

MEMORANDUM

Name: ALMARAH FOUNDATION

Address: 3-Canal Park, Gulberg-2, Lahore

AIMS AND OBJECTIVE

- 1- To establish hospitals for the welfare of general public and provide them standard medical facilities.
- 2- To establish medical institutions for the medical and Para Medical courses to the general public.
- 3- To set the centers in hospital to guide the patients.
- 4- To establish ambulances service.
- 5- To establish free medical camps.
- 6- To establish medical centers for the first and coursed to the general public.
- 7- To provide the medical facilities to the poor.
- 8- To help the general public to solve the social issues.
- 9- To establish the vocational centers for youth to eliminate the unemployment.
- 10- To establish charitable institution for the benefit and uplift of humanity and work for the elimination of poverty, disease, misery and distress of disabled.

President

Safia

Secretary

Ahmed

Treasurer

W. H. S.

RULES & REGULATION (ARTICLES OF ASSOCIATION)

Name:

ALMARAHA FOUNDATION

Address: **3-Canal Park, Gulberg-2, Lahore**

MEMBERSHIP:

- 1- Any adult male/female can get membership of the Trust if He is major and sane and bears the good moral character.
- 2- He fully agreed to the objectives and the constitution of the Trust.
- 3- A member will have to pay membership fee and subscription fee as well, to be fixed by the Trust from time to time.

DISQUALIFICATION FROM MEMBERSHIP:

A member shall cease to be the member of the Trust in case of any of the following:

- 1- By death.
- 2- By resignation in writing addressed to the President.
- 3- By the becoming insane.
- 4- For not attending the three consecutive meetings
- 5- If he fails to pay the subscription fee for three consecutive months
- 6- If he commits evil and immoral activities or works against the interest of the Trust.

ELECTION:

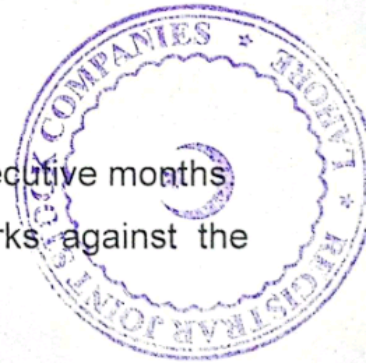
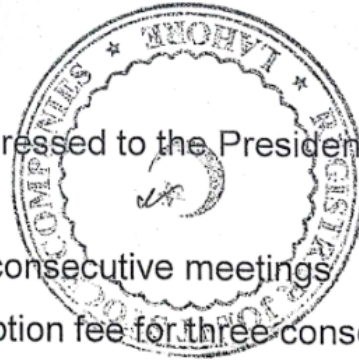
The election of the governing body will be held after three years.

President

Safia

S. H. Chaudhry
Secretary

W. H. Khan
Treasurer



POWERS AND DUTIES OF THE OFFICE BEARERS

PRESIDENT:-

- 1- She will administer all the affairs of the Trust.
- 2- All the meetings will be presided over by the President.
- 3- She can call or adjourn any meeting according to the situation.
- 4- She can exercise special opinion/power in case of equal votes.
- 5- She will be empowered to check accounts; sign accounts books and other important papers.
- 7- She will be the Chief Administrator of the Trust.

SECRETARY:

He will be responsible:

- 1- To keep the record of Trust safe custody.
- 2- To record the minutes of the meetings of the Executive Body.
- 3- Secretary is bound to consult every matter with the Additional Secretary.
- 4- To prepare and circulate the agenda of the meetings.
- 5- To manage the collection of funds, subscription and the grant from the public to meet the expenses of the Trust.
- 6- To maintain accounts books and make arrangements for the annual audit.

TREASURER:

He will be responsible:

- 1- To keep the record of the Trust in safe custody.
- 2- To deposit the accounts in the bank approved the Executive Body.
- 3- To draw the amount from the bank through cheques.
- 4- To prepare the balance sheets and budget estimate of the Trust.
- 5- To maintain all financial books of the Trust.
- 8- To receive the all donations, grants, fees etc and to issue receipts to the payees.

MEMBERS:

- 9- He / She is responsible to assist the Secretary and to perform his / her duties in his absence

President

Safia

Secretary

Safie

Treasurer

Treasurer

SOURCE OF INCOME:

- 1- Membership Fee / Admission Fee.
- 2- Grants.
- 3- Gifts.
- 4- Donation from generous persons etc.
- 5- Projects.

BANK ACCOUNT:

The bank account will be opened in the name of the Trust in any scheduled bank. The bank account will be operated and cheque will be signed by the President alongwith any one of the followings:

I- Secretary

II-Treasurer

MEETING:

The meeting of the Trust will be held as and when the governing body members deem fit, or as and when exigency of the Trust demands but necessarily once in a month. For this purpose a prior notice of the 10-days will be issued to all concerned. The agenda will be sent to all concerned one week before such meeting.


POSTPONEMENT OF MEETING:

The President will be empowered to call for the meeting and in case of unpleasant situation the meeting shall be postponed. In case of death or resignation, the executive committee in its special meeting will fill the vacancy.

AUDIT:

Accounts of the Trust shall be audited annually and the auditor shall be appointed by the President.

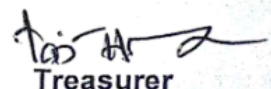
President



Secretary



Treasurer



QUORUM:

The quorum will be 2/3 of the total members.

AMENDMENT:

The amendment in the constitution will be made by 3/5th majority of the total members as and when the governing body members deem fit in the interest of the Trust. This will be in accordance with the provisions of Section 12 of the Societies Registration Act, 1860.

DISSOLUTION:

If unfortunately the Trust is to be dissolved its assets and liabilities would be transferred to a Trust having identical aims and objects duly approved / registered under the Societies Registration Act, 1860. Section 13 of SRA 1860 shall be followed.

VERIFICATION:

VERIFIED BY THE UNDERSIGNED THAT THE RULES AND REGULATION ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE

NAME

DESIGNATION

SIGNATURE

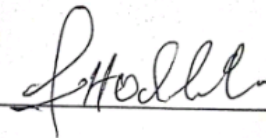
Safia Rasheed

President



Sheikh Raza Rahman


Secretary

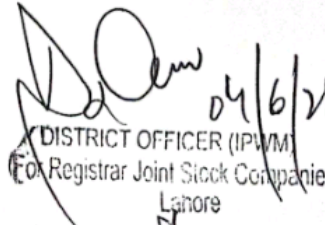


Talib Hussain

Treasurer




DISTRICT OFFICER (IPWM)
For Registrar Joint Stock Companies
Lahore


04/6/21
DISTRICT OFFICER (IPWM)
For Registrar Joint Stock Companies
Lahore

