

# PROCEDURE

FOR OBTAINING LICENCE BY

AN

# ASSOCIATION NOT FOR PROFIT

UNDER SECTION 42 OF  
THE COMPANIES ORDINANCE, 1984

ITS INCORPORATION  
AS A COMPANY  
LIMITED BY GUARANTEE

&

RENEWAL OF ITS LICENCE

SECP

A not-for-profit association (more commonly called an NGO) may be registered as company under the provisions of the Companies Ordinance, 1984 (the 'Ordinance'). Any such association is required to obtain licence under Section 42 of the Ordinance read with rule 6 of the Companies (General Provisions and Forms) Rules, 1985 (the 'Rules') from the Securities and Exchange Commission of Pakistan (the 'Commission') prior to its registration as a company limited by guarantee. The licence is issued for a period of five (5) years, renewable for further term (s) of five (5) years each. The procedure for obtaining licence, subsequent registration of such Association as company, and thereafter renewal of the licence when due, is provided hereinafter.



## STEP 1: AVAILABILITY OF NAME

The first step is to seek availability of the proposed name for the company. The application for availability of name can be made *online* through eServices OR *offline* through physical filing to any one of the Company Registration Offices (CROs) of the Commission.

For online submission of application, the fee is Rs. 200/-, which is much cheaper than the manual submission of application. *All information of eServices are available at the web portal of the Commission at <http://www.secp.gov.pk/eServices/index.asp>*

For offline, an application is to be made to the Company Registration Office alongwith the original Bank challan of Rs. 500/-, paid as application fee, in the authorized branches of MCB Bank Limited or alongwith a Bank Draft/ Pay Order of the same amount, drawn in favour of the **“Securities and Exchange Commission of Pakistan”**. *Addresses of CROs are provided in the Promoters **guide placed at the Commission’s website at** <http://www.secp.gov.pk/Guides/PromotersGuideEnglish-new.pdf>*

## STEP 2: APPLICATION FOR GRANT OF LICENCE

An application by the promoters or members of an association desirous of obtaining a licence under section 42, is submitted through duly authorized **representative with the subject: “Application for Grant of Licence under section 42 to M/s ‘..... <Association>.....’ (Proposed)”**, is addressed to:

The Chairman,  
Securities and Exchange Commission of Pakistan,  
63-Jinnah Avenue,  
NIC Building, Blue Area,  
Islamabad

The following information/documents are required to be submitted alongwith the application:

- 1 Original Bank challan of Rs. 25,000/-, paid as application fee, in the authorized branches of MCB Bank Limited or a Bank Draft/Pay Order of the same amount, drawn in favour of the Securities and Exchange Commission of Pakistan.
- 2 Copy of letter showing that the proposed name is available. (Please see Step-1 above for reference)
- 3 Three (3) printed copies of Memorandum and Articles of Association. Specimen of Memorandum and Articles of Association is provided at the end of this booklet and **also placed on the Commission’s website at: [http://www.secp.gov.pk/MemoAndArticle/docs/Spec\\_MemArticles42\\_16\\_01\\_2012.doc](http://www.secp.gov.pk/MemoAndArticle/docs/Spec_MemArticles42_16_01_2012.doc)**
- 4 A list of promoters of the association with their occupations and addresses;  
[Format at Annex-I]
- 5 Attested photocopies of CNICs (Passport, in case of foreigner) of each of the promoter.



- 6 A statement the names of companies, associations and other institutions in which the promoters of the proposed association holds any office stating the office held (position/designation) in each case; [Format at Annex-II]
- 7 A declaration by a person of the effect that he has scrutinized the application and the accompanying documents, and that he is satisfied that the same are drawn up in conformity with the provisions of the Ordinance and fulfill the conditions for the grant of licence laid therein and the rules; [Format at Annex-III]
- 8 An undertaking on the stamp paper of appropriate value from each promoter to the effect that they have sufficient skills, expertise and resources for the attainment of object of the proposed association. Moreover, the said undertaking should indicate that each promoter shall contribute a reasonable amount (e.g., Rs.200,000/-) as start up donation having regard to the circumstances of the case. The amount **shall be deposited in the company's account** within a period of six months of the date of its incorporation which shall be used for the attainment of the object and should not be refundable to the promoters, directly or indirectly through any means; [Format at Annex-IV]
- 9 An estimate of the future annual income and expenditure of the proposed company, specifying the sources of income and objects of expenditure. The statement should also reflect the aforesaid startup donation of the each subscriber. [Format at Annex-V]

10 A brief statement of work already done (if any) and the work proposed to be done after incorporation as a company specifying salient features of the project(s) e.g., their location, size, duration, etc., to be undertaken in pursuance of object of the company.

[Format at Annex-VI]

11 Power of Attorney (Authority Letter) on Stamp Paper of appropriate value made by all the promoters in favour of a person to present the application before the Commission on their behalf, and to make other amendments, additions, corrections etc., in the documents and also to collect licence. [Format at Annex-VII]

12 Resume of all promoters. [Format at Annex-VIII]

13 Affidavit on Stamp Paper of appropriate value duly attested by an Oath Commissioner made by all the promoters affirming that they are not defaulter of loans, etc. [Format at Annex-IX]

14 Affidavit on Stamp Paper of appropriate value duly attested by an Oath Commissioner affirming correctness of contents of the Application. [Format at Annex-X]

15 The application needs to indicate whether the association is already in existence or not. If the association is already in existence, the following information/documents relating to the existing entity also to be furnished :

A- In case, the existing entity is a society, trust, etc., (i.e., other than a company registered in Pakistan):



- a. A copy each of the audited balance-sheet, income and expenditure account and the annual report on the working of the existing entity for the financial year immediately preceding the date of the application;
- b. Attested copy of Certificate of Registration (if it has any legal status);
- c. Copy of resolution regarding dissolution and taking over of the assets and liabilities of the existing entity by the proposed company within three months of its incorporation;
- d. Attested copy of List of members of Board of Directors/ Governors/ Trustees of the existing entity;
- e. Attested copy of Memorandum and Articles of Association, Charter, or Statute by which it was registered.

B- In case, the existing entity is already registered as a company in Pakistan:

- a. A copy each of the audited balance-sheet, income and expenditure account and the annual report on the working of the existing entity for the financial year immediately preceding the date of the application; and
- b. A copy of special resolution proposing to seek licence under section 42 of the Ordinance and amendments in its memorandum and articles of association to bring it in conformity with the licencing requirements.

*Please Note:*

A copy of application alongwith its enclosures are also required to be forwarded by the applicant to the Company Registration Office concerned.

*(Addresses of CROs are provided in the Promoters guide placed **at the Commission's website at***

*<http://www.secp.gov.pk/Guides/PromotersGuideinEnglishdec022010.pdf>*

The Commission on being satisfied, after such enquiry and obtaining such further information, as it may consider necessary, that it shall be in the public interest so to do, may grant the licence applied for, subject to such conditions as it may deem fit to impose.



## STEP 3: REGISTRATION OF ASSOCIATION AS A COMPANY LIMITED BY GUARANTEE

After obtaining licence from the Commission, the Association must be incorporated under provisions of the Ordinance, within a period of three months from the date of the licence.

The procedure for the incorporation of Associations is provided in the Promoters Guide **placed at the Commission's website at:**

<http://www.secp.gov.pk/Guides/PromotersGuideinEnglishdec022010.pdf>

## RENEWAL OF LICENCE

The licence is issued for a definite period of five (5) years, renewable for further term(s) of five (5) years, each, on an application to be submitted to the Commission, three months before the expiration of period of licence by the association alongwith the following documents:

- a. Copies of annual audited accounts for the last five (5) years.
- b. Certificate from concerned registrar regarding compliance with provisions of the Ordinance and the Rules.
- c. Attested copy of latest annual return/Form-B filed with the concerned registrar.
- d. List and complete profile of existing Chief Executive and Directors of the company.
- e. Affidavit by Chief Executive and all directors affirming that they are not defaulters of loans, etc.
- f. List of existing members with their occupations, residential addresses, contact numbers and copies of their CNICs.



- g. Brief statement of the work done by the association during the last three years;
- h. Details of the amount of donations and grants received during last five (5) years duly certified by the Chartered Accountants that funds/donations was/were received through banking channel, and details of the donors.
- i. A detailed report with regard to the performance of the association for achieving its aims and objects during the preceding four years, preceding the date on which application is made, duly evaluated and certified by Pakistan Centre for Philanthropy (a company set up under section 42 of the Ordinance).

The Commission on being satisfied of the past corporate behaviour of the company, after such enquiry and obtaining such further information, as it may consider necessary, that it shall be in the public interest so to do, may renew the licence for further period of five years, subject to such conditions as it may deem fit to impose.

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DISCLAIMER

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The aforesaid procedure has been provided with the intention to create an awareness of the concept of the relevant matters. However, the procedure does not tell everything and the opinions or legal interpretations referred therein are circumstantial and may vary under different situations. If the reader is in doubt or dealing with any specific condition, it is recommended to refer to the Companies Ordinance, 1984 and allied laws or consult an adviser for seeking professional advice.

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## Important

- ⇒ There must be at least 3 subscribers/ members/promoters of the company and who must have sufficient skills, expertise and resources for the attainment of object of the proposed company.
- ⇒ Each promoter shall contribute a reasonable amount as start up donation having regard to the circumstances of the case.
- ⇒ All conditions of licence shall be mentioned in the Memorandum of Association of the company.

{Please see Clauses IV to IX of the specimen of Memorandum and **Articles of Association which is placed on the Commission's website and downloadable at: [http://www.secp.gov.pk/MemoAndArticle/docs/Spec\\_MemArticles42\\_16\\_01\\_2012.doc](http://www.secp.gov.pk/MemoAndArticle/docs/Spec_MemArticles42_16_01_2012.doc)**



LIST OF PROMOTERS

OF M/S \_\_\_\_\_ (PROPOSED)

*[Section 42 and rule 6(2)(b)]*

<u>Name of Promoter</u>	<u>Occupation</u>	<u>Address</u>

Signatures: \_\_\_\_\_

Name: \_\_\_\_\_

*[To be signed by the person presenting documents]*

OFFICES HELD BY PROMOTERS OF

M/S (PROPOSED)

IN OTHER COMPANIES, ASSOCIATIONS, AND INSTITUTIONS, ETC.

*[Section 42 and rule 6(2)(d)]*

<u>Name of Promoter</u>	<u>Office (s) Held (position/ designation)</u>	<u>Name (s) of other companies /associations/ institutions</u>

Signatures: \_\_\_\_\_

Name: \_\_\_\_\_

*[To be signed by the person presenting documents]*



DECLARATION OF COMPLIANCE  
WITH THE REQUIREMENTS OF THE COMPANIES ORDINANCE, 1984  
AND THE COMPANIES (GENERAL PROVISIONS AND FORMS) RULES, 1985  
*[Section 42 and rule 6(2)(c)]*

I, ..... son/daughter/widow of .....  
..... do solemnly and sincerely declare:-

- i) that I [am an Advocate entitled to appear before a High Court / Supreme Court / a Chartered Accountant / a Cost and Management Accountant practicing in Pakistan and am engaged in the formation of the proposed association, namely, ..... /] **am a person named in the** Articles of Association as a director/officer of the proposed association, namely, .....; **and**
- ii) that I have scrutinized the application and the accompanying documents, and that I am satisfied that the same are drawn up in conformity with the provisions of the Ordinance and fulfill the conditions for the grant of licence laid therein and the Companies (General Provisions and Forms) Rules, 1985.

**Signature:** .....

Full Name (in Block Letters),  
Designation, NIC Number,  
and Full Address

**Date:** .....

**Place:** .....

Witness to the signature:

**Signature:** .....

**Full Name, Father's/ Husband's**  
Name (in Block Letters)  
NIC Number, Occupation and Full Address



[To be made on stamp paper duly verified by an Oath Commissioner]

UNDERTAKING

I, \_\_\_\_\_, Son of \_\_\_\_\_,  
resident of \_\_\_\_\_, subscriber of  
M/s. \_\_\_\_\_ (Proposed), do hereby  
undertake on oath that:

- (i) I have sufficient skills, expertise and resources for attainment of the object(s) of M/s. \_\_\_\_\_ (Proposed); and
- (ii) I shall contribute an amount of Rs. \_\_\_\_\_/- as start up donation to Ms. \_\_\_\_\_ (Proposed), **and the said amount shall be deposited in the company's account within a period of six months of the date of its incorporation which shall be used for the attainment of company's object(s) and shall not be refundable to the promoter, directly or indirectly through any means.**

Signature: .....

Full Name (in Block Letters),  
Designation, NIC Number,  
and Full Address

Date: .....

Place: .....

Witness to the signature:

Signature: .....

**Full Name, Father's/ Husband's**  
Name (in Block Letters)  
NIC Number, Occupation  
Full Address



[To be made on stamp paper duly verified by an Oath Commissioner]



## ANNEX-V

### Statement of Estimated Future Annual Income and Expenditure of M/s. \_\_\_\_\_ (Proposed)

[Section 42 and rule 6(2)(f)]

(Amounts in Pak Rupees)

INCOME	Notes	Year 1	Year 2	Year 3
Donations and Grants - Local	1	0,000,000	0,000,000	0,000,000
Donations and Grants - Foreign	2	0,000,000	0,000,000	0,000,000
<b>Member's donations – Start-up</b>		0,000,000	0	0
<b>Member's donations – Other</b>	3	0,000,000	0,000,000	0,000,000
Other sources, specify, if any	4	0,000,000	0,000,000	0,000,000
<b>Previous year's surplus (deficit) B/F</b>		0	0,000,000	0,000,000
<b>Total Income</b>		0,000,000	0,000,000	0,000,000
EXPENDITURE		Year 1	Year 2	Year 3
Registration and Legal fee		000,000	0	0
<u>Object related projects:</u>				
Specify (name of) project 1	5	000,000	000,000	000,000
Specify (name of) project 2, if any	6	0,000,000	0,000,000	0,000,000
Specify (name of) project 3, if any, etc.	7	000,000	0,000,000	0,000,000
Administrative and operational expenditures	8	000,000	000,000	000,000
<b>Total Expenditures</b>		0,000,000	0,000,000	0,000,000
<b>Income over Expenditures/Surplus (Deficit), if any</b>		0,000,000	0,000,000	0,000,000

Note: Above referred Notes attached herewith give details about the above estimates with year wise break-ups and where needed, alongwith sufficiently descriptive explanations.

Signatures: \_\_\_\_\_

Name: \_\_\_\_\_

[To be signed by the person presenting documents]

ANNEX-VI

BRIEF STATEMENT OF THE WORK ALREADY DONE BY THE  
ASSOCIATION OR PROPOSED TO BE DONE AFTER ITS BEING  
GRANTED THE LICENCE AND REGISTRATION UNDER SECTION 42  
OF THE COMPANIES ORDINANCE, 1984

[As required under Rule 6(2)(g) of the Companies (General Provisions  
and Forms) Rules, 1985]

M/s. \_\_\_\_\_ (Proposed).

Work already done (salient features of work/projects, etc), if any:

- 1.
- 2.
- 3.

Work Proposed to be done (salient features of work/projects, etc) after grant of licence:

- 1.
- 2.
- 3.

Signatures: \_\_\_\_\_

Name: \_\_\_\_\_

*[To be signed by the person presenting documents]*



Power of Attorney / Authority Letter

We, the following persons, being promoters / subscribers of M/s. .... (proposed), do hereby appoint and authorize Mr. / Ms ..... Son/Daughter/Wife of .....resident of ..... , whose signatures appear below, to present us before the Securities and Exchange Commission of Pakistan to submit application/ documents for grant of license under section 42 of the Companies Ordinance, 1984, and to make necessary amendments therein as required by the SECP, to collect license, and to sign and give necessary explanation on our behalf in relation to the above and the allied matters.

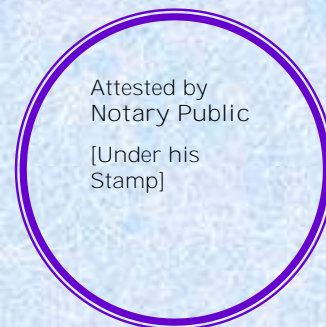
<u>Sr.</u>	<u>Name of Promoter</u>	<u>Signature</u>

**Signature:** .....  
[Authorized Representative]  
Full Name with NIC Number

Witness to the signatures:

**Signature:** .....  
Full Name, NIC Number,  
**Father's/ Husband's Name,**  
Occupation and Full Address

**Date:** ..... **Place:** .....



[To be made on Stamp Paper of appropriate value duly attested by Notary Public]

RESUME

M/s. \_\_\_\_\_ *Promoter/Subscriber of* \_\_\_\_\_ (Proposed).

**Promoter's Name:** \_\_\_\_\_

Nationality: \_\_\_\_\_

CNIC No./ Passport No. (in case of foreigner) \_\_\_\_\_

Old NIC No. \_\_\_\_\_

National Tax Number: \_\_\_\_\_

Date of Birth / Age: \_\_\_\_\_

**Father's/Husband's Name:** \_\_\_\_\_

Postal Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Email / Telephone / Fax No. \_\_\_\_\_

*Educational Qualifications:* \_\_\_\_\_

*Experience Details* (with dates, period, organizations, nature of projects/work responsibilities):

A. Now working as (describing offices held at the moment and related work responsibilities):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Previous Experience relating to Object of the proposed Association now being formed:

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

C. Other Experience:

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

*[To be signed by the promoter himself /herself or the authorized person presenting documents]*

Note: If needed, the space for experience details may be expanded or extra pages may be annexed.



AFFIDAVIT

I, Mr. \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_ and promoter of \_\_\_\_\_, do hereby, solemnly affirm and testify that the contents of the application for grant of licence under section 42 of the Companies Ordinance, 1984 to the proposed Association are true and correct to the best of my knowledge and belief and declare that:

- (a) I have not been associated with any illegal banking business, deposit taking or financial dealings;
- (b) I and the companies in which I am director or major shareholder have no over-due loans or installments exceeding Rs.300,000/- outstanding towards banks or other financial institutions;
- (c) neither I nor companies in which I am a director or major shareholder have defaulted in paying taxes as on the date of application;
- (d) I have not been a sponsor, director or chief executive of a defaulting cooperative finance society or finance company;
- (e) I have never been convicted of fraud or breach of trust or of an offence involving moral turpitude or removed from services for misconduct;
- (f) I have neither been adjudged an insolvent nor have defaulted in making payments to my creditors; and
- (g) the funds raised shall be spent for objects of the proposed Association and for other lawful purposes.

DEPONENT

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_

Attested by an  
Oath Commis-  
sioner

[Under his  
Stamp]

[To be made on stamp paper duly verified by an Oath Commissioner]

AFFIDAVIT

I, Mr. \_\_\_\_\_ son of \_\_\_\_\_, NIC number \_\_\_\_\_ resident of \_\_\_\_\_ and do hereby, solemnly affirm and testify that the contents of the application under section 42 of the Companies Ordinance, 1984 and annexed documents are true and correct to the best of my knowledge and belief and declare that:

1. I am promoter / subscriber / proposed director of M/s. \_\_\_\_\_ and fully aware of the affairs of the proposed company particularly the application under section 42 of the Companies Ordinance, 1984.
2. Whatsoever stated in the application and accompanied documents is true and nothing has been concealed in the application.

DEPONENT

(Signature)

Dated: \_\_\_\_\_



[To be made on stamp paper duly verified by an Oath Commissioner]



*A company set up under Section 42 of the Companies Ordinance, 1984*

**MEMORANDUM OF ASSOCIATION**

**OF**

**XYZ ASSOCIATION / FOUNDATION**

- I. The name of the Company is “**XYZ ASSOCIATION / FOUNDATION**”.
- II. The Registered Office of the Company will be situated in Islamabad Capital Territory / the Province of -----
- III. The object for which the Company is established is as follows:

**If an association proposes to engage in Education activities, it may adopt the object stated below:-**

- (1) To establish, manage, maintain, own, administer, promote and subsidize educational institutions, computer literacy centres, schools, colleges, institutions for study and research, centres of learning, reading rooms, and other institutions for basic education, adult literacy, advanced studies and other educational fora with the permission of competent authority but not to act as a degree awarding institute.
- (2) To provide scholarships to students and grant aid including supply of books, stipends, medals, prizes, grants, awards, medicines, educational career support, bursaries and other incentives for purposes of advancement of knowledge, education and literacy.

**OR in Research activities:**

- (3) To provide a platform for research and development relating to object of the company and in this regard:-
  - (a) to make available key knowledge tools such as :-
    - (i) a well equipped library;
    - (ii) database and electronic connectivity; and
    - (iii) website for research publications and interaction.
  - (b) to undertake steps for promotion of research such as :-
    - (i) to define and support research;
    - (ii) to encourage members to conduct research; and
    - (iii) to participate in regional and international research initiatives;
  - (c) to undertake any activity for development such as;
    - (i) to arrange funding for supporting research; and
    - (ii) to organize and set up of a think tank related to the objects of the company; and

- (d) to provide a forum for participation of all concerned and to:
- (i) solicit views vis-à-vis the objects of the company; and
  - (ii) enable discussion/dialogue for promoting quality research.

**OR**

**If an association proposes to engage in Special Education activities, it may adopt the object stated below:-**

To establish, own, maintain, erect, construct, furnish, equip, promote, organize, manage and run institutions for special education and to provide grants and facilities for education and training to the persons who are mute, deaf, dumb or blind, crippled or otherwise physically or mentally handicapped and to provide books, proper medical attendance, nursing, food, medicine, drugs and special appliances of educational, surgical, or other nature.

**OR**

**If an association proposes to engage in Professional Institutions activities, it may adopt the object stated below:-**

To establish an institute for advancement and raising standards of professional education in the field of accountancy, cost accounting, financial management, secretarial practice and cognate subjects as applied to all or any of the professional services provided by accountants in general and to provide a platform for members and to facilitate dissemination of information, making available the course materials and holding of examinations and to protect and preserve their professional independence and to exercise professional supervision over them.

**OR**

**If an association proposes to engage in Religious activities, it may adopt the object stated below:-**

To promote the real values of Islam and in view thereof to initiate research, analytical study, seminars, talks and discussions and to promote public awareness, education and understanding of Islamic ideology, economic system and philosophy and provide forum for research scholars, specialists, experts, writers, speakers, thinkers for free intellectual interaction and to develop consensus and understanding in vital Islamic issues.

**OR**

**If an association proposes to engage in Social Infrastructure and Human Resource Development activities, it may adopt the object stated below:-**

To work for development of human resources, promotion of social and economic well being of the masses, improvement of social status, social mobilization for prosperous society, and elimination of gender discrimination particularly in the rural areas of Pakistan.

**OR**

**If an association proposes to engage in Rural Support Programme activities, it may adopt the object stated below:-**

To develop the rural areas and the resources of land, undertake, support and subsidize measures, programmes, plans and schemes for rural development including development and improvement of townships, settlements and villages, houses, buildings, roads, water courses, play grounds, and other civic amenities and to undertake measures for improvement of conditions of housing, work,



health, hygiene, sanitation and the quality of life.

**OR**

**If an association proposes to engage in Health Services activities, it may adopt the object stated below:-**

To aid, assist, set up, maintain, administer and run hospitals, nursing homes, mother and child care centres, clinics, dispensaries, immunization and vaccination centres and places of medical aid, convalescent homes, family planning centres, X-ray clinics, radio therapy centres, pathological and clinical laboratories, blood banks, eye banks or other centres connected with the care of the human body, both in urban and rural areas.

**OR**

**If an association proposes to engage in Arts, Sciences and Literature activities, it may adopt the object stated below:-**

To promote and foster study in arts, sciences, literature and to give literary, arts and sciences awards, scholarships and prizes for its encouragement.

**OR**

**If an association proposes to engage in Culture and heritage activities, it may adopt the object stated below:-**

To undertake, aid, support, assist, promote, manage, research and encourage projects or programmes concerned or dealing with the restoration, conservation, revitalization, preservation and reuse of architectural structures, buildings, forts, palaces, mausoleums, monuments, mosques, places of historical or cultural significance, archaeological sites, town squares, markets, gardens and parks in Pakistan.

**OR**

**If an association proposes to engage in Charity activities, it may adopt the object stated below:-**

To establish, maintain, run, manage and administer aid programmes providing relief and help to the needy, the poor and the destitute, undertake charitable and philanthropic activities for benefit of the mankind and work for alleviation of human sufferings from catastrophes.

**OR**

**If an association proposes to engage in Sports activities, it may adopt the object stated below:-**

To promote and develop centres for sports and sporting activities and encourage talent thereto and through them endeavour to bring about national integration and provide fields, grounds and other facilities and amenities including coaching and training facilities in developed and developing areas of the country and to promote and organize activities such as bird watching, trekking, mountaineering, hunting, archery, camping, fishing, rock climbing and all other outdoor sports.

**IV.** In order to achieve its object, the Company shall exercise the following powers:

1. To appeal, solicit or accept contributions, donations, grants and gifts, in cash or in kind, from lawful sources and to apply the same or income thereof for the objects of the Company.
2. To open and operate bank accounts in the name of the Company and to draw, make, accept, endorse, execute and issue promissory notes, bills, cheques and other instruments.
3. To acquire, alter, improve, charge, take on lease, exchange, hire, sell, let or otherwise dispose of any movable or immovable property and any rights and privileges whatsoever for any of the objects or purposes specified herein above. Provided that the Company shall not undertake the business of real estate or housing schemes.
4. To borrow or raise money, with or without security, required for the purposes of the company upon such terms and in such manner as may be determined by the company for the promotion of its objects.
5. To mortgage the assets of the company and / or render guarantee for the performance of any contract made, discharge of any obligation incurred or repayment of any moneys borrowed by the Company.
6. To purchase, sell, exchange, take on lease, hire or otherwise acquire lands, construct, maintain or alter any building and any other moveable or immovable properties or any right or privileges necessary or convenient for the use and purposes of the company.
7. To nominate delegates and advisors to represent the Company at conferences, government bodies and other gatherings.
8. To co-operate with other charitable trusts, societies, associations, institutions or companies formed for all or any of these objects and statutory authorities operating for similar purposes and to exchange information and advice with them.
9. To pay out of the funds of the company the costs, charges and expenses of and incidental to the formation and registration of the Company.
10. To invest the surplus moneys of the company not immediately required in such a manner as may from time to time be determined by the company.
11. To create, establish, administer and manage funds including endowment fund conducive for the promotion of the objects of the company.
12. To enter into agreements, contracts and arrangements with organizations, institutions, bodies and individuals for the purpose of carrying out the functions and activities of the Company.
13. To take such actions as are considered necessary to raise the status or to promote the efficiency of the company.
14. To conduct, hold and arrange symposia, seminars, conferences, lectures, workshops and dialogue and to print, publish and prepare journals, magazines, books, circulars, reports, catalogues and other works relating to any of the objects of or to the work done by the Company, subject to the permission, if required of the relevant authorities.
15. To do all other such lawful acts and things as are incidental or conducive to the attainment of the above objects or any one of them.



**V.** The Company shall achieve the above said objects subject to the following conditions:-

1. The company is formed as a public company limited by guarantee and not having a share capital.
2. Payment of remuneration for services or otherwise to its members, or their family members whether holding an office in the company or not, shall be prohibited.
3. No change in the Memorandum and Articles of Association shall be made except with the prior approval of the Securities and Exchange Commission of Pakistan.
4. Patronage of any government or authority, express or implied, shall not be claimed unless such government or authority has signified its consent thereto in writing.
5. The company shall not itself set up or otherwise engage in industrial and commercial activities or in any manner function as a trade organization.
6. The company shall not exploit or offend the religious susceptibilities of the people.
7. The subscribers to the Memorandum and Articles of Association of the Company shall continue to be the members of the Company unless allowed by the Commission on application to quit as members and will be held responsible and accountable.
8. The company in all its letterheads, documents, sign boards, and other modes of communication, shall with its name, state the phrase "A company set up under section 42 of the Companies Ordinance, 1984."
9. The income and any profits of the company, shall be applied solely towards the promotion of objects of the company and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the company or their family members.
10. The Company shall not appeal, solicit, receive or accept funds, grants, contributions, donations or gifts, in cash or in kind, from foreign sources except with the prior permission, clearance or approval from the relevant public authorities as may be required under any relevant statutory regulations and laws. No funds shall be received otherwise than through proper banking channels i.e., through crossed cheque, pay-order, bank draft, etc.
11. The Association shall close its accounts on 30th of June each year.
12. The Association shall make no investment, whatsoever, in its associated companies except with the prior approval of the Commission and subject to such conditions as it may deem fit to impose.
13. The company shall not undertake any trading activities and shall conform to relevant statutory regulations and laws.
14. Notwithstanding anything stated in any object clause, the company shall obtain such other licenses, permissions, or approvals of the relevant public authorities as may be required under any relevant statutory regulations and laws for the time being in force, to carry out its specific object.
15. The company shall comply with such conditions as may be imposed by the Securities and Exchange Commission of Pakistan from time to time.

**VI.** The territories to which the object of the company shall extend are declared to include whole of Pakistan.

- VII.** The liability of the members is limited.
- VIII.** Every member of the company undertakes that he shall contribute to the assets of the Company in the event of its being wound up while he is a member or within one year afterwards, for payment of the debts or liabilities of the Company contracted before he ceases to be a member and the costs, charges and expenses of winding up and for adjustment of the rights of the contributories among themselves such amount as may be required but not exceeding Rs. 100,000/- (Rupees One Hundred Thousand Only).
- IX.** In the case of winding up or dissolution of the Company, any surplus assets or property, after the satisfaction of all debts and liabilities, shall not be paid or disbursed among the members, but shall be given or transferred to some other company established under section 42 of the Companies Ordinance, 1984, having similar or identical objects to those of the Company to be decided by the members of the Company in their general meeting by a special resolution, and with the approval of Commissioner of Income Tax under section 61 read with section 2(36) of the Income Tax Ordinance, 2001, under intimation to the Securities and Exchange Commission of Pakistan, within three months.



We, the several, persons whose names and addresses are subscribed below are desirous of being formed into a Company in pursuance of this Memorandum of Association:-

Name and surname (present & former) in full (in Block Letters)	NIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Nationality (ies) with any former Nationality	Occupation	Residential Address in full	Signature
1. AB	nnnnn- nnnnnnn-n	GH	Pakistani	Resident Director, Household Appliances Ltd., Lahore	14-A, Street No.2, Sadaf Colony, Quetta.	
2. CD	nnnnn- nnnnnnn-n	IJ	Pakistani	Advocate	-do-	
3. XYZ Limited				Company	House No 176, Street No.204, F-10/1, Islamabad	
through						
EF	nnnnn- nnnnnnn-n	KL	Pakistani	Director, ABC Ltd	14-A, Street No.2, Sadaf Colony, Quetta.	

Dated the..... day of....., 201...

Witness to above signatures	
Signature	
Full Name (in Block Letters)	
Father's/ Husband's name	
Nationality	
Occupation	
CNIC NO	
Full Address	

*A company set up under Section 42 of the Companies Ordinance, 1984*

**ARTICLES OF ASSOCIATION**  
**OF**  
**XYZ ASSOCIATION / FOUNDATION**  
**PRELIMINARY**

1. In these Articles, unless the context or the subject matter otherwise requires:
- (a) "The Company" means XYZ ASSOCIATION / FOUNDATION.
  - (b) "The Office" means the Registered Office for the time being of the company.
  - (c) "The Directors" mean the Directors for the time being of the company.
  - (d) "The Seal" means the Common Seal of the company.
  - (e) "The Ordinance" means the Companies Ordinance, 1984.
  - (f) "The Commission" means the Securities and Exchange Commission of Pakistan.
  - (g) "The Registrar" means the Registrar of Companies.
  - (h) "The Register" means the Register of the members to be kept in pursuant to Section 147 of the Ordinance.
  - (i) "Chief Executive" means the Chief Executive of the company.
  - (j) "Secretary" means the Company Secretary of the company.
  - (k) "Memorandum" means the memorandum of association of the company.
  - (l) "Person" includes an individual, company, corporation and body corporate.
  - (m) "Articles" means the articles of association of the company.
  - (n) "Board" means the board of directors of the company.
  - (o) "Year" used in the context of financial matters shall mean financial year of the company.
  - (p) Expressions referring to writing shall be construed as including references to typewriting, printing, lithography, photography and other modes of representing or reproducing words in visible form.
  - (q) Words importing the singular number include the plural number and vice versa and words importing the masculine gender include the feminine gender.
  - (r) Unless the context otherwise requires words or expressions contained in these Articles shall be of the same meaning as in the Ordinance or any statutory modification thereof in force at the date at which these Articles become binding on the company.



## MEMBERSHIP

2. The number of members with which the Company proposes to be registered is ----- (***number of members with which the Company is going to be incorporated is to be given***) but the minimum number of members shall not be, at any time, less than three (3). However, the directors may, from time to time, whenever the company or the business of the company requires, increase the number of members.
3. The company in General Meeting may from time to time lay down the qualifications and conditions subject to which any person or class of persons shall be admitted to membership of the company.
4. The rights and privileges of a member shall not be transferable and shall cease on his death or otherwise ceasing to be a member.
5. The subscribers to the memorandum and such other persons as the directors shall admit to membership shall be members of the company.
6. One person shall have the right to hold one membership.

## ADMISSION TO MEMBERSHIP

7. The application for seeking membership of the company shall be required to be seconded by an existing member whereupon the board of directors shall decide the matter of his admission as member or otherwise within three months of making of such application. No minor or lunatic shall be admitted as a member of the company.
8. Every person, upon applying for admission to membership, shall sign an undertaking that he will, if admitted, so long as he is a member, duly observe the Articles of the company for the time being in force.
9. The Board shall subject to the Articles, accept or reject any application for admission to membership. The Board's decision shall be final and it shall not be liable to give any reasons thereof.

## CESSATION / EXPULSION FROM MEMBERSHIP

10. A member renders himself liable to expulsion or suspension by the Board if:
  - (a) he refuses or neglects to give effect to any decision of the Board; or
  - (b) he infringes any of the regulations of the Articles; or
  - (c) he is declared by a court of competent jurisdiction to have committed a fraud, or to be bankrupt, or to be insane or otherwise incompetent; or
  - (d) he is held by the Committee of the company to have been guilty of any act discreditable to a member of the company; or
  - (e) he is acting or is threatening to act in a manner prejudicial to the interest or functioning of the company or any other institute, body corporate, society, association or institution in which the company has an interest.
11. The company in general meeting may, on an appeal of the aggrieved member and after giving an opportunity of hearing, annul or modify the decision of the board with regard to expulsion of the member by resolution supported by two-thirds majority. The person expelled shall be reinstated as a member from the date of the resolution of the general meeting annulling the decision of the Board.

**12. Termination of membership shall occur automatically:**

- (a) in the event of the death of a member; and
- (b) in the event a member fails to pay any amount due by him to the company within three (3) months after such obligation has become due.

### **GENERAL MEETINGS AND PROCEEDINGS**

**13. ANNUAL GENERAL MEETING:**

A general meeting to be called annual general meeting, shall be held, in accordance with the provisions of Section 158, within eighteen (18) months from the date of incorporation of the company and thereafter once at least in every calendar year within a period of four (4) months following the close of its financial year and not more than fifteen (15) months after the holding of its preceding annual general meeting as may be determined by the directors.

**14. OTHER GENERAL MEETINGS:**

All other meetings of the members of the company other than an annual general meeting shall be called "Extraordinary General Meetings".

**15. EXTRAORDINARY GENERAL MEETINGS:**

The directors may, whenever they think fit, call an Extraordinary General Meeting, and Extraordinary General Meetings shall also be called on such requisition(s), as is provided by Section 159 of the Ordinance.

**16. NOTICE OF GENERAL MEETINGS:**

Twenty-one (21) days notice at least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business, shall be given in the manner provided by the Ordinance for the general meeting, to such persons as are, under the Ordinance or the Articles of the company, entitled to receive such notices from the company but the accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at any general meeting.

**17. SPECIAL BUSINESS:**

All business that is transacted at an extra ordinary general meeting and that is transacted at an annual general meeting with the exception of the consideration of the accounts, balance sheet and the reports of the director and auditors, the election of directors, the appointment of and the fixing of remuneration of the auditors shall be deemed special business.

**18. QUORUM:**

No business shall be transacted at any general meeting unless a quorum of members representing not less than twenty five percent (25%) of the total voting power present in person but being not less than two (2) members, is present at that time when the meeting proceeds to business.



**19. EFFECT OF QUORUM NOT BEING PRESENT:**

If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if called upon the requisition of members, shall be dissolved and in any other case, it shall stand adjourned to the same day in the next week at the same time and place and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present, shall be a quorum.

**20. CHAIRMAN OF MEETING:**

The chairman of the Board of directors, shall preside as chairman at every general meeting of the company, but if he is not present within fifteen minutes after the time appointed for the meeting, or is unwilling to act as chairman, any of the directors present may be elected to be the chairman and if none of the directors present is willing to act as chairman, the members present shall choose one of their number to be the chairman.

**21. ADJOURNMENT:**

The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

**22. VOTING:**

At any general meeting a resolution put to the vote to the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded. Unless a poll is so demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the company shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

**23. DEMAND FOR POLL:**

A poll may be demanded in accordance with the provisions of Section 167 of the Ordinance.

**24. MANNER OF TAKING POLL:**

If a poll is duly demanded, it shall be taken in accordance with the manner laid down in Section 168 of the Ordinance and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

**25. TIME OF TAKING POLL:**

A poll demanded on the election of chairman or on a question of adjournment shall be taken at once.

**26. CASTING VOTE:**

In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which the poll takes place, shall have and exercise a second or casting vote.

**27. VOTES OF MEMBERS:**

On a show of hands every member present in person shall have one vote and upon a poll every member present in person shall have one vote.

**28. OBJECTION TO VOTE:**

No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given and tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the chairman of the meeting, whose decision shall be final and conclusive.

**MANAGEMENT AND ADMINISTRATION**

**29.** There shall be, for the overall management of the company's affairs, a Board of directors, which will be elected from amongst the members.

**30.** One term of the Board of directors would be for three years.

**31.** No person shall be appointed as a director if he is ineligible to hold office of director of a company under section 187 of the Ordinance.

**32.** No member / person shall hold more than one office in the company, such as those of Chief Executive / director or company secretary.

**33. FIRST DIRECTORS:**

The subscribers to the Memorandum of Association shall be the first directors of the company whose names are given below and they shall hold office until the election of directors in the first Annual General Meeting, subject to the provisions of Sections 174 and 176 of the Ordinance.

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**34. NUMBER OF DIRECTORS:**

The number of directors shall not be less than three (3) and not more than ( ). The company may, however, determine through Special Resolution, such other number not being less than three (3), before the election of the directors. A retiring director shall be eligible for re-election.

**35. PROCEDURE FOR ELECTION OF DIRECTORS:**

- (i) The directors of the company shall be elected in accordance with provisions of sub sections (1) to (4) of section 178 of the Ordinance, in the following manner:
  - (a) The directors of the company shall be elected by the members of the company in general meeting;
  - (b) The directors of the company shall be elected on the basis of one member one vote;



- (c) The candidate who gets the highest number of votes shall be declared elected as director and then the candidate who gets the next highest number of votes shall be so declared and so on until the total number of directors to be elected has been so elected.
- (ii) If the number of persons who offer themselves to be elected is not more than the number of directors fixed by the directors under sub-section (1) of section 178, all persons who offered themselves shall be deemed to have been elected as directors.

**36. CASUAL VACANCY AND ALTERNATE OR SUBSTITUTE DIRECTORS:**

- (a) Any casual vacancy occurring among the directors may be filled up by the directors within thirty days of the vacancy and the person so appointed shall hold office for the remainder of the term of director in whose place he is appointed.
- (b) An existing director may, with the approval of the board of directors, appoint an alternate director to act for him during his absence from Pakistan of not less than three months. The alternate director so appointed shall *ipso facto* vacate office if and when the director appointing him returns to Pakistan.

**37. REMOVAL OF DIRECTOR:**

The company may remove a director through a resolution passed in a general meeting of members in accordance with Section 181 of the Ordinance.

**38. CHAIRMAN OF THE BOARD:**

The directors may elect one of their members as the Chairman of the Board. The Chairman of the Board shall preside at all meetings of the Board but, if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same or is unwilling to act as chairman, the directors present may choose one of their member to be chairman of the meeting.

**DUTIES AND POWERS OF THE BOARD**

**39.** The Board shall conduct and manage all the business affairs of the company, exercise all the powers, authorities and discretion of the company, obtain or oppose the application by others for all concessions, grants, charters and legislative acts and authorization from any government or authority, enter into such contracts and do all such other things as may be necessary for carrying on the business of the company, except only such of them as under the statutes and Articles are expressly directed to be exercised by general meetings and (without in any way prejudicing or limiting the extent of such general powers) shall have the following special powers and duties:

- (a) To present to the general meeting of the company any matters which the directors feel are material to the company, its objects or interests or affecting the interests of members and make suitable recommendations regarding such matters.
- (b) To regulate, through articles, the admission of members.
- (c) To appoint, remove or suspend the legal advisors, bankers, or other officers on such terms and conditions as they shall think fit and as may be agreed upon.
- (d) To appoint any qualified person as a first auditor(s) subject to provisions of the Ordinance;
- (e) To determine the remuneration, terms and conditions and powers of such



appointees and from time to time, revoke such appointments and name another person of similar status to such office except for the auditor in which case the relevant provisions of the Ordinance shall be followed.

- (f) To delegate, from time to time, to any such appointee all or any of the powers and authority of the Board and to reconstitute, restrict or vary such delegations.
- (g) To agree upon and pay any expenses in connection with the company's objects and undertakings and pay all the expenses incidental to the formation and regulation of the company.
- (h) To constitute from time to time committee(s) from among themselves or co-opt other persons for the purpose and delegate to them such functions and powers as the Board may see fit to carry out the objects of the company.
- (i) Subject to the provisions of Section 196 of the Ordinance, the directors may exercise all the powers of the company to borrow and mortgage or charge its undertaking, property and assets (both present and future) or issue securities, whether outright security for any debt, liability or obligation of the company.

### **PROCEEDINGS OF THE BOARD**

**40.** The Board shall meet at least once in each quarter of every year, subject thereto meetings of the Board shall be held at such time as the directors shall think fit. All meetings of the Board shall be held at the registered office of the Company or at such other place as the Board shall from time to time determine. The meetings of the Board shall be called by the chairman on his own accord or at the request of the Chief Executive (or any three directors) by giving at least seven (7) days notice to the members of the Board.

**41.** At least twenty five percent of the total number of directors or two (2) directors whichever is higher, for the time being of the company, shall constitute a quorum.

*Note : If the number of directors as mentioned in clause 33 are more than three, then the following standard clause is proposed in place of above which will fulfill the requirements of income tax rules for tax exemption.*

“At least one-third (1/3<sup>rd</sup>) of the total number of directors or four (4) directors whichever is higher, for the time being of the company, shall constitute a quorum.”

**42.** Except as otherwise provided by these Articles, every question at meetings of the Board shall be determined by a majority of votes of the directors present, each director having one vote. In case of an equality of votes or tie, the chairman shall have a casting vote in addition to his original vote as a director.

**43.** Minutes of the proceedings of every meeting of the Board and a record of attendance of the directors thereat shall be recorded by the Secretary in a book kept for that purpose. These shall be signed by the chairman of the meeting at which they are read.

### **RESOLUTION THROUGH CIRCULATION**

**44.** A resolution in writing signed by all directors for the time being entitled to receive notice of the meeting of directors or affirmed by them in writing shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.

**45. CHIEF EXECUTIVE:**

The directors may appoint a person to be the Chief Executive of the company and vest in him such powers and functions as they deem fit in relation to the management and administration of



the affairs of the company subject to their general supervision and control. The Chief Executive, if not already a director, shall be deemed to be a director of the company and be entitled to all the rights and privileges and subject to all the liabilities of that office.

**46. QUALIFICATION OF THE CHIEF EXECUTIVE:**

No person who is not eligible to become a director of the company under section 187 of the Ordinance, shall be appointed or continue as the Chief Executive of the company.

**47. REMOVAL OF CHIEF EXECUTIVE:**

The directors by passing resolution by not less than three-fourths of the total number of directors for the time being or the company may by a Special Resolution passed in a general meeting remove a Chief Executive before the expiry of his term in office.

**48. MINUTE BOOKS:**

The directors shall cause minutes to be duly entered in a book or books provided for the purpose of:

- (a) all resolutions and proceedings of General Meeting(s) and the meeting(s) of directors and Committee(s) of directors, and every member present at any General Meeting and every director present at any meeting of directors or Committee of directors shall put his signature in a book to be kept for that purpose;
- (b) recording the names of the persons present at each meeting of the directors and of any committee of the directors, and the general meeting; and
- (c) all orders made by the directors and Committee(s) of directors.

**SECRETARY**

**49.** The Secretary shall be appointed (or removed) by the Chairman of the company with the approval of the Board.

**50.** The Secretary shall be responsible for all secretarial functions and shall ensure compliance with respect to requirements of the Ordinance concerning the meetings and record of proceedings of the Board, committees and the general meeting of members, review the applications for admission to membership and the recommendations accompanying the same to ensure that they are in the form prescribed, ensure that all notices required by these Articles or under the Ordinance are duly sent and that all returns required under the Ordinance are duly filed with concerned Company Registration Office.

**51. COMMITTEES:**

The directors may delegate any of their powers to committees consisting of such member or members of their body as they think fit and they may from time to time revoke such delegation. Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may from time to time be imposed on it by the directors.

**52. CHAIRMAN OF COMMITTEE MEETINGS:**

A committee may elect a chairman of its meetings, but, if no such chairman is elected, or if at any meeting the chairman is not present within ten (10) minutes after the time appointed for

holding the same or is unwilling to act as chairman, the members present may choose one of them to be the chairman of the meeting.

**53. PROCEEDINGS OF COMMITTEE MEMBERS:**

A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present. In case of an equality of votes, the chairman shall have and exercise a second or casting vote.

**54. VALIDITY OF DIRECTORS' ACTS:**

All acts done by any meeting of the directors or of a committee of directors, or by any person acting as a director, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of such directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.

**55. THE SEAL:**

The directors shall provide for the safe custody of the seal, which shall not be affixed to any instrument except by the authority of a resolution of the Board or by a committee of directors authorized in that behalf by the directors, and two directors or one director and the Secretary of the company shall sign every instrument to which the seal shall be affixed.

**FINANCES**

**56.** The funds of the Company shall be applied in defraying the expenses and shall be applicable in or towards the acquisition by purchase, lease or otherwise and furnishing and maintenance of suitable premises and assets for the use of the Company and shall be subject to the general control and direction of the Board.

**57.** No person, except persons duly authorized by the Board and acting within the limits of the authority as conferred, shall have authority to sign any cheque or to enter into any contract so as thereby to impose any liability on the Company or to pledge the assets of the Company.

**ACCOUNTS**

**58. BOOKS OF ACCOUNT:**

The directors shall cause to be kept proper books of account as required under Section 230 of the Ordinance so that such books of account shall be kept at the registered office or at such other place as the directors think fit as provided in the said section 230 and shall be open to inspection by the directors during business hours.

**59. INSPECTION BY MEMBERS:**

The directors shall from time to time determine the time and places for inspection of the accounts and books of the company by the members not being directors, and no member (not being a director) shall have any right to inspect any account and book or papers of the company except as conferred by law or authorized by the directors or by the company in general meeting.

**60. ANNUAL ACCOUNTS:**

The directors shall as required by section 233 of the Ordinance cause to be prepared and to be laid before the company in Annual General Meeting such Balance Sheet and Income and



Expenditure Account and Cash Flow Statement duly audited and reports as are required in the Ordinance.

**61. COPY OF ACCOUNTS TO BE SENT TO MEMBERS:**

A copy of balance sheet and profit and loss account and the Cash flow statement alongwith the reports of directors and Auditors of the company shall, at least twenty-one (21) clear days before the holding of the General Meeting, be sent to all the members and the persons entitled to receive notices of general meetings, in the manners in which notices are to be given as provided in section 50 of the Ordinance.

**62. AUDIT:**

Auditors shall be appointed and their duties regulated in accordance with Sections 252- 254 or 256-258 of the Ordinance.

**63. NOTICE TO MEMBERS:**

Notice shall be given by the company to members and auditors of the company and other persons entitled to receive notice in accordance with section 50 of the Ordinance.

**64. INDEMNITY:**

Every officer or agent for the time being of the company may be indemnified out of the assets of the company against any liability incurred by him in defending any proceedings, whether civil or criminal, arising out of his dealings in relation to the affairs of the company, except those brought by the company against him in which judgment is given in his favour or in which he is acquitted, or in connection with any application under section 488 in which relief is granted to him by the Court.

**65. SECRECY**

Every director, secretary, auditor, trustee, member of a committee, officer, servant, agent, accountant, or other person employed in the business of the Company shall observe strict secrecy representing all transactions of the Company, and the state of account with individuals and in matters relating thereto and shall not reveal any of the matters which may come to his knowledge in the discharge of his duties except when required so to do by the directors or the Company in general meeting or by a court of law, and except so far as may be necessary in order to comply with any of the provisions herein contained.

**WINDING UP**

**66.** In the case of winding up or dissolution of the Company, any surplus assets or property, after the satisfaction of all debts and liabilities, shall not be paid or disbursed among the members, but shall be given or transferred to some other company established under section 42 of the Companies Ordinance, 1984, having similar or identical objects to those of the Company to be decided by the members of the Company in their general meeting by a special resolution, and with the approval of Commissioner of Income Tax under section 61 read with section 2(36) of the Income Tax Ordinance, 2001, under intimation to the Securities and Exchange Commission of Pakistan, within three months.

## **67. SUPPLEMENTARY PROVISIONS RELATING TO TAX:**

The company shall abide by and adhere to the following rules:

- (i) The company shall get its annual accounts audited from a firm of Chartered Accountants.
- (ii) The company shall, in the event of its dissolution, after meeting all liabilities, transfer all its assets to an Institution, fund, trust, society or organization, which is an approved non-profit organization, and intimation of such transfer will be given to Commissioner, Federal Board of Revenue, within three months of the dissolution.
- (iii) The company shall utilize its money, property or income or any part thereof, solely for promoting its objects.
- (iv) The company shall not pay or transfer any portion of its money, property or income, directly by way of dividend, bonus or profit, to any of its members(s) or the relative or relatives of member or members.
- (v) The company shall maintain its banks accounts with a scheduled bank or in a post office or national saving organization, National Bank of Pakistan or national commercialized banks.
- (vi) The company shall regularly maintain its books of accounts in accordance with generally accepted accounting principles and permit their inspection to the interested members of the public, without any hindrance, at all reasonable times.
- (vii) Without prejudice to the powers conferred on the Commission under section 42 of the Companies Ordinance, 1984, the association shall not change its memorandum and articles of association without approval of Commissioner, Income Tax, if it has been approved by him as a non-profit organization.
- (viii) The company shall restrict the surpluses or monies validly set apart, excluding restricted funds, upto twenty five percent (25%) of the total income of the year. Provided that such surpluses or monies set apart are invested in Government Securities, a collective investment scheme authorized or registered under the Non-Banking Finance Companies (Establishment and Regulation) Rules, 2003, mutual funds, a real estate investment trust approved and authorized under Real Estates Investment Trust Regulations, 2008 or scheduled banks.



We, the several, persons whose names and addresses are subscribed below are desirous of being formed into a Company in pursuance of these Articles of Association:-

Name and surname (present & former) in full (in Block Letters)	NIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Nationality(ies) with any former Nationality	Occupation	Residential Address in full	Signature
1. AB	nnnnn-nnnnnnn-n	GH	Pakistani	Resident Director, Household Appliances Ltd., Lahore	14-A, Street No.2, Sadaf Colony, Quetta.	
2. CD	nnnnn-nnnnnnn-n	IJ	Pakistani	Advocate	-do-	
3. XYZ Limited				Company	House No 176, Street No.204, F-10/1, Islamabad	
through						
EF	nnnnn-nnnnnnn-n	KL	Pakistani	Director, ABC Ltd	14-A, Street No.2, Sadaf Colony, Quetta.	

Dated the..... day of....., 201...

Witness to above signatures	
Signature	
Full Name (in Block Letters)	
Father's/ Husband's name	
Nationality	
Occupation	
CNIC NO	
Full Address	