

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that 4th Annual General Meeting of Shareholders of **PAKISTAN COSMETICS MANUFACTURERS ASSOCIATION** will be held on September 25,2021 (Saturday) at 2:00 P.M. at Room 512, 5th floor National Tower, Egerton Road, Lahore to transact the following business:


Ordinary business

1. To receive and adopt the Annual Audited Accounts for the financial year ended June 30th,2021 along with Auditors' Reports thereon.
2. To appoint Auditors to hold office till the conclusion of the next Annual General Meeting and to fix their remuneration.
3. : Official announcements of results in Annual General Body Meeting of the PCMA

1. Executive committee	10
2. Chairman	01
3. Senior Vice Chairman	01
4. Vice Chairman	01
5. Reserved seats for women	02

4. Any other business with the permission of the Chair

Lahore
July 15th 2021


Secretary General
Sophia William

PAKISTAN COSMETICS MANUFACTURERS ASSOCIATION

ELECTION SCHEDULE FOR THE YEAR 2021-22

Sr.No	Events	Day and Date
1.	Announcement of Election Schedule	Thursday 15 th July 2021
2.	Display of the Election schedule, its circulation to eligible voters along with Voters list and its submission to the DGTO	Thursday 15 th July 2021
3.	Submission of changes desired by the member firm regarding the name of their representative to the Secretary General, PCMA	Saturday 17 th July 2021
4.	Display of List of Members eligible along with their National Tax No, Sales tax Registration No, name and National ID Card No of the representative	Monday 19 th July 2021
Eid-ul-Azha Holidays (20th July- 24th July 2021) Sunday (25th July 2021)		
5.	Submission of objections by members to the entries in the list of voters to be sent to the Secretary General	Monday 26 th July 2021
6.	Intimation of action by Secretary General on the objections or changes sent by the members	Wednesday 28 th July 2021
7.	Representation by the aggrieved person(s) on the decision of Secretary General to the Election Commission	Saturday 31 st July 2021
Sunday (1st August 2021)		
8.	Decision on the objection by the aggrieved party by the Election Commission	Tuesday 3 rd August 2021
9.	Appeal to the DGTO against the decision of the Election Commission by the aggrieved member(s)	Friday 6 th August 2021
Independence Day of Pakistan (Saturday, 14th August 2021)		
10.	Decision on the appeal by the DGTO	Tuesday 17 th August 2021
9th & 10th Muharram (18th -19th August 2021)		
11.	Display of list of voters, after decision of DGTO	Friday 20 th August 2021
12.	Submission of Nomination Papers, duly proposed and seconded by a registered voter and signed by the candidate for contesting Election of the membership of the Executive Committee against on the Prescribed Form to be typed on unit letterhead, submitted to the Secretary General, PCMA, in person, mail, or through an authorized person but not through fax-in any case	Tuesday 24 th August 2021
13.	Provision of copy of list of voters to each Contesting Candidate	Wednesday 25 th August 2021
14.	Scrutiny of nomination papers by the Election Commission and display of list of candidates	Thursday 26 th August 2021
15.	Filing of objections to the nomination of candidate to the Election Commission	Friday 27 th August 2021
Sunday (29th August 2021)		
16.	Decision on the objection of the candidates by the Election Commission	Monday 30 th August 2021
17.	Filing of appeal against the decision of the Election Commission to the DGTO	Wednesday 1 st September 2021
Sunday (5th September 2021)		
18.	Decision of the appeals by the DGTO	Thursday 9 th September 2021
19.	Withdrawal of nomination papers	Friday

19.	Withdrawal of nomination papers	Friday 10 th September 2021
20.	a) Issuance of the list of candidates by the Election Commission b) If no appeal has been filed to the DGTO, the issuance of Final list of candidates will be issued	Saturday 11 th September 2021
21.	Polling for election of members of the Executive Committee	Thursday 16 th September 2021
22.	Submission of nomination papers by any person elected as member of executive committee, his nomination duly proposed and seconded by elected executive committee's member and signed by the candidate	Saturday 18 th September 2021
Sunday (19th September 2021)		
23.	Scrutiny of nomination papers by Election Commission and display of final list of candidates	Monday 20 th September 2021
24.	Polling for election of the Office bearers of the PCMA for 2020-21	Wednesday 22 nd September 2021
25.	Official announcements of results in the Annual General Body Meeting of the PCMA	Saturday 25 th September 2021

Public Holidays

Eid-ul- Adha Holidays (20th July- 24th July 2021)

Independence Day of Pakistan (14th August 2021)

9th & 10th Muharram (18th-19th August 2021)

John William
13-07-2021

SECRETARY GENERAL
PCMA
PAKISTAN COSMETICS
MANUFACTURERS ASSOCIATION