



# Annual Report 2024



# CONTENTS

2

Mission & Vision

5

Profile of Council Members

18

Notice of AGM

22

President's Review

24

Council's Report

33

Auditor's Report

## **VISION STATEMENT**



PROMOTION OF CORPORATE CULTURE IN PAKISTAN FOR GOOD GOVERNANCE, AS ENVISAGED IN THE CIVILIZED WORLD THROUGH PROFESSIONAL EXPERTISE IN THE FIELD OF CORPORATE LAWS AND SECRETARIAL PRACTICES.

## **MISSION STATEMENT**



TO EXAMINE, GROOM AND PROMOTE HIGH QUALITY COMPANY SECRETARIES AND PROFESSIONALS IN CORPORATE SECTOR WHO ARE ABLE TO MEET THE DEMANDS OF PRESENT DAYS AND ALSO TO EQUIP THEM WITH KNOWLEDGE TO FACE THE FUTURISTIC CHALLENGES.

# THE INSTITUTE

The Institute of Corporate Secretaries of Pakistan (ICSP) was established in 1973 to develop and regulate the profession of company secretaries in Pakistan. The Institute was formed as a company limited by guarantee under the Companies Act 1913 which was later substituted by the Companies Ordinance, 1984 and recently was replaced by the Companies Act 2017.

The ICSP is functioning as a recognized professional body of corporate secretaries which is imparting professional education and prudence in the areas of secretarial practice. Besides, to equip its students with knowledge for meeting challenges of modern corporate and financial world, the ICSP is also giving commands in the subjects of corporate & business laws, corporate governance, accounting, human resource and information technology.

The Institute has three classes of membership; Licentiate, Associate and the Fellow. A person who asses final exam conducted by the Institute becomes entitled for basic cadre titled as Licentiate however, if, at that time he holds at least three years' working experience and also meets certain other requirements then he can directly be admitted as an Associate. The Licentiate, on acquiring three years' working experience and after meeting certain other requirements can apply for Associate membership. Whereas, after completion of five years' continuous period as associate and on meeting certain other requirements an Associate member can apply for Fellow membership of the Institute.

The affairs of the ICSP are run by a National Council comprised of 12 members who are elected by the members of the Institute through a defined election process. The National Council is assisted by a Branch Council known as Karachi Branch Council. The members of the National Council are elected for three years whereas members of Karachi Branch Council are elected for a period of one year only.

Every year, members of the National Council elect amongst themselves five office bearer; a President, two Vice Presidents, a Secretary and a Treasurer. The day to day matters are administered through the Secretariat which is supervised by the office bearers.

## **Auditors**

M/s. Naveed Zafar Ashfaq Jaffery & Co. Chartered Accountants, 1st Floor, Modern Motors House, Beaumont Road, Karachi-75530

## **Bankers**

MCB Islamic Bank Limited, Allied Bank Limited, Bank ALHabib Limited, Faysal Bank Limited, Meezan Bank Limited, Bank Islami Pakistan Limited

## **Registered Office**

71-C/1, 21st Commercial Street, Phase -II D.H.A, Karachi


## **Email**

info@icsp.org.pk (for general queries)  
students@icsp.org.pk (for students related matters)  
members@icsp.org.pk (for members related matters)

## **Website**

<http://www.icsp.org.pk>

# THE COUNCIL



<b>President</b>	Mr. Abdul Rehman	<i>FCIS, FCMA</i>
<b>Past President</b>	Syed Shakeel-Ur-Rehman	<i>FCIS, FCA, FPFA</i>
<b>Past President</b>	Mr. Mohammed Zaki	<i>FCIS, FCA, FPFA</i>
<b>Vice President</b>	Mr. Shafqat Raza	<i>FCIS, FCA</i>
<b>Vice President</b>	Mr. Bashirullah	<i>FCIS, DAIBP, LLB, MA (Eco), MBA</i>
<b>Secretary</b>	S. Shamim Akhtar	<i>FCIS, FPFA, LLB</i>
<b>Treasurer</b>	Mr. Saquib Jawed	<i>FCIS, FPFA</i>
<b>Members</b>	Mr. Muhammad Ahmed	<i>FCIS</i>
	Mr. Zafar Mumtaz Burney	<i>FCIS, FCMA, FPFA</i>
	Syed Maqsood Ahmad	<i>FCIS, MA(Eco), LLB</i>
	Mr. Muhammad Imtiaz Uddin	<i>FCIS, FCMA</i>
	Mr. Muhammad Javaid Ansari	<i>FCIS, FCMA, FPFA</i>
	Ms. Nusrat Latif	<i>FCIS, LLB</i>

# THE COUNCIL PROFILE



**Mr. Abdul Rehman  
President**

Mr. Abdul Rehman is currently serving the Institute as President. He is a fellow member of the Institute of Corporate Secretaries of Pakistan and a fellow member of the Institute of Cost and Management Accountant of Pakistan. He has over 34 years rich experience in the fields of financial management, financial and cost accounting, budgeting, corporate finance, taxation, secretarial matters, project management and Internal Audit. His exposure encompasses the manufacturing, trading and service sectors, mainly automotive, engineering, Leasing, Modaraba. Real Estate and modern chain of stores. He has worked in his professional career at senior management positions as CFO GM Finance, Company Secretary, GM Projects, Chief Internal, Auditor and Business Analyst, GM Real Estate and Corporate Affairs. Presently he is engaged in providing selective corporate advisory and management consulting services.

## THE COUNCIL PROFILE

Syed Shakeel-ur-Rehman is the Past President of the Institute of Corporate Secretaries of Pakistan (ICSP). He became member of the Institute in the year 1993 and Serving the Institute's Councils since last 26 years. He has been a member and Chairman of the Karachi Branch Council of the Institute during 1997-1999 and since 2000 is serving National Council of the Institute in different capacities. He is a fellow member of the Institute of Corporate Secretaries of Pakistan, fellow member of the Institute of Chartered Accountants of Pakistan and fellow member of the Pakistan Institute of Public Finance Accountants. Syed Shakeel ur Rehman is a meticulous professional and is familiar among the professionals for his introspective and prudent approach and excellent leadership qualities. He has a diversified professional experience of over 34 years in the field of financial services, accounting, audit, business consultancy and taxation. During his professional career, he served various organizations at senior management positions and his last employment was as chief operating officer of a financial institution. He also represented the ICSP on the Board of Pakistan Institute of Corporate Governance as a director. Since 19 years, he is running a chartered Accountant firm as proprietor.



**Syed Shakeel ur Rehman**  
**Past President**



## THE COUNCIL PROFILE

Mr. Mohammed Zaki is the past president. He had served the institute as the President in two previous terms, He became fellow member of the Institute of Corporate Secretaries of Pakistan (ICSP) in 1994 and he is also fellow member of the Pakistan Institute of public Finance Accountants (PIPFA) and the Institute of Chartered Accountants of Pakistan (ICAP). He is a dynamic and well known professional. He has over 41 years diversified experience in the fields of accounting, auditing, general management strategy & financial planning, people's management and corporate affairs. He worked for the leading multinational and national companies of the country. Since 1994, he is engaged with Interflow group of companies. At present he is serving this group as Group Director Finance.



**Mr. Mohammed Zaki**  
**Past President**



# THE COUNCIL PROFILE

Mr. Shafqat Raza became a Vice President of Institute of Corporate Secretaries of Pakistan. He is Fellow member of the Institute of Chartered Accountants of Pakistan (ICAP), Fellow member of Pakistan Institute of Public Finance Accountants (PIPFA) and Fellow Member of Institute Corporate Secretaries of Pakistan (ICSP). He is a self employed at Raza Siddiqui & Co. Chartered Accountant Since 1998. He was also member at National Council for the term 1997-1999 of the Institute of Corporate Secretaries of Pakistan.



**Mr. Shafqat Raza**  
**Vice President**

## THE COUNCIL PROFILE

Bashir ullah chughtai is a Fellow Member of Institute of corporate secretaries of Pakistan since 1994 .He is also a Charman of Education and Examination Committee. He is Diplomate Associate Institute of banker in Pakistan (DAIBP), LLB, M.A. ECO, MBA Finance and PGD Islamic Banking and Finance from Darul Uloom Karachi. He is a seasoned bank executive having 35 years rich experience with different banks in the field of Operations, Trade, Credit, Accounts, Compliance, Marketing Training & Recruitment and handling legal matters of banks in banking Court and High Court . He is is the Member of the Sindh Bar Council and presently working as Advocate and legal consultant of banking, corporate, labour and family matters etc.



**Mr. Bashir Ullah**  
**Vice President**

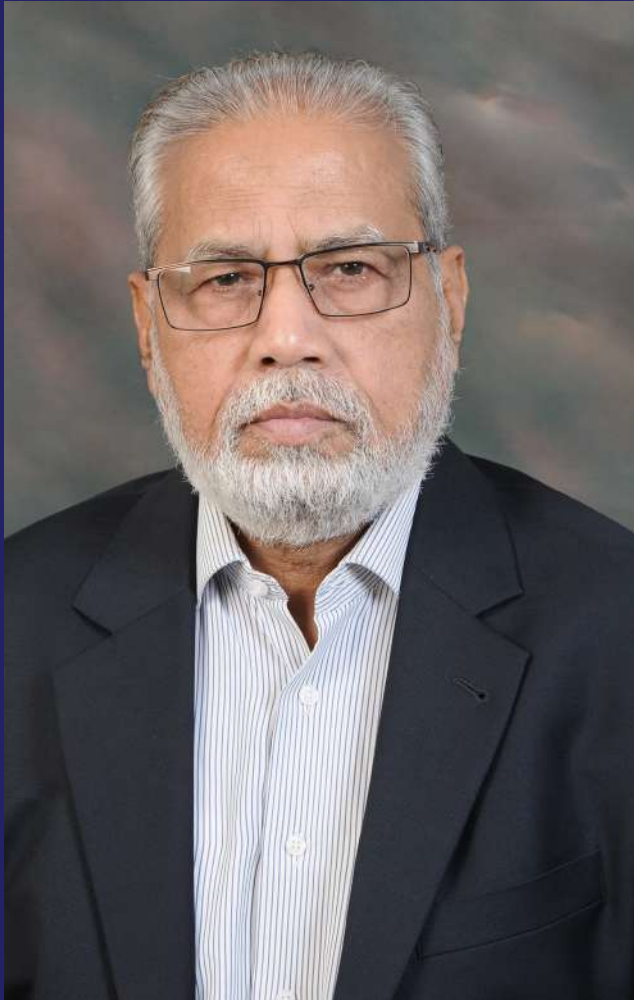
## THE COUNCIL PROFILE



**Mr. S. Shamim Akhter**  
**Secretary**

S. Shamim Akhter is the member of the Institute of Corporate Secretaries of Pakistan (ICSP). He is serving the Institute in the capacity of Secretary for many years and presently, he is a member of National Council, he has also been a member and chairman of the Karachi Branch Council of the Institute during 2001-2014. He is a fellow member of the Institute of Corporate Secretaries of Pakistan and Fellow member of the Pakistan Institute of public Finance Accountants (PIPFA). S. Shamim Akhter is a bachelor of law and a member of Sindh and Karachi Bar Councils. He has over 32 years' experience in the field of corporate laws, finance, accounting, tax and auditing. After serving a reputable firm of Chartered Accountants in the capacity of Audit Manager for 20 years, he has established his own consulting firm.

# THE COUNCIL PROFILE



**Mr. Saquib Jawed**  
**Treasurer**

Mr. Saquib Jawed is serving the Council since many years. Currently he is serving institute as a Treasurer. He is a fellow member of the Institute of Corporate Secretaries of Pakistan and a fellow member of Pakistan Institute of Public Finance Accountants (PIPFA). He has also served the ICSP as Chairman Karachi Branch Council. He is a hardworking professional and during his professional career, he had worked for different renowned organizations in various capacities engaged in the fields of textiles, pharmaceutical, trading, duty free shops etc. He has a vast experience in the fields of finance, taxation, auditing and accounting. At present, he is working for a media group i.e as Chief Financial Officer.

# THE COUNCIL PROFILE

Mr. Muhammad Ahmed is a fellow member of the Institute of Corporate Secretaries of Pakistan. He was serving the National Council of ICSP since many years. He has a vast experience of corporate and consumer financing with different financial organizations. He worked at senior positions at leasing financial institution. After acquiring rich experience of 21 years, he established his own financial consultancy & construction business. Before electing as member of the National Council, he has also served the ICSP as a member of Karachi Branch Council for about six years.



**Mr. Muhammad Ahmed**  
**Member**



## THE COUNCIL PROFILE



**Mr. Zafar Mumtaz Burney**  
**Member**

Zafar Mumtaz Burney is a member Of the Council of the Institute of Corporate Secretaries of Pakistan (ICSP). He became member of the Institute in the year 1992. He holds fellow membership of the Institute of Corporate Secretaries of Pakistan, Institute of Cost & Management Accountants of Pakistan and Pakistan Institute of Public Finance Accountants. After serving at a reputed chartered accountant firm as audit trainee and supervisor, he joined the biggest Development Financial Institution of the country, namely, National Development Finance Corporation (NDFC) and served there for 16 years. Afterwards, he joined Allied Bank of Pakistan where from, he recently retired after serving 14 years. His working experience of 38 years includes exposure of legal affairs, banking operations, audit and accounts project financing etc. Lastly, he served ABL in the capacity of Manager Legal and now pursuing.

# THE COUNCIL PROFILE

Syed Maqsood Ahmad is a fellow member of the Institute of Corporate Secretaries of Pakistan. He became the member of the Institute in the year 1999. He is serving the Institute since many years, he is a Lawyer and is the member of the Sindh Bar Council, Karachi Bar Association and Sindh High Court Bar Association. He has worked in different senior management positions with reputable national and multinational organizations. He has served ICSP as deputy chairman of Branch Council and member of the National Council. He has established a law firm and providing legal, Corporate, IPR and Allied services.



**Syed Maqsood Ahmad**  
**Member**



## THE COUNCIL PROFILE

Muhammad Imtiaz Uddin is an esteemed member of the National Council of the Institute of Corporate Secretaries of Pakistan (ICSP). He attained his associate membership status in the year 2010 and holds prestigious fellow memberships with the Institute of Corporate Secretaries of Pakistan (FICS), the Institute of Cost & Management Accountants of Pakistan (FCMA), and the Pakistan Institute of Public Finance Accountants (FPFA). Additionally, he boasts the certification of a Certified Corporate Director. With an impressive career spanning over 27 years, Muhammad Imtiaz Uddin has accumulated a wealth of diverse experience in the realms of accounts and finance. He has served diligently in various capacities within more than 11 local and international companies. Presently, he holds the position of Deputy General Manager Finance, where he also shoulders the additional responsibility of serving as the Acting Head of the HR Department at Pakistan's foremost international broadcast TV channel, "ARY Digital Network." Furthermore, it is noteworthy that Muhammad Imtiaz Uddin also served as a member of the ICSP National Council during the years 2013-15.



**Mr. Muhammad Imtiaz Uddin**  
**Member**

# THE COUNCIL PROFILE



**Mr. Muhammad Javid Ansari**  
**Member**

Mr. Muhammad Javed Ansari is a fellow member of the Institute of Corporate Secretaries of Pakistan (ICSP). He is a fellow member of the Institute of Cost and Management Accountants of Pakistan (ICMAP) and fellow member of the Pakistan Institute of Public Finance Accountants (PIPFA). He has diversified professional experience of over 19 years in the fields of secretarial practice, finance/accounts, audit and taxation. During his professional career, he served various organization at middle management to senior management positions. Presently, he is serving as Company Secretary in PNSC, a public sector organization. He is serving the Institute since many years as a member of the National Council and prior to that he served as Secretary of Karachi branch council.

# THE COUNCIL PROFILE

## Ms. Nusrat Latif Member

Ms. Nusrat Latif is a fellow member of the Institute of Corporate Secretaries of Pakistan (ICSP) since 2016. Before elected as National Council member, she has also been serving as Member of the Karachi Branch Council of ICSP in 2015. She has academic qualification with B.COM, M. A. Economics and LLB and has diversified professional experience of over 12 years in the field of corporate advisory and secretarial practice. She is associated with Moore Shekha Mufti, Chartered Accountants in its Corporate Advisor Services Segment since April 2009 till date. Presently, she is serving as Executive Director Corporate Advisory Services in Moore Shekha Mufti, Chartered Accountants.

# NOTICE OF ANNUAL GENERAL MEETING

The 50th Annual General Meeting of The Institute of Corporate Secretaries of Pakistan will be held at Registered office at 71-C, 21st commercial street Phase-2 Ext, DHA, Karachi on Monday, October 28, 2024 at 6:30 PM.

## AGENDA

1. To confirm the minutes of the 49th Annual General Meeting held on October 27th, 2023.
2. To review & adopt the Annual Report of the Council and Audited Financial Statements of the Institute along with Auditors' Report for the year ended 30th June 2024.
3. To appoint the auditors for the next year, i.e. 2024-25(30th June, 2025). Being eligible, the present auditors, viz M/s. Naveed Zafar Ashfaq Jaffery & Co., Chartered Accountants have consented to be appointed for the next term (30th June, 2025).
4. To elect 05 (five) members of Karachi Branch Council for one year.
5. Any other business with the permission of the Chair.

By Order of the Council



S. Shamim Akhter  
Secretary

Karachi  
October 07, 2024

# SCHEDULE FOR ELECTION OF KARACHI BRANCH COUNCIL

S. No.	Task	Target Date
1	List of members open for inspection.	24-10-2024 (between 10:00-12:30 pm)
2	Last date for filing of nomination papers.	24-10-2024 (till 4:00 pm)
3	Scrutiny of nomination papers in presence of candidates at the Registered Office of the Institute.	25-10-2024 (between 04:00-06:00 pm)
4	Filing of appeals, if any, against the rejection of nomination papers.	25-10-2024 (between 10:00 am to 1:00 pm)
5	Election Commissioner to hear the appeals and announce the final list of the candidates.	28-10-2024
6	AGM	28-10-2024
7	Election of Karachi Branch Council	END OF AGM

1. At the time of filing of nomination paper, the members contesting for Karachi Branch Council shall pay a fee of Rs. 500.
2. Only those Members, whose annual subscription for 2024-2025 is paid by October 24, 2024 shall be eligible to contest or cast votes.

# NOMINATION FORM

The Secretary,  
The Institute of Corporate Secretaries of Pakistan  
71-C, 21st commercial street phase-2 ext, DHA,  
Karachi.

iDear Sir,

I hereby propose Mr./Ms./Mrs. \_\_\_\_\_ S/o. D/o W/o. \_\_\_\_\_  
a member of the Institute of Corporate Secretaries of Pakistan (Membership No. ) for the forthcoming  
election of the Karachi Branch Council scheduled to be held on October 28, 2024

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Membership No:\_\_\_\_\_

Dated:\_\_\_\_\_

I \_\_\_\_\_ S/o. D/o. W/o. \_\_\_\_\_ a member of the  
Institute of Corporate Secretaries of Pakistan (Membership No. \_\_\_\_\_) hereby second the above  
proposal.

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Membership No:\_\_\_\_\_

Dated:\_\_\_\_\_

I \_\_\_\_\_ S/o. D/o. W/o. \_\_\_\_\_ (Membership No.  
\_\_\_\_\_) hereby give my consent to contest as a candidate for the above election.

Signature\_\_\_\_\_

Dated:\_\_\_\_\_

This nomination form should reach to the above address on or before October 19, 2024 (at the latest  
4 pm) in the sealed envelope marked as: NOMINATION PAPER FOR KARACHI BRANCH COUNCIL'S  
ELECTION.

# UNDERTAKING (BY THE CANDIDATE)

I \_\_\_\_\_ Membership No. \_\_\_\_\_ a candidate for the election of Karachi Branch Council hereby undertake on oath that I will abide by the election rules of the Institute of Corporate Secretaries of Pakistan and the directives of the Council on election in the letter and spirit, particularly the following:

- i) I will refrain from canvassing in any form or shape directly or indirectly through any person including friend(s), relative(s), supporter(s) and agent(s)
- ii) I will neither form group nor panel overtly or covertly on any basis nor will be a member of such group or panel.
- iii) I will not influence any member to vote for me or any other candidate through pamphlet(s), brochure(s), card(s) or by other means of communication.

Signature \_\_\_\_\_

Date of Membership \_\_\_\_\_

CNIC \_\_\_\_\_

Email address \_\_\_\_\_

Phone/Cell Nos. \_\_\_\_\_





## PRESIDENT'S REVIEW

I am grateful to Almighty Allah for providing me an opportunity to serve the Institute as a President. Our Institute is continued playing its pivotal role for producing company secretaries to cater corporate sector need and promoting secretarial profession as well as good Corporate Governance for our beloved Country.

I am pleased to apprise you that the year under review is the year of Golden Jubilee for our institute and this is 50th Annual General Meeting of ICSP. The National Council which was elected by the members of the institute for a term 2024-2026 has adopted for the overdue betterment of the institute the VISION 2025 on its golden Jubilee celebrations which includes Institute image & brand development, revamping of website, social media active presence, enhancement of student and members activation and capacity building programs, resumption of institute magazine, launching directors training program, enhancement of corporate relations, conducting seminars, workshops and conferences, online examination and education, induction at undergraduates level for skills developments, international recognition via enhancing cooperation in professional and education acumen.

The economy remains subdued rather deteriorated due to enormous increase in cost of doing business coupled with unstable government policies. The organized businesses in corporate sector are passing through a tough time even their survival is on stake. We hope and pray for better and improved economic conditions as well as due boost in the corporate sector with better governance and economic policies.

We are also looking forward to conduct on-line training programs for our members and students jointly with other professional institutes in the region and internationally. This will allow institutes to recognize each other's members and get exemptions available to students on equivalent basis. We have envisioned that our profession and qualification should be widely recognized locally and internationally.

This year the subscription from members has increased to double compared to last year. The revenue from investment has decreased due to disinvestment at end of last year for the purpose of acquisition of new building. The income from rental has increased due to annual escalation coupled with rent from new building. The expenses other than depreciation have increased by 14.9% mainly due to cost of seminars & exhibitions and property safe keeping & maintenance.

It has been history of the Institute that series of seminars and workshops were used to be conducted, this year AlhamdoliAllah, we have recommenced the practices to conduct post budget seminar. We have also participated in Educational Exhibitions after a gape of many years, Besides, we have also advised to the Chairman Seminar and publication committee to organize and conduct more seminars, conferences and workshops on professional and current topic including Companies laws, Secretarial Practices, Corporate Governance, Taxation, ESG and Sustainability, very new concept adopted by SECP for Corporate sector, so that our members as well as students could be updated on new development in the profession and corporate governance and good practices.

I intend to make your institute an e-institute, aspiring to implement it since long, in order to bring speed, convenience and improvement in the process of relevant activities of the institute, after which your council as well as secretariat will be able to vigorously work for betterment of our core profession. I sincerely offer thanks to all the Council members in general and office bearers, Chairmans of Committees in particulars who have been standing with me for the continues support and guidance for professions and institutes' growth. Particularly, I express my sincere thanks to our visionary and sincere council member, past president, Syed Shakeel-ur-Rehman for his continued support, timely advices all the time.

I would like to conclude my review and impart future outlined plans that will solidify the pillars of our forward-thinking strategy, achieving and implementing Vision 2025 milestones which are focused for institutional excellence, attracting students for bright future and adding value-based services to the Corporate Sector.

In the end, I reiterate our affirm aim that our institute should become one of the best institutes for the developing and promoting company secretarial profession in the country and become benchmark.

May Allah give us strength and wisdom to put right and consistence efforts to achieve above aims and objectives. Ameen.



**Abdul Rehman**  
President

Date: October 07, 2024

# REPORT OF THE COUNCIL

The Council of the Institute of Corporate Secretaries of Pakistan takes pleasure in presenting its 50th Annual Report along with Audited Financial Statements of the Institute for the year ended June 30, 2024.

## GOVERNANCE

As per consistent practice and in accordance with the provisions of clause 26 of the Article of Association of the Institute, the council is composed of twelve elected members, which runs the day to day affairs through five office bearers elected by them for each year.

### Office Bearers

The five-office bearers for the year are as under: -

- |                       |                  |
|-----------------------|------------------|
| 1. Mr. Abdul Rehman   | (President)      |
| 2. Mr. Shafqat Raza   | (Vice President) |
| 3. Mr. Bashirullah    | (Vice President) |
| 4. Mr.S.Shamim Akhtar | (Secretary)      |
| 5. Mr. Saquib Jawed   | (Treasurer)      |

### Karachi Branch Council

For the year required nomination were not received for forming the Karachi Branch Council hence, the Karachi Branch Council was not in placed.

## STANDING AND OTHER COMMITTEES

The following Committees were constituted for the year . The name of chairman of each Committee is mentioned against each:

Name of committee	Chairman
1. Executive Committee	Mr. Abdul Rehman
2. Examination and Education Committee	Mr. BashirUllah
3. Audit Committee	Mr. Javaid Ansari
4. Seminar & Publication Committee	Mr. ImtiazUddin
5. Building Committee	Syed Shakeel –Ur-Rehman

## STATISTICS OF THE COUNCIL MEETINGS

During the period from July 2023 till June 2024, Seven meetings of the National Council were held which have following statistics.

NAME	DESIGNATION	MEETING HELD	MEETING ATTENDED
Mr. Abdul Rehman	President	7	7
Syed Shakeel-Ur-Rehman	Past President	7	7
Mr. Mohammed Zaki	Past President	7	2
Mr. Shafqat Raza	Vice President	7	5
Mr. Bashir Ullah	Vice President	7	5
Mr. S. Shamim AKhtar	Secretary	7	6
Mr. Saquib Jawed	Treasurer	7	4
Mr. Muhammad Ahmed	Member	7	5
Syed Maqsood Ahmad	Member	7	7
Mr. Imtiaz Uddin	Member	7	5
Ms. Nusrat Latif	Member	7	5
Mr. Muhammad Javaid Ansari	Member	7	1
Mr. Zafar Mumtaz Burney	Member	7	6
Mr. Salman Ahmed	Member	2	1
Mr. Nadeem Akhter	Member	2	1
Mr. Tahir Mehmood	Member	2	1

## EDUCATION AND EXAMINATION

The Institute is primarily focused for providing Company Secretaries in the country who act as a backbone in bringing the excellence and good governance in Corporate Sector.

Every year examinations of the Institute are conducted in the month of Jan and July simultaneously in Karachi, Lahore and Islamabad.

There passing ratio of part or final qualified has also been observed very low due to high rate of absentees. However, it is important to mention that our focus has been on quality rather than increasing the strength of students and qualified.

The applicability of Corporate Governance regulations coupled with good practices is indispensable for the development for the secretarial profession in Pakistan.

Besides, for those companies where Corporate Governance is not applicable by law, jobs for Company Secretaries are not created rather they are shared as an additional responsibility with finance. The following students were declared passed in final examination during year 2023-24, As stated below.

1 – Muhammad Ahsan Khan
2 – Muhammad Umer Rashid Khan
3 – Qazi Abdul Baqi
4 – Abid Khan
5 – Arsalan Ahmed Khan
6 – Syed Muhammad Faraz ul Haque
7 – Syed Tasawwar Hussain
8 – Raheem Subhani
9 – Hussain Juzer Ali
10 – Maryam Khalid
11 – Sumeet Kumar
12 – Zeeshan Akhter

## **SEMINAR & PUBLICATION COMMITTEE**

The Seminar & Publication Committee has taken significant steps to represent the Institute across various platforms and has relaunched several initiatives to engage and energize our members and students.

## **PARTICIPATION IN EDUCATION EXPO**

The Institute of Corporate Secretaries of Pakistan (ICSP) had a remarkable experience at 14TH The News Education Expo, held on June 8th and 9th. This significant event served as an exceptional platform for connecting with aspiring corporate leaders, students, and their families, creating a dynamic environment of learning and exploration.

The Education Expo featured a wide range of categories, covering nearly all academic faculties to maximize student exposure. Around 100-120 local and international universities, colleges, schools, and consultants participated, with an expected attendance of 5,000-10,000 visitors and a broader catchment area.

Seminar & Publication Committee also circulate “Special Supplement” for the above event to update their respected members & Students, and also available on our website.





## POST BUDGET SEMINAR -2024-25

The Federal Budget is a pivotal event that shapes the country's economic outlook and sets the course for a prosperous future. Therefore, holding a Budget Seminar is essential to keep professionals informed and updated effectively.

Seminar & Publication Committee arrange the Post Budget Seminar on 22nd June 2024 at Royal Rodale Sports & Recreational Complex – Karachi with theme “POST BUDGET SEMINAR – Assessment & Impact on Pakistan Economy”.

Mr. Ashfaq Yousuf Tola was the Chief Guest at the event, with distinguished speakers Asif Haroon and Adnan Mufti delivering key insights on the Federal Budget and sharing their valuable feedback with the audience.

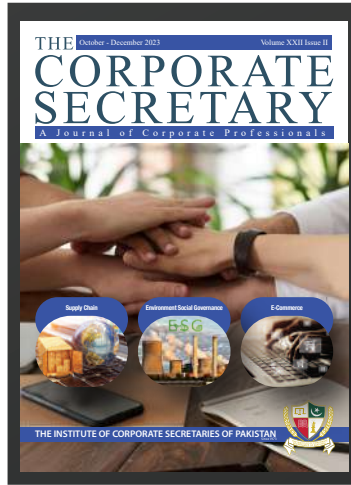
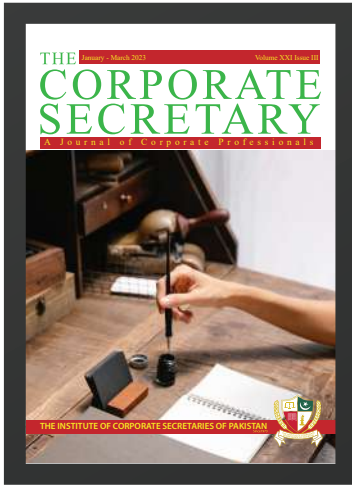
Over 100 professionals and students from various platforms participated in the event, gaining valuable insights and engaging in discussions by asking numerous questions, to which the distinguished speakers provided insightful responses.

ARY NEWS cover the whole event and place special report on their bulletin , all event coverage available on our website.



## THE CORPORATE SECRETARY – JOURNAL

Our journal, "The Corporate Secretary," continues to thrive, covering a broader range of topics with contributions from both new and experienced professional writers who share valuable insights for our readers.



### MEMBERSHIP

The qualified members of the Institute is standing with a total strength of 1062 members, which includes 49 licentiates, 603 associate and 410 fellow members.

### JOB PLACEMENT ACTIVITIES

This activity to help our students and our members seeking job and companies looking for professionals has been remained has very low rather stagnant.

### ACKNOWLEDGEMENTS

The Council sincerely express its appreciation to its all members especially those who have served in any capacity or contributed in any activity of the Institute. The Council would also like to thank the Securities & Exchange Commission of Pakistan for its continued support.

The Council is also thankful to the Institute of Cost and Management Accountants of Pakistan for its continued support and providing facilities to hold examinations in Lahore and Islamabad. The Council also appreciates the support and guidance of the past presidents for the active role guidance and support. The Council also expresses its appreciation to the staff of the Institute for their hard work and dedication.

By Order of the Council

S. Shamim Akhter  
Secretary  
Karachi  
October 07, 2024



# NEW ASSOCIATE MEMBERS

The Following member was admitted as Associate Member during 2023-2024



**A-926**  
Naveed Nawaz  
Triumphant International Pvt Ltd.



**A-927**  
Salman Akbar  
NM Logistics (Pvt) Ltd.



**A-928**  
Arsalan Ahmed Khan  
Adamjee Life Assurance Company Ltd.



**A-929**  
Muhammad Umer Rashid Khan  
New Rabia Enterprises



**A-930**  
Abid Khan  
Mondelez International, AMEA,  
MENAP, PK



**A-931**  
Aneela Naz  
Ramzan Sugar Mills Limited

# NEW ASSOCIATE MEMBERS



**A-932**  
Jawwad Mirza  
The Enterrainer & Software  
Engineering Services



**A-933**  
Syed Farhan Hassan  
PGP Consortium Limited



**A-934**  
Muhammad Waqas Khan  
MJ Panni & Associates



**A-935**  
Anas Haseeb Khan  
Super Chemicals (Pvt) Ltd.



**A-936**  
Asad Ullah Saleem  
National Bank of Pakistan



**A-937**  
Abdul Raqeeb  
Jamshro Power Company Ltd.

# NEW FELLOW MEMBERS



**F-406**  
Zia Ur Rehman  
GENCO Holding Company Ltd.



**F-407**  
Muhammad Asif  
Siddiqui & Co.



**F-408**  
Muhammad Aslam Bhatti  
MAB & Company



**F-409**  
Ahmed Noman  
IGNITE-National Technology Fund



**F-410**  
Rukhsana Rustam  
Meezan Bank Ltd.



# FINANCIAL STATEMENTS



## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the annexed financial statements of The Institute of Corporate Secretaries of Pakistan (the Institute), which comprise the statement of financial position as at June 30, 2024, and the statement of comprehensive income, the statement of cash flows, the statement of changes in fund, for the year then ended, and notes to the financial statements, including material accounting policies, information and other explanatory information, and we state that we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of the audit.

In our opinion and to the best of our information and according to the explanations given to us, the statement of financial position, the statement of comprehensive income, the statement of cash flows and the statement of changes in fund together with the notes forming part thereof conform with the accounting and reporting standards as applicable in Pakistan and give the information required by the Companies Act, 2017 (XIX of 2017), in the manner so required and respectively give a true and fair view of the state of the Institute's affairs as at June 30, 2024 and of the surplus and of its cash flows and change in fund for the year then ended.

#### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs) as applicable in Pakistan. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Institute in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants as adopted by the Institute of Chartered Accountants of Pakistan (the Code) and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Information Other than the Financial Statements and Auditor's Report Thereon

Management is responsible for the other information. The other information comprises the Councils' report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent With the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of Management and Council for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting and reporting standards as applicable in Pakistan and the requirements of Companies Act, 2017 (XIXof2017) 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 Institute's ability to continue as a 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 Institute or to cease operations, or has no realistic alternative but to do so.

Council are responsible for overseeing the Institute's financial reporting process.

### **Auditor's Responsibilities for the Audit of the 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 auditor's 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 ISAs as applicable in Pakistan will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs 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 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 Institute's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures 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 Institute's ability to continue as a going concern.

If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Institute 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 the Council 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.

## Report on Other Legal and Regulatory Requirements

Based on our audit, we further report that in our opinion:

- proper books of account have been kept by the Institute as required by the Companies Act, 2017 (XIX of 2017);
- the statement of financial position, the statement of comprehensive income, the statement of changes in fund and the statement of cash flows together with the notes thereon have been

**Naveed Zafar Ashfaq Jaffery & Co.**  
Chartered Accountants

A member firm of



1st Floor, Modern Motors House,  
Beaumont Road, Karachi, Pakistan  
Ph: +92-21-35671909, 35673754  
Fax: +92 21-35210628  
Email: khi@nza.com.pk  
Web: www.nza.com.pk

drawn up in conformity with the Companies Act, 2017 (XIX of 2017) and are in agreement with the books of account and returns;

- investments made, expenditure incurred and guarantees extended during the year were for the purpose of the Institute's business;
- in our opinion, no zakat was deductible at source under the Zakat and Ushr Ordinance, 1980.

The engagement partner on the audit resulting in this independent auditor's report is **Azeem H Siddiqui - FCA**

*Naveed Zafar Ashfaq Jaffery & Co.*

Chartered Accountants

Karachi:

Dated: October 8, 2024

UDIN: AR202410232vTKe1V56o

**The Institute of Corporate Secretaries of Pakistan**  
**Statement of Financial Position**  
**As at June 30, 2024**

	Note	2024 Rupees	2023 Rupees
<b>ASSETS</b>			
<b>NON-CURRENT ASSETS</b>			
Property and equipment	4	132,247,915	8,269,128
Investment property	5	1,413,816	1,707,958
Long term deposits	6	10,000	10,000
		<b>133,671,731</b>	<b>9,987,086</b>
<b>CURRENT ASSETS</b>			
Advances, prepayments and other receivables	7	21,285,359	42,052,577
Short term investments	8	-	32,000,000
Cash and bank balances	9	5,791,234	56,950,496
		<b>27,076,593</b>	<b>131,003,073</b>
<b>TOTAL ASSETS</b>		<b>160,748,324</b>	<b>140,990,159</b>
<b>LESS: LIABILITIES</b>			
<b>NON CURRENT LIABILITIES</b>			
Deferred liability - gratuity	10	495,782	419,782
Long term deposit	11	5,400,000	5,400,000
<b>CURRENT LIABILITIES</b>			
Accrued expenses		701,032	1,217,622
Advances, deposits and other payables	12	1,408,917	1,054,450
		<b>2,109,949</b>	<b>2,272,072</b>
<b>TOTAL LIABILITIES</b>		<b>8,005,731</b>	<b>8,091,854</b>
<b>NET ASSETS</b>		<b>152,742,593</b>	<b>132,898,305</b>
<b>REPRESENTED BY</b>			
General fund	13	152,633,293	152,633,293
Other funds	14	109,300	109,300
		<b>152,742,593</b>	<b>152,742,593</b>
<b>CONTINGENCIES AND COMMITMENTS</b>	15		


The annexed notes from 1 to 24 form an integral part of these financial statements.



President



Treasurer



Vice President

**The Institute of Corporate Secretaries of Pakistan**  
**Statement of Comprehensive Income**  
**For the year ended June 30, 2024**

	Note	2024 Rupees	2023 Rupees
<b>INCOME</b>			
Subscriptions and fees	16	827,089	761,100
Rental income		29,584,500	20,733,810
Return on investments and accounts	17	1,441,758	13,575,494
Other income	18	70,236	23,610
		<b>31,923,583</b>	<b>35,094,014</b>
<b>EXPENDITURE</b>			
Salaries, allowances and benefits	19	3,045,057	3,357,413
Printing, stationery and publications		575,633	364,749
Depreciat on on fixed assets	4.1	5,325,313	489,444
Utilities		480,261	272,893
Repairs and maintenance		428,974	319,700
Examination expenses		227,560	192,750
Communication, postage and periodicals		353,860	190,776
Depreciation on investment property	5.1	294,142	294,142
Legal and professional fees		60,000	63,540
Audit fee		43,200	43,200
Subscriptions and fees		153,935	150,000
Travelling and conveyance		69,730	31,322
Rent, rates and taxes		87,000	87,000
Other expenditure	20	372,672	386,300
Education Expo-2024		305,958	-
Security guard charges		256,000	-
		<b>12,079,295</b>	<b>6,243,229</b>
<b>Excess of revenue over expenditure for the year</b>		<b>19,844,288</b>	<b>28,850,785</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>19,844,288</b>	<b>28,850,785</b>
<b>Attributable to:</b>			
General fund		19,844,288	28,850,785
Other funds		-	-
		<b>19,844,288</b>	<b>28,850,785</b>

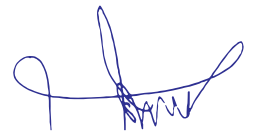
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**President**



**Treasurer**



**Vice President**

**The Institute of Corporate Secretaries of Pakistan**  
**Statement of Cash Flows**  
**For the year ended June 30, 2024**

	Note	2024 Rupees	2023 Rupees
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Excess of revenue over expenditure		19,844,288	28,850,785
<i>Adjustments for non cash charges:</i>			
Depreciation on fixed assets	4.1	5,325,313	489,444
Depreciation on investment property	5.1	294,142	294,142
Retirement benefits		76,000	87,833
<b>Cash flow from operating activities before working capital changes</b>		<b>25,539,743</b>	<b>29,722,204</b>
<i>Working capital changes</i>			
<b>decrease/ (Increase) in working capital</b>			
Advances, prepayments and other receivables		20,767,218	(29,500,098)
Increase /(Decrease) in accrued expenses		(516,590)	867,950
Advances, deposits and other payables		354,467	-
		20,605,095	(28,632,148)
Retirement benefits paid		-	-
<b>Net cash generated from operating activities</b>		<b>46,144,838</b>	<b>1,090,056</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Additions to property and equipment		(129,304,100)	(3,058,214)
<b>Net cash (used in) investing activities</b>		<b>(129,304,100)</b>	<b>(3,058,214)</b>
<b>Net increase in cash and cash equivalents</b>		<b>(83,159,262)</b>	<b>(1,968,158)</b>
Cash and cash equivalents at the beginning of the year		88,950,496	90,918,654
<b>Cash and cash equivalents at the end of the year</b>	<b>21</b>	<b>5,791,234</b>	<b>88,950,496</b>

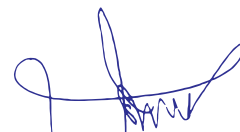
The annexed notes from 1 to 24 form an integral part of these financial statements.



President



Treasurer



Vice President

**The Institute of Corporate Secretaries of Pakistan**  
**Statement of Changes in Fund**  
**For the year ended June 30, 2024**

	<b>General Fund</b>	<b>Other Funds</b>	<b>Total</b>
	<i>Rupees</i>		
<b>Balance as on July 1, 2022</b>	103,938,220	109,300	104,047,520
Excess of revenue over expenditure for the year ended June 30, 2023	28,850,785	-	28,850,785
<b>Balance as on June 30, 2023</b>	<b>132,789,005</b>	<b>109,300</b>	<b>132,898,305</b>
Excess of revenue over expenditure for the year ended June 30, 2024	19,844,288	-	19,844,288
<b>Balance as on June 30, 2024</b>	<b>152,633,293</b>	<b>109,300</b>	<b>152,742,593</b>

The annexed notes from 1 to 24 form an integral part of these financial statements.



**President**



**Treasurer**



**Vice President**



**Notes to the Financial Statements  
For the year ended June 30, 2024**

**1 STATUS AND ACTIVITIES**

The Institute of Corporate Secretaries of Pakistan ("the Institute") is a company limited by Guarantee, incorporated in November 22, 1973 in Pakistan under the repealed Companies Act, 1913 (now Companies Act, 2017).

The principal activity of the Institute is the promotion and education of company secretaries and administrators in the country.

The registered office of the Institute is located at 71-C, 21st Commercial Street Phase-2 Ext, DHA, Karachi

**2 BASIS OF PREPARATION**

**2.1 Statement of compliance**

These financial statements have been prepared in accordance with the approved accounting standards as applicable in Pakistan. Approved accounting standards comprise of such International Financial Reporting Standards (IFRS) issued by the International Accounting Standards Board as notified under the Companies Act 2017 (the Act) by SECP and the requirements of the Fifth schedule of the Companies Act 2017. Whenever, the requirements of the Act or directives issued by SECP differs with the requirement of IFRS , the requirements of the Act or the directives will prevail.

After due consideration of the available choices in the selection of an appropriate accounting & reporting framework, as provided through notification SRO 1092 (I)/ 2018 dated September 03 , 2018, the Council of the Institute has preferred and formally adopted the International Financial Reporting Standards as notified under the Companies Act 2017 by SECP over the other alternates, which are the IFRS for SME issued by the International Accounting Standards Board and the Accounting Standards for Non Profit Organizations (NPOs) issued by the Institute of Chartered Accountants of Pakistan.

**2.2 Basis of measurement**

These financial statements have been prepared under the historical cost convention.

The financial statements have been prepared using an accrual basis of accounting except for cash flow statement which is prepared using cash basis.

**2.3 Functional and presentation currency**

These financial statements are presented in Pak Rupees, which is the company's functional and presentation currency and figures are rounded to the nearest rupee.

**2.4 Use of estimates and judgments**

The preparation of financial statements in conformity with approved accounting standards, as applicable in Pakistan, requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The areas where various assumptions and estimates are significant to the Company's financial statements or where judgment was exercised in application of accounting policies are as follows:

- Property and equipment (Note 5.1)
- Provision (Note 5.5)
- Taxation (Note 5.8)

**2.5 STANDARDS, INTERPRETATIONS AND AMENDMENTS TO THE APPROVED ACCOUNTING STANDARDS**

**2.5.1** There are certain amendments and interpretations to the accounting and reporting standards which are mandatory for the Company's annual accounting period which began on July 1, 2022. However, these do not have any significant impact on the Company's financial statements.

**2.5.2** Standards, amendments and interpretations to existing standards that are not yet effective and have not been early adopted by the Company:

<b>Standard or Interpretation</b>	<b>Effective Date - Annual Periods Beginning on or After</b>
<b>IAS 1</b> Presentation of Financial Statements [Amendments]	<b>January 1, 2024</b>
<b>IAS 8</b> Accounting Policies, Changes in Accounting Estimates and Errors [Amendments]	<b>January 1, 2024</b>
<b>IAS 12</b> Income Taxes [Amendments]	<b>January 1, 2024</b>
<b>IFRS 4</b> Insurance Contracts (Amendments)	<b>January 1, 2024</b>
<b>IAS 37</b> Statement of Cash Flows (Amendments)	<b>January 1, 2024</b>
<b>IFRS 7</b> Financial Instruments	<b>January 1, 2024</b>
<b>IFRS 16</b> Leases [Amendments]	<b>January 1, 2024</b>

**2.5.3** The above standards, amendments to approved accounting standards and interpretations are not likely to have any material impact on the Company's financial statements.

**2.5.4** Other than the aforesaid standards, interpretations and amendments, International Accounting Standards Board (IASB) has also issued the following standards and interpretation, which have not been notified locally or declared exempt by the Securities and Exchange Commission of Pakistan (SECP) as at June 30, 2024;

IFRS 1 First-time Adoption of International Financial Reporting Standards

IFRS 17 Insurance Contracts

IFRIC 12 Service Concession Arrangement

### **3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **3.1 Staff retirement benefits**

The institute operates an unfunded Gratuity scheme for all its eligible employees. The employees become eligible to gratuity entitlement after having rendered more than two years of their employment service to the Institute. The gratuity entitlement is equivalent to twenty days gross salary for each completed year of service, after initial completion of two years' service.

#### **3.2 Property and equipment**

- Operating fixed assets except capital work-in-progress are stated at cost less accumulated depreciation and impairment losses, if any. Capital work-in-progress are stated at cost accumulated to the balance sheet date.
- Depreciation is charged to income on reducing balance method at the rates indicated in note 4.1 of the financial statements. Depreciation on additions to operating fixed assets is charged from the month in which an item is acquired or capitalized while no depreciation is charged for the month in which the item is disposed off.
- Normal repairs and maintenance are charged to income and expenditure account
- Residual values, if not insignificant are reassessed annually.
- Where the carrying amount of assets exceeds its estimated recoverable amount it is written down immediately to its recoverable amount.
- Gains or losses on sale of fixed assets are included in income and expenditure.

### **3.2.1 Right -of-use asset**

The right-of-use asset is initially measured based on the initial measurement of lease liability, plus any initial direct costs incurred and an estimate of costs to be incurred to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently measured at cost model. The right of use asset is depreciated on a straight line method over the lease term as this method most closely reflects the expected pattern of consumption of future economic benefits. The right-of-use asset is reduced by impairment losses, if any, and adjusted for certain remeasurements of the lease liability.

The Company has elected to apply the practical expedient not to recognise right-of-use assets and lease liabilities for short term leases that have a lease term of 12 months or less and leases of low-value assets. The lease payments associated with these leases are recognised as an expense on a straight line basis over the lease term.

### **3.3 Investment properties**

These are stated at cost less accumulated depreciation and accumulated impairment losses, if any.

The depreciation is charged to the statement of profit and loss applying the straight line method at the rate specified in note 5.1 to the financial statements. Depreciation on additions is charged from the month in which the asset is put to use and on deletion upto the month immediately preceding the deletions.

### **3.4 Revenue recognition**

- Income from examination fees is recognised in the period in which examination is conducted.
- Income from seminars and magazine publications is recognized on accrual basis.
- Income from subscription is recognized on receipt of subscription on a prudence basis and donation is recognized on receipt basis.
- Profit on investments is accrued on the basis of effective yield on respective investments.
- Interest on PLS Saving account is recognized on accrual basis taking into account applicable rate of return.
- Rental income from property is recognized in revenue and expenditure account on a straight line basis over the term of the lease. Lease incentives granted are recognized as an integral part of total rental income, over the term of the lease. It also include the value received on account of utilization of facilities.

### **3.5 Receivables**

These are stated at cost less impairment losses, if any. Balances, which are considered irrecoverable, are written off.

### **3.6 Payables**

Liabilities and other amounts payable are recognized and carried at cost, which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the Institute.

### **3.7 Borrowings**

Borrowings are recognized initially at cost, less attributable transaction cost. Subsequent to initial recognition, borrowings are stated at amortized cost with any difference between cost and redemption value being recognized in the statement of comprehensive income over the period of the borrowings on an effective interest basis.

### 3.8 Advances, prepayments and other receivables

These are carried at fair value of the consideration to be received in future. An estimated provision is made against amounts considered doubtful of recovery whereas, amount considered irrecoverable are written off.

### 3.9 Financial assets

#### 3.9.1 Classification and initial measurement

The Company classifies its financial assets in the following three categories:

- (a) financial assets measured at amortized cost.
- (b) fair value through other comprehensive income (FVOCI);
- (c) fair value through profit or loss (FVTPL); and

##### (a) *Financial assets measured at amortized cost*

A financial asset is measured at amortized cost if it is held within business model whose objective is to hold assets to collect contractual cash flows, and its contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on principal amount outstanding.

Such financial assets are initially measured at fair value plus transaction costs that are directly attributable to the acquisition or issue thereof.

##### (b) *Financial assets at FVOCI*

A financial asset is classified as at fair value through other comprehensive income when either:

- (a) it is held within a business model whose objective is achieved by both collecting contractual cash flows and selling financial assets and its contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding; or
- (b) it is an investment in equity instrument which is designated as at fair value through other comprehensive income in accordance with the irrevocable election available to the Company to at initial recognition.

Such financial assets are initially measured at fair value plus transaction costs that are directly attributable to the acquisition or issue thereof.

##### (c) *Financial assets at FVTPL*

A financial asset shall be measured at fair value through profit or loss unless it is measured at amortised cost or at fair value through other comprehensive income, as aforesaid.

Such financial assets are initially measured at fair value.

#### 3.9.2 Subsequent measurement

##### (a) *Financial assets measured at amortized cost*

These assets are subsequently measured at amortized cost (determined using the effective interest method) less accumulated impairment losses.

Interest / markup income, foreign exchange gains and losses and impairment losses arising from such financial assets are recognized in the profit and loss account.

##### (b) *Financial assets at FVOCI*

These are subsequently measured at fair value less accumulated impairment losses.

A gain or loss on a financial asset measured at fair value through other comprehensive income in accordance is recognised in other comprehensive income, except for impairment gains or losses and foreign exchange gains and losses, until the financial asset is derecognised or reclassified. When the financial asset is derecognised the cumulative gain or loss previously recognised in other comprehensive income is reclassified from equity to profit or loss as a reclassification adjustment (except for investments in equity instruments which are designated as at fair value through other comprehensive income in whose case the cumulative gain or loss previously recognized in other comprehensive income is not so reclassified). Interest is calculated using the effective interest method and is recognised in profit

(c) *Financial assets at FVTPL*

These assets are subsequently measured at fair value.

Net gains or losses arising from remeasurement of such financial assets as well as any interest income accruing thereon are recognized in profit and loss account.

**3.9.3 Impairment**

The carrying value of the Institute's financial assets are reviewed at each balance sheet date to determine whether there is any indication of impairment of any asset or a group of assets. If any such indication exists, the recoverable amount of such assets is estimated. An impairment loss is recognized if carrying amount of an asset exceeds its recoverable amount. Impairment losses are recognized in the revenue and expenditure account.

**3.9.4 De-recognition**

Financial assets are derecognized when the rights to receive cash flows from the financial assets have expired or have been transferred and the Modaraba has transferred substantially all risks and rewards of ownership.

**3.10 Financial liabilities**

Financial liabilities are classified as measured at amortized cost or 'at fair value through profit or loss' (FVTPL). A financial liability is classified as at FVTPL if it is classified as held for trading, it is a derivative or it is designated as such on initial recognition. Financial liabilities at FVTPL are measured at fair value and net gains and losses, including any interest expense, are recognized in the statement of profit and loss account.

Financial liabilities are derecognized when the contractual obligations are discharged or cancelled or have expired or when the financial liability's cash flows have been substantially modified.

**3.11 Non-financial assets**

The Company assesses at each balance sheet date whether there is any indication that assets may be impaired. If such indication exists, the carrying amounts of such assets are reviewed to assess whether they are recorded in excess of their recoverable amount. Where carrying values exceed the respective recoverable amount, assets are written down to their recoverable amounts and the resulting impairment loss is recognized in the profit and loss account. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

An impairment loss is reversed if there has been a change in the estimates used to determine the recoverable amount of the asset. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, if no impairment loss had been recognized.

**3.12 Long term deposits**

These are stated at cost which represents the fair value of consideration given.

**3.13 Provisions**

Provisions are recognized when the institute has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the amount can be made of the amount of the obligation. However, provisions are reviewed at each balance sheet date and adjusted to reflect current best estimate.

**3.14 Cash and cash equivalents**

Cash and cash equivalents comprise cash in hand, balances with the banks and certificate of investment with maturity of three months or less.

**3.15 Offsetting**

A financial asset and a financial liability are off set and the net amount is reported in the balance sheet where there is a legally enforceable right to set off the recognized amounts and the Institute intends to either settle on a net basis or to realize the asset and settle the liability simultaneously.

2024                      2023  
*Note                      Rupees                      Rupees*

**4 PROPERTY AND EQUIPMENT**

**Property and equipment                      4.1                      132,247,915                      8,269,128**

**4.1**

**PROPERTY AND EQUIPMENT**

Particulars	2024									
	Cost				Accumulated depreciation				Net book value as at June 30, 2024	Rate
	As at July 01, 2023	Additions	Disposals	As at June 30, 2024	As at July 01, 2023	For the year	On disposal	As at June 30, 2024		
<b>Owned</b>										
Building at PECHS	13,473,244	-	-	13,473,244	5,961,947	375,565	-	6,337,512	7,135,732	5%
Building at DHA	-	129,160,000	-	129,160,000	-	4,843,503	-	4,843,503	124,316,497	5%
Furniture and fixtures	677,652	-	-	677,652	334,557	34,310	-	368,867	308,785	10%
Office equipments	343,831	5,500	-	349,331	97,557	25,177	-	122,734	226,597	10%
Library books	73,452	-	-	73,452	71,674	356	-	72,030	1,422	20%
Computers	400,305	105,600	-	505,905	330,819	35,017	-	365,836	140,069	20%
Fax machine	11,000	-	-	11,000	10,919	16	-	10,935	65	20%
Electrical equipment	168,736	-	-	168,736	118,672	5,005	-	123,677	45,059	10%
CCTV Camera	92,131	33,000	-	125,131	46,146	6,257	-	52,403	72,728	10%
Franking machine	28,000	-	-	28,000	26,932	107	-	27,039	961	10%
<b>Total</b>	<b>15,268,351</b>	<b>129,304,100</b>	<b>-</b>	<b>144,572,451</b>	<b>6,999,223</b>	<b>5,325,313</b>	<b>-</b>	<b>12,324,536</b>	<b>132,247,915</b>	

**PROPERTY AND EQUIPMENT**

Particulars	2023									
	Cost				Accumulated depreciation				Net book value as at June 30, 2023	Rate
	As at July 01, 2022	Additions	Disposals	As at June 30, 2023	As at July 01, 2022	For the year	On disposal	As at June 30, 2023		
<b>Owned</b>										
Building	10,865,400	2,607,844	-	13,473,244	5,566,616	395,331	-	5,961,947	7,511,297	5%
Furniture and fixtures	370,652	307,000	-	677,652	296,435	38,122	-	334,557	343,095	10%
Office equipments	209,781	134,050	-	343,831	70,193	27,364	-	97,557	246,274	10%
Library books	73,452	-	-	73,452	71,230	444	-	71,674	1,778	20%
Computers	394,805	5,500	-	400,305	313,448	17,371	-	330,819	69,486	20%
Fax machine	11,000	-	-	11,000	10,899	20	-	10,919	81	20%
Electrical equipment	164,916	3,820	-	168,736	113,109	5,563	-	118,672	50,064	10%
CCTV Camera	92,131	-	-	92,131	41,036	5,110	-	46,146	45,985	10%
Franking machine	28,000	-	-	28,000	26,813	119	-	26,932	1,068	10%
<b>Total</b>	<b>12,210,137</b>	<b>3,058,214</b>	<b>-</b>	<b>15,268,351</b>	<b>6,509,779</b>	<b>489,444</b>	<b>-</b>	<b>6,999,223</b>	<b>8,269,128</b>	

*Note                      2024                      2023  
Rupees                      Rupees*

**5 INVESTMENT PROPERTY**

**Investment Property                      5.1                      1,413,816                      1,707,958**

**5.1**

**Investment Property**

Particulars	Cost				Depreciation				Net book value as at June 30, 2024	Rate
	As at July 01, 2023	Additions	Disposals	As at June 30, 2024	As at July 01, 2023	For the year	On disposal	As at June 30, 2024		
<i>Investment property</i>										
Land-leasehold	33,000	-	-	33,000	-	-	-	-	33,000	0%
Building on lease hold land	5,882,830	-	-	5,882,830	4,207,872	294,142	-	4,502,014	1,380,816	5%
<b>2024</b>	<b>5,915,830</b>	<b>-</b>	<b>-</b>	<b>5,915,830</b>	<b>3,619,588</b>	<b>294,142</b>	<b>-</b>	<b>4,502,014</b>	<b>1,413,816</b>	

**Investment Property**

Particulars	Cost				Depreciation				Net book value as at June 30, 2023	Rate
	As at July 01, 2022	Additions	Disposals	As at June 30, 2023	As at July 01, 2022	For the year	On disposal	As at June 30, 2023		
<i>Investment property</i>										
Land-leasehold	33,000	-	-	33,000	-	-	-	-	33,000	0%
Building on lease hold land	5,882,830	-	-	5,882,830	3,913,730	294,142	-	4,207,872	1,674,958	5%
<b>2023</b>	<b>5,915,830</b>	<b>-</b>	<b>-</b>	<b>5,915,830</b>	<b>3,619,588</b>	<b>294,142</b>	<b>-</b>	<b>4,207,872</b>	<b>1,707,958</b>	



5.2 Leasehold land represents an amenity plot situated at Block 1, KDA Scheme 5, Clifton, Karachi and the building thereon represents ground plus one floor. Both land and building, having a total carrying value of Rs. 1,413,816 (2023: Rs. 1,707,958), are in the name of M/s Memon Welfare Society.

5.3 The valuation of property was carried out by a professional firm of surveyors and valuers. As per their report dated July 29, 2022, the fair value and forced sales value of the property were Rs. 473,118,000/- and Rs.378,495,000/- respectively.

5.4 **Particulars of Immovable investment property:**

Particulars	Location
Leasehold land	Plot No.ST-8/D, main Shahrah-e-Bedil Block-I, Clifton, Karachi
Building on leasehold land	Plot No.ST-8/D, main Shahrah-e-Bedil Block-I, Clifton, Karachi

There has been no material change in the valuation of properties as internally assessed by management of the Institute.

	Note	2024 Rupees	2023 Rupees
<b>6 LONG TERM DEPOSIT</b>			
Security deposit		<u>10,000</u>	<u>10,000</u>
6.1 This represents the security deposits of PTCL telephone lines in use of the Institute. The amount was deposited through demand notes to install the phones.			
<b>7 ADVANCES, PREPAYMENTS AND OTHER RECEIVABLES</b>			
<b>Advances:</b>			
Advance income tax		5,937,400	4,299,665
Advance against property		-	25,000,000
Advance against salaries		65,150	58,150
Advance against expenses		-	-
<b>Deposit</b>			
Security deposit-BRR		12,500	-
Water bottle Deposits		6,000	6,000
<b>Prepayments</b>		52,914	79,695
<b>Other receivables</b>			
Rent receivable		15,148,164	12,231,164
Mark-up receivable		-	314,672
Other receivables		63,231	63,231
		<u>21,285,359</u>	<u>42,052,577</u>
<b>8 SHORT TERM INVESTMENT</b>			
Certificates of investment	8.1	<u>-</u>	<u>32,000,000</u>
		<u>-</u>	<u>32,000,000</u>
8.1 This represents amount invested in certificates of investment for a period of three months. The average return on this investment is 18% p.a. (2023 : 7% p.a).			
<b>9 CASH AND BANK BALANCES</b>			
Cash in hand		4,836	26,503
Cash at banks -in current account		5,464,445	1,031,022
Cash at banks -in saving account	9.1	<u>321,953</u>	<u>55,892,971</u>
		<u>5,791,234</u>	<u>56,950,496</u>
9.1 The rate of return on saving account ranges from 7.0% to 8.0% p.a. (2023 : from 6.0% to 7.0% p.a)			

	<i>Note</i>	<b>2024 Rupees</b>	<b>2023 Rupees</b>
<b>10 DEFERRED LIABILITY</b>			
<b>Gratuity</b>			
Balance as at July 01		419,782	331,949
Add: Provided for the period		76,000	87,833
Less: paid		-	-
Balance as at June 30		<u>495,782</u>	<u>419,782</u>
<b>10.1</b>	Actuarial valuation of Gratuity not taken place because entity falls below required minimum number of employees are below 10		
<b>11 LONG TERM DEPOSIT</b>	<b>11.1</b>	<u>5,400,000</u>	<u>5,400,000</u>
<b>11.1</b>	This represents security deposit received from a tenant on account of premises rented out for five years.		
<b>12 ADVANCES, DEPOSITS AND OTHER PAYABLES</b>			
Deposit	<b>12.1</b>	900,000	900,000
Examination fee		72,350	29,050
Subscriptions and fees		436,567	125,400
		<u>1,408,917</u>	<u>1,054,450</u>
<b>12.1</b>	This represents security deposit received from an Ex-tenant on account of premises rented out.		
<b>13 GENERAL FUND</b>			
Balance brought forward		132,789,005	103,938,220
Surplus for the year		19,844,288	28,850,785
		<u>152,633,293</u>	<u>132,789,005</u>
<b>14 OTHER FUNDS</b>			
Rao N.S. Khan Medal Fund		84,300	84,300
Benevolent fund		25,000	25,000
		<u>109,300</u>	<u>109,300</u>
<b>15 CONTINGENCIES AND COMMITMENTS</b>			
	There were no contingencies and commitments as at June 30, 2024 (2023: Nil)		
<b>16 SUBSCRIPTIONS AND FEES</b>			
Members' registration fees		23,500	5,000
Members' annual subscriptions		516,939	259,000
Students' registration fees		44,300	38,000
Students' annual subscriptions		25,750	34,900
Examination fees		141,300	232,000
Exemption fees		75,300	192,200
		<u>827,089</u>	<u>761,100</u>
<b>17 RETURN ON INVESTMENT</b>			
Profit on certificates of investment		1,033,125	10,388,006
Profit on savings accounts		408,633	3,187,488
		<u>1,441,758</u>	<u>13,575,494</u>

	<i>Note</i>	<b>2024</b> <i>Rupees</i>	<b>2023</b> <i>Rupees</i>
<b>18 OTHER INCOME</b>			
Miscellaneous		<b>70,236</b>	<b>23,610</b>
<b>19 SALARIES, ALLOWNCES AND OTHER BENEFITS</b>			
Salaries and allowances		<b>2,969,057</b>	<b>3,269,580</b>
Retirement benefits		<b>76,000</b>	<b>87,833</b>
		<b>3,045,057</b>	<b>3,357,413</b>
<b>20 OTHER EXPENDITURES</b>			
Bank charges		<b>6,243</b>	<b>800</b>
Entertainment		<b>191,748</b>	<b>164,782</b>
Miscellaneous expenses		<b>174,681</b>	<b>220,718</b>
		<b>372,672</b>	<b>386,300</b>
<b>21 CASH AND CASH EQUIVALENTS</b>			
Cash and bank balances	<b>9</b>	<b>5,791,234</b>	<b>56,950,496</b>
Short term investment	<b>8</b>	<b>-</b>	<b>32,000,000</b>
		<b>5,791,234</b>	<b>88,950,496</b>

## **22 FINANCIAL RISK MANAGEMENT**

The Council of the Institute has overall responsibility for the establishment and oversight of the Institute's risk management framework. The Institute has exposure to the following risks from its use of financial instruments:

- Credit risk
- Liquidity risk
- Market risk

## 22.1 Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss, without taking into account the fair value of any collateral. Concentration of credit risk arises when a number of counter parties are engaged in similar business activities or have similar economic features that would cause their ability to meet contractual obligations to be similarly affected by changes in economics, political or other conditions. Concentrations of credit risk indicate the relative sensitivity of the Company's performance to developments affecting a particular industry.

Credit risk of the Institute arises principally from the short term advances & receivables and bank balances. The carrying amount of financial assets represents the maximum credit exposure. Cash is held only with reputable bank with high quality credit worthiness.

The maximum exposure to credit risk at the reporting date is as follows:

	<b>2024</b> <i>Rupees</i>	<b>2023</b> <i>Rupees</i>
Long term deposits	<b>10,000</b>	10,000
Advances, prepayments and other receivables	<b>15,295,045</b>	37,673,217
Short term investments	-	32,000,000
Bank balances	<b>5,786,398</b>	56,923,993
	<b>21,091,443</b>	100,943,681

None of the above balances are past due or impaired.

The credit quality of the Institute bank balance maintained with a bank assessed by an external credit rating entity is as follows:

	Rating agency	Rating	
		Short term	Long term
MCB Islamic bank Limited	PACRA	A1	A
Bank Al Habib Limited	PACRA	A1+	AAA
Allied Bank Limited	PACRA	A1+	AAA
Faysal Bank Limited	PACRA	A1+	AA
Meezan Bank Limited	VIS	A-1+	AAA
Bank Islamic Pakistan	PACRA	A1	AA-
Pak Oman Investment Company (Private) Limited	VIS	A-1+	AA+

## 22.2 Liquidity risk

Liquidity risk is the risk that the Institute will encounter difficulty in meeting its financial obligations as they fall due. Liquidity risk arises because of the possibility that the Institute could be required to pay its liabilities earlier than expected or difficulty in raising funds to meet commitments associated with financial liabilities as they fall due. The Institute is of the view that it is not exposed to any significant liquidity risk. The following are the contractual maturities of financial liabilities:

	2024				
	Carrying amount	Contractual cash flows	Six months or less	Six to twelve months	One to five years
	-----Rs-----				
<b>Financial liabilities</b>					
Accrued expenses	701,032	701,032	701,032	-	-
Long term deposits	5,400,000	5,400,000	-	-	5,400,000
Advances, deposits and other payables	1,408,917	1,408,917	1,408,917	-	-
	<u>7,509,949</u>	<u>7,509,949</u>	<u>2,109,949</u>	<u>-</u>	<u>5,400,000</u>
	2023				
	Carrying amount	Contractual cash flows	Six months or less	Six to twelve months	One to five years
	-----Rs-----				
<b>Financial liabilities</b>					
Accrued expenses	1,217,622	1,217,622	1,217,622	-	-
Long term deposits	5,400,000	5,400,000	-	-	5,400,000
Advances, deposits and other payables	1,054,450	1,054,450	1,054,450	-	-
	<u>7,672,072</u>	<u>7,672,072</u>	<u>2,272,072</u>	<u>-</u>	<u>5,400,000</u>

### 22.3 Market risk

Market risk is the risk that the value of the financial instruments may fluctuate as a result of changes in interest rates or the market price may change due to a change in credit rating of the issuer or the instrument, change in market sentiments, speculative activities, supply and demand of securities and liquidity in the market. Having no interest based financial asset / liability, the Institute is not exposed to any interest rate risk.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of change in market interest rate. In view of balances in current accounts no interest rate exposure arises.

#### 22.3.1 Cash flow sensitivity analysis for variable rate instruments

There would have been no effect in the statement of comprehensive income for the year ended June 30, 2024 and the Institute's funds as of June 30, 2024 due to change in interest rates applicable on its financial assets. Same stands true for corresponding figures as well.

Funds held in banks can be withdrawn on demand.

### 22.4 Fair value of financial assets and liabilities

The carrying values of the financial assets and financial liabilities approximate their fair values. Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction. The Company uses the following fair value hierarchy to classify financial instruments measured at fair value:

Level 1: quoted (unadjusted) prices in active market for identical assets or liabilities.

Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices).

Level 3: inputs for the asset or liability that are not based on observable market data (unobservable inputs).

No investment is made by the company and hence not applicable.

### 22.4.1 Financial instruments by categories

2024				
----- Rupees -----				
As at June 30, 2024	Ammortized Cost	FVOCI	FVTPL	Total
Financial assets as per balance sheet date				
				-
Long term deposits	10,000	-	-	10,000
Advances, prepayments and other receivables	21,285,359	-	-	21,285,359
Short term investments	-	-	-	-
Bank balances	5,791,234	-	-	5,791,234
	<u>27,086,593</u>	<u>-</u>	<u>-</u>	<u>27,086,593</u>
As at June 30, 2024				Financial
Financial liabilities as per balance sheet				liabilities at
				<u>amortized cost</u>
Long term deposit				5,400,000
Accrued expenses				701,032
Advances, deposits and other payables				1,408,917
				<u>7,509,949</u>

2023				
----- Rupees -----				
As at June 30, 2023	Asset at fair value through profit and	Loans and receivables	Other financial asset	Total
Financial assets as per balance sheet date				
Long term deposits	10,000	-	-	10,000
Advances, prepayments and other receivables	42,052,577	-	-	42,052,577
Short term investments	32,000,000	-	-	32,000,000
Bank balances	56,923,993	-	-	56,923,993
	<u>130,986,570</u>	<u>-</u>	<u>-</u>	<u>130,986,570</u>
As at June 30, 2023				Financial
Financial liabilities as per balance sheet				liabilities at
				<u>amortized cost</u>
Long term deposit				5,400,000
Accrued expenses				349,672
Advances, deposits and other payables				1,054,450
				<u>6,804,122</u>

### 23 NUMBER OF EMPLOYEES

The total number of employees of the Institute as at June 30, 2024 were 2 (2023: 4).

### 24 DATE OF AUTHORIZATION

These financial statements were authorized for issue in the Council Members meeting held on October 07, 2024



**President**



**Treasurer**



**Vice President**





# INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN

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