

REF: REAP/ELEC-18/430

July 9th, 2018

All Members of
Rice Exporters Association of Pakistan (REAP)

SUB: ELECTION SCHEDULE 2018

Dear Sir,

All REAP members are obliged to comply with the provisions of the TOR-2013 and the Rules framed there under read with the Memorandum & Articles of Association of REAP, all the members were categorized into two classes, Associate class and Corporate class.

The Election of Rice Exporters Association of Pakistan (REAP) for the year 2018 for 10 seats of Managing Committee will be held on Monday 24th September, 2018 simultaneously at REAP Head Office Lahore, REAP Zonal Office Karachi (4 seats from each zone, North & South Zone) will be contested by the Corporate class members and the remaining 2 seats (1 from each zone) will be contested by the Associate class members {as per the Trade Organizations Rules, 2013 No. 21(5) (b)}

In this regard, enclosed please find herewith Election Schedule 2018 duly approved by the Managing Committee of REAP in its meeting held on 7th July 2018 at PC Hotel, Lahore for your information and record.

Please note that the said Election schedule is also displayed on notice boards of REAP offices Lahore, Karachi & Branch Office at Quetta and at REAP's website.

We assure our best cooperation and services always.

We remain with best regards

Muhammad Kashif-Ur-Rehman
Secretary General

CC: 1. The Regulator, Mincom, Islamabad.
2. Mr. Altaf Hussain Sheikh Secretary Reap (SZ) Karachi with the advice to circulate the attached schedule amongst REAP members South Zone immediately and copy may also be sent to administrator for display at REAP's website.

Encl: As above

ELECTION SCHEDULE 2018

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| 1. | MC Meeting at PC Hotel, Lahore for approval of Election Schedule 2018 and appointment of Election Commission. [Trade Organizations Act, 2013(TOR-2013) (14)] | Saturday 7 th July, 2018 |
| 2 | <p>Issuance / Circulation / Display of Election schedule at REAP's Head Office Lahore & copy of this will also be displayed at Zonal Office Karachi & Branch Office Quetta and on REAP Website also. Addresses where the Schedule will be displayed. [TOR-2013,14(2)]</p> <p>a) R.E.A.P. Head Office: Office # 405/421, 4th (Executive) Floor, Sadiq Plaza, The Mall Lahore. Tel: 042-36280195 36280146,111 555 992 Contact Person: Mr. Mohammad Kashif Ur Rehman, Secretary General REAP</p> <p>b) R.E.A.P. Zonal Office: Office # 707, 7th Floor, Business & Finance Centre I.I. Chundrigar Road, Karachi Tel: 021-99217321-22, 111-555-992 Contact Person: Mr. Altaf Hussain Sheikh, Secretary REAP (South Zone)</p> <p>c)R.E.A P. Branch Office: 2nd floor, REAP House, Abu Dhabi Centre Near Quality Sweets, Mannan Chowk, Shahrah e Iqbal, Quetta Tel: 081-2842633 – 081-2842669 Contact Person: Hazrat Ali Secretary REAP (Branch Office)</p> | Monday 9 th July, 2018 |
| 3. | Members desiring to Change their Representative shall intimate change regarding name of Representative to the Secretary General along with necessary proof of eligibility. [TOR-2013, 18(2)] | Thursday 12 th , July, 2018 |
| 4. | Issuance / Circulation / Display of Provisional List of Voters at REAP's Head Office Lahore & copy of this will also be displayed at Zonal Office Karachi & Branch Office, Quetta. [TOR-2013, 18(3)] | Thursday 19 th , July, 2018 |

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| 5. | Last date for receiving changes / correction in the name of the representative appearing in the list of voters. Any member who has any objection to the entries/changes in the list of voters shall send their objections <u>in writing</u> to the Secretary General REAP. [TOR-2013, 18(4)] | Friday 27 th July, 2018 |
| 6. | Intimation of action taken by Secretary General on the objections made and changes suggested by the Members in the Voter's List. [TOR-2013, 18(5)] | Tuesday 31 st July, 2018 |
| 7. | Appeal to the Election Commission by any member aggrieved of the decision made by the Secretary General REAP, as above No.6. [TOR-2013, 18(6)] | Monday 6 th August, 2018 |
| 8. a | Intimation/Display of the decision of the Election Commission on the appeal made by any Member, as above No.7. [TOR-2013, 18(7)] | Thursday 9 th August, 2018 |
| 8. b | Appeal to Regulator by any member aggrieved of the decision of Election Commission. No.7. [TOR-2013, 18(7)] | Monday 20 th August, 2018 |
| 9.a | Circulation/Display of Final list of eligible Voters of North Zone and South Zone duly approved by the Election Commission. List to be displayed at the Head Office, Zonal Office of REAP and Branch Office, Quetta. Copy shall be sent to Regulator for information and record. [TOR-2013, 18(8)] | Saturday 25 th August, 2018 |
| 9. b | <p>Availability of Nomination Papers for the Election of Managing Committee at the REAP's Head Office for North Zone and REAP's South Zone office, Karachi. (Copies of the Nomination Papers to be made available to contesting candidates on submission of written application.) [TOR-2013, 18(9)]</p> <p>As per M&A Clause # 16(4)(b): To approve Election Schedule and formulate rules and procedures for the conduct of Elections and matters incidental thereto.</p> <p>Nomination Form will be issued at the Charges of Rs.10,000/- per form (non-refundable) in the shape of pay order in favor of REAP to cover election expenses.</p> | Wednesday 29 th Aug, 2018 |
| 10. | <p>Last date for filing of the Nomination Papers, by the Candidates for the election of Managing Committee in the offices of REAP at Lahore and Karachi to the Secretary General and Secretary South Zone respectively. [TOR-2013, 18(9)]</p> <p>As per M&A Clause # 16(4)(b): To approve Election Schedule and formulate rules and procedures for the</p> | Thursday 30 th August, 2018 |

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| | conduct of Elections and matters incidental thereto. All candidates for the election of Managing Committee must pay Rs.100,000/- in shape of pay order in favor of REAP as security deposit, which will be refunded to the winning candidate or losing candidates if they get 20% or more polled votes. | |
| 11. | Copy of Final voters list will be provided to all the candidates. Scrutiny of Nomination Papers by Election Commission and display of Provisional List of Candidates. [TOR-2013, 18(10) (11)] | Monday 3 rd , Sept, 2018 |
| 12. | Last date for filing objections to any Nomination Paper. (Objections to be filed to the Election Commission by contesting candidates or their proposer or seconder only). [TOR-2013, 18(12)] | Wednesday 5 th Sept, 2018 |
| 13. | Intimation of decision of Election Commission on objections. [TOR-2013, 18(13)] | Friday 7 th Sept, 2018 |
| 14. | Issuance of notice for "Annual General Meeting with agenda thereof" | Saturday 8 th Sept, 2018 |
| 15. | Last date of Withdrawal of Nomination Paper by the candidate | Monday 10 th Sept 2018 |
| 16. | Any candidate aggrieved by the decision of the Commission may file an appeal to the Regulator as above No. 13 [TOR-2013, 18(13)] | Monday 17 th Sept, 2018 |
| 17. | Display of Final List of Candidates whose Papers have been found to be in order at the REAP's Offices. [TOR-2013, 18(14)] | Wednesday 19 th Sept, 2018 |
| 18. | <p>Polling for election of 10 new MC members; 5 from the North Zone and 5 from the South Zone, for tenure starts from 1st October 2018 to 30th September 2020, in place of retiring Managing Committee members.</p> <p><u>Polling to be held simultaneously at REAP (HO) Lahore and REAP House, Karachi from 10:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m. (1:00 p.m. to 2:00 p.m. Zohar Prayer break).</u> Original national Identity Card or passport or any other mode of identification is must to cast vote.</p> <p>Counting of votes shall take place immediately after the polling hours under the supervision of Election Commission in the presence of Polling agents of the candidates, if any, at the polling site.</p> | Monday 24 th , Sept, 2018 |

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| | <p>The challenged votes shall be kept in separate sealed envelope duly signed and sealed by the Election Commission.</p> <p>Provisional results of election may be declared by the Election Commission. [TOR-2013, 18(15)]</p> | |
| 19. | <p>Availability of Nomination papers for the election of Chairman, Senior Vice Chairman & Vice Chairman at REAP offices at Lahore and Karachi [TOR-2013, 18(16)]</p> | Wednesday 26 th Sept, 2018 |
| 20. | <p>Last date of filing of Nomination Papers for the election of Chairman, Senior Vice Chairman & Vice Chairman. [TOR-2013, 18(16)]</p> | Thursday 27 th Sept, 2018 |
| 21. | <p>Meeting of Election Commission to scrutinize the nomination papers and display of Final list of candidates for the election of Chairman, Senior Vice Chairman and Vice Chairman. [TOR-2013, 18(17)]</p> | Friday 28 th , Sept, 2018 |
| 22. | <p>Polling for Election of Office Bearers (Chairman, Senior Vice Chairman & Vice Chairman). [TOR-2013, 18(18)] Meeting of Managing Committee of REAP at Lahore .</p> | Saturday 29 th , 2018 |
| 23. | <p>Annual General Body Meeting of REAP at CRYSTAL HALL, PC HOTEL, LAHORE to announce the Results of election by the Election Commission, Oath taking ceremony (Oath by the newly elected MC members) and annual report by the Chairman REAP followed by dinner. [TOR-07, 20(19)] Result announced by Election Commission for new election of Chairman, Senior Vice Chairman & Vice Chairman as above # 22. [TOR-2013, 18(18)]</p> | Saturday 29 th , 2018 |
| 24. | <p>Meeting of M.C Chaired by newly elected Chairman</p> | Saturday 29 th , 2018 |
| 25. | <p>Display of final Election result announced in the AGM at the Notice boards of REAP offices and also at the REAP's website. [TOR-2013, 18(19)]</p> | Saturday 29 th , 2018 |

NOTE:

In order for a Representative of a Member to qualify to contest the elections for the seat on the Managing Committee, it shall be necessary that respective Member must have exported prescribed quantity of Rice in the Accounting Year immediately preceding the election. Provided that the minimum quantity prescribed for the said purpose is not less than two hundred and fifty metric tons for the relevant Accounting Years as per M&AA of REAP.