



**ALL PAKISTAN MEAT EXPORTERS & PROCESSORS ASSOCIATION  
(APMEPA)**

**MEMBER / COMPANY / FIRM  
INFORMATION for official Record of APMEPA**

**Name of the representative:** \_\_\_\_\_

**Father's name:** \_\_\_\_\_

**Position / post:** \_\_\_\_\_

**Do you have your own approved Abattoir?** YES \_\_\_\_\_ NO \_\_\_\_\_

**If No, do you have a lease agreement with any approved abattoir?** \_\_\_\_\_

**If Yes, please give name of that approved abattoir** \_\_\_\_\_

**Firm / Company name:** \_\_\_\_\_

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

**Mobile Phone No:** \_\_\_\_\_

**Landline No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**1. Address and phone no. for quick contact and messages.**

Mobile phone \_\_\_\_\_ E-mail \_\_\_\_\_

Fax No. \_\_\_\_\_ Landline No. \_\_\_\_\_

**2. Would you permit us to regularly post APMEPA activities complete program update?**

YES \_\_\_\_\_ NO \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **ALL PAKISTAN MEAT EXPORTERS & PROCESSORS ASSOCIATION (APMEPA)**

### **AFFIDAVIT / OATH**

**I** \_\_\_\_\_ commit on Oath that I will abide by all the rules, regulations and bye-laws laid down by APMEPA and that I will extend all my efforts to safeguard and promote APMEPA. I will accept all efforts and actions undertaken by individual and collective consultations with all the members for effective progress of meat industry. I confirm my confidence on the present management team. I further state that in case of any doubt, dispute or complaint, I will express my views and reactions in writing to encourage better and decent working instead of mud-slinging in public in order to avoid prestige loss to APMEPA.

***I pray to God to keep me/us firm on this commitment -----AMIN.***

FULL NAME: \_\_\_\_\_

Date: \_\_\_\_\_

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



# **ALL PAKISTAN MEAT EXPORTERS & PROCESSORS ASSOCIATION (APMEPA)**

In The Name Of GOD, the Merciful and Benevolent

## **ARTICLES OF ASSOCIATION**

**NOTE-1:** Name: All Pakistan Meat Exporters and Processors Association.

**NOTE-2:** Address: 177 B Block, Johar Town, Lahore.

Phone: 042-35169450-51

Fax: 042-35169449

**NOTE-3: OBJECTIVES of the APMEPA.**

- a) To make efforts to promote and safeguard meat industry and meat export.
- b) To solve the problems faced by the meat exporters.
- c) To lay down rules, conditions and regulations for standardizing the meat quality and to make efforts to enforce these.
- d) To introduce modern technology and techniques in the meat industry and to motivate the members to benefit from the latest developments.
- e) To initiate 'Butchery' courses in the technical training institutions.
- f) To hold promotional workshops for technical/managerial training in meat industry.
- g) To introduce Pakistani meat and meat products worldwide.
- h) To make efforts to induce importance of and get encouragement for livestock development from the Government of Pakistan.
- i) To seek benefits for meat exporters and industry and to maintain these.
- j) To solve disputes and problems arising among the exporters.
- k) To receive complaints about meat industry and provide solutions to these.
- l) To create 'Solvency Fund' against bankruptcy of members and provide legal help.
- m) To create Fund for public welfare, collective programs and general emergencies.

**NOTE-4: MEMBERSHIP - Conditions**

Every mature person (male or female) can become a member of APMEPA provided:

- a) That he or she is mentally alert and balanced.
- b) That the person is over 18 years of age.
- c) Enjoys good character and prestige.
- d) Is in agreement with the bye-laws of the Constitution/Articles of Association.
- e) Can afford to contribute regularly the required funds to the Association.
- f) Is proficient in his/her work and enterprises.

#### **NOTE-5: MEMBERSHIP - Procedure**

Any person, company or firm that fulfils the membership conditions and is willing, will apply to the President or the General Secretary. They are authorized to enroll members. In case of rejection, these officers will report the reasons to the Administrative Committee, who if agrees, then these reasons can be disclosed to the applicant.

#### **NOTE-6: MEMBERSHIP - Termination / Expulsion / Re-entry**

Any member not abiding by the rules, regulations and bye-laws of the Constitution or is no longer interested in the Association's working, will cease to be a member and his membership will be terminated. However he can appeal to the Chairman or the President. They will consider it in the Administrative Committee or the General Body, if needed. Such appeals will have to be decided in 7 days.

#### **NOTE-7: The Administrative Setup**

The APMEPA consists of TWO bodies.

- 1) **Administrative Committee:** This Committee will have minimum 8 members, selected from among the elected office bearers of both the bodies.
- 2) **General Body:** This will include all the members of the Association.

#### **NOTE-8: Administrative Committee - POWERS and Responsibilities**

- a) Will follow and carryout the Policies and Procedures laid down by the General Body to achieve the Objectives of APMEPA.
- b) Will be responsible to take steps for the smooth functioning of internal management, strict financial control and other matters related to promotional uplift.
- c) Will select a suitable scheduled bank to handle Association's accounts.

- d) Will prepare annual report of activities undertaken, prepare next year's annual budget and have it approved from the General Body.
- e) The Administrative Committee will not exceed its powers laid down by General Body.

#### **NOTE-9: General Body - POWERS and Responsibilities**

- a) Will select the members of the Administrative Committee.
- b) Will frame the governing Policies of APMEPA.
- c) Will consider and approve the annual report and budget of the Association.
- d) Will consider and decide NO CONFIDENCE MOTIONS against any official/s.
- e) Will take decisions on pending matters passed/placed by Administrative Committee.
- f) Will approve Constitutional changes recommended by Administrative Committee.

#### **NOTE-10: Rules and Regulations**

- a) All exporters of meat present and future should become members of APMEPA.
- b) All the slaughter houses will be bound not to enter into service contracts until they are permitted by APMEPA in writing.
- c) Quarantine Department will also be persuaded not to register anyone till the Association issues NOC.
- d) If any person tries to disturb the meat market, action will be taken against him that can result in ban or fine.
- e) No exporter will be allowed to export to any defaulting importer until all previous disputes and outstanding payments of all members are cleared.
- f) The office bearers of APMEPA are morally bound to speak the truth and promote fair dealings and avoid misuse of funds of the Association, otherwise those involved will face lifetime employment/membership ban and fine.
- g) When the Association decides to boycott any company/firm against solid proof of default, then all members are bound to follow suit.
- h) If any person tries to play mischief and disrupts activities within the Association then he will face severe action like ban or fine.
- i) The livestock rates fixed by APMEPA will be upheld and maintained by all members.
- j) No office bearer will be allowed to pursue personal gains using APMEPA platform.
- k) Necessary action will be taken against members who default on payments.

- l) The firms/companies who are registered with quarantine department will pay their share of funds to APMEPA.

**NOTE-11: ELECTIONS ----- System**

The elections of APMEPA will be held once a year in June on majority vote basis. If any elected office bearer dies, resigns or is expelled, then Administration Committee will appoint any suitable member to fill the vacancy for the remaining session period.

**NOTE-12: MEETINGS of BODIES----- Procedure**

- 1) The holding of meetings would require an Agenda to be sent in advance to members.
- 2) When Administrative and General Body meetings are delayed despite repeated requests of members, then ONE-THIRD of members will jointly request the President or the General Secretary, in writing to call the meeting. If such meeting is still not called, then ONE-THIRD of members are allowed to hold the meeting by themselves. However the Agenda of such a meeting will be sent to every member by registered post in advance. All the decisions taken in such meeting will be considered legally valid and within the framework of the Constitution and will have to be adopted and acted upon by all office bearers of APMEPA.

**NOTE-13: NOTICE Period and QUORUM Requirements for Meetings**

- 1) The Notice period for Elections and routine meetings will be 15 days. For special and emergency meetings the Notice period will be minimum 7 days.
- 2) Quorum required for General Body meeting will be ONE-THIRD of the members. In case of shortfall in attendance, the meeting will be adjourned and fixed for another date. Such re-fixed meeting will have no Quorum limitations.
- 3) The Quorum for the Administrative Committee will be TWO-THIRD of members. In case of shortfall in attendance, the meeting will be adjourned and re-fixed for another date. Such re-fixed meeting will have no Quorum limitations.

**NOTE-14: FINANCES**

- a) The APMEPA'S financial year will be from 1<sup>st</sup>. January to 31<sup>st</sup>. December.
- b) All moneys will be deposited in a scheduled bank.
- c) The withdrawal cheques will be jointly signed by finance secretary with either the President or the General Secretary.
- d) The Association's annual audit will be performed by a chartered firm.

**NOTE-15: NO CONFIDENCE MOTION**

No confidence motion can be moved by ONE-THIRD members of the General Body or by ONE-THIRD members of the Administrative Committee in writing against any ONE or MORE office bearers. This motion can only be moved in the General Body meeting and a simple majority vote in favor of motion by members present, will adopt the motion.

#### **NOTE-16: ARTICLES OF ASSOCIATION -----Amendments**

The Articles / Constitution can only be changed or amended by the General Body by a THREE-FORTHS majority vote by members present, in favor of the changes desired.

#### **NOTE-17: APMEPA Office Bearers and Responsibilities**

##### **CHAIRMAN**

- a) He will be the Constitutional Head of APMEPA.
- b) He will preside over all the meetings whether general or special.
- c) He is authorized to call meetings and can postpone or adjourn them.
- d) He will sign all the Key documents and approve or disapprove any/all actions.

##### **Chairman: ----- South**

He will preside over meetings and supervise all activities in his area of jurisdiction. He will act according to the directions received from the Chairman. In the absence of the Chairman, he will be the Acting Chairman and will perform all his duties and functions.

##### **Chairman: -----North**

He will preside over meetings and supervise all activities in his area of jurisdiction. He will act according to the directions received from the Chairman. In the absence of the Chairman, he will be the Acting Chairman and will perform all his duties and functions.

##### **General Secretary:**

- a) He will look after all the official activities and office work of the Association.
- b) He will maintain the official record and minutes of the meetings.
- c) He will prepare the annual report and issue it.
- d) He will look after all the assets of the Association.
- e) He will prepare and dispatch the agenda of meetings.
- f) He will sign cheques with other authorized, when needed.
- g) He will keep constant liaison with members on all developments and activities.

h) He will expedite work on resolutions and decisions of the meetings.

**Joint Secretary:**

He will carry out the instructions of the President and General Secretary. He will officiate as General Secretary in his absence.

**Secretary Publications and Publicity:**

He will deal with publicity and publications about the APMEPA activities and keep the members and other institutions well informed on latest developments.

**Secretary Finance:**

He will be responsible for maintenance of all accounts of the Association.

- a) He will look after the book-keeping and maintain record of all income and expenses.
- b) He will disperse all payments duly approved by the President or General Secretary.
- c) He will have the accounts audited annually or as directed.
- d) He will prepare and distribute the annual balance sheets duly signed by the President and the General Secretary.

We, the undersigned, confirm the correctness of the Articles of Association / Constitution of APMEPA that was unanimously approved by the founder members in the General Body meeting held on \_\_\_\_\_ at \_\_\_\_\_