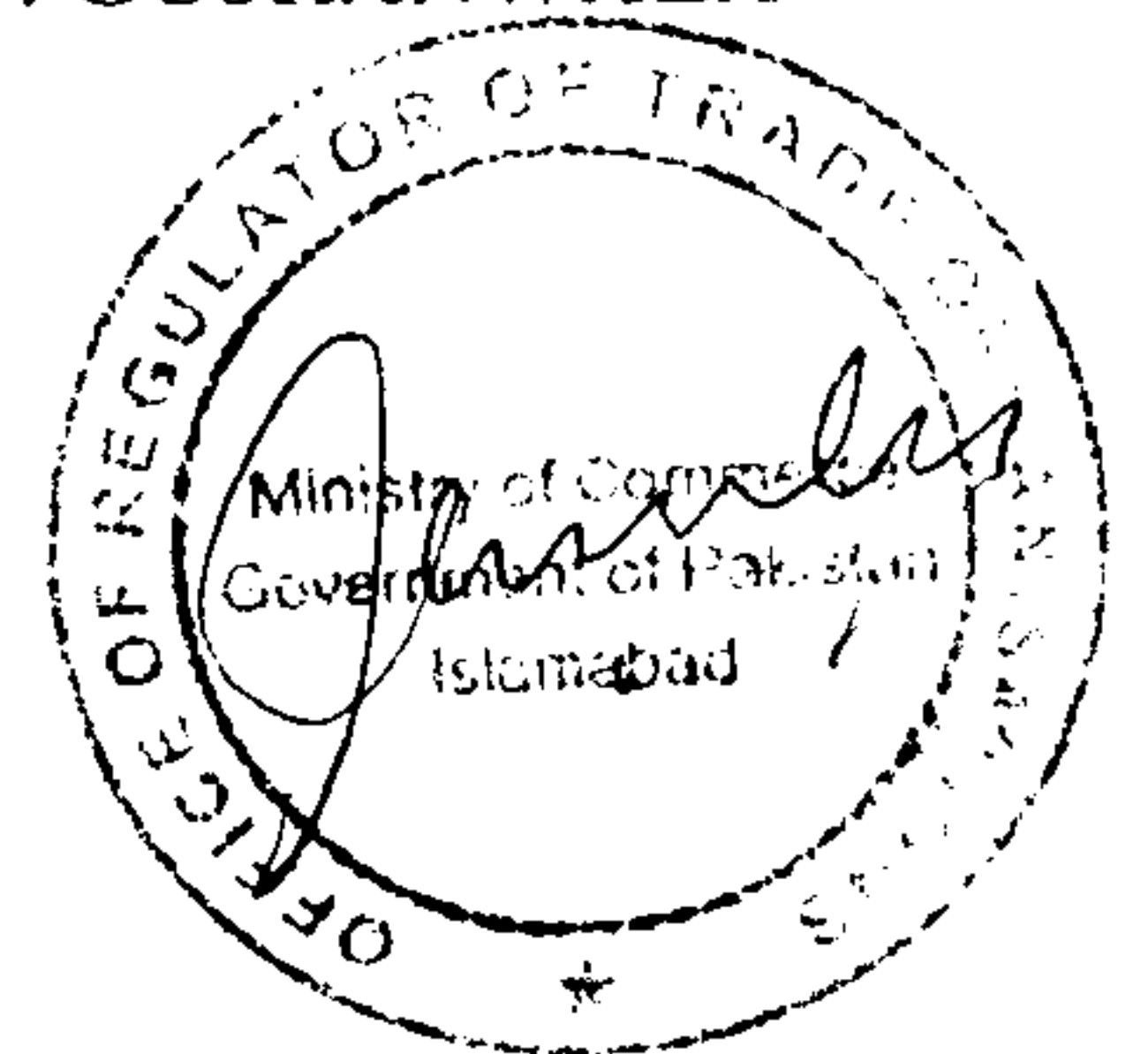
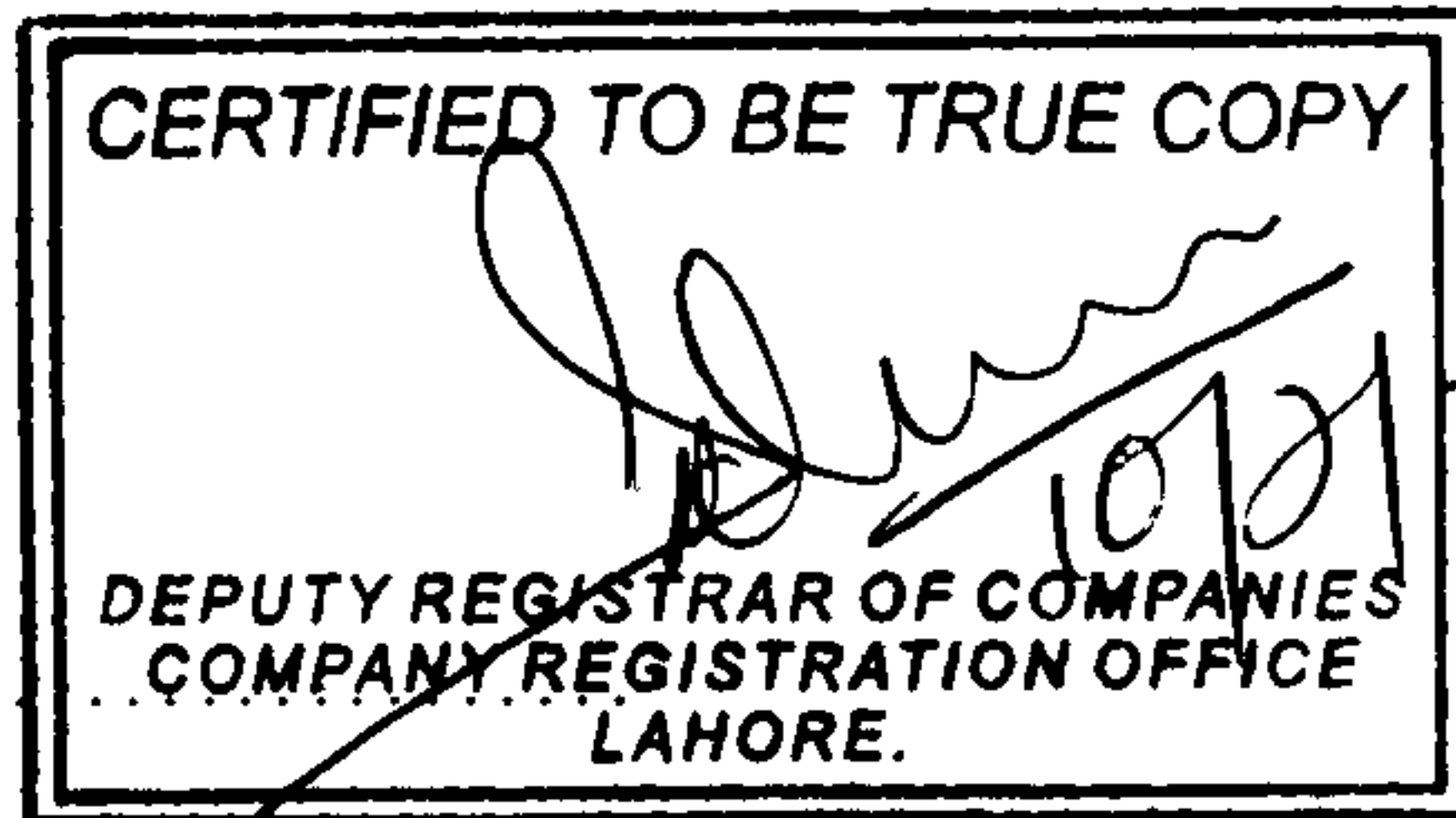
*Nasir Nadeem*

Nationality : PAKISTANI

Full Address : NASIR NADEEM S/O NADEEM AKHTAR  
H#89, B-BLOCK, HILAL-E-AHMER COLONY. GUJRANWALA

Signature

*[Signature]*





**FREE OF COST COPY**

**ARTICLES OF ASSOCIATION  
OF THE  
ALL PAKISTAN STAINLESS STEEL IMPORTERS AND  
TRADERS ASSOCIATION**

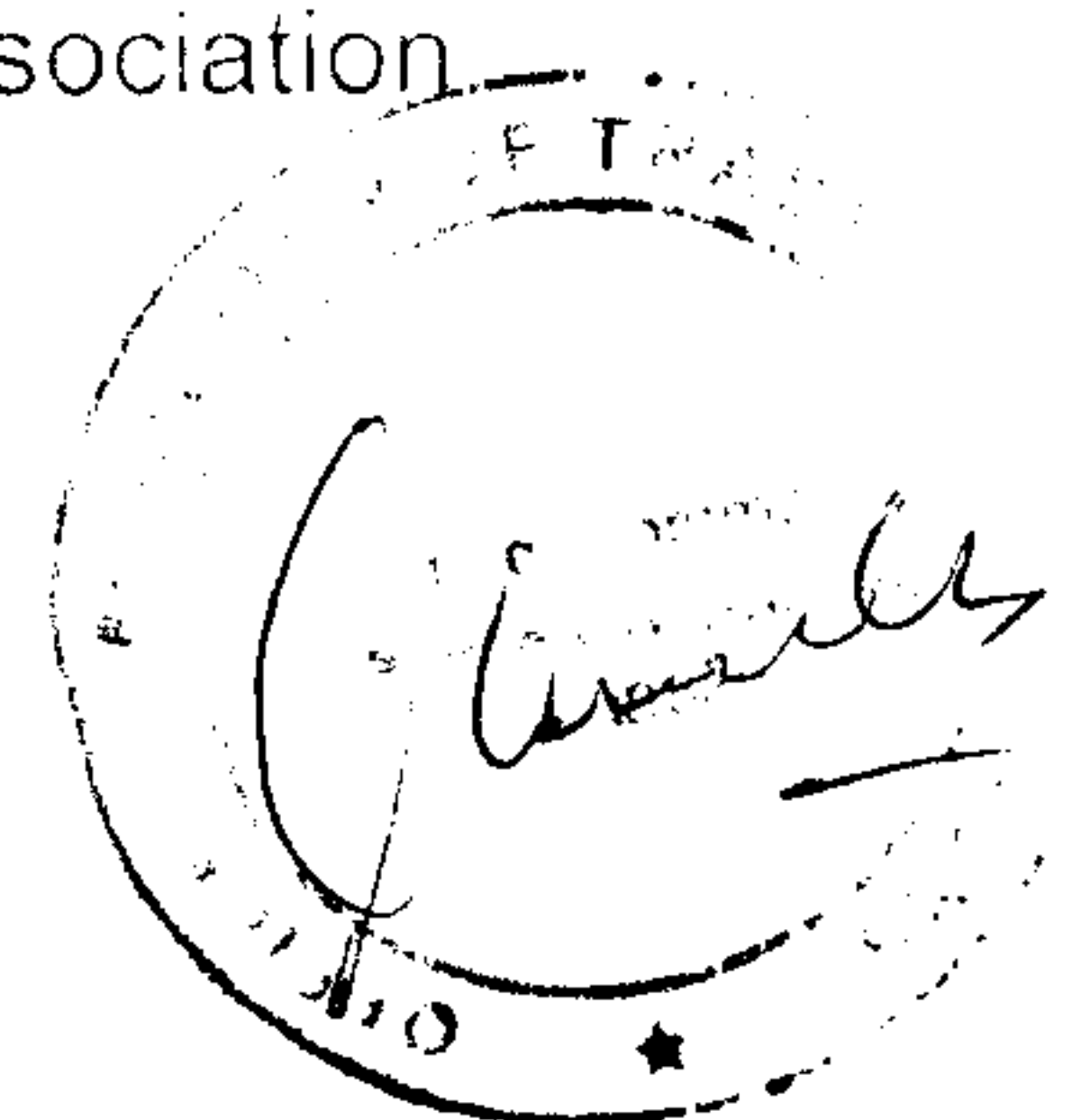
(Licensed under the Trade Organizations Act, 2013)

**REGULATIONS**

- 1). The Regulations contained in Table C of the First Schedule to the Companies Ordinance, 1984 (XLVII of 1984) shall not apply to the Association down herein.

**DEFINITIONS**

- 2). In the Articles unless there is anything repugnant in the subject or context, the following definitions shall apply:
- (i). "Association" means All Pakistan Stainless Steel Importers and Traders Association.
- (ii). "Member" means a business concern whether Sole Proprietorship, Partnership, Association of Persons, or a Company admitted as Associate or Corporate member of the Association.
- (iii). "General Meeting" means a meeting of General Body whether ordinary, special or extraordinary.
- (iv). "The Article" means these Articles of Association.
- (v). "The Chairman" the chairman of the Association.
- (vi). "The Bye-laws" means the Bye-Laws of the Association for the time being in force.
- (vii). "Executive Committee" means the Executive Committee of the Association elected under these Articles.
- (viii). "Office Bearers" means the Chairman, Senior Vice Chairman, Vice Chairman.
- (ix). The "Secretary General" means the Secretary General of the Association.



- (x). "The Act" means the Trade Organizations Act, 2013 for the time being in force.
- (xi). "The Rules" means the Trade Organizations Rules, 2013 for the time being in force.
- (xii). "Regulator" means Regulator of Trade Organizations appointed under the Trade Organizations Act.
- (xiii). "Year" means a year reckoned from 1<sup>st</sup> October to 30<sup>th</sup> September.
- (xiv). "The Ordinance" means the Companies Ordinance, 1984 or any other statutory enactment in place of said Ordinance for the time being in force.
- (xv). "Register" means the Register of Members of Association kept in pursuance of Section 147 of the Companies Ordinance, 1984.
- (xvi). "Resolution of Association" means any resolution passed at a meeting convened to take decision while adhering to the provisions of Section 157 to 173 of the Companies Ordinance, 1984.
- (xvii). "Words indicating the singular number shall, include plural numbers and Vice Versa. Words signifying persons shall apply mutatis mutandis to firms corporation or Joint Stock Companies.
- (xviii). "Words indicating masculine gender shall include feminine gender.

3).

- (a). All other expression defined in the Companies Ordinance shall have the meaning assigned to them in the Companies Ordinance.
- (b). When any provision of the Ordinance is referred to, the references shall be to such provision as modified by any statutory enactment for the time being in force.



## LIMIT OF MEMBERS

- 4). For the purpose of registration, the Association hereby declares to consist of unlimited number of members.

## PURPOSE

- 5). The Association is established for the purposes expressed in the Memorandum of Association.

## CLASSIFICATION OF MEMBERS

- 6). The Membership of the Association shall comprise of two categories of members, namely:

- (a). **Corporate Members** of the Association which are either a Body Corporate or a Multinational Corporation having its Head Office or Branch Office in Pakistan or a Sales Tax Registered manufacturing concern or a sales tax registered business concern having annual turnover of Rs.50 million or above;

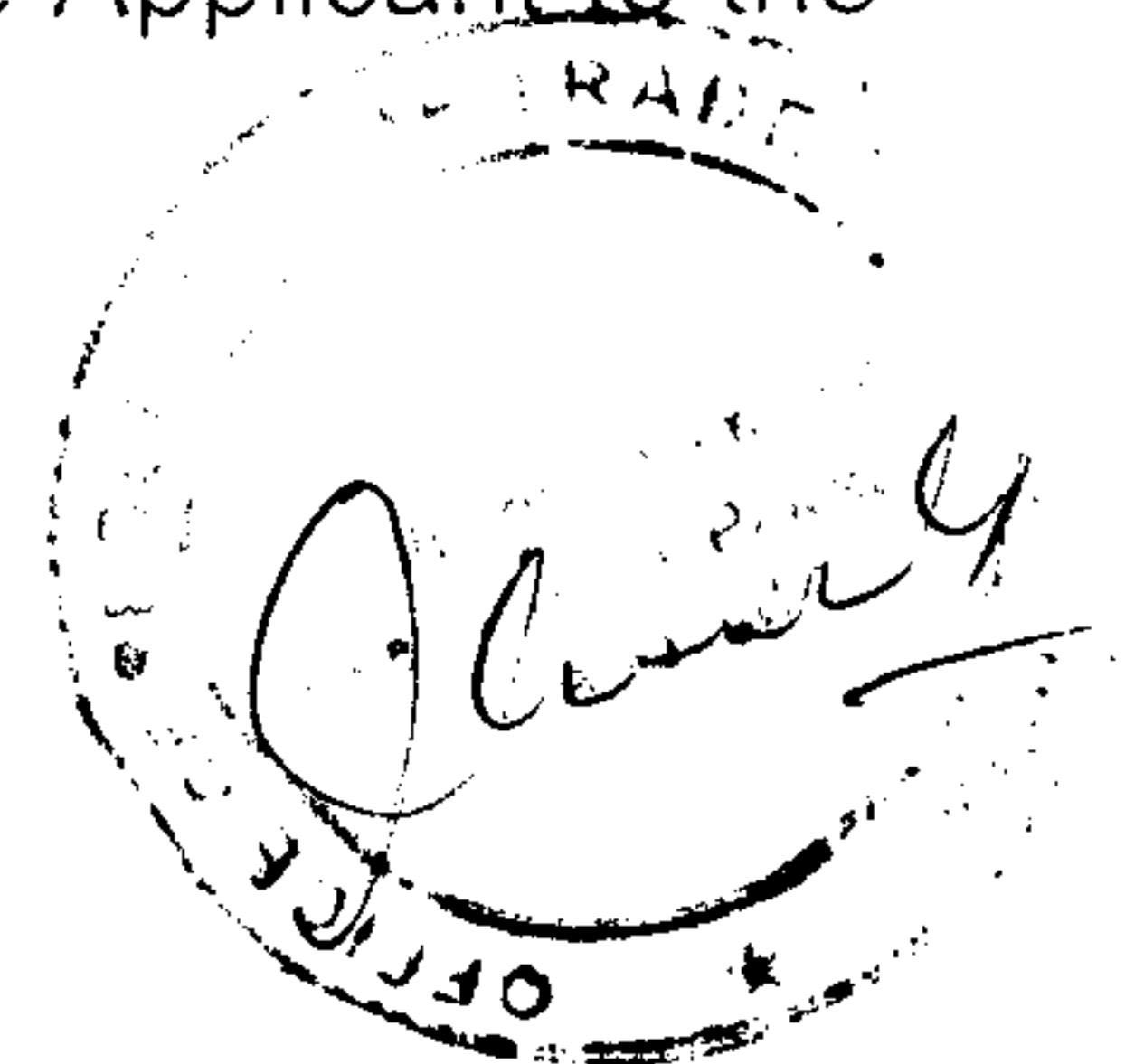
- (b). **Associate Members** of the Association which are not a Body Corporate or a Multinational Or a sales-tax-registered manufacturing concern or a sales tax registered Business concern having annual turn-over of Rs.50 million or above;



## ELIGIBILITY FOR MEMBERSHIP

- 7). A sole proprietorship firm / company or a business concern shall be eligible for membership of the Association, provided that a firm / company deals in the relevant trade of the Association, and fulfill the criteria as provided in Rule 11 (a to e) of Trade Organizations Rules 2013.

- 8). (i). Every application for the membership of the association shall be made on a form prescribed by the Association and submitted by the Applicant to the



Secretary General together with the first year's Membership subscription and the admission fee.

- (ii). Every individual business concern firm or joint stock company desirous of becoming a member of the Association shall "submit to the Secretary General, membership application form. The application so received shall be placed before the next meeting of or circulated amongst the Executive Committee which may accept or reject the same for the reasons specified in the rejection order.
- (iii). in case of rejection, no further application shall be entertained for a period of one year reckoned from the date of such rejection and the fees paid by the Applicant shall be refunded. The applicant shall, however, have the right to approach the Regulator of Trade Organizations, whose decision in this regard shall be final and binding.



#### DURATION OF MEMBERSHIP

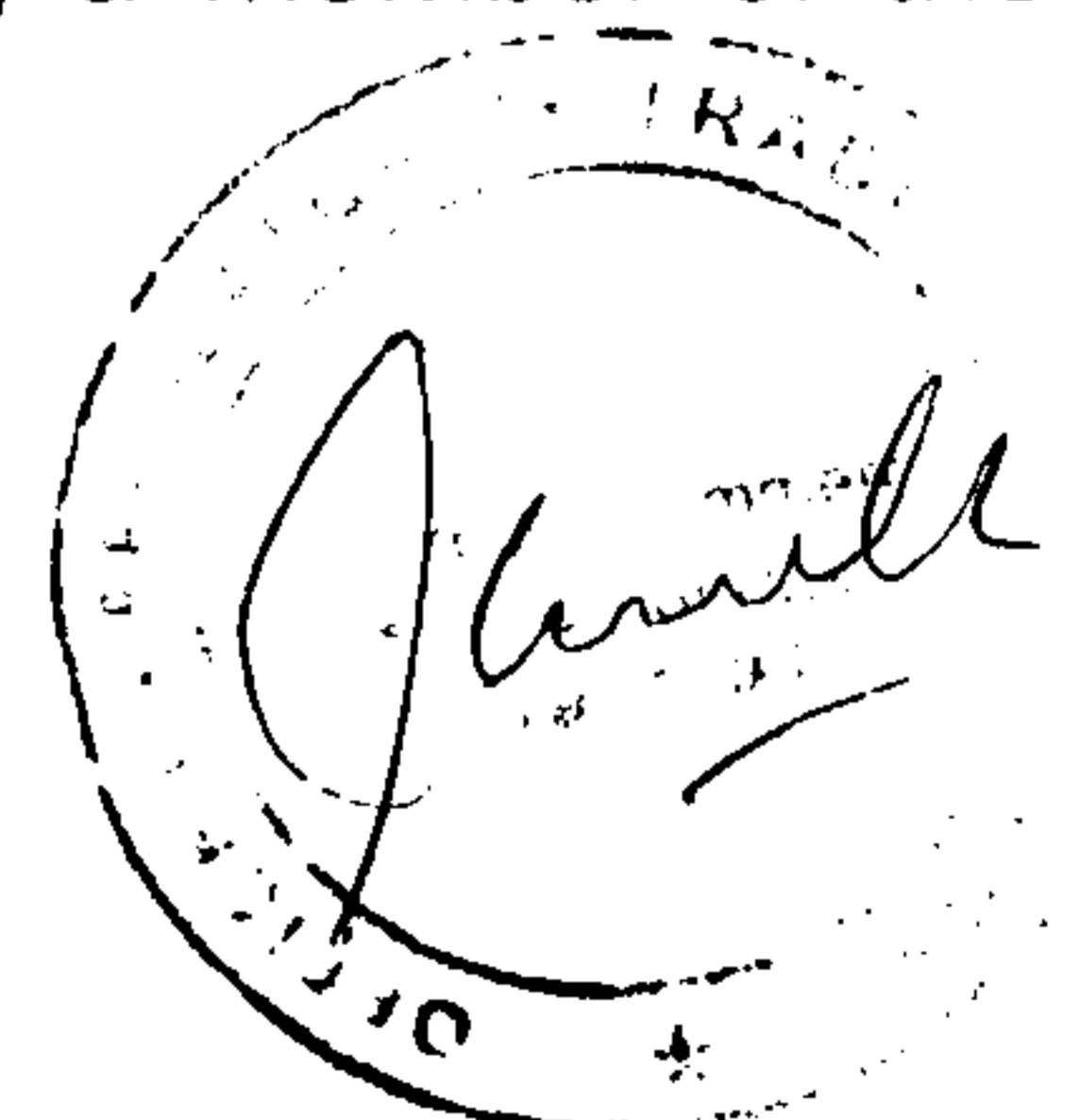
- 9). The Membership of the Association shall be for a period of one year and shall expire on the 31<sup>st</sup> day of March every year, irrespective of the date of grant of Membership.

#### RENEWAL OF MEMBERSHIP

- 10). The Membership shall be renewable on annual basis subject to fulfillment of the following conditions:
  - (a) Payment of prescribed fee within the time stipulated for the purpose but not later than 31<sup>st</sup> of March; and
  - (b). Proof of filing returns of Income Tax and Sales Tax if applicable, for the preceding year.

#### ADMISSION FEE

- 11). Every member will be required to pay admission fee at the rate determined by the Executive Committee from time to time. Any firm being a member of the



Association shall have, on changing the Firm's name or on change of constitution of the firm, to put in a fresh application for membership. However, no admission fee shall be charged, provided the Applicant has taken over the assets and accepted the liabilities of the original firm. In any case the Executive Committee shall be competent to decide such cases on merit.

#### MEMBERSHIP FEE

- 12). In addition to the Admission Fee payable as provided in Article-11, every member shall annually pay Membership Fee by 31<sup>st</sup> March each year, for the year. The Membership fee may be varied from time to time by the Executive Committee on its sole discretion.

#### PRIVILEGES OF MEMBERSHIP

- 13). 1). Every member of the Association shall be entitled:
- a). To take part in the elections and cast vote to elect office bearers of the Association as per rules and regulations in force.
  - b). To take advantage of the information and record available with the Association under such limitation as the Executive Committee may prescribe.
  - c). To obtain a copy of the annual report and statement of accounts of the Association.
  - d). To obtain a copy of all publications of the Association either free of cost or at such prices as may be fixed by the Executive committee from time to time.
  - e). To cause an ordinary or extra-ordinary General Meeting of the Association to be convened in conjunction with other members of the Association in accordance with these articles.
  - f). To participate in the General Meetings of the Association.

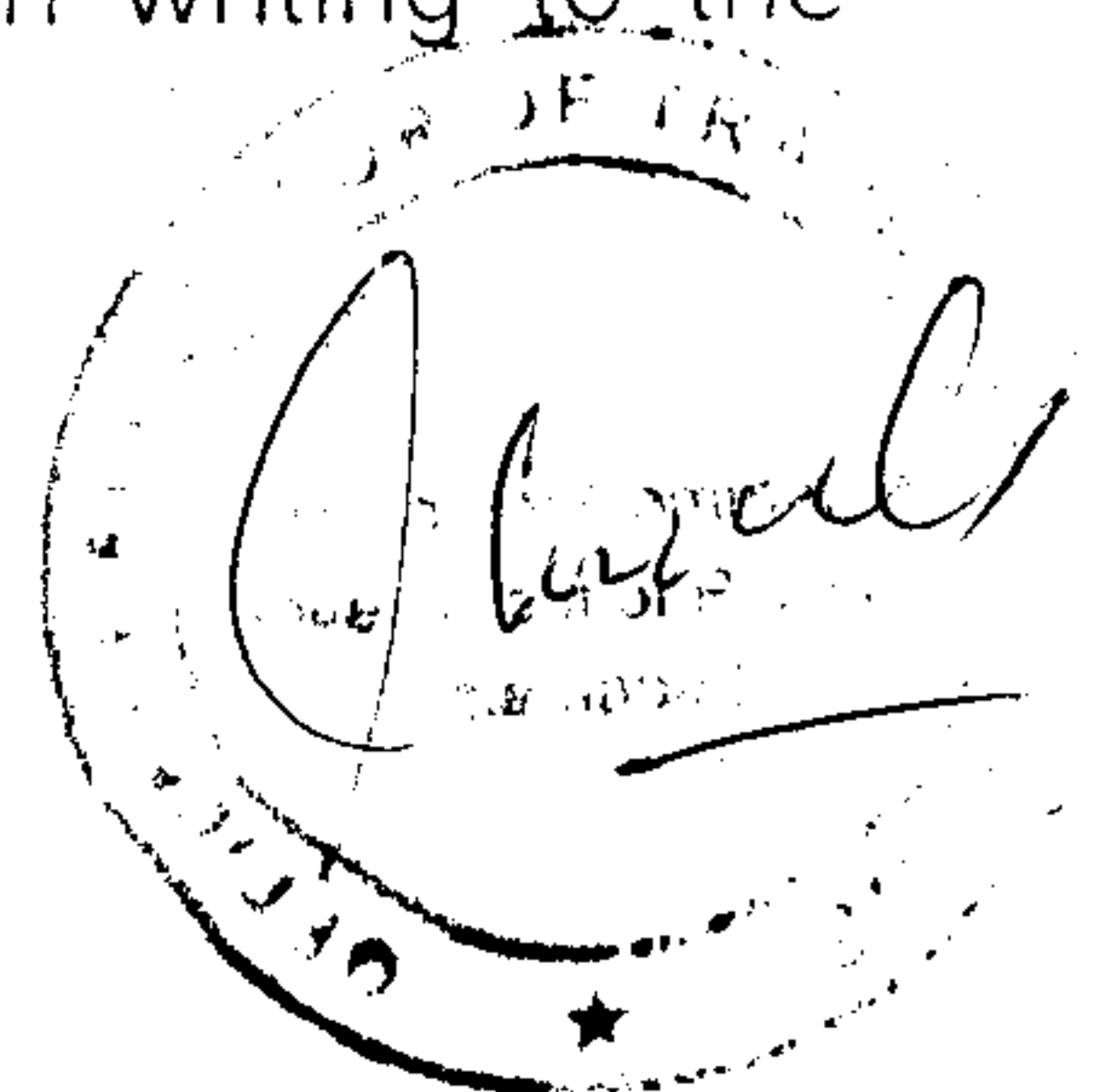


- g). To stand or propose or second members for election to the Executive Committee of the Association.
  - h). To stand for election as a representative of the Association on any non-political public or private body.
  - i). To seek assistance of the Association for securing all reasonable facilities for the development of his trade / industry.
  - j). To inspect or examine books of accounts and other documents, registers or records of the Association subject to any rules, conditions or limitation that may be laid down in this behalf under the relevant law or by the Committee or by a resolution of the Association in a General Meeting.
  - k). To be entitled to such other privileges as may be granted by the Executive Committee from time to time.
- 2). In order to avoid conflict of interest and positions, a proposed member will furnish an undertaking to the effect that the applicant is neither a member of any other Trade Organization nor intends to do so.

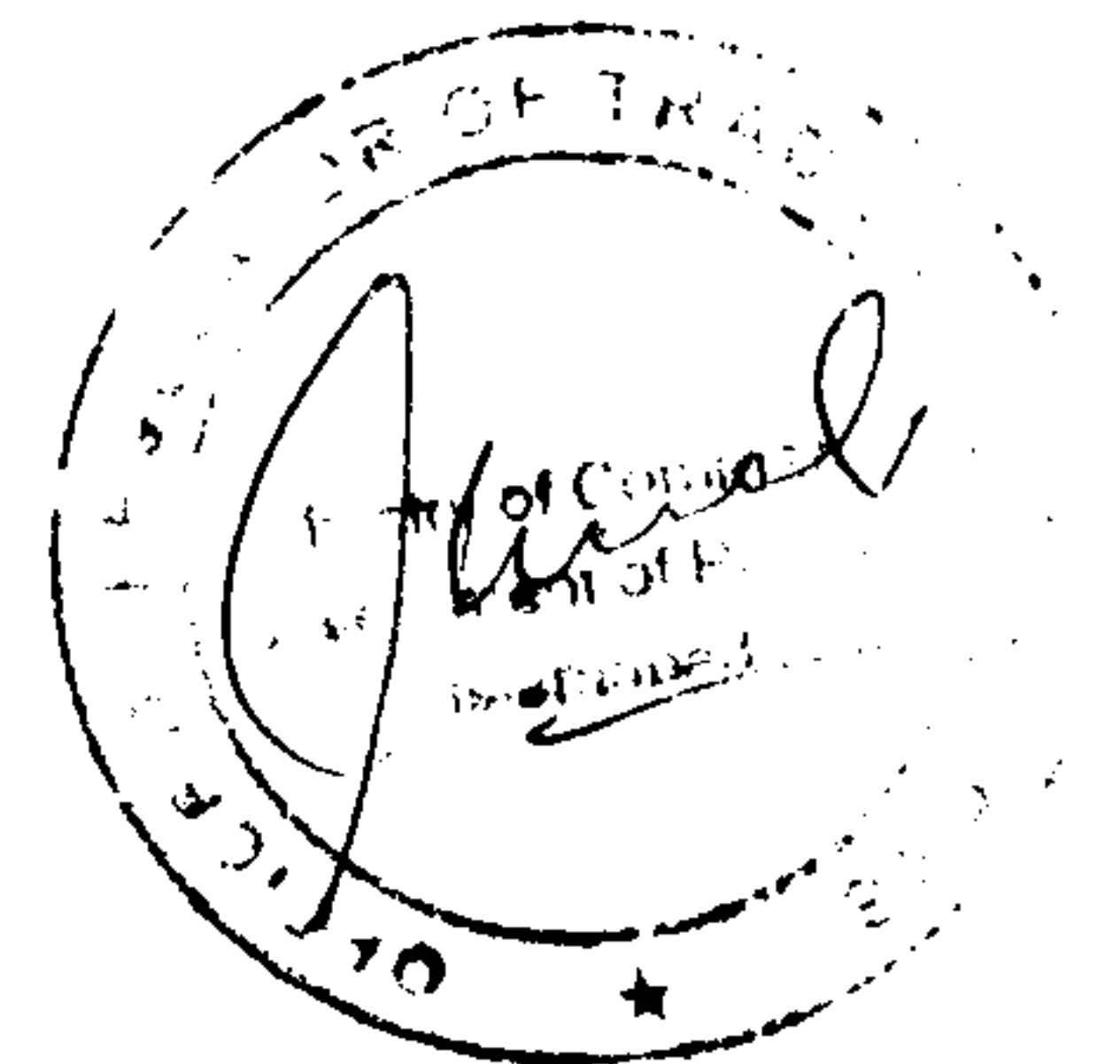


#### DUTIES AND OBLIGATIONS OF MEMBERS

- 14). Every member shall have the following duties and obligations:
- (a). To make every effort to carry out the aims and objectives of the Association as set forth in the Memorandum of Association.
  - (b). To carry out and abide by the rules and regulations of the Association as laid down in these Articles or in the bye-laws framed there-under from time to time.
  - (c). Submit as far as possible all complaints, appeals, etc. in writing to the Secretary General.



- (d). To bring to the notice of the Executive Committee any matter likely to cause any loss or harm to the interest of the Association or its Members in whatever manner.
- (e). To pay the Membership fee of the Association regularly.
- (f). To accept and abide by the decision of the Executive Committee provided the decisions are not inconsistent with the provisions of the Memorandum or the Articles of Association or the Trade Organizations Act 2013, or any rules, regulations, instructions or directions issued there-under.
- (g). To convey to the Executive Committee all information that may be considered necessary for promoting the aims and objects of the Association.
- (h). To take part in the deliberations of the meetings of the Association which he is entitled to attend and to abide by the rules framed for the conduct of the business of the meetings from time to time.
- (i). To assist and cooperate with the Executive Committee in all matters of trade, commerce and industry with specific reference to the industry the Association is concerned.
- (j). The proceedings of the Association, will be treated by members as strictly confidential and will not be discussed in public. Only the Chairman (or his duly authorized nominee) will be entitled to make a public statement on behalf of the Association. If any member has failed to observe the rule requiring proceedings of the Association to be treated as confidential the Association may in writing call upon such member to resign from the Association.



## ELECTIONS

15). The election of the Association shall be conducted according to the procedure laid down in the Articles of Association and according to a schedule approved by the Executive Committee between the 1<sup>st</sup> day of July and 30<sup>th</sup> day of September each year subject to the following wherever applicable:

- (a). The election of the Members of the Executive Committee excluding Chairman, Senior Vice Chairman, Vice Chairman shall be held by secret ballot. The members of Executive Committee so elected shall proceed to elect from themselves Chairman, Senior Vice Chairman and Vice Chairman and their final result shall be officially announced at the General Meeting of the Association called for this purpose within fifteen days of the date of polling but before or on 30<sup>th</sup> September.
- (b). On completion of their term the retiring members of the Executive Committee shall not be eligible to stand for election or co-option for the Executive Committee in any representative capacity for the next one year.
- (c). No voting by proxy or postal ballot shall be allowed.
- (d). No member shall be entitled to vote at any meeting of the Association unless all moneys due on account of Membership fee or other dues have been paid to the Association by the due date.
- (e). Voting rights shall accrue only after two year's standing as member, except, for the first elections after the incorporation.
- (f). No member who has resigned or ceased to be a member or has been expelled from the Association shall be entitled to attend or vote at any meeting of the Association.





- (g). The Chairman or whosoever be presiding over a meeting shall, in the case of equality of votes, have a second or casting vote except in the matter of any election of the Association.

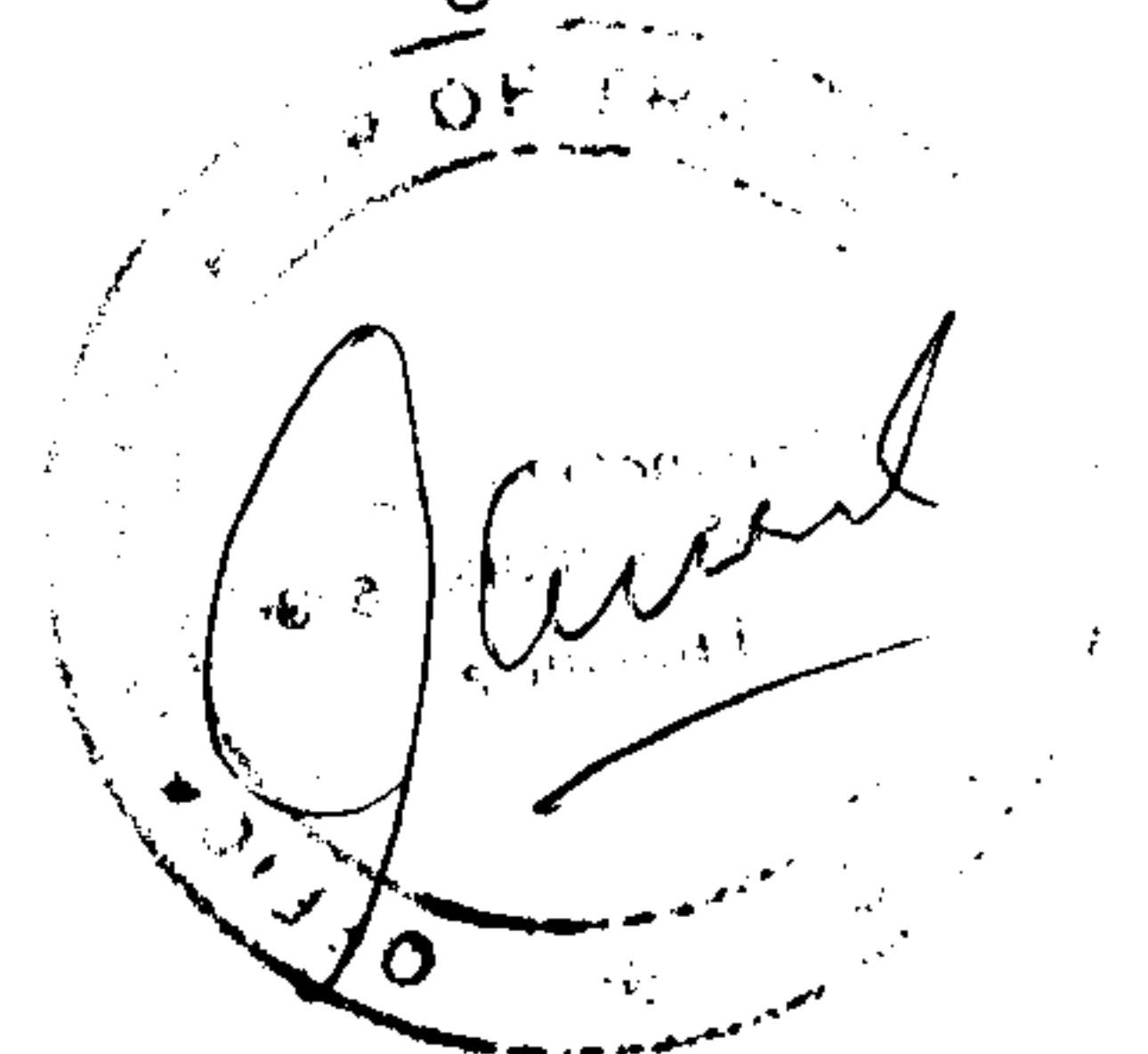
### ELIGIBILITY TO VOTE

- 16). A member shall be eligible to vote in election of the Association after completion of two year of membership in the Association provided such a member fulfills the conditions stipulated for the renewal of membership and the change of class of membership, if any, has been notified by the Secretary General with the approval of Executive Committee of the Association as the case may be, at least three months prior to announcement of election schedule.
- 17). Every member eligible to vote shall deposit with the Secretary General of the Association the specimen signature card along with his / her photograph indicating his / her status in the firm, company or concern. The right to vote shall be allowed only to the proprietor, partner or the director of the member firm or company, or a person not below the rank of General Manager authorized by the Board of Directors of a public limited company or a Multi-National company, as the case may be.
- 18). The Proprietor, partner or director of the member firm or company or a person not below the rank of General Manager authorized by the Board of Directors of public limited company or a multinational company shall be entitled to cast his / her vote at the time of election only if his / her name has already been registered with the Secretary General of the Association and his name appears on the list of voters. However, in the case of Associated Bodies, Associations or persons a society or a trust etc., the member may be represented by an authorized person who is member of its Governing Body.



### LIST OF VOTERS

- 19). The Secretary General of the Association shall within seven days of the issuance of the election schedule display a list of all members eligible to vote along with



their National Tax Number, Sales Tax Registration Number, if applicable and the name and National Identity Card Number of their representative. Provided that every member of the Association will be entitled to obtain a copy of such list upon payment of the prescribed fee. The voters list shall be displayed at:

- (a) The Notice Board of the head Office and Regional Offices of the Association; and
  - (b) The website of the Association.
- 20). The change, if any, regarding name of representative appearing in the list of voters shall be sent to the Secretary General of the Association along with necessary proof of eligibility within seven days of the announcement of election schedule.
- 21). The members who have any objection to the entries / changes in the list of voters shall send their objections in writing to the Secretary General within seven days of the issuance of the said list.
- 22). The Secretary General will intimate action on the objections or changes sent by members within seven days from the last day under preceding clause.
- 23). In case of any dispute pertaining to the eligibility of a member, the case may be referred to the Election Commission of the Association by any person aggrieved by the decision of the Secretary General of the Association within three days which will decide that case within three days.
- 24). Within three days of the decision by the Election Commissioner, any person aggrieved by the decision of the Election Commission may appeal to the Regulator of Trade Organizations whose decision in this regard shall be final.
- 25). Within three days of the decision of the Election Commission or the Regulator of Trade Organizations as the case may be on such reference and changes, if any otherwise allowed by the Secretary General, a copy of final list of voters shall be



provided to the candidates contesting the election and a copy of such list shall also be submitted to the Regulator of Trade Organizations, forthwith. The final list of voters shall also be displayed at:

- (a). The Notice Board of the head Office and Regional Offices of the Association; and
- (b). The website of the Association.

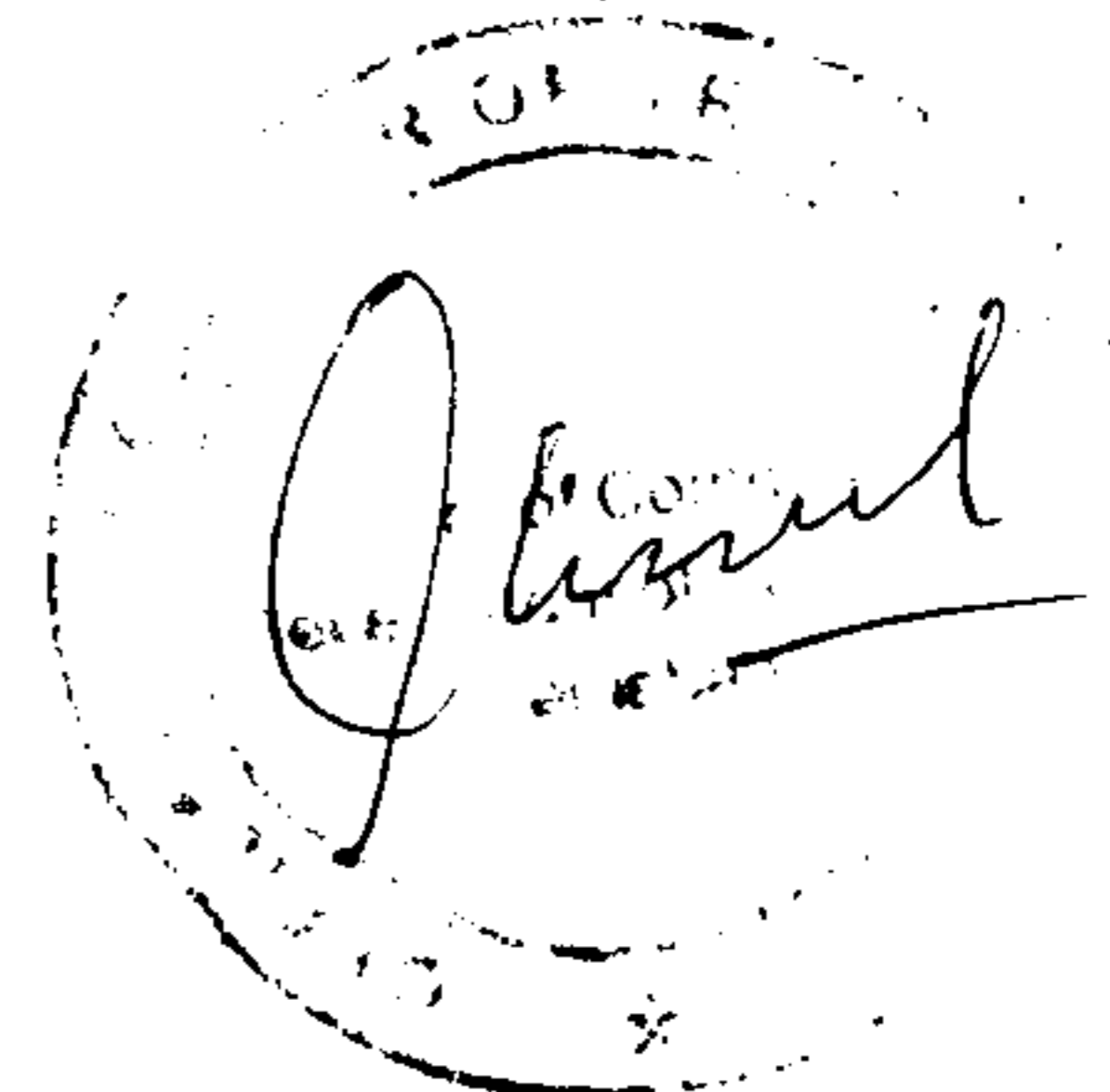
### NOMINATION PAPERS

- 26). Within four days of the issuance of the final list of voters, any person who is eligible to contest the election for the vacant post, shall send his / her nomination duly proposed, seconded, and signed by the candidate to the Secretary General on the prescribed form in accordance with the Articles of Association or rules of the Association.

### APPOINTMENT OF ELECTION COMMISSION

- 27). Simultaneously with the approval of election schedule the Executive Committee of the Association shall appoint an Election Commission to the following conditions namely:

- (a). The Commission may comprise of three members.
- (b). The members so appointed have submitted their consent in writing to the appointment as such:
- (c). The members of the Commission, so appointed have not held any office of the Association for the preceding two years.
- (d). The members of the Commission shall not be entitled to become a candidate in the election they are conducting;
- (e). The members of Commission shall act independently and impartially; and



- (f) The members of the Commission shall not canvass for any candidate or panels contesting the election, they are conducting.

### BALLOT PAPERS

- 28). The ballot papers shall have duly numbered counterfoils and the voters shall sign or affix thumb impression thereon in the presence of the polling agents of the candidates and the returning officer before the issuance of ballot papers to him / her.
- 29). It shall be the duty of the polling officer to see the original identity card issued by the Association or national identity card or passport and or the driving license or any other acceptable mode of identification of the voter and write the number thereof on the counterfoil.
- 30). After comparing the signatures and photographs with the specimen signatures cards the polling officer shall handover the ballot paper to the voter.
- 31). The ballot paper shall be signed by the Secretary General of the Association duly authorized by the Commission in this behalf and also signed by the polling officer at the time when it is issued.
- 32). The voter shall not be allowed to leave the booth after the ballot paper has been handed over to him until and unless he / she has inserted his / her ballot paper in the box placed before the presiding officer / polling officer and polling agents of the candidates.
- 33). Adequate arrangements shall be made to maintain the secrecy of the polls.
- 34). Proper account shall be maintained by a designated officer in respect of ballot papers including used, unused, tendered, challenged or stray ballot papers.



- 35). The challenged votes shall be kept in a separate sealed envelope duly signed and sealed by the polling officer.
- 36). The Commission or an officer designated by the Commission shall decide about the challenged votes after verification of necessary information from the member firm, company or concern before the official announcement of the results.

#### **CONDUCT OF POLLING**

- 37). The election procedure will be the same mentioned in The Trade organizations Rules 2013 and the returning officer, as appointed shall be in charge of all arrangements connected with such elections, including counting of votes and announcement of results.

#### **COUNTING OF VOTES**

- 38). Counting of votes shall take place immediately after the polling hours under the supervision of Returning officer in the presence of polling agents of the candidates, if any, at the designated sites.

#### **PROVISIONAL RESULTS**

- 39). Provisional results may be declared by the returning officer immediately after the counting of votes is completed.



#### **INSPECTION OF RECORD OF ELECTIONS**

- 40). The record of elections shall be open to inspection by the Members upon an application made to the Returning Officer or his nominee in this behalf within seven days of the date of polling.

#### **EQUALITY OF VOTES**



- 41). In the event of Equality of votes between two or more candidates a lot shall be drawn by the returning officer in the presence of candidates or their authorized representatives / polling agents of such candidates and a record of the result thereof shall be made.

#### ANNOUNCEMENT OF RESULTS

- 42). The final result of elections shall be announced at the Annual General Meeting of the Association called for this purpose within fifteen days of the date of polling, but not later than 30<sup>th</sup> of September of the year, which shall be the material date for the purposes of paragraph (iii) of clause (f) of sub-Section (2) of Section 14 of the Trade Organizations Act, 2013.
- 43). The final election result announced at the General Meeting shall be displayed at:
- (a). The Notice Board of the Head Office and Regional Offices of the Association within two days; and
  - (b). Displayed at the website of the Association within two days; and
  - (c). Submitted to the Regulator of Trade Organizations within 7 days.

#### REGISTER OF MEMBERS

- 44). (a). A register of members in the form specified in Annex-1 of Schedule-A of the Trade Organizations Rules, shall be maintained at the Registered Office of the Association in which shall be entered the names, addresses and other particulars of all the members, for the purpose of recording and in which shall be recorded all changes in membership.
- (b). Every member shall have the right to have the name of his / its representative changed from time to time provided that no such change shall be effected during the period from the date on which the final list of members and their representative has been circulated for the purpose of the elections of the Association until after the holding of the elections.

