

**HUNAR GHAR WELFARE
ORGANIZATION**

NTN # 7307225-8

To,

Date: 28-09-2023

The Commissioner Inland Revenue, Zone 1,
Tax House, Shara-e-Kamal Attaturk.

**Subject: Application for Extension of Hunar Ghar Welfare Organization Registration No:
7307255 Valid upto June 2023**

Dear Sir/Madam,

Hunar Ghar Welfare Organization having registration no.7307255 is valid upto June 2023. We therefore submit our application for extension for another year as Non-Profit Organization. We hereby submit our request with enclosed documents as following:

1. Audited Statement of Accounts for the period ending 30th June 2023 by Salahuddin & Co, Chartered Accounts Karachi.
2. Progress Report of Hunar Ghar Welfare Organization activities of financial year ending 30th June 2023.
3. By Laws in Accordance with Social Welfare Department.
4. Registration Certificate and Renewal Certificate with Social Welfare Department.
5. List of Management Office Bearers with their CNICs.
6. Election of Office Bearers (2022).
7. List of Members and donors with CNICs.

We hope you will find these documents in order and grant us extension for another year.

Kind regards,



Mrs Huma Haswary
President Hunar Ghar Welfare Organization

FINANCIAL STATEMENTS

M/S HUNAR GHAR WELFARE ORGANIZATION

JUNE 30, 2023

SALAHUDDIN & CO.

CHARTERED ACCOUNTANTS

514, 5TH FLOOR, MADINA CITY MALL,
ABDULLAH HAROON ROAD, SADDAR,
KARACHI - 744000

TEL # 5217665, FAX # 021-37015176,
MOB # 0333-2111 531

Email: skamalpk@yahoo.com



SALAHUDDIN & CO.

CHARTERED ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT TO THE BOARD OF TRUSTEES

Opinion

We have audited the financial statements of Hunar Ghar Welfare Organization which comprise the statement of balance sheet as at 30 June 2023, and the related statement of income and expenditure, for the year then ended, and notes to the financial statement, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the balance sheet of Hunar Ghar Welfare Organization as at 30 June 2023, and its surplus and its cash flows for the year then ended in accordance with approved accounting standards as applicable in Pakistan.

Basis for Opinion

We conducted our audit in accordance with the approved auditing standards as applicable in Pakistan. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Hunar Ghar Welfare Organization in accordance with the Ethical requirements that are relevant to our audit of the financial statements in Pakistan, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the approved accounting standards as applicable in Pakistan, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Hunar Ghar Welfare Organization's ability to continue as going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Project's or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Hunar Ghar Welfare Organization financial reporting process.

Auditors' Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with approved auditing standards as applicable in Pakistan, will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material of, individually or in the aggregate, that could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.





SALAHUDDIN & CO.

CHARTERED ACCOUNTANTS

As part of an audit in accordance with approved auditing standards as applicable in Pakistan, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of an internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosure made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KARACHI.

Dated: September 22, 2023

UDIN: AR202310370Ks7aiS2pP

SALAHUDDIN & CO.
(Chartered Accountants)



**HUNAR GHAR WELFARE ORGANIZATION
BALANCE SHEET
AS AT JUNE 30, 2023**

	Note	June 30, 2023	June 30, 2022
----- (Rupees) -----			
ASSETS			
NON-CURRENT ASSETS			
Property and equipment	4	41,810,142	28,165,336
Long term security deposits		100,000	180,000
		41,910,142	28,345,336
CURRENT ASSETS			
Short term investments	5	5,000,000	9,000,000
Advances, prepayments and other receivables	6	635,017	329,548
Cash and bank	7	2,131,575	8,391,356
		7,766,592	17,720,904
TOTAL ASSETS		49,676,734	46,066,240
NON-CURRENT LIABILITIES			
Deferred income relating to property and equipment	8	(15,848,170)	(15,083,170)
CURRENT LIABILITIES			
Accrued and other payables	9	(25,000)	(9)
NET ASSETS		33,803,564	30,983,061
REPRESENTED BY GENERAL FUND:			
Accumulated fund at beginning of the year		30,983,061	28,531,715
Excess for the year		2,820,503	2,451,346
		33,803,564	30,983,061

CONTINGENCIES AND COMMITMENTS

10

The annexed notes 1-15 form an integral part of these financial statements.

Huma Haswary

PRESIDENT

[Signature]

SECRETARY



**HUNAR GHAR WELFARE ORGANIZATION
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED JUNE 30, 2023**

	Note	June 30, 2023	June 30, 2022
----- (Rupees) -----			
INCOME			
Donations income		8,940,589	5,546,476
Membership/subscription		355,000	411,000
Fee collection		368,300	222,600
Fund raiser collection		309,500	577,055
Interest Income		612,996	937,545
		10,586,385	7,694,676
Direct expenses	11	(6,526,701)	(4,324,563)
GROSS SURPLUS		4,059,684	3,370,113
Administrative and general expenses	12	(1,239,181)	(918,767)
SURPLUS BEFORE TAX		2,820,503	2,451,346
Taxation		-	-
SURPLUS FOR THE YEAR		2,820,503	2,451,346

The annexed notes 1-15 form an integral part of these financial statements.

Huma Haswani

PRESIDENT



[Signature]

SECRETARY



**HUNAR GHAR WELFARE ORGANIZATION
CASH FLOW STATEMENT
FOR THE YEAR ENDED JUNE 30, 2023**

	June 30, 2023	June 30, 2022
	(Rupees)	(Rupees)
Surplus before tax	2,820,503	2,451,346
Adjustments for non-cash items		
Depreciation of fixed assets	25,690	29,219
Amortization of deferred income relating to property and equipment	-	-
Operating surplus before working capital changes	<u>2,846,193</u>	<u>2,480,565</u>
Changes in working capital		
Increase in Advances, prepayments and other receivables	(305,469)	(29,222)
Decrease / (Increase) in Short term investments	4,000,000	6,197,784
(Decrease) / Increase in Accrued and other payables	24,991	(4)
	<u>3,719,522</u>	<u>6,168,558</u>
Net cash from operating activities	6,565,714	8,649,123
Cashflows from investing activities		
Purchase of property, plant and equipment	(13,670,496)	(16,142,841)
Net cash from investing activities activities	<u>(13,670,496)</u>	<u>(16,142,841)</u>
Cashflows from financing activities		
Deferred income relating to property and equipment received	765,000	10,583,170
Net cash from investing activities activities	<u>765,000</u>	<u>10,583,170</u>
Net increase in cash and bank during the year	<u>(6,339,781)</u>	<u>3,089,452</u>
Cash and bank balance at beginning of the year	8,391,356	5,301,904
Cash and bank balance at end of the year	<u><u>2,051,575</u></u>	<u><u>8,391,356</u></u>

The annexed notes 1-15 form an integral part of these financial statements.

Huma Hasway

PRESIDENT



[Signature]

SECRETARY



**HUNAR GHAR WELFARE ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

1. THE SOCIETY AND ITS OPERATIONS

Hunar Ghar Welfare Organization (herein after referred to as "the Society") has been registered under the Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961 (XL VI of 1961) with the Deputy Director Registration Authority, Karachi Division, Directorate of Social Welfare, Government of Sindh on May 11, 2016.

The registered office of the Society is located at 1st Floor, 109-C, Bhitai Colony, Korangi Crossing, Karachi.

The main object of the Society is to work for social welfare, vocational training and education, health and technical centers as well as other charitable activities.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with the accounting and financial reporting standards as applicable in Pakistan. Approved accounting and financial reporting standards comprise of:

- i) Accounting and Financial Reporting Standard for Small Sized Entities issued by the Institute of Chartered Accountants of Pakistan (AFRS for SSEs); and
- ii) Accounting Standard for NPOs issued by the Institute of Chartered Accountants of Pakistan (ICAP).

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

3.1 ACCOUNTING CONVENTION

These accounts have been prepared under the historical cost convention without any adjustment to the effects of inflation or current values.

3.2 REPORTING CURRENCY

These financial statements are measured and presented in PAK Rupee which is the currency of primary economic environment in which the Society operates and is also the Society's functional and presentational currency.

3.3 SIGNIFICANT ESTIMATES

The preparation of financial statements in conformity with applicable accounting standards require management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.



Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Significant areas of estimation uncertainty and critical judgments in applying accounting policies that have the most significant effect on the amount recognized in the financial statements are discussed in the ensuing paragraphs.

3.4 BASIS OF ALLOCATION OF COMMON EXPENSES

Common expenses have been allocated in the proportion of salaries, wages and benefits being paid to program related staff and administrative & general staff between direct and management and general expenses respectively.

3.5 PROPERTY AND EQUIPMENT

Property and equipment are stated at cost less accumulated depreciation and impairment except for leasehold land and capital work-in-process. Capital work-in-process is stated at cost less impairment loss, if any, and consists of expenditure incurred in the course of their construction and installation. Assets are transferred to operating fixed assets when they are available for intended use.

Depreciation is provided on reducing balance method at the rates mentioned in note 4 to these financial statements except for leasehold building which is depreciated on straight line basis over the term of the lease. Full year depreciation is charged on additions while no depreciation is charged on disposals. Gain or loss on disposal of assets is taken to income and expenditure account.

3.5.1 SUBSEQUENT COSTS

The costs of replacing part of an item of operating fixed assets is recognized in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Society and its cost can be measured reliably. The carrying amount of the replaced part is derecognized. The costs of the day to day servicing of operating fixed assets are recognized in income and expenditure account as they are

3.5.2 DERECOGNITION

An item of operating fixed assets is derecognized:

- (a) on disposal, or
- (b) when no future economic benefits are expected from its use or disposal.

3.5.3 IMPAIRMENT OF NON-CURRENT ASSETS

The carrying amount of the Society's assets are reviewed at each balance sheet date to identify circumstances indicating occurrence of impairment loss or reversal of previous impairment losses. If any such indications exist, the recoverable amounts of such assets are estimated and impairment losses or reversal of impairment losses are recognized in the income and expenditure account. Reversal of impairment loss is restricted to the historical carrying amount of the asset.



3.6 GRANTS / DONATION

Grants/Donations are recognised as the fair value of the consideration received. A grant without specified future performance conditions is recognised as income when the grant proceeds are received. A grant that imposes specified future performance condition is deferred and recognised as income when all those conditions are met. The Society does not recognise those forms of assistance for which a reasonable value cannot be placed on them.

Restricted grants for the purchase of capital assets that will be depreciated are deferred and recognised as revenue in the statement of income and expenditure on the same basis as the depreciation expense related to the acquired capital assets. Restricted grants for the purchase of capital assets / contribution of capital assets, which will not be depreciated are recognised directly in net assets upon purchase of capital assets / contribution of capital assets.

3.7 TAXATION

The Society is recognized under section 2(36) of the Income Tax Ordinance, 2001 accordingly the Society is subject to taxation under section 100C of the said Ordinance.

3.8 INCOME RECOGNITION

Donations for operations are recognised as income as and when received.

Membership fee is recognised as income as and when received.

Fee for courses is recognised as income as and when due.

Income on deposit accounts and term deposits receipts are recognised on time proportion basis taking in to account the effective yield.



4 Property and equipment

	Leasehold land	Sewing machines	Furniture and fixtures	Capital work in progress	Total
------(Rupees)-----					
As at June 30, 2022					
Cost	11,800,000	159,245	286,885	16,142,841	28,388,971
Accumulated depreciation	-	(90,440)	(133,195)	-	(223,635)
	11,800,000	68,805	153,690	16,142,841	28,165,336
Year ended June 30, 2023					
Opening net book value	11,800,000	68,805	153,690	16,142,841	28,165,336
Additions during the year	-	-	-	13,670,496	13,670,496
Depreciation charge	-	(10,321)	(15,369)	-	(25,690)
	11,800,000	58,484	138,321	29,813,337	41,810,142
As at June 30, 2023					
Cost	11,800,000	159,245	286,885	29,813,337	42,059,467
Accumulated depreciation	-	(100,761)	(148,564)	-	(249,325)
	11,800,000	58,484	138,321	29,813,337	41,810,142
Depreciation rate %		15	10		
As at June 30, 2021					
Cost	11,800,000	159,245	286,885	-	12,246,130
Accumulated depreciation	-	(78,298)	(116,118)	-	(194,416)
	11,800,000	80,947	170,767	-	12,051,714
Year ended June 30, 2022					
Opening net book value	11,800,000	80,947	170,767	-	12,051,714
Additions during the year	-	-	-	16,142,841	16,142,841
Depreciation charge	-	(12,142)	(17,077)	-	(29,219)
	11,800,000	68,805	153,690	16,142,841	28,165,336
As at June 30, 2022					
Cost	11,800,000	159,245	286,885	16,142,841	28,388,971
Accumulated depreciation	-	(90,440)	(133,195)	-	(223,635)
	11,800,000	68,805	153,690	16,142,841	28,165,336
Depreciation rate %		15	10		

4.1 This represents civil works and related cost for the construction of Society's building.

4.2 Depreciation for the year has been allocated as follows:

	2023 Rupees	2022 Rupees
Direct expenses	22,346	25,503
Administrative and general expenses	3,344	3,716
	25,690	29,219



June 30, 2023 June 30, 2022
----- (Rupees) -----

5 SHORT TERM INVESTMENTS

Term Deposit Receipts (TDRs)	5,000,000	9,000,000
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The TDRs shall mature within 12 months and carries profit of 8% per annum.

6 ADVANCES, PREPAYMENTS AND OTHER RECEIVABLES

Advances	35,000	65,411
Prepaid rent	256,940	3,668
Advance tax	343,077	260,469
	635,017	329,548

7 CASH AND BANK

Cash in hand	98,501	57,606
Cash at bank (current account)	2,033,074	8,333,750
	2,131,575	8,391,356

8 DEFERRED INCOME RELATING TO PROPERTY AND EQUIPMENT

Opening balance	15,083,170	4,500,000
Donations received during the year	765,000	10,583,170
Closing balance	15,848,170	15,083,170

9 ACCRUED AND OTHER PAYABLES

Auditors' remuneration - audit fee	25,000	-
Withholding tax payable	-	9
	25,000	9

10 CONTINGENCIES AND COMMITMENTS

There are no contingencies and commitments as at June 30, 2023 (2022: Nil).



11 DIRECT EXPENSES	June 30, 2023	June 30, 2022
	----- (Rupees) -----	
Salaries and benefits	2,588,484	2,158,962
Consumables	1,908,448	1,115,677
Corona help fund	-	-
Health and education welfare	87,984	46,190
Miscel	52,500	55,500
Ration	870,040	20,000
Communication	10,915	21,438
Depreciation	22,346	25,503
Fee & subscription	-	-
Fuel	2,062	782
Office supplies	-	-
Postage & courier	-	-
Printing & stationery	50,581	31,230
Rent expense	770,644	730,956
Repair & maintenance	75,908	79,418
Utility	86,789	38,907
	6,526,701	4,324,563

12 ADMINISTRATIVE AND GENERAL EXPENSES

Salaries and benefits	719,817	600,374
Communication	3,035	5,962
Depreciation	3,344	3,716
Fee & subscription	-	-
Fuel	573	218
Office supplies	-	-
Postage & courier	-	-
Printing & stationery	14,066	8,685
Rent expense	214,304	203,268
Repair & maintenance	13,867	10,419
Utility	24,135	10,819
Charity and donation	100,000	12,500
Entertainment expense	39,290	5,250
Auditors' remuneration - audit fee	25,000	25,000
Computer and Internet Expenses	12,000	-
Travelling & Conveyance	750	-
Professional fees	69,000	32,556
	1,239,181	918,767



13 RELATED PARTY TRANSACTIONS

Related parties consist of persons having control over management and operations of the society. Significant related party transactions and balances are disclosed in the related notes.

14 DATE OF AUTHORIZATION FOR ISSUE

The general body has approved and authorized to issue these financial statements on _____.

15 GENERAL

- Figures have been rounded off to the nearest Pak Rupees.
- No reclassification in the comparative statements have been made during the year.

Huma Haswary

PRESIDENT

[Signature]

SECRETARY



PROGRESS REPORT OF HUNAR GHAR WELFARE ORGANIZATION
JUNE 2022 TO MAY 2023

In January 2022, Hunar Ghar Team started the construction of its own building, on the acquired land in Bhattai Colony. Till date the building has entered the final stages of its construction. We plan to start our next session in the new building, by the end of the year 2023.

Attendance in Hunar Ghar picked up well after pandemic was over. We have currently 240 students enrolled in various courses in this academic year.

Major events of Hunar Ghar Welfare Organization are as follows:

1. **Building Work in Progress:**

Our building started in January '22. Now it is at completion stages. Woodwork is being finalized. The progress can be seen with the attached pictures.

2. **Chand Raat Mehndi Lagai Event:**

It was great success. The students of the Mehndi course were able to generate income in line with our aim of women Empowerment.

3. **Lunch at Hunar Ghar for teachers:**

A lunch was hosted by the Hunar Ghar team on 29th August 2022 for the staff. The objective was to show our appreciation for their dedication and hard work.

4. **Teachers Day:**

We celebrated the Teacher's Day at HG on 5th October 2022 to motivate them. They felt very honored to be a part of this profession. Refreshments were served by the Centre.

5. **Breast Cancer Awareness Session:**

The session on breast cancer awareness was held on 18th October 2022 in collaboration with Pink Ribbon Team.

6. **Milad at Hunar Ghar:**

A Milad was held in beginning November 2022 at HG to celebrate Eid Milad-un-Nabi.

7. **Certificate ceremony:**

The certificate ceremony was held on 30th January 2023. Certificates were given to all pass-outs, with Rs 500 to each girl. As a token of goodwill gesture in keeping with the tradition of Hunar Ghar.

8. **Ramzan Ration distribution:**

270 ration bags, each worth Rs. 6500 were distributed amongst the students, staff, and workers. The bags were donated by IFFCO Company on behalf of one of our members.

9. **Qist Bazar:**

Qist Bazar platform was introduced to our students by their visiting team around the end of February '23.

After the start of the new batch in February '23, the first term test was taken in April '23. The aim of the courses is to improve the quality of work so that the students can meet the objectives of women empowerment. Pictures showing the details of HG activities are attached.

Building work in progress HG mashallah #womenempowerment



Qist bazaar team visited Hunar Ghar today .Qist bazaar platform was introduced to our girls . More than 100 ladies attended this very interesting talk .Snacks were served by the visiting team.



Milad at HG



Certificate ceremony today ❤️



Lunch hosted by our team for the hardworking ladies who are the soul of hunar ghar... we took this opportunity to discuss the importance of education for their children. The workers were informed about our "health & education" fund, from which they can apply for medical help for themselves and school fees for one child per family.



Breast Cancer Awareness Session at Hunar Ghar ❤️



Teachers day celebration at hg #womenempowerment



What an amazing turnout for our chand raat mehndi lagai event ❤️. Mashallah full house. We had to close the gates at 12.30 ... the event will... See more





Women Empowerment 🤝🙏



Runners and place mats.... #HunarGhar
#womanempowerment



Stunning hand embroidered shirts crafted by our
gifted girls .#HunarGhar



Gorgeous mehndi by our talented girls . Pls contact for bookings 🙏❤️



Block printed Gharara set #womenempowerment #HunarGhar





File No. DIR/KAR/SW/2023/4957
OFFICE OF THE DIRECTOR
KARACHI DIVISION
SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF SINDH

Karachi dated 4/7/2023

Sr. No: 80/2023

Renewal Certificate

In pursuance to Notification No: SO(SW)2(1088)/2010, dated 1st September, 2014 and in the light of provision of Section (7) of Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 and Rules, 1962. The Registration in respect of

"HUNAR GHAR WELFARE ORGANIZATION"

Registration No. DSW (4266)-K Dated: 11-05-2016.

Address: Building # 51, Street # 7, Sector-D, Qayyumabad, Off: Korangi Road, Karachi.

is hereby renewed and allowed to continue their work with effect from

11th May, 2023 to 10th May, 2024.

[IMDAD HUSSAIN CHANNA]
REGISTRATION AUTHORITY/
DIRECTOR (SW)
KARACHI DIVISION

SCHEDULE II

FORM 'B' (SEE RULE 4)

GOVERNMENT OF SINDH

DIRECTORATE OF SOCIAL WELFARE, KARACHI

APPLICATION FOR REGISTRATION OF AGENCIES ESTABLISHED AFTER THE COMING INTO FORCE OF ORDINANCE NO. XLVI 1961.

Dear Sir,

We the undersigned propose to establish an agency in accordance with the Provisions of the Voluntary Social Welfare Agencies (Registration and Control), Ordinance, 1961 (XLVI of 1961), the particulars of the proposed agency are given below:—

1. Name of the agency HUNAR GHAR WELFARE ORGANIZATION
(IN BLOCK LETTERS)
2. Address 109, G, Bhattai Colony, Korangi Crossing
3. Aims and objects of the Agency Welfare of women & children (vocational, health & education)
To be started with reference to the field of services mentioned in the Schedule to the Ordinance).
4. Area of Operation (Whether neighbourhood, City, Province or Pakistan),
5. Plan of operation

(Place attach a separate sheet giving a brief statement of the step to be taken for the establishment of the agency, with reference to accommodation, source of income, qualified personnal and equipments, if necessary).

6. How proposed to be financed enlisting regular donors, Zakat, fund raising, sale of
7. Names, occupation and addresses of the founder members. Handicrafts by students

Name	Occupation	Address
1. SEERAT ZEHR A KAZMI	SOCIAL WORKER	109/1; St. 30 off KHY-E MUHAFIZ PHASE VI DHA KAR.
2. RUDHL SAYEED	COSMETOLOGIST	97/1 Khy-e Anu Khuro PH 6 KAR.
3. AMINA HAQUE	HOME MAKER	112 B 25 th St off Bokhari Phase D.H.A
4. SALIMA FAISAL FERAZ	FLORAL ARTIST	146, st. 28, Kh Muhafiz Phase 6-D.H.A Karachi
5. AYESHA IMRAN	SOCIAL WORKER	35, 21 st street, Kh-e Muahid Phase V D.H.A
6. BUSHRA HASEEB	House-wife	58/IV Phase VII Kh-e Badkhan D.H.A
7. Huma Naswary	Social worker	39/1/1 st Giza Street D.H.A Karachi
8. Farha Fahim	House-wife	73/11 Khayaban-e-Ghazi off Badar Q. A
9. Tashina Nur	Teacher	House 15, St. 18, Khay-e-Iqbal Phase V D.H.A
10. ZARHINA KHAN	ARTIST	48-A/1, SOUTH CENTRAL AVENUE OFF 13 th SOUTH ST, PHASE-2-D.H.A KARACHI

8. Name of the Banker, Banks in which funds of the Agency are proposed to be kept... FAISAL BANK / U.B.L & MEEZAN

It requested that the agency may be registered under the aforesaid Ordinance. We undertake to inform you of any change in the office-bearers of the Agency within thirty days thereof.

4. Copies of the Constitution and Plan of Operation of the Agency are attached. We certify that the informations given above are correct.

(All the founder members should sign hereunder).

Your's faithfully,

- | | |
|-----------------------|-------------------------|
| 1. <u>Saeed Zehra</u> | 2. <u>Amina Hague</u> |
| 3. <u>Loob 511</u> | 4. <u>Salina Feroz</u> |
| 5. <u>Alman</u> | 6. <u>Besha Haseeb</u> |
| 7. <u>Huma Haswan</u> | 8. <u>Fahha Fahim</u> |
| 9. <u>Tashina Nur</u> | 10. <u>Zahmine Khan</u> |

Signature of Witnesses (with Name and Addresses).

- | |
|---------------------------|
| 1. <u>Farkhanda Ahmed</u> |
| 2. <u>Zake Ullah Khan</u> |

NO.DSW/ (VA)/Approval/2016/ 158
 GOVERNMENT OF SINDH
 DIRECTORATE OF SOCIAL WELFARE
 SINDH SECRETARIAT BLOCK.79.

Karachi dated 13 April, 2016

To

The President / General Secretary,
 Hunar Ghar Welfare Organization,
Karachi.

SUBJECT: APPROVAL OF THE NAME:

With the reference to the subject noted above and to inform you that this office has been approved the name of above said NGO/

"HUNAR GHAR WELFARE ORGANIZATION."

You are hereby directed to submit the following documents for its Registration

- | | | |
|----|----------------------------------------------------------------------------------------------|------------|
| 1 | Application Form "B" | (4 Copies) |
| 2 | Constitution duly signed & stamped by the President
And General Secretary (Both) | -do- |
| 3 | District Wise Office Branches | -do- |
| 4 | Organization structure of Provincial Executive
Committee. | -do- |
| 5 | Plan of Operation | -do- |
| 6 | Minutes of the meeting | -do- |
| 7 | Photo copies of CNICs all founder Members(each) | -do- |
| 8 | All Members Photographs (Passport Size) | -do- |
| 9 | N.O.C from Landlord (on Court Stamp) Rs.50 | -do- |
| 10 | Affidavit mentioning that the NGO is not registered
With any other Registration Authority | -do- |
| 11 | Charter Fees of Rs. 10000/- | -do- |
| 12 | Annual Renewal Fees of Rs.2000/- | -do- |

Submitted of the Registration papers will be valid for a month after the approval of the name of
 NGO.

MS Farhana Shafi
 13.4.2016
 (MS FARHANA SHAFI)
 Deputy Director (V.A)
 Social Welfare Department, Sindh

CONSTITUTION OF

HUNAR GHAR WELFARE ORGANIZATION

Constitution of **HUNAR GHAR WELFARE ORGANIZATION**

<u>Article (1)</u>	<u>Name of Agency:</u> The name of the Agency shall be "Hunar Ghar Welfare Organization" (Here in after called the Organization)
<u>Article (2)</u>	<u>Address of the Principal office of the organization:</u> The Principal office address of the organization shall be: 1 st Floor 109-G, Bhitai Colony, Korangi Crossing Karachi.
<u>Article (3)</u>	<u>Area of Operation:</u> The Scope of the Organization/Society's activities shall be the ^{City} Province of Sindh.
<p><i>Huma Hasnani</i></p> <p>PRESIDENT HUNAR GHAR WELFARE ORGANIZATION</p>	<u>Aims and Object:</u> The Organization has the following aims and objectives :- <ul style="list-style-type: none"> • Vocational Skills for Women, Such as embroidery (Hand and machine), Sewing and stitching, adda-work, block and screen printing, paper products etc. • Adult Literacy for Woman • Health issues (Child and Woman) • Woman empowerment through skills and education. • To arrange financial support of the needy families • Selling of handicraft by the Students. • Any other area identified by the managing committee
<u>Article (5)</u>	<u>Nature of the Organization:</u> The Organization shall be non-political, non-sectarian Voluntary Social Welfare Organization. It can get affiliated with other Welfare Organization(s) registered under the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.
<p><i>Surat Zahra</i></p> <p>General Secretary HUNAR GHAR WELFARE ORGANIZATION</p> <p><i>12/05/16</i></p>	<u>Membership:</u> A. <u>Eligibility for Membership:</u> Any person having the following qualification shall be eligible for membership of the organization :- <ol style="list-style-type: none"> (i) Who is of or above 18 years age. (ii) Who resides in the area of operation of organization. (iii) Who has reputable character and sound mind. (iv) Who agrees to abide by the constitution and bylaws of the organization and supports the aims and objects of the organization. (v) Who agrees to pay the prescribed fee of the organization. (vi) No employee of the organization can become member of the organization.

B. Categories of Membership:

(i) Patron.

A person who pays Rs.5,000/- or more in lump-sum to the organization and whose association with the organization is deemed by the Executive Committee helpful for the promotion of the objectives of the organization shall be invited by the Executive Committee to be its patron. Condition A (ii) of Article (6) shall not apply on this category of membership.

(ii) Life Member.

A person who pays Rs.5000/- in lump-sum to the organization shall be invited by the Executive Committee to become a Life Member of the Organization.

(iii) Ordinary Member.

A person whose application for membership is approved by the Executive Committee shall become ordinary Member of the Organization on payment of an annual membership fee of Rs.1200/-

(iv) Associate Member.

Any agency registered under the Voluntary Social Welfare Agencies (Registration and Control) ordinance, 1961, subscribing to the aims and objects of the organization, subject to the approval of the executive committee, can become its Associate Member on payment of an annual membership fee of Rs.500/-.

(v) Affiliated Member.

Any agency registered under the Ordinance of 1961 paying Rs.200/- per annum as affiliation fee and subscribing to the aims and objects of the organization can become an affiliated member subject to the approval of the Executive Committee. The affiliated agency shall nominate two persons as ordinary members of the organization.

(vi) Honorary Member.

A person who has rendered eminent service to the cause of Social Welfare and Co-operates activity with the Organization may be nominated as Honorary Member by the Executive Committee of the organization. He shall not be required to pay any membership fee. Condition A(ii) of Article(6) shall not apply to this category of membership.

(vii) Co-opted Member.

The Executive Committee may co-opt members for special purposes.

C. Procedure for Admission of Membership:

(i) Patrons.

Persons who fulfill the condition laid down under Article 6-B (I) may be invited by the Executive Committee to become patron of the Organization.

(ii) Life Members and Ordinary Members.

Persons having qualification as laid down in Article 6(A) and desirous to become life member or ordinary member shall apply on prescribed form of the organization, to the Executive Committee which shall have the power to accept or reject any such application. A person shall become life member or ordinary member only after payment of the prescribed fee.

Huma Haswani

PRESIDENT
HUNAR GHAR WELFARE
ORGANIZATION

Seerat Zehra

General Secretary
HUNAR GHAR WELFARE
ORGANIZATION

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11/05

Huma Haswani
PRESIDENT
HUNAR GHAR WELFARE
ORGANIZATION

Surat Zehra
General Secretary
HUNAR GHAR WELFARE
ORGANIZATION

(iii) Associate Member and Affiliated Member.

Any agency who fulfils the conditions laid down under Article 6-B (IV & V) can apply to the Executive Committee of the organization to become Associate Member or Affiliated Member which shall have the power to accept or reject any such application. The agency shall become Associated Member or Affiliated Member only after payment of prescribed fee.

(iv) Honorary Member and Co-opted Member

Honorary Member and Co-opted Member shall be nominated by the Executive Committee of the Organization.

D. Procedure of Rejection.

- (i) Persons whose applications for membership are rejected by the Executive Committee can apply again after a lapse of six months.
- (ii) The application rejected second time by the Executive Committee shall be put-up before the General Body for consideration giving reasons for rejection.
- (iii) A person whose application has been rejected by the Executive Committee will have the right to appeal to the general Body whose decision shall be final.

E. Rights and Privileges of Members.

- (i) Following Categories of members shall have the right to vote and take part in the meetings functions of the organization and hold office in it :-
 - (1) Life Members
 - (2) Ordinary Members.
 - (3) Affiliated Members.
- (ii) Following categories of members shall NOT have the right to vote or hold office but can participate in the meetings and function of the organization :-
 - (1) Patrons.
 - (2) Associate Members
 - (3) Honorary Members.
 - (4) Co-opted Members.
- (iii) Members who have not cleared their dues by the due date will not have the right to vote or seek election or participate in any activity of the organization.

F. Procedure of Suspension Cancellation & Resignation of Membership.

Membership may be terminated on any one of the following grounds :-

- (i) *For non-payment of subscription up-to 30 days after due date.*

The honorary Finance Secretary will issue 15-days notice to all members who are in arrears prior to the due date. A second notice of 30 days will be given at the expiry of the first notice period if the dues are not cleared as per second notice the person concerned will ipso-facto cease to member.
- (ii) *Absence from meeting (General Body and Executive Committee).*

A member who fails to attend three consecutive meetings without prior intimation, with justification, shall cease to be member of Executive Committee or General Body, as the case may be.

Huma Haswani
PRESIDENT,
HUNAR GHAR WELFARE
ORGANIZATION

Seerat Zehra
GENERAL SECRETARY
HUNAR GHAR WELFARE
ORGANIZATION

(iii) Conduct being detrimental.

If the conduct of any member is deemed by the Executive Committee to be prejudicial to the interest of the organization or calculated to bring the agency into disrepute, his membership can be suspended /cancelled according to the following procedure :-

- (a) He shall be given a notice of at-least 15-days by the Executive Committee during which he shall submit a written explanation of his conduct.
- (b) In the event of explanation being found unsatisfactory the Executive Committee may either administer a warning or may ask the member to resign his membership from the organization forthwith.
- (c) In the event of the said member refusing to resign, when asked to do so, the Executive Committee in a special meeting may decide the case finally with $\frac{3}{4}$ majority of the total strength of the committee.
- (d) For reasons to be recorded in writing, the Executive Committee with $\frac{3}{4}$ majority of its total membership may suspend forthwith the membership of a defaulting member maximum for a period of three months, during which, Executive Committee shall be bound to take final decision.

(iv) Resignation:

Any member may on his own accord terminate his membership by sending his resignation in writing to the General Secretary. Executive Committee may accept resignation provided all the outstanding dues have been cleared by him.

(v) Death of the member.

(vi) Procedure for Restoration of membership.

(i) Nonpayment.

In case it is due to non-payment of membership fees as pre Article 6 F (i) his membership may be restored after payment of all the dues outstanding against the member subject to the approval of the Executive Committee.

The notice for cancellation of membership on account of non-payment of fee should be published in local newspaper by the large Voluntary Social Welfare Organization, who may find it difficult to issue individual notices.

(ii) In case of his conduct being detrimental to the interest of the organization, the Executive Committee, if it is satisfied, may restore his membership after he gives a written assurance that he will not work against the interest of the organization.

(iii) In case the person's membership is not restored by the Executive Committee, he shall have the right to appeal to the General Body which by a majority of $\frac{2}{3}$ of the members present in voting, may restore his membership. Decision of the General Body on this subject shall be final.

Article (7)
Organization Structure:

The organization shall consist of General Body and Executive Committee.

"A" General Body.

The General Body of the organization shall be composed of life members and ordinary members.

Article (8)

"A" General Body:

The General Body of the organization shall be composed of life members and ordinary members.

Powers and Function :

- (i) The General Body shall determine the policy and programme of the organization and approval fiscal budget submitted by the Executive Committee.
- (ii) It will hold elections of office bearers and members of the Executive Committee as and when due through Election Committee elected by it.
- (iii) It will appoint Chartered Accountant for the purpose of auditing the accounts of the organization. This appointment shall be subject to the approval of the Registration Authority.
- (iv) It will approve the report and audited statement of accounts of the previous year, submitted by the Executive Committee.
- (v) It will decide the appeals filled by the members and matters referred by the Executive Committee.
- (vi) It shall amend in the Constitution of the organization as and when necessary, in accordance with Article 14 of this Constitution.

Huma Haswary
**PRESIDENT
AR GHAR WELFARE
ORGANIZATION**

Lat Zebra
**General Secretary
AR GHAR WELFARE
ORGANIZATION**

"B" Executive Committee :

The Executive Committee of the organization shall be composed of the following office bearers and members.

1. President.....One
2. Vice President.....One
3. Hon General Secretary.....One
4. Joint Secretary.....One
5. Treasurer.....One
6. Executive Members.....Ten

Total : Fifteen(15)

Powers and Functions:

Huma Hasway
PRESIDENT
HUNAR CHAR WELFARE
ORGANIZATION

- (i) To act and represent the organization in all matters and execute the policy and decisions of the General Body.
- (ii) To appoint, from members of the organization such Sub-committee(s) for any specific purpose(s) as may be necessary. It will have the right of co-opting members to serve on their sub-committees for specific purpose(s) such sub-committee(s) shall submit reports to the Executive Committee on completion of the tasks assigned to them with in stipulated time after completion of tasks.
- (iii) To invite, nominate accept suspend, cancel or restore the membership of persons(s) according to the provisions of Article (6) of the Constitution.
- (iv) To appoint, suspend punish or dismiss paid staff of the organization if deemed necessary. It shall also determined the terms and conditions of the employment of staff.
- (v) To prepare schemes, budget and progress reports and be responsible for the maintenance and safe custody of the office records property, etc.
- (vi) If vacancy occurs in the Executive Committee, the Executive Committee can co-opt member(s) if half or more than half of the terms of office is over. If the vacancy occurs before half the tenure of office is over, it shall be filled in by the General Body.
- (vii) It shall prepare Annual Reports, Audited Accounts and present them to the General body for approval.
- (viii) It shall fix the date, time and place for holding Annual General Body Meeting as and when due.
- (ix) After election the Committee shall draw-up the programmes of the organization and be responsible for its implementation.
- (x) The Committee shall keep a register of members to be maintained and kept up-to-date in which the names and addresses of all categories of members of the organization shall be entered, with the payment made by each of them by way of donation or subscription as the case may be.
- (xi) All office bearers and members of the Executive Committee shall be Honorary and shall not charge any remuneration.
- (xii) All property moveable as well as immovable belonging to the agency shall vest in the Executive Committee who shall administer it for only the aim and objects of the Agency.
- (xiii)

Article (9) Powers and Functions of office Bearers.

Seerat Zehra
General Secretary
HUNAR CHAR WELFARE
ORGANIZATION

- A. President.
- (i) The President shall be the constitutional Head of the organization. He shall preside over the meetings of the Executive Committee and General body. He / She would adjourn the meetings of Executive Committee and General Body if he considers that the proceedings are injurious to the interest of the organization, such injurious to the interest of the organization, such adjourned meetings would be held within one week from the date of adjournment.
 - (ii) He / She shall ensure that the constitution is duly carried out in all respect.
 - (iii) He / She shall keep himself informed of all the activities of the organization.

[Signature]
11/05/16

Huma Nasreen
PRESIDENT
HUNAR GHAR WELFARE
ORGANIZATION

Seerat Zehra
General Secretary
HUNAR GHAR WELFARE
ORGANIZATION

- (iv) He / She shall exercise the right of casting vote in any of the meeting of the organization.
- (v) The President shall a Life Time President after the death or self resignation this designation will be empty.
- (vi) He shall exercise the right of casting vote in any of the meeting of the organization.
- (vii) In case of emergency He / She shall have powers to meet expenditure up-to Rs. 3,000/- subject to the approval by the Executive Committee in its subsequent meeting.
- (viii) Provision of Article 6-F(ii) shall not be applicable to the President of the organization.
- B. Vice-President:**
- (i) The Vice President shall assist the President in the discharge of his duties and perform such duties as may be assigned to him by the President in so far they relates to his office.
- (ii) In the absence of the President the Vice-President shall assume the posers and functions of the President.
- C. General Secretary:**
- (i) The General Secretary shall be the Chief Executive of the organization shall act in consultation with the President and be responsible to the Executive Committee.
- (ii) He / She in consultation with the President, shall prepare the Agenda, call meetings of the General Body and Executive Committee in accordance with the provision of the constitution, prepare and put-up the minutes of the last meeting in the subsequent meeting for confirmation and maintain proper record of the same. He shall be responsible for execution of all the resolutions and directives of the Executive Committee and General Body.
- (iii) He / She shall prepare Annual report about the work done by the organization and submit it in the meeting of Executive Committee for consideration and approval and subsequently in the General Body Meeting, as the case may be.
- (iv) He / She shall be responsible for submission of reports and returns as desired by the Registration Authority. He shall be responsible for office managements and the record of the organization.
- (v) He / She shall conduct all correspondence on behalf of the organization except on policy matters for which price approval and instruction of the Executive Committee shall be necessary.
- (vi) He / She shall be responsible for the general supervision of the office staff and services of the organization. The Executive Committee any delegate to him the power to appoint dismisses and takes punitive action against the paid staff of the organization. Any such action taken by the General Secretary shall be reported to the Executive Committee and General Body for approval, which shall be final.
- (vii) He / She shall verify all bills vouchers, etc., and forward them to the Finance Secretary for scrutiny and payment as per rules.
- (viii) He / She shall be the *Ex-Officio* member of all Sub-Committees.
- (ix) In case of an emergency he shall have powers to meet expenditure

up-to Rs.500/- subject to the approval by the Executive Committee in its subsequent meeting.

D. Joint Secretary:

- (i) He / She shall assist the General Secretary in the discharge of his duties.
- (ii) He / She shall perform such duties as may be assigned to him by the General Secretary in so far as they relate to his office.
- (iii) In the absence of the General Secretary the Joint Secretary shall perform all the duties of General Secretary.

E. Finance Secretary :

- (i) The Finance Secretary shall maintain accounts of the Income and Expenditure, and be Incharge of the finances of the organization.
- (ii) He / She shall operate the Bank Account of the organization under Joint Signature of the President or general Secretary as may be decided by the Executive Committee.
- (iii) He / She shall within a week of receipt deposit all the amount in the Bank duly approved by the Executive Committee in the account of the organization.
- (iv) He / She shall be responsible for proper auditing of the organization's Account by an Auditor duly appointed by the General Body.
- (v) He / She shall receive and collect all donations, Grants-in-Aid, subscription dues and other payments on behalf of the organization and will issue proper receipt thereof.
- (vi) He / She shall maintain accounts of the organization in registers prescribed under Section 9 (a, b, c ,g) of the Voluntary Social Welfare Agencies (Registration and Control) Rules,1962, and present monthly statement of income and expenditure in the meeting of the Executive Committee. He / She shall put- up the annual audit report about income and expenditure in the general body Meeting and get it confirmed.
- (vii) He / She shall prepare the annual budget and place it before the Executive Committee for approval prior to its submission to the General Body of the organization.
- (viii) He / She shall get the accounts examined by the General Secretary and President quarterly and put up the quarterly report of the Accounts and Statement of fee and other such dues payable by the members and shall suggest the means of increasing the source of income of the organization.
- (ix) He / She shall keep with him imprest cash for day to day expenditure and the amount shall be fixed by the Executive Committee.

Huma Naswary
PRESIDENT
HUNAR GUAR WELFARE
ORGANIZATION

Seerat Zehra
General Secretary
HUNAR GUAR WELFARE
ORGANIZATION

Article (10) Meetings.

- (i) All meetings of the organization shall stand adjourned for seven days if within half an hour of the appointed time quorum is not formed.
- (ii) No fresh Notice shall be needed for an adjourned meeting and the meeting shall be held on the same daytime and place in the following week. In case the day of meeting falls on a holiday, it will be held on the next working day. No quorum would be required for such meeting. Provision of this section shall not apply to the requisitioned meeting.

- (iii) No quorum shall be required for an adjourned meeting.
- (iv) A requisitioned meeting shall stand dissolved, if within half an hour of the appointed time no quorum is formed. A requisitioned meeting for the same business shall not be called for a period of six months from the dissolved requisitioned meeting. The decision taken in such a meeting shall be valid only if it is supported by a two thirds majority of the members present and shall have all the force of a meeting if it was called by the General Secretary.
- (v) If any office bearer or executive member or member of the organization fails to attend three consecutive meetings of the organization without prior and written intimation he shall cease to be an office bearer / Executive member of the organization.

1. Meeting.

Huma Haswani
 PRESIDENT
 HUNAR GHAR WELFARE
 ORGANIZATION

A. Annual General Body:

The Annual General Body Meeting of the organization shall be held within two months of the expiry of the fiscal year i.e. 30th June, to transact the following business :-

- (i) Executive business as mentioned under Article 8(A).
- (ii) Matters referred to by the Executive Committee.
- (iii) Any other matter permitted by the chair.

2. Notice:

An Annual General Meeting shall be called after giving 15 days written notice under postal certificate. If necessary it may be published in local newspapers.

3. Quorum:

One third of the total members of the organization in good standing, shall constitute the quorum at the annual general meeting or any other meeting of the General Body.

1. Meeting.

Special or Emergency Meeting of General Body.

A special or Emergency meeting of the General Body may be called by the General Secretary in consultation with the President.

2. Notice:

Such meeting will require a written notice of at-least seven days.

3. Quorum:

One third of the total members of the organization in good standing shall constitute the quorum.

1. Meeting.

Seerat Zahra
 General Secretary
 HUNAR GHAR WELFARE
 ORGANIZATION

B. Requisitioned Meeting of General Body Meeting:

On a written request from one-third members of General Body in good standing the General Secretary shall call the meeting of General Body for special business. In case, the General Secretary upon the receipt of requisition for such meeting does not convene meeting within fifteen days of the receipt of requisition, the requisition may themselves convene General Body Meeting for business.

2. Notice:

Such meeting will require a written notice of at least 15 days.

11/05/16

3. Quorum:

1. Meeting.

2. Notice:

3. Quorum:

Fifty percent of the total members in good standing shall constitute the quorum.

C. Executive Committee Meeting:

The Executive Committee will ordinarily meet at-least once in two months.

- (a) A notice of seven days will be necessary for an ordinary meeting of the Executive Committee.
- (b) A special or emergent meeting of the Executive Committee may be called at the discretion of the President at a notice of 4-hours.

One third of the members shall form the quorum for a meeting of the Executive Committee.

Article (11) Term of Office:

Huma Haswani

PRESIDENT
HUNAR GHAR WELFARE ORGANIZATION

One third of the members shall form the quorum for a meeting of the Executive Committee.

- (i) The term of office shall be for a period of two years for all the office bearers and members of the Executive Committee.
- (ii) No Office bearers shall hold office for more than Three (3) consecutive terms.
- (iii) The Executive Committee must hand-over the charge to newly elected Executive Committee within 15-days after the election. The handing over and taking over will be carried out under the supervision of the election Committee.

Article (12) Elections:

Secret Zehra

General Secretary
HUNAR GHAR WELFARE ORGANIZATION

- (i) The Elections of Office bearers and Executive members of the Executive Committee will be held after two (2)-years within two months of the expiry of the terms of office i.e. 30th June, of every year.
- (ii) An Election Committee consisting of three members, including its President, shall be elected at the Annual General Body Meeting to arrange and conduct elections of the office bearers and members of the Executive Committee.
- (iii) The members of the Election Committee will not be entitled to seek elections for any post in the Executive Committee.
- (iv) The elections will be held by Secret ballot and each member will have one vote.
- (v) The Office bearers and members of the Executive Committee shall be elected in the General Body Meeting held at a special date with such notice being put up on the Notice Board in the organization's premises fifteen days before in election.
- (vi) The Notice giving the date, time and place of election meeting of the General Body would also be sent to all the members by post under postal certificate at-least fifteen days before the date of election.
- (vii) Nomination papers of candidates bearing signatures of the proposer and seconder, who are bonafide members, shall be submitted to the President, Election Committee one week before the election date. The candidates can withdraw within two days of the submission of

[Signature]
11/05/16

	<p>papers.</p> <p>(viii) The Executive Committee shall continue to hold office and discharge its duties in accordance with the constitution until such time as the new Executive Committee and office bearers are elected.</p> <p>(ix) First election of the organization shall be held by the founder members and the above procedure shall not be applicable for the first election.</p>
<p><u>Article (13) Financial Administration:</u></p> <p><i>Huma Haswani</i></p> <p>PRESIDENT HUNAR GHAR WELFARE ORGANIZATION</p>	<p>(i) The Financial year of the organization shall be from 1st July to 30th June, of the subsequent year.</p> <p>(ii) The funds of the organization shall be kept in a scheduled Bank approved by the Executive Committee and subsequently by the Registration Authority.</p> <p>(iii) The Accounts shall be operated under Joint Signature of the Finance Secretary and President or Finance Secretary and General Secretary.</p> <p>(iv) The accounts of the organization shall be audited Annually by the Chartered Accountant appointed by the General Body, subject to the approval of the Registration Authority.</p> <p>(v) The organization will not grant any donation to other agency unless it is approved under 47-(I) of income Tax.</p> <p>(vi) For acquiring /disposing off any property / equipment costing over rupees 5,000/- approval of the General Body shall be necessary.</p> <p>(vii) The moneys, income and property of organization however derived shall be applicable solely towards the promotion of the objects of the organization.</p> <p>(viii) No portion of the moneys, income and property of the organization shall be paid or transferred directly or indirectly by way of profit, dividends, bonds otherwise to any of its members or relatives.</p>
<p><u>Article (14) Amendments in the Constitution:</u></p> <p><i>Seerat Zehra</i></p> <p>General Secretary HUNAR GHAR WELFARE ORGANIZATION</p> <p><i>11/05/16</i></p>	<p>(i) Amendments in the Constitution shall be made in a special meeting of the General Body called for this purpose.</p> <p>(ii) Any members wishing to suggest an amendment in the constitution may do so by writing to the Executive Committee. After approval of the Executive Committee the proposed amendment shall be presented to the General Body along with the notice of the meeting at which the amendment is to be considered at least 30 days prior to the date of the meeting proposal amendments received from members up-to seven days before the date of the General Body Meeting will be placed before it for consideration.</p> <p>(iii) The amendment must be approved by ¾ majority of the total membership of the General Body in good standing.</p> <p>(v) The organization shall not make any change in the constitution, Memorandum of Article of organization, rules and regulation or bye-laws, without the prior approval of the Registration Authority.</p>

	(v) No amendment shall be enforced or applied without the approval of the Registration Authority (Director of Social Welfare and Women Development) Government of Sindh.
<u>Article (15) Dissolution of the organization:</u>	<p>(i) The organization shall be dissolved in accordance with Article 10, 11 and 12 of the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.</p> <p>(ii) Dissolution shall only be decided at special meeting of General body, Specially called for the purpose, with a fortnight notice. The decision taken would be communicated to the Registration Authority, Government of Sindh, for further necessary action.</p> <p>(iii) In the event of the dissolution of the organization its assets, left after meeting its liabilities if any, shall be transferred to any other registered Voluntary Agencies having similar objective Registered under the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.</p>

Secret Jehra
 General Secretary
 HUNAR GHAR WELFARE
 ORGANIZATION

Huma Haswani
 PRESIDENT
 HUNAR GHAR WELFARE
 ORGANIZATION

[Signature]
 11/05/16

PLAN OPERATION OF HUNAR GHAR WELFARE ORGANIZATION

Accommodation

The office of the Organization at 1st Floor 109-G, Bhitai Colony, Korangi Crossing Karachi.

Source of Income

1. Grant-in-Aid
2. Donation
3. Membership Fee / Contribution

Detail of Equipments and Records:

1.	Table	One	(1)
2.	Chairs	Four	(4)
3.	Computer	One	(1)
4.	File Cabinet	One	(1)
5.	Minutes Book	One	(1)
6.	Member ship Register	One	(1)
7.	Stock Register	One	(1)
8.	Cash Book	One	(1)

Huma Haswani

PRESIDENT
HUNAR GHAR WELFARE
ORGANIZATION

Future Plan :

01. Vocational skills for women, such as embroidery (Hand and machine), sewing and stitching, adda-work, block and screen printing, paper products etc.
02. Adult literacy for women.
03. Health issues (child and women).
04. Women empowerment through skills and education.
05. To arrange financial support of the needy families.
06. Ceiling of handicrafts by the students.
07. Any other area identified by the managing committee .

Secret Zehra

General Secretary
HUNAR GHAR WELFARE
ORGANIZATION

HUNAR GHAR WELFARE ORGANIZATION

List of Executive Committee Members

S #	Name	Designation	Cell No.
1	Huma Haswary	President	0344-2611995
2	Roohi Sayeed	Vice President	0321-8210311
3	Seerat Zehra Kazmi	Secretary General	0300-2578646
4	Ayesha Imran	Joint Secretary	0334-3730734
5	Saleema Faisal Feroz	Finance Secretary	0333-2187682
6	Amina Haque	Executive Member	0300-8284766
7	Tashina Nur	Executive Member	0300-2441580
8	Ayesha Juraid	Member	0301-8223639
9	Bushra Haseeb	Executive Member	0300-9267659
10	Farha Fahim	Executive Member	0332-3639429
11	Zarmina Khan	Executive Member	0300-8282778
12	Hina Rehmat Ullah	Executive Member	0334-3994077
13	Ghazala Hassan	Executive Member	0321-2280222
14	Naureen Javed Puri	Executive Member	0300-8239499
15			

President

Huma Haswary

PRESIDENT

HUNAR GHAR WELFARE ORGANIZATION

MINUTES OF THE MEETING

HUNAR GHAR WELFARE ORGANIZATION

1st Floor 109-G, Bhitai Colony, Korangi Crossing Karachi.

The NGO meeting was held on 13 April, 2016 at _____ at the office of the Organization Situated at 1st Floor 109-G, Bhitai Colony, Korangi Crossing Karachi. Under the President-ship of Huma Haswary, President of the NGO "HUNAR GHAR WELFARE ORGANIZATION" the meeting started with the recitation of Holy Quran.

After the recitation of Holy Quran, while opening discussion with the _____, President and other founder members have proposed that the above NGO may be registered from Social Welfare Department under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961, All participants unanimously approved and decided for the registration of the above NGO properly applied to Social Welfare Department as soon as possible.

01. Vocational skills for women, such as embroidery (Hand and machine), sewing and stitching, adda-work, block and screen printing, paper products etc.
02. Adult literacy for women.
03. Health issues (child and women).
04. Women empowerment through skills and education.
05. To arrange financial support of the needy families.
06. Seiling of handicrafts by the students.
07. Any other area identified by the managing committee.

Huma Haswary

(President)

REGISTRATION
HUNAR GHAR WELFARE
ORGANIZATION

G628011



17



Rupees **50** ۵۰ روپیہ

MAD SHOAB ARAIN Stamp Vendor
111-J, Plot No. 491 2nd Floor, Commercial
Road, Nisakh Wala, District Courts Karachi

09 APR 2016

(RUPEES FIFTY ONLY)

8137
With Address: **JANWAR AHMED**
Advocate
Ledger No. 3755/H.C.
Vendor's Signature

DECLARATION

I, HUMA HASWARY President of "HUNAR GHAR WELFARE ORGANIZATION" solemnly state that there is no any such Association/Society is registered in this area nor shall we registered any other Association/Society in the said name in future.

Sherat Zehra

General Secretary
HUNAR GHAR WELFARE ORGANIZATION

Huma Haswary

PRESIDENT
HUNAR GHAR WELFARE ORGANIZATION

PRESIDENT

GOVERNMENT OF SINDH

Schedule II
FORM C
(See Rule 6)

S. No.

حکومت سندھ

DIRECTORATE OF SOCIAL WELFARE

جدول ۲

فارمی

(ملاحظہ ہو قاعدہ ۶)

نظامت سماجی بہبود



CERTIFICATE OF REGISTRATION

رجسٹریشن سرٹیفکیٹ

Registration No. DSW (4266)-K of 20 16 بابت ۲۰
رجسٹریشن نمبر

I hereby certify that HUNAR GHAR WELFARE ORGANIZATION
میں تصدیق کرتا ہوں کہ
1 ST. FLOOR, 109-G, BHITAI COLONY, KORANGI CROSSING,
KARACHI.

has this day been Registered Under the Voluntary Social Welfare Agencies

آج ادارہ ہائے سماجی بہبود (رجسٹریشن و کنٹرول) آرڈیننس ۱۹۶۱ء

(Registration and Control) Ordinance 1961 (XL VI of 1961).

(۳۶ بابت ۱۹۶۱ء) کے تحت رجسٹر کر لیا گیا ہے۔

Give under my hand and seal at KARACHI
میرے دستخط اور مہر سے بمقام

this 11TH day of MAY
تاریخ آج ۱۱ ماہ

Two Thousand SIXTEEN
جاری ہوا۔

MUHAMMAD IDREES
Deputy Director/
Registration Authority
Karachi Division

رجسٹریشن اتھارٹی

Note:- Loss of this Certificate must be reported to the Registration Authority within seven days.

نوٹ: اس سرٹیفکیٹ کی گمشدگی کی اطلاع رجسٹریشن اتھارٹی کو سات دن کے اندر اندر پہنچ جانی چاہئے۔



File No. DIR/KAR/SW/2022/12671
OFFICE OF THE DIRECTOR
KARACHI DIVISION
SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF SINDH

Karachi dated 19/7/2022

Sr. No: 87/2022

Renewal Certificate

In pursuance to Notification No: SO(SW)2(1088)/2010, dated 1st September, 2014 and in the light of provision of Section (7) of Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 and Rules, 1962. The Registration in respect of

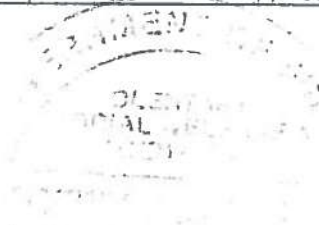
"HUNAR GHAR WELFARE ORGANIZATION"

Registration No. DSW (4266)-K Dated 11-05-2016.

Address: Building # 51, Street # 7, Sector-D, Qayyumabad, Off: Korangi Road, Karachi.

is hereby renewed and allowed to continue their work with effect from

4th June, 2022 to 10th May, 2023.



[MUSARRAT NASREEN]
REGISTRATION AUTHORITY/
DIRECTOR (SW)
KARACHI DIVISION



Hunar Ghar Welfare Organization
Registration No. **DSW (4266) - K**

HUNAR GHAR WELFARE ORGANIZATION.

LIST OF MANAGEMENT

Huma Haswary	President	CNIC # : 42000-039782-8
Seerat Zehra	Vice President	CNIC # : 42301-7250881-6
Roohi Sayeed	Secretary	CNIC # : 42301-9328744-8
Salima Faisal Feroz	Joint Secretary	CNIC # : 42301-4071632-2
Ayesha Imran	Treasurer	CNIC # : 42301-7260619-4



Hunar Ghar Welfare Organization
Registration No.DSW (4266) - K

ELECTIONS 2022

Elections of Hunar Ghar Welfare Organization(HGWO) were held on 25th May, 2022 under the leadership of President Ms. Huma Haswary. The required quorum of committee members attended the meeting and unanimously voted for the new management committee listed as below.

The new committee from May 2022 till May 2024 is as follow;

President Ms Huma Haswary
Vice President Ms. Seerat Zehra Kazmi
General Secretary Ms. Roohi Sayeed
Joint Secretary Ms. Salima Feroz
Treasurer Ms. Ayesha Imran.

Members of HGWO welcomed the committee and wished them luck.

Member's name and signature;

Ms. Ayesha Jawaid Ayesha Jawaid

Ms. Zarmina Bakhtiar Zarmina Bakhtiar

Ms. Hina Rehmat ullah Hina Rehmat ullah

Ms. Sonia Habib Sonia Habib

Ms. Tashina Nur Tashina Nur

Ms. Roohi Sayeed Roohi Sayeed

Ms. Naureen Puri Naureen Puri

Ms. Sadaf Bilal Sadaf Bilal

Ms. Rabia Ahmar Rabia Ahmar

Ms. Farha Fahim Farha Fahim

Ms. Shagufta Ashraf Shagufta Ashraf

Ms. Seerat Zehra Seerat Zehra

Ms. Amina Haq Amina Haq

Ms. Salima Feroz Salima Feroz

Ms. Ayesha Imran Ayesha Imran

Ms. Huma Haswary Huma Haswary

HUNAR GHAR WELFARE ORGANIZATION.**LIST OF MANAGEMENT, MEMBERS & DONORS**

Huma Haswary	President	CNIC # : 42000-039782-8
Seerat Zehra	Vice President	CNIC # : 42301-7250881-6
Roohi Sayeed	Secretary	CNIC # : 42301-9328744-8
Salima Faisal Feroz	Joint Secretary	CNIC # : 42301-4071632-2
Ayesha Imran	Treasurer	CNIC # : 42301-7260619-4
Ayesha Jawaid	(M)	CNIC # : 61101-0371572-4
Amina Haque	(M)	CNIC # : 42301-9757946-0
Farah Fahim	(M)	CNIC # : 42301-9705281-2
Ghazala Hassan Bukhari	(M)	CNIC # : 35202-2693391-4
Hina Zafar	(M)	CNIC # : 42201-6714815-2
Naureen Javaid Puri	(M)	CNIC # : 42301-1826596-4
Sadaf Bilal	(M)	CNIC # : 42301-3962235-8
Sonia Habib	(M)	CNIC # : 42301-1880595-8
Tashina Nur	(M)	CNIC # : 42301-5957383-0
Zarmina Khan	(M)	CNIC # : 42301-7736152-6
Shagufta Ashraf Summa	(M)	CNIC # : 42301-0981824-4
Samina Imtiaz	(M)	CNIC # : 42301-9736908-2
Rabia Ahmer	(M)	CNIC # : 42000-040534-5
Shazia Rehman	(M)	CNIC # : 42201-1687137-6
Asma Farid	(M)	CNIC # : 42301-8310388-4

Contd..... P/2



Hunar Ghar Welfare Organization
Registration No. DSW (4266) - K

(2)

Fauzia Amjad	CNIC # : 42301-4141296-2
Sima Siddiqui	CNIC # : 91400-0103461-4
Nabila Khwaja	CNIC # : 42301-7508194-6
Shania Raza	CNIC # : 42201-4679676-4
Aisha Asim	CNIC # : 42301-1125567-2
Izzat Zehra Kazmi	CNIC # : 35201-1534003-8
Qudsia Junaid	CNIC # : 91506-0109114-6
Faiza Haswary	CNIC # : 42201-0361160-4
Maha Sayeed	CNIC # : 42301-5362077-2
Saadullah	CNIC # : 35201-7834033-2
Zuhad Rabbani	CNIC # : 42101-5185270-5
Umair Chaudary	CNIC # : 42000-4146811-9
Izza Hussain	CNIC # : 42201-0354568-8
Ghulam Rabani	CNIC # : 42101-3407793-9
Fauzia Tahir	CNIC # : 42301-1419017-2
Raees Abir	CNIC # : 42301-8399575-5
Irma Hasan	CNIC # : 42301-0991711-2
Zeba Zawwar	CNIC # : 42301-0767146-0
Shahnaq Saeed	CNIC # : 35202-7415242-2
Shahid Anwar	CNIC # : 42000-4738382-5
Perveen Anwar	CNIC # : 42000-0415932-0

Registered Office : Building No. 51, Street No.7 Sector D Qayyumabad Karachi.

Main Office : First floor, 109-G, Bhitai Colony, Korangi Crossing Karachi.

Email : hunar@hunar.org.pk Phone : 021-358-000-0000