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PAKISTAN COUNCIL OF
ARCHITECTS AND TOWN PLANNERS
(ORDINANCE IX OF 1983)

No. PCATP/AGM-2024/07-03-01/2024

Dated: July 03, 2024

Dear Registered Architects and Town Planners

Subject: PRELIMINARY NOTICE OF THE ANNUAL GENERAL MEETING (AGM) 2024 OF PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS (PCATP) TO BE HELD VIRTUALLY ON SATURDAY, AUGUST 03, 2024 AT 1700 HRS.

Notice is hereby given that the Annual General Meeting of Pakistan Council of Architects & Town Planners (PCATP) 2024 will be held virtually on Saturday August 03, 2024, at 1700 hours under amended by-Laws 7 (a) and 8 appended below.

7 (a) *"The Annual General Meeting of the Council shall be held simultaneously at Karachi, Lahore, Islamabad, Quetta and Peshawar through any available electronic means, such as video conferencing, skype meeting, etc. However, the Chairman shall preside the meeting at the Head Office of the Council.*

8 *"The quorum to constitute an annual or extraordinary meeting of the Council shall be fifty: Provided that at a meeting held to seek amendment to these bye-laws the presence of at least 75 valid members of the Council shall be necessary".*

2. It is informed that participants are required to **register themselves for the AGM 2024 through Registration Form available at <https://forms.gle/FTAJwf962ARBfD8e9> by August 01, 2024.**


Zoom link for the meeting will be shared on August 02, 2024 with those who have registered for AGM-2024.

3. Members are requested to follow the following SOPs during the AGM for maintaining the decorum:

- (a) Connect with your registered PCATP number and name.
- (b) Use appropriate profile picture, name and video backgrounds (preferably your own picture as your DP/ profile picture).
- (c) You will enter in the waiting room as you connect, please wait and be patient until you are admitted in the meeting.
- (d) Mute your MIC during the entire meeting except for when you are allowed to speak.



- (e) Use "Raise Hand" option or write in Chat box for any questions and wait until you are allowed.
 - (f) To ensure equal participation, no member will speak more than two minutes, after that MIC will be offered to next participant.
 - (g) Due to time limitation if any question(s) are unattended, please leave your questions in the chat box to be answered later by the Executive Committee.
 - (h) Update your zoom client software to the latest version
 - (i) Test carefully all audio and video settings at your end preferably one hour ahead of meeting.
 - (j) PCATP Zoom link is meant for you only. Please do not share it with anyone else and also do not use the link for any testing purpose.
 - (k) For testing purpose, use this test link: <https://zoom.us/test>).
 - (l) To get more help for how to join Zoom meetings click below link <<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting>>
4. Following is the preliminary Agenda of the meeting:
- (a) Recitation from the Holy Quran.
 - (b) Confirmation of the Minutes of the Annual General Meeting of the PCATP held on August 05, 2023 at Islamabad Club, Islamabad physically and via Zoom. (Minutes already circulated and available on our website at www.pcatp.org.pk).
 - (c) Presentation of Annual Report of the Council. Copy of Annual Report will be uploaded on our website at www.pcatp.org.pk on July 30, 2024.
 - (d) Presentation of the Audited Accounts of the Council for the financial year 2022-2023. Audit Report is already available on our website.
 - (e) Presentation of the Annual Budget of the Council for the financial year 2024-2025.
 - (f) Appointment of Auditors.
 - (g) Any other business as may be placed before the meeting by the Executive Committee or as the meeting may decide.
 - (h) Closing remarks by the Chairman PCATP.
5. We look forward to welcoming you to the AGM 2024.


Ar. Muhammad Irfan Tariq
Registrar PCATP

Note: Members who have not renewed their registration will not be admitted to the meeting