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# Certificate of Registration of Societies

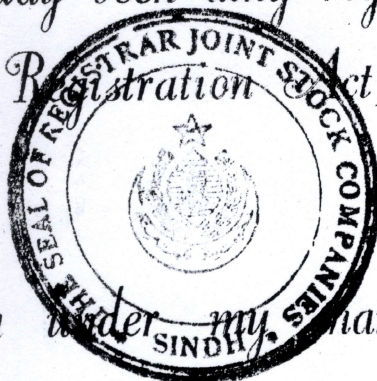
Act XXI of 1860

KAR No. 0376 of 19 99. - 19

I hereby certify that "BUZILAKE DRIVE

RESIDENTS WELFARE ASSOCIATION" AT: Block-F,  
Buzil Lake Drive, Gulistan-e-Jauhar, Block-18, Karachi.

has this day been duly registered under the  
Societies Registration Act, XXI of 1860.



Given under my hand at Karachi

this TWELFTH day of MARCH, 19 99;

One thousand nine hundred and NINETY NINE.

**CERTIFIED COPY**

PROVINCIAL ASSISTANT REGISTRAR  
Joint Stock Companies Sindh  
KARACHI

( H. I. KAZMI )

Provincial Assistant Registrar,  
Joint Stock Companies, Sind,  
Karachi.

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MEMORANDUM OF ASSOCIATION  
OF  
RUFILAKE DRIVE RESIDENTS WELFARE ASSOCIATION Registrar Joint Stock Companies Karachi

1. NAME : The name of the Association shall be RUFILAKE DRIVE RESIDENTS WELFARE ASSOCIATION.  
2. ADDRESS : The registered office shall be situated at: Block-F, Ruffi Lake Drive, Gulistan-e-Jauhar, Block-18, Karachi.

3. AIMS & OBJECTS:

- a- To settle disputes if any amongst the member amicably.
- b- To create spirit of mutual help and sympathy amongst the member of the Association.
- c- To make arrangement for the burial of dead bodies.
- d- To help the needy person and widows on humanitarian basis.
- e- To establish dispensary and Health facility on charitable basis.
- f- To arrange and ensure proper water supply.
- g- To ensure cleanliness of the complex and arrange for the beautification by pots and plantation.
- h- To cater and resolve individual/common issues of the residents.
- i- To ensure security and safety of Ruffi Lake Drive Residents Welfare Association apartments and the residents.
- j- To promote ~~xxxxx~~ brotherhood and friendship amongst the member of the Association.
- k- The Association shall be run on non-political, non-commercial and non religious basis.
- l- To promoters /office bearers and members shall not be paid employees of the Association.
- m- To secure, receive, accept and manage funds, donations, grants, endowments and any other moveable property or properties from lawful sources within a country and to utilize them for furthering and promoting the aims and objects of the Association.
- n- The Association shall confine its activities only to the objects of the Association as set forth in the Memorandum of Association and the income and property of the Association from whatever sources shall be applied solely

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to wards the promoting the objects of the Association and no portion where of shall Karachi be paid by way of dividend profit, bonus to any member office bearers of the Association or otherwise. Violation of this condition shall be the personal responsibility of the office bearers or member concerned.

**LIST OF MANAGING COMMITTEE**

| S.No. | Name with Father's Name                                     | Address | Occupation | Designation               | Signature |
|-------|---|---------|------------|---------------------------|-----------|
| 1     | Dr.Khursheed Alam<br>S/o M.Moinuddin Late                   | D-304   | Retired    | President                 |           |
| 2     | Wahid Ali Khan<br>S/o Haji Mahboob Ali Khan                 | B-005   | Retired    | Vice-President            |           |
| 3     | M.Muzzammil Husain<br>S/o Abdul Majeed                      | E-204   | Business   | General Secretary         |           |
| 4     | Syed Akhtar Imam alis Asif<br>S/o Syed Khursheed Ahsan Late | D-605   | Business   | Finance Secretary         |           |
| 5     | Asrar Ahmed Khan<br>S/o Qamr-uz-zaman Khan                  | K-305   | Retired    | Joint Secretary           |           |
| 6     | Shahzad Qureshi<br>S/o Fazal Amin Qureshi                   | B-109   | Student    | Public Relation Secretary |           |

7. Muhammad Saleem Paracha  
S/o Muhammad Amin Paracha  
H-2 Business Member

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Joint Stock Companies Singh  
KARACHI

REGISTRAR Joint Stock Companies  
Karachi

WE ARE THE SEVERAL PERSON WHO ARE DESIROUS TO BE FORMED INTO AN ASSOCIATION IN PERUSANCE OF THIS MEMORANDUM.

| S.No. | Name with Father's Name                                     | Address | Occupation | Designation               | Signature |
|-------|---|---------|------------|---------------------------|-----------|
| 1     | Dr. Khursheed Alam<br>S/o M. Moinuddin Late                 | D-304   | Retired    | President                 |           |
| 2     | Wahid Ali Khan<br>S/o Haji Mahboob Ali Khan                 | B-005   | Retired    | Vice-President            |           |
| 3     | M. Muzammil Husain<br>S/o Abdul Majeed                      | E-204   | Business   | General Secretary         |           |
| 4     | Syed Akhtar Imam alis Asif<br>S/o Syed Khursheed Ahsan Late | D-605   | Business   | Finance Secretary         |           |
| 5     | Asrar Ahmed Khan<br>S/o Qamr-uz-zaman Khan                  | K-305   | Retired    | Joint Secretary           |           |
| 6     | Shahzad Qureshi<br>S/o Fazal Amin Qureshi                   | B-109   | Student    | Public Relation Secretary |           |

7. Muhammad Saleem Patacha  
S/o Muhammad Anwar Patacha

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MEMBERS

26-1-95

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Joint Stock Companies Sindh  
KARACHI

Muhammad Ali  
NOTARY PUBLIC,  
KARACHI-PAKISTAN

14/12/22

REGISTRATION NO. 12-03-99

REGISTRAR JOINT STOCK COMPANIES KARACHI

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**ARTICLE OF ASSOCIATION  
OF**

**RUFILAKE DRIVE RESIDENTS WELFARE ASSOCIATION  
BLOCK -18, GULISTAN-E-JAUHER, KARACHI.**

12-3-99

**1. MEMBERSHIP.**

The membership of the association (RLDRWA) shall be offered to one person from each apartment of Ruffi Lake Drive and the members and his family residing in his apartment shall be obliged to follow the aims and rules and regulation of RLDRWA. To achieve the objectives and obligation of RLDRWA every member shall have to pay a monthly subscription of Rupees One Thousand (1000/-) as monthly maintenance charges.

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Karachi

The monthly maintenance charges may be revised as and when needed by the Managing Committee of the RLDRWA

**2. APPLICATION FORM.**

All the eligible members shall have to fill the membership form of RLDRWA.

**3. TERMINATION OR SUSPENSION OF MEMBERSHIP.**

i. The membership of a resident will be suspended if he fails to pay monthly subscription for consecutive three months, The President of RLDRWA will issue a notice to clear his / her dues within fifteen days. In case of default after expiry of the notice period the membership will be cancelled. The apartment occupied by persons whose membership has been cancelled will not be entitled to avail any of the facilities of Ruffi Lake Drive.

ii. The member whose membership will be suspended will be called defaulter.

iii. The membership will be cancelled if any member will act or behaves in contravention to the aims and objectives of RLDRWA either by adverse behavior or otherwise and resolution to that affect is passed against his or her by the Managing Committee.

iv. The membership shall also be seized for any of the following reasons.

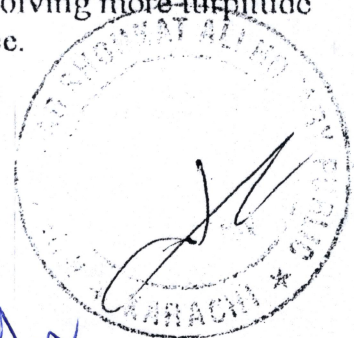
- a. Death of the member.
- b. Resignation accepted by the Managing Committee.
- c. Gross misconduct followed by resolution of Managing Committee.
- d. Final conviction and sentence by court of law. Involving more turpitude followed by resolution of the Managing Committee.

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Karachi

4. RESTORATION OF MEMBERSHIP.

Any member who has ceased to be member of RLDRWA or whose membership has been terminated for any of the above mentioned reasons may be re-instated except (a) above as a member with the approval of Managing Committee on the written request and on payments of arrears & an additional amount of 1000/- as membership renewal charges.

5. FINANCIAL YEAR.

The financial year will be from 1<sup>st</sup> July to 30<sup>th</sup> June. The books of account will be closed on 30<sup>th</sup> June 1999 for the first time.

6. QUORUM.

The quorum for the meeting of Managing Committee and General Body shall not be less than one third of the total members of Managing Committee and General Body respectively.

7. AMMENDMENDS.

Two third majority of the General Body may pass any amendment proposed in the memorandum and article of association.

8. FUNDS.

The funds of association shall consist of membership fee, monthly subscription, donations, aids & special contribution by the members for specific purpose.

9. BANK ACCOUNT.

A bank account shall be open in the name of Ruffi Lake Drive Residents Welfare Association with any of the scheduled bank as approved by the Managing Committee. The Bank account shall be operated under the joint signature of any two of the following office bearers.

- i. President.
- ii. Finance Secretary.
- iii. General Secretary.

10. AUDIT OF ACCOUNT.

The audit of the annual account by the appointed chartered shall be conducted within 45 days of the end of financial year and will be presented in the General Body Meeting by the Finance Secretary.

11. GENERAL BODY

All the members of RLDRWA will constitute the General Body. The General Body shall protect and safeguard the rights and interest of residents of Ruffi Lake Drive.

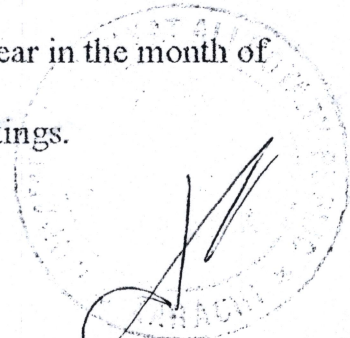
a. GENERAL BODY MEETING.

RLDRWA shall hold General Body meeting twice a year in the month of June and December to consider interalia matters

b. General Secretary shall submit his report in these meetings.

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- c. Annual Report relating to the financial matters of the association will be presented by Finance Secretary which will also include the Audit report of a Chartered Accountant firm appointed by the Managing Committee.
- d. In the General Body meeting all member shall have their right to present his views suggestions and grievances
- e. Special General Body meeting may be called by the President when deemed necessary or in case of requisition received and signed by not less than one third members describing the urgency there off.

12. FUNCTIONS AND POWERS OF GENERAL BODY.

The General Body shall have the power to over rule cancel or amend any of the decisions of the Managing Committee or of any office bearers by simple majority vote if it is not in the interest of its members. The General Body shall also have the power to remove any office bearer or member of the Managing Committee from its post by two third majority through secret ballot.

13. THE MANAGING COMMITTEE

The Managing Committee shall consist of 36 members, three from each of the twelve blocks ( i.e., block no. A, B, C, D, E, F, G, H, I, J, K and L). The members of RLDRWA residing in that block shall elect three members from their own block. The Managing Committee consisting of these 36 members shall function as the main Supervisory Body and shall safeguard the interests of members of RLDRWA. The members of the Managing Committee shall keep a close watch on maintenance, security, social affairs and law and order conditions. Any matter, which is contrary to the interest of residents, shall be reported to the President or General Secretary in writing.

The decisions taken or orders issued by the President, General Secretary or any office bearer shall be reported to the Managing Committee in the monthly meeting to be held on the last Sunday of every month.

The ordinary meeting of the Managing Committee shall be held atleast once every month preferably on the last Sunday of the month or as and when needed to discuss urgent matters on a date and time notified by the General Secretary.

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14. FUNCTIONS AND POWERS OF MANAGING COMMITTEE.

The administration of RLDRWA shall vest in the Managing Committee which shall be elected by the members for a period of two years.

The Managing Committee will cease to function at the end of 24<sup>th</sup> month unless and until a limited extension is granted by the special General Body meeting.

- i. The Managing Committee members shall elect the office bearers of RLDRWA, on the basis of simple majority through secret ballot.
- ii. The office bearers shall also be elected for a period of two years
- iii. Following office bearers shall be elected by the Managing Committee.
  - President.
  - Vice president.
  - General Secretary.
  - Joint Secretary.
  - Finance Secretary.
  - Sports Secretary.
- iv. Only the elected members of the Managing Committee are eligible for the post of office bearers.
- v. The Managing Committee shall have the power to remove or suspend any of the office bearer by two third majority. On the basis of misconduct, misbehavior, bribery, or working against the interest of RLDRWA
- vi. The Managing Committee shall be entitled to form / constitute, subcommittees consisting of two to four members which shall function for the purposes delegated within the overall control of Managing Committee.
- vii. The Managing Committee is also empowered to dissolve the subcommittee by two third majority vote if the subcommittee is not working properly
- viii. The President, General Secretary or any office bearer shall take prior approval of the Managing Committee in case of major decisions some of which are mentioned as under:
  - Signing of the contract for maintenance. Security, water supply etc
  - Giving NOC to builder or any other organization, cancellation of any previous contract
  - Cancellation / restoration of membership of RLDRWA of any member.
- ix. The Managing Committee may authorize the President of RLDRWA to sign contract agreement for the maintenance, water supply, security etc. with one or more contractors, after thoroughly scrutinizing the contract agreement.

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Under no circumstances the President, General Secretary, any other office bearer or simple member can negate the decisions of the Managing Committee. All the deals contracts of any nature signed by any office bearer without the prior approval of Managing Committee will be null and void and it will not be of any responsibility of RLDRWA.

15. RESPONSIBILITIES / DUTIES AND POWERS OF OFFICE BEARERS:

President

- He shall be the chief executive of the Association (RLDRWA), and will preside over meetings of the Committee and General Body of the Association, and lead all deputation and delegations.
- He will call meetings of the Managing Committee on his own or at the request of the Members of the Managing Committee. He shall have the right of a casting vote in case of a tie. However in his absence or non-availability the Vice President will officiate.
- He shall have power to sanction an expenditure not exceeding Rs 20,000/- at a time prior to consultation or assent of the committee from the funds of the Association provided that the approval of the committee shall be obtained at its meeting held immediately after the grant of such sanction.
- He will assure that all matters and affairs of the Association are being run effectively in pursuance of the aims and objectives of the Association, and the overall discipline is being maintained and duties allocated to the office bearers or members of the Managing Committee are performed diligently. All expenses incurred will be jointly signed by the President / Finance Secretary or General Secretary / Finance Secretary, subject to the availability of the incumbents.

Vice President.

- He will assist the President in performance of duties and shall act in the absence of President and exercise all the duties and powers of the President.

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PROVINCIAL ASSISTANT REGISTRAR  
Joint Stock Companies Sindh  
KARACHI

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General Secretary.

- The General Secretary shall be responsible to execute the instructions of the Managing Committee.
- He will keep proper record of all the meetings held.
- He will execute and enforce the resolution passed / decisions taken in the meetings.
- He will represent Association / make correspondences in all matters where necessary.
- He will issue necessary circular / notices for day to day matters.
- He shall have power to sanction an expenditure not exceeding Rs 10,000/- at a time prior to consultation or assent of the committee from the funds of the Association provided that the approval of the Managing Committee shall be obtained at its meeting held immediately after the grant of such sanction.

Joint Secretary.

- He will assist General Secretary in all duties and to act in his absence and exercise all his powers and duties.

Finance Secretary

- The Finance Secretary shall be involved in all financial matters and shall be responsible for maintaining upto date accounts of RLDWRA
- He will prepare budget of the RLDRWA in consultation with President, and General Secretary, and to get it approved by the Managing Committee.
- He will be responsible for conducting audit of accounts by the practicing Chartered Accounting firm, and shall also be responsible to answer finance related questions of members of the Managing Committee, and in the General Body meeting.
- He will be responsible for maintaining books of account, handling the receipts and payment of funds of RLDRWA, under the financial system of association.
- He will be authorized to receive the maintenance charges from the resident, donations, and any other amount in favor of the association.
- He will also be responsible to invest the surplus finds of the association in the best interest of RLDRWA with prior approval of the Managing Committee.

Spots Secretary.

The Sports Secretary shall be responsible for the promotion and development of sports and other related activities of Ruff Lake Drive under the instructions of Managing Committee.

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16. ELECTIONS OF THE MANAGING COMMITTEE ~~SECRETARY~~ ~~OFFICE BEARERS~~ ~~SECRETARY~~ ~~OFFICE BEARERS~~

The Election shall be held every two year in the 24<sup>th</sup> month from ~~Karachi~~ election date, however, in the circumstances mentioned as under, mid-term election shall be conducted for the post which falls vacant.

- A. Death of a member of the Managing Committee or Office bearer.
- B. Resignation of any member of the Managing Committee of Office bearer.
- C. Removal of any member of the Managing Committee or Office bearer by the General Body

The General Secretary shall issue notices to all members about the date of elections to elect three representatives / members of Managing Committee for each block. The notice shall consists of following information:-

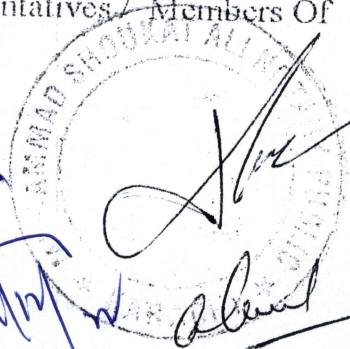
- i. Last date of filing of nomination papers.
- ii. Last date of withdrawal of nomination paper by the candidate.
- iii. Date of election of block representatives / members of Managing Committee.
- iv. Date of election of office bearer by the General Body.

All the elections must be completed within 24<sup>th</sup> month of last Managing Committee tenure and new Managing Committee, President, General Secretary & other office bearer shall take oath immediately after their election.

- a) The elections of the Block Representatives / Managing Committee shall be held by vote on the basis of one vote per apartment by the person whose name is registered in RLDRWA. Members of the RLDRWA shall cast their vote by presence or proxy. In the later case the procedure by proxy under the society Act 1974 shall be followed and form herein appended shall be used with secret ballot paper.
- b) Every member shall have a right to vote, however the defaulter members who have not paid the membership fee, or monthly subscription for three months or in continuously in arrears of three months shall not be eligible to cast their vote or stand as a candidate.
- c) ~~Only bonafide members of RLDRWA can stand for block representative / member of managing Committee and for the post of Office bearer~~
- d) Members seeking election will have to file nomination papers atleast two weeks prior to the date fixed for elections. All nominations shall be proposed and seconded by atleast two members. Those candidates whose nomination paper are in order shall be eligible to contest.
- e) From among the members two election officer shall be appointed by the Managing Committee to conduct the election matters.
- f) The office bearers shall be elected by the Block Representatives / Members Of The Managing Committee

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17. DECISIONS.

All the important matters will be decided in the Managing Committee meetings on a majority or unanimous basis.

18. A practicing accountant shall audit the account of the Association for every year, the auditor shall be appointed by the mutual consent of members of the Managing Committee.

19. DISSOLUTION:

That on dissolution of RLDRWA all assets and liabilities shall be donated to any other society subject to the conditions that such society must be in agreement with the aims and objectives of the RLDRWA.

Certified to be the true and correct copy of the Articles, Rules and Regulations of Ruffi Lake Drive Residents Welfare Association (RLDRWA)

*M. A. Khan*  
PRESIDENT

*M. A. Khan*  
GENERAL SECRETARY

*M. A. Khan*  
FINANCE SECRETARY

**TRUE COPY**

*M. A. Khan*  
26-1-99



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Joint Stock Companies Sindh  
KARACHI

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