Air Cargo Agents Association of Pakistan

Registered with Ministry of Commerce, Government of Pakistan. Licence No. 15
Member of Federation of Pakistan Chambers of Commerce & Industry (FPCCI)
Member of Federation of Asia Pacific Aricargo Associations (FAPAA)

Member

Member

All Members
Air Cargo Agents Association of Pakistan

ACAAP/1751/12-2023
Date: 11-12-2023

Ref: **Extracts from the Minutes of Meeting of Annual General Body Meeting of Air Cargo Agents Association of Pakistan held on 02nd December 2023.**

Dear Members,

It is to inform all members that the Annual General Body meeting of Air Cargo Agents Association of Pakistan which was adjourned on 25th November 2023 due to the want of quorum was held on Saturday 2nd December 2023, members of ACAAP from Region 'A' and Region 'B' were present personally at the venues at both Region 'A' and Region 'B' which were connected through video link.

The Extracts from the Minutes of the Meeting as per the agenda points, discussed and decided by the General Body of ACAAP are as under:

1. The audited report (Financial Statement and Income Expenditure Account of ACAAP) for the year ended 30th June 2023 was discussed and approved by the House.
2. M/s. Sajid & Co. Chartered accountants were reappointed as ACAAP's Auditor for the year ended 30th June 2024 for their services to be provided to ACAAP for Accounts Audit, for filing of Return of Income in FBR, for filing of corporate compliances at SECP.

OTHER MATTERS

Increase in ACAAP's Annual Membership fee & Registration fee

i. It was decided by the General Body of ACAAP that, with immediate effect ACAAP's Membership Fee shall be increased from Rs.15,000/- to Rs.25,000/- (for IATA approved agents) and Rs.20,000/- (for Non-IATA agents).
The Registration fee shall be increased from Rs.7,000/- to Rs.15,000/-. The previous structure of Membership and Registration fee is 30 years old.

It was also decided by the General Body that in order to raise funds in order to meet the annual expenses of the Association and to get office for ACAAP Head Office, a circular to all members shall be sent with request to donate generously their contributions towards ACAAP's fund.

ACAAP's Training Academy

ii. It was decided by the General Body that, a Committee will be formed (suggested for 3 years initially) to take up the responsibilities of formation of ACAAP's Training Institute **(ATI)** and run). The Convener of the Committee will be Mr. Muhammed Jamil Ahmed and Mr. Humayun Qamar Alam will be the Deputy Convener, other members of the Committee will be Mr. Tariq Mahmood, Mr. Shujaat Ali, Mr. M. Amjad Fakhri and Khalid Masood. The tenure of the Committee will be three years to complete this project and to run its affairs.

Head Office (Karachi):
Suite No. 305, 3rd Floor, Fortune Centre,
Block-6, P.E.C.H.S., Shahrah-e-Faisal,
Karachi-75400, Pakistan.
T: 021-34383501, 34527911
F: 021-34383502
E: secretary@acaap.org

Regional Office (Region B)
B-1, Jawad Center,
Defence Road,
Sialkot, Pakistan.
T: 052-3554267
F: 052-3554268
E: reg.sec@acaap.org

www.acaap.org

Matter of Booking of Declared Defaulted Shippers & Decision of General Body of ACAAP in this regard.

iii. It was decided that the DIP SOP provided by the United Insurance Company Pakistan Limited for the year 2023-2024 will be effective and the SOP of FDS ACAAP's will remain same and will be followed strictly.

Penalties in accordance to the SOP of FDS ACAAP will be imposed on those members booking defaulted shippers. Furthermore, membership may also be suspended on recommendation of FDS Committee of ACAAP, of those violating SOPs of FDS ACAAP and booking shipments of declared defaulted shippers.

Coordinator of Interim Committee and other members made it clear that there will be No Compromise on booking of Defaulted Shippers by any Member, FDS ACAAP will go for the recovery from the Defaulted Shipper and all Members of ACAAP will maintain unity. It will be the responsibility of all members of ACAAP to assist their association and their fellow affected member in getting their outstanding money recovered.

Those members booking defaulted shippers, they will be held liable and the entire amount of the aggrieved member shall be paid by the booking agent, furthermore the penalties may also be imposed as per the SOP-ACAAP and consequently leave impact on DIP.

It was decided that henceforth, overlooking / mistakes / errors will not be tolerated/acceptable from any member in this regard to booking of defaulted shippers. It will be the responsibility of each Members to make sure to educate/train their employees/staffs in regard to the list of effective defaulter's list, SOPs of FDS ACAAP and DIP SOPs.

Members caution that those agents once book shipment of declared defaulted shipper will lose their right to go for claim from the Insurance Company against DIP claim (as per DIP – SOP) for shipper liabilities.

The ACAAP will not entertain any case of the Member related to non-IATA / Sub-agent who is not the member of ACAAP or PIFFA, the cases shall be dealt with the concerned Association accordingly.

A committee consist of the members dealing with Courier Material (in Courier Mode Only) will be formed under supervision of the Interim Committee concerned members to look after the terms of legalities of the courier shipments are dealing as General Cargo and the members are involved as an Exporter/Importer for the same.

The FDS ACAAP will work under the supervision of Coordinator Interim Committee Mr. Tariq Mahmood, Member Interim Committee Mr. Shujaat Ali and Mr. Tariq Hussain (Haji Tariq Hussain) who will lead FDS ACAAP respectively at Lahore, Karachi and Sialkot

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Requirement for New Applications for Membership of ACAAP

iv. It was decided by the General Body that for new application for Membership of ACAAP the applicants;

- If IATA approved / IATA applicant shall provide two (2) DGR Course certificates of their employees/personals and one (1) Cargo Handling Basic Course Certificate, conducted only through ACAAP, the course fee will be Rs.25,000/- for each candidate.
- If Non-IATA agent then the applicant shall provide one (1) Cargo Handling Basic Course Certificate obtained through ACAAP, the course fee will be Rs.25,000/- for each candidate

Annual Renewal of Membership of ACAAP

v. It was decided by the General Body that as per Articles of M&AoA of ACAAP and TO Rules those not renewing their membership within specified time i.e 31st March every year irrespective of the date of granting membership, in any year, their membership shall be suspended/ceased, Association shall grant them a period of one month i.e. till the 30th of April for restoration of their membership, Secretary General of the association shall issue notice to such member who shall be eligible for restoration of membership by paying full admission fee along with full amount of his annual subscription/subscriptions. In case of failure his name will be removed from the Register of Members and shall cease to be a member of the association.

A member whose name has been removed from the Register of membership shall not be re-admitted as a member unless he has paid all previous sum due by him to association on any account and fresh application is made with remittance of Annual Subscription and Admission Fee and his membership will be treated as New/Fresh member. It was decided that a circular in this regard will be issued on ACAAP's letterhead on the feedback of the advocate and will be circulated among members.

Shifting of ACAAP's Head Office at Karachi to new location

vi. It was decided that ACAAP's Head Office will be shifted to its new location tentatively by the 1st of January 2024. A Committee for this task is formed. Mr. Khalid Masood will be the convener of the committee, Mr. Shujaat Ali and Mr. Humayun Qamar Alam will be the members of the committee. The committee may collect funds for the purchase ACAAP's own office at Karachi.

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ACAAP own Office at Sialkot

vii. In regard to ACAAP's own Office at Sialkot a Committee is formed and Mr. Amjad Fakhri was appointed its Convener, the other members of the committee will be selected by Mr. Amjad Fakhri is coordination with the Convener of the Interim Committee and it was decided that the committee will work on the project and find out the feasibility of either to make the construction of Office building on ACAAP's plot property at Sialkot or sell it off and purchase a new readymade ACAAP's office from the amount received after sale of the plot. The process shall be completed by 1st of January 2024

Suggestion by the General Body to request members to contribute monthly fees against their branch office at Region 'A' and Region 'B'

viii. It was decided by the General Body that members will be requested to contribute monthly contribution against their branch office at Region 'A and Region 'B' to support association funds in running association's day to day affairs.

Misbehaviors of Members with the Staffs of ACAAP

ix. The General Body decided that misbehavior, use of foul languages, unethical approach, threats to the staffs of the Association will not be tolerated and strict action against such members will be taken by the Association.

Sovereignty of the association

x. It was resolved during the General Body Meeting that, No Member will be allowed to go against sovereignty of the association any member going against the association and file complaints at any forum will have to bear all the expenditures which association might have to spend due to their complaints against the association and strict action will be taken against such members. No member will be allowed to go against the association on their personal grievances with other members.

Thanks & best regards

For & on behalf of
Air Cargo Agents Association of Pakistan

S. M. Feroze
Secretary General

Head Office (Karachi):
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