



**BAKER TILLY**  
**MEHMOOD IDREES**  
**QAMAR**  
CHARTERED ACCOUNTANTS

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Karachi - Pakistan.  
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**REVIEW REPORT TO THE MEMBERS ON THE STATEMENT OF COMPLIANCE WITH THE  
PUBLIC SECTOR COMPANIES (CORPORATE GOVERNANCE) RULES, 2013**

We have reviewed the enclosed Statement of Compliance with the best practices contained in the Public Sector Companies (Corporate Governance) Rules, 2013 (the Rules) prepared by the Board of Directors of Trading Corporation of Pakistan (Private) Limited (the Company) for the year ended June 30, 2018.

The responsibility for compliance with the Rules is that of the Board of Directors of the Company. Our responsibility is to review, to the extent where such compliance can be objectively verified, whether the Statement of Compliance reflects the status of the Company's compliance with the provisions of the Rules and report if it does not and to highlight any non-compliance with the requirements of the Rules. A review is limited primarily to inquiries of the Company's personnel and review of various documents prepared by the Company to comply with the Rules.

As a part of our audit of the financial statements, we are required to obtain an understanding of the accounting and internal control systems sufficient to plan the audit and develop an effective audit approach. We are not required to consider whether the Board of Directors' statement on internal control covers all risks and controls or to form an opinion on the effectiveness of such internal controls, the Company's corporate governance procedures and risks.

The Rules requires the Company to place before the Audit Committee, and upon recommendation of the Audit Committee, place before the Board of Directors for their review and approval its related party transactions distinguishing between transactions carried out on terms equivalent to those that prevail in arm's length transactions and transactions which are not executed at arm's length price and recording proper justification for using such alternate pricing mechanism. We are only required and have ensured compliance of this requirement to the extent of the approval of the related party transactions by the Board of Directors upon recommendation of the Audit Committee. We have not carried out any procedures to determine whether the related party transactions were undertaken at arm's length price or not.

Based on our review, nothing has come to our attention which causes us to believe that the Statement of Compliance does not appropriately reflect the Company's compliance, in all material respects, with the best practices contained in the Rules as applicable to the Company for the year ended June 30, 2018.

Engagement Partner: Mehmood A. Razzak

Karachi

Date: 27 NOV 2018

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# ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ لمیٹڈ)

## Trading Corporation of Pakistan (Pvt) Limited

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### Statement of Compliance with the Public Sector Companies (Corporate Governance) Rules, 2013

Name of Company : Trading Corporation of Pakistan (Private) Limited  
Name of the Line Ministry : Ministry of Commerce  
For the year ended : June 30, 2018

I. This statement is being presented to comply with the Public Sector Companies (Corporate Governance) Rules, 2013 (hereinafter called "The Rules") issued for the purpose of establishing a framework of good governance, whereby a public sector company is managed in compliance with the best practices of public sector governance.

II. The Company has complied with the provisions of the Rules in the following manner:

S.No	Provision of the Rules	Rule No.	Y	N	N/A*																								
1.	The independent directors meet the criteria of independence, as defined under the Rules.	2(d)	✓																										
2.	The Board has at least one-third of its total members as independent directors. At present the board includes : <table border="1"><thead><tr><th>Category</th><th>Names</th><th>Date of appointment</th></tr></thead><tbody><tr><td rowspan="3">Independent Directors</td><td>Ms. Bushra Naz Malik</td><td>01.06.2018</td></tr><tr><td>Ms. Tasneem Yusuf</td><td>01.06.2018</td></tr><tr><td>Ms. Javaria Tareen</td><td>01.06.2018</td></tr><tr><td rowspan="3">Executive Director</td><td>Mr. Mushtaq Ahmed Shaikh, CEO</td><td>26.04.2017 ( Relinquish the Charge on 07.08.2018)</td></tr><tr><td>Mr. S. M. Tariq Huda, CEO</td><td>07.08.2018 ( Relinquish the Charge on 07.11.2018)</td></tr><tr><td>Mr. Riaz Ahmad Memon</td><td>15.11.2018)</td></tr><tr><td rowspan="3">Non-Executive Directors</td><td>Mr. M. Usman Qureshi</td><td>20.04.2018</td></tr><tr><td>Mr. Imtiaz Ali Gopang</td><td>22.07.2016</td></tr><tr><td>Mr. Zahoor Ahmed</td><td>17.06.2014</td></tr></tbody></table>	Category	Names	Date of appointment	Independent Directors	Ms. Bushra Naz Malik	01.06.2018	Ms. Tasneem Yusuf	01.06.2018	Ms. Javaria Tareen	01.06.2018	Executive Director	Mr. Mushtaq Ahmed Shaikh, CEO	26.04.2017 ( Relinquish the Charge on 07.08.2018)	Mr. S. M. Tariq Huda, CEO	07.08.2018 ( Relinquish the Charge on 07.11.2018)	Mr. Riaz Ahmad Memon	15.11.2018)	Non-Executive Directors	Mr. M. Usman Qureshi	20.04.2018	Mr. Imtiaz Ali Gopang	22.07.2016	Mr. Zahoor Ahmed	17.06.2014	3(2)	✓		
Category	Names	Date of appointment																											
Independent Directors	Ms. Bushra Naz Malik	01.06.2018																											
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3.	The directors have confirmed that none of them is serving as a director on more than five public sector companies and listed companies simultaneously, except their subsidiaries.	3(5)	✓																										
4.	The appointing authorities have applied the fit and proper criteria given in the Annexure to the Rule in making nominations of the persons for election as Board members under the provisions of the Act.	3(7)			N/A																								
5.	The Chairman of the Board is working separately from the Chief Executive of the Company.	4(1)			N/A																								
6.	The Chairman has been elected by the Board of Directors except where Chairman of the Board has been appointed by the Government.	4(4)			N/A																								
7.	The Board has evaluated the candidates for the position of the chief executive on the basis of the fit and proper criteria as well as the guidelines specified by the Commission.	5(2)			N/A																								



# ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ

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	(Not applicable where the chief executive has been nominated by the Government)				
8.	(a) The Company has prepared a "Code of Conduct" to ensure that professional standards and corporate values are in place. (b) The Board has ensured that appropriate steps have been taken to disseminate it throughout the company along with its supporting policies and procedure, including posting the same on the company's website. (Address of website : <a href="http://www.tcp.gov.pk">www.tcp.gov.pk</a> ) (c) The Board has set in place adequate systems and controls for the identification and redressal of grievances arising from unethical practices.	5(4)	✓		
09.	The Board has established a system of sound internal control, to ensure compliance with the fundamental principles of probity and propriety; objectivity, integrity and honesty; and relationship with the stakeholders, in the manner prescribed in the Rules.	5(5)	✓		
10.	The Board has developed and enforced an appropriate conflict of interest policy to lay down circumstances or considerations when a person may be deemed to have actual or potential conflict of interests, and the procedure for disclosing such interest.	5(5)(b) (ii)	✓		
11.	The Board has developed and implemented a policy on anti-corruption to minimize actual or perceived corruption in the company.	5(5)(b) (vi)	✓		
12.	The Board has ensured equality of opportunity by establishing open and fair procedures for making appointments and for determining terms and conditions of service.	5(5)(c) (ii)	✓		
13.	The Board has ensured compliance with the law as well as the Company's internal rules and procedures relating to public procurement, tender regulations, and purchasing and technical standards, when dealing with suppliers of goods and services.	5(5)(c) (iii)	✓		
14.	The Board has developed a vision or mission statement and corporate strategy of the company.	5(6)	✓		
15.	The Board has developed significant policies of the company. A complete record of particulars of significant policies along with the dates on which they were approved or amended, has been maintained	5(7)	✓		
16.	The Board has quantified the outlay of any action in respect of any service delivered or goods sold by the Company as a public service obligation, and has submitted its request for appropriate compensation to the Government for consideration.	5(8)	✓		
17.	The Board has ensured compliance with policy directions requirements received from the Government.	5(11)	✓		
18.	(a). The Board has met at least four times during the year. (b). Written notices of the Board meetings, along with agenda and working papers were circulated at least seven days before the meetings. (c). The minutes of the meetings were appropriately recorded and circulated.	6(1) 6(2) 6(3)	✓ ✓ ✓	✓	
19.	The Board has monitored and assessed the performance of senior management on annual/half-yearly/quarterly basis and held them accountable for accomplishing objectives, goals and key performance indicators set for this purpose. * Strike out whichever is not applicable	8(2)		✓	
20.	The Board has reviewed and approved the related party transactions placed before it after recommendations of the audit committee. A party wise record of transactions entered into with the related parties during the year has been maintained.	9	✓		



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21.	(a). The Board has approved the profit and loss account for, and balance sheet as at the end of, the first, second and third quarter of the year as well as the financial year end. (b). In case of listed PSCs, the Board has prepared half yearly accounts and undertaken limited scope review by the auditors. (c). The Board has placed the annual financial statements on the company's website.	10	✓	N/A														
22.	All the Board members underwent an orientation course arranged by the company to apprise them of the material developments and information as specified in the Rules.	11	✓															
23.	(a). The Board has formed the requisite committees, as specified in the Rules. (b). The committees were provided with written term of reference defining their duties, authority and composition. (c). The minutes of the meetings of the committees were circulated to all the board members. (d). The committees were chaired by the following non-executive directors:	12	✓ ✓ ✓ ✓															
	<table border="1"> <thead> <tr> <th>Committee</th> <th>Number of members</th> <th>Name of chairman</th> </tr> </thead> <tbody> <tr> <td>Audit Committee</td> <td>03</td> <td>Mr. Zahoor Ahmed (Ms. Bushar Naz Malik, Chartered Accountant, Independent Non-Executive Director has been appointed as Chairman Audit Committee on 17.08.2018)</td> </tr> <tr> <td>Human Resource Committee</td> <td>04</td> <td>Mr. Usman Qureshi (Ms. Javaria Tareen, Independent Non-Executive Director has been appointed as Chairperson on 17.08.2018)</td> </tr> <tr> <td>Procurement Committee</td> <td>03</td> <td>Mr. Irfan Qaiser, Independent Non-Executive (Mr. Usman Qureshi has been appointed as Chairman on 17.08.2018)</td> </tr> <tr> <td>Nomination Committee</td> <td>03</td> <td>Mr. Imtiaz Ali Gopang, Non-Executive (Re-appointed on 17.08.2018)</td> </tr> </tbody> </table>	Committee	Number of members	Name of chairman	Audit Committee	03	Mr. Zahoor Ahmed (Ms. Bushar Naz Malik, Chartered Accountant, Independent Non-Executive Director has been appointed as Chairman Audit Committee on 17.08.2018)	Human Resource Committee	04	Mr. Usman Qureshi (Ms. Javaria Tareen, Independent Non-Executive Director has been appointed as Chairperson on 17.08.2018)	Procurement Committee	03	Mr. Irfan Qaiser, Independent Non-Executive (Mr. Usman Qureshi has been appointed as Chairman on 17.08.2018)	Nomination Committee	03	Mr. Imtiaz Ali Gopang, Non-Executive (Re-appointed on 17.08.2018)		
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24.	The Board has approved appointment of Chief Financial Officer, Company Secretary and Chief Internal Auditor, by whatever name called, with their remuneration and terms and conditions of employment.	13	✓															
25.	The Chief Financial Officer and the Company Secretary have requisite qualification prescribed in the Rules.	14	✓															



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26.	The company has adopted International Financial Reporting Standards notified by the Commission in terms of sub-section (1) of section 225 of the Act.	16	✓																						
27.	The directors' report for this year has been prepared in compliance with the requirements of the Act and the Rules and fully describes the salient matters required to be disclosed.	17	✓																						
28.	The Directors' CEO and Executives, or their relatives, are not, directly or indirectly, concerned or interested in any contract or arrangement entered into by or on behalf of the company except those disclosed to the company.	18	✓																						
29.	(a). A formal and transparent procedure for fixing the remuneration packages of individual directors has been set in place and no Director is involved in deciding his own remuneration. (b). The annual report of the Company contains criteria and details of remuneration of each director.	19			N/A																				
30.	The financial statements of the Company were duly endorsed by the chief executive and chief financial officer, before approval of the Board.	20	✓																						
31.	The Board has formed an audit committee, with defined and written terms of reference, and having the following members: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Member</th> <th style="width: 30%;">Category</th> <th style="width: 40%;">Professional Background</th> </tr> </thead> <tbody> <tr> <td>Mr. Zahoor Ahmed</td> <td>Chairman Audit Committee, Non-Executive</td> <td>Senior Joint Secretary, Ministry of Finance, Islamabad.</td> </tr> <tr> <td>Ms. Bushar Naz Malik, has been appointed as Chairman Audit Committee on 17.08.2018)</td> <td>Independent-Non-Executive Director</td> <td>Chartered Accountant</td> </tr> <tr> <td>Mr. Imtiaz Ali Gopang</td> <td>Non-executive</td> <td>Food Commissioner-II, Ministry of National Foods &amp; Security</td> </tr> <tr> <td>Ms. Tasneem Yusuf, has been appointed on 17.08.2018)</td> <td>Independent-Non-Executive Director</td> <td>Chartered Accountant</td> </tr> <tr> <td>Mr. Zahoor Ahmed</td> <td>Non-executive</td> <td>Senior Joint Secretary, Ministry of Finance</td> </tr> <tr> <td>Dr. Imran Ullah Khan</td> <td>Non-executive</td> <td>Joint Secretary, Ministry of Finance</td> </tr> </tbody> </table> <p>The Chief Executive and Chairman of the Board are not members of the audit committee.</p>	Name of Member	Category	Professional Background	Mr. Zahoor Ahmed	Chairman Audit Committee, Non-Executive	Senior Joint Secretary, Ministry of Finance, Islamabad.	Ms. Bushar Naz Malik, has been appointed as Chairman Audit Committee on 17.08.2018)	Independent-Non-Executive Director	Chartered Accountant	Mr. Imtiaz Ali Gopang	Non-executive	Food Commissioner-II, Ministry of National Foods & Security	Ms. Tasneem Yusuf, has been appointed on 17.08.2018)	Independent-Non-Executive Director	Chartered Accountant	Mr. Zahoor Ahmed	Non-executive	Senior Joint Secretary, Ministry of Finance	Dr. Imran Ullah Khan	Non-executive	Joint Secretary, Ministry of Finance	21(1) And 21(2)	✓	
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Dr. Imran Ullah Khan	Non-executive	Joint Secretary, Ministry of Finance																							
32.	(a). The Chief Financial Officer, the Chief Internal Auditor, and a representative of the external auditors attended all meetings of the audit committee at which issues relating to accounts and audit were discussed. (b). The audit committee met the external auditors, at least once a year, without the presence of the chief financial officer, the chief internal auditor and other executives. (c). The audit committee met the chief internal auditor and other members of the internal audit function, at least once a year, without the presence of chief financial officer and the external auditors.	21(3)	✓	✓	✓																				



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33.	(a). The Board has set up an effective internal audit function, which has an audit charter, duly approved by the audit committee. (b). The Chief Internal Auditor has requisite qualification and experience prescribed in the Rules. (c). The Internal Audit Report have been provided to the external auditors for their review.	22	✓ ✓ ✓	
34.	The external auditors of the company have confirmed that the firm and all its partners are in compliance with International Federation of Accountants (IFAC) guidelines on Code of Ethics as applicable in Pakistan.	23(4)	✓	
35.	The auditors have confirmed that they have observed applicable guidelines issued by IFAC with regard to provision of non-audit service.	23(5)	✓	

Tasneem Yusuf  
Independent Director

Riaz Ahmad Memon  
CEO/Chairman



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### SCHEDULE- II See Paragraph 2(3) Explanation for Non-Compliance with the Public Sector Companies (Corporate Governance) Rules, 2013

We confirm that all other material requirements envisaged in the Rules have been complied with except for the following, toward which reasonable progress is being made by the Company to seek compliance by the year ending June 30, 2018.

Sr. No.	Rule/sub-rule no.	Reasons for non-compliance	Future course of action
1.	3(7),4(1), 5(2)	Ministry of Commerce (MoC) is the governing authority to oversee the matters related to the appointment of the Board members or make nominations. Accordingly, the responsibility to apply fit and proper criteria along with the aforesaid matters rest with MoC, rather than TCP Board.	The management has taken up these issues with the Ministry of Commerce to seek guidance for compliance.
2.	6(1)	Although, TCP Board has met 9 times in a year, however, 1 <sup>st</sup> quarter Board meeting could not be held due to completion of three year terms of the Board on 19.03.2017 and delay in Government notification.  The same was communicated to SECP vide TCP letter NoTCP/Secy/7-20/New Board/2017 dated 05.10.2017	In current financial year TCP is in compliance of the subject rule.
3.	8(2)	Performance evaluation of employees along with senior management of TCP is carried out by the Executive Directors and approved by the Chairman TCP Board, annually.	The issue shall be taken up in the upcoming board meeting
4.	10	Annual financial statements were prepared by the Company and approved by the Board. However, quarterly financial statements could not prepared due to parallel running of two systems i.e. ERP and old customized system of FoxPro, hence accruals and adjusting entries were posted on half yearly and yearly basis.	In current financial year, quarterly accounts shall be submitted to the Board for approval.



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Sr. No.	Rule/sub-rule no.	Reasons for non-compliance	Future course of action
5.	11	Ex-Chairman and a Board member representing Ministry of Commerce had underwent four days full session directors training program conducted by the "Pakistan Institute of Corporate Governance and got certification to that effect. In new Board one member is Certified Director (Corporate Governance).	In current financial year, an Orientation Course for Board members has been arranged, conducted by Institute of Cost & Management Accountants of Pakistan on 23.10.2018.
6.	22	TCP has distinct and established "Internal Audit Division" headed by Dy. General Manager IAD functionally reports to the Chairman Board of Directors. Further the Company is in the process of hiring the services of Chief Internal Auditor/ Chartered Firm for which the Board Audit Committee and the Board have discussed both options and finally decided to hire the services of individual for the position of "Chief Internal Auditor"	The case for appointment of Chief Internal Auditors is being sent to Ministry of Commerce for concurrence.  Individual shall be hired through due process once approval from the ministry is received.

*Tasneem*

**Tasneem Yusuf**  
Independent Director

*Riaz Ahmad Memon*

**Riaz Ahmad Memon**  
CEO/Chairman