



**DRAFT MINUTES OF**

**THE 62<sup>ND</sup> ANNUAL GENERAL MEETING**

**OF THE NORTHERN REGION OF**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS**

**OF PAKISTAN**

**HELD ON WEDNESDAY NOVEMBER 22, 2023**

**AT 12:00 PM, ICAP HOUSE, ISLAMABAD**

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The 62<sup>nd</sup> Annual General Meeting (AGM) of the members of the Northern Region of the Institute of Chartered Accountants of Pakistan (ICAP) was held on Wednesday November 22, 2023 at 12:00 p.m. at ICAP House, Islamabad.

The quorum of the meeting being present, the Secretary, Mr. Aneel Peter (Secretary) sought permission of the Chairperson, Ms. Ammara S. Gondal (Chairperson), to start the meeting. The Secretary on behalf of the Northern Regional Committee (NRC) welcomed the members and declared the meeting to be in order for proceeding as per the agenda.

The meeting was attended by the members as per list attached.

The proceedings of the meeting commenced with recitation from the Holy Quran.

### ***BUSINESS CONDUCTED:***

The following business was conducted:

#### **1. Confirmation of the minutes of the 61<sup>st</sup> Annual General Meeting.**

The Secretary informed that minutes of the 61<sup>st</sup> AGM held on November 29, 2022 at Lahore were circulated to the members along with the notice of the meeting for comments. The Secretary briefed the members of the matters discussed in the 61<sup>st</sup> AGM. The Chairperson invited the members for their observations.

Mr. Zeeshan Ali, Reg No. 3836 proposed the following ordinary resolution, which was seconded by Mr. Ahmad Salman Arshad, Reg No. 6574.

*“Resolved that the minutes of the Annual General Meeting of the Northern Region of the Institute of Chartered Accountants of Pakistan held on November 29, 2022 be and are hereby confirmed.”*

As none of the members voted against the resolution, therefore, the Chairperson declared that resolution was passed unanimously by the members.

#### **2. To receive, consider, and adopt the Annual Report and the Audited financial statements of the Northern Regional Committee for the year ended June 30, 2023, together with the Auditor’s report thereon and the chairperson’s report.**

The Chairperson, Ms. Ammara S. Gondal provided a briefing on the performance of the Northern Regional Committee for the year 2022-23. She highlighted a significant increase in the provision of Continuing Professional Development (CPD) hours compared to the previous year. In 2022-23, the Northern Regional Committee organized 168 quality CPD hours, a substantial improvement from the 59 hours conducted in the previous year.

She also emphasized the committee's efforts to engage members in the planning process. Unlike the previous approach, where topics were internally planned, this year the committee conducted a survey to gather input from members. The participation of members in the terms of survey responses was

### Northern Regional Committee

appreciable. This member-centric approach and proactive strategy helped tailor CPD offerings to better meet member's preferences and learning objectives. The survey categorized CPD hours into three areas: Skills Enhancement Series, Career Progression Pathways, and Leadership and Soft Skills. Members allocated CPD hours as follows: 47% for Skills Enhancement, 30% for Career Progression, and 23% for Leadership and Soft Skills, whereas NRC successfully held CPD hours as 56%, 30%, and 13% respectively.

Furthermore, the Chairperson mentioned that subsequent to year end (FY23) in the recent four months alone, the committee delivered 52 quality CPD hours, demonstrating a commitment to ongoing professional development. Looking ahead, the committee intends to further increase CPD hours in the coming months in number as well as the quality.

The Northern Regional Committee has resumed conducting events regularly after the challenges posed by the COVID-19 pandemic. Notably, a Members Family Gala was held in Islamabad after a four-year gap, reflecting efforts to strengthen community bonds among members and their families. Since it was held after a gap of four years, NRC, at the request of members, allocated a reasonable budget to cater larger members participation. Ms. Rabia (MR 8246) appreciated NRC efforts and congratulated for holding a successful event in Islamabad after such a long time. Record attendance of members, more than anticipation vouches its success. Additionally, the introduction of an annual dinner for members in Lahore, specifically aimed at introducing new members to the existing community, is a thoughtful initiative. Such events foster a sense of belonging, networking, and camaraderie among members. It allows new members to connect with established professionals and creating a supportive and collaborative environment.

The Audited Financial Statements of NRC for the year ended June 30, 2023 along with Auditors' Report, Chairperson's Report, were presented before the Members in the meeting for adoption.

The Secretary proposed to the members that since the Audited Financial Statements for the year ended June 30, 2023 of NRC together with the Notes to the Financial Statements, the Auditors' Report thereon, and Chairperson's Report had already been circulated to all the members 15 days prior to the stated Meeting, therefore these may be taken as read. Members endorsed the proposal.

The Secretary also informed the members that the Chairperson together with NRC members were present at the Meeting; members may raise any query, if desired.

One member, Mr. Muhammad Nadeem (MR # 10696), acknowledged the NRC's efforts in covering 168 quality CPD hours during the year - a threefold increase from the previous year, demonstrating a strong commitment to professional development. His feedback was positively received. He further suggested that the committee address the 6th unit of the government, indicating a potential area of improvement.

The same member also proposed replacing the furniture at the City Library Lahore to improve comfort for students. The Chairperson responded that this recommendation had already been submitted, indicating that the committee is responsive to member feedback and is taking action to enhance the comfortable environment at the library.

Mr. Muhammad Nadeem, (MR # 10696), being a member of North Region of ICAP, proposed the following ordinary resolution which was seconded by Mr. M. Abdullah Yusuf, (MR # 1001), also member of North Region of ICAP:

*“Resolved that the Annual Report and the Audited financial statements of the Northern Regional Committee for the year ended June 30, 2023, together with the Auditor’s report thereon and the chairperson report as approved by the members of the Northern Regional Committee of ICAP be and are hereby considered, received and adopted.”*

As none of the members voted against the resolution, therefore, the Chairperson declared the resolution is considered passed as unanimously by the members.

**3. Any other business with the permission of the Chair.**

The Chairperson expressed gratitude for the collective contributions of the entire NRC team in their respective roles, highlighting the cohesive teamwork demonstrated in all endeavors. She also acknowledged the significant contributions of both the CPD and city committees in advancing the organization's objectives.

There being no other business, meeting concluded with vote of thanks to the chair.



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Ammara S. Gondal  
Chairperson

## ATTENDANCE LIST OF 62ND AGM

Sr.	Name	R- No.
01	Mr. Zeeshan Ali	3836
02	Mr. Ahmad Salman Arshad	6574
03	Mr. Muhammad Nadeem	10696
04	Mr. Aneel Peter	6856
05	Ms. Ammara S. Gondal	8615
06	Ms. Rabia Tasaddaq	8246
07	Mr. Abdul Qadeer	1544
08	Mr. Mohammad Abdullah Yusuf	1001
09	Mr. Agha Mujeeb Khan	3202
10	Mr. Zohaib Hassan	11858
11	Mr. Asad Azam	2636