



# Rawalpindi Chamber of Commerce & Industry

Chamber House, 39-Mayo Road, (Civil Lines) Rawalpindi - 46000 (Pakistan)  
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No.12/2024/ 3156

October 16, 2024.

## Minutes of the 1<sup>st</sup> Meeting of the Executives Committee of the Chamber

Date and Time: 8<sup>th</sup> October, 2024 at 11:30 AM  
Venue: Mian Parvez Aslam Hall  
Participants: Mr. Usman Shaukat (President in Chair)  
Mr. Khalid Farooq Qazi (SVP)  
Mr. Fahad Barlas (VP)  
Mr. Saqib Rafiq (Immediate Past President)  
Mr. Bilal Maqbool  
Mrs. Falak Anjum  
Mr. Mohammad Badar Haroon  
Mr. Afzaal Saeed Butt  
Mr. Bilal Javed  
Mr. Uzair Zahid Bakhtaweri  
Mr. Muhammad Imran  
Mr. Muhammad Samiullah  
Mr. Rahman Ullah Khan  
Mr. Kamran Saeed  
Mr. Attique Ahmed Malik  
Mr. Tahir Taj Bhatti  
Mr. Waseem Ahmed Minhas  
Mr. Ali Waqas  
Sardar Tanveer Sarwar  
Ms. Naureen  
Mr. Hamza Munir  
Mr. Ayad Afzal Sheikh

Special Invitee: Mr. Sohail Altaf (Group Leader)

The 1<sup>st</sup> meeting of the Executive Committee of the Chamber started with the recitation of Holy Quran by Mr. Ali Waqas. Mr. Usman Shaukat welcomed all the Executive Committee Members for their participation in the first meeting of the tenure.

Later the President started the proceedings according to the following agenda points which were circulated vide letter No.12/2024/2904 dated 2<sup>nd</sup> October, 2024.

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“Empowering Business”



**Res. No.1: To pass the resolution for the meritorious services rendered by the immediately retired Office-Bearers and Executive Committee Members.**

President Mr. Usman Shaukat announced the agenda item No. 1 for approval.

He appreciated the retiring team of Top-Executives, Executive Committee Members and proposed the resolution to tribute their services. House appreciated the efforts of the retiring team for the renovation of offices and construction of new building. Mr. Saqib Rafiq thanked everyone and assured his support for the new team.

#### **Decision**

House unanimously approved the resolution and appreciated the retiring team headed by Mr. Saqib Rafiq.

**Res. No.2: To confirm the Minutes of the last meeting of the Executive Committee held on 30<sup>th</sup> September, 2024.**

Mr. Usman Shaukat, President RCCI announced the agenda item No. 2 for approval.

#### **Decision**

Mr. Saqib Rafiq said that there are few changes/addition in the Minutes which he has already communicated to the Secretary General.

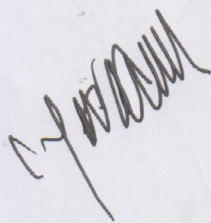
The minutes of the last meeting of the Executive Committee Meeting held on 30<sup>th</sup> September 2024 were approved by Mr. Bilal Maqbool and seconded by Mr. Mohammad Badar Haroon. House also accorded a unanimous approval for the Minutes of the last Executive Committee Meeting alongwith the changes.

**Res. No.3: To discuss the past events**

President Mr. Usman Shaukat briefed the important activities from 30<sup>th</sup> September, 2024. He appreciated the retired Office Bearers including Mr. Saqib Rafiq for successfully organizing and facilitating the Chamber's Election.

During the discussions over the delegation led by Mr. Rafiq Bhatia, President asked Mr. Waseem Ahmed Minhas to take the lead and discuss the problems of Mr. Rafiq Bhatia in his vicinity and bring it to the notice of Office Bearers.

Mr. Saqib Rafiq added that he was personally involved with them in the past and have settled many of their problems which they brought to the notice of the Chamber.



**Res. No.4: To consider the applications for the Chamber's Membership of the firms/companies mentioned in the attached list.**

President announced the agenda item No. 4 for approval.

**Decision:**

The total of 38 applications for Associate Class and 9 applications for Corporate Class were approved by Mrs. Falak Anjum and seconded by Mr. Afzaal Saeed Butt. House also accorded a unanimous approval.

**Res. No.5: To seek approval for organizing events in the Chamber during tenure for various Committees and nominate members for activities inside and outside the Chamber.**

President Mr. Usman Shaukat announced the agenda item No.05 for approval.

**Decision**

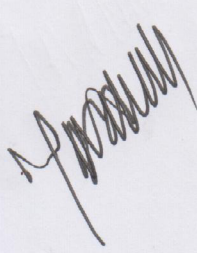
The Executive Committee authorized President, SVP & VP for organizing various events of the Chamber in addition to nominations of members for various Committees including nominations for training programs. The proposal was initially confirmed by Mr. Bilal Javed and Mr. Uzair Zahid Bakhtaweri and seconded by Mr. Muhammad Imran and Mr. Muhammad Samiullah.

**Res. No.6: To present the Draft Budget of the Chamber for the year 2024-2025**

President Mr. Usman Shaukat briefly elaborated the agenda and said that during the tenure we will try to increase the revenues of the Chamber. We will particularly focus on enhancing the Membership especially from the far flung areas of Rawalpindi Regions. Moreover we will specially focus on bringing different corporates to the panel of Rawalpindi Chamber for their attestation, letter of origin, packing list etc. to RCCI. At present they are using different Chamber's for these services. He further said the new building under construction has an auditorium which can be rented out to generate good income for Chamber. He also said that we are planning to start a co-working space in Chamber for startups and will bring good name to the Chamber. He said that we will also keep a focus to increase the income from delegations and the events. He further said that we cannot control the expenses beyond certain limit as the expense will increase due to the construction in the days to come. Hence we will focus on the enhancement and increase of income streams.

**Decision**

House approved the agenda.



**Res. No.7: To obtain approval for the New Office-Bearers to operate the Bank Accounts of the Chamber under Article 55 of Articles of Association of the Chamber.**

President Mr. Usman Shaukat obtained the approval for the New Office-Bearers alongwith Secretary General to operate the Bank Accounts of the Chamber under Article 55 (b) of Articles of Association of the Chamber.

**Decision**

The Executive Committee authorized the following Top Executives and the alongwith the Secretary General to operate the Bank Accounts of the Chamber, under Article 55 of Articles of Associations:

- |    |                        |                       |
|----|------------------------|-----------------------|
| 1. | Mr. Usman Shaukat      | President             |
| 2. | Mr. Khalid Farooq Qazi | Senior Vice President |
| 3. | Mr. Fahad Barlas       | Vice President        |
| 4. | Mr. Iran Manna Khan    | Secretary General     |

House also authorized the Office Bearers alongwith Secretary General to sign the Annual Audit Reports of the Chamber. House also authorized President to jointly operate all bank accounts of Export Development Fund projects alongwith any signatory appointed by EDF or TDAP.

**Res. No.8: Approval of RCCI Staff Matters**

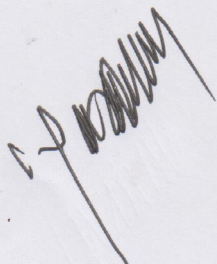
No staff matters for discussion.

**Res. No. 9: Any other point with the permission of the Chair.**

President Mr. Usman Shaukat said that we have adopted an open door policy for all members. Any member can come to us without any appointment and we will try to facilitate them as much as possible.

He requested Executive Committee Members that everyone should come with new ideas and if they find any problem with any member they should immediately approach us rather waiting for the Executives Committee Meeting.

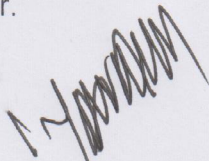
He further said that we have started once again an Executive on duty system and all the members of the Executive Committee are requested to come to Chamber according to the duty roster as made by the Office Bearers. He added that a dedicated Office has been furnished for the Executive Committee Member, so that they sit and facilitate the members of RCCI.



Mr. Sohail Altaf (Group Leader) who was also present as a special invitee further added that Executive on Duty initiative is to facilitate the members and understand their problems. Moreover this will also give a firsthand knowledge to the Executive Committee Member regarding the day to day working of the Chamber. Upon the suggestion of Mr. Sohail Altaf all the HoDs were called to the meeting to give a brief about the working of their departments and the methodology they adopted for facilitation. All the HoDs introduced themselves alongwith their departments and their role and answered different questions of the Executive Committee Members. Mr. Sohail Altaf added that the Executive Committee Member who is on duty should be very careful with his commitment with the members and should discuss the procedural matters with the HoDs before making any commitment. He appreciated Mr. Usman Shaukat, President RCCI for providing office to the Executive Committee. Mr. Sohail Altaf also appreciated the Immediate Past President Mr. Saqib Rafiq for the renovation work of Executive Block carried out during his tenure. He also asked the Office Bearers to look into the construction work of new building and try to complete as soon as possible.

Mr. Usman Shaukat, President RCCI also informed the Executive Committee Members that we are trying to revive Standing Committees and each member of Executive Committee will be responsible for 4-5 standing committees and each committee has to convene at least 3 meetings per year. Mr. Sohail Altaf seconded the suggestion and added that a report should be made at the end of the month as how many standing committee meeting were convened during the month.

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



(Iran Manna Khan)  
Secretary General