

# **PAKISTAN BUSINESS FORUM (PBF GUARANTEE LIMITED)**

## **ORGANISATIONAL RULES (Approved by the Board of Directors in its Meeting held on July 31st, 2023 at Lahore)**

### **Section 1 – Short Title, Scope and Commencement**

1.1 These rules shall be called the Pakistan Business Forum (Organisational) Rules, 2023 ('the Rules').

1.2 These Rules govern the organisational structure, functions, powers and responsibilities of office-bearers and bodies established under Pakistan Business Forum (through PBF Guarantee Limited).

1.3 These Rules shall come into force immediately upon approval by the Board of Directors.

### **Section 2 – Definitions**

(a) 'Forum' means Pakistan Business Forum (PBF Guarantee Limited).

(b) 'Board' means the Board of Directors of PBF Guarantee Limited.

(c) 'President' means the President of the Forum.

(d) 'Chief Organiser' means the office-bearer designated as Chief Organiser of the Forum.

(e) 'Senior Vice President' means the Senior Vice President of the Forum.

(f) 'Vice President' means any Vice President of the Forum at national, provincial, divisional, district or regional level.

(g) 'Provincial Chairman' means the Chairman of a province notified under these Rules.

(h) 'District' or 'Region' refers to the organisational territorial units of the Forum.

(i) 'Executive Committee' refers to the executive committee formed at central, provincial, divisional, district or regional level.

### **Section 3 – National Leadership of the Forum**

#### **3.1 President**

3.1.1 There shall be a President of the Forum who shall be the highest office-bearer and the national and international representative of the Forum.

3.1.2 The President shall lead, supervise and guide all organisational functions of the Forum.

#### **3.2 Senior Vice President**

3.2.1 There shall be a Senior Vice President who shall act solely in the absence of the President.

3.2.2 The Senior Vice President shall assist the President in such matters as may be assigned by the President.

#### **3.3 Vice Presidents**

3.3.1 There shall be two (02) Vice Presidents at the Forum's national level who shall assist the President and Senior Vice President.

## **Section 4 – Office of the Chief Organiser**

4.1 There shall be a Chief Organiser of the Forum.

4.2 The Office of the Chief Organiser shall be the organisational in-charge and responsible for managing, coordinating and supervising provincial and district structures.

4.3 The Chief Organiser shall additionally provide assistance to the Office of the President as may be required.

## **Section 5 – Powers of Appointment and De-notification**

### **5.1 Powers of the President**

5.1.1 The President is authorised and fully empowered to appoint and de-notify:

- (a) Provincial Chairmen;
- (b) District Presidents;
- (c) any other organisational office-bearers as may be required.

5.1.2 The President may constitute or dissolve committees or special bodies as necessary for achieving the Forum's objectives.

### **5.2 Powers of the Chief Organiser**

5.2.1 The Chief Organiser is authorised and empowered to appoint and de-notify district and regional chapters only.

5.2.2 Such appointments shall be recorded and communicated to the President.

## **Section 6 – Provincial Structure**

### **6.1 Provincial Chairmen**

6.1.1 There shall be Provincial Chairmen for:

- (a) Punjab – Three (03) Provincial Chairmen;
- (b) Sindh;
- (c) Khyber Pakhtunkhwa (KPK);
- (d) Balochistan.

6.1.2 The Provincial Chairman shall oversee performance, discipline and administrative matters of all districts and regions within their jurisdiction.

### **6.2 Provincial Support Structure**

6.2.1 Each Provincial Chairman shall be assisted by:

- (a) a Vice Chairman;
- (b) a Secretary General.

## **Section 7 – District, Regional and Divisional Structure**

### **7.1 Territorial Formation**

7.1.1 The Forum shall constitute districts and regions in major economic cities of Pakistan.

7.1.2 A Divisional President may be appointed where organisationally required.

### **7.2 District and Regional Office-Bearers**

7.2.1 Each district or region shall have:

- (a) one President;
- (b) one Senior Vice President;
- (c) two (02) Vice Presidents;
- (d) one General Secretary;
- (e) such additional officers as approved by the competent authority.

## **Section 8 – Professional Development**

8.1 All office-bearers shall adhere to professional best practices and ethical standards.

8.2 Every office-bearer shall undertake continuous professional development aligned with:

- (a) these Rules;
- (b) the Companies Act, 2017;
- (c) the Memorandum and Articles of Association;
- (d) SECP directives.

## **Section 9 – Plan of Activities and Performance Review**

### **9.1 Two-Year Plan of Activities**

9.1.1 Every district shall prepare a two-year plan of activities.

9.1.2 The plan shall require approval of the Central Executive Committee.

9.1.3 The plan shall include:

- (a) proposed activities;
- (b) financial projections;
- (c) expected outcomes.

### **9.2 Annual Performance Review**

9.2.1 Each district shall conduct an internal performance review annually.

9.2.2 The review shall be approved by two-thirds of the District Executive Committee.

9.2.3 The conclusions shall be communicated to the Chief Organiser.

## **Section 10 – General Provisions**

10.1 Matters not covered under these Rules shall be decided by the President in consultation with the Board.

10.2 These Rules may be amended or repealed only by Board resolution.

10.3 Violations may result in disciplinary action including suspension or de-notification.

## **Section 11 – Appointment of the President and Other Central Officers**

11.1 The appointment of the President shall be made through the Board of Directors. The formal notification shall be issued jointly by the Chairman Board and the Chief Organiser. In the absence of the Chairman, the Company Secretary shall sign on his/her behalf.

11.2 The Chief Organiser shall also be appointed through the Board of Directors, and such appointment shall be formally notified in accordance with corporate requirements.

11.3 The Senior Vice President and Vice Presidents (Central Team) shall be appointed by the President, subject to organisational requirements and in accordance with these Rules.

### **Certified by:**

Company Secretary, Pakistan Business Forum (PBF Guarantee Limited)

Dated: August 3rd, 2023