

**ASSOCIATION OF BUILDERS AND DEVELOPERS OF PAKISTAN
(A B A D)**

ABAD HOUSE ST-1/D, BLOCK NO.16, GULISTAN-E-JAUHAR, KARACHI

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No. A22/ELN/CIR/ABAD/17-2596
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All Members of ABAD

SUBJECT: ELECTION OF MEMBERS TO THE CENTRAL EXECUTIVE COMMITTEE OF ABAD FROM THE SOUTHERN AND NORTHERN REGIONS AND ELECTION OF MEMBERS TO THE REGIONAL / ZONAL EXECUTIVE COMMITTEES FROM SOUTHERN AND NORTHERN REGIONS AND SUB-REGIONAL COMMITTEE OF ABAD FOR THE TERM 2017 – 2018

Dear Members,

01. We are pleased to inform you that election of members to the Central Executive Committee of ABAD from Southern and Northern Regions, Regional / Zonal Executive Committees of ABAD Southern and Northern Regions and Sub-Regional Committee will be held as per Schedule of Elections given in Paragraph 12 of this Circular.
02. As per The Trade Organization Rules, 2013 issued by the Ministry of Commerce on March 26, 2013, only those Ordinary Members or Associate Members would be eligible to contest elections, who have cleared all their dues as on March 31, 2017 and who have a minimum standing of at least two years as a member of ABAD as on 15 July 2017 from the date of their enrolment as member of the Association. Hence those members who have completed their standing of two years as on 15 July 2017 and have also paid their Annual Subscription and all other dues, if any, outstanding, against them and have also furnished proof to the effect that they have filed their Returns of Income or Statement as required under Section 114 of the Income Tax Ordinance 2001 for the year 2015-2016, shall be eligible to participate in these elections. However those companies/concerns who have been established after 30.06.2016 shall be exempted from this requirement for the first renewal of their membership of the Association; but such renewal would not grant them right of voting or contesting these elections. The member companies who are exempted from payment of Income Tax, or, if their income falls below the required limit, they would be mandatorily required to produce Exemption Certificate or Copy of Coupons, etc, in lieu of Proof of Filing Income Tax Returns or Statements under Section 114 of Income Tax Ordinance 2001.
03. A list of members, who are eligible for these elections will be displayed at ABAD House on the date mentioned in the Schedule, which may be seen by members, if they so desire.
04. Under Article 41(1) of Articles of Association of ABAD, the Central Executive Committee shall consist of 18 (Eighteen) members as per details given below:

- Ordinary Members from CEC Southern Region	= 14
- Ordinary Member from CEC Northern Region	= 01
- Associate Members from CEC Southern Region	= 02
- Associate Member from CEC Northern Region	= 01

The following will be Ex-Officio Members of CEC

- | | | |
|----------------------------|------|-------------------|
| - Chairman Southern Region | = 01 | Ex-Officio Member |
| - Chairman Northern Region | = 01 | Ex-Officio Member |

05. Under the Trade Organization Rules, 2013 (Section 18, Clause (a) issued by the Ministry of Commerce on 26 March 2013, the election of the Executive Committees shall be held strictly by SECRET BALLOT and their final results shall be officially announced at the Annual General Meeting of the Association which would be called for this purpose within fifteen days from the date of Polling.
06. Under the order of Ministry of Commerce Government of Pakistan, Islamabad, Dated 26th March 2013, the members who are retiring after completing their two consecutive one-year terms would not be eligible to contest for election or co-option for any Executive Committee in any representative capacity for the next one year. It may also be noted that as soon as any company/concern ceases to be a Member of the Association on any ground whatsoever, the respective member/representative(s) shall also cease to be a member of the respective CEC, REC or any other Sub-Committee of Association.
07. Under Article 42 of AoA, the Representation in the Central Executive Committee from each of the Southern and Northern Regions shall be in proportionate to their membership of ABAD. However, there shall be at least two members from each Region with one being a representative of Associate Members.
08. As per Article No. 6 (i) "No regional or sub-regional office shall be set up if the number of members in any region or sub-region is less than 12 and 10 respectively in which case the affairs of such a region/sub-region shall be looked after by the Head Office at Karachi" and if as per the eligible list of members for election 2017 - 2018 till cutoff date the required number of members of Northern Region will be lower than the minimum number of members required as per Memorandum Article No. 6 (vi) then the CEC will be selected only amongst the members of Southern Region and no election of Regional / Zonal Executive Committee for the Northern Region will be held. Nomination Papers for the Central Executive Committee, based on the eligible voters from the Southern and Northern Regions, should be sent as under:

FROM SOUTHERN REGION:

Nominations for 14 seats from Ordinary Members

Nominations for 02 seats from Associate Members

FROM NORTHERN REGION:

Nomination for 01 seat from Ordinary Members

Nomination for 01 seat from Associate Members

SUB-REGIONAL OFFICE

No Sub-Regional Office shall be set up if the number of member companies in that Sub-Region is less than 10. The affairs of a Sub-Regional Office shall be maintained by a Sub-Regional Managing Committee consisting of a Vice Chairman and two members to be elected annually by members enrolled in the Sub-Region.

09. The members elected under Paragraph 8 above shall elect from amongst themselves a Chairman, Senior Vice Chairman, Vice-Chairman (Chairman and Senior Vice Chairman should be Ordinary Members and Vice Chairman should be an Associate Member). The Chairman and Senior Vice Chairman shall not be from the same Province.
10. Under Article 46 (a), Regional / Zonal Executive Committees from Southern and Northern Regions would comprise 12 members each (08 Ordinary Members and 04 Associate Members).



FROM SOUTHERN REGION:

- Ordinary Members from REC Southern Region = 08
- Associate Members from REC Southern Region = 04

FROM NORTHERN REGION:

- Ordinary Member from REC Northern Region = 08
- Associate Member from REC Northern Region = 04

11. The members elected under Paragraph 10 above shall elect from amongst themselves a Chairman each, for the Southern Region and Northern Region by respective elected Regional / Zonal Executive Committees.
12. The Programme for Elections to the Central Executive Committee from Southern and Northern Regions and Election to the Regional / Zonal Executive Committees (Southern and Northern Regions) shall be as under:- (see page No. 4)

13. **Election Commission**

As per Rule 16 of Trade Organizations Rules 2013, the Election Commission is appointed, comprising of the following three members:

1. Mr. M. Anwar Gagai
2. Mr. M. Zakaria Karim
3. Mr. Mumtaz Ahmed Karim

Thanking you,

Yours truly,



(Ehteshamullah Mallick)
Secretary General – ABAD

LIST OF ENCLOSURES

- | | | |
|----|--|--------------|
| 1. | Election Rules | Annexure I |
| 2. | Specimen Proposal Form for CEC | Annexure II |
| 3. | Specimen of Proposal Form for REC | Annexure III |
| 4. | Specimen of Ballot Paper | Annexure IV |
| 5. | Specimen of Proposal Form for Sub-Region | Annexure V |



SCHEDULE FOR ELECTIONS 2017-2018

FOR

CENTRAL AND REGIONAL / ZONAL EXECUTIVE COMMITTEES (SOUTHERN AND
NORTHERN REGIONS) AS PER SECTION 14 OF TRADE ORGANIZATION
RULES, 2013

MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN, ISLAMABAD

S#	Description	DATE			
		Day	Month	Date	Year
01	Issuance and display of election notice, scheduled and provisional list of eligible voters	Saturday	July	15	2017
02	Last date for receiving changes of names of Authorized representatives, if any, in the entries of preliminary list of voters	Saturday	July	29	2017
03	Display of provisional list of all members eligible to vote	Tuesday	August	01	2017
04	Last date for receiving objections, if any, to the entries in the list of voters	Saturday	August	05	2017
05	Intimation of action taken by the Secretary General on the objections, if any, received from the members	Friday	August	11	2017
06	Last date for receiving appeal to election Commission by any member aggrieved by the decision of the Secretary General	Wednesday	August	16	2017
07	Intimation of the decisions of election Commission on the appeal by any member aggrieved by the decision of Secretary General	Monday	August	21	2017
08	Intimation of the decisions of Regulator on the appeal by any member aggrieved by the decision of Election Commission	Monday	August	28	2017
09	Display of Final list of voters and issuance of nomination forms if no appeal is filed with regulator	Tuesday	August	29	2017
10	Last date for receiving nomination papers	Wednesday	September	06	2017
11	Display of the list of candidates	Friday	September	08	2017
12	Last date for receiving objections, if any, to the nomination of candidates	Saturday	September	09	2017
13	Decision of Election Commission on the objections to the nomination of Candidates	Monday	September	11	2017
14	Decisions of Regulator on the appeal by any candidate aggrieved by the decision of Election Commission	Monday	September	18	2017
15	Last date of withdrawal	Wednesday	September	20	2017
16	Display of final list of candidates	Friday	September	22	2017
17	Polling for the elections of the members of Executive Committees from 10.00 A.M. to 04.00 P.M.	Monday	September	25	2017
18	Election of Office Bearers	Wednesday	September	27	2017
19	Meeting of newly elected Executive Committee and nomination of 2 women members	Wednesday	September	27	2017
20	Oath Taking Ceremony	Wednesday	Time 01.00 P.M.		
			September	27	2017
21	Annual General Meeting	Wednesday	Time 02.00 P.M.		
			September	27	2017
			Time 02.30 P.M.		

ELECTION RULES

A. ANNOUNCEMENT OF ELECTION RESULTS:

1. The election in ABAD shall be conducted according to the procedure laid down in the Articles of Association/Election Circular, between the 1st day of July and the 30th day of September of a due year subject to the following wherever applicable:-
 - (a) The election of Members to the Central and Zonal Executive Committees shall be held by secret ballot and their results shall be officially announced at the Annual General Meeting of ABAD called for this purpose within fifteen days of the date of polling, but in no case later than 30th September.
 - (b) The term of Office of the Executive Committees and Office Bearers of the Association shall continue as per Articles of Association of ABAD.
 - (c) On completion of the two consecutive one-year terms the retiring member of the Executive Committee shall not be eligible to contest election or for co-option on any of the Executive committee in any representative capacity for the next one year.

B. ELIGIBILITY

1. A member shall be eligible to vote in election of ABAD after completion of two years of membership from the date of his enrolment/registration as member of ABAD provided that such member fulfils 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 ABAD as the case may be at least three months before the announcement of Election Schedule.
2. Every member eligible to vote shall deposit with the Secretary General, ABAD the specimen Signatures 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.]
3. The Proprietor, Partner or Director of the member firm or company / concern or a person not below the rank of General Manager duly authorized by the Board of Directors of a Public Limited Company or a Multi- National 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 ABAD and his/her name appears in the List of Voters. However, in the case of Associated Bodies, Association of Persons, a Society or a Trust, etc. the member may be represented by an authorized person who is a Member of its Governing Body.

C. LIST OF VOTERS:

1. The Secretary General ABAD along-with the issuance of the Election Schedule shall display a list of all members eligible to vote along-with the name of their representative.
2. The changes, if any, regarding name of representative appearing in the List of Voters shall be sent to the Secretary General ABAD along-with necessary proof of eligibility within the time frame announced in the Election Schedule.
3. The member who has any objection to the entries/changes in the List of Voters shall send his objections in writing to the Secretary General within the time frame specified in the Election Schedule.
4. The Secretary General will intimate about the action taken on the objections or changes, if any, sent by the members within the time frame given in the Election Schedule.

5. In case of any dispute pertaining to the eligibility of a member, the member aggrieved of the decision of Secretary General may refer the matter to the Election Commission of ABAD within the time-frame mentioned in the Election Schedule.
6. Within the time-frame mentioned in the Election Schedule, the decision of the Election Commission on such reference and the 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 Director Trade Organization, Government of Pakistan, Islamabad, forthwith.

D. **NOMINATION PAPERS**

After the issuance of the final List of Voters, any person who is eligible to contest the for the vacant post, may send his nomination papers, duly proposed and seconded to the Secretary General ABAD on the prescribed Form in accordance with the Articles of Election Rules of ABAD.

E. **BALLOT PAPERS**

1. Ballot papers shall have duly Numbered Counterfoils and the Voters shall sign or affix thumb impression thereon the presence of Returning Officer and Polling Agent of the candidates, if any, and before the issuance of Ballot paper to him/her.
2. It shall be the duty of the Polling Officer to see the original Identity Card issued by ABAD or National Identity Card or Passport or any other Mode of Identification of the Voter, and write the number of the same on the counter-foil.
3. After comparing the Signatures and photographs with the Specimen Signature Card available in ABAD, the Polling Officer shall hand over the Ballot Paper to the voter.
4. The Ballot Paper shall be signed by the Secretary General or an Officer of ABAD duly authorized by him in his behalf, and shall also be signed by the Polling Officer at the time of issuance of the said Ballot Paper.
5. After the Ballot Paper has been handed-over to the voter, he/she shall not be allowed to leave the polling Booth unless and until he/she has inserted his/her Ballot Paper in the Ballot Box placed before the Presiding Officer / Polling Officer and the Polling Agents of the Candidates, if any.
6. Every possible measure shall be made to maintain the Secrecy of the Polls.
7. Proper Account shall be maintained by a designated officer in respect of Ballot Papers including the used, unused, tendered, challenged and / or strayed Ballot Papers.
8. The Challenged Votes shall be kept in a separate sealed envelope duly signed and sealed by the Polling Officer.
9. The Returning Officer shall decide about the fate of challenged voters after due verification of necessary information from the member firm, company or concern before the official announcement of the results.

F. **CONDUCTING OF POLLING:-**

The Returning Officer, as appointed, shall be the In-charge of all arrangements connected with the elections, including counting of Votes and thereafter announcement of result.

G. **COUNTING OF VOTES:-**

Counting of Votes shall take place immediately after the Polling Time, under the Supervision of Polling Officer, in the presence of Polling Agents of the Candidates, if any, at the designated sites.

H. **PROVISIONAL RESULTS:**

Provisional Results may be declared by the Returning Officer immediately after the Counting of Votes is completed.

I. **INSPECTION OF RECORD OF ELECTIONS:**

The Record of Elections shall be opened to Inspection upon an Application made in writing in this behalf by the Candidate, within seven days of the date of Polling and approved by the Regulator.

J. **EQUALITY OF VOTES:**

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 Representative/Polling Agents, if any, and a record of results thereof shall be made.

K. **ANNOUNCEMENT OF FINAL RESULTS WITHIN THE MEANING OF SECTION 19 (b) OF THE TRADE ORGANIZATION RULE 2013:**

The announcement of Election Results within the meaning of Section 19 of the Trade Organization Rules shall be that made in the Annual General Meeting of ABAD and Annual General Meeting of Regional / Zonal Committee of ABAD called for this purpose within fifteen days of the announcement of the Provisional Results.

SPECIMEN FOR PROPOSAL FORM

PROPOSAL FOR THE CENTRAL EXECUTIVE COMMITTEE

(To be typed on the Proposer's Company Letterhead)

**ELECTION OF MEMBERS TO THE CENTRAL EXECUTIVE COMMITTEE OF ABAD
FROM THE SOUTHERN AND NORTHERN REGIONS FOR THE TERM 2017-2018**

I propose Mr. _____

of Messrs. _____

(Ordinary Member / Associate member) for Membership of Central Executive Committee of ABAD for the term 2017-2018 from the Southern / Northern Regions.

His consent has been obtained and a Certificate to this effect on the letterhead of Consentee's Company is attached.

NAME AND SIGNATURE OF THE PROPOSER _____

NAME OF THE COMPANY _____

SEAL OF THE COMPANY _____

NAME AND SIGNATURE OF THE SECONDER _____

NAME OF THE COMPANY _____

SEAL OF THE COMPANY _____

DATE _____

The Secretary General,
Association of Builders and Developers,
ST-1/D, Block-16, Gulistan-e-Jauhar,
Karachi.

Received on _____ at _____

SIGNATURE OF RETURNING OFFICER

