

To: ALL MEMBERS OF THE ASSOCIATION**NOTICE OF ANNUAL ELECTION 2017-2018****Dear Sir,**

Members are hereby notified that the Annual Election (for 6 seats) members of the Managing Committee of Pakistan Soap Manufacturers Association will be held on **Wednesday, SEPTEMBER 27, 2017** between 5:00 to 7:00 P.M. at PSMA Head Office, Karachi, The Annual Election will be held in accordance with provisions of Election Rules & Procedure from rule 14 to 19 of the Trade Organizations Rules 2013. The election programme annexed herewith as approved by the members of managing committee in its meeting held on Tuesday, July 11, 2017.

THE FOLLOWING MEMBERS OF THE MANAGING COMMITTEE SHALL RETIRE:

1.	Zafar Mahmood	Nimir Industrial Chemicals Ltd.,	Lahore
2.	Shahzad M. Paracha	Paracha Chemical Industries	Faisalabad
3.	Usman Ahmed	Gamalux Oleochemicals (Pvt.) Ltd.	Karachi
4.	M. Ali Zia	Mukhtar Soap & Oleo Chemicals	Karachi
5.	S. A. S. Razvi	Colgate-Palmolive (Pakistan) Ltd.	Karachi
6.	A. Abdullah Zaki	Zaki Industrial Corporation	Karachi

As per Trade Organizations Rules 20(11) 2013, it is necessary to mention here that on completion of the term the office bearers and members of Managing Committee shall not be eligible to contest election or co-option in any representative capacity in the trade organization for the next one year.

THE FOLLOWING MEMBERS OF THE MANAGING COMMITTEE WILL CONTINUE:

1.	Ahsan Naveed	Islamabad Soap & Chemicals Ind.	Islamabad
2.	Tanvir Ahmad Sufi	Hadayat Soap & Chemical Ind.	Lahore
3.	M. Shoaib Sethi	Khatoon Industries (Pvt.) Ltd.	Gujranwala
4.	Mushtaq Hussain	M. Shafi Soap & Ghee Mills	D. I. Khan
5.	Tahir Zaman	Darbar Soap Works (Pvt.) Ltd.	Karachi
6.	Khalil Ahmed	AKS Traders	Karachi

ELECTION COMMISSION

As per rule 14 of TO rules 2013 the Managing Committee Members in its meeting appointed election commission comprising of following 3 members as follow:

1.	Abdul Ghani Sorathia	M/s. Shalimar Soap Factory, Karachi	Chief, EC, PSMA
2.	Aftab Ashraf	M/s. Basra Soap Factory, Karachi	Member
3.	Iftikhar Ahmed	M/s. Sehar Soap & Chemicals, Karachi	Member

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VOTING RIGHT

Those members who have **completed TWO years** of their valid membership of PSMA as on the date of announcement of election schedule and renewed their membership by March 30, 2017 will be entitled to cast vote.

1) CIRCULATION OF ELECTION NOTICE

As per Trade Organization Rules 14(b)2013 the circulation of Election Notice and preliminary list of voters sent on July 13, 2017.

Rule 15.(3)2013

"The proprietor, partner or director of the member firm or company, concern or a person not below the rank of **GENERAL MANAGER**, authorized by the Board of Directors of Public Limited Company or Multinational Company, shall be entitled to cast his/her vote at the time of election, only if his or her name has already been registered with the Secretary General and his name appears on the list of voters."

The signature obtained at the time of casting vote, must tally with the specimen signature card already deposited with the PSMA.

PROPOSERS, SECONDEES & CANDIDATES

The prescribed nomination forms filled in neatly and duly proposed, seconded and signed in the appropriate column would be filled by any person who is eligible to vote.

2) LAST DATE FOR RECEIVING OBJECTION TO THE ENTRIES IN THE VOTERS LIST

The last date for receiving objections to the entries in Preliminary list of voters will be Tuesday, July 18, 2017.

3) INTIMATION BY SECRETARY GENERAL ON THE OBJECTION OR CHANGES SENT BY MEMBERS

The members who have any objection to the entries in the list of voters shall send their objections in writing to the secretary general within seven days of the issuance of the voters' list.

4) DISPUTE AGAINST THE DECISION OF THE SECRETARY GENERAL

Any person aggrieved by decision of the Secretary General may, within three days of receipt of the decision, make a representation to the Election Commission which shall decide the representation within three days.

5) MEETING OF ELECTION COMMISSION FOR DECIDING THE DISPUTE

Any person, aggrieved by the decision of the Election Commission or in case the Election Commission fails to decide the representation within the period provided in sub-rule (6), may, within three days of decision by the Election Commission or, as the case may be, on expiry of limitation of the Election Commission under sub-rule (6), make an appeal to the Regulator who shall decide the appeal within ten days and his decision in this regard shall be final.

6) APPEAL TO THE REGULATOR ON THE DECISION OF ELECTION COMMISSION

Within two days of decision of the Election Commission or in case the commission fails to decide within the stipulated time provided in sub-rule (12), any candidate, aggrieved by the decision of the Election Commission or, as the case may be, on expiry of limitation of the Election Commission under sub-rule (12), may file an appeal to the Regulator, who shall decide it within seven days and his decision in this regard shall be final.

7) CIRCULATION OF FINAL LIST OF VOTERS & ISSUANCE OF AGENDA FOR AGM

Changes admitted in the Preliminary list of voters will be notified to the voter by Wednesday, August 23, 2017.

Circulation of Agenda Notice for the Annual General Meeting on Thursday, August 24, 2017 subject to incorporation of such changes, the Preliminary list of Voters shall be deemed to be the final list of voters eligible to vote for and stand as candidate for the elections.

8) ISSUANCE & RECEIPT OF NOMINATION PAPERS FOR M.C. ELECTION

Nomination papers prescribed by the PSMA will be issued on request in writing and received every day during office hours with effect from Saturday, August 26, 2017. A candidate contesting the Election for the seat of member of the managing committee shall be required to deposit pay order of Rs. 20,000/ (Twenty Thousand only)

9) LAST DATE FOR RECEIVING NOMINATION PAPERS

Last date for receiving of Nomination papers on Thursday, August 31, 2017.

Within two days of decision of the Election Commission or in case the commission fails to decide within the stipulated time provided in sub-rule (12), any candidate, aggrieved by the decision of the Election Commission or, as the case may be, on expiry of limitation of the Election Commission under sub-rule (12), may file an appeal to the Regulator, who shall decide it within seven days and his decision in this regard shall be final.

10) ISSUANCE OF FINAL LIST OF CANDIDATE BY THE ELECTION COMMISSION & CIRCULATION LIST OF CONTESTING CANDIDATES

A list of valid nominations will be circulated by Wednesday, September 13, 2017.

11) LAST DATE OF RECEIVING OBJECTIONS TO THE NOMINATION OF THE CANDIDATES

The Election Commission will receive objections from the candidates till Thursday, September 14, 2017.

12) DECISION ON THE ELECTION COMMISSION ON NOMINATIONS

The Election Commission will take decision on objections raised by candidate on the nominations on Friday, September 15, 2017.

13) CIRCULATION OF VALID NOMINATIONS

The Election Commission will circulate list of valid nominations on Saturday, September 16, 2017.

14) LAST DATE FOR WITHDRAWAL OF NOMINATIONS

Last date for withdrawal of nominations to avoid appearance candidates' name on the Ballot Paper on Monday, September 18, 2017.

15) ISSUANCE OF CANDIDATES LIST BY THE ELECTION COMMISSION

The Election Commission will issue list of candidate on Tuesday, September 19, 2017.

16) ISSUANCE, RECEIPT & WITHDRAWAL OF NOMINATION PAPERS FOR THE ELECTION OF OFFICE BEARERS

Nomination papers prescribed by the PSMA will be issued on request in writing & received every day during office hours, in case members of managing committee elected unopposed will be eligible to contest for office bearers election on Thursday, September 21, 2017.

In sub-rule (15) any person elected as member of managing committee, shall send, to the Election Commission for election as an office-bearer, his nomination duly proposed and seconded by an elected managing committee's member and signed by the candidate.

As per rules 20(11)2013 any office bearer of the Association, on completion of the term of one year, shall not be eligible to contest election or cooption in any representative capacity for the next one year;

17) ELECTION OF THE MANAGING COMMITTEE

The Election of the Managing Committee will be held by secret ballot neither postal ballot nor proxy shall be allowed thereof on Wednesday, September 27, 2017.

18) ELECTION OF THE OFFICE BEARERS

The Members of Managing Committee will elect office bearers such as Chairman, Senior Vice Chairman and Vice Chairman by secret ballot; neither postal ballot nor proxy shall be allowed thereof Wednesday, September 27, 2017.

19) MEETING OF MANAGING COMMITTEE MEMBERS

Meeting of Managing Committee members will be held on Wednesday, September 27, 2017.

20) MEETING OF GENERAL BODY MEMBERS

Meeting of General Body members will be held on Wednesday, September 27, 2017.

21) IDENTIFICATION

The voter shall have to produce original National Identity Card or Passport or any other mode identification, whose number would be recorded on the counterfoil at the time of casting of vote.

SYED AIJAZ AHMED
Secretary General

REVISED ANNUAL ELECTION PROGRAMME 2017-2018 OF MANAGING COMMITTEE & OFFICE BEARERS

Election Managing Committee Members	Wednesday, September 27, 2017 at 5:00 P.M. to 7:00 P.M.
Election of Office Bearers	Wednesday, September 27, 2017 at 7:30 P.M. to 8:00 P.M.
Managing Committee Meeting	Wednesday, September 27, 2017 at 8:00 P.M.
Annual General Meeting	Wednesday, September 27, 2017 at 8:30 P.M.

01.	Circulation of Election Notice, Issuance of Preliminary List of voters	Thursday	13.07.2017
02.	Last date for receiving changes of names of authorized representatives, objections etc. if any, on the preliminary List of Voters.	Tuesday	18.07.2017
03.	Intimation by Secretary General on the objections or changes sent by the members.	Tuesday	25.07.2017
04.	Disputes against the decision of the Secretary General shall be referred to the Election Commission.	Friday	28.07.2017
05.	Meeting of the Election Commission for deciding the dispute pertaining to the eligibility of a member aggrieved by the decision of the Secretary General.	Monday	07.08.2017
06.	Appeal to the Regulator on the decision of Election Commission	Wednesday	16.08.2017
07.	Circulation of final list of voters	Wednesday	23.08.2017
	& issuance of Agenda Notice for Annual General Meeting.	Thursday	24.08.2017
08.	Issuance and receipt of Nomination Papers for election of the Managing Committee.	Saturday	26.08.2017
09.	Last date for receiving of Nomination Papers for MC election	Thursday	31.08.2017
10.	Issuance of List of candidates by the Election Commission & circulation to the contesting candidates.	Wednesday	13.09.2017
11.	Last date of receiving objections to the nomination of the Candidates	Thursday	14.09.2017
12.	Decision of the Election Commission on nomination.	Friday	15.09.2017
13.	Circulation of valid nominations.	Saturday	16.09.2017
14.	Last date for withdrawal of nomination to avoid appearance candidate's name on the Ballot Paper.	Monday	18.09.2017
15.	Issuance of list of candidates by the Election Commission.	Tuesday	19.09.2017
16.	Issuance, receipt and withdrawal of nomination papers for the Election of Office Bearers.	Thursday	21.09.2017
17.	Election of the Managing Committee Members.	Wednesday	27.09.2017
18.	Election of Office Bearers.	Wednesday	27.09.2017
19.	Managing Committee Meeting.	Wednesday	27.09.2017
20.	Meeting of the General Body Members.	Wednesday	27.09.2017
**	Annual Dinner.	Wednesday	27.09.2017

Note: **OFFICE TIMINGS** during entire election process will be as follow:

- Monday to Saturday 9:00 A.M. to 5:00 P.M.
- Renewed membership by March 30, 2017 will be entitled to cast vote.
- Kindly bring original CNIC on Election Day.