

***Minutes of the 12<sup>th</sup> Meeting of the Executive Committee of the Chamber***

Date and Time: 28<sup>th</sup> September, 2023 at 10:00 am  
Venue: Mian Parvez Aslam Hall of the Chamber  
Participants: Mr. Saqib Rafiq (President in Chair)  
Mr. Muhammad Hamza Sarosh (SVP)  
Mr. Faisal Shahzad (VP)  
Ch. Nadeem A. Rauf (Immediate Past President)  
Mr. Waqas Bin Mahmud  
Mr. Mudasir Maqbool  
Mr. Muhammad Rafique Khan  
Mr. Shahid Qayyum  
Khawaja Farooq Ali  
Mr. Asim Mahmood  
Mr. Muhammad Akram  
Mr. M. Tariq Najeeb Butt  
Mr. Ikram-ur-Rehman Abbasi  
Ms. Sadia Zia  
Mr. Waseem Aslam  
Mr. Martin Pervez  
Ms. Gull Zaiba Jawad

Regrets: Mr. Abdul Rauf  
Chaudhry Jamil Ahmed  
Mr. Kashif Raheem  
Mr. Abu Baker Siddique  
Mr. Asad Aftab

The 12<sup>th</sup> meeting of the Executive Committee of the Chamber started with the recitation of Holy Quran by Mr. Faisal Shahzad, Vice President. President Mr. Saqib Rafiq who chaired the meeting welcomed all Executive Committee Members for their attendance.

Later the President started the proceedings according to the following agenda points which were circulated vide letter No.12/2023/4518 dated 26<sup>th</sup> September, 2023.

**Res. No.92: To Offer Condolence/Fatiha Prayer for the deceased persons**

House offered Fatiha Prayer for all the deceased persons.

**Res. No. 93: To confirm the Minutes of the 11<sup>th</sup> Meeting of the the Executive Committee held on 30<sup>th</sup> August, 2023.**

Mr. Saqib Rafiq, President RCCI announced the agenda item No. 2 for approval.

**Decision**

The minutes of the 11<sup>th</sup> Executive Committee Meeting held on 30<sup>th</sup> August, 2023 were approved by Mr. Waqas Bin Mahmud and seconded by Mr. Mudasir Maqbool. House also accorded a unanimous approval for the Minutes of the 11<sup>th</sup> Executive Committee Meeting.

**Res. No.94: To consider the applications for the Chamber's Membership of the firms/companies mentioned in the attached list.**

President announced the agenda item No. 3 for approval.

**Decision:**

The total of 276 applications for Associate Class and 40 applications for Corporate Class were approved by Mr. Muhammad Rafique Khan and seconded by Mr. Shahid Qayyum. House also accorded a unanimous approval.

**Res. No.95: To overview the activities from last executive committee Meeting till date**

President Mr. Saqib Rafiq briefed the activities of past one month. During the discussion over our Annual Achievement Awards, Mr. Ikram-ur-Rehman Abbasi and all other members of the house gave the standing ovation to the Office Bearers and the Staff members of the Chamber. Staff was also called in during the meeting.

**Decision:**

House appreciated the activities.

**Res. No.96: To discuss monthly financial statement of Chamber**

President Mr. Saqib Rafiq briefed the financial position to the house. He informed that total revenue collected during the past one month was Rs.11,761,700/- and expense incurred was Rs.8,524,898/-

President informed the house that Chamber is able to manage its monthly expenses through regular income. House appreciated.

**Decision:**

Khawaja Farooq Ali approved and Mr. Asim Mahmood seconded the summary of total revenue and expenses for the month ending August 2023. House unanimously approved the details of revenue and expenses.

**Res. No.97: To discuss the audit report of RCCI for the year ended June 2023**

President informed the house regarding the initial Report submitted by M/s. Amir Alam Khan and Co. He further elaborated the Annual Report for the year 2022-23 that the Balance Sheet stand at Rs.260,808,659/- and surplus after taxation is Rs.10,663,402/-

The members were also informed that long outstanding issue of segregation of land and building in financials of RCCI has also been resolved by M/s. Amir Alam Khan & Co. in this report.

**Decision:**

House unanimously approved the audit report of the RCCI for the year ended June 2023.

**Res. No.98: To discuss the upcoming events of RCCI**

President Mr. Saqib Rafiq elaborated the upcoming events which are as follows:

- Visit of Chief Minister of Punjab Mr. Mohsin Raza Naqvi as Chief Guest to the Chamber on 3<sup>rd</sup> October, 2023 for the Ground Breaking Ceremony of RCCI Display Centre for Women Entrepreneurs & Cottage Industry.
- Annual General Meeting of the Chamber on 20<sup>th</sup> October, 2023.

President requested all the members of House for maximum participation and support.

**Res. No.99: To Seek the approval of Agenda Points of the 63<sup>rd</sup> AGM to be held on 20<sup>th</sup> October, 2023.**

President elaborated the agenda items of 63<sup>rd</sup> Annual General Meeting scheduled on 20<sup>th</sup> October, 2023.

Since all the articles, bylaws and regulations of company are subject to Company Act 2017 and any deviation in the of Article shall subject to the company act provisions and as such the company act provide 120 days for calling the AGM and accordingly the AGM will be called on 20th October, 2023.

Mr. Ikram-ur-Rehman Abbasi, Mr. Waseem Aslam and Mr. Martin Pervez approved the Agenda points of 63<sup>rd</sup> AGM. House also accorded unanimous approval of Agenda of 63<sup>rd</sup> AGM.

**Res. No.100: Approval of RCCI Staff Matters.**

No staff matter for discussion.

**Res. No.101: Any other point with the permission of the Chair.**

President informed the house that we are contributing Rs.5% to RCCI Medical Welfare Council and also Rs.5% to the Annual Dastarkhawan. He suggested that the Council should be able to sustain its expenses and we need to re-visit our contribution towards these ventures.

President asked Secretary General to elaborate the problems faced by our members for issuing Visa Guarantee letter for China. After detailed discussions house approved the following rules and suggestions for Chinese Visa Guarantee Letter with immediate effect:

1. The fee for the issuance of guarantee letter is as follows :

- 6 months or less membership Rs. 25000/-
- More than 6 months membership Rs.15000/-

2. The security deposit will be in the shape of a cross cheque in the name of Rawalpindi Chamber of Commerce and Industry which will not be deposited in the chamber's account unless and until a violation is made against any rule or regulation of the chamber or embassy of China in Islamabad. Whereas this can be waived by the Office Bearers and Secretary General.

3. The verification of the guarantee letter can be done either by office bearers, Former Presidents, sitting Executive Committee members, Former Senior Vice Presidents or Vice Presidents.

4. Any member having at least 3 visits to China after 2016 is exempted from verification if not asked by the embassy.

5. The Chamber is not responsible and doesn't guarantee the endorsement of the visa which is the sole discretion of the Embassy of China in Islamabad. Guarantee letter only clarifies that the applicant is a valid member of chamber and chamber has placed utmost efforts in making verification that his documents are complete in all respects before the submission of visa application in Chinese embassy.

6. The verification process for the members can be exempted upon recommendation of office bearers or Secretary General.

7. Fresh memberships (within 1 month) should be discouraged for visa guarantee letters whereas it can be facilitated upon the recommendation of office bearers or Secretary General.

8. Verification of Documents within Pakistan and China should be done by the Chamber. The process may take 7 working days for the issuance of a letter. Whereas the verification process can be waived off upon recommendation of Office Bearers. The verification process will be carried out on the basis of documentation provided by the applicant. E-mail of sponsors directly to Chamber will not be required anymore.

9. In case of Guarantee Letter for Employee, Employee's latest salary slip, No Objection Certificate of company and personal bank statement of last 6 months is mandatory.

10. Among a member's family, a spouse can travel on his/her profile whereas other relations, child or blood relations over the age of 18 should have a legal status in the company.

11. In case if the member is traveling to China for the first time, in -person interview with the office bearers (President, SVP and VP) is mandatory.

12. The guarantee letter fee is non-refundable in any case once the letter is issued by the RCCI, whether or not used by the member in the Embassy of People's Republic of China.

13. Company's Bank Statement to be attached with sufficient funds available for travel.

14. Guarantee Letter Approval Form will be duly signed by the member and guarantor.

15. The name of the verification officer will be added to the document along with the process of verification he/she has adopted.

Mr. Muhammad Akram said that their factories are located in the residential areas of the city and the residents have filed many complaints against us in different forums. He requested the President that we should work together for the allocation of Industrial Plots outside the vicinity of Rawalpindi and is dedicated to Small and Cottage Industry of the region. President assured his support and said that we are already into discussions on different forums of Punjab as well Federation for the earliest allocation of land.

Mr. Asim Mahmood said that the recent initiative of Chamber against rise in Electricity tariff is commendable but we need to keep it going on to achieve the desired results as the electricity is on constant rise beside several efforts of the business community.

Khawaja Farooq Ali and Mr. Mudasir Maqbool suggested that we should arrange an Executive Committee Meeting outside the Chamber, might be in Bhurban or Murree. President replied that both of you should come with workable proposal.

Since there was no other point, the meeting was adjourned with vote of thanks to the chair.

(Irfan Manan Khan)  
Secretary General