



# All Pakistan Customs Agents Association

آل پاکستان کسٹمز ایجنٹس ایسوسی ایشن (رجسٹرڈ) (REGD.)

Phone: 0092-21-32311155-66

Fax: 0092-21-32311190

E-mail: apcaa.pk@gmail.com

info@apcaa.pk

Web: www.apcaa.pk

**ELECTIONS RULES / PROCEDURES AND CONDUCT**  
**TO BE ADOPTED IN THE ELECTION TO BE HELD ON 22<sup>ND</sup> SEPTEMBER 2022**  
**FRAMED BY THE EXECUTIVE COMMITTEE**

- 1) In the continuation of notice for Annual General Election of the Association No. 006 to be held on **22<sup>ND</sup> SEPTEMBER 2022**, according to rules and procedures prescribed in T.O. Act 2013 / Rules updated. At APCAA Head office Karachi and Zonal office Lahore.
- 2) There shall be following structure of the Executive Committee;  
Total No. of 30 (Thirty) Members of Executive Committee:
  - i) 15 Members from (Corporate Class)
  - ii) 15 Members from (Associate Class )
  - iii) 02 Lady Members
- 3) In the current year Thirty (30) Members should be elected, in which 15 from Corporate Class and 15 from Associates Class and as per DGTO Order 50% Members shall be retired by mean of draw on completion of 1(one) year.
- 4) Please note that Corporate Members will cast their votes in Corporate Class and Associate Members will cast their votes in Associate Class.
- 5) Every voter listed in final voter list issued by the Association is eligible to cast his/ her vote and participate in the Election of the Association as candidate.
- 6) Nomination Forms are available from Head office / zonal office of the Association or through E Mails/Website on request of valid member of the Association.
  - i) Election Nomination Form Fee is Rs. 5000/- each form (Non Refundable)
  - ii) Election Fee for each candidate is Rs. 25,000/- (Non Refundable).
  - iii) Payment can be through Cash/Cheque/Pay order.



- 7) The candidates should submit nomination forms in original along with following documents.
  - i) Copy of Valid Custom House Agents License
  - ii) Copy of Valid CNIC
  - iii) Copy of Current Income Tax Return
  - iv) Current Photograph through E Mail or other via electronic media
- 8) Withdrawal shall be submitted by the contestant in person before the Election Committee on firm's letterhead bearing his/her signatures & official seal, the contestant will give his/her thumb impression in front of the Election Commission. No withdrawal will be entertained if the contestant is not present at time of submitting his withdrawal. Once withdrawal is submitted it will be treated as final before display of final list of nomination.
- 9) Only Nominee of the each member firm is eligible to cast vote and he must prove his Identity in the shape of Original Customs House Agents License (CHAL) Booklet, Smart Card of the Association & original CNIC to the satisfaction of the Presiding Officer.
- 10) Nomination Forms will be generated through computer system so please be careful while filling the nomination form. In case overwriting/cutting, use of white correction pen and any kind of misprint, the duplicate nomination form will be issued on payment afresh along with fresh request having reason for issuance of duplicate form.

#### **ELECTION DAY:**

- 11) The Election Commission is fully empowered and by the mutual understanding of candidates can frame further code of conduct for Election Day.
- 12) Voting shall start at 9:00 a.m. to 5:00 p.m. and Prayer/Lunch break between 01:00 p.m. to 02:00 p.m. however; persons entered in the polling area within the specified time will be allowed to cast their votes.



- 13) Polling hours may be extended or re-scheduled by the Election Commission.
- 14) After entering the election area the voter will obtain voter slip from the polling staff, the polling staff will verify the voter by inspecting the original CHAL Booklet, smart card of the Association & original CNIC and will issue polling slip showing the polling booth Number, name and S. No. of the valid voter after obtaining his/her signature on the voter list.
- 15) After obtaining the voter slip the voters will proceed to respective polling booths where presiding officers appointed by the Election Commissioner will verify the voter by inspecting the original CHAL Booklet, smart card of the Association or original CNIC, the polling agents will also be allowed to verify the voters, in case any dispute regarding identification or verification of valid vote is arise, the Election Commissioner will be the final authority to decide the matter.
- 16) Thereafter presiding officers will issue the Ballot Paper to the voter duly signed by them, and will get signatures on the voter list and counterfoil of the Ballot paper, Ballot Paper not bearing the signature of the presiding officers will be treated as invalid.
- 17) On receipt of the ballot papers the voter would mark tick against total of fifteen (15) candidates as mentioned at Para 3 i.e. Corporate Members will cast their votes in Corporate Class and Associate Members will cast their votes in Associate Class.
- 18) After obtaining the ballot paper the voter shall not be allowed to leave the booth until and unless he/she drop the ballot paper in the box placed before the presiding officer in the respective booths.
- 19) The Election Commission shall be responsible to maintain the secret balloting, and shall be responsible for the proper account of ballot papers, including unused and casted votes.
- 20) No voter shall be allowed to remain in the election premises after casting vote.



- 21) The Election Commission shall be in-charge for all arrangement connected with elections including counting of Votes and announcement of results.
- 22) Counting of votes shall take place immediately after the polling hours by the Election Commission.
- 23) Provisional results will be declared by the Election Commission duly signed immediately after the counting of casted votes.
- 24) The Members of the Executive Committee will be elected by simple majority, however in case where two or more candidates secure equal number' of votes, the candidate shall be elected by a draw.
- 25) No convincing, distribution, of hand bills etc, would be permitted within the election premises.
- 26) All members should care for social distancing and without face mask no member can entered in polling area.

Regards,

  
Syed Nayyar Raza Zaidi,  
Secretary General  
All Pakistan Customs Agents Association  
Cell: 0300-2258753