



AWAMI DEVELOPMENT ORGANIZATION

"A Company Setup Under section 42 of The Companies Ordinance, 2016"

Ref.No _____

Date: _____

MINUTES OF THE ANNUAL GENERAL MEETING OF THE AWAMI DEVELOPMENT ORGANIZATION HELD ON 28 OCTOBER 2019 AT 10:50 A.M. AT THE REGISTERED OFFICE OF THE COMPANY

The following were present at the meeting:

- | | |
|-----------------------------|--------------------------|
| 1. Mr .Muhammad Saif Ullah | In Chair/Director/Member |
| 2. Mr. Muhammad Shahzad Gul | Director/Member |
| 3. Mr. Muhammad Tariq | Director/Member |
| 4. Miss Naseem Fatima | Company Secretary |

The following business was transacted at the meeting:

1. ADOPTION OF ACCOUNTS:

The chairman informed the Meeting that the audited accounts of the company for the financial year ended June 30, 2019 together with the Auditor's and directors' Reports have been circulated amongst the members. The Chairman invited comments. The Chairman to their entire satisfaction duly replied the queries made by the members. After detailed discussion it was unanimously resolved that the accounts of the Company for the financial year ended June 30, 2019 together with the Auditor' and directors Reports be and are hereby adopted.

2. APPOINTMENT OF AUDITORS:

The matter regarding the appointment of auditor was discussed and it was unanimously resolved that **RSM Avais Hyder Liaquat Nauman**, Chartered Accountant be and is hereby appointed as Auditor of the Company for the financial year 2019-2020. The Chief Executive of the Company was empowered to fix their remuneration in consultation with them in due course of time.

3. APPOINTMENT OF COMPANY SECRETARY:

The matter regarding the appointment of Secretary was discussed and it was unanimously resolved that **Miss Naseem Fatima**, be and is hereby appointed as Secretary of the Company for the financial year 2019-2020.

4. ELECTION OF DIRECTORS

The Directors elected for the 1st term retiring from the Board at this AGM. All the Directors offered themselves for Re-election.



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a. RE-APPOINTMENT OF Mr. MUHAMMAD SAIF ULLAH AS DIRECTOR

As per the Articles of Association & statutory requirement of Companies Act, 2017 all the Directors would retire at this AGM.

The Chairman stated that Mr. Muhammad Shahzad Gul, Mr. Muhammad Tariq and himself would retire in accordance with the Articles of Association of the Company and the provisions of Companies Act, 2017 and being eligible, offered themselves for re-election.

Mr. Muhammad Saif Ullah, being interested in this Item of business, requested Mr. Muhammad Shahzad Gul to be the Chairman for the next agenda Item. Mr. Muhammad Shahzad Gul took the Chair and then requested Miss Naseem Fatima to read the resolution for re-appointment of Mr. Muhammad Saif Ullah. Miss Naseem Fatima then read the Ordinary Resolution, set at Item No. 4 of the Notice pertaining to re-appointment of Mr. Muhammad Saif Ullah, as follows:

"RESOLVED THAT Mr. Muhammad Saif Ullah, be and is hereby re-appointed as Director of the Company."

b. RE-APPOINTMENT OF Mr. Muhammad Shahzad Gul AS DIRECTOR

After the said resolution, Mr. Muhammad Shahzad Gul requested Mr. Muhammad Saif Ullah to be the Chairman for the remaining business of the meeting. Thereafter, the Chairman requested Miss Naseem Fatima to read the Ordinary Resolution, set at Item No. 4 of the Notice pertaining to re-appointment of Mr. Muhammad Shahzad Gul, as follows:

"RESOLVED THAT Mr. Muhammad Shahzad Gul, be and is hereby re-appointed as Director of the Company."

c. RE-APPOINTMENT OF Mr. MUHAMMAD TARIQ AS DIRECTOR

The Chairman requested Miss Naseem Fatima to read the Ordinary Resolution, set at Item No. 4 of the Notice pertaining to re-appointment of Mr. Muhammad Tariq, as follows:

"RESOLVED THAT Mr. Muhammad Tariq, be and is hereby re-appointed as Director of the Company."



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d. RETIREMENT AND RE-APPOINTMENT OF CHIEF EXECUTIVE OFFICER

The matter regarding retirement of Mr. Muhammad Saif Ullah as a CEO was discussed. Term of Mr. Muhammad Saif Ullah expired at the date of this AGM. Board appreciated his services and efforts to the organization, Meeting unanimously resolved that Mr. Muhammad Saif Ullah be appointed as CEO of the Company with effect from this date of AGM for the period of Three years as per the relevant provisions of the Companies Act, 2017.

5. ANY OTHER BUSINESS – APPROVAL FOR WORKING COLLABORATION WITH AWAMI DEVELOPMENT ORGANIZATION

Mr. Muhammad Saif Ullah requested MISS Naseem Fatima to present before the Meeting, the details regarding approval of working collaboration of ADO.

"RESOLVED THAT, Mr. Muhammad Saif Ullah being the Chief Executive is hereby authorized to work on behalf of ADO regarding working collaboration with Donors"

THERE BEING NO OTHER BUSINESS THE MEETING ENDED WITH THE VOTE OF THANKS TO THE CHAIR

For and on Behalf of the Board of Directors
Awami Development Organization

Chief Executive Officer



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