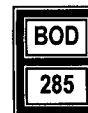


# TRADING CORPORATION OF PAKISTAN

## APPROVED AGENDA FOR THE 285<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS.

ITEM	SUBJECT / TOPIC
1.	Confirmation of minutes of 284 <sup>th</sup> meeting of the Board of Directors. Company Secretary
2.	IMPLEMENTATION STATUS OF 284 <sup>th</sup> BOD DECISIONS. Company Secretary
3.	Working Paper regarding Up-date on Budgetary Position. General Manager (Finance)
4.	Working Paper regarding Up-date on Receivables. (General Manager (Accounts))
5.	WORKING PAPER REGARDING MEDICAL POLICY General Manager (GA&HR)
6.	WORKING PAPER REGARDING INCREASE IN THE NUMBER OF EMPLOYEES TO PERFORM HAJJ. General Manager (GA&HR)
7.	WORKING PAPER FOR IN AMENDMENT/ADDITION EXISTING GRATUITY. General Manager (GA&HR)
8.	WORKING PAPER FOR GRANT OF ADHOC RELIEF ALLOWANCE-2012 @ 20% OF BASIC PAY INCLUDING PERSONAL PAY TO THE OFFICERS OF THE TCP. General Manager (GA&HR)



## **TRADING CORPORATION OF PAKISTAN (PVT) LIMITED**

Minutes of the 285<sup>th</sup> Meeting of the Board of Directors of Trading Corporation of Pakistan Private Limited held on Monday 11, March, 2013 at 1130 Hours, in the Boardroom of Corporation's Principal Office at, Karachi.

The following attended:

- |    |  |           |
|----|--|-----------|
| 1. | <b>Mr. Abid Javed Akbar</b><br>Chairman  | In-Chair  |
| 2. | <b>Mrs. Robina Ather</b><br>Joint Secretary (FT-III), MoC /Ex-Officio Director               | Member    |
| 3. | <b>Mr. Manzoor Ali Sheikh</b><br>Director (Admin & Corporate Affairs/Planning & Procurement) | Member    |
| 4. | <b>Mr. Ghufraan Memon</b><br>Director (Sales & Stores)                                       | Member    |
| 5. | <b>Mr. Maqsood Jahangir</b><br>Director (Finance)  | Member    |
| 6. | <b>Syed Sikander Ali Shah</b><br>Director (Port Operation & Quality Assurance)               | Member    |
| 7. | <b>Ch. Mubarak Ali</b><br>Director (Logistic & Projects)                                     | Member    |
| 8. | <b>Mr. Ghulam Abbas</b><br>Company Secretary   | Secretary |

2. The Chairman welcomed the participants of the meeting and initiated the proceedings.

Item No. 01/BoD-285 Dated 11-03-2013	<b>CONFIRMATION OF MINUTES OF 284<sup>th</sup> MEETING OF THE BOARD OF DIRECTORS OF TCP.</b>
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The Company Secretary apprised the Board and placed the minutes of 284<sup>th</sup> Board meeting held on January 11, 2013 for confirmation.

### **Decision**

The Board after deliberate discussion confirmed the minutes of 284<sup>th</sup> meeting of the BOD and directed for its early implementation by all concerned Divisions.

Item No. 02/BoD-285 Dated 11-03-2013	<b>IMPLEMENTATION STATUS OF 284<sup>th</sup> BOD DECISIONS.</b>
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The Board was informed about the implementation status of previous Board meetings which have been implemented or under process of implementation.



### Decision

**The Board showed its satisfaction on the progress of implementation of the decisions taken in the 284<sup>th</sup> Board meeting held on 11-01-2013 respectively.**

Item No. 03/BoD-285  
Dated 11-03-2013

#### **UP-DATE ON BUDGETARY POSITION**

Director Finance briefed the ECB about the current budgetary position of the Corporation till February 2013. Total approved revised budget for the year 2012-13 was PKR 1696.770 Million which was income of the TCP as well. TCP's income for the month of February was PKR 1,772.416 Million against an expenditure of Rs. 526.436 Million. The approximate balance budget available with the TCP was PKR 1,245.980 Million.

### DECISION

**The BOD discussed the current budgetary position available with TCP and showed its satisfaction on the same.**

Item No. 04/BoD-285  
Dated 11-03-2013

#### **UP-DATE ON RECEIVABLES**

Director (Finance) briefed the BOD that the progress report pertaining to TCP's receivables and the efforts made by the Accounts Division to pursue the claims are given below for perusal and consideration of BoD in its 285<sup>th</sup> Meeting to be held on 07-03-2013.

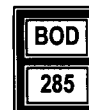
2. In line with previous meeting for recovery of dues from USC, NFML/Ministry of Finance (on account of subsidy) held earlier on 24-01-2013 the meeting was held in Ministry of Commerce on 14-02-2013 followed by the implementation meeting in Ministry of Finance on 15<sup>th</sup> February, 2013 while the salient of the decision are as below:-

- a) Out of overdue 4 billion cash, USC promised to try to retire about 2 billion during the month. In addition Rs.500 million per week would be paid surely. The Ministry of Finance has taken up the TCP's proposals regarding local L/C/instructions to banks for periodic agreed Rs.500 million per week realise and forwarded the proposal to financial expert. USC has remitted Rs.1.5 billion during the month of February, 2013.
- b) Out of reconciled about 5 billion dues, NFML remitted Rs.2.351billion on 27-02-2013. Regarding old arrears of Rs.2.5 billion, a meeting is to be held with NFML during the month of March, 2013.
- c) Out of outstanding subsidy of Rs.57 billion (Urea) and 18 billion (sugar) Rs.7 billion has been promised by Ministry of Finance to release shortly.

3. As per direction of MOC/MOF, reconciliation meetings were held from 28-08-12 to 06-09-12 with various provinces for recovery of storage charges. TCP is in the process of follow up meetings and signing of minutes with them. Following is the position receivables on account of cost of wheat and storage charges:-

### Wheat

				Rs. In million
Provinces	Year	Balance Cost of Wheat	Outstanding Storage Charges.	Total
Sindh	2004-05	1,494.088	-	3,591.621
	2008-09	1,214.880	882.653	
Punjab	2007-08	1,664.196	-	3,322.155
	2008-09	78.452	1,579.507	
KPK	2004-05	293.317	-	3,138.485
	2008-09	2,109.825	735.343	
Balochistan	2007-08	210.325	-	1,931.991
	2008-09	1,604.276	117.390	
AJK	2008-09	72.308	97.825	170.133
USC	2007-08	2,767.828	-	3,666.963



	2008-09	774.702	124.433	
Navy	2008-09	14.040	50.194	64.234
Gilgit Baltistan	2007-08	97.879	-	1,287.246
	2008-09	1,154.150	35.217	
Army	2008-09	32.555	264.346	296.901
<b>Sub Total</b>		<b>13,582.821</b>	<b>3,886.908</b>	<b>17,469.729</b>

4. Provinces are of the view that storage charges (Rs.3.886 billion) on late/non lifting should not be charged. TCP is of the view that the same were charged as per ECC's directives. The matter was sent to Ministry of Commerce for ECC to settle vide letter dated 02-02-2013. The Ministry of Commerce has directed to settle the issue again through reconciliation with Punjab and KPK vide letter dated 20-02-2013. The separate letters are being issued by the Committee of TCP for reconciliation.

5 Although, the receivables from Provinces/USC amounting to Rs.8.614 billion pertaining to supply of Wheat for the year 2008-2009 stood duly reconciled/agreed in minutes of meetings were also signed, yet the amounts were neither remitted by Debtors nor concerted efforts regarding the same were made. As per directive of Chairman, the agreed amounts are being independently taken up with Provinces/USC excluding Storage Charges. D.O. letter from the Chairman to the Chief Secretaries of the Provinces and Managing Director of USC have been sent on 28-02-2013.

### DECISION

The BOD after deliberate discussion directed the Finance Division to continue the efforts of recovery from USC and Provinces. Besides concrete efforts be made to get released subsidy from Ministry of Finance by keeping MOC and Ministry of Finance in the loop. It was also observed by the Board that the immediate release of subsidy for urea and sugar has become more relevant after ECC's latest decision dated 08-03-2013 for import of 130,000 MT of urea.

Item No. 05/BoD-285  
Dated 11-03-2013

### WORKING PAPER REGARDING MEDICAL POLICY

G.M (GA&HR) briefed the BOD that TCP's Medical Attendance Rules, provides that the regular / retired employees and their family members / dependent spouses are entitled to free indoor and outdoor medical treatment from the authorized/approved panel Hospitals / Clinics, Consultation with a specialist / other medical practitioners and investigation from laboratory / X-Rays Centres at Corporation's expenses, which are on the panel of TCP.

2- As per Medical Rules any amount remaining un-utilized from the specified limit for purchase of medicines in OPD will be refunded to the employees (officers & staff) or carried forward to the next financial year at his option. The retired employees are also entitled for reimbursement of un-utilized amount of their entitlement like working employees at the end of each financial year w.e.f. 01-01-2010, as per CBA-Management agreement dated 8<sup>th</sup> November, 2010. Presently, the ceiling for purchase of medicines in OPD for the officers and staff (regular / retired) is Rs.52,000/- per annum w.e.f. 01-07-2011.

3- It is also added that the reasons for non-utilization / not availing the ceiling of purchase of medicine from the authorized medical stores is that there are only two active medical stores on the panel of TCP namely Mustafa Medical Stores situated at Nursery and M/s. Al-Hamd Medical Store situated at Opp. Ankle Saria Hospital Garden Road, Karachi which do not cover all the area of the city where the employees are residing. Therefore the employees usually give preference to purchase the medicine on cash basis and get refund of the un-utilized limit of purchase of medicine at the end of the year.

4- So far as the medical facilities to the deputationists in TCP, there is no limit on the purchase of medicines while they are free to visit any doctor / specialist of their choice and claim reimbursement of doctors fees, test charges and cost of medicines etc, on production of receipts. The terms of their deputation usually contain as under:-



"Medical facilities may be allowed, in accordance with the relevant rules of the borrowing organization, provided that these facilities will not be inferior to those admissible under the Government".

5- In government the civil servants take treatment for self and family members from the government hospitals, therefore, the medical facilities available to the employees of the Corporation under the rules is not inferior in any way. TCP's Medical Rules for officers and staff are the same and there is no disparity, except in the case of deputationist. They are free to consult any doctor / specialist of their own choice irrespective of panel while the employees of the Corporation are not at liberty as per rules. Like wise, there is no limitation for the purchase of medicines for the deputationist while for the regular employee of the Corporation, there is a limit of Rs.52,000/- per annum for officers and staff. The reimbursement on account of purchase of medicines being claimed by deputationist is much more as compared to annual ceiling fixed for Corporation employees for this purpose. Besides this, the deputation officers are also getting 15% medical allowance of basic pay in addition to the free medical facility since July 2010. This situation has caused discrimination amongst the employees within the same organization. The matter needs to be re-dressed to remove the disparity.

6- Keeping in view all the above facts it is proposed for consideration as under:-

- i) The existing facility of reimbursement of un-utilized amount of the ceiling towards purchase of medicines to the employees including retired employees may be continued or otherwise.
- ii) TCP's Medical Rules for the officers and staff ( regular / retired ) including deputationist may be brought at Par.

#### DECISION

The Board of Directors after deliberate discussions constituted a committee consisting of the following Officers of the Corporation to submit their detailed recommendations to streamline the Medical Rules, Policy of reimbursement etc.

- i) Director (Finance)
- ii) Director (Admin & Corporate Affairs)
- iii) General Manager (GA & HR)

The Committee will submit its comprehensive recommendations for amendment in the Medical Rules in the forth coming Board meeting for consideration.

Item No. 06/BoD-285  
Dated 11-03-2013

#### **WORKING PAPER REGARDING INCREASE IN THE NUMBER OF EMPLOYEES TO PERFORM HAJJ**

G.M (GA&HR) briefed the BOD that TCP's Officers Association vide their letter No. TCP/O.A./786/6/2013 dated 01-03-2013 have requested for increase of number of officers from one to two for performing Hajj. The Association further stated that Honorable Chairman during the balloting of Hajj for the year 2013 have considered the request of officers Association and agreed to enhance the number of officers with the approval of Board.

2- In this regard it is stated that according to Clause-26 of office order No. TCP(HR)/6-8/CD/2010 dated 08-11-2010 with reference to Management-CBA agreement dated 08-11-2010 and office order dated 26-01-1987 four unionized employees and one officers are allowed to perfume Hajj on Corporation's expenses every year.

3- The present strength of officers and unionized employees is as under: -

i)	Officers	=	113
ii)	Unionized Employees	=	450

4- The Hajj balloting for the year 2013 was held on 01-03-2013 in the Board Room of TCP. Chairman TCP, Director (Admin & CA), Director (Finance) and Director (S&S) were present in the ceremony. During Hajj balloting, the president Officer Association made a request to the Chairman TCP



for increase in the number of officers from one to two for performing Hajj every year including this year. It was proposed that the number of officers be increased from one to two and number of unionized employees be increased from four to five for performing Hajj every year.

5- With the above position, the proposal for increase in the number of officers from one to two and number of unionized employees from four to five to perform Hajj every year including this year is submitted for consideration by the BOD.

### DECISION

The Board of Director after deliberate discussions and keeping in view the present strength of the regular employees of the Corporation enhanced the number of the employees for performing Hajj on official expenses from five to seven. The names of all regular employees shall be included in the Hajj balloting except those employees who have already performed Hajj on the expenses of the Corporation.

Item No. 07/BoD-285  
Dated 11-03-2013

### **WORKING PAPER FOR IN AMENDMENT/ADDITION EXISTING GRATUITY**

G.M (GA&HR) briefed the BOD about the following agenda.

1. As per existing rules, gratuity is paid on retirement or in case of death of any employee. However some employees requested to the Chairman Gratuity Trust to allow 75% of gratuity in advance to meet the marriage expenses of their children and purchase of House.

2. TCP Officers Association also requested that, Rules for payment of Gratuity may be relaxed and a provision in the existing rules may be added i.e. "payment of advance gratuity" to those employees who have attained the age of 55 years, for the purpose to meet the marriage expenses or higher education of children or purchase of house, subject to verification by any of the Trustee.

3. To facilitate the request of deserving employees, as requested by the Officers Association, the Trustees recommended to relax the rules subject to approval of FBR and consent of the Corporation as under:-

**On attaining the age of 55 years, the employee shall be entitled to draw 75% of their accumulated gratuity, only to meet the marriage expenses or higher education expenses of children or purchase of house, subject to fulfillment of formalities and proper verification from all ends.**

4. FBR (Large Taxpayers Unit, Karachi ) vide their letter No.CIR/Z-III/LTUK/KHI/ 2013/839/13, dated 19<sup>th</sup> January, 2013 has given their concurrence for the proposed amendment /addition in the existing Gratuity Rules / Trust Deed as under:-

**"The amendment under rule 22 of the Trading Corporation of Pakistan (Pvt) Limited Employees Gratuity Fund rules as per Trust deed dated 01-07-2011 is hereby approved as proposed vide letter referred supra".**

5. The terms & condition of admissibility of 75% gratuity in advance are as under:-

- i. Outstanding loan/advance of the Corporation will be fully secured by leaving sufficient balance in the gratuity account of concerned employees.
- ii. To safeguard the interest of the Corporation/employer, the employee shall be required to submit an undertaking duly signed by two senior officers (not below the rank of Manager) to the effect that in case of his dismissal/termination from service the guarantor shall be responsible to refund the amount to the Corporation/employer.
- iii. Advance gratuity shall be paid only on attaining 55 years age at the option of relevant employee.



- iv. The advance gratuity shall be paid only for the purpose of higher/foreign education of children, purchase of house and marriage of sons/daughters of an employee, after proper verification from all ends.
- v. Besides above, Trustees may ask any indemnity like Demand Promissory Note and Indemnity, etc., from the applicant as they may deem appropriate for grant of advance gratuity.

6- Now, gratuity cell has requested for consent of the Corporation as required under the rules for the proposed addition. In this regard it is added that input of GA & HR Division on the issue has been incorporated in the " terms & conditions for admissibility", therefore consent of the Corporation may be conveyed.

The Director (S&S) briefed the BOD that huge financial implication are involved in the proposal as such it will be appropriate that a committee be constituted to examine the matter in detailed and submit its findings, suggestions and recommendations in the next meeting of BOD for taking decision.

### **DECISION**

**The Board of Directors after detailed deliberations constituted a Committee consisting of Director (Admin & Corporate Affairs), Director (Finance) and GM (GA & HR) to examine the matter in detail and submit their findings, suggestions and recommendations in the forthcoming Board meeting for consideration.**

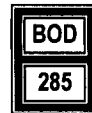
Item No. 08/BoD-285  
Dated 11-03-2013

### **WORKING PAPER FOR GRANT OF ADHOC RELIEF ALLOWANCE-2012 @ 20% OF BASIC PAY INCLUDING PERSONAL PAY TO THE OFFICERS OF THE TCP**

G.M (GA&HR) briefed the BOD that Finance Division ( Regulation Wing ) Islamabad, vide their O.M. No. F.4(3)R-4/2011 dated 23<sup>rd</sup> August, 2012 has directed that Ad-hoc Relief Allowance – 2012 @ 20% of basic pay including personal pay as referred to in their O.M. No. F.1(3)Imp/2012 dated 2<sup>nd</sup> July, 2012 will also be applicable to the employees of autonomous/semi-autonomous bodies and corporations, which have adopted the Federal Government's Basic Pay Scales Scheme in totality. Those corporations and autonomous/semi-autonomous bodies which have adopted different pay scale/allowances other than governments BPS, in case of such organizations, the Adhoc Relief Allowance-2012 will be allowed with the concurrence of Standing Committee of Finance Division on recommendation of the respective Board of Directors. The grant of Adhoc Relief Allowance-2012 will invariably be tagged with the financial position of the organization.

2- In the above O.M. it has been further clarified that autonomous/semi-autonomous bodies and corporations, etc will forward the cases of only Executive/Supervisory staff with the recommendation of their respective Boards for concurrence of Finance Division to the grant of Adhoc Relief Allowance-2012 @ 20% w.e.f. 01-07-2012 and subsequently, on the same analogy, the benefit of Adhoc Relief Allowance-2012 @ 20% w.e.f. 01-07-2012 will be allowed to the Non-Executive/Non-Supervisory staff of the autonomous / semi-autonomous bodies and corporations with the approval of their Board of Directors.

3- Since, different pay scales/allowances have been adopted for the officers of TCP, the recommendations for grant of Adhoc Relief Allowances-2012 @ 20% of Basic Pay including personal pay will be forwarded to Finance Division ( Regulation Wing ) for their concurrence after clearance by the Board of Directors of TCP. As regard TCP's financial position it is very strong and in the financial year 2011-12 it has earned a remarkable net profit of Rs.2,231.629 million. It is further submitted that since 1983 the pay and allowances of the officers of TCP are revised in accordance with the ratio of increase allowed by the government time to time for its employees. The Adhoc Relief Allowance-2012 in question has already been granted to the deputationist officers ( civil servants ) of TCP w.e.f. 01-07-2012. The admissibility of 20% Adhoc Relief Allowance-2012 to the officers of TCP has already been examined by G.M. ( Audit ), G.M. ( Finance ) and committee comprising of Director ( Finance ), Director



( S & S ) & G.M. ( GA & HR ). Therefore the case is submitted to the Board of Directors with the request to consider the grant of 20% Adhoc Relief Allowance-2012 to Officers of TCP w.e.f. 01-07-2012 so that the same is forwarded to Standing Committee of Finance Division ( Regulation Wing ) for their concurrence.

**Financial Impact.**

4- In case of approval the financial impact for Adhoc Relief Allowances-2012 @ 20% of Basic Pay including personal pay to the Officers of TCP will be Rs.13.051 million per annum on account of salary & allowances which has also been endorsed by Director ( Finance ).

**Budget .**

5- There is sufficient provision in the budget 2012-2013 under the head "salaries & allowances" to meet the expenditure of Adhoc Relief Allowances-2012 @ 20% to be paid to the Officers of TCP.

The Director (Admin) briefed the members of the BOD that Finance Division ( Regulation Wing ) Islamabad, vide their O.M. No. F.4(3)R-4/2011 dated 23<sup>rd</sup> August, 2012 has directed that Ad-hoc Relief Allowance – 2012 @ 20% of basic pay including personal pay as referred to in their O.M. No. F.1(3)Imp/2012 dated 2<sup>nd</sup> July, 2012 will also be applicable to the employees of autonomous/semi-autonomous bodies and corporations, which have adopted the Federal Government's Basic Pay Scales Scheme in totality. The aforementioned increase has already been allowed to the deputationist working in TCP w.e.f. 01-07-2012. as such it will be appropriate and in the interest of justice to extend the abovementioned increase to the officers of this Corporation.

**DECISION**

**The Board of Directors after deliberate discussions and in view of position explained above has been pleased to allow Ad-hoc Relief Allowance -2012 @ 20% of basic pay including personal pay to the officers of the TCP with effect from 01-07-2012 as announced by Federal Government. Subject to concurrence from Regulation Wing of Finance Division, Islamabad.**

Ex-Agenda	Item	No.1
.BoD-285		
Dated	11-03-2013	

**WORKING PAPER REGARDING INCLUSION OF PERIOD FOR THE SACK OF GRATUITY CALCULATION IN RESPECT OF REINSTATED EMPLOYEES OF RECP IN TO TCP.**

In pursuance of the decision of 5<sup>th</sup> Meeting of Sub-Committee of the Cabinet held on 11-06-2009 under Chairmanship of Syed Khurshed Ahmad Shah, Minister of Labour and Manpower. 8 - Officers of defunct RECP were reinstated vide office order No.TCP(HR)/14-57/2009 dated 11-06-2009.

10- The reinstated employees into TCP have requested to include following two periods for calculation of their gratuity at the time of retirement in TCP:

- (a) Period of their service in RECP from 1988/1989 till date of their termination and availing of VRS from RECP in 1998.
- (b) The period of three years from 2006 to 2009 for which TCP paid gross salaries to the subject reinstated employees of RECP as compensation under the Act of Reinstatement of Sacked Employees.

The BOD of TCP in its Meeting No.282 dated 12<sup>th</sup> November, 2012, already endorsed the request of temporary/contract/retained employees later on regularized in TCP service has allowed to count 25% of their contractual period for the sack of calculation of gratuity.

In view of above, the request of the reinstated employees of defunct RECP may be considered to count the above two periods at para-2 above in calculation of the gratuity in respect of only those





reinstated employees who did not receive gratuity from RECP at the time of VRS/termination before merger of RECP into TCP.

The Finance Director with the permission of the Chair appraised working paper in respect of inclusion of period for the sack of gratuity calculation in respect of reinstated employees of RECP to TCP and recommended that the request of reinstated employees/officers of defunct RECP may be considered to count five (5) years period for allowing them gratuity including other officers of defunct CEC and RECP who rendered continuous service without any break in TCP after merger of RECP and CEC into TCP. The aforesaid proposal has also supported by the Director (POQ&A), Director (S&S) as well as Director (Admin & Corporate Affairs).

### **DECISION**

The Board of Directors after deliberate discussions has been pleased to regularize gratuity to those reinstated employees of defunct RECP who have not received gratuity earlier for the period mentioned at para 10(a) & 10(b). It was also decided that the funds of such employees should be kept separately as sub account by gratuity fund after obtaining necessary approval for amendment in existing gratuity fund rules/by-laws.

Ex-Agenda Item No.2	UPDATE ON AUDIT PARAS
:BoD-285	
Dated 11-03-2013	

Director (Finance) briefed the BOD that the DAC meeting was held on 11-2-2013 in the Board Room of TCP to discuss the paras pertaining to years of 1985-86, 1986-87, 1993-94, 1996-97, 1999-2000, 2000-01, 2002-03, 2004-05, 2005-06 & 2008-09 discussed in the said meeting. Most of the paras were related to defunct RECP & FIA. 09 paras were court cases. DAC directed that a comprehensive report be submitted to the Ministry & clubbed the paras of the same nature.

2. Action on the directives of DAC has been taken in almost all paras. However, DAC minutes are still awaited.

3. Latest position of TCP's Audit Paras discussed in DAC/PAC meetings are as follows:-

S. NO.	YEAR	DATE OF MEETING HELD		TOTAL NO. OF PARAS DISCUSSED	PARA SETTLED/ RECOMMEN-DED FOR SETTLEMENT	PEND ING
		DAC	PAC			
1	1985-86, 1986-87, 1993-94, 1996-97, 1999-2000, 2000-01, 2002-03, 2004-05, 2005-06 & 2008-09	11.2.2013	---	32	6	26

### **DECISION**

The BOD after deliberate discussion decided to constitute two members "Audit Committee" of BOD consisting of Ex-officio Director and Director (L&P) which will over see the functioning of the Corporation related to financial matters.

**Ghulam Abbas**  
Company Secretary

**Abid Javed Akbar**  
Chairman