



GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
DIRECTORATE GENERAL OF TRADE ORGANISATIONS
(OFFICE OF REGULATOR OF TRADE ORGANISATIONS)
State Life Building No. 7th, 2nd Floor,
Jinnah Avenue, Blue Area, Islamabad



F. No: 18(93)/2008-TO

Islamabad the 25th June, 2025

CIRCULAR - FINAL REMINDER

To:

FPCC&I, All Chambers of Commerce & Industry, Sectoral & Area-Specific Associations, Women's Chambers, Associations of Small Traders & Small Industry


SUBJECT: **SELF-AUDIT OF MEMORANDUM & ARTICLES OF ASSOCIATION AND SUBMISSION OF COMPLIANCE REPORT / PROPOSED AMENDMENTS: FINAL EXTENSION OF DEADLINE**

Reference is made to this Directorate's circular of even number dated 28th May, 2025, on the subject noted above. The circular directed every Trade Organisation (TO) to conduct a self-audit of its Memorandum and Articles of Association (M&AOA) to ensure alignment with the Trade Organisations Act 2013, Trade Organisations Rules 2013, and S.R.O. 525(1)/2016. The deadline for submission of the required documents was 11th July, 2025.


2. A large number of requests have been received in the DGTO office from registered trade bodies seeking an extension in the submission deadline. In view of these requests, the Regulator (Trade Organisations) has been pleased to grant a final extension for submission of compliance reports and proposed amendments up to 30th September, 2025. It is emphasized that no further requests for extension will be considered beyond this date.

3. All Trade Organisations are reminded that compliance requires the submission of the following documents:

- o A signed Compliance Report from the President & Secretary-General, indicating the compliance status of each clause.
- o A draft Amendment Instrument containing the proposed revised text for all non-compliant clauses.


ALI SUFIAN
Director
Directorate General of
Trade Organizations
Ministry of Commerce
Islamabad

- o A certified copy of the General Body resolution approving the draft amendments in principle, subject to DGTO clearance.
4. As previously directed, the law is explicit, and TOs are expected to undertake a disciplined self-inspection. Case-specific queries that can be resolved by reading the primary legal instruments will not be entertained.
5. This issues with the approval of the Regulator (Trade Organisations).



(Ali Sufian)
Director (TOs)
ALI SUFIAN
Director
Directorate General of
Trade Organizations
Ministry of Commerce
Islamabad



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State Life Building No. 7th, 2nd Floor,
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F. No: 18(93)/2008-TO

Islamabad the 28th May, 2025

CIRCULAR - FINAL REMINDER

To:

FPCC&I, All Chambers of Commerce & Industry, Sectoral & Area-Specific Associations,
Women's Chambers, Associations of Small Traders & Small Industry

**SUBJECT: SELF-AUDIT OF MEMORANDUM & ARTICLES OF ASSOCIATION
AND SUBMISSION OF COMPLIANCE REPORT / PROPOSED
AMENDMENTS**

1. **Backdrop:** DGTO's circular of May 2, 2025 directed every Trade Organization (TO) to align its Memorandum and Articles of Association (M&AOA) with;
 - o Trade Organisations Act 2013;
 - o Trade Organisations Rules 2013; and
 - o S.R.O. 525(I)/2016 - the statutory template of Memorandum & Articles

FPCCI relayed the same instructions to its Member TOs on May 6, 2025.

2. **Persistent Queries:** Multiple TOs continue to seek ad-hoc clarifications. The law is explicit. What is required now is disciplined self-inspection, not piecemeal correspondence.
3. **Directive - Self-Audit & Compliance Matrix:** Each TO shall, within 45 calendar days of this circular (*deadline: 11 July 2025*), complete the following:

Step	Action Item	Output to be Submitted
1	Conduct a clause-by-clause review of your existing M&AOA against TOA 2013, TOR 2013 and S.R.O. 525(I)/2016.	Internal working paper (retain for record).
2	Populate the Compliance Matrix (✓ / X) indicating whether each clause is: (a) fully compliant; (b) partially compliant; or (c) non-compliant.	Signed Compliance Report (President & Secretary-General).

Step	Action Item	Output to be Submitted
3	Where non-compliance exists, prepare proposed revised text adopting the statutory template <i>mutatis mutandis</i> .	Draft Amendment Instrument marked
4	Pass a General Body resolution approving the draft amendments in principle, subject to DGTO clearance.	Certified copy of GB resolution.

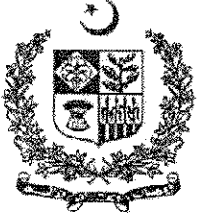
4. **Regulator's Review:** The Regulator will issue one of two endorsements:

- i. "Compliant - No Further Action"; or
- ii. "Conditionally Compliant - Amend as Marked" with a 30-day rectification window.

5. **No Further Clarificatory Letters:** Case-specific queries that can be resolved by reading the primary instruments will not be entertained. Residual legal queries (if any) may be emailed *once* to DGTO within 30 days of the date of this circular.

6. This circular is issued with the approval of the Regulator (Trade Organizations).


(Ali Sufian)
Director

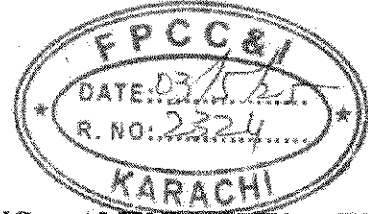


GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
DIRECTORATE GENERAL OF TRADE ORGANIZATIONS
(OFFICE OF REGULATOR OF TRADE ORGANIZATIONS)
ISLAMABAD



F. No. 17(31)/2008-Admn
Islamabad, the 2nd May, 2025

Secretary General,
Federation of Pakistan Chamber of Commerce and Industry,
Federation House, Main Clifton,
Block 5, Abdullah Shah Gazi Road,
Karachi.

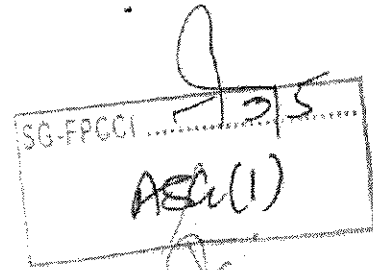


Subject: GENERAL INSTRUCTIONS REGARDING AMENDMENTS IN
MEMORANDUM AND ARTICLES OF ASSOCIATION (M&AOA) OF
TRADE ORGANIZATIONS.

Reference subject cited above, it has been observed by the Regulator TOs that M&AoA of a large number of Trade Bodies are not in accordance with the Trade Organizations Act, 2013, Trade Organizations Rules, 2013, and the approved template issued vide SRO No. 525 (1/2016 dated 01-06-2016 (copy enclosed) as per Section 12 of TOA, 2013.

2. It is therefore, directed that all Trade Bodies must amend their M&AoA in accordance with the said documents within 60 days of the issuance of this directive.
3. FPCCI is therefore, directed to circulate this directive among all registered Trade Organizations of Pakistan.
4. This issues with the approval of Director General/Regulator (TO).

(Pir Shah Gul Ahmad)
Deputy Director (Admn)



The Gazette of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, MONDAY, JUNE 6, 2016

PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

NOTIFICATION

Islamabad, the 1st June, 2016

S.R.O. 525(I)/2016.—In pursuance of section 12 of the Trade Organizations Act, 2013 (II of 2013), the Federal Government is pleased to publish the following minimum, basic template of Memorandum for all trade organizations to be registered under the said Act, namely:—

1. **Short title, commencement and application.**—(1) This template may be called the Minimum Basic Template of Memorandum for Trade Organizations, 2016.

(4) It shall come into force at once.

(5) It shall apply to all trade organizations to be registered under the Trade Organizations Act, 2013 (II of 2013).

(1763)

Price : Rs. 03.00

[3088(2016)/Ex. Gaz.]

2. **Definitions.**— (1) In this template, unless there is anything repugnant in the subject or context,—

(a) “Act” means the Trade Organizations Act, 2013 (II of 2013); and

(b) “Rules” means the Trade Organizations Rules, 2013, made under section 31 of the Act;

(2) The words and expressions used and not defined herein shall have the same meanings as are assigned to them in the Act, Ordinance and Rules.

3. **Memorandum of Association.**—Every trade organization for registration under the Act shall have the following minimum basic memorandum of association and memorandum of articles, namely:—

(1) This Trade Organization shall be called the (Name of Trade Organization).

(2) The registered office of the (Name of Trade Organization) shall be situated at (Address) in the (Name of District) of (Name of Province).

(4) The objects for which the (Name of Trade Organization) is established are as follows:—

(c)

(d)

•

•

(The trade organization shall clearly specify all of its objects. The objects would need prior approval of the Regulator to avoid overlapping of functions of trade organizations. Any changes in the objects would also require approval of the Regulator.)

(7) The income and property of the (Name of Trade Organization) whensoever derived shall be applied solely towards the promotion of the objects of the (Name of Trade Organization) as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise to the persons who at any time are or have been members of the (Name of Trade Organization) or to any persons claiming through any of them.

(8) If upon the winding up or dissolution of the (Name of Trade Organization), there remains, after the satisfaction of all its debts and liabilities, any property, whatsoever, the same shall not be paid to or distributed among the members of the (Name of Trade Organization) but shall be given or transferred to some other institution or institutions having objects similar to the objects of the (Name of Trade Organization) and question of similarity in subjects shall be determined by the majority of the members of the (Name of Trade Organization) with the approval of the Regulator, at or before the time of dissolution or by such judge of the High Court (Name of Province) who may have or acquire jurisdiction in the matter.

(9) We, the several persons whose names and addresses are listed below, are desirous of being formed into a limited company in pursuance of this Memorandum of Association:

(c)

(d)

•

•

[The names and addresses of the sponsors of the trade organization would be provided here]

4. **Article of Association.**—(1) Membership of trade organization. Provisions of rule 11 of the Rules shall be applicable regarding membership of (Name of Trade Organization).

(14) *Organizational structure.*—The organizational structure of the

(a) [Federation shall be in accordance with rule 20 of the Rules; and]

(b) The organizational structure of the (Name of Trade Organization) shall be in accordance with rule 21 of the Rules.

(15) *Election within trade organization.*—Elections of the (Name of Trade Organization) shall take place during the period provided in sub-section (1) of section 11 of the Act and rule 13 of the Rules.

(16) *Election schedule.*—Approval and announcement of election schedule of the (Name of Trade Organization) shall be as provided in rule 14 of the Rules.

(17) *Eligibility to vote.*—Eligibility of a member of the (Name of Trade Organization) to vote shall be in accordance with rule 15 of the Rules.

(18) *Election commission.*—Appointment and functions of election commission of the (Name of Trade Organization) shall be in accordance with rules 16 and 17 of the Rules.

(19) *Election procedure.*—Procedure for elections of the (Name of Trade Organization) shall be in accordance with rule 18 of the Rules.

(20) *Conduct of elections.*—Conduct of elections of the (Name of Trade Organization) shall be in accordance with rule 19 of the Rules.

(21) *Management.*—(Name of Trade Organization) shall appoint a Secretary General and other staff in accordance with rule 24 of the Rules to carry out the functions specified in the said rule.

(22) *Membership fee and other dues.*—Annual membership fee of (Name of Trade Organization) shall be Rs. (Any other dues/fee charged by the trade organization shall also be specified). (Name of Trade Organization) shall seek prior approval of the Regulator before enhancing any of its fee or dues.

(23) *Reporting requirements.*—(Name of Trade Organization) shall fulfill all requirements provided in rule 22 of the Rules.

(24) *Plan of activities and performance review.*—(Name of Trade Organization) shall prepare three years plan of activities and have its annual performance reviewed and audited as provided in rule 23 of the Rules.

(25) *Website.*—(Name of Trade Organization) shall maintain a website and it shall include information listed in rule 25 of the Rules.

6. **Amendment in template.**—(Name of Trade Organization) shall not be authorized to amend the basic template of Memorandum. However, it shall be autonomous to make amendments in its Memorandum which are not in violation of any provision of the Act, Ordinance and Rules.

[No. 5(4)/2015-Admn III.]

MUHAMMAD SHOAIB ANWAR,
Deputy Director.